**Town of Felton**

**Town Council Meeting**

**March 13, 2017**

**6:30 pm**

Mayor Kelley called the Town Council Meeting of Felton to order at 6:30 pm on Monday, March 13, 2017. Present at the meeting were:

**Council Members:** Mayor Dave Kelley, Vice Mayor Joe Yapsuga, Joanne Clendaniel, Anthony Carroll & Diana Dolan-Beulah.

**Staff:** Town Manager Rebecca Greene, Chief Levi Brown and Town Clerk Amy Thomas.

**Public:** Tom & Chris Pullen, Lisa Thomas, Lynn Hollinger and Ryan Myers.

**Swearing in of Council Members:**

Mayor Kelley swore in returning Council members Joe Yapsuga, Joanne Clendaniel and Diana Dolan-Beulah.

**Motion:** Councilman Yapsuga made a motion to adjourn to Executive Session for reorganization of Council. Councilwoman Clendaniel seconded the motion. The motion passed unanimously.

Mayor Kelley reconvened the Regular Town Council Meeting at 6:40pm. He then announced that Council had decided that he would remain Mayor and Councilman Yapsuga will remain Vice-Mayor.

**Citizens Concerns:**

Mayor Kelly asked if there were any Citizen’s Concerns and there were none.

**Change of Zoning Request for 422 S Erin Avenue:**

Rebecca stated that when we did our Comprehensive Plan it should have stated that this property could be rezoned to commercial but it only states that it is residential. Our Engineers will be attending a meeting on March 22 to determine if the property can be rezoned. Tonight we can only vote that this property be rezoned with the contingency that the State approves.

Mayor Kelley asked Councilmembers if they had any concerns rezoning the property. Vice-Mayor Yapsuga stated that his only concern was the parking but that was addressed by Mr. Myers in the Public Hearing. Rebecca reminded Council and the Citizens that all building plans proposed for this lot have to be approved by Planning and Zoning. Mayor Kelley asked if it is going to require off street parking and Rebecca stated that a parking lot on the property will be required for parking. Mr. Carroll stated that he thinks it would be helpful if everyone knew what kind of business the potential buyer has and Mr. Myers stated that he cannot give that information. Councilmember Dolan-Beulah and Clendaniel had no concerns rezoning this property.

**Motion:** Councilmember Clendaniel made a motion to approve the rezoning of 422 S Erin Avenue to commercial as long as the State approves. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga – yes; Councilmember Clendaniel –yes; Councilmember Carroll - yes and Councilman Dolan-Beulah-yes.

**Police Report:**

Chief Brown presented the February 2017 Police Report. Councilmember Clendaniel asked if there was an update on Officer Guild’s surgery and Chief Brown replied it is scheduled for April 6.

**Motion:** Vice-Mayor Yapsuga made a motion to accept the February 2017 Police Report. Councilmember Clendaniel seconded the motion. The motion was passed unanimously.

**Budget Report:**

Vice-Mayor Yapsuga asked if the income from the Stone Depot is equivalent to last year and Rebecca replied no because they completed the project at the Air Force Base.

**Motion:** Councilmember Clendaniel made a motion to accept the February 2017 Budget Report. Councilmember Carroll seconded the motion. The motion was passed unanimously.

**Minutes:**

**Town Council Meeting Minutes:**

Mayor Kelley presented the February 13, 2017 Town Council Meeting Minutes asking if there were any questions. There were no questions.

**Public Hearing Meeting Minutes:**

Mayor Kelley presented the February 21 , 2017 Public Hearing Meeting Minutes asking if there were any questions. There were no questions.

**Town Council Meeting Minutes:**

Mayor Kelley presented the February 21, 2017 Town Council Meeting Minutes asking if there were any questions. There were no questions.

**Planning & Zoning Meeting Minutes:**

Mayor Kelley presented the March 3, 2017 Planning and Zoning Meeting Minutes asking if there were any questions. There were no questions.

**Motion:** Councilmember Yapsuga made a motion to accept all minutes as presented above. Councilmember Clendaniel seconded the motion. The motion was passed unanimously.

**Final Vote on Skateboarding:**

Vice-Mayor Yapsuga suggested to Council that we should continue to allow skateboarding for transportation in Town. Council asked Chief Brown if he has noticed problems with any skateboarding in Town and he replied no. As per the discussion leaving the Ordinance intact allows the Police to handle any issues in the future.

**Motion:** Vice-Mayor Yapsuga made a motion to keep Skateboarding as it stands right now with the discretion of the Police Department to monitor and enforce skateboarding in Town. Councilmember Clendaniel seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga – yes; Councilmember Clendaniel –yes; Councilmember Carroll - yes and Councilman Dolan-Beulah-yes.

**Update on Building Security:**

Rebecca stated Mark (M&T Builders) will be starting his part of the project in about two weeks. Advantech has ordered their parts and they will be here after Mark is finished.

There was discussion between Rebecca and Levi about Officers from other agencies needing a key to access our building to use our fax machine and live scan. Rebecca stated that she does have the capability to restrict access to certain areas of the building to keys that don’t need to access all doors. Rebecca stated that she could just allow them to have access to the Police office and if they needed to access any other doors they can call the Officer on duty.

Mayor Kelley stated he would like the alarm set each time someone leaves the building vacant. The Chief advised he would let all officers know via email.

**Part-Time Police Officer:**

Levi stated that he would like to hire a part-time Officer while Chris Guild is out on medical leave. Councilman Carroll asked Levi if he had anyone in mind and Levi replied yes.

**Motion:** Councilmember Clendaniel made a motion to allow Chief Brown to hire a Part-Time Police Officer. Vice-Mayor Yapsuga seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga – yes; Councilmember Clendaniel –yes; Councilmember Carroll - yes and Councilman Dolan-Beulah-yes.

**Discussion of FY18 Budget:**

Rebecca stated she would like to request a 3% raise increase for Employees for next year’s budget. She also stated that she would like to increase the SEU hourly rate to $40 an hour. She explained to Council that the officer’s overtime rate should not exceed the SEU rate, and currently we have an officer whose overtime rate is more than SEU. Rebecca stated that she would still keep the $25,000 in the budget for SEU, but the hourly rate would increase. If they use the $25,000 and increase their fines then we can talk about raising the $25,000.

**Motion:** Councilmember Clendaniel made a motion to add Parnell Purchasing Town Property to the Agenda. Vice-Mayor Yapsuga seconded the motion. The motion was passed unanimously.

**Parnell Purchasing Town Property:**

Mayor Kelley explained to Council that the State of Delaware removed the recycle bins that were on the Town’s property on Lombard Street. Parnell approached the Mayor stating that he was interested in purchasing the property since it was next to his storage facilities. Rebecca reviewed the Charter to see if the Town had to list the property for bids and it is not stipulated in the Charter. Rebecca stated that Parnell offered us $26,000 for the property and she read the email from the Attorney which explained the procedures for selling the property to him (see attached).

**Motion:** Councilmember Clendaniel made a motion to accept Parnell’s offer on the property. Vice-Mayor Yapsuga seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga – yes; Councilmember Clendaniel –yes; Councilmember Carroll - yes and Councilman Dolan-Beulah-yes.

**Motion:** Vice-Mayor Yapsuga made a motion to adjourn the meeting. Councilmember Clendaniel seconded the motion. The motion was passed unanimously.

**The meeting was adjourned at 7:38pm.**

These minutes were prepared by Amy Thomas, Town Clerk.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amy Thomas, Town Clerk Date