

**Town of Felton
Town Council Meeting
November 17, 2014
6:30 pm**

Mayor Kelley called the Town Council Meeting of Felton to order at 6:30 pm on November 17, 2014. Present at the meeting were:

Council Members: Mayor Dave Kelley; Vice-Mayor Joe Yapsuga; Michael Routh and Joanne Clendaniel.

Staff: Town Clerk; Amy Lupinetti and Sergeant Swan.

Citizen's Concerns:

There were no citizens concerns.

Police Report:

Chief Brown will present the October 2014 Police Report at the December council meeting.

Budget Report:

Councilman Routh stated that he had three questions regarding the budget. He asked why the Pennsy Supply line was high and why the Postage and System Components in the water department was high also. Amy stated that last year we over budgeted with Pennsy so this year we lowered it and they are making more revenue. The postage line is high because we have sent a lot of grass and property maintenance letters out this year. Amy stated that she is unsure of System Components but it could be related to the Water Generator.

Motion: Vice-Mayor Yapsuga made a motion to approve the October 2014 Budget Report. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

Minutes:

Town Council Meeting Minutes:

Mayor Kelley presented the October 20, 2014 Town Council Meeting Minutes asking if there were any questions. Councilman Routh asked how the income for taxes is coming along and Amy stated that Rebecca sent out quarterly tax letters to the accounts that are outstanding so hopefully we will receive that money.

Motion: Vice-Mayor Yapsuga made a motion to accept the October 20 2014 Town Council Meeting Minutes. Councilman Routh seconded the motion. The motion was passed unanimously.

Public Hearing Minutes:

Mayor Kelley presented the October 20, 2014 Public Hearing Minutes asking if there were any questions. There were no questions.

Motion: Councilman Routh made a motion to accept the October 20, 2014 Public Hearing Minutes. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

Resolution 14-R-3 Amending the Construction Standards and Specifications- Apron Driveways:

Amy presented the draft diagram of the apron and stated that we will be getting a diagram from the engineer with the changes and it will be approved by Ralph. Mayor Kelley stated that we need to start doing pre-inspections so we can avoid the problems. Amy stated that there has been discussion that we will start doing a pre-inspection before the concrete and asphalt is laid. Mayor Kelley asked if we should approve this contingent upon adding a caveat that there should be a pre-inspection form and Amy stated that this section for the resolution is just for the apron. Amy recommended that we talk to Rebecca about adding a caveat in the Standards and Specifications stating that there will be a pre-inspection if they wanted to do that.

Councilman Routh asked what we give the Contractor's when they come to pick up their permit. Amy stated that we give them a packet with the inspection check list and attached documents pertaining to the checklist. Amy presented a packet to Council that included the Inspection Checklist with attached documents.

Motion: Vice-Mayor Yapsuga made a motion to accept 14-R-03 and we will include the diagram from the Engineer that will be approved by Ralph. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley - yes; Vice-Mayor Yapasuga – yes; Councilman Routh – yes and Councilwoman Clendaniel – yes.

Code Red Notification System:

Amy stated that Code Red will be tabled for the December Meeting. We are waiting for Dawn from Atlantic Telephone to contact us on instructions to access our voicemail away from the office.

Executive Session:

Vice-Mayor Yapsuga made a motion to recess the Council Meeting for an Executive Session at 7:17pm. Councilwoman Clendaniel seconded the motion. The motion passed unanimously.

The executive session ended at 7:58pm.

These minutes were prepared by Amy Lupinetti, Town Clerk.

Amy Lupinetti

Date