

**Town of Felton
Town Council Meeting
February 11, 2013
7:00 pm**

Mayor Kelley called the Town Council of Felton Meeting to order at 7:00 pm on Monday, February 11, 2013. Present at the meeting were:

Council Members: Mayor Dave Kelley, Vice-Mayor Joe Yapsuga, Kevin Fletcher, Joanne Clendaniel and Anthony Carroll.

Staff: Town Manager, Rebecca Greene; Chief Levi Brown; and Town Clerk, Amy Lupinetti.

Public: Residents – Laurel Sweet.

Conditional Use Request for 214 Fan Branch Drive:

Mrs. Sweet asked what the process was for a Conditional Use Permit. Rebecca stated that Mrs. Valez had to come before Planning & Zoning and Council and they have to agree to allow the citizen to go have a Public Hearing and go before Council for approval. If there are any changes in the request down the road Mrs. Valez would have to request a new Conditional Use Permit. Mrs. Sweet asked about the traffic that this will bring through Hidden Pond. Rebecca stated that it is an online business and by appointment only and therefore should not have an adverse effect on traffic. Mrs. Sweet asked what would happen when the residents are no longer at the property. Rebecca stated that the Conditional Use was given to Mrs. Valez and if Mrs. Valez is not at the residence the Conditional Use is no longer valid.

Motion: Vice Mayor Yapsuga made a motion to accept the Conditional Use at 214 Fan Branch Road to allow the garage to be used as a showroom for an on-line business. The business is apparel, jewelry and accessories. Councilman Carroll seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley – yes; Vice-Mayor Yapsuga -yes; Council Member Clendaniel – yes; Councilman Carroll – yes and Councilman Fletcher –yes.

Citizens Concerns:

Mr. Twardus made a complaint about the kids playing in the street at High St. and Courtney Ln. He said that he asked Officer Swan to talk to the kids about playing in the Street. Officer Swan contacted him and told him that he contacted the kids and gave them a lecture. Also he had a concern about the parents parking the wrong way on the road while waiting at the bus stop. He stated that he asked a parent to move a few years ago and one of them cursed at him. He is asking that the Police enforce the parking on the wrong side of the road. Levi stated that he knows the resident that is parking their vehicle the wrong way and he will make contact with her and also talk to the kids.

Mr. Twardus also stated that the City of Dover is looking into holding the landlord totally responsible for their tenants and making them do a background check on them. Mayor Kelley stated that he is not sure if the Town could legally require landlords to do background checks. Councilwoman Clendaniel stated that she thinks it would be appropriate for the landlords to present their tenants with the Town's Ordinances. Mr. Twardus stated that the Landlord should present the tenants with a copy and have them sign stating they received the Ordinances.

Rebecca stated that we send utility bills and property issues to the landlord and the tenant so the landlord does see what is going on with the property. Mayor Kelley asked if we knew what properties were rentals and Rebecca replied that we have a list of rentals but those are only the ones that the tenants are responsible to pay the bill. Councilman Clendaniel stated that most property owners in the Town are not aware of the Ordinances.

Mr. Twardus also asked about the tree that is on the roof of 425 W High St. Rebecca stated that we are aware the house is vacant and the bank has that house up for sheriff sale. Mayor Kelley asked if Ralph could clean the yard. Rebecca stated that he has been cleaning the brush and yard waste up but he cannot touch the tree that is on the roof.

Police Report:

Chief Brown presented the January 2013 Police Report.

Officer	Reg	SEU	Total
9451	100	32	132
9452	97	59	156
9453	97	0	97
9454	21	0	21
9455			

Mayor Kelley asked what why the patrol hours were down and Levi stated that Officer Swan was out for most of the month and they only had three officers.

Motion: Councilman Carroll made a motion to accept the January 2013 Police Report. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

Budget Report:

There were no questions about the budget report.

Motion: Councilman Fletcher made a motion to accept the January 2013 Budget Report. Councilman Carroll seconded the motion. The motion was passed unanimously.

Minutes:

Town Council Meeting Minutes:

Mayor Kelley presented the January 14, 2013 Town Council Meeting Minutes asking if there were any questions. There were no questions.

Motion: Councilwoman Clendaniel made a motion to accept the January 14, 2013 Town Council Meeting Minutes. Councilman Carroll seconded the motion. The motion was passed unanimously.

Planning & Zoning Minutes:

Mayor Kelley presented the February 5, 2013 Planning & Zoning Meeting Minutes asking if there were any questions. There were no questions.

Motion: Vice-Mayor Yapsuga made a motion to accept the February 5, 2013 Planning and Zoning Minutes. Councilman Carroll seconded the motion. The motion was passed unanimously.

FY14 Budget – Police Vehicle Purchase:

Rebecca stated that she has had talks at various meetings about rotating police vehicles every three years. Rebecca would like to add a budget line of \$10,000 to the Police Department for the purchase of a vehicle. Vice-Mayor Yapsuga asked what other funds would be used for the purchase. Levi stated that the Domestic Violence Grant is around \$8,000 and also SALLE is \$3,000-\$4,000. Vice-Mayor Yapsuga stated that he was a little confused about the rotation plan. Rebecca stated that if the vehicle costs \$30,000 this year we would put \$10,000 in the budget and then it would take three years to pay the loan off. As soon as the vehicle is paid off another vehicle would be purchased.

Councilman Fletcher asked what vehicle we would get rid of and Levi stated it would be one of the marked vehicles. Mayor Kelley asked what the mileage was on the vehicles and Levi said he was unsure but he would email them with that information. Rebecca stated that she is getting ready to work on the budget and she wanted to know if we could do that. Mayor Kelley stated to put the \$10,000 for a new police vehicle in the FY14 budget.

FY13 Budget – Pay off Town Hall Loan:

Currently we owe \$23,300 on the Town Hall loan. There is \$34,000 in the Capital Budget Line and the auditor recommends that we pay off the loan. If everything is in line and we still have the \$34,000 in Capital Improvements than Rebecca would like to pay off the loan in June of this year. Mayor Kelley stated that he would like to do that as long as we have the money and Rebecca replied that we would talk about it in May.

Update Capital Software:

Rebecca stated that the company we use for our utilities and taxes is doing an up-grade. Currently when a customer comes in to pay their bills we have to pull from two different programs. After the update we will have the bills in one program. There is a \$995 fee that will

come with the update for the training. Hopefully this update will catch all the bugs we are dealing with now and we won't have to change to a different software program.

Motion: Vice-Mayor Yapsuga made a motion to adjourn the meeting. Councilwoman accepted the motion. The motion was passed unanimously.

The meeting adjourned at 8:15

These minutes were prepared by Amy Lupinetti, Town Clerk.

Amy Lupinetti

Date