

**Town of Felton
Town Council Meeting
April 14, 2014
6:30 pm**

Mayor Kelley called the Town Council Meeting of Felton to order at 6:30 pm on Monday, April 14, 2014. Present at the meeting were:

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

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

Residents: Robert Koehler, Jeremy Crompton and Frances Baker.

Swearing in of Council Members:

Mayor Kelley swore in Council members Joe Yapsuga, Joanne Clendaniel and Michael Routh.

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

Mayor Kelley reopened the Regular Town Council Meeting. He then announced that Council had decided that he would remain Mayor and Councilman Yapsuga will remain Vice-Mayor.

Citizens Concerns:

Vice-Mayor Yapsuga stated that while he was campaigning for the Election there were several concerns from residents regarding yard waste and also the paving of Erin Avenue. He suggested that each Councilmember drive around Town and make a list of items that you think need to be addressed and then convene with each other. Mayor Kelley stated that he thought it was an excellent idea.

Councilman Carroll stated that he has noticed since the weather is warming up kids are riding bikes without helmets and also kids are on skateboards. Mayor Kelley asked Chief Brown if he would take care of those issues, Chief Brown replied yes.

Police Report:

Officer	Reg	SEU	Total
9451	79	16	95
9452	113	68	181
9453	85	28	113
9454	21	0	21
9455	83	24	107

Chief Brown presented the March 2014 Police Report asking if there were any questions. Mayor Kelley stated he noticed the SEU number dropped significantly since last year and Rebecca replied it was probably from the weather.

Rebecca stated that the Police Department has been asked to be in a calendar to benefit breast cancer. They will be taking the photos on Thursday in their full uniform.

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

Budget Report:

Rebecca presented the Budget Report and asked Council to look at the Police Salaries SEU line. She stated that there is only \$1200 left and initially we told them if they used all the SEU money we will give them more. The next three months of the fiscal year are good months and also their fine amount line is at 16% so they are doing very well with their fines. Councilwoman Clendaniel asked how much they would need and Rebecca replied \$2500 for the rest of the fiscal year.

Vice-Mayor Yapsuga stated that he knew we were having issues with the new computer software and wanted to know if we have them taken care of now. Rebecca stated that we did put money in the budget if the upgrade did not go well but we are doing fine with it and we will not be purchasing new software.

Mayor Kelley asked what was going on with the wireless rentals and Rebecca stated that we are locked into a contract until 2016 then we will renegotiate when the contract expires.

Vice-Mayor Yapsuga asked how much longer we have for the Pennsy contract and Rebecca stated that it is a five year lease with the option to rollover ten but she will look to see when that expires.

Councilman Routh asked how the snow removal fees were this year and Rebecca stated that we changed that policy in the handbook so we did not have an issue with high fees.

Motion: Councilwoman Clendaniel made a motion to approve the March 2014 Budget Report. Councilman Yapsuga seconded the motion. The motion was passed unanimously.

Minutes:

Town Council Meeting Minutes:

Mayor Kelley presented the March 10, 2014 Town Council Meeting Minutes asking if there were any questions. Councilman Routh asked if the Water Tower agreement was the same one that was in discussion back when he was on Council and Rebecca stated that it was, but at the time we did not have the money.

Motion: Councilwoman Clendaniel made a motion to accept the March 10, 2014 Town Council Meeting Minutes. Councilman Carroll seconded the motion. The motion was passed unanimously.

Planning & Zoning Meeting Minutes:

Mayor Kelley presented the April 8, 2014 Planning & Zoning Meeting Minutes asking if there were any questions. Vice-Mayor Yapsuga asked if the Planning & Zoning Committee can receive the paperwork ahead of time. He stated that it would be a good idea to review the information prior to the meetings.

Councilman Routh stated that he read the minutes today and was flabbergasted and if he were to review this at his job the permits would not have been approved. Rebecca stated there were several discussions at the table and we made it very clear to the builders this could not happen again. Vice-Mayor Yapsuga stated that we have had this discussion regarding builders before and Rebecca replied that she tried to get them to table it but nobody would budge. Councilman Routh stated that we might want to contact Kent County because he heard that plans needed to be stamped ahead of time. He stated that if he sees this again he will deny it in the future.

Motion: Vice-Mayor Yapsuga made a motion to accept the April 8, 2014 Planning & Zoning Meeting Minutes. Councilman Routh seconded the motion. The motion was passed unanimously.

Abatement Request:

Rebecca stated that the meter was read at 14 E Sewell Street and the usage was reading over 500,000 gallons of water. Ralph reread the meter and put a hang tag on the door for the residents to contact him or Town Hall. The residents contacted Ralph and he told them they had a bad leak and it needed to be repaired before the water is turned back on. This is a rental property and the owners were contacted and made aware of the water leak. The tenants fixed the leak right away and the water was turned back on. The tenant is requesting that \$1125.79 be abated. Mayor Kelley asked where the leak was and Mrs. Baker stated that it was under the house and the pipe was busted in four spots.

Motion: Councilwoman Clendaniel made a motion to abate \$1,125.79 due to a water leak at 14 E Sewell St. Councilman Routh seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley - yes; Councilman Routh – yes; Vice Mayor Yapsuga – yes; Councilwoman Clendaniel – yes and Councilman Carroll – yes.

Purchase of the New Copier:

Rebecca stated the old copier has been with us forever and they do not make parts for it anymore. The price for a new copier is \$2195.00 and the maintenance agreement is \$408. We would take half the money out of the Administration Budget and the other half out of the Police Budget. We did put money in the budget for Levi to get a new computer but he did not use the money so we would like to use that to pay for the copier. Councilman Routh stated that our current copier is at least 12 years old and it will become costly to get parts. Mayor Kelley asked if our current copier works and Rebecca replied that it does work but the company that used to

service it is no longer in business and the company that we are using now may not honor our contract for much longer.

Motion: Councilman Carroll made a motion to purchase the new copier and service agreement. Councilman Routh seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley - yes; Councilman Routh – yes; Vice Mayor Yapsuga – yes; Councilwoman Clendaniel – yes and Councilman Carroll – yes.

Discuss Crompton Parking Issue:

Rebecca stated that there is a big muddy mess on Church Street. Originally when we tried to just have parking in front of Crompton's we were told there was a hydrant in front of their house. We later found out there is no hydrant. We are requesting to allow the Crompton's to park in front of their house. Once the muddy mess dries out then we can fix the area on Church Street. Councilman Routh stated that he would like to get an easement and then pave it but Rebecca replied that we cannot pave that road because it is state maintained. Mayor Kelley stated that we should allow them to park in front of their house and eliminate it on Church Street.

Mayor Kelley asked if Mr. Crompton had any questions and he stated that he did not and he said that the parking in front of their house will work.

Motion: Councilman Routh made a motion to allow the Crompton's to park in front of their house on Church St. Councilman Carroll seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley - yes; Councilman Routh – yes; Vice Mayor Yapsuga – yes; Councilwoman Clendaniel – yes and Councilman Carroll – yes.

First Reading of the Floodplain Ordinance:

Rebecca stated that FEMA wanted a new Ordinance in order for our citizens to be approved for flood insurance. We had to update our Ordinance and the only properties in Town that are in the floodplain area is Paskey's. We adopted the Ordinance, sent it to the attorney and he wanted us to change a stipulation stating that finances could not allow someone to go to Board of Adjustments. Our policy for Board of Adjustments is it has to be a hardship. Rebecca stated that she had the Chairperson David Wood look over it and he said not to change it and I told the Attorney that it merried our Board of Adjustment rules.

Discussion of the FY15 Budget:

Rebecca stated that she would present the FY15 draft budget at the May meeting. She stated that the following will affect the budget:

- I would like to see Employees get a 3% raise this year instead of the 2.5% that has been given in the last couple years.
- Health Benefits have increased at the most \$10.
- Macrolyte was put in this year's budget and we did not use it so I will put it back in the budget for next year.
- The first water loan will be paid off next year. All debt service money will now go towards paying off the loan for the Arsenic Facility.

- The new police vehicle might be paid off by December and once this vehicle is paid for we can purchase another vehicle.
- We will be adding a line to the water budget for the Water Tower Maintenance Agreement and that will be \$20,000.
- There will have to be a discussion regarding raising the water rates next year.
- So far we are short \$57,000 for the E Railroad Avenue project. Senator Lawson said that he would give us \$25,000 more and I will talk to Bobby Outten about the remaining amount. I would like to replace the service lines and that will cost about \$9,000 and we can take that out of Capital Improvements.

Councilman Routh stated that he is assuming there is a cushion in the budget for the 3% raise. Rebecca replied that she will do the budget and if it is too much than we will stick with the 2.5% raise.

Water Generator Update:

Mayor Kelley stated that Rebecca has been sent a test email from the electrician that will be ordering and installing the soft start and it should be in this week.

Executive Session:

Vice-Mayor Yapsuga made a motion to recess the Council Meeting for an Executive Session at 8:16pm. Councilwoman Clendaniel seconded the motion. The motion passed unanimously.

The executive session ended at 10:00pm.

These minutes were prepared by Amy Lupinetti, Town Clerk.

Amy Lupinetti

Date