

**Town of Felton
Town Council Meeting
April 10, 2017
6:30 pm**

Mayor Kelley called the Town Council Meeting of Felton to order at 6:30 pm on Monday, April 10, 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: There were no public present.

Citizens Concerns:

There were no Citizens Concerns.

Police Report:

Chief Brown presented the March 2017 Police Report. There were no questions.

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

Budget Report:

Rebecca presented the March 2017 Budget Report asking if there were any questions. Vice-Mayor Yapsuga asked why the General Government budget was at 111% on the summary sheet. Rebecca explained that budget collected more than was budgeted and that number increased drastically when we put the carryover number in the budget.

Motion: Mayor Kelley made a motion to accept the March 2017 Budget Report. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously.

Minutes:

Town Council Meeting Minutes:

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

Public Hearing Meeting Minutes:

Mayor Kelley presented the March 13, 2017 Public Hearing Meeting Minutes asking if there were any questions. There were no questions.

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

FY18 Budget - Draft:

Rebecca presented the FY18 Draft Budget and stated the budget increased by \$5,750 from last year and the following items have changed on the budget:

- Police budget increased because of Guild's benefits and the potential of hiring two part-time officers.
- Pennsy Supply line was reduced from \$80,000 to \$35,000 because they are done with the project at Dover Air Force Base.
- Police fines have been raised from \$175,000 to \$200,000.
- Would like to raise the fee for police reports from \$25 to \$35 so that line was increased.
- Changed the Christmas Events Line to Employee Appreciation and that line has decreased to \$2000.
- Reduced Contributions line by \$500 and that will be used for flowers.
- Added a Community Events for donations to the school, the Gobble Wobble Event and a citizen's event in August.
- Maintenance agreement was added to the Administrative Budget for our agreement to Advantech - \$1,200.

Rebecca stated that the predicted carryover number for next year is \$128,000.

Motion: Vice-Mayor Yapsuga made a motion to approve the FY18 Draft Budget. 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 back to sand the walls and he will be back to install the doors when Advantech comes in to install the locks. Advantech is predicting that will take a couple weeks to receive the parts for doors. M&T Builders will be painting the walls they installed and Rebecca stated that she would like to paint the conference room grey to match the rest of the walls. There was discussion about whether or not they should keep the mural on the wall or paint over it and if the Town should eliminate the library. Council agreed to get rid of the library but there was mixed feelings about painting over the mural in the conference room.

The Council Meeting recessed at 7:03pm for an Executive Session.

The Regular Meeting reconvened at 7:30pm.

Sick/Vacation Donation of Hours:

The Employee Handbook states in order to donate time to an employee who is out on Medical Leave you must give one hour vacation for every hour sick. We currently have an employee out on medical who will be short on hours to continue his pay throughout his leave. He has approximately three months of time accrued and will need an additional three months. Rebecca advised that our employees now take a lot of vacation because they are at the age where they realize how important time away from work is for productivity. The majority of our employees already have vacations planned for the remainder of the year. The Council has decided to allow employees to give sick time and not have to match with vacation. The exception is for this specific medical leave. If this occurs in the future it will have to go to a Council vote.

Motion: Vice Mayor Yapsuga made a motion to allow the employees to donate only sick time to the employee who is currently out on medical leave. If this situation occurs in the future it will have to go before Council for a vote to the exception to the Employee Handbook. Councilwoman Clendaniel seconded the motion. Roll call: Mayor Kelley – yes; Vice Mayor Yapsuga – yes; Councilman Carroll – yes; Councilwoman Dolan-Beulah – yes and Councilwoman Clendaniel – yes. The motion was passed unanimously.

The meeting was adjourned at 7:38pm.

Motion: Councilwoman Clendaniel made a motion to adjourn the meeting. Councilwoman Dolan-Beulah seconded the motion. The motion was passed unanimously.

These minutes were prepared by Amy Thomas, Town Clerk.

Amy Thomas, Town Clerk

Date