

**Town of Felton  
Town Council Meeting  
November 13, 2023  
6:18 pm**

Mayor Clendaniel called the Town Council Meeting of Felton to order at 6:18 pm on Monday, November 13, 2023. Present at the meeting were:

**Council Members:** Mayor Joanne Clendaniel, Vice-Mayor Dave Kelley, Anthony Carroll, Diana Dolan-Beulah, and Bill Brittingham.

**Staff:** Chief Guild, Town Manager, Amy Thomas, Public Works Superintendent, Josh Smith, and Town Clerk, Tracey Thompson.

**Public:** Robert and Fred Wittig from DSM Commercial. Tina Moffitt from HydroCorp, and Bill Hauque from DRWA.

**Public Comments:**

There were no questions or concerns.

**Police Report:**

Chief Guild presented the October 2023 Police Report:

- Police Department did their Fall weapons qualification on October 4<sup>th</sup>.
- October 28<sup>th</sup> PD had their DEA National Take Back. Collected 94 pounds of medication.
- November 16<sup>th</sup> the Delaware Office of Highway Safety is partnering with Felton PD and Felton Fire Company to host a free car seat check from 12pm- 4pm.
- There were 204 calls of service.

**Motion:** Vice-Mayor Kelley made a motion to accept the October 2023 Police Report. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously.

**Public Works Report:**

Josh presented the September 2023 Public Works Report. There were no questions or concerns.

**Budget Report:**

Amy presented the October 2023 Budget Report and stated the audit is complete and they will be on next month's agenda. There were no questions or concerns.

**Motion:** Vice-Mayor Kelley made a motion to accept the October 2023 Budget Report. Councilmember Carroll seconded the motion. The motion was passed unanimously.

**Approval of Minutes:**

Mayor Clendaniel presented the October 9, 2023 Town Council Meeting Minutes. There were no questions or concerns.

**Motion:** Vice-Mayor Kelley made a motion to accept the October 9, 2023 Town Council Meeting Minutes. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously.

**Resolution 23-R-05- A Resolution Approving the Inclusion of an Area within the Limits of the Town of Felton:**

Amy restated this is the parcel owned by Delmarva Power and Light that is being annexed into Town to serve the future Wawa. There were no questions or concerns.

**Motion:** Vice Mayor Kelley made a motion to approve Resolution 23-R-05. Councilmember Carroll seconded the motion. The motion was passed unanimously. Roll Call: Mayor Clendaniel-yes, Vice Mayor Kelley- yes, Councilmember Carroll- yes, Councilmember Dolan-Beulah- yes, and Councilmember Brittingham- yes.

**Ordinance Rezoning Lot on Midstate Road, Felton DE (TMP#8-00-139.05-01-34.00/000) to Commercial C-2:**

Amy restated this is being rezoned due to Wawa using part of the parcel as an entrance off of Midstate Road. There were no questions or concerns.

**Motion:** Councilmember Carroll made a motion to approve Ordinance Rezoning Lot on Midstate Road, Felton DE (TMP#8-00-139.05-01-34.00/000) to Commercial C-2. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously. Roll Call: Mayor Clendaniel-yes, Vice Mayor Kelley- yes, Councilmember Carroll- yes, Councilmember Dolan-Beulah- yes, and Councilmember Brittingham- yes.

**HydroCorp Presentation- Cross- Connection Control/ Backflow Prevention**

Tina from HydroCorp presented Council with the new guidelines that the State is requiring on high hazard water accounts for cross connection control and backflow prevention. She explained that the guidelines are set for non-residential high hazard accounts at this time. There were questions about what makes the account high hazard and who would be affected by this. These new guidelines will need to be in affect or at least started by February 2024. Tina works along with Bill Hauque from Delaware Rural Water Association (DRWA), whom Josh has worked with on other projects. HydroCorp does the leg work in getting everyone in compliance. She said that the town would first pass an Ordinance stating what would be required for high hazard accounts examples being car wash, hair salon and schools. Then HydroCorp will send out letters to those accounts and will be the main customer support for any questions. They are specially trained to educate customers on their water utility. Josh highly recommended that the town hire HydroCorp to start the process on contacting our non-residential high hazard accounts. There was discussion on cost and the future guidelines for residential accounts that are low hazard.

**Motion:** Councilmember Carroll made a motion to follow Josh's recommendation on hiring HydroCorp to start the process for Cross-Connection Control/ Backflow Prevention. Vice Mayor Kelley seconded the motion. The motion was passed unanimously. Roll Call: Mayor Clendaniel-yes, Vice Mayor Kelley- yes, Councilmember Carroll- yes, Councilmember Dolan-Beulah- yes, and Councilmember Brittingham- yes.

**14 W Sewell Street- Water Line Install- Josh Smith**

Josh explained that we have a new house going in on 14 W Sewell Street, which had an existing water service from the previous home that was demoed. The water line is in the rear of the yard and connected to D&D Deli's. This could create an issue in the future if the water needs to be shut off and the Deli could have no water during business hours. Josh is requesting the property owner run his own line from the front of the house and into the main which is across the street. The owner has requested the town assist him with the cost of this project since he was under the impression that he could just reconnect to the existing line. Josh presented council with an estimate that he received from R&C Contractors for \$4550 stating himself and Jon could do some of the work and that helped with the cost. There was discussion between councilmembers about how much of the cost should be covered.

**Motion:** Councilmember Dolan-Beulah made a motion for the town to pay 50% of the costs of the project to help the property owner as requested. Councilmember Carroll second the motion. Roll Call: Mayor Clendaniel-yes, Vice Mayor Kelley- no, Councilmember Carroll- yes, Councilmember Dolan-Beulah- yes, and Councilmember Brittingham- no.

**Approval of 2024 Holiday Calendar:**

There were no questions or concerns.

**Motion:** Councilmember Carroll made a motion to approve 2024 Holiday Calendar. Vice Mayor Kelley seconded the motion. The motion was passed unanimously.

**The meeting was adjourned at 8:12pm for Executive Session.**

**The Regular Meeting reconvened at 8:30pm.**

**The meeting was adjourned at 8:31pm.**

These minutes were prepared by Tracey Thompson, Town Clerk.

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Tracey Thompson, Town Clerk

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Date