

**Council Meeting**  
**January 14, 2019**  
**7:00 p.m.**

The council meeting of Mayor and Council was held on the above date and time with Council members Dias, Carrow, Smith and DeBenedictis present with Mayor Letterman presiding. Recording Secretary Sue Muncey, Town Foreman Jeff Hurlock, Chief Carl Hutson, Town Solicitor Gary Junge, Jonathan Burnett, Ed Sarduy, Alex Carrow, and Wayne Gladhill were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
2. **Pledge to the Flag** – Mrs. Muncey led the Pledge of Allegiance.
3. **Approval of Minutes** –

*Mr. Carrow made a motion to accept the Public Hearing – Comp Plan minutes from 12/10/18, the Public Hearing – CDBG minutes from 12/10/18, the Council Meeting minutes from 12/10/18, the Personnel Committee Meeting minutes from 12/18/18, and the Street Committee Meeting minutes from 01/09/19 . Ms. DeBenedictis seconded the motion. Motion carried unanimously.*

4. **Approval of Income and Expense Report** –

*Mr. Dias made a motion to approve the Income and Expense Report. Mr. Smith seconded the motion. Motion carried unanimously.*

5. **Communications** – No Report
6. **Report of the Chief of Police** – Chief Hutson stated in December a presentation was given at the Senior Center about home security. There was an intruder alert drill at Providence Creek Academy and First State Military Academy held their formation run. There were 241 complaint calls, 157 traffic arrests, and 45 criminal arrests. Some of these were due to the fugitive roundup.
7. **Report of the Town Foreman** – Mr. Hurlock had no report.
8. **Report of the Town Solicitor** – Mr. Junge had no report.
9. **Report from Inspections/Enforcement** – Mr. Hurlock stated he met with the Code Enforcement Officer reference the summons page. Mr. Letterman will review this with the solicitor. The Code Enforcement Officer is working on some of the buildings.

## 10. Reports from Members of Council

- a. **Report from Electric Committee** – Ms. DeBenedictis stated a pole was hit Sunday evening. Mr. Hurlock stated it caused quite a bit of damage. The pole with the transformer was hit. When the pole went down, the lines tightened up. This caused a fault current in the system and burnt the taps off back in the substation in reclosure. We had to find the fault and fix it before the pole could be put back up. We had to drop the 4Kv system to get it fixed. We need to have an electrical contractor review our fuses. The issue took a long time to fix. We received a credit on our DEMEC billing. Mr. Hurlock feels we should use the money to look into our fuses so we don't have a major issue again. Mr. Letterman stated we should use the money to fix the issue. Mr. Hurlock stated when he put out a Code Red he didn't know they were going to drop the whole system. Mr. Letterman asked if this was in addition to the snow plowing. Mr. Hurlock stated yes. Ms. DeBenedictis asked if DP&L was involved. Mr. Hurlock stated yes. Ms. DeBenedictis stated you did the best you could do.
- b. **Report from Street Committee** – Mr. Smith had no report. Mr. Hurlock stated they are going to wait to blacktop until spring. The contractor stated he will hold the price. Mr. Hurlock stated with the snow storm the cars in the developments were still parked on the street. He is going to order 25 more signs. We don't have enough signs out. Mr. Hutson stated his guys could go out. Mr. Hurlock stated we salted the roads. The equipment works well. We will go back out later on and fix the lawns after it thaws out. Mr. Letterman confirmed that it was Reed Street to be paved. Mr. Hurlock stated yes.
- c. **Report from Water & Sewer Committee** – Mr. Dias had no report. Mr. Hurlock stated the water table is high and they are pumping a lot of ground water. Mr. Smith stated the reserve capitals will help with this.
- d. **Report from Equipment Committee** – Mr. Smith had no report. Mr. Hurlock stated the blue truck is ready to go out for bid.
- e. **Report from Personnel Committee** – Mr. Carrow stated the employee handbook will have some changes.
- f. **Report from Public Safety Committee** – Mr. Dias had no report.
- g. **Report from Budget Committee** – Mr. Smith will have an email sent out with dates for a meeting for a budget review. We will also address the Accrued Benefits account and capitals.
- h. **Report from Economic Development Committee** – Mr. Carrow stated he met with Linda Parkowski last week. They worked on a current list of properties, if they were vacant or full. They also discussed an economic package for new businesses. Mr. Carrow will have a meeting set up and Ms. Parkowski will give a presentation to the committee. He will set up within the next week or so for a recommendation. Mr. Smith asked if he was going to do before the budget meeting. Mr. Carrow stated yes.
- i. **Report from DEMEC** – Ms. DeBenedictis had no report.

- j. Report from Board of Adjustments** – Mr. Hurlock had no report.
- k. Report from Planning & Zoning Committee** – Mr. Hurlock stated the Comp Plan has been completed. The second reading is tonight. The Ovations plans have been signed. They are doing borings. They will break ground when the weather breaks. Mr. Hurlock stated he met with gentlemen about Liberty Knoll II. Mr. Hurlock told them a homeowner’s association needs to be formed. Mr. Letterman asked if the entrance would be on Rodney Street. Mr. Hurlock stated yes. Mr. Hurlock stated he also told the developer that the side of the house needs to look like the front of a house for the side facing Rodney Street. Mr. Hurlock stated this is per the Planning & Zoning Commission.
- l. Appeals Board** – Mr. Hurlock had no report.

**11. Unfinished Business**

- a. Second Reading of Ordinance to Adopt the 2018 Comprehensive Plan Update.** Ms. DeBenedictis read the ordinance in its entirety. Mr. Letterman stated there were several public hearings.

*Ms. DeBenedictis made a motion to adopt the 2018 Comprehensive Plan Update. Mr. Dias seconded the motion. Motion approved unanimously.*

**12. New Business –**

- a. Discuss and Vote on Resolutions for FY’19 CDBG Application.** Ms. DeBenedictis read in its entirety. Mr. Letterman stated the first resolution was to approve the Community Development Block Grant. The second resolution was in reference to Fair Housing.

*Mr. Carrow made a motion to approve the FY’19 Block Grant resolution. Mr. Smith seconded the motion. Motion approved unanimously.*

*Mr. Smith made a motion to approve the Fair Housing resolution. Ms. DeBenedictis seconded the motion. Motion approved unanimously.*

- b. Discuss and Vote on Changes to Employee Handbook – Section 5.09 and Section 6.17.** Ms. DeBenedictis read in its entirety. Mr. Letterman stated this is to help the Town absorb the cost of health insurance for future budgets.

*Mr. Dias made a motion to accept the changes to Section 5.09 of the Employee Handbook and to stricken Section 6.17 in its entirety. Mr. Carrow seconded the motion. Motion carried unanimously.*

### 13. Public Forum –

Wayne Gladhill – Mr. Gladhill asked about a Facebook page. Mr. Letterman stated the public forum is a comment section with no rebuttal. If he wants a response, he has to be put on the agenda. Mr. Letterman stated he is willing to have a discussion with him after the meeting. Mr. Gladhill also wanted to know about the Town Watch sign. He was willing to pay for it. Mr. Letterman stated the sign was removed. Mr. Gladhill stated he feels it will deter criminals. Mr. Gladhill also wanted to thank the Clayton Fire Company for the Santa Claus on the 23<sup>rd</sup> and 24<sup>th</sup>. He also wanted to thank Mr. Carrow. Santa Claus went to a special needs child, who is his grandson, and it meant the world to him. Mr. Gladhill also stated that seven (7) police officers have been killed on routine traffic stops. Need to be careful.

Jonathan Burnett – SVS Financial will be opening a business in town. Mr. Burnett stated he is finishing up the store front. They would like to have a ribbon cutting.

Alex Carrow – Wanted to thank the Town for their support and donation. They will be training at 111 and 113 Highland Avenue running lines in Town. Mr. Burnett stated letters will go out to neighbors to inform them.

Ed Sarduy – He is with First State Community Action Agency. They provide needs or services for people who need help in the Town. He came to introduce himself.

### **Adjournment**

*Mr. Dias made a motion to adjourn the meeting. Mr. Carrow seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:38 p.m.*

Recording Secretary,

Sue Muncey