

Council Meeting
February 11, 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 Scott Chambers, Jonathan Burnett, Jim Masten, Joanne Masten, Stacey Hutson, and Jordan Landon 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. Masten led the Pledge of Allegiance.
3. **Approval of Minutes** –

Mr. Carrow made a motion to accept the Council Meeting minutes from 01/14/19, the Budget Committee Meeting minutes from 01/28/19, and the Public Safety Committee Meeting minutes from 02/06/19 in written form. Mr. Dias 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. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

5. **Communications** – No Report

6. **Report of the Chief of Police** – Chief Hutson stated there were 223 service calls, 153 traffic arrests, and 7 criminal arrests. The Department attended a recertification class for CPR/AED on Saturday, February 9. The Department also held a defensive driving class on January 19th.

7. **Report of the Town Foreman** – Mr. Hurlock stated there was a vehicle accident during the snow storm. We invoiced out \$15,000. Mrs. Muncey stated a call came in at 4:30 today and a message was in Mr. Hurlock's voicemail about this. The bids were opened this morning for the service truck. The truck was awarded to the highest bidder in the amount of \$2554. The vehicle will be moved out of our fleet. Mr. Hurlock also discussed the Downtown Development grant. The Mayor was advised there is new criteria. A meeting is scheduled on February 20 and they would like to have someone from the Council to attend along with Mrs. Raab. Ms. DeBenedictis asked where it was at. Mr. Letterman stated the armory in Dover. Mr. Hurlock stated due to the weather, the underground service for new homes is behind. We might hire a contractor to do.

8. **Report of the Town Solicitor** – Mr. Chambers had no report.

9. **Report from Inspections/Enforcement** – Mr. Hurlock had no report.

10. Reports from Members of Council

- a. Report from Electric Committee** – Ms. DeBenedictis had no report.
- b. Report from Street Committee** – Mr. Smith had no report. Mr. Hurlock stated the Mayor is working with legislators to determine streets to be paved.
- c. Report from Water & Sewer Committee** – Mr. Dias had no report.
- d. Report from Equipment Committee** – Mr. Smith had no report.
- e. Report from Personnel Committee** – Mr. Carrow had no report. Mr. Letterman stated we just had a meeting prior to the Council Meeting and the Public Works person and Municipal Clerk position to be filled.
- f. Report from Public Safety Committee** – Mr. Dias had no report.
- g. Report from Budget Committee** – Mr. Smith stated we had a meeting last month to review 2018. Mr. Smith also wanted to bring to Council’s attention that currently the interest that goes into the impact fee account could be put into another account and wouldn’t have the impact fee stipulations. Just something to think about.
- h. Report from Economic Development Committee** – Mr. Carrow stated a meeting is being held on 2/21/19 at 6:30 with Kent County Partnership. Linda Parkowski will give the same presentation that was given to Council. They are currently working on an inventory list. Kent Count Partnership offers a lot. They are also looking into an incentive package. Maybe help with some of the fees. Help for the first year.
- i. Report from DEMEC** – Ms. DeBenedictis stated DEMEC is conducting a Benchmark Study. Clayton has the most efficient system. On 3/19/19 there will be an out briefing meeting. We have an issue with our line losses. Mr. Hurlock stated he called our consultant and our losses are 5.3 not 10. He thinks they are incorporating transmission losses in their study. Ms. DeBenedictis stated the fire company needs a new roof. They need to remove the solar panels. Maybe we can add more. Mr. Letterman stated an Electric Committee Meeting would need to be set up.
- j. Report from Board of Adjustments** – Mr. Hurlock had no report.
- k. Report from Planning & Zoning Committee** – Mr. Hurlock stated he has a meeting with the developer of Railroad Square Apartments on Wednesday. The developer requested the meeting. Grain Mill Station – The DelDOT entrance permit ran out. We are unhappy at how the site looks. Comp Plan – Kent County, Town of Smyrna, and New Castle have not

responded back. The Department of Planning will not pass on to the Governor until their comments are received.

- I. **Appeals Board** – Mr. Hurlock had no report.

11. Unfinished Business – No unfinished business

12. New Business –

- a. **Presentation – Smyrna/Clayton July 4th Foundation** – Joanne Masten stated the July 4th Association appreciates the support they receive from the Town of Clayton both physically and financially. Mrs. Masten read and presented the Mayor with a plaque. Mr. Letterman stated the Town is happy to do what we can. He stated both communities benefit. Mr. Carrow stated that Mrs. Masten is very sincere of what she says. She praises Clayton.

- b. **Discuss and Vote – Relevelize PCA and Repurpose DEEP Fund for System Upgrades.** Mr. Hurlock stated PCA is for power cost adjustment. This is a tool that we use in our tariff to go up or down. This is used instead of adjusting the kWh rate. Mr. Hurlock stated DEEP was an energy efficiency program. We received a \$20,000 credit. Mr. Hurlock recommends using this for electric repairs. End user and substation – hire a contractor and check fuses and set correctly to get them in sync.

Ms. DeBenedictis made a motion that the current PCA rate of power cost collection be decreased from a charge of \$0.0087 per kilowatt-hour to a charge of \$0.0051 per kilowatt-hour to be billed beginning with the next billing cycle. I further move that the \$20,027.27 refund from the DEMEC Energy Efficiency Program be repurposed to improve the Town's electric distribution system. The net impact from these two actions represents an approximate 2.5% retail rate decrease for Town electric customers. Mr. Dias seconded the motion. Motion carried unanimously.

- c. **Discuss and Vote – Paying off Impact Fee Balance, Separating W/S/S Restricted Checking Account, and putting \$50,000 into each account** – Mr. Smith stated this was discussed at the Budget Meeting. Mr. Hurlock asked about the money in the W/S/S account. Are we leaving it in there? Mr. Smith stated it is being separated into 1/3's.

Mr. Smith made a motion to pay from the General Fund the current balance owed to Impact Fees in the amount of \$136,000. Mr. Smith also makes a motion to split the W/S/S Restricted checking account into three (3) separate accounts (Water Capital Reserves, Sewer Capital Reserves, and Street Capital Reserves) and divide the amount in the current account into three (3) and put into the before mentioned accounts. Mr. Smith also makes a motion to take \$150,000 out of the General Fund and put \$50,000 each into the Water Capital Reserves, Sewer Capital Reserves, and Street Capital Reserves. Mr. Carrow seconded the motion. Motion carried unanimously.

13. Public Forum –

Before the floor was opened to the public, Mr. Letterman wanted to propose a change to the agenda form. He would like to put the Public Forum at the beginning of the meeting. Each person would have three (3) minutes. This will be discussed further.

No comments from the public.

Ms. DeBenedictis wanted to bring to everyone's attention the LED light bulbs being sold at Fingertip Fantasies for \$.99. This is part of our Energy Efficiency Program.

Adjournment

Mr. Dias made a motion to adjourn the meeting. Mr. Smith seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:28 p.m.

Recording Secretary,

Sue Muncey