

Re-Organizational Meeting

May 13, 2019

7:00 p.m.

The re-organizational 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, Danielle Williams, Jason Sacco, Paula Sacco, Frank Sacco III, Susan Williams, Paul Williams Jr., Joanna McCoy, Dave Ross, Austin Morehead, Robert Davis, Alex Carrow, Amber Johnson, Harvey Scott, Danny Hume, Linda Raab, 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** – Mr. Dias led the Pledge of Allegiance.
3. **Approval of Minutes** –

Mr. Carrow made a motion to accept the Council Meeting minutes from 04/08/19, the Budget Committee Meeting minutes from 04/18/19, and the Street Committee Meeting minutes from 04/23/19 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** – Ms. DeBenedictis read the following communications: two thank you cards from the Lillian Smith Senior Center and a letter dated 05/17/19 from the Clayton Fire Company.
6. **Report of the Chief of Police** – Chief Hutson wanted to recognize the individuals who assisted with the trailer fire that happened on 04/01/19 in Clayton Courts. Commendations were given to the following individuals: Captain Austin Morehead, Captain Jonathan Burnett, Firefighter Johnson, Firefighter David Ross, Firefighter Jason Sacco, Firefighter Mike Lucas, Past Chief Robert Davis, and PFC Daniel Hume. Mr. Letterman stated on behalf of the town, he wanted to thank them all.
Mr. Hutson stated for the month of April there were 255 calls for service, 170 traffic arrests, and 25 criminal arrests. On 04/15/19 all officers attended Naloxone (Narcan) training at the department. The Facebook page is up and running. Councilman Carrow asked us to put the yard sale on there. The CJC grant for Lexipol was approved for \$5700. We received a Walmart grant from corporate for \$1000. We also received a grant in the amount of \$250 from the local Walmart Distribution Center. The changes have been made to the new police contract.

7. **Report of the Town Foreman** – Mr. Hurlock had no report.

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 stated a reading of load on the 4kV needs to be done for Pepco Holdings.
 - b. **Report from Street Committee** – Mr. Smith had no report.
 - c. **Report from Water & Sewer Committee** – Mr. Dias had no report. Mr. Letterman stated there was a water leak on Washington Avenue.
 - d. **Report from Equipment Committee** – Mr. Smith had no report.
 - e. **Report from Personnel Committee** – Mr. Carrow had no report.
 - f. **Report from Public Safety Committee** – Mr. Dias had no report.
 - g. **Report from Budget Committee** – Mr. Smith had no report.
 - h. **Report from Economic Development Committee** – Mr. Carrow had no report.
 - i. **Report from DEMEC** – Ms. DeBenedictis stated she and Nick were attending the mid-year DEMEC dinner at Dover Downs on Wednesday, May 22.
 - j. **Report from Board of Adjustments** – Mr. Hurlock had no report.
 - k. **Report from Planning & Zoning Committee** – Mr. Hurlock had no report.
 - l. **Appeals Board** – Mr. Hurlock had no report.
11. **Unfinished Business** – No unfinished business.
12. **Swearing in of Town Council Members** – Mr. Letterman stated there was no election since the incumbents ran unopposed. Mr. Chambers swore in Councilmembers Carrow, Smith, and Dias.

Mr. Dias made a motion to nominate Mr. Letterman for Mayor. Mr. Carrow seconded the motion. Motion carried unanimously.

Mr. Carrow made a motion to nominate Mr. Dias for Vice Mayor. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

Mr. Carrow made a motion to nominate Ms. DeBenedictis for Secretary. Mr. Dias seconded the motion. Motion carried unanimously.

Ms. DeBenedictis made a motion to nominate Mr. Smith for Treasurer. Mr. Carrow seconded the motion. Motion carried unanimously.

Ms. DeBenedictis made a motion to nominate Mr. Carrow for Assistant Treasurer. Mr. Smith seconded the motion. Motion carried unanimously.

Mr. Letterman stated he was leaving the appointment of the committees as is. All approved with no objections.

13. New Business –

- a. Discuss and Vote – Downtown Development District Grant Application – Acceptance to Apply.** Mrs. Raab gave everyone a handout to highlight key points. She thanked everyone who helped especially Ms. DeBenedictis and Mr. Carrow. She also thanked for the help with the incentives. The application has two parts: the application form (which is based on points) and the district plan. There are three priority projects: (1) the Clements building, (2) the Train Station, and (3) the vacant Habitat project. The application is due this Wednesday. She needs the Council to adopt the resolution to follow up. The Comp Plan was rolled into the application. The boundary is from Town Hall to the Clayton Train Station. This has been extended to include Clayton Avenue, East Street, the Clayton Fire Company, and Atlantic Tractor. Mrs. Raab stated the incentives were adopted at the April Council Meeting. A thought that Mrs. Raab had was the site plan was for all uses no setbacks or off street parking. This has not been adopted or considered. For needs and impacts the Clements building was discussed. Mrs. Raab stated she was happy to answer any questions. She thanked all who wrote letters of support. She stated the process is as follows: applications due 05/15/19, to be reviewed, a meeting will be held, awards made hopefully within a couple of months. Mr. Carrow asked if it was included that we joined the Kent Economic Partnership. Mrs. Raab stated it is already in the application. Ms. DeBenedictis asked if we gain extra points since the Clayton Train Station is on the historic register. Mrs. Raab stated she wasn't sure.

Mr. Smith made a motion to accept the Downtown Development District Grant Application. Mr. Carrow seconded the motion. Motion carried unanimously.

- b. Discuss and Vote – Re-Adopt the Resolution Appointing the Downtown Development District Grant Administrator.** Ms. DeBenedictis read this resolution in its entirety.

Mr. Carrow made a motion to Re-Adopt the Resolution Appointing Ms. DeBenedictis as the Downtown Development District Grant Administrator. Mr. Dias seconded the motion. Motion carried unanimously.

- c. **Discuss and Vote – Hold a Community Event – Town of Clayton Movie Under the Stars Night.** Mr. Carrow stated he wants to give back to the citizens of Clayton. It will be an outdoor movie. There will be some things for the kids to do before the movie. The cost to the Town would be \$629. It would be on a Friday or Saturday evening. Mr. Carrow is asking support of the Council. The movie will be family appropriate. He is looking to having it on the Town's property at Smyrna Avenue and S. Bassett Street. Mr. Smith stated if we are using this area, it needs to be treated for bugs. Mr. Smith asked if they were using the parking lot next door. We would have to get permission. Mr. Carrow stated he would follow up. Mr. Letterman stated it would have to be turned over to the Economic Development Committee. Mr. Carrow stated it is ready to go.

Mr. Dias made a motion to hold a community event in the near future. Time to be announced. Mr. Carrow stated they need to agree to the cost and possibly a generator. Mr. Dias amended the motion to not exceed \$800. Mr. Smith seconded the motion changing the cost not to exceed \$829. Motion carried unanimously.

- d. **Discuss and Vote – Change Eligible Checking Accounts to Municipal Checking Accounts with Interest.** Mr. Smith stated certain accounts cannot be interest-bearing accounts. These accounts are Drug Enforcement Fund, EDIE Fund, Federally Seized Funds, Police Pension Fund, SALLE Fund, and SLEAF Fund. The bank has offered changing the eligible accounts to a municipal checking account bearing 1.5% interest monthly. The net income would be approximately \$5,000 monthly. The interest would go into each of the accounts it accrued in. The bank fees would go to the General Fund account. The average cost monthly would be \$450 - \$500. Mr. Smith proposes taking the net profit from the General Fund and put into a Financial Protection Fund. Mr. Letterman asked Mr. Chambers if this sounded okay with him. Mr. Chambers stated it sounded fine with him. He advised running by the auditor. Mr. Smith stated the auditor was the one who suggested we put in interest-bearing accounts. Mr. Smith stated we would be changing the Impact Fee account from a money market account to a municipal checking account.

Ms. DeBenedictis made a motion to change the eligible checking accounts to municipal checking accounts with interest. This would include interest from the General Fund going into a separate account. Mr. Carrow seconded the motion. Motion carried unanimously.

14. Public Forum –

Mr. Gladhill asked if the interest on the accounts was monthly, quarterly, or yearly. Mr. Smith responded it would be monthly.

Pastor Rich – He offered using the site of Ewell St. Paul’s for the movie. He stated they had bathroom available. He would prefer a Friday night so they wouldn’t have to worry about cleanup before Sunday services.

Ms. DeBenedictis stated the owner of Fingertip Fantasies is very happy she was thought of to sell the light bulbs.

Adjournment

Mr. Smith made a motion to adjourn the meeting. Mr. Dias seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:51 p.m.

Recording Secretary,

Sue Muncey