

Council Meeting
January 8, 2018
7:00 p.m.

The council meeting of Mayor and Council was held on the above date and time with Council members Carrow, Smith, and Dias present with Mayor Letterman presiding. Town Foreman Jeff Hurlock, Recording Secretary Sue Muncey, Captain Carl Hutson, Town Solicitor Scott Chambers, Marvin Pedigo, Michael Judy, Hunter Moyer, Will Knight, Desmond Wilson, John Petro, Zach Petro, and Xander Johnson were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m. Mr. Letterman excused Ms. DeBenedictis from the meeting.
2. **Pledge to the Flag** – Mr. Letterman led the Pledge of Allegiance.
3. **Proclamations** – Mr. Letterman read the proclamation congratulating the 2017 Smyrna High School Varsity Football Team on their State Championship Victory. This was presented to the coach. The second proclamation was congratulating William Isiah Knight on his 4-year accomplishments. Both the coach and Mr. Knight thanked the entire Council. Mr. Carrow congratulated the team on their 35-3 record for three years. Mr. Carrow also gave Mr. Knight his condolences to his family for their loss. The coach introduced the three captains of the team – Will Knight, Desmond Wilson, and Hunter Moyer. Mr. Judy stated the captains brought much leadership to the team.
4. **Approval of Minutes** –

Mr. Carrow made a motion to accept the Code Enforcement Meeting minutes of 11/29/17, the Council Meeting minutes of 12/11/17, and the Equipment Committee Meeting minutes of 12/27/17 in written form. Mr. Dias seconded the motion. Motion carried unanimously.

5. **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.

6. **Communications** – Mr. Letterman read correspondence that came from the Institute for Public Administration for Professional Development and Training Opportunities for Local Government.
7. **Report of the Chief of Police** – Mr. Hutson stated the 2017 stats were on par. They were down 700 man hours. They were within 100 arrests. On February 1 one of the officers has surgery. His follow-up appointment is March 6. His comeback date is approximately April – May. Mr. Hutson stated he might bring in a part-time person to cover. Mr. Carrow stressed looking into a part-time to fill in until the other can come back. It would only cost for the uniforms. Mr.

Letterman stated he would be on board with that. Mr. Hutson stated the current part-time officer is still out on medical leave. He had a setback.

- 8. Report of the Town Foreman** – Mr. Hurlock stated his department did well with the recent snow storm. They had five plows on the street for 30 hours without a reportable accident. We purchased three loads of salt, the last being just delivered. Might be over budget. During the equipment meeting it was decided to keep the truck. Mr. Hurlock thanked Carl and his department with their assistance during the snow storm. Some of the residents did not following the warning, and the police went out to have them move their vehicles. Mr. Hurlock stated his department has three 10' plows. He is keeping his equipment up to date. Mr. Letterman asked if they took a beating due to the upgrade of the streets. Mr. Hurlock stated no – only in Providence Crossing.
- 9. Report of the Town Solicitor** – Mr. Chambers had no report.
- 10. Report from Inspections/Enforcement** – Mr. Hurlock stated there is an inspection meeting scheduled for January 22 with the Town Solicitor. Mr. Carrow stated he liked Mr. Ford's end of year report.
- 11. Reports from Members of Council**
 - a. Report from Electric Committee** – Mr. Letterman stated there was no report. He said DEMEC will be at the League dinner this month.
 - b. Report from Street Committee** – Mr. Smith had no report. A Street Committee meeting is scheduled for January 24.
 - 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.
 - f. Report from Police Committee** – Mr. Dias had no report.
 - g. Report from Budget Committee** – Mr. Smith had no report. He would like to set up a meeting in late January to review the 2018 budget.
 - h. Report from Economic Development Committee** – Mr. Carrow stated a meeting is scheduled for January 18. We might have a possible vendor to discuss incentives to new businesses in town. Mr. Hurlock stated the State of Delaware is tough on businesses. It is hard to start a small business in town. Mr. Letterman asked what the new name of the Delaware Economic Office was. Mr. Chambers stated it was rolled up within other departments. Mr. Letterman stated maybe speaking with our representatives. Mr. Chambers suggested before speaking to your representatives and senators to have specific/actual issues to discuss with them.

- i. **Report from DEMEC** – Mr. Letterman stated there was no report.
- j. **Report from Board of Adjustments** – Mr. Hurlock had no report.
- k. **Report from Planning & Zoning Committee** – Mr. Hurlock had no report. The next meeting is scheduled for January 24.
- l. **Appeals Board** – Mr. Hurlock had no report.

12. Unfinished Business

- a. No unfinished business.

13. New Business –

- a. Discuss and Vote – Resolution for Fiscal Year 2018 Community Development Block Grant (CDBG) application. Mr. Letterman read this resolution in its entirety. Mr. Hurlock stated if anyone knows of anyone who can use the funds and meet the criteria to contact Mark Jacobs. They must own their home. The grant is funded through Kent County. They help with heating, insulation, roofing, etc. The form is in the office. Mr. Letterman stated this public hearing was held prior to our Council Meeting this evening.

Mr. Carrow made a motion to accept the Resolution for Fiscal Year 2018 Community Development Block Grant as read. Mr. Dias seconded the motion. Motion carried unanimously.

- b. Discuss and Vote – Resolution for Fair Housing for the Citizens of Clayton. Mr. Letterman read this resolution in its entirety.

Mr. Smith made a motion to accept the Resolution for Fair Housing for the Citizens of Clayton as read. Mr. Dias seconded the motion. Motion carried unanimously.

14. Public Forum – no comment from the public.

15. Adjournment

Mr. Dias made a motion to adjourn the meeting. Mr. Carrow seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:29 p.m.

Recording Secretary,

Sue Muncey