

**Council Meeting**  
**November 12, 2018**  
**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, Captain Carl Hutson, Town Solicitor Gary Junge, Lorraine Hutson, Carl Hutson III, Christine Hutson, CJ Hutson, Alexis Hutson, Lacey Hutson, Terri Dove, Suzanne Webster, Tom Webster, Judy Megna, Mike Megna, Jonathan Burnett, Brian Hill, Shawn Rau, Christopher Workman, Harvey Scott, Bruce Graham, Jon Andrews, Kendra Constanie, Bob Bishop, Mike Hibbert, Danny Hume, Matt Tull, Philip Bishop, Eric Cooper, and Christine Letterman 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. Hutson led the Pledge of Allegiance.
3. **Approval of Minutes** –

*Mr. Carrow made a motion to accept the Council Meeting minutes from 10/08/18, the Auditor Workshop minutes of 10/18/18, the Budget Committee Meeting minutes of 10/18/18, the Street Committee Meeting minutes of 10/24/18, the Planning & Zoning Committee Meeting minutes of 10/24/18, the Budget Committee Meeting minutes of 11/1/18, and the Personnel Committee Meeting minutes 11/1/18 in written form. Ms. DeBenedictis seconded the motion. Motion carried unanimously.*

4. **Promotion of Chief of Police** – Carl E. Hutson IV was presented with the Chief of Police badge by Mayor Letterman. Mr. Hutson’s mother and wife were honored to pin the new bars onto the Chief’s uniform.
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** – No communications
7. **Report of the Chief of Police** – Chief Hutson stated they had 218 calls for service and 157 traffic arrests. October 1 was the Fire Prevention Open House at Clayton Fire Company. Mr. Hutson wanted to thank the fire company. October 5-7 was race weekend at Dover Downs. Chief Hutson, Sgt. Scott, and Cpl. Rau provided security. Cpl. Robert Bishop attended the Homicide Conference. Cpl. Rau attended aerosol training. Sgt. Scott, Cpl. Robert Bishop, PFC Hibbert, and PFC Tull worked the Monster Marathon in Dover. Sgt. Scott attended the Neighborhood Watch Meeting at Smyrna Police Department. Cpl. Rau attended the FBI-LEEDA Executive Training. Chief Hutson, PFC Hume, and PFC Hibbert assisted with the intruder alert drill at

Clayton Intermediate School. Chief Hutson thanked the Clayton and Smyrna fire companies. Chief Hutson and PFC Hibbert assisted with the lock down drill at First State Military Academy. Chief Hutson, Sgt. Scott, Cpl. Rau and Cpl. Graham provided traffic control for the Clayton Elementary School Halloween Parade. Chief Hutson stated they received \$27,000 for the Violent Crime Fund. This will be used for ordering equipment.

8. **Report of the Town Foreman** – Mr. Hurlock had no report.
9. **Report of the Town Solicitor** – Mr. Junge had no report.
10. **Report from Inspections/Enforcement** – Mr. Hurlock stated Council received a report from Mr. Ford. For a certain address the Code Enforcement Officer (F.S.I.A.) wrote violations. This matter is ongoing.
11. **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 paving of Reed Street will start anytime weather permitting.
  - c. **Report from Water & Sewer Committee** – Mr. Dias had no report. Mr. Hurlock asked Council to read the Water Asset Plan. It is a long document in reference to our infrastructure. Mr. Letterman stated the infrastructure was old. Mr. Hurlock stated yes.
  - d. **Report from Equipment Committee** – Mr. Smith had no report. Mr. Hurlock stated the new Public Works truck is here. They are preparing it to put in service.
  - 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 stated two new businesses are coming to town: Taste of New York and Barkley’s Heating & Air. We are striving to fill the buildings. A list of buildings is being compiled. Mr. Hurlock stated he and his wife went to Taste of New York and they were very thankful that they came.
  - i. **Report from DEMEC** – Ms. DeBenedictis stated the next meeting is November 20.
  - 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.

**12. Unfinished Business**

**a.** No unfinished business.

**13. New Business –**

**a.** Discuss and Vote – 2017 Financial Statements.

*Mr. Dias made a motion to accept the 2017 Financial Statements. Mr. Smith seconded the motion. Motion carried unanimously.*

**b.** Request to be put on the Town Council Agenda – Wayne Gladhill – Mr. Gladhill did not appear.

**c.** Discuss and Vote on Recommendation from Planning & Zoning to send back to PLUS Review the Corrections to our Comp Plan. – Mr. Letterman stated the Comp Plan was prepared and sent to the State (PLUS) for review. PLUS sent back recommendations.

*Mr. Carrow made a motion to accept the recommended changes from the State. Ms. DeBenedictis seconded the motion. Motion carried unanimously.*

**d.** An Act to Amend the Town of Clayton Ordinance to create a New Section 3.3-1.14 Entitled Miscellaneous Parking and to Renumber the Existing Section 3.3-1.14 – Scope/Enforcement as Section 3.3-1.15 – Scope/Enforcement – First Reading. Ms. DeBenedictis read the document in its entirety. Mr. Dias asked if campers can be parked in driveways. Mr. Letterman stated yes – you cannot block the sidewalk area.

**e.** Discuss and Vote on Approval of final subdivision for Ovations. Mr. Hurlock stated Ovations met the Town requirements and Planning Commission requirements. The engineer did an excellent job with the construction plans. Mr. Hurlock stated he recommends approval. Mr. Letterman asked if the land was approved for a well. Mr. Hurlock stated yes.

*Mr. Carrow made a motion to accept the final plans for the Ovations subdivision. Ms. DeBenedictis seconded the motion. Motion carried unanimously.*

**f.** Discuss and Vote on Approval of 2019 Budget.

*Mr. Smith made a motion to accept the 2019 budget. Mr. Dias seconded the motion. Motion carried unanimously.*

**14. Public Forum** – There were no comments from the public.

**Adjournment**

*Mr. Dias made a motion to adjourn the meeting. Ms. DeBenedictis seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:21 p.m.*

Recording Secretary,

Sue Muncey