

Council Meeting
December 10, 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, Chief Carl Hutson, Town Solicitor Scott Chambers, Bill Brockenbrough, Tommy Watts, Kathy Schmitt, Marvin Pedigo, Gregory Moore, and Linda Parkowski were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:03 p.m.
2. **Pledge to the Flag** – Mr. Hurlock led the Pledge of Allegiance.
3. **Approval of Minutes** –

Ms. DeBenedictis made a motion to accept the Council Meeting minutes from 11/12/18. 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. Mr. Smith seconded the motion. Motion carried unanimously.

5. **Communications** – Ms. DeBenedictis read the letter dated 11/27/18 from the Office of State Planning Coordination.
6. **Report of the Chief of Police** – Chief Hutson stated they received 243 calls for the month, 145 traffic arrests, and 23 criminal arrests. The fugitive round up was 12/5/18. Mr. Hutson wanted to thank Councilman Smith and the Mayor for their attendance. PFC Hibbert attended Prescription Drug Diversion Training on 11/8/18. Mr. Letterman asked what prescription drug training was. Mr. Hutson stated training for people under the influence of prescription drugs. On 11/13/18 Chief Hutson attended the Police Chief's Meeting. On 11/13/18 Sgt. Scott gave a presentation to the Lillian Smith Senior Center on scam prevention. Mr. Carrow asked about the officer replacement plan. Mr. Hutson stated the promotions and hiring will be after the 1st of the year.
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 stated the engineer met on Ovations today. Groundbreaking will take place in January.

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 weather is the holdup on Reed Street. We might have to wait until spring. The milling is scheduled for Thursday weather permitting. Mr. Letterman stated a meeting is being scheduled in January to discuss the ordinance.
- c. Report from Water & Sewer Committee** – Mr. Dias had no report.
- d. Report from Equipment Committee** – Mr. Smith had no report. Mr. Hurlock stated the contractor had an equipment issue. Mr. Hurlock stated he is going to look at the State sale for a sander. Ms. DeBenedictis stated the government might have a sale also.
- 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. Mr. Hurlock stated he is watching the stock market and he is waiting to hire someone. In 2008 it crashed. Mr. Smith stated he is trying to make the budget without counting on transfer taxes. We will be in a much better position.
- h. Report from Economic Development Committee** – Mr. Carrow had no report.
- i. Report from DEMEC** – Ms. DeBenedictis stated DEMEC adopted a donation policy. She is looking to put more solar panels on the Fire House. It has produced 5.7 megawatt hours. The average home is 200 Kwh. Ms. DeBenedictis stated she has a quote to use the green energy fund to put solar panels on the firehouse. Also through Efficiency Smart, Fingertip Fantasies is selling efficiency bulbs for .99 cents. Also Council received a compliance report for review.
- j. Report from Board of Adjustments** – Mr. Hurlock had no report.
- k. Report from Planning & Zoning Committee** – Mr. Hurlock stated we just had the Public Hearing for the Comp Plan final review.
- l. Appeals Board** – Mr. Hurlock had no report.

11. Unfinished Business

- a.** No unfinished business.

12. New Business –

- a. **Linda Parkowski – Kent County Levy Court – Economic Partnership.** Linda Parkowski and Greg Moore came to discuss this partnership. The economic partnership organized around 2011. Mr. Moore stated they have tripled their budget. The Delaware Prosperity Partnership formed to bring businesses into Kent County. Their goal is to bring in new businesses and keep the retention we have. The type of business that will do well in the Clayton area will be: (1) Warehousing/Distribution and Logistics, (2) Healthcare, and (3) Business & Legal Services. They would like to work on education and skills development and quality of life for the workforce. They have heard that the approval process is low. They are going to try to improve. They are working with the State. Ms. Parkowski stated the Working Groups are: (1) quality of life, (2) infrastructure, (3) workforce/education, and (4) regulations and process. Benefits to Clayton: (1) seat at the table, (2) access to leads, (3) included in site tours, (4) included in business retention and expansion programs, (5) included in business advocacy, (6) technology platforms, (7) marketing and promotion, (8) included in promotional piece, (9) listing on website, (10) featured on social media, (11) included trade shows, and (12) included in fam tours.

Mr. Letterman stated he spoke with Linda and Laura Wistler to bring business in town. We have set funds aside. Skip will give the tour. Square footage is available. We have infrastructure going on. Ms. Parkowski stated she would need an inventory of buildings, questionnaire, and incentives. Mr. Carrow stated the Economic Development Committee is small and new. We are working on incentives. We need guidance. Ms. Parkowski stated they will share what other municipalities do. Mr. Carrow stated we are getting an inventory list together. Ms. Parkowski stated she met with the USDA and they have programs and funding. Mr. Letterman asked if they can use raw land or does it have to have a building. Ms. Parkowski stated empty land is fine. Ms. DeBenedictis stated we have a small cupcake place and they had a hard time getting started. Ms. Parkowski stated there is a nice quality of life here. She and Skip will meet.

- b. **Discuss and Vote on Changing the Impact Fee Checking Account to a Money Market Account as Discussed in the Meeting with WSFS Bank.** Mr. Letterman stated we had a meeting with WSFS. We were told before that the interest was being eaten up by fees. We can put the money in a money market account with interest. It can earn up to \$3,000. All Council members were in agreement. Mr. Letterman stated Sue will set up tomorrow morning with WSFS Bank.
- c. **First Reading of the Ordinance to Adopt the 2018 Comprehensive Plan Update.** Ms. DeBenedictis read the ordinance in its entirety.

13. Public Forum – There were no comments from the public.

Adjournment

Mr. Dias made a motion to adjourn the meeting. Mr. Smith seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:50 p.m.

Recording Secretary,

Sue Muncey