

Council Meeting
December 14, 2020
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 Burnett present with Mayor Dias presiding. Recording Secretary Sue Muncey, Town Foreman Jeff Hurlock, Chief Carl Hutson, Town Solicitor Gary Junge, Jeff Meany, Carol Eagle, Adam Thomas, Kevin Wilson, John Pridemore, and Cheryl Hurlock were also in attendance.

1. **Call to Order** - Mr. Dias 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 Budget Meeting minutes of 11/04/20, the Council Meeting minutes of 11/09/20, and the Equipment Meeting minutes of 11/17/20 in its written form. Mr. Smith seconded the motion. Motion carried unanimously.

4. **Approval of Income and Expense Report** –

Mr. Smith made a motion to approve the Income and Expense Reports for November 2020 as presented in their written form. Mr. Carrow seconded the motion. Motion carried unanimously.

5. **Communications** – No report.
6. **Report of the Chief of Police** – Mr. Hutson stated there were 267 calls for service. He stated they received the COVID-19 grant money. They are eligible for \$18,000. They put in for \$14,183.33. The department conducted their firearms qualifications. At the Police Chiefs' Meeting on 11/10 the SALLE and EIDE grants were approved. On 11/12 we applied for a CJC grant for computer and evidence tracking program upgrades. Mr. Smith asked if you get the grants directly or do you have to show receipts. Mr. Hutson stated you have to show them quotes.
7. **Report of the Town Foreman** – Mr. Hurlock stated the COVID-19 restrictions he put in place for the Public Works Department is working out well. He has asked that anyone coming over to the Public Works building follow the same rules. Inspections are not being performed when you need to enter someone's home. Mr. Hurlock stated he is keeping his employees apart. The Public Works staff is preparing for the upcoming storm. It should be just rain. The new sander is in. Mr. Smith asked if it was a simple installation. Mr. Hurlock stated yes. Mr. Dias asked Mr. Hurlock if a sign was posted on the front door. Mr. Hurlock stated no. The doors are locked and the gates are closed.

8. **Report of the Town Solicitor** – Mr. Junge had no report.
9. **Report from Inspections/Enforcement** – Mr. Hurlock had no report.
10. **Reports from Members of Council**
 - a. **Report from Electric Committee** – Mr. Dias had no report. Mr. Dias asked Mr. Burnett if he had anything. Mr. Burnett stated he will discuss DEMEC and AMP under new business.
 - b. **Report from Street Committee** – Mr. Smith had no report.
 - c. **Report from Water & Sewer Committee** – Mr. Burnett stated the arsenic media is being changed out this week. We will schedule meetings in January to have discussions with Artesian. We are currently gathering information on water. A contractor will be here on Wednesday to fix the collapsed sewer line. Mr. Hurlock stated it was delayed because the water table didn't decrease. A small bypass is set up with two (2) pumps.
 - d. **Report from Equipment Committee** – Mr. Smith had no report. Mr. Hurlock stated the trash truck will be 30-60 days. The proofs were sent in for the recycle cans. Mr. Hurlock also wanted to let the Council know that the 6-wheel dump truck failed inspection. He has found a contractor to fix.
 - 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 he wanted to thank everyone with their help with the Christmas Parade and the Santa Ride. There were 50 kids at the gazebo.
 - i. **Report from Downtown Development Rebate** – Mr. Dias had no report.
 - j. **Report from DEMEC** – Mr. Burnett stated DEMEC had their monthly meeting and approved their budget.
 - k. **Report from Board of Adjustments** – Mr. Hurlock had no report.
 - l. **Report from Planning & Zoning Committee** – Mr. Hurlock stated there were no comments from Railroad Square. Approximately 25 houses are under construction.
 - m. **Appeals Board** – Mr. Hurlock had no report.
 - n. **Law and Legislature Committee** – Mr. Dias had no report.

11. Public Forum –

Carole Eagle – She wanted to thank the police department and the town for their assistance with the live nativity. They did great. They received \$1,500 in donations.

12. Unfinished Business – No business.

13. New Business

a. Present Clayton Fire Company Inc. with Donation Check.

Mayor Dias presented a \$10,000 donation check to the Clayton Fire Company to the President, Kevin Wilson. Mr. Wilson thanked the town for the financial support. He also wanted to thank the town for what they do. The fire company and the town have a great relationship. He wanted to thank the Council for letting the employees assist the fire company when needed.

b. Papaleo, Rosen & Chelf, P.A. – Discuss and Vote on 2019 Financial Statements.

Jeff Meany discussed the 2019 financial statements. There was a long discussion with Mr. Meany and Mr. Smith about the post-employment benefits number on page 10 and 11. Mr. Smith stated he assumes the police officers are not included in this number. Mr. Meany stated they are. Mr. Smith stated he is trying to distinguish a number between the two. The State is supposed to be covering the police officers post-employment benefits. Mr. Meany stated Milliman should be able to give you that number. On page 48 it shows the required employee contributions. Milliman updates annually. It is \$144,000. Mr. Meany stated in the past Milliman broke out by department. He suggests Mr. Smith speaking with Scott Porter. Mr. Smith stated he is just trying to figure out the true number. Mr. Smith stated for 2020 our contribution number increased. Mr. Meany stated on page 10 it shows the Balance Sheet. There is \$1.3 million, but there are restricted amounts. Page 11 shows the Profit & Loss. The Change in Net Position is \$783,000. The town had \$603,000 in capital outlays. This would take it to \$463,000 for the net income. Mr. Meany stated improvements included upgrades, paving projects, and park improvements. Mr. Meany stated interest income on our accounts will drop in 2020. He also stated our receivables will be up due to COVID-19.

Mr. Smith made a motion to accept the 2019 Financial Statements as presented in its written form. Mr. Burnett seconded the motion. Motion carried unanimously.

c. Discuss and vote on the 2021 Budget.

Mr. Smith read the 2021 fee increases:

- Renter utility deposits will increase to \$250 as of 1/1/21.
- The minimum fee for permits will start at \$60 as of 1/1/21.
- Yearly Contractor Licenses will be \$100 as of 1/1/21.
- Each additional 1,000 gallons of water used will increase to \$5.50 effective with the January 2021 usage.

- Property tax will increase to \$1.15 per \$100 of the assessed value from Kent County for 2021.

Mr. Smith read the summary of the 2021 budget by department.

Administration	Positive \$145,466
Public Works	Positive \$619,585
Inspection & Enforcement	Positive \$10,200
Public Safety	Negative \$970,959
Total	Negative \$195,727.86

Mr. Smith made a motion to accept the 2021 budget as presented in its written form. Mr. Carrow seconded the motion. Motion carried unanimously.

d. Discuss and Vote on Advanced Metering Infrastructure (AMI).

Mr. Burnett stated that he, Mr. Hurlock, Ms. DeBenedictis, Scott Lynch, and AMI representatives had a meeting on 11/18/20. They discussed prices of the meters. Existing water meters can be retrofitted. The electric meters do net metering so solar meters are covered. Mr. Burnett stated for the meeting this evening we need to discuss the change in the meters we are currently purchasing. It will be \$29,000 for the networking infrastructure. This includes installation of the infrastructure and we will receive a flat file of our readings. There was another option that was \$3,000 less, but the first option is a better deal for the town. Features including turning meters on/off, reading from the office, etc. are not included in the option we are considering at this time. We will receive that once we get full blown into the project. Mr. Burnett stated there are concerns about manual reads until it is fully installed. It will take approximately 17-20 weeks to receive. Installation will take a couple of weeks. As far as the change in meter purchasing, can the Town Foreman do that or does it have to go to Council? Mr. Smith stated the expense for the meters is in the budget. The other part of this project will have to go before the committee and then go to the Council. Mr. Hurlock stated we have enough meters for a while. We just put in 12 solar meters. Mr. Hurlock stated we currently have 40 meters in stock. Mr. Smith asked how many we normally switch out. Mr. Hurlock stated about five per month. Mr. Hurlock stated we can put the new meters in Old Country Farm, Grain Mill Station, Ovations, and the apartments. Mr. Burnett asked are we only looking at electric meters for now. Mr. Hurlock stated for water meters we have to get inside of homes. Mr. Burnett stated the water meter only reads with the electric meter being installed.

Mr. Burnett made a motion to allow the Town Foreman to purchase AMP meters going forward and to allocate \$29,000 for the networking hardware. Mr. Smith seconded the motion. Motion carried unanimously.

14. Adjournment

Mr. Smith made a motion to adjourn the meeting. Mr. Carrow seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:37 p.m.

Recording Secretary,

Sue Muncey