

Budget Meeting
February 22, 2022
6:30 p.m.

Present: Nick Smith, Mary Ellen DeBenedictis, William Carrow, Jonathan Burnett, Sean Valentine, Town Foreman Jeff Hurlock, Chief Carl Hutson, Town Manager John Pridemore, Recording Secretary Sue Muncey, and Ryan Paisley were in attendance.

Mr. Valentine brought the meeting to order at 6:30 p.m.

Budget Amendments and Office 365:

Mr. Valentine stated we will review the budget starting with page 1. Mr. Smith stated to have each department head review their budget. Mr. Valentine started with Public Works. Mr. Hurlock started with the building budget account 613-140 of \$80,000. He stated the roofs have been completed. He stated no money is left. He spent \$80,100. Mr. Hutson also stated the key card system would go on the building line item. Mr. Hurlock suggested adding \$20,000 plus the cost of the key card. He stated the trusses are good at the garage. Mr. Hutson stated the key fob system was put in 15 years ago. The software has expired and no longer supported. It would cost \$3,000 if we used a cloud-based system. Everyone would need to be re-activated. It would be \$5,000 if we pay for a license. Mr. Burnett asked if this fee was ongoing every year. Mr. Hutson stated it was a one-time fee. Mr. Smith asked if there was a limited number of users. Mr. Hutson stated no. He stated it is a maintenance issue. Mr. Carrow suggested adding \$5,000. Mr. Valentine stated to update account 613-140 to \$110,000. Mr. Carrow asked if we were going to paint the old building. Mr. Hurlock stated no, but they are going to put new gutters on. The next item Mr. Hurlock discussed was his overtime line item and the snow removal emergency. This is account 784-100. The Public Works overtime budget is over \$3,000 because of the snow. Mr. Hurlock stated he normally averages \$5,000 per month. He used \$8,000 in January. Mr. Hutson stated he has the same issue because of snow emergencies. He stated he spent \$8,600 in January. Mr. Smith stated the crossing guard line item is elevated. This is because of the ARPA payment. All pay lines will reflect this. Mr. Hurlock next wanted to discuss 786-180 electric repairs on page 8. Mr. Smith asked if things should have come out of Electric Capital Reserve. We will have to review the budget minutes from a couple months ago. Mr. Burnett looked up the Council minutes from October 2021 and it stated the underground electric conversion should have come out of the Impact Fees. Mr. Carrow wanted to give an update on the irrigation system which falls under park expense. He stated Joanne Masten will be giving \$6,000 from the County. Mr. Carrow asked about the Cops plan. Mr. Hutson stated he received no answer yet. Mr. Smith stated the Town Manager Vehicle account 618-230 needs to be removed. That is \$15,000. Mr. Carrow asked about the vehicle maintenance. How is it going? Mr. Hutson stated the difference will be seen on big jobs. We are using a certified mechanic. Mrs. Muncey wanted to discuss Office Salaries account 611-100. Shouldn't we add the \$15,000 from the Town Manager vehicle to this line? Mr. Smith stated yes. The next line item was account 612-210 Internet. She stated she did not budget for the Public Works internet to be on this account. Mr. Valentine stated to change 612-210 to \$1,300. Set up a Public Works internet account and budget \$3,000. Mrs. Muncey stated the last account to discuss was email. She referred this to Mr. Burnett. Mr. Burnett stated this account should be named Email/Cyber Security. Currently our email is through an outside contractor. This should be in-house. Mr. Smith stated our insurance wouldn't renew because our current email has no encryption. Mr. Burnett

stated the cyber security was \$2,500 but it will go up to \$6,000 if we don't get the Office 365. Office 365 will be about \$4,000. Mr. Pridemore stated this has much more capabilities. Mr. Burnett stated he would suggest increasing account 616-130 to \$3,200. This would include anti-virus and anti-spyware. AVG is needed to have the monitoring. Mr. Burnett stated Council is currently using their personal email. We would be creating email accounts for all Council to use. Mr. Carrow stated with Council changing out, how will that work? Mr. Burnett stated the Mayor would be mayor@clayton-delaware.com. The other Council members would be their first initial, last name @clayton-delaware.com. We also have forward emails: town manager, public works, inspections, town of clayton, town council, and internal. Mr. Burnett stated 365 will give us teams, video conferencing, calendars etc. We need to have this completed by 3/1/22. Office 365 has multi-use authentication.

Ms. DeBenedictis made a motion to go to Office 365. Mr. Smith seconded the motion. Motion carried unanimously.

Code Enforcement Software:

Mr. Burnett stated the code enforcement software is a cloud-based software. It has multiple modules. It will be \$2,000 per year. The first year will include a one-time migration fee of \$1,300. Mr. Burnett stated currently things are being done manually. The software will keep a history and all the data will be online. We can cancel with 60-days' notice if we don't like it. Mr. Pridemore stated Smyrna is using Tracer. The system is very in-depth. Kent County is using MyGov. IWorQ has more modules. Mr. Pridemore stated he and Mr. Ford will be going to Rehoboth to review. The contract will include on-line training. Mr. Smith stated we could also see what Edmunds offers. Mr. Carrow asked about last year's data. Mr. Burnett stated for \$1,300 it will import all data and train employees. Mr. Valentine stated \$3,100 is not expensive if they can do right away.

Mr. Burnett made a motion to purchase the IWorQ code enforcement software module for \$3,300 the first year and \$2,000 per year thereafter. This is pending the Town Manager and Code Enforcement Officer reviewing the software. Mr. Smith seconded the motion. Motion carried unanimously.

Post-Employment Liability:

Mr. Smith stated our post-employment liability is \$400,000. Mr. Smith stated he is asking the Council's permission to speak to a financial investment advisor. We could invest the liability and this could cover the annual amount. A policy would have to be put in place stating this is for post-employment purposes only.

Mr. Burnett made a motion to allow the Mayor to speak to an investment advisor to invest \$400,000 for post-employment purposes. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

Mr. Smith stated the auditor will state that we owe for the police officers every year.

Mr. Valentine asked if anyone had any other questions.

Mr. Valentine adjourned the meeting at 7:46 p.m.

Recording Secretary,

Sue Muncey