

# Council Meeting

July 11, 2022

7:00 p.m.

The Council Meeting of Mayor and Council was held on the above date and time with Council members Carrow, DeBenedictis, and Paisley present. Mayor Smith was presiding. Recording Secretary Sue Muncey, Chief Carl Hutson, Town Manager Robert Cote, Alex Dias, Jonathan Burnett, Shirelle Spencer, David Ross, Shanece Chongling, and Chris LaMarca were also in attendance. Mr. Valentine and Mr. Chambers were absent from the meeting.

1. **Call to Order** - Mr. Smith called the meeting to order at 7:00 p.m.
2. **Pledge to the Flag** – Mr. Smith led the Pledge of Allegiance.
3. **Approval of Minutes** –

*Mr. Carrow made a motion to accept the Council Meeting minutes of 06/13/22, the Budget Committee Meeting minutes of 07/06/22, the Street Committee Meeting minutes of 07/07/22, and the Equipment Committee Meeting minutes of 07/07/22 as presented in their written form. Ms. DeBenedictis seconded the motion. Motion carried unanimously.*

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

*Ms. DeBenedictis made a motion to accept the Income & Expense Report for June 2022. Mr. Paisley seconded the motion. Motion carried unanimously.*

5. **Communications** – No Communications

6. **Report of the Chief of Police** – Mr. Hutson stated there were 328 calls for service, 156 traffic summons, and 51 parking tickets. Lt. Scott and Lt. Rau covered for Smyrna Police Department on 06/01/22. On 06/03/22 Cpl. Bishop led the kindergarten tour of the town hall and police department assisted by Lt. Scott and Christine Letterman. Chief Hutson attended the Police Chiefs Foundation Golf Tournament at Jonathan's Landing on 06/03/22. Lt. Rau, Sgt. Graham, and Cpl. Hibbert assisted with First State Military Academy's graduation on 06/03/22. Chief Hutson went to the Kent County Police Chief's Meeting on 6/7/22 in Wyoming. Lt. Rau attended Providence Creek Academy's graduation on 6/8/22. Lt. Scott and Lt. Rau provided security for Clayton Elementary School's kindergarten graduation and for the 4<sup>th</sup> grade send off on 6/9/22. Lt. Rau, Sgt. Graham, Sgt. Bishop, Cpl. Bishop, Cpl. Hume, and Cpl. Andrews attended rural Domestic Preparedness Consortium Class at the station on 6/14/22. Chief Hutson and Lt. Scott met with Smyrna High School District on 6/21/22. Cpl. Hume ran in the Delaware Special Olympics Torch Run on 6/23/22 in Smyrna.

**7. Report of the Town Manager** – Mr. Cote stated he changed up the report. The Administration Department was added. He stated they work just as hard as the other departments. The Administration, Code Enforcement, and Public Works Departments were merged into one (1) document. Mr. Cote stated the numbers are light due to just starting the staff meetings in the middle of June. Staff Meetings are held every Thursday at 10:00 a.m. For the Administration Department - we will track late notices, permits issued, licenses issued, and Certificate of Occupancy issued. The financial audit started on 6/6/22. For the Code Enforcement Department - training commenced on the iworQ system. We recently looked into the licensing portion of the system. This will issue and store contractor and business licenses. For the Public Works Department - Mr. Cote discussed the Cured in Place (CIP). The guys helped Kenton with their banners. The 4<sup>th</sup> of July parade was in Clayton this year. The guys made the town look good. Mr. Cote wanted to thank Public Works. Mr. Carrow asked when they would start using the licensing portion of iworQ. Mr. Cote stated since the meeting minutes were just approved, he will put out the requisition. Mr. Carrow asked about the timeline. Mr. Cote stated within 90 days. Mr. Smith asked how back are they going to go? What is their intent? Mr. Cote stated he needs to check. They waived the fee on the upload.

**8. Report of the Town Solicitor** – N/A

**9. Report from Inspections/Enforcement** – Mr. Smith stated we can remove this item.

**10. Reports from Members of Council**

**a. Report from Electric Committee** – Ms. DeBenedictis had no report.

**b. Report from Street Committee** – Mr. Smith stated the Street Committee Meeting minutes were approved. Mr. Cote stated development signs. He is waiting on a quote. Mr. Smith asked about Phase I for the streets. Mr. Cote stated the meeting is tomorrow. They will be executing the contract at 10:30 a.m. A pre-construction meeting will be held at 11:00 a.m. Mr. Cote and Mr. Ross will be attending that meeting. Mr. Carrow stated the school routes should be done first to cause the least amount of inconvenience. Mr. Cote stated the estimate is 75 days for CIP. The priority is the school bus route.

**c. Report from Water & Sewer Committee** – Mr. Carrow had no report.

**d. Report from Equipment Committee** – Mr. Paisley stated on 6/7/22 there was an Equipment Committee Meeting to discuss a long-term plan. A spreadsheet is being developed.

**e. Report from Personnel Committee** – Mr. Carrow stated a Personnel Committee Meeting is scheduled for 7/21/22 at 6:30 p.m.

**f. Report from Public Safety Committee** – Mr. Smith had no report.

**g. Report from Budget Committee** – Ms. DeBenedictis stated a meeting was just held to adjust the budget numbers. The minutes were approved.

- h. Report from Economic Development Committee** – Mr. Carrow stated on 7/29/22 there will be a Movie Under the Stars. The event will be held on the corner of S. Bassett Street and Smyrna Avenue. This is a free event. The movie being played is “Field of Dreams.” Mr. Carrow wanted to thank the Public Works and Public Safety Departments for their work on the 4<sup>th</sup> of July event. We had a crowd of 3,000-4,000 people. On 09/17/22 Railroad Days will be held. This will be in front of the post office and firehouse. The event is from 9:00 – 12:00. There will be many activities.
- i. Report from Downtown Development Rebate** – Ms. DeBenedictis stated on 8/8/22 the yearly report is due.
- j. Report from DEMEC** – Ms. DeBenedictis stated the net metering bill passed Senate Bill 310. The Energy Council made an amendment. Mr. Smith asked if there is a mandatory date. Ms. DeBenedictis stated she needs to get the final bill after the Governor signs it. There was a ruling in the Supreme Court about EPA climate powers. There could be a big change. It could affect gas and coal prices.
- k. Report from Board of Adjustments** – Mr. Smith had no report.
- l. Report from Planning & Zoning Committee** – Mr. Smith stated there will be a meeting in the next month or so to discuss the comp plan and familiarize new members.
- m. Appeals Board** – Mr. Smith had no report.
- n. Law and Legislature Committee** – Mr. Paisley had no report.
- o. American Rescue Plan Act Committee** – Mr. Smith had no report.

## 11. Public Forum –

**Shirelle Spencer:** Ms. Spencer stated she had some follow-up questions on pet disposal. How do they enforce? There is a lot of pet feces in our development. Mr. Smith stated it is hard to enforce without seeing it. A picture would help. Mr. Hutson asked if it was someone in their development. Ms. Spencer stated yes. She asked if they could get a pet station. Is that something the town would do? Mr. Smith stated that would be your HOA. Ms. Spencer asked if the trash company would empty the pet stations. Mr. Smith stated the town uses a trash service. He would need to see if there would be an additional cost. He suggested someone from their development empty them and put it in their trash can the day before pickup. Mr. Carrow stated the Code Enforcement Officer would look into. Mr. Smith stated the HOA would enforce their own policy. He stated if you have a picture, send to the Code Enforcement Officer. Ms. Spencer then asked about maintaining lawns. Mr. Smith asked where is it at? Mr. Smith stated to call the Town Manager and he will send to the Code Enforcement Officer to handle. Mr. Cote stated we can speak to the individual. He said to call him, and he will distribute to the correct individual.

**Shanece Chongling:** Ms. Chongling stated she was the first resident to move into Grain Mill Station. She stated the builder was supposed to install an 8’ privacy fence. She stated on 5/12/22

she was victimized. She stated a man walked into her backyard and looked at her while she was in bed. She could see this on her camera. Mr. Smith stated before the streets are turned over, the town must make sure the builder has completed everything in their approved plan. Mr. Smith stated he needs to see if the barrier fence was in the approved plan. Mr. Carrow stated a bond was issued. The money will not be returned until everything is complete. Mr. Cote stated if it is in the approved plan, we will see when it is scheduled to be completed. Construction is still being done.

**Alex Dias:** Mr. Dias asked if he could have a copy of the Street Committee Meeting minutes. Mr. Smith stated yes, he can.

## **12. Unfinished Business**

- a. Revision to Approval of Fees.** Mr. Smith stated at the last meeting the late fee was to be combined. The Edmunds system will not allow this. The late fee will be \$15 for electric and \$15 for sewer.

## **13. New Business** – No new business.

## **14. Adjournment**

*Mr. Carrow made a motion to adjourn the meeting. Mr. Paisley seconded the motion. Motion carried unanimously. Meeting adjourned at 7:33 p.m.*

Recording Secretary,

Sue Muncey