

Council Meeting
October 10, 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, Gary Junge, Alex Dias, Jonathan Burnett, Wayne Stover, Ed Ide, Shirelle Spencer, John Treadwell, Gary Cimaglia, and Marvin Pedigo were also in attendance.

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

Mr. Carrow made a motion to accept the Council Meeting minutes of 09/12/22, the Sewer/Stormwater Committee Meeting minutes of 09/19/22, and the Planning & Zoning Committee Meeting minutes of 9/28/22 as presented in their written form. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

Mr. Smith stated in the Planning & Zoning Committee Meeting that the bus lot was approved on School Lane and the expansion of the Lillian Smith Senior Center was approved.

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

Mr. Paisley made a motion to accept the Income & Expense Report for September 2022. Mr. Carrow seconded the motion. Motion carried unanimously.

5. **Communications** – No Communications.

6. **Report of the Chief of Police** – Mr. Hutson stated there were 350 calls for service, 135 traffic arrests, and 11 criminal arrests. Chief Hutson met with Smyrna School District's Superintendent on 09/07/22. Cpl. Hibbert and Cpl. Bishop attended the 9/11 service in Smyrna. Chief Hutson attended the Violent Crime Fund meeting on 09/13/22. The grant was approved and received for approximately \$27,000. Mr. Hutson stated they received the police vehicle that was ordered in October 2021. They are getting the vehicle outfitted. Mr. Carrow asked about the COPS Grant. Mr. Hutson stated they should hear something within the next couple of weeks. Mr. Carrow asked if he needed to order new vehicles. Mr. Hutson stated it was ordered at Willis already. They do not expect to see it until October 2023. Hartly reached out about the Charger. They are looking for a used vehicle. Hartly is purchasing the spare vehicle. Mr. Smith asked about the lettering. Mr. Hutson stated we will remove and they will pay for it.

- 7. Report of the Town Manager** – Mr. Cote stated the Administration Department sent out 378 late notices. There were 42 disconnect calls made and 21 disconnects were executed. Stat Numbers: 14 improvement permits, 8 contractor licenses, 2 new home permits, and 13 utility deposits were processed. Mr. Cote participated in a meeting with Horty & Horty. Phase I has been completed and Phase II will begin. This will be assigning new account numbers and descriptions to the five (5) funds.

Licensing & Inspections Department – The Code Enforcement Officer met with the Office Manager and the PW Administrative Assistant to set up Standard Operating Procedures. The procedures have been stored digitally.

Public Works Department – Ten new electric services were installed. The trees and shrubs were trimmed around Clayton Elementary School prior to school starting. Street sweeping signs were installed in Providence Crossing. PW crew received training on giant pumps. Smith & Loveless showed PW crew how to rebuild a pump. All of PW attended the Tool Expo sponsored by DEMEC. On 09/02/22 there was a fallen tree that fell on a high-voltage line. 116 customers were out by Ambulance 64. It took three (3) hours to restore.

Mr. Carrow asked Mr. Cote if there was a new employee on staff. Mr. Cote stated yes, a PW Technician I. Mr. Smith asked what the flicker was. Mr. Cote stated they investigated, but they never figured it out. The power was out for a minute.

- 8. Report of the Town Solicitor** – Mr. Junge had no report.

9. Reports from Members of Council

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

b. Report from Street Committee – Mr. Carrow had no report.

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

d. Report from Equipment Committee – Mr. Paisley stated he has been working on a long-term plan for Public Works. The goal is to have it for the budget.

e. Report from Personnel Committee – Mr. Smith had no report.

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

g. Report from Budget Committee – Ms. DeBenedictis had no report. Mr. Cote stated he and the Chief have a meeting on 10/11/22. Mr. Cote asked if they have to approve the budget before the Special Council Meeting. Mr. Smith stated the Budget Committee will make that call. Mr. Cote confirmed that the budget would be approved prior to the Special Council Meeting. Mr. Smith stated yes. A meeting will be called before the end of the month.

h. Report from Economic Development Committee – Mr. Carrow stated he wanted to thank Public Works and Public Safety for their help with Railroad Days and Movie Night. Movie Night was last Saturday night with 80 people in attendance. Mr. Carrow stated Christmas in Clayton would be on 12/04/22 from 2:00 – 6:00 pm. The tree lighting will be at 5:00 pm.

The 4th of July Association will be putting on a one-man play. Mr. Smith thanked Mr. Carrow for organizing the Movie Nights.

- i. Report from Downtown Development Rebate** – Ms. DeBenedictis stated there will be a new restaurant in Clayton. She asked if we could help with the cost of moving into the building. Mr. Carrow stated he is waiting on the Public Health permits.
- j. Report from DEMEC** – Ms. DeBenedictis stated they have a meeting this week.
- k. Report from Board of Adjustments** – Mr. Smith had no report.
- l. Report from Planning & Zoning Committee** – Mr. Smith stated a quarterly meeting will be set.
- m. Appeals Board** – Mr. Smith had no report.
- n. Law and Legislature Committee** – Mr. Paisley stated the first draft of the charter has been completed. It is very extensive. He will revisit. Mr. Carrow asked if it was too early to send to Council. Mr. Smith stated it is the red line version. Mr. Paisley stated yes.
- o. American Rescue Plan Act Committee** – Mr. Smith had no report.

10. Public Forum – N/A

11. Unfinished Business – N/A

12. Motion to Adjourn into Executive Session Pursuant to 29 Del.C§10004(b)(1) and (9)

Ms. DeBenedictis made a motion to adjourn into Executive Session. Mr. Paisley seconded the motion. Motion carried unanimously at 7:19 pm.

13. Motion to Reconvene

Mr. Paisley made a motion to reconvene back into Regular Session. Mr. Carrow seconded the motion. Motion carried unanimously.

14. New Business

a. Discuss and Vote on Interim Council Member

Mr. Smith stated we had three (3) very qualified candidates for the interim council member. Mr. Smith stated if you were not selected, he will contact you. Mr. Carrow wanted to thank the people who put letters in.

Mr. Carrow made a motion to request that Shaun E. Flatter be put on Council. He will be able to represent all of Town. Mr. Paisley seconded the motion. Motion made unanimously.

15. Adjournment

Mr. Carrow made a motion to adjourn. Mr. Paisley seconded the motion. Motion carried unanimously. Meeting adjourned at 7:36 pm.

Recording Secretary,

Sue Muncey