Council Meeting
December 11, 2023
7:00 p.m.

The Council Meeting of Mayor and Council was held on the above date and time with Council members Flatter, DeBenedictis, and Paisley present. Mayor Smith was presiding. Town Manager Robert Cote, Recording Secretary Sue Muncey, Chief Carl Hutson, Town Solicitor Liam Gallagher, Marvin Pedigo, Shaun Condron, Wendy Hales, Deborah O'Brien, David Ross, Roy Hales, Olayimula Okosola, and Chris Simms were also in attendance. Mr. Smith stated Councilman Carrow was excused 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. **Determination of a Quorum** – Mr. Smith determined a quorum was present.

4. **Approval of Minutes** –

   Ms. DeBenedictis made a motion to accept the Council Meeting minutes of 11/13/23 and the Law & Legislature Meeting minutes of 11/07/23 as presented in their written form. Mr. Paisley seconded the motion. Motion carried unanimously.

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

   Mr. Paisley made a motion to accept the November 2023 Income and Expense Reports in its written form. Mr. Flatter seconded the motion. Motion carried unanimously.

6. **Communications** – N/A

7. **Report of the Chief of Police** – Mr. Hutson stated there were 435 calls for service. This is an 18% to 20% increase from 2022. Chief Hutson attended the Foundation Meeting in Dover for an Executive Meeting on 11/02/23. Lt. Scott and Cpl. Hibbert chaperoned the First State Military Academy Ball at Modern Maturity on 11/02/23. Lt. Scott and Cpl. Bishop went to Smyrna Football's First Responder's Night on 11/03/23. Chief Hutson, Lt. Scott, Lt. Rau, and Christine Letterman went to Veteran's Day Tribute at Clayton Elementary School on 11/09/23. Chief Hutson attended the Police Chiefs' Meeting in Dover on 11/14/23. Lt. Scott and Cpl. Hume chaperoned the Clayton Intermediate School Dance on 11/16/23. Lt. Scott, Cpl. Hibbert, and Cpl. Hume helped with First State Military Academy formation run on 11/17/23. Chief Hutson and Lt. Rau attended Accreditation Training in Dover on 11/29/23. Chief Hutson stated all agencies have to be accredited by 2028 to be able to receive grant money. It will be quite a process. Lt. Rau and Chief Hutson will be spearheading this. We had an initial meeting on 11/29/23 with the state accreditor. Mr. Flatter stated do you have to do this again if you get a different department? Chief Hutson stated no, it is just a site inspection.

8. **Report of the Town Manager –** Mr. Cote brought highlight to a few items on his monthly report. Administration Department – Horty & Horty responded to all questions from the auditor. We are now waiting for a draft from the auditor. Mrs. Muncey completed her third year of municipal clerk training. She is now a Certified Municipal Clerk.
   Licensing and Inspection – The code enforcement officer is building relations and working with homeowners. He is sending out appreciation letters.
   Public Works – At the intersection of Clayton Avenue and W. Duck Creek Road – Representative Carson is working with us in funding. Mr. Cote wanted to recognize Representative Carson for this. The Public Works team worked hard to make Christmas in Clayton beautiful.

9. **Report of the Town Solicitor** – Mr. Gallagher had no report.

10. **Reports from Members of Council**
    a. **Report from Electric Committee** – Ms. DeBenedictis had no report.

    b. **Report from Street Committee** – Mr. Paisley had no report.

    c. **Report from Sewer & Stormwater Committee** – Mr. Flatter had no report.

    d. **Report from Equipment Committee** – Mr. Paisley had no report.

    e. **Report from Personnel Committee** – Mr. Flatter had no report.

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

    g. **Report from Budget Committee** – Mr. Flatter had no report.

    h. **Report from Economic Development Committee** – Mr. Paisley stated Mr. Carrow wanted to extend his thanks to the police department, public works, and the Town Manager for all their help. It was a great turnout and a wonderful day.

    i. **Report from Downtown Development Rebate** – Ms. DeBenedictis had no report.

    j. **Report from DEMEC** – Ms. DeBenedictis presented a plaque from DEMEC to Mr. Ross from the lineman ribbon cutting. DEMEC signed their budget.

    k. **Report from Board of Adjustments** – Mr. Smith had no report.

    l. **Report from Planning & Zoning Committee** – Mr. Smith stated the next scheduled meeting will be on January 24, 2024.

    m. **Appeals Board** – Mr. Smith had no report.

n. **Law and Legislature Committee** – Mr. Paisley stated two of the ordinances (building permits and licensing) have been sent to Mr. Chambers. These are being referred back to the committee. We have another meeting scheduled with Mr. Chambers to review. Mr. Paisley stated we will start the tax title in January. He will sit down with the Office Manager and the Town Manager to get a better grasp of the tax system.

11. Public Forum

N/A

12. Unfinished Business

a. **Discuss and Vote on Ordinance #2023-09 – An Act to Amend Article 2.2-3 of the Clayton Municipal Code Related to Control of Vegetation. (RP)**

Mr. Paisley read the synopsis of the changes for this ordinance.

Mr. Paisley made a motion to adopt Ordinance #2023-09 – an act to amend article 2.2-3 of the Clayton Municipal Code related to control of vegetation. Mr. Flatter seconded the motion. Motion carried unanimously.

b. **Discuss and Vote on Ordinance #2023-11 - An Act to Amend Article 2.2-4 of the Clayton Municipal Code Related to Depositing of Grass Clippings or Other Lawn and Garden; Material in the Streets, Alleys and Sidewalks. (RP)**

Mr. Paisley read the synopsis of the changes for this ordinance.

Ms. DeBenedictis made a motion to adopt Ordinance 2023-11 – an act to amend article 2-2-4 of the Clayton Municipal Code related to depositing of grass clippings or other lawn and garden; material in the streets, alleys, and sidewalks. Mr. Paisley seconded the motion. Motion carried unanimously.

c. **Discuss and Vote on Ordinance #2023-17 – An Act to Amend Article 2.4 of the Clayton Municipal Code Related to Annual Registration of Vacant Buildings and Registration Fees. (RP)**

Mr. Paisley read the synopsis of the changes for this ordinance.

Mr. Paisley made a motion to adopt Ordinance 2023-17 – an act to amend article 2.4 of the Clayton Municipal Code related to annual registration of vacant buildings and registration fees. Mr. Flatter seconded the motion. Motion carried unanimously.

d. Discuss and Vote on Ordinance 2023-21 – An Act to Amend Article 7.1-2.4 Related to Rate of Tax. (RP)

Mr. Paisley stated this is not a change in the property tax rate itself. What it does do is change the method by which we set the property tax. When we do the property tax we do so by resolution during the budget process. It modifies the way the rate is set. The discussion we need to have now is whether there should be a stipulation in there if we need to adjust the rate during the year. His suggestion would be that it would now read established by resolution of the Town Council during the annual budget process or as required. Mr. Smith asked if the wording can be changed to the effect that it can only be done once annually. Mr. Paisley said provided however the property tax rate shall not be raised more than once in a fiscal year.

Mr. Paisley made a motion to adopt Ordinance 2023-21 – an act to amend article 7.1-2.4 related to rate of tax as amended in this meeting. Mr. Flatter seconded the motion. Motion carried unanimously.

e. Discuss and Vote on Section 4 – Vacation – of the Employee Handbook. (RC)

Mr. Cote stated he and the Chief went back to revise this under the direction of the Council. Mr. Cote stated proposal #1 was presented at the November meeting. Proposal #2 breaks up the days. Mr. Flatter stated with proposal #2 it is more on par with the 12-hour workers. Mr. Paisley and Mr. Smith agree with proposal #2. Mr. Paisley asked if this will alter the police contract. Mr. Smith stated we will need to adjust the contract.

Mr. Flatter made a motion to adopt proposal #2 of the vacation schedule, not to be retroactive, to take effect January 1, 2024. Mr. Paisley seconded the motion. Motion carried unanimously.

13. New Business

a. Discuss and Vote on entering into contract with the University of Delaware, Institute for Public Administration to perform a full update of the Town's Comprehensive Plan. (RC)

Mr. Cote stated the Planning & Zoning Commission has been reviewing the Comprehensive Plan. There has been a lot of growth and change. It makes sense for a complete update. The University of Delaware gave a proposal for $22,500 for 18 months. This is a significantly reduced price.

Mr. Paisley made a motion to accept the contract with the University of Delaware, Institute for Public Administration to perform a full update of the Town's Comprehensive Plan in the amount of $22,500. Mr. Flatter seconded the motion. Motion carried unanimously.

b. Discuss and Vote on the Town's Electric Utility Rate Relevelization for FY'24 due to an increase in the wholesale rate from the Delaware Municipal Electric Corporation (DEMEC). (RC)

Mr. Cote turned the discussion over to Chris Simms from Smart Utility Management. Mr. Simms stated DEMEC voted for a rate increase from $84.17 up to $91.23. That would be a $7.90 increase (5%). Ms. DeBenedictis stated we are in a good spot. Mr. Paisley asked what PCA was. Mr. Simms stated Power Cost Adjustment. Basically the rate fluctuates up and down to pass on your cost to the customer. This is used instead of changing your base rate.

Mr. Flatter made a motion to that the current PCA be increased to $0.0296 per kilowatt-hour to begin with the billing cycle at the end of January 2024. The impact from this action will be on average an increase of 5.0% to electric customers. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

c. Discuss and Vote to accept the Town Engineer's (Verdantas) Recommendation to Award Project Number 15534, Town of Clayton Wastewater Collection System Repairs (Phase II). (RC)

Mr. Cote stated we have been working extremely hard the past year. The work is being done in three phases. Phase II will be the most intrusive. Phase III is the lowest priority. Verdantas has given their recommendation. Mr. Condron came to answer any questions. Mr. Smith stated money has been allocated from the ARPA money for Phase II. Mr. Cote thanked Mr. Condron for all his efforts. Mr. Condron stated we will issue the award letter. We will work with the contractor for the bond. A pre-construction meeting will be in January. Mr. Paisley asked when construction will begin. Mr. Condron stated in February. Mr. Smith asked about the timing of Phase II concerning the bus routes. Mr. Condron stated he will work with the contractor on a route. Mr. Paisley asked how long Phase II will take. Mr. Condron stated 160 days once the shovel is in the ground. Mr. Smith asked that he communicate with the School District.

Mr. Flatter made a motion to accept the Town Engineer's recommendation to award Project Number 15534, Town of Clayton Wastewater Collection System Repairs (Phase II) to Reybold Construction Group LLC. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

d. **Discuss and Vote to collaborate with the Smyrna School District and sponsor a local family-in-need for the 2023 Holiday Season. (RC)**

Mr. Cote stated they received a letter from Smyrna Middle School asking us to sponsor a family. Mr. Cote recommends sponsoring a family not to exceed $750.

Ms. DeBenedictis made a motion to sponsor a local family-in-need for the 2023 Holiday season not to exceed $750. Mr. Paisley seconded the motion. Motion carried unanimously.

e. **Discuss and Vote to provide a donation to the Smyrna-Clayton Pop Warner (SCPW) Youth Football Program. (RC)**

Mr. Cote stated he received a letter from SCPW to consider a donation of $1,500.

Mr. Paisley made a motion to make a $1,500 donation to Smyrna-Clayton Pop Warner Youth Football Program. Ms. DeBenedictis seconded the motion. Motion carried unanimously. Mr. Flatter abstained from the motion.

14. Motion to Adjourn into Executive Session to Consider a Personnel Matter Pursuant to 29 Del.C §10004(b)(8) and (9).

Mr. Paisley made a motion to go into executive session at 7:54 p.m. Mr. Flatter seconded the motion. Motion carried unanimously.

15. Motion to Reconvene into Regular Session.

Mr. Paisley made a motion to reconvene into regular session at 8:34 p.m. Mr. Flatter seconded the motion. Motion carried unanimously.

16. Discuss and Vote on Action Taken in Executive Session.

Mr. Flatter made a motion to authorize the Town Manager, through consultation with the Mayor, to extend an offer of employment to "Candidate A" for the position of Accounting & Finance Officer (AFO) within the parameters of the job description and compensation package set forth during the August 2023 Town Meeting. This motion being contingent on a credit check and background check. Mr. Paisley seconded the motion. Motion carried unanimously.

17. Adjournment

Mr. Paisley made a motion to adjourn. Mr. Flatter seconded the motion. Motion carried unanimously. The meeting was adjourned at 8:35 p.m.

Recording Secretary,

Sue Muncey

Checking Account Spreadsheet Balances
As of 11/30/23

		Interest Earned
Accrued Benefits Fund	$4,395.34	$16.32
ARPA Fund	$1,486,547.55	$3,607.17
Arsenic Fund	$2.58	$0.00
Capital Improvement Reserve Fund	$533,092.25	$1,293.57
Drug Enforcement Fund	$52.51	$0.00
EIDE Fund	$8,716.46	$0.00
Electric Capital Reserve Fund	$550,790.91	$1,328.70
Federally Seized Funds	$2,729.72	$0.00
General Fund	$1,880,659.84	$4,763.21
Impact Fees Fund	$1,741,132.21	$4,170.08
Municipal Street Aid Fund	$283,792.98	$688.63
Police Pension Fund	$99,588.70	$0.00
Retiree Fund	$596,700.47	$1,534.30
Retirement Investment Fund	$183,837.27 (as of 11/30/23)	
SALLE Fund	$0.00	$0.00
Sewer Capital Reserve	$187,354.29	$451.29
SLEAF Fund	$0.00	$0.00
Street Capital Reserve	$103,476.20	$247.75
Stormwater Capital Reserve	$299,443.63	$723.28

Balances Revised 12/08/23

CD Spreadsheet Balances
As of 11/30/23

CD	Account No.	Issue Date	Deposit Amount	Term	Maturity	Interest Rate at Maturity
Impact Fee	xxx7358	03/02/23	$100,000	11 months	02/02/24	4.350%
Impact Fee	xxx8193	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx2060	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx7912	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx0778	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx3345	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx3457	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx3973	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx4037	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx6080	03/02/23	$250,000	11 months	02/02/24	4.350%
Impact Fee	xxx6166	03/02/23	$250,000	11 months	02/02/24	4.350%
Capital Improv. Fund	xxx9207	03/01/23	$100,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx9707	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx2721	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx2729	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx2862	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx3733	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx4491	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx6764	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx7646	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx9188	03/01/23	$250,000	11 months	02/01/24	4.350%
Capital Improv. Fund	xxx9707	03/01/23	$250,000	11 months	02/01/24	4.350%

Balances Revised 12/08/23

CLAYTON POLICE DEPARTMENT
REPORT TO THE MAYOR AND COUNCIL
FOR THE MONTH OF NOVEMBER 2023

Personnel Statistics:

Total number of hours worked	: 957
These hours breakdown as follows:	
Criminal Investigation	: 129
Accident Investigation	: 11
Extra Duty	: 33
Foot Patrol	: 240
Station Duty	: 48
Motor Patrol	: 305
Traffic Duty	: 54
Court	: 7

Number of hours O/T: 123.5 Comp. Acquired	: 68
Number of O/T hours resulting from court	: 0
Number of hours of Special duty	: 4.5
Number of hours of Comp. Time taken	: 76.5
Number of hours of Sick Time taken	: 2.5
Number of hours of Vacation Time taken	: 34
Number of hours of Personal Time taken	: 0

Complaint Statistics:

Number of Complaints and Calls for Service handled by CPD during month	: 435
Number of Traffic Accidents reported during the time period	: 3
Number of Total Traffic Accidents reported for the year 2023	: 32
Number of Complaints or Traffic Accidents handled by DSP during month	: 0
Total number of complaints, calls for service and accidents for year to date	: 4830

Note1: Totals include DSP response when CPD is unavailable.
Note 2: Breakdown of complaints by type is available for viewing upon request.
Note 3: Statistical source for some information is KENTCOM.

Fuel Usage:

	For November	Total for Year 2023
Gallons:	1,034.490	11,811.929
Cost:	$2,680.42	$33,233.62

Enforcement:

	For November	Total for 2023
Traffic Arrests:	207	2854
Traffic Reprimands:	82	734
Parking Tickets:	8	201
CPCs:	3	33
Criminal Arrests:	1	85
Municipal Summons:	0	0
Seat Belt Assessments:	2	91
House or business checks	1650	13,679

Of note during the month:

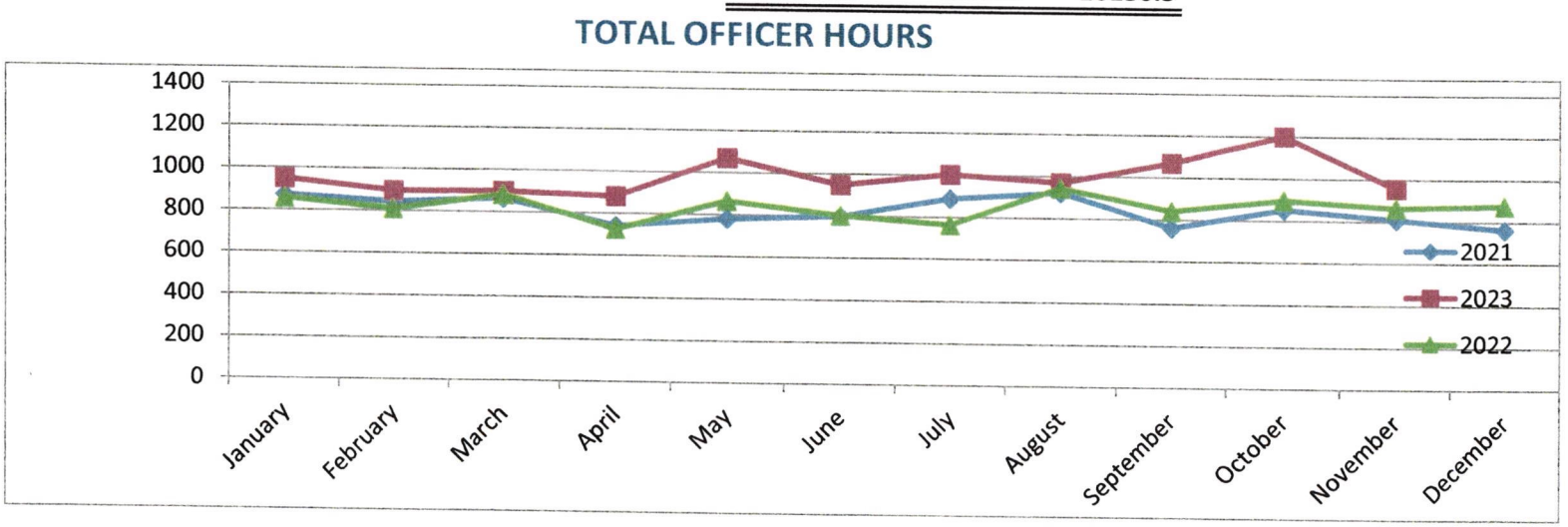
- **Chief Hutson attended the Foundation Meeting in Dover for an Executive Meeting on November 2nd.**
- **Lt. Scott and Cpl. Hibbert chaperoned the FSMA Ball at Modern Maturity on November 2nd.**
- **Lt. Scott and Cpl. Bishop went to Smyrna Football's First Responder's Night on November 3rd.**
- **Chief Hutson, Lt. Scott, Lt. Rau, and Christine Letterman went to Veteran's Day Tribute at Clayton Elementary School on November 9th.**
- **Chief Hutson attended the Police Chiefs' Meeting in Dover on November 14th.**
- **Lt. Scott and Cpl. Hume chaperoned the CIS Dance on November 16th.**
- **Lt. Scott, Cpl. Hibbert and Cpl. Hume helped with FSMA formation run on November 17th.**
- **Chief Hutson and Lt. Rau went to Accreditation Training in dover on November 29th.**

Respectfully Submitted:

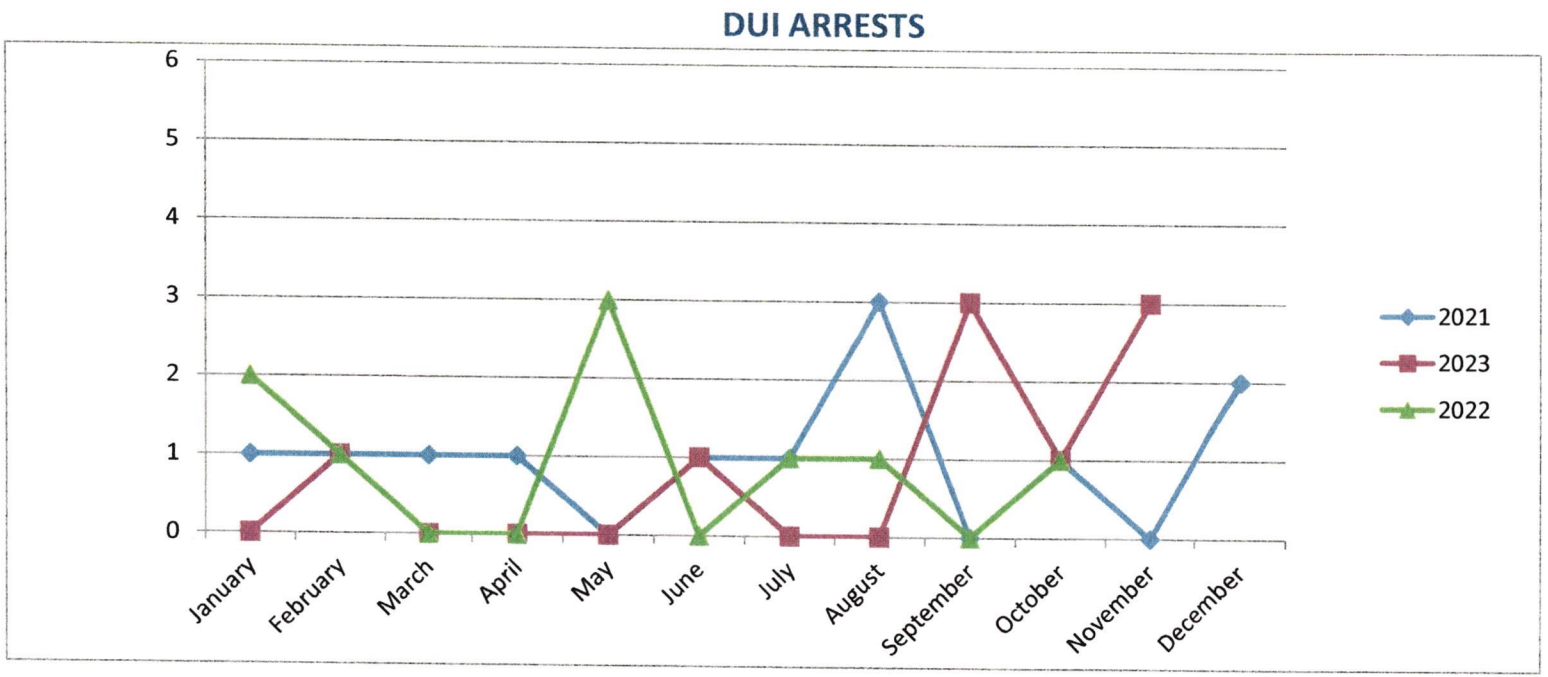
Chief Carl E. Hutson IV

GRAND TOTALS FOR DAILY OFFICER LOGS 2023

OFFICER HOURS	2023	2021	2022
January	949	874	858
February	896	845	809
March	898	866	882
April	881	742.25	726
May	1069	781	865
June	947.5	799	801.5
July	1004	888.25	764.5
August	970	922	944
September	1068.5	761	842
October	1200.5	854	897
November	957	810	864
December		764	877.5
TOTAL	**10840.5**	**9906.5**	**10130.5**

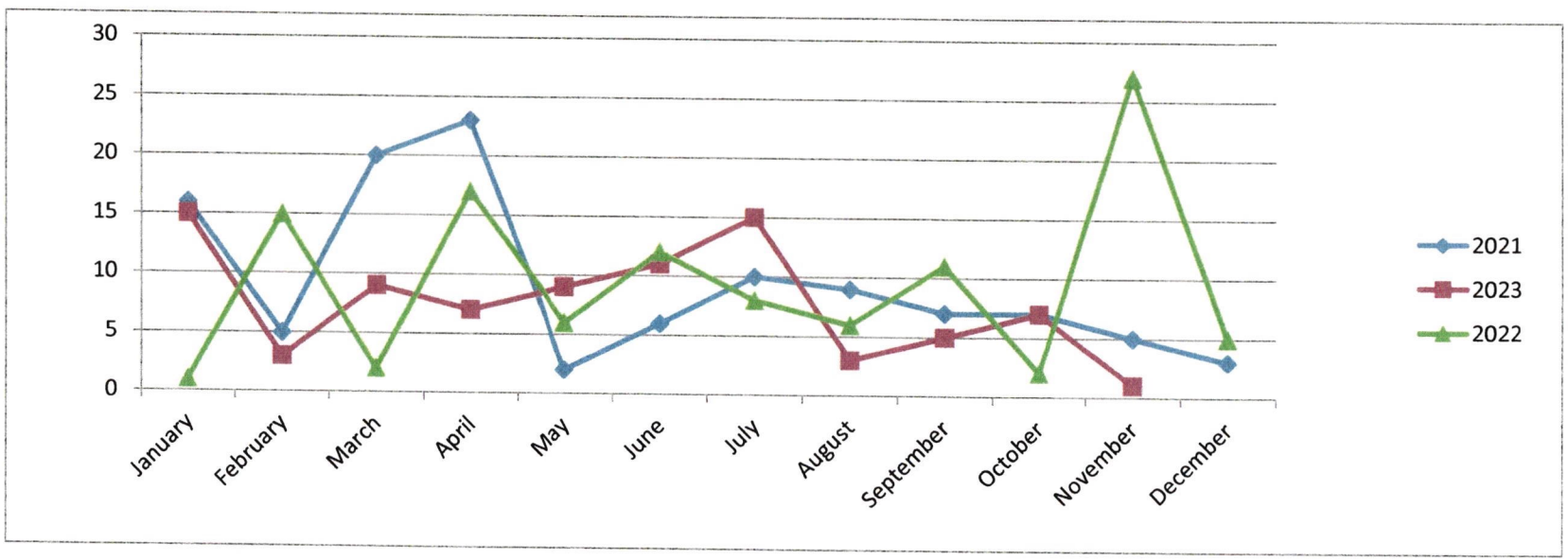


DUI ARRESTS	2023	2021	2022
January	0	1	2
February	1	1	1
March	0	1	0
April	0	1	0
May	0	0	3
June	1	1	0
July	0	1	1
August	0	3	1
September	3	0	0
October	1	1	1
November	3	0	0
December		2	0
Totals	**9**	**12**	**9**



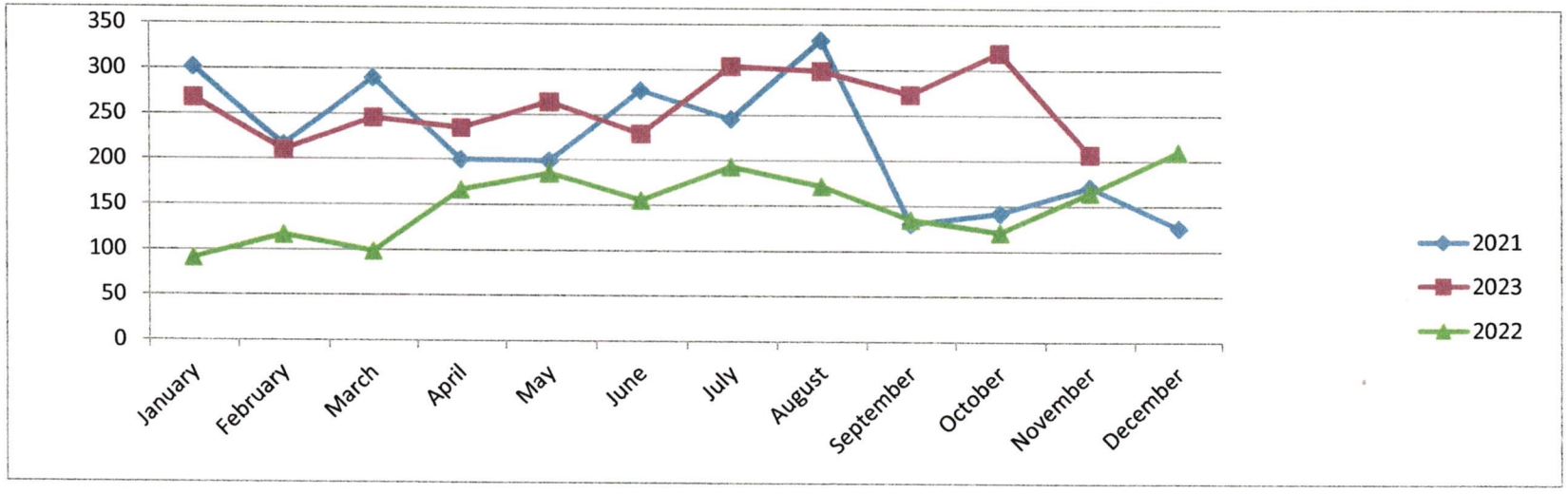
	2023	2021	2022
	Criminal	Criminal	Criminal
January	15	16	1
February	3	5	15
March	9	20	2
April	7	23	17
May	9	2	6
June	11	6	12
July	15	10	8
August	3	9	6
September	5	7	11
October	7	7	2
November	1	5	27
December		3	5
Totals	**85**	**113**	**112**

CRIMINAL ARRESTS



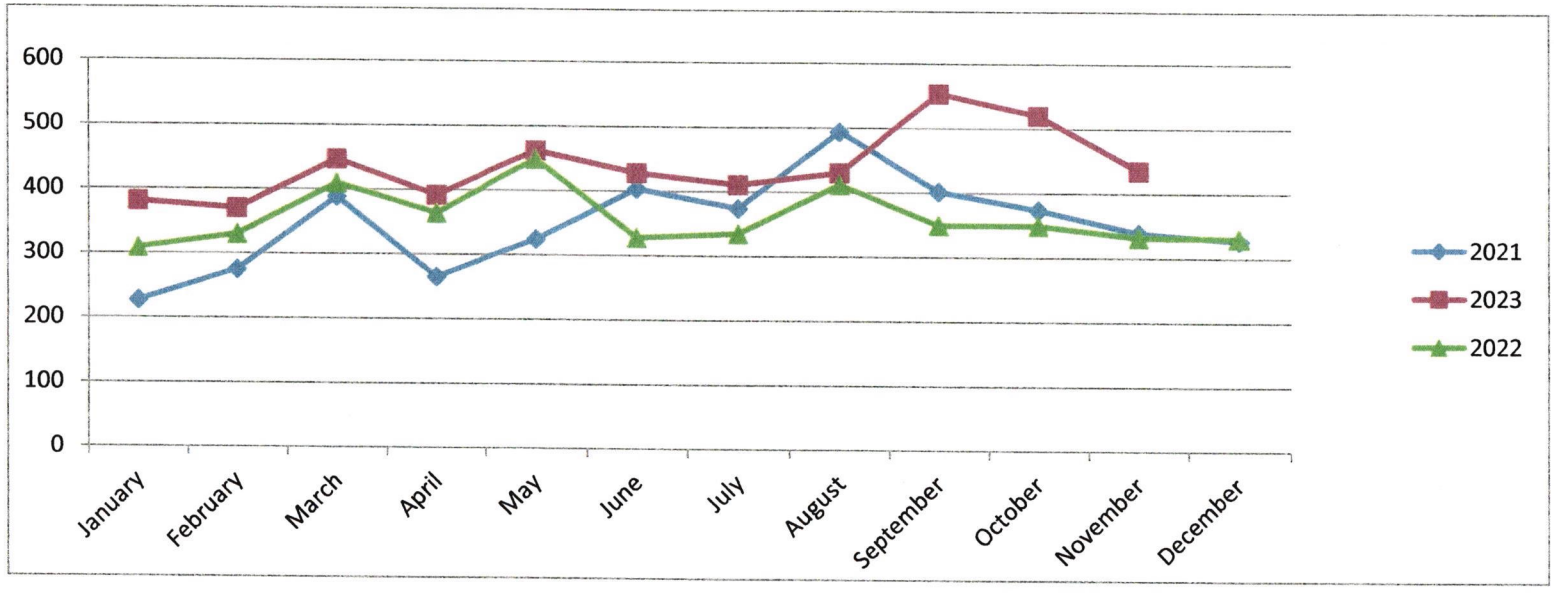
TRAFFIC ARRESTS	2023	2021	2022
January	268	302	91
February	210	216	117
March	246	290	99
April	235	200	167
May	264	199	185
June	229	277	156
July	304	246	193
August	299	333	172
September	273	130	135
October	319	142	121
November	207	171	165
December		126	210
Totals	**2854**	**2632**	**1811**

TRAFFIC ARRESTS

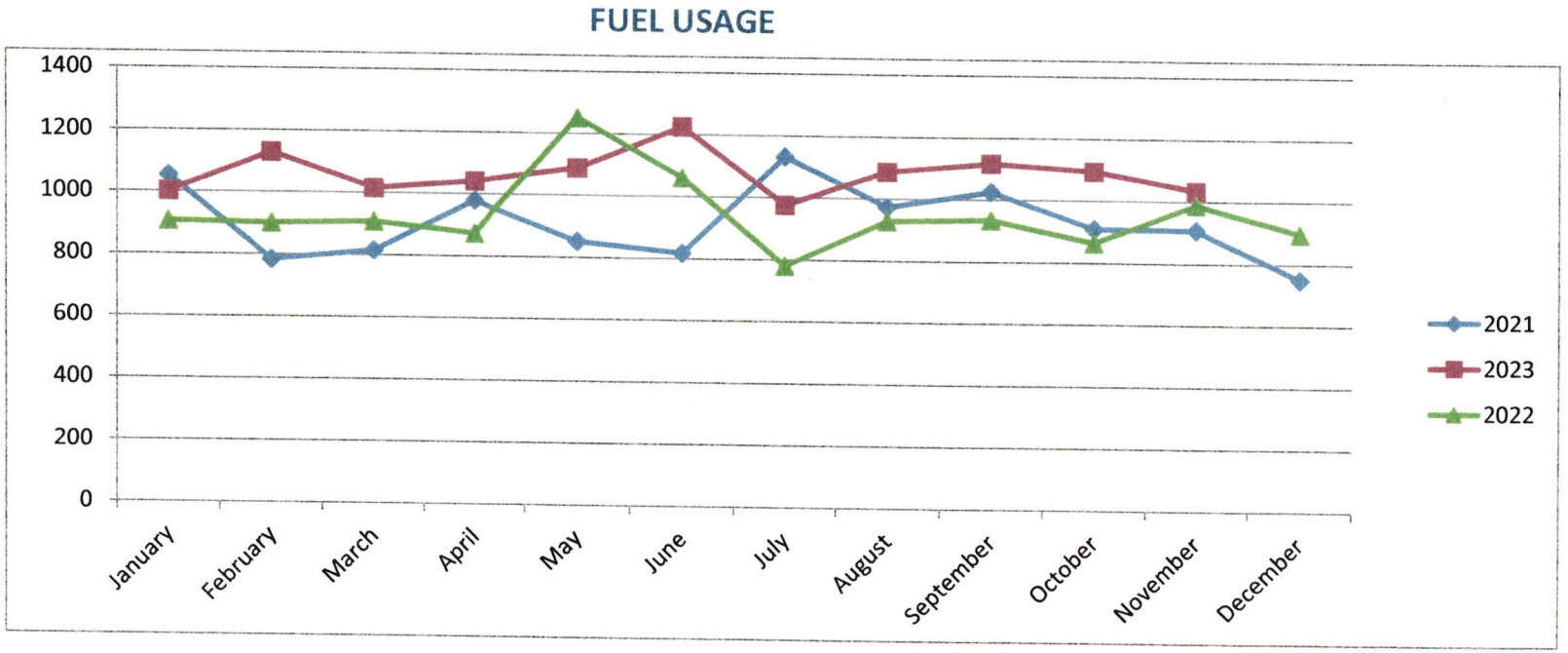


SERVICE COMPLAINTS	2023	2021	2022
January	381	227	309
February	370	275	330
March	447	389	410
April	392	265	364
May	462	325	449
June	428	404	328
July	411	374	335
August	430	494	412
September	554	402	350
October	520	374	350
November	435	339	332
December		327	331
Totals	**4830**	**4195**	**4300**

SERVICE COMPLAINTS



Fuel Usage	2023	2021	2022
January	1001.049	1053.447	905.958
February	1129.46	783.787	901.329
March	1015.05	814.571	908.36
April	1041.16	979.388	873.639
May	1088.46	852.024	1251.666
June	1225.53	817.632	1061.586
July	975.8	1132.585	780.246
August	1087.45	973.006	927.659
September	1117.47	1025.648	934.677
October	1096.02	909.909	864.525
November	1034.49	907.588	989.485
December		749.917	898.227
Total	**11811.94**	**10999.502**	**11297.357**



Town of Clayton

REPORT

Item No. TM2023-12

REPORT TO: Mayor Smith and Members of Council
PREPARED BY: Robert Cote, Town Manager
DATE: December 1, 2023
SUBJECT: TM2023-12 Monthly Activity Report – Administration, Licensing & Inspection, and Public Works Department – November 2023

Attachments:

RECOMMENDATION

That the Council of the Town of Clayton hereby receives the Monthly Activity Report for the month of November 2023 for information purposes.

EXECUTIVE SUMMARY

This report is intended to provide an update to Council on each Department of Operations Monthly Activities that have been completed or were in progress during the reporting period.

ISCUSSION

Administration Department

During the month of November, a total of 36 calls were made prior to disconnection and 18 disconnects were executed on 11/08/23. A total of 340 late notices were mailed out on 11/21/23. Meter readings were completed on 11/28/23. Stat numbers were: 7 Improvement C.O.'s were issued, 1 New Home C.O. was issued, 4 Improvement Permits were issued and entered into iWorQ, 4 New Home Permits were issued and entered into iWorQ, 20 Assessor copies of permits were issued, 2 Contractor Licenses were issued and entered into iWorQ, 0 Business License were issued and entered into iWorQ, 1 Invoice was issued, and 10 Utility Deposits were entered into MCSJ. The Town of Clayton phone system was reworked to make it more convenient for the customer to reach the correct department. The Office Manager continues working with Horty & Horty on additional questions from the auditor for the 2021 audit. The Office Manager completed her third year of Municipal Clerk training with the University of Delaware IPA for her Certified Municipal Clerk designation. The Town Office was closed on 11/10/23 for Veteran's Day and 11/23 – 11/24/23 for the Thanksgiving holiday.

Licensing & Inspection Department

Code Enforcement. During the month of November, the Department of Code Enforcement investigated the following violations; 1 Property Maintenance violation at 221 Clayton Ave which is being investigated. There were no other violations reported and no violations observed during patrols. Six (6) follow up investigations were conducted on open violations to which two (2) were closed. Code Enforcement is attempting a new approach with positive feedback and recognition to homeowners who fix violations within a timely manner. The property owner at 460 W. Duck Creek Road not only abated his violations improving his

property curb appeal, but also assisted his elderly neighbor with her property vegetation and property identification number violations. The Department of Code Enforcement mailed an appreciate letter to the homeowner in appreciation for his effort. Violation Warning and Civil Penalty forms were reviewed by Town Solicitor and approved for use. Forms are being uploaded into iWorQ for enforcement use.

Licensing and Permits. Twenty-eight (28) out of thirty (30) open permits were closed through final inspections. Permit and License documents were reviewed and edited with the Front Office to ensure the most up to date and user friendly forms are available to the community.

Administration. Time was spent reviewing International Codes and legal books for upcoming exam.

Public Works Department

During the week of November 6, 2023 through November 12, 2023, PW Crew performed the following task: Yard Waste and Street Sweeper ran on its scheduled days, two (2) new electric services were installed in Ovations Lot #83 and Lot #110, a street light was fixed, vacuum Birds Lift Station, new post were installed to hold the Rebar Park sign and leaf machine ran on Monday, Tuesday and Thursday.

The PW Crew disconnected 18 electric services due to non-payment and 17 were reconnected.

Director of Public Works has asked all PW Crew to postpone installing the new LED lights until the Town is decorated for the Holiday Season.

The Elves have arrived from the North Pole to check the skylines and bells to ensure all lights are operable.

During the week of November 13, 2023 through November 19, 2023, PW Crew performed the following task: Yard Waste and Street Sweeper ran on its scheduled days, new electric service installed in Ovations Lot #100, per homeowner electric was disconnected for repairs, debris was cleaned up at the bridge of S. Rodney Street, the Police Parking Only sign was install for the EV at CIS, three (3) electric meters were read and the Town of Clayton Welcome banners were removed from poles.

The Duck Creek Road Project is complete, the chevrons were installed a few months ago and the red flashers were installed on November 13, 2023. This project was funded by Representative Carson.

The Elves are working very hard to get the Town of Clayton ready for the Christmas Parade on December 3rd. The Elves have hung the Skylines on Main Street, lights hung at Town Hall, the garland with white lights and red bows on Railroad Avenue and East Street light poles and the garland and red bows have been hung on the gazebo. The Christmas lights for the Memorial Tree were checked.

During the week of November 20, 2023 through November 26, 2023, PW Crew performed the following task: Yard Waste and Street Sweeper ran on its scheduled days, picked up leaves, delivered yard waste containers, read an electric meter, waste plant reading, sign was removed on the clock at Veteran's Memorial Park and delivered door hangers.

The week of Thanksgiving the Elves continue to work very hard getting the Town ready for Christmas Season. The Elves worked on the gazebo and the tree at Veteran's Park for the lighting ceremony that will be held on

December 3rd. At the end of the day Wednesday the Elves went back home to be with family and friends for Thanksgiving Holiday.

During the week of November 27, 2023 through December 3, 2023, PW Crew performed the following task: Yard Waste and Street Sweeper ran on its scheduled days, picked up leaves, delivered yard waste containers, electric meters were read on November 28, 2023, new electric service installation in Ovations Lot #101, dropped old flags off, repaired handrail at Town Hall, leaves at the curb line were picked up, change oil in the 2008 Ford F-250, cleaned leaves at the Veteran's Park, fixed pump #2 at lift station and cleaned out the F-250 truck for Confined Space equipment.

PWAA redid the flower pots with greenery for the Holiday Season.

The Smyrna Clayton July 4th Foundation made an announcement that the annual Clayton Christmas Parade would go forward as planned. Thank you to all that participated in making the parade so magical for kids of all ages.

PW Crew completed 34 Miss Utility Tickets and 90 work orders in the month of September.

Respectfully Submitted,

//signed//

Robert C. Cote 12/08/2023

Robert C. Cote
Town Manager

AN ACT TO AMEND TOWN OF CLAYTON ORDINANCE ARTICLE 2.2-3 CONTROL OF VEGETATION

Ordinance #: 202309

Sponsor: Paisley

BE IT HEREBY ORDAINED by the Council of the Town of Clayton that Article 2.2-3 Control of vegetation be amended by making deletions as shown by strike through and insertions as shown by underline as follows:

Sec. 2.2-3. - Control of vegetation.

2.2-3.1 It shall be in violation of this article for any person, groups of persons, firm, association, or corporation or any such person or entity reflected on the Town tax rolls ("the responsible party") having an ownership interest or possession of any lot or parcel of land ("the property") with or without improvements to permit any grass, weeds, or any other vegetation whatsoever other than edible vegetation, trees, and flowers to grow higher than 12 inches from the ground.

2.2-3.2 The Town Manager or his/her designee of the Town shall inspect the property to determine whether the property is in violation of the article. Upon finding a violation, he shall give a minimum of 5 days written notice to any of the above-identified entities referred to in Section 2.2-3.1 informing that person or entity that the Town shall proceed, without further notice, to mow and control the growth of grass, weeds, and other vegetation on the property and assess all costs against the responsible party. Such written notice shall be provided once each calendar year and shall not be rescinded unless a subsequent inspection by the Town Manager reveals that the responsible party will control the height of the grass, weeds, and other vegetation on the property. The notice must be rescinded in writing and will only be done so upon request by the responsible party. The costs thereof, together with any fines, shall constitute a claim against the owner or owners of said property and may be collected the same as any other fine or costs as collected within the Town.

2.2-3.3 Any responsible party in violation of the provisions of this article shall be charged with a violation and shall be fined $50.00 for the first offense, $100.00 for each day thereafter defined as a subsequent offense, together with costs, without the necessity of a separate citation or summons issued by the Town.

2.2-3.4 There shall be a minimum cost to be assessed against the responsible party by the Town for the mowing and control of grass, weeds, or other

vegetation on the property, and that charge shall be $75.00 per hour with a minimum charge of $100.00.

SYNOPSIS:

This ordinance changes references to the Town Foreman to the Town Manager. In addition, this act includes grammatical corrections to the existing language.

ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF CLAYTON

ON THE _____ DAY OF _____, 2023.

(SEAL)

_____

MAYOR OF THE TOWN OF CLAYTON

ATTESTED TO BY:

_____

CLERK OF THE TOWN OF CLAYTON

AN ACT TO AMEND TOWN OF CLAYTON ORDINANCE ARTICLE 2.2-4DEPOSITING OF GRASS CLIPPINGS OR OTHER LAWN AND GARDEN; MATERIAL IN THE STREETS, ALLEYS AND SIDEWALKS

Ordinance #: 202311

Sponsor: Paisley

BE IT HEREBY ORDAINED by the Council of the Town of Clayton that Article 2.2-4 depositing of grass clippings or other lawn and garden; material in the streets, alleys and sidewalks be amended by making deletions as shown by strike through and insertions as shown by underline as follows:

Sec. 2.2-4. - Depositing grass, lawn, and garden material in a street, alley, and/or sidewalk.

2.2-4.1 It is hereby declared to be unlawful for any person, firm, association, or corporation to deposit, place, discard, drop, or in any other manner scatter any grass clippings, leaves, branches, or other lawn, garden, or tree waste in or upon the streets, curbs, sidewalks, or alleys of the Town except as permitted under Section 2.2-4.2 of this article.

2.2-4.2 Grass *clippings, leaves, and garden clippings.*

a. Grass clippings, leaves, and garden clippings shall be put in a separate plastic container (unbagged) no larger than 35 gallons. Containers should be set out at the appropriate street or alley line with other trash for collection. Branches and tree limbs shall be placed together in bundles and placed at the appropriate street or alley line for trash collection.

b. Unbagged leaves may be deposited in the streets of the Town near the curb in such a manner as directed by the Town Manager or their designee at such times of the year as specified in public notices by the Town Office contemporaneously with the beginning and ending of such time periods.

c. Nothing in the article shall be construed as prohibiting the temporary scattering of grass clippings, leaves, or the like on Town streets, curbs, alleys, or sidewalks where the same occurs incidental to and during mowing, raking, or clipping operations but the same shall thereafter be removed and corrected immediately at the conclusion of such operations.

2.2-4.3 Any person violating any provision of this article will be subject to a fine of $50.00 for the first offense and $100.00 for any subsequent offense.

2.2-4.4 This article makes it clear that all grass clippings, leaves, and garden clippings shall be put in a separate plastic container no larger than 35 gallons for the Town Crew to pick up. Containers should be set out at the appropriate street or alley line for collection.

SYNOPSIS:

This ordinance changes references to the Town Foreman to the Town Manager. In addition, this act includes grammatical corrections to the existing language.

ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF CLAYTON

ON THE _____ DAY OF _____, 2023.

(SEAL)

_____

MAYOR OF THE TOWN OF CLAYTON

ATTESTED TO BY:

_____

CLERK OF THE TOWN OF CLAYTON

AN ACT TO AMEND TOWN OF CLAYTON ORDINANCE ARTICLE 2.4 - ANNUAL REGISTRATION OF VACANT BUILDINGS AND REGISTRATION FEES

Ordinance #: 202317

Sponsor: Paisley

BE IT HEREBY ORDAINED by the Council of the Town of Clayton that Article 2.4 - ANNUAL REGISTRATION OF VACANT BUILDINGS AND REGISTRATION FEES be amended by making deletions as shown by strike through and insertions as shown by underline as follows:

ARTICLE 2.4 - ANNUAL REGISTRATION OF VACANT BUILDINGS AND REGISTRATION FEES

Sec. 2.4-1. - [Purpose.]

The purpose of this [article] is to assist the Town of Clayton in protecting public health, safety and welfare by monitoring the number of vacant buildings in Town, to assess the effects of the condition of those buildings on nearby businesses and the neighborhoods in light of fire safety hazards and unlawful temporary occupancy by transients, including illicit drug users and traffickers, and to require of the owners of vacant buildings to register the same and provide for the payment of related fees to promote efforts to rehabilitate vacant buildings. This section is applicable to the owners of vacant buildings as set forth herein and is in addition to, and not in lieu of, any and all other applicable provisions of the Town of Clayton Code and applicable County, State or Federal laws or regulations.

Sec. 2.4-2. - Definitions and applicability; registration statement and fees.

(a) *Definitions.* For purposes of this section, the following words and phrases shall have the meanings respectively ascribed to them as follows:

(1) *Boarded* means a building or structure subject to the provisions of this section shall be deemed "boarded" if in place of one or more exterior doors, other than a storm door, or of one or more windows, there is plywood or similar material covering the space for such door or window.

(2) *Exterior maintenance and major systems* means the phrase "exterior maintenance and major systems" shall mean the safe and lawful maintenance of the façade, windows, doors, roof and other parts of the exterior of the building and the maintenance of its major systems consisting of the roof, the electrical and plumbing systems, the water supply system, the sewer system, and the sidewalk, drive-way, if any, area of the lot.

(3) *Occupied* means any building or structure shall be deemed occupied if one or more persons actually conducts a lawful business or resides in all or any part of the building as the licensed business-occupant, or as the legal or equitable owner/occupant(s) or tenant(s) on a permanent non-transient basis or any combination of the same. For purposes of this section, evidence offered to prove that a building is so occupied may include, but shall not be limited to, the regular receipt of regular mail through the U.S. Postal Service; proof of continual telephone, electric, gas, heating, water and/or sewer services; or the most recent, Federal or State income tax statements indicating that the subject property is the official business or residence address of the person or business claiming occupancy; or proof of pre-rental inspection.

(4) *Open* means a building or structure subject to the provisions of this section shall be deemed "open" if any one or more exterior doors other than a storm door is broken, open and/or closed but, without a properly functioning lock to secure it, or if one or more windows is broken or not capable of being locked and secured from intrusion, or any combination of the same.

(5) *Owner* means an owner of the freehold of the premises or any lesser estate therein, a mortgagee, a vendee-in-possession, assignee of rents, receiver, executor, trustee, lessee, agent or any other person, firm or corporation that is directly or indirectly in control of a building subject to the provisions of this section and as set forth below.

(6) *Vacant* means a building or structure shall be deemed vacant if no person or persons actually currently conducts a lawfully licensed business, or lawfully resides or lives in any part of the building as the legal or equitable owner(s) or tenant-occupant(s), or owner-occupants, or tenant(s) on a permanent non-transient basis.

(7) *Vacant building, habitually* means any building, whether residential or non-residential, that has been vacant for more than 90 consecutive days.

(8) *Vacant, for sale or lease* means a vacant building or structure shall be deemed for sale or for lease if it is being actively marketed by a licensed real estate broker or owner who is regularly advertising the property in newspapers circulated in Kent County or New Castle County, Delaware, and is offered at a price that is not more than 25 percent above market value, and is in reasonable condition for sale or lease as determined by applicable Town Code.

(b) *Applicability* means registration and the payment of a registration fee shall be required for all habitually vacant buildings, whether vacant and secure, vacant and open or vacant and boarded. The property owner of a habitually vacant building, as determined by the Town's assessment records, shall have 30 days from the date the building qualifies as a habitually vacant building to file a notarized registration statement which shall include the street address and parcel number of each such vacant building, the names and addresses of all owners, and any other information deemed necessary by the Town of Clayton. If the Town identifies a habitually vacant building where the property owner has not filed a registration statement within the required 30 days, the Town shall notify the property owner of the requirement to register the habitually vacant building and pay an annual registration fee. Annually thereafter, the property owner shall be required to provide the Town with an updated registration statement by December 31. In no instance shall the registration of a habitually vacant building and the payment of registration fees be construed to exonerate the owner, agent or responsible party from responsibility for compliance with any other building code or housing code requirement. One registration statement may be filed to include all habitually vacant buildings of the owner of registering. The registration fee(s) as required by subsection (c) of this section shall be billed by the Town and shall be paid by December 31 of each year.

(c) *Registration statement and fees; local agent.* If none of the persons listed above is shown at an address within the State, the registration statement also shall provide the name and address of a person who resides within the State and who is authorized to accept service of process on behalf of the owners and who shall be designated as a responsible, local party or agent, both for purposes of notification in the event of an emergency affecting the public health, safety or welfare and for purposes of service of any and all notices or registration statements as herein authorized and in connection herewith.

In addition to the filing of an annual registration statement, the owner of a habitually vacant building shall be required to pay a non-refundable, annual vacant building registration fee. Said fee shall be billed by the Town by November 30 of each year in which a building was habitually vacant, with the fee being due by December 31. The deadline for sending out vacant building registration fee bills may be extended by the Town as long as property owners are given at least 30 days to pay the fee. Vacant building registration fees shall be based on the duration of the vacancy as determined by the following scale.

(1) Five hundred dollars for habitually vacant buildings that are vacant for less than one year, with partial year consisting of the date the registration statement was filed by the property owner or the date the Town mailed notice to the property owner of the need to file a registration statement, whichever occurred first, through the end of the calendar year. This fee shall be waived for all property owners who filed their initial registration fee within 30 days of a building qualifying as a habitually vacant building, but it shall not be waived if the Town mails notice to the property owner of the need to file the registration statement;

(2) Five hundred dollars for each of the next two calendar years thereafter that a habitually vacant building remains vacant (years one and two);

(3) One thousand dollars for each of the next three calendar years thereafter that a habitually vacant building remains vacant (years three through five);

(4) Two thousand dollars for each of the next five calendar years thereafter that a habitually vacant building remains vacant (years six through ten), plus an additional $500.00 for each year in excess of ten years;

A registration fee shall not be required for a habitually vacant building in any years in which the property owner has provided the Town with satisfactory proof of occupancy prior to November 1. The starting point for counting a building as being vacant shall begin on the effective date of this Article.

(d) *Appeal Rights.* The owner shall have the right to appeal the imposition of the registration fees to the Town Council, upon filing an application in writing with the applicable non-refunding filing fee (in the amount specified in the Town's fee schedule) no later than 15 calendar days after the date of the billing statement. On appeal, the owner shall bear the burden of providing satisfactory objective proof of occupancy, as defined herein.

(e) *One-year waiver of registration fee.* Upon application by the owner, a one-year waiver of the registration fee may be granted one time by the Town manager or his/her designee if the owner:

(1) Demonstrates with satisfactory proof that he/she is in the process of demolition, rehabilitation, or other substantial repair of the habitually vacant building; and

(2) Objectively demonstrates the anticipated length of time for the demolition, rehabilitation, or other substantial repair of the habitually vacant building; or

(3) Provides satisfactory proof that he/she was actively attempting to sell or lease the property during the vacancy period.

(f) *Two-year waiver.* Upon application by the owner, a two-year waiver of the registration fee may be granted one time by the Town Manager or his/her designee if the owner meets the criteria for non-profit organizations as defined by Section 501(c)(3) of the Internal Revenue Code. The two-year waiver is in lieu of, and may not be combined with, the one-year waiver authorized in subsection (e).

(g) *Delinquent registration fees as a lien.* After the owner is given notice of the amount of the registration fee due, except for those owners that have properly perfected an appeal pursuant to subsection (d) above, and the owner fails to pay the amount due, said amount shall constitute a debt due and owing to the Town, and the Town may commence a civil action to collect such unpaid debt.

(h) *Duty to amend registration statement.* If the status of the registration information changes during the course of any calendar year, it is the responsibility of the owner, former owner, responsible party or agent for the same to contact the Town ~~Foreman~~ Manager within 30 days of the occurrence of such change and advise the Department in writing of those changes.

(i) *Exceptions.* This section shall not apply to any building owned by the United States, the State, the Town, nor any of their respective agencies or political subdivisions.

(j) *Violations; penalties.* The failure or refusal for any reason of any owner, or agent of an owner acting on behalf of the owner, to register a habitually vacant building or to pay any fees required to be paid pursuant to the provisions of this section, within 30 days after they become due, shall constitute a violation punishable upon conviction thereof by a fine in the amount of not less than $100.00 nor more than $500.00 for each failure or refusal to register, or for each failure or refusal to pay a required vacant building fee, as applicable. In such cases, whenever the minimum fine of $100.00 is imposed, it shall not be subject to suspension or reduction for any reason.

(k) *Denial of demolition permit.* No demolition permit shall be issued for the demolition of any building which is subject to the requirements of the annual registration of such building and the payment of vacant building registration fees if, as determined by code officials, the building has not been so registered or such registration fees have not been paid; provided, however, the Town ~~Foreman~~ Manager may issue a demolition permit if in his judgment the immediate demolition of the building is required for the

safety of nearby residents, or in an emergency, or if it is determined that rehabilitation of such building is not financially feasible. Upon proper registration of such building and payment of vacant building registration fees, the Town may issue a demolition permit.

(l) *Monitoring, inspection and condition standards.* The Town Code Enforcement Officer shall inspect any building in the Town for purposes of this section, but shall not access the interior of the building without first obtaining permission from the property owner or a lawfully issued warrant. The habitually vacant building shall be secured at all times. The habitually vacant building shall be kept in reasonable condition, all utilities shall be functional, there shall be no trash or debris inside or outside the building, and the building shall not be used as storage or in any other manner that is unrelated to its former use.

(m) *Interpretation.* The Town ~~Foreman~~ Manager shall have the authority to make determinations regarding the ownership and/or responsible party for any building determined to be vacant pursuant to this section. All notices and bills shall be sent to the property owner's address as indicated on the registration statement. If a registration statement has not been filed with the Town, all notices and bills shall be sent to the property owner's address as identified in the Town's property assessment records.

(n) All vacant building registration fees paid to the Town pursuant to subsection (c) of this Article and all penalties paid to the Town pursuant to subsection (j) of this Article shall be held in an account separate and apart from the general revenues of the Town for use by the Town to bring properties into the compliance with the Town Code whenever a property owner fails to perform the required remedial actions after having been duly notified by the Town. The Town shall make reasonable efforts to exhaust all available legal remedies to recover from the property owner any expenditure of funds made from this account. All funds recovered from such actions shall be deposited back into the special account until the amount exceeds $50,000.00. Any amounts in excess of $50,000.00 in the account may be transferred to the general fund by majority vote of the Town Council.

SYNOPSIS:

This ordinance changes references to the Town Foreman to the Town Manager. In addition, there is a grammar correction in 2.4-2 C (4), where two words were placed together.

ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF CLAYTON

ON THE _____ DAY OF _____, 2023.

(SEAL)

_____

MAYOR OF THE TOWN OF CLAYTON

ATTESTED TO BY:

_____

CLERK OF THE TOWN OF CLAYTON

AN ACT TO AMEND TOWN OF CLAYTON ORDINANCE 7.1-2.4 RATE OF TAX

Ordinance: 202321

Sponsor: Paisley

BE IT HEREBY ORDAINED by the Council of the Town of Clayton that section 7.1-2.4 Rate of Tax be amended by making deletions as shown by strike through and insertions as shown by underline as follows:

7.1-2.4 *Rate of Tax.* Except as exempted by Ordinance or as otherwise provided for, all real property shall be subject to a tax upon 100 percent of its fair market value determined in the manner provided by this title, at a rate ~~of 97.5 cents per $100.00 of the assessed full market value.~~ established by resolution of the Town Council during the annual budget process.

SYNOPSIS:

This act changes the way that the Town sets the property tax from being in the form of an ordinance to a resolution adopted with the Town's yearly budget. This amendment does not change the property tax rate; it modifies the way that rate is set.

ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF CLAYTON

ON THE _____ DAY OF _____, 2023.

(SEAL)

_____

MAYOR OF THE TOWN OF CLAYTON

ATTESTED TO BY:

_____

CLERK OF THE TOWN OF CLAYTON

Current Vacation Accrual Schedule

Length of Service as of Anniversary Date	Vacation Time Accrued Per Year
After 1 year through year 6	80 hours (10 days/2 weeks)
After 7 years through year 14	120 hours (15 days/3 weeks)
After 15 years	160 hours (20 days/4 weeks)

Proposal #1 Vacation Accrual Schedule

Length of Service as of Anniversary Date	Vacation Time Accrued Per Year
Years of Service 1-4	80 hours (10 days)
Years of Service 5-9	120 hours (15 days)
Years of Service 10-14	144 hours (18 days)
Years of Service 15-19	168 hours (21 days)
Years of Service 20-24	192 hours (24 days)
Years of Service 25 or more	216 hours (27 days)

Proposal #2 Vacation Accrual Schedule

Length of Service as of Anniversary Date	Vacation Time Accrued Per Year
Years of Service 1-2	80 hours (10 days)
Years of Service 3-4	120 hours (15 days)
Years of Service 5-9	132 hours (16.5 days)
Years of Service 10-14	144 hours (18 days)
Years of Service 15-19	168 hours (21 days)
Years of Service 20-24	192 hours (24 days)
Years of Service 25 or more	216 hours (27 days)

Clayton Comp Plan Update proposal

Jennifer Reitz <jreitz@udel.edu>
Thu 11/16/2023 10:39 AM
To:Rob Cote <townmanager@clayton-delaware.com>
Cc:Sean O'Neill <oneill@udel.edu>;Sue Muncey <smuncey@clayton-delaware.com>

1 attachments (154 KB)
Clayton CP proposal 110423_JLR draft.docx;

Good morning, Rob,

I hope all is well. I've attached a draft of the IPA proposal for the comp plan work. I'm happy to do a quick call to walk through it and answer any questions that you have and revise it as needed. I'm pretty open next week. The total of $22,500 does represent a significant discount from IPA's typical cost for a comp plan.

Once we have it finalized, the next step is to loop it through the University's contract process first and they will send it to you to sign.

All the best,
Jen

Jennifer Reitz, AICP, LEED AP
Principal Planner
Institute for Public Administration
Joseph R. Biden, Jr. School of Public Policy & Administration
University of Delaware
610-608-2723

www.ipa.udel.edu
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fax | 302-831-3488

project agreement

Client:	Town of Clayton
Project Name:	Town of Clayton 2024 Comprehensive Plan Update-
Contract Amount:	$22,500
Contract Period:	January 1, 2024 to June 30, 2025
IPA Contact:	Troy Mix, Associate Director Institute for Public Administration 180 Graham Hall University of Delaware Newark, DE 19716-7380
E-Mail:	mix@udel.edu
Phone Number:	302-831-6191
IPA Project Manager:	Jennifer Reitz, Principal Planner Institute for Public Administration 180 Graham Hall University of Delaware Newark, DE 19716-7380
E-Mail:	jreitz@udel.edu
Phone Number:	610-608-2723
Client Contact:	Rob Cote, Town Manager Clayton Town Hall 414 Main St Clayton, DE 19938
E-Mail:	townmanager@clayton-delaware.com
Phone Number:	(302) 653-5637
Proposal Date:	November 14, 2023

INTRODUCTION

The Institute for Public Administration (IPA) at the University of Delaware is pleased to submit this proposal to provide planning assistance for the development of a 10-year update to the comprehensive plan (Plan Update) for the Town of Clayton.

UNDERSTANDING OF THE CONTRACT

The Town of Clayton's last Comprehensive Plan Update was certified by the governor on February 19, 2019. While Title 22, Section 702 of the Delaware Code mandates that Delaware municipal plans be "...revised, updated and amended as necessary, and readopted at least every 10 years...", the Town has decided that it is in its best interest to update its Comprehensive Plan in lieu of the required fie-year review. The document developed through this agreement will supersede all prior comprehensive plans, updates, and amendments and become Clayton's sole comprehensive plan.

IPA staff will work with the Clayton Planning Commission (CPC) to complete the following tasks:

Task 1. Project Kick-off

An initial meeting with IPA and the MPC will focus on the following:

- Overview of planning process, public engagement, and proposed schedule.
- Overview of potential plan document frameworks
- Conduct an exercise designed to tap into the CPC's understanding of current issues and priorities, and the vision for the future of the town.
- Summary of background data and analysis (see Task 2).

Task 2. Compile background data and analysis

The IPA team will:

- Review and summarize relevant state, county, and adjacent municipal plans.
- Provide updated demographic data for population, housing, and employment (where available), as well as projections and trends that have had and may continue to have impacts upon the municipality.
- Review what recommendations have been implemented and what has changed since the 2019 comprehensive plan.
- Update existing land uses and a summary of current land development regulations and policies, while analyzing development and redevelopment potential within the Town's boundaries.

Task 3. Update GIS mapping for the 2024 Comprehensive Plan

The Plan Update will include maps and inventories as required or applicable to the goals and objectives of the Plan elements. Such maps and inventories include, but are not limited to:

- Aerial Photo
- Strategies for State Policies and Spending
- Environmental Features, including Source-Water Protection Areas
- Transportation Network
- Parks and Open Space
- Existing and Future Land Use
- Growth and Annexation Areas
- Existing Zoning

Task 4. Identify critical issues and develop goals and objectives.
For each comprehensive plan element, the IPA team will start with the goals and objectives from the 2019 Plan and based upon discussion and public input, update the trends, direction and potential actions for the next ten years.

Task 5. Develop recommendations and an action plan to address current issues.
IPA will provide an overview of relevant strategies that could address the goals and objectives of the Plan Update. These strategies may include best land use practices and models or examples from other places. In several instances, IPA will facilitate interactions with state agency representatives and/or surrounding municipalities in order to enhance intergovernmental communication and coordination. Topic areas where this is anticipated to happen include the discussion of potential annexations with the Office of State Planning Coordination, as well as with New Castle County and Kent County, and transportation issues with DelDOT.

After review of available strategies, IPA will assist the town to prioritize the strategies considered most effective and realistic for its goals. Recommendations could include: a list of suggested ordinance amendments; potential funding resources for high priority projects; and interim action items.

Task 6. Public Engagement
IPA will assist the town to solicit public input on town issues that should be included in the update. This may consist of a workshop, open house, survey, or other event. Discussion with the town at the first meeting will confirm the timing and format of the public engagement.

In addition, IPA will attend two (2) Town Council meetings to provide status updates to the plan, provide an overview of the Plan prior to PLUS submission, and present at one public hearing for adoption.

Task 7. Plan Draft Document
IPA staff will utilize the information obtained in Tasks 1-6 to prepare a draft Plan Update for Planning Commission review and recommendation to the town Council. The draft Plan Update will comply with the State of Delaware required elements for a Comprehensive Plan for communities with more than 2,000 persons. IPA will review the draft Plan Update with the CPC at a public meeting and revise one (1) time prior to recommendation to the town Council.

Task 8. PLUS (Preliminary Land Use Service) Review
Along with town staff, IPA will attend the state PLUS meeting and assist the town in presenting the draft Plan Update to the PLUS committee. A representative of the town must also attend the PLUS meeting.

Following PLUS review and receipt of the State's formal comment letter, IPA will work with the town staff to address issues that are raised by the Office of State Planning Coordination (OSPC) or other state agencies. IPA will assist in drafting the formal response to the state and update the draft Comprehensive Plan accordingly.

Task 9. Plan Adoption
IPA will assist the town in formally adopting the Plan Update. This assistance will include presenting the Plan Update at one (1) public hearing in front of town Council. IPA will guide town officials regarding proper procedures for Plan Update adoption and subsequent implementation. However, town officials are responsible for any required public notice advertising and drafting an adoption ordinance (i.e., from the PC to town Council).

After the town has formally adopted the Plan Update by ordinance, IPA will electronically transmit the final document and maps in pdf format.

CONSIDERATIONS

1. **Extent of Contract:** This proposal is limited to the components defined in the Project Scope. Additional tasks or in-depth research will be negotiated independently at the request of the Town of Clayton and will be billed separately.

2. **Professional Legal Services:** This proposal does not include professional legal services.

3. **Freedom of Information Act:** All meetings, hearings, workshops, etc. must be conducted in full compliance with the State Freedom of Information Act, other applicable state laws, and Town of Clayton laws and procedures. The Client is responsible for compliance with these requirements.

4. **Included Meetings:** This contract includes the attendance of IPA staff at monthly Planning Commission meetings throughout the process, plus additional meetings as described herein.

5. **Additional Meetings:** Any additional in-person meetings will be negotiated independently at the request of the Town of Clayton. The cost for additional meetings attended by IPA staff will be $650 per meeting, and will be billed separately.

6. **Client Designated Contact:** At the start of this work, the Town of Clayton will designate to IPA the person that IPA staff will correspond with as the primary contact person. The designee will be responsible for coordinating the Client's responsibilities involved in this agreement.

PROJECT SCHEDULE

Upon acceptance of this proposal, a project schedule will be developed in coordination with Town officials. **The projected timeframe for this project is approximately 18 months.** The schedule may be affected by the final project scope, the availability of background data, or delays in completing previous project phases. A more specific schedule will be available at the project kickoff meeting.

PROJECT STAFF

Name	Title	Staff Homepage Link
Jennifer Reitz	Principal Planner	https://www.bidenschool.udel.edu/ipa/people/jreitz
William DeCoursey	Assistant Policy Scientist	https://www.bidenschool.udel.edu/ipa/people/decourse
Collin Willard	Grants Specialist	https://www.bidenschool.udel.edu/ipa/people/cwillard
Sean O'Neil	Policy Scientist	https://www.bidenschool.udel.edu/ipa/people/oneill

DELIVERABLES

1. 1 digital copy of the plan update ready for printing.

PROJECT COST

The total cost of this project will be $22,500.

This project cost includes the items described in the "Project Scope."

DURATION OF PROPOSAL

If a contract for services is not approved within 30 days of submission of this proposal, IPA reserves the right to amend the project scope, project staff commitment, and cost estimate accordingly.

PAYMENT SCHEDULE

Upon execution of the contract, an initial payment of $11,250 or 50% of the project cost is required. The balance of the payment, or $11,250, will be billed upon completion of the project and submission of deliverables.

SIGNATURE PAGE

Troy Mix, Associate Director
Institute for Public Administration

Date

Jerome Lewis, Director
Institute for Public Administration

Date

Marta Driscoll, Grants Analyst II
Institute for Public Administration

Date

Nicole Quinn, Business Officer
Biden School

Date

Robert Cote, Manager
Town of Clayton

Date

Town of Clayton

Electric Utility Discussion

January 2024 PCA Relevelization & Impacts

December 06, 2023

Wylwhylk T ¢A

SUM SMART UTILITY MANAGEMENT / LLC
Rates / Budgeting Σ Regulatory Consulting

CONTENTS

January 2024 PCA Relevelization & Impacts

Town of Clayton
Summary of PCA Change

	(A)	(B)	(C)
		Current 2023 PCA Components *$/kWh*	**January 2024 PCA Components** *$/kWh*
1	PCA Without ECRA	$0.0171	$0.0250
2	ECRA Contribution	$0.0046	$0.0046
3	**Total PCA for Billing**	**$0.0217**	**$0.0296**

Town of Clayton

2024 Residential Rate Impacts

(A)	(B)	(C)	(D)	(E)
Residential Customer Monthly Retail Sales (kWh)	**Residential Customer Monthly Bill with Current $0.0217 /kWh PCA**	**Residential Customer Monthly Bill with 2024 $0.0296 /kWh PCA**	**Monthly Increase to Residential Customer's Bill from Implementation of the 2024 Relevelized PCA**	
250	$51.19	$53.17	$1.97	3.9%
500	$86.76	$90.71	$3.95	4.6%
750	$122.33	$128.26	$5.93	4.8%
1,000	$157.90	$165.80	$7.90	5.0%
1,250	$193.47	$203.35	$9.88	5.1%
1,500	$229.04	$240.89	$11.85	5.2%

Town of Clayton

Wholesale Requirements and Losses

8.4% DEMEC Rate Increase for 2024

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
	Month	Wholesale Purchases		2023 DEMEC Costs		2024 DEMEC Costs		DEMEC Cost Increase		Total Power Supply Cost	
		Metered (kWh)	Billed [1] (kWh)	Energy Rate $/kWh	Energy Costs $	Energy Rate $/kWh	Energy Costs $	Energy Rate $/kWh	Energy Costs $	Monthly Substation Lease	Total Costs $
				$0.08417		$0.09123		$0.00706			
1	Jan 2024 est.	1,884,534	1,938,451	$0.08417	$163,159	$0.09123	$176,845	$0.00706	$13,685	$1,485	$178,330
2	Feb 2024 est.	1,875,516	1,929,175	$0.08417	$162,379	$0.09123	$175,999	$0.00706	$13,620	$1,485	$177,484
3	Mar 2024 est.	1,670,772	1,718,573	$0.08417	$144,652	$0.09123	$156,785	$0.00706	$12,133	$1,485	$158,270
4	Apr 2024 est.	1,519,684	1,563,162	$0.08417	$131,571	$0.09123	$142,607	$0.00706	$11,036	$1,485	$144,092
5	May 2024 est.	1,912,879	1,967,607	$0.08417	$165,613	$0.09123	$179,505	$0.00706	$13,891	$1,485	$180,990
6	Jun 2024 est.	2,231,080	2,294,911	$0.08417	$193,163	$0.09123	$209,365	$0.00706	$16,202	$1,485	$210,850
7	Jul 2024 est.	2,858,321	2,940,098	$0.08417	$247,468	$0.09123	$268,225	$0.00706	$20,757	$1,485	$269,710
8	Aug 2024 est.	2,840,468	2,921,734	$0.08417	$245,922	$0.09123	$266,550	$0.00706	$20,627	$1,485	$268,035
9	Sep 2024 est.	2,067,206	2,126,349	$0.08417	$178,975	$0.09123	$193,987	$0.00706	$15,012	$1,485	$195,472
10	Oct 2024 est.	1,895,086	1,949,304	$0.08417	$164,073	$0.09123	$177,835	$0.00706	$13,762	$1,485	$179,320
11	Nov 2024 est.	1,954,938	2,010,869	$0.08417	$169,255	$0.09123	$183,452	$0.00706	$14,197	$1,485	$184,937
12	Dec 2024 est.	1,858,936	1,912,120	$0.08417	$160,943	$0.09123	$174,443	$0.00706	$13,500	$1,485	$175,928
13	**TOTALS**	**24,569,420**	**25,272,351**	**$0.08417**	**$2,127,174**	**$0.09123**	**$2,305,597**	**$0.00706**	**$178,423**	**$17,820**	**$2,323,417**

Notes

1. The billed kWh from DEMEC include metered purchases plus zonal losses of 2.8610%.

Town of Clayton, DE

Monthly Recovery of Power Cost and Forecast

October 2023

	(A) Usage Month / Year	(B) Total Power Supply Cost	(C) Retail kWh Sales kWh	(D) "Base" = Power Supply Cost Recovery in Base Rates $/kWh	(E) (C) x (D)	(F) Power Supply Cost Recovery Component in the PCA $/kWh	(G) (C) x (F)	(H) ECRA Contribution Component in the PCA $/kWh	(I) (C) x (H)	(J) Total PCA for Billing $/kWh	(K) PCA Billing/ Recovery Adj.	(L) Net Recovery of Power Supply Cost (E + G + K) - (B)	(M) Net Cumulative Recover of Power Supply Cost
	Historic											Historic Over (Under) Collection	$3,093
1	Jan 23	$161,305	1,618,331	$0.0753	$121,860	$0.0171	$27,673	$0.0046	$7,444	$0.0217	$0	($11,771)	($8,678)
2	Feb 23	$142,655	1,550,225	$0.0753	$116,732	$0.0171	$26,509	$0.0046	$7,131	$0.0217	$0	$585	($8,092)
3	Mar 23	$147,312	1,755,178	$0.0753	$132,165	$0.0171	$30,014	$0.0046	$8,074	$0.0217	$0	$14,866	$6,774
4	Apr 23	$130,444	1,303,210	$0.0753	$98,132	$0.0171	$22,285	$0.0046	$5,995	$0.0217	$0	($10,027)	($3,253)
5	May 23	$141,483	1,672,012	$0.0753	$125,903	$0.0171	$28,591	$0.0046	$7,691	$0.0217	($0)	$13,011	$9,758
6	Jun 23	$175,981	1,816,786	$0.0753	$136,804	$0.0171	$31,067	$0.0046	$8,357	$0.0217	($74)	($8,184)	$1,574
7	Jul 23	$251,480	2,420,161	$0.0753	$182,238	$0.0171	$41,385	$0.0046	$11,133	$0.0217	$0	($27,857)	($26,282)
8	Aug 23	$226,570	2,793,280	$0.0753	$210,334	$0.0171	$47,765	$0.0046	$12,849	$0.0217	($9)	$31,520	$5,237
9	Sep 23	$184,726	2,028,691	$0.0753	$152,760	$0.0171	$34,691	$0.0046	$9,332	$0.0217	($0)	$2,725	$7,963
10	Oct 23	$140,738	1,398,765	$0.0753	$105,327	$0.0171	$23,919	$0.0046	$6,434	$0.0217	$0	($11,492)	($3,530)
11	Nov 23 est.	$141,711	1,681,907	$0.0753	$126,648	$0.0171	$28,761	$0.0046	$7,737	$0.0217	$0	$13,697	$10,168
12	Dec 23 est.	$175,559	1,768,833	$0.0753	$133,193	$0.0171	$30,247	$0.0046	$8,137	$0.0217	$0	($12,119)	($1,951)
13													
14	**Hist. Total**	$2,019,963	21,807,379		$1,642,096		$372,906		$100,314		($83)	($5,044)	($1,951)
15													
16	***Forecast/Update***												
17	Jan 24 est.	$178,330	1,658,147	$0.0753	$124,858	$0.0250	$41,454	$0.0046	$7,627	**$0.0296**	$0	($12,018)	($13,968)
18	Feb 24 est.	$177,484	1,785,338	$0.0753	$134,436	$0.0250	$44,633	$0.0046	$8,213	**$0.0296**	$0	$1,586	($12,383)
19	Mar 24 est.	$158,270	1,745,648	$0.0753	$131,447	$0.0250	$43,641	$0.0046	$8,030	**$0.0296**	$0	$16,818	$4,435
20	Apr 24 est.	$144,092	1,335,079	$0.0753	$100,531	$0.0250	$33,377	$0.0046	$6,141	**$0.0296**	$0	($10,184)	($5,748)
21	May 24 est.	$180,990	1,955,299	$0.0753	$147,234	$0.0250	$48,882	$0.0046	$8,994	**$0.0296**	$0	$15,127	$9,378
22	Jun 24 est.	$210,850	2,024,124	$0.0753	$152,417	$0.0250	$50,603	$0.0046	$9,311	**$0.0296**	$0	($7,830)	$1,548
23	Jul 24 est.	$269,710	2,395,854	$0.0753	$180,408	$0.0250	$59,896	$0.0046	$11,021	**$0.0296**	$0	($29,406)	($27,858)
24	Aug 24 est.	$268,035	3,024,337	$0.0753	$227,733	$0.0250	$75,608	$0.0046	$13,912	**$0.0296**	$0	$35,306	$7,448
25	Sep 24 est.	$195,472	2,001,174	$0.0753	$150,688	$0.0250	$50,029	$0.0046	$9,205	**$0.0296**	$0	$5,246	$12,694
26	Oct 24 est.	$179,320	1,635,640	$0.0753	$123,164	$0.0250	$40,891	$0.0046	$7,524	**$0.0296**	$0	($15,265)	($2,571)
27	Nov 24 est.	$184,937	2,002,501	$0.0753	$150,788	$0.0250	$50,063	$0.0046	$9,212	**$0.0296**	$0	$15,914	$13,343
28	Dec 24 est.	$175,928	1,628,630	$0.0753	$122,636	$0.0250	$40,716	$0.0046	$7,492	**$0.0296**	$0	($12,576)	$767
29													
30	**Total**	$2,323,417	23,191,770		$1,746,340		$579,794		$106,682		$0	$2,718	**$767**
31													
32												**% of Power Supply Costs**	**0.03%**
33													
34												**Check: 3% of Power Costs**	**$69,702**

Town of Clayton

January 2024 PCA Relevelization Impacts

	(A)	(B)	(C)	(D)	(E)	(F)
		Current Average Rates *$/kWh*	**January 2024 Average Rates** *$/kWh*	**Average Retail Rate Impacts From January 2024 Rates Compared to Current Rates** *$/kWh*	*Annual Total $*	*% of Total Rev.*
1	DEMEC Rate	$0.08417	$0.09123	*$0.00706*	*$178,423*	*4.9%*
2						
3	"Perfect PCA" Component	$0.0174	$0.0249	*$0.0075*	*$173,938*	*4.8%*
4	Out of Period PS Cost Adj.	($0.0003)	$0.0001	*$0.0004*	*$9,277*	*0.3%*
5	ECRA Contribution in PCA	$0.0046	$0.0046	*$0.0000*	*$0*	*0.0%*
6	**Total PCA for Billing**	**$0.0217**	**$0.0296**	***$0.0079***	***$183,215***	***5.0%***
7						
8	**"Base" = Power Supply Cost Recovery in Base Rates**	**$0.0753**	**$0.0753**	***$0.000***	***$0***	***0.0%***
9						
10	Res	$0.16056	$0.16846	*$0.0079*	*$145,895*	*4.9%*
11	Com-ND	$0.16677	$0.17467	*$0.0079*	*$5,132*	*4.7%*
12	SGS	$0.14280	$0.15070	*$0.0079*	*$32,188*	*5.5%*
13	**Total**	**$0.15761**	**$0.16551**	***$0.0079***	***$183,215***	***5.0%***

Town of Clayton

Residential Rate Comparison with DPL

Residential Rate Comparison with DPL

	(A)	(B)	(C)	(D)	(E)
	Clayton Rates with 2024 PCA Incl. $91.23 DEMEC		**DPL Current Rates**		
1	Min. Bill	$25.00			
2	Cust. Charge	$10.00	$15.04	Cust. Charge	
3	First 45 kWh	$0.2454	$0.047893	Dist. Charge	
4	Over 45 kWh	$0.1204	0.00%	DSIC	
5			$0.074326	Summer SOS	
6			$0.079149	Winter SOS	
7			$0.077541	Annualized SOS	
8			$6.432772	Transmission SOS	
9	Green Energy	$0.000178	$0.000356	Green Energy Fund	
10			$0.000365	Energy Efficiency	
11			$0.000095	Low Income Charge	
12			$0.008458	Renewable Portfolio	
13			$0.000000	EDIT from TCJA	
14	2024 PCA	$0.0296	$0.003079	PCA	
15					
16					
17					
18					
19					
20					

(F)	(G)	(H)	(I)	(J)
Retail Sales (kWh)	**Clayton 2024 Rates**	**DPL Current Rates**	**Amount DPL is (less)/more than Clayton**	
0	$35.00	$15.04	($19.96)	(57.0%)
50	$36.49	$23.77	($12.72)	(34.9%)
100	$37.98	$32.49	($5.48)	(14.4%)
150	$39.47	$41.22	$1.76	4.4%
200	$45.66	$49.95	$4.29	9.4%
300	$60.68	$67.40	$6.73	11.1%
400	$75.70	$84.86	$9.16	12.1%
500	$90.71	$102.31	$11.60	12.8%
600	$105.73	$119.77	$14.04	13.3%
700	$120.75	$137.22	$16.47	13.6%
800	$135.77	$154.68	$18.91	13.9%
900	$150.79	$172.13	$21.35	14.2%
1,000	$165.80	$189.59	$23.78	14.3%
1,250	$203.35	$233.22	$29.88	14.7%
1,500	$240.89	$276.86	$35.97	14.9%
1,750	$278.44	$320.50	$42.06	15.1%
2,000	$315.98	$364.13	$48.15	15.2%
2,500	$391.07	$451.41	$60.34	15.4%
3,000	$466.16	$538.68	$72.52	15.6%
3,500	$541.25	$625.95	$84.70	15.6%

Notes:

1) DPL DE SOS rates recently became effective on June 1, 2023

2) DPL Rates for this class include a 175 hours usage determinant for Transmission Costs

Town of Clayton

Residential Rate Comparison with DEC

Residential Rate Comparison with DEC

	(A)	(B)	(C)	(D)
	Clayton Rates with 2024 PCA Incl. $91.23 DEMEC		**DEC Current Rates**	
1	Min. Bill	$25.00		
2	Cust. Charge	$10.00	$16.00	Cust. Charge
3	First 45 kWh	$0.2454	$0.024140	Dist. Charge
4	Over 45 kWh	$0.1204	$0.069390	Summer SOS
5			$0.064390	Winter SOS < 700 kWh
6			$0.049090	Winter SOS > 700 kWh
7			$0.000900	Energy Efficiency Rider
8				
9				
10	Green Energy	$0.000178	$0.000178	Renewable Portfolio
11	2024 PCA	$0.0296	$0.046813	PCA began Sept 2022
12				
13				
14				
15				
16				
17				
18				
19				
20				

(E)	(B)	(C)	(D)	(E)
Retail Sales (kWh)	**Clayton 2024 Rates**	**DEC Current Rates**	**Amount DEC is (less)/more than Clayton**	
0	$35.00	$16.00	($19.00)	(54.3%)
50	$36.49	$22.90	($13.58)	(37.2%)
100	$37.98	$29.81	($8.17)	(21.5%)
150	$39.47	$36.71	($2.75)	(7.0%)
200	$45.66	$43.62	($2.04)	(4.5%)
300	$60.68	$57.43	($3.25)	(5.4%)
400	$75.70	$71.24	($4.46)	(5.9%)
500	$90.71	$85.04	($5.67)	(6.3%)
600	$105.73	$98.85	($6.88)	(6.5%)
700	$120.75	$112.66	($8.09)	(6.7%)
800	$135.77	$125.45	($10.32)	(7.6%)
900	$150.79	$138.24	($12.55)	(8.3%)
1,000	$165.80	$151.03	($14.78)	(8.9%)
1,250	$203.35	$183.00	($20.35)	(10.0%)
1,500	$240.89	$214.97	($25.92)	(10.8%)
1,750	$278.44	$246.94	($31.49)	(11.3%)
2,000	$315.98	$278.92	($37.07)	(11.7%)
2,500	$391.07	$342.86	($48.21)	(12.3%)
3,000	$466.16	$406.80	($59.36)	(12.7%)
3,500	$541.25	$470.75	($70.50)	(13.0%)

Notes:

1) DEC increased its PCA from $0.023 /kWh to $0.046813 /kWh resulting in a $23.81 increase for a 1,000 kWh customer effective September 1, 2022

Town of Clayton, DE **December 2023**

Motion to Relevelize the PCA for Fiscal Year 2024

I move that the current PCA be increased to $0.0296 per kilowatt-hour to begin with the billing cycle at the end of January 2024. **The impact from this action will be on average an increase of 5.0% to electric customers**.

verdantas
PEOPLE FOCUSED FUTURE

December 6, 2023

Via Electronic Mail

Mr. Robert Cote
Town of Clayton
414 Main Street
P.O Box 1130
Clayton, DE 19938

RE: Project No. 15534
Wastewater Collection System Repair
Clayton, Delaware

Dear Mr. Cote:

Sealed bids for the subject project were received on November 30, 2023 at 2:00 P.M. The bids were opened and publicly announced. A total of three (3) bids were received prior to closing time.

As instructed, we have reviewed the bidding documents to evaluate the bid responses, certify the bid amounts and evaluate the qualifications of the apparent low bidder, Reybold Construction Group, LLC of Bear, Delaware. A detailed bid tabulation was attached to the Minutes of the Bid Opening previously sent.

The bid of Reybold Construction Group, LLC., the apparent lowest bidder, was complete in all respects. A complete copy of the bidding submission of Reybold Construction Group, LLC. is attached to the Minutes of the Bid Opening.

The low bidder is known to be experienced, qualified and of good general reputation. Accordingly, we recommend that the Town of Clayton accept the low bid of Reybold Construction Group, LLC., on the subject project in the amount of $1,329,962.00 and award the project to them. As soon as an award is made, we will handle the administrative paperwork of this Contract Award, which relates to the Contract Form, Insurance Certificate, etc.

If there are any questions or you require additional details, please let us know.

Sincerely,

Verdantas LLC

Shaun M. Condron
Project Manager

SC:cml
CA-DZ\ClaytonTwn\15534 - Town of Clayton Sewer System Repair Bid\Correspondence\Exports\2023-12-06 Recommendation\Recommendation_Letter.doc

FW: Family in need

Sue Muncey <smuncey@clayton-delaware.com>
Tue 11/28/2023 3:23 PM
To:Rob Cote <townmanager@clayton-delaware.com>;Kelly Brown <kbrown@clayton-delaware.com>

From: Willoughby Kelley <Kelley.Willoughby@smyrna.k12.de.us>
Sent: Tuesday, November 28, 2023 3:02 PM
To: Sue Muncey <smuncey@clayton-delaware.com>
Subject: Family in need

I am reaching out to see if the Town of Clayton would like to sponsor a family in need this holiday season. Please let me know if you have any questions.

Thank you $750.00

Kelley Willoughby RN, MSM, NCSN

Smyrna Middle School

School Nurse

700 Duck Creek Parkway

Smyrna, DE 19977

302-653-8823 (phone)

302-653-1816 (fax)

Kelley.Willoughby@smyrna.k12.de.us

108 Andover Branch Rd, Clayton, De 19938
973-610-0517
Secretary.SCYFC@gmail.com
November 13, 2023

Dear Mr. Mayor and Town Council,

My name is Nicole Ciglinsky and I am the Team Parent for Smyrna-Clayton Pop Warner's 9U Football team. For nearly 100 years, Pop Warner Little Scholars, Inc. (PWLS) has been a non-profit organization that promotes youth football and cheer & dance programs for participants across the United States and several countries worldwide. Following suit with PWLS, Smyrna-Clayton Pop Warner (SCPW) strives to inspire youth, regardless of race, creed, or national origin, to practice the ideals of sportsmanship, scholarship, and physical fitness, and has done so for more than 55 years with an all-volunteer staff.

On October 28th, our 9U Football team was announced as the Henlopen Championship team of 2023. With hard work and dedication, we are happy to announce that this prestigious award has now come in back-to-back seasons for these amazing young scholar-athletes! Over the course of the last two seasons these young men, and lady, have had an impeccable record of 17-0, all while outscoring their opponents 443 to 50.

The continued love and support for these young athletes, such as the Town of Clayton's, plays a crucial role in allowing this league to bring enjoyment, and build love and passion for the disciplined sport of football. To provide these athletes with a humble token of appreciation for their hard work, blood, sweat, and tears, we ask the great Town of Clayton to consider a generous donation of $1,500 and, in turn, align the Town with your local youth sports program and help these 26 young men, and lady, achieve their fundraising goal for the purchase of their hard earned State Championship jackets.

Your 9U State Champion Eagles cannot thank you enough. **All donations are tax-exempt**.

Best Wishes,
Nicole Ciglinsky
SCPW 9U Football

EIN:51-0322246