

Council Meeting
February 12, 2024
7:00 p.m.

The Council Meeting of Mayor and Council was held on the above date and time with Council members Carrow, Flatter, DeBenedictis, and Paisley present. Mayor Smith was presiding. Town Manager Robert Cote, Recording Secretary Sue Muncey, Chief Carl Hutson, Town Solicitor Scott Chambers, Alice DeVore, Harvey Scott, Cindy Lane, Roger Holt, Scott Lynch, Wayne Gladhill, John Petro, Mary Petro, Kathleen Tucker, Steven Tucker, Mike Easton, Brad Slaney, Rodney Whalen, Wayne Stover, Susan Brown, and David Ross 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. Smith led the Pledge of Allegiance.
3. **Moment of Silence in Honor of P&Z Commissioner Tom Ruppert** – Mr. Smith asked for a moment of silence for Tom Ruppert who recently passed away in January.
4. **Determination of a Quorum** – Mr. Smith determined a quorum was present.
5. **Approval of Minutes** –

Mr. Carrow made a motion to accept the Council Meeting minutes of 01/08/24 as presented in its written form. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

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

Mr. Paisley made a motion to accept the January 2024 Income and Expense Reports in its written form. Mr. Flatter seconded the motion. Motion carried unanimously.

7. **Communications** – N/A

8. **Report of the Chief of Police** – Mr. Hutson stated there were 425 calls for service and 164 traffic summons. Lt. Scott and Cpl. Bishop helped DSU with move-in day on 01/05/24. Sgt. Bishop and Cpl. Hibbert helped on 01/06/24. Lt. Scott and Cpl. Hume attended a dodgeball tournament at Clayton Intermediate School on 01/12/24. Chief Hutson attended the Delaware Police Chiefs' Meeting in Cover on 01/18/24. Chief Hutson and Cpl. Hume were present at Clayton Elementary School for an intruder alert drill on 01/22/24. Lt. Cott, Cpl. Hibbert, and Cpl. Hume assisted First State Military Academy with an intruder alert drill on 01/26/24. Sgt. Bishop, Cpl. Hume and Cpl. Fox assisted Providence Creek Academy with a basketball tournament on 01/27/24. The seven (7) laptops for the vehicles came in at no cost to the town. The two (2) Durango's are being lettered. We just have to wait for the lights and equipment before we can get them on the road. Chief

Hutson stated he completed the paperwork with the assistance of Chief Johnson from Dover PD for Herbert Haines who died in the line of duty in 1900. Chief Johnson oversees the memorial here in Delaware. They are trying to have his name put on the National Wall in DC.

9. Report of the Town Manager – Mr. Cote apologized his report was not sent out on Friday. He was having technical difficulties. It was sent out this morning. He would like to stand on his report. Mr. Cote had a few key highlights that he wanted to call out because he believes they are important. In the Administration Department he wanted to highlight and specifically congratulate the Office Manager, Sue Muncey, who received her official Certified Municipal Clerk designation as of 01/26/24 after three (3) years of working hard on that. In the Licensing & Inspection Department Mr. Cote wanted to call out our Code Enforcement Officer for making some significant headway with two (2) properties we have been working on for well over two (2) years to the point that our prior Code Enforcement Officer was involved as well. We are finally making some significant headway and that is thanks to our Code Enforcement Officer as well as Scott Chambers and Liam Gallagher. They have been helping us out with legal advice pertaining to those properties. In the Public Works Department they had multiple things going on this month. In the 2023 budget process Mr. Cote came to Council asking to approve an on-call schedule and the schedule was approved. A lot of good feedback is being heard and the staff can plan a lot better and the response time is quicker. Mr. Cote also discussed the two (2) back to back snow storms. We had two (2) different events due to winter storm Heather and winter storm Indigo. The PW team did exceptionally well. There was also a hit and run incident that destroyed a transformer leaving several residents in the area without power for a significant amount of time. It was done efficiently, effectively, and most important safely. Ms. DeBenedictis wanted to thank Public Works for putting up the street lights.

10. Report of the Town Solicitor – Mr. Chambers stated it was Liam Gallagher who spearheaded the Code Enforcement. Mr. Chambers helped him some, but it was 100% Liam. Mr. Smith asked Mr. Chambers to pass on our gratitude.

14e. Discuss and Vote to Appoint Board of Elections for the Town of Clayton. (RC)

Mr. Smith read the following names for the Board of Elections: Harvey Scott, Mary Petro, Rodney Whalen, Wayne Stover, and Kathy Tucker.

Mr. Paisley made a motion to appoint the aforementioned individuals to the Board of Elections to commence their term beginning this month as pursuant to the Charter. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

14f. Swearing in of any Board of Election Members Present. (RC)

Before he swore in the members, Mr. Smith told them contact information would be posted on the website and the Town Hall. Mr. Smith swore in all five (5) Board of Election members. He thanked them for their service.

14g. Discuss and Vote to Approve the Following Distribution of Funds from the Town’s Donation Expense Line: Smyrna-Clayton Little League, Clayton Historical Society, Smyrna-Clayton July 4th Foundation, Boys & Girls Club of Delaware, and Lillian Smith Senior Center. (RC)
Mr. Cote stated five entities submitted requests for grants. We have \$22,500 allotted for donations. The requests total \$13,000. Smyrna-Clayton Little League requested \$1,500; Clayton Historical Society requested \$2,500; Smyrna-Clayton July 4th Foundation requested \$3,500; Boys & Girls Club of Delaware requested \$2,500; and Lillian Smith Senior Center requested \$3,000. Mr. Cote stated with the Smyrna-Clayton Little League in the past we chose the second option which is \$300 for a new 3x5 banner sponsor and the balance would be used how they see fit in accordance with their bylaws. Mr. Smith asked this is not a variance from last year? Mr. Cote stated no. Mr. Paisley stated that is probably the best option to give them a banner and then some discretionary funding to use wherever the need is the greatest. Mr. Flatter stated option 3 is a renewal of the banner for \$225. Mr. Smith stated we would have to check the condition of the banner.

Mr. Paisley made a motion to execute the donations presented under the conditions discussed at this meeting. Mr. Flatter seconded the motion. Motion carried unanimously.

11. 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 Sewer & Stormwater Committee** – Mr. Flatter thanked Mr. Ross for cleaning the sewer backup condition on Andover Branch Road.
- 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. Carrow stated the contract has been signed for Movie Nights. The May 24th movie has been moved to June 8th. The July 4th Foundation will be having a community event with a car show and a 50’s/60’s theme. We will be playing Grease We moved Movie Night to coincide.
- i. **Report from Downtown Development Rebate** – Ms. DeBenedictis had no report.
- j. **Report from DEMEC** – Ms. DeBenedictis had no report.
- 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 February 28, 2024, at 7:00 p.m.

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

n. Law and Legislature Committee – Mr. Paisley stated he and the Chief sat down and went over the whole Title 4 which is the entire police ordinance and went through line by line and determined that there is some significant updates. He has been going back and forth with the Code Enforcement Officer as he is digging into the ordinances with Scott's office and some different things to carry out his duties.

12. Public Forum

No comment.

13. Unfinished Business

a. Discuss and Vote on Ordinance #2024-01 – An Act to Amend 7.1-2 Adopting a Real Property Tax. (RP)

Mr. Paisley stated this ordinance was introduced last month as part of our continuing revisions. Synopsis: This act updates the property tax section of the Clayton Municipal Code. It redefines the ordinance from operating on a property tax year beginning on July 1st and ending on June 30th to a property tax season starting on July 1st and ending on September 30th, the dates when property tax bills are sent and are due. Additionally, this further elaborates that the Town can either employ the Kent County assessment roll or conduct it's own assessment. Furthermore, it clarifies that the Town may either mail a property tax statement or send it to the owner's designated escrow provider. Nevertheless, it stipulates that the Town may pursue a lien for unpaid taxes and fees when the outstanding balance exceeds \$2,500 and the Town's attempt to notify the owner has no resolution. Finally, the act establishes the Town's right to postpone the property tax season in the event of unforeseen challenges, which, in such cases, the Council will issue a resolution describing the issue and noting the new tax season.

Mr. Paisley made a motion to adopt Ordinance #2024-01 – an act to amend Article 7.1-2 adopting a real property tax. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

b. Discuss and Vote on Ordinance #2024-02 - An Act to Amend Article 7.2-1 of the Clayton Municipal Code Related to Partial Tax Exemption for Totally Disabled Property Owners and Property Owners 65 Years of Age and Older. (RP)

Mr. Paisley stated this is fairly simple. Synopsis: This act doubles the senior citizens' and disabled person's tax credit. Furthermore, it updates and renames the ordinance the Partial Property Tax Exemption for Certain Citizens of the Town (PROTECT) Program. In addition, it raises the unexcluded income limit to qualify for participation in the program to \$18,000 individually, \$24,750 for couples, and an additional \$3,100 for each dependent in the residence. In addition, this act transfers the responsibility of ensuring eligibility from the Town Council to the Town Manager or their designee and clarifies the existing provision that an appeal would be before the Council. Finally, this act contains grammatical changes to the previous language. Mr. Smith asked to spell out the tax credit. Mr. Paisley stated the property tax exemption went from \$18,000 to \$36,000. Mr. Flatter stated Law & Legislature will need to review these numbers every year. In lieu of putting specific numbers in this we will follow the requirements of Kent County. Mr. Paisley stated totally disabled as defined by Social Security disability or by filing certified copies of any award, letters from government agencies indicating that the applicant is totally disabled or be 65 years of age or older at the beginning of the tax year for which the application is being made. Qualifications are Kent County and the amount is the Town of Clayton. Mr. Gladhill asked if you had to be 65 to qualify. Mr. Smith stated disability is not age relevant.

Mr. Paisley made a motion to adopt Ordinance 2024-02 an act to amend Town of Clayton Title 7.2-7. Ms. DeBenedictis seconded the motion. Motion carried unanimously.

14. New Business

a. Presentation for Informational Purposes by the Smyrna School District in Reference to the Upcoming 2024 Referendum. (RC)

Mr. Smith handed the floor over to Dr. Susan Brown. She is the superintendent of the Smyrna School District. The referendum will be held on March 9, 2024. All the information is on the Smyrna School District website. We currently have eight (8) school but with the passing of the referendum we will have nine (9). There are approximately 6,000 students and 900 staff members (675 are instructional). We have a per pupil expenditure of approximately \$15,000. There are over 4,000 students who are transported every day to our schools. 94% of our seniors graduated in 2022. 77% of our students are enrolled in higher education and 4% of seniors enlisted in the military in 2022. **People and Programs:** Addition of two (2) safety specialists and one (1) constable. Addition of four (4) social workers in one (1) intermediate and all secondary schools. Mental health supports with Social Emotional Learning programs for our students. Expansion of the district's ELL programs. Implementation of an instructional 1:1 program. Addition of district bus drivers and buses to address driver shortages. New outdoor resources for students: outdoor classrooms, adaptive playground (Smyrna Elementary), new paved playground area (JBM Intermediate). **Buildings & Safety:**

Major capital project at NSE (new mechanical systems and ballistic rated vestibule). Chiller rebuild at the Central Plant to effectively cool SHS and SMS facilities. Lighting upgrades that have yielded nearly \$30,000 in energy rebates. Bottle filling stations installed and located in all eight (8) schools. Resurfacing of athletic areas at multiple locations throughout the district. Enhance safety features with access controls and updated cameras, doors, and locks throughout the district. Currently upgrading components of the HVAC system in SHS. **Ensuring Future Success** – fiscal stewardship, equitable instructional program for each child taught and supported by a high-quality educator, safe and secure schools for each person, strong connection to family and community, and excellent customer service. **Future Grade Alignment:** Pre-K – 3 North Smyrna Elementary, K-3 Clayton Elementary, K-3 Sunnyside Elementary, K-3 Smyrna Elementary, 4-5 New Intermediate School, 4-5 JBM Intermediate, 6-8 Clayton Middle School, 6-8 Smyrna Middle School, 9-12 Smyrna High School. **Original Estimate of Approved Projects** – (Local Share 23%) – Land Purchase \$207,000, New Elementary School \$6,617,800, CIS Addition \$5,893,600, NSE Addition \$8,190,400 for a total of \$20,908,800. **Inflation Impact** – (Local Share 23%) – Land Purchase \$0, New Elementary School \$4,477,088, CIS Addition \$2,883,668, NSE Addition \$1,258,195 for a total of \$8,618,951. **Market Pressure Funding** – the State share (77%) would be \$28,854,750. The district share (23%) would be \$8,618,951. **Market Pressure Impact** – for property with a district average \$200,000 market value and assuming the bond sale at a 4.0% interest rate, the impact in FY 2025 would be \$35.80. This will decrease an average of \$0.80 per year through FY 2044. **Operating Expenses** – recruit and hire constables for every school building, deliver mental health supports in every school building, maintain competitive salaries, enhance student instructional technology materials, and provide extracurricular activities for the new middle school. **Current Expense Referendum** - \$5,510,000 annually. For property with a district average \$200,000 market value – FY2025+ the impact will be \$242.98. Mr. Gladhill stated you have police officers there right now. Are you calling the police officers constables? Ms. Brown stated they are two (2) separate things. Constables are our employees. The School Resource Officers (SRO's) we will continue that partnership. Mr. Holt stated this does not mean that we are changing our relationship with the police. We are committed to continuing that relationship we have with our SRO's both in our Smyrna schools as well as schools in Clayton. Mr. Gladhill asked what powers the constables would have. Mr. Holt stated the constable Board of Examiners of the State of Delaware, that is the institution that allows us to be able to hire constables. In our school district they will be officers carrying firearms. They do not have arrest powers. They are not going to be able to arrest people on property. They will be able to detain and contact local law enforcement. They will be able to defend our schools. They will be the first line of defense along with our SRO's. The constables will be able to provide constant perimeter checks around the building to ensure our schools are safe and secure by making sure doors are locked, closed, and that we are following procedures. Mr. Carrow asked about the timeline. Mr. Holt stated two (2) of the projects are out to bid. If the referendum goes through, we anticipate groundbreaking late spring early summer. The new intermediate school on Rabbit Chase – we are working with the land developer. They are in regulatory purgatory right now. We are in a holding pattern right now. This

project will be behind if we don't get approval. Some approvals have to come from DelDOT.

b. Presentation by Delaware Municipal Electric Corporation (DEMEC) Regarding 2024 Funding Opportunities in Reference to Advanced Metering Infrastructure (AMI), Followed by a Discussion and Possible Vote to Approve DEMEC to Submit a Funding Application and Associated Documentation on Behalf of the Town. (RC)

Mr. Smith stated the Council had this presentation last year. He would like to concentrate on the tweaks. There is no need to go through the entire presentation again. Mr. Smith asked Mr. Lynch if the resolution had the modifications they made last year. Mr. Lynch stated yes. The dates have been updated and we added the additional component that will be detailed here, but effectively your specific language was not changed. Mr. Smith stated to feel free to skim through to the modifications and any changes from last year's presentation. Mr. Lynch stated to recap so a year ago we brought this to you. AMP (American Municipal Power) submitted their application to the Department of Energy. The Department of Energy took their time in reviewing it and got back to us in October and stated the project we recommended to you last year was not selected. DEMEC asked why and we got some feedback through American Municipal Power from the Department of Energy. The Concept Paper was submitted on 01/12/24. The overall grant application is not due until 05/22/24. What we learned from the Department of Energy was that AMP's offering was too broad. They wanted things a little bit more granular. The offer this year is essentially the same as last year that you approved with a full AMI deployment with all of the features that were originally talked about, but with the enhancement of a DERMS feature (Distributed Energy Resource Management). This gets to the granularity. The town would be able to offer an option for customers to enroll, for example, to have their thermostats or their electric vehicles, or any batteries or smart inverters on their solar system that they have in their individual homes and roll in a demand response program. That is the major change. The problem is the pricing to get to that granularity. Everyone learned about this feature and are flooding the vendor. It is taking time to get those numbers. Once I have more accurate pricing, I can bring to you. When the numbers come in if you like them you can proceed if not you withdrawal from the program. No harm no foul. So tonight we are asking you if you so choose to approve and authorize a resolution. The town would not be fiscally impacted until after we start the process of deployment and equipment was actually received. This would approximately be the winter of 2026. Mr. Paisley stated maybe he is mistaken, but there were different options we could select within this grant and we selected one of them he believes the one with the most. We are doing the same thing again. Mr. Lynch stated it is the same package again with the little add-on which is about the demand response point. Mr. Smith asked if there any detriment to approve this resolution in April. Mr. Lynch stated no. Mr. Smith stated it is Council's discretion whether or not they feel ready to make a motion on this. Mr. Carrow stated we approved this last year. We are basically approving the same thing with the add-on. Ms. DeBenedictis agreed.

Mr. Paisley made a motion to authorize the mayor to sign the resolution and adopt the presented resolution to allow DEMEC to pursue the AMI grant funding program as presented this evening. Mr. Flatter seconded the motion. Motion carried unanimously.

c. Town Council Update from Horty & Horty on Status of the FY21 Audit and the Accounting System Re-Structure. (RC)

Mr. Slaney introduced himself. He has worked for Horty & Horty for about 20 years and is a Director. Mr. Easton has worked there the same amount of years. Mr. Slaney stated he got an email from Mr. Cote about two (2) years ago asking us to come help with your 2021 audit. The first thing they looked at is essentially how many journal entries that we had in the 2020 audit. A good audit is where auditors come in and the records are good. They make about five to seven journal entries. It is basically moving numbers to different areas to get them where they should be. In 2020 there were 75 entries. That indicated to us that there are some problems. In a typical government you have funds. You have multiple structures that you house your accounting data in and usually it is about five (general government, impact fee, special revenue fund, and your proprietary funds). It is five separate and distinct accounting ledgers. You have government fund accounting and then it goes into government wide financial accounting. GASB is the standard and sets the standard to make the governmental funds comparable to the proprietary funds. Your existing structure is one set of accounts. That needs to be changed to do what you need to do to have good numbers. Mr. Easton stated that is what those 75 adjusting journal entries that were proposed by your prior auditor. They were trying to get your books and records on a fund level basis. In 2020 your numbers are on government-wide basis, which is typically just for the financial statements. You don't want your numbers there. You want your numbers on a governmental-fund basis because that is what your budget is. Mr. Easton stated one of the primary differences, normally the municipality, the governmental funds wouldn't record depreciation. Mr. Slaney stated they came in here and took the numbers from 2020 and put them in buckets because the auditor said we can't audit this because it is one chart of accounts. What they initially wanted from us was to take all these accounts and separate them into funds. We created general fund income, impact fee, proprietary accounts and we took all those accounts and put them in separate funds. We made sure those numbers agreed to the 2020 financial statements. We took the numbers out of your system and we put them in buckets and made sure that worked. The next project was to take the 2021 numbers and do the same thing. We made new account numbers and new account names based on what Sue wanted to see. We met with Edmunds. We said here is where we are at and here is where we need to go. We met with the auditors and showed them where we were and did they want to start the 2021 audit. They said yes. Mr. Easton stated the prior auditors were reconciling account balances and doing those 75 entries and then they were in effect auditing themselves. The town engaged us to be able to get things cleaned up and set up for them to be able to audit the appropriate account balance. Mr. Slaney stated during that process we recorded about 70 general entries between us and the journal entries that they did. We do have a financial statement for 2021 together. The next phase that we are in right now is bringing in a bookkeeper to start going through the internal records. The first place to start is the

bank reconciliation. Some changes need to be made. We are going through 2022 and 2023. We will go through 2024 and then go through some other accounts. As part of financial accounting, you are supposed to do monthly, quarterly, or semiannually go through your balance sheet and make sure they are correct. Mr. Cote stated so as we are going through and doing the bank reconciliations and moving into the next phase of building that monthly and quarterly process to go through the balance sheet and P&L to work through those processes. This will help us cut down on those 70 to 75 journal entries on a yearly basis. That way when we are preparing for a fiscal audit, it is going to be a lot smoother and we are going to be ready to get to the table a lot easier and seamlessly. Mr. Easton stated yes. The auditors are going to be presented with a much cleaner product. They won't have to worry about the adjustments. Mr. Cote stated so essentially we identified a root cause and we are establishing procedures and policies essentially here to correct that and prevent it from happening again. Mr. Slaney stated he would like to have the 2022 and 2023 audits done concurrently. It would save the town money. We have to get approval from DEMEC and the auditors. Mr. Easton stated they will audit. We would get the books and records cleaned up for them to audit. You will just have one deliverable instead of two. Mr. Easton stated that has been our experience in the past. When municipalities have fallen behind on their annual audits is to try and help streamline and play catch up. We could have the 2023 audit done by the end of 2024. Mr. Slaney said the next piece would be to try to get Edmonds on board. Mr. Smith stated he appreciates all that they have done and getting us where we are today. His concern with the combination of the 2022 and 2023 was potentially funding opportunities at the state and federal level. You assured me it would not be affected. Mr. Easton stated both years are being audited. It is just the information is in one report. Mr. Paisley asked when we would go into the new accounting system. What is the game plan? Are we going to have to shut down business for two days so things can be changed? Mr. Easton stated that we are 90% done as far as the structuring. Edmonds is all structured electronically within Excel. They are taking the old account structure and mapping out with the new structure. It will be IT magic behind the scenes. Mr. Slaney stated when that happens all departments need to be on board. Mr. Flatter asked if there would be any training. Mr. Easton stated we will be able to get everyone educated. The reporting will be so much more robust and meaningful. Mr. Smith stated the town is in the process of trying to hire a finance officer. Mr. Smith wanted to thank Horthy & Horthy. They have been heavily involved in the interview process. Mr. Carrow asked where we stand on that. Mr. Smith stated there are some new candidates. Mr. Smith stated he appreciates the update and the open communication between the town and Horthy & Horthy. It has been great. Mr. Easton stated we pride ourselves in that and it is all about client service. We have an open door policy.

d. Discuss and Vote to Approve a Resolution Setting Procedures for the 2024 Town Council Election. (RP)

Mr. Paisley stated when we did the charter change, there were changes regarding the election portion. The new charter gives us the flexibility to set certain things specifically the place and time of the election. Mr. Paisley read the resolution in its entirety.

Mr. Paisley made a motion to adopt resolution 2024-01. Mr. Flatter seconded the motion. Motion carried unanimously.

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

Mr. Smith stated he skipped over the announcement of the Building Committee. The members of that committee are: Councilman Carrow, Chair, Vice Mayor Paisley, Councilman Flatter, past mayor Alex Dias, and Rodney Whalen with consultation of and representation from the police department and town.

i. Introduction of Ordinance 2023-10 – An Act to Amend Article 2.3-3 of the Clayton Municipal Code Related to Dangerous Buildings. (RP)

Mr. Paisley read the synopsis: This ordinance changes references to the Town Foreman to the Town Manager.

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

k. Introduction of Ordinance 2023-16 – An Act to Amend Article 2.1-1 of the Clayton Municipal Code Related to Tobacco Use Within the Town’s Buildings and Automobiles. (RP)

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

l. Introduction of Ordinance 2023-17 – An Act to Amend Article 2.4 of the Clayton Municipal Code Related to the Annual Registration of Vacant Buildings and Registration Fees. (RP)

Mr. Paisley read the 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.

15. Adjournment

Mr. Carrow made a motion to adjourn. Mr. Flatter seconded the motion. Motion carried unanimously. The meeting was adjourned at 8:48 p.m.

Recording Secretary,

Sue Muncey