

TOWN OF HARTLY
P.O. Box 181
HARTLY, DE 19953

MEETING MINUTES
Thursday, February 13, 2020

I. Call to Order and Roll Call

Meeting was called to order by Mark Maguire at 7:03 PM.

Council Present:

Suzanne Morris	Robert Graves
Mark Maguire	Megan Raughley
Not Present: Raymond Morris	

Guests Present:

John Filicicchia

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation.

John Filicicchia led in the Pledge of Allegiance.

III. Approval of Previous Meeting Minutes and Tonight's Agenda

Suzanne motioned MMs & Agenda be accepted, Megan 2nd approval of December 2019 Meeting Minutes and tonight's agenda. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris			X	
Robert Graves	X			
Megan Raughley	X			

IV. Reports

a. Treasury (Suzanne Reported)

i. Citizens Bank Account

As of 12/13/19, balance of \$24,913.82. Revenues collected totaled \$1,000.86. Expenses totaled \$1,367.89. Ending balance \$25,546.79.

Savings Account: As of 12/31/2019, balance of \$25,000.43; interest earned in 2019 is \$0.43.

ii. Restitution from Richie Casson

Payments received for year 2019 totaled \$600.00 as per the agreement; checks received per agreement on 1/8/20 and 2/4/20 totaling \$100.00 received for 2020. Remaining Restitution Balance \$84,726.50.

iii. Delaware State Police Accounting Record

2019 YTD: Revenues \$3,896.57 Expenses \$7,371.00. ROI -52.86%

iv. Property Tax and Street Light Tax

Suzanne reported that there are still 2019 property taxes outstanding; all have certified letters with a few returned to sender; to be discussed during new business

Ray motioned, Rob seconded, to accept the Treasury Reports. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris			X	
Robert Graves	X			
Megan Roughley	X			

b. Building Permits

Rob reported one new permit request for John Filicicchia for planned demolition of the green house on Main Street.

c. Correspondence

Suzanne distributed mail received; some to be addressed in new business. Signed copy of the CTF Funding plan for the parking lot received to be filed with the Town. Megan reported Comcast sent a correction to their previous increase of Broadband tax; corrected to \$12.65/month. Megan reported US Census Bureau requesting updated information; Megan to review and ensure it is submitted as necessary due to annexed properties.

V. Unfinished Business

a. Sidewalks (TAP)

Rob reported Phase 1 has corrections to be made due to standing water issues; contractor aware and will correct soon. He reported that Phase 2 will be fast tracked by DelDOT after meeting on Wednesday, Feb. 12th. Engineers are in the planning phase with tentative start date Fall 2021. A public meeting will be held at the firehouse once the preliminary plans are completed. Mark reported both sides of the street north of Main Street on Arthursville Road within town limits will be included in this phase. The sidewalks south of Main Street on Arthursville will be reviewed for handicap and ADA requirements. Rob noted he did not see handicap pavers on that side. Mark also advised of an issue with timing on crosswalk beacon lights noted by the church; he reached out to the inspector to have him look into having it extended. Mark noted there are still problem areas that will be addressed with DelDOT from the last phase.

b. Street Light Update:

Mark and Rob will work on compiling the light list for pole numbers and placements to ensure the LED upgrades are progressing. Mark wants to ensure we include moving and adding of lights to the plan; he noted metal poles by the firehouse are state maintained, he advised the state that the light by the firehouse is out and they will need to correct.

c. Vacant Building Registration update

Ray no present; no update.

d. Town Police update

Mark and Rob met with Torie at Smyrna; he will assist with providing equipment to start our process. Torie advised we need to contact DSP Commissioner Sapp for a department number to be issued; insurance quote required as well; he suggests part-time officer(s) to provide better time range for coverage; there are already officers interested in the position. Smyrna will donate a car; they have 2 K-9 units not in use that can be donated but a new cage will be needed; Torie will assist with that as well if a new car can not be received from up north. We can use Smyrna's evidence room and call center; Torie to provide a body camera if we choose and will provide a service weapon at a discounted rate; the Town will need to pay a small fee and transfer charges. A laptop and radar gun will need to be purchased by the Town. Suzanne spoke with the insurance rep, Kyle, who sent information on how to check insurance costs; Mark and Rob will review and Suzanne will set up a time to meet/conference call with him. Suzanne also mentioned looking into grant options with the quotes we have plus those we need. Mark wants to meet with Torie to discuss the quotes received to get the best idea for what we will need in the way of radar, laptops, etc in order to look into the grant possibilities. Mark and Rob will make this a priority to expedite the process.

e. Crosswalk Sign

Sign was dedicated to the church during services on December 15th. They love it but have noted the flashing light timing is short;

f. Building Ordinance Amendment Update

Megan presented a draft for the MOU to be incorporated in December that was not the correct format; it needs to be in a format like the grass ordinance clause to add in the MOU to our existing permit requirements.

g. Grass Maintenance Letter to Scott Property

Megan apologized for confusion, a letter was not previously sent as it was pending pushback limits. The entire property needs to be cleared/cleaned. A letter needs to be sent certified and once received, contact the contractor to clear and send them the bill via certified mail. Side note: Swiney has partial taxes still owed!

h. Price Estate

Suzanne sent certified mail that was returned to sender unclaimed; she will send without certification to see if it is better received. She reported we may have to wait until the sale of the property is completed in order to collect owed monies. Mark advised Kent County Sheriff's

Department may make contact since this is a property with land owned by the same person; Suzanne to look into this.

i. CTF Funds for Hartly Volunteer Fire Department

We received the signed copy of the contract; Mark will reach out to Steve to make aware all required signatures are complete and that we are pending the invoice for the Town for our contribution of funds.

j. 2020 Comprehensive Plan Committee Update

Mark assigned committee members: Suzanne is Chair, Megan is Co-Chair, John Filicicchia, Amy Maguire and Joseph Moran. Mark provided Joseph Moran's contact info to Suzanne. Meetings will be planned; Tuesday seems to be the best day.

k. 2020 Memorial Day Update

Mark assigned a committee and they met for planning and discussion; their next meeting will be February 29th. They have a few ideas; May 23rd @ 10a is the planned date. Start at 9a @ Crystal Road and parade to the Firehouse; the road will be shut down 15 minutes before it begins. Ice Cream truck, moon bounce and bands planned. VFM will have a presentation at the firehouse. Working on light refreshments logistics; ride through parade style. Mark contacted DeIDOT regarding necessary permits and signage needs; DeIDOT will provide assistance with traffic control at no cost. Suzanne and Mark got advertising quotes to apply for a grant with the Levy Court; they meet Tuesday and will update us on their decision. Mark wants a letter to the town residents to ensure they are cleaning up their property for this date; Suzanne suggests including this with the survey that the Comprehensive Plan Committee will be sending out.

l. Other unfinished business as may be necessary for discussion and/or action

None

VI. New Business

a. Public Notice for Solicitation of Candidates

Notice was posted by Megan at the Post Office; a copy needs to go to Dave at the Hardware Store; Mark will have it posted at the firehouse as well. Suzanne advised we should be receiving the MOU from Kent County Bureau of elections regarding booths, dates, etc. Cut-off date is March 27th for elections; Suzanne and Ray's positions are up for election; Ray has back taxes due so he is unable to return to serve on the Council. An ad needs to be placed in the newspaper for the open positions as well.

b. DNREC Mosquito Control Program

Rob reviewed the information received; covers all of the town limits. Rob motioned and Suzanne 2nd to accept for Rob to complete the necessary paperwork and submit for Hartly to be included in this program. Rob to update at next meeting.

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris			X	

Robert Graves	X			
Megan Raughley	X			

c. DHSS Drinking Water Grant Program

Rob reviewed the application received; advised grant forms must be submitted by March 31st; Mark, Rob and Ray will meet to complete within the next week; Mark to reach out to the representative that he previously spoke with regarding previous conversation to clarify more details. \$700,000.00 available to be distributed.

d. Outstanding Tax issues

We are not at a point where the sheriff's department will intervene; Suzanne will speak with the attorney to see what our options are; Mark advised we should speak with the sheriff's to check their involvement options as well based on their minimum requirements for sheriff sale.

e. Town Facebook Page

Mark wants it up ASAP! Megan to set a time with Amy Maguire for the page to be created/revised. As much social media as we would like to get involved in is OK with the Council.

f. Town Yard Sale

Rob noted this should be setup at firehouse and not in individual yards for safety and parking reasons; 2nd Saturday in August (8th) is proposed day. Mark will check with the firehouse to see if the date is available. Residents will bring their own tables. Mark wants this to be on the Facebook page also.

g. Parking additions to Post Office

Mark was approached by a resident regarding safety concerns due to Post Office parking; he recommends having the area from the Post Office driveway to the just before the curve to be painted; we will have to reach out to DeIDOT to discuss.

Suzanne motioned and Megan 2nd for Mark to contact DeIDOT regarding spot markers to be placed in front of the Post Office:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris			X	
Robert Graves	X			
Megan Raughley	X			

h. Town of Hartly Sign Replacement/Accident

Mark reported that he contacted the investigating trooper for our sign damage and they linked the abandoned vehicle outside of town limits reported the same day to this incident based on make/model/color. Mark made several attempts to reach both troopers without response; he will reach out to the Lieutenant at DSP that we deal with to see if he can get an update. Mark will hopefully have an update at the next meeting on this. Sign quotes have been received and the

closest to our last sign purchase was processed to avoid further delay for its replacement. The new sign is already in process, no down payment required and we are pending an update on its completion. Mark and Rob will choose a new placement in the triangle to avoid issues like this in the future.

i. Triangle Improvements

Rob reported he reached out to Johnny Nichols Landscaping for interlocking concrete pavers in the triangle. He proposed it will reduce landscaping costs; pricing varies based on the materials to be used: \$12-15,000.00 expected cost not including clock which is \$18,000.00 or more with the breakaways required by DelDOT. Mark suggests we look into funding options so that we can move forward with potentially adding a clock to the town to add to historic aesthetics. This will be tabled for discussion at a later date; look into pieces of property available to continue discussion and possibly grants that may be available. Suzanne will look into property options and update on this at next meeting.

j. In Town Businesses Permit Requirements

Mark suggests that we look into the requirements to bring permitting for in town limit businesses to the Town. Suzanne advised that it would be covered in the Land/Zoning Use plan; Mark wants this to be researched so that it can be updated in our Town Plans.

VII. Public Comment / Council Member Comment

John Filicicchia made the Council aware of election information to be updated on the town website; Suzanne to correct. He asked about placing a book exchange in his yard; Rob advised there is nothing in the town charter/ordinances that prohibits him from doing this as long as the ordinance requirements for set back distance are followed. He also reported that on January 5th he had a break-in at his 2nd property. He made contact with the people in his property to ensure they knew it is not abandoned, advised them to leave immediately and then reported to DSP the next morning with the photo he took of the license plate. He advised he has covered the broken window and has requested a demolition permit to begin that process.

VIII. Adjournment

Megan motioned, Suzanne seconded to adjourn at 8:16 PM . Motion carried.

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris			X	
Robert Graves	X			
Megan Raughley	X			