

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

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**MEETING MINUTES**  
**Thursday, October 10, 2019**

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**I. Call to Order and Roll Call**

Meeting was called to order by Mark Maguire at 7:00 PM.

Council Present:

Suzanne Morris	Robert Graves
Mark Maguire	Megan Roughley
Raymond Morris	

Guests Present:

John Filicicchia
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**II. Invocation & Pledge of Allegiance**

Suzanne provided Invocation.

Mark led in Pledge of Allegiance.

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

Suzanne motioned MMs & Agenda be accepted, Ray 2<sup>nd</sup> approval of August 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 Roughley	X			

**IV. Reports**

**a. Treasury (Suzanne Reported)**

**i. Citizens Bank Account**

As of 8/1/19, balance of \$38,065.06. Revenues collected totaled \$4,117.66.

Expenses totaled \$1,342.73. Ending balance \$40,839.99 as of 10/1/2019.

**ii. Restitution from Richie Casson**

Payments received since 08/08/19 totaled \$50.00. Year to Date, restitution received \$555.32. Remaining Restitution Balance \$84,976.50.

**iii. Delaware State Police Accounting Record**

April 2017 to date: Revenues \$8,724.66, Expenses \$21,694.50. ROI -61%  
2019 YTD: Revenues 2,589.16 Expenses \$5,568.00. ROI -54%

**iv. Property Tax and Street Light Tax**

Suzanne reported that \$3,398.00 has been received for 2019 taxes (\$2,838.00 from Property; \$560.00 for Street Light). Total past Due Balance of Unpaid Taxes \$2,001.85, (2 Estates, 1 Sheriff Sale, 5 Residential parcels).

Ray motioned, Megan 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 Raughley	X			

**b. Building Permits**

Rob advised no new permits to report yet he is scheduled to meet with Burris the weekend on 10/11 to meet for the interior permit required for the train station.

**c. Correspondence**

Megan read all correspondence. No follow up was required.

**V. Unfinished Business**

**a. Sidewalks (TAP)**

Sidewalks completed. The crosswalk and lights for the Church, painting of the curbs and possibly lowering the signs have been discussed; these are not yet complete. The Main Street pavement project has been completed.

**b. Annex, Consolidation & change to Commercial M. Kohout properties**

Kohout provided a site plan for the 4 parcels on Main Street side of the tax ditch that have been consolidated, Endless Discoveries. The split purpose building is proposed to house antiquities and a premium sub shop The acre lot on the other side of tax ditch remains as a separate parcel.

Rob motioned and Megan 2<sup>nd</sup> to accept the proposed plan of use for the consolidated parcels.

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

Council designated Megan to draft and send an email to Megan, the representative from Gateway, advising the plan has been approved by the Council yet an official drawing still needs to be submitted.

**c. Street Light Update:**

Mark reported he had been in contact with Mary, Field Engineer at Delmarva Power. She has agreed to assist in replacing the lights within town limits at no cost to the Town of Hartly; replacement lights will be LEDs. Mark discussed moving one of the street lights from Main Street to the Family Dollar entrance.

Rob motioned and Suzanne 2<sup>nd</sup> to accept moving the light on Main Street to the Family Dollar entrance. Mark will make contact with Delmarva Power to discuss.

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

**d. Vacant Building Registration update**

Suzanne reported information gathered online regarding vacant building registration fees for towns/developments within the area; Arden Village, Bridgeville, Camden, Magnolia cited. Mark discussed implementing this in Hartly. Ray will write up a suggested plan of action to present at December meeting.

**e. Fire Marshall OU update**

Mark reports this has been approved. An update and amendment of the new MOU needs to be implemented into the town permitting ordinance; all commercial and multi-family dwellings must have Fire Marshall approval. Megan to update this information and present at December meeting.

**f. Town Police update**

Continue to investigate start up requirements and costs. Mark, Rob, and Ray will continue to research costs and requirements. Ray had previous discussion with and

will arrange a date to meet with Torrie from Smyrna to discuss requirements for a budget to be compiled. A donated car and secure room are important discussion points.

**g. Ruritan Club/Flag Pole update**

Suzanne has the signed and approved MOU from the Ruritan Club; Carol and Dean signed. Mark presented at the Ruritan meeting and received an update; flag pole to be placed very soon. Ruritan Club is proposing a Flag Raising Ceremony with the Senator Representative present as well. Mark will advise of the date once set. (Nov 11<sup>th</sup> @ 12p)

**h. Curb Restrictions (Paint Yellow)**

Mark contacted several contractors without response for quotes. Ray advised there are several spots the DelDOT will have repairs to make so we should hold off until that is completed. Options: find contractors to give quotes or Council Members collectively take on the project. To be discussed.

**i. Crosswalk Sign Approval (to Purchase)**

Mark discussed possible plans for the Town to purchase and donate for the church to use on Sundays. Estimated cost \$400.00; will discuss with City of Dover to see if vendor information can be shared or online information will be used, whichever provides the best price.

Ray motioned and Suzanne 2<sup>nd</sup> to accept the Town spending up to \$500.00 on a crosswalk sign for the church.

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

**j. Building Ordinance Amendment Update**

Megan will be writing up the necessary paperwork to accept the new MOU into ordinance for presentation at December meeting.

**k. Grass Maintenance Letter to Scott Property**

Mark wants to follow the procedure in place to use the landscaper on retainer due to the issue with overgrowth and trees; Rob to make determination of the necessary lengths for the push back to be handled. Several other properties in town were discussed for violation letters to be sent by Megan. Mark wants special attention to be paid to residents making a habit of blowing their yard clippings into

the street. Snow removal needs to be updated and amended in the ordinance if it is not already listed specifically; Calcium Chloride suggested to avoid issues.

**l. Price Estate**

Suzanne reports no update; pending payment on taxes for 2019 due 10/31/2019.

To be discussed at December meeting.

**m. Unclaimed Property Initiative**

Suzanne has reached out to the necessary departments and is in the process of determining what the unclaimed property is; assumes unclaimed taxes from Verizon building. Work in progress.

**n. Holiday Event Update**

Megan is on the Christmas Celebration Committee. 12/14/2019 @ 6-8p. Town Council will lead Caroling at Tree Lighting Ceremony. Mark stressed for flyer to be released by Committee as soon as possible to schools.

**i. Incorporate Town of Hartly**

Mark would like to see pens, bags, pencils, etc to be ordered; 100-200 each to be handed out during the holiday celebration and during next years planned parade as giveaways.

Megan motioned Ray 2<sup>nd</sup> to accept the Town spending up to \$750.00 on marketing materials.

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

**o. 2<sup>nd</sup> Reading of the 2020 Town of Hartly Budget**

Information is not yet posted; mirrors 2019 budget with a few increases proposed: \$200 for office supplies, \$2,000 for community events. Suzanne to post in the newspaper/Post Office prior to final reading at December meeting.

**p. 2020 Memorial Day Parade**

Last meeting, Catherine Maguire proposed having a parade in town. Ruritan Club is on board to assist with planning. Mark wants a Committee to be established between the Town and Ruritan Club. Mark to discuss with past chief of Clayton for assistance in organization. Further discussion to be had at December meeting.

**q. Capital Fund (Interest Bearing Account)**

Suzanne has made arrangements with the bank for the account to be opened. All Council members to meet October 24<sup>th</sup> at the bank for signature card to be completed; Suzanne will contact bank to set a time.

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

None

**VI. New Business**

**a. Other new business as may be necessary for discussion and/or action**

- i. Property 9-10-06319-01-3200-0001 – Terry & Laura Swiney: proposal for the property next to Verizon to include 2 duplex style homes. Council members discussed and all oppose the current plan as it has been provided. John Filicicchia agreed and suggested using the Comprehensive Plan with the denial to have the property evaluated for a more functional use.

Rob motioned, Megan seconded, to deny the current plan for the property and advise that an alternate plan can be submitted. 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			

Megan to draft denial letter and obtain address from PRIDE site.

**VII. Public Comment / Council Member Comment**

John Filicicchia had questions regarding the Community Clean Up Day and wanted to express his appreciation for the completed sidewalk project.

**VIII. Adjournment**

Megan motioned, Suzanne seconded, to adjourn at 8:21PM . 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			