

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

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**MEETING MINUTES**  
Thursday, December 12, 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 Raughley
Raymond Morris	

Guests Present:

David Villabona
Leticia Villabona

**II. Invocation & Pledge of Allegiance**

Suzanne provided Invocation.

Suzanne led in the 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 October 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 10/1/19, balance of \$40,839.99. Revenues collected totaled \$12,967.74. Expenses totaled \$28,893.91. Ending balance \$24,913.82 as of 12/13/2019. Included in the

expenses was the \$25,000 funds transfer to the savings account; interest earned since 11/3/2019 totals \$0.01.

**ii. Restitution from Richie Casson**

Payments received for year 2019 totaled \$600.00 as per the agreement; total funds returned to-date \$8,440.00. Remaining Restitution Balance \$84,826.50.

**iii. Delaware State Police Accounting Record**

April 2017 to December 2019: Revenues \$7,425.82, Expenses \$17,491.50. ROI -42.5%

2019 YTD: Revenues \$3,369.82 Expenses \$5,733.00. ROI -58.8%

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

Suzanne reported that \$14,183.18 has been received for 2019 taxes (\$10,319.50 from Property; \$3,863.68 for Street Light which includes past due balance received of \$293.68). Total past Due Balance of Unpaid Taxes \$3,331.93.

Mark made mention to ensure permits are not provided or approved for property owners with outstanding tax bills. 10 owners have outstanding balances to be collected.

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 advised he met with property owner Burris after last meeting; permits pulled for train station and construction underway. Rob advised he pulled a permit for his personal residence discussed with, approved and signed off by Mark. All monies on other permits received have been turned in for deposit

**c. Correspondence**

Suzanne read Thank You card from June Meyers expressing her appreciation for the Flag ceremony and councils strides. Invitations to the Fire House Appreciation Dinner distributed. DeIDOT request sent to Public Works COMmissioner requesting CTF funding for parking lot pad at Fire House; to be discussed during New Business

**V. Unfinished Business**

**a. Sidewalks (TAP)**

Mark met with DelDot officials regarding low lying areas to be corrected; crosswalk complete at the church; beacon lights will be placed shortly. Ray provided DeIDOT has completed semi-final walk through prior to final inspections.

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

Megan provided update from Gateway representative, Megan. They are pending the final concept sketch after meeting with Engineers; they are aware of Fire Marshal MOU requirements for permitting; tabling this item until Gateway provides an update that needs to be brought back in front of the Board for review.

**c. Street Light Update:**

Mark spoke to Mary about switching to LEDs; Mark walked through town to work through discrepancies with Delmarva has on file vs. what we see on the poles in town. Mark and Rob to walk through town to get all poles numbers to provide an update to Mary for review. Mark discussed the LED light by Fire House that is not illuminating much area based on resident comment; wants Council members to take a look to discuss; Rob noted the savings in monies vs the minimal difference in output should be considered when comments like this are made. Mark also wants to explore options for adding poles down Route 11.

**d. Vacant Building Registration update**

Ray is looking for guidance on what our goal as a Council is. Mark advised it needs to be an ordinance just as the Grass Maintenance was. Ray will have a proposal for the Board in writing at the next meeting.

**e. Town Police update**

Mark reached out to Lawman to get a quote for outfitting an officer head-to-toe minus guns and/or taser and bodycam. \$1850.00 includes complete uniform, stocked utility belt and bullet proof vest. Ray reported he spoke to several contacts who are willing to meet with them to discuss information to ease the transition for incorporating an officer. He spoke with 2 agencies regarding vehicles that may be available. Suzanne asked about secure room update; Mark will meet with Smyrna Chief to get more info on this. Mark suggests discussing with Fire House to see if they will provide a space; Suzanne can look into grants for construction funds if necessary; Ray will draft a letter to the FireHouse to see if they will be on board; Mark text Kevin to arrange discussion.

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

Suzanne reported it was very successful. Senator Lawson and Representative Speigleman were in attendance along with Ruritan club and many members of the town and church. The flag was donated by Dover Capital Building and POW Flag donated by a Veterans association.

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

Mark met with contractor; no quote received. Either quotes needed or we paint; table until Spring (4/2020) meeting to determine our plan.

**h. Crosswalk Sign**

Suzanne advised it has been received; Mark advised it was purchased and shipped under budget; \$263.48 in total. Mark advised we will present to the Church on Sunday, December 15th during service; Mark to confirm with the Pastor Rita and Henry.

**i. Building Ordinance Amendment Update**

Megan presented a draft for the MOU to be incorporated; it is a reference to the original ordinance for permitting. Suzanne and Ray will review and assist with an update to be presented at the next meeting.

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

Megan advised letter was sent; per Suzanne no green card has been received; need to track and move forward. If we can confirm it was delivered we need to contact a contractor to rectify issues and send bill to property owner.

**k. Price Estate**

Suzanne reported she is sending a certified letter to the son of the property owner; she obtained info from the funeral home on the next of kin. NOK is not responsible for the property tax but we are hoping to recoup outstanding funds in the closure of the estate.

**l. Unclaimed Property Initiative**

Suzanne advised it was funds from a Verizon account from a few years ago; resolved and monies received and reported.

**m. Holiday Event Update**

Megan reported notifications went out to schools and out of Facebook. Meeting at Fire House Saturday at 12p for decorations. Promo items provided to be set up for residents to receive. Mr and Mrs Clause to be escorted by Rob at 6p at the circle.

**n. Reading of the 2020 Town of Hartly Budget**

Suzanne reports it was in Post Office, Hartly Store and in Dover Post for 2 consecutive weeks as required.

Ray motioned and Rob 2<sup>nd</sup> to accept the 2020 Town of Hartly Budget as posted, presented and advertised.

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. Capital Fund (Interest Bearing Account)**

Suzanne reports the account is officially open, all Council members are listed on the signature card; interest accrued \$0.01

**p. Swiney Property 9-10-06319-01-3200-0001**

Megan updated denial letter mailed after last meeting; no green card received; to be racked. Owner called Suzanne and Mark; Mark advised denied and letter sent due to his plans were not in line with

Comp Plan for Town of Hartly. They may present an updated plan at a later date; removed from agenda until they provide something new for review.

**q. 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. Rob presented the CTF funds proposal that was received; he suggests not signing until we receive bids for contractors for parking lot. Mark advised he spoke with Fire Chief, Steve Connors regarding we need bids; Senator Lawson got involved and Mark explained they are required for audit purposes. Chief did not get bids to Mark for presentation to the Board. Ray advised 3 bids were received and need to be sent for our review. Suzanne has spoken to DelDOT rep that explicitly advised funding must be approved through town and town must have all the info for audit purposes; 3 bids and signed agreement. Mark asked about invoicing; Suzanne will confirm; she is confident we will need an invoice to the Town of Hartly for \$200,000.00 and a separate invoice for Hartly Volunteer Fire Department to be provided. Funds will be provided to the Town of Hartly for \$200,000.00 from CTF funding and the FireHouse is responsible for the remaining \$30,000.00.

Rob motioned, Ray seconded, to approve, upon receipt of the required 3 contractor bids, to empower Rob to make the proper signatures to approve the proposal received for CTF funding to be presented to the Town of Hartly in the amount of \$200,000.00 to include all documentation necessary for audit purposes. 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			

Mark to reach out to Fire Chief to get necessary information for this process to be completed.

- ii. Suzanne presented we need to assign a 2020 Comprehensive Plan Committee. Suzanne, Megan and 3 members Mark will appoint to complete necessary updates.

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

David and Leticia Villabona expressed curiosity about rumors of a gas station coming into town; Mark advised it is a rumor that has not been present to the Town. Smyrna Well Drilling is a new addition in old bank property and also approved for Kohouts is antique store and sub shop in the old car lot. Mark discussed some of our goals to expand and incorporate additional properties into town limits. They expressed appreciation and gratitude for the improvements in town, clean up taking place and planned changes for upgrades. Also noted from public comment, Hartly is the smallest town in Delaware both population and area wise.

## **VIII. Adjournment**

Ray motioned, Rob seconded to adjourn at 7:45PM . 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			