

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

MEETING MINUTES
Thursday, June 11, 2020

I. Call to Order and Roll Call

Meeting was called to order by Mark Maguire at 7:06 PM.

Council Present:

Suzanne Morris	Robert Graves
Mark Maguire	Megan Roughley

Guests Present:

John Filicicchia
Raymond Morris

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation.

Mark Maguire led in the Pledge of Allegiance.

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

Megan motioned MMs be accepted, Suzanne 2nd approval of February 2020 Meeting Minutes.

Suzanne motioned tonight's Agenda be accepted, Megan 2nd. Motion carried:

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

IV. Reports

a. Treasury (Suzanne Reported)

i. Citizens Bank Account

As of 06/11/2020, balance of \$222,628.63 which includes CTF Funding check received. Revenues collected included back taxes from 2019, miscellaneous payments and permits.

Savings Account: No new report; last reported balance 2/13/2020 balance of \$25,000.43.

ii. Restitution from Richie Casson

Payments have been received in the amount of \$50.00 per month as agreed during COVID break. Updated totals to be reported in August.

iii. Delaware State Police Accounting Record

We have pending bills for the most recent DSP shift that was worked; Suzanne will review the bill for payment and also advised some monies were received during COVID break from DSP payments as well.

iv. Property Tax and Street Light Tax

Suzanne reported that there were a few paid; Potter has been paid for 3 properties and new year taxes will be prepared in August 2020; not many outstanding ones that have not previously been discussed.

Megan 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			
Robert Graves	X			
Megan Raughley	X			

b. Building Permits

Rob reported 3 permits were issued. February: J. Filicicchia for House on Main; May: S. Morris for deck addition and D. Steinhauer submitted building plans and requested permit for SFH on Arthursville (2,168 sq ft).

Mark asked if a permit was pulled or letter written to the Daycare for the roof project that was completed. Rob will draft a letter and follow up; complete tear down and replacement completed.

c. Correspondence

Suzanne distributed mail received; none required follow up.

V. Unfinished Business

a. Sidewalks (TAP)

Mark reported Phase 1 final walk through was completed to fix chips, aprons, etc. He advised there is still a property to watch. DelDOT waiting for final fixes to be completed. Rob reported on Phase 2; it was determined the sidewalks did not meet the requirements and changes have been made to accomodate. It is proposed for Phase 2 that Arthursville Road, north of Main Street, will have both sides completed. South of Main Street, only the Elementary School side will be done. Mark reported DelDOT was upset about cutting blacktop just placed up Arthursville Road however Town was not aware it was happening.

b. Street Light Update:

Mark reported he updated a few issues noted during COVID break; still working on getting LEDs. Mark unsure that our poles are marked properly to get them all updated correctly. Still a work in progress.

c. Vacant Building Registration update

Mark advised we will push to get ordinance presented and passed this year.

d. Town Police update

Rob reported that he and Mark met with Torie in SMyrna to get more information. It has been determined after speaking with our lawyer that the Town Charter would need to be changed to allow the Town to incorporate its own Police Officer. Senator Lawson was contacted for assistance but his attorney was unable to assist; Town will need to contact our attorney to discuss options (more in New Business). Mark reported that plans were put on hold due to Charter issues. The Charter currently reads that we can contract but not pursue our own officer to employ.

e. Building Ordinance Amendment Update

Megan presented the approved draft and Town completed the first official reading; amendment needs to be posted in Post Office, Hardware Store, online and on the Facebook page.

f. Grass Maintenance Letter to Scott Property

Megan reported letter sent and receipt returned then new violation letter sent 5/6/2020 for grass violation again along with past due taxes letter. Rob advised the Town previously had our landscaper handle the property clearing and mowing. Violation letter total due including landscaper bills \$200.00 (\$150.00 + \$50.00 Incident fee + \$25.00 Town Admin fee)

g. CTF Funds for Hartly Volunteer Fire Department

Suzanne reported we completed the necessary paperwork and received the check for DeIDOT CTF Funding; Mark reported the President of the VOlunteer Fire Department passed on his thanks and gratitude for the Towns assistance. Mark and Suzanne suggested we request a "Letter of APproval of Completion" before we submit the check for payment. Mark will contact the President to request the letter be drafted.

Rob motioned, Suzanne seconded, to accept the require an approval letter from the Hartly Volunteer Fire Department President confirming all work completed to their satisfaction prior to releasing funds for payment. Motion carried:

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

h. 2020 Comprehensive Plan Committee Update

Suzanne reported no update due to COVID break

i. 2020 Memorial Day Update

Mark reported parade cancelled due to COVID; grant submitted to Kent County with monies received, the money will be returned and we will re-apply for the next event. The grant received was for advertising purposes only.

j. Public Notice for Solicitation of Candidates

Public Notice for Town of Hartly Council candidates was posted on Hartly website February 2, 2020, and local notices posted on February 22, 2020. There were no new candidates for council positions submitted prior to the March 27, 2020 deadline; one council position will be unfilled. Suzanne Morris will retain her council position as she was unopposed. Notice of Cancellation of TPwn Elections was posted on April 6, 2020.

k. US Census Bureau Update

Megan advised information submitted and no changes to physical boundaries of Town; Mark and Suzanne advised that may have been in error; county property acquired in the annexation for Kohout property; Town will review for the next request received from Census Bureau. Kohouts property may be the change that needs to be updated.

l. DHSS Drinking Water Grant Program

Rob advised that no correspondence has been received due to COVID break.

m. Overdue Tax Update

Suzanne reported one past due property tax was recently received. A few remain outstanding and will be addressed during this year's tax season (Aug 2020).

n. Town Facebook Update

Megan advised the page is up and running as of February; advised a new picture needed since Memorial Day Parade was cancelled.

o. Town Yard Sale Update

Mark suggests due to COVID break to re-evaluate next year. Rob and Suzanne interjected to keep on agenda for August to see if we can salvage an option this year. Rob recommends using Church lot to bring people together and avoid the trickle effect noted last year. Suzanne suggested maybe including a BBQ or Vendor trucks so long as social distancing can be followed.

p. Post Office Parking Update

Mark reported an out of town resident advised parking is too difficult due to inconsiderate use of space. Mark reached out to DelDOT to discuss options for shoulder; DelDOT will be in contact with him; no recent updates due to COVID.

q. Town Sign Update

Mark reported the sign has been replaced; it looks good. Flag pole has also been put back up by Ruritan Club. Mark would like to have a more heavy duty pole put in place to avoid issues like the most recent weather incident that the pole was down for. Rob suggests sending a letter to Ruritan to discuss future plans and expectations for the flag pole as it is enjoyed by many and was missed

by all in its absence. The Town is willing to discuss purchasing a pole and present it to the Ruritan Club for care/upkeep by them as agreed in MOU.

r. Town Property Search Update

Suzanne advised there is a small triangle at Slaughter Station Road and Main Street next to the Verizon building that has delinquent tax issues. Suzanne will look into this further and bring additional information for the next meeting.

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

None

VI. New Business

a. DNREC Mosquito Control Program

Megan advised information was completed and mailed on 2/21/2020.

b. Pole Barn Request on Arthursville Road

Megan advised a request was received via email for setback and permit information to erect a pole barn at Kingdom Kids. Response sent via email to the representative. Suzanne advised it may be Kent County property; Megan advised they were directed to Kent County reps anyway for septic information requested that Town can not provide.

c. Burris Property Letter

Rob advised owner, Mary Burris, sent a letter requesting information regarding placing a trailer on the lot on Main Street; a potential purchaser is requesting approval prior to purchase. Rob sent a response letter along with a copy of the Land and Zoning Plan highlighting the current ordinances in place including setback requirements and road frontage requirements that would not allow for this type of structure to be placed. He advised a request would need to be presented to the Town and heard at a Public Meeting for consideration to allow any variance to the current requirements. No additional correspondence has been received at this time. Certified letter tracked and was received/signed for on June 11.

d. Charter Change to Incorporate Town Cop

Mark contacted the Town attorney to get a quote for Charter adjustments required to allow the Town to employ police; quoted \$1000.00 for verbiage change only or \$5000.00 for the entire Charter to be updated. The Senate would have to approve in order to incorporate the police verbiage; Mark suggests since the last Charter update was 1983 that we discuss with the Attorney and make use of the Attorney services for a complete Charter update.

Suzanne motioned, Megan seconded, to contact the Town Attorney to work on complete Charter update; allocate up to \$5,000.00, this amount can reviewed/changed as needed, but would require an additional motion for vote and approval. Motion carried:

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

Suzanne Morris	X			
Robert Graves	X			
Megan Roughley	X			

Suzanne will reach out to the Attorney regarding this and the property information she needs. Mark noted the Land and Zoning Use Plan needs to be updated as well; he and Rob will work on updating this.

VII. Public Comment / Council Member Comment

Ray Morris shared his thoughts on DelDOT plan Phase 2 in regards to the corner lot across from the church currently sitting vacant not being included. Rob advised Phase 2 is not yet finalized on what will be included but will ensure the Town's concerns regarding the bend are addressed and provide updates after speaking with DelDOT.

John Filicicchia asked about the new property built up Arthursville Road; Mark advised that it is not in Town limits.

Suzanne asked if Wesley Burris has had any further discussion regarding annexing the 13 acres of property into the Town limits. Mark advised he does not have any definitive updates.

VIII. Adjournment

Suzanne motioned, Rob seconded to adjourn at 8:07 PM . Motion carried.

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