

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

MEETING MINUTES
Thursday, December 10, 2020

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

Council Not Present:

Raymond Morris

Megan motioned to approve an excused absence for Raymond due to health reasons, Suzanne 2nd.

Motion carried:

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

Guests Present:

Thomas Matich

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation. Mark led in the Pledge of Allegiance.

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

Suzanne motioned MMs and tonight's agenda be accepted, Megan 2nd approval of October 2020 Meeting Minutes and October 2020 agenda. Motion carried:

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

IV. Reports

a. Treasury (Suzanne Reported)

i. Citizens Bank Account

As of 12/10/2020, balance of \$35,531.56. Savings Account: Reported balance 9/30/2020 balance of \$25,002.30

ii. Restitution from Richie Casson

Payments have been received in the amount of \$50.00 per month as agreed; current balance due \$84, 226.50

iii. Delaware State Police Accounting Record

The 2020 summary: total expenses \$3,714.36; total income: \$815.75

iv. Property Tax and Street Light Tax

Suzanne reported on the 2020 Tax remaining due \$813.00; 2020 Street Light Tax total outstanding balance of \$770.00; total Past Due taxes including penalties is \$2,067.97 for a total outstanding balance of \$3,650.97. 11 properties are outstanding with 4 aged over 1 year: Brown, Ennis, Scott and Turner. Suzanne sent certified letters to follow upon the outstanding balances; pending receipt.

Megan motioned, Rob 2nd, 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			
Raymond Morris			X	

b. Building Permits

Rob reported 1 permit; Kingdom Kids Daycare, Inc requested permit for pole building; fence that was previously discussed will be evaluated in spring of 2021.

c. Correspondence

Suzanne distributed mail received; none required follow up.

V. Unfinished Business

a. Sidewalks (TAP)

Mark reported nor ROb has received an update for DeIDOT.

b. Street Light Update:

Mark reported that the list of lights we are requesting be replaced has been released to Delmarva for replacement; they will be doing a total of 27 for free to include the 3 poles the Town requested to add lights to. DeIDOT denied the initial plan submission due to dark spots. Delmarva Power will adjust the plan and resubmit; they will update us in 2021 on the expected completion date.

c. Vacant Building Registration update

No update; an additional commissioner will be added to this task to assist Raymond.

d. Town Police update

Mark reported that we are on hold for this initiative until we have the Town Charter Update completed. Suzanne advised it has been sent to the lawyer for review; he will respond with advice/suggestions when he has the ability and he does not expect it to be reviewed until after the winter break (Feb 2021) by Legislation.

e. Town Charter Update

Suzanne has all changes noted and the lawyer is in receipt; pending his response as noted above.

f. Grass Maintenance & Ordinance Letters Update

Megan reported no new letters have been sent; all that were released from the last meeting have completed resolution or billing has been released via certified mail to the property owner(s).

g. 2020 Comprehensive Plan Committee Update

Suzanne reported 10 survey responses were received from residents and are pending review for incorporation. Suzanne hopes to have the update approved, completed and sent to the by the end of year to forward to the state planning commission. Thomas Matich, a resident of Hartly and Planner for Smyrna, introduced himself as this item on the agenda caught his attention. Thomas presented his portfolio and offered his assistance with updating the literature that the Town is working through and will be in contact with Suzanne.

h. Land and Zoning Use Plan Update

Mark reported he and Rob are working to amend and update the information; Thomas may be able to assist with this as well.

i. Post Office Parking Update

Mark reported no new update from DeIDOT; he will reach out to them for an update.

j. Nazelrod - Kingdom Kids Daycare, Inc.

Rob reported all needs have been met and permit acquired for this project to move forward.

k. Speed Signs Upgrade

Commissioners met on October 17th @ 10a to update the internet cards in the speed signs.

l. Annexation and Consolidation of Morris Property

Suzanne reported that after review, the property is not identified on the maps as able to be annexed by the Comprehensive Plan. Once the 2021 Comprehensive Plan is updated, we will revisit this request.

m. 2021 Budget Review and Final Reading

Megan read through the 2021 Balanced Budget as presented for expected expenses and revenues.

Suzanne motioned, Rob 2nd to accept the proposed 2021 Budget as presented. Motion carried.

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

n. 2020 Holiday Event

Suzanne reported she has completed the games and inserts for the holiday bags to be distributed. Commissioners will meet at the Fire House @ 515p to set up and organize for the event. Suzanne advised that Santa and Mrs. Clause will be set up by the graveyard to wave everyone off at the end of the movie. Suzanne asked about a tip box for the specialist; Mark and Rob both agreed that the Town should tip rather than requesting donations/tips from the public attendees.

Rob motioned, Megan 2nd to approve up to \$50.00 in Town funds based on services to tip the AV Specialist from FunFlicks at the event. Motion carried.

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

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

None

VI. New Business

a. Evaluation of Cell Tower Agreement with HVFC

Mark proposed, with the pending expiration of the existing written contract, that the Town evaluate the yearly donation received from the Volunteer Fire Department in exchange for a lifetime contract for the Council’s use of the space for town meetings. Rob would like to evaluate additional options for space before considering waiving the donation. Suzanne would like to speak with the lawyer for additional information before any decisions are brought to a vote; she will review the documentation on file as well for more details on the existing written contract.

b. Promotional/Marketing Items to be Purchased

Mark proposed to empower Suzanne to make use of funds to be approved by the Council for new/additional promotional and marketing items to be purchased.

Megan motioned, Rob 2nd to approve up to \$750.00 in Town funds for promotional/marketing items to be purchased. Motion carried.

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

VII. Public Comment / Council Member Comment

Thomas will leave his contact information with Suzanne for future follow up.

VIII. Adjournment

Suzanne motioned, Megan 2nd to adjourn at 7:50 PM. Motion carried.

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