

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

MEETING MINUTES
Thursday, February 24, 2021

I. Call to Order and Roll Call

Meeting was called to order by Mark Maguire at 7:01 PM.

Council Present:

Suzanne Morris	Robert Graves
Mark Maguire	Megan Raughley
Raymond Morris - Tardy	

Guests Present:

John Filicicchia	Marcus Stephens
Linda Parkowski	Shannon Heal

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation and 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 December 2020 Meeting Minutes and February 2021 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 12/31/2020, balance of \$35,793.56. Since January 1, 2021, revenues received totaling \$750.71 and expenses incurred totaling \$2,705.74 leaves an ending balance as of 2/11/2021 at \$33,838.53.

Savings Account: Reported balance 12/31/2020 balance of \$25,002.93

ii. Restitution from Richie Casson

Payments have been received in the amount of \$50.00 per month as agreed; current balance due \$84,126.50

iii. Delaware State Police Accounting Record

The 2020 summary: total expenses \$3,714.36; total income \$855.75. April 2017 to date: total expenses \$22,024.86; total income \$8,481.57 for a difference of -\$13,543.29; ROI -38.51%

iv. Property Tax and Street Light Tax

Suzanne reported on the 2020 Tax remaining due \$703.50; 2020 Street Light Tax total outstanding balance of \$700.00; total Past Due taxes including penalties is \$2,436.76 for a total outstanding balance of \$3,835.26. 10 properties are outstanding with 4 aged over 1 year: Ennis, Scott and Turner. Suzanne sent certified letters on 2/8/21 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 2 new permits; John Filicicchia renewed his demolition permit for 236 Main St; Marcus Stephens requested a permit for a pole building at 174 Main St.

c. Correspondence

Suzanne distributed mail received; Hartly United Methodist Church, Bread of Life Food Pantry sent a thank you letter for the reusable bag donation that was shared aloud for Commissioners. Rob presented the Mosquito Control Release request from DNREC to treat Town limits.

Rob motioned for approval to complete and return the DNREC Mosquito Control Release for 2021, Megan 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			

Rob to complete and send in to DNREC Mosquito Control release form for treatment.

V. Unfinished Business

a. Sidewalks (TAP)

Mark reported he spoke with two individuals that are working on a workshop flyer for Arthursville Road residents just as was required before for easement approvals for work to begin; current timeframe goal is to have a contractor locked in by Fall 2021 with the project starting in the Spring of 2022.

b. Street Light Update

Mark reported no update at this time; still pending DelDOT and Delmarva conversations for approved lighting plan for the town.

c. Vacant Building Registration update

Raymond provided information for the Commissioners review; Suzanne reformatted to meet legislation standards. Suzanne had questions on the proposal as written regarding the insurance requirements and prorated funds to be returned. Suzanne advised the proposal needs to be posted at the Post Office, on the website and proposes the first formal reading at the April meeting, 2nd formal reading with a motion at the June meeting. Billing would begin January 2022 for any vacant building within town limits not meeting the exceptions as listed in the ordinance. Suzanne to make corrections as discussed and post.

d. Town Police update

Mark reported that we are on hold for this initiative until we have the Town Charter Update completed. Mark will be in contact with Smyrna to finalize details.

e. Charter Change Update

Suzanne reported the lawyer provided his updates. Suzanne read the resolution for the amendment to be submitted to Legislation for review and acceptance.

Suzanne motioned to accept the resolution as presented, Rob 2nd to accept. 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			

f. 2020 Comprehensive Plan Committee Update

Suzanne reported 12 survey responses were received from residents and reviewed some of the responses. A new meeting date will be set for the Committee to meet and review all responses for incorporation. Suzanne spoke to Dave from OSP for assistance and guidance with planning/zoning lines to be discussed with the committee.

g. Land and Zoning Use Plan Update

Rob reported he and Mark are working to amend and update the information; a meeting needs to be set to finalize for review.

h. Post Office Parking Update

Mark reported he spoke to the Engineer regarding placing the lines for parking in front of the Post Office and the No Parking "curb."

i. Evaluation of Cell Tower Agreement with HVFC

Suzanne spoke with the Solicitor; he advised to get the Charter finished and then delve into this information for a full comprehensive review to make the most informed decision.

j. Promotional/Marketing Purchase Update

Suzanne provided a few promotional item options; at this time we are unsure if any events can be planned; Rob suggested a summer movie night. Suzanne reiterated that we need to make use of the grant funds from Kent County. Commissioners to review the promotional items Suzanne presented and other options to prepare for the April meeting; decision to be made at that time.

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

VI. New Business

a. Kent Economic Partnership - Linda Parkowski

Linda Parkowski, Executive Director of Choose Central Delaware, and Shannon Heal, presented information on economic development, their abilities to assist the Commission and the benefits to make use of their assistance with grants, funding, land/zoning breakdowns, etc.

b. US Census Bureau

Megan requested assistance to ensure all updates are completed correctly for 2021.

c. Tidewater Letter

Tidewater sent out surveys to residents about being included in the service territory for public utility. Mark would like a letter drafted to Tidewater for additional information as only certain residents received the surveys and the Town was not made aware of any information regarding the correspondence being sent out. Megan to draft for Commissioners review before releasing.

d. Town Audit

Suzanne advised that our Charter lists an annual audit is required; she contacted 2 companies and the gist of conversation resulted that a full audit will run \$5000-12000. Suzanne suggested that we invest in a QuickBooks program to have all financials tracked which may help to reduce audit costs.

Suzanne motioned for approval to purchase QuickBooks at a cost of up to \$450 annually for the Town financials to be tracked with 5 users access, Rob 2nd to accept. 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			

e. Microsoft Suite Purchase

Suzanne suggested that we purchase the Microsoft Suite 365 Business Standard which will allow for individual emails, incorporating all files between Commissioners into one program, and allows 1TB storage. This will allow for simpler contact to the correct Commissioner when residents are in need of information or assistance.

Rob motioned to accept that we adopt Microsoft Suite 365 Business Standard at a cost of up to \$750 annually, Suzanne 2nd to accept. 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			

f. Town Elections

Suzanne advised we have 4 openings for Commissioners; Notice of Election of Candidates to be posted in the Post Office, HVFC and online. Megan, Ray and Suzanne to ensure it is cross posted as necessary.

g. Development Trends Update

Suzanne advised the yearly development trends report is due; Rob to update the permit information for 2020 year.

h. Non-Profit Interest Assistance to HVFC

Mark advised the HVFC is interested in making a purchase and acquiring a loan for a new command vehicle. With the assistance of the Town, they are eligible for reduced interest; the Town would not be held financially responsible in any way in the event of non-payment.

VII. Public Comment / Council Member Comment

Marcus Stephens, town resident, asked about the requirements for joining the Town Council and obtaining a permit for a pole building on his property.

John Filicicchia, town resident, advised he spoke with a new resident and gave Rob's contact information for a permit. He also asked about the delays and additional information for the parking lot assistance at the Post Office. Mark advised there has been additional police presence in Town due to complaints.

VIII. Adjournment

Megan motioned, Suzanne 2nd to adjourn at 8:19 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			

