

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

MEETING MINUTES

Thursday, April 8, 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; arrived 710p	

Guests Present:

John Filicicchia	Carole Kisner
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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 to approve MMs and tonight's agenda be accepted, Rob 2nd approval of February 2021 Meeting Minutes and April 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

Since the February meeting, revenues received totaling \$3,602.78 and expenses incurred totaling \$7,676.78 leaves an ending balance as of 4/8/2021 at \$29,764.02. Savings Account: Reported balance 3/31/2021 balance of \$25,003.55

ii. Restitution from Richie Casson

Payments have been received in the amount of \$50.00 per month as agreed; current balance due \$84,076.50.

iii. Delaware State Police Accounting Record

The 2021 summary: total expenses \$3,194.88; total income \$109.00. April 2017 to date: total expenses \$25,219.74; total income \$8,590.57 for a difference of -\$16,629.17; ROI -34.06%

iv. Property Tax and Street Light Tax

Suzanne reported several properties have sold recently and taxes are being pre-paid totaling \$319.50 in revenue. Collection completed on past due tax/streetlight tax totaling; we will have a better update July/August after closings and financial review.

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; Kingdom Kids for fence; 310 Main Street (house next to hardware store) received renovation permit.

Rob noted the overall visual improvement within town is coming along nicely.

c. Correspondence

Suzanne distributed mail received; a form requires completion to be completed after positions are determined for Council Members.

V. Unfinished Business

a. Sidewalks (TAP)

Mark reported he spoke with DelDOT regarding their completed meetings for design and project plans to ensure they are meeting ADA requirements. Mark and Rob will meet with them when prepared to discuss variances; the project starting in the Spring of 2022 if Fall 2021 bids continue to move along.

b. Street Light Update

Mark reported he emailed Delmarva Power for an update; all of Main Street materials ordered; Main Street/Arthursville “dark spot” pushed back to 2022 due to max for 2021 lights being updated (20).

c. Vacant Building Registration update

Suzanne reported it is posted in the Post Office; first official notification made. 2nd reading at the June meeting and will be finalized by September. Suzanne will update the information to the website as well.

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 discuss assistance offerings and necessary purchases. Pending Charter completion to move forward.

e. Charter Change Update

Suzanne reported it is being reviewed by the House Committee for HB134; Suzanne realized strike outs were not included due to the submission system and it had to be reintroduced.

f. 2020 Comprehensive Plan Committee Update

Suzanne reported no new update.

g. Land and Zoning Use Plan Update

Rob reported no new update.

h. Post Office Parking Update

Mark reported we are pending design from DelDOT; he will reach out for an update.

i. Evaluation of Cell Tower Agreement with HVFC

Suzanne reported no new update; pending Charter completion to review in further detail.

j. Promotional/Marketing Purchase Update

Suzanne and Megan will review options and make a choice for items; possibly Cooler Stools to be purchased as event prizes. Ideas provided for an event; another movie night agreed upon and will be discussed in further detail for planning. None of the Kent Country Marketing Funds that the town received have been used and will be reviewed for their distribution options for upcoming events.

k. US Census Bureau Update

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

l. Tidewater Update

Megan wrote and released a certified letter on 3/15/21. Mark spoke with a Tidewater representative who advised no in-town residents should have been in receipt of their letter and any in receipt were by accident. He advised they will come to town limits/annexation proposed areas and if they planned to approach town residents they would bring it to the town to discuss first. Mark was able to ask questions of them to get a better idea of their projected plans in the event of future approach by Tidewater.

m. Town Audit Update

Suzanne reported we are purchasing Quickbooks to reduce costs; will reconsider acquiring an accountant at the end of the year.

n. Microsoft 365 Business Update

No new update; Suzanne to purchase.

o. Town Elections Update

Suzanne reported all positions are incumbent and require no elections to be completed; notice posted of no elections.

p. Development Trends Update

No update or follow up necessary; previous meeting presentation completed by Linda Parkowski from Kent Economic Partnership.

q. HVFC Non-Profit Assistance Update

Suzanne reported the letter of agreement was signed and Mark presented to the President of the HVFC.

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

Megan reported the Mosquito Control request was submitted and received by DNREC on 3/9/21 to include Hartly in the treatment plans.

VI. New Business

a. Council Positions

Commissioners to keep their current positions as follows:

Mark Maguire acting as President

Robert Graves acting as Public Works Commissioner

Suzanne Morris acting as Treasurer

Raymond Morris acting as Commissioner at Large

Megan Raughley acting as Town Clerk

Megan motioned, Suzanne 2nd, to accept the positions 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			

b. Summer Event - Movie Night

Mark suggested we plan the event for June 12, 2021. The movie night will be held at the HVFC and will not be a drive-in, attendees will be able to bring their chairs/blankets and set up in designated areas. Suzanne will review the Governor requirements to submit an event plan; Megan and Suzanne will determine the movie to be played, costs discussion for the vendor to be booked, raffles, give away, etc. Ray contacted the HVFC to ensure the date is held for the June 12, 2021 event. Carole Kisner, Ruritan Club representative, advised they will provide their own tables for raffles, etc and they will provide a snack table with water bottles and bags of chips. Mark would like to have a food vendor come in for attendees to purchase food; Ray will contact the non-profit vendor he knows that donates all proceeds to Autism; Ray will ensure there is no double up on the items to be sold on the food truck that would be provided by the Ruritan Clubs table. Ray advised the food truck offers ice cream as well.

Megan motioned, Suzanne 2nd, to spend up to \$2,000 for the Summer Movie 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			

Rob suggested having conversation with the HFVC to discuss purchase options for future movie nights to avoid outside vendor costs if possible to find an agreement with them to split costs.

c. Grass Maintenance Bids

Rob reported several bids were received and presented those that provided they were licensed and insured for Council Review.

Rob motioned, Ray 2nd, to accept the maintenance bid from Luxury Lawns, LLC upon receipt of the requirements: proof of license and insurance, to be provided to the town. 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 make contact with the vendor to advise he won the bid, obtain proof of license and insurance and discuss expectations and needs for grass maintenance to include the possibility of a 2 year rate lock for 2020-2022.

d. American Rescue Plan Act of 2021

Suzanne reported she completed the necessary paperwork and we received information regarding the Town being provided relief funds under the American Rescues Plan Act of 2021 from the Delaware State Treasurer's Office. Initial estimate was up to \$40,000 however you can only receive up to 75% of the annual budget identified for 2020; Hartly has the opportunity to receive \$17,501.25. The funds will be split into 2 payments; Suzanne will be tracking progress and pending the website to be formed for tracking purposes. Mark reported there are several rules/regulations that will be acceptable uses for the money upon receipt.

e. Triangle Accident Update

Mark reported the triangle in town was the scene of a hit-and-run accident. Mark presented a quote provided for a camera to be placed that will reside on the corner of the HVFC and direct to the triangle in the event of any future issues. \$1500.00 installed would allow for zooming function to get full details on a vehicle in the event of a future situation; \$600.00 would allow for a no-motion camera that would provide minimal details. Mark recommends the higher quality camera and has reached out to our Representative for possible CTF funding assistance. An MOU with the HVFC will

be required for who can pull the footage and a clause listed that once the Town Police Officer is in place, they are able to use the footage as well.

Ray recommends upgrading to the server for the HFVC that would allow for additional storage of footage. Ray recommends we ask for the funds and if denied, we can re-evaluate if a server upgrade will be necessary. Mark advised there will be no upkeep for the town if the camera is placed as is and the footage will be available for up to 30 days. Mark will discuss the CTF funding request change with the Representative to see if this is an option. Mark advised we could not use the footage for traffic violations (running the stop sign or speeding) but we could use the footage for destruction of property in the event of an accident at the triangle for public safety and concerns.

Rob motioned, Ray 2nd, for Mark to reach out to the Representative for CTF Funding to place a camera on the HFVC and the possible server upgrade 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			

Mark will reach out to the HFVC IT Chairman for more details re: server upgrade. Mark advised it must also be posted that “Video Surveillance in Use” once the camera is placed.

f. Triangle Upgrade

Mark reported to completely replace the sign as it was (1” PVC board with same design) would be \$1,250.00. If a different material was used, it could be acquired for approximately \$850.00; the look will be the same, durability and longevity will be the same but materials would be different. The company we used last time was approximately \$1,400.00. Mark spoke with the Representative regarding possible replacement through CTF funding but did not receive a definitive response. Carole Kisner from the Ruritan Club advised they planned to reach out to Senator Lawson for replacement assistance. Mark would like to buy a lot in town for future use to avoid recurring replacement requirements based on the traffic issues at the triangle.

Ray motioned for approval to spend up to \$2,000.00 to reorganize the triangle to include the town sign replacement and for the Town to purchase a replacement flag pole at the triangle; the Ruritan MOU currently in place will stay intact for its upkeep, 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			

Mark advised an electrician may be needed and they will evaluate options for a tree to replace the missing tree in the triangle. He and Rob will evaluate and update as necessary. The Ruritan Club will purchase the pole and submit an invoice to the Town for reimbursement (keeping in proximity to the previous cost at \$600.00).

VII. Public Comment / Council Member Comment

John Filicicchia asked about the accident; Mark advised all we know is it was a Gray Chrysler 300 based on the report from Delaware State Police. As far as Mark is aware, no contact has been made with the vehicle owner. John also asked about the vehicle accident at Judith Road.

Carole Kisner advised a book drop has been placed in town by the HFVC; she asks that it be posted on the website and Facebook to bring awareness to residents.

VIII. Adjournment

Ray motioned, Suzanne 2nd to adjourn at 8:04 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			