

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

MEETING MINUTES
Thursday, June 10, 2021

I. Call to Order and Roll Call

Meeting was called to order by Megan Roughley at 7:00 PM.

Council Present:

Suzanne Morris	Robert Graves
Raymond Morris	Megan Roughley

Guests Present:

Izabella Roughley

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation; Megan led in the Pledge of Allegiance.

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

Ray motioned to approve MMs and tonight's agenda be accepted, Rob 2nd approval of April 2021 Meeting Minutes and June 2021 agenda. Motion carried:

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

IV. Reports

a. Treasury (Suzanne Reported)

i. Citizens Bank Account

Since the April meeting, revenues received totaling \$2,892.77 and expenses incurred totaling \$3,309.32 leaves an ending balance as of 6/10/2021 at \$29,347.47. Savings Account: Reported balance 3/31/2021 balance of \$25,003.97.

ii. Restitution from Richie Casson

Payments have been received in the amount of \$50.00 per month as agreed; current balance due \$83,926.50.

iii. Delaware State Police Accounting Record

The 2021 summary: total expenses \$3,194.88; total income \$572.00. April 2017 to date: total expenses \$25,219.74; total income \$9,053.57 for a difference of -\$16,166.17; ROI -35.9%

iv. Property Tax and Street Light Tax

Suzanne reported several properties are still outstanding since 2020 or prior; Ennis, Scott, Turner, Davis/Stevenson and Burris; she reported an outstanding tax bill was paid in order for a permit to be issued for a property in town as well.

Ray motioned, Suzanne 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 3 permits totaling \$90.00 have been written since the last meeting.

c. Correspondence

Suzanne distributed mail received; a form requires completion for Records/Gebhart Agency but does not require action. Megan to review and complete as necessary.

V. Unfinished Business

a. Sidewalks (TAP)

Rob reported from Mark: Final plans were submitted and have been emailed to the town; Mark has spoken with Lawson and SPiegelman about CTF funding for this project. We need about \$140,000 and both have agreed to do what they can to assist in figuring out funds. There was talk of possibly splitting the funding between 2 fiscal years. A workshop for property owners will be required in order to sign off for the right of way as with the sidewalk project.

b. Street Light Update

Rob reported from Mark: No change; waiting on materials. LED project will hopefully be done this year

c. Vacant Building Registration update

2nd and final public reading has been completed as required. First reading completed at last meeting in April.

Rob motioned, Ray 2nd, to accept the Ordinance Requiring the Annual Registration of Vacant Buildings and Establishing Vacant Building Registration Fees 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			

Suzanne to obtain Mayor signature, post and update the website.

d. Town Police update

Rob reported from Mark: Reached out to Smyrna PD and Camden PD; will be setting a meeting up to secure things needed for the officer once we are able to take that step.

e. Charter Change Update

Suzanne reported it has been passed by the House Committee for HB134; next step is to be reviewed by the Senate. General Assembly closes June 30; hoping to have confirmation and update by July

f. 2020 Comprehensive Plan Committee Update

Suzanne reported no new update.

g. Land and Zoning Use Plan Update

Rob reported still a work in progress; pending charter to be completed; Mark and ROB to meet again to discuss final changes before presenting to the council.

h. Post Office Parking Update

Rob reported from Mark: No updates from DelDOT at this time; Mark has reached out to Senator Lawson to see if he can help push this project along through DelDOT. "Slow" has been painted on either side of the Slaughter Station curve.

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 reported purchases have not yet been made; Suzanne and Megan reviewed options and will decide on items. 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 reported not yet updated but will reach out to the contact number provided to determine options for submitting for 2021.

l. Microsoft 365 Business Update

No new update; Suzanne to purchase.

m. Summer Event - Movie Night

Premier paid in full; pending bill from Swank for licensing. Megan confirmed the movie has been purchased; Suzanne or Megan to have the town phone pending call from Premier contact for setup time on Saturday. Ray will do final confirmation with the food truck vendor to ensure we are still on

and determine setup time needed; placement to be discussed when the vendor arrives; he will also speak with the HVFC rep to see if any additional members can be onsite to ensure parking for responders is as needed in the event of an alarm. Ruritan Club will set up a table with chips, waters and activity books for kids. Weather contingency date discussed: June 26th, in the event of inclement weather.

n. Grass Maintenance Bid Update

Rob reported he updated the bid winner, Ethan Vogl of Luxury Lawns, LLC; insurance information received and on file. Rob will reach out to discuss the planned schedule for cutting the triangle and to get an update on billing status as a bill has not yet been received and cutting was approved as of 4/15/21 to be done bi-weekly. Mark would like to see the mowing completed weekly now and did place fertilizer down to help with the regrowth after the last accident.

o. American rescue Plan Act 2021 Update

Suzanne reported she is still awaiting information on how to make use of the funds, a website portal that has been promised for municipalities to gain information and for any funds to be received. The expected total is around \$17,000.00 but nothing has been received by the town at this time.

p. Triangle Revamp Update

Rob reported the sign has been replaced; pending update from The Ruritan Club on the replacement flag pole purchase. There is a new bush at the point of the triangle that we are not sure where it came from. An electrician may be needed; Rob and Mark to determine. Mark spoke with Lawson and Spiegelman and determined the camera we are requesting does not fall within CTF Funding guidelines. He reached out to DelDOT with no luck; reached out to Homeland Security and they provided the only way they could fund is if we have a police presence. The representative strongly encourages once the police officer is up and running to reach back out. Mark proposes the Town purchase the camera to avoid further delay. Per the IT Chairperson, the server previously discussed was more of a luxury than a necessity. Camera cost \$1200.00; install cost \$300.00.

Rob motioned, Suzanne 2nd, to spend up to \$1,500.00 for a security camera to be placed for monitoring the triangle, contingent upon final approval from the HFVC. 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 get with Mark on purchasing the equipment and evaluating the remaining needs to get the triangle reorganized.

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

None

VI. New Business

a. Heartsaver CPR/AED Training Sponsored by HVFC

EMS Captain Maguire has provided information regarding HFVC hosting a community CPR/AED class. This will be a community event for residents within the Hartly Fire District and will be free for those meeting this stipulation. The event will take place at the HVFC on Saturday, June 26th @ 8a.

VII. Public Comment / Council Member Comment

None

VIII. Adjournment

Ray motioned Suzanne 2nd to adjourn at 7:34 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			