

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

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**MEETING MINUTES**  
Thursday, October 12, 2023

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**I. Call to Order and Roll Call**

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

Council Present:

Mark Maguire
Suanne Morris
Raymond Morris

Guests Present:

John Filicicchia	Peggy Bacon
Andrew Mays	

*Please forgive any misspellings for signed or illegible names*

**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**

Ray motioned to approve previous minutes and tonight's agenda be accepted, Suzanne 2<sup>nd</sup> to approve June 2023 Meeting Minutes and October 2023 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**

**i. Citizens Bank Account**

Checking Account: Ending balance as of today was \$5,271.94. Expenses since the last meeting totaled \$3,203.06 including Delmarva Power, community event and \$1,475.00 for Scott property.  
Savings Account: Reported balance as of today is \$66,017.45.

**ii. Restitution from Richie Casson**

Checks have been received monthly and he is up to date. Exact figures not on hand at this time

**iii. Delaware State Police Accounting Record**

Suzanne reported no update.

**iv. Property Tax and Street Light Tax**

Suzanne reported several payments have been received but are not yet deposited. Kent County assessments are used for our property taxes; due to their breach it took several months to get the information back online therefore our taxes were released late (September). Due date has been extended to November 15th.

Ray 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		X	
Raymond Morris	X			

**b. Building Permits**

Rob was not present; nothing new to update.

**c. Correspondence**

Megan was absent but nothing to report provided in notes.

**V. Unfinished Business**

**a. Street Light & Maintenance Agreement Update**

Mark reported Delmarva is working on LED upgrades throughout town. He is working to coordinate a meeting time.

Mark also reported that in the 1970’s a law was passed that makes the municipalities responsible for drainage. The state will sweep the roads 2x per year but the Town is responsible for the remainder. Mark suggests we pay for streets to swept more often. \$470.00 is the approximate cost for this to be completed; they will dispose of the debris as well.

**b. Town Police, Vehicle Outfitting and SOPs Update**

Mark reported we are at a standstill trying to get insurance coverage confirmed due to the limited vendors and we are a new department. Mark has been reaching out to several agencies for assistance. He has 2 meetings with different department chiefs to discuss operational issues and hopefully help our transition to be a smooth process.

**c. 2020 Comprehensive Plan Committee Update**

Suzanne reported she has the current document under review. Recertification will be required for 2024. She will have a copy prepared for review by the February meeting.

**d. Land and Zoning Use Plan Update**

Suzanne provided the current document has been drafted and she has several questions some of which may require Charter updates. We need maps and there are areas to review. Mark suggests we send it to the Town Solicitor for review against the original from many years ago.

**e. Promotional/Marketing Purchase Update**

Suzanne reported that all the items that were purchased have been received. The only items remaining for purchase are the Commissioners shirts; Megan is working on this.

**f. Microsoft 365 Business Update**

Suzanne reported no update at this time.

**g. Vacant Building/Defaulted/Abandoned Properties Update**

Mark reported for Megan; need update on the market and hardware store.

**Market:** property owner has been formally notified of the fines and outstanding balances; awaiting response/payment. Tax mailing was adjusted to include his fees and taxes in total.

**Hardware Store:** Is the building being used? Upkeep is minimal. To the best of our knowledge, the owner is still attempting to re-open and still doing U-Haul rental. Pending updates; if business license is still current, that alleviates the property owners need to provide additional documentation.

Discussion had with meeting attendees to clarify where copies of the ordinances can be found.

**h. DeIDOT 3-Way Stop Update**

Mark reported no update; 1 blinking light removed. Currently, 1 remains and will until DeIDOT gives an update.

**i. 2023 Summer Event**

Mark reported that it went well except for the movie glitch with sound. The movie portion was canceled; there was a new company hired and due to issues they did not charge us for the movie screen rental. Mark would like to continue doing movie nights that time of year.

**j. Becker Morgan Group/PennTex Ventures Update**

Mark reported that at the last meeting their site plan was approved; he added that a question was raised about the property separating the commercial property and the church parking lot. There is landscaping to separate but not a fence. Mark advised that they will begin pulling permits early in 2024. A resident asked if they will be maintaining the sidewalk; Mark will pass the question along to Rob.

**k. 2023 Holiday Event**

Mark reported for Megan; need to know who will be portraying The Clauses. Mark to reach out to Megan Kohout Bravo regarding Christmas on Main to correlate.

**l. Scott Property Updates**

Suzanne reported that a note was sent with the Town taxes requesting information; no response at this time. The Town Solicitor advised they can assist if the property owner agrees to sell.

**m. Speed Signs Update**

Mark reported there have been troubles with a couple of the signs; the sign coming into town from Dover needs to be evaluated to be moved. Ray talked to DeLOT, they will make us pay to move it.

**n. Commissioner Shirts Update**

Mark thinks the shirts should say "Town of Hartly" and first initial + last name. No position should be listed since they can change each spring.

**o. Sidewalk Updates**

Mark advised a drain issue was still being worked on at the west end of town by the Fox property. Rob and Mark cleared the drainage issue. The project has been completed at this time.

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

None to discuss

**VI. New Business**

**a. Street Sweeping**

Mark would like to hear a motion and set a dollar amount for funds to be approved to ensure street clean up is consistent.

Suzanne motioned to contract a company to street sweep at least once a year in the fall, after the leaves had fallen from the trees, throughout Town limits for up to \$750.00 but for the best price possible, Ray 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		X	
Raymond Morris	X			

**b. 2024 Town of Hartly Budget**

Suzanne reported this will be the first reading of the budget; 2nd reading in December and final approval to follow. She provided a balanced budget but may have adjustments to be made.

**c. Lantern Flies**

Mark reported for Megan; increase in Lantern flies. A resident, John Filicicchia, noted to contact the Department of Agriculture to make aware the Town is seeing an increase in them.

**d. Other New Business as may be necessary for discussion and/or action**

None

**VII. Public Comment / Council Member Comment**

Resident, John Filicicchia, advised he has been assisting in clearing the drains. He removed debris and will keep an eye out for issues. At the empty lot on the west side, the grass was mowed into the street, he advised he took his blower up and cleared it. The corner at the cemetery had grass and weeds in the sidewalk, he cleared these as well. He feels the grass maintenance company at the cemetery should be caring for that area as well. Mark asked that he take photos in the future so that we can address the property owners. He also asked questions about the outstanding balance of monies due for the restitution and a possible increase. Mark and Ray advised that as long as there is a continuous effort to pay, no changes will be implemented per the court.

Attendee, Andrew Mays, was present and had several questions. The commissioners discussed his questions and needs; responses given as they were able.

**VIII. Adjournment**

Suzanne motioned and Ray 2nd to adjourn at 7:57 PM.

Motion carried.

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