

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

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**MEETING MINUTES**  
Monday, December 18, 2023

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

Meeting was called to order by Mark Maguire at 7:02 PM.

Council Present:

Mark Maguire	Megan Raughley
Suzanne Morris	Robert Graves

Guests Present:

John Filicicchia	Cat Maguire
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*Please forgive any misspellings for signed or illegible names*

**II. Invocation & Pledge of Allegiance**

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

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

Suzanne motioned to approve previous minutes and tonight's agenda be accepted, Megan 2<sup>nd</sup> to approve August 2023 Meeting Minutes and December 2023 agenda. October Meeting was canceled.

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 \$4,923.25. \$12,000.00 was transferred from the Checking to the Savings to accrue interest. Expenses since the last meeting totaled \$744.69 including landscaping bill for the town and commissioner reimbursements. Savings Account: Reported balance as of today is \$78,018.56.

**ii. Restitution from Richie Casson**

Checks have been received monthly and he is up to date. Paid to date is \$10,690.00. Balance remaining \$82,576.00

**iii. Delaware State Police Accounting Record**

Suzanne reported no update; Megan advised a check was received in the mail for deposit.

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

Suzanne reported to date we have received \$9,255.75 with an outstanding balance of \$2,367.75. Outstanding balance of all combined (2023 Property, Past Due & Penalties and 2023 Street Light) is \$11,578.93 with a few checks having been received but not yet deposited.

Megan motioned, Robert 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 advised no new updates.

**c. Correspondence**

Megan advised there was nothing to report on.

**V. Unfinished Business**

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

Mark reported all lights have been updated and there is nothing new to report. Mark has an updated quote for street sweeping at \$550.00. We need to pick a date in Jan-Feb to complete the sweeping weather pending. Rob will pick a date and coordinate scheduling. \* Pending scheduled date

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

Mark reported we are at a standstill trying to get insurance coverage still. Suzanne reported that the SOPs have been updated to the best of our ability for review. Mark is working on getting information from other insurance agencies to get some headway. Pratt and Gebhardt are the larger agencies in our area. Once we have insurance, we will need to finish outfitting the vehicle and begin the interview 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 advised the solicitor may not be able to assist but we can give a finalized copy to have them review for accuracy. Need to check the current copy to see that lot sizes were updated.

**e. Promotional/Marketing Purchase Update**

Suzanne reported that all the items that were purchased have been received. Remove agenda item

**f. Microsoft 365 Business Update**

Suzanne reported no update at this time. Megan advised there is an option that was used for her business that there is an option for approximately \$40 (one time fee) that would require individual setup for each commissioner. Mark thinks we need to look into this as a commission and not in individual email options. Suzanne will look into the state option to see if we can get a "delaware.gov" email for the town. Megan and Suzanne will get updates for the next meeting.

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

Suzanne reported the Davis property has been paid in full. Hardware store taxes have been paid and we will need to check for a valid business license and active utilities. Mark asked about the Scott Property, Suzanne advised it will be included later in the agenda.

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

Mark reported no news is good news and the 1 flashing light will remain for the time being. Mark advised the Commissioners and residents need to keep eyes out of any incidents that occur and assure they are being called into DSP.

**i. 2023 Summer Event**

Megan advised this was an error on the agenda and should have been removed prior to the agenda being posted.

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

Rob advised there was a request for information in the email that he responded to; no additional updates. Per Mark, they planned to clean the dirt this winter to begin construction in the spring of 2024.

**k. 2023 Holiday Event**

Megan reported there were about 30 attendees but it was not as successful as hoped. We may partner with Christmas on Main for next year to simplify the events and avoid confusion that is being created with both events overlapping. Mark requested we reach out to Kingdom Kids to see if they have an interest in participating in the 2024 Holiday Event since the Hartly Elementary School does not currently have a music program; Megan will look into this. Planning should begin in September if we are having an event for just the Town.

### **I. Scott Property Updates**

Suzanne reported that no response has been received to taxes and penalties due. She would like to look into the cost and process with the solicitor to purchase/take over these properties that have not been making payments and have incurred costs for the Town.

Suzanne motioned for the properties with outstanding balances and no good faith payments made, Brewer and Brewer, for the solicitor to send a letter in an attempt to collect, while Scott, Burris and Ennis properties should be evaluated for options for the Town to acquire them due to no payment, no action and no response.

Robert 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	

### **m. Speed Signs Update**

Suzanne and Mark reported resident, John Filicichia, have volunteered to take over assisting with the signs and will be working to get the signs reviewed for functions and get back online.

### **n. Commissioner Shirts Update**

Megan reported shirts will need to be purchased in store due to size requirements; maybe check Jiffy Shirts for options. She has also been in contact with Magic Stitches to get a quote for embroidery.

### **o. 2024 Budget Final Reading**

Suzanne presented a balanced budget for 2024.

Robert motioned, Megan 2nd, to accept the final reading of the balanced 2024 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	

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

None to discuss

## VI. New Business

### a. Town Sign Replacement

Mark advised the Town sign was stolen again the Saturday before Halloween between 130a-2a. The posts and hinges were left. The church also lost a sign during this theft event. DSP requested cost information to include in the report. JD Signs gave a quote of \$750.00 for a replacement including installation; sign at \$680.00 and installation at \$70.00. This is the 4th sign for the Town to be replaced. Mark advised the sign will be comparable but not identical. Mark did not receive a response from Kent Signs or Delaware Signs during his due diligence calls. The company that prepared the previous sign is no longer in business.

Robert motioned for the sign to be replaced, approving up to \$800.00 from the vendor JD Signs, Suzanne 2nd, to accept. Motion rescinded to amend by both Robert and Suzanne

Robert motioned for the sign to be replaced for the best price possible, approving up to \$1000.00 without a requirement of a new vote, from the vendor JD Signs, 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	

### b. Fox Property Transferred

Suzanne reported the property has been transferred to Junior and Cynthia Fox with Kent County showing a \$1.00 Transfer Fee.

### c. Surveillance Camera Upgrade or Addition

Mark reported he viewed the theft video. Our current camera does capture feed however he would like to discuss adding a 2nd camera on the blinking light pole at the intersection or an upgraded camera for the current camera to be replaced. The rep for the Fire House IT will be gathering information to discuss equipment that would be compatible with the current monitoring system. Suzanne asked if we can have a camera at the crossroad; Mark advised it is legal and we would only need DeIDOT approval to affix to their pole. Mark confirmed red light cameras on the stop signs are state controlled and that still does not allow us to explore this option until our Police Officer is in place.

**d. Burris Building For Sale**

Suzanne reported Smyrna Well Drilling building is listed for sale; she inquired if we would be interested in purchasing the building for a policare department however due to cost we are unsure if this is an option. Suzanne will look into this to get figures from the agent to discuss. Rob advised he will be in touch with the property owner for another matter and discuss with him. Mark would be interested in getting information about leasing the building.

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

None

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

Resident, John Filicicchia, advised he spoke with the Smyrna Chief of Police about tents behind the ACME and advised that we are looking for an officer intown so that Torrie will relay this information to any planning to retire officers. He asked additional questions about the cameras in town and if they can be used in criminal cases; Suzanne will check with the Solicitor on this.

Mark expressed appreciation to Megan for taking over the event planning in town.

**VIII. Adjournment**

Megan motioned and Robert 2nd to adjourn at 7:59 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	