

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

**MEETING MINUTES**  
**Thursday, December 11, 2025**

**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:

Chief Torrie James	John Filicicchia	Deanna Jackson
Linda Krywinski	Bruce Krywinski	Gordon Jackson

*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**

The October 2025 meeting minutes and tonight's agenda approval.

Suzanne motioned to approve the previous minutes and tonight's agenda, Rob 2<sup>nd</sup>.

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**

Suzanne reported the balances as of 11/30/25 are: \$67,797.68 in the Citizens Checking account and \$103,037.38 in the savings.

The accounts opened at WSFS have current balances of \$1000.03 in the checking account and \$4001.78 in the Savings account as of 12/11/25.

###### **ii. Restitution from Richie Casson**

Suzanne reported check receipts are coming monthly and payments are up to date; the outstanding balance is \$81,376.50.

###### **iii. Property Tax and Street Light Tax**

Suzanne reported that 2025 property taxes received to date total \$13,004.20 (base) with \$672.30 outstanding. \$1,627.96 in past due taxes has been collected but \$12,054.63 is outstanding on 4 properties.

2025 Street Light Tax has \$3,360.00 received and \$560.00 remains outstanding,

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 no new permits have been provided however he does have the updated plans for the Kohout property that has been approved by the Fire Marshall.

**c. Correspondence**

Megan reported no action required.

**d. Police Chief Reports**

Chief James reported he has been on patrol a few times; made a few stops; handled a few complaints. He assisted Camden with their parade as a thank you for their assistance with equipment. He conducted area familiarization reviews with the President to assess operational needs, identify areas of concern and supporting long-term planning for the department. Traffic safety remains his priority at this time. He also participated in zooms with PowerDMS to begin the accreditation process, attended the Safety Patrol ceremony at Hartly Elementary, met with the constables to open dialogue and is working on scheduling the first meeting with Kenton for PAC.

**V. Unfinished Business**

**a. Comprehensive Plan Committee and Updates**

Suzanne reported there are no additional updates at this time.

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

Rob reported no updates at this time.

**c. Capital Improvement Budget Request**

Mark provided updates that the generator has been ordered with the payment check submitted and ETA for receipt is 25-30 weeks.

**d. Town and HVFC Lease Agreement Updates**

Mark reported the drafted letter needs to be completed to get this ball rolling to avoid missing the upcoming end of the most recent long term lease agreement.

**e. Chesapeake Bay Grants & Project Interview Request**

Suzanne provided updates that she met with the UD team, Dover MPO and the team working on the Rail to Trail project. There are EPA grants from brownfield sites and she is hopeful that with the help of this team the Town can get assistance; she will have updates at the next meeting.

**f. Christmas 2025 Event Updates**

Megan provided updates, gave meeting times, set a rough agenda and asked for all helpers to arrive by 230p.

**g. 2026 Budget Review and Final Reading**

Suzanne completed to final reading of the proposed 2026 Budget (balanced)

Rob motioned, Megan 2nd, to accept the 2026 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	

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

None to report at this time.

#### **VI. New Business**

##### **a. Commercial Property Beautification**

Mark advised that several residents have reached out with complaints regarding commercial structures, the condition of their parking lots and the trash that is left to blow through town. Mark advised we need to contact our solicitor for a letter to be drafted to all businesses in town to address the concerns, Suzanne will reach out to get this ball rolling.

##### **a. Property Taxes in Arrears**

Suzanne reached out to the solicitor and Kent County for assistance with the persistent issue properties to discuss our options; she provided she is unsure if we have any recourse in these areas. Monition sales may be the only option which she cautioned will cost the Town about \$1,000/property. Several properties are multiple years behind and one is costing the Town over \$1,000/year to maintain.

Rob motioned, Megan 2nd, to begin the monition sale process for the problem properties with outstanding taxes. 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	
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## **VII. Public Comment / Council Member Comment**

Resident, Bruce Krywinski, asked for information on who owns/maintains the ditches; Mark will look into this for him. Mark advised there are Tax Ditch committees and some areas are privately owned

Resident, Deanna Jackson, asked about the monition sale process; Suzanne provided information.

Resident, John Filicicchia, advised he did a trash clean up walk and is noticing an increase in discarded cigarette butts and trash blowing around town.

Commissioner, Megan Raughley, expressed her gratitude and thanks to the attendees for joining the meeting and hopes they continue to attend and hopes to see everyone at the upcoming Holiday Event. She thanked John for all his assistance and care that he provides to the town.

Commissioner, Mark Maguire, expressed his gratitude to the attendees reminding everyone that we are here to help with questions or concerns.

## **VIII. Adjournment**

Suzanne motioned, Rob 2nd to adjourn at 7:46 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	