

**Town of Greenwood**  
**Minutes**  
**Regular Monthly Council Meeting**  
**Tuesday, June 1, 2010**

**Call to order**

Mayor Russell called the meeting to order at 6:41 pm.

**Councilors Present**

Willard Russell, Brenda Tallent, Donald Donovan, Willie Pierce  
Alan Pongratz

**Officials Present**

Teresa Hignutt, Administrative Assistant, Robert Palmer, Town Engineer, Barrett  
Edwards, Associate of Town Solicitor, Mark Anderson, Chief of Police

**Citizens & Visitors**

Anthony Morgan, Mr. Terwilliger, Kim Vincent, Jim Westoff, Sharon Pierce, Lamar  
Yoder

**Approval of Minutes**

Moved by Councilor Donovan, Seconded by Councilor Tallent to approve the minutes of  
May 4, 2010 Public Hearing as presented. CARRIED.

Moved by Councilor Tallent, Seconded by Councilor Donovan to approve the minutes of  
the May 4, 2010 Council meeting as presented. CARRIED.

Moved by Councilor Tallent, Seconded by Councilor Pongratz to approve the Executive  
Session minutes of the May 4, 2010 Council meeting. CARRIED

Moved by Councilor Donovan, Seconded by Councilor Tallent to approve the minutes of  
the May 13, 2010 Town Council Workshop Meeting. CARRIED

**Presentation**

Kim Vincent, Deputy Administrator of the Office of State Pension gave Council a  
presentation on the State Pension Plan.

**Citizen's Privilege**

Tony Morgan addressed Council about the bushes on North First St. blocking his line of  
site coming out of his driveway, partial dead tree, and construction debris on property at  
200 Hamilton St.

**Town Managers Report**

Motion by Councilor Donovan, Seconded by Councilor Tallent to accept Financial  
Statements as presented. CARRIED

## **Police**

Verbal report given by Chief Anderson as well as written reports submitted. National Night out will be August 10, 2010 at the VFW.

## **Engineer Updates**

Verbal report from the Engineer (Bob Palmer/DMW) (See Attached) Mr. Palmer submitted partial payment request for approval in the amount of \$212,323.80 from Kent Construction.

## **New Business**

Motion by Councilor Tallent, Seconded by Councilor Donovan to accept Resolution M15- A Resolution to Participate in the Delaware County and Municipal Police/Firefighter Pension Plan. The vote was: Councilor Pierce- yes, Councilor Pongratz-yes, Councilor Tallent- yes, Councilor Donovan-yes CARRIED

Motion by Councilor Donovan, Seconded by Councilor Pierce to accept the Planning and Zoning recommendation to lower the Conditional Use Fee from \$500.00 to \$350.00. The vote was- Councilor Donovan- yes, Councilor Tallent-yes, Councilor Pongratz- yes, Councilor Pierce- yes. CARRIED

Motion by Councilor Donovan, Seconded by Councilor Tallent to approve the first reading of Ordinance D21 an Ordinance to Regulate where Sex Offenders May Reside in the Town of Greenwood. Vote; Councilor Donovan-yes, Councilor Tallent-yes, Councilor Pongratz- yes, Councilor Pierce- yes. CARRIED

Motion by Councilor Pongratz, Seconded by Councilor Donovan to approve first reading of the Amended Surplus Ordinance(C-6A) with corrections to be made before second reading. Vote; Councilor Pierce- yes Councilor Pongratz- yes- Councilor Tallent- yes, Councilor Donovan. CARRIED

## **Old Business**

Motion by Councilor Tallent, Seconded by Councilor Pongratz, to accept the evaluation form for the Chief of Police that was presented. Vote; Councilor Pierce- yes, Councilor Pongratz- yes, Councilor Tallent-yes, Councilor Donovan- yes. CARRIED

Motion by Councilor Tallent, Seconded by Councilor Donovan, to use the current employee evaluation form that was presented for the Town Manger's evaluation. Vote; Councilor Pierce- yes, Councilor Pongratz- yes, Councilor Tallent-yes, Councilor Donovan- yes. CARRIED

## **Executive Session**

Moved by Councilor Tallent, Seconded by Councilor Donovan to move into executive session to discuss personnel issues relating to the Police Department and Town Manager. Council moved into Executive Session at 8:42 p.m. CARREID

## **Regular Session**

Council moved back into Regular Session at 9:14 p.m.

**Adjournment**

Moved by Councilor Donovan, Seconded by Councilor Pongratz to Adjourn. CARRIED.  
Meeting adjourned at 9:15 pm.

Approved by the Council of the Town of Greenwood on July 6, 2010.

Attested *Doris A. Skinn*  
Town Manager

I/I Project:

- Amendment to the I/I report is attached.
- Sections SE-2 and SW-1 experienced the largest flow increase associated with rain events.
- Recommendations are to contract with a smoke testing/video inspection firm to smoke test and video inspect these areas for deficiencies.

Well 1 Improvements:

- All change orders have been approved.
- Well pump power cable was replaced on Friday. The well was disinfected. Blow off was scheduled for today or tomorrow. Contractor to pull a water sample for bacteriological analysis.
- Final Payment has been requested by the contractor and has been submitted to the Town for processing through ODW. Payment will not be made to the contractor following the receipt of passing bacteriological analysis.
- Project closeout should occur by the middle of August 2010.

North St Ext :

- No new work to report. This report is the same as last Council Meeting.
- Paving has not been done because the subgrade has not passed the required inspections.
- Contractor is approximately 75% complete.
- Moore Farms contract for base work has been reviewed.
- DMW recommends that the town contribution for the water main work be \$5,000 as previously discussed.
- DMW recommends that the not to exceed payment for the work be \$23,050.
- Mr. Noel has indicated that the contract as submitted is a not to exceed contract.

Water Meter Retrofit:

- Project is on-going 85% complete.
- Partial Payment Estimate 2<sup>1</sup> has been reviewed and recommended for approval in the amount of \$212,323.80. Pd 38,212.42
- All of the services with service disconnects have been provided with a meter pit assembly.
- Certain real property is served by extension of the water service from one property to the next, without installation of a dedicated main line connection. The contractor has been directed to submit proposals for separating these services so that each real property can be individually served.
- The basis of the project was to provide each real property or lot in town with a meter pit assembly. Apartments and multifamily uses were to be provided with one meter with the landlord apportioning the water and sewer bill to his tenants. Landlords have been given the opportunity to have additional meter pit assemblies installed so that each apartment or multifamily unit is separately metered. The additional meters would be paid by the landlord.
- Sea Chase Apartment Complex was originally developed with one bulk meter pit per apartment building. The meter project was designed and bid on the premise that a meter would be installed in each meter pit. During the construction phase, it was brought to our attention that this development was converted to condominiums. As a result, the units are now under multiple ownership, and there is a question about how to provide metered service to this development and who is responsible for paying for the meter installation. Options for mitigating this issue are as follows:

- o Install one meter in existing meter pit as planned and allow the condominium association to consider the water and sewer system as a common element.
- o Separate units based on ownership and install one meter per owner.
- o Install one meter per unit.
- o Install no meters and continue with the flat rate.
- Payment for the meters for each unit or each owner could be made in accordance with the original project intent.
- However, the majority owner desires to have each unit provided with a meter pit assembly. This owner has indicated that payment for a large number of meter pits would be a hardship and has requested relief.
- Project appears is on schedule.

### Wastewater Alternatives Evaluation

- Report is 55% completed. – Submission concentrates on Greenwood POTW option.
- Results of Council Work session are as follows:
  - o One EDU = 200 GPD
  - o Phase I must be a minimum of 150,000 GPD
  - o Costs evaluated shall include land purchase of spray site.
  - o It is assumed that the cost for farm land is \$10,000 per acre.
  - o It is assumed that the cost of the WWTP and storage lagoon will be negotiated with a local land owner by special agreement
  - o Revised Documents are attached to this document.
  - o Impact Fee reduced from \$15,000 to \$10,500 for discussion purposes.
  - o
- Preliminary indications of annual debt service for new plant would be \$92/ month per EDU. This is up from \$80 due to larger Phase I and inclusion of land costs.
- Current debt payment to Bridgeville is \$8/month per EDU.
- Projected annual user rate per EDU would be \$129/month for 100% loan. This is up from \$117.
- Current user rate is \$58/month. To match this rate for phase I, 75% grant is required. This is up from 70%.

### Misc Issues:

- Bridgeville Sewer Agreement – No action.
- Royal Farms Pump Station –No plans from DBF.
- Water Main Easements – Complete. We are waiting on the return of the easement from the Folcomer Equipment Corporate Offices so that all other property owners can sign. The easement will be recorded after all property owners sign the plat.
- Land Development Ordinance – 95% complete. Draft has been submitted to staff for distribution to council.
- Water and Sewer Ordinance – 95% complete. Water and sewer ordinance drafts have been submitted to staff for distribution to council.