Town of Greenwood

Minutes

Regular Monthly Council Meeting

**Tuesday, October 1, 2019**

**Call to order**

Mayor Donald Donovan called the meeting to order at 7:30 pm.

**Councilors Present**

Willard Russell, Norman Reed, Donald Torbert and Michael Moran

**Officials Present**

Police Chief, Brent Raughley; Town Manager, Hal Godwin and Finance Clerk Janet Todd

**Citizens & Visitors**

Donna Carter, Greenwood Library

**Approval of Minutes**

Moved by Councilor Moran, Seconded by Councilman Russell to approve Regular Meeting minutes of the September 3, 2019, Town Council Meeting. CARRIED by Unanimous Vote: Vice Mayor Russell – Yes; Councilor Reed – Yes; Councilor Torbert – Yes and Councilor Moran – Yes.

**Citizen’s Privilege**

Donna Carter from Greenwood Library wanted to introduce herself, she is the new Community Relations person at the library and would like to offer any services she can help with as far as Town business.

**Town Managers Report**

1. All four sewer pumps have either been replaced or rebuilt. These pumps should have a lifetime span of at least 7 or 8 years.
2. There have been concerns if we should have a major storm the generator should have enough propane to run for approximately 24 hours. Also, a concern with the current propane provider which is Sharp Energy with their customer service and pricing becoming an issue. Hal has spoken with Baker Petroleum to have them take over as the propane provider and also increase the size of the tank. If the tank is increased to a 1000-gallon capacity, it should run the generator for approximately 48-50 hours.
3. It was brought before the council to terminate the existing Town Utility Availability fees being charged at a rate of $4.17 per month. This would eliminate charge only on properties that have not had nor can have a structure on them. The council agreed to discontinue the billing of any property that meets this criterion.
4. A drafted letter was presented to the Council for approval to send the residents pertaining to the out of Town Utility Infrastructure maintenance. The Council unanimously approved to draft the letters and send to those residents involved.
5. It was presented to the Council a more efficient, cost saving way to process the monthly utility billing. It was presented to eliminate the existing pull list which consisted of 52 cases in which there were multiple bills were sent out for single properties. It is suggested to mail only one bill per property to the service address unless the property owner requests it be mailed to them in which case it will be their responsibility to get it to the tenant. It was also presented to eliminate the printing of the bills monthly and outsource them to a vendor to be printed on billing postcards and mailed directly from the vendor. This will save the expenses of buying the forms, postage would decrease, labor costs would decrease and it would eliminate the purchase of the Edmunds billing software. This change would result in saving the town approximately $8000.00 per year. The Council supports the Town Manager on making these administrative changes.
6. A revised financial statement was presented to the Council. The title of this document has been changed to Financial Operating Statement. This report shows a breakdown of individual items which are in a more readable form and also show a total of income versus expense for the Police Department and the Administration. It was also explained that items such as payroll taxes were not broken down but will be done by department in the future. It was noted that Capital Outlay items are investments not expenses. The last page of the report shows a breakdown of the Capital Outlay category and shows the sale of a police car removed as it should be listed as a liquidation of an asset. The Police Income total is in the negative and it was explained there are grants that have not been paid to the department but will be forthcoming. All numbers on this report are carried over from the Profit and Loss Statement in Quickbooks.
7. Future meetings of Interest: Discussion of upcoming S.C.A.T dinner and breakfast and the October 7, 2019 meeting of the Board of Adjustments for the Discover Bank sign variance.

**Police**

1. Chief Raughley stated the new recruit resigned on day two of the Police Academy. That recruit has been advised of the expenses he will be responsible for reimbursing the Department as well as the 90-day time frame as to which it is due.
2. The Monthly Police Report was provided for review from Chief Brent Raughley. He advised that it was a busy month crime wise and having a staff of three officers he commends those officers for an outstanding job.
3. The Department is currently advertising for a certified Officer.
4. The Discover Grant for the Police Department should be arriving by the end of the week in the amount of approximately $70,000.00.
5. Trick or Treating in the Town will be observed on October 31, 2019 between the hours of 6:00pm and 8:00 pm. Also, the department will be participating in Trunk or Treat at Delaware DMV if anyone would like to donate candy.

**New Business**

1. Resolution 2019-2 of the Town Charter Amendment was read by Mayor Donovan. Councilman and asked for Council approval to forward the Resolution to Senator Wilson and Representative Vanderwende. Councilman Russell made a motion to approve this and Councilman Donald Torbert made the motion to second it. Council unanimously approved.

**Old Business**

1. Second reading to adopt Ordinance E-2 Section 10 by deleting Section 10 in its entirety and renumbering the additional sections. Town Manager Godwin read the section 10 to the attending Council members. The motion to approve was made by Councilman Moran and seconded by Councilman Reed. The council unanimously approved.

**Adjournment to Executive Session** – N/A

**Actions requiring approval from Executive Session**

1. N/A

**Adjournment –** Moved by Councilor Reed, Seconded by Councilor Moran to adjourn the meeting at 8:41 pm. CARRIED by Unanimous Vote: Vice-Mayor Russell – Yes; Councilor Reed – Yes; Councilor Torbert – Yes and Councilor Moran – Yes.

Attested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Manager