Town of Greenwood

Town Council Meeting Minutes

**Thursday May 21, 2020 @ 3:00 PM**

**Call to order**

Mayor Donald Donovan called the meeting to order at 3:00 pm.

**Councilmen Present Via Telephone**

Michael Moran, Norman Reed, Donald Torbert, Willard Russell,

**Officials Present**

Town Manager Hal Godwin, Police Chief, Brent Raughley, Finance Manager, Janet Todd, Robert Palmer Beacon Engineering

**Citizens & Visitors**

**Approval of Minutes**

Moved by Councilman Reed, Seconded by Vice Mayor Russel to approve the minutes of the March 11, 2020. Town Council Meeting. CARRIED by Unanimous Vote: Mayor Donovan-Yes Vice Mayor Russell – Yes; Councilman Reed – Yes; Councilman Moran – Yes and Councilman Torbert – Yes.

**Citizen’s Privilege**

N/A

**Town Managers Report**

1. Governors State of Emergency: Mr. Godwin reported that during the Governors State of Emergency, Greenwood has shown some decreases in utility service sales due to the businesses closing.
2. Completion and Delivery of CCR to the Office of Drinking Water: Mr. Godwin reported the Town Drinking Water Consumer Confidence Report is complete and has been advertised in the Delaware State News.
3. Utility Easements: Bay to Beach Builders have completed and provided the Town with the utility easements on their two lots on Maryland Avenue.
4. Discussion of possible Ordinance change regarding Rental License revocation: Discussion of changes to the C-8 Ordinance will be discussed under new business.
5. Financial Statement Review: Mr. Godwin discussed the Financial Statement provided to the Council and explained that there are some expense amounts that were paid in January that were December expenses and they have been put in an additional column on the report. Mr. Godwin also reported that at the bottom of the report the Town is $85,000 in the black.
6. Engineering Department Review: Mr. Godwin began the discussion with an issue of sampling nitrates at the well head. The measurements obtained at that point were 10 which is maximum nitrates permitted. There has been a change in the location of obtaining the sample to the blending point which gives a more accurate reading and the numbers are lower. The samples should be gathered when the well pumps are not operating. The nitrates are increasing due to the increase in the Towns consumption. Mr. Palmer began a discussion concerning the possibility of a long-term plan. Mr. Palmer discussed 4 possible options: Option 1 would be to continue tracking the nitrates through testing. Option 2: At some point the nitrates will be so that the deep well cannot dilute enough and you would need to throttle the shallow wells to reduce the flow rate. Option 3: Investigate drilling a deep well out near the fire station Option 4: Install a water treatment system to remove nitrates. This would be costly but would solve the problem and then the problems arises as what to do with the nitrates. Councilman Reed asked what the costs would be for the deep well project. Mr. Palmer stated the cost would be approximately $80,000-$100,000 for just the well not including the treatment. A cost of a small building would be $50,000-$75,000. The process to run a raw line from the water tower to the property by the fire house would be approximately $775,000.00. Mr. Palmer also discussed there may be low interest loans available. The information will be reviewed and discussed at a later date. We will continue to study our drinking water quality.

**Police**

1. Chief Raughley reported things are good with the department, they have had no cases of Covid-19. He also reported that the National Night Out will be postponed due to the Covid-19 restrictions and it would not be appropriate to request donations from local businesses that have been closed due to the circumstances. The event will resume next year.
2. The sale of the van will be advertised in the newspaper the first week of June and the ad will run for two weeks. The process will be sealed bids.
3. Chief reported Officer Cullen was promoted to Sergeant and is also Patrol Supervisor.
4. The new officer Ramos will be taken off of FTO as of June 1st and be able to become a full duty officer.

**New Business**

1. The Planning Commission approved a lot combining application for the property located at 117 S. First St. owned by the Framptoms. The property was two adjoining lots and it was agreed to remove the separation and combine the property into one lot.
2. Mr. Godwin discussed the adjustment of the fence height ordinance. The ordinance states the fence height has a restriction of 6 feet across the back and side to 25ft of the rear setback. If the fence is to exceed 4 ft. from the rear setback, it requires neighbor’s approval. In order for the ordinance to change it must first go before the Planning Commission. A meeting is planned for June 3, 2020. It was voted unanimously from the Council to send this ordinance to the Planning Commission.
3. Discussion Regarding Food Truck Regulations: Mr. Godwin discussed the possible need for an ordinance to regulate food trucks within town limits. After Mr. Godwin had a previous discussion with Barrett Edwards concerning this situation, it was agreed upon to have Mr. Edwards draft an outline of a new ordinance and send to Mr. Godwin and Council for review. It would require Food Truck vendors to have a license from the State of Delaware and will only be permitted for special events which will done through a special use permit process. Vice Mayor Russell questioned if it should include ice cream trucks as well. Councilman Reed stated he did not think it should include ice cream trucks, but they should have to get a business license from the Town. It was verified that the ice cream truck in town operating as Coneheads has a current business license but the ice cream truck operating as Ice Cream Lady does not. Chief Raughley stated he will ask his officers if they see the Ice Cream Lady to notify them that they need a business license. It was a unanimous vote by the Council to have Mr. Edwards draft up an ordinance pertaining to food trucks and have a first reading at the next Council meeting.
4. Mr. Godwin advised Council that the Ordinance C-8 should be repealed and adopt a new C-8 which is an Ordinance to regulate rental units. Currently the Ordinance C-8 gives the Town the ability to evict Tenants that have proven to be a nuisance by having repeated issues with the Police and illegal activity. DSHA requests that the liability be put on the Landlord to handle the eviction process. Mr. Godwin will send the revision to Karen Horton from DSHA for approval after revised. It was unanimously approved by Council to accept this ordinance as its first reading.
5. Mr. Godwin discussed to repeal Ordinance D-18 and adopt a new D-18 to encourage Landlords to put lease provisions in the lease and enforce evictions for disorderly tenants with three or more infractions within a year period. A motion was made to approve by Councilman Moran and a second by Councilman Torbert. It was unanimously approved by Council to accept this ordinance as its first reading.

**Old Business**

1. Discussion of High Water Usage Program: Mr. Godwin explained this has been a difficult program in the past so in order to make this program successful there needs to be a application with certain criteria that needs to be met in order to qualify for the program. The criteria would include the resident to give the Town permission to enter the property to inspect for improper sump pump discharge. This would prevent residents discharging the sump pump into the sewer system. The cost incurred by the Town for this improper disposal is $8.00 per 1000 gallons. The reasoning for this program is water used for swimming pools, gardening etc. which is water not going down the sewer. An additional criteria to be accepted into the program the resident needs to be current on all monies owed to the Town and have been current in previous months. A motion to approve was made by Councilman Russell and a Second by Councilman Moran. The program as outlined was passed unanimously by all Council Members.

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

**Adjournment –** Moved by Councilman Russell, Seconded by Councilman Moran to adjourn the meeting at 4:10 pm. CARRIED by Unanimous Vote: Vice Mayor Russell – Yes; Councilman Reed – Yes; Councilman Moran – Yes and Councilman Torbert – Yes.

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