Town of Greenwood

Town Council Meeting Minutes

**Wednesday, August 12, 2020**

**Call to order**

Mayor Donald Donovan called the meeting to order at 6:30 pm.

**Pledge of Allegiance**

Mayor Donovan led the Council and all attendees in the Pledge of Allegiance.

**Councilmen Present**

Norman Reed, Mike Moran and Donald Torbert

**Officials Present**

Police Chief, Brent Raughley; Town Manager, Hal Godwin and Town Clerk, Lisa Calvert.

**Citizens & Visitors**

N/A

**Approval of Minutes**

Motion by Councilman Reed, Seconded by Councilman Moran to approve the minutes of the July 8, 2020, Town Council Meeting. CARRIED by Unanimous Vote

**Citizen’s Privilege**

N/A

**Town Managers Update**

1. The Town Managers Report was presented for review and discussion.
2. Town Manager’s Verbal Additions:

* Mr. Godwin advised the Council that he had met with Mr. Mike Beachy of L&M Insurance to discuss updating the 2004 lease of the Town’s Train Station. Mr. Beachy had countered Mr. Godwin’s suggested rent of $850/mo., with $750/mo., agreeing to taking over town service fees, as well as, oil and electric directly from vendor for a 3 yr. term. After discussion, the

Council agreed that Mr. Godwin should present a 1 yr. lease term at $750/mo., accepting the other terms presented.

* Mr. Godwin updated the Council on the First Annual Town Employee Picnic that he is personally organizing and funding for Saturday, September 12th from 4-7 pm at the Greenwood VFW outdoor picnic area for all town employees, council members and their families. The picnic will be posted as a Council Meeting since a quorum will be present.
* The water main under W. Market Street by #100 ruptured just before July 20th and Elvin Schrock Plumbing opened the street to repair the tap between the main and the meter. We contracted Pave Masters to repair the street up to Del DOT specifications.
* Mr. Godwin informed the Council that Worker’s Compensation insurance went down again this year to $13,300 since he changed to DFIT through the Delaware League of Local Governments.
* Mr. Godwin advised the Council of a request by the Executive Director of the Delaware addiction support group, Face the Facts, to lower our flags on August 31st, in support of Addiction Overdose Awareness Day.

1. Financial Statements were presented for review and discussion.
2. Financial Statement Verbal Additions:

* Mr. Godwin advised that, upon advice from our auditors, has hired a consultant to come in quarterly to quickly review our finances to ensure year end auditing.

**Police**

1. The Monthly Police Report was provided for review from Chief Brent Raughley.
2. The Chief updated the Council that we received a reimbursement check from Marlon Ramos.

**New Business**

1. Discussion was held regarding food trucks in Town. Mr. Godwin had provided documentation indicating risk was minimal if the food truck has a current Delaware Mobile Food Unit License which has extensive regulatory requirements set forth by the Delaware Health and Social Services, Division of Public Health. The Council discussed that they would only allow licensed food trucks, if invited by the Town for a special event, upon approval of a Food Truck Application form and policy to be prepared by Mr. Godwin. A Motion for Mr. Godwin to prepare such form and policy was made by Councilman Torbert and Seconded by Councilman Moran. CARRIED by Unanimous Vote.
2. Discussion on L&M Lease - - please see Town Manager’s Verbal Additions above.
3. Councilman Moran discussed that there are some old DP&L poles that have old Bell telephone wires on them. He believes they are located on 2nd Street and E. Market Street. DP&L cut off the top of the poles at some point. Mayor Donovan believes the telephone company would be the responsible party to remove their wires. Mr. Godwin said he would investigate this.

**Old Business**

1. The Second Reading of Ordinance A-2, to adopt building permit requirements and procedures was presented by the Mayor. A Motion to adopt this Ordinance was made by Councilman Moran and Seconded by Councilman Reed. CARRIED by Unanimous Vote.
2. Resolution #2020-02 to adopt building permit fees and authorizing Sussex County to issue building permits and perform inspections in the Town of Greenwood was presented by the Mayor. A Motion to Adopt this Resolution was made by Councilman Reed and Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
3. The Second Reading of Ordinance A-19-A, to adopt the 2012 International Building Code as the Building Code of the Town of Greenwood was presented by the Mayor. A Motion to adopt this Ordinance was made by Councilman Reed and Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
4. The Second Reading of Ordinance A-19-B, to adopt the 2012 International Residential Code as the Residential Code of the Town of Greenwood was presented by the Mayor. A Motion to adopt this Ordinance was made by Councilman Moran and Seconded by Councilman Torbert. CARRIED by Unanimous Vote.

**Adjournment to Executive Session** – Moved by Councilman Moran, Seconded by Councilman Reed to adjourn to Executive Session to discuss personnel matters at 7:25 pm CARRIED by Unanimous Vote.

**Actions requiring approval from Executive Session**

Moved by Councilmen Reed, Seconded by Councilman Torbert to discontinue comp time as of August 17, 2020 for employees. CARRIED by Unanimous Vote.

**Adjournment**

Moved by Councilman Moran and Seconded by Councilman Torbert to adjourn the meeting at 7:57 pm. CARRIED by Unanimous Vote.

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