Town of Greenwood

Town Council Meeting Minutes

**Wednesday, October 14, 2020**

**Call to order**

Mayor Donald Donovan called the meeting to order at 6:30 pm. Due to Covid-19 restrictions there was limited seating and Chief Raughley directed an additional 3 people to remain at the door and the door was kept open so they could attend the meeting. The Mayor explained to the public this was a Town Council Meeting not a public hearing after being questioned as to why there was not enough room for everyone to sit and stated when there are public hearings there are additional facilities such as the firehouse or library available to allow for additional attendees. Mayor Donovan also announced beginning with the November council meeting the meetings will be held via Zoom so that the amount of persons that can participate is unlimited.

**Pledge of Allegiance**

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

**Councilmen Present**

Donald Donovan, Willard Russell, Norman Reed, Mike Moran and Donald Torbert

**Officials Present**

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

**Citizens & Visitors**

Present and signed in were Jamie Webb, Dennis Bryfogle, Tieryn Heishman, Andrew Heishman, Susan Baynard, Amy Bryfogle and Kelli Nuwer

**Approval of Minutes**

Motion by Councilman Moran, Seconded by Councilman Russell to approve the minutes of the September 9, 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.

* Mr. Godwin reported the Town has reopened Town Hall lobby and will continue to follow the Governors policies for COVID-19 restrictions.
* Mr. Godwin reported that the Governor has now removed operational restrictions which allow us to resume normal operations regarding late fees, property maintenance enforcement and collection of delinquent monies owed to the town.
* Mr. Godwin reported Lank, Johnson and Tull have completed the 2019 audit and we remain in compliance with Government accounting standards.
* Mr. Godwin reported Bob Palmer, Town Engineer is responsible for advertising the bid packaged for the water main replacement at Rt 13 and Rt 16. The plan is to have it advertised by the first week of November 2020 and the target date of completion is January to have the project complete. DelDot and Delaware Office of Drinking Water will need to issue the permits.
* Mr. Godwin reported a building permit application was submitted for 106 Cart Branch Circle and after the ordinance analysis it was discovered to be in the flood plain. The applicant has made the decision to have an engineer re-survey the property and hire an engineer. Once he has completed the application with the County and they issue a building permit then the Town will issue a building permit.
* Mr. Godwin reported he will draft up an M.O.U. for the next council meeting to align with the County for flood plain inspections.
* Councilman Reed questioned Mr. Godwin as to who does the flood plain inspection and Mr. Godwin reported those inspections are completed by Sussex County. Mr. Godwin stated currently we issue the permit first and then the County issues their permit. Mr. Godwin will work on the MOU to complete an agreement with the County to have the County do the inspection by their flood plain specialist before the Town issues a permit.
* Councilman Moran questioned the progress of the second phase of the Cove and Mr. Godwin stated it would be re-engineered before Bay to Beach could begin building

1. Financial Statements were presented for review and discussion.

* Mr. Godwin reported to Council the financial statement for their review and asked if there were any questions or concerns. Councilman Moran asked why the Town Hall and the Police Dept have separate copier leases instead of sharing a copy. Mr. Godwin explained the machines are not only copiers, but they are printers and scanners and the Police Department needs to have their own machine for information that is considered sensitive Police matters.

**Police**

1. Chief Raughley stated he had nothing new to report for the Police Department and each Councilman received the monthly packet if they had any questions. There were no questions for the Chief.

**New Business**

1. Annual Audit: Mr. Godwin reported as for the trash business for the residents in Town, we are very close to actually losing money. He advised that at the November Council meeting the 2021 proposed budget numbers will be presented and he will present a proposal to change the ordinance referring to the trash policy for residents.
2. Bid requests for Auditors of Fiscal 2020: Mr. Godwin reported an RFP has been drafted up and was included in the Council packet for review. This RFP is to allow for the possibility of a change in auditors as it is standard practice to change auditors every 3 years.
3. Council direction regarding Trick or Treat: The Mayor stated the Governors policy is to say no to Trick or Treat but it is a decision made by individual municipalities. The Mayor suggest the Town send out the notice to be worded as follows: The Greenwood Town Council has arrived at the conclusion that it will not endorse Halloween Trick or Treating, that being not for but also not against. It will be an individual decision by the resident if they wish to distribute candy and if they choose to do so they should turn on an outside light which will indicate to parents and children that they are in fact handing out candy. If a house does not have a light on, please move on to the next house with a light on. If you decide to walk door to door please follow CDC guidelines which include masks, distancing and sanitizing. The previous year time schedule will be followed of 6pm-8pm and Police will be on duty for your safety. Mayor Donovan requested Councils approval, motion made by Councilman Reed to accept, seconded by Councilman Moran and passed by unanimous vote. Councilman Russell requested this information be placed on the Town website.
4. Review business patron’s behavior off site from the Pit Stop: Mr. Godwin stated there have been complaints from residents regarding the behavior of intoxicated patrons as they leave the Pit Stop establishment. Chief Raughley stated he has received complaints frequently in the hours of midnight to 1:30 am including large groups of people, broken bottles in adjacent parking lots and the offenders appear to have been leaving the Pit Stop bar. The residents have reported these complaints within the next day or up to two days after the incidents occur. The Chief directs those people to call the Police at the time of the incident so that an officer can be dispatched. The Chief reported there has been 12 reported 911 calls which include parking offenses, disorderly conduct and fights. Additionally Amity has reported human feces and vomit in their parking lot. Tamburelli’s has called Delaware State Police for fights and disorderly persons in their parking lot and reported that when DSP arrives the crowd has disbursed. The Mayor stated it is difficult to make a business owner responsible for their patrons after leaving the establishment. Police Commissioner/Councilman Reed stated he has spoken with Chief Raughley to change the hours of an officer to be on duty at closing of the bar. Mayor Donovan stated there are only two entities that can officially shut down the bar and they are the owner and the Alcohol Beverage Control. Chief Raughley also stated there is a noise ordinance that goes into effect at 9 p.m. daily.

Dennis Bryfogle, a landlord of an adjacent property to the Pit Stop discussed concern that when the Town had previous issues with one of his tenants, the Town gave notice that if it was not resolved the Town would rescind his rental license and he requested to know why the same does not pertain to the busines license being held by Pit Stop. Mayor and Hal Godwin stated they would research the ordinance on business licenses. The landlord expressed constant parking issues with the bar’s patrons on his property and Mr. Godwin stated the owner would have to install no parking signs and have a tow company remove the vehicles. A resident Tieryn Heishman who resides adjacent to the Pit Stop expressed her concerns of harassment when walking her dog in the evening behind her apartment by the patrons of the bar. The resident has placed a call to 911 at 2:00 a.m. due to feeling unsafe outside of her residence. Councilman Reed made a motion to table this matter until further information is available as how to address these concerns. This motion was seconded by Councilman Moran. The Council voted unanimously to table the matter. Mayor Donovan stated he and Town Manager Godwin will set up a meeting with the owner, Jerry Wells of the Pit Stop and discuss these issues with him. In the interim, Mayor Donovan advised the concerned citizens to call the Alcohol Beverage Control Board in Georgetown and file their complaints.

**Old Business**

**N/A**

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

**Adjournment**

Moved by Councilman Moran and Seconded by Councilman Reed to adjourn the meeting at 7:06 pm. CARRIED by Unanimous Vote.

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