Town of Greenwood

Town Council Meeting Minutes

**Attendance by Virtual Zoom Meeting Only**

**Personal Meeting ID #: 917 086 0517**

**Passcode: 9Ww9FF**

**Wednesday, November 11, 2020**

**Call to Order**

Mayor Donald Donovan called the meeting to order at 6:29 pm.

**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; Town Clerk, Lisa Calvert and Finance Manager, Janet Todd

**Citizens & Visitors**

Police Officer, Dustin Carignan and Ms. Lisa Sears (via Zoom)

**Veteran’s Day Observed**

Mayor Donovan, Vice Mayor Russell and Police Officer Carignan were honored for their previous and current military service to the United States of America.

**Approval of Minutes**

Motion by Councilman Reed, Seconded by Vice Mayor Russell to approve the minutes of the October 14, 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 has been working on a Memorandum of Understanding (MOU) for the Council to consider (draft attached for review) in regard to us working with Sussex County when properties within town limits request permits to build that host floodways or flood plain inside said property boundaries. DNREC requests for these properties to receive a flood plain review prior to issuing any building permit. DNREC reviewed Mr. Godwin’s copy and instead suggested that we use the version from Slaughter Beach which is just a letter as it’s MOU. They are the only town with an MOU per DNREC. Mr. Godwin reiterated that the MOU needs to be accurate so as to not jeopardize our flood insurance.

1. Engineering Report:

* In regard to the Market Street Watermain Replacement project, the proposed contract schedule is:
  + Ad for bids placed on November 11th in Delaware State News
  + Bid Opening is December 9, 2020
  + Recommendation to the Council and issue Notice of Award to selected Contractor is tentatively December 9, 2020
  + Pre-construction meeting to be held and issue Notice of Award is January 2021

1. Current Financial Statement Review and Draft Review of 2021 Proposed Operating Budget:

* Mr. Godwin pointed out the latest handout and indicated that the 2021 Budget should be approved at the next Council meeting. The Mayor requested a Budget Review Workshop to be held on December 1st at 5:30 p.m.

**Police**

1. The Monthly Police Report was provided for review from Chief Brent Raughley.
2. The Police are participating once again in No Shave November.
3. The Police are hosting an Angel Tree for a local family in need. They are accepting monetary donations to purchase gifts or starting November 30th anyone can pick a tag off of our Christmas Tree in the Town Hall lobby. New unwrapped gifts can be returned to the PD by December 18th. The school determines the local family and has yet to make that determination.

**New Business**

1. Mr. Godwin introduced Ms. Lisa Sears (financial consultant) and her intended role. Ms. Sears then spoke regarding her observations of the 2019 audit that she worked on with Mr. Brandon Tull (Lank, Johnson & Tull, CPA’s), specifically some matters from 2017 and 2018. She advised Council that she had no further issues with the 2019 audit.
2. The Council had been provided with the final Annual 2019 Audit Report from Lank Johnson & Tull, CPA’s. Motion by Councilman Moran, Seconded by Councilman Reed to approve the final Annual 2019 Audit. CARRIED by Unanimous Vote.
3. Mr. Godwin updated the Council that we continue to experience processing issues each month using the multiple systems we have for billing. A live demo was presented on November 10th by COSI on their processing system that he attended with the Mayor and Ms. Todd. This system does not require multiple steps and provides enhanced data to office staff, as well as, the opportunity for residents to review their accounts online at any time. The one-time fee to purchase this system is $7,200 with a yearly maintenance fee of $1,200. This yearly fee is less than what we are paying now and ensures us dependable Customer Service immediately or within 25 minutes of placing our request. Our current system has only 1 individual in their organization to help us and we are still awaiting a return call from November 1st request. Motion by Vice Mayor Russell, Seconded by Councilman Moran to approve the purchase of the COSI billing system. CARRIED by Unanimous Vote.
4. Mr. Godwin discussed some of the particulars of the proposed Ordinance C-9-C, in particular his recommendation that the Council consider increasing the fees for said collections. Vice Mayor Russell added that some of our other fees were low compared to other municipalities and asked Mr. Godwin to follow up on other increases.
5. A First Reading of Ordinance C-9-C, an Ordinance repealing the existing regulations pertaining to Garbage and Refuse Collection and adopting new regulations governing Garbage and Recyclables Collections was sponsored by Vice Mayor Russell. Moved by Councilman Reed and Seconded by Councilman Torbert to adopt Ordinance C-9-C. CARRIED by Unanimous Vote. A Second Reading will be scheduled for the December 9th Council meeting.
6. The Mayor advised the Council that the General Assembly was to update our new Charter, however, due to the pandemic it had not been completed. He instructed the Town’s attorney, Barrett Edwards, Esq. to do so and the completed copy has been received. It will be added to the Town’s website as soon as possible.

**Old Business**

1. Review of patron’s behavior outside the Pit Stop had been tabled at the October 14th meeting. Motion was made by Councilman Reed and Seconded by Vice Mayor Russell to remove from the table for immediate discussion. Mr. Godwin updated the Council that he has instituted weekly meetings with the owner, Mr. Jerry Wells, to keep the lines of communication open. In their Tuesday meeting yesterday, they discussed food options and social media responsibility. Our Police Dept. has had a higher presence on weekend evenings and there were no complaints this past weekend.

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

**Adjournment**

Moved by Councilman Reed and Seconded by Councilman Torbert to adjourn the meeting at 7:05 pm. CARRIED by Unanimous Vote.

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