

Town of Greenwood
Town Council Meeting Minutes
Attendance by Virtual Zoom Meeting Only
Personal Meeting ID #: 9170860517
Passcode: 9Ww9FF
Wednesday, March 10, 2021

Call to Order

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

Councilmen Present

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

Officials Present

Police Chief, Brent Raughley (via Zoom); Town Clerk, Lisa Calvert and Finance Manager, Janet Todd

Approval of Minutes

Motion by Councilman Reed, Seconded by Councilman Torbert to approve the Minutes of the February 10, 2021 Town Council Meeting. Prior to a vote, citizen Nuwer suggested some edits and Mayor Donovan asked that she submit her concerns to the Town Clerk for amending.

Citizen's Privilege

Ms. Nuwer mentioned with face mask restrictions lifting and changing capacity limits, that when in-person meetings resume, she would like the Council to consider the option of also continuing meetings via Zoom.

Town Update

The Town Report was presented for review and discussion. Further discussions were as follows:

1. The Memorandum of Understanding (M.O.U.) establishing a working relationship with Sussex County to enforce our Town Flood Plain Ordinance and offer reviews of all development on flood plain properties was amended by Town Council and resubmitted to FEMA.
2. The Water Meter Grant documents have been submitted and we are expecting an answer by mid-summer.
3. The new billing software will provide an option of emailing bills to residents via a link.

4. The paving at various locations in town was completed today.
5. Financial Statements were provided to each Council member for review and discussion. There were no questions or concerns by Council.

Police

Chief Raughley had provided each Council member with the monthly packet. There were no questions or concerns by Council. In addition, the Chief advised that on March 25th State Accreditation accessors will be in Council chambers all day as they are up for their 2nd reaccreditation (held every 3 years). The Chief will update the Council at the April meeting.

New Business

1. Appoint Town Manager pursuant to Section 19(n) of the Charter. Moved by Councilman Reed and Seconded by Vice Mayor Russell to appoint Mrs. Janet Todd as Town Manager for a probationary period. CARRIED by Unanimous Vote.
2. Resolution #M-19 to appoint Roger Breeding as the Town of Greenwood Code Enforcement Official to execute and enforce ordinances on behalf of the Town and to uphold the duties as prescribed in the Zoning Ordinance. Moved by Councilman Reed and Seconded by Councilman Moran to adopt Resolution #M-19. CARRIED by Unanimous Vote.
3. LED Sign proposals were tabled to review additional proposal.
4. No further discussion on the approval of the Sussex County M.O.U. from earlier report.
5. The On Call Agreement with Beacon Engineering was briefly discussed. Moved by Vice Mayor Russell and Seconded by Councilman Moran to delay signing of the agreement until we receive further clarification on several items and update Council at the next meeting.

Old Business

1. Moved by Vice Mayor Russell and Seconded by Councilman Moran to award the RFP for Financial Auditors to PKS & Company, P.A. CARRIED by Unanimous Vote. Ms. Todd advised that upon further discussions with PKS the cost could be lowered from \$16,000/yr. to \$12,500/yr.
2. Mayor Donovan updated the Council that Sparky's Garage was grandfathered in 2008 to sell used cars so there is no need for a Conditional Use Permit.
3. Moved by Councilman Torbert and Seconded by Vice Mayor Russell to table any further discussions on changes to our Voter Registration procedures until the recently submitted bill by Representative Shupe is decided by the State Legislature. CARRIED by Unanimous Vote.

Adjournment to Executive Session

Moved by Councilman Reed and Seconded by Vice Mayor Russell to adjourn to Executive Session at 6:48 p.m. CARRIED by Unanimous Vote.

Motion by Councilman Reed and Seconded by Councilman Moran to return to Open Session at 7:20 p.m. CARRIED by Unanimous Vote.

Actions requiring approval from Executive Session

Moved by Councilman Reed and Seconded by Councilman Moran to proceed with the recommendations regarding personnel matters as discussed in Executive Session. CARRIED by Unanimous Vote.

Adjournment

Moved by Councilman Reed and Seconded by Vice Mayor Russell to adjourn the meeting at 7:21 p.m. CARRIED by Unanimous Vote.

Attested Janet Seald, Town Manager