

**Town of Greenwood**  
**AMENDED** Town Council Meeting Minutes  
**Attendance by Virtual Zoom Meeting Only**  
**Personal Meeting ID #: 9170860517**  
**Passcode: 9Ww9FF**  
**Wednesday, February 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; Town Manager, Hal Godwin; Town Clerk, Lisa Calvert; Finance Manager, Janet Todd and Barrett Edwards, Town Counsel

**Citizens & Visitors**

Ms. Kelli Nuwer, Michael Phillips, Anthony Massey, Bill Hauge, Libbey, Jeffrey Miller, Gayle Young-Monroe, WBAL, bigdiddy and Kara Nortiz (via Zoom)

**Approval of Minutes**

Motion by Councilman Reed, Seconded by Councilman Moran to approve the Minutes of the December 9, 2020 Town Council Meeting as Amended. Vice Mayor Russell – No; Councilman Reed – Yes; Councilman Moran – Yes and Councilman Torbert – Yes. CARRIED by Majority Vote.

Motion by Councilman Moran and Seconded by Vice Mayor Russell to approve the Minutes of the January 13, 2021 Town Council Meeting. CARRIED by Unanimous Vote.

**Citizen's Privilege**

Mr. Phillips of 3 E. Minor Street, proposed a change to Greenwood's Voter Registration procedure. A Motion by Vice Mayor Russell, Seconded by Councilman Moran was made to add this to the next regular Town Council Meeting as an agenda item. CARRIED by Unanimous Vote. He also proposed a Community Cleanup Program that would be a weekend or week event in coordination with our local State representatives and paid with credits from the State, to remove those items that are not included in our weekly or Spring Bulk Trash Pickup (ex. tires, paint, hazardous materials, yard waste, etc.). We should try and arrange a date and time with DSWA for such an event. Mayor Donovan agreed to contact our representatives to see how much money they would contribute to this event and advise accordingly. Lastly, he again discussed concerns with

the excess feline population of the town. He recited a section of our Charter dealing with this issue. Mayor Donovan responded that in his previous conversations with Mr. Phillips, the State considers cats to be free domesticated roaming animals, regardless of what our Charter says. He will once again follow up on this matter to see if there is anything that can be done and advise accordingly.

### **Town Managers Update**

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

1. Mr. Godwin advised that Bay to Beach Builders owns the 2<sup>nd</sup> phase of “the Cove” subdivision and our Planning Commission to move forward to receive final approval. Our Engineer, Mr. Bob Palmer has raised a concern as to who should own the flood plain. Mr. Godwin would like Mr. Palmer and Bay to Beach Builders to make a presentation to the Council in a workshop or a meeting.
2. The Council awarded a contract for our Water Main Replacement Project to Hopkins Construction Company of Bridgeville, DE. In that regard, Mr. Godwin is working with our Legal Counsel to arrange for temporary property easements on the privately owned parcels involved. Approximately one-half of those easements have been returned and the office will follow up on those that remain outstanding. Work is projected to start on or about mid-March.
3. The Delaware State Mosquito Control Program documents will be prepared so Greenwood can participate again this year.
4. Mr. Dave Warga of the Delaware Department of Natural Resources and Environmental Control is available to help us to develop a Memorandum of Understanding (M.O.U.) to establish a working relationship with Sussex County to enforce our Town Flood Plain Ordinance and offer reviews of all development on flood plain properties.
5. The current Financial Statement Review was provided to the Council. No questions were asked.
6. Mr. Godwin has been informed that Greenwood will pump sewage to Bridgeville and the County will treat and bill us in bulk. Mr. Godwin to gather EDU’s and inform Gina Jennings that will align with the County.

### **Police**

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. The Town Clerk announced the official results of the January 16<sup>th</sup> Town Election (Donald Donovan – 35; Anthony James Massey – 15; Michael Moran – 39 and Michael Phillips – 17), as certified by the Board of Elections. Moved by Councilman Reed and Seconded by Vice Mayor Russell to adopt the Certification of Election. CARRIED by Unanimous Vote.
2. Swearing in and Affirmation of Elected Officials – Donald Donovan and Mike Moran were sworn in by Vice Mayor Russell. The Oath of Office for each newly elected councilman was signed and witnessed accordingly.
3. Council Reorganization:
  - Moved by Councilman Moran to nominate Donald Donovan as Mayor, Seconded by Vice Mayor Russell and CARRIED by Unanimous Vote.
  - Moved by Councilman Torbert to nominate Willard Russell as Vice Mayor, Seconded by Councilman Reed and CARRIED by Unanimous Vote.
  - Moved by Vice Mayor Russell to nominate Donald Torbert as Secretary, Seconded by Councilman Moran and CARRIED by Unanimous Vote.
  - Moved by Councilman Moran and Seconded by Vice Mayor Russell to continue to hold the regular monthly Town Council Meetings the 2<sup>nd</sup> Wednesday of each month at 6:30 p.m. and CARRIED by Unanimous Vote.
4. Ms. Todd advised that the road paving on W. Minor Street and Church Street will be done in 7-10 days once it warms up.
5. The Milford Housing project at the Cove was covered in the Town Manager's Report and building permits have not been pulled at this time.
6. Discussion regarding town wide sidewalk project. Mr. Godwin suggested an analysis to grade sidewalk conditions and create a policy. He recommended a tour of the town to determine linear feet of needed sidewalk. We have funds that the Town could use, and scale fees based on income. Perhaps Discover Bank would work with property owners to provide low interest loans.
7. Ms. Vesterman was not present to discuss tax penalties.
8. Mr. Godwin discussed that we only received one response to our RFP for Auditors. That came from the Lewes office of PKS & Company, P.A. He has also made an appointment with Luff & Associates, P.A. in Milford for further information.
9. Moved by Vice Mayor Russell, Seconded by Councilman Reed to table the decision on the Application for a Conditional Use Permit for Sparky's Garage to allow Town Council to review.
10. Ms. Calvert reviewed the 2021 Holiday schedule for office staff with the Council.

## **Old Business**

N/A

**Adjournment to Executive Session**

Moved by Vice Mayor Russell, Seconded by Councilman Torbert to adjourn to Executive Session at 7:18 p.m. CARRIED by Unanimous Vote.

**Actions requiring approval from Executive Session**

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

**Adjournment**

Moved by Councilman Moran and Seconded by Councilman Torbert to adjourn the meeting at 8:02 pm. CARRIED by Unanimous Vote.

Attested , Town Clerk