

**Town of Greenwood**  
**Town Council Meeting Minutes**  
**Wednesday, April 13, 2022**

**Call to Order**

Mayor Donovan called the meeting to order at 6:31 pm.

**Councilmen and Officials Present**

Mayor Donald Donovan, Vice-Mayor Willard Russell, Councilman Norman Reed, Councilman Donald Torbert, Councilman Mike Moran, Police Chief Phillip Thomas, Town Manager Janet Todd, Town Clerk Carolyn Chisenhall, Town Solicitor Scott Wilcox

**Approval of Minutes**

Motion by Councilman Moran, Seconded by Councilman Torbert to approve the Minutes of the March 9, 2022, Town Council Meeting. CARRIED by Unanimous Vote.

**Police Report**

Chief Thomas gave a verbal report which included his plan to reduce vacation carryover. He again stated that by the end of 2022, no employee will carryover more than 1 week vacation time.

Chief Thomas made a comp time proposal for all full time Town employees. The proposal states that comp time must be supervisor authorized and preapproved, would be tracked weekly by the Chief and Town Manager, and could not exceed 80 hours annually. It must be used by the end of the calendar year or forfeited; it will not be paid out. After some questioning about the need for comp time when some employees are carrying over so much vacation time, Mr. Wilcox stated that perhaps for now, comp time could be used as an incentive for new hires only while current employees get their vacation time under control.

Motion made by Councilman Reed to wait for the lawyer to get more information relative to this. Seconded by Councilman Moran. CARRIED by Unanimous Vote.

**Town Manager Report**

1. Sheriff sale for delinquent properties will be May 17. One property that we had a lien on has already been sold by the County and we will get all \$46,000 that was owed for that. We are selling 7 properties that combined owe the Town over \$60,000.
2. Bidding for 111 N. First Street closed April 6 and the one sealed bid received was opened April 7, witnessed by Chief Thomas. We received a bid of \$1500 from an adjoining property owner. Manager Todd recommended to Council to accept the bid as this property is of no use to us and costs us to maintain it.
3. Sussex County gave us a grant for a new public works truck and for renovations to Town Hall and the railroad station, which has water damage. We received the check, the truck's been purchased, the Town Hall bathroom is in progress, and the railroad reno is scheduled to begin towards the end of May.

Motion made by Councilman Moran, Seconded by Councilman Reed to accept the bid for 111 N. First Street. CARRIED by Unanimous Vote.

**Old Business**

None

### New Business

1. Mayor Donovan read **Resolution 2022-04**, a resolution to annex Morelli properties located at 9343 Beach Highway, Greenwood, Delaware, into the Town of Greenwood. (Parcel #s: 530-10.00-56.02, 530-10.00-55.00, 530-10.00-56.00, 530-10.00-56.03).

Motion to accept the resolution for annexation by Vice-Mayor Russell, Seconded by Councilman Torbert. CARRIED by Unanimous Vote. Petition for annexation is approved.

2. Mayor Donovan read a synopsis of **Ordinance A-22-A An ordinance amending Ordinance A-1 (“Zoning Ordinance”) to allow public storage facility uses as a permitted use in the highway commercial (“HC”) district, to remove self-storage facility uses as a conditional use in the downtown commercial district (“DC”), to amend the use chart in the zoning ordinance, and to amend definitions.**

Motion by Councilman Reed, Seconded by Councilman Moran to adopt Ordinance A-22-A. CARRIED by Unanimous Vote.

3. Mr. Wilcox has been working on some revisions to the Employee Handbook to keep it consistent with State and Federal standards. He also talked about vacation, sick, and holiday pay. Mr. Wilcox stated that if the Handbook is administered and tracked properly, it will help solve some budget problems. He made clear that all Town of Greenwood employees including police are “at will” employees governed by the same Handbook. The Handbook is binding even if an employee were to refuse to sign it. In such instance, the Handbook can be marked “refused to sign”, dated, and filed. Mr. Wilcox will continue clarifying & revising the Handbook, with adoption by the Council at a later date.

### Executive Session

Councilman Reed made a motion to enter Executive Session at 7:34p.m. Seconded by Vice-Mayor Russell. CARRIED by Unanimous Vote.

### Return to Open Session

Return to Open Session at 8:16 p.m. Motion made by Councilman Moran to approve employee compensation from Covid relief fund. Seconded by Vice-Mayor Russell. CARRIED by Unanimous Vote. Councilman Reed made a motion, Seconded by Vice-Mayor Russell, to table the rest of the items discussed in executive session. CARRIED by Unanimous Vote, with Councilman Moran abstaining due to a work conflict.

Mayor Donovan read a letter from Vice-Mayor Russell. Since Vice-Mayor Russell is moving, he is resigning effective April 14, 2022 and thanks everyone that has allowed him to serve in many positions within the town government over the years.

### Adjournment

Moved to adjourn by Councilman Reed at 8:19 p.m. Seconded by Vice-Mayor Russell. CARRIED by Unanimous Vote.

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