



**TOWN OF GREENWOOD
TOWN COUNCIL MEETING
100 W. Market Street**

**Wednesday March 8, 2023 @ 5:30 P.M. EXECUTIVE SESSION WITH REGULAR
MEETING TO FOLLOW**

CALL TO ORDER: Pledge of Allegiance

EXECUTIVE SESSION: Executive session to discuss potential sales or leases of real property and strategy sessions including legal advice from an attorney at law, regarding pending or potential litigation.

RETURN TO OPEN SESSION

1. Discussion and possible action on matters discussed in executive session.

APPROVAL OF MINUTES :

1. Town Council Meeting Minutes Feb. 8, 2023 Council Meeting

POLICE

1. Verbal Report-Chief Thomas
2. Discussion of SEU

TOWN MANAGER REPORT

1. Verbal Report – Janet Todd
2. Discussion of Draper St. water project contractors

NEW BUSINESS:

1. Removal and Appointment of members to Board of Adjustments and Planning Commission
2. Discussion by Councilman Kemp concerning job fair

PUBLIC COMMENT

The Public Comment portion of the Town Council Meeting affords members of the public the opportunity to share with the Town Council questions, thoughts, comments, concerns, and/or complaints regarding the Town. Anyone interested in addressing the Town Council will be given three (3) minutes to do so. The Town Council is sincerely interested in hearing from the public, but please know that the Town Council is not legally required to provide responses to, or take action on, any matters addressed in citizens' privilege.

ADJOURNMENT

NOTES:

AGENDA SHALL BE SUBJECT TO CHANGE TO INCLUDE ADDITIONAL ITEMS (INCLUDING EXECUTIVE SESSIONS) OR THE DELETION OF ITEMS (INCLUDING EXECUTIVE SESSIONS), WHICH ARISE AT THE TIME OF THE MEETING. [29 Del. C. Sec.10004 (e)(3)].

ALL ITEMS ON THE COUNCIL MEETING AGENDA ARE SUBJECT TO A POTENTIAL VOTE.

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE .Posted: 3/1/2023

Town of Greenwood
Town Council Meeting Minutes
Wednesday, February 8, 2023

Call to Order

Vice-Mayor Reed opened the meeting with the Pledge of Allegiance at 6:30 p.m.

New Business

1. Councilman Mike Moran and Councilman Marshall Kemp were sworn in by notary Amy Carey, Police Administrative Assistant.
2. Vice-Mayor Reed began the reorganization of the Council by nominating Donald Torbert for Mayor, Seconded by Mike Moran. No other nominations. APPROVED Unanimously.
Councilman Kemp nominated Norman Reed for Vice-Mayor, Seconded by Mayor Torbert. No other nominations. APPROVED Unanimously.
Vice-Mayor Reed nominated Durene Jones for Secretary, Seconded by Mayor Torbert. No other nominations. APPROVED Unanimously.
3. Mayor Torbert suggested posting vacancies on Board of Adjustment and soliciting letters of interest from residents who wish to apply. There are also vacancies on the Planning Commission. Vice-Mayor Reed made a motion to post the vacancies and see what kind of response is received, Seconded by Councilwoman Jones.
4. Due to new councilmembers and reorganization, Town Solicitor Stephani Ballard presented a Power Point overview of town government, duties of Council, and ethics for town officials.

Executive Session

Motion by Vice-Mayor Reed to adjourn to executive session at 6:48pm, Seconded by Mayor Torbert.

Return to Open Session

Council returned to Open Session at 7:27pm. Vice-Mayor Reed made a motion to approve the action discussed in Executive Session, Seconded by Councilwoman Jones. APPROVED Unanimously, with Councilman Moran abstaining.

Public Comment

Ballfield comments were made by several representatives of the Woodbridge Little League, including their Attorney Adam Gelof, Tammy Lecates, WLL Vice-President Ryan Potter, and WLL Board member Chris Haymond.

It was stated by Ms. Lecates and Mr. Haymond that the 14-member Board of Woodbridge Little League voted unanimously to not sign the Town's proposed agreement.

Town solicitor Stephani Ballard stated that WLL made no counterproposal. She also stated that she asked if they had any proposals to send them to her, and she's heard nothing since November.

Approval of Minutes

January 11, 2023, Town Council Meeting minutes: Motion to approve by Councilman Moran, Seconded by Councilwoman Jones. APPROVED Unanimously.

Police Report

- Chief Thomas shared that he and Corporal Willey and Assistant Amy completed a lockdown drill at the WECEC building.
- Sergeant Billy Thomas was introduced. He had been a part of Greenwood PD before and is returning to us from Harrington.

- Chief expressed a need for a new vehicle now that they are fully staffed with 3 officers. He has found a 2023 Tahoe priced at \$40,731. Manager Todd said that ARPA funds can be used for that purchase.

Motion to approve the purchase of the Tahoe by Councilman Moran, Seconded by Councilwoman Jones. APPROVED Unanimously.

Town Manager Report

- There was a sewer leak by the VFW that the County will fix.
- The County will also be fixing a sink hole caused by a sagging sewer pipe near the VFW.
- Sealed bids (4) were received for the Draper Street water main project. ARPA funds can be used for that infrastructure repair.
- The audit Mr. Reed had asked about should be finished next month, then we will be back on a regular yearly schedule.
- We've been awarded a MSAF grant of \$29,200. That pays for the electric for the streetlights, and we can use the additional for street repairs.
- I am applying for Bond Bill money to pave 6 streets including S. Mill, Snider, Queen, Pennewill, North, and Water.
- I attended the tax ditch meeting last week. I took our pictures and the list of issues we are having. They told us they do not have any money and they can not help us. We are kind of on our own. Chief gave me a contact to see if we can get some prisoners to come clean the trash out of the ditches. We can then ask a couple companies for quotes to clean out the little trees and blockages, and we can try to find a grant to cover those costs.

Mayor Torbert asked if we are allowed to touch those ditches. Ms. Todd replied yes that she verified that with Mr. Mills and Mr. Isaacs, and they said go ahead and do it. We don't need an engineer or anything as long as we are just cleaning out trash and trees and not digging or disturbing anything.

- Jamie Webb is heading up a committee to organize some community events, including a free Summer Concert Series to be held one Wednesday evening a month. She is looking for volunteers to help with that.

Adjournment

Meeting adjourned at 7:58 p.m. with a motion by Vice-Mayor Reed, Seconded by Councilwoman Jones.

Attested _____, Town Manager

Board of Adjustment prior members

- *Jennifer Nelson (prior term expired 9/2022) does not seek reappointment*
- *Marshall Kemp (removed by ineligibility as a result of election to Council)*
- **Randy Willey (prior term expired 9/2022) seeks reappointment for an additional term**

TOWN ORDINANCE A-1 (ZONING) PROVIDES:

ARTICLE 13 Board of Adjustment

Section 13.1 Membership, Term of Office

13.1.1 **Appointment.** The Board of Adjustment shall consist of not less than 3 nor more than 5 members who shall be residents of the Town and who shall have knowledge of the problems of urban and rural development and who, at the time of appointment and throughout the term of office, shall not be candidates for, nor members of, the legislative body nor employees of the Town. The mayor shall appoint the members of the Board of Adjustment, and all such appointments shall be confirmed by a majority vote of the Town Council.

NOTE: State law, 22 Del.C. §322(b), provides that Boards of Adjustment should be 5 members, with staggered terms of 4 years each.

NEW TERMS FOR APPOINTMENT

Seat 1 – Term = 3/1/23 – 3/1/27 (4 years)

Seat 2 – Term = 3/1/23 – 3/1/27 (4 years)

Seat 3 – Term = 3/1/23 – 3/1/26 (3 years)

Seat 4 – Term = 3/1/23 – 3/1/25 (2 years)

Seat 5 – Term = 3/1/23 – 3/1/24 (1 year)

**GOING FORWARD ALL SUBSEQUENT
(RE)APPOINTMENTS WILL BE FOR TERMS
OF 4 YEARS FOLLOWING EXPIRATION
DATE**

**ELIGIBLE CANDIDATES SEEKING APPOINTMENT AT
3/8/23 MEETING**

RANDY WILLEY

ANTHONY MASSEY

PAM DEPEW

DANIELLE CARTER

**Planning Commission current (unexpired)
members**

- **Megan Wilson (current term expires [3/1] 2024)**

Planning Commission prior members

- *Durene Jones (removed by ineligibility as a result of election to Council)*
- **Jennifer Nelson (prior term expired 2022) seeks reappointment for an additional term**
- **Christopher Petrone (prior term expired 2021)**
- **James Westhoff (prior term expired 2020)**

TOWN ORDINANCE B-1 provides that Planning Commission consists of 5 members, with staggered terms of 3 years each. [This is consistent with State Code].

NEW TERMS FOR APPOINTMENT

Seat 1 – Term = 3/1/23 – 3/1/26 (3 years)

Seat 2 – Term = 3/1/23 – 3/1/26 (3 years)

Seat 3 – Term = 3/1/23 – 3/1/25 (2 years)

Seat 4 – Term = 3/1/23 – 3/1/25 (2 years)

Megan Wilson – Term = 3/1/23 – 3/1/24 (this should be Wilson’s seat since she is in a current term which expires 2024)

GOING FORWARD ALL SUBSEQUENT (RE)APPOINTMENTS WILL BE FOR TERMS OF 3 YEARS FOLLOWING EXPIRATION DATE

ELIGIBLE CANDIDATES SEEKING APPOINTMENT AT 3/8/23 MEETING

JENNIFER NELSON

HANNAH BYLER

LISA WORKMAN

KELLI NUWER