

**Town of Greenwood**  
**Town Council Meeting Minutes**  
**100 W. Market St.; Greenwood, DE 19950**  
**Wednesday, August 14, 2024**

**COUNCIL and STAFF PRESENT:**

Mayor Marshall Kemp, Vice-Mayor Mike Moran, Secretary Donnie Donovan, Councilor Brenda Tallent, Councilor Durene Jones, Town Manager Janet Todd, Police Chief Phillip Thomas, Town Clerk Carolyn Chisenhall, Town Solicitor Jamie Sharp.

**CALL TO ORDER:**

Mayor Kemp opened the meeting with the Pledge of Allegiance at 6:00p.m.

**APPROVAL OF AGENDA:**

Motion to approve the agenda made by Secretary Donovan; Seconded by Vice-Mayor Moran. Unanimously APPROVED.

**APPROVAL OF MINUTES:**

Motion to accept the July 10, 2024, Town Council Meeting minutes made by Secretary Donovan, Seconded by Vice-Mayor Moran. Unanimously APPROVED.

Motion to accept the July 18, 2024, Special Town Council Meeting minutes made by Secretary Donovan, Seconded by Vice-Mayor Moran. Unanimously APPROVED.

**OLD BUSINESS:**

1. Greenwood Resolution 2024-04, A Resolution Establishing a Policy for Public Comments was discussed. Motion made to have the Public Comment period at the end of Council meetings made by Councilor Jones, Seconded by Councilor Tallent. Unanimously APPROVED.  
Motion to move forward with processing Resolution 2024-04 made by Secretary Donovan, Seconded by Councilor Tallent. Unanimously APPROVED.  
Mr. Sharp will have revisions made and circulated to Council before final approval at the next meeting.
2. Rules of Procedures of the Greenwood Town Council were discussed. Motion to have Mr. Sharp move forward with finalizing the document made by Vice-Mayor Moran, Seconded by Secretary Donovan. Unanimously APPROVED.
3. Attorney Scott Wilcox will be available for the September Council meeting to discuss flex time.
4. Jamie Webb was not present for her conditional use application to be heard. Motion to leave the record open until the September 11 meeting made by Vice-Mayor Moran, seconded by Councilor Jones. Unanimously APPROVED.
5. Conditional use application from Steve Martin for 6 E. Market St., parcel # 530-10.13-110.00, to permit residential apartments in conjunction with a commercial use in the DC Downtown Commercial district.  
Moved to approve the Conditional Use Application for Steve Martin based upon the record made during the public hearing and the recommendation from the Planning Commission and for the following reasons:
  1. The Applicant seeks to allow the rear portion of a commercial building to be used as 2 residential apartments.
  2. The front portion of the building is vacant but has been used for a grocery store and an antique store. It is currently being renovated.
  3. The rear of the building has been used for apartments for some time without complaints noted in the record.
  4. There are other residential properties in the area.