



**TOWN OF GREENWOOD  
TOWN COUNCIL MEETING  
100 W. Market St. Greenwood De. 19950  
Wednesday September 11, 2024 6:00 p.m.  
Meeting is live stream on Town of Greenwood Facebook**

**CALL TO ORDER:** Pledge of Allegiance

**APPROVAL OF MINUTES :**

1. Town Council Special Meeting Minutes Jan 25, 2023
2. Town Council Special Meeting Minutes Nov. 20, 2023
3. Town Council Special Meeting Minutes March 5, 2024
4. Town Council Special Meeting Minutes July 18, 2024
5. Town Council Meeting Minutes August 14, 2024
6. Town Council Special Meeting Minutes August 27, 2024

**OLD BUSINESS**

1. Policy and Procedures review
2. Continuation of a public hearing for a conditional use application from Jamie Webb for property located at 402 W. Market St., Greenwood DE, Tax ID#530-9.16-11.00, for an in-home daycare in the R-1 Residential Zoning District.
3. Resolution 2024-04 Public Comment Guideline Revisions

**New Business:**

1. Board of Adjustment Appointment
2. Discussion of draft of FY2025 Budget

**Police:**

1. Verbal Report

**TOWN MANAGER REPORT**

1. Verbal Report
2. Financial Report

**Correspondence and Public Update on Town Business from the Mayor**

**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 the purpose of public comment is for Council to listen to comments, and the Town Council is not required to answer questions or provide immediate responses to concerns raised during public comment. The council may take action on items only when duly noticed on an agenda.

**Executive Session.** Executive session to discuss personnel matters in which the names, competency and abilities of individual employees will be discussed. 29 Del.C. §10004(b)(9).

**ADJOURNMENT**

**NOTE:** AGENDA SHALL BE SUBJECT TO CHANGE TO INCLUDE ADDITIONAL ITEMS OR THE DELETION OF ITEMS WHICH ARISE AT THE TIME OF THE MEETING. [29 Del. C. Sec.10004 (e)(3)].  
AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE.

In accordance with 29 Del.C. §10004(e)(2), this Agenda was posted on Sept.4, 2024 at least seven (7) days in advance of the meeting.



**TOWN OF GREENWOOD  
SPECIAL COUNCIL MEETING  
WEDNESDAY, JANUARY 25, 2023, at 5:30 P.M.**

**MINUTES**

**Call to Order**

Vice-Mayor Reed opened the meeting at 5:35p.m.

**Executive Session**

Councilwoman Jones made a motion to enter into Executive Session at 5:35p.m.,  
Seconded by Councilman Torbert.

**Return To Open Session**

Returned to Open Session at 5:47p.m. Councilwoman Jones made a motion to take the  
action discussed in Executive Session, Seconded by Councilman Torbert.

**Adjournment**

Meeting adjourned at 5:48 pm after a motion by Councilman Torbert, Seconded by  
Councilwoman Jones.

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Town Manager



**TOWN OF GREENWOOD  
SPECIAL COUNCIL MEETING  
MONDAY, NOVEMBER 20, 2023, at 6:00 P.M.**

**MINUTES**

**Call to Order:**

Mayor Torbert opened the meeting at 6:00

**Adoption of FY 2024 Budget:**

Councilman Moran made a motion to adopt budget version "B", reduce legal fees to \$25k, remove the family health care plan proposal and change the current health care plan to the state health care plan for employees only, increase SEU to \$30k, and implement a 3% cost of living raise to employees. Motion Seconded by Vice-Mayor Reed. Councilman Kemp – Yes; Councilman Moran – Yes; Vice-Mayor Reed – Yes; Mayor Torbert – Yes; Councilwoman Jones – No. APPROVED.

Motion to approve "Extra Duty Police Pay Guidelines" as written, made by Councilman Kemp, Seconded by Councilman Moran. Unanimously APPROVED.

**Executive Session:**

Motion to enter Executive Session made at 7:21p.m.by Councilman Kemp, Seconded by Councilwoman Jones.

**Return To Open Session:**

**Adjournment:**

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Town Manager

# Town of Greenwood

## Town Council Executive Session Minutes

Date: March 5, 2024

Time: 6:00 PM

Location: 100 W. Market Street, Greenwood, DE 19950

### Mayor and Council

Marshall Kemp, Mayor

Mike Moran, Vice Mayor

Donnie Donovan, Secretary

Brenda Talent, Councilwoman

Dee Jones, Councilwoman

### Others

Stephanie Ballard, Lawyer

Phillip Thomas, Chief of Greenwood Police Department

Janet Todd, Greenwood Town Manager

The Executive Session was called for the following items pertaining to Greenwood Police Department personnel.

#### Police Department Time Sheets:

- The Chief explained the time sheet issue of officers.
- Explanation of how SEU time works and the benefit to the town.
- Explanation of how grant money is spent within the department.
- Discussion of how time is tracked and possible updates.
- Discussion of Extra Duty Policy Guidelines and Budget Amendments to include overtime line.
- Discussion of adding Comp Time to the police department.
- Discussion on the Chief's ability and willingness to work overtime.
- Discussion on Highway Safety, Violent Crime, Drug time.
- How Town funding can be used for Overtime.

#### Police Department Open Position:

- Ad to be revised for the position to include experience in accreditation process.
- 8 candidates have applied as of this meeting.
- The Chief and Town Manager will review candidates together and interview candidates.
- Discussion of reaching out to two former employees with accreditation experience to assist.
- Challenges experienced in the past with problems in the department.

#### Police Office Individual Conversations:

- Employees express the importance of Transparency, Communication and Support from Council.
- Health Insurance, cost, availability, and explanation.
- Lack of Communication between Admin and Police Staff.
- B. Tallent will schedule time to talk with Chief to discuss general expectations.
- Productivity Reports.
- Chain of Command issues within the department.
- Animosity between staff.
- Failure to follow procedures within the department.
- Operating outside of police department jurisdiction.

The Town Council excided executive session at approximately 9:00PM.

**Town of Greenwood**  
**Special Town Council Meeting Minutes**  
**Greenwood VFW**  
**Thursday, July 18, 2024**

**COUNCIL and STAFF PRESENT:**

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

**COMMISSIONERS and VISITORS PRESENT:**

Anthony Massey (PC), Kirk Westfall (PC), Randy Willey (BOA), Kelli Nuwer (BOA), Pam Tijerino (BOA), John Schatzschneider, Eric Nowell, Jamie & Paul Webb, Andy Patel, Jay & Kathy Embleton

**CALL TO ORDER:**

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

**NEW BUSINESS:**

Presentation by Debbie Moreau of the Public Integrity Commission.

**PUBLIC HEARING:**

1. Conditional Use application from Schatz Messick Enterprises, for 3 W. Market St., parcel # 530-10.13-22.00, to permit a residential apartment in conjunction with a commercial use in the DC Downtown Commercial district.

Mr. Sharp read over the standards for conditional use, then recused himself from hearing this application.

Motion to approve the Conditional Use Application made by Vice-Mayor Moran.

Seconded by Councilor Tallent. Unanimously APPROVED.

2. Conditional Use application from Eric Nowell DBA Kent Sussex Seamless Gutters, for 300 E. Market St., parcel # 530-10.13-97.00, to permit storage of materials and commercial vehicles in the R-1 Residential district.

Moved to approve the Conditional Use Application for Eric Nowell for professional occupation in the R-1 district based upon the record made in the public hearing and the recommendation from the Planning Commission and for the following reasons:

1. The applicant seeks to store materials for his guttering business and his company vehicles on the property.
2. The primary use of the property is for residential use.
3. There are 3 off-street parking spaces in addition to those otherwise required.
4. No more than 2 persons are employed by the practitioner of the professional occupation at the site.
5. All storage of materials outside of the dwelling is completely housed.
6. The area used for the practice of a professional occupation occupies no more than 50% of the total floor area, including garages or accessory buildings.
7. The professional use is clearly incidental to the residential use of the dwelling and does not change the residential character of the dwelling.
8. No external alterations inconsistent with the primary residential use of the dwelling are allowed.
9. The products and materials are not visible from outside the building.
10. The property has been used in this fashion for many years without complaint.
11. There is sufficient area to screen the use from other uses. Notably, the materials are housed in the garage.
12. The use will not significantly detract from permitted uses in the district.
13. No parties appeared in opposition to the application.

Motion made by Secretary Donovan, Seconded by Councilor Tallent. Unanimously

APPROVED.

3. Conditional Use application from Jamie Webb, for 402 W. Market St., parcel # 530-9.16-11.00, to permit an in-home daycare in the R-1 Residential district.

Since 2 Councilors would be recusing themselves from hearing this application and 1 Councilor was not in attendance, there was no quorum. Mr. Sharp suggested leaving the record open until the August 14 Council Meeting. Vice-Mayor Moran moved to put this on the agenda for the August meeting, Seconded by Councilor Tallent. The vote was Unanimous.

4. 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.

As Mr. Martin was not in attendance, Mr. Sharp suggested leaving the record open until the August 14 Council meeting. Motion by Secretary Donovan to put on August 14's agenda, Seconded by Vice-Mayor Moran. The vote was Unanimous.

5. Conditional Use application from DRAB Properties, for 501 E. Market St., parcel # 530-10.13-82.00, to permit a liquor store in the HC Highway Commercial district.

Moved to approve the Conditional Use Application for DRAB Properties for a liquor store, 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 a conditional use permit to allow for a liquor store.
2. The property has been used as a liquor store since 2010.
3. There are commercial uses in the area and the use is compatible with those uses. Notably, a portion of the property is used for a restaurant.
4. There is sufficient area to screen the use from other uses.
5. The use will not significantly detract from permitted uses in the district.
6. No parties appeared in opposition to the Application.
7. The Conditional Use is Approved subject to the following conditions which will serve to minimize any potential impacts on the surrounding area and adjoining properties:
  - A. **The liquor store is limited to its existing footprint and any additions to the liquor store shall require another conditional use.**

Motion made by Councilor Tallent, Seconded by Secretary Donovan. Unanimously APPROVED.

6. Conditional Use application from Jay and Kathy Embleton, for 12400 Sussex Hwy., parcel # 530-10.00-44.00, to permit a daycare/preschool in the HC Highway Commercial district.

Moved to approve the Conditional Use Application for Jay Embleton for a daycare, 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 a conditional use permit to allow for a daycare center.
2. The property has been used for a daycare center since 2000.
3. There are residential properties in the area and the use is compatible with those uses.
4. The use is consistent with the Town's comprehensive plan.
5. There is sufficient area to screen the use from other uses.
6. The use will not sufficiently detract from permitted uses in the district.
7. No parties appeared in opposition to the Application.
8. The Conditional Use is approved subject to the following conditions which will serve to minimize any potential impacts on the surrounding area and adjoining properties:
  - A. **This approval is conditional on the Applicant obtaining site plan approval from the Planning Commission.**

Motion made by Vice-Mayor Moran, Seconded by Secretary Donovan. Unanimously APPROVED.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Adjourned at 7:49 p.m. with a motion by Vice-Mayor Moran, Seconded by Secretary Donovan.

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

DRAFT



**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.



5. There is a need for housing as referenced in the Town's comprehensive plan.
6. There is sufficient area to screen the use from other uses. Notably, the commercial part of the property is located in the front and has a separate entrance.
7. The use will not significantly detract from permitted uses in the district.
8. No parties appeared in opposition to the Application.

Motion made by Councilor Jones, Seconded by Councilor Tallent. Unanimously APPROVED.

**NEW BUSINESS:**

Motion to appoint David Miller, Sr. to the Planning Commission made by Councilor Jones, Seconded by Councilor Tallent. Unanimously APPROVED.

**POLICE REPORT:**

Chief Thomas gave a verbal report.

**TOWN MANAGER REPORT:**

Manager Todd gave a verbal report.

After some discussion on financials and how long it's taking to get the audit done, Councilor Tallent moved to ask the State to do an audit, Seconded by Councilor Jones. Unanimously APPROVED.

**CORRESPONDENCE and PUBLIC UPDATES on TOWN BUSINESS from the MAYOR:**

Mayor Kemp stated that he received a letter regarding the police department, and he was turning it over to the Chief to contact the author directly. Nothing else will be done with the previously received anonymous letters.

**PUBLIC COMMENT:**

Justin Boyce, president of Greenwood Fire Department, came to introduce himself. Kelli Nuwer spoke about Councilmember conduct.

**ADJOURNMENT:**

Adjourned at 7:44 p.m. with a motion by Secretary Donovan, Seconded by Councilor Jones. UNANIMOUS

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

# Town of Greenwood

## Town Council Executive Session Minutes

Date: August 27, 2024

Start Time: 6:30pm

Location: 100 W. Market Street, Greenwood, DE 19950

### Mayor and Council

Marshall Kemp, Mayor

Mike Moran, Vice Mayor

Donnie Donovan, Secretary

Brenda Tallent, Councilwoman

Durene Jones, Councilwoman

### Others

Scott Wilcox, Lawyer

**Topic:** Executive session for strategy sessions and advice or opinion from an attorney-at-law regarding pending or potential litigation and to discuss personnel matters in which the names, competency and abilities of individual employees will be discussed and strategy sessions and advice or opinion from an attorney-at-law regarding pending or potential litigation.

- Discuss Town of Greenwood Personnel.

Motion made by Councilor Jones and seconded by Councilor Tallent to exit executive session and move to regular meeting at 7:45pm. Unanimous

Mayor Kemp made the motion to move forward with the executive session decision seconded by Secretary Donovan. Vice Mayor Moran - yes, Secretary Donovan – yes, Councilor Tallent - no, Councilor Jones - abstained Mayor Kemp-yes.

Adjourned 8:00 p.m. with motion made by Vice Mayor Moran, Second by Secretary Donovan. Unanimous

## **RULES OF PROCEDURE OF THE GREENWOOD TOWN COUNCIL**

These rules shall govern the procedure of the Greenwood Town Council.

**Rule 1: Definitions.** In Rules of Procedure, unless specifically provided otherwise herein or therein, terms shall have the meaning attributed to them in this Rule:

- a. "Agenda" includes but is not limited to a general statement of the major issues expected to be discussed at a public meeting, as well as a statement of intent to hold an executive session and the specific ground or grounds therefore.
- b. "Council" means the Greenwood Town Council.
- c. "County" means Sussex County, Delaware, unless otherwise specified.
- d. "Mayor" means the Mayor of the Greenwood Town Council.
- e. "Meeting" means the formal or informal gathering of a quorum of the members of the Greenwood Town Council for the purpose of discussion or taking action on public business.
- f. "Presiding Officer" means the Mayor of the Town of Greenwood, or such other person who presides over the meetings of the Greenwood Town Council, pursuant to the Rules of the Greenwood Town Council.
- g. "Public business" means any matter over which the Greenwood Town Council has supervision, control, jurisdiction, or advisory power.
- h. "Public record" is information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected by the Greenwood Town Council, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded or reproduced. Records not deemed public under 29 *Del. C.* §10002 are not deemed public under the Rules of the Greenwood Town Council.
- i. "State" means the State of Delaware.
- j. "Town" means the Town of Greenwood.

**Rule 2: Order of Business**

- a. The order of business at each regular meeting of the Council shall be as follows:

Call to Order  
Pledge of Allegiance  
Amendments to Agenda  
Adoption of Agenda  
Approval of Minutes  
Reading of Correspondence

Public Comments

Council Business:

- a. Recognition (if needed this item is for recognition of Town Staff (new or special achievements) or proclamations for community members who have made special contributions to improve quality of life of the Town.
- b. Staff Reports
- i. Report of Police Chief
- ii. Report of Town Manager
- iii. Mayor Report
- c. Consent Agenda

Old Business (items included in this section are ordinances introduced a prior meeting or items postponed from previous Council meetings. The order in which items will be addressed is as follows)

- a. Presentation / Report by 1) staff, 2) consultants, or 3) other pertinent party
- b. Council Discussion / Questions
- c. Public Comment as applicable
- d. Council Action (Approve, Deny or Postpone)

New Business (the order in which items will be addressed is as follows)

- a. Presentation / Report by 1) staff, 2) consultants, or 3) other pertinent party
- b. Council Discussion / Questions
- c. Public Comment as applicable
- d. Council Action (Approve, Deny or Postpone)

Public Hearings

Introduction of Ordinances

Council Members' Comments

Public Comments

Executive Session (if needed and only if on the agenda)

Action on Executive Session Matters (if needed)

Adjournment

- b. The order of business can be altered at any duly constituted meeting by an affirmative vote of a majority of all the members of the Council. The privilege of the floor may be granted to the public at any time by the presiding officer.

- c. During public hearings, the presiding officer may set reasonable time limits on public comments. An individual may submit a written statement in lieu of or in addition to verbal comments provided that said individual identifies oneself and provides contact information with said written statement.
- d. Every attempt will be made to complete all business scheduled. In the event the presentation of a scheduled agenda item takes longer than reasonably anticipated, the presentation may be suspended by approval of a majority of all of the members of the Council. A motion to suspend a presentation should include the date and time at which the remainder of the presentation will be heard.

### **Rule 3 – Meetings of the ~~County~~ Council**

- a. Regular meetings shall be held at Town Hall or such other location within the Town as designated by the Mayor. ~~Regular meetings may also be held outside the Town provided that such meeting is held with the County and the location is approved by a majority of Council.~~
- b. Regular business meetings shall be held on the second Wednesday of each month at 6:00 P.M. unless otherwise set by the Council. If the second Wednesday is a legal holiday, the monthly meeting of Council shall be held on the next succeeding regular business day.
- c. The Council may cancel a monthly meeting by posting notice of the meeting's cancelation that states the reason for the cancelation in the locations where the meeting's agenda is typically posted.
- d. Special meetings may be held in any public location in the Town, provided that 48 hours advance public notice is given. The notice shall include an explanation as to why the notice required by Rule 4 could not be given.
- e. Special meetings may be held at the call of the Secretary upon the written request of the Mayor or upon the written request of any 2 members of Council. A written request for a special meeting must state the day, hour, and place of the special meeting requested, and the subject proposed to be considered at the special meeting. The Secretary shall give written notice to the Mayor and to each member of the Town Council of the day, hour, and place of the special meeting and the subject to be considered at the special meeting by doing either of the following at least 48 hours before the time of the special meeting:
  - i. Depositing the notice of the special meeting in the United States mail in the main Post Office of the Town of Greenwood.
  - ii. Sending the notice through electronic communication.

- f. The notice required under paragraph (e)(ii) of this Rule may be waived by a written waiver of the notice signed by the Mayor and by all members of the Council before or immediately upon convening the special meeting. A waiver of notice under this paragraph may authorize and make valid the holding of a special meeting at the time named in the waiver and the transaction of any business considered at the special meeting.
- g. Emergency meetings may be called without notice to address any emergency regarding the immediate preservation of the public peace, health, or safety.
- h. Except for executive sessions, all meetings shall be open to the public.
- i. On the affirmative vote of a majority of all of the members of the Council present at any duly constituted meeting, an executive session may be held and closed to the public for any of the purposes set forth in the Title 29, Chapter 100 of the Delaware Code.
- j. A vote to hold an executive session must be taken at a public meeting prior to the executive session, and the purpose for the executive session shall be announced publicly. The results of the vote shall be made public and shall be recorded in the minutes.
- k. Discussions in executive session shall be limited to the purposes for which an executive session was called.
- l. Minutes of all meetings, including executive sessions, shall be kept and made available for public inspection and copying. At a minimum, the minutes shall include a record of attendance and a record, by individual members of the Council, of each vote taken and each action agreed upon. Such minutes, or portions thereof, relating to executive sessions, may be withheld from public disclosure in those cases where such disclosure would defeat the lawful purpose of the executive session, but no longer.

**Rule 4 – Posting of Meeting Notices**

- a. Public notices of all meetings shall be posted on the public bulletin board located in the Town Hall, except as noted in Rule 4(d) below.
- b. Notices of regular meetings and of the intent to hold an executive session closed to the public shall be posted at least 7 days in advance thereof.
- c. Notices of special or rescheduled meetings shall be posted at least 24 hours in advance thereof.
- d. Public notice is not required for any emergency meeting which is necessary for the immediate preservation of the public peace, health, or safety.

- e. Meeting notices shall include the agenda, if such has been determined at the time, and the dates, times, and places of such meetings. However, the agenda shall be subject to change to include items which arise at the time of the Council's meeting, or to delete items, including executive sessions. A reasonable number of copies of meeting agenda shall be available to the public.
- f. When the agenda is not available at the time of the initial posting of the public meeting notice, it shall be added to the notice at least 6 hours in advance of said meeting. The reasons for the delay in posting shall be briefly set forth on the agenda.

**Rule 5 – Agenda**

- a. The agenda for regular and special Council meetings shall be available to the members of the Council at least one day prior to the scheduled meeting.
- b. The Town Manager shall be responsible for the preparation and contents of the agenda. Any member of the Council or the Town Solicitor may place items on the agenda by contacting the Town Manager, either verbally or in writing, prior to the posting of the agenda.
- c. During a meeting, items which arise at the time of the Council's meeting may be added to the agenda, and items may be deleted from the agenda, by a majority vote of all of the members of the Council.

**Rule 6 – Consent Agenda**

- a. The Town Manager or any member of the Council may propose items to be considered on an agenda for the inclusion on a Consent Agenda. The Consent Agenda shall list the matters so included and a brief description of each.
- b. An item may be removed from a Consent Agenda if any member of the Council requests that it be given separate individual consideration. If an item is removed from the Consent Agenda, it shall be considered as a separate item under the appropriate section of that meeting's agenda.
- c. All items on a Consent Agenda shall be read and voted on as a single group.

**Rule 7 – Attendance of Members of the ~~County~~ Council at Meetings; Quorums**

- a. ~~No members of the Council shall be absent from scheduled meetings or from other official duties without cause.~~ When unable to attend a scheduled meeting, a member of the Council shall be responsible for notifying one of the following: the Mayor, the Town Manager, another Council member, the Town Solicitor, or a staff member of the Council.



- b. The presence of no less than three (3) members of the Council shall constitute a quorum.
- c. When a quorum is not present at any properly called meeting, the members of the Council present may adjourn.
- d. If no members of the Council are present, the Town Manager may adjourn the meeting.
- e. Three (3) affirmative votes shall be required to pass any motion, unless otherwise provided herein or provided by law.
- f. A matter to be voted on may be placed on the table with three (3) affirmative votes.

**Rule 8 – Roll Calls**

- a. On each motion duly made and seconded, the presiding officer shall call the roll or determine the vote in some other manner and announce the results.
- b. A written record shall be made by the Town Manager of the vote by each member of the Council on each vote taken. Said record shall also reflect the number of “aye” votes, the number of “nay” votes, and the number of “abstaining” votes.

**Rule 9 – Record Keeping**

A file shall be kept in the Office of the Town Manager of all Council business meetings. The file shall include copies of meeting notices (including the time, date and place where they were posted), the agenda and the minutes of the meeting.

**Rule 10 - Minutes of Council Meetings**

- a. Minutes shall be taken of each meeting of the Council, and shall reflect the following:
  - i. Kind of meeting.
  - ii. Date and place of meeting.
  - iii. Name of the presiding officer.
  - iv. Members of Council present.
  - v. Whether the minutes of the previous meeting were approved.
  - vi. The proceedings of the Council, briefly and accurately stated, including titles of ordinances and titles of resolutions considered. The minutes shall record what was done rather than what was said. However, a member of the Council may request that a statement or written material be attached to the minutes and made a part thereof.
  - vii. All motions voted upon and the results of said motions.
  - viii. Names of members of Council making motions and those making secondary motions.

- ix. A record by individual members of Council, of each vote taken and action agreed upon.
- x. Time of convention and adjournment.
  
- b. Minutes shall be taken, prepared and presented by the Town Manager in written form for approval as written or as amended. The minutes as approved shall be filed in the minute book of the Council. Copies of the approved minutes shall be made available to the general public.
  
- c. Recordings will be made of all public Council business meetings at which Town business is transacted. The recordings shall be under the custody of the Town Manager and shall be open to inspection and copying in accordance with applicable law regarding access to public records.

**Rule 11 – Records**

The approved minutes of each public meeting, together with a copy of each ordinance or resolution introduced at the meeting which is not set forth in full in the minutes thereof and a copy of each communication presented at the meeting, shall be kept in the office of the Town Manager and shall be made available for inspection by the public.

**Rule 12 – Ordinances in General**

- a. Any member of the Council may request a staff member or a Council retained consultant or the Town Solicitor to draft an ordinance for introduction. The proposed ordinance shall be drafted pursuant to the requirements of Ordinance C-10. The member shall notify all members of the Council at the time the request is made. Upon drafting of the proposed ordinance, it shall be placed on the agenda for discussion and possible introduction.
  
- b. A proposed ordinance drafted pursuant to Rule 12(a) above, may be introduced in writing by any member of Council at any duly constituted meeting in accordance with Ordinance C-10.
  
- c. All procedures for the introduction and adoption of ordinances shall comply with Ordinance C-10 or other applicable authorities.
  
- d. Unless the effective date is included in the body of the ordinance, the ordinance shall become effective upon adoption.

**Rule 13 – Change of Zone and Conditional Use Ordinances**

- a. In the event the Planning Commission has not provided its recommendation report to the Council prior to the Council's hearing on a change of zone or conditional use application, the Council shall accept and consider written comments only from the public on the

Planning Commission's recommendations to the Council for a period of 5 calendar days following the Planning Commission's issuance of its recommendations. This Rule does not preclude the Council from requesting additional information as otherwise permitted.

- a.
- b. The Rules of Procedure for Council Zoning Hearings, as approved by the Council, shall be announced prior to the commencement of the zoning hearings.
  - c. Following the placement of an ordinance for a change of zone or a conditional use on the table, the matter shall be placed on the next meeting's agenda unless additional time for consideration was included as part of the motion to table, again only by the Council member representing the district in which the application is located. If an ordinance for a change of zone or a conditional use is not placed on the agenda and acted upon within forty-five (45) days of the Council's public hearing on the application, the matter may be placed on the agenda by the Mayor.
  - d. If the applicant for a change of zone or conditional use fails to appear at the Council hearing, the Council shall-may deny the application for lack of a record. The applicant may submit a petition for reconsideration within fifteen (15) days and demonstrate the failure to appear was beyond the applicant's control.

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- c. No resolution shall contain more than one subject which shall be clearly expressed in its title.
- d. Each resolution shall bear a title which shall clearly express its subject matter. At the time of its consideration and prior to a motion for its adoption, a resolution may be read by title only.
- e. A resolution may be amended without resubmission unless such resubmission is desired by a majority of all of the members of Council.

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Any rule of the Council may be changed or suspended by the approval of a majority of all of the members of the Council.

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All rules of parliamentary procedure not covered or provided for by the RULES OF PROCEDURE OF THE GREENWOOD TOWN COUNCIL, or by the laws of the State of Delaware, shall be decided in accordance with MASON’S MANUAL OF LEGISLATIVE PROCEDURE.

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In the absence of the Mayor, the presiding officer, with all powers and duties of the President enumerated herein, shall be the Vice-Mayor as elected by a majority vote of all of the members of Council. In the absence of the Vice-Mayor, the presiding officer, with all powers and duties of the Mayor enumerated herein, shall be such other member of the Council as is elected by a majority vote of all of the members of Council.

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- a. The Mayor, with the concurrence of a majority of all of the members of the Council, may appoint any member to represent the Council on any committee, board, or commission or at any event
- b. A member of the Council so appointed shall inform the Council of issues discussed at those meetings or events which impact Town government.

**Rule 20 – Appointments to the Planning Commission and the Board of Adjustment**

- a. All appointments to the Planning Commission and the Board of Adjustment shall be governed by Title 22 of the Delaware Code.
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- c. With respect to reappointment of board members, any Councilmember may provide to the Town Manager notice of the Councilperson’s intention to reappoint the board member no later than forty-five (45) days prior to the expiration of the board member’s term. The Town Manager shall place the matter on the Council’s agenda for public session at an upcoming Council meeting.
- d. With respect to new appointments and reappointments of board members, in the event a nominee is not approved by a Council majority, nominations for the position will be opened.
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- c. The Town Manager ~~shall~~ or the Town Council may, from time to time, prescribe by policy reasonable and appropriate attire and conduct for persons attending meetings of the Council.

- d. Members of the news media shall conduct themselves in such a manner as to not be disruptive of the proceedings of the Council.
- e. Persons attending Council meetings shall at all times conduct themselves in an orderly manner and follow the direction of the presiding officer. The presiding officer shall be responsible for ensuring that reasonable and appropriate dress standards and standards of conduct are observed at meetings of the Council.
- f. The right to make public comment shall be subject to the following procedures, which shall be enforced by the presiding officer of Council:
  - i. The public comment session is a specified time prior to the start of the official Council meeting for individuals to speak on topic before the Council.
  - ii. Prior to the start of the session, individuals wishing to speak shall sign and complete the information requested in the sign-in document which will be available when entering the Council Chambers. At that time, the Town Manager will remove the document and no further individuals will be allowed to sign up.
  - iii. Individuals who have signed up for public comment will be recognized by the presiding officer and shall proceed to the podium, state their name and address, and commence with their comments.
  - iv. The time limit is three (3) minutes per speaker, not to exceed fifteen (15) minutes for all speakers.
  - v. Speakers will be asked to speak into the microphone clearly so their comments can be heard by all present and for proper recordation. The time limit may be extended by the presiding officer, if in the presiding officer's opinion, the speaker is representing a contingent of individuals present at the meeting and the speaker is acting as the spokesperson for the group of individuals who choose not to speak.
  - vi. Speakers shall remain polite, civil, and respect the decorum of the Council meeting. Comments are to be addressed to the presiding officer and Council as a whole and should not include insults, personal attacks, or the like. Certain topics are inappropriate for public discussion, nor shall they be presented to Council per the Town Charter and Delaware Code. Accordingly, speakers are asked to refrain from addressing personnel matters, topics which should only be discussed in executive session, or subjects that are not otherwise within the authority or responsibility of the Town or the Council. Once comments are completed, the speaker should be seated or may leave the Council Chambers. Speakers who, in the opinion of the presiding officer, are not following these rules shall be stopped and asked to leave the podium.

- vii. During this session, no comments will be allowed on any matter scheduled for an official public hearing.
- viii. Audience members are asked to be courteous to those who are speaking during public comment by refraining from applause, cheers, or commenting while others are speaking.
- ix. The presiding officer and Council are prohibited from deliberating or acting upon items discussed during the public comment period.
- x. The presiding officer and Council may direct the Town Manager, the Police Chief, the Town Solicitor, or staff to respond to any concerns at a later date.
- xi. Nothing in this Rule shall be construed to prohibit Council from seeking comments from persons with particular knowledge on a matter before them and to prohibit public comment if Public Comment is not included on the agenda.

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All procedures of the Council shall comply with the Delaware Freedom of Information Act, as contained in Title 29, Chapter 100 of the Delaware Code. To the extent that any provision herein shall conflict with the provisions of the Delaware Freedom of Information Act, the more restrictive provision shall apply.

**Rule 23 – Adoption and Effective Date**

These rules shall become effective upon adoption by a majority vote of all of the members of the Council. These rules shall be adopted annually by the members of the Council.

**Rule 24 – Code of Conduct**

- a. Members of the Council are subject to the Code of Conduct under Title 29, Chapter 58, Subchapter I of the Delaware Code and the oversight of the State Public Integrity Commission.
- b. A member of the Council who has a personal or private interest in an ordinance or any measure requiring Council's consideration shall not participate in the hearing, discussion, or vote on the ordinance or measure.



## **RULES OF PROCEDURE OF THE GREENWOOD TOWN COUNCIL**

These rules shall govern the procedure of the Greenwood Town Council.

**Rule 1: Definitions.** In Rules of Procedure, unless specifically provided otherwise herein or therein, terms shall have the meaning attributed to them in this Rule:

- a. "Agenda" includes but is not limited to a general statement of the major issues expected to be discussed at a public meeting, as well as a statement of intent to hold an executive session and the specific ground or grounds therefore.
- b. "Council" means the Greenwood Town Council.
- c. "County" means Sussex County, Delaware, unless otherwise specified.
- d. "Mayor" means the Mayor of the Greenwood Town Council.
- e. "Meeting" means the formal or informal gathering of a quorum of the members of the Greenwood Town Council for the purpose of discussion or taking action on public business.
- f. "Presiding Officer" means the Mayor of the Town of Greenwood, or such other person who presides over the meetings of the Greenwood Town Council, pursuant to the Rules of the Greenwood Town Council.
- g. "Public business" means any matter over which the Greenwood Town Council has supervision, control, jurisdiction, or advisory power.
- h. "Public record" is information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected by the Greenwood Town Council, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded or reproduced. Records not deemed public under 29 *Del. C.* §10002 are not deemed public under the Rules of the Greenwood Town Council.
- i. "State" means the State of Delaware.
- j. "Town" means the Town of Greenwood.

**Rule 2: Order of Business**

- a. The order of business at each regular meeting of the Council shall be as follows:

Call to Order  
Pledge of Allegiance  
Amendments to Agenda  
Adoption of Agenda  
Approval of Minutes  
Reading of Correspondence  
Council Business:

- a. Recognition (if needed this item is for recognition of Town Staff (new or special achievements) or proclamations for community members who have made special contributions to improve quality of life of the Town.
- b. Staff Reports
- i. Report of Police Chief
- ii. Report of Town Manager
- iii. Mayor Report
- c. Consent Agenda

Old Business (items included in this section are ordinances introduced a prior meeting or items postponed from previous Council meetings. The order in which items will be addressed is as follows)

- a. Presentation / Report by 1) staff, 2) consultants, or 3) other pertinent party
- b. Council Discussion / Questions
- c. Public Comment as applicable
- d. Council Action (Approve, Deny or Postpone)

New Business (the order in which items will be addressed is as follows)

- a. Presentation / Report by 1) staff, 2) consultants, or 3) other pertinent party
- b. Council Discussion / Questions
- c. Public Comment as applicable
- d. Council Action (Approve, Deny or Postpone)

Public Hearings  
Introduction of Ordinances  
Council Members' Comments  
Public Comments  
Executive Session (if needed and only if on the agenda)  
Action on Executive Session Matters (if needed)  
Adjournment

- b. The order of business can be altered at any duly constituted meeting by an affirmative vote of a majority of all the members of the Council. The privilege of the floor may be granted to the public at any time by the presiding officer.

- c. During public hearings, the presiding officer may set reasonable time limits on public comments. An individual may submit a written statement in lieu of or in addition to verbal comments provided that said individual identifies oneself and provides contact information with said written statement.
- d. Every attempt will be made to complete all business scheduled. In the event the presentation of a scheduled agenda item takes longer than reasonably anticipated, the presentation may be suspended by approval of a majority of all of the members of the Council. A motion to suspend a presentation should include the date and time at which the remainder of the presentation will be heard.

### **Rule 3 – Meetings of the Council**

- a. Regular meetings shall be held at Town Hall or such other location within the Town as designated by the Mayor.
- b. Regular business meetings shall be held on the second Wednesday of each month at 6:00 P.M. unless otherwise set by the Council. If the second Wednesday is a legal holiday, the monthly meeting of Council shall be held on the next succeeding regular business day.
- c. The Council may cancel a monthly meeting by posting notice of the meeting's cancelation that states the reason for the cancelation in the locations where the meeting's agenda is typically posted.
- d. Special meetings may be held in any public location in the Town, provided that 48 hours advance public notice is given. The notice shall include an explanation as to why the notice required by Rule 4 could not be given.
- e. Special meetings may be held at the call of the Secretary upon the written request of the Mayor or upon the written request of any 2 members of Council. A written request for a special meeting must state the day, hour, and place of the special meeting requested, and the subject proposed to be considered at the special meeting. The Secretary shall give written notice to the Mayor and to each member of the Town Council of the day, hour, and place of the special meeting and the subject to be considered at the special meeting by doing either of the following at least 48 hours before the time of the special meeting:
  - i. Depositing the notice of the special meeting in the United States mail in the main Post Office of the Town of Greenwood.
  - ii. Sending the notice through electronic communication.
- f. The notice required under paragraph (e)(ii) of this Rule may be waived by a written waiver of the notice signed by the Mayor and by all members of the Council before or immediately upon convening the special meeting. A waiver of notice under this

paragraph may authorize and make valid the holding of a special meeting at the time named in the waiver and the transaction of any business considered at the special meeting.

- g. Emergency meetings may be called without notice to address any emergency regarding the immediate preservation of the public peace, health, or safety.
- h. Except for executive sessions, all meetings shall be open to the public.
- i. On the affirmative vote of a majority of all of the members of the Council present at any duly constituted meeting, an executive session may be held and closed to the public for any of the purposes set forth in the Title 29, Chapter 100 of the Delaware Code.
- j. A vote to hold an executive session must be taken at a public meeting prior to the executive session, and the purpose for the executive session shall be announced publicly. The results of the vote shall be made public and shall be recorded in the minutes.
- k. Discussions in executive session shall be limited to the purposes for which an executive session was called.
- l. Minutes of all meetings, including executive sessions, shall be kept and made available for public inspection and copying. At a minimum, the minutes shall include a record of attendance and a record, by individual members of the Council, of each vote taken and each action agreed upon. Such minutes, or portions thereof, relating to executive sessions, may be withheld from public disclosure in those cases where such disclosure would defeat the lawful purpose of the executive session, but no longer.

#### **Rule 4 – Posting of Meeting Notices**

- a. Public notices of all meetings shall be posted on the public bulletin board located in the Town Hall, except as noted in Rule 4(d) below.
- b. Notices of regular meetings and of the intent to hold an executive session closed to the public shall be posted at least 7 days in advance thereof.
- c. Notices of special or rescheduled meetings shall be posted at least 24 hours in advance thereof.
- d. Public notice is not required for any emergency meeting which is necessary for the immediate preservation of the public peace, health, or safety.
- e. Meeting notices shall include the agenda, if such has been determined at the time, and the dates, times, and places of such meetings. However, the agenda shall be subject to change to include items which arise at the time of the Council's meeting, or to delete

items, including executive sessions. A reasonable number of copies of meeting agenda shall be available to the public.

- f. When the agenda is not available at the time of the initial posting of the public meeting notice, it shall be added to the notice at least 6 hours in advance of said meeting. The reasons for the delay in posting shall be briefly set forth on the agenda.

#### **Rule 5 – Agenda**

- a. The agenda for regular and special Council meetings shall be available to the members of the Council at least one day prior to the scheduled meeting.
- b. The Town Manager shall be responsible for the preparation and contents of the agenda. Any member of the Council or the Town Solicitor may place items on the agenda by contacting the Town Manager, either verbally or in writing, prior to the posting of the agenda.
- c. During a meeting, items which arise at the time of the Council's meeting may be added to the agenda, and items may be deleted from the agenda, by a majority vote of all of the members of the Council.

#### **Rule 6 – Consent Agenda**

- a. The Town Manager or any member of the Council may propose items to be considered on an agenda for the inclusion on a Consent Agenda. The Consent Agenda shall list the matters so included and a brief description of each.
- b. An item may be removed from a Consent Agenda if any member of the Council requests that it be given separate individual consideration. If an item is removed from the Consent Agenda, it shall be considered as a separate item under the appropriate section of that meeting's agenda.
- c. All items on a Consent Agenda shall be read and voted on as a single group.

#### **Rule 7 – Attendance of Members of the Council at Meetings; Quorums**

- a. When unable to attend a scheduled meeting, a member of the Council shall be responsible for notifying one of the following: the Mayor, the Town Manager, another Council member, the Town Solicitor, or a staff member of the Council.
- b. The presence of no less than three (3) members of the Council shall constitute a quorum.
- c. When a quorum is not present at any properly called meeting, the members of the Council present may adjourn.

- d. If no members of the Council are present, the Town Manager may adjourn the meeting.
- e. Three (3) affirmative votes shall be required to pass any motion, unless otherwise provided herein or provided by law.
- f. A matter to be voted on may be placed on the table with three (3) affirmative votes.

### **Rule 8 – Roll Calls**

- a. On each motion duly made and seconded, the presiding officer shall call the roll or determine the vote in some other manner and announce the results.
- b. A written record shall be made by the Town Manager of the vote by each member of the Council on each vote taken. Said record shall also reflect the number of “aye” votes, the number of “nay” votes, and the number of “abstaining” votes.

### **Rule 9 – Record Keeping**

A file shall be kept in the Office of the Town Manager of all Council business meetings. The file shall include copies of meeting notices (including the time, date and place where they were posted), the agenda and the minutes of the meeting.

### **Rule 10 - Minutes of Council Meetings**

- a. Minutes shall be taken of each meeting of the Council, and shall reflect the following:
  - i. Kind of meeting.
  - ii. Date and place of meeting.
  - iii. Name of the presiding officer.
  - iv. Members of Council present.
  - v. Whether the minutes of the previous meeting were approved.
  - vi. The proceedings of the Council, briefly and accurately stated, including titles of ordinances and titles of resolutions considered. The minutes shall record what was done rather than what was said. However, a member of the Council may request that a statement or written material be attached to the minutes and made a part thereof.
  - vii. All motions voted upon and the results of said motions.
  - viii. Names of members of Council making motions and those making secondary motions.
  - ix. A record by individual members of Council, of each vote taken and action agreed upon.
  - x. Time of convention and adjournment.
- b. Minutes shall be taken, prepared and presented by the Town Manager in written form for approval as written or as amended. The minutes as approved shall be filed in the

minute book of the Council. Copies of the approved minutes shall be made available to the general public.

- c. Recordings will be made of all public Council business meetings at which Town business is transacted. The recordings shall be under the custody of the Town Manager and shall be open to inspection and copying in accordance with applicable law regarding access to public records.

### **Rule 11 – Records**

The approved minutes of each public meeting, together with a copy of each ordinance or resolution introduced at the meeting which is not set forth in full in the minutes thereof and a copy of each communication presented at the meeting, shall be kept in the office of the Town Manager and shall be made available for inspection by the public.

### **Rule 12 – Ordinances in General**

- a. Any member of the Council may request a staff member or a Council retained consultant or the Town Solicitor to draft an ordinance for introduction. The proposed ordinance shall be drafted pursuant to the requirements of Ordinance C-10. The member shall notify all members of the Council at the time the request is made. Upon drafting of the proposed ordinance, it shall be placed on the agenda for discussion and possible introduction.
- b. A proposed ordinance drafted pursuant to Rule 12(a) above, may be introduced in writing by any member of Council at any duly constituted meeting in accordance with Ordinance C-10.
- c. All procedures for the introduction and adoption of ordinances shall comply with Ordinance C-10 or other applicable authorities.
- d. Unless the effective date is included in the body of the ordinance, the ordinance shall become effective upon adoption.

### **Rule 13 – Change of Zone and Conditional Use Ordinances**

- a. In the event the Planning Commission has not provided its recommendation report to the Council prior to the Council's hearing on a change of zone or conditional use application, the Council shall accept and consider written comments only from the public on the Planning Commission's recommendations to the Council for a period of 5 calendar days following the Planning Commission's issuance of its recommendations. This Rule does not preclude the Council from requesting additional information as otherwise permitted.
- b. The Rules of Procedure for Council Zoning Hearings, as approved by the Council, shall be announced prior to the commencement of the zoning hearings.



- c. Following the placement of an ordinance for a change of zone or a conditional use on the table, the matter shall be placed on the next meeting's agenda unless additional time for consideration was included as part of the motion to table.
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These rules shall become effective upon adoption by a majority vote of all of the members of the Council. These rules shall be adopted annually by the members of the Council.

**Rule 24 – Code of Conduct**

- a. Members of the Council are subject to the Code of Conduct under Title 29, Chapter 58, Subchapter I of the Delaware Code and the oversight of the State Public Integrity Commission.
- b. A member of the Council who has a personal or private interest in an ordinance or any measure requiring Council's consideration shall not participate in the hearing, discussion, or vote on the ordinance or measure.

## **GREENWOOD RESOLUTION NO. 2024-04**

### **A RESOLUTION TO ESTABLISHING A POLICY FOR PUBLIC COMMENTS**

WHEREAS, 29 *Del. C.* § 10004(a) requires that all meetings of public bodies must include a time for public comment which provides the public with a meaningful opportunity to engage with the public body;

WHEREAS, 29 *Del. C.* § 10004(a) further provides that public bodies may set reasonable time, place, and manner restrictions on the length of the public comment period and the amount of time allotted to each public comment;

WHEREAS, the Greenwood Town Council has allowed for public comment since the passing of 29 *Del. C.* § 10004(a) and seeks to formalize its procedure for allowing public comment at its meetings so as to afford the public with the opportunity to provide public comments while also allowing the Greenwood Town Council to proceed with the business items on the agenda in a timely manner;

THEREFORE, be it resolved by the Town Council of the Town that the following policy for public comments at meeting of the Town Council shall be as follows:

1. The public comment session is a specified time near the end of the official Council meeting for individuals to speak on topic before the Town Council.
2. Prior to the start of the public comment session, individuals wishing to speak shall sign and complete the information requested in the sign-in document which will be available when entering the Council Chambers. At that time, the Town Manager will remove the document and no further individuals will be allowed to sign up.
3. Individuals who have signed up for public comment will be recognized by the Mayor and shall proceed to the podium, state their name and address, and commence with their comments.
4. The time limit is three (3) minutes per speaker, not to exceed fifteen (15) minutes for all speakers.
5. Speakers will be asked to speak into the microphone clearly so their comments can be heard by all present and for proper recordation. The time limit may be extended by the Mayor, if in the Mayor's opinion, the speaker is representing a contingent of individuals present at the meeting and the speaker is acting as the spokesperson for the group of individuals who choose not to speak.
6. Speakers shall remain polite, civil, and respect the decorum of the Town Council meeting. Comments are to be addressed to the Mayor and Town Council as a whole and should not include insults, personal attacks, or the like. Certain topics are inappropriate for public

discussion, nor shall they be presented to Town Council per the Town Charter and Delaware Code. Accordingly, speakers are asked to refrain from addressing personnel matters, topics which should only be discussed in executive session, or subjects that are not otherwise within the authority or responsibility of the Town of Greenwood or the Town Council. Once comments are completed, the speaker should be seated or may leave the Council Chambers. Speakers who, in the opinion of the Mayor, are not following these rules shall be stopped and asked to leave the podium.

7. During this session, no comments will be allowed on any matter scheduled for an official public hearing.
8. Audience members are asked to be courteous to those who are speaking during public comment by refraining from applause, cheers, or commenting while others are speaking.
9. Mayor and Council are prohibited from deliberating or acting upon items discussed during the public comment period.
10. Mayor and Council may direct the Town Manager, the Police Chief, the Town Solicitor, or staff to respond to any concerns at a later date.

#### SYNOPSIS

This resolution sets forth a policy for public comments before the Greenwood Town Council.

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This shall certify that this is a true and correct copy of the resolution duly adopted by the Town Council of the Town of Greenwood at a duly noticed and convened meeting at which a quorum was present on \_\_\_\_\_, 2024.

So certifies:

Attest: \_\_\_\_\_  
Council Secretary

\_\_\_\_\_  
Mayor

**FY2025(with 2 Officers)****Option#1****INCOME****GENERAL REVENUE**

REAL ESTATE TAXES	\$175,000.00
REALTY TRANSFER TAX	\$20,000.00
BANKING INTEREST	\$10,200.00
LATE FEES	\$500.00
RENTAL INCOME	\$12,000.00
BOA APPLICATIONS	\$1,000.00
P.C. APPLICATIONS	\$5,000.00
RENTAL LICENSE	\$3,000.00
BUSINESS LICENSE METERS	\$12,000.00
	\$3,000.00

**UTILITY INCOME**

WATER	\$290,000.00
WATER IMPACT FEES	\$5,000.00
TRASH	\$102,000.00

**POLICE INCOME (2 OFFICERS)**

Donations/Special Community Events	\$2,500.00
Highway Safety/DUI	\$7,800.00
Police Fines	\$100,000.00
Accident Reports/Fingerprints	\$400.00
State Pension Grant Police	\$10,000.00
Violent Crime Grant	\$11,619.93

**TOTAL INCOME****\$771,019.93****POSSIBLE GRANTS**

MSAF	\$30,000.00
Sussex County Grant (Police)	\$40,000.00
CJC Grant (Police)	\$3,000.00
EIDE Grant (Police)	\$3,000.00
Salle Grant (Police)	\$3,000.00
Sleaf Grant (Police)	\$2,000.00



## EXPENDITURES

ADVERTISING	\$1,000.00
GASOLINE FUEL	\$14,700.00
AUTO/EQUIPMENTMAINTENANCE	\$2,700.00
DUES AND SUBCRIPTIONS	\$4,752.56
UNIFORMS	\$100.00
EDUCATION AND TRAINING	\$750.00
TRASH COLLECTION	\$99,000.00
UTILITIES	\$60,412.25
DENTAL/HEALTH INSURANCE	\$22,400.00
PENSION	\$35,221.00
INSURANCE(AUTO, LIABILITY ETC)	\$21,000.00
PAYROLL TAXES/W.COMP	\$36,366.67
PAYROLL	\$328,500.00
OFFICE EQUIPMENT LEASE	\$2,247.56
SUPPLIES (OFFICE & JANITORIAL)	\$1,562.25
POSTAGE	\$3,150.00
EQUIPMENT	\$3,000.00
REPAIRS/MAINT BUILDING	\$1,300.00
DITCH TAX	\$2,000.00
AUDITING SERVICES	\$9,500.00
ENGINEERING	\$30,000.00
LEGAL SERVICES	\$31,000.00
WATER EXPENSE	\$7,000.00
LOAN PAYMENTS	\$60,000.00
IT SUPPORT	\$7,500.00
STREETS AND PROPERTY MAINT	\$2,500.00
HONORIUM	\$5,600.00
POLICE OFFICER OVERTIME	\$3,500.00
POLICE OFFICER GRANT OVERTIME	\$11,619.93
SPEED ENFORCEMENT (SEU)	\$0.00
PUBLIC RELATIONS/COMMUNITY EVENT DONATIONS	\$2,500.00
MEDICARE, SOCIAL SECURITY	\$14,666.67

AVAILABLE FOR OPERATIONS(NOT INCLUDING  
GRANTS

**\$54,528.96**

**FY2025 (with 3 Officers)****Option#2****INCOME****GENERAL REVENUE**

REAL ESTATE TAXES	\$175,000.00
REALTY TRANSFER TAX	\$20,000.00
BANKING INTEREST	\$10,200.00
LATE FEES	\$500.00
RENTAL INCOME	\$12,000.00
BOA APPLICATIONS	\$1,000.00
P.C. APPLICATIONS	\$5,000.00
RENTAL LICENSE	\$3,000.00
BUSINESS LICENSE	\$12,000.00
METERS	\$3,000.00

**UTILITY INCOME**

WATER	\$290,000.00
WATER IMPACT FEES	\$5,000.00
TRASH	\$102,000.00

**POLICE INCOME (3 OFFICERS)**

Donations/Special Community Events	\$2,500.00
Highway Safety/DUI	\$7,800.00
Police Fines	\$100,000.00
Accident Reports/Fingerprints	\$400.00
State Pension Grant Police	\$10,000.00
Violent Crime Grant	\$11,619.93

**TOTAL INCOME** **\$771,019.93****POSSIBLE GRANTS**

MSAF	\$30,000.00
Sussex County Grant (Police)	\$40,000.00
CJC Grant (Police)	\$3,000.00
EIDE Grant (Police)	\$3,000.00
Salle Grant (Police)	\$3,000.00
Sleaf Grant (Police)	\$2,000.00

## **EXPENDITURES**

ADVERTISING	\$1,000.00
GASOLINE FUEL	\$16,200.00
AUTO/EQUIPMENTMAINTENANCE	\$3,200.00
DUES AND SUBCRIPTIONS	\$5,182.08
UNIFORMS	\$100.00
EDUCATION AND TRAINING	\$750.00
TRASH COLLECTION	\$99,000.00
UTILITIES	\$60,412.25
DENTAL/HEALTH INSURANCE	\$33,300.00
PENSION	\$44,658.00
INSURANCE(AUTO,LIABILITY ETC)	\$21,000.00
PAYROLL TAXES/W.COMP	\$43,000.00
PAYROLL	\$391,500.00
OFFICE EQUIPMENT LEASE	\$2,247.56
SUPPLIES (OFFICE & JANITORIAL)	\$1,562.25
POSTAGE	\$3,150.00
EQUIPMENT	\$3,000.00
REPAIRS/MAINT BUILDING	\$1,300.00
DITCH TAX	\$2,000.00
AUDITING SERVICES	\$9,500.00
ENGINEERING	\$30,000.00
LEGAL SERVICES	\$31,000.00
WATER EXPENSE	\$7,000.00
LOAN PAYMENTS	\$60,000.00
IT SUPPORT	\$7,500.00
STREETS AND PROPERTY MAINT	\$2,500.00
HONORIUM	\$5,600.00
POLICE OFFICER OVERTIME	\$3,500.00
POLICE OFFICER GRANT OVERTIME	\$11,619.93
SPEED ENFORCEMENT (SEU)	\$0.00
PUBLIC RELATIONS/COMMUNITY EVENT	
DONATIONS	\$2,500.00
MEDICARE, SOCIAL SECURITY	\$22,000.00
<b>TOTAL EXPENSES</b>	<b>925,282.07</b>
AVAILABLE FOR OPERATIONS(NOT INCLUDING GRANTS	<b>\$154,262.14</b>

## **FY2025 (3 Officers w/Officer Grant) Option#3**

### **INCOME**

#### **GENERAL REVENUE**

REAL ESTATE TAXES	\$175,000.00
REALTY TRANSFER TAX	\$20,000.00
BANKING INTEREST	\$10,200.00
LATE FEES	\$500.00
RENTAL INCOME	\$12,000.00
BOA APPLICATIONS	\$1,000.00
P.C. APPLICATIONS	\$5,000.00
RENTAL LICENSE	\$3,000.00
BUSINESS LICENSE	\$12,000.00
METERS	\$3,000.00

#### **UTILITY INCOME**

WATER	\$290,000.00
WATER IMPACT FEES	\$5,000.00
TRASH	\$102,000.00

#### **POLICE INCOME (2 OFFICERS & OFFICER GRANT**

Donations/Special Community Events	\$2,500.00
Highway Safety/DUI	\$7,800.00
Police Fines	\$100,000.00
Accident Reports/Fingerprints	\$400.00
State Pension Grant Police	\$10,000.00
Violent Crime Grant	\$11,619.93
OFFICER FUNDED Grant (Police)	\$85,000.00

**TOTAL INCOME** **\$856,019.93**

#### **POSSIBLE GRANTS**

MSAF	\$30,000.00
Sussex County Grant (Police)	\$40,000.00
CJC Grant (Police)	\$3,000.00
EIDE Grant (Police)	\$3,000.00
Salle Grant (Police)	\$3,000.00
Sleaf Grant (Police)	\$2,000.00

## **EXPENDITURES**

ADVERTISING	\$1,000.00
GASOLINE FUEL	\$16,200.00
AUTO/EQUIPMENTMAINTENANCE	\$3,200.00
DUES AND SUBSCRIPTIONS	\$5,182.08
UNIFORMS	\$100.00
EDUCATION AND TRAINING	\$750.00
TRASH COLLECTION	\$99,000.00
UTILITIES	\$60,412.25
DENTAL/HEALTH INSURANCE	\$33,300.00
PENSION	\$44,658.00
INSURANCE(AUTO,LIABILITY ETC)	\$21,000.00
PAYROLL TAXES/W.COMP	\$43,000.00
PAYROLL	\$391,500.00
OFFICE EQUIPMENT LEASE	\$2,247.56
SUPPLIES (OFFICE & JANITORIAL)	\$1,562.25
POSTAGE	\$3,150.00
EQUIPMENT	\$3,000.00
REPAIRS/MAINT BUILDING	\$1,300.00
DITCH TAX	\$2,000.00
AUDITING SERVICES	\$9,500.00
ENGINEERING	\$30,000.00
LEGAL SERVICES	\$31,000.00
WATER EXPENSE	\$7,000.00
LOAN PAYMENTS	\$60,000.00
IT SUPPORT	\$7,500.00
STREETS AND PROPERTY MAINT	\$2,500.00
HONORIUM	\$5,600.00
POLICE OFFICER OVERTIME	\$3,500.00
POLICE OFFICER GRANT OVERTIME	\$11,619.93
SPEED ENFORCEMENT (SEU)	\$0.00
PUBLIC RELATIONS/COMMUNITY EVENT DONATIONS	\$2,500.00
MEDICARE, SOCIAL SECURITY	\$22,000.00
<b>TOTAL EXPENSES</b>	<b>\$925,282.07</b>
AVAILABLE FOR OPERATIONS(NOT INCLUDING GRANTS	<b>\$69,262.14</b>