



**TOWN OF GREENWOOD**  
**TOWN COUNCIL MEETING AND PUBLIC HEARING**  
100 W. Market St. Greenwood De. 19950  
Wednesday Nov. 13, 2024 6:00 p.m.

**Meeting is live stream on Town of Greenwood Facebook**

**I. CALL TO ORDER: PLEDGE OF ALLEGIANCE**

**II. ADOPTION OF AGENDA**

**III. APPROVAL OF MINUTES :**

1. Town Council minutes Oct.9, 2024
2. Executive Session minutes Sept. 11, 2024
3. Executive Session minutes Oct. 24, 2024 *-don't have*
4. Budget workshop minutes Oct. 7, 2024

**IV. READING OF CORRESPONDENCE**

**V. POLICE REPORT:**

1. Verbal Report
2. Amendment to Extra Duty Police Pay Guidelines
3. PD building project

**VI. TOWN MANAGER REPORT**

1. Verbal Report
2. Quotes for audio system in council room
3. Financial Review
4. Town Holidays

**VII: OLD BUSINESS:**

1. 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.

**VIII: NEW BUSINESS**

1. Donation of parcel tax id#530-10.00-53.01 to Town presentation by Wes Allen of Sussex Conservation District
2. Discussion of Town Manager performance and job duties

**IX: PUBLIC HEARING:**

1. Conditional Use application by DEStorage rep Casey Kenton for property tax id #5-30-10.00-55.00 for outdoor covered and uncovered parking as an ancillary use to a public self-storage facility

**X: COUNCILMEMBERS COMMENTS**

**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.

**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 Nov.6, 2024 at least seven (7) days in advance of the meeting.



TOWN OF GREENWOOD  
TOWN COUNCIL MEETING  
100 W. Market St; Greenwood, DE 19950  
Wednesday, October 9, 2024, 6:00 p.m.  
MINUTES

**COUNCIL and STAFF PRESENT:**

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

**CALL TO ORDER:**

Mayor Kemp opened the meeting with the Pledge of Allegiance at 6:01 p.m.

**APPROVAL OF MINUTES:**

Motion by Mr. Donovan to approve the minutes of the regular Town Council Meeting of September 11, 2024. Seconded by Mr. Moran. Unanimously APPROVED

**READING OF CORRESPONDENCE:**

N/A

**REPORT OF POLICE CHIEF:**

Sgt. Thomas gave the report.

**REPORT OF TOWN MANAGER:**

Mrs. Todd gave a verbal report.

**MAYOR REPORT:**

N/A

**OLD BUSINESS:**

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.

Due to multiple councilor recusals, Mr. Sharp is waiting for an advisory opinion from the Public Integrity Commission before proceeding.

Motion by Mrs. Tallent to leave the record open until November. Seconded by Mr. Moran. Mr. Donovan – yes, Mr. Moran – yes, Mrs. Tallent – yes, Ms. Jones – recuse. APPROVED

**NEW BUSINESS:**

1.) Discussion and adoption of FY2025 Budget.

Motion to strike line #53 and remove Council Honorarium payments in 2025, adding that \$5600.00 back to the 2025 budget. Motion made by Mr. Kemp, Seconded by Ms. Jones. Unanimously APPROVED.

Motion to increase the monthly trash rate from \$24.00 to \$30.00. Motion by Mr. Moran, Seconded by Ms. Jones. Unanimously APPROVED.

Motion to increase the water overage charge from \$2.50 to \$3.50 per 1000 gallons over 3000 gallons. Motion made by Mr. Moran, Seconded by Ms. Jones. Unanimously APPROVED.

Motion to increase the monthly water rate from \$40.00 to \$45.00 in 2025, then increase to \$50.00 in 2026. Motion by Mr. Moran, Seconded by Ms. Jones. Unanimously APPROVED.

Motion to increase the annual property tax rate from \$2.00 per \$100.00 of assessed value to \$4.00 per \$100.00 of assessed value. Motion by Mr. Moran, Seconded by Ms. Jones. Ms. Jones – yes, Mrs. Tallent – yes, Mr. Donovan – no, Mr. Moran – yes. APPROVED.

Motion to adopt the FY2025 Budget with stated changes to water rates, trash rates, and real estate taxes, and strike line #53 (Honorium). Motion made by Mr. Moran. Seconded by Ms. Jones. Unanimously APPROVED.

- 2.) Motion to increase the monthly rent at 98 Mill St. to \$1200.00. Motion by Ms. Jones, Seconded by Mr. Moran. Unanimously APPROVED.

Motion to keep the lease renewal at one year made by Ms. Jones, Seconded by Mr. Moran. Unanimously APPROVED.

**COUNCIL MEMBERS' COMMENTS:**

Ms. Jones stated that she believes we no longer need a “police liaison” and that title is not in the Charter. Sergeant Thomas stated that according to police policy, a “police commissioner” can sign time sheets in the absence of a Police Chief.

Mr. Moran thanked Mrs. Todd, Ms. Nuwer, and all who played a part in making Greenwood Day a success.

**PUBLIC COMMENTS:**

Tanya Kearns and Marl Hayes spoke about property issues regarding 106 Draper Street.

Kelli Nuwer asked the Council about a Bond Bill funded sidewalk repair.

**ADJOURNMENT:**

Adjourned at 6:59 p.m. with a motion by Mr. Donovan, Seconded by Mr. Moran.

## **Janet Todd**

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**From:** Donald Donovan  
**Sent:** Wednesday, November 6, 2024 11:37 AM  
**To:** Janet Todd  
**Cc:** Marshall Kemp; Scott Wilcox  
**Subject:** Executive Session September 11, 2024

### **Town of Greenwood Town Council Executive Session Minutes**

Date: September 11, 2024  
Start Time: 6:55 pm  
Location: 100 West Market Street, Greenwood, Delaware 19950

Mayor and Council  
Marshall Kemp, Mayor  
Michael Moran, Vice Mayor  
Donald Donovan, Secretary  
Brenda Tallent, Councilwoman  
Durene Jones, Councilwoman

Other in Attendance  
James Sharp, Town Solicitor

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 options at hand to fill the vacancy of Police Chief and advertisement of said employment position.

A motion was made by Councilwoman Jones and seconded by Councilwoman Tallent to exit the executive session and move to the regular meeting at 7:45pm with a unanimous vote. Motion passed.

No action was taken in the executive session.

A motion was made by Vice Mayor Michael Moran and seconded by Councilwoman Brenda Tallent to adjourn the meeting at 7:50pm with a unanimous vote. Motion passed.

Respectfully Submitted,

Donald Donovan, Secretary  
Greenwood Town Council



**TOWN OF GREENWOOD**  
**SPECIAL COUNCIL MEETING**  
**MONDAY, OCTOBER 7, 2024, at 6:15 P.M.**  
**BUDGET WORKSHOP**  
**MINUTES**

**CALL TO ORDER:**

Mayor Kemp opened the meeting at 6:15 pm.

**COUNCIL AND OFFICIALS PRESENT:**

Mayor Marshall Kemp, Vice-Mayor Mike Moran, Secretary Donnie Donovan, Councilor Dee Jones, Councilor Brenda Tallent, Town Manager Janet Todd, Clerk Carolyn Chisenhall, Sergeant William Thomas, Police Admin Kevin Eickman.

**NEW BUSINESS:**

Discussion of FY 2025 budget:

Motion to add \$10,000.00 SEU to the budget and raise SEU hourly rate from \$45.00 to \$50.00, effective immediately, made by Vice-Mayor Moran, Seconded by Councilor Jones. Unanimously APPROVED.

Motion to change Patrolman/Patrolwoman starting salary to \$55,000.00 made by Vice-Mayor Moran, Seconded by Councilor Jones. Unanimously APPROVED.

Motion to approve posting that position at \$55,000.00 by Councilor Jones, Seconded by Vice-Mayor Moran. Unanimously APPROVED.

Motion to approve the police officer projected pay scales that were presented today by Sergeant Thomas. Motion made by Vice-Mayor Moran, Seconded by Councilor Jones. Unanimously APPROVED.

Motion to revise the Chief's starting pay to \$72,000.00, still close the application window on October 14, and have all council members present for salary negotiations. Motion made by Councilor Jones, seconded by Vice-Mayor Moran. Unanimously APPROVED.

Motion to move forward with budget option #2 made by Vice-Mayor Moran, Seconded by Councilor Tallent. Unanimously APPROVED.

**PUBLIC COMMENT:**

Kelli Nuwer questioned why the Town is paying the attorney to talk to the Public Integrity Commission when anyone can contact them for free.

**ADJOURNMENT:**

Meeting adjourned at 7:51 pm after motion made by Councilor Tallent, Seconded by Vice-Mayor Moran.

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Town Manager



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## GREENWOOD POLICE DEPARTMENT

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100 W. Market Street PO Box 208  
Greenwood, DE 19950  
Phone: (302) 349-4822 Fax: (302) 349-4870

### Extra Duty Police Pay Guidelines

The Greenwood Town Council, in consultation with the Chief of Police, reserves the right to review and modify this policy at any time.

- All pay jobs must be worked with supervisor approval
- No officer will be allowed to work federally/state funded patrols or SEU on a single vacation day, or on any sick day
- Any officer on scheduled vacation week will be allowed to work federally/state funded patrols or SEU, but only on days not being paid by vacation (i.e., has to be worked on a scheduled day off; officers cannot get paid twice for the same hours)
- A pay voucher will be filled out along with the end shift log, including officer's stats
- Any officer working federally/state funded patrols or SEU will assist the regular duty officer or another police agency, if dispatched or requested by an officer. Any activities outside of patrol must be documented on pay voucher
- All patrol vouchers must be signed by a supervisor or town official
- SEU: will be paid at a flat rate of \$45.00 per hour
- Highway Safety: will be paid at a rate of \$65.00 per hour to the officer with the officers time & a half rate being paid by OHS & the remaining balance to be paid by Sussex County grant
- Violent Crime: will be paid at a rate of \$65.00 per hour to the officer
- SALLE: will be paid at a rate of \$65.00 per hour to the officer
- EIDE: will be paid at a rate of \$65.00 per hour to the officer
- Contractual Rates: will be paid at a rate of \$65.00 per hour
- All rates stated above are gross pay, prior to taxes

Respectfully Submitted,

Chief Phillip Thomas  
Chief of Police

\* Approved by Council on 11/20/2023

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M I D S O U T H A U D I O

# TERMS AND CONDITIONS FOR QUOTES

## 1. DEFINITIONS

- “Customer” person or business named as such in the Quotation;
- “Contract” the contract between the Customer and the Contractor for the Works comprising the quotation, these Terms and Conditions, and the other documents specified in the Quotation;
- “Contractor” Mid South Audio LLC
- “Quotation” the Contractor’s signed Quotations referring to these Terms and Conditions;

## 2. TERMS AND CONDITIONS

- 2.1. This Quotation is provided by Mid South Audio LLC, hereby known as the Contractor, to the organization stated in said Quotation, hereby known as the Customer, for the purpose of presenting hardware and services for the assembly of a new A/V System.
- 2.2. The Contractor considers the information, pricing, terms and conditions included within this proposal as confidential. This proposal is not to be copied, duplicated, or reproduced in any manner other than for distribution to associates of the Customer.
- 2.3. This information is provided with the understanding that the creative consulting part of this proposal has been provided at no expense by the Contractor to the Customer. However, if this proposal is fulfilled by any other organization besides the Contractor, the Customer will be charged a design/consulting fee.
- 2.4. Unit prices and discounts apply to specific quantities quoted as noted in the Quotation.
- 2.5. This Quotation is valid for 30 days unless otherwise specified by the Contractor.
- 2.6. All Audio Systems installed by the Contractor include a 1-year warranty on all parts and labor. Most of the equipment specified below has a manufacturer’s warranty that exceeds 1-year. Should the gear fail during this period, the factory warranty will be in effect and the Customer will only be responsible for the labor required to fix said failures.
- 2.7. All installations require a 50% deposit by the Customer before orders will be placed.
- 2.8. All soft goods, acoustic panels, roll tops, and custom orders require payment in full by the Customer before they can be ordered, and are non-returnable and non-refundable.
- 2.9. Upon payment, cash or check is preferred. Any returned checks will result in a \$30 fee, and a 3% convenience fee will be added to orders paid with a credit Card
- 2.10 Due to industry wide supply chain issues some orders may be delayed up to 8-12 weeks or longer in some cases. Once a deposit is received the equipment will be ordered immediately and once we receive shipping information the installation will be scheduled accordingly. *(Revised March 2023)*
- 2.11 Any returned or cancelled items after the contract has been signed may be subject to a restocking fee.

**Thank you for the opportunity to submit this quote. If you have any questions, please call us during our office hours, Monday through Friday 9am until 5pm.**  
**Mid South Audio LLC**

Customer Signature	Date
Print Name	Organization Name (if applicable)
Quote #(s) Accepted	Price Accepted <small>(if multiple please list separately with corresponding Quote #s)</small>

Mid South Audio LLC  
 PO Box 128  
 Milton, DE 19968  
 +13028566993  
 www.midsouthaudio.com



M I D S O U T H A U D I O

## Quote

### ADDRESS

Greenwood Town Hall  
 100 W Market St  
 Greenwood, DE 19950

QUOTE # 10314

DATE 10/24/2024

EXPIRATION DATE 11/24/2024

QTY	ACTIVITY	RATE	AMOUNT
	Scope of Work - Installation of (5) hard-wired gooseneck microphones for council chambers. Installation of (1) wireless handheld for podium. Installation of (1) digital audio console with USB for hybrid meetings. Installation of (1) HD PTZ web camera for hybrid meetings.		
	Client Responsibilities - Providing computer for hybrid meetings with (2) USB connections. Providing power for equipment.		
5	Shure MX418D/C Cardoid-18" Desktop Gooseneck Condensor Microphone		
1	Shure BLX24R/SM58 Wireless Handheld System with SM58 Capsule		
1	Whirlwind MS-6-M-NR-025 Snake - Box to Fan, MINI 6, low profile, 6 XLR inputs, no returns, 25', W06PR, * SNAKESKIN *, Pigbag, WC3FQMBKNL		
1	Allen & Heath AH-CQ12T CQ-12T 96kHz Digital Mixer with 7" Touchscreen and Bluetooth Connectivity		
1	WattBox® Surge Protector with Coax, Phone and Ethernet Protection   8 Outlets WB-200-8PS		
1	BenQ DVY23 20x zoom conference camera		
1	Connectronics USB 3.0 A Male to B Male Cable 2 Meter (6ft)		
1	Premier Mounts 7170-1004-01 Wall-mounted Shelf for Cameras and Conferencing Accessories - Small		
1	Installation Total including Freight, Delivery, Set Up and Training	5,952.59	5,952.59

\*All prices include a 3% cash/check discount\*

TOTAL

**\$5,952.59**

Accepted By

Accepted Date



**TOWN OF GREENWOOD**  
**Profit & Loss**  
 January through October 2024

	Jan - Oct 24
<b>Income</b>	
4000D0 · Reimbursements	8,338.89
4004.1P · Special Community Event Donated	11,916.00
4005 · Real Estate Taxes	135,657.01
4007 · TRANSFER TAX	204,261.37
4010 · BANKING INTEREST	7,763.33
4014 · Penalty Fee - TAXES	959.11
4015A · ORDINANCE VIOLATIONS	-2,500.00
4020 · STATE GRANTS	78,178.26
4030 · HIGHWAY SAFETY/DUI	3,721.82
4035 · E.I.D.E. Grant	6,628.68
4040 · S.A.L.L.E. GRANT	7,214.82
4050 · Police Fines	112,101.79
4050.1 · Police Accident Rep/Finger	725.00
4060 · COURT OF COMMON PLEAS	29.00
4070 · POLICE GRANTS	
4070.01 · CRIMINAL JUSTICE	962.21
4070 · POLICE GRANTS - Other	109,076.37
<b>Total 4070 · POLICE GRANTS</b>	<b>110,038.58</b>
4080 · WATER	246,238.07
4100 · TRASH	81,278.80
4150 · Capital Works Grants & Payments	93,349.50
4250PD · Gain of Sale of Equipment	30,529.55
4444 · INCOME	
4000 · METERS AND MXU BREAKAGE	5,091.24
4001 · Sewer & Water Impact Fees	-61,750.00
4002 · Rental Income	10,234.20
4003 · License Fees	
4003.1 · Building, Sewer, CofO permits	4,100.00
4003.2 · Rental Licenses	7,425.00
4003.3 · Business Licenses	14,725.00
4003.5 · VARIANCE APPLICATION	1,000.00
4003.7 · LOT LINE ADJ APP	250.00
4003.8 · CONDITIONAL USE APP	1,400.00
4003 · License Fees - Other	3,550.00
<b>Total 4003 · License Fees</b>	<b>32,450.00</b>
4004 · Additional Income	14,975.00
4444 · INCOME - Other	12,307.00
<b>Total 4444 · INCOME</b>	<b>13,307.44</b>
5400P · MISC POLICE INCOME	585.00
6000 · Water/Sewer Billing	-173.28
<b>Total Income</b>	<b>1,150,148.74</b>
<b>Gross Profit</b>	<b>1,150,148.74</b>
<b>Expense</b>	
1421 · CAPITAL IMPROVEMENTS	94,381.68
4000.1P · Sewer Utilities	1,445.53
4080.2 · WATER EXPENSE	9,877.07
4250.1 · MONITION SALE CHARGE	3,325.60
5000 · Payroll Expenses	5,349.73
5005 · ADVERTISING	594.68
5005P · Advertising PD	261.57

**TOWN OF GREENWOOD**  
**Profit & Loss**  
 January through October 2024

	Jan - Oct 24
<b>5009 · AUTO &amp; TRUCK</b>	
5010 · GAS	
5010A · Gasoline T Hall	1,473.59
5010P · Gasoline PD	10,467.12
<b>Total 5010 · GAS</b>	11,940.71
5015 · MAINTENANCE	650.00
5015A · VEHICLE REPAIR EXPENSE ADMIN	67.75
5015P · AUTO REPAIRS EXPENSE PD	21,878.22
5025P · VEHICLE PURCHASE	74.00
<b>Total 5009 · AUTO &amp; TRUCK</b>	34,610.68
<b>5030 · DUES &amp; SUBSCRIPTIONS</b>	
5030.1A · DUES AND SUBSCRIPTIONS	4,049.00
5030.1P · DUES AND SUBSCRIPTIONS PD	1,259.00
<b>Total 5030 · DUES &amp; SUBSCRIPTIONS</b>	5,308.00
5031 · Special Community Events	50.00
5032.2P · POLICE TRAINING EXPENSE	210.00
<b>5032P · POLICE GENERAL EXPENSES</b>	
5032.1P · POLICE EQUIPMENT EXPENSE	
5032.1G · PD EQUIP GRNT	5,657.64
5032.1P · POLICE EQUIPMENT EXPENSE - Other	453.69
<b>Total 5032.1P · POLICE EQUIPMENT EXPENSE</b>	6,111.33
5032.3 · POLICE MEDICAL TESTING	38.00
5091.2 · PUBLIC RELATIONS POLICE	1,099.79
<b>Total 5032P · POLICE GENERAL EXPENSES</b>	7,249.12
5032PG · PD MEDICAL TESTING GRANT	222.00
5035 · EDUCATION & TRAINING	55.00
<b>5040 · EMPLOYEE BENEFITS</b>	
5040.2 · Membership Dues	1,722.79
5040.3A · Public Works Uniforms	84.00
5040.3P · UNIFORMS	
5040PG · UNIFORM GRANT REIMB	402.35
<b>Total 5040.3P · UNIFORMS</b>	402.35
5050 · DENTAL INSURANCE	96.40
5050A · DENTAL INSURANCE ADMIN	289.20
5050P · DENTAL INSURANCE PD	4,016.24
5060A · LIFE INSURANCE ADMIN	405.00
5060P · LIFE INSURANCE PD	378.00
5065A · MEDICAL ADMIN	48.20
5065P · MEDICAL INSURANCE PD	16,491.68
5070 · PENSION	
5070A · PENSION ADMIN	11,304.48
5070P · PENSION PD	23,805.62
5070 · PENSION - Other	27,188.29
<b>Total 5070 · PENSION</b>	62,298.39
<b>Total 5040 · EMPLOYEE BENEFITS</b>	86,232.25
<b>5080 · INSURANCE</b>	
5080A · INSURANCE ADMIN	17,333.43
5080P · INSURANCE POLICE	23,507.57

**TOWN OF GREENWOOD**  
**Profit & Loss**  
 January through October 2024

	Jan - Oct 24
5110 · WORKERS COMP	
5080.1P · Workers Comp PD Portion	169.23
5110 · WORKERS COMP - Other	9,682.13
Total 5110 · WORKERS COMP	9,851.36
Total 5080 · INSURANCE	50,692.36
5091.1 · Public Relations	3,634.27
5112 · State Revolving Fund Loan Pmts	56,308.07
5120 · OFFICE SUPPLIES	
5020.1 · IT Support	6,267.00
5120P · OFFICE SUPPLIES POLICE	279.61
5125A · COMPUTER SUPPLIES Admin	263.94
5129A · WATER COOLER	24.62
5129P · WATER COOLER RENTAL PD	24.65
5130 · COPIER LEASE	1,125.60
5135 · POSTAGE	3,444.21
5135P · Postage PD	138.19
5137A · JANITORIAL SUPPLIES	15.46
5137P · JANITORIAL SUPPLIES PD	35.82
5138A · OFFICE SUPPLIES-ADMIN	565.05
5120 · OFFICE SUPPLIES - Other	234.04
Total 5120 · OFFICE SUPPLIES	12,418.19
5130P · Copier Lease PD	839.98
5145 · PAYROLL	
5150 · General Government	
5180.1 · DAY LABOR	765.00
Total 5150 · General Government	765.00
5155 · OFFICERS	
5160 · OVERTIME	40,267.50
5165 · REGULAR	137,213.15
Total 5155 · OFFICERS	177,480.65
5170 · GENERAL GOVERNMENT STAFF	
5175 · OVERTIME	3,878.07
5180 · REGULAR	133,430.86
Total 5170 · GENERAL GOVERNMENT STAFF	137,308.93
5145 · PAYROLL - Other	5,862.25
Total 5145 · PAYROLL	321,416.83
5185 · PROFESSIONAL SERVICES	
5185PD · LEGAL SERVICES PD	2,570.00
5190A · AUDITING/ACCOUNTING	9,285.54
5190P · AUDITING PD	652.46
5195 · ENGINEERING	94,022.72
5200 · LEGAL	91,482.72
5210 · TESTING	3,234.00
5215 · MONITORING SERVICES	
5215A · MONITORING SERVICES ADMIN	120.24
5215P · MONITORING SERVICES PD	334.90
5215 · MONITORING SERVICES - Other	38.91
Total 5215 · MONITORING SERVICES	494.05
5216 · HONORIUM FEE	1,975.00
5185 · PROFESSIONAL SERVICES - Other	-12,561.68
Total 5185 · PROFESSIONAL SERVICES	191,154.81

**TOWN OF GREENWOOD**  
**Profit & Loss**  
 January through October 2024

	Jan - Oct 24
5185P · HONORIUM FEE PD PORTION	1,975.00
5216P · Honorium PD	250.00
5223 · EQUIPMENT	7,206.44
5225 · REPAIRS & MAINTENANCE	
5230 · BUILDING	
5230A · BUILDING REPAIRS AND MAINT ADM	8,167.81
5230P · Building Repairs and Maint PD	
5230PG · BUILDING REPAIRS AND MAINT PD G	146.85
5230P · Building Repairs and Maint PD - Other	202.50
Total 5230P · Building Repairs and Maint PD	349.35
Total 5230 · BUILDING	8,517.16
5235 · Equipment Repairs Admin	1,315.92
5240 · MOWING & LAWN CARE	
5245 · STREETS	12,591.45
5225 · REPAIRS & MAINTENANCE - Other	12,378.67
Total 5225 · REPAIRS & MAINTENANCE	34,803.20
5235PG · PD EQUIP REPS AND MAINT GRANT	3,321.00
5255 · SUPPLIES	
5255A · SUPPLIES ADMIN	567.54
5255P · SUPPLIES POLICE DEPT	47.90
5255 · SUPPLIES - Other	685.27
Total 5255 · SUPPLIES	1,300.71
5260 · TAXES	
5260.1 · DITCH TAX	1,861.23
5265 · PAYROLL TAXES	
5280 · FEDERAL UNEMPLOYMENT	173.81
5285 · STATE UNEMPLOYMENT	4,947.70
5265 · PAYROLL TAXES - Other	35,375.47
Total 5265 · PAYROLL TAXES	40,496.98
Total 5260 · TAXES	42,358.21
5295 · TRASH COLLECTION	31,982.36
5300 · UTILITIES	
5305 · ELECTRIC	
5305A · ELECTRIC ADMIN	32,114.54
5305P · ELECTRIC PD	2,812.45
5305 · ELECTRIC - Other	1,983.13
Total 5305 · ELECTRIC	36,910.12
5335 · FUEL OIL	1,933.54
5335P · FUEL OIL PD	1,837.78
5340 · PROPANE GAS	321.65
5345A · TELEPHONE	5,055.28
5300 · UTILITIES - Other	4,153.16
Total 5300 · UTILITIES	50,211.53
5345P · Telephone PD	6,939.71
5345PG · Internet Grant reimb	478.68
5370 · LICENSING FEES	149.00
5380P · MEMBERSHIP DUES	473.00
6000.1 · UTILITY W/S/T BILLING	-30,207.29
7000 · Mowing Admin Fee	-8,068.00
Total Expense	1,028,810.97
Net Income	121,337.77



## TOWN HOLIDAYS FY 2024

<b>NEW YEARS DAY</b>	<b>MONDAY JAN. 1, 2024</b>
<b>MARTIN LUTHER KING DAY</b>	<b>MONDAY JAN. 15, 2024</b>
<b>PRESIDENTS DAY</b>	<b>MONDAY FEB. 19, 2024</b>
<b>GOOD FRIDAY</b>	<b>FRIDAY MARCH 29, 2024</b>
<b>MEMORIAL DAY</b>	<b>MONDAY MAY 27, 2024</b>
<b>JUNETEENTH</b>	<b>WEDNESDAY JUNE 19, 2024</b>
<b>INDEPENDENCE DAY</b>	<b>THURSDAY JULY 4, 2024</b>
<b>LABOR DAY</b>	<b>MONDAY SEPT. 2, 2024</b>
<b>VETERANS DAY</b>	<b>MONDAY NOV. 11, 2024</b>
<b>THANKSGIVING/DAY AFTER</b>	<b>THURSDAY NOV. 28, 2024 &amp; FRIDAY NOV. 29, 2024</b>
<b>CHRISTMAS &amp; DAY AFTER</b>	<b>WED. DEC. 25, 2024 &amp; THURSDAY DEC. 26, 2024</b>



## TOWN HOLIDAYS FY 2025

<b>NEW YEARS DAY</b>	<b>WED. JAN. 1, 2025</b>
<b>MARTIN LUTHER KING DAY</b>	<b>MONDAY JAN. 20, 2025</b>
<b>PRESIDENTS DAY</b>	<b>MONDAY FEB. 17, 2025</b>
<b>GOOD FRIDAY</b>	<b>FRIDAY APRIL 18, 2025</b>
<b>MEMORIAL DAY</b>	<b>MONDAY MAY 26, 2025</b>
<b>JUNETEENTH</b>	<b>THURSDAY JUNE 19, 2025</b>
<b>INDEPENDENCE DAY</b>	<b>FRIDAY JULY 4, 2025</b>
<b>LABOR DAY</b>	<b>MONDAY SEPT. 1, 2025</b>
<b>VETERANS DAY</b>	<b>TUESDAY NOV. 11, 2025</b>
<b>THANKSGIVING/DAY AFTER</b>	<b>THURSDAY NOV. 27, 2025 &amp; FRIDAY NOV. 28, 2025</b>
<b>CHRISTMAS &amp; DAY AFTER</b>	<b>THURS. DEC. 25, 2025 &amp; FRIDAY DEC. 26, 2025</b>



**TOWN OF GREENWOOD  
100 W. MARKET ST.  
GREENWOOD, DE. 19950  
PH# 302-349-4534**

November 7, 2024

Mayor and Council,

The Greenwood Planning Commission held a public hearing September 26, 2024, for an application for Conditional Use from Casey Kenton with DEStorage for property tax ID# 530-10.00-55.00 for outdoor covered and uncovered parking as an ancillary use to a public self-storage facility. The conditional use had been previously approved at a meeting held on April 26, 2022, however per the Greenwood Zoning Ordinance A-1, Section 7.4.2 states that "Construction or operation shall be commenced within one year of the date of issuance of the conditional use permit or the conditional use permit shall become void." The requirements of the code were not met therefore Mr. Kenton reapplied for a conditional use.

The Planning Commission passed unanimously to recommend approval for outdoor covered and uncovered parking as an ancillary use to a public self-storage facility, and also to include the ability to add solar later as was stated in the original conditional use. On behalf of the Planning Commission, I am submitting this letter of recommendation for your approval.

Janet Todd  
Town Manager

TOWN OF GREENWOOD  
100 WEST MARKET STREET  
P.O. BOX 216  
GREENWOOD, DE 19950  
302-349-4534  
302-349-9332

FEE 350.  
#1073  
8/13/24

### APPLICATION FOR CONDITIONAL USE

#### Current Property Owner Information:

Current Owner Name(s)/Applicant(s):

DeStorage.com Greenwood, LLC.

Mailing Address:

100 SOUTH ROCKLAND FALLS ROAD

ROCKLAND, DE 19732

Phone Number: 302-2593-6683

Email Address: astrine@i-realty.com

Contact Person: Andy Strine

#### Property Information:

Sussex County Tax Map/Parcel

Number: 530-10.00-55.00, 5600 & 56.02

Property Location: West of RT 16 & North of RT 13

Total Lot Area: Sq. Ft. \_\_\_\_\_ Acres 21.996

Current Zoning District: HC (TOWN OF GREENWOOD)

Proposed Zoning (if applicable): HC (TOWN OF GREENWOOD)

Current Property Use: VACANT

Briefly Describe Proposed Conditional Use:

11 STORAGE BUILDINGS & OFFICE (109,502 FT2 TOTAL) WITH PARKING

#### REQUIRED INFORMATION BY PROPERTY OWNER:

1. Two (2) copies of a recent Survey by a licensed surveyor showing the amount of acreage. Description must conform to metes and bounds of survey.
  2. Copy of the Deed.
  3. A preliminary site plan complying with the requirements of site plan review.
- Additional information may be required for the determination of the nature of the proposed use and its effect on the Comprehensive Plan.



I (We) hereby apply to the TOWN OF GREENWOOD, for a Conditional Use on the property described above. I (We) certify that all the information and attached documentation provided by me in this application is correct and I (We) further understand that a Public Hearing will not be scheduled until this application is complete as determined by the GREENWOOD Administrative Official.

\_\_\_\_\_  
Current Owner/Applicant



\_\_\_\_\_  
Current Owner/Applicant

\_\_\_\_\_  
Current Owner/Applicant

\_\_\_\_\_  
Current Owner/Applicant

FOR MAYOR AND TOWN COUNCIL

\*\*\*\*\*

Approved/Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Denied/Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

(2022)

TOWN OF GREENWOOD  
100 WEST MARKET STREET  
P.O. BOX 216  
GREENWOOD, DE 19950  
302-349-4534  
302-349-9332

FEE \$350<sup>00</sup>

**APPLICATION FOR CONDITIONAL USE**

**Current Property Owner Information:**

**Current Owner Name(s)/Applicant(s):**

Dratorage.com Greenwood, LLC

Attn: Casey Kenton

**Mailing Address:**

P.O. Box 189

Rockland, DE 19782

Phone Number: (302) 229-1128

Email Address: ckentondt-realty.com

Contact Person: Casey H. Kenton

**Property Information:**

**Sussex County Tax Map/Parcel**

**Number:** 5-80, 10.00 #55

**Property Location:** Sussex Highway (Rt. 13), north of the Rt. 16

**Total Lot Area:** Sq. Ft. \_\_\_\_\_ Acres +/- 20 Acres

**Current Zoning District:** (HO) Highway Commercial

**Proposed Zoning (if applicable):** \_\_\_\_\_

**Current Property Use:** Agriculture

**Briefly Describe Proposed Conditional Use:**

Outdoor covered and uncovered parking with or without a solar installation on the roof, as an ancillary use to a public self-storage facility.

**REQUIRED INFORMATION BY PROPERTY OWNER:**

1. Two (2) copies of a recent Survey by a licensed surveyor showing the amount of acreage. Description must conform to metes and bounds of survey.
2. Copy of the Deed.
3. A preliminary site plan complying with the requirements of site plan review. Additional information may be required for the determination of the nature of the proposed use and its effect on the Comprehensive Plan.

I (We) hereby apply to the TOWN OF GREENWOOD, for a Conditional Use on the property described above. I (We) certify that all the information and attached documentation provided by me in this application is correct and I (We) further understand that a Public Hearing will not be scheduled until this application is complete as determined by the GREENWOOD Administrative Official.

  
Current Owner/Applicant

\_\_\_\_\_  
Current Owner/Applicant

\_\_\_\_\_  
Current Owner/Applicant

\_\_\_\_\_  
Current Owner/Applicant

**FOR MAYOR AND TOWN COUNCIL**

\*\*\*\*\*

Approved/Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Denied/Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor



TOWN OF GREENWOOD  
100 W. MARKET ST.  
GREENWOOD, DE. 19950  
PH# 302-349-4534

September 14, 2023

DEStorage  
PO Box 139  
Rockland, De. 19732

Mr. Kenton,

This letter is in reference to a Conditional Use that was approved for the DEStorage project on Sussex Hwy Tax Id#530-10.00-55.00 located in Greenwood Delaware. The Town Council for Greenwood approved the Conditional Use Application on May 11, 2022, to grant a conditional use for outdoor covered and uncovered parking as an ancillary use to a public storage facility. Greenwood Zoning Ordinance Section 7.4.2 states Construction or operation shall be commenced within one year of the date of issuance of the conditional use permit or the conditional use permit shall become void. As of today's date there has not been any progress on the project, therefore the conditional use is null and void. To reapply please complete the enclosed application, it will go before the Planning Commission, and it will go before Town Council as to the Planning Commissions recommendation.

Thank you,  
Janet Todd  
Town Manager

Town of Greenwood  
Town Council Meeting Minutes  
Wednesday, May 11, 2022

**Call to Order**

Mayor Donovan called the meeting to order at 6:30 pm.

**Councilmen and Officials Present**

Mayor Donald Donovan, Councilman Norman Reed, Councilman Donald Torbert, Councilman Mike Moran, Police Chief Phillip Thomas, Town Manager Janet Todd, Town Clerk Carolyn Chisenhall, Town Solicitor James Sharp

**Approval of Minutes**

Motion by Councilman Moran, Seconded by Councilman Torbert to approve the Minutes of the April 13, 2022, Town Council Meeting as written. CARRIED by Unanimous Vote.

**Police Report**

Chief Thomas supplied a written monthly report and gave a verbal report. Sergeant Cullen has completed spring training for requalification. There were no questions.

**Town Manager Report**

1. Sheriff sale for delinquent properties will be May 17. Four properties have paid their money or been sold so they have been stayed.
2. Roger has been staying on top of things with code violations.
3. Bids are being received for repaving of 4 streets and Town Hall parking lot.
4. A quote for codification of Town ordinances has been requested. Codification would make the website much more user friendly as the user could then search Ordinances using keywords. It could be paid for with realty transfer funds. The quote will be taken to Council when received.

**New Business**

1. Motion to appoint Durene Jones to replace Willard Russell on Town Council made by Councilman Reed, Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
2. Due to the resignation of Mr. Russell who served as Vice-Mayor, Councilman Torbert nominated Councilman Reed as Vice-Mayor. There were no other nominations. CARRIED by Unanimous Vote.
3. Mr. Sharp read the Planning Commission's April 26 recommendation to approve the Conditional Use application by DEStorage rep Casey Kenton for property tax ID# 530-10-00-55-00 for outdoor covered and uncovered parking as an ancillary use to a public self-storage facility. Motion to approve by Councilman Moran, Seconded by Councilman Reed. CARRIED by Unanimous Vote.

**Old Business**

1. Due to a communication issue with some employees, the Employee Handbook revisions will be tabled until next month.
2. Mr. Sharp read the Planning Commission's April 26 recommendation to deny Ordinances 2022-01, 2022-02, 2022-03, 2022-04, 2022-05, 2022-06 pertaining to properties at 2 N. First Street and 102 North Street. He stated that there would be no further comment unless Council wished to reopen the record. Councilman Reed requested Mr. Sharp read a motion to deny Ordinance 2022-01.

- a. Councilman Reed made a motion to deny Ordinance 2022-01. Seconded by Councilman Moran. CARRIED by Unanimous Vote.
- b. Councilman Reed made a motion to deny Ordinance 2022-02. Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
- c. Councilman Reed made a motion to deny Ordinance 2022-03. Seconded by Councilman Moran. CARRIED by Unanimous Vote.
- d. Councilman Reed made a motion to deny Ordinance 2022-04. Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
- e. Councilman Reed made a motion to deny Ordinance 2022-05. Seconded by Councilman Moran. CARRIED by Unanimous Vote.
- f. Councilman Reed made a motion to deny Ordinance 2022-06. Seconded by Councilman Torbert. CARRIED by Unanimous Vote.

- 3. Durene Jones was sworn in as Councilman. Being newly appointed to the Council, she did not participate in tonight's voting.

**Adjournment**

Moved to adjourn by Councilman Reed at 6:55 p.m., Seconded by Councilman Moran.

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

## Janet Todd

---

**From:** Marshall Kemp  
**Sent:** Wednesday, October 23, 2024 5:34 PM  
**To:** Janet Todd  
**Cc:** Scott Wilcox  
**Subject:** Re: Meeting

Good evening,

I apologize for the delay. Please note that I would like to have this meeting even if your council is not available.

We can discuss in more detail tomorrow.

Thank you.

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---

**From:** Janet Todd <jtodd@townofgreenwood.us>  
**Sent:** Wednesday, October 23, 2024 4:48 PM  
**To:** Marshall Kemp <mkemp@townofgreenwood.us>  
**Cc:** Scott Wilcox <scott@gdwlawfirm.com>  
**Subject:** RE: Meeting

Also when were these noted performance concerns addressed with me from the Council?

---

**From:** Marshall Kemp <mkemp@townofgreenwood.us>  
**Sent:** Wednesday, October 23, 2024 4:09 PM  
**To:** Janet Todd <jtodd@townofgreenwood.us>  
**Cc:** Scott Wilcox <scott@gdwlawfirm.com>  
**Subject:** Meeting

Good afternoon,

I would like to schedule a meeting with you tomorrow afternoon at 1pm. This meeting will be used to address previously noted performance concerns from the council.

Thank you.

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## Janet Todd

---

**From:** Janet Todd  
**Sent:** Wednesday, October 23, 2024 4:41 PM  
**To:** Marshall Kemp  
**Cc:** Scott Wilcox  
**Subject:** RE: Meeting

This is to address my performance? If so I would like to reach out to my counsel to see if he is available. Thank you

**From:** Marshall Kemp <mkemp@townofgreenwood.us>  
**Sent:** Wednesday, October 23, 2024 4:09 PM  
**To:** Janet Todd <jtodd@townofgreenwood.us>  
**Cc:** Scott Wilcox <scott@gdwlawfirm.com>  
**Subject:** Meeting

Good afternoon,

I would like to schedule a meeting with you tomorrow afternoon at 1pm. This meeting will be used to address previously noted performance concerns from the council.

Thank you.

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# Performance Improvement Plan (PIP)

Confidential

<b>Name:</b> JANET TODD	<b>Position:</b> TOWN MANAGER
<b>Date:</b>	<b>Department:</b>

The purpose of this Performance Improvement Plan (PIP) is to define performance deficiencies, clarify performance expectations, and allow you the opportunity to demonstrate your ability to meet the performance expectations outlined below. To facilitate sustained improvement, the following plan has been established. This plan may be modified as necessary depending on your progress.

## Description of Performance Deficiencies:

See Attached
--------------

## Previous Discussions:

See attached
--------------

**Step 1: Improvement Plan:** These are the expectations related to performance deficiencies to be improved and addressed.

1.	See attached
2.	
3.	
4.	

**Step 2: Resources:** Listed below are resources available to you to complete your Improvement activities.

1.	Contact the Mayor
2.	Review the Town Charter

3.	
----	--

**Step 3: Progress Updates:** Performance will be monitored by Management with regular follow-up meetings.

Date	Comment	Manager	Employee

**Timeline for Improvement, Consequences & Expectations:**

Effective immediately, you are placed on a **90-day PIP**. During this time you will be expected to progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of other misconduct may result in action up to and including termination. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to **90 days**. Failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action up to and including termination.

The PIP does not alter the employment-at-will relationship. Additionally, the contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with your supervisor.

You are expected to meet with the Mayor to review your progress. The dates of such meetings will be provided to you. Please schedule accordingly.

By signing below, you acknowledge that this performance improvement plan was discussed with you and you understand the deficiencies and expectations. If you do not understand the expectations please let the Mayor know immediately.

**Signatures:**

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Supervisor/  
Manager Name: \_\_\_\_\_

Supervisor/  
Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Refused  
10/24/24*

**Conclusion:**

\_\_\_\_\_ Employee has achieved required improvements as described above.

\_\_\_\_\_ Employee has not achieved required improvements as described above.

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Comments:**

## PERFORMANCE DEFICIENCIES

In the recent months you have failed to perform the following functions:

(a) Town of Greenwood Charter Section 19(g)(6) requires the Town Manager to render to the Town Council at each regular monthly meeting, a true, accurate and detailed account of all moneys collected or received by the Town Manager in the performance of the Town Manager duties.

**You have failed to provide this information to Town Council since at least January 2023. This is a violation of Section 19(g)(6).**

(b) Town of Greenwood Charter Section 19(g)(2) and (4) requires the Town Manager to make reports to the Town Council as required by the Town Council and keep the Town Council advised of the financial condition and future needs of the Town.

**Councilwoman Tallent requested financial information from you but was denied the information. This is a violation of Section 19(g)(2) and (4)**

(c) Insubordination – during the communication with Councilwoman Tallent you refused to provide the financial information requested.

**Although you misconstrued the email to be an immediate request for financial information, that was not the timetable requested. In fact, the Councilwoman noted that the information could be provide in at your convenience. However, that was not acceptable to you.**

**In addition, your response to the Councilwoman's request was disrespectful. The Town Manager serves at the pleasure of the Town Council and is required to perform certain duties as outlined in the Town Charter. Town Charter Section 19(e)(1). Those duties, which include providing financial information when requested, are non-discretionary.**

(d) Council has requested that you provide them with routine updates on matters occurring in the Town. This allows the Council to be familiar with items that may be raised by constituents to individual Councilmembers in the community or at Council meetings.

**Again, you serve at the pleasure of the Town Council. Your job duties include the items enumerated in the Town Charter and other requests made by Council such as providing weekly updates. Your failure to provide this information is a violation of your job duties.**

(e) Town Facebook Account. You are the administrator of the Town's Facebook account and recently you "Loving" a post from a constituent support the selection of Officer Thomas for the position as Chief of Police.

**The Town does not take positions on many posts on social media. The reason is the Town must remain neutral on many matters, including this one. The process for hiring a new police chief must be open and fair. The loving of the post supporting Officer Thomas sends a message to public and other applicants that the interview process will not be open, fair or neutral. That the Town has already selected Officer Thomas. As the Town Manager, you should be aware of this sensitivity. Additionally, you did not ask Council for permission to support Officer Thomas because had you done so you would have been told not to post the support for these very reasons . Accordingly, your actions are unacceptable.**

## IMPROVEMENT PLAN

In addition, to fulfilling the job duties identified in Section 19(g) of the Town Charter, and your other job duties, you are to provide the noted information and actions:

- Immediately begin updating the Council regarding projects, changes in plans, general knowledge, and providing detailed financial reports to include, among other things, profit and loss per department.
- Monthly invoices paid each month are discussed with Council during monthly meetings not just the Council person signing the checks.
- Receive approval from Mayor and Vice Mayor for all projects not documented in the 2024 budget. The Town Manager must provide written detail as to why the project should be completed, where the funding is coming from, and projected cost.
- Reinstall the surveillance camera that was removed from the administrative office no later than 09/27/2024. Allow the Mayor and Vice Mayor to have access to this camera upon request.
- Written request for Paid Time Off must be submitted to the Mayor and Vice Mayor at least two weeks unless an emergency.
- A full report of time off for 2024 will be presented to the Mayor and Vice Mayor with the allotted number of hours available and used.
- All transaction with the public are completed at the front counter. No citizens of the town or general public are allowed in the administrative office space. If space is required, the meeting room is to be used.
- Detailed weekly emails to Council detailing new projects and other matters occurring in the Town.
- Use professional and respectful demeanor when communicating with Council.
- Provide financial information to Council within a reasonable time upon request.
- When using Town social media's accounts, do not support, in any way posts without first receiving approval from the Mayor.

## Janet Todd

---

**From:** Marshall Kemp  
**Sent:** Thursday, October 31, 2024 1:16 PM  
**To:** Janet Todd  
**Cc:** Michael Moran  
**Subject:** Re: Performance Plan

Good afternoon,

I am writing to provide responses to your email dated October 28, 2024, regarding the items in your Performance Improvement Plan.

- 1. Receive approval from Mayor and Vice Mayor for all projects not documented in the 2024 budget: Just to clarify you want me to contact yourself and Mr. Moran before I apply for grants? Also how would you like this correspondence via email?**

Response: As explained during the meeting on October 24, 2024, and identified in the Improvement Plan at bullet point 3, you must provide written detail about all new projects- detailing why the project should be completed, where the funding is coming from, and projected cost. As for grant applications, the Council does not need to be made aware of when a grant is applied for by the Town. Please email myself and the Vice Mayor, once a grant is awarded, how the grant will be used and when it is being used. I along with the Vice Mayor will provide the information to the rest of Council at a meeting.

- 2. The surveillance camera in the admin office: You are requesting a camera to be installed in the office that Carolyn and I are in and you want audio and video and you want remote access for yourself and Mike is that correct? Also the document you gave me gives a date of Sept. 27, 2024 and I was presented with this document on October 24, 2024.**

Response: A new surveillance camera is not needed. As explained during the meeting on October 24, 2024, a Police Department controlled surveillance camera should be installed in the main office as well as the lobby, conference room, and areas that the police department deem necessary to cover the inside of the building. These cameras are needed for the safety of all employees of the Town. The recording of the videos needs to be retained in the same location and period of time as is currently used for the other cameras. Remote access is not necessary. If necessary, access to the video can be obtained through the Police Department should an incident arise. As it will take time to get the items purchased and installed, I would ask that you let me know the timing after the cameras are ordered. I would expect that all of this could be completed no later than November 29, 2024.

- 3. Written request for paid time off: This request is for myself only no other employees correct as it is not required in the employee handbook**

Response: You are incorrect that this is not addressed in the Employee Handbook. Page 21, Leave Time requires all leave time to be approved by an employees' supervisor. This is being required of the Town Manager and Chief of Police as both parties report directly to the Council per

the Charter. As mentioned during our meeting this is so that Council is informed about who is and who is not available during certain times. You should also be receiving this from Carolyn since she reports to you.

**4. Full report of time off: This is just for myself no other employees correct?**

Response: Again, this is being required of the Town Manager and Chief of Police as both parties report directly to the Council. Prior to ADP, we are unsure as to how hours are being used and how they are being tracked. This should be general reporting through the ADP system going forward.

**5. No person is allowed in the office with Carolyn and I they must stay at the front counter or in the council room: does this include board members and council members and other employees?**

Response: Yes. All meetings with residents, legal representatives, vendors, developers, and other people should be conducted in the conference room. We are aiming to prevent exposure of personal information, limit potential safety concerns and maintain a productive work environment for others. This does not include Council Members, Members of the Board of Adjustment and Members of Planning and Zoning. These individuals are permitted behind the counter.

Please let me know if you have any other questions.

Marshall L. Kemp, Mayor  
Town of Greenwood, DE  
302-841-2230

---

**From:** Janet Todd <jtodd@townofgreenwood.us>  
**Sent:** Monday, October 28, 2024 11:44 AM  
**To:** Marshall Kemp <mkemp@townofgreenwood.us>  
**Cc:** Michael Moran <mmoran@townofgreenwood.us>  
**Subject:** Performance Plan

Good morning,

After having my performance plan reviewed I need some clarification on a few items please:

1. Receive approval from Mayor and Vice Mayor for all projects not documented in the 2024 budget: Just to clarify you want me to contact yourself and Mr. Moran before I apply for grants? Also how would you like this correspondence via email?
2. The surveillance camera in the admin office: You are requesting a camera to be installed in the office that Carolyn and I are in and you want audio and video and you want remote access for yourself and Mike is that correct? Also the document you gave me gives a date of Sept. 27, 2024 and I was presented with this document on October 24, 2024
3. Written request for paid time off: This request is for myself only no other employees correct as it is not required in the employee handbook
4. Full report of time off: This is just for myself no other employees correct?
5. No person is allowed in the office with Carolyn and I they must stay at the front counter or in the council room: does this include board members and council members and other employees?

**Janet Todd**

---

**From:** Marshall Kemp  
**Sent:** Thursday, October 31, 2024 1:18 PM  
**To:** Janet Todd  
**Cc:** Michael Moran  
**Subject:** Re: Performance Plan

Good afternoon,

I would like to complete this meeting on a bi-weekly basis. I think Wednesday's when Mike and I come into the office to sign checks would be a great time for us to complete the update, similar to the conversation we had a couple of weeks ago. By having Mike involved in the meeting I think it gives everyone the best opportunity to be fully informed on what is happening around us.

As far as the topics, this would be something that fluctuates from week to week. It could be updates on projects, concerns you may have learned of or addressed from residents, challenges you may be facing with vendors, residents or staff. It could truly be just about anything we can think of.

Again, the goal of the meeting is only for us to improve our communication with one another.

Please let me know if you have any additional questions.

Thank you. I hope you have a great rest of the week.

Marshall L. Kemp, Mayor  
Town of Greenwood, DE  
302-841-2230

---

**From:** Janet Todd <jtodd@townofgreenwood.us>  
**Sent:** Monday, October 28, 2024 1:05 PM  
**To:** Marshall Kemp <mkemp@townofgreenwood.us>  
**Subject:** Performance Plan

Good afternoon,

I did forget one question for clarity on the performance plan which was the weekly meeting you are requesting with me. Is this a meeting for updates on town business, events or what exactly are the updates you would like? Also what day and time are you requesting these meetings to take place? Thank you for clarity on this item as well



activity can be performed only by administrative agencies. An administrative agency's authority allows it to fill in details necessary for the proper execution of the laws.

4. Because the legislature may delegate some of its law-making authority to administrative agencies, it may properly condition the exercise of the delegated authority. However, the condition imposed by the legislature may not contain a grant to any branch of government to function in a manner prohibited by the constitution.

5. When delegating rule-making authority to administrative agencies, the legislature must declare a general policy and prescribe standards for administrative action.

6. The duties and responsibilities vested in a group are of necessity to be exercised by the majority unless granted subject to other conditions. Such a body can not delegate its essential powers to a minority even of its own members. A provision in the rules—for example, that a two-thirds vote is necessary to take a particular action—would delegate to any minority of more than one-third of the members the power to prevent the action being taken and grant to that

*Sec. 51, Par. 3:* Opinion of the Justices (1981), 49 Md. App. 300, 431 A.2d 783.

*Sec. 51, Par. 4:* Opinion of the Justices (1981), 49 Md. App. 300, 431 A.2d 783; State of Alaska v. ALLIVE, Voluntary (1980), 606 P.2d 769.

*Sec. 51, Par. 5:* State of Louisiana v. Broom (1983), 439 So. 2d 357; Opinion of the Justices (1981), 49 Md. App. 300, 431 A.2d 783.

minority the power to control the determinations of the body. The powers of the body to that extent would be delegated to a minority.

#### Sec. 52. Equality of Members

*See also Sec. 120, Equality of Members in Debate.*

In public bodies the equality of members is presumed. It would seem that, for any democratic group to be able to operate, acceptance of the principle of equality of members is essential. Unless that equality is recognized, there is no basis upon which it can be determined who or what number has authority to speak for the group and to make its decisions. Equality seems essential also to secure the acceptance in good faith of decisions of the group.

#### Sec. 53. There Should Be a Definite Rule

In order for a group to work efficiently together, there must be an accepted manner of doing things. Even where the same thing reasonably might be done a number of different ways, it is necessary as a matter of convenience that everyone do the same thing in the same way. Just as it is necessary that the drivers of vehicles on a highway all turn the same way when meeting on the highway to avoid collisions, so it is necessary that people undertaking to do the same thing undertake the action in the same way in order to prevent confusion and disagreement.

#### Sec. 54. Use of Technical Rules

1. An important purpose of parliamentary law is to provide an orderly procedure of conducting the business of an organization and to prevent confusion.

activity can be performed only by administrative agencies. An administrative agency's authority allows it to fill in details necessary for the proper execution of the laws.

4. Because the legislature may delegate some of its law-making authority to administrative agencies, it may properly condition the exercise of the delegated authority. However, the condition imposed by the legislature may not contain a grant to any branch of government to function in a manner prohibited by the constitution.

5. When delegating rule-making authority to administrative agencies, the legislature must declare a general policy and prescribe standards for administrative action.

6. The duties and responsibilities vested in a group are of necessity to be exercised by the majority unless granted subject to other conditions. Such a body cannot delegate its essential powers to a minority even of its own members. A provision in the rules—for example, that a two-thirds vote is necessary to take a particular action—would delegate to any minority of more than one-third of the members the power to prevent the action being taken and grant to that

*Sec. 51, Par. 3:* Opinion of the Justices (1981), 49 Md. App. 300, 431 A.2d 783.

*Sec. 51, Par. 4:* Opinion of the Justices (1981), 49 Md. App. 300, 431 A.2d 783; State of Alaska v. A.L.I.V.E. Voluntary (1980), 606 P.2d 769.

*Sec. 51, Par. 5:* State of Louisiana v. Broom (1983), 439 So. 2d 357; Opinion of the Justices (1981), 49 Md. App. 300, 431 A.2d 783.

minority the power to control the determinations of the body. The powers of the body to that extent would be delegated to a minority.

### Sec. 52. Equality of Members

*See also Sec. 120, Equality of Members in Debate.*

In public bodies the equality of members is presumed. It would seem that, for any democratic group to be able to operate, acceptance of the principle of equality of members is essential. Unless that equality is recognized, there is no basis upon which it can be determined who or what number has authority to speak for the group and to make its decisions. Equality seems essential also to secure the acceptance in good faith of decisions of the group.

### Sec. 53. There Should Be a Definite Rule

In order for a group to work efficiently together, there must be an accepted manner of doing things. Even where the same thing reasonably might be done a number of different ways, it is necessary as a matter of convenience that everyone do the same thing in the same way. Just as it is necessary that the drivers of vehicles on a highway all turn the same way when meeting on the highway to avoid collisions, so it is necessary that people undertaking to do the same thing undertake the action in the same way in order to prevent confusion and disagreement.

### Sec. 54. Use of Technical Rules

1. An important purpose of parliamentary law is to provide an orderly procedure of conducting the business of an organization and to prevent confusion.

Proposals. This can be eliminated only by recognizing a definite precedence of motions and fitting every motion into that order of precedence.

### Sec. 59. Application of One Motion to Another

*See also Ch. 17, Secs. 175-180, Classification of Motions; and Particularly Sec. 178, Subsidiary Questions.*

1. Motions are frequently applied to each other. Many motions, for example, are subject to amendment. Likewise, the motion to refer to committee, to postpone further consideration to a later date, to cut off debate or to lay on the table may be applied to a main motion.
2. There is a specific classification of motions and an order of precedence as to how they relate to one another.
3. The application of "procedural" motions serves an essential function in guiding the consideration of main motions.

### Sec. 60. Right to Debate

*See also Ch. 9, What Is Debatable; Ch. 10, Right to the Floor; and Particularly Sec. 90, Right to Debate Questions.*

1. Before the members of any group can reach intelligent decisions, it is necessary that they understand the subject upon which they are making a decision and the effect of any decisions they are making. To accomplish these purposes, an opportunity is given for debate on all questions of business to be decided.

2. As an essential part of this free discussion, every person must have a right to present that person's own

views for the consideration of other members of the group, to have the opportunity to persuade them to that person's way of thinking and to be able to listen to the arguments of others.

3. As a necessary part of this free discussion, the rule is well established that, when authority is given to a group to make decisions, those decisions must be made at a meeting at which the matter can be discussed. Any decision made by the members individually is not binding on the body.
4. This right of debate does not take from a body the right to control its own procedure and it can restrict or cut off debate.

### Sec. 61. Interruption of Members Speaking

*See also Sec. 92, Interruption of a Member Who Is Speaking.*

1. A member once recognized and having the floor is entitled to freedom from interruptions unless something arises that requires immediate consideration. A member cannot be interrupted merely to make motions having a higher precedence than the one under discussion. For example, the motion to adjourn cannot interrupt the speaker discussing a main motion. However, questions of privilege requiring immediate consideration must justify an interruption. A member can be interrupted and called to order if that person digresses from the subject, uses improper language or has exceeded a time limit on speeches.

2. It is also common practice to permit a member to be interrupted to ask questions concerning points made in a speech, if the interruption appears to be