



TOWN OF GREENWOOD
TOWN COUNCIL MEETING
100 W. Market St; Greenwood, DE 19950
Wednesday, Feb. 12, 2025, 6:30 p.m.
MINUTES

COUNCIL and STAFF PRESENT:

Vice-Mayor Mike Moran, Secretary Donnie Donovan, Councilor Brenda Tallent, Town, Councilor Durene Jones, Town Manager Janet Todd, Police Chief David Walton

CALL TO ORDER:

Vice-Mayor Moran opened the meeting at 6:30pm with the Pledge of Allegiance.

PLAQUE PRESENTATIONS: Councilor Durene Jones presented Roger Breeding a plaque for 15 years of service with the Town of Greenwood as Public Works Director. Vice Mayor Moran presented Kevin Eickman with a plaque in appreciation of his work and dedication during the accreditation process.

APPROVAL OF MINUTES:

1. Motion by Mr. Donovan to approve the Town Council Meeting minutes of January 8, 2025. Second, by Mrs. Tallent. Unanimously, APPROVED.
2. Motion by Mr. Donovan to approve Executive Session minutes August 27, 2024 Second by Brenda Tallent, Councilor Jones recused from vote, APPROVED

SWEARING IN OF NEW MEMBERS: Outgoing Vice mayor Moran swore in newly elected Councilman Anthony Massey and Branden Cessna.

COUNCIL REORGANIZATION: Mr. Donovan asked for nominations for Mayor, Durene Jones nominated Branden Cessna and second by Anthony Massey unanimous vote. Nominations for Vice Mayor Durene Jones nominated Anthony Massey, unanimous vote. Nominations for secretary Brenda Tallent nominated Donald Donovan who respectfully declined, Anthony Massey nominated Durene Jones passed unanimously. Vice Mayor Moran was thanked for his service and turned the meeting over to the new officers. All current Council members will be signors on all bank accounts Branden Cessna, Anthony Massey, Durene Jones, Brenda Tallent and Donald Donovan. Michael Moran will be removed from all bank accounts.

READING OF CORRESPONDENCE:

N/A

PUBLIC COMMENTS:

Holly Laurenzi asked Council to readdress the tax rates since the property values increased due to the county reassessment. Brenda Tallent stated it would be up to Council. Anthony Massey stated it could be discussed but not at this meeting because it is not on the agenda maybe at the March or April meeting. Mr. Massey also explained reasoning for the tax increase and the Town could revisit when the new county tax assessment rates are reviewed. Donald Donovan stated it has been looked at several times and a requested a comparison showing the current and increases. A workshop was discussed and will be held on March 19, 2025 to discuss taxes and other financial items.

REPORT OF POLICE CHIEF:

- 1.) Verbal Report: Chief Walton welcomed Cpl. Brooke Tucker to the Department who was sworn in on January 20th by Mr. Moran and is in the process of completing field training. Chief Walton gave an update on the accreditation process stating that POST and DPAC were on site on January 30th and completed a rigorous review process and that the department would be recommended for re-accreditation at the next DPAC meeting in April. Chief Walton also recognized Lt. Thomas for all of his efforts and hard work during the process and appreciated the public's patience. An update was given on the PAC stating the first meeting was held January 27, 2025 which introduced new members and Sean Moriarty gave an orientation presentation. Cpl. Tucker will be working with PAC to coordinate a citizens academy and 20 hours training with the next meeting being in April. Chief Walton discussed reviewing ordinances and working with Deljis concerning enforcement.

REPORT OF TOWN MANAGER:

- 1.) Verbal Report: TM commented Carolyn is out with surgery and Councilwoman Jones would be helping at the office to answer phones etc.. Updates were given on projects including the Wawa, VEC, Bascio Bakery and Milford Housing. The comp plan updates are being worked on with the FLUM map being revised as the current change. Hydrocorp was hired by the Town for the cross connection control inspections but there are a few issues with their performance so all inspections have been halted. The issues include inspecting only low hazard businesses, no meter pits were opened during inspections and one of the inspectors failing a property and having the property owner pay him to install the valve in order to pass. Event updates were given including the Greenwood Market, Greenwood Day and Christmas parade. A review was given of Council duties and policies and the PowerPoint would be put on the town website. TM discussed the property located at 1 E Minor St. which the Town has taken to Sheriff Sale on 3 occasions and attorney J. Sharp advised the Town should purchase the property back to alleviate incurring more fees. After a discussion Vice Mayor Massey made a motion to purchase the property for \$24,000 at the sale if there were no other bidders, a second by Mayor Cessna. A detailed history of the audit was presented with a discussion of the previous auditors Lank, Johnson and Tull and the process of the previous town manager replacing that firm with a new firm with approval of Council. TM presented a policy to implement for the Town Facebook page to eliminate bullying and negativity on the page. The Town Facebook page is meant for positive things in the community and to share events not personal feelings. Councilman Donovan questioned where the policy came from that was submitted and TM explained it is used by a local town. Mayor Cessna agreed that the page was not for bullying and needs to be monitored as such. Councilwoman Jones made a motion to adopt the policy with a second by Vice Mayor Massey. Passed unanimous
- 2.) A discussion was held about the need for an additional water tower. TM explained the existing tower capacity is 250,000 gallons and currently the town uses just over 100,000 gallons per day. The growth that is coming to Greenwood will require an additional tower for fire suppression. A discussion was held as to how to obtain funding. Mr. Donovan made a motion to table the discussion which he then rescinded. Vice mayor Massey made a motion to proceed with finding granting sources and report back to Council at

the next meeting. Mayor Cessna requested to have a plan put together and look for funding sources

- 3.) A discussion was held about the need for a new town hall which had been previously discussed at the last meeting. A new building is needed to separate the PD from town hall as the PD has outgrown the space they are currently in. It is a cheaper option after reviewing to get a new Town hall versus a new PD. Chief Walton discussed with Council the reasoning behind the project including the additional standards required for State accreditation. Mayor Cessna asked Chief Walton to clarify the changes are needed in order to maintain accreditation and Chief Walton verified. Vice Mayor Massey asked Chief Walton for a timeline for the accreditation requirements to which Chief Walton explained normally the inspections are every 3 years but Greenwood PD will be inspected yearly for the next 3 years and should show at least 25% progress each year. Vice mayor Massey asked if there are grants available and TM Todd stated yes there are grants to cover 100% of the cost but the grant timeline is approaching. TM Todd has obtained 3 bids for the project which is required for the grant submission. Councilwoman Tallent stated the Town would be taking on another building to maintain to which Mayor Cessna explained if we do not do this we could potentially have no Police Force. Councilwoman Jones made a motion to proceed with the grant process and Vice mayor Massey seconded the motion. Passed Unanimous
- 4.) Financial Review: Profit and Loss statements were in each Council packet. All bank accounts currently total \$1,060,355.55. Mr. Donovan questioned as to why there was \$834,816.74 last month but now there is more money in the bank. TM explained funds come in daily including grant monies which bring the balances up.
- 5.) A discussion was held pertaining to the town solicitor position. The position was advertised RFP and one sealed bid was received from James Sharp with Moore & Rutt. TM explained Stephanie Ballard would be available on an as needed basis and bill hourly but was not interested in applying for the town solicitor position. Councilwoman Jones led a discussion that the town is paying two hourly rates when a separate attorney is used. An example was given of Scott Wilcox handling employment issues and would copy Mr. Sharp on all email correspondence and phone calls so the total hourly cost was \$650.00 hours billed to the town for the 2 attorney fees. Also Glenn Mandalas has been handling conditional use applications and Mr. Sharp had been copied in as well on any correspondence which totaled \$850.00 per hour billed to the town. Mr. Sharp had previously recommended letting Mr. Mandalas complete the projects he had been handling to completion. Motion made by Mr. Massey to re-run RFP upstate for 90 days no second was made. Mayor Cessna stated conflicts of interest are a concern. Discussion of no need for Mr. Sharp to attend all meetings to save on legal costs. Councilman Donovan made a motion to keep James Sharp as town solicitor and use Stephani Ballard on an as needed basis Vice Mayor made a second to the motion.
- 6.) There was some discussion about a blank invoice from attorney Scott Wilcox from a previous meeting. The invoice was partially pertaining to creating an employment contract for the current Chief. There was a discussion with Council and previous Vice mayor Mike Moran stating there was no document provided to council for a contract unless it was provided to the previous Mayor and never presented to council. Motion by Vice mayor Massey to appeal the invoice with a second from councilwoman Jones passed unanimous.
- 7.) Schedule of Fees: A copy was provided to the Councilmembers. The Schedule will be looked at during the March 19, 2025 workshop.

OLD BUSINESS:

N/A

NEW BUSINESS:

- 1.) Motion by Councilwoman Jones to remove Anthony Massey from the planning commission, second by Mayor Cessna passed unanimous
- 2.) Motion by Councilman Donovan to appoint Ellen Patterson to the Planning Commission second by Councilman Tallent passed unanimous.
- 3.) Motion by Councilman Donovan to appoint Dale Patterson to the Board of adjustments second by Councilman Tallent passed unanimous.
- 4.) Discussion of Greenwood Ballfield. The announcement was posted for use of the field and the Woodbridge Little league and Diamond State Ducks signed up to use the field for the year 2025. Woodbridge Little League submitted a letter for additional time on the field. After discussion motion by Councilwoman Jones to leave the agreement as approved by council in 2024 second by Vice Mayor Massey. Passed unanimous. Mr. Moran stated he was the liaison last year for any issues between the leagues and the Ducks and WLL and is willing to be available if needed. Councilwoman Tallent stated Mr. Moran should still be involved if a need arises. Mr. Moran stated he would like to set up a meeting between the leagues and Vice mayor Massey asked to attend the meeting as well.
- 5.) Discussion held on amendments to be made to the adopted policy and procedures previously adopted by council. The following was discussed and decided:
 - a. Mayor Cessna made a motion to remove any reference to an agenda order with a second from Councilwoman Jones. Mayor Cessna stated the council should hear from the public before any pending decisions on the agenda to help with informed decisions.
 - b. A resolution is on file previously adopted by Council stating the starting time of all Council meetings will be 6:30 pm.
 - c. Mayor Cessna made a motion to have Town Clerk Carolyn continue to handle all meeting minutes second by Councilwoman Jones
 - d. Mr. Massey discussed rule 21 stating a policy for appropriate dress and standards of conduct stating the 1st amendment states you may protest quietly. Councilman Donovan stated the Council decides if the attire is not appropriate
 - e. Mayor Cessna addressed his concern with signs and the permitted size allowed stating at some point it becomes too much. Vice Mayor Massey stated it is your right as a US Citizen and could lead to a lawsuit. Mayor Cessna and Vice mayor Massey discussed the size of the sign. Councilman Donovan stated the policy was not in reference to previous signs at a meeting. Mayor Cessna expressed concern over what is considering "too much". Vice Mayor Massey requested the size be raised to 8 ½" x 11" the size of a piece of paper. No change to be made at this time
 - f. Remove Masons Manual from pg. 9. Remove
 - g. No resume required for Board of Adjustment applications motion by Mayor second by Vice mayor Massey second.
 - h. Pg. 11 specifying time
 - i. Public comment limit of 3 minutes and who may extend the time. Councilman Donovan stated he would like to keep the time at 3 minutes for public comment.
 - j. Mayor Cessna discussed if there was a public comment that may change a council persons vote the council may choose to table it. Councilman Donovan stated you cannot limit the amount of tables and you may listen to the comment and it should sway the vote at that night.

6.) A discussion was held pertaining to properties that are not in town boundaries but have town water. Vice Mayor Massey discussed raising fees for those properties or inquire to property owners to see if they may want to annex in town. The town maintains the infrastructure and the streets. Mr. Moran stated N. First St. is maintained by Deldot and TM explained the town maintains N. First St.. Mayor Cessna expressed the property owners outside of town limits do not pay property taxes. Councilwoman Jones discussed the amount of water used by those properties mentioned. Vice Mayor Massey noted there are properties outside of town limits that are commercial that a higher rate should be assessed for. Massey made a motion to discuss at the workshop on March 19 Mayor Cessna made a second passed unanimously. Councilman Donovan discussed the ownership of the infrastructure pipe. He could see approaching N. First St. property owners due to the town having to maintain the pipe. On the West side of town, the property owners own the line and have to repair the section of the water line if there is a break. Councilman Donovan stated the break in the year 2019 the town did fix the line owned by property owners on the West side of town and a letter was sent informing them the town was no further responsible for any repairs to that section of that line. This topic will be discussed further at the March 19, 2025 workshop.

PUBLIC COMMENTS:

ADJOURNMENT:

Adjourned at 7:40 pm with a motion by Councilwoman Jones, Second, by Vice Mayor Massey.



Town Manager