

"A Historic Past"



"A Bright Future"

CITY OF DELAWARE CITY

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**MINUTES
CITY OF DELAWARE CITY
MAYOR AND COUNCIL MEETING
Board of Appeals – FY18 Annual Tax Assessment
May 15, 2017**

CALL TO ORDER – MAYOR AND COUNCIL MEETING

The Honorable Mayor Green called to order the Board of Appeals at 6:30 pm. Mayor Green asks if anyone wishes to appeal their tax assessment. There was no response. Mayor Green recesses the Board of Appeals and opens the Mayor and Council Meeting.

PLEDGE OF ALLEGIANCE

Mayor Green led the Pledge of Allegiance to the Flag.

ROLL CALL

Present were The Honorable Mayor Green and Council Members Greene, Fitzwater, Titus, Barrett, and Vice Mayor & Council Member Malinowski. City Manager Cathcart, City Treasurer Hartman, City Secretary Hanna, Police Chief Baylor, and in the absence of City Solicitor Walton was Mr. Griffiths. Also attending was Mr. Tom Reynolds and Ms. Carrie Gold.

APPOINTMENT OF NEW CITY SECRETARY

Mayor Green introduces Ms. Bonnie Hanna to be appointed City Secretary for a term of 2 years. A motion was made by Council Member Titus and seconded by Council Member Greene to accept Ms. Hanna for the position. A roll call vote

was taken. All council members voted aye. Mayor Green administered the oath of office and Ms. Hanna took her seat at the table.

RECONVENE OF BOARD OF APPEALS

Mayor Green reconvenes the Board of Appeals Meeting and once again asks if anyone wishes to appeal his or her tax assessment for 2018. Ms. Jeanne Sadot of 228 Hamilton Street takes the podium and presents her inquiry as why her application for a tax exemption was denied. City Manager Cathcart explains that the criteria used to determine eligibility is based on an individual's Federal 1040 tax return. Ms. Sadot's tax return listed income from a 401K. Even though this money was rolled over into another 401K by Federal regulations it was counted as income. Discussion among Council Members with questions to City Manager Cathcart continued. City Manager Cathcart confirms from reading the Federal Government guidelines that this distribution of money was counted as income on Ms. Sadot's 1040 Federal Tax Return and this is the criteria Delaware City uses to determine exemption.

Mayor Green asks for a roll call vote to accept Ms. Sadot's appeal or not. The vote was nay to accept her appeal. Ms. Sadot thanked the council for hearing her. City Treasurer Hartman assured her she could file again next year for the exemption.

Mayor Green recesses the Board of Appeals and reopens Mayor and Council Meeting.

ACTION UPON THE TREASURER'S REPORT

Mayor Green asks if there are any questions regarding the Treasurer's Report. No response. Council Member Titus made the motion to accept the report. Council Member Greene seconded the motion. Roll call vote taken, all ayes, motion carried.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Mayor Green states there are corrections necessary on the minutes and make the notations. Council Member Titus made a motion to approve the minutes of the April 17, 2017 with the corrections as noted. Vice Mayor & Council Member Malinowski seconded the motion. There was no discussion. A vote was taken, all ayes, motion carried.

POLICE REPORT

Police Chief Baylor gave the statistics for the month and reported the following

- Brady Rickets of the unit block of Washington Street was arrested within 24 hours after committing burglary. Mr. Rickets is currently downstate and unable to return to Delaware City.
- Delaware City Police Department assisted the Delaware State Police in searching for the suspect who shot and killed Corporal Ballard at the Wawa on Route 40.
- Another incident of solicitation within the town limits was reported to the Police Department. This is a direct violation of City Ordinances and residents are urged to call the Police Department when they are approached.
- Chief Baylor reminds the residents that summer is here and to use caution while driving because there are children playing, riding bikes, etc. Appropriate action will be taken against anyone suspected of not operating his or her vehicle safely under these special circumstances regardless of the posted speed limit.
- Several bike thefts have been reported. Once again, Chief Baylor urges residents to use locking devices to secure bikes when left unattended.
- Chief Baylor reminds everyone that the Police Department is on Twitter and provides tweets regarding arrests, community matters and safety.

Chief Baylor concluded his report. Mayor Green asks if there any questions. No response. Mayor Green offers his condolences to Chief Baylor, a former Delaware State Police Major on the death of Corporal Ballard. Mayor Green asks everyone to stand for a moment of silence to honor the fallen.

CITY SOLICITOR'S REPORT

City Solicitor Walton was absent from the meeting and sent his apologies. Taking his place was Mr. Chris Griffiths. Mr. Griffiths reported it was a quiet month. Two items were worked on:

- Interpretations of sub-division codes on vacant properties
- Research on election law

CITY MANAGER'S REPORT

City Manager Cathcart reported the following:

- Delaware City received The Governor's Conservation Award in recognition of the Dragon Run Tide Gate and Flood Mitigation Project. City Manager Cathcart along with the partnering representatives from Delaware City Refinery went to Dover to accept the award. Mayor Green personally thanked City Manager Cathcart for all the time he put into this project.
- 5th Street Bridge is now open. A punch list is being addressed and the official ribbon cutting will take place in a couple of months.

APPOINTMENTS, ANNOUNCEMENTS, COMMUNICATIONS

Mayor Green made the following appointments:

- Board of Adjustment, Jim Brady for a 3-year term. Motion to accept made by Vice Mayor & Council Member Malinowski, seconded by Council Member Titus. Roll call, all ayes, motion carried.
- Historic Preservation Commission, George Palmer for a 3-year term. Council Member Titus made the motion and was seconded by Council Member Greene. Roll call, all ayes. Motion carried.
- Board of Ethics, Linda Price. Council Member Barrett asks if she should recuse herself since she had worked with Ms. Price. That was not necessary. Motion to accept was made by Council Member Titus and seconded by Council Member Greene. Roll call vote, all ayes, motion carried.

REPORTS OF COMMISSIONS, COMMITTEES AND ORGANIZATIONS

Main Street – Tim Konkus reported:

- On April 20, Mr. Konkus and Ryan Mulhaney discussed the planning of neighborhood building block project. A \$40,000 grant has been received to help prepare for the submission of downtown development district for next year.
- The new banners purchased to replace the weathered ones should be up soon. There are 4 different designs, which had been approved in 2011.
- \$557.00 was spent on advertising the 600 families Town Wide Yard Sale in April. Question is was this money well spent? Feedback is appreciated.
- An added event during the Town Wide Yard Sale was a book signing by author, Jack L Shagena, Jr. for his latest book, "The C & D Canal and Towns Along the Way" at the American Birding Association.
- Mr. Konkus attended the Nationwide Convention for Main Street.
- Mr. Konkus stated the bike trail signs keep the promenade safe. Perhaps its time to consider speed bumps along Canal Street to lessen the risk of fatalities.

Delaware City Days:

- Paul Johnson coordinator of the parade
- Chase Renol assisting Mr. Johnson
- Chrissy Money assisting Peggy Thomas

Delaware City Fire Company

- Mr. Paul Johnson announces that on May 20 there is a Statewide Open House to recruit new members. It is vital because volunteers are at an all time low nationwide. Mayor Green and Mr. Johnson are to meet to discuss what can be done to bring in volunteers.

- Cynthia West asked if she could take information about volunteering to her church.

Tree Committee:

Chase Renol stated he is still working on why trees are showing distress. Soil samples have come back good. No lead present. Mr. Renol continues to look into the situation.

There were no reports from the following: *Playground Committee, Planning Commission, and Board of Health, Historic Preservation Commission, Board of Adjustments and Board of Ethics.*

OLD BUSINESS

Rivertowns Ride Festival requests wine and beer to be served. City Manager Cathcart stated only beer would be served. This is a City sponsored event and is in its 4th year. Both Council Member Barrett and Vice Mayor Malinowski suggest this item be tabled until the new City Manager can be present. City Manager Cathcart said Ms. Houck is up to date on the event. Motion to accept was made by Council Member Titus and seconded by Council Member Fitzwater. Roll call vote, all ayes. Motion accepted.

City Manager Budget Message FY18

City Manager Cathcart went over the highlights of FY18

- Revenues are up \$140,000 coming from increases in licenses and permits mostly from Ft. DuPont of \$40,000.
- Cell tower leases \$32,000
- Payment in lieu of taxes from Delaware City Refinery are up \$50,000 this year

Expenses under the General Fund

- Salary increases for administrative personnel is \$10,000
- New part-time accounting clerk position is \$21,000
- Operating transfer of \$89,000 for the Police Department expenses. City Manager Cathcart noted that the Police Department has a separate budget but is subsidized from the operating fund.
- Debt service increase of \$34,000
- Water Fund is subsidized by the general fund in the amount of \$21,000

Police Department

- \$9,000 for public safety and code enforcement
- New officer (in the current year budget) starting September 17 is \$36,000
- New Officer (in the new budget) will be entering the Police Academy in January, 2018 is \$12,000
- New leased vehicle purchase is \$9,000.

City Manager Cathcart said this is only an introduction. A public hearing will take place next month to further explore the FY18 budget. There were no questions.

Discussion of Options Relating to Ordinance 17-0227-01 Residential Rental Properties Inspections

Vice Mayor & Council Member Malinowski and Council Member Greene suggested this be tabled. They would like to have the new City Manager's input and feel a workshop would be beneficial since there are many questions on this topic. Motion to table this discussion was made by Vice Mayor & Council Member Malinowski, seconded by Council Member Greene. Roll call was taken, all ayes. Motion carried to table.

New Business – there was no new business

Members of Council Comments

Council Member Barrett had no comments

Vice Mayor & Council Member Malinowski reported he attended both a Planning Commission Meeting and a Ft. DuPont Redevelopment & Preservation Board Meeting. He said he has heard many favorable comments about the signage on Canal Street.

Council Member Titus had no comments

Council Member Fitzwater first apologizes for being on his phone during the meeting due to an issue at his work. He thanked the Police Department and Code Enforcement for the efforts. In the attempt to be totally transparent he did take care of registering a vacant property and move an illegally parked vehicle from a grassy area.

Council Member Greene had no comments

Mayor Green added that Delaware City Day was progressing. Repairs on the gazebo are about to begin. The Mayor's Ball is funding the repairs. Last item The Annual Mayor's Ball is scheduled for the last Saturday in February 2018.

Citizens Comments

Tim Dilliplane, 118 Clinton Street had two (2) items he wished to address. First concerns repairing the pothole in front of his house. Mr. Dilliplane feels this is a safety issue not only for cars but bicycles as well. Secondly, he suggested someone talk to Cutting Edge about cutting down the plants and bushes a man had been planting at the African Union Cemetery. Mayor Green suggested this man get in touch with him so he can put him in touch with Linda Price. The cemetery is not a part of Delaware City therefore the approval has to come from them for him to plant.

No further Citizens Comments

Adjournment

Mayor Green recesses the Mayor and Council Meeting and reconvenes the Board of Appeals. Once again, Mayor Green asks if anyone would like to appeal his or her FY18 Annual Tax Assessment. No one came forward. Mayor Green closes the Board of Appeals Meeting and reconvenes the Mayor and Council Meeting. Council Member Greene makes the motion to adjourn. Council Member Barrett seconds. All Council Members are in favor. Meeting adjourned at 7:24 p.m.

Respectfully submitted,

Bonnie Lynn Hanna

City Secretary