

*"A Historic Past"*



*"A Bright Future"*

CITY OF DELAWARE CITY  
407 Clinton Street - P.O. Box 4159  
Delaware City, Delaware 19706  
302-834-4573

**MINUTES  
CITY OF DELAWARE CITY  
MAYOR AND COUNCIL MEETING  
Monday, October 16, 2017  
Paul H. Morrill, Jr. Community Center  
6:30 p.m.**

**CALL TO ORDER – MAYOR AND COUNCIL MEETING**

The Honorable Mayor Green called to order the October Mayor & Council Meeting at 6:30 pm.

**PLEDGE OF ALLEGIANCE**

Mayor Green led the Pledge of Allegiance to the Flag.

**ROLL CALL**

Present were The Honorable Mayor Green and Council Members Titus, Malinowski and Barrett. City Manager Houck, City Secretary Hanna, Assistant City Clerk Clifton, Police Chief Baylor, and in the absence of City Solicitor Walton was Assistant City Solicitor Griffiths. Absent from Council with advance notice were Council Members Fitzwater and Greene.

Mayor Green recognizes the order of the meeting's agenda but says some things may be addressed out of order.

**ACTION ON TREASURER'S REPORT**

Mayor Green asks for a motion to accept the motion made several months ago to forego the Treasurer's Report until such time the audit is complete and the financial report can be posted. City Manager Houck said to expect that at December's meeting. Council

Member Titus made the motion to accept the motion. Vice Mayor Malinowski seconded the motion. All were in favor. Motion carried.

### **ACTION UPON THE MINUTES OF THE PREVIOUS MEETING**

The minutes from the September 18, 2017 were accepted as written.

### **POLICE REPORT**

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

- The department is experiencing a rise in residential false alarms. The properties have been identified and owners have been sent letters.
- There has been a spike in drug overdoses. The department is working with the Fire Department and the Drug Enforcement to identify the source.
- The SafeWise Report has named Delaware City the 7<sup>th</sup> safest city in the state. Delaware City went from 10<sup>th</sup> to 7<sup>th</sup> and Chief Baylor gives credit to the residents being more vigilant in reporting crime.
- Lt. Kerr and Chief Baylor completed a two-day course in de-escalation training. Delaware is one of the first states to initiate this training. The intent is to try to diffuse situations before the use of force is necessary.
- Delaware City Police Department was awarded \$12,460.68 grant money from the state's Fund to Combat Violent Crimes. The funds will be used towards overtime and some resources dedicated to focusing on certain crimes identified by state statute to address drug and violent crimes incidents.
- The PAL Run will take place on December 10 from 9 a.m. to 11 a.m. Clinton Street will be closed to traffic during that time.

Council Member Titus asked if there is money for more surveillance cameras. Chief Baylor responded that yes grant money is being sought for more cameras and the first installation will be on the playgrounds. It is Chief's priority to make sure the children are safe to play in town. Purpose of the cameras is three-fold: 1. The citizens feel safe; 2. Visitors coming in town to patronize businesses will feel safe; and 3. Resolve and address crime.

Before continuing, Mayor Green recognizes the Honorable John Buchheit, the President of Main Street, Mr. Tim Konkus, Ms. Lisa Lindsey from the Refinery and the President of the Fire Company, Mr. Paul Johnson is expected to be in attendance. Mayor Green appreciates their support to the City.

### **CITY SOLICITOR'S REPORT**

City Solicitor Walton was absent from the meeting and sent his apologies. Taking his place was Chris Griffiths. Mr. Griffiths reported the following:

- Dealing with the State Revolving Loan Fund repayment issue on the Washington Street Flood Mitigation Project.
- Working to formalize the sewer agreement with New Castle County.
- Board of Adjustment hearing tomorrow
- Drafting rules of procedure for Council to refer to when questions of procedures arise.

Council Member Titus asked if the appeal against the Ethics Board that went to Superior Court has been completed. Mr. Griffiths was not aware of the status.

## **CITY MANAGER'S REPORT**

City Manager Houck reported the following:

- Maintenance activity will begin on or about the first week of November on the Reedy Point Bridge. Intermittent lane closures will alleviate the bridge being fully closed.
- One portable restroom will be placed adjacent to the Fort Delaware's launch/gift shop building to measure the pattern of usage now through December 15<sup>th</sup>. This trial will open discussions with the State regarding the possible utilization of its facilities.
- The Tree Committee will attend an Arborist & Tree Care Seminar in Dover October 30<sup>th</sup> and 31<sup>st</sup>. The city will cover the fees.
- A recruitment request for a Finance Manager has been made and we are currently interviewing applicants.
- Until the time a Finance Manager is hired, we have a temporary employee is on board.
- The audit is complete but a report of the findings has not been submitted. It is hoped it will be available for the November meeting to facilitate a December Treasurer's Report.
- Ten citizens have stepped forward to volunteer for the Parking Task Force. The first meeting is expected to take place in November.

City Manager Houck listed the meetings/events she attended in the handout to Council members.

Council Member Barrett asked if an updated list of delinquent taxes and water bills is available. City Manager responded not yet but the intention is to become more aggressive with late comers.

## **RECESS**

Mayor Green asked for a 5-minute recess and requested Assistant City Solicitor Griffiths and City Manager Houck to go into executive session.

## **RECONVENE MAYOR & COUNCIL MEETING**

Mayor Green reconvenes the Mayor & Council Meeting

## **APPOINTMENTS, ANNOUNCEMENTS, COMMUNICATIONS**

Mayor Green made the following appointment of City Manager Houck to the Fort DuPont Board of Directors for a 3-year term. Council Member Barrett made the motion to accept the appointment and Vice Mayor Malinowski seconded it. Roll call was taken and all Council Members were in favor. The motion was passed. City Manager commented that it's important for the City Manager to be on this committee. In the event she leaves the position as City Manager, she will resign her seat on the Board of Directors.

## **REPORTS OF COMMISSIONS, COMMITTEES AND ORGANIZATIONS**

Main Street – Tim Konkus reported:

- Main Street has been very active this month attending a number of meetings

- Farmer's Market will conclude the last Saturday of October regardless of weather.
- Halloween Parade will be October 31<sup>st</sup> and begin at City Hall parking lot at 5:45 p.m. and will march to the Pavilion at Crabby Dick's for the awarding of prizes for costumes, etc.
- Next Main Street meeting will be 12 p.m. on November 13<sup>th</sup> to discuss plans for the years 2022 and 2023. Everyone interested is invited to attend.

Council Member Titus asked about the date for Trick or Treat and if the parade will impact the 6 p.m. start time? Mr. Konkus assured the parade will have concluded in time for the Trick or Treat to begin.

Delaware City Fire Department - Mr. Paul Johnson

- Pleased to report the Open House was very successful with approximately 300+ people coming through. Hopefully new members will join as a result.
- The Fire Department agrees to partner with the Police Department for recruitment and PR purposes.
- Two full-time career staff members have been hired which brings us up to 6. Between career and part-time we can have 3 to 5 personnel to respond 24/7 to be completely staffed for emergencies
- In the first 6-months of this year the Fire Department has been able to retire a tremendous amount of debt which leaves us pretty much debt free. Moving forward we have to build our budget around personnel and to continue to be responsible.
- The State Task Force has put Delaware City Fire Department ahead by 95% for its level of quality and dedication.

Mayor Green joins Fire Chief Johnson to applaud the dedication of Delaware City's Fire Department with a \$500.00 check from the Mayor's Ball to be used for recruitment.

Ethics Board - Mr. Tim Konkus

The conclusion of the challenge submitted to The Superior Court of Delaware has upheld the Ethics Board decision.

**OLD BUSINESS**

There was no Old Business to discuss.

**NEW BUSINESS**

Recommendation to hire Kuhn Construction to complete Phase 1 of the Washington Street Flood Mitigation Project - Subject to FEMA Authorizing Extension to the Period of Performance through December 31, 2018.

City Manager Houck presented the following regarding the August 8, 2017 resolution. To move forward the following needed to take place:

- An extension to the Period of Performance (POP) from FEMA through December 31, 2018.
- Submission of additional information and documentation to FEMA for a final decision.
- Award of a lump sum construction bid to Kuhn Construction in the amount of \$321,500.00 for Phase I (subject to POP extension being granted)
- Project funds are currently available to fund Phase I from FEMA, New Castle Conservation District and Delaware City, DE, \$40,000.00 commitment from Delaware City.

- A request for Revolving Loan Funds from the State for the balance of the project's completion has been submitted. The Water Infrastructure Advisory Council will meet October 18 about whether to place our project on its Project Priority List. There is strong support that this request will be granted.
- Phase II will bid at the prevailing wage requirements and be sent to Council for approval. Final details of all funding and repayment of revolving loans will also be at that time.

The motion was set before Council Members to grant \$321,500.00 for the Washington Street Flood Mitigation Project. The motion was made by Council Member Titus and seconded by Vice Mayor Malinowski. A roll call vote was taken and all members were in favor. Motion carried.

FY19 Grant-In-Aid Application:

The motion to allow City Manager Houck to put this application for Delaware City Day, Community Center and the Senior Center was made by Council Member Titus and seconded by Vice Mayor Malinowski.

Council Member Barrett asked if this is the first time for the Senior Center. City Manager answered no, not from what she has seen. A roll call vote was taken, all Council Members were in favor therefore, the motion passed.

**MEMBERS OF COUNCIL COMMENTS**

Council Member Barrett - no comments

Vice Mayor Malinowski - Attended the Fort DuPont Board of Directors Meeting and the Ceremony to Korean War Veterans.

Council Member Titus - no comments

Mayor Green - expressed his appreciation for the love and condolences showered on he and his family at the passing of his wife. He hopes to respond to all soon.

**CITIZENS COMMENTS**

Tim Dilliplane - 118 Clinton Street: What town was number 1? Police Chief Baylor was not sure. Elsmere was #3. He believes the rest were downstate.

David Veasey - 400 Adams Street: has been a long time resident and seen many changes. He appreciates how the properties are being fixed up but doesn't like the idea of parking meters. He feels this will disrupt the appearance of the town and be a deterrent to welcoming visitors into town.

**ADJOURNMENT**

Council Member Malinowski made a motion to adjourn the Mayor and Council Meeting. Council Member Titus seconded the motion. A vote was taken, all ayes, motion carried. The meeting was adjourned at 7:15 pm.

Respectfully submitted,

*Bonnie Lynn Hanna*

City Secretary



## ATTENDANCE SHEET - PLEASE SIGN IN

MEETING: Mayor & Council Meeting DATE: Oct. 16, 2017

NAME:

ADDRESS:

Paul Starvett

116 Clinton St. DC

Christine Hoh

701 Canton Drive

RAY FRUYTIER

909 5TH D.C.

Dave Veasey

400 Adams DC

Russell Hutton

406 ADAMS ST DC

Tim Konkus

302 CANAL ST DC

Deb Sellers / Mike Hendry

400 Clinton

Liz Deluna Gordon

89 Clinton DC

CINDY WEST

207 BAYARD ST

Kelly Smith

93 Clinton

John Buchner

210 Clinton

DALE SLOTTAR

210 CLINTON

TIM DILLIPLANE

118 CLINTON ST DC

Danielle Metcalfe

Elkton, Md

Helene Malgiero

311 Monroe St. Del. City

Lisa Lindsay

4550 Wrange Hill Rd

Kerry R. Louder

124 Clinton

