

*"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, MARCH 19, 2018  
PAUL H. MORRILL, JR. COMMUNITY CENTER  
250 FIFTH STREET**

**CALL TO ORDER**

The Honorable Mayor Green called to order the Regular Meeting of the Mayor and Council at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Green led the Pledge of Allegiance to the Flag.

**ROLL CALL**

Present were Mayor Green, Vice Mayor Malinowski, Council Members Barrett, Titus, and Fitzwater. In addition, City Manager Houck, Assistant City Clerk Clifton, Police Chief Baylor and City Secretary Hanna were also in attendance. Absent from the meeting was Council Member Greene.

**ACTION UPON TREASURER'S REPORT**

Mayor Green asked City Manager Houck to give an update on the status of the Treasurer's Report. City Manager reported "By the Books" (an accounting company used by other municipalities), had been enlisted in February to begin fact finding. From March until August they will remain on board to help present the March financial statement in April. A representative will attend the April meeting to discuss the progress made to date. They will also be assisting with the end of year preparation for the audit; review duties of the staff; assist with the budget; and assist in merging into Edmonds.

Mayor Green has been in direct contact with City Manager on a weekly basis to ensure the integrity of stabilizing the record keeping being ready for any audit and being in compliance with all measurements needed. In addition, the post mortem on what did take place and how to correct it and make sure we don't steer back into that direction. Mayor Green believes we owe it to all our citizens to do the right thing for the City and to take the budget very seriously. Mayor appreciates the efforts of City Manager in this manner.

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

Council Member Barrett made the motion to accept the minutes of February 26, 2018 as written. Vice Mayor Malinowski seconded the motion. A vote was taken, all ayes, motion carried.

### **POLICE REPORT**

Police Chief Baylor reported the following:

- On February 27<sup>th</sup>, the police department investigated an alleged burglary complaint on the 300 block of Washington Street. It was found to be an illegitimate complaint and was dealt with appropriately.
- On February 16<sup>th</sup>, the police department responded to a fight on the 200 block of Hamilton Street. Two (2) juvenile females were charged with offensive touching and warrant has been obtained for a third juvenile who has not been in the City since.
- On February 19<sup>th</sup>, the police department investigated an allegation of patient abuse at the Governor Bacon Health Facility. It was determined the victim had made a false report.
- On February 21<sup>st</sup>, the police department investigated criminal mischief of two (2) transit buses at the Delaware Surplus on Ft. DuPont grounds. With the cooperation of the parents and them management of the business, the kids were not charged but agreed to clean the buses.
- National Drug Take Back will be Saturday, April 28<sup>th</sup> between 9 am and Noon. Anyone wishing to drop off prescription drugs for disposal can do so. This service is available year round.

#### Announcements:

- Chief Baylor attended the Delaware Police Chiefs' Council Meeting in Dover on March 13<sup>th</sup>. It was announced the DMV will be testing an electronic driver's license on your telephones. Updates on this endeavor will be forthcoming.
- Attended the Community Advisory Panel Meeting at the Delaware City Refinery. Very informative session on what is going on at the Refinery.
- Meeting with Del Dot to begin a traffic study in the next two (2) weeks to look at reducing the speed on 5<sup>th</sup> Street to the City limits. A report to Mayor & Council will follow.

Before concluding his report, Chief Baylor said he takes the matter of charging juveniles very seriously and tries to take a reasonable approach when juveniles are involved. Since both the parents and management of the Surplus was involved and supportive, a punishment was decided upon that was appropriate for the crime.

Council Member Titus asked Chief if hard copies of drivers' license would continue to be available. The Chief replied yes.

Mayor Green applauds the professional demeanor and attitude Chief Baylor in the respectful way he treats the citizens of Delaware City.

Before moving forward with the agenda, Mayor Green acknowledged the presence of Mr. Tim Konkus, Main Street, The Honorable John Buchheit, Fire Chief Mike McMichael and Ms. Lisa Lindsay, Delaware City Refinery.

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

There was no report.

## **CITY MANAGER'S REPORT**

City Manager Houck reported the following:

- Parking Task Force Meeting will be held March 20<sup>th</sup>, weather permitting.
- Washington Street Project is now underway. Phase I is entering its third week. All attempts to not inconvenience residents with noise and traffic are being made. Phase II pre-bid meeting was held last week and are on the street. Bids are due April 3<sup>rd</sup>.
- Delaware City Day committee members have been appointed and the first meeting will be held April 2<sup>nd</sup> to begin planning.
- Continuing to work with the consultant to evaluate our Water Utility. Expect to begin finalizing the information in the next few weeks to present to Council in April.
- By the Books Accounting is currently on board and we are fairly confident we will be able to deliver a financial report in April. However, you will hear directly from a company representative on the status of our efforts to align the financial reporting and will also be able to respond to questions you may have.

City Manager gave a tentative budget timeline for consideration and confirmation:

- Monday, April 23            Manager to receive final tax figures (including exemption numbers)
- Wednesday, May 2        Budget Workshop #1                            6 p.m. – Town Hall
- Monday, May 21            Budget Workshop #2                            5 p.m. – Prior to Council Meeting at 6:30 p.m.
- Monday, June 18            Budget Hearing & Possible Adoption    6 p.m. Start

City Manager asked for Council to respond if there is a conflict in schedules.

City Manager also listed the meetings/events she had attended.

## **APPOINTMENTS, ANNOUNCEMENTS, COMMUNICATIONS**

Mayor Green presented the extensive resume of Harold J. Heitmann to Council for his consideration as an appointee to the Tree Commission. In addition to a BS in Business Administration, Mr. Heitmann holds a Master's in Conservation from the American School of Conservation. Vice Mayor Malinowski made the motion to accept Mr. Heitmann to the Tree Commission. Council Member Barrett seconded the motion. A roll call vote was taken, all ayes. Motion carried.

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

Main Street, Mr. Tim Konkus:

- A fund-raiser, date to be announced, will be held at Crabby Dick's for the farmers' initial planting and the market. The funds will be used to leverage additional funds for larger sponsorship and broadcasting of both.
- Yard Sale will be a 2-day event. Saturday April 28<sup>th</sup> and (Rain Date) Sunday, April 29<sup>th</sup> from 8 a.m. to 4 p.m. each day.
- Port Penn Historical Society will present the 2018 Wetlands Festive at Grassdale on May 19<sup>th</sup> from 11 a.m. to 4 p.m.
- Sundays Café 64 on 5<sup>th</sup> Street is open Fridays 4 p.m. to 8 p.m. and Saturday and Sunday from 9 a.m. to 4 p.m.

Library:

- March 27 from 6 p.m. to 7 p.m. Meet the Candidates for Town Council. The library will be taking questions on line to be presented to the candidates.

- Easter Egg Hunt will be March 31 on the library grounds from noon to 1 p.m. for children ages 0 to 12 years. The response in the past has been enormous, doubling the hunters each year.
- Weather permitting, the Irish Band, Seven Rings will be performing from 6 p.m. to 7 p.m. at the library March 20.

Delaware City Fire Company:

Paul Johnson, President reported:

- Many compliments had been received for the staff in executing the Mayors' Ball.
- Car Wash will be held at the Fire Company during the Yard Sale
- Considering renting space for parking during the Yard Sale but will be dependent on number of volunteers to help.
- A relationship is being established between the Fire Company and PAL with the intent of transition 14 year olds over to the fire company to keep them active and productive with their time.

Before leaving, Mr. Johnson thanked Council for what they do for the Fire Company.

**OLD BUSINESS**

City Solicitor Walton is unable to advance The Second Reading of Ordinance & Possible Adoption of Ordinance 18-0122-01 at this time.

**NEW BUSINESS**

There was no new business.

**MAYOR & COUNCIL COMMENTS**

Before Council Comments, Mayor Green asked out of respect to all members if political comments are to be made, to please leave Council seats and go the podium during the Citizen Comments period.

Council Member Barrett: No comments

Vice Mayor Malinowski attended the Ft. DuPont Board of Directors Meeting

Council Member Titus: Will be attending the Parking Task Force Meeting; Held a fund-raiser for the Delaware Humane Association raising \$1,162.00

Council Member Fitzwater: Thanked the residents who care about the town and who faithfully attend Council Meetings.

Council Member Greene: Absent from meeting

Mayor Green: Met with various business owners and Main Street to brainstorm avenues to bring business into town. Mayor is also planning a City of City address sometime in June to talk about where we stand; the direction the City is taking; talk about the budget, positive things we are doing and ways to make Delaware City better and establish a basic 5-year plan.

**CITIZENS COMMENTS**

Toby Williams, 403 Hamilton Street: appreciates the support he had been shown in the last 8 months while he was unable to fulfill his obligations to Town. Thanked the Mayor for handling the announcement of his wife's passing.

Tim Dilliplane, 118 Clinton Street: asked City Manager what does Phase I of the Washington Street Project consist of. City Manager offered to give him a bulleted report on what each Phase consists of. Council Member Titus gave her copy to Mr. Dilliplane.

Mike McMichaels, 129 Washington Street: Said he was able to go away with confidence in knowing his home was safe because of the job the police department is doing. He also thanked City Manager for having the potholes repaired. He applauds the Washington Street project and says it's a plus for the town.

John Buchheit, 210 Clinton Street: Said how much he loves Delaware City and the support from everyone. He also admonishes everyone that even when we don't see eye-to-eye to try to understand what the other person is thinking. He too will try to apply this in the future. He also asked if anyone has a complaint or concern regarding him and/or his business to please come to him directly. He thanked the Council members for their commitment to serve the City and wished the best for the candidates in the upcoming election.

### **ADJOURNMENT**

Council Member Titus made the motion to adjourn Mayor & Council Meeting. Vice Mayor Malinowski seconded the motion, all were in favor. The meeting was adjourned at 7:03 p.m.

Respectfully submitted,

*Bonnie Lynn Hanna*

City Secretary