

"A Historic Past"



"A Bright Future"

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

**CITY OF DELAWARE CITY
BOARD OF APPEALS &
MAYOR AND COUNCIL MEETING
NOVEMBER 18, 2013**

CALL TO ORDER – MAYOR AND COUNCIL MEETING

The Honorable Mayor Green called to order the Mayor and Council Meeting at 6:30 PM.

PLEDGE OF ALLEGIANCE

The Honorable Mayor Green led the Pledge of Allegiance to the Flag.

ROLL CALL

Present were Council Members Barrett, Titus, Johnson, Malinowski and Buchheit. Also present were City Manager Cathcart, City Secretary Gwynn, Police Chief Tjaden and City Treasurer Hartman.

ACTION UPON THE TREASURER'S REPORT

City Treasurer Hartman presented the October 2013 Treasurer's Report. Discussion occurred regarding the billing problems with Delmarva Power. City Treasurer Hartman said the City has authorized Solar City to act on the City's behalf to resolve the problems. Additional discussion occurred regarding the new accounting system. City Treasurer Hartman said her goal was to start 2014 with the new system. *Council Member Johnson made a motion to approve the October 2013 Treasurer's Report, subject to audit. Council Member Malinowski seconded the motion. A vote was taken, all ayes, motion carried.*

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Council Member Titus made a motion to approve the minutes of the October 21, 2013 meeting, as written. Council Member Barrett seconded the motion. A vote was taken, all ayes, motion carried.

POLICE REPORT

Chief Tjaden reported the police activity statistics for the period from 10/19/2013 through 11/15/2013, with a total of 43 arrests: 12 criminal arrests, 29 traffic arrests and 2 drug arrests. He also reported the following:

- The drug take back program was a success with over 200 pounds of unwanted and expired drugs collected.
- Investigated a burglary on Adams Street, identified a suspect and warrants are on file.
- Attended the retirement of Kevin McDerby, police chief of New Castle.
- Investigated a sudden death on Hamilton Place. The death was from natural causes.
- Attended, with Officer Burns, the training for the CAD system which is the new computer system for police cars.
- Escorted 427 motorcycles for the Delaware Blue Knights, a police motorcycle club, to the Salvation Army to hand out presents to Children.
- A 36 year old state trooper passed away, probably from a heart attack.

INTERIM CITY SOLICITOR'S REPORT

As City Solicitor Walton was not present, there was no report.

CITY MANAGER'S REPORT

City Manager Cathcart reported the following:

- A lease has been signed with Patricia Novell, Bright Beginnings Early Learning Center, for a Day Care Operation that is projected to open in December. They are waiting for the State approval.
- Continue participating in the NPDES Stormwater Consortium meetings in preparation for the submission of the new stormwater discharge permit. We do know that the new regulations will have a financial impact on the City and we are trying to identify those areas and establish an associated cost. When the City has determined the cost, the Mayor and Council will be notified.
- Held the mandatory pre-bid meeting and the bid opening for the street resurfacing contract. The contract will be awarded this week to Brian Johnson Paving. Work should begin within the next few weeks.

- Completed the FEMA Grant request for the Washington Street Flood Mitigation. The total amount of the request was for \$920,000. The application was 600 pages and took about three months to put together.
- Submitted the 2015 Grant-In-Aid Applications for the Delaware City Day Committee (\$33,000) and the Community Center (\$50,000).
- Attended the first meeting of the Fort DuPont Redevelopment Committee to discuss governance and path forward on the development of the Fort. Will be traveling to Fort Monroe in Hampton, VA on December 17 and 18 to meet with individuals responsible for the redevelopment of this Fort.
- Attended the Complete Communities Workshop sponsored by the U of D on November 4th.
- Attended a FEMA Workshop on Plan Integration on November 15th.
- The U of D started the assessment of the old Canal Lock on October 24th.
- Sent email to the Tree Commission and the Mayor and Council about the tree located at the corner of Fifth and Bayard Street. When doing the bid for the street work, as a result of talking to DelDOT and some residents, learned that the tree is a safety issue as people turning from Bayard Street onto Fifth Street can't see oncoming vehicles without pulling out into the intersection. The solution to save the tree would be to make the first block of Bayard Street, between Fifth and Fourth Streets, one way. City Manager Cathcart said he would need a motion to make that block one way. He added that there is a sense of urgency as he will be meeting with the engineers on 11/19/13. Discussion followed. *Council Member Buchheit made a motion to make Bayard Street one way between Fourth and Fifth Streets. Council Member Malinowski seconded the motion. Discussion followed. A roll call vote was taken, all ayes, motion carried.*

General Meetings

- African Union Cemetery Friends Board.
- Mayor's Ball Meeting.
- River Towns Ride and Festival wrap-up meeting.
- Planning Commission.
- Historic Preservation Commission.
- Library Re-branding Meeting.
- Delaware City Day Organizational Meeting.
- Board of Health.

Project Updates

- Branch Canal: Started laying the first lift of the trail.
- Street Resurfacing: Project to start within 2 weeks.
- Community Center Master Plan: Stakeholder Interviews to start in December.

- Clinton Street Sidewalk/Plaza: Project is 85% complete.
- Fort DuPont Redevelopment: Final Master Plan complete and on line.

APPOINTMENTS, ANNOUNCEMENTS, COMMUNICATIONS

Council Member Titus reported that she is continuing to work on the cat program. Got some sample resolutions which she gave to the City Manager. Has discussed this with the Board of Health and will apply for a grant in February.

Council Member Johnson reported that the construction on the New Castle County pumping station will be wrapping up by the first of the year.

Council Member Buchheit reported that people could drop gifts off for Annabelle's Toy Run at Town Hall, Crabby Dick's or the Delaware City Marina, from 12/1/13 – 12/24/13. If anyone knows of kids who need toys for Christmas, please give the sex, age and address of the child to the Town Hall staff. All volunteers are welcome.

Crabby Dick's is sponsoring the best Christmas house contest this year. First, second and third prizes will be Crabby Dick's gift cards. The judging will be done on Christmas night. Mayor Green will be one of the judges.

Council Member Buchheit asked for permission to decorate the gazebo for Christmas again. City Manager Cathcart said he was fine with that request.

Council Member Buchheit announced that new brick pavers had been installed in front of Cordelia's (the new bake shop) and the new pub. They were paid for with private funds and no City money was used for the work.

Mayor Green thanked Representative Longhurst for attending the meeting. He reported the following:

- Attended the PAL board of directors meeting where they worked on updating the equipment in the fitness room in the Community Center.
- Attended the following meetings: Delaware League of Voters, River Towns Festival post mortem.
- Conducted second marriage ceremony.
- Attended the Delaware City Fire Company open house to speak to interested parties regarding emergency management.
- Mayor's Ball will be held on March 8th at the Delaware City Fire Company. A meeting for committee members will be held at Crabby Dicks on 11/20 at 5:30 PM.
- Working on the vacant houses issue.
- Working on World War II veterans' recognition.

REPORTS OF COMMISSIONS, COMMITTEES AND ORGANIZATIONS

Tree Commission – Sandy Malinowski thanked the Mayor and Council for taking action to prevent the removal of the tree at Fifth and Bayard Streets. She said she didn't know anyone who had problems exiting Bayard Street onto Fifth Street. She pointed out that there were other hazardous trees that needed to be removed. City Manager Cathcart said the City was still waiting to get the contract from Delaware Urban Forestry before the work can be started. Work should be started on the other trees by the first week in December.

Board of Health - Secretary Lisa Webster reported that the board discussed vacant houses and disaster preparedness/community outreach. They will be sending a second letter to the owner of a vacant home on Jefferson Street, requesting that the home be demolished. Mayor Green asked Ms. Webster to remind the chairperson to send a copy of the letter to the City Manager.

Delaware City Day Committee – Beth Konkus reported that there would be a silent auction fund raiser at Crabby Dick's on December 14th, from 11:00 AM to 8:45 PM. Donations are welcome. They can be dropped off at Town Hall, the Delaware City Marina or Crabby Dick's.

Main Street – Mark Chura reported that the second movie night in the park was held on 11/2, with about 70 people in attendance. There was also a Haunted Town tour which will be followed up with another tour on 12/14. The Christmas parade will be held on 12/14 at 6:00 PM, departing from the Community Center. Anyone who is interested in participating in the parade should let Main Street know.

The planters will be moved to Battery Park and lined up on both sides of the drive leading to the Fort Delaware Office. They will be planted with Christmas trees that are being donated by McCarthy Tree Farm. Main Street encouraged the sponsors to decorate their tree. Anyone who would like to decorate a tree should contact Main Street.

Reedy Point Players will be performing The Best Christmas Ever on 12/13, 12/14 and 12/15 at the Community Center.

Main Street has hired Chrissy Money to assist with December events and events for the coming year.

RECESS MAYOR AND COUNCIL MEETING

The Honorable Mayor Green asked to recess the Mayor and Council meeting at 7:00 PM in order to convene the Board of Appeals. *Council Member Johnson made a motion to recess the Mayor and Council Meeting. The motion was seconded. A vote was taken, all ayes, motion carried.*

CALL TO ORDER – BOARD OF APPEALS 2nd QUARTER SUPPLEMENTAL TAX FY14

The Honorable Mayor Green called to order the Board of Appeals at 7:00 PM. He asked if anyone was present to appeal their tax assessment. There was no one present to make an appeal.

RECESS BOARD OF APPEALS

The Honorable Mayor Green asked for a motion to recess the Board of Appeals at 7:01 PM. *Council Member Johnson made the motion and Council Member Titus seconded the motion to recess the Board of Appeals. A vote was taken, all ayes, motion carried.*

RECONVENED MAYOR AND COUNCIL MEETING

The Honorable Mayor Green reconvened the Mayor and Council Meeting at 7:02 PM.

OLD BUSINESS

Audit FY13

City Manager Cathcart said he and the City Treasurer had just received the draft and had not had time to review it before the meeting. They will be having a meeting with the Auditor this week and the final Audit Report will be presented to the Mayor and Council at the December meeting.

NEW BUSINESS

There was no new business.

CITIZENS QUESTIONS AND COMMENTS

Beth Konkus, 302 Canal Street, asked if the Library could be added to the list of committees to report at the Mayor and Council meeting. She said that Deb Sellers introduced the new librarian at a Council Meeting and it would be nice to have reports on a regular basis.

ADJOURN MAYOR AND COUNCIL MEETING

Council Member Titus made a motion to adjourn the Mayor and Council meeting. Council Member Johnson seconded the motion. A vote was taken, all ayes, motion carried. Meeting adjourned at 7:04 PM.

RECONVENE THE BOARD OF APPEALS 2nd QUARTER SUPPLEMENTAL TAX FY14

The Honorable Mayor Green asked if anyone present wanted to appeal the 2nd Quarter Supplemental Tax FY14. There was no response. As there was no one present to make an appeal, Mayor Green said he would like to adjourn the Board of Appeals.

ADJOURN BOARD OF APPEALS

Council Member Titus made a motion to adjourn the Board of Appeals. Council Member Malinowski seconded the motion. A vote was taken, all ayes, motion carried. Board of Appeals adjourned at 7:05 PM.

Respectfully submitted,
Dawn K. Gwynn
City Secretary