

**City of Harrington
MINUTES
City Council Special Meeting
September 6, 2016**

A meeting with the Harrington City Council was held at Harrington City Hall, 106 Dorman Street, on September 6, 2016 and was attended by the following: Mayor Anthony R. Moyer; Vice Mayor Duane E. Bivans; Council Member Charles W. Baugher, Jr.; Council Member Robert Dean Helsel; Council Member Eric Marquis; Council Member Amy Minner; Council Member Micah Parker; Norman Barlow, Chief of Police; William Pepper, City Solicitor; Teresa Tieman, City Manager; and Kelly Blanchies, Clerk of Council.

Also present: Bill Brode; Barbara Bullock; Rebecca Greene, Town of Felton; Hans Medlarz, Sussex County; James Baughman; Barbara Baughman; and Tom Wilkes, City Engineer, Remington, Vernick, and Beach.

Mayor Moyer called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was given.

Roll was called.

A MOTION was made by Council Member Minner, seconded by Council Member Helsel, to move Resolution 16-R-18 to the first agenda item. The MOTION passed unanimously.

Resolution 16-R-18 – A Resolution Approving the Application for No Match Grant Funding from the DNREC/DHSS Wastewater and Drinking Water Asset Management Incentive Program

Hans Medlarz from Sussex County stated that the asset management program is a tool to evaluate infrastructure; it does not force the municipality to make repairs. Sussex County is completing its second year in the program. He never thought applying for the grant was a bad decision.

Mayor Moyer asked what strings are attached to the grant. Mr. Medlarz stated that the money has to be used on asset management, and there are milestones to reach as part of the program. The City can use any sort of asset management system that it chooses.

The City Manager stated that it will be a great tool to help plan and is a systematic approach to maintenance.

Mr. Medlarz stated that he expects in the future that asset management programs will be necessary to receive funding.

Council Member Parker asked if the program runs itself once it is in place. Mr. Medlarz stated that there is a lot of work at first, but it declines over time.

Rebecca Greene from the Town of Felton stated that Felton plans to track water problems. KCI will be doing fieldwork for the Town. Ms. Greene stated that she did have to take a cyber security class, which was free. The State is hoping to spur infrastructure repair.

The City Manager stated that an asset management program will encourage data driven decisions to support referendums.

Mr. Medlarz stated that Sussex County and Felton are using different methods of asset management.

The City Manager stated that the City discussed mapping sewer and water systems.

Council Member Marquis stated that he is concerned about additional costs. The City Manager stated that the GIS software maintenance will be a cost and possibly additional server space. The City has already started sewer mapping.

Discussion occurred regarding water system mapping. The City Manager stated that work orders will be also be attached to the map.

Mayor Moyer read Resolution 16-R-18

A MOTION was made by Council Member Helsel, seconded by Council Member Baugher, to accept Resolution 16-R-18. Roll was called: 6 Yes, 0 No (Bivans – Yes, Baugher – Yes, Helsel – Yes, Marquis – Yes, Minner – Yes, Parker – Yes). The MOTION passed unanimously.

Public Hearing

Proposed funding of up to \$2,115,000 of a general obligation bond to finance the cost of water system improvements

Ms. Greene asked how the loan will affect water rates. The City Manager replied that it will not affect rates because of the refinancing and debt reduction that the City has done and savings from reducing inflow and infiltration in the sewer system.

Proposed funding of up to \$1,866,100 of a general obligation bond to finance the cost of water system improvements

Barbara Bullock asked why there are two resolutions for water. The City Manager stated that one resolution is for the grant and loan package from the United States Department of Agriculture (USDA), and the other is for the State principal forgiveness funding.

James Baughman asked if there is a time line for repairs. The City Manager stated that the USDA wants the funds used within five years. Mayor Moyer stated that it will likely be two to three years; the tower will take the longest to complete.

William Brode asked what area will be impacted by the projects. The City Manager stated that the whole city will benefit from the tower and well, and lines are being replaced on Clark Street, Route 13, and Liberty Street.

Resolution 16-R-19 – A Resolution Authorizing Funding of up to \$2,115,000 of a General Obligation Bond to Finance the Cost of Water System Improvements and Establishing the Time and Place for a Special Election Thereon

A MOTION was made by Council Member Marquis, seconded by Council Member Baugher, to dispense with the reading of Resolution 16-R-19. The MOTION passed unanimously.

Council Member Marquis asked if the land purchase is included in the estimate. Tom Wilkes stated that he will check. The funding can pay for land; no more than two acres is needed. The City Manager stated that the cost can be covered with the contingency funds if it is not included.

A MOTION was made by Council Member Marquis, seconded by Council Member Minner, to approve Resolution 16-R-19.

Vice Mayor Bivans asked if the question of whether the land cost is covered should be resolved before adopting the resolution. Council Member Marquis stated that they just need to know the answer and that it does not affect the resolution. Mayor Moyer asked that the City Engineer let the City Council know by the weekend.

A vote was called for on the motion to approve Resolution 16-R-19. Roll was called: 6 Yes, 0 No (Bivans – Yes, Baugher – Yes, Helsel – Yes, Marquis – Yes, Minner – Yes, Parker – Yes). The MOTION passed unanimously.

Resolution 16-R-20 – A Resolution Authorizing Funding of up to \$1,866,100 of a General Obligation Bond to Finance the Cost of Water System

Improvements and Establishing the Time and Place for a Special Election Thereon

A MOTION was made by Council Member Marquis, seconded by Council Member Baugher, to dispense with the reading of Resolution 16-R-20. The MOTION passed unanimously.

A MOTION was made by Council Member Marquis, seconded by Council Member Minner, to approve Resolution 16-R-20. Roll was called: 6 Yes, 0 No (Bivans – Yes, Baugher – Yes, Helsel – Yes, Marquis – Yes, Minner – Yes, Parker – Yes). The MOTION passed unanimously.

Appointment of Special Election Board and workers

The Clerk of Council stated that the Special Election Board would be Joan Knaub, Jean Miller, and Carolyn Porter, and the election workers would be Viva Poore, Inspector, Joyce Dyer, Clerk, and Brenda DeLong, Clerk.

A MOTION was made by Council Member Helsel, seconded by Council Member Parker, to accept the Special Election Board and workers as presented. The MOTION passed unanimously.

2016 Road Program

Vice Mayor Bivans asked if all of Hanley Street should be repaved, not just to Mispillion Street as suggested. All the repairs to infrastructure under Hanley Street have been made. The City Engineer stated that it is a lack of funding. The City Manager stated that the Community Transportation Funds are limited.

Discussion occurred on the condition of Hanley Street.

The City Engineer stated that he will request the cost of a change order from the contractor. The work can probably begin within a month.

A MOTION was made by Vice Mayor Bivans, seconded by Council Member Minner, to award the bid for the 2016 Road Program to Jerry's Paving in the amount of one hundred nine thousand six hundred ninety-one dollars and fifty cents (\$109,691.50) and pursue a change order for the remainder of Hanley Street.

Council Member Marquis asked if the work for the rest of Hanley Street will be bid. The City Manager replied that the unit prices on the bid will be extended, and the City will ask the State Representatives for the additional funding.

A vote was called for on the motion to award the bid for the 2016 Road Program to Jerry's Paving in the amount of one hundred nine thousand six hundred

ninety-one dollars and fifty cents (\$109,691.50) and pursue a change order for the remainder of Hanley Street. The MOTION passed unanimously.

Fire Department contract

Council Member Helsel stated that he was told that the Fire Company has been trying to set a meeting with the Mayor. The City Manager stated that she will arrange a meeting.

First Reading of Ordinance 16-12 – Amending Chapter 440, Zoning, to allow for a manager’s apartment in hotels and motels

The City Manager stated that a hotel was denied a building permit to place a manager’s apartment on the first floor, so they applied for a variance through the Board of Adjustment. The City Solicitor recommended a code change instead.

Ordinance 16-12 was read by Mayor Moyer.

Mayor Moyer asked about the first floor location. The City Manager stated that the intention of the Code is to not allow homes in the C-3 district, but allowing a manager’s apartment on the first floor will not change the intent.

Vice Mayor Bivans questioned the use of the words “may” and “shall.”

A MOTION was mad by Council Member Minner, seconded by Council Member Marquis, to accept the First Reading of Ordinance 16-12. The MOTION passed unanimously.

Discussion regarding spending on funeral/get well flowers

Council Member Marquis stated that it is not a matter of how much money is being spent but whether taxpayer money being used for personal items and asked what standard has been set. Council Member Marquis stated that he would be willing to donate towards flowers.

Council Member Minner stated that at the County employees collect money for flowers. If each Council Member donated six dollars (\$6) per month then there would be five hundred dollars (\$500) a year to spend. Mayor Moyer suggested that ten dollars (\$10) a month of the Council’s pay be placed in a fund. Vice Mayor Bivans stated that he would rather make a donation when needed. Mayor Moyer stated that people are less likely to give at holidays, and the staff will have to chase down Council Members to collect money.

Council Member Marquis asked who would track the money and stated that he does not want the money spent without him knowing. There may be someone he does not want to send flowers to.

Mayor Moyer stated that he has no issue with how it is handled now.

Barbara Bullock asked who the flowers are for. Mayor Moyer stated that it is for employees and those that have made exceptional contributions to the town. Ms. Bullock stated that people can be offended by who is chosen to receive flowers. Council Member Parker stated that the flowers are not being sent to just anyone in town. Mr. Baughman stated that flowers should be sent to employees only. Mayor Moyer stated that past Council Members, past Chiefs of Police, etcetera should be included too.

Mr. Baughman stated that the cost can run into the thousands of dollars. Council Member Minner stated that the average spent over the last three years is five hundred dollars (\$500).

Ms. Greene stated that she has no problem with five hundred dollars (\$500) a year of taxpayer money for flowers and that the City Council is making a mountain out of a mole hill.

Mayor Moyer asked Council Member Marquis for a resolution. Council Member Marquis stated that no money should be spent on personal items and that it should be funded by donations. Council Member Marquis stated that any taxpayer money spent should benefit the whole City.

Council Member Parker stated that sending flowers is a good relationship builder. Council Member Baugher stated that he agreed that taxpayer money should not be spent on flower.

A MOTION was made by Vice Mayor Bivans, seconded by Council Member Parker, to table the discussion regarding spending on funeral/get well flowers to the next workshop. The MOTION passed unanimously.

iCompass presentation (paperless agenda management system)

The Clerk of Council stated that as part of the Capital Improvement Budget, the City Council approved a paperless agenda management system. The system is a portal that will link from the City's webpage. Agendas and packets will be available for viewing, and people can sign up to receive notifications about meetings. The City Council will be using iPads to view their packets. There are not any iPad use policies currently for the City Council, but there is a computer use policy in the employee handbook.

Council Member Minner asked about storage on the iPads and how inappropriate use will be monitored.

The Clerk of Council asked the City Council to contact her to pick up their iPads and test out the AgendaNotes app. This system should be more efficient and will definitely use less paper.

Cancellation of September 20, 2016 City Council Meeting

The City Manager stated that she and the City Solicitor will not be able to attend the next meeting, because they will be at a Kent County Levy Court Meeting. Mayor Moyer stated that there are currently no pressing issues on the agenda.

A MOTION was made by Council Member Minner, seconded by Council Member Marquis, to cancel the September 20, 2016 City Council Meeting. The MOTION passed unanimously.

Public Comments

William Brode asked about having a clean up week every other month in the summer. The City Manager stated that the cost to have a can and weekly yard waste collected by the trash collector is six dollars (\$6) a month. The cost for a clean up week is about five hundred dollars (\$500).

Mr. Brode stated that he would like the alleys in Harrington Manor paved. The City Manager stated that there is no State funding to maintain alleys and that assessments can be done for those houses that use the alley.

Mr. Baughman stated that there is a dark portion of Third Street that does not receive light from the streetlights.

City Council Comments

Mayor Moyer stated that alleys can be discussed at the next workshop.

Vice Mayor Bivans thanked the public for attending and asked that Saturdays be included during the fall clean up in October.

Council Member Minner thanked the Public Workers employees for handling code violations and storm preparations.

There being no further business, a MOTION was made by Council Member Marquis, seconded by Council Member Minner, to adjourn the City Council Special Meeting. The MOTION passed unanimously, and the meeting adjourned at 8:45 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Kelly Blanchies', written in a cursive style.

Kelly Blanchies
Clerk of Council