

City of Harrington
MINUTES
City Council Meeting
December 16, 2013

A meeting of the Harrington City Council was held at Harrington City Hall, 106 Dorman Street, on December 16, 2013 and was attended by the following: Mayor Anthony R. Moyer; Vice Mayor Cheryl Lahman; Council Member Duane E. Bivans; Council Member Fonda Coleman; Council Member Amy Minner; Council Member Charles W. Porter; Council Member Kenneth Stubbs; Norman Barlow, Chief of Police; William Pepper, City Solicitor; Teresa Tieman, City Manager; Dean Gary, Accountant; and Kelly Blanchies, Clerk of Council.

Also present: Alan Moore, Public Works Supervisor; Colin Kraus, Mid-Atlantic Waste Systems; Pastor Guy Simpson, Independent Bible Fellowship Church; and Daniel Tartt.

Public Comments

Daniel Tartt stated that Sgt. Perna assisted in resuscitating a cardiac patient earlier in the year and did an excellent job. The patient recovered and expressed his gratitude. Sgt. Perna should be commended.

Mayor Moyer called the meeting to order at 7:03 p.m.

The Invocation was given by Pastor Simpson.

The Pledge of Allegiance was given.

Roll was called.

Minutes

November 4, 2013 City Council Workshop

A MOTION was made by Council Member Minner, seconded by Vice Mayor Lahman, to accept the November 4, 2013 City Council Workshop Minutes as presented. The MOTION passed unanimously.

November 18, 2013 City Council Meeting

The City Manager stated that the mediation with the Delaware State Fair did not go well, and the Fair has asked for thirty days before going to mediation again.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Coleman, to accept the November 18, 2013 City Council Meeting Minutes as presented. The MOTION passed unanimously.

December 2, 2013 City Council Workshop

A MOTION was made by Council Member Minner, seconded by Vice Mayor Lahman, to accept the December 2, 2013 City Council Workshop Minutes as presented. The MOTION passed unanimously.

December 2, 2013 City Council Special Meeting

A MOTION was made by Council Member Minner, seconded by Vice Mayor Lahman, to accept the December 2, 2013 City Council Special Meeting Minutes as presented. The MOTION passed unanimously.

Police Chief's Report

The Chief of Police stated that he has spoken with Senator Simpson regarding the turn lane from Route 13 onto Clark Street, and they are just waiting for DeDOT. Sgt. Perna and Daniel Tarrt should be recognized for their live saving work. Progress has been made on Freedom Park.

A MOTION was made by Council Member Minner, seconded by Vice Mayor Lahman, to accept the Police Chief's Report as presented. The MOTION passed unanimously.

City Manager's Report

Council Member Minner asked about the City Manager's tour of Color Box. The City Manager stated that she toured the facility with representatives from the Delaware Economic Development Office (DEDO) and Kent County Economic Development to assess its capabilities. The Guardian and Pliant properties have been sold.

The City Solicitor stated that he has filed lawsuits to collect trailer taxes and Farmington sewer bills and also filed for monition sales. The accounts are at least one thousand dollars (\$1,000) in arrears.

Council Member Minner asked about the rate study. The City Manager stated that the financial portion is complete and now must be matched with the usage.

Council Member Porter stated that the miles per dollar of City vehicles stated at a previous meeting was incorrect. The City Manager stated that the correct figure is thirty cents (\$.30) per mile. Mayor Moyer stated that could still be improved. The City Manager stated that safety measures must still be observed which

sometimes involve a vehicle idling. Vice Mayor Lahman stated that there could also be a reporting issue for mileage. Mayor Moyer stated that the City should always strive to improve. The Public Works Supervisor stated that the only time Public Works vehicles should idle is when the safety lights are on. The Accountant stated that additional gas cards have been ordered for the sweeper and dump trucks for better mileage tracking.

Council Member Minner asked about USDA refinancing. The City Manager stated that she met with the USDA to talk about restructuring. The City will complete pre-application work by February. Once the USDA extends an invitation, the options will be reviewed. There will then be five years to pass a bond referendum, make a plan, and complete the project.

A MOTION was made by Council Member Porter, seconded by Council Member Coleman, to accept the City Manager's Report as presented. The MOTION passed unanimously.

Financial Report

The Accountant stated that the check register does not include all expenses for the month, so a list of the purchase orders was included in the report. The Fuelman bill also includes the cost per mile, which is twenty-seven cents (\$.27).

Council Member Minner asked about several items appearing on the purchase order list.

The Accountant stated that there was a credit card service that the City did not use but was being charged for that has now been canceled.

A MOTION was made by Council Member Minner, seconded by Vice Mayor Lahman, to file the Financial Report for audit. The MOTION passed unanimously.

Departmental Reports

Public Works

Mayor Moyer stated that the Public Works Department has been vacuuming a lot of storm drains. The Public Works Supervisor stated that the vacuum on the street sweeper cannot keep up with the work. Council Member Porter asked what is being cleaned from the lines. The Public Works Supervisor stated that it is mostly dirt and now leaves. Council Member Minner asked if there have been improvements in drainage. The Public Works Supervisor replied yes.

Library

There were no questions.

Parks and Recreation

There were no questions.

Fire and Ambulance

There were no questions.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Coleman, to accept the Departmental Reports as presented. The MOTION passed unanimously.

City Planner's Report

The City Manager stated that information on the Code rewrite was included. Mayor Moyer asked when that would start. The City Manager stated that the Comprehensive Plan has to be certified by the Governor first.

Council Member Minner asked about the Legacy. The City Manager stated that there is a meeting this week. There was an issue with the townhouse elevations.

Council Member Minner asked about the training provided by the City Planner. The City Manager stated that the City Planner and Remington, Vernick, and Beach provided training for the new Code Enforcement Officer, the front office staff, and the Accountant.

A MOTION was made by Council Member Minner, seconded by Vice Mayor Lahman, to accept the City Planner's report as presented. The MOTION passed unanimously.

City Engineer's Report

Council Member Minner asked if the paving project would wait until Spring. The City Manager replied yes. Mayor Moyer asked if the catch basin had been installed. The Public Works Supervisor replied yes, and it works well.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Minner, to accept the City Engineer's report as presented. The MOTION passed unanimously.

Old Business

Second Reading of Ordinance 13-04 – Adoption of Comprehensive Land Use Plan

A MOTION was made by Council Member Minner, seconded by Vice Mayor Lahman, to lift the second reading of Ordinance 13-04 from the table. The MOTION passed unanimously.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Minner, to dispense with the reading. The MOTION passed unanimously.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Minner, to adopt Ordinance 13-04. The MOTION passed unanimously.

Purchase of jet vac

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Minner, to lift the purchase of jet vac from the table. The MOTION passed unanimously.

The Public Works Supervisor stated that the truck was available for viewing and would be returned to the dealer to be cleaned and inspected since the dealer just took possession of it today.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Porter, to purchase the jet vac after an inspection is performed by the City staff. Roll was called: 5 Yes, 1 No (Lahman – Yes, Bivans – No, Coleman – Yes, Minner – Yes, Porter – Yes, Stubbs – Yes). The MOTION passed by majority.

New Business

First Reading of Ordinance 13-06 – Amending Chapter 212, Floodplain Regulations, to meet Federal guidelines

The City Manager stated that it is necessary to adopt this ordinance to comply with EPA floodplain regulations. July is the deadline for compliance or those in the City with flood insurance could lose it.

Mayor Moyer asked if the City has a floodplain map. The City Manager stated that there is a map in City Hall and also online.

Council Member Minner asked about having the City Manager review elevation certificates as the Floodplain Administrator. The City Manager stated that the designee would be an engineering firm; there is no one on staff qualified for that.

Mayor Moyer asked if this ordinance changes the right-of-ways. The City Manager replied no. Mayor Moyer stated that there are different right-of-ways, and it is causing issues. The City Manager stated that she had a map drawn of the right of ways, and it is posted in City Hall.

Council Member Minner asked about adding construction plans to the list of documents that must be maintained by the Floodplain Administrator.

Discussion occurred regarding ditch maintenance.

The amendments to Ordinance 13-06 are under Section 7: under F., "City Manager" is changed to "City Engineer" and under G. (9), "construction plans" is added after "elevation certificates."

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Coleman, to accept the first reading of Ordinance 13-06 as amended. The MOTION passed unanimously.

Pay scale

The City Manager stated that the pay scale was discussed at the last Workshop. Money has been saved in the salary budget line that will cover the increases. Vice Mayor Lahman stated that she is concerned about the costs being covered in future years and stated that she does not want to raise taxes to pay for this.

The City Manager stated that employees were fit into the structure of the pay scale and no one lost any salary or was penalized because of this.

Vice Mayor Lahman asked about job descriptions for the newly created positions. The City Manager stated that they are being worked on and will be brought to City Council for approval. Council Member Minner asked if the job descriptions will include how to get to the next level of a job. The City Manager replied yes.

A MOTION was made by Council Member Minner, seconded by Council Member Bivans, to table the pay scale until the job descriptions were done. The MOTION failed. Vice Mayor Lahman and Council Members Coleman, Porter, and Stubbs voted against the motion.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Porter, to approve the pay scale and have job descriptions available for the next meeting.

Council Member Bivans stated that job descriptions are needed before the pay scale can be approved. Vice Mayor Lahman stated that the pay scale can be approved, so it becomes effective January 1, 2014, and the job descriptions can follow immediately afterward.

A vote was called on the motion to approve the pay scale and have job descriptions available for the next meeting. The MOTION passed by majority. Council Members Bivans and Minner voted against the motion.

Public Comments

There were no Public Comments.

Appointment of committees and commissions

Mayor Moyer stated that the appointments for the Personnel Committee are Council Members Minner (Chairman), Bivans, and Coleman. A MOTION was made by Council Member Minner, seconded by Council Member Bivans, to approve the appointments to the Personnel Committee as presented. Roll was called: 2 Yes, 4 No (Lahman – No, Bivans – Yes, Coleman – No, Minner – Yes, Porter – No, Stubbs – No). The MOTION failed.

City Council Comments

There were no Council Comments.

Executive Session

There was no Executive Session.

There being no further business, a MOTION was made by Vice Mayor Lahman, seconded by Council Member Coleman, to adjourn the City Council Meeting. The MOTION passed unanimously, and the meeting adjourned at 8:23 p.m.

Respectfully Submitted,

Kelly Blanchies
Clerk of Council

Note: Minutes typed from notes. Only a partial recording of the meeting was available.