



Town of Wyoming  
Council Meeting Minutes  
The Potter's House 107 E. Broad St.  
April 14, 2016  
7:30 P.M.

REGULAR TOWN COUNCIL MEETING

CALL TO ORDER – Mayor Rife called the Meeting to order at 7:30 p.m. Mayor Rife thanked the Potter's House for being so accommodating for letting us hold the town meetings there while we are switching over the meeting hall and police department.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA: Dale Rife

INVOCATION: Pastor Lawhon

ROLL CALL

Council attending: Mayor Dale Rife, Vice-Mayor Terry Witt, Secretary Georgette Williams, Treasurer Kyle Dixon

Council Absent: Councilperson Paul Cable

Mayor Rife stated that she has a letter dated and notarized April 1, 2016 noting the resignation of Councilperson Cable. *Ms. Williams moved with a second from Mr. Witt to accept the resignation of Mr. Cable. Ms. Williams, Mr. Dixon, Mr. Witt, Aye. Motion carried.*

Staff attending: Finance Clerk Nicole Armour, Chief of Police Martin Willey, Corporal Mike Petyo  
Mayor Rife stated that Ms. Armour was attending the meeting in place of Ms. Haddick. Ms. Armour is supposed to be attending meetings quarterly and will start doing so.

Audience attending: Glenn Neese, Joyce Stockslager, Sheryl Ford, Pastor Lawhon, Mike Marasco

PUBLIC COMMENTS

- None

ADOPTION OF AGENDA

*Ms. Williams moved with second by Mr. Dixon to adopt the agenda as published. Ms. Williams, Mr. Dixon, Mr. Witt, Aye. Motion carried.*

ANNOUNCEMENTS – GOOD NEWS – MAYOR'S REPORT

- Mayor Rife stated that we have hired a new police officer who retired as a Delaware State Trooper in October. He is currently getting his training and qualifications in order and will be up to par by May 9, 2016.
- Mayor Rife stated that the next Council Meeting will be on May 9, 2016, and that she will also like to have a Grand Opening for the new Police Department, and Meeting Hall. This will also be the date of the reorganization meeting for council.
- Mayor Rife stated that she received a letter from the FBI rating Wyoming the third safest town in Delaware for the second year in a row.
- Mayor Rife stated that 321 W. Broad Street is coming along, that the asbestos has been removed and the trees have been taken down. An Amish man has removed the trees for free, and she asked if the Chief would take down the one closest to the house because the man that is currently taking them down doesn't feel safe bringing it down because he doesn't want it to hit the house. That gentleman would come and cut it up and remove it once it has been brought down. Once we have received the final inspection saying the asbestos has been removed we can set up a date for burning.
- Mayor Rife stated that she has received some quotes for paving Wyoming Mills, Wingate and South Layton Avenue from Southern Boulevard to Front Street. She went on to say that she needed some clarification and we would match it up with the funding and get it started as soon as possible.
- Mayor Rife stated that both staircases, the one at the annex and one at Town Hall, have been replaced and that all the storage were brought down. A large archiving project was completed as part of the Police Department move.

#### CORRESPONDENCE

- Correspondence is available in Town Hall for anyone interested.

#### ADOPTION OF PREVIOUS MEETING MINUTES

- March 7, 2016 Council Meeting, March 7, 2016 Executive Session, March 11, 2016 Special Meeting –*Ms. Williams moved with a second by Mr. Witt to approve the all Council Meeting minutes. Ms. Williams, Mr. Dixon, Mr. Witt, Aye. Motion carried.*

#### TREASURER'S REPORT

- Mr. Dixon presented the reports for council to review.
- Mr. Dixon stated that he, Mayor Rife, and Nicole Armour met with Citizen's Bank, PNC Bank, and M & T Bank. Ms. Armour also sat down with our representative from WSFS Bank. It was decided that after explanation of earnings credits verses fees that staying with WSFS was our best option. *Ms. Williams moved with a second from Mr. Witt to keep all town accounts with WSFS Bank. Ms. Williams, Mr. Witt, Mr. Dixon, Aye. Motion carried.*
- Mr. Dixon stated that in looking at banks we also looked into Merchant Services so that the Town of Wyoming could start taking credit cards. Mr. Dixon stated that World Pay would be the best option and that they automatically add in a "convenience fee" to the customer which would cover our monthly service fees. Mr. Witt and Ms. Williams stated that they would like to see more information on this program. Ms. Armour stated that she would have something put together for the next meeting.
- Mr. Dixon stated that we needed to get the current budget amendment and upcoming budgets nailed down and wanted to set up a meeting to do so. Mayor Rife stated that she would like to set something up once the new meeting hall is opened the week of May 9, 2016.
- Mr. Witt asked what we paid Delbert Simpson for. Mayor Rife stated that he was the one that put in the staircases at the Annex and Town Hall.

*Mr. Witt moved with a second by Ms. Williams to approve the Treasurer's Report subject to audit. Ms. Williams, Mr. Witt, Mr. Dixon, Aye. Motion carried.*

*Ms. Williams moved to split the expenses for 321 W. Broad Street on the Budget Amendment and add a line for the Police Department move.*

Ms. Armour stated that she did add the line for the move and changed the line name to Capital Outlay Park/321 Broad Street as Ms. Williams had requested. These changes were not reflected on the Budget Update that was given to council. Ms. Williams explained that she wanted it broke down further. Discussion ensued as to why it was needed.

*There was no seconded to the motion on the floor; therefore, the motion died.*

#### POLICE REPORT

- Chief Willey presented his report (attached.)
- Chief Willey stated that he had received a letter from Louise Berry, who lives at 111 E. Third Street, requesting a handicap parking spot to be placed in front of her house. Ms. Berry has to travel via wheel chair and if she were to park in her driveway she would have to have someone push her across the grass to get in the house. A short discussion ensued. It was decided that the council would pass a resolution to cover the placement of handicap parking spots throughout town with council approval. *Mr. Witt moved with a second by Ms. Williams to approve the handicap parking space in front of 111 E. Third Street, lining up with the front sidewalk to the property. Mr. Witt, Ms. Williams, Mr. Dixon, Aye. Motion carried.* Chief Willey stated that he will have Pam order an extra sign when she orders the six (6) handicap parking signs for the Camden Wyoming Little League Parking Lot and the No Parking signs for both side of Remus Lane.

#### FIRE COMPANY REPORT

- Mr. Glenn Neese stated that he will report back to the fire company about the progress at the park.
- Mr. Neese stated that the fire company is holding a carnival April 18 – 23, 2016. He went on to say that wristbands are available for purchase at the fire hall.
- Mr. Neese stated that the Safe Summer Day is coming up, but he was unsure of the date.

#### C/W SEWER & WATER REPORT

- Mr. Quinn was unavailable for the meeting but had sent an email to Mayor Rife. Mayor Rife read the email. The email stated that the water tower construction was completed, and only needed to be painted and sterilized. The email went on to read that a letter had been sent in response to a letter written to the authority in reference the permit cost. In the responding letter it was stated that the CWSWA board would like to set up a joint meeting between themselves and both Town Councils. Mayor Rife stated that it had been said that if the CWSWA had to pay this permit fee that they would be turning that cost over to the residents. Mr. Dixon stated the public should know that the CWSWA had the funds to pay cash for this water tower, but chose to finance it only to make money from the interest they are gaining from the funds. Mr. Dixon stated that he wanted this situation handled legally. Mayor Rife stated that the courts found the CWSWA to be part of both town's and that they aren't subject to assessment nor do they pay taxes. The council agreed to send a letter to the CWSWA asking them to get us some date options for the meeting and the council would go from there. There was discussion on whether or not this water town would even benefit the Town of Wyoming. Mayor Rife stated that it was said to her that this could relieve some of our brown water issues. She went on to explain that she has told the CWSWA that they could put an article together explaining this and we would publish it in our newsletter, but that that was several months ago and we have not received anything.

## PLANNING & ZONING

- There was no report available.

## BUILDING INSPECTOR REPORT/ CODE ENFORCEMENT

- The open permit list is in the packet and Mayor Rife went over it.
- Mayor Rife stated that Susan Savage is now handling Building Permits and Licensing, so if you need a building permit please contact Ms. Savage.

## PARK/STREET REPORT

- Mayor Rife stated that the park is officially open and that there is standing work orders for Lew to power wash the bathrooms and pavilion weekly.
- Ms. Williams stated that while at the park she noticed that the wood chips under the “big kid” swings was down to the liner, and the liner is getting tattered. Mayor Rife stated that she will have Pam do a work order to have Lew rake the existing wood chips back into the holes and even it out. Mr. Dixon stated that we needed to look into ordering more wood chips and having them spread and it was better to do it sooner than later.
- Mayor Rife went over the proposed road projects for Wyoming Mills, Wingate, and South Layton Avenue again. She is hoping to have everything straightened out and a proposal for approval at the next meeting.

## ANNEXATION

- None

## UNFINISHED BUSINESS

- Mayor Rife read the synopsis of the Vacant Building Ordinance for its’ Second Reading. Mr. Dixon felt that there are some vacant properties in town that were kept in really good condition and he feels that they should be penalized for it. Mr. Witt agreed. Mayor Rife stated that there were waivers that could be granted and extended as long as the properties were being kept up. *Mr. Witt moved with a second by Mr. Dixon to table this ordinance until next month’s meeting. Mr. Witt, Mr. Dixon, Ms. Williams, Aye. Motion carried.*
- Mayor Rife read the synopsis of the Rental License for its’ Second Reading. Mr. Dixon stated that as a Landlord he does not feel comfortable voting on this ordinance. Mr. Witt stated that he felt the same. *Ms. Williams moved with a second by Mr. Witt to table this ordinance until the next meeting. Ms. Williams, Mr. Witt, Mr. Dixon, Aye. Motion carried.*

## NEW BUSINESS

- Mayor Rife asked Ms. Armour to read the Municipal Clerk’s week proclamation for her. Ms. Armour read the proclamation as requested. Mayor Rife stated that Pam and Nicole not only work very hard in the office, but also volunteer their time for DLLG and DMCA, and continue their education. Both clerks are Certified Municipal Clerks, and are currently working on their Master Municipal Clerk certification. Mayor Rife signed both proclamations which are attached.
- Mayor Rife read the resolution for No Parking on Remus Lane. *Mr. Witt moved with a second by Ms. Williams to approve the resolution for No Parking on either side of Remus Lane. Ms. Williams, Mr. Witt, Mr. Dixon, Aye. Motion carried.*
- Mayor Rife stated that she received a letter from Albert Salame giving permission to the Wyoming Police Department to enforce parking and all other traffic laws within the Greens at Wyoming. Mayor Rife read the resolution for No Parking on one side of all streets in The

Greens of Wyoming. *Mr. Witt moved with a second made by Mr. Dixon to accept the resolution for no parking on one side of all streets within the Greens of Wyoming. Mr. Witt, Mr. Dixon, Ms. Williams, Aye. Motion carried.*

- Mayor Rife stated that there were three (3) nominations for the open council seat. The nominations were Doug Denison, Sheryl Ford, and Dave Reed. Mayor Rife stated that they would be discussed in Executive Session and voted on after moving back into Regular Session.

CALENDAR OF EVENTS – Tentative schedule of meetings. Please check with Town Hall for any changes or cancellations.

- Town Council Reorganization Meeting – 5/9/19, 7:00 p.m., Municipal Building
- Town Council Meeting – 5/9/2016, 7:30 p.m., Municipal Building
- CWSWA – 4/12/16, 7:00 p.m., CWSWA Office
- Planning & Zoning – 4/12/16, 7:30 p.m., The Potter’s House
- Peach Festival Committee – 4/19/16, 7:00 p.m., The Potter’s House

#### PUBLIC COMMENTS

- Mr. Marasco asked with the handicap parking spot on East Third Street, if it would be a private spot, and what if she moved. Chief Willey stated that it would not be a private spot and anyone with a handicap tag or placard could park there legally. If Ms. Berry were to pass or if she moved the parking spot would be reevaluated at that time.
- Mr. Marasco stated that during the sewer and water report Mayor Rife stated that the water tower would fix the brown water problem and asked if she was able to get that in writing. Mayor Rife stated that it was told to her that it would alleviate the problem up to 90% and that she asked them to put something together about 5 months ago, and she has not received anything from them.
- Mr. Marasco asked if any of the Landlords had been consulted on this landlord ordinance. Mayor Rife stated that it has been on the agenda which it posted in several places and on our website. Mayor Rife went on to say that this ordinance is to protect the tenants and the residents of this town. She stated that we could put something in the newsletter but not all landlords live in town. Ms. Armour stated that she could type up a form letter and have Susan send it out to all of the landlords from the town’s landlord list. The council felt that this was the best option.
- Mr. Marasco asked who will be enforcing the landlord ordinance. Mayor Rife stated that it would be our Code Enforcement Officer. Mr. Marasco went on to ask if he was certified. Mayor Rife stated that he has been going to training to get the certifications that he needs.
- Mr. Marasco asked that if you pay your fee for the vacant building ordinance does it give you a “get out of jail free” card? Mayor Rife stated, no, that you still have to keep up the property, but this gives us authorization to be able to go on properties and inspect houses, and right now the town does not have the right to do so. Ms. Armour explained the difference between the Public Nuisance Ordinance and the Vacant Building Ordinance. Mr. Marasco asked if Mr. Snyder would be responsible for these inspections as well. Mayor Rife confirmed that this is correct.
- Mr. Marasco stated that Mayor Rife commented that Susan was in charge of Building Permitting and licensing now. He went on to ask what the job duties of the others in the office consist of now. Mayor Rife explained that Ms. Armour continues to do everything with finances and that Pam is the Town Manager and handles the town’s daily operations. Ms. Williams interjected and stated that Ms. Haddick’s correct title is Office Manager, not Town Manager.

#### COUNCIL COMMENTS

- Mr. Witt stated that he is very particular about who he rents to and wanted to know if he would have to pay the vacant building fee if he were to be 13 months between tenants. Mayor Rife explained that you have a year to do as needed before you need to file, if at that time you are maintaining the property then you can ask for another 12 month waiver.

Council took a break at 9:00 p.m.

Council moved out of the regular meeting and into Executive Session at 9:20 p.m.

Council returned to Regular Session at 10:40 p.m.

*Ms. Williams moved with a second by Mr. Witt to approve all proposals pertaining to the Police Department that were discussed in Executive Session. Ms. Williams, Mr. Witt, Mr. Dixon, Aye. Motion carried.*

*Ms. Williams moved with a second by Mr. Witt to afford the opportunity to all of council to speak with all three (3) nominees prior to the next meeting. Mr. Dixon, Ms. Williams, Mr. Witt, Aye. Motion carried.*

*Ms. Williams moved with a second by Mr. Witt to adjourn the meeting. Mr. Dixon, Ms. Williams, Mr. Witt, Aye. Motion carried.*

The meeting adjourned at 10:48 p.m.

Nicole M. Armour, CMC  
Finance Clerk