



Town of Wyoming
Council Meeting Minutes
February 1, 2021 6:30 P.M.
Virtual Meeting

REGULAR TOWN COUNCIL MEETING

CALL TO ORDER – Mayor Bilbrough called the Meeting to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE – Mayor Bilbrough

MOMENT OF SILENCE – Mayor Bilbrough

ROLL CALL

Council attending: Mayor- Steve Bilbrough; Vice-Mayor, Doug Denison; Treasurer, Kyle Dixon, Secretary, Tracy Johovic and Council Person, Carlen Kenley

Council absent: None

Staff attending: Chief Martin Willey, Town Clerk, Roseann Lamar, Office Manager Michael Wooleyhand and Clerk of Council, Audrey Lindale.

Audience attending: Tom Lindale, Joyce Stockslager and Jeffrey Gravatt.

PUBLIC COMMENTS

- None

ADOPTION OF AGENDA

Mr. Denison moved with a second by Mr. Dixon to approve to agenda as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

ANNOUNCEMENTS – GOOD NEWS

- Mayor Bilbrough stated that the park construction was almost done and that the new sidewalk to bathrooms would be going in soon.

ADOPTION OF PREVIOUS MEETING MINUTES

- January 4, 2021- Council Meeting
- January 4, 2021- Executive Session
- January 21, 2021- Special Meeting

Mr. Denison moved with a second by Mr. Dixon to adopt the meeting minutes as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley Aye. None Opposed. Motion carried.

TREASURER'S REPORT

- Mr. Dixon presented balances, profit and loss reports and check register to council for review.
- Mr. Dixon stated he felt that they had a productive budget meeting.
- Mr. Dixon thanked Mr. Wooleyhand for all his hard work on the budget.
- Mr. Wooleyhand advised that he was still in the process of putting the amended budget into QuickBooks and that it was not reflected on reports yet.

Mr. Denison moved with a second from Ms. Johovic to approve the reports as presented subject to audit. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Mrs. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

POLICE REPORT

- Chief Willey presented January police report to council.
- January saw 64 traffic tickets, 5 arrests, 5 local fugitives and 1 accident.
- Chief Willey advised that a check had been sent to Harrington Police Department for the cage.
- Council was advised that Marshall (K-9) had two (2) weeks of training and then would be ready for the road by 2/24/2021.
- Ad for FT and PT certified police officer would be posted soon.
- Mr. Dixon advised that he had recently rode with Sgt. Baker during duty and has the utmost respect for the way complaints were handled. Mr. Dixon states that Sgt. Baker is doing a great job.

FIRE COMPANY REPORT

- None

C/W SEWER & WATER REPORT

- None

PLANNING & ZONING

- Mrs. Lamar advised that last meeting was cancelled due to not having a quorum.
- Planning and Zoning Committee is in need of 2 members. Mayor Bilbrough asked council to put the word out and see if we could get some interest.
- DelDOT was able to present the information for the Camden by-pass for those in attendance.
- Council was presented with an information sheet and links to view information at their leisure.
- Mr. Denison explained that some of the traffic will be funneled towards Old North Road.
- It was suggested that this information be put in the Comprehensive Plan for future planning.
- Mr. Kenley asked if the intersection by the post office and school had been addressed yet.

- Mr. Denison advised that DeIDOT will make it part of their plan for the by-pass.
- Traffic studies will need to be done when school is back in session.
- Discussion ensued regarding traffic in Wyoming.

BUILDING PERMITS

- Mrs. Lamar advised that we have only had 2 new building permits for January.

CODE ENFORCEMENT

- Council was advised that there was only 1 violation for January.
- Unregistered car park on street and issue was resolved.

PARK/STREET

- Mr. Kenley advised that bathroom toilets, urinals and sinks have been installed.
- There was a question regarding the brackets used to hang sinks and it is being looked into by the contractor.
- Mr. Kenley advised that the hand dryer wires were on outside of wall wrapped in conduit and work is continuing in the utility room.
- Council was advised that the leaves and overgrowth along the fence in the park by water's edge is being worked on.
- The mill stone has been moved from the park as it would interfere with the sidewalk being put in.
- Discussion ensued regarding possibly mounting the mill stone somewhere in the park.
- Mr. Kenley advised that we are looking to have W. Third St. paved soon.
- Handicap parking will be moved once construction is complete to be ADA compliant.
- Council was advised that stop sign from concrete access road was placed as promised.

PEACH FESTIVAL

- Council was advised that first meeting will take place on Wednesday 2/17/2021 @ 7pm.
- This meeting will be held in person at town hall.

NEW BUSINESS

- **Camden Wyoming Sewer and Water Authority appointment**
 - Staff was contacted by CWSWA advising that Mr. Quinn's set was up for reappointment.
 - Mayor Bilbrough asked staff to reach out to Mr. Quinn to see if he wanted to continue on the CWSWA board.
 - The open position will be advertised and decision will be made at March meeting.
 - Mayor Bilbrough feels that a member of the board should be present at the council meetings.
- **Sign Request on E. Third St.**
 - Mayor Bilbrough advised council of the residents request for a sign that alerts drivers to a person with autism in the area.
 - Mr. Dixon expressed concern regarding DeIDOT suggestions in the email Mrs. Lindale received.
 - Mrs. Lindale explained the situation with the child and what the parent was already doing to ensure her child's safety.

- Mrs. Lindale also informed council that she had reached out to DelDOT and Autism Delaware for programs that may pay for the signs that were requested.
- Mayor Bilbrough is going to reach out to someone he knows in DelDOT to see if they can provide assistance with the purchase.

Mr. Denison moved with a second from Mr. Dixon to purchase the signs requested on E. Third St. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Mrs. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

- **Election Status**

- Mayor Bilbrough advised that there will no election this year.
- 2 applications were turned in for the 2 positions available on council.
- Poll Workers and Board of Elections were not necessary to discuss as there would be no election.

- **Ordinance #17-07**

- Mayor Bilbrough raised questions to how and when fines from this ordinance are assessed.
- Mayor Bilbrough would like questions send to lawyer for clarification so that this ordinance can be more definitive in when and how fines are assessed.
- Staff will reach out to lawyer and send responses to council.
- Discussion ensued.

- **Permit Fees**

- Mr. Wooleyhand explained his findings regarding Wyoming's permit fees vs. other towns in the area.
- Discussion ensued regarding adding a safety impact fee that would be used to fund the police department.
- Mayor Bilbrough questioned the percentage that Wyoming pays to the fire department compared to other towns.
- Mr. Wooleyhand explained that Wyoming gives the fire department 0.5%.
- Mayor Bilbrough asked the town staff to research to find out if this percentage was correct.
- Question was raised regarding any state laws that requires Wyoming to pay a percentage to the school district.
- Discussion ensued regarding percentages paid to fire department and schools.
- Council discussed what fees that would need to be added or changed to our current permit fee schedule.
- Discussion ensued regarding if commercial rates would be different and whether or not the fee would be based off of building price per contractor vs sq. footage of heated areas.
- Staff will research questions raised by council and present at March meeting for further discussion.

- **Part-time Police Officer**

- Mayor Bilbrough explained that he is looking to increase police presence in town.
- Council was presented with budget numbers regarding full-time vs part-time.
- Mr. Kenley questioned budget numbers from this year compared to last year.

- Discussion ensued.
- Mr. Dixon stated that our officers are pro-active in their policing.
- Mayor Bilbrough explained that officers spent many hours on paperwork after an arrest or complaint. Ex. 4 hours of paperwork for a DUI.
- Discussion ensued regarding funding of additional presence.
- Mayor Bilbrough advised that safety impact fees from permits could begin to cover for the 2021-2022 budget year.
- Mayor Bilbrough also advised that Chief was looking into the COPS grant to cover a 4th officer in Wyoming.
- Discussion ensued regarding a PT officer funding themselves.
- Mr. Denison questioned the time line for hiring a full-time officer and if both PT and FT positions could be advertised together.
- Mayor Bilbrough asked Chief Willey if both a PT and FT officer would need to go through the same process.
- Chief Willey stated that yes for the FT but not necessarily for the PT position.
- Chief Willey stated he would like to keep the process the same for both positions.
- Discussion ensued regarding budgets and COPS grant.

CALENDAR OF EVENTS

- Peach Festival Committee, 2/17/2021 @ 7pm- Town Hall
- Planning & Zoning Meeting, 2/22/2021, @ 6:30 p.m.
- Town Council Meeting, 3/1/2021, 6:30 p.m.- virtual.

PUBLIC COMMENTS

- Mrs. Stockslager questioned clarification on which street the sign was requested.
- Mayor Bilbrough advised that it was E. Third.
- Mrs. Stockslager asked which council member would not be returning.
- Advised that Mr. Kenley would not be returning.
- Mrs. Stockslager asked if the town would be giving tours of town hall.
- Mayor Bilbrough advised that due to Covid restrictions the town has not done an open house event but if anyone would like a tour to call or stop by as the staff would be happy to give them a tour of the new building.
- Mrs. Stockslager advised that the percentage for the fire department was voted on by council and should be found in past meeting minutes.

COUNCIL COMMENTS

- Mr. Denison thanked Mr. Wooleyhand for doing a great job on the budget and his thoroughness in detailed the changes that were made.
- Mayor Bilbrough added that all the town staff was doing a great job with all requests from council.

EXECUTIVE SESSION

Mr. Denison moved with a second from Mr. Dixon to enter executive session at 8:31pm. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Mrs. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

Mr. Denison moved and was seconded by Ms. Johovic to adjourn meeting from executive session as no one was in regular session at 8:56pm. Mayor Bilbrough, Mr. Denison, Mrs. Johovic and Mr. Kenley, Aye. None opposed. Motion carried.

The meeting adjourned.

Audrey Lindale
Clerk of Council