



Town of Wyoming
Council Meeting Minutes
April 5, 2021 6:30 P.M.
Virtual Meeting

REGULAR TOWN COUNCIL MEETING

CALL TO ORDER – Mayor Bilbrough called the Meeting to order at 6:32 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 (arrived at 6:34) 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: Linda Parkowski, Jeff Gravatt, Tom Lindale, Joyce Stockslager, Mike Marasco and Harry Quinn.

PUBLIC COMMENTS

- None

ADOPTION OF AGENDA

Mr. Denison moved with a second by Mr. Dixon to approve to agenda with changes: Trash bids added to New Business and Ordinance #17-07 removed from Old Business. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

ANNOUNCEMENTS – GOOD NEWS

- Mayor Bilbrough thanked Mr. Kenley for his time served as a councilman.
- Mrs. Lindale read the certificate of appreciation that will be delivered to Mr. Kenley.

- Mayor Bilbrough stated that spring and warmer weather was on its way and hoped that everyone had a great Easter.

ADOPTION OF PREVIOUS MEETING MINUTES

- March 1, 2021- Council Meeting
- March 1, 2021- Executive Session

Mr. Denison moved with a second by Mr. Kenley 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. Kenley questioned entry on check register for vet bills.
- Mayor Bilbrough explained that Marshall broke his toe and is in recovery.
- Mr. Wooleyhand explained that the first one was for Marshall's checkup and the second one was when Marshall broke his toe.

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

POLICE REPORT

- Chief Willey presented March police report to council noting that the cutoff date was 3/29/2021.
- March saw 264 traffic tickets, 69 warnings, 4 arrests, 1 accident, 0 DUI's and 141 total complaints that were handled by the WPD.
- Chief Willey advised that Bunny Hop in partnership with Deep Water and Lighthouse Church was held on March 27th. Event had 13 vehicles who participated and about 100 kids.
- Chief Willey advised that next event coming up was the Fishing Derby on June 5th and volunteers were needed. Chief Willey would like some council members present at event.
- Mayor Bilbrough stated he would be there.
- Donation letters have been sent out for fishing derby. Office has already received monetary donations and toys.
- Chief Willey wanted to thank Mrs. Lindale for all her work for the Bunny Hop and the Fishing Derby.
- Chief Willey advised council that they were in the background phase of the hiring process.

FIRE COMPANY REPORT

- Council was presented a written fire report for review.
- There were 69 alarms in March- 58 dispatched and 11 silent.
- Ems calls- 344.
- Top fire responder was Ernie Piazza.
- Top EMS responder was Eric Lafonte.

C/W SEWER & WATER REPORT

- Mr. Quinn presented report to council.
- The Greens at Wyoming -DR Horton has submitted applications for several lots throughout the development and foundations are underway. As of now no sewer/water connections can be made until sanitary sewer related issues are resolved.
- 104 S Layton Ave-New sewer/water service connections were completed for the new home however CWSWA have not been requested to complete the final sewer/water inspection before C/O release.
- Wyoming Business Park-Comments have been submitted to the owner/engineer on the plans submitted for this project and are waiting for any questions/updates.
- CWSWA's next Board Meeting will be held April 13, 2021. Public can listen in via phone. Agenda/dial-in will be posted on Tuesday.
- Minutes from the January meeting will be reviewed at this meeting and updated on the website after April 13.

PLANNING & ZONING

- Mrs. Lamar advised that she had worked with Mr. Wooleyhand drafting an annexation letter for properties that could be annexed into town.
- Meeting is set for Wednesday May26th @ 7:30pm. This will give property owners an opportunity to come and discuss possible annexation.
- Mr. Denison felt the letter that was drafted was good and should be sent out.
- Planning and Zoning Committee continue to work on Comprehensive Plan.
- Next meeting will address the maps and annexation.
- If committee stays on schedule, the plan will be submitted for PLUS in June.

BUILDING PERMITS

- Mrs. Lamar advised that 23 new building permits were submitted for March.
- Council was advised that 16 of the new construction permits were in the Greens of Wyoming.

CODE ENFORCEMENT

- Council was advised that 1 letter had been sent for trash in March. Deadline for cleanup is April 19th.
- Mr. Kenley asked how the cleanup on Mechanic St was going.
- Mechanic St. residents were parking cars where the yard was not accessible, the lawyer had been contacted regarding the next steps.

PARK/STREET

- Mr. Kenley advised council of the following:
 - Bathroom construction is complete.
 - Park Bathrooms were opened on Sunday April 4th for Sunrise Service.
 - Trees have been marked for removal.
 - Power to new pavilion is completed. Dusk to dawn sensor will power the pavilion.
 - Mr. Kenley advised that our PT maintenance will be needed earlier than usual due to early spring and work that needs to be done with park construction being completed.
 - Mrs. Lindale advised that paving for W. Third St. will take place on 4/12/20201.

- Mayor Bilbrough asked how many applications had been received for maintenance position.
- Council was advised that 1 application had been received and deadline was April 7th.

PEACH FESTIVAL

- Ms. Johovic advised that committee is reviewing applications from last several years to determine who will be invited back.
- Committee is also looking to bring in new quality vendors and crafters this year.
- Volunteers are still needed for committee and day of festival help.

NEW BUSINESS

- **Kent Economic Partnership**
 - Mrs. Linda Parkowski presented a slide show to inform council of what Kent Economic Partnership (KEP) is about.
 - Services provided include:
 - Capital and financing programs.
 - Business incentives.
 - Workforce and higher education resources.
 - Regulatory assistance.
 - Sending leads to towns.
 - Site selection assistance to companies.
 - Site selection tours.
 - Business outreach programs.
 - Mayor Bilbrough asked what the requirements were to receive services from KEP.
 - Mrs. Parkowski stated that there is no set fee.
 - Mr. Kenley questioned if they worked to preserve farmland.
 - Mr. Kenley was advised that the Farm Bureau was on the board at KEP and does work to preserve farmland.
 - Mr. Denison stated that the Wyoming Industrial Park had lots located along the rails and questioned what kind of companies would be looking for rail access.
 - Mrs. Parkowski stated that box manufacturers and fencing companies use rail to bring in materials as it is cheaper than having them trucked in.
 - Mr. Denison questioned the impact of truck traffic in residential areas when bringing in commercial businesses.
 - Mrs. Parkowski stated that a study is being done and should be completed this year. The study will then be presented to DeIDOT and be on their plan.
 - Mr. Denison asked if their agency was able to help with property owners who wanted an astronomical amount for their property causing it not to be utilized/sold.
 - Mrs. Parkowski stated that they could help and recommended that the buyer seek an appraisal of property.
 - Mayor Bilbrough has asked that staff reach out to KEP to assist with properties in town.
 - Mr. Marasco stated that the rail access is important and questioned the frontage needed for a rail siding.
 - 200ft is frontage needed for rail siding.
 - Mr. Wooleyhand stated that economic development is needed in Wyoming and is looking forward to working with KEP.

- **Planning and Zoning Committee**

- Mayor Bilbrough advised that 2 letters were received for interest in serving on the Planning and Zoning Committee- Corinne Hoffman and Rebecca Marasco.
- Mayor Bilbrough nominates Corinne Hoffman for the committee.

Mr. Denison moved with a second from Ms. Johovic to appoint Ms. Hoffman to the Planning and Zoning Committee. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

- Mayor Bilbrough nominates Rebecca Marasco for the committee.

Mr. Denison moved with a second from Ms. Johovic to appoint Mrs. Marasco to the Planning and Zoning Committee. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

- **Urban Forestry Grant**

- Council was advised that the town was selected for the grant which is a 50/50 to have trees trimmed and removed as recommended.
- Mrs. Lindale explained that contractor must be a certified arborist.
- Discussion of quotes ensued.

Mr. Denison moved with a second from Mr. Kenley to contract with Pro-Cut Tree to complete the tree work. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

- **Building Inspector**

- Tabled until next meeting.

- **Inclusive Playground**

- Mayor Bilbrough explained that Mrs. Lindale and himself had met with a company from Pennsylvania that creates inclusive playgrounds.
- Recommendations were to add an area of inclusive play between the 2 current playgrounds.
- All play areas would be made accessible.
- Mayor Bilbrough proposed adding a basketball court behind town hall to give our younger residents a safe place to play and get them out of the streets.
- Representative Paradee has asked for a resolution to present to the Bond committee.
- Mr. Denison stated that he would also like to see a dog park in the future.
- Chief Willey recommended that cameras be placed for security reasons.
- Discussion ensued.
- Mrs. Lindale advised that she was able to find 4 possible funding sources for this project: Community Project Funding FY2022, Capital Improvements and Infrastructure Committee (Bond), Outdoor Recreation, Parks and Trails Grant (ORPT).
- Mrs. Lindale read the resolution.

Mr. Denison moved with a second from Ms. Johovic pass the resolution to request funding from the Community Project Funding FY2022. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

Mr. Denison moved with a second from Ms. Johovic pass the resolution to request funding from the Capital Improvements and Infrastructure Committee. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

Mr. Denison moved with a second from Ms. Johovic pass the resolution to request funding from the Outdoor Recreation, Parks and Trails Grant. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

- **Commercial Signage**

- Mayor Bilbrough explained ongoing issues with signs displayed at Delmarva Pole Building. Signs are larger than allowed and eye sores.
- Mayor Bilbrough has contacted lawyer regarding what can be done as the Land Use and Development Code (LUDC) does not allow for enforcement.
- Lawyer has recommended amending the LUDC to include fines.
- Discussion ensued regarding the look and size of temporary signs.
- Mayor Bilbrough asked staff to reach out to lawyer and have them draft an amendment and define temporary.
- Further discussion will occur after amendment is drafted.

- **Scholarship Committee**

- Mrs. Lindale advised council of timeline presented for the scholarship.
- The town will have applications by April 18, 2021 and committee will need to meet and decide by May 5th.
- Mayor Bilbrough had talked to Mr. Dixon who stated that his father would be interested on serving on the committee again.
- Mayor Bilbrough stated a member of council and a staff member would also serve.
- Ms. Johovic volunteered to review scholarship applicants.
- Mrs. Lindale will also serve on the scholarship committee.

- **Paving**

- Mayor Bilbrough explained that we had a budget of \$80,000 through CTF for paving.
- W. Third St. paving cost came to \$57,876, leaving a balance of \$22,129.
- Quotes were obtained for Wyoming Mills entrance (\$14,544.50) and Price St. (\$19,500).
- Discussion ensued regarding where the additional funds would be spent.
- Mr. Kenley stated that he has requested for several years that the entrance of Wyoming Mills be done.
- Price Street has been stoned in the past and need of repair again.
- Council was advised that we do receive funds for Price Street.
- Mr. Denison recommended that we ask for additional funding to do both requested areas.
- Mayor Bilbrough recommends that a road report with a priority list be done and develop a plan for paving in the future.

Mr. Denison moved with a second from Ms. Johovic to contract with EFG Paving to pave Price St. Mayor Bilbrough, Mr. Denison, Mr. Dixon, and Ms. Johovic, Aye. Mr. Kenley Opposed. Motion carried.

- **Police Vehicle**

- Mayor Bilbrough advised that Chargers are being phased out and the town had been looking to replace our current Charger.
- Mayor Bilbrough explained that the funds would not come from this budget year, but vehicle needs to be ordered now for a delivery of September/October.
- Mr. Denison questioned if a deposit was going to be needed.
 - Chief Willey explained that no deposit required, and payment was not due until delivery.
- Mr. Denison asked Chief Willey why a pickup truck compared to what we already own.
 - Chief Willey responded that a 4-wheel drive vehicle was needed to haul police trailer. Currently they must pull Mr. Reed away from his duties to transport trailer.
- Mayor Bilbrough questioned comparison of price between a truck and a Tahoe.
 - Chief Willey explained that last Tahoe purchase price was around \$32,000.
 - Chief Willey explained that all vehicle prices have gone up and we would pay around the same amount for a different vehicle.
- Mr. Denison questioned if vehicle could be used for regular patrol duties.
 - Chief Willey explained that truck is pursuit rated and would be used for all police duties.
- Mr. Kenley asked how many officers the town currently employees.
 - Chief Willey advised that we currently have 2 officers with the hiring of a 3 in process.
- Mr. Denison questioned if Charger would be gotten rid of.
 - Chief Willey stated yes.
- Mr. Kenley asked if the vehicle would be unmarked.
 - Chief Willey explained that the vehicle would be unmarked. The Wyoming Police Department currently rents vehicles to do investigations and an unmarked vehicle would benefit in ticket writing.

Mr. Denison had computer issues and left meeting at 8:28pm per text message to Mayor Bilbrough.

Mr. Denison returned to meeting at 8:31pm.

- Chief Willey explained they would no longer have to rent vehicles to use during investigations that required unmarked cars.
- Mr. Kenley stated that he had not seen any rental charges.
- Chief Willey stated that they have not rented one in awhile due to the pandemic.
- Mayor Bilbrough stated that he feels the police department needs an unmarked vehicle.
- Mayor Bilbrough advised council that Chief was waiting for another quote from Preston Ford.

Mr. Denison moved with a second from Ms. Johovic to allow an order for a new police vehicle to be placed pending availability of funds in the next budget year. Mayor Bilbrough, Mr. Denison, Mr. Dixon, and Ms. Johovic, Aye. Mr. Kenley Opposed. Motion carried.

- **Delmarva Pole Building**

- Mayor Bilbrough advised council of background information regarding the accessory building on a residential lot owned by Delmarva Pole.

- Accessory building was too tall for the residential zone.
- Delmarva Pole Building has agreed to lower the building to the acceptable height per the Land Use and Development Code at their own cost.
- Mayor Bilbrough has spoken with lawyer for amending the Land Use and Development Code to include clarifications that will prevent problems in the future.
- Delmarva Pole Building was advised that the accessory building must be used in accordance with the primary residence on the residential property.
- Mayor Bilbrough explained how the problem was found and how the problem will be avoided in the future.
- Discussion ensued.
- Mayor Bilbrough advised that the staff will double check plans submitted with permits against Land Use and Development Code.
- First State Inspections will also use the Land Use and Development Code when reviewing submitted plans.
- Ms. Johovic asked if the permit submitted was for the accessory building only.
- Mayor Bilbrough advised that a copy of the permit application was included in their packet and yes it was for accessory building only.
- Chief Willey stated that it looked a fence was installed that housed equipment.
- Discussion ensued regarding fences and permitting.
- Mr. Wooleyhand will follow up on the fence issue.

- **Trash Bids**

- Mrs. Lindale opened sealed trash bids.
 - Blue Hen/Charlie's- \$23.00
 - Trash weekly.
 - Bulk and recycling every other week.
 - Yard Waste 4x year- \$60 ton
 - No dumpster at park
 - Waste Industries- \$24.00
 - Trash, Recycle, Bulk once a week.
 - Yard Waste every other week.
 - 20 yard roll off- \$150 each haul + \$35 ton.
 - Park dumpster included in price- once a week dump.
 - Waste Management (option 1)- \$32.92
 - Trash, Recycle and Bulk once a week.
 - Yard Waste every other week
 - 30 yard and 6 yard included in price.
 - 5-year minimum agreement.
 - Price increase yearly.
 - Waste Management (option 2)- \$27.86
 - Trash and Bulk once a week.
 - Yard Waste and Recycling every other week.
 - 30 yard and 6 yard included in price.
 - 5-year minimum agreement.
 - Price increase yearly.
 - Republic- \$20.46
 - Trash, Recycling, Bulk once a week.
 - Yard Waste every other week.
 - Dumpster and yard waste for park included in price.
 - Same service we currently receive.

- Council will receive a copy of bids via email for review.
- Mr. Wooleyhand will contact Camden regarding their contracts.
- Bids will be up for discussion at May 3, 2021 meeting.

Kyle Dixon dropped from meeting at 9:09pm. Per text message to Mayor Bilbrough, his phone is in need of charging.

UNFINISHED BUSINESS

- **Ordinance #17-07 Public Nuisance**
 - Tabled as we did not get a response from lawyer with draft.
- **Residential Renovation Permit Fees**
 - Discussion ensued regarding current rates for additions, detached garages, pole buildings and remodeling.
 - Council agreed that all residential renovation permit fees will stay the same at this time.

CALENDAR OF EVENTS

- CWSWA Quarterly Meeting, 4/13/2021, 7pm- virtual
- Peach Festival Committee, 4/21/2021 @ 7pm- Town Hall
- Planning & Zoning Meeting, 4/28/2021, @ 6:30 p.m.- virtual
- Town Council Meeting/Reorganization, 5/3/2021, 6:30 p.m.- in person

PUBLIC COMMENTS

- Mrs. Stockslager advised that the rest of Chambers Alley needs to be paved as well. Only half of it was done.

COUNCIL COMMENTS

- Mr. Denison advised that Charter changes have been approved. They are currently on Governor's desk waiting for a signature.

EXECUTIVE SESSION

- **None**

Mr. Denison moved and was seconded by Ms. Johovic to adjourn meeting at 9:16pm. Mayor Bilbrough, Mr. Denison, Mrs. Johovic and Mr. Kenley, Aye. None opposed. Motion carried.

The meeting adjourned.

Audrey Lindale
Clerk of Council