



Town of Wyoming  
Budget Workshop  
Wyoming Municipal Building  
May 17, 2021, 6:30 p.m.

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CALL TO ORDER – Mayor Bilbrough called the meeting to order at 6:30 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; Council Person, Jeffrey Gravatt.

Council Absent: None

STAFF ATTENDING: Michael Wooleyhand, Audrey Lindale, and Chief Martin Willey.

AUDIENCE ATTENDING: Mike Marasco.

PUBLIC COMMENTS: None

ADOPTION OF AGENDA

*Mr. Denison moved with a second by Mr. Dixon to adopt the agenda as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic, Mr. Gravatt, Aye. None Opposed. Motion carried.*

NEW BUSINESS

**Resolution- Permit Fees appropriations to CR**

- Mayor Bilbrough explained that lawyer advised not to do a MOU with school but rather a resolution in the event we stop collecting fees for the district.
- Mrs. Lindale read the resolution.

*Mr. Denison moved with a second by Ms. Johovic to adopt the resolution to appropriate funds collected from permit fees for Caesar Rodney School District. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic, Mr. Gravatt, Aye. None Opposed. Motion carried.*

## **Budget Discussion**

### Income:

- Property Tax Income Based on Current Property Assessment from Kent County.
  - 883 Total Parcels with 26 being exempt and 9 receiving elderly credit etc.
  - Trash Revenue based on current rates and 649 units (additional to be added throughout the year)
  - Mr. Denison questioned property tax amounts from last year to this year.
  - Mr. Wooleyhand explained that there was a lot of past due taxes paid this year.
- Building Permits & Code Enforcement based on Historical Data plus addition of the industrial park.
  - Mayor Bilbrough is concerned with the figure of \$80,000 for the Building Permits as the Greens of Wyoming and Schoolview permits are done. Industrial Park has not been started and this could take up to a year to start.
  - Mr. Denison questioned how many permits we get that are not new construction.
  - Mr. Wooleyhand explained that he was unsure of how many we get per year.
- Licenses based on Historical Data.
  - Noted that this figure has declined over past 4 years.
  - Mr. Denison questioned whether it was that work was not being done or that contractor was not getting license.
- No Grant Revenue Budgeted in- Recognized when received.
  - Mr. Denison questioned where we were with the COPS grant this year.
  - Mr. Wooleyhand explained that new information had been sent out that lifted some of the restrictions on the grant.
- Police Revenue based on 4 Officers and Historical Data.
  - Miscellaneous Revenue includes outside jobs such as Firefly and assisting other agencies such as Dewey Police Department.
- Peach Festival Based on Historical Data and a little less due to the limitation of vendors for this year.
- Park Income Increased due to addition of second pavilion and change in the Fee Schedule.
- Other Income Based on Historical Data
  - Mayor Bilbrough questioned how franchise tax was paid.
  - It was explained that they paid per customer in the area and is paid quarterly to the town.
  - MSA will remain the same as it is based on the length of town-maintained streets.
  - CTF could increase or decrease depending on generosity of legislators.
- Other Misc. Income based on Historical Data and some recategorizing (Funds Reimbursed)

## Expenses:

- Salaries based on Current Data and Historical Data and the addition of officers.
  - Police salaries \$180,000 for 4 officers - \$20,000 coming from Capital Outlay.
- Benefits, including Life, Health, Dental, Pension, Payroll Taxes, and various insurance are based on Salaries Expense, Current and Historical Data.
  - Health will remain the same and not being increased this year.
- Utilities based on Historical Data with the removal of Office as this was the Old Town Hall which all utilities there are responsibility of the tenant.
  - Mayor Bilbrough asked if we could do one phone service for both the police and town hall.
  - Staff will investigate this possible change and cost.
  - Chief Willey will investigate why the police are paying for internet when the bill should be covered by Deljis.
  - Mr. Denison suggested that we research SEU for green energy projects to cut expenses.
  - Mr. Denison suggested solar panels on town hall.
- Supplies Expense based on Current and Historical Data
  - Peach Festival Budget increased \$3000 at the mayor's request.
  - Uniform budget increased to \$3000 to cover new uniforms.
  - Parks and Streets increased due to replacement of faded street signs.
- Equipment based on Best Guestimate and Historical Data.
- Property Tax Discount based on Historical Data.
- Contracted Services based on Current and Historical Data.
  - Mayor Bilbrough questioned police contracted services.
  - Chief Willey explained that it is a yearly contract with Division of Communications.
- Professional Services Based on Current and Historical Data
  - U of D Consulting is the balance due carried over into next budget year.
- Other Services based on Historical Data.
- Repairs and Maintenance based on Historical Data.
  - Mayor Bilbrough stated that we need to cut some of the excessive costs. Things like wiper blades being changed and adding fluids can be done by staff.
  - Mayor Bilbrough would like staff to look into getting a mechanic who will do all work except warranty work on the vehicles so that there is consistency in pricing for services rendered.
- Tax Ditch based on Historical Data.
- Advertising based on Historical Data.
- Other Expenses based on Historical Data.
- Capital Outlay
  - Police includes new vehicle and \$20k for Officer Salary.
  - Streets is based on Current Pledge CTF Funds

- Capital outlay other is set aside for various projects.
- Discussion of possible capital outlay projects:
  - Remodel of upstairs at 120 W. Camden Wyoming Ave.
  - Fence around back lot at 120 W. Camden Wyoming Ave.
  - Street evaluations.
  - Police Speed Trailer.
- Discussion of stimulus money from federal government.
  - Mr. Denison recommended a public workshop to get input from residents as to how the money will be spent to improve Wyoming.

EXECUTIVE SESSION- none

PUBLIC COMMENTS - none

#### COUNCIL COMMENTS

- Mr. Denison asked if the budget would be ready for adoption at the June council meeting.
- Mr. Wooleyhand advised that it would be ready for adoption.

*Mr. Dixon moved with a second by Mr. Denison to adjourn the meeting. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Mrs. Johovic, Mr. Gravatt, Aye. None Opposed. Motion carried.*

Meeting adjourned at 8:30 p.m.

Audrey Lindale  
Clerk of Council