

**TOWN OF ELSMERE
COUNCIL MEETING MINUTES
APRIL 9, 2020
TOWN HALL
6:30 p.m.**

CALL TO ORDER: Mayor Eric Thompson called the meeting to order at 6:30 p.m.

OPENING STATEMENT: Town Clerk Diana Reed read an opening statement.

PLEDGE OF ALLEGIANCE:

MOMENT OF SILENCE:

ROLL CALL:

MAYOR	ERIC SCOTT THOMPSON	PRESENT
1 ST DISTRICT	MARIANNE SKIPSKI	PRESENT
2 ND DISTRICT	SALLY JENSEN	PRESENT
3 RD DISTRICT	ROBERT KACPERSKI	ABSENT
4 TH DISTRICT	CHARLES MCKEWEN	PRESENT
5 TH DISTRICT	JOANN I. PERSONTI	PRESENT
6 TH DISTRICT	BRIAN HURST	PRESENT

Town Solicitor, James McMackin – Present
Town Manager, John Giles – Present
Chief of Police, Laura Giles – Present

PUBLIC COMMENT: None

THE MAYOR WILL MAKE AN OPENING STATEMENT:

Mayor Eric Thompson gave a brief opening statement.

APPROVAL OF MINUTES:

Minutes of the February 13, 2020 Council Meeting.

ACTION: A motion was made by Councilman Hurst to approve the minutes of the March 12, 2020 Council Meeting with no corrections. The motion was seconded by Councilwoman Skipski.

VOTE: 6-0 with 1 absent All-in-Favor Motion carried

OLD BUSINESS: None

NEW BUSINESS:

The Mayor and Council will consider canceling the presidential primary holiday originally scheduled for April 28, 2020 and rescheduling it for June 2, 2020 in compliance with the Governors Executive Order.

Town Manager John Giles stated since the Governor moved the primary election to June 2, 2020, there is no need for this holiday and it too should be moved to June 2nd. In addition, he would like to be granted the authority that if the Governor moves the date again, he can automatically move the holiday.

ACTION: A motion was made by Councilwoman Personti to reschedule the holiday associated with the Presidential Primary Election to Tuesday, June 2, 2020 and to grant the Town Manager the authority to move the holiday again if necessary. The motion was seconded by Councilwoman Jensen.

VOTE: 6-0 with 1 absent All-in-favor Motion carried

Review of the responses received to Request for Proposal (RFP) 20-01 Residential Waste, Recyclables and Yard Waste Collection.

Town Manager John Giles stated that 4 requests were received in response to this RFP. The bids were as follows:

<u>Company</u>	<u>Year 1 Bid</u>
Republic Services	\$638,681.00
Waste Management	\$650,902.34
Trash Tech	\$802,050.00
Waste Industries of Delaware	\$855,810.00

It appears that Republic Services is low bid and claims to have made only 1 exception to the RFP. They are proposing a two-day collection schedule with Trash collected on Thursdays and Recycle/Yard Waste collected on Fridays. We are currently working to review all bids to ensure that they have met all requirements listed in the RFP and intend to request the Mayor and Council to award the contract to Republic Services at the May Council Meeting. As of now, Waste Management has confirmed that their bid does not include the cost of taking over in providing the Recycle Containers to residents which was a major requirement of the RFP.

Town Solicitor McMackin requested a copy of the bid overview sheet.

Consideration of renewing a maintenance contract with Seiberlich Trane for the HVAC System at Town Hall.

Town Manager John Giles stated that the current maintenance contract expires on April 30, 2020. We currently pay \$5,995/year for the services which is below the bid requirement. The proposed renewal is \$6,680.00/year which is an increase of \$685.00 but still fall beneath the requirement to place the contract out for bid and is within the authority of the Town Manager to award. I intend to renew this contract.

DEPARTMENTAL REPORTS:

Code Enforcement

Town Manager John Giles presented the following items from the written report and asked if there were any questions:

- a. The department issued 39 violations during the month. 24 were corrected with the initial warning, 11 were issued fines and 4 remained pending.
- b. Three properties were deemed public nuisances and were issued fines.
- c. The members of the department attended several training seminars during the month.
 1. ADA Standards – Chapter 2 Alterations
 2. DELJIS Training
 3. Front Desk Safety and Security

Finance

Town Manager John Giles reported the following items from the written report and asked if there were any questions:

- a. The department received \$20,222.52 in transfer taxes during the month.
- b. The department participated in several training seminars during the month.
 1. Edmunds Budget Prep Module Training
 2. Front Desk Safety and Security
- c. The Town has fallen victim to account fraud at the Bank in the amount of approximately \$8,000.00. We have had the money refunded through the bank and the issues were caught by our staff as part of our standard monitoring and reconciliations and was not detected by the Bank.

Public Safety

Chief Laura Giles stated the written report has been submitted and there isn't much more to add. The officers are following the guidelines put in place by law enforcement regarding teleservice, distancing and Personal Protective Equipment (PPE). Most of the emergency calls received have decreased, however, they have seen an increase in domestic and mental health issues. Our currently supply of PPEs is still doing well.

Public Works

Town Manager John Giles presented the following information from the written report and asked if there were any questions:

- a. The department patched 56 potholes during the month.
- b. Repainted the crosswalk at New Road and North Dupont Road.
- c. The Street Sweeper was run in Districts 3 & 4.
- d. The department began its annual park cleanups beginning with Vilone Park which is now complete. 6 loads of debris was removed. They are now working on Veterans Park.

Town Manager

Town Manager John Giles stated that there was no written report. To our knowledge the Town has not been notified of anyone within the Town who has been infected. The Town Hall is running with half the staff working in the building each week and half the staff working from home and the building is closed to the public. He and the Mayor has attended just about every meeting with the State and Governor and followed every guideline issued including the closures of all of the parks, etc. He is very happy with where the Town is in its efforts right now.

Councilwoman Jensen asked about the status of the Comprehensive Plan with not being able to hold public meetings.

Town Manager John Giles stated that he has spoken with the State Planning Office and will be submitting a written letter requesting an extension through September 2020 to allow the public input period required. The Department of State Planning stated that once the letter is received they will have no issues with granting the extension requested.

ITEMS SUBMITTED BY THE MAYOR AND COUNCIL: None

PUBLIC COMMENT: None

ADJOURNMENT:

ACTION: A motion was made by Councilwoman Personti to adjourn. The motion was seconded by Councilman Hurst.

VOTE: 6-0 with 1 absent All-in-favor Motion carried

These minutes summarize the agenda and other issues discussed at this Council Meeting. Votes are recorded accurately. The audio recording of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio recording may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.



ERIC THOMPSON
MAYOR



BRIAN HURST
SECRETARY