

The Town of Laurel
Mayor and Council Meeting
August 20, 2018

A Mayor and Council Meeting was held in the Mayor and Council Chambers of the Laurel Town Hall Monday, August 20, 2018 beginning at 7:00 p.m. The following persons were in attendance: Mayor John Shwed, President of the Council Chris Calio, Council Members Randy Lee, Cheryl Martin, Jeff Hill, and Jonathan Kellam. Also, in attendance were Director of Code Enforcement Ken West, Chief Dan Wright, Alderman Kelly Pettyjohn, Finance Manager Mary Introcaso, Recording Secretary Alexis Oliphant, and Town Manager Jamie Smith. It was noted Public Works Director James Foskey and Councilwoman Robin Fisher-Cornish were absent.

Mayor Shwed opened the Court of Appeals at 7:00 p.m. The purpose of holding the Court of Appeals is to listen to any citizen who wants to appeal the town's tax assessment for the FY 2019. Mayor Shwed inquired if the Court of Appeals was properly advertised. Town Manager Smith stated yes. Mayor Shwed stated we gave adequate time and there were no questions or comments. Mayor Shwed closed the Court of Appeals at 7:05 p.m.

Chris Comer of Comcast presented the Comcast Franchise Agreement. Mr. Comer gave brief highlights pertaining the Comcast Franchise Agreement. Mr. Comer advised the contract allows Comcast to utilize the town's right away. The Comcast Franchise Agreement expires on September 1, 2018 and it is a non-exclusive agreement. Mr. Comer advised they're two ways to renew a Comcast Franchise Agreement, which is an informal or formal process. The proposed Comcast Franchise Agreement models the current agreement the town already utilizes. Mr. Comer stated the agreement would be a 10-year contract and the town will receive a 5% franchise fee from Comcast. Mayor Shwed inquired if the Town's Attorney reviewed the Comcast Franchise Agreement. Town Manager Smith advised yes. Town Manager Smith explained she had received letters from residents pertaining Comcast service. Town Manager Smith advised she talked to Mr. Comer about the situation and Mr. Comer reached out to the residences. Town Manager Smith stated a Comcast survey was issued in the town's newsletter and a small amount of surveys were returned. Town Manager Smith questioned if there were any upgrades available. Mr. Comer advised the last upgrades were completed 16 or 17 years ago and Comcast has completed intermetal investments over the years. Mr. Comer advised we are continuing to strive on customer service. Mayor Shwed thanked Mr. Comer for his presentation and his time. Mayor Shwed stated we will vote on the Comcast Franchise Agreement under new business.

Town Manager Smith presented the Downtown Development Commercial Guidelines. Town Manager Smith advised the Steering Committee included Councilwoman Cheryl Martin, Brian Shannon of the LRC, Scott Ruckowicz a Bank of Delmarva Representative, Debbie Mitchell a local resident and business owner, Norma Jean Fowler a local resident and Laurel Historical Society, Alexis Oliphant, and Town Manger Jamie Smith. Town Manager Smith stated the guidelines are voluntary and recommended. Town Manager Smith advised the intempt to implement a Façade Improvement Grant, which the town provides money to commercial owners who are then required to follow the guidelines. Mayor Shwed inquired how will the Downtown

Development Commercial Guidelines be available. Town Manager Smith advised we will be inviting

Mayor and Council Meeting Contd.

August 20, 2018

Pg. 2

commercial owners to a presentation regarding the guidelines and the guidelines will be available at Town Hall.

The Mayor and Council Regular and Closed Session Minutes of July 16, 2018 were presented for review and adoption. President of Council Calio made a motion to accept the meeting minutes and closed session minutes for July 16, 2018. Councilman Hill seconded the motion. Vote was 6-0, with Councilman Fisher-Cornish absent.

The Department Head Reports for the month of July were presented for review and adoption. Director of Code Enforcement West advised the final inspections and permits have been completed for the new Elementary School and is ready to be occupied. Mayor Shwed advised Director of Public Works Foskey is not in attendance. Town Manager Smith explained we have submitted a Notice of Intent to ODW for 7th street water main replacement and Transite water main replacement Phase 3. The projects will be ranked along with other municipalities and determine what is the highest ranking and priority. Town Manager Smith advised paving has been completed on Lansing Avenue and they are working on the ADA Handicap Ramps on 7th Street. Town Manager Smith explained once the Central Avenue Bridge is completed we will be moving on to the Delaware Avenue Bridge next. Town Manger Smith stated the Central Avenue Bridge projected opening date is January. Mayor Shwed advised Proximity Malt has hauled 196 loads of waste and totaling \$64,680, which is set aside for the reserve fund for sludge removal. Chief Wright thanked Aaron from Public Works for assisting of the removal of the fence at Dunbar. Chief Wright also thanked Director of Code Enforcement West for cutting the grass at Dunbar. Chief Wright advised the fencing and playground equipment has been removed. Chief Wright stated there are two positions that need filling and is considering the March 19, 2019 DSP Academy. Mayor Shwed complimented Patrolman Little regarding a recent call she handled. Mayor Shwed advised he attended the graduation ceremony of Patrolman Karlik. Alderman Pettyjohn advised she had no changes or additions to her report. Alderman Pettyjohn stated July was our busiest month. Alderman Pettyjohn advised on September 22, 2018 we will be holding a Farewell Celebration for Cpl. Ryall at the Laurel Public Library from 10:00 a.m. to 1:00 p.m. Finance Manager Introcaso stated there is not a lot of information regarding the year just starting out. Town Manager Smith stated the Annexation Committee met July 30, 2018 regarding Mr. Janigan's annexation request. Mr. Janigan is the owner of Emeca and is requesting to annex two properties with industrial zoning. Town Manager Smith advised the paper work has been sent to the State Planning Office. President of Council made a motion to accept the Department Head Reports for the months of July. Councilman Lee seconded the motion. Vote was 6-0, with Councilwoman Fisher-Cornish absent.

Mayor Shwed presented Resolution 2018-5, which acknowledges the Town of Laurel grant application through the Delaware Division of Parks and Recreation, outdoor recreation, parks and trails. Town Manager Smith explained each year the state sets money aside to apply for

grants for local parks. The town has submitted a pre-application, which has been approved. The grant needed a match and Representative Dukes utilized CTF Funds to match the grant. The Mayor and Council Meeting Contd.

August 20, 2018

Pg. 3

grant will be used to implement walk ways starting at the Boys and Girls Club. President of Council Calio made a motion to accept Resolution 2018-5. Councilman Hill seconded the motion. Vote was 6-0, with Councilwoman Fisher-Cornish absent.

Mayor Shwed presented the approval of the Downtown Development Commercial Guidelines. Mayor Shwed inquired if there were any questions or comments regarding the guidelines. Councilwoman Martin made a motion to approve the Downtown Development Commercial Guidelines. Councilman Lee seconded the motion. Vote was 6-0, with Councilwoman Fisher-Cornish absent.

Mayor Shwed presented the approval of the Comcast Franchise Agreement. Mayor Shwed inquired if there were any questions or comments regarding the agreement. Councilman Lee made a motion to approve the Comcast Franchise Agreement. Councilman Kellam seconded the motion. Vote was 6-0, with Councilwoman Fisher-Cornish absent.

Mayor Shwed advised the Laurel School District has increased their reading scores by 19% and math scores by 2% and the Downtown State Districts are making improvements.

Mr. Brian Shannon of the LRC, advised Diane Laird has taken a new position with Mainstreet Dover and wanted to recognize her efforts within Laurel.

Councilman Lee made a motion to hold a closed session to discuss contractual matters. Councilwoman Martin seconded the motion. Vote was 6-0, with Councilwoman Fisher-Cornish absent.

Regular Session Recessed at 7:59 p.m.

Regular Session Reconvened at 9:14 p.m.

Councilwoman Martin made a motion to approve the personnel item discussed in closed session. Councilman Hill seconded the motion. Vote was 6-0, with Fisher-Cornish absent.

With there being no further business to discuss, Councilwoman Martin made a motion to adjourn the meeting. President of Council seconded the motion. Vote was 6-0, with Councilwoman Fisher-Cornish absent.

Meeting adjourned at 9:15 p.m.

Mayor and Council Meeting Contd.
August 20, 2018
Pg. 4

Mayor

President of Council

Town Manager

Recording Secretary