

**Milton Town Council Meeting  
Milton Library 121 Union Street  
Thursday, August 22, 2013, 6:30 p.m.**

1. Call to Order ó Mayor Jones
2. Moment of Silence
3. Pledge of Allegiance to the Flag
4. Roll Call ó Mayor Jones

Vice Mayor Booros	Present
Councilman West	Present
Councilwoman Patterson	Present
Councilman Cote	Present
Councilman Collier	Present
Mayor Jones	Present
Councilwoman Parker-Selby	Absent

5. Additions or Corrections to the Agenda

Mayor Jones: Does anyone have any additions or corrections to this evening's agenda? Hearing none, can I get a motion to approve the agenda?

6. Agenda Approval

Councilman West: I make a motion to approve the agenda.

Councilman Cote: Second.

Mayor Jones: Any discussion? All those in favor say aye. Opposed. Motion carried.

7. New Business ó Discussion and possible vote on the following items:

- a. Budget for FY 2014

Win Abbott: Madame Mayor? I took some notes at our last meeting and there were some questions posed and I have some answers for you. I thought it might help to start your discussion by providing this information. The first question was where are we with PTA DeIVal, our assessor, in terms of getting more up-to-date information? Last year, after we had less than satisfactory performance with our assessor, I had a meeting with him and we established a schedule whereby we would have regular quarterly updates to our assessment listing; whether picking up permits and changing things on a pretty regular basis, we wanted to make sure that we updated it quarterly. The last update was around the first of May, so this update is due now and we spoke to Mr. Hickey. He'll be in our office on Wednesday of next week, so we should have that data. The information that is used for the current draft budget for property tax assessment is based upon an assessed value of \$376,985,300 at our current tax rate that comes to \$814,288, very close to what we have here. The next item was with regard to the possibility of increasing what is the basis for the rate that we charge Tidewater Utilities for the data that we sell to them and also can we increase the rate? It is a flat fee. It is \$1,245 per quarter and there was a contract signed in July of 2011 that is good for five years. So

our opportunity to change that probably will not occur until the year 2016. The next item that was requested, is that we identify the currently unused police cars and determine is there a value for ones that we may not be using? In the back of that new spreadsheet that I provided you, is a few extra forms and one of them shows the vehicle listing with vehicles that are currently not used and the lower end of the online available NADA value for the resale of vehicles; just making the supposition that there's probably high mileage or some other issues, because it gets used very heavily, so that's the low end value for the vehicles that are unused on that list. The next question that was posed, is what is the net difference for gas expense, for the Police Department vehicles during this July-August period, as compared to last year, so that we can use that as a basis for finding out whether or not our projections for gasoline expense in the next year may be close? So if you look back and recall the prices this year, as last year, have varied between about \$3.73 and \$3.59 a gallon; not much has changed even though the prices change, they just seem to keep bouncing back to the same median and within that packet, you'll see a one page, very simply typed up in Microsoft Word, it explains what our cost was last July. We just paid the credit card bill this week. So that was the bill for July. We compare last July to this July and find out the net difference. That represents four more officers. If we were bringing the force back up by two recruits, then you see that there's an additional cost; if you consider that the recruits will be in the Academy for six months, plus another month in field officer training, we might have seven months of use, with the lower number of Police Officers and then another five months with the higher number; that comes out to \$28,000 and change, I think you'll see and we put \$32,000 in the budget. So this was another question that was posed. A little bit of homework was done, so you have something to go with, with regard to projections. Another question that was asked was about increasing current year revenues for those persons who have home businesses, have a license with the State of Delaware, but have not taken out a license with the Town of Milton for operating a business in the Town. Indeed, that list was developed, but it's not as easy as going after our renters who are not paying a renter license and the reason why, is because these are all home occupations and before we issue them a license, we have to validate that, indeed, they can operate that business in that location, even though they've been doing it under the radar the whole time. So this is probably going to involve an extra step with the Planning and Zoning Commission, or some other kind of review. It's not going to be just like it was when we did rental licenses, mailed them out and said you've got to pay this, and pay it; because we accept their check and we issue a license, now we're saying they really are good to go, where they are. So there's going to be an extra level of review. I don't know how quickly it's going to end up and increasing revenue for that particular category during this current year. During the next year, it will be very helpful, but nonetheless, that's a question that was posed and that's where we are with that. The next question that was asked is what is Miscellaneous Income in the Administrative Department, in particular. I believe it was line 650-4608. I brought with me this evening the whole Budget Transaction Audit Trail so I can look up answers to anything; but it comes down to this. The Miscellaneous Income category has what people have paid for site plan reviews, variances and we'll be at a place where we capture costs for the newly created Administrative Fee, when we are doing engineering and legal work for some of our developer's and we bill them back, we'll be tacking on that extra administrative fee and that's where it will be captured. So this is what that represents in the coming year. Now along those lines, another question was posed about the administrative fees or fines

associated with the lawn cutting code violation. The way that it reads now is the Town bills at \$200 per hour and \$200 per hour is supposed to capture all of those related costs. Depending upon the job, we might be paying \$65-\$70 an hour. So there won't be extra administrative fees tacked onto that, because they're all wrapped into that one per hour fee that we have. And that was it, excepting of course, the major thing, which was putting the budget back in the hands of each one of the department managers and asking them to identify 10% additional cuts in operating expenses, that are not related to salaries and benefits. So the spreadsheet that you have on the table in front of you, has a column added to the right, where it says reduction amounts, where department managers have identified a certain dollar value of reductions. The column called Fiscal Year 2014 Proposed, has been reduced and I've also added in some extra places where there were sub-totals, to make it easier for the Council to view. I changed nothing with regard to Capital Expenses or anything else. This is just what the department managers gave back to me.

Mayor Jones: On the sheet that you gave us with the vehicles, is the out-of-service vehicle the one that is parked behind the Public Works Building? Thank you, Mr. Abbott. What is Council's pleasure on how to start out this evening? I thought it was very helpful that we all worked on the Revenue together, instead of bouncing from page to page. I think that was helpful. Does anybody want to start this, this evening?

Councilman Cote: A suggestion to start would be, and I've heard from a couple of people, that they have some items that don't appear at all in the budget; that they feel should, or some representative amounts that may not have been included in lines that do have a balance, but there seems to be a feeling that more expenditures may be incurred. So what maybe we can do is just start with each person's list of additions or corrections. Vice Mayor Booros would you like to start?

Vice Mayor Booros: Would I like to start? Actually, no I wouldn't.

Councilman Cote: Will you?

Vice Mayor Booros: Additions or corrections?

Councilman Cote: If there's a line item that we feel wasn't included, that should have been, for whatever reason; if we could get those out of the way first, that might be... If nobody has any, we can just go on to moving line by line.

Mayor Jones: I have some.

Councilman Cote: Okay, well if Vice Mayor Booros doesn't want to and Councilman West, do you have anything?

Councilman West: Yes, we need to add... It was brought up in the Water Committee Meeting the other night, we needed to add \$8,600 to the Water Committee, or to the Water Department.

Mayor Jones: To the capital.

Vice Mayor Booros: That was on the Capital Expenditure, right?

Councilman Cote: Well we could do that and then when we get to the Capital Expenditure version of the budget; as opposed to the Operating Expenses.

Vice Mayor Booros: Councilman Cote, as far as something that I had an issue with, but I don't necessarily want to have a line item for it, but I would like it to be noted; that the number of dead bushes and trees just in Governor's Walk alone; not Governor's Walk, Rails to Trails, concerns me; that no money has been put in for replacement of any shrubs or bushes or anything else and \$1 million went into that Park and it has deteriorated significantly in the last three or four years. But I would like to research other avenues to replace that shrubbery without having to put it on the backs of the

taxpayer's, quite honestly; so I think it should be noted that there's not money in here to fertilize the grass; the weeds in the Park; and the answer I got when I asked about why are we Weeding and Feeding this Park and there's thistle growing up? The answer I got was, it will grow too fast and we'll have to cut it more. So the Park's don't look as good, because it will grow too fast and we'll have to cut it more and it's noted in the budget. They haven't got money in there for that sort of thing.

Councilman Cote: I noticed in the Parks Budget, that the salaries are almost double, which means they plan on spending a lot more time there...

Vice Mayor Booros: But they're not doing the work.

Councilman Cote: But the expenditures for the materials are roughly the same as the current year on half the salaries.

Vice Mayor Booros: And it's mulch. And it's a lot of mulch.

Mayor Jones: And, it took almost a \$2,000 increase for Work Release Labor went into that category, as well; without the materials to support that. I'm looking as fast as I can for the budget line item for the account that would come out of...

Vice Mayor Booros: And the only thing, if I were going to add something and Dustan's not here, I would suggest that we start putting some Weed and Feed on the grass and not have it be weeds, because quite honestly, that's what it is.

Councilman West: Vice Mayor Booros, to enlighten you a little bit, I use the same exact weed killer that we do...

Vice Mayor Booros: I'm not talking about weed killer on the sidewalks. I'm talking about Weed and Feed on the grass. We don't use any, so it doesn't matter what you use Councilman, we don't use any.

Councilman West: Yes, but that grass issue came up about it growing up through the sidewalks, I know they've sprayed them. I've sprayed mine and it only lasts six weeks.

Vice Mayor Booros: Well they didn't spray them before Memorial Day weekend when we had the Festival in the Park. All I'm saying is, I think as far as the replacement of the trees and shrubs, I'll figure out a way to come up with that money, as opposed to putting it on the backs of the taxpayer.

Councilman Collier: I know where you can get a lot of nice shrubs.

Vice Mayor Booros: But I think we need to ask Mr. Russum to figure out what it's going to take to make the Parks look better, as far as just the grass; because the Labor seems to be the Work Release people. I don't know what that number is, quite honestly.

Mayor Jones: The day labor meals on Page 4...

Vice Mayor Booros: They get \$8 a day?

Mayor Jones: The day labor meals are \$1,920 and you're right, there's been a significant shift to Park's salaries and the supplies are only \$1,500.

Councilman Collier: Mr. Abbott, I know that you did not write this budget for supplies, but can you tell me generally what Supplies are for Parks and Recreation under that line? Mr. Russum is not here to answer the question, so I'm just hoping maybe you can.

Win Abbott: If you give me just a moment, all the answers are right here.

Councilman Collier: Sure. Just curious.

Vice Mayor Booros: And I think he said something about they have lawn mower blades and different things like that, that have to... when I sat through the budget.

Councilman Collier: Wouldn't lawnmower blades come under Repairs and Maintenance to Equipment?

Vice Mayor Booros: Possibly. Okay.

Win Abbott: Okay, Supplies. I have shovels, trash bags, drum liner, hook utility screw,

pond and stone, string, oil mix fuel can, hooks, spray paint, sand disks, fasteners...

Councilman Collier: Okay, thank you, it gives me a good general idea.

Win Abbott: Three gallon sprayer tank, nylon rope.

Mayor Jones: I know Councilwoman Patterson has a line item she'd like to talk about.

Councilwoman Patterson: Yes, I do. I suggest we set aside a line item for monies for our Comprehensive Plan. It's coming up in 2015 and this is the year for us to set aside some money and make sure we get a good Comprehensive Plan.

Mayor Jones: Do you have a figure in mind?

Councilwoman Patterson: It was suggested \$10,000, but we may or may not use all of it. It just gives us some leeway. From what I understand in the past, money wasn't set aside and...

Vice Mayor Booros: Does that go under Code?

Councilwoman Patterson: I don't know. That's my one question. I don't know what it goes under.

Win Abbott: The last time that was done, it was put under the Administrative Department.

Councilwoman Patterson: Administrative Department? Okay. But it really would greatly benefit the Town.

Mayor Jones: I'm on Page 3, account 200-5240. It's the third from the top. It has been adjusted down \$1,000 since last Thursday. My only concern is possible need to increase that by \$15,000 and seeing it from the year before, I don't think considering what we've spent to date may allow for that increase in the number that's there by the time we finish the year paying... Is this the finished report on July, is it not? These expenditures would be from as far as July? Pretty close? Or...

Win Abbott: I believe it is from the end of July, because I prepared this just before August 1<sup>st</sup>.

Mayor Jones: Okay. I would take that line item up, in rounding off right now, to \$46,000; if we use the \$31,000 that's sitting there now. That's without the accounting of the rest of the year, two months. I'm going to throw this notion out to Council, in reference to deciding on a dollar amount for the proposed Cannery Village signage issue. It isn't that we're choosing a vendor. We're choosing a vendor. We're choosing an amount that the Town would become responsible for. We have only six weeks left in this budget to hold our breaths for no catastrophic emergencies for what we need to tap our money for. But this year, we also reduced the police budget public safety, which was the intention originally when this was set up, where that could be taken from and I would highly recommend, if we were able to make that decision, as a Council; that we consider that taking it out of this year's budget and not facing next year with it, we've already moved that salary money back into the General Fund so it sits here this year. I just want you to consider that. I know that we may not be at a position yet to consider the amount thoroughly, but for planning purposes I think it would be better to take it out of your budget this year; make the decision before you pass a 2014 budget.

Councilman Collier: Can we place that as an agenda item for our next regular meeting? Do we need a motion of Council to do that tonight? Because it's not on tonight's agenda, so we can't very well go forward with it.

Mayor Jones: I did not ask for a vote for tonight. I'm offering you my feeling is that is something we have to look at, either right now or in 2014's budget; a consideration of a dollar commitment, or not a dollar commitment; depending on how the vote goes. I'm just saying I think it would be more prudent to try to move it through this year and not

carry it over to next year. As far as putting it on the agenda for the 29<sup>th</sup>, that agenda should have been posted today.

Councilman Collier: I'm talking about the September meeting, which would be the 9<sup>th</sup>, which is still within the year.

Mayor Jones: Would that be acceptable Mr. Abbott?

Win Abbott: Absolutely. Yes, Ma'am.

Mayor Jones: Okay, thank you. Anything else that any of the Council sees as a potential expenditure that needs to be considered, as a whole here?

Councilman Collier: Well, I have some questions for the Chief and this is based on the document that he handed us tonight when he came in, because it's a little more detail regarding some of his line items.

Councilman Cote: Do you have a question for him, Councilman Collier?

Councilman Collier: Yes, I'm just trying to get to the page in this thing. It's probably the very last one. Okay, here we go. Alright, Chief, on page 23 of what he handed us tonight. I have several questions regarding this and I didn't look to see what you've done with the line item on this other thing, as of yet. First question I have is, you projected a price for 13 vehicles oil changes at four per year; but do we have 13 vehicles, or will we have 13 vehicles in the upcoming fiscal year, since we're looking at reducing your fleet?

Chief Phillips: That would be down a vehicle, yes.

Councilman Collier: Okay, so that number has the potential to be reduced a little bit. Alright, so then we come on down the list and what I noticed was, you had items like an ABS control and then you have, what I assume was a vehicle number behind it. Are these repairs these vehicles are in need of today, or is this how you're projecting what might occur in the upcoming year?

Chief Phillips: No, these are what happened last year.

Councilman Collier: Okay, so these are what happened last year; so they're just kind of some way for you to arrive at an amount for this?

Chief Phillips: Yes, Sir.

Councilman Collier: Do you anticipate having to rebuild a transmission in the upcoming year?

Chief Phillips: Hopefully not, no Sir.

Councilman Collier: I'm just wondering if we can't revisit these numbers as a total and reduce them slightly, if not, I won't say completely; but some of these items I know are garden variety things that can occur at any particular time; a transmission is a little extreme, a rack and pinion, they wear out and I realize that we have an older fleet; and some of the other things like power inverter, that's an additional item beyond standard equipment on the vehicle, I would assume...

Chief Phillips: Yes, Sir.

Councilman Collier: In order for you to power your stuff. Okay.

Chief Phillips: Yes, Sir.

Councilman Collier: At \$190 that must be a pretty large power inverter. What is that 1,000+ watts?

Chief Phillips: I don't exactly know the answer to that, but they're pretty heavy duty for the laptops and everything.

Councilman Collier: I just asked, because in my group of vehicles that I operate within my agency, I have to supply them with power inverters and usually we don't get into that much money for a single power inverter until you get up to wear it's big enough to run a microwave oven or a pretty large electrical source.

Chief Phillips: Sure.

Councilman Collier: So I didn't know if that was for a single one, although you only list a single car.

Chief Phillips: I can check that and get back to you on that, if you wish.

Councilman Collier: Well, it was just a question and I guess the bottom line to my question is, do you feel, in your opinion, that we can reduce this number even more at this point in time, based on the fact that most of these projected numbers are based on the past and not the present. I wouldn't expect that we're going to have all these things occur again. I realize you have to leave a contingency in there for the unforeseen. I just don't know that this is necessarily the way to estimate that contingency, but I don't know what the answer to estimating is either, that's why I'm calling on you.

Chief Phillips: It's still up to you all. Whatever you all decide, is fine with me.

Councilman Collier: Alright, thank you Chief.

Chief Phillips: I know I made a lot of cuts already all the way through the things you'll see, but however you guys see fit...

Councilman Collier: Alright, thank you Chief. Well, since it's up to us, I'll leave it to the table, but based on what I'm looking at here, I feel like we can safely reduce this number another \$1,700.

Mayor Jones: Can we apply that to the working budget sheet that we're on right now?

Councilman Collier: Line... Okay, so it would be line 300-5450.

Mayor Jones: And that is located on page 5, by the way.

Councilman Collier: Alright, thank you.

Mayor Jones: What did you want to make it? It's at \$16,000 right now.

Councilman Collier: Well I thought we could reduce it easily \$1,700; so what's the number you gave me?

Mayor Jones: It's at \$16,000 right now, with expenditures already over \$17,000, so just keep that in mind. We're already at \$17,569, that's a reporting since the end of July.

Councilman Collier: Fine. Let's leave it alone.

Mayor Jones: No, I'm not trying to dissuade you. I just want you to be aware of the numbers and you're right. If we're reducing the fleets...

Councilman Collier: That's a very small thing. You're talking about let's say \$300-\$400 maybe, based on what he has here. It's somewhere around \$50 per vehicle for oil change, based on what they have here. So if you reduce it by that, it's not a significant amount. Let's reduce it another \$500 and be done with it. Every little penny counts.

Vice Mayor Booros: I'd like to ask a question. Last year's referendum, I see it's under Capital Expenditures for the referendum expenses. Was it under Capital Expenditures last year when we...

Mayor Jones: It's not on what we were handed tonight. It's on one of these pages I have Referendum Expenses were listed as a Capital Expenditure under the Water Department, \$25,000 was proposed for this year. I know it's under Capital Expenses, but is that something that we need to budget for under the normal operating budget, or is that if we're going to have a referendum, or not have a referendum. I don't know what we're doing.

Win Abbott: Vice Mayor Booros, if I might make a suggestion, I would suggest that we not incorporate that into our current budget, because the Water Committee has made the determination that we really don't have all of our information and our priorities in order to put in for the pre-loan application in August for this next round and it's being offered twice a year. Another opportunity will be in January, so if between the Committee and

the Council everybody's on board with moving forward with the referendum, we can create a budget that's related to all that and consider that at the time.

Vice Mayor Booros: So then we'll look for the \$25,000 come January? I mean, if they make the determination in January that we're going to go forward with it and we haven't budgeted for it, that's \$25,000 bucks.

Win Abbott: First of all, the Water Committee is just going to make a recommendation. Only Council makes the determination to move forward with it.

Vice Mayor Booros: I know, but apparently they've already determined this time we're not going forward with it right now, because nobody's come forward to me to make a recommendation that we don't go forward with it, at this point. So they've already made that determination.

Win Abbott: Okay. That they're not going to recommend moving forward at this time.

Vice Mayor Booros: Apparently.

Win Abbott: Correct. So they're not going to come to Council and say we want you to do this. Now, the Council can choose to do anything it wants, at any time that it wants. You have the power, but the Water Committee is not going to come to you and say we recommend that you move forward with this at this time.

Vice Mayor Booros: I understand.

Win Abbott: Now, the \$25,000, if I knew that it was going to be a question tonight, I would have had everything in order for you. I'm not sure that that all relates to the cost of actually running the referendum. Those things might have had to do with engineering expenses that it took, in order to prepare for that, as well.

Vice Mayor Booros: Okay, gotcha.

Win Abbott: Not sure, but the actual cost of the referendum is probably less than \$5,000 and that includes advertising and the polling machines and the mailing and all those... Paying the guys who come and work the polling booths and so on. But I'll be glad to get together all the information that you need and get it to you as soon as possible.

Vice Mayor Booros: No, I was just wondering, because I saw the number and even if we go forward in January, I don't want to be blindsided come January that we haven't put away money for it, if that's what they're going to recommend in January; because we're not looking at the Capital Expenditure Budget right now, right? We're just looking at the Operating Budget.

Win Abbott: Yes. The Council can proceed in any fashion that it wants, but yes I'm thinking that right now you're focused on the Operating Budget and when you find out whatever is left after you project your Revenue and Expenses, that's when you start determining your priorities for Capital Projects. As for that \$25,000, I'm thinking a lot of that had to do with engineering related expenses to make sure that we had the...

Vice Mayor Booros: Which we're spending under other line items this year, right?

Win Abbott: True.

Vice Mayor Booros: Okay.

Win Abbott: And we wouldn't necessarily be paying twice for all the engineering; a lot of the homework has been done.

Vice Mayor Booros: I understand. Right. Thanks.

Mayor Jones: Chief, on page 25 of the budget you submitted, I haven't done the addition here, but the total at the bottom of your page is \$11,000 and I don't see any adjustment, but it's only listed as \$8,000 on the budget, for Repairs and Maintenance. There's a difference and it's listed as \$8,000 on last week's budget too; so there has not been anything adjusted, but just so you are aware that the \$3,000 difference between what

you submitted and what's on the prepared budget this evening, handed to Council.

Win Abbott: Yes, Ma'am and that would be on me. When I went through and looked at some of the details, all the departments there were some minor changes; so yes and what I did in the Addenda for the big notebook, I included everybody's everything; so another example might be the Economic Development Committee's request. Within the Addenda you have everything that they asked for, but when you got the Town Manager's Draft Budget, it was the \$14,000 for signs, plus \$1,000 and that was all; so Council got all the information, but when you've got the Town Manager's Draft Budget, I had made some adjustments to make it balance.

Mayor Jones: Thank you. Well I appreciate that and I actually want to get back to Economic Development, but my first question is that on the Repairs and Maintenance of Equipment, the Chief has a \$5,000 line item here, and I want to make sure, this is on page 25, I want to make sure that one, the IT person that the Town uses would be able to supply the service to the Police Department for \$5,000 and that that IT person has DelJIS' clearance to work on those computers. It is a qualification that you'll need for the Police Department. So I didn't know whether or not in your figures, you had taken into consideration the need for IT assistance in that department; which I happen to think is a good idea. I like the idea of centralizing the IT individual for the Town to cover all departments; but the need for that DelJIS clearance is important, when they're working on a police computer.

Chief Phillips: At this time, we haven't found anyone; because as I say Captain Cornwell did it, but he's back on shift now, so it's impossible for him to do it; so that was just an estimate we had of what it's going to cost if they get called in on a weekend or a holiday; so it's going to be about \$350 an hour. Where when he came in, it was just whatever it cost him to come in. At this stage of the game, we haven't picked anybody at this time. If it doesn't get budgeted, I don't know what we'll do. We'll just have to...

Mayor Jones: Well and I'm sorry if I was confusing. I don't think you need to pick anybody. I think the Town's IT person should be carefully chosen to do IT work through all departments; Public Works and the one I am sensitive to, is your department needing that kind of clearance.

Chief Phillips: Is it the same one you guys already use?

Mayor Jones: Chief, I have no idea. I'm not making any recommendations.

Chief Phillips: Or are you talking about a new one?

Mayor Jones: I'm just saying that I think it is best that IT business is conducted through all departments across the board, equally, by the IT person that the Town hires. That's my only comment. I don't feel that it's your place to have to shop for it. I see that as...

Chief Phillips: Well we'd like to have somebody that... Don't take this wrong, but I would like to have somebody that I can positively trust and that is DelJIS approved and I'm not sure how many are out there; but I know the guy that the Town uses now, was the same one that almost got jammed up awhile back, for trying to break into DelJIS when I was gone for six months and he was told if you ever do that again, they were going to arrest him, so I'm not very comfortable with that man coming back at all now. You know what I mean?

Mayor Jones: Well I don't know his history.

Chief Phillips: And I'm not sure which guy it was. I don't know if they use the same person or not. I don't know that to be true.

Councilman Cote: On this particular line item and in this particular discussion, the detail has \$11,000; the budget has \$8,000; so I don't know where the \$3,000 comes out of. I

see a \$2,000 item that goes away.

Vice Mayor Booros: I see that too.

Councilman Cote: And that's the PC's renovated and upgraded; because if we're getting some new ones...

Chief Phillips: That's true.

Councilman Cote: Then we don't need that.

Chief Phillips: Well that's for the server upgrade. That's one for the server; that's the big server that we've had for a few years; that's not necessarily the computers. It's just...

Councilman Collier: You have a line for a server upgrade at \$1,000.

Chief Phillips: I'm sorry. You're talking about the one above that?

Councilman Cote: The one above it that's \$2,000.

Chief Phillips: Yes, Sir. I'm sorry. Yes. That's correct. That one can go.

Vice Mayor Booros: There's still \$1,000 difference there.

Councilman Cote: We should be able to take that \$2,000 out.

Chief Phillips: We could take that one out. Yes, Sir.

Councilman Cote: But we're still at \$9,000 in the detail, instead of \$8,000 in the budget.

Vice Mayor Booros: I'm going to assume Mr. Abbott you lowered it to \$8,000.

Mayor Jones: Yes, he said so.

Vice Mayor Booros: What did we take that out of?

Councilman Cote: We didn't take it out of anything. It was at \$8,000 before we sent it back.

Vice Mayor Booros: And it went up?

Councilman Cote: No, it was the difference between what Mr. Abbott had used and what the Chief had used.

Chief Phillips: Could we settle for \$9,000?

Councilman Cote: The \$8,000 isn't a reduction. It's just the number that was there.

Before you sent it back, it was \$8,000 and it's still \$8,000; the detail...

Vice Mayor Booros: It was \$8,000, but it was Mr. Abbott's budget?

Councilman Cote: Yes.

Vice Mayor Booros: \$8,000. Right. What I'm asking was, did the Chief submit \$11,000 to you and you cut it to \$8,000?

Win Abbott: That is correct.

Vice Mayor Booros: Okay. What did you cut to bring it down to \$8,000 initially? How did we get it to \$8,000. I know we got rid of \$2,000 just now based on the grant earlier this week. That I got. So where's another \$1,000 bucks?

Win Abbott: I thought that the detail for the IT computer expenses of \$5,000 was not supported. It wasn't supported with the data saying there is this project that is going to take this many hours at this many dollars per hour, added to this one, to that one, to the other one.

Vice Mayor Booros: Gotcha.

Win Abbott: I didn't think it was supported, so therefore I reduced it.

Vice Mayor Booros: Gotcha. That's what I was trying to figure out. Thank you. Are you with me know Councilman Cote? You got what I was trying to figure out there?

Councilman Cote: Yes. And maybe we won't need as much of that anyway with the new machines.

Chief Phillips: That's correct.

Vice Mayor Booros: That's a good point. So are we going to stick with \$8,000? Maybe we could have \$7,000.

Councilman Cote: How could you make that \$4,000 and have \$7,000. It's hard to predict. We should have less, because if we have new machines, but it's hard to predict.

Vice Mayor Booros: You would. I would assume they're under warranty, at least for the first year.

Councilman Cote: Probably 90 days.

Vice Mayor Booros: 90 days works.

Mayor Jones: I believe they're warrantied for one year.

Chief Phillips: But we still have laptops too; but the desktops will be new, but the laptops some of them are older; we also have the Live Scan that also has to be worked on. Whatever you guys decide, it's fine. I was just going to meet in the middle at \$9,000, but that's fine.

Mayor Jones: Mr. Abbott, I'm not aware of the questions that the Chief has about our present IT contractor, but if you would be so kind as to take the lead on that in trying to decipher that and/or if we need to look elsewhere for somebody specifically to do the police computers.

Win Abbott: Yes, Ma'am.

Mayor Jones: Thank you. Now, may I say about the Economic Development, I agree with Mr. Abbott that the sign project ought to keep Economic Development quite busy this year; however, when I speak of Economic Development money, it isn't just to turn it over to a committee. It's talking about the money that Milton is willing to reinvest in itself and I have made the statement to the Economic Development Committee through last year. I did not believe they were spending their money in the spirit that former Mayor Newlands had intended; to double advertise some of these events and I saw little advertising specifically for the Town of Milton; except for the one brochure that I think was worth about \$3,700, marketed well, went to a very good trade group and I think we got something for that. But I don't want Town to just have a \$1,000 line item for investing in themselves for Economic Development. What I would like to see, however, is if we can decide on a possible figure for this next year, that Economic Development continue to have the responsibility of projects and identifying projects, identifying needs for Economic Development and this time have it come in the form of a recommendation to Council, for the spending. It does not diminish the need to invest in ourselves, to promote ourselves. That's the point I would make in considering Economic Development, I'd ask the Council not to think of it as turning it over to the Committee, but rather it being a pool of money, under that heading, and perhaps we then change a little bit of the rules about how the money is spent; that Economic Development Committee comes with a recommendation; that they notice an event or something that they do want to invest in and go ahead and give the Town a little bit of lead time to make that decision. Councilwoman Patterson is on the Economic Development Committee, so I would welcome any comments that you have to make.

Councilwoman Patterson: Thank you and I only made it to one of the meetings, so far, but I think your points are valid. I was a little bit concerned that there was some double marketing going on. I think the Committee needs to get a little more focus. I think we need to hit maybe three key things this year and get ourselves a little more organized and really take three things; such as an expedited way of businesses starting up in Town and really focus on that. That's been a hot topic. We've been discussing it for the last four years. They still don't have any resolution with that. Signage, is fantastic. That's such a key component and that will take most of Economic Development Committee next year. But I don't want to... It seems like we're duplicating services between the

Chamber and with what the Economic Development Committee is doing and I think if they do attempt the events, do something that really promotes the Town, as opposed to just showing up at the events and... Your bake sale money, that should go to some project like signage or the kiosk or something more tangible; but even that, I think is a little bit too small thinking for Economic Development. I also think this is going to piggy back off of the Comprehensive Plan. I think having a good, solid Comprehensive Plan might refocus the Town and I'm really looking forward to getting involved with that over the next two years. So as of right now, I don't have a great handle on Economic Development Committee because as I said, I've only been to one of the meetings. One of the concerns is that if Economic Development Committee had to come to Council for money to be appropriated for an event, sometimes if something did come up, they wouldn't be able to move quick enough. So where to go from here? I think we really need to reassess our priorities in Economic Development Committee and just really pick three key issues that we're going to focus on for Economic Development. It should be a big broad stroke overarching all of the Town of Milton, as opposed to these smaller events that we keep double marketing. Does that make sense?

Mayor Jones: It does. Now if you use the figure of \$3,700 and I don't have the Economic Development Committee budget in front of me right here, that was presented to us Tuesday night, but if you use the \$3,700 for that marketing magazine, it takes a pretty big chunk and then there was talk last year of a brochure, which never really launched.

Councilwoman Patterson: Is that right?

Mayor Jones: But I thought it was a great idea. Those two items, in and of themselves, you're looking probably at \$5,500. I believe we gave the Economic Development Committee \$6,500 last year.

Councilwoman Patterson: Yes.

Vice Mayor Booros: And was the brochure to promote the business development in the Town or visitors coming to the Town?

Councilwoman Patterson: It promoted the Town, but not business. See I think Economic Development Committee should actually be calling businesses and saying, especially with this pop-up business; or with the Comprehensive Plan you might be able to say, this is what the Town is moving forward to; would you consider coming down? I know Milford has been out there actively recruiting businesses to come to their Town.

Vice Mayor Booros: To come to their Town.

Chief Phillips: That's how Arena's got up there. They had an empty space and they convinced them to open up the restaurant right there on the water. And that's something that Economic Development Committee really should start focusing on. Who can come to this Town to help with the growth and would be a great fit? I'm not sure, because I did not see the brochure. It's a great idea, but one of the things that we actually got some feedback at the meeting, with the ad that they put in the magazine, that there was no way to... And with marketing, you can't always trace how well your marketing goes off and stuff, but there were certain things that I guess Economic Development Committee could have done to make it a little bit more meaningfully useful; whereas if they had linked it to a web page and anybody that saw it could take the picture of that little squiggly box and it linked to Milton or things like that; so I know that there are some good ideas out there, but it's trying to come altogether with them...

Mayor Jones: Well, just a real slight background for Council. The brochure that I referred to though I had in theory thought that it was a brochure that would target new

business and as Vice Mayor Booros pointed out, you use the airport being close, you use someone like Reed Trucking; that if you have a manufacturing business, you can move it in and out of Town; you have a rail head out here on Route 30 and so I was under the impression that the Economic Development Committee was moving in the direction of business development. Instead, it became clear that we were attempting to recruit people to move here. I'm not saying that the approach being two-fold is a bad idea, but I believe it is part of the reason and confusion why the brochure was never finished and launched. It's just a theory.

Councilman Collier: I recall them standing before us at the Public Hearing earlier in the week and it got down to the number of \$6,500 and they said if it was to be reduced 10% more, they could live with \$5,850. Based on what you're saying, I'm just wondering if we shouldn't consider lowering that number again somewhat and if we're going to take ownership of having to approve what they spend it on, then we're also going to have to take ownership at some point in time if we support the expense of it, then we need more. Let's kind of put a ceiling on it for now until we get the best bang for your buck.

Vice Mayor Booros: I agree with you. We can revisit the amount mid-year or wherever they are, but quite honestly I agree with Councilwoman Patterson when she says if something they come up, they have to wait a month to come before us to ask if they can spend it. I don't have a problem for that amount of money, in putting the trust of the okay in the Mayor and Town Manager to make a joint decision as to whether or not an expenditure is truly worthwhile for the Economic Development of the Town and not just some fluff thing they're doing; so that they don't have to come back before Council a month from now or if they miss the agenda date, they'd have to wait another month kind of thing. For that kind of money, what they would be making in one expenditure, I'm sure they're not going to blow it in one wad; it would be smaller expenditures, especially if we cut it back like that. I don't have a problem with that, but that's just my thing.

Councilman Collier: Alright. Well based on what you've stated, I have no problem with supporting \$3,500 in the line for them at this time.

Councilwoman Patterson: I was thinking more about \$5,000.

Mayor Jones: I think \$3,500 doesn't even cover the first trade advertising.

Vice Mayor Booros: I agree. I agree.

Councilwoman Patterson: I know. It's a little low.

Vice Mayor Booros: I mean, I don't need to be in the nitty gritty as to what magazine they're putting the ad in. I do have a problem with them just throwing \$1,000 bucks at every little thing to promote, when the people are double promoting the same thing.

Councilwoman Patterson: Yes, exactly, the double promotion thing is unnecessary.

Vice Mayor Booros: They're not a non-profit, they're a for profit organization and we're giving them money to promote the Town.

Councilwoman Patterson: But it is changing and I think that there is some more dynamism there and with a change in attitude, maybe we can start to refocus where Economic Development Committee should be going and what they should be addressing, especially in terms of business. Then you look at it in the following year and things like that.

Vice Mayor Booros: You would have Councilwoman Patterson probably bringing the expenditure forward to the Mayor and Town Manager or whatever, so there's three there that can make a decision. I don't have to be on that nitty gritty decision on how they spend their money.

Councilwoman Patterson: Yes.

Vice Mayor Booros: We're not in on how Dustan spends his equipment money from day to day or anything else.

Councilman Collier: Alright, I'm good with \$5,000.

Councilwoman Patterson: Okay.

Mayor Jones: Can we agree on that?

Councilwoman Patterson: I agree.

Vice Mayor Booros: I don't have a problem with it.

Councilman Collier: You've convinced me folks.

Win Abbott: Madame Mayor, just so I can be perfectly clear. From your consensus here, we're adding \$5,000 to the \$14,000 and change that was for signs under Economic Development in the General Department. Am I correct?

Councilman Collier: Do we want to treat that as a separate line, or do we want to treat that as part of the overall; because wasn't the \$14,000 grant receipts?

Win Abbott: Yes, we have receipts and then we have expenditures, so \$14,700 is what has been dedicated to the Town from USDA and in the line item 350-5610, which is Economic Development Committee Start-Up, that's how it was phrased last year, the number right now is \$15,700; what you're proposing is that we should have \$19,700 in that line. Am I correct?

Vice Mayor Booros: Was the grant \$14,700?

Win Abbott: Yes.

Councilman Collier: Okay, I was just curious if they were putting it all in one line.

Win Abbott: So \$19,700 is the number I should put in there. Thank you.

Councilman Collier: Thank you, Sir. Question for the Chief. You've got nine officers and I see that you have ten laptop air cards. Does one of those serve as a spare, is that the reason why we need ten to supply nine people?

Mayor Jones: Where are you please.

Councilman Collier: I found this in his supplement to the budget. It's page 26. I like when they give us information like this because it makes me figure out the number and I realize that this number probably varies from... Okay, so this number that actually is in the budget, probably reflects that being reduced, or some of that being reduced; so I withdraw the question. Sorry, Chief.

Vice Mayor Booros: Chief, while we're on that page, can I ask you a question and this is just a general question.

Chief Phillips: Yes, Sir.

Vice Mayor Booros: In regards to the earlier in the week the grant vs. we had some laptops in the cars that are older? Is there any special reason why they can't have laptops in their cars that pop out and they carry them into the desk and put them in a docking station, right on their desk and use the same computer, whether they're in their car or in their office at their desk?

Chief Phillips: Other than the chance of getting them wet or dropping them, or anything like that; because they're in there pretty secured and it's kind of a hassle to get them out the way they're wired in there.

Vice Mayor Booros: They don't have a docking station that they can be pulled in and out?

Chief Phillips: No, those are expensive docking stations; that would have to be like a Dell, real expensive one that slides in and locks in. No, we don't have those. All we have is the kind you clamp down.

Vice Mayor Booros: I'm just saying it takes the place of a desktop computer, so if you're not running two separate computers and the maintenance of two separate computers and buying laptops for the car and buying desktops for the thing, if you get the same thing, it's worth the docking station, because everything's on the same hard drive. You just pop it out and pop it in at your desk and have your monitor there. It works real well, trust me. I had 75 people and we each had one and you could take it home. You could do it in your car. You could do it at work. You still had your big screen. You still had your keyboard. You just...

Chief Phillips: Yeah, the Acer's that we're using, they don't have any docking stations. We'd have to...

Vice Mayor Booros: Buy Dell's instead of Acer?

Chief Phillips: Yes, Sir.

Vice Mayor Booros: I just think that I know we just bought desktops; then maybe the money next time would be better spent on... hopefully the next time isn't any time soon since you just got all new desktops. I just found it a lot more convenient, than having a clunky desktop and then a laptop and then you just the same one; pop it in and out and it's not sitting down in a parking lot out here with a laptop.

Mayor Jones: Chief, I think this is your evening, just because you're here as a department head.

Vice Mayor Booros: Sorry about that. I didn't ask to be pointed to that page.

Chief Phillips: That's fine.

Mayor Jones: I am looking at page 5 of the budget that Mr. Abbott presented to us and I'm looking at page 27 of the Chief's budget. Under Recruits, the \$2,200. I'm just taking a stab here, but since it costs \$1,100 a person for meals, may I question that that's not the meals?

Chief Phillips: That is for the meals, yes.

Mayor Jones: Okay, is there a reason that's in Uniforms, because I'm not quite understanding what that would be doing in Uniforms?

Chief Phillips: I believe at the time we met, you told us to put all that in there that dealt with the Recruits at the time; that's why it was in there; but we can move it somewhere if you wish.

Mayor Jones: Okay. I'm just looking for another category that would take that.

Chief Phillips: Right.

Mayor Jones: And other than Miscellaneous Operating.

Chief Phillips: At one point, you wanted to try to keep everything for the Recruits under one line item and I think that's why we may have done that.

Win Abbott: Madame Mayor and Council. In the packet I gave you this evening, the first page that is behind the group of spreadsheets is a copy of page 27 of what the Chief had, with some handwritten notes that I put in there, that might help you to clarify. This was an area where we focused in on for making reductions in the Chief's department, as per the Council's wish at our last meeting and we parsed these numbers. First of all, everything that the Chief gave you tonight was in one of your appendices in the big notebook and you'll see that the Town Manager's Draft Budget, all the way down in the lower right hand corner, showed the number \$17,216, rather than \$23,716; like you see under the crossed out mark. The Chief is not sure how that larger number got in there, but the \$17,216 is representative of the sub-total from the first two items at the top of this page, plus all the other items on down the line. So that's how that first number got into the Town Manager's Draft Budget. Next, when we were looking at making

reductions for this evening's meeting, we first took a look at that top section, where it says nine officer's Uniforms and found that there were some duplication there, because we would only need seven officer's Uniforms, if two of the officer's Uniforms were within all the recruit's information there. So that gave us an approximate number of dollars, per uniform, for the remaining seven officers and a place to reduce a few dollars there by working through what was in the closet and we also identified the \$2,200 as Room and Board for Academy and not a Uniform expense. So this is the area where we're able to reduce the budget and make note of the fact that this is for the Room and Board expenses.

Mayor Jones: Did the Room and Board move somewhere then? Did you...

Win Abbott: No. I just identified it here. It's still inclusive of the number that you see in the final budget. Now, we can put it in another place, but I didn't do that.

Mayor Jones: Well I was looking at the categories and I'm not sure, other than like I said, Miscellaneous Operating Expenses; where that would go.

Councilman Collier: Well, since it is Training, wouldn't you put that under Training?

Mayor Jones: It's certainly a good idea.

Councilman Collier: I mean, I realize that it's New Recruits, but nonetheless you identify it as Training. At some point, isn't that where it belongs?

Mayor Jones: And this may be a time to ask this question. This is all predicated on two new recruits and I am still not convinced, or have we even tried, to hire a certified officer?

Chief Phillips: Of all the applicant's that we have, there are none at this time that I'm aware of.

Mayor Jones: And the position has not been readvertised? You're using a batch of applicant's from last year, when you lost that ninth officer, is that correct?

Chief Phillips: Yes, Ma'am. That's correct.

Councilman Collier: Well that advertisement wasn't for a certified officer, was it?

Mayor Jones: I couldn't tell you at this point. I don't know.

Chief Phillips: I think it just said Police Officer. I don't think it said one way or the other, to be honest with you.

Councilman Collier: I mean, just from what I see from time to time for other departments, when they're after a certified officer, it states such, so I guess... I don't have the ad in front of me. I don't know. I just think that I don't recall it saying that you were seeking a certified officer, so therefore you might not get any certified candidates.

Chief Phillips: There might have been two. There was one that allegedly had seizures over the years and insurance companies won't touch him at all; and there was another one that had a DUI that applied. But that don't apply either.

Councilman Collier: That's fine.

Councilman Cote: And just to clarify, we've been talking about a little bit of reduction from the \$23,000 number on that page, for the \$17,000 number. The \$17,000 number is what we've been working with in the budget previously; before it got sent back; so this is not part of any 10%?

Win Abbott: Right.

Councilman Collier: So it's this money for your Recruits getting moved up to the Training line and we'll be changing that, or does it already reflect that and I just don't see it?

Councilman Cote: No, that \$2,200 is still in the Uniform line.

Win Abbott: If the Council would like, we can shift the \$2,200 from Uniforms, over to

Training.

Mayor Jones: I have to agree with that.

Win Abbott: It will be an addition to one, a subtraction to the other, with no net change.

Mayor Jones: Let's make sure we're all putting this on the same page. We're on page 5. So we're increasing 5180 by \$2,200 and we are reducing 5490 by \$2,200 additional.

Councilman Collier: So you have \$10,465 in one and \$12,700 in the other. Is that what I get? Do you agree with that Sir?

Councilman Cote: \$15,200 and the Uniforms line 5490, would be \$15,216. No, \$15,016, with the \$2,200 up further.

Councilman Collier: I thought we were reducing it. That's an increase, because it says \$14,900 on the budget page I'm looking at and if we're moving \$2,200 up...

Councilman Cote: Wait a minute.

Win Abbott: Councilman Cote, you'll be wanting...

Councilman Collier: This one says 822 on the bottom, Councilman Cote.

Win Abbott: You'll be wanting to use the one with a new column to the far right that shows smaller numbers. Those are the reductions taken off the line items.

Vice Mayor Booros: So, what are we changing 5490 to?

Councilman Collier: That's what we're just determining right now.

Mayor Jones: Before you make that final, I just wanted to bring something else up on that page 27. Go ahead.

Councilman Cote: How did we get from... You say we're lowering the budget \$2,300 on this page. This is the Chief's page, to \$14,916.

Win Abbott: I rounded it down to \$14,900.

Councilman Cote: Okay. I can deal with that. So the \$2,200 goes up to Training and Seminars and this gets reduced and the \$14,900 gets reduced by \$2,200?

Win Abbott: Correct.

Councilman Collier: So \$12,700 and \$10,465.

Councilman Cote: That would be right.

Councilman Collier: Thank you.

Mayor Jones: Okay, I'm still on page 27. Some of the things I'm looking at will be minimal, but I'm going to question this still the same. Delaware State Police comes up with a list of articles that you need to have your recruit take with them and then Delaware State Police charges you for a list of articles they supply. Under Recruits, line item 2, Academy Training Clothing and Supplies, that is erroneous for me, because in the line below it, you have pants, shirts, boots; below that, we have, way down, Recruit Attire for Academy; this is still on the entry list. Not what Delaware State Police sells us, which is mandatory. Athletic shoes, mouth guard, notebooks, duffle bags, flashlights. You would have already standard equipment that you would be issuing them, flashlights, department issued flashlights, to take with them, would you not?

Chief Phillips: No, unfortunately you can't use rechargeable. You've got to have the battery ones.

Mayor Jones: Right.

Chief Phillips: There's one line item you're talking about, underneath the Academy Training with food for the \$2,200; that is actually the Academy clothes they make you buy, the ring, the parka, and windbreaker, the shorts and the T-shirt.

Mayor Jones: Okay. So that actually is \$250 apiece for the Delaware State Police issued.

Chief Phillips: Yes, Ma'am.

Mayor Jones: Okay. Underneath of the boots, the pants, the shirts, we have personal

items. It's only \$200 Chief, but Milton benefits not at all from their sheets, their towels and their washcloths. It's nothing that comes back as Uniform, say a good pair of boots, they'll still be able to wear out at the range; the pants are usually pretty standard. I'm not going to guess you'd get much use out of them and I only bring this up to say, just because it's on the list, doesn't mean Milton has to pay for all of it.

Chief Phillips: Okay, we'll take that \$200 off there.

Mayor Jones: Okay. Now underneath a little bit further, you have gun belts. Are those Sam Brown's Duty Belts, where they're carrying all their equipment?

Chief Phillips: Yes.

Mayor Jones: Wouldn't you possibly have two gun belts, just the possibility already in your Quarter Master Inventory.

Chief Phillips: It's possible, if they fit them. Yes, Ma'am. If they're not left hand/right hand, etc. Yes.

Mayor Jones: Okay. Just gun belts, not holsters or tasers, just gun belts.

Chief Phillips: Yes, Ma'am.

Mayor Jones: Okay. And there's a 50/50 chance they won't. I'm bringing it up as just a point of inquiring.

Chief Phillips: Right. We're going to then take the \$200 off of that.

Mayor Jones: If there's a chance we have the gun belts and if...

Chief Phillips: I'm sorry. I was talking about the one above that, Ma'am.

Mayor Jones: Okay and if you're in agreement that their personal items, sheets, towels and washcloths can be supplied by the recruits themselves, I would like to reduce that line another \$400; only for those items.

Chief Phillips: Okay.

Mayor Jones: On the gamble that you will have two Sam Brown belts and that they may certainly supply their own towels and washcloths; not at Milton's expense.

Chief Phillips: Yes, Ma'am. We'll do that.

Mayor Jones: Is Council looking at what I'm reading here? There are some of these things that the Chief cannot escape; those meals he cannot escape; the amount of money that Delaware State Police charges us for the equipment that they issue them there.

Councilman Collier: I'm alright with it.

Mayor Jones: Is \$2,000 enough for your vests? Do you get them from Lawmen, Chief?

Chief Phillips: No, I think it's Red the Tailor.

Mayor Jones: Okay, well I know... Okay, because I do know that Brian Byrnes from Lawmen will come to the Academy when there's a class and he does measure them; so I don't know whether there's much of a cost break there or not. I've dealt with Red the Tailor. I'm going to guess there's not anybody who's much more expensive, but it might be an alternative for you at Lawmen Supply, if you have the opportunity to call Brian up and just ask him what a couple of point blanks might cost them?

Chief Phillips: I think we've bought them from both before, but for some reason, it escapes me why we went back to Red the Tailor, but there was a reason. I think he made them fit better or he took better measurements. Don't hold me to that, but that's what I remember someone stating.

Mayor Jones: Okay.

Chief Phillips: But we'll definitely check with Brian on that.

Mayor Jones: Okay. So in addition to our moving that \$2,200 out of there, then I would ask as the calculator is at the end of the table, that you would reduce that another \$400. What are we at now?

Councilman Collier: For that line?

Councilman Cote: For that line, \$12,300.

Mayor Jones: Thank you.

Vice Mayor Booros: So are we still on the police budget?

Mayor Jones: We're anywhere you want to be.

Vice Mayor Booros: Can we switch around? He's here.

Mayor Jones: He's all by himself tonight.

Vice Mayor Booros: That's fine. He's okay.

Chief Phillips: I'm fine. I'm ready to go. Do whatever you've got to do to make this work.

Vice Mayor Booros: Okay, Chief. This may sound petty too, but on page 29 of the Chief's back up, 5535. The lettering on that vehicle, what are we waiting for? There's no money this year to letter that vehicle?

Chief Phillips: It's already been lettered, Sir.

Vice Mayor Booros: Then why do we have it on for next year's budget, \$660?

Chief Phillips: I'm guessing we have it on there just to show it. It was just part of that leash and the name tag and things like that. If we need a new leash and some stuff, is why that was still in there. I'm not really sure.

Councilman Collier: What's the value of the lettering, Chief?

Chief Phillips: I'd say maybe \$100.

Councilman Collier: Okay, well miscellaneous covers the rest.

Vice Mayor Booros: We've only spent \$1,087 this year. To date we're at \$1,087 and you're asking for \$2,000.

Councilman Collier: Can somebody possibly account for what that \$1,087 was spent for?

Win Abbott: Sure.

Councilman Collier: I'm just curious, because if we're going to look at this line, let's look at what it was spent for and see what's on here that drives this up so much above it.

Win Abbott: The Budget Transaction Audit Trail from October 1, 2012 through today for line 300-5535; K-9 food, K-9 Uniform supplies, wellness visit. The wellness visit was \$542.38, so that's a \$600 number in there, was not far off. K-9 food again, K-9 Association certification fees, \$100; just exactly as it says here. K-9 case law and research, \$25; food again, license \$100; lettering \$37.24. So these are all the things that amount to right now to date \$1,392.02.

Councilman Collier: You said license \$100? Is that some sort of special license, or is that the certification I'm looking at?

Win Abbott: We have National K-9 Association fee and certification fees as \$100 and then a separate line item for K-9 license, \$100.

Councilman Collier: Okay, so they must have a different license than my dog does? Okay, that's alright. I was just curious.

Chief Phillips: One thing is a certification for controlled substance; the State of Delaware charges us \$100; the Feds give us the documentation from free.

Councilman Collier: I understand about that. It's just the idea of license and I thought, my dog doesn't cost me \$100 to license. That's why I asked if it was separate. So then, basically, most of this increase is under leash, name tag, and miscellaneous expenses and we've determined that the lettering has already been taken care of, so that's \$100.

Vice Mayor Booros: The lettering was only \$37.24.

Councilman Collier: Well that's what I got as an estimate.

Chief Phillips: Apparently the lettering, I was wrong. I said \$100; it was \$36 or something like that.

Councilman Collier: So Vice Mayor Booros, what were you looking at in the way of a reduction, if any, or were you just asking questions?

Vice Mayor Booros: No, I was asking why we were waiting until next year to letter the car, because that lettering stood out.

Councilman Collier: Well now that we've gotten into this, do we need to look at maybe reducing this a little bit?

Vice Mayor Booros: Well it's \$660 for a leash and the name tag.

Chief Phillips: Well you also have shampoo and you have different things like that for the dog.

Vice Mayor Booros: We spent \$700 less than this amount this year.

Chief Phillips: Things have gone up unfortunately, but I know what you're saying. Yes.

Vice Mayor Booros: Shampoo hasn't gone up that much. I'm sorry.

Mayor Jones: You also have with the K-9, you have training toys and those are actually something that are used when...

Vice Mayor Booros: Did we buy them this year?

Mayor Jones: I can't answer that. I don't have the expenditure sheet, but that is something that's used by the trainer. I just want you to keep that in mind.

Vice Mayor Booros: Not a problem.

Mayor Jones: That's all.

Councilman Collier: Does anybody think we can reduce this to \$1,750?

Vice Mayor Booros: Split the difference.

Councilman Collier: Well we did \$1,500 last year; they're asking for \$2,000 this year, so if we split it at \$1,500, will be the difference? Or what, \$1,750 would be the difference between the two years.

Chief Phillips: Can I just add that I did my share so far. I've cut my \$16,000 before I got here. Does that help any? Had I known this, I would have waited until I got here. But I'll work it, however you want to work it.

Councilman Collier: It's at the pleasure of the Council. It's just an idea.

Vice Mayor Booros: I think, Mr. Abbott did we not just say that he spent \$1,300 something, not \$1,500?

Win Abbott: Yes, year-to-date to today, expenses for this particular category were \$1,392.02.

Vice Mayor Booros: \$1,400.

Mayor Jones: \$1,400.

Win Abbott: So, I'm sure the dog has to eat between August and October, so \$1,750 would probably be a very reasonable amount.

Vice Mayor Booros: Sounds good to me.

Mayor Jones: Could we make it \$1,800?

Vice Mayor Booros: \$1,800 sounds good to me.

Councilman Collier: That's fine. I'm okay with \$1,800.

Chief Phillips: Okay.

Mayor Jones: You do not want a hungry K-9.

Councilman West: It depends on what he's going after.

Mayor Jones: Well, even at that.

Vice Mayor Booros: Can I ask a question? On your DUI blood draws. This is on Mr. Abbott's budget. \$500 less. We're not going to lock up any drunks this year?

Chief Phillips: Actually, I lowered that down because I figure we have less officers and we might as well have less money at this stage of the game. I was just asked to cut down 10%, so I tried to get \$16,000, which I think I did and it was just one of the places I made a sacrifice at that time to take a shot at it.

Vice Mayor Booros: Okay, I just didn't want you to cut it too low if you needed it.

Chief Phillips: There are some others we can bring back up, if you wish.

Mayor Jones: Does the utility line item in any department indicate what all of us pay utilities in our homes, electric, things like that?

Councilman Cote: This is not a discussion, but a point. When I look at the changes on the sheets that Mr. Abbott gave out this evening, it shows the changes for the Police Department at \$6,870 and I think the difference between what he shows and what you show is the \$10,000 in gasoline; because in his budget, he had already assumed \$10,000 for the gas.

Chief Phillips: I believe we had already had a conversation.

Councilman Cote: Okay and did you agree to all the... in the grant spending, there's some assumptions that part of the grant money will be allocated to certain categories and the remainder of the grant is what you have to spend on EIDE, SALLIE and Violent Crimes we get to change the Revenue and Expenses, I guess. There's already some assumptions made in here and as long as you're aware and you agree, that's fine; you're aware of them.

Chief Phillips: Can I ask what your question is again?

Mayor Jones: I don't know what the question was.

Win Abbott: May I help you, Sir? Chief, what you're looking at here is an outcome of the last meeting of Council when they asked that all the department managers take another look at it and try to take 10% off of their expenditures in areas that are not related to salary and benefits. To the right hand side of all the columns of the original Town Manager Draft Budget that we started working from, out here to the far right hand side, there was some language that is not included in this one, because it would have been a bit confusing and that language, especially in the area of grants, made some references to the fact that there are some dollars in EDIE that were going to go to overtime; there were some dollars in the Sussex County Grant that were going to go to gasoline; and that we were going to account for those things in the line item that describes it, such as gasoline and those things that could not easily be described, such as Miscellaneous Grant Expenses, are what remains. So, for example, Sussex County Grant, you'll see that under the grant expenses for that it says \$15,000; we all know that the Sussex County Grant is \$25,000, because \$10,000 is accounted for within the gasoline budget; so there were a couple of things in there. SALLIE for equipment; EDIE for overtime; and Sussex County Grant for gasoline expenses; where there were some notations here to the right to that effect. You don't see them tonight, because the focus was on the extra 10% that we had, so Councilman Cote is asking are you aware of the fact that you will have to live with the fact that some of these overtime and equipment and gasoline expenses are in the budget, and what remains of your grant expenses for miscellaneous, yet to be determined things, are what remains. That's what he's asking you.

Councilman Cote: Yes, exactly.

Chief Phillips: Okay, yes.

Mayor Jones: I gave Council each a copy of the grants that have been signed and sent off so far, so we are aware now for budget purposes, what those grant values are and

you'll see them in front of you. I'm interested, Chief, as you project and I see a fat little figure of \$15,000 left out of that Sussex County Grant, that you might tell me if you have earmarked that or have plans for that?

Chief Phillips: Right this second, I haven't got a clue.

Mayor Jones: Okay, I know that that's a nice piece of money. For my personal preference, I didn't know whether you had considered any further Mr. Shandler's recommendation of last year of some stationary solar signs. I know we also tossed around the possibility of a mobile radar trailer; and I've considered whether or not other schools in our jurisdiction would benefit, but that one in particular, sitting on the edge of town has a decided speed drop, so if we were even considering funding for that, that would be the location I would recommend. I think Mr. Shandler has hit a good point there.

Chief Phillips: Are you talking about the ones you post on polls?

Mayor Jones: Yes.

Chief Phillips: I personally think you're better off with the ones you move, for two reasons. One, everybody in Town can benefit from it, not just certain people and two, they might get stolen out there before it's over with.

Mayor Jones: Somebody might taken them off the polls they're sitting on?

Chief Phillips: I wouldn't put nothing past them.

Mayor Jones: I would look more to vandalism on the mobile piece. The only problem I have with the mobile piece, except for downtown where there's designated parking areas, I don't know how you could place it anywhere on Union or Federal.

Chief Phillips: By the time we've used Rehoboth's and Seaford's and Milford's before in years past, we used to put them by the school to start with and then in different places people have complaints, we'll try to move them right there; put it right out in front of the school, so people can see it and make them think twice. Some of the side streets we even had them on, I think Chestnut Street we had it on a couple of times and things like that, but downtown would be kind of hard. We could figure out how to get it down there if we could...

Mayor Jones: You did some pricing last year. Is it possible to ask you to resurrect that for us?

Chief Phillips: Yes.

Mayor Jones: We meet again next Thursday; it's a week.

Chief Phillips: Okay. Is that the 29<sup>th</sup>?

Mayor Jones: The 29<sup>th</sup>. If you could give us both the stationary on the polls and correct me if I'm wrong; you'd only need one. You'd need the one that was going northbound on 5; you wouldn't need one going southbound, right?

Councilman Collier: Right. You want it coming into Town, not out.

Mayor Jones: Into Town. So it would be only the price of one stationary and then whatever price you put together for a mobile unit, if you could get that to us, that would be good.

Vice Mayor Booros: Chief, because I was probably not paying attention, I'm sorry, you indicated to Mr. Shandler a long time ago that you were looking for money; did you find another grant or some sort to help pay for this?

Chief Phillips: I'm afraid not. No.

Vice Mayor Booros: Okay.

Chief Phillips: I personally highly recommend we get the trailer one, for another reason. It's easy to move around and if we're going to spend that kind of money on it, we might

as well get one that actually documents and saves the information inside so we could go back; if someone says someone sped on my street and went 100 mph, I can go back and pull it and say no, they only went 25 mph or 30 mph. Just putting one up there is not really going to help us, I don't think gain any stats or statistics when people start complaining. Like I tell them, when people come to me and say I've got speeders on my street; just remember, we're going to get them on radar, but when you're on someone else's street, we get you for speeding, don't forget that. But I'm thinking that if we get the one that moves, we can actually get one that documents how many cars went down there, the exact speeds, so if someone keeps saying they're speeding down their street, we can turn around and say the most they're doing is 35 mph and they're saying they're going 70; then we can pretty well eliminate a lot of different issues of arguing back and forth with the public. But that's just my perception of the way I would like to see us go, but whatever the Council decides. I'll get the price on both of them and go from there.

Councilman West: Chief, can you get the information out of those little ones that are about that square; they're on a telephone polls like they've got in Lewes and up to Milford? Can you get that same information?

Chief Phillips: I do not know the answer to that. I'll have to research that. I will call that guy and talk to him, but I do not know the answer to that. I'd be afraid to answer that, one way or the other. Nowadays, I might be wrong, you might be able to get them out of that too.

Councilman West: Because I know Milford has it up there by the high school that comes off of Route 1.

Chief Phillips: Yes.

Councilman West: And Lewes has it down there by the old high school right in town.

Chief Phillips: Fenwick has it, South Bethany and all them have it down there at the beach. Yes.

Councilman Collier: There's one in Slaughter Beach, there's one at Prime Hook Beach, there's one at Broadkill Beach, so even the unincorporated areas are now starting to have them.

Chief Phillips: The only thing I can say is if we go with the signs that go on the poll, it's a lot easier for us, because then we don't have to drag the thing out every morning and set it up. But in retrospect, if someone is complaining about speeding on their street, it's going to be hard to keep getting an officer there. We're never going to be there when they need us to be there, when the people are speeding.

Councilman Collier: It's been my experience, that usually the guy that complains about speeding on his street, is the first one you catch.

Chief Phillips: There's some truth to that.

Mayor Jones: Mr. Abbott, you have in your possession information that might help me. I'm looking at page 5 of the budget, page 20 of the Chief's budget, Miscellaneous Operating. Mr. Abbott has \$1,400 in the category, the Chief has \$1,000; it looks like it says here it's been reduced by \$1,000 and the number going forward is \$1,400; we've only spent \$222.78. Could you give me an idea... Now I know that we've signed some checks for sympathy arrangements. Can you give me a sense of what has come out of there, so far? Or the Chief, either one.

Win Abbott: There is a total of four items since October 1, 2012. One simply detailed as meeting, \$11.48; it was part of another check where there's multiple things added to it, so I don't know what \$11.48 really represents; but there was Postage Christmas Parade item, \$156; Postage Christmas Parade item, \$31.78; flower arrangement \$35; finance

charge to the credit card bank of \$2.64. That accounts for all the monies that have been spent this year.

Mayor Jones: So I do understand my eyes are getting a little weary, that the number presented in that column right now is \$1,400 going forward; proposed?

Chief Phillips: I think it's a typo, because we had it set at \$1,000 and I was going to give up \$400, to make it \$600; because we still had the Christmas Parade on there and we also have the St. Patrick's Day Parade, when we bring other officers in, we usually have to try to feed them, etc., etc.

Win Abbott: He's right. I made a mistake.

Chief Phillips: It was just a typo in there.

Win Abbott: When I took his information this afternoon to try to incorporate it into this, it is a typo.

Mayor Jones: So are we...

Win Abbott: He proposed \$600.

Mayor Jones: Are we all comfortable at \$600? We can change that line item? Okay.

Vice Mayor Booros: Can I ask a question about that? You talk about sympathy arrangements and things like that; how does the Town determine who we send them to?

Win Abbott: We don't have a policy for that.

Councilman Collier: Well, my next question leads to, do we have a line item like that for every department, or is this just a Police Department thing?

Vice Mayor Booros: Town Hall sends them too.

Chief Phillips: We basically do that when an officer's family member dies; that's what we use it for.

Councilman Collier: Okay, well...

Vice Mayor Booros: We don't send them to members in Town, to people in Town like when Bob Willey passed away.

Councilman Collier: My only statement would be where I come from, we have what's called a Sunshine Fund...

Vice Mayor Booros: Yes, we did too.

Councilman Collier: And it was just when one of these events occurred, the hat was passed, but...

Mayor Jones: Well we had an officer whose wife had a baby...

Chief Phillips: Yes.

Mayor Jones: Okay.

Chief Phillips: If I could change gears here to the Printing and Postage, line item 5430, we got our wires crossed on that one. We have \$555 and I think we were going to try to reduce it by \$300, is what our plan was.

Councilman Collier: Okay, so you're reducing it to \$555, with a reduction of \$300 in total.

Chief Phillips: Well since I've give so much, we could leave that at \$555 if you like?

Mayor Jones: So the total is \$555?

Councilman Cote: What's it supposed to be?

Chief Phillips: I had \$555 and it's just a typo; somehow we got our wires crossed, or something.

Mayor Jones: Okay. Before moving on, does anybody have anything at this time; it doesn't mean we can't revisit it, but the Chief has been a nice exclusive guest this evening, do we want to look at anything else on the Police side at this time?

Councilman Cote: How about salaries?

Mayor Jones: Okay.

Councilman Collier: Yes, let's talk about salaries.

Mayor Jones: All salaries or the police salaries?

Councilman Cote: I have two questions. One involves all salaries and I think we brought this up once before; the Holiday Bonus \$125 a person is included in the salary line for all departments?

Win Abbott: Yes.

Councilman Cote: Okay, so that's in there and we had talked about having that as a separate line, just so we can identify it. We know it's going to be processed through Payroll and there's going to be taxes involved and all that. Now, Police Department Salaries ó we have the Chief's number on this first page of \$421,000; we have the budget that was given out; I'm going to assume that it is the same as the August 7<sup>th</sup> version of \$433,015 and it is; a previous version was \$417,286; and I went ahead and went to your page in your book and recalculated it taking out the 3% and the 7% and it's \$424,000 for seven officers, two recruits, and an admin. Which one would we like to use?

Councilman Collier: Are you talking about as a base number, prior to considering any raises?

Councilman Cote: Yes, prior to considering any raises, because the \$433,000 includes a little bit of a bump for some number of individuals, four or five and they're not big increases, but for a baseline to start...

Win Abbott: (unintelligible) to the Mayor.

Councilman Cote: Okay.

Win Abbott: She can call it in.

Councilman Cote: Okay.

Win Abbott: This is what Councilman Cote's referring to, it's in the narrative, the very first section of the book here and what he's talking about, is I came up with a salary figure for Payroll Expenses during the Academy and then after the Academy, and the bump he's talking about is us hiring the recruits at this amount, and then giving the lowest ranking officer that raise and this much to the patrol officers basically and the admin, did not; so this is what he was referring to to the bump and what is it that you want to do at this point?

Mayor Jones: And Mr. Abbott, correct me if I'm wrong, but the sheet that the Chief offered us at \$61,800, actually computes at 2,080 hours to \$14 and some, so yours actually jumps off where we're paying the lowest officer now. Is that correct? Okay. Excellent.

Councilman Cote: Chief, your sheet indicates without any line items, other than the total of \$452,276; it indicates 5% raise on seven officers and admin. I don't know if that's a leftover line from another time or it's included in the \$452,000, or in the \$421,000 when you get to the bottom. I'm more than a little confused about this. I calculated it out by adding up Mr. Abbott's numbers, without the raises to \$424,000 and a little bit; which is better than the \$421,000 but not as good as the \$433,000 or \$431,000. These numbers should be...

Win Abbott: Mayor and Council, I'm not saying this to confuse anymore than Councilman Cote already has; but this is a really big number that impacts the whole Town's budget and how you calculate it and something that might not be absolutely evident, until you read through all the stuff that I did in the narrative, or that I give to the Ad Hoc Committee, it comes down to this. For most employees 2,080 hours a year is

what we work. However, the Police and Firefighters, according to the Fair Labor Standards Act can work a schedule that increases the total number of hours without having to pay them overtime. And that kind of schedule was contemplated in something that I put together for the Ad Hoc Committee and in an earlier version had shared with the Council and that was a 28 day schedule, which showed how a 24 hour period could be covered with two officers at a time and it also created some mandatory overtime, so we really got a handle on not just coverage, but also the dollar value of each thing. Time and a half, once you meet this threshold and total number of hours per year that was not 2,080 hours. So, once again, I'm not saying it to confuse you anymore, but this is something that I've worked on more than a month ago and really tried to give you some real hard numbers for that. As Councilman Cote suggested, you could back out any consideration of the raises, but coming to a number is not just the hourly rate. You also have to determine the total number of hours, per year, that you're going to base that on.

Councilman Cote: I didn't use the hourly rate. I just used your pay column and reduced it by 3% and the 7% and then added the two pay amounts together for each rank.

Chief Phillips: Just now what he said about the Fair Labor Standards Act, technically it's 160 hours; anything over 160, up to 171, is straight time. Anything over 171 is then automatically overtime; so there's 11 hours there to play with, back and forth.

Councilman Cote: My thought about this, for the moment, is that we take... I'm going to ask a question, instead. If I look at this page and I get whoever or whatever C2 is, and one section is \$21,225 and the other one is \$15,000 and change. If I add them together, that would be their salary with the 3% increase. I'm just taking this... What I did is, I reduced that number by the 3% and when I add those up, I get to \$424,000 and change for the group of ten individuals. I don't know what we're gonna... There very well could be some change to that, but from where to start, I would suggest that number to start.

Mayor Jones: Say it again, please.

Councilman Cote: \$424,146.

Mayor Jones: That's base. That's nothing added.

Councilman Cote: That's base and it assumes, based on this calculation, 2,080 hours for the two recruits... No, it doesn't assume that for the two recruits. It assumes that for the Chief, the Captain and the Administrative and the rest of the folks are 2,222 hours. Does that sound about right? And that brings you out to \$424,000 and change.

Mayor Jones: While we're on this salary line and I have written down that base salary, I'm going to turn to Vice Mayor Booros and ask a question. I know that I had the conversation with the Chief, but I want to confirm this through your Ad Hoc Committee Recommendation. The first presentation in looking for money to increase salaries for the purpose of retention, the first discussion I remember having was charging the Chief with the decision of 8 or 9 officers, possibility the flexibility of using the ninth officer's salary as distribution as part of the salary increase.

Vice Mayor Booros: I think the conversation was asking the Chief to look from within. I don't think it was specifically said, the ninth officer, but it was to look from within and I don't think we've ever gone back to the Chief to say did you come up with anything from within to help subsidize the raising of salaries for officer retention.

Mayor Jones: So that's not something that was reported back to the Ad Hoc Committee?

Vice Mayor Booros: No. No. No. No. No.

Mayor Jones: Do you meet again any time soon before the Council meets?

Vice Mayor Booros: Yes, we're going to schedule one before the end of... We have one scheduled late in September, but it's like trying to squeeze one in between the...

Mayor Jones: Okay, I'm looking for that advice and direction from that committee for some of this salary information and while we discuss salary information, it's a very large gap in the next line item of Overtime Regular, where the Chief has predicted \$29,000 and we've actually increased it from \$36,000 this past year; having used \$21,928. That one confuses me a little bit, as to why it is so high; taking into consideration only that whether or not some of that overtime may just be as a matter of schedule; we're looking at two grants here, if this is the way they're spent, both the EDIE and the SALLIE grants are designated for overtime and more substantiated than the EDIE grant is under type of application we have Other; but I do believe that that full value has been placed in... Yes, on page 2 under Overtime, so we're talking about an addition \$3,900 and \$4,700 all in Overtime money. I would think that would help reduce that line item. Mr. Abbott, I just have to ask your rationale for that line item remaining so high this next year?

Win Abbott: You know, Madame Mayor, I would not have made that so high if I had started with the presumption that history and whatever the Chief gave me was a place to start and go on. What I did was start from the conversation that we had had about having concern about coverage 24 hours a day and officer back-up. So I literally started from the ground up and developed this 24 hour a day schedule where there's always two officers on, with the rare exception of like a Tuesday morning from 8:00 until 10:30 in the morning, or something like that and a 28 day schedule and I've built the whole thing, from the ground up, in order to create those numbers. Furthermore, I think that in the past the discussions have been about the fact that our Overtime looked lower than it really was, because we were charging Overtime to EDIE or whatever, as a grant expense; as opposed to booking it where it belongs, in Overtime and simply using EDIE money to pay for that by reporting it as Overtime. So I think there was a past practice of the way we just booked the time, that made it look smaller than it was and if I had started from just the history, I would not have been reporting a true value. Knowing that and our concern about coverage, I went and built a schedule 24 hours a day, seven days a week, 28 days a month from the bottom up, in order to find out just exactly what it would take with the total number of officers being nine and that's what I came up with and I think Vice Mayor Booros has seen all those things.

Vice Mayor Booros: Can I ask you a question? So we don't post this like we did the salary money for the gasoline, or we just took that \$10,000 off the gasoline number that was up here? We're not using whatever grant money you've got for Overtime and just wiping it off this number that's up here? Because that grant money is going to pay... Why are we posting those differently?

Win Abbott: If you look at the grant expenses for those particular areas, you'll find that the grant expenses that are the total revenue expected for grants, is less than what you see in the grant expenses, because the grant expenses are just those miscellaneous things. The difference is what is within the Overtime column, or line.

Vice Mayor Booros: Okay, so it's already been...

Win Abbott: Yes, as best as I could estimate before we even had our grant numbers and it was pretty close; it was within \$100, I think.

Vice Mayor Booros: Okay. Thank you.

Mayor Jones: Okay and I'm looking at you to understand. The value of \$43,712 includes EDIE and SALLIE grant monies built into it?

Win Abbott: Yes, but it does not include Police Reimbursable Salaries...

Mayor Jones: That's the Office of Highway Safety.

Win Abbott: Office of Highway Safety. That's what that is. And by the way, the exact

number of how much EDIE and SALLIE was included within that, I did not know what the Chief and the Captain had determined was going to be part of the grant application, so there could be a slight shift in what is left over, within Miscellaneous Grant Expenses.

Mayor Jones: So now you actually have these numbers; you'll plug them in?

Win Abbott: I'll go back and recheck everything.

Mayor Jones: Because even with... What are we looking at here total? \$8,000 between the two, roughly? \$3,889 and \$4,713? Not quite? Close? Yes? Well I guess if you take it that way, it's close to what it was last year; but right now we're at \$21,928. Taking into no consideration of the schedule that you produced, only what we're looking at and I understand the Overtime has been reduced from what we spent prior; but we do have less people. I almost would look for it to have spiked at this time. I'm surprised at that. So that number coming back in Regular Overtime by the time we meet again, may actually be adjusted. Is that correct? Or we're going to be tight on that?

Win Abbott: Now you're speaking about the year-to-date column?

Mayor Jones: Yes.

Win Abbott: Before we meet again, what this Council would like for me to do is to update the middle column, the year-to-date column, for all the figures. Is that what you're asking me to do?

Mayor Jones: That would be helpful.

Win Abbott: Okay.

Mayor Jones: And the \$36,054 on Overtime this year, Mr. Abbott, did that also include grant funding in that number from last year?

Win Abbott: No. That was the past practice. What would happen was the grant funding would be charged against the grant and you wouldn't know what it was specifically being used for; it was just grant expenses, in general and what I did this year was try to make sure that those things, like the Gasoline, actually show up where Gasoline is. So the bottom line is, this \$43,712, no matter what, if we stick with this particular way of booking expenses, that number won't go down. What will go down is the amount of money left over in the Miscellaneous Grant Expenses for each type of grant; that number will be reduced, but this number would not necessarily be reduced, unless, of course, the Council makes a determination that we're going to schedule things a little bit differently; but once again, I just built it from the ground up and that's what it came out to with the total number of hours; more than I thought it would be, but it is what it is.

Mayor Jones: And I may actually sit with you so that I can understand it a little bit better. So you have actual figures now to plug into the grant revenues? Okay. It is 8:30. I think dealing with numbers, people can get...

Vice Mayor Booros: Can I just ask a couple questions...

Mayor Jones: No, no, no, I'm not cutting you off.

Vice Mayor Booros: Good.

Mayor Jones: I'm saying that if Council is in agreement, I'd like to look at this perhaps for about another 30 minutes or so, if we're not all just chomping at the bit for certain items. It does get tiresome when you're dealing with budget money. I don't mean to cut anybody off; so I'm just throwing that out for your consideration.

Vice Mayor Booros: I've just got a couple of questions. On page 3 of Mr. Abbott's budget, \$255.30, Website Expenses. They budgeted it at \$100 and we're cutting it \$200?

Win Abbott: Yes, Sir. It comes down to this. We missed the deadline last year to stop our subscription with the company that the ci.milton.de.us; so there was an annual

subscription and a period of time, after which we could not get refunded for the cost of that. We're ahead of that now. We just didn't get all of the pieces in place with our server that we have at DDMG.net and we're duplicating some of those expenses because we had to pay up front for another service. We'll be able to do without that.

Vice Mayor Booros: Okay and page 4...

Councilman Cote: Vice Mayor Booros, before the cut it was \$300; they cut it \$200, so now it's \$100.

Vice Mayor Booros: So it's not negative that. That's what the new number is.

Councilman Cote: The new number is \$100, reduced from \$300.

Mayor Jones: Before we leave page 3, may I ask another question?

Vice Mayor Booros: Absolutely.

Mayor Jones: Thank you. Up further in Admin, 200-5310, Holiday Expense. We have that down to \$250, but the expenditures to date have been \$402.18; though I may not completely understand what that is, are you sure that you're budgeting enough?

Win Abbott: The amount that is put in the budget is enough for the annual Christmas luncheon and that's all. Last year we also purchased a Christmas floral arrangement for an extra \$130 and then there were some odd postage things thrown in there, so basically what is requested is only enough to pay for the employee luncheon.

Mayor Jones: An offshoot of the question about Holiday Expenses. As with the Garden Club this July, I've made overtures to have the Town Hall opened during the Holiday Tour, as well. I've never spent a great deal of time paying attention to the decorations in Town. Are we in need of any kind of funding for anything extra? I'm sure you'll take donations. We could each of us do a little something towards decorations, but have you considered what you have, what you need, do you need any more?

Win Abbott: No, we haven't, but I can tell you this much, that there's been nothing budgeted for inside maintenance. For example, taking down those drapes once a year and actually having them professionally cleaned; then touching up the paint, doing a new coat of paint in the hallway and things that should be done once a year, once every two years, anyway. That hasn't been considered. I think we're okay in the decorations department, but if you're asking... As an example, we didn't have a snowstorm this year; we didn't have to spend the money on snow plowing and the Streets and Parks are two different departments, but I saw an opportunity in the budget to get that Gazebo painted and I thought it needed to be done, in order to stop it from deteriorating after all the expense and I made the decision to do that and I think it was the right thing to do. Something similar that I did in the Town Hall of Town of Fenwick Island. One year I painted the meeting hall, the next year I painted down the main hallway between all the offices. Just spreading out the expense of keeping up the building. We haven't done that here and it's a beautiful building, but a little more planning might be in order. I don't know that decorations are what we need; like I said dry cleaning the drapes, touching up the paint, doing something here or there might be appropriate.

Mayor Jones: Okay. A lot of questions and comments have been directed to the Chief, again, just because you're here; so perhaps Council might want to bring up some more questions of Admin and/or... Will Mr. Russum be here on Thursday next week, or Mr. Davis?

Win Abbott: If you wish, everybody can be here.

Vice Mayor Booros: So should I not ask a Mr. Russum question right now? That was my next question.

Mayor Jones: Yes, I would say that would be very helpful and the Chief, maybe just to

defend the territory we've already taken away from him.

Win Abbott: Yes.

Mayor Jones: You know what happens when you're not at a meeting.

Chief Phillips: You get volunteered for stuff and everything else happens.

Vice Mayor Booros: Yes, page 4, 250-5280, \$1,500 moved to Water, under Supplies.

When you go to Water, I'm trying to figure out where you moved it to.

Win Abbott: The reason why the \$1,500 was moved, is because that line item was for cold patch that is used to repair the street when there is a break in a line or a valve, underground. We, of course, cut out the street, dig it out, make the repair, fill it back in with dirt and compact it and then put on cold patch. Well that cold patch was coming out of the Streets budget; it could come out of the Water budget.

Vice Mayor Booros: Okay and this was just a general question. There were no cuts in this budget; no proposed? Out of Parks, out of Streets, any of that?

Win Abbott: No, Sir, we took a look over it. It's already been very well pared back. You mention yourself to begin with, they don't have a whole lot in Supplies; \_\_\_\_\_ for the things that they do.

Vice Mayor Booros: They wouldn't pare it back. They never do for the Park. Okay?

Win Abbott: By the way, one thing the Council has not asked about and we sort of jumped all around with this budget, we didn't work from end through to the other and I was waiting for you to ask. There was a significant change in the Code Department Budget; a \$9,000 reduction of one particular item and this is a line item that was added last year at Mayor Newlands request. I think it was a really good idea too and that is this. When we collect building permit fees, they're based upon the value of an improvement to a piece of land or a structure and we collect those fees up front and included within those fees, is a way for us to pay for the expense of the Inspector to go out and inspect the work that has been done before issuing a Certificate of Occupancy and some cases, these fees are collected in one fiscal year, but we have to pay for the Inspection Services in the next fiscal year. So Mr. Davis and Mr. Trotta went back and very carefully looked at each one of the building permits that we have outstanding, including some of the larger projects, and determined that our projection for Inspection Fees that we might have to pay next year, on building permits that were collected this year, was a little bit high and therefore the reduction from \$15,000 down to \$6,000 in that particular line item.

Vice Mayor Booros: By the way, that was next.

Councilman Collier: What line item was that, Sir?

Win Abbott: Vice Mayor Booros, you were looking at it.

Vice Mayor Booros: 650-5225.

Councilman Collier: Okay, well that doesn't show any reduction in the sheet I have and then the next line shows a \$6,000 reduction.

Vice Mayor Booros: A \$6,000 reduction from the \$9,000.

Win Abbott: Building Inspections Prior Year Projects.

Councilman Cote: It would be 5230, not 5225.

Councilman Collier: 5230. Okay, well the column for reductions shows \$6,000 and not \$9,000 and that's why I asked.

Win Abbott: Yes, it was reduced by \$6,000...

Councilman Collier: To \$9,000. Okay. I thought you said it was reduced \$9,000.

Win Abbott: I did. I misspoke. I wasn't even looking at the page, I was just speaking from memory.

Councilman Collier: That's quite alright. Thank you.

Vice Mayor Booros: Now is \$6,000 the reduction; what is the bottom line number that it's going to end up being?

Win Abbott: \$9,000.

Vice Mayor Booros: Okay.

Councilman West: Madame Mayor, while we're on page 6, I want to clarify; 350-5600, Concerts in the Park, \$9,500; most of this is pass through money that Charlie Fleetwood gets for the Concerts and it comes back to the Town, so it's an expense, but it's not an expense to the Town. Some on the Council might not know that.

Mayor Jones: I understand. And the Council approved donation of \$2,500 to our fire company. Is that correct?

Councilman Cote: An item that we haven't covered and we discussed it during Budget Amendment 2013, but I didn't see it. It's not clear to me in here, if it's in here; it's the Occupational Health and Pre-Employment Testing, regular random testing.

Win Abbott: I am 100% in favor of that. I think I argued my point vociferously when we did our mid-year budget review and perhaps the Council has had some time to think about that and would like to revisit it. I think it would be a great thing to do. It would be an investment in risk management for this Town. I simply didn't want to load up the Town Manager's Draft Budget with a bunch of things that you were going to find controversial, so I just left it out. But, I'm 100% in favor of it.

Vice Mayor Booros: Can I ask a question? If it's in the Personnel Handbook that we're going to do physicals before we hire people, why would it even be a controversial thing? We should be doing physicals before we hire these people.

Win Abbott: Vice Mayor Booros, it was...

Vice Mayor Booros: I was never on the Personnel Committee so I didn't know what was in the Personnel Handbook, quite honestly, but if it's in there, it's in there.

Win Abbott: Sure. Like I said, I didn't put it in my Town Manager's Draft Budget because I wanted to make this as easy on everyone, as possible.

Vice Mayor Booros: I understand that and not that I don't appreciate the Gazebo being painted, because I do appreciate the Gazebo being painted; it needed it; but quite honestly somebody needed a physical too. We found the money to paint the Gazebo, we maybe could find the money to hire... We don't hire that many people in the course of a year, to at least do a physical for those people that are going to perform physical labor, at least; maybe not for every secretary that walks in the door. I'm all for that portion of it.

Win Abbott: Your point is well taken. Please add it.

Vice Mayor Booros: It's your budget.

Councilman Cote: Actually, it's our budget now.

Vice Mayor Booros: It's ours now. Bill it to the Water Department, they have money.

Councilman Cote: Could you come up with some figures, Mr. Abbott?

Win Abbott: Absolutely.

Councilman Cote: for both of those, I don't know if they're both the same line or if it's two different lines; the Occupational Health aspect and the Pre-Employment Testing and random testing for each department.

Win Abbott: It will be my pleasure. I have a little file folder just for that, next to my desk.

Councilman Cote: Good, so we'll see that in whatever the next version is that we get.

Win Abbott: Yes and since we have a few days now, you can probably expect to see

something in email from me, with this, so you'll have some time to look at it before. This thing was printed at 10 minutes after 5 today, so.

Councilman Cote: Okay.

Mayor Jones: On page 4 of the new budget that you presented to us up at the top, the Operating Expense of Downtown Beautification. I am just going to take a shot at that being the Garden Club. Is that three digit meant to be 200? Is that correct? It's just housekeeping.

Win Abbott: I'm sorry, what page.

Mayor Jones: I'm at page 4, top quarter, Operating Expense Downtown Beautification at \$3,000. The account number is 5803. Is it meant to be 200-5803?

Win Abbott: No, it says \$3,000 and your question is?

Councilman Collier: She's just talking about the account number.

Mayor Jones: Is that Admin's that takes the 200? That's why I'm asking you if that's correct; if that's where that sits?

Win Abbott: Well, I'll look at our Budget Transaction Audit Trail and that will say.

Mayor Jones: No, I don't question it's the Garden Club, I'm fairly sure.

Vice Mayor Booros: Madame Mayor, you may know this question. Is there a reason we haven't paid the Fire Department this year, when we budgeted \$2,500?

Mayor Jones: I don't know the answer to that.

Vice Mayor Booros: I didn't know if we paid at the end of the year.

Win Abbott: No, there's no reason why we haven't given them a donation yet. It can be done in the next check run.

Vice Mayor Booros: Okay, I didn't know if there was a time that we did that.

Win Abbott: Some times make it almost ceremonial; they have somebody from the fire company there and they present the check during the Council Meeting, or at least the Mayor does and this Town that hasn't been done; we just write a check and send it in, so we just never got to that point. But we can do it on the next check run and handle it any way that the Mayor would like to. And back to your question about the account number. It is indeed 200-5803. I don't know why it appears there, but that is the correct number.

Mayor Jones: Okay. Thank you.

Councilman Cote: Another salary line question. This is Admin. At one time, in one version or another of these budgets, we were working on an amount of... Jump back a question. Is anything in those plans changed by one employee leaving and a new one starting next week?

Win Abbott: I think the offer that I made to the new person was 10¢ an hour more than our current person. Something in the order that... No significant change in the value of those services. I can go back and recalculate it, but it's not going to make anymore difference then maybe a couple of hundred dollars in a year.

Councilman Cote: Okay. Now the bigger part of that question, the current number is \$115,381. At one point, it was \$123,000, but roughly \$8,000 different. My recollection is that the change was in some temporary help and reducing the number of hours of temporary help in the transition and we reduced that to twelve hours a week for nine months, eight months; is twelve hours a week really going to do what we need to do or should we be allowing for more?

Win Abbott: There are two parts to this, Councilman Cote. First of all, there's temporary help and there's regular part-time help. Those are two different things. Temporary help or Temporary Labor, however you define it in there, is when we bring in somebody to cover a specific task, on contract, and they're not a regular employee by any sense. They

don't get a regular paycheck from us. That was a separate line item and that was put in there in order to cover an expected, at the time, absence of our regular employee; that her last day is going to be tomorrow. So it's all irrelevant. That's temporary help. Now, there is a second thing, that's built into salaries in order to give Mrs. Roger's time to do duties that are related to a Municipal Clerk, rather than being purely an Accounting Clerk, most of the time and a receptionist part of the time. And that was for twelve hours per week for somebody else to be the receptionist; that she would have to be. Now, whether or not you think that that will be enough, I would be glad to take on somebody else full time, but in the spirit of trying to keep a budget manageable and to no incur anymore expenses in regards to benefits for the Town of Milton, as necessary; twelve hours a week is our limit, because anything over twelve hours a week, makes you eligible for Delaware State Pension. We participate in that and we become responsible to contribute to the Delaware State Pension Plan for this employee, for twelve hours a week or anything more then that.

Vice Mayor Booros: How many hours a week does Helene put in, our part-time person?

Win Abbott: She puts in about 15 hours a week.

Vice Mayor Booros: She would not be willing to take on those twelve hours a week?

Win Abbott: No. She's already in retirement now.

Vice Mayor Booros: I didn't know.

Win Abbott: She's physically and mentally maxed out at 15 at this point.

Councilman Cote: At 15 does she qualify for the Delaware Pension?

Win Abbott: No, because I think she's already a pension age. Kristy's got that covered, but anyway the fact of the matter is if we brought in somebody for more than twelve hours a week, we'd have additional employee/employer payroll related expenses to incur. The twelve hours a week number was chosen for that purpose. Now, my view, is that any time that Kristy doesn't have to answer every second phone call, would give her just a little bit longer to concentrate on a more complex task and it is difficult, because I pick up every third phone call when we have three lines ringing. It's not often, but it really interrupts your train of thought and it's tough to get back to more complex tasks. So anytime, be it twelve hours a week, or more, or less, that we could have somebody picking up the phone, instead of her would help her in the move towards becoming a Municipal Clerk. Hopefully the budget will get better in the years to come. That's a first step. So once again, Temporary Labor, different line item, not necessary and then permanent part-time is built into that and that has to do with the time period from I think the third week of January going forward. It's just a plan, at this point. Just a plan.

Councilman Cote: My thought was twelve hours didn't seem like... That means the other 28 hours she's jammed up with phone calls and...

Win Abbott: I understand. Once again, I'd be happy if you all want to give me even more help there. It would be greatly appreciated and we would make use of it. It's amazing the things that she has done. I'll just give you an example and this is behind the scenes. We had our audit, two audits ago, there was a long list of things that we needed to do and one was to come up with very specific procedures that we would follow in the front office. Well, I got a template for that. I was one that we used for reporting workplace injuries and worked with her on developing some simple ones. I think that she's developed like 30 different procedures. We used to have a notebook. It was a real joke in the front office, which said Town Hall Procedures and there was nothing in it, except for the Fee Schedule. It was one page and that was it and nothing else was in this spiral notebook, but she has developed more than 30 different procedures; many things

for mundane like bank account reconciliation, or whatever, but the fact of the matter is these kind of things take a little bit of concentration. She's been doing well so far and could do even better, if she got spared from every second phone call.

Councilman Cote: Yes, she does a very nice job. I guess I would like it if she's going to have the opportunity to go forward I would like it not to be cut short for her, not to be unsuccessful because of a few more hours of help manning the phones and greeting people.

Win Abbott: I understand, Sir. You don't have to sell me on this idea, you have to sell these other six people that are sitting at the front table.

Councilman Cote: Personally I don't think that the twelve hours is adequate to allow for a good transition.

Mayor Jones: A question for you, Mr. Abbott. The twelve hours is that your choice, or have we asked Mrs. Rogers what might be helpful or are we simply bound by the legality of the pension?

Win Abbott: I had a few meetings with Kristy and asked her how we could make this happen for her, at least for a transition and make it so that it was not so expensive that Council would reject it out of hand and this was the compromise that we came up with together.

Mayor Jones: Okay, that for me, that and some other items that would be better dealt with directly with the Department Heads, although you are here to ask any Admin questions that we will have in the future. I'm going to reserve some of my questions for other departments.

Vice Mayor Booros: On that topic, can I just ask a question? Councilwoman Parker-Selby might know better. We've discussed in the past Work/Study Students, whether they're coming from the high school or the university, they could probably give you almost between two of them 40 hours a week in answering the phone and doing copying and stuff like that. Would we be required in a Work/Study Student situation with an agreement with the high school or the college, to have to pay pension on these kids, because I don't think they get any benefits at all?

Win Abbott: I don't think so, but that's something for me to explore.

Vice Mayor Booros: I was going to say Councilwoman Parker-Selby, she probably knows the answer to this, because...

Win Abbott: Sure and I don't want to seem like we're putting off any important decisions, but I want to emphasize that we don't have to make every decision about every little aspect of a program that might not start until January, right now. I'll get information as much as I can, but if we come up with a budget and the Council says, Mr. Abbott we like your idea. We want a budget for this many extra dollars of salary in the Admin Department, but we haven't quite embraced how we're going to go about doing that. Could you come back with some more information? That will allow the Council to pass a budget, while we continue to develop something that might be unique to what the Town has done before. I'll ask some questions. I'll try to put something together, but just in case we can't come to agreement, it would be wonderful if the Council could come together and pass the budget on September 9<sup>th</sup>.

Vice Mayor Booros: I don't think passing the budget is going to be an issue, I just think that we need to look at other alternatives and not worry about a pension on a 12 hour a week person, when we may be able to get 40 hours a week out of two people, splitting the shift and you can get more than you ever asked for.

Win Abbott: Sure and I proposed this very same thing. I think you and I discussed it. I

proposed this at Town of Fenwick Island. We had a receptionist that left us, we were doing it with Wor-Wic Community College and it helped me to develop a farm team.  
Vice Mayor Booros: But you would be surprised the high school students that you end up hiring them after they get out of the two years at the Community College and you end up bringing them on full time, because they're the best ones you ever had and we've ignored the resource and it's here.

Win Abbott: I'm in agreement. I tried to sell Town of Fenwick Island on that idea. They didn't really go for it, but nonetheless if we have a few extra dollars built within the salary for the Admin Department for the purpose of transitioning Mrs. Rogers, that would be great.

Mayor Jones: You look like you still have a question.

Councilman Cote: I think we're drawing to an end here. I just wanted to ask Mr. Abbott if he would do one thing for me in looking at the Pension line. The pension line did not seem to be a consistent percentage of the salary line and I know police is different.

Win Abbott: Okay.

Councilman Cote: But the other departments didn't seem to be consistent.

Win Abbott: I'll check the formulas.

Councilman Cote: Okay, thank you.

Mayor Jones: I think we were very thorough tonight. Chief, thank you very much for being here. It was a great help to work through our questions with you present.

#### 8. Adjournment

Mayor Jones: Hearing no other discussion, I'll entertain a motion to adjourn.

Councilman West: Madame Mayor, I make a motion to adjourn at 8:58 p.m.

Councilman Cote: Second.

Mayor Jones: I'm sure there's no discussion. All those in favor say aye. Opposed. Motion carried. Thank you Mr. Abbott. Thank you Chief Phillips for being here.