

**Town of Milton
Town Council Meeting
Milton Library, 121 Union Street
Monday, November 7, 2011
6:30 p.m.**

**Transcriptionist: Helene Rodgville
[Minutes are Not Verbatim]**

1. Public Participation

- a) Jim Crellin, 224 Sundance Lane: I just wanted to thank the community for very successful Farmer's Market year this year and thank all the Board members and the couple of volunteers that we had and especially thank Councilman Lester for his bright idea and the initiative to get us going. We are looking for some additional volunteers for next year; hopefully we'll get some folks involved; get some more folks involved. So thanks again everyone.

Mayor Newlands: It was a very good season. Thanks everyone.

Councilman Lester: And if I might just interject, that would never have happened without Jim and Tom. These guys were out there putting out signs, picking up signs, all the volunteers were out there everyday, Lynn; it's just amazing. It would never have happened if it hadn't have been for this group of people. Thank you.

- b) John Collier, 301 Coulter Street: Good evening Mayor and Council. I'm here tonight to talk about 302 Mill Street; which most of you have heard e talk about at some time or another over the past five years. In 2008, this property was condemned and of course, in that time it fell into foreclosure and eventually went to Sheriff's sale and gained a new owner and my question to this Council is, when did the condemnation notice on that property expire and if it has not expired, when is the town going to take action to enforce what was given as a corrective measure. Now I know a building permit was issued in February. There's not been one bit of activity there for the last five months, other than somebody moved the trailer that was parked in front of it, because it was in the way. Now, I think that the town has been remiss in letting this go so long. I think the members of Council should act or force somebody to act, because it's gone on long enough. Five years is entirely too long for a house to sit in that state of disrepair and not be addressed. It has been condemned. Now the placard is gone. According to your own ordinances, which were effective as of 2003; and I got this on line; off of the site; that placard could not be legally removed until it was corrected; but it's gone. Now what are we going to do about this? I've heard excuses. I've heard all kinds of rhetoric about why we shouldn't do this and now I want to hear why we should

move forward and get it fixed.

Mayor Newlands: That building was condemned because of livable conditions, not structural. There's not a structural problem with that building, and...

John Collier: Nonetheless, I know where you're going with this and nonetheless; it was condemned and they have to address it within a reasonable amount of time and I'm tired of hearing they pulled a building permit, they have a year; because this will be the second building permit and we're 6 or 7 months in on it and nothing has been done to the exterior. I have to look at it out of my window; people that live on Mill Street have to endure it every day; it's impacting the property values there and to tell you the truth, if I wanted to hear more excuses about it, Mr. Mayor, I would have voted for the other candidate in the last election. I've heard enough. I would like to see it fixed and if you all can do it, then maybe I need to find somebody that can force my hand. But enough is enough. Five years is entirely too long. I'm tired of the feral cats climbing in and out of the basement; in my yard; tearing up the flower beds and stuff; I've had enough. It needs to be addressed. If it was in Wagamon's West Shores it would have been done year's ago.

- c) Bob Howard, 217 Chandler Street: I'm the Co-Chair of the Economic Development Committee and tonight I would like to thank the Council for honoring our request for money for Economic Development in the budget this year; and to point out to you also that to augment that money we had a bake sale at the Fall-In Milton Event and we raised \$570 additional dollars at the bake sale to augment that money to support Economic Development activities. One other comment, you have on the agenda tonight a discussion of the policy to address town employees talking to the press. My only comment with that, and I think I speak for the Committee and that, we would like for you and whatever you do in considering that policy, to take into consideration that comments that appear in the press do have economic consequences for the Town; both positive and negative; and we hope that's considered in developing this policy. Thank you.

Mayor Newlands: Thank you.

2. Call to Order – Mayor Newlands called the meeting to order at 6:35 p.m. and close the Public Participation
3. Moment of Silence – Councilwoman Betts
4. Pledge of Allegiance to the Flag
5. Roll Call – Mayor Newlands
Councilwoman Hudson Present
Councilman West Present

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The Council minutes provided are a summation of the meeting to be used for informational purposes only. An official copy of the meeting can be obtained through Town Hall located at 115 Federal Street by filling out a FOIA request and paying any cost associated with the request.

Councilwoman Betts	Present
Councilman Lester	Present
Councilwoman Jones	Present
Councilwoman Duby	Present
Mayor Newlands	Present

6. Additions or Corrections to the Agenda

Mayor Newlands: Do we have any additions or corrections to the Agenda?

Councilwoman Hudson: Can I add something for next month's agenda? I don't think we have an ordinance on the book for truck traffic on the street. I think you passed a Resolution, the Town Council passed a Resolution concerning truck traffic and that was forwarded to DelDOT and then signs were put up; but I do not know that an actual ordinance has been approved by the Council for enforcement; so could we possibly have something to that effect?

Mayor Newlands: Sure, we'll work on that.

Councilwoman Hudson: Thank you.

Mayor Newlands: Any other changes to the agenda?

Councilwoman Jones: I have a request that in future, agendas, the topic of budget be placed under Old Business as a permanent fixture; so that when these monthly expenditure reports come out we will have an opportunity and a place to discuss them if we have any questions.

Mayor Newlands: We have that on the Finance Report, on that section. When we go over the reports out under Finance, we can discuss it then.

Councilwoman Jones: Okay.

Mayor Newlands: Are there any other issues, corrections?

7. Agenda Approval

Mayor Newlands: Do we have a motion to accept the Agenda?

Councilwoman Duby: So moved.

Vice Mayor Betts: Second.

Mayor Newlands: We have a motion and a second to approve the agenda. All in favor say aye. Opposed. Motion carried.

8. Presentation and Approval of Minutes – May 26, 2011, August 18, 2011, September 12, 2011 and October 3, 2011

Mayor Newlands: I apologize for the number of minutes we have coming out here, but we were getting a little behind in some of our work, so we have four sets of minutes, May 26, 2011, August 18, 2011, September 12, 2011 and October 3, 2011. The budget workshop minutes are finished, but I didn't think you would want to read eight different meeting minutes at one time, so we'll hold those back until next month. Does anybody have any issues with the minutes for the four different meetings?

Councilwoman Jones: Yes. October 3, 2011 minutes, Page 15, the top quarter of that page.

“Ginny Weeks: Do you think it is right to eliminate police officers?

Detective Jason Pyers: No. I don't think it's right at all.

Ginny Weeks: Thank you.”

Councilwoman Jones: I believe that is Fran Fallender. I don't believe Ginny Weeks was at that meeting.

Mayor Newlands: Hang on one second.

Councilwoman Jones: Right under the Unidentified Speaker, who was me.

Mayor Newlands: I'll check the recording on that, okay? Any other changes or problems? Can we get approval of the minutes?

Councilwoman Duby: I make a motion to approve the minutes dated May 26, 2011, August 18, 2011, September 12, 2011 and October 3, 2011.

Councilwoman Betts: Second.

Mayor Newlands: We have a motion and a second to approve the minutes of May 26, 2011, August 18, 2011, September 12, 2011 and October 3, 2011. All in favor say aye. Opposed. Motion is carried.

9. Discussion on Written Committee Reports

Mayor Newlands: We have a couple of things this week. We have the written Committee Reports, which are the Planning & Zoning Committee Report; then followed by the Town Manager's Report, which we'll get from Mr. Abbott; and then we have the public works, project and code enforcement reports. Does anybody have any questions or issues with the Planning & Zoning Report? We don't need to vote on these, so we can just go through that.

10. Town Manager's Report

Mayor Newlands: Now we have the Town Manager's Report, Mr. Abbott.

Win Abbott, Town Manager: Good evening Mr. Mayor, Town Council, members of the public. Thank you for the opportunity to address you. This is the first time I've had a chance to address you, at least with some time on the job. Last month when we were here, I was just here a few days. It's been a pleasure to meet many of you over the course of the last month. I've also engaged each one of our Committees and a number of meetings and workshops, I guess you could say. You'll find within the packet that I passed out this evening a Town Manager Report for October, 2011. It begins first with references to the budget and continues on to some of the work that we've been doing with Grants. One thing that's been especially challenging for the staff in the office has been the transition to our trash recycling and yard waste program. Not only have we changed vendors, but because of changes in Delaware State Law and also the regulations enforced by the Delaware Solid Waste Authority, it has changed the way in which we handle trash throughout the State radically. Changes that none of us have seen in our lifetime and it's been a great inconvenience to many people. We appreciate your patience and we've worked diligently to answer each one of your customer service oriented questions and concerns with regard to this and will continue to do so until it reaches a 100% satisfaction for all of our resident customers. You'll

find also within the report, reference to landmarks and we are trying to address issues that we have with some of our abandoned properties and working diligently toward that end; we look forward to having resolution soon. We also have some very positive landmarks in town and a new one that will be happening will be a Delaware History Trail tour marker, which will be just underneath the Town Clock. Finally, you'll see references to the Committees in action. My door is always open and I encourage people to set appointments so that I can give you my undivided attention; but I welcome you to stop by Town Hall any time and see me. I'll be glad to talk with you about things. An important thing to remember is the Council here are the people who set the policy. I'm here to help them to develop these policies and then to administer them after they've decided; but really I'm here as the paid professional to try to complement the efforts of the Council and all the Committees that report to Council. Thank you Mr. Mayor.

Mayor Newlands: You want to briefly go over the website and what you're looking to do with that?

Win Abbott: Oh, yes, Sir. You'll find within this larger packet, a survey. This is just a first attempt to gather some information about what this public really wants. As a Councilman in the Town of Clayton, Delaware, I was instrumental in the redevelopment of the entire website for the Town of Clayton; became involved in the Municipal Web Developers Group. It's a support group for town persons who are responsible for the website and it's led by the University of Delaware's Institute for Public Administration, in partnership with the Government Information Center of the State Department of the State of Delaware. Through the various workshops that we've had over the years, we've developed a number of Best Practices and also were able to create a format whereby towns can receive, basically, free websites and free technical assistance for the development of, and continued development, of these websites. In the next couple of months, I look forward to gathering information and putting together a more user friendly website for the citizens and businesses of the Town of Milton, Delaware.

Mayor Newlands: So we're going to have a brand new website in a few months with no cost to the Town.

Win Abbott: That's correct.

Mayor Newlands: Great. Thank you.

Councilwoman Jones: Mr. Abbott, a recommendation for you as you move forward in the Town's needs and wants on a website, can you tell me if the Town of Milton has a policy governing their website?

Win Abbott: No we do not.

Councilwoman Jones: Then I might recommend hand in hand that that research also be done.

Win Abbott: Absolutely. There have been similar documents developed through this municipal web developers group, which would be easy to pick up and run through the Council.

Councilwoman Jones: I did look, I did find the Town of Ocean View had a policy. I didn't know whether or not Fenwick Island had one, when you were there.

Win Abbott: They do. It does not appear in the Code or any other publicly available source; it's an internal policy document, but they do. That was developed, in large part, by interim Town Manager, Tom Wontorek who basically lifted it from a Town in Wisconsin where he was Town Manager. So there's a lot of work that has already been done and it will not be difficult to come up with something like this.

Councilwoman Jones: Thank you.

Councilwoman Duby: Mr. Abbott, I have a question, related to the trash and recycling changes. It was my understanding that at some point, we or our vendor, was going to provide pick up for old cans and I know I hear from a lot of people and it's been my own experience that I'm still sitting there with some extra cans after all of this. I managed to get Waste Management to pick up two of them, but I still have the old gray can from the previous trash vendor. Is there going to be a time when we get those picked up and out of the way?

Win Abbott: All of those were done in the initial week to 10 days of the program; there were some that were behind houses and whatnot that were not seen, and then we've responded individually to homeowner's as they've called, so we'll be sure to take care of it for you.

Councilwoman Duby: Okay, well I'll find out from... I've got notes from the various people who've called me and maybe I can call you and see.

Win Abbott: The Public Works Department will take care of it tomorrow.

Councilwoman Hudson: Mr. Abbott, I have some questions. Has the Code Enforcement Officer received training in DELJIS yet? Is he able to write summonses for ordinance violations?

Win Abbott: No.

Councilwoman Hudson: Okay. When do you think that... He's been on the job for a couple of month's now. I took the course, it was a one day course, as part of my training and so when do you think he'll get that course?

Win Abbott: That could certainly be arranged; I was not aware that that was a desire that Council or per the job description; but...

Councilwoman Hudson: Because we discussed it.

Mayor Newlands: The Ordinance needs to be changed first and I don't know where Seth is with that; but we need to change the Ordinance in order for him to write tickets and then he'll take the DELJIS course.

Councilwoman Hudson: Okay. Has the Town Manager's car been sold yet? That was brought up at the last Council Meeting.

Mayor Newlands: It's sold and the check is cashed. It didn't bounce.

Councilwoman Hudson: Okay, just so the people in the audience have some feedback on that. Can you provide an update on the replacement of the iron grates of the tree wells in front of Don Post's store on Federal Street? A car ran over them and took them out; and it's been months.

Mayor Newlands: I don't think he knows about that project.

Win Abbott: I'll refer that to our Public Works Director.

Councilwoman Hudson: Okay. There was another issue...

Mayor Newlands: Let him get this one out first.

Councilwoman Hudson: All right.

Allen Atkins: We got the money back from the insurance company just with this past month. We just have to get them ordered, is the only thing we have to do I guess, to get them replaced.

Councilwoman Hudson: And also trees?

Allen Atkins: Yes it was the cost for the trees and the iron work.

Councilwoman Hudson: Okay, so you could probably go ahead and get the trees.

Allen Atkins: We can go ahead and order them.

Councilwoman Hudson: Okay, wonderful. I was wondering if there was any way that the Town Manager, not tonight, I don't suppose tonight, but in the future, could give us an update, a public update on the status of the six lawsuits. Because there is information that is available to the public; the precedent for this is, in the past Don Post; not Don Post; but George Dickerson, the previous Town Manager, would give updates on the lawsuits.

Mayor Newlands: Let's let Seth talk about that.

Councilwoman Hudson: All right.

Mayor Newlands: And respond to that.

Seth Thompson: It would be my position to not really make any comments on pending litigation. Certainly there are elements of the litigation that end up in the public domain, just through E-filing and what not...

Councilwoman Hudson: That's what I'm talking about. What's in the public domain as far as like scheduling and things moving forward or are they stagnated; because there's a lot of money involved here. I mean, Cheswold had one lawsuit for \$300,000 and it practically bankrupted their town; so I think people have some concerns about this.

Seth Thompson: And that might tie well into the one item of business that's the town policy in terms of press interviews. I don't know if that will dovetail into it; but if we're talking about scheduling; again, that's already in the public domain and I think...

Councilwoman Hudson: It's not so much a press release; but something that a Town Manager could say to these people, as has been done in the past.

Seth Thompson: Right. I think the effect is the same though, and obviously the press is here...

Councilwoman Hudson: Yes.

Seth Thompson: So in effect, you're making an announcement to the press.

Councilwoman Hudson: Yes.

Seth Thompson: So.

Councilwoman Hudson: But something that, as you say, is in the public domain.

Seth Thompson: Right. I think we would have to define the parameters of what would be appropriate for that.

Councilwoman Hudson: Exactly. So then you would be in touch; either you do it or the Town Manager does it. Um. I have a question about this National Incident Management System training roster that you provided.

Mayor Newlands: Can we wait until we get to that agenda item, please?

Councilwoman Hudson: Well I'm asking a question of the Town Manager who provided this.

Mayor Newlands: That's fine. We can do that when we get to the subject.

Councilwoman Hudson: Well, it has nothing to do with... Can I ask this question please? I would like to ask this question.

Mayor Newlands: Okay.

Councilwoman Hudson: Under Wilbur Abbott it says City Manager and I think, under Robin Davis it says Planning Manager; under Craig Mills, it says Deputy Building Official. I was wondering if we could standardize titles. That was something that I heard Deanna mention that we have standardization between Charters and policies and employee manuals. For example, our Charter says Town Manager; your contract said Town Manager; Robin Davis I thought was an Event Coordinator; Craig Mills, I thought he was the Code Enforcement Officer; and it gets kind of confusing to have different titles. I was wondering if we could standardize those and keep to the titles that... Like John Collier passed this out, it says Code Enforcement Officer and so I was wondering if we could standardize the titles that we have so that people aren't confused. We have titles go with job descriptions; they go with salaries; so I was wondering if we could do that?

Win Abbott: For the benefit of the public, the National Incident Management System (NIMS) was instituted back in 2004 in response to the lack of effective communication between different agencies responding to wildfires in Southern California. It took precedence after the 9/11 terrorist attacks and became, essentially, the law of the land in 2005 and going into 2006 was mandated upon all State and Local Agencies. Now the National Incident Management System have created standardization and manner of communication and incident command. It also creates some standards with regard to training. Now, nationally, there are many different descriptions for jobs on a State and Local or Municipal level and the descriptions for these jobs are put out into a template by the Federal Emergency Management Agency. There are not the very same job descriptions that we have in the Town of Milton, that appear on this chart of job descriptions or job titles by the Federal Emergency Management Agency. Those jobs that you refer to are the best possible match for what the requirements are for particular types of training are for people by their job description. So unless the town wants to change all the job descriptions or titles to match what the Federal Emergency Management Agency does, there will always be some disconnect.

Councilwoman Hudson: So City Manager, Planning Manager and Deputy Building Official are only here, just so you can plug them into these training programs?

Win Abbott: Correct.

Councilwoman Hudson: Right. Okay. There was one thing about National Conference of Training in Louisville, Kentucky. Could you tell me who went to that and how much it cost?

Allen Atkins: I went to that conference. The town did not have any funds in that

at all. It's through the General Rule Water Association, which I'm President for the State of Delaware and they funded the whole trip and training session.

Councilwoman Hudson: Okay. There was just one final thing. The Charter says that Council members will be paid for regular meetings and second regular meetings, and so the personal and check information I received is incorrect. I would ask that you please correct it; because since May the 2nd we have had a regular meeting and a second regular meeting every single month; and in June we had four meetings, but I'm just asking that since I was appointed, I get paid according to Charter; regular meetings and second regular meetings. I don't think we can pick and choose what parts of the Charter we wish to use and which part of the Charter we wish to discard. The Charter should be followed all the time.

Mayor Newlands: There was a misunderstanding as to what the second meetings were; so that's why we didn't get paid for the second meetings; and none of the Council got paid and we will get it rectified.

Councilwoman Hudson: Okay thank you very much, I appreciate that.

Councilwoman Jones: I have one more question. I'm sorry I didn't mention this when we talking about the website. What I did today was look at the website and I know you're trying to revamp it and people are being educated, but, up on the website right now is still Draft Number Five of the Budget and the Park Concert Schedule. That Budget was adopted on the 29th of September and that adopted budget is not yet on the Town website. Now I know that as you continue to research what's necessary, some things are quite evident and I just would like you to take that into consideration when you're looking at the website.

Win Abbott: Absolutely.

Mayor Newlands: And that's my fault, it's my fault, not his.

Councilwoman Jones: Well, we're just under the Town Manager's report, so we're addressing the Town Manager.

Mayor Newlands: I know. I'm just saying not being up there is my fault; not his. When we discussed this last week, him and I, I was just waiting for some figures to come down for the insurance and we should have the adopted budget up by Thursday. Okay?

Vice Mayor Betts: Mayor Newlands, could I address the Town Manager? On a lighter side and I don't see any police here to say anything to them and maybe you can relay it to them; but I had a phone call from Luther Gardens that wanted me to express their thanks to the Milton Fire Department and also to the Milton Police Department for their consideration during the hurricane and that they came out and checked on them and wanted us to know that. So if you can relay that to them, I would appreciate it.

Win Abbott: Thank you. Will do, Ma'am.

11. Department Reports: Public Works, Project Coordinator, Code Enforcer and Police

Mayor Newlands: Does anybody have any questions for the gentlemen here.

Councilwoman Jones: I have a question, but I think it will be back to the Town

Manager with the absence of the Code Enforcer here. Do you have that report with you? On the first page, down at 207 Collins – Trash Collection; I'm not exactly sure what that refers to, but in very bold letters it said Granted By Council. I don't recall what that was?

Mayor Newlands: Give us a second to get there.

Vice Mayor Betts: What page Marion?

Councilwoman Jones: I'm on Page 1, just past half way down.

Mayor Newlands: I had a question on that too.

Councilwoman Jones: I guess it's 2 then.

Councilwoman DUBY: Page 5.

Councilwoman Jones: Wait a minute, then I'm missing pages. I get this, then this.

Mayor Newlands: We'll make sure these are numbered. In the middle of the report starts the Code Report.

Robin Davis: It's actually the first page of the Code Enforcer's Report.

Councilwoman Jones: Yes it's the first page.

Mayor Newlands: We'll get some footnotes on them and we'll get some page numbers on them.

Councilwoman Jones: Does that ring a bell for you what that means?

Win Abbott: No, I'm sorry Ma'am, I have to report back on that matter.

Councilwoman Jones: Okay. Also on the third page of text, near the bottom: contacted Mr. Morris about old structure on Front Street. Research Code for demo permit. Okay to burn.

Mayor Newlands: There are two issues going on, the apartment buildings and the one on Mill Street.

Councilwoman Jones: This one says Front Street.

Mayor Newlands: Oh, that's the one on Collins.

Councilwoman Jones: The one that was destroyed; the one that was taken down.

Robin Davis: Across from the Marina.

Councilwoman Jones: Very good. And then, may I also assume that this Wes Piper of Landmark Associates is the abandoned apartment building on Front Street that you're working on?

Win Abbott: Yes Ma'am.

Councilwoman Jones: And then I want to say thank you very much for splitting the Code Enforcement Report and the Project Coordinator's Report. It's much easier. My last question under Code, is on the back page, 25615 Cave Neck Road, prepared DNREC letter; out of town property. Can you tell me what that's about?

Win Abbott: Mr. Davis?

Councilwoman Jones: I'm not sure whose report I'm under now.

Robin Davis: It's the Project Coordinator. What that was, it's a house just outside of the town limits. They are putting in a new well and DNREC requires anything within our growth area to send them a letter saying we're okay with that and since it's outside of Town, they can go ahead and put a well in.

Councilwoman Jones: So it's our Comprehensive District?

Robin Davis: Correct.

Councilwoman Jones: Thank you.

Mayor Newlands: Will that go for geothermal, as well? I mean within our growth area will that also require us to sign off on geothermals?

Robin Davis: Any type of well.

Mayor Newlands: Okay.

Councilman Lester: Can I just ask for one correction. I keep forgetting it at each meeting. On the cover page, please correct the spelling of Sanitation.

Mayor Newlands: It's probably in his dictionary that way.

Councilman Lester: Actually I looked it up in Wikipedia and it's not.

Mayor Newlands: No, it's probably in his dictionary that way; he probably added the word to his dictionary so it always comes up as clean. Are there any other questions on the reports?

Councilwoman Jones: Are we on to the Police Report yet?

Mayor Newlands: Yes, we can be.

Councilwoman Jones: I'm sorry that the Police Chief nor the Captain are here tonight. I had a recommendation or a request. There seems to be a move in supplying the Council and public with additional information. I'm giving you a copy of a police report that is submitted on a monthly basis. There are certain things which I have crossed out, that are not necessarily advantageous to the report here, but I have also given you information, including the types of charges that are recorded on a monthly basis, staffing, hours, commercial door checks. I would like to see training hours added, so that we could have a better picture of the police, other than these totals that are given on a monthly basis. So I'm giving this out for your consideration and I do have a copy for the Chief, as well, for his consideration.

Mayor Newlands: Are all these totals the criminal charges and traffic charges; are they all in DELJIS, or are they compiled on spreadsheets?

Councilwoman Jones: These come out of a data entry system, I believe it's New World, that we work out of, but yes, this information can be taken out. They do record; they put something together for their complaints; I don't know whether they pull all of this information about their criminal adult arrests, domestic incidents and complaint numbers all from DELJIS. I'm not sure what they use; their method for extracting their information from their monthly stats.

Mayor Newlands: Can you find out?

Councilwoman Jones: What Milton uses?

Mayor Newlands: No, no, no; what you use.

Councilwoman Jones: I know what we use. It's an information database.

Mayor Newlands: It's a piece of software?

Councilwoman Jones: Yes, it is.

Mayor Newlands: Can you give me the name again?

Councilwoman Jones: Yes, I will provide that, but it gives you your figures. If you'll notice on the back page, it also gives you that comparison between this year and last. Again, we're a fully staffed 911 center and we don't need any of that

information, nor would we have it, but I would appreciate it.

Mayor Newlands: What information are you talking about that you wouldn't need?

Councilwoman Jones: The information on the back indicating personnel dispatch, things like that, aren't necessary.

Mayor Newlands: Oh, I see what you're saying.

Councilwoman Jones: But these are accompanied each month with what they call activity sheets, where the officers record their hours and how they were spent; whether it was training or patrols, special assignment, something like that. I would like the Council to consider that and come back to it at another time after the Police Chief has had an opportunity to review that. Does anybody have any...

I know it's new to you, but are there any thoughts on it, beside my own?

Councilwoman Hudson: I have a question on the last page. It says personnel of this report. Rehoboth Beach has one Chief, four Sergeants, one Corporal Detective, nine Corporals and that's 15 full time people and 11 seasonal patrolmen. I don't see a Captain. I don't see a Lieutenant. I don't see a Staff Sergeant. Do you not have those?

Councilwoman Jones: We have none of that rank. The Sergeants are active road officers and shift commanders.

Councilwoman Hudson: So it just occurs to me that maybe Milton is maybe over promoted and overpaying?

Councilwoman Jones: Well I'm not open to making that interpretation, but I was interested, however, in trying to extract from the Police Department a little bit more information concerning the types of arrests that are taking place in town. I would have to ask Mr. Thompson, do they give civil citations in this town? Your Ordinances are not set up for that, are they?

Seth Thompson: They don't.

Councilwoman Jones: They don't. Okay.

Mayor Newlands: Is this given out at your Council Meetings?

Councilwoman Jones: Yes, this package is presented to the folks who prepare different department reports; you'll see on my report, I get information from the Court; we have an Alderman's Court in the Town of Rehoboth and we also have the meter department, which all falls under the information that goes in.

Councilwoman Duby: I like the idea of having the level of detail that is on this, in terms of what the traffic charges are and what the criminal charges are.

Mayor Newlands: I just don't know if we have the software capabilities to do that, without purchasing additional software. I don't know what's in DELJIS.

Councilwoman Jones: I'll see what I can find for you.

Mayor Newlands: Okay. Okay.

Councilman Lester: Weren't there problems with us having too much information? I think Councilwoman Hudson suggested this spreadsheet so that we wouldn't have multiple pages; so now the Chief had papers, along with pie charts of...

Mayor Newlands: Yes, he had the graphs in there. The graphs were a little bit

much, I think.

Councilwoman Hudson: Well what I was saying was that when you only had two pie charts per page, that was a waste of pages. When you had the same Title XI offenses and Title XXI offenses, the Title XI Criminal and the Title XXI Traffic Offenses, month after month after month; just copied out of the Delaware Manual, that was a waste of information and a waste of paper and ink, but this would be additional information, that is additional detail and yes, even this, can be reduced to smaller print and smaller pages, but I think additional detail is very important. I never said we shouldn't get additional detail, per se, from the Police, as far as what we're doing. What I was saying is, just to take like attempted theft and burglary, two lines up here and they use that for one full page. That was a waste and again, just copying things out of a manual was a waste. Now if you're asking about where the information is coming from that the police get these every two weeks; the officer's turn them in their sheets and they itemize every single thing and that's the Milton officers. That's where our Chief gets the information that he gives us in our monthly reports; traffic violations, traffic accidents, school assists; these are all things that each officer turns in a two week chart and it was given to us in this public hearing, copies of what those officers did. Captain Cornwell's is in here and some of the other officers.

Mayor Newlands: I think we're going to have to make this a topic in a future meeting.

Councilwoman Hudson: I think we can add more information.

Councilwoman Jones: I am not exactly sure why the Chief of Police is not here this evening, but I have had a barrage of calls and personal contact voicing alarm and concern with activities in the park. I would like to know who is available to answer the question, as to whether or not there is any proactive policing going on in our park; meaning getting out of your car after dark and walking around and seeing what goes on. I don't know that there's anybody else here, tonight, that can answer that question, but there's been enough public outcry and crime and unreported incidents going on that park that warrants officers getting out of their vehicles. Mandated. A proactive patrol of that, whether it's every two hours. What's going on out there?

Mayor Newlands: I don't know the specifics of the patrols and stuff, but I do know that when we get calls; resident's call Town Hall or they call the police station two days later; when something is happening. They need to understand to call 911 when something is happening.

Councilwoman Jones: No, Mr. Mayor, there needs to be a proactive policy.

Mayor Newlands: I understand. I understand that and they are doing extra patrols in there.

Councilwoman Jones: You know that for a fact?

Mayor Newlands: Yes. Yes.

Councilwoman Jones: Out of their cars?

Mayor Newlands: I don't know that for a fact. Out of their cars.

Councilwoman Duby: I would like to second that, because I'm getting an

increasing number of calls and also I'm hearing a lot from people when I run into them at events and so on. The concern they have is not that they have called about things and not gotten a response; it's that people hear about things; they see things down there; they know what's going on down there and often it has turned into some criminal activity and we see it in the paper and people are wondering why there isn't a regular patrol down there and I really think it needs to be looked at in terms of what's being done to really get out of the car; pay attention to what's going on there; on a regular basis. So hopefully that can be conveyed to the Chief of Police.

Mayor Newlands: I'll talk to the Chief about that tomorrow about that. Anything else on the reports?

12. Finance Report and Revenue/Expenditures Report

Councilman Lester: In the package, there are two statements, actually; there's a Statement of Revenues and Expenditures through the fiscal year and a Statement that's called Abbreviated Detail Revenue Account. A couple of days ago, and this is Kristy Rogers and I, spent a great deal of time going through the trial balance of the Town. The majority of the errors and posting errors of Admin, have been corrected; but there are still a number of errors. This Statement will have to be corrected. They are no huge errors. There's one item where we collected \$34,000 from Tidewater Utilities, but it was another item that belonged in the year 2007 and didn't belong in 2011. So that's one more item that we have to go back and correct prior year's Financial Statements. That shows up in Accounts Receivable on the books today, but it doesn't belong there. It belongs in the prior year. The Statement of Revenues; the differences in property tax revenues is the way that Edmunds is reporting cash and the Mayor went into that more deeply and I did, so if you want to explain what Edmunds did.

Mayor Newlands: It's actually the way that they're booking the entries into the system and it's also the way the account has been set up. The account has been set up on an accrual basis, not a cash basis; so with some staff turnovers, some of the staff are putting the items in as accrued revenue and others were putting it in as cash; so there really should be \$693,000 in property tax revenue and it has been corrected for this year. All of these accounts, except for one, that's been on an accrued basis and they are now on a cash basis. So that's all been changed.

Councilman Lester: For this coming year, it's going to be different.

Mayor Newlands: Right, for 2012 it's all been changed.

Councilman Lester: And there are just some minor thing. There were some items, such as some licenses and fees that were collected that were put in the wrong place, accidentally. A lot of this was done early in the year when we really had very little, if no help, in terms of the accounting side. I would say at this point that Mrs. Rogers and Mrs. Winn are doing a phenomenal job. They're very watchful. We're collecting water fees from people we should be collecting water fees from now. They're actually collecting real estate taxes from people that haven't paid and they're very watchful of their jobs and are being, I think, pretty

aggressive in approaching their jobs and they're doing very well and I'm really pleased with Mrs. Rogers. She's doing a really good job and she understands what we're looking for. We went from account to account to account; every single account on the statement, we went through it and she's got maybe 25 or 30 things to correct; none of which were her doing, but they have to be corrected. Some of it is the way Edmunds was set up. It's not the easiest software, because if you don't set it up correctly at the beginning and you think it's posting to a particular account; and it doesn't. There are two or three levels of setting up the accounting system, so it can wind up in the wrong place.

Vice Mayor Betts: The sale of old cars, is that police cars?

Councilman Lester: Yes, I believe it is.

Vice Mayor Betts: It's not the Town Manager's car.

Councilman Lester: No, that sale is completed.

Vice Mayor Betts: It's not on here?

Councilman Lester: No, not yet.

Vice Mayor Betts: Not yet.

Mayor Newlands: The Town Manager's car was sold in fiscal year 2012.

Councilman Lester: It will be on the first monthly statement that we get.

Vice Mayor Betts: Okay, thank you.

Councilwoman Jones: Councilman Lester, with all due respect, even along with the Town Manager's monthly Financial Report, I found this difficult information to wade through and I wanted to ask tonight, at least for Council and I understand for somebody in your position, this may really be dumbing down, but, I would like to see a monthly expenditure report that tells me what money was spent and what it was spent for in each one of these accounts so that the public has the opportunity to speak to the spending in town, as well as the Council has the opportunity which was my reason for asking for the budget to be placed on the agenda in a constant way. I was told, awhile back when I asked about the National Night Out cash and where it was deposited, I was simply told that if I had had the right report I would have been able to see it. I'm not sure if I have the right report to see it now. I'm interested in how, against the number of the adopted budget, what we're spending our money on; including Grants. I find that this is challenging and I may be the lone man out here, when I say this; but I find this information challenging.

Mayor Newlands: So you want the details that go along with this; the breakdown each month; it's basically every check we write you're looking to get a copy of; not the checks, but the line items.

Councilwoman Jones: Well, in lieu of a treasurer's report, which is what the public, I think, is guaranteed under Charter, angling for something; now maybe the audience understands this fully. I have to tell you I'm in the rear on this, I'll admit to that; but something that I could actually... Like opening up the register in my check book once a month and looking where my money went.

Councilman Lester: Well, let me just interject. There are certain limitations in the Edmunds Software and these two are the statements that they produce. It would

be really time consuming to create another Financial Statement, because the anticipated is the budget and the current is the expenses against the budget; or the income reflected against the budget. One of the things that Mrs. Rogers and I planned to do and probably twice a month, is print out a statement reflecting all the expenses in each category and we're going to compare them to the expense items and make sure... That way we can assure that everything has been coded properly; hits the right place; and, we could take that statement, print it out at the end of the month and just prepare it for the Council.

Mayor Newlands: Yes, we could do that.

Councilwoman Jones: Isn't that the same thing we received at budget time, which were the expenditure report per account and you already said; I know I made the request, that under the reference of what the material was that we were given a little more of a nibble as to what that was; I would do better with a report like that.

Mayor Newlands: We can generate that.

Councilman Lester: What we need to generate is a report... I think that report that you generated Mr. Mayor was the year-to-date as we went along.

Mayor Newlands: Right.

Councilman Lester: We need to get a year-to-date and then just the current period so people can look at what was spent in the month of October and compare it to this. I think we can get it out somehow.

Mayor Newlands: We can do that. I don't know what happens in November, when we just do November. I would have to look at taking a slice from the middle of the year and see how it looks. I'll do that for last year. It gets to be 80 pages.

Councilman Lester: But I'm pretty sure we can get a report.

Councilwoman Jones: Oh no, just the current information; not when they ask you which pages to print; but it would give you the running what was allotted and then what's being taken away from. I would find that more helpful. Anyone else on Council?

Councilwoman Hudson: You're not the odd man out. I'm nodding my head in agreement. I think that would be wonderful.

Mayor Newlands: I'll print out October's next month, since it's the beginning of the fiscal year and then I'll print a section of last year's out, mid-year, so you get to see what's going to come up the following month, to see if it is acceptable.

Councilwoman Jones: Okay.

Mayor Newlands: Your balances all of a sudden are going to have a chunk of money taken out, because it's missing a month. For argument sake, when we do November only, you're going to be missing all of October's detail; so you're just going to see a blank line saying \$10,000 and the rest of it will be in detail.

Councilwoman Jones: Well in December, would you be able to print both October and November for us?

Mayor Newlands: Yes, it just gets to be voluminous amount of paper, though. That's the whole problem. You'll already have October.

Councilwoman Jones: I do?

Mayor Newlands: I'm sorry. I don't want to print November yet, because...

Councilwoman Jones: I don't have October yet.

Mayor Newlands: Okay, let me go back. We're trying to stay a month behind in the reports, because certain months end on a Friday and you'll never get your report out. I'll have to hand it out to Council Friday night or Monday and you'll never have enough time to read it. So we're trying to stay one month behind, that's why we're doing that. So in December, you'll get October. January you'll get November.

Councilwoman Jones: That's a little time lapse to come in on spending. Could you make it a 25 day period?

Mayor Newlands: Actually Council used to do that years ago; do a 20 day.

Councilwoman Jones: And that didn't work?

Mayor Newlands: No it doesn't work for a lot of things.

Councilman Lester: Well you can't get an accurate comparison between actual expenses for the month; especially for payroll and if the payroll cuts off at a different time, you're going to get another payment of payroll and your payroll is going to be beyond the budget and there are other things...

Councilwoman Duby: Because the payroll is every two weeks; so it could be in the month, it could be in the next.

Councilman Lester: Yes. I tried to convince them to switch to the 15th and the 30th, but I was looked at like I had three heads. But we're going to try to get those reports with as much clarity as possible; because I must say, even for myself and Mrs. Rogers going through this and trying to reconcile every account and make sure which balances are correct and which weren't; it's very time consuming. I don't think it will show up here, but there's a lot of accounts that have been carried over for years that have zero balances, that we're just going to get rid of; just for clarity.

Councilwoman Duby: That will help a lot.

Councilwoman Jones: Thank you.

Mayor Newlands: Are there any other questions, concerns? Your monthly balances are out as well; what we're doing now is we'll make sure you have a rolling twelve months for all your balances, so next month you'll have October through October on your report here. And this is the end of the part of the year before we have taxes, so you're going to find that the money market account will get dwindled down tremendously in the next month or so, because we just moved \$200,000 from that account into the checking account to cover our bills for the rest of the year, until taxes start coming in in January. Okay, are there any other questions?

13. Old Business – Discussion and possible vote on the following items:

None

13. New Business – Discussion and possible vote on the following items:

- a. Approve Lien Certificate Fee of \$35.00 and late charge of \$50.00
- Mayor Newlands: This is a process that we have where we tell perspective buyers and attorneys for house closings, that there are no liens or no taxes or water bills due on properties. It's a Certificate that we fill out and pass back to the settlement attorneys. It has a fee attached to it of \$35 and a late fee of \$50. When it was approved back in 2009, the fees were never discussed in the actual motion, so Seth was concerned that having a motion without fees in it, could lead us to some problems.
- Seth Thompson: The other element was that without having a motion to determine the fee, it wasn't abundantly clear whether the \$50 was in addition to the \$35; if you were within the five day window and also whether you were charging per parcel or per owner. So, in essence, somebody could own two different lots, and do you pay \$35, or do you pay \$70? So it wasn't really clear. I just thought it would be good going forward to get that cleaned up in the event that somebody said wait a second; why do I have to pay this? We would at least have something to point to.
- Councilwoman DUBY: Where in here does it designate whether it's per owner or per parcel; because I went over this and I...
- Seth Thompson: And it doesn't.
- Mayor Newlands: It doesn't. We need to determine that.
- Councilwoman DUBY: Oh, I thought this was the draft.
- Seth Thompson: No, this is the one from 2009; although, again, the minutes don't reflect a vote on the numbers; this could be something that if you want me to rework, I can certainly do that. Really the main thing is you're basically adjusting your fee schedule so that you could make a motion to include this on your fee schedule with \$35 per parcel or per owner; however you decide to do it.
- Councilwoman DUBY: Well what goes to the lawyers? Do we send them a copy of this, because if we do, then we need to update this, so that it reads the way you want it to read, but if all we do is on the phone say this is the fee and it's per parcel or per whatever. I'm not sure exactly what it is we're supposed to do.
- Mayor Newlands: There's a form that we fill out for the settlement attorneys.
- Seth Thompson: I think they're just used to paying a certain price; I think the real estate attorneys are just used to having to pay that price; but I mean ideally we would put the numbers on the form; or at least refer to the Fee Schedule on the form, so that if the Fee Schedule is up-to-date they know where to look.
- Councilwoman DUBY: So do you want a motion to revise the form and does that have to come back to us for approval, or can we just move to pass a motion to revise the form and assume that the staff will take care of it or how do you want us to proceed, I guess? Obviously, what you're

saying is we have a problem and we need to fix it. How do we fix it?

Seth Thompson: The way it's noticed on the calendar today, again I think the easiest thing is you could pass a motion approving the Lien Certificate Fee of \$35, specifying whether that's per parcel or per owner; and specifying whether the late charges are in addition to the \$35. Really, I think that information belongs on the Fee Schedule, so you go back and revisit it at that time when you're going through the budget process.

Councilwoman DUBY: And it is per parcel, right?

Mayor Newlands: It is per parcel; that's what we've been doing. Because we have to go into every parcel and check to make sure there are no liens and also, when the Deed is changed, we go in and we update the parcel with the new owner.

Vice Mayor Betts: A late charge of \$50; when is that due? When does it become \$50 late charge?

Seth Thompson: If they request it within five days, I think.

Mayor Newlands: Five working days.

Vice Mayor Betts: And if they don't, then it's \$50.

Seth Thompson: If they request it prior to five days...

Vice Mayor Betts: It's \$35.

Seth Thompson: That's correct.

Vice Mayor Betts: But after five days, there's a late charge. Is that in addition to the \$35?

Mayor Newlands: It says a surcharge will be added, yes, it's in addition.

Vice Mayor Betts: In addition.

Councilwoman DUBY: Well let me try this. I move that the Fee Schedule and any relevant forms be updated to reflect as to requests for Lien Certificate Letters, that the fee is \$35 per parcel; that a \$50 surcharge for making requests in less than five working days and, that if there is a request for updated information, an additional fee of \$35 will be charged for that; the forms and the Fee Schedule make clear that all charges are per parcel, not per owner. Does that do it?

Seth Thompson: That does it.

Councilman Lester: Second.

Mayor Newlands: We have a motion and a second to illustrate the Lien Certificate Fees of \$35 per parcel and a late fee of \$50 additional, per parcel, onto the Fee Schedule and the relevant forms; and \$35 charge for updated information. All in favor say aye. Opposed. Motion carried.

- b. Discussion of Town Policy as to Town staff and Council press interviews
Mayor Newlands: I did a Google search and just did Town Media Policy as a Google search and I came up with two; I did the first two, just to give a sample out. So just so we have something to work from; just to give an idea of what other towns do. These are two different towns across the country. One is in North Carolina and the other one is in New Hampshire.

It's just the first two responses that popped up.

Councilwoman Duby: Since I requested that this be put on the agenda, I want to just say a couple of things as to why. I had a lot of concern about the article that was in the Gazette, on the front page, at the very top of the paper a few weeks back; after the Detective from Dover was here and spoke to us about drug and gang activity in Dover at the Police Chief's request that there was an outrageous headline that heroin use and gang use were up in Milton and so on. I think Mr. Howard's comment earlier this evening about press stories having an impact on Economic Development concerned me greatly. And it seemed clear to me from that article that in addition to the reporter being here reporting on that meeting, which, of course, is going to happen. We have no control over what the press writes about meetings that they cover here; but that in addition to that, that there had been an interview done with the Chief of Police and, if you read the article, it was clear to me, at least; that the headline was irresponsible. That what was in the article, was not reflected accurately in the headline; so that was number one problem. And the Mayor wrote a Letter to the Editor, which I thought was quite appropriate to the Gazette, about that; but the other issue that concerned me in a general way, and I am not suggesting anything vis a vis the Chief of Police at this point, at all; I'm just saying this raises the issue that when town staff, and it has been suggested to me by other Council Members that this apply to Council people as well; I don't have a huge problem with that; but I could see how some elected officials might have a problem with it. They might say I'm an elected official; I'm independent; I can say whatever I want to say; but the town staff is employees; so I'm suggesting this for the staff. I have no problem with it also being applied to us; that there be a policy in effect that says this is how we make determinations about who does interviews; what they have the authority to say. It concerns me because of my personal experience. For a number of years, I was a press spokesperson for two different organizations in Washington, DC and these were large organizations. One had 150 employees and one had 450; and I was senior enough and was designated as a press spokesperson, but I never, ever had the authority to simply go out on my own and make a statement. I had to be very sure that I had the company line down correctly and I dealt with the press department and a number of other people about this and secondly, there was a chain of command, if you will, about who made decisions. Were we or were we not going to take the interview with the Washington Post or whoever it was. Secondly, who was going to do it. Thirdly, what were, from the standpoint of the organization the talking points that we wanted to convey. And I'm just a little concerned that something like this can happen with one of our staff people. I have no problem, by the way, and we can talk about the details of this. I have no problem with the Chief of Police having full authority to speak when

there's a crisis situation; if he's dealing with an arrest, or something like that; but what I'm talking about here, is our general interviews to be done with the press in terms of, you know; is there an increase in heroin use in town; and are we going to put that out? Do we, as a town government want there to be a front page story about that? There may be times when we do. I don't know. I don't believe that this was one of them. So this is not an attack on Chief. I'm sorry he's not here to hear me say this. I'm not saying well let's get the Chief for what he did. That is not what this is about. That's over and done with. There was no policy, so therefore he was violating no policy, so I'm not concerned about that. I'm concerned about us having a policy going forward and I liked having the two, Mr. Mayor, that you gave us as samples and I would like to see us possibly discuss these and work with probably the Town Solicitor, I would guess, in drafting a policy and then approving it, that will apply from here on out. So that's the reason I put it on the agenda and that's my position.

Mayor Newlands: I would like to add, whenever we do this, is some of the social media sites, as well; because they are not addressed in here.

Councilwoman DUBY: Oh yes, I think it should be everything.

Mayor Newlands: And also chat rooms and things like that too. No we're not going to get any of this accomplished tonight as far as getting one written or drafted. So I think we need a volunteer, unless you want Seth to do this; we need a volunteer to draft up something for discussion points for the next meeting.

Councilwoman DUBY: I'm happy to have Seth do it based on the comments that we all make tonight; I would be more than happy to work with him on it, as well, because I have some experience with it.

Seth Thompson: And getting back to Councilwoman Hudson's comment earlier, I'll try and work in some sort of announcement provisions with regard to pending litigation.

Councilwoman Hudson: First of all, I do feel that there should be a policy regarding employees; but should not include Council Members. First of all, because Council Members are accountable to the voters. If you don't like what we're saying, you vote us out of office. I was appointed, but should I be elected, you can vote me out of office. Employees, however, are not accountable to the voters; they are accountable to the people who hired them and that would be the Town Manager who hires or the Town Council who hires; so the papers that you gave us apply to town employees and they say that basically all comments should go through the Town Manager. One thing I do agree with Deanna, is that it says here, and this is the paper that Cliff gave us, that the police shall be directed... Comments to the media regarding a police investigation shall be directed to the Chief of Police; that's an investigation. On this other page, it mentions emergency and crisis situations. Here's one article about heroin from our Chief that was in the Coast Press and he said "It's definitely

going to be an issue regarding quality of life if the trend continues. Nothing good is going to come out of this. The crime rate is going to go up. Ambulances will be responding to more cases. I predict it's going to get worse before it gets better.” Well this has nothing to do with investigation, emergency or crisis. This was an outrageous opinion which brought down the reputation of this town and the same with this. So that is why I am firmly in favor of a policy and again, referring to this paper that Cliff gave us; it says failure to comply will result in disciplinary action. I feel that there should be that included. When things like this are written, then I think that the Council or the Personnel Committee should get together and possibly discuss disciplinary action and I agree with Deanna going forward; not going backward; and doing anything about this is done, but I feel, and this is just my opinion, it had to do with the budget we voted 4-2 to cap the police at nine through attrition and not hire new people should two officers leave the force. I think this was just an attempt to change our vote on that, or effect our vote on that, and it really comes down to money and this had nothing whatsoever to do with investigation, crisis or emergency; so I'm all in favor of having the town employees have a policy in place, including the Chief of Police.

Mayor Newlands: Okay. We don't need to vote on anything to have the Town Solicitor start working on this, along with Councilwoman Duby. Any other comments or questions?

c. Introduction of the National Incident Management System for Emergency Planning, Response and Recovery (NIMS)

Mayor Newlands: Mr. Abbott will present this.

Win Abbott: Mayor and Council, this particular Resolution that you have before you is a virtual copy of a Resolution that was passed six years ago for Lewes, Delaware and there is no cost for implementing it and what I suggest is a matter of Best Practices with regard to Resolutions or changes of Ordinances going forward; is that we have a reading, one month; providing the Councilmen and the public a chance to digest this and ask questions and if all matters are settled, in the second month, then I would encourage you to adopt it. So in keeping with that, I would just recommend that by virtue of everyone having a copy of this, that it suffice as a first reading of a Resolution; to be taken up for a vote at the next Council Meeting.

Mayor Newlands: Did you give out a copy to the public tonight?

Win Abbott: I did.

Mayor Newlands: Okay. I'll put a copy on the website, as well.

Councilwoman Jones: Before we take that vote, I had a few questions.

Mayor Newlands: There is no vote tonight on this; this is just the intro to the whole process.

Councilwoman Jones: I was concerned with the number of courses being

given to some of the employees. What I just handed out to you was the implementation template for this. When I first read this, when Mr. Abbott introduced this to us, the first thing I found myself wondering, was why in the world or how in the world Milton had gotten under the radar since 2004 on this training? And that may be something that he doesn't understand either, but the paperwork I handed out gives you the type of response level; the personnel and the required training. One thing that is understood, at least this is where I work, there can be only one incident commander and yet there are four officers in the Police Department that would be slated for this and a lot of support staff that I would be interested in hearing the rationale, free or otherwise, why some of this is very extensive training for some of the non-emergency employees.

Win Abbott: The template that I provided you with is the most current template by job description from the Federal Emergency Management Agency and to have this training, by the way for the benefit of the public, all this training is free; it's available either on-site at the Delaware Emergency Management Agency in Smyrna; at the Delaware State Fire School in Dover; or on line training to all municipal employees. Currently it's a good way to make productive time of a slow February afternoon, as an example. But as a practical matter, Councilwoman Jones, according to the Delaware Fire Chief's Law, you will find that at a particular scene more often than not, that the Fire Chief or the lead officer at a Volunteer Fire Company will end up being the Incident Commander. Regardless of that situation though, it's important that all employees who may have some role in this are cognizant of the responsibilities of different people given different situations. As was the case with regard to the Media Policy, this is just a good first step moving forward. The requirements for certain levels of training for different people by job description are rolling over a five year period and so courses are updated and other ones are added on and this is just a good first step towards the town meeting the standards that all the other towns in Delaware, with a couple of exceptions; Milton's not the only one that's behind the ball on this; but nonetheless, it's a good first step for us to meet the standards that other towns have already met.

Councilwoman Hudson: I have a question. You said that training is free. I have heard that there is no such thing as a free lunch. I understand what you said, that on a slow day they could take some training on line, as they're sitting at their desks; but what about other training that involves travel and meals and comp time, overtime. We have a budget, so it's going to stay within budget, isn't it? I mean, each department has a training amount allotted for training.

Win Abbott: This should have no impact on our budget, and, as a matter of fact the lack of meeting these standards could have a big impact on our budget, if the town does not meet the standards under the Federal Emergency Management Agency Stafford Act for the ability of the town to

receive funds for both all Hazardous Mitigation Plans that is before an emergency happens and also Disaster Recovery. So, once again, there is practically zero cost in doing this and there could be penalties for not doing it.

Councilwoman Hudson: Thank you very much.

Mayor Newlands: And we have five years to comply.

Win Abbott: That is correct.

Councilwoman Hudson: Thank you.

Councilwoman Jones: And I do agree that it is time to get going on this issue, but again, four personnel in one department; only one of them is ever going to be the Incident Commander; and you're absolutely right; any time in an emergency situation that a Delaware Fire Chief appears on the scene, no matter who is there, he is in command. So, again, you've got four police responders coming in to all wear the same hat and it will not happen.

Councilman Lester: I would assume that's something that will be worked out. I do have a question. How do we mesh with the Fire Department, because they are a separate entity here in Milton?

Win Abbott: It's done all throughout the State of Delaware and the lack of training on the part of the Town of Milton represents a gap in our education and ability to coordinate our activities; certainly it's a gap that we're addressing at this time and we'll make it better.

Councilman Lester: Have the Fire Department personnel gone through this training?

Win Abbott: Yes, but I cannot vouch for the amount of training that each Fire Department employee, staff, line officer has gone through. I had a very positive engagement with the Bethany Volunteer Fire Company as Town Manager in Fenwick Island and the town of Clayton and the Clayton Volunteer Fire Company they were hand and glove; so nonetheless going forward, we'll make our training better and be better partners with the Volunteer Fire Company.

Councilwoman Hudson: The fire company in Milton is volunteer, as well and Jack Hudson is the President and his number is 684-8078.

Win Abbott: Thank you.

Mayor Newlands: Are there any other questions or comments?

- d. Referral of Planning & Zoning the application from Michael Hughes for the rezoning of the parcel located at 104 Mainsail Drive (2-35-14.00-89.08) from C1 (Commercial) to R1 (Residential)

Seth Thompson: This is just the phase where you're referring it to Planning & Zoning. We've had a couple of these, but it really starts the time line whereby Planning & Zoning needs to have their meeting and report back to you.

Vice Mayor Betts: We're just referring this to Planning & Zoning?

Seth Thompson: That is correct.

Councilwoman Jones: I have just a question. Mr. Davis probably will know this. How did this property get stuck in the middle of; or was he part and parcel of that all being a commercial location when it was developed?

Robin Davis: The area in question was part of Dr. Wagner's parcel originally, so all that when Dr. Wagner owned that, was under commercial. I don't know the intent of what Dr. Wagner had for those three parcels, beside his office; but I think his intent was to have doctors in those homes and then when Dr. Wagner evidently sold them, the three homes are three parcels all residential homes. Mr. Hughes came and asked me about 1-1/2 years ago; he's basically redoing his mortgage and he's having a hard time getting a favorable rate under a commercial property.

Councilwoman Jones: Thank you.

Councilwoman Hudson: Well at one time, one of the buildings was used for real estate and another building was used for medical imaging, so they were I know, at least two of the homes, were used for commercial purposes at one time.

Councilwoman Jones: I would like to make a motion that we refer the rezoning application from Michael Hughes for the rezoning of the parcel located at 104 Mainsail Drive (2-35-14.00-89.08) from C1 (Commercial) to R1 (Residential) to Planning & Zoning.

Vice Mayor Betts: Second.

Mayor Newlands: We have a motion and a second to refer the application from Michael Hughes' rezoning application to Planning & Zoning. All in favor say aye. Opposed. Motion is carried.

- e. Request from the Sussex County Council on behalf of the Milton Public Library to waive building permit fees for the replacement of the roof and HVAC units on the old portion of the library located at 121 Union Street
Mayor Newlands: Considering the fact that they give us this room every month and a number of other meetings, I think we owe them a few dollars.

Councilman West: I would like to make a motion that we do what the Sussex County Council requested.

Councilwoman Hudson: Waive the building permit fees.

Vice Mayor Betts: Second.

Mayor Newlands: We have a motion and a second to waive the building permits for the Milton Public Library. All in favor say aye. Opposed. Motion is carried.

- f. Finance Policies and Procedures: Purchasing

Mayor Newlands: We currently have a Purchasing Policy that requires the Town Manager to sign off on any purchase orders of \$500 and above; and Mr. Abbott, do you want to explain why this came about with this new

policy?

Win Abbott: Mr. Mayor, in response to what I view as a contention among the Council as expressed during the budget hearings that I was in attendance at, before I became an employee; I took that we need more control over the purchases that are made. I reviewed what we had in house and consulted with the Finance Committee with a draft Purchasing Policy that was developed, in part, from what I had done at Fenwick Island; what our Accounts Payable Clerk, Mrs. Rogers, had researched from what they were doing in the Town of Georgetown; the different policies were melded together, presented to the Finance Committee, which suggested some revisions; of which a Final Copy is before you.

Mayor Newlands: Now with this policy, the manager's within the different departments and supervisors will be asking for purchase orders, but nobody is going to approve them. Correct?

Win Abbott: The Town Manager will approve purchase orders.

Mayor Newlands: The ones over \$100?

Win Abbott: Yes.

Mayor Newlands: I didn't get that, from this. I thought you were only going to approve the ones over \$500.

Win Abbott: That is a matter for the Town Council to decide; but the policy that came out of the Finance Committee was \$100.

Councilwoman Hudson: \$100?

Vice Mayor Betts: \$100.

Councilman Lester: \$100 was approved by the Finance Committee, but there's been some discussion about whether it should be... \$100 is too low a number. It should be \$500.

Councilwoman Hudson: I don't think it's too low. I actually think it's too high, because when you figure how many \$99 could be spent... At one point, Marion was talking about under \$500, means how many times can you spend \$499 and not have any documentation for it; well how many times can you spend \$99 and not have any documentation. So, personally I think \$100 is too high. When we have Tom Wagner standing here saying that every dollar should be accounted for and in the past years we've heard from members of the Council that over \$1 million has been unaccounted for here, that every dollar counts. When we had one employee, he was fired for taking less than \$200; every dollar counts; so I think it should at least stay at \$100 or probably be any amount of money.

Mayor Newlands: I want to clarify something. This doesn't mean that we don't have receipts and any purchases are not documented. That's not why this is being implemented. We have receipts and documentation for every purchase we have.

Councilwoman Hudson: We've had 85 page stack of papers where some of them just had the names of credit card companies and didn't have exactly before the Council what the money was spent for.

Mayor Newlands: But we do have details and we do have the documentation; all the statements; all the receipts; it all exists, so don't think that this is being implemented because we don't have documentation. We have full documentation on every receipt for every purchase we have.

Councilwoman Hudson: I think it should stay at \$100. The other thing is, it says in here about all non-emergency purchases that are over \$100 will require a purchase order. I do understand that there are emergency situations; it says here unforeseeable events; but I don't think they should be excluded from a purchase order; I think perhaps within five business days after that emergency purchase, that there should also be a purchase order paperwork filled out. I don't think just because it's an emergency and that's what I'm reading here; it just says all non-emergency purchases shall require a purchase order. I think emergency situations should require a purchase order after the fact, at least that way we would have documentation of it. And the other thing, over here, it says (on the second page, the third paragraph down) if the amount of the purchase order exceeds the budgeted amount, the Town Manager's signature is required. Actually I think if the purchase exceeds the budgeted amount, and I'm talking non-emergency, then I think it should be an agenda item for the Town Council to vote on. I do not want to give up any vote or right by Charter. The Charter says that the Town Council will control the budget; it doesn't say the Town Manager controls the budget; so I do not think in non-emergency situations the Town Manager's signature should sign off on this. I think that's sort of like a slippery slope. I think all non-emergency purchases should be agenda items and the Council should vote on them.

Councilwoman Duby: All non-emergency purchases?

Councilwoman Hudson: That go over budget. That go over budget.

Councilwoman Duby: That go over budget. Okay.

Councilwoman Hudson: I'm sorry. I read here exceeds the budgeted amount. That go over budget. Anything that goes over budget and the Council voted on the budget and the Council should vote on anything that goes over the budget; that shouldn't be the Town Manager's signature.

Mayor Newlands: So you're saying the Town Manager's signature is required for anything over \$100?

Councilwoman Hudson: If it's within budget, yes.

Win Abbott: Yes, Sir.

Mayor Newlands: We don't think this is going to create a lot more paperwork? Yes, I think it is. We have full documentation on every expense, so don't get...

Councilwoman Hudson: We need the paperwork.

Councilwoman Jones: I have a comment, but I also...

Mayor Newlands: I'm asking the Town Manager a question.

Win Abbott: Mr. Mayor, once again I put together a proposal and put it through the Finance Committee. I operated under a system where we used pads that you buy; I think it's 100 carbon less copies that you buy at Staples that went through the Town of Fenwick Island where the aide created it and I was able to approve it the same day; it was pretty routine, really.

Councilwoman Hudson: I also think that having this system would protect the Town Manager, because we fired the last one; or the Town Council fired the last one. I think there needs to be some protections built in there.

Councilwoman Jones: I promise this is the last handout. I very much applaud the Town Manager for digging in on this issue which was a major concern, at least of mine, during the budget preparation and for putting it so quickly on the agenda of the Finance Committee. I think they did a great job. My comment is they didn't go far enough. What I presented to you tonight is the process that I use; does it create paperwork? You bet it does, but it also creates a great reference point for department heads and people who work their budgets. What I passed out was this, it's the 3-piece requisition made out in the department, signed by the department head and forwarded to the City Manager or Town Manager, in this case, for approval. In Mr. Abbott's notes, my note back to him would be requisitions should go directly to the Town Manager for approval prior to any, any purchase whatsoever. I can't even figure out the \$100 fuel in that I don't understand why we're not buying from a vendor who keeps a running tab and gives us a once a month bill for our fuel.

Mayor Newlands: We use Fleet and we get that report every month. He's talking about pre-approving it so they can go to the gas station and fill up their equipment.

Councilwoman Jones: I understand that and specifically they were talking about some of these big trucks that require at least \$100 or more dollars worth of fuel, so it was very specifically used for fuel. But in the case of anything else, the paperwork here before you said that you contact the accounting clerk before ordering from a vendor and supply them with a P.O. number. Well once that requisition is signed, it comes back as a piece of paper with a purchase order number on it that is then used in their billing process and it becomes a lawful guarantee of payment, in my personal opinion. Once this has been presented to the Town Manager, you'll see this also came with a copy of a quote that was signed by the department head first. Mine just happens to carry the copy of the fax transmittal where the order was sent off; and when this comes in the packing slip will not only go with it, so will a copy of the check that stated it was paid. But instead of my phoning Town Hall and saying there was no packing slip and communicate by phone call or email, that the item has been received, I have to sign this document in it's original form and I turn this into the Accounts Payable. It tells her also that my signature on this

document, then goes further and accounts for it in my inventory on a yearly basis for my department. So there's accountability far past filling out a requisition and following the purchase order. But come budget time, when I'm charged again with coming up with balances; what did we pay for; what exactly did it represent; I can go back to this particular file of Conference and Training and tell you what we paid for ammo. I think that it can create an issue once you've added on that you can get these purchase orders in an emergency situation, required immediately to ensure the safety of the citizens. That isn't seeing something on sale someplace and using a credit card to buy it. That's a debatable... You can challenge what emergency is or you can get away with it. It always leaves somebody to have to look over your shoulder to make sure you're doing it right.

Mayor Newlands: What threshold do you use in Rehoboth?

Councilwoman Jones: Any money you spend, you make out a purchase order and in small amounts, because I do this often, send out C.O.D. packages from property that's been claimed, that's a petty cash slip; that's acceptable. But if it's someone other than the Chief or myself, if you need repairs to your uniform, before it goes to the dry cleaner, we better know about it; because you're spending money.

Mayor Newlands: A purchase order for every purchase.

Councilwoman Jones: And that P.O., of course, that's paid out; that monthly bill comes for that uniform; but that is that employee's responsibility to notify us that there will be added expense. So other than, and I think \$100 threshold is really rather generous, but only if you're using it specifically for fuel and nothing else. Hey, it was \$99.98; we bought it; now give me my money back for it. It always leaves somebody to have to play the bad guy and say was that really necessary to ensure the safety of the public? And also, one comment I heard at the Finance Committee, I have to admit, was that I believe Councilman Lester made the comment that under the recommendation by Edmunds, that requisitions were actually to be quite beneficial and they recommended that you use them; not just P.O's. Was that not a correct statement?

Councilman Lester: Not Edmunds. Edmunds is a software manufacturer. It was the consulting accounting firm. They recommended it and the very last page in here; this is a flow chart of their recommendation; that comes directly from their accounting manual. As a matter of fact, most of the controls you're talking about, can flow right through the Edmunds Software. So you don't have to hand write this stuff; you can actually put it into the software.

Councilwoman Jones: But your department heads need to hand write these in order to request them.

Councilman Lester: Yes, that would be good.

Councilwoman Jones: In order to request Mr. Abbott look at this purchase with the appropriate account number on it, for Mr. Abbott to get this in his

hands and give due consideration to this request to make a purchase, I believe these should be manually filled out by the department heads or their designee. So, again, I really want to thank you for jumping on this. I think it's been badly needed and yes, I think it will produce volumes of paperwork.

Councilman Lester: The other thing we suggested, is these particular acquisition slips be numerically sequenced. They have to be controlled, because you could make something like that disappear if you really want to. So if everything is numerically controlled, you know that every slip of paper is accounted for.

Councilwoman Jones: But this slip of paper goes with this slip of paper.

Councilman Lester: But if these things are numerically controlled.

Councilwoman Duby: They should have a number on them.

Councilwoman Jones: Why? I don't understand. Or maybe I don't know how to cheat the system.

Mayor Newlands: They can make them disappear after the fact.

Councilwoman Duby: They can disappear and if you have numbers on them, you'll know that one has disappeared.

Councilman Lester: If you go into a restaurant that uses the old fashioned check, when they write it up; if you look at the number, there's a number on there and I can tell you that I have restaurant clients they account for those numbers every day. They make sure they've accounted for every ticket.

Councilwoman Jones: What would someone do with one of these requisitions? If you have concern, can you tell me what it is?

Councilman Lester: People can think up all kinds of reasons to put through a purchase order; because if it's not controlled, I can give you a purchase order for X, destroy this and come up with a purchase order for Y, that will almost match this and maybe the prices will be different.

Councilwoman Hudson: Better to have a purchase order, then not to have a purchase order and then have over \$1 million unaccounted for.

Councilwoman Jones: This purchase order in your hand, actually came with my handwritten requisition; attached to what you have is my handwritten requisition; it's already been signed by my department head and then sent over.

Councilman Lester: We know you're true blue and honest; but you've heard the story about the bookkeeper that's worked here for 30 years and I really trust her and she's building a house in Costa Rica. We could really trust you to do this, but you could come back and change that.

Councilwoman Jones: Actually, and the truth is, unfortunately the Town of Rehoboth Beach was involved in I don't know how many tens of thousands of dollars by a department head who was buying other things and actually the vendor was in on it; but it proofed itself out in the end.

Councilman Lester: Well that's the other problem; you would never know

that.

Mayor Newlands: We would need pre-printed forms then, if we were going to number these. Correct?

Councilman Lester: Yes.

Councilwoman Jones: This requisition comes in a three ply.

Mayor Newlands: So to have that, it's just another expense, that's all that I'm saying.

Councilwoman DUBY: You could buy books of them that are numbered, too, I would think. It seems to me...

Councilwoman Hudson: You're talking about expense; we just spent \$50,000 to have an audit done; so I think this is an expense we should have.

Mayor Newlands: I think the threshold is too low. I think you make it \$250 maybe to start with. I think it's too low right now.

Councilwoman Jones: I totally disagree with you and I think there needs to be an accounting and Mr. Wagner stood here; it's in the minutes we approved tonight. You have to account for everything. The time has come.

Mayor Newlands: We do account for everything. I think the paperwork is too much at this point. That's all. Everything is accounted for. And what is this \$1 million you're talking about that's missing.

Councilwoman Hudson: That's what Norman said. He went on the record and said that there was \$1 million unaccounted for.

Councilman Lester: I think what you're referring to the \$1 million of assets that we didn't own; that was not accounted for.

Mayor Newlands: Yes. It's not dollars.

Councilman Lester: It's not dollars.

Councilwoman Hudson: Okay.

Councilman Lester: No it was \$1 million worth of assets.

Councilwoman Hudson: There was a lot of money unaccounted for.

Councilwoman Jones: Again, in case it got lost, thank you very much Mr. Abbott.

Councilwoman DUBY: Yes, thank you. I think this is an excellent idea and I think we can all tinker with what the level should be and what the exact document should be, but this is an important step.

Councilwoman Hudson: Yes, we need to proceed with it and have accountability, better accountability.

Councilman Lester: The only other step as I recall the Finance Committee recommended was that town vendors be notified when we enter into the system that if they don't have a purchase order, they're not going to get paid.

Councilwoman Jones: One of the reasons I say about the department signing off on that purchase order and then sending it to the accounting person, that phone call or that conversation, that accounting clerk could be

in the middle of something else, up to her eyeballs and somebody has called and said okay it's here; and maybe I'm saying this about myself, I put it on a sticky note that ends up on the back of some other piece of paper and I lose it; but if you've actually, physically returned that purchase order back to the accounting clerk, she has in her possession what she needs to then watch for the invoice, the billing if there's a billing discrepancy, it's really to her benefit to have that paperwork in her hand and not just a phone call to say it's here.

Councilman Lester: This is just one of a number of controls that the consulting firm has recommended and we have to sit down and go through this book; I've been going through it and I went through part of it with Mrs. Rogers. There's a lot to digest and a lot for us to put into place. We're not going to do it overnight, but slowly we're getting there.

Councilwoman Hudson: So we'll come back to this next month and continue to work on this purchasing order. Will it be revised and brought back next month?

Councilman Lester: Yes we can.

Win Abbott: May I remind you that the Finance Committee will not be meeting again until January.

Councilwoman Hudson: Okay.

Councilwoman Duby: Are the differences such that we could approve this so it could get started being used; maybe make a decision on the upper limits or whatever; because if we're going to do it, we need to do it. I would like to see it be in effect.

Mayor Newlands: I don't have a problem with the procedure, I just think the amount is too low to cause paperwork and because we're not losing... We have documentation.

Councilwoman Duby: Can we take a vote on that and just see what people think?

Councilwoman Jones: Can I hear why you think it's too low?

Mayor Newlands: I think it's going to cause too much paperwork. We have documentation for everything, so I think we're just going to have too many purchase orders.

Councilwoman Jones: What you have are invoices presented to you with no previous approval for spending it.

Councilwoman Hudson: Receipts with no paperwork to go with it.

Mayor Newlands: A lot of what these guys do, they're in Ace Hardware, they're buying things; they're in Lowes, they're buying things.

Councilwoman Hudson: They shouldn't be.

Councilwoman Jones: Do we have an account with Ace Hardware?

Mayor Newlands: Yes.

Councilwoman Jones: Do you get a monthly bill?

Allen Atkins: We're out at Ace Hardware and Lowes and places like that.
[garbled]

Councilwoman Duby: I think if the public works guys need a few screws from Ace Hardware and they have to go through two days, that puts them behind two days; so I think when it's small stuff like that, I get a little nervous about it too.

Mayor Newlands: Right. That's all I'm trying to prevent is...

Councilwoman Jones: Wouldn't that fly under the \$100 radar for something?

Mayor Newlands: Depending on what they're buying, yes.

Councilwoman Duby: You're saying \$100 is too low. Marion wants to have it be everything.

Vice Mayor Betts: No, I think \$100.

Councilwoman Hudson: I said at least \$100; I'll go along with \$100. But I prefer it to be lower, but certainly not \$500, but I will vote for \$100 and we could start with a purchase order and then work on our policy at the next meeting; continue with the policy at the next meeting. I think we should vote on approval for purchase order tonight; like Deanna says and get started with at least that.

Councilman Lester: If we get started with \$100, we can just see how it works.

Councilwoman Duby: Yes and if it turns out to be too burdensome, you can come back and give us some examples of that.

Councilwoman Hudson: And also that emergency situation, they should also send in a purchase order after the fact so we have the paperwork for it. That's not here, but I think all those purchases that are over \$100 should require a purchase order; non-emergency should be pre-authorized and emergency situations should have the paperwork done within a specific time period after the emergency.

Councilwoman Duby: Why don't we try this. How about if we take a vote on a motion to approve the procedure for purchasing, pending possible amendment to the policy itself; but that we approve this procedure so that they can start doing it at Town Hall. Does that make sense?

Mayor Newlands: Would this have to go before the Finance Committee again or can we just modify it?

Councilman Lester: I don't think so. The Finance Committee is just a recommendation.

Mayor Newlands: Right, so if we had that, we can just get this fixed up for December and bring it back for next month with all of the changes that we wanted, instead of doing multiple things.

Councilwoman Duby: And just not do anything tonight?

Mayor Newlands: Yes.

Councilman Lester: Unfortunately, our meeting is the fourth Wednesday and it bumps right against Thanksgiving and Christmas.

Win Abbott: Mr. Mayor, if I may, the Finance Committee, as all the Committees are subordinate to the Council; their function is to make your

life a little bit easier; so therefore, you call the shots.

Mayor Newlands: I think we can just fix up the wording and put in what the emergency pieces that Ms. Hudson wanted to do, as far as so many days after the emergency we have to have a purchase order; I don't have a problem with that. I think Council can approve it. I mean, the substance is there for the Finance Committee; they've already gone through all of that and that's fine. I think the fine tuning we can do here in the next month.

Councilman Lester: Right.

Councilwoman Hudson: Should I make a motion?

Mayor Newlands: We're tabling it until next month.

Councilwoman Hudson: Oh, we're tabling it. All right.

Mayor Newlands: So we don't have to do anything.

Councilwoman Hudson: Okay. Tabling the whole thing until next month. Make a motion we table it until next month.

Mayor Newlands: We have a motion to table this until next month.

Vice Mayor Betts: Second.

Mayor Newlands: We have a motion and a second to table this purchase order policy until December. All in favor say aye. Opposed. Motion is carried.

15. Executive Session: Discuss Personnel Issues, Litigation and Land Acquisition

Mayor Newlands: Can we get a motion to go into Executive Session?

Councilwoman Duby: I move we go into Executive Session at 8:18 p.m.

Vice Mayor Betts: Second.

Mayor Newlands: We have a motion and a second to go into Executive Session. All those in favor say aye. Opposed. Motion carried.

Mayor Newlands: Can we have a motion to come out of Executive Session?

Councilwoman Duby: I make a motion to come out of Executive Session at 9:30 p.m.

Councilman West: Second.

Mayor Newlands: We have a motion and a second to come out of Executive Session. All in favor say aye. Opposed. Motion carried.

Councilwoman Duby: I move that we approve filing a Motion to Intervene in the Public Service Commission matter related to Tidewater that we discussed in Executive Session.

Councilman West: Second.

Mayor Newlands: We have a motion and a second to have the lawyers, Seth Thompson, intervene with the Public Service Commission on our behalf. All in favor say aye. Opposed. Motion carried.

16. Adjournment

Councilman West: I make a motion to adjourn at 9:31 p.m.

Councilwoman DUBY: Second.

Mayor Newlands: We have a motion and a second to adjourn. All in favor say aye. Opposed. Motion carried. Thank you all.