

**Town of Camden**  
**Regular Town Council Meeting**  
**Camden Municipal Building**  
**January 7, 2013**

**CALL TO ORDER**

Mayor Edmanson called the meeting to order at 7:00 p.m. and noticed that this regular Council meeting is being held in compliance with Delaware Open Public Meeting Act by posting the agenda on December 31, 2012, in the following manner:

- a. The electronic sign; and
- b. The Official Bulletin Boards; and
- c. The official Town of Camden Web Site.

Mayor Edmanson led attendees in the Pledge of Allegiance and a moment of silence

Council Attending: Mayor Edmanson, Vice Mayor King, Councilman Casquarelli, Councilman Dougherty, and Councilman Green.

Council Absent: None

Staff Attending: Town Manager Aaron Chaffinch, Town Clerk Amanda Wooleyhand, Chief William Bryson, and Town Solicitor, Craig Eliassen.

**AMENDMENTS**

None

**ANNOUNCEMENTS**

- MUNICIPAL ELECTION is scheduled for Saturday, February 23, 2012 from 12-8pm at the Camden Municipal Building. We currently have one council set open. Qualified parties may submit a letter of intent to the Town Clerk no later than the close of business on Friday, January 25, 2013.

**MINUTES**

Motion made by Councilman Green, seconded by Councilman Dougherty to approve the December 3, 2012 regular meeting minutes. All in favor; none opposed.

**CORRESPONDENCE**

None

**FINANCE REPORT**

Patrick Cullen stated that the Revenue is up 11%, roughly \$260,000, versus the budgeted revenue.

Patrick Cullen explained that the expenditures for the Town are 8% higher than budgeted. Mr. Cullen explained that this is not a major area of concern because the budget will fluctuate from month to month.

Mr. Cullen stated that the final Audit report for June 30, 2011 is completed and will be posted online and distributed to Council.

Mr. Cullen stated the Audit for 2013 was postponed, but will begin in February.

Councilman Green asked the reason for the increase in revenue?

Mr. Cullen stated the increase was due to construction/permit fees, and Real Estate Income from Barclay Farms and Tidbury Crossing.

Councilman Green asked if we could look at a cash flow statement to see where the Town is at as of today.

Mr. Cullen stated he will do a cash flow for the next meeting.

Councilman Dougherty stated that the mortgage revenue account has an extra \$9,000.00 in it and would like the overage applied towards the principal balance of the mortgage.

Mr. Cullen explained he would like to look at the cash flow statement, and then decide on an amount.

## **POLICE REPORT**

Chief Bryson's report included but was not limited to traffic arrests and criminal activity.

Chief Bryson explained the equipment budgeted line was \$6,000.00 but they have spent \$13,000 as of today, but roughly \$9,000.00 will be reimbursed to the equipment budget line.

Chief Bryson stated his concern was the cost of the vehicle repairs for the vehicles that were involved in accidents over the past few months. He explained that each deductible was \$1,000.00 and that comes out of the vehicle maintenance budget account, but is not reimbursed to the vehicle maintenance account.

Councilman Green asked Mr. Cullen the reason for it coming out of the vehicle maintenance budget account but not being reimbursed to the vehicle maintenance budget account?

Mr. Cullen stated the reason it is not being reimbursed to the vehicle maintenance budget account is because of timeliness issues and appropriateness of accounting issues. He explained that all accounts will be analyzed and re-classified.

Councilman Green asked Chief Bryson when they were picking up the new police vehicle.

Chief Bryson stated the new vehicle would be picked up tomorrow and on the road in a few weeks.

#### **TOWN MANAGER REPORT**

Mr. Chaffinch stated the majority of the catch basins have been completed. There are a few catch basins in Tamarac on property that will be completed towards the end of the project.

Mr. Chaffinch stated that the Town's account Specialist is leaving and Amanda Wooleyhand will be taking over the Account Specialist position. He stated he is reviewing application for the Town Clerk position.

Mr. Chaffinch stated that 118 N. Main Street did not go to Sheriff Sale on January 3, 2013 because it was taken off the list by the mortgage company. He stated he had a meeting with the owner on January 2, 2013 and the owners did not show.

Councilman Green asked if 118 N. Main Street was condemned or was it removed?

Mr. Chaffinch stated that the property was condemned and now all permits are expired.

Councilman Green asked if the Town can keep the house looking clean from the outside?

Town Solicitor Craig Ellison stated the Town can keep the outside looking clean.

Councilman Casquarelli asked if the home can be demolished?

Mr. Chaffinch stated the owner is in MI and they did look at prices a long time ago to demolish the home. He stated he received a call from Mr. Burke today and Mr. Burke explained he knew someone that would demolish the home for the Town.

Councilman Caquarelli asked the percentage of catch basins still left to repair?

Mr. Chaffinch stated there are 3 catch basins left to repair.

Councilman Casquarelli asked the update on the projects in Camden?

Mr. Chaffinch stated Redner's would be completed in February, and Cheddar's would be completed April 20<sup>th</sup>, 2013.

Councilman Casquarelli asked the estimated real estate taxes the Town would receive from the projects?

Mr. Chaffinch said he will check with Kent County.

**CAMDEN WYOMING FIRE DEPARTMENT**

No member present

**CAMDEN WYOMING SEWER & WATER AUTHORITY**

No member present

**FRIENDS OF HISTORIC CAMDEN**

Mrs. Green stated there is a meeting January 15<sup>th</sup> at Barclay Farms.

Mrs. Green stated there is a meeting on January 17, 2013 at 2:00pm at the Smyrna Rest Area Conference Room in regards to the Harriet Tubman Byway.

Mrs. Green stated that the Brecknock Manor House fundraiser is on April 7<sup>th</sup>, 2013 at the Schwartz Center. The cost is \$20.00 per person.

Mrs. Green stated June 8<sup>th</sup> is Camden Day.

**MAYOR**

Mayor Edmanson thanked everyone who attended the first annual “Caroling in Camden” event on December 7, 2012.

Mayor Edmanson explained that all expense from the Caroling in Camden event came from the Holiday Fund.

Mayor Edmanson stated that those were some outstanding numbers to hear in regards to the budget and he is glad that current council is very frugal with money.

Mayor Edmanson thanked Amanda Wooleyhand for the successful transfer from Town Clerk to the Account Specialist position.

**NEW BUSINESS**

*Appointment of new members to Board of Adjustments*

1. *Casey Waithe-3 year term effective January 1, 2013, expires December 31, 2015*

Mr. Chaffinch stated he met with Ms. Waithe and she has very good credentials.

Motion was made by Councilman Dougherty, seconded Councilman Casquarelli to approve Casey Waithe to the Board of Adjustments for a 3 year term effective January 1, 2013 and expiring on December 31, 2015. All in favor; none opposed.

2. *John Badger-2 Year term effective January 1, 2013, expires December 31, 2014*

Councilman Dougherty stated he has known Mr. Badger for several years and is a great person.

Motion made by Councilman Green, seconded by Councilman Casquarelli to approve John Badger to the Board of Adjustments for a 2 year term effective January 1, 2013 and expiring on December 31, 2014.

**OLD BUSINESS**

*Bicycle Storage*

Mr. Chaffinch stated he met with Councilman Green today at the Public Works warehouse to see if there was a place to store the bicycles.

Councilman Green thinks putting bikes in the public work warehouse and a chain link fence at the public works building is a bad idea. He proposed putting a shed on the concrete pad that extends out from the building if the Town's code would approve.

Chief Bryson stated he talked to Stewart Welch and he proposed a lean to off the pole building. Chief Bryson asked if the Town would need a variance for that option.

Town Solicitor Craig Ellison said yes.

Councilman Green suggested to the Chief to set up a meeting with Mr. Townsend.

*Discussion on potential use for base rental amount received from tenants*

Mayor Edmanson stated he would like to pay the mortgage down, but the Town needs to be smart about it. He stated that this is a 40 year mortgage, and not a 30 year mortgage.

Councilman King asked Mr. Cullen the possibility of the Town being able to refinance the building.

Mr. Cullen stated the costs are prohibited to refinance, and the Town has the lowest rate possible.

Councilman Dougherty stated he would like to see six months of total expenses in the savings account.

Councilman Dougherty asked Mr. Cullen if we could spread the extra money in the mortgage account over the next six months and pay the extra each month towards the mortgage premium.

Mr. Cullen recommended making a one-time payment with the extra money in the mortgage account.

Councilman Green asked if the Town has recovered the money from the move from the third to the second floor.

Mr. Cullen stated No the Town has not, and he would like to do a cash flow before making any decisions.

Mr. Chaffinch asked Mr. Cullen why there was extra money in the mortgage account?

Mr. Cullen stated it was a fixed payment of "X" amount of dollars and that was times by 12 months, so there is some difference there. Also, the mortgage account already had a balance prior to this year's budget.

*Hire of New Police Officer*

Councilman Green stated he has received positive feedback in regards to hiring a new police officer. He asked Chief Bryson if the Town can afford a new police officer at this time?

Chief Bryson stated that the salary plus benefits for a new police officer is \$63,187.20. This cost does not include training and uniforms.

Chief Bryson stated that around the beginning of January we no longer have the cops grant and the cost of that police officer is \$75,000.00.

Mayor Edmanson stated that he will not raise Town Taxes and we can try and incorporate the hiring of a new police officer in next year's budget.

Chief Bryson suggested before hiring a new police officer, the Town try and find part time help which usually pays around \$20.00 an hour.

Councilman Casquarelli asked Chief Bryson if there was anyone retiring?

Chief Bryson stated not as of right now, maybe 3 years.

Councilman Green suggested waiting until next year and look again at the cost of hiring a new police officer and the Towns budget.

**PUBLIC COMMENTS**

None

**COUNCIL COMMENTS**

None

**EXECUTIVE SESSION**

*To consider a personnel matter in which the names, competency, and abilities of employees will be discussed. 10004 (b)(9)*

At 8:48PM a motion was made by Councilman Green, seconded by Councilman Casquarelli to go into executive session to consider a personnel matter in which the names, competency, and abilities of employees will be discussed. All in favor none opposed.

At 9:38PM a motion was made by Councilman Green, seconded by Councilman Casquarelli to return from executive session into regular session. All in favor none opposed.

**ADJOURNMENT**

At 9:39 p.m. a motion was made by Councilman Green, seconded by Councilman Casquarelli, to adjourn the regular meeting. All in favor; none opposed.

*Respectfully submitted,*

*Amanda Wooleyhand, Town Clerk*