

December 12, 2023 Public Hearing & Council Meeting Minutes

This meeting was available on Zoom.

Mayor McPhaul asked everyone to rise for the Pledge of Allegiance.

Councilman T. Jones led the prayer.

Mayor McPhaul called the meeting to order at 6:29 p.m. with all members of Council present. Town Attorney Richard Matthews was also present.

Adopt Agenda:

On a motion by Council President Cox, seconded by Councilman T. Jones and carried the agenda was approved as presented.

Recess Council Meeting and Call Public Hearing to Order:

On a motion by Council President Cox, seconded by Councilman T. Jones and carried the Council Meeting was recessed and the Public Hearing was called to order.

Overview of Proposed Ordinance Amendment "Permitted Uses and Conditional Uses":

Planning Commission, Vice Chair Joshua Bateman gave a brief overview of the proposed ordinance amendment pertaining to B-1, MU-1, and M-1 zoning districts. Mr. Bateman did bring to the attention of Council one change that would need to be amended if accepted. In Section 605.03-08 the word "repair" needs to be removed as it would conflict with Section 605.02-3.

There were a few questions from Council that were addressed during the presentation to clarify some specific items.

There were no comments or questions from the Public.

As there were no other comments it was motioned by Council President Cox, seconded by Councilman K. Jones and carried to adjourn the Public Hearing and Reconvene the Town Council Meeting.

Presenters:

There were no presenters.

Citizen's Wishing to Appear:

There were no citizens wishing to appear.

Clerk's Report:

- A. **Reading/Approval of November 14, 2023 Council Meeting Minutes** – Councilman Bernstorff and Councilman K. Jones made note of a typo under New Business item A should be corrected to Leaf Pick-up not Leak Pick-up. On a motion by Council President Cox, seconded by Councilman K. Jones and carried the reading of the November 14, 2023 meeting minutes were dispensed with as they are a matter of public record and previously provided to Council and were approved as amended.

Treasurer's Report:

- A. **Treasurer's Report** – Amanda Morman gave a brief update on the status of the general operating fund as of December 1, 2023. Mrs. Morman advised the auditors came in November and hope to have things wrapped up soon. Mrs. Morman also advised the Commissioner of the Revenue's office continues to send abatements and supplements for completion. Mrs. Morman stated in the

five months since transferring the water sale money to the VIP fund the Town has earned over \$42,500 in interest. On a motion by Councilman K. Jones, seconded by Council President Cox and carried the Treasurer's Report was accepted as presented.

- B. Bills Paid and Presented for Payment** – On a motion by Councilman Bernstorf, seconded by Council President Cox and carried the Bills Paid and Presented for Payment were approved as presented.

Sussex Service Authority Report:

No one from Sussex Service Authority was present to provide a report.

Planning Commission Report:

Commission Secretary, Yvonne Williams advised there was no report at this time. The next meeting will be January 4, 2024.

Zoning Administrator:

Mayor McPhaul advised Mr. Copeland is working on simplifying the current fee schedule for zoning violations.

Mayor's Report:

Mayor McPhaul stated she received an email from the engineering company, Kimley Horn, advising representatives should be contacting or coming by Town Hall in the coming weeks to submit permits and site plans for Wawa. Mayor McPhaul stated the Christmas tree lighting event was a success with roughly 50 attendees. Public Works did a great job getting the grounds decorated and the event set-up. Mayor McPhaul stated in the New Year she would like the Planning Commission to see about adding requirements for landscaping of new businesses along Hwy 460 and Main Street.

Departmental Reports:

- A. Police** – No one was present from the Sheriff's Department.
- B. Public Works** – Councilman K. Jones mentioned leaf pick to include pine needles will continue into mid-January.

Standing Committee Reports:

- A. Health & Safety** – Councilman T. Jones advised on December 8th he attended a meeting conducted by the Sussex Community Health Action Team. At the meeting it was talked about having AED machines installed in all the police cars.
- B. Finance** – Councilman Bernstorf advised he had no report.
- C. Memorial/Beautification** – Councilwoman Norris stated SCYMAC's parade was well attended and it was great to be able to see participation from Sussex schools as it was a week earlier than usual. Councilwoman Norris stated she would be sending over information regarding Christmas light pole decorating.
- D. Public Property** – Council President Cox reiterated how great having the museum is for having various sponsored events throughout the year. Council President Cox advised he was informed there was staging of tractor trailers at Hardees a few days ago that caused some traffic concerns and once he informed the Sheriff the situation was taken care of quite quickly.
- E. Streets** – Councilman K. Jones advised he had no report.

Old Business:

- A. **USDA – Rural Business Development Grant** – Mayor McPhaul advised this is a \$150,000 grant to the Town where new business owners can apply for up to \$20,000 to start a business within the Town limits. Payment terms would be at 2% interest. This funding is expected to be available starting late winter or early spring time frame.
- B. **Update to Town Code** – Mr. Matthews advised the draft is progressing.
- C. **Industrial Revitalization Fund Grant** – No new update at this time.
- D. **Economic Development Authority (EDA)** – No new update at this time.
- E. **Community Block Loan Grant** – No new update at this time.

New Business:

- A. **Ordinance Amendment “Permitted Uses and Conditional Uses”** – On a motion by Council President Cox, seconded by Councilman Bernstorff and carried the proposed amendment to the Land Development Ordinance was accepted with the amended wording to exclude “repair” in Section 605.03-8.

As there was no further business to come before Council the meeting was adjourned at 7:07 p.m. on a motion by Council President Cox, seconded by Councilman K. Jones and carried.


Clerk of Council


Mayor