

**TOWN OF ELSMERE  
SPECIAL COMBINED MAYOR AND COUNCIL  
AND FINANCE COMMITTEE MEETING MINUTES  
JUNE 4, 2016  
TOWN HALL  
9:00 A.M.**

**CALL TO ORDER:** Mayor Steven Burg called the meeting to order at 9:00 a.m.

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENT PRAYER FOR THOSE WISHING TO DO SO**

**ROLL CALL:**

MAYOR	STEVEN BURG	PRESENT
1 <sup>ST</sup> DISTRICT	JOHN JAREMCHUK, JR.	PRESENT
2 <sup>ND</sup> DISTRICT	TED PFIRRMANN	PRESENT
3 <sup>RD</sup> DISTRICT	ROBERT KACPERSKI	PRESENT
4 <sup>TH</sup> DISTRICT	EDWARD ZIELINSKI	PRESENT
5 <sup>TH</sup> DISTRICT	JOANN I. PERSONTI	PRESENT
6 <sup>TH</sup> DISTRICT	BRIAN HURST	PRESENT

Town Solicitor, Edward McNally – Absent

Town Manager, John Giles – Present

Chief of Police, Laura Giles – Present

Paul Chalfant – Absent

Ronald Russo – Present

Stevenie Keeley - Present

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**ACTION:** A motion was made by Councilwoman Personti to go out of order and discuss New Business Items 4 & 5 regarding the awarding of contracts based on RFPs. The motion was seconded by Councilman Jaremchuk.

**VOTE:** 7-0 All-in-favor Motion carried

Consideration of awarding a contract for Audit Services based upon the responses to RFP 16-01.

Finance Director Joseph Schulcz presented the results of RFP 16-01.

**ACTION:** A motion was made by Councilman Jaremchuk to award RFP 16-01 for Audit Services for the years 2016, 2017 and 2018 to Haggerty & Haggerty in the amount of \$61,200.00. The motion was seconded by Councilman Hurst.

**VOTE:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – Yes, 4<sup>th</sup> District – No,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

Consideration of awarding a contract for Landscape Maintenance Services based upon the responses to RFP 16-02.

Town Manager John Giles presented the results of RFP 16-02. He stated that there were only two bids, one was from Paoli Services for no increase the second was from a company who bid weed control only.

**ACTION:** A motion was made by Councilman Jaremchuk to award RFP 16-02 for Landscape Maintenance Services to Paoli Services. The motion was seconded by Councilman Zielinski.

**VOTE:** 7-0 All-in-favor Motion carried

Consideration of Resolution Number 16-06.

**ACTION:** A motion was made by Councilman Jaremchuk to approve Resolution 16-06. The motion was seconded by Mayor Burg.

**ACTION:** A motion was made by Councilman Kacperski to amend Resolution 16-06 by capping the authorized borrowing limit at 20 Million Dollars. The motion was seconded by Councilman Jaremchuk.

**VOTE ON THE AMENDMENT:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – Yes, 4<sup>th</sup> District – No,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

**VOTE ON ORIGINAL MOTION:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – Yes, 4<sup>th</sup> District – No,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

Consideration of Resolution Number 16-04.

Town Manager John Giles stated that the Mayor and Council must annually set the Tax Rate, in addition they have passed a resolution that says that they will consider raising taxes by COLA each year. This year that would mean a .24% increase which is equivalent to \$1.05 per household.

**ACTION:** A motion was made by Councilman Jaremchuk to approve Resolution 16-04 with an increase in the base tax by .24%. The motion was seconded by Councilwoman Personti.

Finance Committee Member Ron Russo stated that he encourages the Mayor and Council to increase the taxes by COLA.

**VOTE:**           3-4                   Motion Defeated

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – No, 4<sup>th</sup> District – No,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – No, Mayor – No

Consideration of Resolution Number 16-05.

**ACTION:** A motion was made by Councilman Jaremchuk to approve Resolution 16-05. The motion was seconded by Councilwoman Personti.

**VOTE:**           7-0                   All-in-favor                                   Motion carried

Presentation, Discussion and Public Hearing concerning the FY 2016-2017 Proposed Operating, Revenue and Capital Budgets.

**PUBLIC SAFETY DEPARTMENT**

Chief Laura Giles stated that she has a number of changes to make in her department based on the resignation of an officer within the Department. She would like the Mayor and Council to consider transferring officers into the State of Delaware Pension Plan once they have been with the Town for 5 years. She made the following Line Item Changes from the budget submitted to the Mayor and Council on May 16, 2016:

**Revenue**

- Other Income Public Safety – Increase to \$1,000.00
- Towing – Increase to \$13,500.00

**Expenses**

- Salary – Reduced to \$652,799.00
- Salary Seasonal – Reduced to \$17,000.00
- Holiday – Reduced to \$17,875.00
- Payroll Taxes – Reduced to \$29,118.00
- Pension Contribution – Reduced to \$70,561.00
- Health Insurance – Reduced to \$139,778.00
- Insurance Life, LTD, STD – Reduced to \$8,191.00
- Workers Compensation – Reduced to \$29,500.00

**ACTION:** A motion was made by Councilman Jaremchuk to move officers into the State of Delaware Municipal Police and Firefighters Pension Plan after 5 years of service with the department. The motion was seconded by Mayor Burg.

**VOTE:** 7-0 All-in-favor Motion carried

**ACTION:** A motion was made by Councilman Jaremchuk reduce the authorized staffing level of the Elsmere Bureau of Police from 13 Officers to 12 Officers. The motion was seconded by Councilman Zielinski.

**VOTE:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – No, 4<sup>th</sup> District – Yes,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Public Safety Departments Budget as amended. The motion was seconded by Councilwoman Personti.

**VOTE:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – No, 4<sup>th</sup> District – Yes,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

## **ADMINISTRATION DEPARTMENT**

Town Manager John Giles presented the proposed budget.

**ACTION:** A motion was made by Councilman Jaremchuk to remove all Emergency Operation funds in all Departments. The motion was seconded by Councilwoman Personti.

**VOTE:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – No, 4<sup>th</sup> District – Yes,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

**ACTION:** A motion was made by Councilwoman Personti to reduce the Discretionary Funds Line Item to \$1,500.00. The motion was seconded by Councilman Jaremchuk.

**VOTE:** 7-0 All-in-favor Motion carried

At this time there was a brief discussion where the Town Manager explained why the Town should remain members of the Delaware League of Local Governments.

At this time there was a brief discussion where the Town Manager explained why he thought that it would be a bad idea to reduce the Gas/Electricity Line Item for Town Hall.

**ACTION:** A motion was made by Councilwoman Personti to reduce the Training Line Item to \$2,000.00. The motion was seconded by Councilman Zielinski.

**VOTE:** 7-0 All-in-favor Motion carried

The following line item changes were proposed.

**Revenue**

- Abandoned Property Revitalization Income – Increased to \$50,000.00

**Expenses**

- Contract Professional Services – Reduce to \$24,507.00
- Discretionary Funds – Reduced to \$1,500.00
- Emergency Operations – Reduced to \$0.00
- Training – Reduced to \$2,000.00

**CODE ENFORCEMENT**

Mayor Burg asked why there was a need to decrease the Code Enforcement Violations Line Item.

Town Manager John Giles stated that because a lot of those fines end up being collected under the Special Tax Assessments because of non-payment.

The following Line Item Changes were proposed:

**Expenses:**

- Salary – Reduced to \$91,370.00
- Payroll Taxes – Reduced to \$8,155.00
- Emergency Operations – Reduced to \$0.00
- Insurance Health – Reduced to \$26,596.00
- Insurance Life, LTD, STD – Reduced to \$1,023.00

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Administration Departments Budget as amended. The motion was seconded by Mayor Burg.

**VOTE:**        7-0                    All-in-favor                    Motion carried

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Code Enforcement Departments Budget as amended. The motion was seconded by Mayor Burg.

**VOTE:**        7-0                    All-in-favor                    Motion carried

**FINANCE**

Town Manager John Giles presented the proposed budget and requested the following line item changes:

**Revenue**

- Transfer Taxes – Increased to \$166,000.00

**Expenses**

- Emergency Operations – Reduced to \$0.00

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Finance Departments Budget as amended. The motion was seconded by Mayor Burg.

**VOTE:** 7-0 All-in-favor Motion carried

**PARKS AND RECREATION**

At this time there was a lengthy discussion regarding Civic Affairs and which events could potentially be eliminated.

The following line items changes were proposed:

**Civic Affairs:**

- Movies in the Parks – Reduces to \$2,500.00 – Movies will show in June, August and October.

**ACTION:** A motion was made by Councilman Zielinski to cut the movies in the parks budget to \$2,500.00. The motion was seconded by Councilman Jaremchuk.

**VOTE:** 7-0 All-in-favor Motion carried

- Shredding Event – Reduced to \$0.00 – Cut the event.
- Household Hazardous Waste Collection – Reduced to \$0.00 – Cut the event.
- Bicycle Rodeo – Reduced to \$0.00 – Cut the event.
- Annual Town Wide Clean-up Day – Reduced to \$0.00 – Cut the event.

**ACTION:** A motion was made by Councilman Jaremchuk to remove the Town Wide Clean-up Day for one year and to re-evaluate during the next budget. The motion was seconded by Councilman Zielinski.

**VOTE:** 7-0 All-in-favor Motion carried

Town Manager John Giles stated that the Veterans Day Celebration is planned to be a one-time event that he intends to cut this event next year.

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Parks and Recreation Departments Budget as amended. The motion was seconded by Councilwoman Personti.

**VOTE:** 7-0 All-in-favor Motion carried

## **PUBLIC WORKS DEPARTMENT**

The following line item changes were proposed:

### **Expenses**

- Emergency Operations – Reduced to \$0.00
- Maintenance Equipment – Reduced to \$5,000.00
- Maintenance Vehicles – Reduced to \$9,000.00

**ACTION:** A motion was made by Mayor Burg to reduce the Maintenance Vehicles line item to \$9,000.00. The motion was seconded by Councilwoman Personti.

**VOTE:** 7-0 All-in-favor Motion carried

**ACTION:** A motion was made by Councilman Jaremchuk to reduce the Maintenance Equipment line item to \$5,000.00. The motion was seconded by Councilwoman Personti.

**VOTE:** 7-0 All-in-favor Motion carried

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Public Works Departments Budget as amended. The motion was seconded by Councilwoman Personti.

**VOTE:** 7-0 All-in-favor Motion carried

## **PUBLIC WORKS SANITATION**

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Public Works Sanitation Department Budget as proposed. The motion was seconded by Mayor Burg.

**VOTE:** 7-0 All-in-favor Motion carried

## **CAPITAL IMPROVEMENT**

**ACTION:** A motion was made by Mayor Burg to approve the Capital Improvement Budget as proposed. The motion was seconded by Councilman Hurst.

**VOTE:** 0-7 Motion Defeated

Town Manager John Giles stated that based on the actions taken by the Mayor and Council by eliminating the Capital Improvement Budget the Town could face significant fines for violating NPDES and that regardless of whether they agree with the costs, it is a mandate that we must comply with.

**ACTION:** A motion was made by Councilman Jaremchuk to approve the Capital Improvement Budget as proposed. The motion was seconded by Mayor Burg.

**VOTE:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – Yes, 4<sup>th</sup> District – No,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

## LONG TERM PLANNING

Town Manager John Giles stated that at this point the Revenues exceed the proposed Expenses by \$6,298.00 and that the Town is required to pass a balanced budget.

**ACTION:** A motion was made by Councilwoman Personti to increase the Contingency Fund Allocation to \$13,298.00. The motion was seconded by Mayor Burg.

Councilman Pfirrmann stated that there was a lot of money taken out of the Civic Affairs budget and he would like the Council to consider restoring some of that out of the \$6,998.00 Surplus.

Councilwoman Personti withdrew her motion for additional discussion.

Councilwoman Personti asked Town Manager John Giles if he was given money to put back in his budget somewhere, where would it be?

Town Manager John Giles stated that Maintenance to Equipment in the Public Works Department would be his top priority for restoration. He stated that he would like to see \$3,000.00 to Maintenance Equipment in Public Works and the remaining \$3,998.00 to Contingency he would be happy.

**ACTION:** A motion was made by Councilwoman Personti to increase the Public Works Maintenance Equipment to \$8,000.00 and Increase Long Term Planning Contingency Allocation to \$10,298.00. The motion was seconded by Councilman Zielinski.

**VOTE:** 6-1 Motion carried

1<sup>st</sup> District – Yes, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – No, 4<sup>th</sup> District – Yes,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

### Consideration of Resolution Number 16-04.

**ACTION:** A motion was made by Councilman Zielinski to approve Resolution 16-04 with No Tax Increase. The motion was seconded by Councilwoman Personti.

**VOTE:** 6-1 Motion carried

1<sup>st</sup> District – No, 2<sup>nd</sup> District – Yes, 3<sup>rd</sup> District – Yes, 4<sup>th</sup> District – Yes,  
5<sup>th</sup> District – Yes, 6<sup>th</sup> District – Yes, Mayor – Yes

**ACTION:** A motion was made by Councilman Jaremchuk to adopt the FY 2016-2017 Budget as amended. The motion was seconded by Councilwoman Personti.

**VOTE:** 7-0 All-in-favor Motion carried

At this time there was a brief discussion regarding the Council's decision to not increase the property tax rate during the current year.



The Town Manager is requesting the Mayor and Council amend a Job Description within the approved Wage Compensation Plan.

Town Manager John Giles stated that he would like the Mayor and Council to consider amending the Job Description for the Administrative Assistant to the Town Manager. The changes proposed are to change the paygrade from a paygrade 14 to a paygrade 18, as well as to remove a line stating “Perform a broad range of Supervisory Responsibilities over others” and inserted “Effectively communicates the Town Managers wishes to other employees in the absence of the Town Manager.”

Town Manager John Giles further stated that the person he intends to promote has been with the Town for a long time and in their current position and completing the duties described in this exact Job Description for 5 years and just has not had the pay or title for it.

**ACTION:** A motion was made by Councilman Jaremchuk to change amend the job description for the Administrative Assistant to the Town Manager as proposed. The motion was seconded by Mayor Burg.

**VOTE:**           7-0                   All-in-favor                                   Motion carried

Town Manager John Giles stated that he will be proposing an additional charter change in the near future that changes the Charter regarding the Finance Committee. The current charter designates the Finance Committee as the Audit Committee which he has no problem with, however, the Charter also states that the Finance Committee will solicit RFP’s and select the auditor which he believes should fall solely on the shoulders of the Mayor and Council. It also states that they shall meet with the Auditor and answer any questions they may have, which is handled by the Finance Department as part of Day to Day operations.

**DEPARTMENTAL REPORTS:**                   None

**ITEMS SUBMITTED BY THE MAYOR AND COUNCIL:**

**District 1** – Councilman Jaremchuk commended the Mayor and Council as well as the Chief of Police, Town Manager and Finance Committee regarding their work on the budget as well as the staff for their efforts in proposing the budget.

**District 2** – None

**District 3** – None

**District 4** – None

**District 5** – None

**District 6** – None

**Mayor** – None

**PUBLIC COMMENT:**                           None

**ADJOURNMENT:**

**ACTION:** A motion was made by Councilwoman Personti to adjourn. The motion was seconded by Councilman Zielinski.

**VOTE:**           7-0                   All-in-Favor                   Motion carried

These minutes summarize the agenda and other issues discussed at this Council Meeting. Votes are recorded accurately. The audio recordings of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio recordings may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

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**STEVEN E. BURG**  
**MAYOR**

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**JOANN I. PERSONTI**  
**SECRETARY**