

The Town of Laurel
Mayor & Council Meeting
July 15, 2024

A Mayor & Council Meeting was held at Laurel Town Hall in the Mayor & Council Chambers on Monday, July 15, 2024, beginning at 7:00 p.m. The following persons were in attendance Mayor John Shwed, President of Council Chris Calio, Carlos Oliveras, Jonathan Kellam, Donald Holden and with one vacancy Ward 4. Also, in attendance were Director of Code Enforcement Ken West, Public Works Director James Foskey, Chief Robert Kracyla, Finance Manager Melissa Cassimore, Recording Secretary Alexis Oliphant, and Town Manager Jamie Smith. It was noted that Councilwoman Robin Fisher-Cornish was absent.

The Mayor & Council Regular Session Minutes of June 17, 2024, were presented for review. Councilman Oliveras made a motion to accept the regular minutes of June 17, 2024. Councilman Kellam seconded the motion. Vote was 5-0, with Councilwoman Fisher-Cornish absent.

The June 2024 Department Head Reports were presented for review.

- Director of Code Enforcement West stated he had no additions to his report.
- Public Works Director Foskey stated he had no additions to his report.
- Chief Kracyla stated he had no additions to his report. Chief Kracyla thanked the Mayor & Council for the opportunity to serve as the police chief and he's looking forward to continue in working with these great officers.
- Judge Ruffin stated in the last month they received permission from the Division of Archives where they have shredded 10 years of files. She advised the court has reduce their accounts receivable to \$4,000 in the last month.
- Finance Manager Cassimore stated she has no additions to her report.
- Town Manager Smith stated the town has received a notice from Sussex County Delaware State Housing Authority that they were a recipient of a \$100,000 Community Block Development Grant, which will help with five homes. Mayor Shwed inquired when the police department will be moving into Dunbar. Town Manager Smith advised they will be moving in by the end of September or early October. Mayor Shwed inquired the status of TAP Funding. Town Manager Smith stated Janosik Park/Mill Dam work is hopefully scheduled for construction in Spring 2025.

Councilman Holden made a motion to accept the June Department Head Reports as presented. Councilman Oliveras seconded the motion. Vote was 5-0, with Councilwoman Fisher-Cornish absent.

Town Manager presented the development updates.

- **Wawa:** they were supposed to go to settlement this month, but it has been delayed but the project is still moving forward.

Town Manager Smith presented two documents pertaining Information Required to Obtain Building Permits and a Water/Sewer Connection Application Form. Town Manager Smith advised the lawyer advised the town must have a policy in place. She stated she reviewed guidelines from Sussex County and a municipality in drafting both policies. Town Manager Smith proposed Mayor & Council to approve the two policies' recommended by the attorney. Councilman Kellam made a motion to approve the Information Required to Obtain Building Permits Policy and a Water/Sewer Connection Application/Policy for the Town of Laurel. Councilman Oliveras seconded the motion. Vote was 5-0, with Councilwoman Fisher-Cornish absent.

Mayor Shwed presented a Tidewater Park Update. Town Manager Smith advised the contractor from Kompan will be in town to complete the park this week. She advised she will be ordering the mulch soon, once everything is completed. Councilman Oliveras inquired if a safety inspection will be completed. Town Manager Smith advised yes, and the park will fall under the town's insurance.

Mayor Shwed presented the 2nd Reading of Ordinance 2024-1 pertaining Preston & Arlene Conaway, 10969 County Seat Highway, Tax Map #232-12.00-68.00. Mayor Shwed stated proposing that the town annex certain territory contiguous to the present easterly limits of the Town of Laurel owned by Preston & Arlene Conaway, located 10969 County Seat Highway, Tax Map #232-12.00-68.00 and to amend the zoning map and zoning ordinance of the Town of Laurel to include said property in an commercial business (CB) District. Councilman Holden made a motion to accept the 2nd and Final Reading of Ordinance 2024-1. Councilman Oliveras seconded the motion. Vote was 5-0, with Councilwoman Fisher-Cornish absent.

- **Mayor Shwed:** *stated the annexation request is within the towns comprehensive plan short term-growth area and they're willing to come into the town.*
- **Councilman Oliveras:** *concurred with colleague statements.*
- **President of Council Calio:** *concurred with colleague statements.*
- **Councilman Kellam:** *concurred with colleague statements.*
- **Councilman Holden:** *concurred with colleague statements.*

Mayor Shwed presented the 4th of July Report. Town Manager Smith thanked the police department, public works, fire department, and all the volunteers who helped made the 4th of July a great event. Town Manager Smith gave a breakdown of revenue, which totaled \$16,870 and a breakdown of expenditures, which totaled \$26,237.07. Mayor Shwed commended the town staff and stated it was a great event with a great firework display.

Mayor Shwed presented the Adoption of Sussex County Assessment. Town Manager Smith stated each year the town adopts the Sussex County Assessment for all properties with the town limits. She advised a Court of Appeals will be held in August where citizens may come and appeal their assessment.

Councilman Kellam advised the resident request pertaining Belle Avenue has been withdrawn and the Street Committee will no longer need to meet to discuss the request.

Mr. Don D'Aquilla stated Chief Kracyla came and introduced himself to discuss paths forward and believes the community is in good hands with Chief Kracyla. He stated he will be donating equipment to the department.

Mr. D'Aquilla stated the public works department is doing a great job.

Councilman Kellam thanked the town staff for their hard work.

Councilman Holden made a motion to hold a closed session to discuss contractual matters. Councilman Oliveras seconded the motion. Vote was 5-0, with Councilwoman Fisher-Cornish absent.

Regular Session Recessed at 7:29 p.m.

Regular Session Reconvened at 8:25 p.m.

With there being no further business, Councilman Holden made a motion to adjourn the meeting. President of Council Calio seconded the motion. Vote was 5-0, with Councilwoman Fisher-Cornish absent.

Regular Session Adjourned at 8:26 p.m.

Mayor

President of Council

Town Manager

Recording Secretary