

**Town Of Frankford**  
**Monthly Council Meeting Minutes**

**Date: April 7, 2025**

**TOWN COUNCIL:**

Greg Welch	President
Pam Davis	Vice President
John Wright	Secretary- Treasurer
James Sample	Councilman
Kyle Quillen	Councilman

**TOWN EMPLOYEES:**

Sheldon Hudson	Town Manager
Kevin Smith	Chief of Police
Cheryl Lynch	Town Clerk
Heather Bernat	Town Clerk Trainee
Tom Rozell	Maintenance

**OTHER:**

Steven Manzke	Chris Nacchia
Ronald Hall	Priscilla Schoolfield
Lisa Wilgus	Lilly Wilgus
Kerin Magill	Steven Benton
Alex Cisar	Kristen Cisar
Lucinda Spence	Tammy Rust
Janet Hearn	Justin Witters
Bryan Marshall	Jean Stark
Dinah Lingo	

**Call to Order**

MEETING WAS CALLED TO ORDER:

Greg called the council meeting to order at 7 pm.

**APPROVAL OF AGENDA WITH OR WITHOUT AMENDMENTS:**

John made a motion to approve the agenda with no amendments  
seconded by Kyle  
Motion was unanimous

**MINUTES:**

Town Council Minutes: 3-3-2025  
Executive Session Minutes 3-3-2025  
Special Council Meeting Minutes/Executive Session 3-6-2025  
John made the motion to approve the Council minutes, Executive Session and Special  
Council Meeting/Executive session seconded by Kyle  
Motion was unanimous

**COUNCIL AND STAFF REPORTS:**

**Council Secretary/Treasurer**

John read the Account Balances  
Treasurer reported account balances as of April 7 2025:  
- General Fund: \$50,000  
- ICS Sweep Accounts: \$464,661.23  
- Transfer Tax Account: \$255,598.13  
- Street Aid: \$7,411.24  
- Investment Accounts: \$3,139,849.26

Budget workshop dates were scheduled for:

- April 16, 2025
- May 14, 2025
- May 28, 2025

All workshops to be held at 6:00 PM

John requested an email for the Profit and Loss Report for 2024 and this fiscal year to  
date be sent to whole council

## **Department Reports**

**Police Chief:** SEE REPORT

**Maintenance:** SEE REPORT

**Town Clerk:** SEE REPORT

**Town Manager:**

-Introduce Heather Bernat, new town clerk trainee- Plan is for her to take Cheryl's place after Cheryl retires.

-Thanked Tom for cleaning up and Cheryl for dealing with the "incident" in the park bathroom. Tammy Rust asked about the central lock system

-Streetlights (Jimmy & Kyle) Completely finished with project per Jim Smith of Delmarva Power

-Reed St. trash

Thank Tom for picking it up, Ongoing issue with littering, Chief Smith said he is doing additional monitoring

-the grant for park, both the Town and the State have now signed the grant agreement, and the Park committee can now meet if they would like, final vendor selection can begin, have the green light to spend grant in the amount of up to \$117,125.00

-asked what council would like to do with commemorative shovel

-ask to reschedule May and June meetings from Monday to Tuesday May 6<sup>th</sup> and June 3<sup>rd</sup>

John made a motion to approve the change of date for meetings seconded by Kyle  
Motion was unanimous

## **Old Business:**

**Applications for change of zone from residential TO NEIGHBORHOOD BUSINESS:  
Properties with Sussex County Tax Map and Parcel (TM&P) numbers of 433-6.06-3.00,**

**3.01,3.02,3.03 and 3.04**

Approved rezoning applications for properties with tax parcel numbers 433-6.06-3.00, 3.01,3.02,3.03 and 3.04

Greg asked for a vote

John- yes

Kyle- yes

Jimmy- yes

Pam-yes

Greg-yes

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APPLICATIONS FOR ANNEXATION:

**PROPERTIES WITH TM&P NUMBERS 433-6.06-3.00,3.01,3.03 AND 3.04**

Approved annexation of same properties

Greg asked for a vote for annexation of properties

John- yes

Kyle- yes

Jimmy- yes

Pam-yes

Greg-yes

**PROPERTIES WITH TM&P NUMBERS 433-6.00-31.02 AND 33.00**

Another application for annexation/Properties with TM&P numbers of 433-6.00-31.02 and -33.00

Greg asked if this was the property on the other side of Route 113

John stated yes and that Planning & Zoning met with the property owners on March 19,2025. Everyone except the chair was in attendance, so they appointed an acting chair, Duane Beck.

Duane created a report, and it cited favorable conditions overall

Scheduled public hearing for May 6, 2025, at 6PM

**MAINTENANCE VEHICLE- POSSIBLE REPLACEMENT:**

Reviewed Maintenance Vehicle RFP

Called local dealers and posted RFP in the Coastal Point

Bids need to be in by April 28th and on April 29th all bids will be opened, and we hope to get 3 bids

**NEW MAINTENANCE BUILDING:**

Update on new maintenance building

not yet completed. Still waiting for some work to be done

**SALE OF TOWN-OWNED REAL PROPERTY:**

Sheldon stated the town has been looking for a realtor

Sheldon wants to reach out to the town solicitor for help

And put a legal ad in the paper and have Scott handle the settlement

Tammy Rust said the town could list the property on Loop Net

**NEW BUSINESS:**

**APPLICATION FOR THE CHANGE OF ZONE FROM RESIDENTIAL-TO-RESIDENTIAL PLANNED COMMUNITY:**

**PROPERTIES WITH TM&P NUMBERS 433-6.00-1.00, 433-6.00-1.01, AND 433-6.10-13.00:**

Greg asked for a motion to schedule a Public Hearing for May 6<sup>th</sup> at 6pm

Kyle made a motion to hold the public hearing May 6<sup>th</sup>, 2025, at 6:00pm seconded by John

Motion was unanimous

**PLANNING AND ZONING COMMISSION REPORT:**

**POSSIBLE SCHEDULING OF PUBLIC HEARING:**

This will be scheduled for May 6<sup>th</sup> meeting at 6 pm

**LAND DEVELOPMENT ORDINANCE (ORDINANCE 29)**

Sheldon stated that this would change setbacks from 15/20 feet to 50 feet and the Planning & Zoning committee was in favor of it.

**POSSIBLE SCHEDULING OF PUBLIC HEARING**

This will be scheduled for May 6<sup>th</sup> meeting at 6 pm

**SIGN ORDINANCE CHANGE ON THE HIGHWAY**

This will be scheduled for May 6<sup>th</sup> meeting at 6 pm

**COMMITTEE REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE:**

Sheldon stated he is working on Code 360, and he is hoping to get the final draft in a month and will go over it

**TOWN PARK COMMITTEE:**

Sheldon asked if the town should meet with a general contractor and that the town has the green light to start work

**ENVISION FRANKFORD**

The Egg Scramble is April 19<sup>th</sup> at 12

**PUBLIC COMMENT:**

NO PUBLIC comments

**Upcoming Meetings**

- Budget Workshops: April 16, May 14, and May 28 at 6:00 PM
- Next Regular Council Meeting: May 6, 2025 (rescheduled from original date)

**RECESS TO EXECUTIVE SESSION:**

John made the motion to adjourn into Executive Session at 7:55pm  
seconded by Greg  
Motion was unanimous

**RECONVENENE FROM EXECUTIVE SESSION:**

Pam made the motion to move back into the regular session at 8:16pm  
seconded by Kyle.

**ADJOURN:**

John made a motion to adjourn the regular session seconded by Jimmy  
Motion was unanimous

**RESPECTFULLY**

**HEATHER BERNAT  
TOWN CLERK TRAINEE**

