

MAGNOLIA COUNCIL MEETING
AGENDA
Town Meeting

Monday, April 13, 2020

April 13, 2020

Town Council Meeting Cancelled

DUE TO THE COVID-19 HEALTH CRISIS, THE TOWN COUNCIL MEETING SCHEDULED FOR MONDAY, APRIL 13, 2020 HAS BEEN CANCELLED.

INFORMATION ON THE MAY 11, 2020 TOWN COUNCIL MEETING WILL BE MADE AVAILABLE AS EVENTS UNFOLD.

ATTACHED:

Minutes of the March 9th, 2020 council meeting.

Balances of all bank accounts effective March 31, 2020.

Invoices to be paid for March, 2020.

Register for general checking account for the month of March.

Copy of Infrastructure Grant report and reimbursement.

MAGNOLIA COUNCIL MEETING

Minutes

Monday, March 9, 2020

6:00 PM

Magnolia Town Hall

Call to Order at 6:01 pm

Pledge of Allegiance

Present: Mayor James Frazier. Councilpersons: Brian Howard, Buck Dougherty and Ashton McLaughlin were present. Diane Cahall, Dustan Russum and Ralph Satterfield were present. Scott Fowler was absent. Guest: Francis Young.

Additions/deletions to published agenda

2020 Census and FOIA added to agenda.

Council Minutes of previous meeting

Buck Dougherty made a motion to accept the minutes of the February 10th Council meeting. Brian Howard seconded the motion. Motion carried.

Treasurer's Report

Diane Cahall met with Heather Warren and Doug Lodge (DHSS) at the town hall to discuss infrastructure grant. An invoice from Duffield in the amount of \$10,759.03 dated April 8, 2019 was paid and reimbursed to the town on May 2, 2019 for Water Service Replacement. This invoice would have been paid from the infrastructure grant but there was not a project number assigned to Infrastructure Grant until fall 2019. The Water Service Replacement grant needs to be closed out but the town needs to purchase and set up a GIS system to use with the notebook that Scott Fowler has. Ashton McLaughlin noted how useful and important the GIS system will be to the town. Diane noted that water bills will be mailed and emailed on March 31, 2020. Mayor Frazier made a motion to approve the treasurer's report and pay the bills. Buck Dougherty seconded the motion. Motion carried.

Public Works Report

Council reviewed the water reports prepared and presented by Dustan Russum. Dustan Russum presented the water report to Council. The town used 1,108,000 gallons of water during February 2020. Pump 2: 479,000 gallons. Pump 3: 629,000 gallons. Well levels: 26' and 31'. Pump 2 ran 34.8 hours, Pump 3 ran 37.8 hours. Chlorine average is .60 and Fluoride average is 1.0. Water Usage Report was submitted to Office of Drinking Water. Report from Southern Corrosion regarding

the December water tower inspection will be forthcoming.

Brian Howard questioned who would be the engineer on the Infrastructure project.

Dustan advised Carrie Kruger with Duffield will be the engineer.

Ralph Satterfield reported: Hydrants and tower flushed, unable to get clear; should be clear by end of March. Parts for park bench have been ordered, will be in by the end of April. Put up key rack in the town hall, new keys made and all are labeled. Problem with schools geo units, may need a little water on April 19th to flush and test. Thanked council again for chance to attend Delaware Rural Water Expo.

New Business:

FOIA

Mayor Frazier attended classes last year in Public Ethics and FOIA; he is the FOIA officer for the Town of Magnolia. Mayor Frazier contacted our town solicitor Barrett Edwards regarding our obligation to provide information to out-of-state requestor noting we have always endeavored to answer all such requests, regardless of point of origin. Mr. Edwards responded: the town may deny a request to someone who isn't a citizen, but we are not required to do so. Chances are if they want the information badly enough they will get a Delaware resident to request it for them. It is our option; just be consistent to whom we respond.

2020 Census

Mayor Frazier advised information regarding the 2020 Census:

If you haven't already, you will soon receive in the mail information about the 2020 United States Census.

95 % of households will receive the invitation in the mail.

5% of households will receive the invitation when dropped off by census taker.

Less than 1% of households will be counted in person by a census taker.

Old Business:

Water on Roadway

Ashton McLaughlin reported that since we have had no real winter weather; additional pictures were unavailable. She will continue communicating with DelDot regarding problem. Buck Dougherty did note that he observed a guy inspecting and measuring water drains.

Damaged Speed Sign

Ralph Satterfield is still working with Representative Postles regarding repair.

MPO Traffic Study:

No update

Properties and Code Enforcement

The Farrow property (20 South Main) has been moved to the top of the list. State Police were contacted by two separate people. Three concrete blocks were thrown through window at 18 South Main. The Commander at Troop 3 has been contacted and we are working on condemnation from Kent County.

Facebook:

No update

Park Bench Incident:

Mayor Frazier will cover the cost since the 3-yr. old bench was originally purchased by him in memory of his family.

Mail/Package Deliveries:

Mayor Frazier met with town solicitor Barrett Edwards on February 20th regarding Brian Howards difficulty receiving packages and shipments at his place of business due to his business address (7 South Main Street) not being recognized by the universal database used by USPS and numerous commercial delivery services. Mayor Frazier will draft a letter to Senator Carper regarding delivery problems and Brian Howard will chair the effort.

Good of the Order

Patricia Jarrell property sold to Biggs Jim's Homes; aka James Hartnett. 16 East Walnut.

Mayor Frazier spoke with Patterson Schwartz Real Estate regarding 3 Thorn Street small storage shed on property.

Adjournment:

Buck Dougherty made a motion to adjourn the meeting at 6:47 pm. Second by Ashton McLaughlin. Meeting was adjourned.

Respectively submitted, Diane Cahall

Town of Magnolia

Mayor James Frazier

302 335-5891

April 13, 2020
COVID 19

Checking:	\$ 187,960.06
Savings:	\$ 42,922.51
Mun. Street Aid:	\$ 534.33
Transfer Tax Acct.	\$ 65,154.90
Certificate:	\$ 10,000.00 (18 Months)
Certificate:	\$ 10,000.00 (6 Months)
Certificate:	\$ 59,492.87 (12 Months)
Certificate:	\$ 38,603.24 (5 Year)
Certificate:	\$ 5,734.02 (5 Year)

Bills to be paid:

Dustan Russum	1,218.96
Ralph Satterfield (Hydrant flushing)	207.79
Diane Cahall	1,801.69
Ralph Satterfield (keys)	12.53
Delmarva Power (Street Lights)	409.33
Delmarva Power	108.26
Delmarva Power	157.75
Verizon Wireless	167.53

I received an email from the State of Delaware on March 11, 2020 advising a deposit into our general checking account in the amount of \$17,439.18 reimbursement for the first report of the Infrastructure Grant. The deposit is dated April 1, 2020; it will cover invoices previously paid from the Town of Magnolia to Duffield Associates for \$3,188.50, \$6,045.00 and \$8,205.68 January thru March 2020. The deposit into our account for \$17,439.18 is not included in the amount listed above.

Town of Magnolia

4/13/2020 10:32 AM

Register: Regular Checking 56-8332-0371

From 03/01/2020 through 03/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/02/2020	8686	Intercoastal Trading, Inc	Utilities:Water	Invoice 200339	524.50			183,793.91
03/06/2020		ADP TAX	Emp Payroll Expenses:Pay...	941	992.26			182,801.65
03/09/2020			-split-	Deposit			4,228.00	187,029.65
03/09/2020		ADP STAFF PAYROLL	Emp Payroll Expenses	MAR 2020	3,228.43			183,801.22
03/09/2020	8689	Delmarva Power	Utilities:Gas and Electric	55008528667	206.88			183,594.34
03/09/2020	8690	Delmarva Power	Utilities:Gas and Electric	55006159200	134.20			183,460.14
03/09/2020	8691	Delmarva Power	Utilities:Gas and Electric	5500545724 Stree...	416.97			183,043.17
03/09/2020	8692	Verizon Wireless	Telephone	820814502-00001	167.53			182,875.64
03/09/2020	8693	Peninsula Gas & Propane	Utilities:Gas Heating	gas for town hall ...	133.82			182,741.82
03/09/2020	8694	Intercoastal Trading, Inc	Utilities:Water	Invoice 200664	524.50			182,217.32
03/09/2020	8695	PNC Bank -	Safe Deposit Box	Safe Deposit Box	50.00			182,167.32
03/09/2020	8696	Strategic Insurance Partn...	Insurance:Disability Insuran...	INV. 477218 and ...	65.90			182,101.42
03/11/2020		State of Delaware(as vend)	Utilities:Water:Mag Water I...	Magnolia Water In...				182,101.42
03/11/2020			-split-	Deposit			5,834.96	187,936.38
03/11/2020	8698	Staples	Office Supplies	6035517810287913	23.55			187,912.83
03/17/2020	CCADJ		Merchant deposit fees	Batch Fee ID=253...	2.59			187,910.24
03/18/2020			Undeposited Funds	Deposit			75.00	187,985.24
03/20/2020		ADP SERVICE FEE	Emp Payroll Expenses	MAR 2019				187,985.24
03/31/2020	CCADJ		Merchant deposit fees	Batch Fee ID=254...	5.18			187,980.06
03/31/2020	CCADJ		Merchant deposit fees	Batch Fee ID=-31...	20.00			187,960.06

Town Copy

PROJECT NAME: Infrastructure Improvements FUNDING RECIPIENT: Town of Magnolia

E.L.# 51-0106100

STATE OF DELAWARE
DEPARTMENT OF HEALTH AND SOCIAL SERVICES

REQUISITION NO: 1

DATE: 2/20/2020

STATE GRANT NO. 10965-BB
20-330

ACCOUNT SUMMARY AND REQUEST FOR GRANT DISBURSEMENT

DISBURSEMENT ITEMS	AMOUNT BUDGETED	PREVIOUS DISBURSEMENTS	THIS PERIOD	TOTAL TO DATE	REMAINING FUNDS
CONSTRUCTION	990,500.00				990,500.00
CONTRACT NAME OR #					
CONTRACT NAME OR #					
LAND AND R.O.W.					
LEGAL AND ADMIN					
ENGINEERING FEES	167,500.00	10,759.03	17,439.18	28,198.21	81,301.79
INTEREST					
CONTINGENCIES					
OTHER (describe)					
DISBURSEMENT TOTALS	1,160,000.00	10,759.03	17,439.18	28,198.21	1,071,801.79
SOURCES OF FUNDING					
STATE GRANT					
OTHER (describe)					
OTHER (describe)					
OTHER (describe)					
SOURCE TOTALS (must equal disbursement totals above)					

0000024717

1011226

RE

CHECK DATE
04/01/2020

PAYMENT ID REF.
1011226

TO THE
ACCOUNT OF

TOWN OF MAGNOLIA
PO BOX 233
MAGNOLIA DE 19962

AMOUNT
*****\$17,439.18

Deposit Advice
Non-Negotiable

STATE OF DELAWARE

INVOICE NO.	INVOICE DATE	VOUCHER ID.	STATE ORGANIZATION NAME	PHONE NUMBER	AMOUNT
20-330_031120	03/11/20	05342678	350520Community Health	302/744-4705	17,439.18
TOTAL:					*****\$17,439.18
DIRECT ALL INQUIRIES RELATING TO THIS CHECK TO THE STATE ORGANIZATION(S) LISTED ABOVE					