

MAGNOLIA COUNCIL MEETING

AGENDA

Town Meeting

Monday, July 13, 2020
Online: Go to Meeting

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- V. **June 2020:** Virtually through the online meeting site GoToMeeting, as arranged by Adrienne Eiss and Jeff Reigner at Whitman, Requardt and Associates, the firm that completed our Traffic Study. Other notes and reports attached.
- vi. **Treasurer's Report**
 - a. **Water/Tax Bills Update**
 - b. **Payment of Bills**
- VII. **Public Works**
 - a. **Water System & Fire Hydrants**
 - b. **Delaware Drinking Water Revolving Fund**
 - c. **Water Tower - Scott**
- VIII. **New Business**
 - a. **Code of Conduct**
 - b. **Sidewalk Refurbishing (Analysis)**
 - c. **Curb Painting**
 - d. **FY 2021 Proposed Budget**
- IX. **Old Business**
 - a. **Water on Roadway**
 - b. **Damaged Speed Sign**
 - c. **Properties and Code Enforcement**
 - d. **Facebook**
 - e. **Mail/Package Deliveries**

NOTES JULY 2020:

Mayor Frazier prepared the notice below that Diane inserted in all 2nd quarter water bills. Anyone receiving invoices via email were emailed the notice. Mayor Frazier prepared the 2020 Budget (attached).

The Town of Magnolia is pleased to announce the completion of its Magnolia Traffic Study. The majority of the funding for the project was provided by the Dover/Kent County MPO (Metropolitan Planning Organization) with the remainder provided by the Town. The study was produced by the consulting firm Whitman, Requardt and Associates of Wilmington and led by consultants Adrienne Eiss and Jeff Reigner. It is available at our website - magnolia.delaware.gov.

The draft report was reviewed by Council members and the final report was approved by Council at its regular monthly meeting (conducted virtually) on June 8, 2020. The report provides a number of action items and discussion topics to reference in the months ahead – some immediate and others requiring additional work and/or funding.

Council also extends an invitation to all Town of Magnolia residents, as well as residents of neighboring communities, to review the document and forward any comments to Magnolia Town Council at PO Box 233, Magnolia, DE 19962 or to Mayor James Frazier via email at jrfcrm4@gmail.com.

Treasurers Report

All property tax invoices were mailed to mortgage companies or property owners on June 30th. All 2nd quarter water invoices and overdue statements were sent out on June 30th. I received a call from an attorney's office regarding sale of the Muncey property to Scott Vautard. Magnolia Furniture sold to Blue Orchard Properties, Mayor Frazier has further information.

Public Works Report

Dustan Russum: The town used 1,187,000 gallons of water during June 2020. Pump 2: 505,000 gallons. Pump 3: 682,000 gallons. Well levels: 26' and 31'. Pump 2 ran 33.1 hours, Pump 3 ran 42.9 hours. Chlorine average is .57 and Fluoride average is .3. Water Usage Report was submitted to Office of Drinking Water.

Ralph Satterfield reported: June: Electric update completed. All lines flushed clear - 1st time since Dec. Lockwood house (7 N. Main) painted as well as barn. N.E. pedestrian light wiped out by truck. Replaced promptly by DelDot. All on Fire Company camera of the hit and run. One Thorn Street sign replaced, difficult job; took 6 hours to do a one hour job. July: Lines flushed; would be rated as fair. Couldn't clear lines at a reasonable time. Thorn Street sign replacement completed on July 7th. Town signage should be reviewed by council, i.e.: missing signs, wrong place, damaged etc. I'm willing to help but not on the 12 foot signs. Should drop a letter to Charles Postles on the radar sign – 7 months now.

Town of Magnolia

Mayor James Frazier

302 335-5891

July 13, 2020

Checking:	\$ 205,937.82	
Savings:	\$ 42,937.90	
Mun. Street Aid:	\$ 528.33	
Transfer Tax Acct.	\$ 65,148.90	
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)

Items to be paid:

Dustan Russum	1,218.96
Ralph Satterfield (Hydrant flushing)	207.79
Diane Cahall	1,801.68
Delmarva Power (Street Lights)	411.39
Delmarva Power	132.44
Delmarva Power	97.06
Verizon Wireless	167.10
Frazier's Lawncare	355.52
Del. Employ. Training Fund	14.40
Intercoastal Trading (Water Chemicals)	524.50
Chubb (Cyber Insurance)	206.00

Town of Magnolia

7/11/2020 9:49 AM

Register: Regular Checking 56-8332-0371

From 06/01/2020 through 06/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2020			-split-	Deposit		X	2,829.00	218,989.27
06/08/2020			-split-	Deposit		X	3,035.96	222,025.23
06/08/2020		ADP STAFF PAYROLL	Emp Payroll Expenses	JUNE 2020	3,228.43	X		218,796.80
06/08/2020		ADP TAX	Emp Payroll Expenses:P...	941 2ND QUAR...	992.26	X		217,804.54
06/08/2020	8713	Delmarva Power	Utilities:Gas and Electric	55005457241 St...	412.36	X		217,392.18
06/08/2020	8714	Delmarva Power	Utilities:Gas and Electric	55008528667	129.97	X		217,262.21
06/08/2020	8715	Delmarva Power	Utilities:Gas and Electric	55006159200	126.42	X		217,135.79
06/08/2020	8716	Delaware League of L...	Dues and Subscriptions	dues 2020	500.00			216,635.79
06/08/2020	8717	Kent County Informatio...	Printing and Reproduction	Assessment Lis...	15.00	X		216,620.79
06/08/2020	8718	Frazier's Lawncare	Lawn Care	INVOICE 2	699.40	X		215,921.39
06/08/2020	8719	Duffield Associates, Inc	Utilities:Water:Mag Wate...	Magnolia Water ...	8,930.88	X		206,990.51
06/08/2020	8720	David W. Thompson Inc.	Utilities:Water	INV. 13749	787.85	X		206,202.66
06/08/2020	8721	Verizon Wireless LLC	Telephone		189.69	X		206,012.97
06/12/2020		ADP SERVICE FEE	Emp Payroll Expenses	JUNE 2020	44.38	X		205,968.59
06/12/2020			Bank Service Charges	Service Charge	3.00	X		205,965.59
06/30/2020	CCADJ		Merchant deposit fees	Batch Fee ID=2...	7.77			205,957.82
06/30/2020	CCADJ		Merchant deposit fees	Batch Fee ID=-4...	20.00	X		205,937.82

TOWN OF MAGNOLIA – ANNUAL BUDGET
Fiscal Year July 2020 – June 2021

Income	
Building Permits	150.00
Municipal Street Aid	2,500.00
Tower Cellular Rental	60,000.00
Property Taxes	12,000.00
Transfer Taxes	7,000.00
Water System	55,000.00
Interest Income	100.00
Uncategorized Income	500.00
Total Income	137,250.00

Expenses	
Bank Service Charges	100.00
Bond Renewal	250.00
Community Events	250.00
Computer Hardware / Supplies	500.00
Contributions	100.00
Dues and Subscriptions	750.00
Election	200.00
Insurance	9,000.00
Lawn Care / Groundskeeping	2,500.00
Maintenance / Supplies	2,000.00
Meetings	100.00
Office Supplies / Copies	300.00
Payroll Expenses	45,000.00
Payroll Taxes	10,000.00
Postage / Printing	500.00
Professional / Legal Fees	2,000.00
Utilities	
Electric - Street Lights	2,000.00
Gas and Electric	6,000.00
Gas Heating	1,000.00
Telephone	2,500.00
Water System Operations	30,000.00
Water Tower Renovation	7,500.00
Workmen's Comp	1,750.00
Total Expenses	124,300.00

Projected Surplus	\$ 12,950.00
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DIANE CAHALL <dianepcahall@comcast.net>

7/11/2020 10:48 AM

Info for online Council Meeting

To Brian Howard <howardguitars@verizon.net> • Buck Dougherty <hunting4177@gmail.com> •
Scott Fowler <sf30@comcast.net> • Mayor James Frazier <jrferm4@gmail.com> •
Ashton McLaughlin <mclaughlin.ashton@gmail.com> • mcohill369 <mcohill369@comcast.net> •
Dustan Russum <russumtugboat@aol.com> • Ralph Satterfield <ralphm662@aol.com>

Council,

Information to log on for Town Council Meeting is below: I used my name on meeting because I have a free trial.

Thanks, Diane

Diane Cahall's Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DianeCahall>

You can also dial in using your phone.

United States: **+1 (669) 224-3412**

Access Code: 969-046-461

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/969046461>

Diane P. Cahall

Town of Magnolia, Clerk

Office: 302 335-5891

Cell: 302 363-1546

www.magnolia.delaware.gov