

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
September 26, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: 2 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of September 12, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget
MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE 2017 BUDGET AMENDMENT TO INCREASE ACCOUNT #10-51932-510 (PROPERTY/LIABILITY INSURANCE) IN THE AMOUNT OF \$7865.96 AND ACCOUNT #10-51600-810 IN THE AMOUNT OF \$16,700.00 (BEACH RD. HOUSE RAZING) MOTION CARRIED.

B. 1) Accounts payable; 2) Payroll
Accounts Payable
MOVED TO APPROVE PAYMENT OF CHECKS #59074 – #59114 IN THE AMOUNT OF \$148,358.34
Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$49,795.44
MR. TROY/MR. KRANICK **MOTION CARRIED.**

Sixth order of business: Communications (*for discussion and possible action*)
Chairman Krause stated that the Town received a communication item from the Waukesha County Department of Public Works re: an organizational meeting for an overview of the Town Road Improvement committee. It will be held on Tuesday, October 3 between the hours of 5:30 and 6:30 p.m. at the Waukesha County DPW-Highway Operations building.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TAKE ITEM 8A OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business
A. Approval of Request from DaySpring Baptist Church to Enter Into a Holding Tank Agreement with the Town of Delafield

Chairman Krause stated that the Town has a “glitch” in the Code, as it does not define “institutional”. The Town Engineer contacted the Waukesha County Environmental Health Department re: holding tank requirements. He was informed that, for the past 10 years, they have been encouraging school and restaurants to use a holding tank due to the high strength level of waste that is produced. An ordinance could be prepared to include a holding tank allowance in this regard.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE CONDITIONED UPON THE STAFF PREPARING ORDINANCE FOR ATTORNEY’S DIRECTION TO INCLUDE INSTITUTIONAL PROJECTS UNDER THE HOLDING TANK ORDINANCE. MOTION CARRIED.

Seventh order of business: Unfinished Business

A. Employee Handbook review (tabled 9/12/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Troy stated that the labor attorney reviewed our employee handbook and offered suggested corrections. This is a bigger project than had been envisioned. In a meeting with the fire chief and deputy fire chief re: the 5-year strategic plan, the subject of the employee handbook came up. Chief Kozlowski is of the opinion that items should be included relating to fire department staff. One example is to include verbiage re: a smoke-free campus. If not ready by the next meeting, the handbook will be reviewed at the 2nd meeting in October.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TABLE. MOTION CARRIED.

Eighth order of business: New Business

B. Approval of Intergovernmental Agreement Regarding Settlement of Certain Unpaid Special Assessments and Special Charges

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE INTERGOVERNMENTAL AGREEMENT REGARDING SETTLEMENT OF CERTAIN UNPAID SPECIAL ASSESSMENTS AND SPECIAL CHARGES. MOTION CARRIED.

C. Discussion re: Trick or Treat Hours

Mr. Cooley stated his proposal to move trick or treat to weekend day hours.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO CHANGE THE TOWN TRICK OR TREAT HOURS TO THE SUNDAY BEFORE HALLOWEEN FROM 3:00 TO 6:00 P.M. STARTING THIS YEAR. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning Items

- A. Budget Workshop – Wednesday, September 27 @ 6:30 p.m. (Town Hall)
- B. Next Plan Commission Meeting – October 3
- C. WI Towns Association Annual Convention – October 8 – 10
- D. Next Town Board Meeting – October 10
- E. Budget Workshop – Wednesday, October 11 @ 6:30 p.m. (Town Hall)
- F. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton

Tenth Order of business: Adjournment

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ADJOURN AT 7:28 P.M.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: October 10, 2017