



TOWN OF HOUSTON
EST. 1854



PO Box 196
Houston, DE 19954-2208
Website: townofhouston.com

7:30 PM REGULAR MEETING
January 05, 2017

Call to Order
Pledge of Allegiance
Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
- Planning & Zoning: Land Use & Building Permits
- Code Enforcement Violations
- Correspondence –

Public Comment Section

Unfinished Business

- Property Christmas Decoration Contest winners announced
- Residential Rental Property License
- Railroad Av. paving problems
- Street Signs Needed
- Additional Street Light for Front St.
- Committee report, Central Sewer
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Comprehensive Plan Rewrite
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on December 29, 2016, at 5:00 p.m., at least seven (7) days in advance of the meeting.

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

Agenda items may be considered out of sequence.



TOWN OF HOUSTON
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PO Box 196
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7:30 PM REGULAR MEETING
February 02, 2017

Call to Order
Pledge of Allegiance
Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
- Planning & Zoning: Land Use & Building Permits
- Code Enforcement Violations
- Correspondence –

Public Comment Section

Unfinished Business

- Property Christmas Decoration Contest winners announced
- Street Signs Needed
- Additional Street Light for Front St.
-
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Filing for (2) Council Seats, February 25, 2017, 6-8:00 PM, Radio Room HVFC
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session
Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on January 26, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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Town of Houston

Minutes of Meeting

February 2, 2017

The monthly meeting of the Town of Houston was held at the Houston Volunteer Fire Company
143 Broad St, Houston De, on Thursday February 2, 2017

Presiding: Mayor Abbate

In Attendance: Council persons Angelo Abbate, Greg Gilmore, Cody Scott, Bill Moore, Tony Nixdorf

Call to Order

Councilman Abbate called the meeting to order at 7:30pm followed by Pledge of Allegiance and moment of silence

Approval of Previous Minutes

December minutes were provided, a motion to approve as printed by Moore and seconded by Gilmore and carried

Monthly Reports

Treasurer-

A motion to accept as printed by Moore and seconded by Scott and carried

Bills-

Secretary

Treasurer

Tax Collector

Delmarva Power

Peninsula Trash

State Police

A motion to pay the bills by Scott and seconded by Nixdorf and carried

Tax Collector-

- \$4477.39 taken in

A motion to accept the tax collectors report by Scott and seconded by Gilmore and carried

Building Permits-

- School St. – Solar Panels
- 54 Minner St – New Home
- Pine St. - shed

Business License-

- none

Code Enforcement-

- A letter will be sent to Donna Johnson at 20 Lake Crest Dr. Milford, De. 19963 regarding the dead tree on her property at the corner of School st. and Armor st.

Correspondence:

- Mosquito control paperwork has been filled out
- DelDot info about Municipal Street Aid

Public Comment:

- none

Old Business:

- Rail Road property clean up – is in the works
- Street Signs – Stop sign at Front St. and Pine St. is up and Brackets are being ordered for street blades
- The street light for Front St. paperwork is with the DPL engineer
- Sewer Committee – A flyer is being put together and a special meeting could be possibly coming
- Christmas light contest checks are being mailed out

New Business:

- Town of Houston Council Filing

February 25, 2017 from 6:00pm to 8:00pm

Councilman Gilmore and Councilman Moore seats are up

Mayor Abbate and Councilman Scott will work the Book

- Comp Plan – The University of Delaware will be at the March Meeting

Councilman Comment:

Adjourn:

A motion to adjourn by Scott and seconded by Gilmore and carried

Submitted

Justin King



TOWN OF HOUSTON

EST. 1854



PO Box 196
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7:30 PM REGULAR MEETING March 02, 2017

Call to Order
Pledge of Allegiance
Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
- Planning & Zoning: Land Use & Building Permits
- Code Enforcement Violations
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
 - Guest from the University of Delaware, Institute for Public Administration, Troy D. Mix & BJ DeCoursey.
 - Provide an overview of their typical process for working with a town to complete a comprehensive plan, and hear from the Town.
- Results, Filing for (2) Council Seats, February 25, 2017
- Street Lights
- Search for new Treasure & Tax Collector
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Municipal Election Date (if needed)
 - Saturday, March 25, 2017
 - Noon to 6:00 PM
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on February 23, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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Agenda items may be considered out of sequence.

Town of Houston

Minutes of Meeting

March 2, 2017

The monthly meeting of the Town of Houston was held at the Houston Volunteer Fire Company
143 Broad St, Houston De, on Thursday March 2, 2017

Presiding: Mayor Abbate

In Attendance: Council persons Angelo Abbate, Greg Gilmore, Cody Scott

Call to Order

Councilman Abbate called the meeting to order at 7:30pm followed by Pledge of Allegiance and moment of silence

Approval of Previous Minutes

February minutes were provided, a motion to approve as printed by Scott and seconded by Gilmore and carried

Monthly Reports

Treasurer-

A motion to accept as printed by Gilmore and seconded by Scott and carried

Bills-

Secretary

Treasurer

Tax Collector

Delmarva Power

Peninsula Trash

State Police

A motion to pay the bills by Gilmore and seconded by Scott and carried

Tax Collector-

- \$1306.02 taken in

A motion to accept the tax collectors report by Gilmore and seconded by Scott and carried

Building Permits-

- 214 Broad St for a fence
- 130 Maple St for a shed

Business License-

- none

Code Enforcement-

- 281 Broad St – Charles Vincent III needs a building permit for his shed and has furniture on the front porch, a certified letter will be sent

Correspondence:

- Cencus Beuro

Public Comment:

- none

Old Business:

- Troy Mix with The University of Delaware Institute of Public Administration explained the process to update the Town of Houston Comprehensive Plan. He also explained how The U of D IPA could assist in the process.
- A motion by Abbate and seconded by Scott to get a Proposal from U of D IPA to assist with comp plan - carried
- Rail Road property clean up – is in the works
- The new street – waiting on DPL engineer
- Six existing street lights were out and have been fixed
- Council Filing – No Election needed
Councilman Gilmore and Councilman Moore signed up to retain their seats
- Sewer Committee – tabled
- Town Council will look into having a book keeping service take over the jobs of treasurer and tax collector

New Business:

- Councilman Cody Scott will be resigning from Town Council

Councilman Comment:

Adjourn:

A motion to adjourn by Gilmore and seconded by Moore and carried

Submitted

Justin King



TOWN OF HOUSTON

EST. 1854



PO Box 196
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7:30 PM REGULAR MEETING Rescheduled from April 06, 2017 April 13, 2017

Call to Order
Pledge of Allegiance
Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
- Planning & Zoning: Land Use & Building Permits
 - Permit Fence, 296 Front St, Cabbage
 - 281 Broad Street, Vinson III, turned into Kent County
 - No Permit for Brown Shed, Framing of Front Porch No Permit, and not code compliant.
- Code Enforcement Violations
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite Proposal
 - Vote on Proposal under **New Business**
-
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Appointment of vacant council seat(s)
- **Appointment to office:**
 - Vice Mayor, Secretary, Treasure & Tax Collector, Town Solicitor Town Auditor, Board of Health, & Lay member to the Board of Adjustment.
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session **Adjourn**

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on April 06, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

Agenda items may be considered out of sequence.

Town of Houston

Minutes of Meeting

April 13, 2017 - Rescheduled

The monthly meeting of the Town of Houston was held at the Houston Volunteer Fire Company
143 Broad St, Houston De, on Thursday April 13, 2017

Presiding: Mayor Abbate

In Attendance: Council persons Angelo Abbate, Greg Gilmore, Bill Moore, Tony Nixdorf

Call to Order

Councilman Abbate called the meeting to order at 7:30pm followed by Pledge of Allegiance and moment of silence

Approval of Previous Minutes

March minutes were provided, a motion to approve as printed by Nixdorf and seconded by Moore and carried

Monthly Reports

Treasurer-

A motion to accept as printed by Gilmore and seconded by Moore and carried

Bills-

Secretary

Treasurer

Tax Collector

Delmarva Power

Peninsula Trash

State Police

Houston Volunteer Fire Company – Donation

Chief Magistrate Court

University of Delaware – IPA

A motion to pay the bills by Gilmore and seconded by Moore and carried

Tax Collector-

- \$150.00 taken in

A motion to accept the tax collectors report by Moore and seconded by Nixdorf and carried

Building Permits-

- 296 Front St for a fence
- 93 Warton St. for a ramp

Business License-

- none

Code Enforcement-

- A shed on School St. needs to be cleaned up

Correspondence:

- Municipal Street Aid paperwork is due May 15
- Municipal Street Aid Report is due July 1

Public Comment:

- none

Old Business:

- Appointment to vacant Town Council seat previously held by Cody Scott
A Motion by Abbate and seconded by Moore to appoint Jim Aquilani and carried
- A Motion by Abbate and seconded by Moore to appoint Carol Jester to fill Tony Nixdorf's council seat when he leaves council and carried
- The University of Delaware Institute of Public Administration will assist with the Town of Houston Comp Plan – Motion by Abbate and seconded by Aquilani and carried

New Business:

- Appointment of Office

Vice Mayor – Greg Gilmore
Secretary – Justin King
Treasurer - Dawn Mcdonnell
Tax Collector – Dawn Mcdonnell
Town Solicitor – Jamie Sharp – Moore and Rutt
Town Auditor – tabled
Board of Health – Town Council
Lay Member to Board of Adjustment – Leon Mcdonnell

A motion by Nixdorf and seconded by Gilmore and carried

Councilman Comment:

Adjourn:

A motion to adjourn by Nixdorf and seconded by Gilmore and carried

Submitted

Justin King



TOWN OF HOUSTON

EST. 1854



PO Box 196
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7:30 PM REGULAR MEETING May 04, 2017

Call to Order Pledge of Allegiance Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
 - (4) Court; (New Frontiers LLC, 59 Richardson St.), (Faulkner, 661 Front St.), Fleetwood, 391 School St.), and (Harbeson, 12 Broad St.)
 - Kent County Tax List for FY '17-18'
- Planning & Zoning: Land Use & Building Permits
 - Permit Pool Screen Porch, 305 Railroad Ave, Yost
 - 281 Broad Street, Vinson III, turned into Kent County
 - No Permit for Brown Shed, Framing of Front Porch No Permit, and not code compliant.
- Code Enforcement Violations
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
 - Kickoff, July 03, 2017 Meeting
 - U of D, IPA representatives will attend
- New Treasure & Tax Collector Paperwork
-
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Preliminary Budget and Fee Schedule; FY 2017-2018.
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on April 27, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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TOWN OF HOUSTON
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Minutes of Meeting

May 4, 2017

The monthly meeting of the Town of Houston was held at The Houston Volunteer Fire Company
143 Broad St. Houston Delaware on Thursday May 4, 2017

Presiding: Mayor Angelo Abbate

In Attendance: Council Persons Greg Gilmore, Bill Moore, Tony Nixdorf, Jim Aquilani

Call to Order

Mayor Abbate called the meeting to order at 7:30pm followed by the Pledge of Allegiance and a moment of silence

Approval of Previous Minutes

April minutes were provided, A motion to approve by Councilman Nixdorf and 2nd by Councilman Gilmore – carried

Monthly Reports

Treasurer -

A motion to accept a printed by Councilman Aquilina and 2nd by Gilmore – carried

Bills –

Secretary

Treasurer

Tax Collector

Delmarva Power

Peninsula Trash



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Delmarva Property Maintenance

Delaware State Police

Houston Volunteer Fire Company – Donation

A motion to pay the bills by Aquilina and 2nd by Gilmore – carried

Tax Collector –

Took in \$550.00

Four properties going to court:

- 59 Richardson St. – New Frontiers LLC
- 661 Front St. – Faulkner
- 391 School St. – Fleetwood
- 12 Broad St. – Harbeson

A motion to accept report by Councilman Gilmore and 2nd by Nixdorf – carried

Building Permits –

- 281 Broad St for a shed
- 305 Railroad Ave for a pool house

Business License –

None

Code Enforcement –

- Councilman Moore will be posting Properties for tall grass

Correspondence –

- Municipal Street Aid Paperwork will be notarized and turned in by 5/15/17

Old Business –

- Comprehensive Plan meeting on July 3, 2017
- Treasurer and Tax Collector – Tabled
- Councilman Aquilina will work on Railroad cleanup

New Business –



TOWN OF HOUSTON
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- The first reading of the Town Budget will be at a special meeting on June 1, 2017 at 7:00pm
- The second reading of the Town Budget and possible adoption will be held at the June 1, 2017 town meeting

Public Comment:

Councilman Comment:

Adjourn:

A motion by Councilman Nixdorf and 2nd by Councilman Gilmore - carried



TOWN OF HOUSTON
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PO Box 196
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7:00 PM SPECIAL MEETING
June 01, 2017

Special Meeting: Ordinance 17-01 FY 2017-18 Budget relating to the adoption of the Town of Houston Budget and Chapter 175: Fees for Fiscal Year 2017-18.

7:30 PM REGULAR MEETING
June 01, 2017

Call to Order

Pledge of Allegiance

Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
 - (2) Court; (Fleetwood, 391 School St.), and (Harbeson, 12 Broad St.)
 - Kent County Tax List for FY '17-18'
- Planning & Zoning: Land Use & Building Permits
 - Permit Pool, 759 School St,
 - Ext. Reno, 11 Mill St
 - 281 Broad Street, Vinson III, No Permit for Brown Shed, was to be moved 5/15/17 (NO ACTION as Yet)
- Code Enforcement Violations (Trees overhang roads)
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
 - Kickoff, July 03, 2017 Meeting
 - U of D, IPA representatives will attend
- 2nd Reading, **Ordinance 17-01 FY 2017-18 Budget relating to the adoption of the Town of Houston Budget and Chapter 175: Fees for Fiscal Year 2017-18.**
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Town Yard Sale JUNE 17, 2017; 7:00 AM - ?
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on May 25, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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TOWN OF HOUSTON

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PO Box 196
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7:30 PM REGULAR MEETING July 06, 2017

Call to Order

Pledge of Allegiance

Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
 - Court and Tax Lien; (Harbeson, 12 Broad St.)
 - Tax Bills out for delivery
 - Houston Vol Fire Co. property, 131 Mill Street, Rental Property ?
- Planning & Zoning: Land Use & Building Permits
 - Permit Pool, 56 Broad St,
 - Permit Pool & Hot Tub, 469 Front St
 - 281 Broad Street, Vinson III, No Permit for Brown Shed, was to be moved 5/15/17 (NO ACTION as Yet) See attached certified letter
- Code Enforcement Violations (Trees overhang roads)
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
 - Kickoff, July 06, 2017 Meeting
 - U of D, IPA representatives will attend
- Railroad Construction material Cleanup
- Town Yard Sale JUNE 17, 2017; 7:00 AM - ?
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on June 29, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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TOWN OF HOUSTON
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PO Box 196
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COMPREHENSIVE PLAN REWRITE WORKSHOP
6:00 PM MEETING
August 03, 2017

Call to Order

Review & discuss “GOALS AND IMPLEMENTATION CHECKLIST”

Adjourn

7:30 PM REGULAR MEETING
August 03, 2017

Call to Order

Pledge of Allegiance

Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
 - Court and Tax Lien; (Harbeson, 12 Broad St.), Certified Letter Sent 07/27/2017
- Planning & Zoning: Land Use & Building Permits
 - Permit Pool, 316 Front St,
 - Permit HC Ramp, 370 School St (EXEMPT from County & Town Fee)
 - 281 Broad Street, Vinson III, Shed Moved, Permit issued
- Code Enforcement Violations
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
- Railroad Construction material Cleanup
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Municipal Street Aide paperwork
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on July 27, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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TOWN OF HOUSTON
EST. 1854



PO Box 196
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COMPREHENSIVE PLAN REWRITE WORKSHOP
6:00 PM MEETING
SEPTEMBER 07, 2017

Call to Order

Review & discuss “Pre Plus” Meeting held Aug 23rd. Comp. Plan Chapter Review
Adjourn

7:30 PM REGULAR MEETING
September 07, 2017

Call to Order

Pledge of Allegiance

Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
 - Court and Tax Lien; (Harbeson, 12 Broad St.), Due by 9/30/17
- Planning & Zoning: Land Use & Building Permits
 - 281 Broad Street, Vinson III, Shed Moved, Closed
- Code Enforcement Violations
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
- Railroad Construction material Cleanup
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

-
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on August 31, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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TOWN OF HOUSTON
EST. 1854



PO Box 196
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COMPREHENSIVE PLAN REWRITE WORKSHOP
6:00 PM MEETING
October 05, 2017

Call to Order

Review & discuss "Pre Plus" comments.
Comp. Plan Chapter Review Economic Development

Adjourn

7:30 PM REGULAR MEETING
October 05, 2017

Call to Order

Pledge of Allegiance

Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
 - Court and Tax Lien; (Harbeson, 12 Broad St.), Due by 9/30/17
- Planning & Zoning: Land Use, Building Permits, Business License
 - 54 Minner Street, Detached Garage
 - 610 Front Street, Business License A & E Cycles, Motorcycle service & repairs
- Code Enforcement Violations
 - Vacant Lot on Railroad Ave. (Hammond Property) owners contractor will assess work needed, should be completed couple weeks.
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Halloween Trick or Treat, Tuesday, October 31, 2017, from 6:00 – 8:00 PM, ages 12 and under
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on September 28, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

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TOWN OF HOUSTON
EST. 1854



PO Box 196
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COMPREHENSIVE PLAN REWRITE WORKSHOP
6:00 PM MEETING
November 02, 2017

Call to Order

Comp. Plan Chapter Review

Adjourn

7:30 PM REGULAR MEETING
November 02, 2017

Call to Order

Pledge of Allegiance

Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector
- Planning & Zoning: Land Use, Building Permits, Business License
 - 67 Minner Street, Shed
 - 110 Wharton Street, Business License Jester Lawn Service, Lawn Care
- Code Enforcement Violations
 - Parking Dog, 1262 Pine St.
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
-
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on October 26, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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Agenda items may be considered out of sequence.



TOWN OF HOUSTON
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PO Box 196
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COMPREHENSIVE PLAN REWRITE WORKSHOP
6:00 PM MEETING
December 07, 2017

Call to Order

Comp. Plan Chapter Review

Adjourn

7:30 PM REGULAR MEETING
December 07, 2017

Call to Order

Pledge of Allegiance

Approval of Previous Minutes

Monthly Reports

- Treasurer
 - Monthly Bills
- Tax Collector : Past Due Letters sent, Due Date 12/31/17
- Planning & Zoning: Land Use, Building Permits, Business License
 - Building Permit, 32 Broad Street, Shed
 - Building Permit, 184 Broad Street, Pole Building
- Code Enforcement Violations
 -
- Correspondence –

Public Comment Section

Unfinished Business

- Comprehensive Plan Rewrite
- Residential Rental Operating License Renewals – Due by 12/31/17
- Sewer Committee progress
- Other Unfinished Business as may be necessary for discussion and/or action

New Business

- Christmas Decoration Judging
-
- Other new business as may be necessary for discussion and/or action

Council Member Comment and Update Session

Adjourn

In accordance with 29 Del. C. 10004(e)(2), this Agenda was posted on November 30, 2017, at 5:00 p.m., at least seven (7) days in advance of the meeting.

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Agenda items may be considered out of sequence.