

Regular Meeting Minutes  
Ellendale Fire Company  
LOCATION CHANGE: Zoom Meeting  
February 3, 2021

**7:00pm – Regular Meeting**

**1. Call to Order**

At 7:00pm, the regular Town Hall meeting for February 3<sup>rd</sup>, 2021 was called to order by Kim Hughes

**2. Moment of Silence/ Pledge of Allegiance**

The decision was made to not hold this as this is a Zoom call.

**3. Roll Call**

Kim Hughes, President – Present; Virginia Weller, Vice President – Present; Tamara Skis, Secretary – Present; Aaron Moore – Present\*; Tanya Mann – Present\*

\*Aaron Moore was present for parts of the discussion, but not able to maintain connection for the entire time.

In Attendance: Craig Eliassen, Kim Koukaras, Gail Vincent, Bruce Von Goerres

**4. Citizen Service Recognition**

No Citizens to recognize this month.

**5. Approval of Agenda**

Motion to approve the agenda – Tamara Skis. Second – Virginia Weller. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis. No Vote: Aaron Moore, Tanya Mann. Motion carried by majority vote

**6. Reading & Approval of Minutes**

Motion to accept the December 16<sup>th</sup>, 2020 with corrections - Virginia Weller. Second – Tamara Skis. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, No Vote: Aaron Moore, Tanya Mann. Motion carried by majority vote.

Motion to accept the January 3<sup>rd</sup>, 2021 with corrections - Virginia Weller. Second – Tamara Skis. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis. No Vote: Aaron Moore, Tanya Mann. Motion carried by majority vote.

**7. Treasurer's Report**

Motion to accept the Treasurer's Report – Tamara Skis. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis. No Vote: Aaron Moore, Tanya Mann. Motion carried by majority vote.

**8. Police Chief's Report**

Motion to accept the submitted police report – Tamara Skis. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Tanya Mann, Aaron Moore, Kimberly Hughes. No Vote: Tanya D. Mann. Motion carried by majority vote.

## 9. Old Business

- 9.1 Ingram Village Update (Entrance, Building, Zoning, Street Parking) – Still waiting for Melvin Joseph to pull permits. Shea Concrete has already received permits and business licenses for the curbing. Kim Hughes has had another discussion with Beaver Properties related to the bonding, but Beaver Properties is reluctant to do so. No further discussion on curb painting or signage related to on-street parking. All permits are still on hold per DeDOT. Tamara Skis asked if the delay for Shea Concrete was related to Melvin Joseph needing permits. Kim Hughes advised that she believes that Shea Concrete is now ready to start, after having to resubmit a quote due to the requested material and thickness not having been properly bid.
- 9.2 Comprehensive Plan Review Update – Corrected and edited version had been posted since January 8<sup>th</sup> for public comment. Aaron Moore was working on a new proposal for an R2 and R3 district, which would require updating the maps. Aaron Moore advised Ingram Village's zoning technically does not allow for the type of buildings that are being built. With his proposed update, that can be remedied and allow for future flexibility. Craig Eliassen advised that this is along the lines of what he has done with other towns. Tamara Skis asked some questions for clarity related to how the new definitions will correlate.
- 9.3 Committee Updates (Public Works, Sunshine, Land Use, Festival, Tree Lighting, Parade, Youth Council) –
- 9.4 **Tabled** - Charter Change Project
- 9.5 Sidewalk/drainage issue at 311 Main St. – Engineers have been out to survey the property. The railroad owns part of the roadway but weren't sure how far. As of this meeting, Kim Hughes had not received any copies of surveys, but did receive a letter informing that the research done indicates that the railroad owns more property than originally discussed in the field.
- 9.6 Insight Homes Proposed Building Plans – Insight requested a status update related to Beaver Properties. Kim Hughes advised that she provided a copy of the plans to which Beaver Properties is being held.
- 9.7 Railroad Storage of Oil/Gas Cars on Track – An email was sent expressing our concerns, but no response has been received.
- 9.8 Annexation – Kim Hughes sent out policies and procedures to review. Changes are forthcoming to allow small parcel annexations to proceed without the same requirements and paperwork as large developments. Craig Eliassen asked if these changes were something that would need to be reviewed by the State Legislature. Kim Hughes asked Craig Eliassen in return if this type of change needed to go before the legislature. Craig Eliassen advised that it would.
- 9.9 Fee Schedule – Tabled due to needing information related to the impact fees. Motion to table – Tamara Skis. Second – Virginia Weller, Tanya Mann. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.
- 9.10 Wages/Salaries – Chief Von Goerres reviewed the proposed Police Department budget. The Chief was able to show that revenue was down, largely in part to COVID. The grants that are available are not always able to cover the necessary training. Tamara Skis questioned whether a formal public hearing was required. Kim Hughes advised that this forum is how budget issues are usually



handled, and Craig Eliassen advised that since this aligns with already established practices, the Council could proceed. Motion to discontinue part-time officers until such time as the revenue allows the Town to support them – Tamara Skis. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.

9.11 Delinquent Taxes/Pursuing Liens on Properties – Kim Hughes did not have an update Motion to table until next month – Virginia Weller. Second – Tamara Skis. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.

## **10. New Business**

10.1 Zoning Ordinance Update – Motion to table until a special meeting or next month, whichever comes first – Tamara Skis. Second – Tanya Mann. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.

10.2 Treasurer – The person who was nominated last month is ineligible to hold the position. Kim Hughes spoke to some people who may be interested. She advised that we have to offer a salary to anyone who might be interested. Tanya Mann asked if that was counterintuitive to the changes that were made, and why no one is taking the role. Tamara Skis explained that the other councilmembers all are playing roles that are also needed. Kim Hughes asked Ms. Mann would be interested holding the role. Tanya Mann advised she hasn't done the work before and would need support. Tamara Skis pointed out that Aaron Moore may have the necessary skills but wasn't available to discuss. Motion to table until a special meeting or next month, whichever comes first – Tamara Skis. Second – Tanya Mann. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.

**11. Correspondence:** Mosquito mail package has been sent. Due to mail not being reliable, the deadline is March 5<sup>th</sup>. Motion to send letter to have permission to do the aerial mosquito spraying – Tamara Skis. Second – Virginia Weller. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.

Kim Hughes received correspondence about a possible new development. Kim Hughes provided information about some possible properties that could meet the need. Tamara Skis asked what kind of housing they would build. Kim Hughes advised he was talking about residential and commercial. Kim Hughes advised that his last project was 55+. Tamara Skis voiced that she would prefer young adult and family housing, if that is possible.

Donation request from the fire company.

Shea Concrete is doing the sidewalks for Ingram Village. Kim Hughes requested a quote on additional sidewalks that weren't included in the plan. Kim Hughes advised that impact fees could be used to pay for it. Tamara Skis asked if two more bids were required because of the dollar amount, and if the impact fees could be used as there have been questions about the usage thereof. Kim Hughes advised that she would ask for the two other bids.

12. **Recognition of Visitors:** None.

Prior to entering Executive Session, the special meeting was decided to take place on February 17<sup>th</sup>, 2021 at 6:00pm

Motion to recess public town hearing and enter into Executive Session – Tamara Skis. Second – Virginia Weller, Tanya Mann. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.

**Executive Session:** Entered into Executive Session at 8:41p

Motion to adjourn Executive Session and reconvene in public town meeting– Tamara Skis. Second – Tanya Mann. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote.

Entered back into public session at 8:53pm

Tamara Skis wanted to discuss the difference between President and Mayor. Ms. Skis advised that her belief was that since the Charter gives definition and power to the title “President” and “Vice President” verses “Mayor” and “Vice Mayor” that the council should be using those titles internally. Craig Eliassen agreed with the understanding that the community may use “Mayor” as a term of endearment. Mr. Eliassen said that he does not believe that the powers granted in the Charter is an issue for the occasions of using Mayor over President.

13. **Adjournment:** Motion to adjourn– Tanya Mann. Second – Virginia Weller, Tamara Skis. Roll call vote. Voting in favor of the motion: Virginia Weller, Kimberly Hughes, Tamara Skis, Tanya Mann. No Vote: Aaron Moore. Motion carried by majority vote

Meeting adjourned at 9:00 pm

Kim Hughes  
President

Oct. 13, 2021  
Date

Tamara M Skis  
Secretary/Councilmember

Oct 12, 2021  
Date

Due to  
COVID