

Regular Meeting Minutes
Tuesday March 3, 2020
Ellendale Town Hall, 300 Mc Caulley Avenue

7:00pm Meeting Called to order by President/Mayor Kim Hughes at 7:00 p.m.

Roll Call: Sherita Perry present, Vice President Virginia Weller present, Tamara Skis present, Tanya D. Mann present, and President/Mayor Kim Hughes- present

Citizen Recognition- Dale Kirlin was to be recognized for going above and beyond involving a criminal matter. This will be done by President Hughes and Chief Bruce Von Goerres.

Approval of Agenda- Tanya D. Mann made the motion to accept the agenda with the changes and Tamara Skis gave the second: with all in favor, motion so carried. See agenda for corrections.

Approval of the Minutes- Vice President Virginia Weller made the motion and Sherita Perry second all in favor so carried.

Treasurer's Report- Report was reviewed by President/Mayor Kim Hughes and a motion was made by Tamara Skis and seconded by Vice President Virginia Weller all in favor so carried.

Police Report- was read by Mayor Kim Hughes and a motion was made by Tamara Skis and seconded by all in favor so carried.

Solicitor's Report- He will elaborate when needed and necessary

Recognition of Visitors- Mr. Doug Simpson and Mr. Dale Wheatley addressed the board with deeding the streets and common areas of Phase I over to the Town of Ellendale. They were told they needed to send a letter referencing this and the inspections will be initiated. They were also asked about the meeting they declined with the Town, residents, and other agencies, such as Sussex County Habitat and Diamond State. Doug Simpson said no agenda was provided when they asked. President Hughes stated that no agenda was asked for, only after declining did Lynda say provide a list and they would address those complaints. Doug Simpson and Dale Wheatley stated they would attend a meeting if an agenda was provided. During this discussion, Wheatley and Simpson brought to the Town's attention of an on-going issue with the North-westerly ditch line behind the houses on N. Old State where property easement infringements are. This is a maintenance easement left between properties and Tax Ditch. They are having trouble getting them straightened up. They stated they have tried verbally talking to the residents, stakes and no trespassing signs, markers, and trees. The trees get mowed down, stakes get moved, etc. Stated he had Soil Conservation out and that office sent letters. President Hughes stated that if letters were sent, then School House Tax Ditch never received one, and they should have. Tamara Skis stated that she is a resident of Ingram Village and lives along the School House Tax Ditch and she never received one either. Tamara asked that next time Dale Wheatley and Doug Simpson should bring such letters or evidence to meetings, such as letters, pictures, etc. The easement size varies in square footage along there, but mostly it is 25ft. Along with this issue; President Hughes told Wheatley and Simpson of an issue that was brought to her attention by Aaron Moore of an easement issue that may

affect their selling and building of two lots just South of Gladys and South Lee. 2nd and third lots known as 175 & 176, which are addressed as 632 & 634 South Lee. President Hughes asked Aaron Moore to explain what he had found concerning the easement/building issues. Aaron explained that according to

*Separate
conversation
for
Aaron
Impact
Fees*

Regular Meeting Minutes

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the Tax Ditch Map lay-over on Sussex County mapping, it shows a 80ft easement from the center of the ditch, which would make it almost impossible to build on those lots with Town setbacks. Rowland Moore stated that the Deed should show the easement layouts. Doug Simpson thinks that the lots were laid out with the easement in mind of not hindering the building/selling of lots. They will check into it. Roxann Moore stated that this is one of the exact reasons for the meeting the Town requested with Beaver Properties and other agencies concerning Ingram Village. Doug Simpson stated that they refused due to lack of agenda. President Hughes stated that no agenda was specifically asked for; just a list of concerns/complaints and they would handle it. Doug Simpson stated that they would attend a meeting if provided an agenda. Doug Simpson stated that even though most of these issues lay within Phase II and III, it is common area and would be the Town's problem and trying to give us a courtesy heads-up and asking for help. President Hughes went over that sidewalks are an issue as of now, and that alone will hold up the turnover of Phase I. Sidewalks need to be checked for ADA compliance. Tamara Skis stated her displeasure of the cross over of the sidewalks and that sidewalks are not on both sides of the streets. She wants to see the plans that this board signed off on allowing this. Doug Simpson stated that he will not pour one ounce of sidewalk that he does not have to considering the millions they have lost on this project. Once letter requesting inspections for turnover, President Hughes will initiate inspections. Aaron Moore also wanted to address Impact Fees, stating that they are established using a national nexus and that before the Impact Fees can be given to the Fire Company, the Fire Company must explain where they will use the Impact Fees that ties into the Development, i.e. 3% towards ladder truck. Daniel will look this up and compare with our Charter.

Old Business

Comprehensive Plan Review Update- Tabled continuing to work on up-dates as a representative from Office of State Planning could not be here. More planning input is needed to explain how the Town plans to prepare for growth. Still updating census and housing information. Will look over the Plans provided by Dorothy Morris, Office of State Planning for ideas on growth plans.

Committee Updates- Festival/Youth, Zoning Update, Land Use, Tree Lighting - these meetings have been scheduled for March 18, 2020. The first meeting is scheduled to begin at 6:00pm.

Charter Change Project – For the charter President Mayor Kim Hughes and Daniel DeMott went over the areas being researched for change. The head tax, under enumeration of powers allows the Council to change or establish; but contradicts under that specific section with a dollar amount. The finance charges, penalties, late fees that President Hughes wanted clarified are allowed under enumerations of powers for Council, but Daniel will fix the contradictions in other sections. Tamara Skis and President Hughes had two different thought processes concerning the Mayor/President issue. Tamara wanted to change up the whole Council, by adding a Mayor position that residents can elect, with a four-person board. President Hughes was just talking about making sure the Charter did not contradict and said President throughout and people are calling her Mayor, regardless. President Hughes has stated that she would like to eventually be an employee of the Town, such as Town Manager, Town Clerk, jobs she is already doing along with the President of Council. Tamara, Daniel, and other residents stated that Maybe the conversation of Town Manager is what is needed.

Regular Meeting Minutes
Tuesday March 3, 2020
Ellendale Town Hall, 300 Mc Caulley Avenue

2018 Audit – Need a revision of wrong figures on one-page (#6) of 2018 Audit. A motion to change the paper in the book properly to the blue paper that was used for rest of book was made by Tamara Skis a second by Vice President Virginia Weller all in favor so carried.

Proposed budget/fee schedule/tax rate/ salaries- vote individually or all together to estimate final numbers for budget 2019 and estimate proposed 2020.

New Business

Mosquito Spraying- Motion to allow DNREC to spray the Town for mosquitos was made by Tamara Skis a second was given by Sherita Perry. All in favor, so carried.

Annual Fire Co. Donation/Impact Fees - The Ellendale Fire Company fees was voted in to be presented at the 100th Anniversary Banquet in the form of a check upon receiving a letter explaining how the Impact Fees would be used, motion was made by Vice President Virginia Weller and second by Tanya D. Mann, with all in favor, so carried.

703 Willow Street Variance- The variance of minimum lot size for 703 Willow Street for Sussex County Habitat approval letter from Planning Commission was read and a motion was made by Tanya D. Mann with a second given by Sherita Perry. All in favor, so carried. *Tamaraski's voted no*

New Zoning Map - New zoning map to include Ingram Village, D'Aquila properties, and all Kirlin property was presented for adoption. and discussion on new zoning issues a motion was made by Tamara Skis and second by Sherita Perry all in favor so carried. Also included the issue with the town houses in Ingram Village. They need to show that they are multi-family units in those few sections of a labeled single-family R-1 section.

There also was a vote to form a small committee to get the word out for the 2020 US Census and put flyers in our town taxes, motion made by Tamara Skis with second given by Vice President Virginia Weller, with all in favor; so moved.

The Council of The Town of Ellendale discussed the paving issue that the Ellendale United Methodist Church is having. Currently, waiting to hear back from the church about plans.

The Town of Ellendale is moving forward with establishing a finance committee motion made by Tamara Skis and second by Vice President Virginia Weller, with all in favor; so, moved.

A motion was made to accept the date and time for the annually Easter Egg Hunt sponsored by The Town of Ellendale motion made by Tamara Skis and second by Vice President Virginia Weller with all in favor, motion carried.

Regular Meeting Minutes
Tuesday March 3, 2020
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Adjournment at 9:48p.m with a motion made by Tanya D. Mann and second by Sherita Perry with all in favor so carried.

Minutes Submitted by Tanya D. Mann and Kimberly Hughes

Kim Hughes

Mayor/President

4-7-2020

Date

COVID

Tanya D. Mann

Secretary

4-7-2020

Date