

# MINUTES

Regular Meeting of Ellendale Town Council  
August 03, 2022  
Council Chambers – 300 McCaulley Street

1. Call to Order
2. Pledge of Allegiance/Moment of Silence
3. Roll Call

Town Council Members Present:

Council Member Aaron Moore, President  
Council Member Tamara Skis, Vice President  
Council Member Kimberly Koukaras, Secretary  
Council Member Lisa Workman, Treasurer

Town Council Members Absent:

Council Member Kim Hughes

Town Staff Present:

Craig Eliassen, Town Solicitor  
Karen Emory Brittingham, Town Clerk  
Chief Bruce Von Goerres, Police  
Jamie Webb, Public Works Department

Members of the Public Present:

See Sign In Sheet, dated August 03, 2022

4. Citizen Recognition: None
5. Approval of Agenda  
**MOTION** to accept agenda as written made by T. Skis, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously.
6. Reading & Approval of Previous Minutes  
**MOTION** to Accept the Regular Meeting Minutes, as written/emailed made by T. Skis, 2<sup>nd</sup> by K. Koukaras. **MOTION CARRIED** unanimously.  
**MOTION** to Accept the Special Meeting Minutes for the Public Hearing – Rezoning Application (7.6.2022) and the Special Meeting Minutes – Public Hearing Annexation Application (Liborio-Ellendale, LLC), as written/emailed made by T. Skis, 2<sup>nd</sup> by K. Koukaras. **MOTION CARRIED** unanimously.
7. Treasurer’s Report  
A. Moore needed additional information to present an update **MOTION** to table Treasurer’s report made by T. Skis, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED.**

Police Chief’s Report

Chief Von Goerres presented report, as written. **MOTION** to accept report as submitted made by T. Skies, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED**

Town Clerk’s Report

K. Brittingham reported on Building Permits, Town Licenses and continued work on filing and tax files. Also working with Chief Von Goerres on zoning violations. **MOTION** to accept report as verbally submitted, made by T. Skis, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously.

## Old Business:

1. Committee Updates – T. Skies provided an update on the Family Fun Day, scheduled for August 27, 2022. Added this year, as donated by the Ottomano's will be Kindness Stones for painting. School supply bags will be available for distribution. Continue to work on getting vendors. Smaller this year, but getting it restarted. J. Webb reminded about the location of electric. L. Workman\_ provided an update on the Youth Council, they will be meeting later this month.
2. Annexation Updates:  
A Moore will presented information on the Annexation Agreement(s) . He has several concerns with the agreement submitted for the “Starwood Enclave” and would suggest sending it back to the applicant for further discussion. **MOTION** made by T. Skis to decline the agreement as submitted, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously. A. Moore presented information on the Horsey/Garey Farm Annexation. The agreement has not been reviewed by legal council and recommends tabling the approval pending that review. **MOTION** to table the approval pending legal review made by L. Workman, 2<sup>nd</sup> by T. Skis. **MOTION CARRIED** unanimously.
3. Newdale Acres – Set Date. A. Moore reported that Newdale Acres has been approved by the State and the Annexation Agreement has been signed. Three people are needed to be in attendance for the election. Residency of voters needs to be confirmed prior to casting ballot. T. Ottomano asked about the infrastructure. A. Moore reported the design and infrastructure for the development has already been approved by the County. Annexation allows the town to collect funds for services provided by the town, i.e. police, fire. Allows the developer greater density. **MOTION** made by T. Skis to schedule special meeting for August 11, 2022 @ 7:00 to choose election officials, etc., 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously.

A. Moore provided an update on the delivery of the new Police Vehicle, which is being delayed at the dealership. Delivery should be within the next two weeks.

4. Town Hall License/Computer System: T. Skies reported the existing system is a mess. The computer and the phone system have been down several times this week. It is a “hodge podge” system that is not easily managed and may not be upgradable. More information is needed on cost(s) and upgrade(s).
5. Quickbooks Update- A. Moore reported the new version was installed in July. Payroll did not include taxes withheld. Issue resolved through Support Services. However, information forwarded to accountant did not include the information/format to do the quarterly report(s). Working on getting the upgrades for quarterly reports.
6. Financial Audit Update – L. Workman reported she is still looking for additional quotes, lowest so far is \$12,000. Sombar does not do this type of work anymore. May look into outside of Delaware services. T. Skis requested anyone be licensed and approved in Delaware.
7. Delinquent Property Taxes: A. Moore began discussion on back taxes, including that two checks had not been deposited, which include several properties. The checks did not include the information on where to credit the funds and they continue to attempt to identify the owners. One person is making payments. T. Skis asked about the most overdue and the status of the Sheriff Sale on those sites. L. Workman is working on moving forward with the attorney and will be contacting Moore & Rutt, P.A. as they handle many of the sales in and for the County. T. Skis asked about the time line, as the town needs the funds. L. Workman estimated

the time frame from start to finish to be about six (6) months. L. Workman will work with the clerk to begin the process and provide information at the next meeting.

8. Review Fee Schedule- T. Skis opened the discussion based on information from the Public Workshop. **MOTION** made by T. Skis to make Property Tax based on \$2.00 per \$100 of full assessed value, which is comparable to the Town of Greenwood, 2<sup>nd</sup> by L. Workman. Roll Call: K. Koukaras Yes, L. Workman, Yes, T. Skis, Yes, Aaron Moore, Yes. **MOTION CARRIED** unanimously. Other discussion on fees included Impact Fees. A. Moore said \$500 is currently being collected at the time of a building permit and includes distribution to Police, Parks and Rec, Municipal and Streets. **MOTION** to increase the amount to \$600 made by T. Skis, with the percentage of distribution remaining the same. 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously. Discussion on Administrative Fees **MOTION** to increase fee to \$25 per hour made by T. Skis, 2<sup>nd</sup> by K. Koukaras. **MOTION CARRIED** unanimously. Discussion to increase Certificate of Occupancy fee from \$10 to \$50. **MOTION** made for the increase to \$50 by T. Skis, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously. Discussion on labor fee for Public Works, including grass, street maintenance. **MOTION** to increase the hourly rate for Public Works to \$100 per hour made by T. Skis, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously. Revising other fees will be addressed at future meetings.
9. Alley Traffic Flow – A. Moore opened discussion any changes would require written response from the Fire Company, the Police Department and DelDOT. Emergency services must be involved. T. Skis felt it should be done in one full swoop. L. Workman felt people affected by the change should have input and all parties should be notified. K. Brittingham read the recommendations from the Planning Commission. M. Panos mentioned the Trash Collection Companies would also be affected by the change. Decision made to **TABLE** moving forward with a Public Hearing until a location for the meeting could be determined.
10. Outdoor Dining – K. Brittingham read the recommendation from the Planning Commission. A. Moore provided additional information and is waiting for additional information on Outdoor Dining on Private Property. Rehoboth has had experience with outdoor dining and the regulations can be adapted for Ellendale. L. Workman said more information is needed, including the affect on sidewalks. Decision made to **TABLE** discussion until the September meeting.

### New Business:

1. Fire Hall Rental - A. Moore reported a meeting was scheduled with K. Brittingham and the Fire Company was scheduled for 8.09.2022 @ 7:00 pm. To get clarification on a path moving forward. T. Skis felt this was not an option as she did not have authority to act on behalf of Council. L. Workman asked about exploring other meeting place location, including New Hope Recreation Center. A. Moore stated that meetings could not occur in a religious setting. J. Webb stated that the building is not a church. However, the building is located outside of town. C. Eliassen reminded them that the meeting could not include a quorum from council. K. Brittingham will cancel her meeting and A. Moore and L. Workman will schedule a meeting with members of the fire company.
2. Mural – L. Workman discussed using the wall (facing the alley) of the Public Works Building for a youth project – painting a community based mural. She would include youth as an art competition to get different ideas. T. Skis supported the idea but would like to have a better understanding of what it would look like. L. Workman will work on a proposal for the project and present it at a later meeting.
3. Work Crew/Friends of Ingram Village - T. Ottomano was present to discuss starting a volunteer group to help maintain the landscaped areas in Ingram Village Further discussion included that the maintenance of the property may be taken over by Insight Builders. This

may occur within 60 days. Discussion to delay any decision until further update from Insight Homes.

- 9. **Correspondence:** None
- 10. **Recognition of Visitors:** None
- 11. **Executive Session:** None

**ADJOURNMENT:** **MOTION** made by T. Skis at 9:03 pm to adjourn, 2<sup>nd</sup> by L. Workman. **MOTION CARRIED** unanimously.

Minutes approved: \_\_\_\_\_  
Date of Meeting

\_\_\_\_\_

President

\_\_\_\_\_

Secretary/Councilmember