

MINUTES

Regular Meeting of Ellendale Town Council
June 01, 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

Members of the Public Present:

See Sign In Sheet, dated June 01, 2022

4. **Approval of Agenda**

MOTION to Remove Old Business Item 4 Employee Handbook made by T. Skis, 2nd by L. Workman. **MOTION PASSED** unanimously.

5. **Reading & Approval of Previous Minutes**

MOTION to Accept the Minutes, as written made by T. Skis, 2nd by L. Workman. **MOTION PASSED** unanimously.

6. **Treasurer's Report**

A. Moore provided written information, including Balance Sheet and Profit and Loss Sheet. Information on one time \$616 refund on insurance, due to one less police officer. Also information on RTT grant. **MOTION** to accept reports given by A. Moore made by T. Skis, 2nd by K. Koukaras, 3 Yay 1 Nay, L. Workman. **MOTION PASSED.**

Police Chief's Report

A. Moore presented Report, as submitted. T. Skies had a question on the number of Business checks. L. Workman wanted to discuss "trends" which may be used for future funding. **MOTION** to table report as submitted made by T. Skies, 2nd by L. Workman. **MOTION CARRIED** unanimously. Additional discussion by L. Workman regarding the possible need for additional information related to funding created by the "Special Use District".

Town Clerk's Report

Report, as submitted **MOTION** to accept report as submitted, made by T. Skis, 2nd by L. Workman. **MOTION CARRIED** unanimously. Additional discussion T. Skies following up regarding the update to the email contact information on the Town Letterhead.

9. Old Business:

1. Committee Updates – K. Koukaras stated the Memorial Service was well attended and she hopes it continues, and continues to grow. D. Annis did an excellent job and should be recognized for this service. A. Moore gave an update on the soldier killed in the Korean War, his family has offered to provide a picture of him in his uniform. He was killed shortly before his 19th birthday. K. Brittingham mentioned the flag that was left at City Hall and would like to know who left it to follow up on where/how to display it in Town Hall. L. Workman asked if we could add the “Youth Council” for discussion at next month’s meeting. Need ideas for youth projects for this summer. A. Moore reported the Book Mobile will start stopping in town next week, and will continue through the summer. L. Workman would like to follow up on meal distribution to those in the town who qualify. T. Skies asked that some projects postponed due to COVID be started back up, including sidewalk art and bike decoration. **MOTION** made by T. Skies to restart the Sunshine Committee, 2nd by K. Koukaras, **MOTION CARRIED** unanimously.
2. Annexation Updates:
 - i. Forest Landing: Final Resolution 22-6-01 **MOTION** made by T. Skis to accept the resolution as submitted, 2nd by k. Koukaras, **MOTION CARRIED** unanimously.
 - ii. Newdale Acres: Public Hearing scheduled by Thursday, June 9th @ 7:15 pm at the Fire Company. All information has been sent to the Office of State Planning and related agencies.
 - iii. West Ellendale: Public Hearing scheduled Thursday, June 9th @ 6:00 here at Town Hall (to avoid conflict with Fire Company as applicant). Notice has been sent to surrounding property owners and electric service carriers.
 - iv. NOTE: A Moore will present Annexation Agreement(s) at future meeting.
3. Town Hall License/Computer System: A. Moore explained the RTT funds cannot be used to upgrade the system. T. Skies reported the additional license has been delayed to avoid conflict with the tax collection schedule to ensure the data is protected.
4. Employee Handbook- DELETED from agenda:.
5. Quickbooks Update – A. Moore presented information on updating Quickbooks. There have been some challenges with the Dell Download and may need a refund and go with the Quickbooks purchase option (\$269 vs \$480) May need the support, as there are issues with the tracking done in Payroll. **MOTION** made by T. Skis to allow for the purchase of the software from Quickbooks @ \$480, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

6. Financial Audit: L. Workman reported that information has been provided to three firms, and will continue getting information and quotes to present at a future meeting.
7. Delinquent Property Taxes: A. Moore began discussion on back taxes, and distributed as list of those who owe money, many of which also show up on the Sussex County site for delinquent taxes. Some go back as far as 2010, when Quick books was first used by the Town. **MOTION** made by T. Skis to post the names and amounts on the web page and to pursue the legal options for collection, 2nd by L. Workman. **MOTION CARRIED** unanimously. Additional discussion on start with the largest amount(s) and work down. A. Moore will work on the legal aspect of munition sale(s). C. Eliassen suggested contacting Moore & Rutt, P.A. as they handle many of the sales in and for the County. L. Workman asked about the duty(S) of the tax collector. A. Moore and L. Workman will work with the clerk to begin the process and provide information at the next meeting.
8. RTT Funds –A. Moore provided an update on the funding. The Radar unit has arrived, survey work is being done on the sidewalks on State Street,
9. 307 Willow Street Sidewalks: A Moore presented information and specs on using \$11 per sq. ft. for the sidewalk fund calculation. **MOTION** made by T. Skis to accept the \$11, 2nd by k. Koukaras. **MOTION CARRIED** unanimously.

New Business:

1. Resolution for Special Development Districts. A. Moore reiterated the information from the Public Hearing. This is step one in creating the district. Resolution 2022-06-02 to amend the town charter, providing authorization to use where appropriate and not “any or all” .**MOTION** made by T. Skis to adopt the resolution as submitted 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
 2. Recognition Plaques: A. Moore requested approval to purchase a plaque for the fire company acknowledging 100 years of service to the community. K. Brittingham presented information on purchasing a plaque for the recently donated podium by Rowland Moore, to be installed on the podium. MOTION made by T. Skies to purchase the appropriate plaque(s), 2nd by L. Workman. MOTION CARRIED, with A. Moore obtaining, as the podium is provide by his father.
 3. Review Fee Schedule: A. Moore opened discussion with disparity in municipal fees, including Certified Mail fees, tax rate, police salary. The time is never right to raise taxes, but a plan is needed to meet the needs of the Town. Inflation has caught up with us. L. Workman and A. Moore will be reviewing the budget and K. Brittingham will provide a spreadsheet showing a comparison of fees.
10. Correspondence: A. Moore has put a hold on issuing building permits to Insight Homes, Pending additional work being done on existing lots. Trees need to be planted. T. Skies asked about the signage and has the permit been extended. A. Moore will provide an update at the July meeting.

W. Sebastian discussed current situation with the cats in Town. L. Workman will work with exiting agencies and volunteers to come up with a plan.

K. Koukaras mentioned that the 100th Anniversary parade was enjoyed by many. She would like to see more offered to the youth in town, as they are fishing in the stormwater pond behind her house. T. Skies said "No Trespassing" signs had been installed.

ADJOURNMENT: **MOTION** made by T. Skis at 8:08 pm to adjourn, 2nd by L. Workman. **MOTION CARRIED** unanimously.

Minutes approved: _____
Date of Meeting

President

Secretary/Councilmember