



Town of Ellendale

MINUTES

Regular Meeting of Ellendale Town Council
March 02, 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 Elaissen, Town Solicitor
Chief of Police, Bruce Van Goerres
Karen Emory Brittingham Town Clerk

Members of the Public Present:

See Sign In Sheet, dated March 02, 2022

4. **Approval of Agenda**

MOTION to Table Old Business Item(s) 5,6,7, New Business Item 3 made by T. Skis, 2nd by K. Koukaras. **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 information on January and February report(s), including cost for roof repair. Building Permits up, Water Cooler not cancelled, as remaining water would not be credited back. Cancellation on HOLD until remaining water is used, with no further deliveries. L. Workman had questions on bonding, authorization for accounts and duties of the Treasurer, including when they begin. A Moore stated signatures, bonding and bank approval need to be completed before duties begin. Town is currently using "QuikBooks" as the software program. **MOTION** to accept reports given by A. Moore made by T. Skis, 2nd by K. Koukaras, 3 Yay 1 Nay. **MOTION PASSED.**



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Police Chief's Report

Report, as submitted

Town Clerk's Report

15 New Business Licenses issued. New Maps, provided by Office of State Planning, are displayed on wall.

9. Old Business:

1. Committee Updates – NONE
2. Annexation – Public Hearing scheduled for Wednesday, March 9, 2022 at the Ellendale Fire Hall @ 7:00 pm. Post on social media that parking will be in the rear of the building. A. Moore reported that all State requirements for the annexation have been met.
3. Proclamation for Annexation: Newdale Acres scheduled for April Council Agenda
4. Town Hall Email – Update: T. Skis reported that the Delaware.gov for Council and Town Clerk is now active and meets all government security requirements. Council should no longer use personal emails for Council related purposes. Also discussed “file sharing” and the additional cost associated with a central location and digital organization, as well as “cloud” storage. Currently, there is no back-up for the two computers used by the town. Would increase the cost from \$28 to \$56 per month. **MOTION** made by K. Koukaras to purchase one (1) license for back up capabilities. 2nd by L. Workman. **MOTION CARRIED** unanimously. Further discussion from T. Skis there was some double billing that may result in a credit or refund. Also both computers have a separate drive which poses constraints and restrictions. Can be resolved through an upgrade, at a one time cost of \$200. Includes a level of encryption and up to five (5) devices. Using “Windows Pro”. **MOTION** made by L. Workman to upgrade the system, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
5. Lot Clearing Ordinance Update: TABLED
6. Dust Free Driveways: TABLED
7. Employee Handbook: TABLED
8. Financial Audit: A. Moore reported that he has contacted Horthy & Horthy several times and has not had a return call. L. Workman will make contacts for a “Basic” Audit and will report back next month.
9. ARPA Water Project: A. Moore reported that he was notified that project was to begin in February but supplies did not come in and project was delayed. Tentatively, scheduled to begin the end of March. A. Moore also reported on the Water District realignment and several Town properties can be included, including Town Hall, Town Square, Playground and a small property on Old State Road. Connection would only occur when requested by the Town, but would be included in the District, eliminating several steps when/if the Town does decide to connect. There will be not billing until connection occurs. **MOTION** made by



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T. Skis to join in the District. L. Workman asked for clarification on the public notice. The notice was provided by the supplier, not the Town. 2nd by L. Workman. **MOTION CARRIED** unanimously.

10. Police Bank Card: A. Moore reported this is still being worked on, as the local M & T Bank(s) cannot complete the process, closest branch is in York, PA. Special process for government involvement in local finance.

11. Property Tax: A. Moore began discussion on back taxes, including provisions in the Town Charter for Sheriff's sale. Quick Books has some taxes due from twelve (12) years ago, some may be longer. Liens do exist, but they are only collected at the time a property sells, which can be years. L. Workman asked about the process, who has a list and what is the process to pursue the collection. New tax bills are scheduled to go out at the end of March and where is the information. C. Elaisen suggested making a list of who owes taxes, how much and for how long. Prioritize the list, with interest, and establish a process for collection, then begin the process. T. Skis was in favor of publishing the names as an incentive for payment. Report on progress at next month's meeting.

10. New Business:

1. Transfer of funds: A. Moore requested that \$6,994.93 be transferred from the regular account to the police account to reimburse the account for employee withholding that was paid over the years from the incorrect account. **MOTION** made by T. Skis to transfer \$6,994.93 to the police account. 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

2. Town Hall Hours: Town Hall is now open Monday Thru Friday 9:00 am – noon, and appointment is recommended. Closed Friday. Will review next month.

3. Agricultural Zoning Ordinance: A. Moore reviewed the Ordinance that would allow farming within Town Limits, consistent with what is permitted in Sussex County, but with different setback requirements. **MOTION** by T. Skis to send the Ordinance to the Planning Commission for review and comment. 2nd by L. Workman. **MOTION CARRIED** unanimously.

4. Open Space Zoning Ordinance: TABLED

5. 307 Willow Street Sidewalks: **MOTION** by T. Skis to send the Ordinance to the Planning Commission for review and comment. 2nd by L. Workman. **MOTION CARRIED** unanimously.

6. Annual Yard Sale: A. Moore presented information regarding the Annual Yard Sale. There is a parade already scheduled for May 21. **MOTION** made by L. Workman to schedule the event for Saturday, May 14. 2nd by T. Skis. **MOTION CARRIED** unanimously.



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11. Correspondence: NONE
12. Recognition of Visitors: Virginia Weller voiced concerns over Basketball Hoops permitted in the streets, concerns for safety of participants and vehicular traffic. Roxanne Moore suggested sport options for older youth in the park. Council members expressed commitment to discuss recreation options/opportunities at future meetings/properties.

ADJOURNMENT: MOTION made by T. Skis at 8.47 pm to adjourn, 2nd by L. Workman. MOTION CARRIED unanimously.