

MINUTES

Regular Meeting of Ellendale Town Council
May 04, 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 May 04, 2022

4. **Approval of Agenda**

MOTION to Remove Old Business Item 5 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 K. Koukaras. **MOTION PASSED** unanimously.

6. **Treasurer's Report**

A. Moore provided written information, including Balance Sheet. **MOTION** to accept reports given by A. Moore made by T. Skis, 2nd by K. Koukaras, 3rd by L. Workman. **MOTION PASSED.**

Police Chief's Report

Report, as submitted **MOTION** to approve report as submitted made by T. Skies Workman, 2nd by L. Workman. **MOTION CARRIED** unanimously. Additional discussion by L. Workman regarding a reoccurring situation/person in the park and whose responsibility it would be to follow up, police/town/legal? A. Moore will provide more information at the June meeting regarding protocol.

Town Clerk's Report

Report, as submitted **MOTION** to accept report as submitted, made by L. Workman, 2nd by K. Koukaras. **MOTION CARRIED** unanimously. Additional discussion by L. Workman regarding tax bills/payment responsibility. A. Moore

stated the bills are sent to the homeowner, who is responsible for sending the information to the mortgage holder. T. Skies mentioned to update the email contact information on the Town Letterhead.

9. Old Business:

1. Committee Updates – A. Moore gave an update on the War Memorial Group/Committee. ACE Hardware (Milford) donated red, white and blue flowers for the memorial area. R. Moore reported volunteers planted the flowers last weekend. T. Skies asked about what notice was being given to the public. A. Moore said “word of mouth” and the facebook page. Keeping it lowkey as it is a memorial service.
2. 211 Pine Street Rezoning Public Hearing Request – **MOTION** made by T. Skies, to set date for Thursday, June 09, 2022 @ 6:00 pm. Location Town Hall. 2nd by K. Koukaras. **MOTION CARRIED** unanimously.
3. Annexation Updates:
 - i. Forest Landing: Election will be held Saturday, May 14, 2022 from 9:00 am to 3:00 pm.
 - ii. Newdale Acres: Proclamation 2022R-5-1 Read by A. Moore. (Signed Proclamation Attached)
 - iii. West Ellendale: A. Moore requested permission to process the required notices to State and Local Agencies for comment. **MOTION** by T. Skies to allow mailing of letters as stated, 2nd by L. Workman. **MOTION CARRIED** unanimously.
 - iv. NOTE: A. Moore will present Annexation Agreement(s) at future meeting.
4. Town Hall License/Computer System: T. Skies will provide an update that additional information is needed. Existing computers were designed for one user, not network sharing. Need to back up information on a thumb drive and check to see what is existing. Firewall may be obsolete and the operating system needs review. L. Workman asked about maintenance plan (Staples?) System needs a full back up and reset. **MOTION** made by T. Skies to proceed with process, 2nd by L. Workman. **MOTION CARRIED** unanimously.
5. Employee Handbook- DELETED from agenda:
6. Quickbooks Update – A. Moore presented information on updating Quickbooks. Different levels of usage (i.e. non profit, tax exempt, government). Still working on getting the information for the correct renewal.
7. Financial Audit: L. Workman will continue getting information and quotes to present at a future meeting.
8. Police Bank Card: A. Moore reported on the conflict caused by linking a card to the police accounts. **MOTION** made by L. Workman not to pursue the card or a separate account, 2nd by T. Skis. **MOTION CARRIED** unanimously.
9. Delinquent Property Taxes: A. Moore began discussion on back taxes, including an update on “...one of the top 3” being paid. Tax bills have been mailed and payments are being made. Bills are sent to the property owner, who is responsible for providing the information to the mortgage company if that is who makes the payment. Discussion on payment plan, public notification and

potential Sheriff Sale for serious delinquencies. Additional discussion will be at the June Council meeting for unpaid accounts. **MOTION** made by L. Workman to continue discussion on notification for unpaid accounts, 2nd by T. Skies. **MOTION CARRIED** unanimously.

10. RTT Funds – EXECUTIVE SESSION - Public meeting resumed 8:22 pm

11. 307 Willow Street Sidewalks: A Moore reported that a rate is being researched (possibly \$11 per sq. ft.) and will present information at June meeting.

New Business:

1. Tax Increment Financing and Special Development Districts. M. Horsey presented information on Special Development Districts, which is used by other towns. Allow residents of new developments to be taxed at a different rate to offset infrastructure costs; not at the expense of existing residents. A. Moore stated this will be required to be put in the Town Charter, which is currently being revised and has a critical deadline to get to the state legislature before they adjourn for the summer. A public hearing needs to be set. **MOTION** made by L. Workman to schedule a Public Hearing for Wednesday, June 1st at 6:30 pm, and to have the item placed on the June Council Agenda for consideration and possible vote, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

10. **Correspondence:** NONE A. Moore reported the State Municipal Street Aid report is complete and ready to be mailed. New report shows an increase in population and mileage.

11. **Recognition of Visitors:** Bill Sebastian provided and update on the cat problem. Other towns have implemented an ordinance not to feed the feral cats. Discussion on options, including requiring a permit to trap (to certified animal groups). Additional information is needed on existing resources and will be presented at a future meeting.

K. Koukaras asked about the maintenance of the pond at Ingram Village, specifically the trees. A. Moore reported the land and responsibility is Beaver Properties, who is not returning calls. Additional conversation will be had on options to remedy the problem.

T. Skies reminded everyone to vote on May 14.

12. **Results of Executive Session:** Use of RTT funds. **MOTION** made (by T. Skies, 2nd by L. Workman. **MOTION CARRIED** unanimously) to have:

- a. Plan A: \$49,000 for land acquisition, \$11,115 for radar trailer, \$6,700 survey for State Street, \$2,500 computer/equipment update. (Note: Additional funds, if needed for property acquisition will be available from Transfer tax account).
- b. PLAN B. Proceed with enclosing back half of 501 Main Street, including fence and/or shed/building, 651 l.f. of sidewalk)

ADJOURNMENT: **MOTION** made by T. Skis at 9:08 pm to adjourn, 2nd by K. Koukaras. **MOTION CARRIED** unanimously.

Minutes approved: _____

Date of Meeting

President

Secretary/Councilmember