**MINUTES**

Regular Meeting of Ellendale Town Council

May 24, 2023

Ellendale Fire Hall – 302 Main Street

**1. Call to Order**

**2. Pledge of Allegiance/Moment of Silence**

**3. Roll Call**

Town Council Members Present:

Council Member Mike Workman, President

Council Member Terrie Ottomano, Vice President

Council Member Cheryl Vogl, Secretary

Council Member Lisa Workman, Treasurer

Council Member Patsy Young

Town Staff Present:

Karen Emory Brittingham, Town Clerk

Chief Bruce Von Goerres, Police Chief

Town Staff Absent:

Solicitor: to be named

Members of the Public Present:

See Sign In Sheet, dated May 24, 2023

**4. Approval of Agenda**

M. Workman asked for motion to approve agenda as posted. **MOTION** to accept Agenda made by T.

Ottomano, 2nd by L. Workman. **MOTION CARRIED** unanimously.

**5. Approval of Previous Minutes**

**a. Special Meeting Minutes (4.26.23)**

M. Workman asked for motion to approve Special Meeting Minutes. **MOTION** to accept made by L.

Workman, 2nd by T. Ottomano. **MOTION CARRIED** unanimously.

**b. Regular Meeting Minutes (4.5.23)**

M. Workman asked for motion to approve Regular Meeting Minutes as posted. **MOTION** to accept

made by T. Ottomano, 2nd by P. Young. **MOTION CARRIED** unanimously.

**6. Treasurer’s Report**

Verbal report given by L. Workman. Copies of Statements available upon request. **MOTION** to accept

Treasurer’s Report by T. Ottomano. 2nd by P. Young. **MOTION CARRIED** unanimously **7. Police Chief’s Report**

Verbal report given by Chief Von Goerres. Written report available upon request. **MOTION** to accept,

by L. Workman, 2nd by T. Ottomano. **MOTION CARRIED** unanimously.

**8. Town Clerk Report**

Verbal report given by Karen Emory Brittingham. Written report available upon request. **MOTION** to

accept by T. Ottomano, 2nd by L. Workman. **MOTION CARRIED** unanimously.

**9. Recognition of Visitors-**

Tony Ottomano welcomed Police Chief Bruce Von Goerres back on duty after surgery and recovery of

injury sustained while on duty. Presented Chief with a Challenge Coin T. Ottomano purchased at an

auction held at the 2nd Annual 1st Responders Rally held May 19, 2023 to thank him for his service to

the town of Ellendale.

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**10. OLD BUSINESS:**

1. Committee Appointments

a. Assignment of Council Members to Committee- T. Ottomano reviewed list.

Annexation Committee-L. Workman and K. Brittingham. Budget/Finance/Grant Development

Committee-L. Workman and T. Ottomano. Community Outreach Committee-T. Ottomano.

Police/Emergency Response Committee-M. Workman, P. Young and C. Vogl. Public Works/

Infrastructure Committee-M. Workman. Policy and Procedures-All council members on a

rotating schedule.

b. Letters of Intent from Community (Assignment to Committee) T. Ottomano shared that some

Letters of Intent have been received from residents and community members. Still require

more residents to step up to complete committees so meetings can begin.

2. Committee Updates

a. Annexation Committee-No meetings held up to date.

b. Finance Committee- L. Workman stated that the first meeting will be held on June 13, 2023 6:30

at Town Hall. Budget due on July 1, 2023 for council to approve.

c. Community Outreach Committee-T. Ottomano gave a verbal report of first meeting held on May

11, 2023 at Town Hall. Minutes from meeting are attached. Next meeting is June 22, 2023, 6:30

at town hall.

d. Police/Emergency Response Committee-No meetings held up to date.

e. Policy and Procedure Committee)-No meetings held up to date.

f. Public Works/Infrastructure Committee-No meetings held up to date.

3. Town Hall Administration Updates

a. Credit Card-L. Workman stated that the capability to set up processing of credit cards for

payments will occur, pending review of state audit town hall has occurring at this time.

b. Tax billing Update – L. Workman stated that the 2023-2024 tax bills have been sent out. There

was a delay in creating and mailing invoices due to internet access and computer issues. We are

receiving payments and addressing concerns from taxpayers. M. Workman asked for a motion

to extend due date of tax bills from May 31, 2023 to July 31, 2023 to give residents ample time

to make payment. **MOTION** made by L. Workman, 2nd by T. Ottomano.

**MOTION CARRIED** unanimously

c. Website and public notification update-T. Ottomano shared that she has had training on

accessing and updating items on town website. Able to add meetings, events and notices. Will

be working on adding meeting minutes for January 2023 through current. Reviewing what needs

updating.

4. Ellendale Grant Status**-**T. Ottomano said that we are in the process of creating procedures for

tracking and confirming grant funds so they are used as stated by the grant application and

approval in conjunction with state auditors who are conducting an audit at this time.

5. Ellendale Zoning Ordinance**-**K. Brittingham stated that the Planning Commission has been asked

to review current ordinances as documented for any updating and amending.

6. Construction Projects

a. Rail Project -M. Workman stated there was damage to street signs, mailboxes and sidewalks due

to detoured traffic while Rail work construction being done. Rail responsible for fixing damaged

areas. Waiting on response from Rail on how proceeding.

b. Route #16 Repaving Project- Karen Brittingham received email from DelDot in regards to

who is responsible for project. Town is amending that we are not responsible. Repaving to occur

before Storm Drain issues can be addressed.

c. Storm Drain(s)-T. Ottomano shared she is researching for grant money that was approved

approximately two years ago as stated by landowner Dale Kirlin of Kirlins Mowers, to go

towards cost of fixing storm drains at Kirlin’s Mowers on south end of town and storm drain at

Southern Grill on north end of town.

7. Fire Hall Meeting location**-** Per K. Brittingham town council meetings will be held at Ellendale

Volunteer Fire Hall through the end of the year, December 2023. Has scheduled accordingly with

contacts Mindy and Kyle. She also gave them thanks for being so accommodating and welcoming.

8. Code Violations**-**K. Brittingham shared that she, Public Works Director Jamie Webb and Chief

Von Goerres have discussed how to handle and proceed with violations. K. Brittingham and J. Webb

will handletown violations by sending a citation to homeowner with a time frame for them to

address. Will follow through accordingly. Chief Von Goerres will only receive to handle criminal

violations. Resident had issued concerns with dogs running loose on her street. K. Brittingham said

residents should do two things. #1 Document incident with photos and contact Animal Control. #2 is

to notify town clerk for documentation.

9. Police Hiring Update**-** M. Workman shared that two part time officers have been hired and one of

them would be starting this upcoming weekend. The other officer will start within the next few

Weeks.

10. Mosquito Control Update/Schedule posted on Website **-**T. Ottomano said that information and

links for the scheduling is on the town website. Information includes a phone number to call if

interested in being on a call list when scheduled for our areas.

11. Ingram Village – Developer Meeting Update**-**K. Brittingham shared that a meeting with Insight

will be scheduled within next week to discuss specific issues with areas in Ingram Village. Delay

in getting meeting scheduled due to conflicting schedules with town and Insight attorney.

12. FOIA Update -M. Workman shared that two FOIA (Freedom of Information Act) violations have

been sent to Attorney General’s office by the same town resident. The first violation was addressed

and has been closed. The second violation was dismissed.

**NEW BUSINESS**:

a. Tornado Update

i. DEMA- M. Workman stated that residents need to contact Town Hall if help is needed. Town .

will follow through with DEMA. The Town of Ellendale has partnered with Milford Housing

Authority to aid tornado victims.

ii. Public Donations (Fire Company) – M. Workman shared that the Ellendale Volunteer Fire Dept.

has mailed a flyer for donation requests. This is legitimate and not a scam. EVFD Kyle Perry,

President, stated that the Fire Department would never solicit by phone, only by mail.

b. Evacuation Planning/Emergency Response Update – T. Ottomano attended a workshop at Del

Tech which was sponsored by Sussex County and Delaware Sea Grant in regards to water

related weather events (flooding, storm surge). If residents are interested, we can schedule a

workshop. There will be an information table at upcoming Family Fun Day

c. Town Solicitor Update/Appointment/Retainer Agreement – T. Ottomano stated that an interview

was held with James “Jamie” Sharp of Moore and Rutt Attorneys at Law. Interview went well.

M. Workman asked for **MOTION** to approve and retain James Sharp as Town Solicitor.

1st by T. Ottomano. 2nd by L. Workman. **MOTION CARRIED** unanimously.

d. Revision to Town Code

i. Dirt Bikes, Golf Carts

ii. Chickens

iii. Community Signage

K. Brittingham stated that the above items need a recommendation from Town Council to

Planning Commission to review. **MOTION** madeby T. Ottomano to pass to Planning. 2nd

L. Workman. **MOTION CARRIED** unanimously.

e. Municipal Street Aid (DelDOT Agreement for signature)

K. Brittingham having agreement signed by M. Workman.

f. Tax Collector Appointment

L. Workman introduced resident, Samuel Noto who turned in Letter of Intent for position of

Tax Collector. T. Ottomano stated that per the charter the Tax Collector does not have to be

a council member. S. Noto not eligible for council position due to not residing in Ellendale

for required year. S. Noto shared that he had lived in Hershey, PA for 30 years. He is a

graduate of Penn State University with a degree in Business Administration. After

graduating he took an Accounting position with the Commonwealth of PA. When computers

were introduced he became familiar with them and moved to IT Dept. L. Workman added

that S. Noto has been bonded as Tax Collector. T. Ottomano made a **MOTION** to appoint S.

Noto as Ellendale Town Tax Collector. 2nd by L. Workman. **MOTION CARRIED**

unanimously.

g. Resolution(s) for Annexation

K. Brittingham reported and read resolutions for five Annexations. Report included. After

each resolution was read, a roll call vote was taken on each property.

M. Workman, T. Ottomano, L. Workman, C. Vogl and P. Young all voted

to accept each resolution as presented.

1. Herholdt- **MOTION** made by T. Ottomano. 2nd by L. Workman. **MOTION CARRIED** unanimously.
2. Garey- **MOTION** made by T. Ottomano. 2nd by P. Young. **MOTION CARRIED** unanimously.
3. Reed- **MOTION** made by L. Workman. 2nd by T. Ottomano. **MOTION CARRIED** unanimously.
4. White- **MOTION** made by T. Ottomano. 2nd by L. Workman. **MOTION CARRIED**

Unanimously.

v. Six Green Land- **MOTION** made by. **MOTION** by L. Workman. 2nd by T. Ottomano.

**MOTION CARRIED** unanimously

h. FOIA Training- L. Workman shared that Town Council will look into having Solicitor, James

Sharp provide FOIA (Freedom of Information Act) training for all Town Council members.

i.Accounting Firm- L. Workman reported that currently the Tax Chicks handle Town taxes and

payroll taxes. Will reach out to them to assist with Accounting work needed.

j. Grant Applications-K. Brittingham shared that Senator David Wilson keeps her apprised of

grants Ellendale may be eligible for. She has applied for the Community Development

on behalf of Town of Ellendale and the Ellendale Volunteer Fire Dept.

k. Virtual Meetings-L. Workman would like to check into Ellendale town meetings being held via

webcast/electronically.

**12. CORRESPONDENCE**

L. Workman shared that residents have been contacting her via email in regards to tax bills. She

and S. Noto are addressing each request.

M. Workman shared that Town Council has received conflicting correspondence from a resident

that will be turned over to Solicitor James Sharp.

K. Brittingham asked to go into Executive Session. Public dismissed at 7:57

**MOTION** to Executive Session made by L. Workman. 2nd by T. Ottomano. **MOTION CARRIED** unanimously.

**13. EXECUTIVE SESSION** Minutes recorded separately.

**14. ADJOURNMENT-**M. Workman asked for **MOTION** to adjourn meeting at 8:07. **MOTION** by L. Workman to adjourn meeting. 2nd by T. Ottomano. **MOTION CARRIED** unanimously.