**MINUTES**

Regular Meeting of Ellendale Town Council

July 5, 2023

Ellendale Fire Hall – 302 Main Street

**1. Call to Order**  Time: 7:00 PM

**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:

 Chief Bruce Von Goerres, Police Chief

 Town Staff Absent:

 Karen Emory Brittingham, Town Clerk

 James Sharp, Solicitor

 Members of the Public Present:

 See Sign In Sheet, dated July 5, 2023

**4. Approval of Agenda**

 **MOTION** to amend Agenda (remove New Business #4 Impact Fees and #7 Annexation) and accept

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

**5. Approval of Previous Minutes**

Regular MeetingMinutes (6.7.23) **MOTION** to accept made by L. Workman, 2nd by T.Ottomano.

 **MOTION CARRIED** unanimously.

**6. Treasurer’s Report**

 Verbal report for June 2023 given by L. Workman. Written report for June 2023 attached. **MOTION** to

 accept Treasurer’s Report for June 2023 made by T. Ottomano. 2nd by P. Young. **MOTION CARRIED**

unanimously.

 **7. Police Chief’s Report**

 Verbal report for June 2023 given by Chief Von Goerres. Written report attached. **MOTION** to accept

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

 **8. Town Clerk Report**

 No report due to Town Clerk not present. T. Ottomano asked to discuss Town Clerk position in

 Executive Session.

 **9. Recognition of Visitors**

 Ed Stuckey asked if builders are required to keep vacant lot properties to the same standards as

 residents. Currently in Ingram Village, dumping of materials and extra sod is occurring on vacant lots.

**10. OLD BUSINESS**:

1. Committee Appointments
	1. Letters of Intent from Community

T. Ottomano stated that Letters of Intent are still needed for some of

the committees so meetings can begin.

* 1. Representation from Planning Commission/Annexation Committee

T. Ottomano stated that it is not clear from Planning Commission if

a secretary has been appointed. Also, a commissioner from Planning

is needed for Annexation Committee.

1. Committee Updates/Reports
	1. Annexation Committee-No report.
	2. Finance Committee -L. Workman gave a verbal report of meeting held

June 13, 2023. Penny Sharp appointed as secretary. Next meeting

is scheduled for July 25, 2023 at 6:30 PM at Town Hall. Minutes

from meeting not available at this time.

* 1. Community Outreach Committee-T. Ottomano gave verbal report for

meeting held on June 22, 2023. Minutes are attached. Next meeting

is scheduled for July 20, 2023 6:30 PM at Town Hall.

* 1. Police/Emergency Response Committee -P. Young has scheduled first

meeting for July 10, 2023 6:30 PM at Town Hall. She is very excited to

get started with this committee, which has received many Letters of Intent.

* 1. Policy and Procedure Committee Charter Review, Zoning Code Review (Council/Rotation) L. Workman is taking first rotation to get this committee started. Meeting scheduled for July 25, 2023 7:30 PM at Town Hall. In addition to reviewing Charter and Zoning,Property, Tax Exemptions will be discussed.
	2. Public Works/Infrastructure Committee -M. Workman stated that this committee has received no Letters of Intent to serve. Need residents to participate to get this committee started.
1. Town Hall Administration Updates
	1. Credit Card Update-L. Workman

System up and running using IPad. Will start processing in- house payments and tweak as needed. Working towards accepting online payments in approximately 6 months.

* 1. Tax billing Update-L. Workman

Meeting is being scheduled with Sussex County to address partial properties and being certain billing is accurate. Asked for extension of due date for partial properties only, until August 31, 2023. **MOTION** made by T. Ottomano, 2nd by L. Workman. **MOTION CARRIED**

unanimously.

1. Ellendale Grant Status-T. Ottomano

Working with state auditors to create list of grants applied for, received and confirm funds used properly. Meeting with auditors scheduled for Monday, July 10, 2023.

1. Insight Homes Meeting Update-T. Ottomano

Insight Homes attorney has been out of the office recently. T. Ottomano will be contacting him in the next week to go over Minutes from meeting held and

get up to date with results/solutions generated at the meeting.

1. Tornado Update (DEMA) – M. Workman

Waiting to hear back from DEMA on claims submitted by Ellendale residents.

Able to include all resident claims.

1. Construction Projects
	1. Rail Project- On site meeting scheduled on 7.13.23 with Senator David

Wilson. M. Workman will be in attendance.

* 1. Route #16 Repaving Project (including Storm Drain Update)

M. Workman stated that Ellendale amended the DelDOT agreement and is waiting for DelDOT to return approved.

 8. Summer Programs –

 T. Ottomano stated that updated flyers were available at the end of the council

 table and posted on Bulletin Board and on webpage. Craft activity scheduled

 for June 21, 2023 was cancelled due to extreme inclement weather

 and the DuPont Nature Center activity scheduled for June 29, 2023

 was cancelled due to code red air quality day. Has rescheduled

 another date for DNC and changed time to 10:00 AM for both dates

 to avoid being outside during possible hotter weather.

1. **NEW BUSINESS:**
	* 1. Accountant-L. Workman shared the need to hire an accountant. Bring stability and annual Town Council position turnover assistance. Need to reconcile 2022 Quickbooks. Need to input all 2023 Quickbooks deposits and other data entry. Presented three options for Accountant Services: The Godwin Firm, The Tax Chicks, and Flowing Streams Bookkeeping. Council reviewed contracts and asked questions for clarification. After reviewing, M. Workman asked for a **MOTION** to vote. A **MOTION** was made by T. Ottomano to hire The Godwin Firm. 2nd by P. Young.

Roll Call Vote

C. Vogl Aye

T. Ottomano Aye

M. Workman Aye

L. Workman Aye

P. Young

**MOTION CARRIED** unanimously.

* + 1. Budget update 2024 draft-L. Workman stated at Budget Committee Meeting worked on a budget draft for 2024. Reiterated that having an accountant that town bookkeeping would be more accurate and helpful to create future budgets and continuity of town business. L. Workman asked for a **MOTION** to extend the deadline from July 31st to August 31st for the 2024 budget draft. **MOTION** made by T. Ottomano, 2nd by C. Vogl. **MOTION CARRIED** unanimously.
		2. Police 5-year Accreditation-M. Workman shared that all Police Departments are required to obtain their Accreditation within five years. There are 109 policies required. Currently we are in compliance with forty. Chief Von Gorres working with a local municipality who is currently accredited.
		3. **REMOVED FROM AGENDA-**Impact fee Review, Development fee
		4. Town Hall – Mold-M. Workman stated previous water damage discovered had caused black mold. Contracted Biosphere to handle the process of remediation. Concern expressed for public safety and gave assurance that air quality tests have been satisfactory.
		5. Workshop/Quorum-T. Ottomano would like to schedule a workshop for all Town Council members and the public to attend as to create a viable list of concerns and plans of action to resolve. Would like to include defining roles of Town Council members. L. Workman said we would pursue with solicitor.
		6. **REMOVED FROM AGENDA-**Annexation
			1. Plan of Service Status
			2. Comprehensive Plan Revision
			3. Annexation Agreements
		7. Town Clerk position-L. Workman asked President M. Workman to carry this over into the Executive Session.
1. **CORRESPONDENCE –** T. Ottomano received later from Staples Office Supply stating they were discontinuing their Citibank credit card account as of July 31st. We will still have rewards benefit program from which town benefits.
2. **EXECUTIVE SESSION –**.M. Workman asked for **MOTION** at 7:48pm. **MOTION** by T. Ottomano 2nd by L. Workman. **MOTION CARRIED** unanimously.
3. **ADJOURNMENT** – M. Workman asked for **MOTION** at 8:26pm to adjourn. **MOTION** by L. Workman 2nd by P. Young. **MOTION CARRIED** unanimously.