



Town of Ellendale

Minutes Regular Meeting of Ellendale Town Council March 6, 2024-7PM Ellendale Fire Hall- 302 Main St.

- **Call to Order**
- **Pledge of Allegiance/Moment of Silence**
- **Roll Call**
 - **Members Present:**
 - Tom Panas-President
 - Clay Walton-Vice President
 - Virginia Weller-Secretary
 - Joe Beck- Chair Person at Large
 - **Members Absent:**
 - Michael Workman- Chair Person at Large
 - **Town Staff Present:**
 - Karen Brittingham- Town Clerk
 - Jamie Sharp-Attorney
 - Chief Bruce Von Gorres
- **Approval of Agenda: Motion** by Virginia Weller, 2nd by Joe Beck. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes, and Tom Panas Yes.
- **Approval of Previous Minutes: Motion** by Joe Beck, 2nd by Clay Walton. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes.
- **Treasurer's Report: Motion** by Virginia Weller, 2nd by Clay Walton. Roll Call Vote: Clay Walton yes, Joe Beck Yes, Virginia Weller yes and Tom Panas Yes.
Aaron Moore now has access to quick books and has been working with ShyAnn doing the bills. He has access to Community Bank and has been doing payroll through them. All the 9 accounts should be moved over to Community Bank at the end of the month. There will be no more petty cash. The credit card machine should be up and running by the end of the month. He has also been working on the partial property taxes. The report was read by Tom Panas.
- **Police Chief's Report: Motion** by Virginia Weller, 2nd by Joe Beck. Roll Call Vote: Clay Walton yes, Joe Beck Yes, Virginia Weller yes and Tom Panas yes. The Towns Police Chief stressed needing a portable surveillance camera that cost \$43,645.00 which grant funding would cover. Verbal report given by Chief Von Gorres.
Clerk's Report: Motion by Clay Walton, 2nd by Virginia Weller. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes. Verbal report given by Karen Brittingham.
- **Committee Report: Motion** by Virginia Weller, 2nd by Tom Panas. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes. Verbal report given by Joe Beck.



Town of Ellendale

- **President's Report: Motion** by Clay Walton, 2nd by Joe Beck. Roll Call Vote: Clay Walton yes, Joe Beck Yes, Virginia Weller yes and Tom Panas yes.
We appreciate you coming out in this wonderful weather. The annexations are moving forward. Town Hall is more organized. We need to get another filing cabinet. We are living in the present and preparing for the future. Verbal report given by Tom Panas.
- **Visitor Report:** Sam Noto asked about the Town not accepting cash and was the 65-business license done this month or yearly.
- **Old Business:**
 1. Treasurer Update: As per the audit, before Aaron Moore was bonded Clay Walton was due a reimbursement checks and it had his and Tom Panas signature on it.
 2. Tax billing/split properties: There are 19 properties involved with this issue. There was a letter sent out in error asking if they wanted to be in or out of the town which the town can't do. There was a motion made by Virginia Weller and a 2nd by Joe Beck and for a resolution to be made based on the criteria presented. The information was given in the clerk's report.
 3. Bank Location Review: The check deposit machine is on the Town Clerk's desk and is set up. The credit card machine should be set up by the end of the month.
 4. Charter review: If anyone has any input on the Charter, please let us know. It has to go before the General Assembly which goes into recess on June 30, 2024
 5. Insight homes, Phase 4: There are 32 townhouses there already and they are getting ready to add 16 more. It was stressed by Clay Walton that there needs to be more parking. Justin Witters from Insight Homes is going to check and see if more can be added. The roads flooding was also talked about. When Del Dot approves their next entrance then they are going to put in an outfall pipe under Old State Road which will alleviate the water from the ponds. It was asked by Tom Panas if there will be any charging stations for electric cars. Justin Witters didn't know.
 6. Insight Forest Landing Pump station: Ingram Village and Forest Landing have come to a signed agreement about this issue. The Towns Planning and Zoning Board did not want a chain link fence, but the County requires it. Insight Homes agreed to put greenery around it.
 7. Insight Homes Meeting and Proposed Site visit; The Town has talked with Insight about not having a community building and having them build a new Police Department/Town Hall and Maintenance building. The Town owns some properties around town, and we need to figure out what to do with them.
 8. Forest Landing Street Names: The names had to go to the Fire Company and the 911 call center for approval. There will be a meeting at Town Hall on Thursday March 7, 2024, to discuss them. The names are: New Market Ave., Canning Avenue, Nanticoke Circle, Queen Anne Circle, Ritter Avenue, Morris Street, and Tavern Street. There will need to be a Resolution for this.
 9. Delaware State Flag: The Town would like to Thank Joe Beck for the flags.



Town of Ellendale

10. Annexation Update: Tom Panas and Karen Brittingham went to Dover to have a meeting with Mrs. Dorothy Morris who is a Deputy. They took up all the needed paperwork to her and she will get back to them in 20 days or sooner. This will also need a resolution.

11. Audit Update: Andrea Bayline and Melissa Schenck came to Town Hall for a meeting on Feb. 20, 2024. They were very helpful and want to see the Town succeed. The Town is now doing the payroll through the CPA firm. They want the personnel files updated. They think we need to do criminal background checks for personnel and Council. They wanted the employees and Council to be bonded. The website needs to be more functional. They suggested no more petty cash. The paper records need to be scanned in and filing needs to be more up to date. Missing files have been found and filed. We have found better banking. The Town needs to get back up for our files.

12. Delmarva Power Street Lights: Mr. Smith came to Town Hall to meet the new Council. The electric company has changed the lights to LED. The next streets to get LED lights are State Street and Willow Street. They also looked for dark spots and then will do the side streets. The Alleys will cost the Town to put up the poles. They will be doing tree trimming this fall.

- **New Business**

1. Solicitation of Town Engineer/Review: The Town in the past has had a lack of professional assistance. This is paid for by the developer and the money is put into escrow. Ring Lardner of Davis, Bowen & Friedel said they been in business since 1984. They started with 3 people and now have 110 people. They have offices in Salisbury, Maryland and Milford. They go over plan reviews, Town code, and property development. They are used to working with Del-Dot. The County covers the wastewater. They can do one inspection every day and forward a copy of results to the town and the Developer. If there are agreements between the Town and a Developer we are stuck with them,
2. Update of town services (bldg., maintenance of New Construction Infrastructure: There will be serious growth in the Town in the next five years. The Town needs a new police car.
3. Parking requirements @ multifamily sites: This topic was already addressed.
4. Maintenance Bonding for Maintenance of New Construction Infrastructure: When The developer turns over the development to the Town should have a bond for this.
5. Reassessment of Impact Fee Distribution and other town fees under review: The Town Is researching to see how this can be divided. The Fire Company should be able to use the money for new members gear instead of just fire trucks. The Town wants to use the Money wisely.
6. Card reader for entry door get bids: They offer Key Fobs and cards. This lets the Town know who was in the building at what times.
7. Grant update fiscal year 2024: This needs to be wrapped up by the end of May.
 - Generator and Concrete Pad
 - Ferral Cat Program/Dog Park
 - Gas Boiler (Fire Company)



Town of Ellendale

- ~~Security Camera~~ Police Chief Update

8. Tornado Payment/Disbursement (Milford Housing): Through a phone call we were told that there were no claims put in through them. The Town will be contacting DEMA.
9. Ellendale Logo on New Truck Vote to approve (under \$10,000 no bid required): The logo on the truck will cost \$455.00. A **Motion** was made by Joe Beck, 2nd by Clay Walton. Roll Call Vote: Clay Walton yes, Joe Beck Yes, Virginia Weller yes and Tom Panas yes.
10. Community Outreach: They would like to get \$1000.00 out of there account
Motion By Virginia Weller, 2nd by Clay Walton to approve this. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes.
Events (Town clean up, Spring Fling)
Funding (Approval of Disbursement)
11. Town Hall Transparency (based on Audit Review): The Town Council wants to show complete transparency. We will make mistakes but are complying with the Audit.
12. Community Support: The Town would like to see the room full at our meetings and Would like input from the community.
 - **Correspondence:** Delmarva Power emailed that they are getting information for us about Natural Gas.
 - **Adjournment:** Motion made by Joe Beck, 2nd by Clay Walton. Roll Call Vote: Clay Walton
Yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes.

3:20 on March 7, 2024, by Virginia Weller