

Town of Ellendale
Regular Meeting of Ellendale Town Council
August 07, 2024-7:00PM
Ellendale Fire Hall – 302 Main Street

Minutes

Recorder: Aiworth 001

1. Call to Order
2. Pledge of Allegiance/Moment of Silence
3. Roll Call

Council Members Present:

Tom Panas – President

Clay Walton – Vice President

Virginia Weller – Secretary

Joe Beck – Council Member at Large

4. Approval of Agenda: Motion to approve by Clay Walton, 2nd by Joe Beck. # 12 and # 13 should be removed. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes

5. Approval of Previous Minutes: Motion by Joe Beck, 2nd by Clay Walton. With the change of after Joe Beck and Michael Workman it say Council Member instead of Chairman. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes.

6. Treasurer's Report: Report given by Tom Panas. There was no report given to him in writing. He received a budget draft, and a meeting workshop will be scheduled.

7. Police Chief's Report: Report given by Chief Von Gorres. Motion to accept the report by Joe Beck, 2nd by Clay Walton. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes, Tom Panas yes.

8. Town Clerk's Report: Report given by Karen Brittingham. Motion to accept the report by Virginia Weller, 2nd by Joe Beck. Roll Call Vote: Clay walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes.

9. President's Report: Mrs. Brittingham and Tom Panas meet with another towns manager. They are giving us some of their information. He has been reviewing the final audit The town hall employees and council members are making changes and putting things more in place. The owner of 509 Main Street has changed, and they have gotten rid of 6 dumpsters full of stuff. The new portable building information for the police department has been sent to the Planning & Zoning Board. GMB is looking at our codes and zoning.

10. Committee Reports:

Community Outreach: Family Fun Day is 2 Saturdays from today. Volunteers are still needed. There will be no meeting in August due to family fun day.

Police & Emergency Response: July's meeting had a great turnout. They discussed the Towns jurisdiction and that if you have knowledge of a crime, you can put a message in the black box at town hall or call the tip line. The HELP inactive was also talked about. They are looking for volunteers.

11. Visitor Recognition: Debbie Short asked if people can put things on DP&L polls.

14 Old Business:

i. **Annexation Advertising Update:** The time is meet for the posting in newspapers. The proper agencies were told.

ii. **Security Camera Update (Permit Requested. Deposit Paid):** Mr. Walton said that the contractor has looked at Town Hall to see where to install it so that it covers the majority of the building. The key fob will also be installed to list who's coming and going into the building. A DP&L employee told Mr. Walton that if the police request cameras that it no problem getting them put on the polls.

iii. **Tax Billing Update:** There were 276 tax bills mailed out. 77 of those are outstanding. There are 19 refunds being mailed out.

iv. **Audit Update:** In 2019: Kim Hughes, Michael Burris, Sherita Perry, Tayna D Mann and Virginia Weller were on Council. In 2020; Kim Hughes, Virginia Weller, Sherita Perry, Tanya D Mann and Tamara Skis were on Council. In 2021; Viginia Weller, Deborah Short, Aaron Moore, Tamara Skis and Kim Hughes were on Council. In 2022: Kim Hughes, Tamara Skis, Aaron Moore, Lisa Workman and Kim Kausaras were on Council. During this period of time here are some highlights from the Auditors: 1) Lack of Separation of Duties, (2) No budget for 2019 through 2023. (3) Town Hall had numerous boxes of records to be filed and some records dated back 5 years. (4) There were missing meeting packet records. (5) Town did not have complete records of resolution or ordinances. (6) Council meeting minutes not on the website. Lack of transparency and accountability. (7) In a 2 plus years time frame the audit discovered no discussion of fraud, ethics, conflict of interest or code of conduct during the time husband and wife served on council. (8) During this 4-year period they did not have adequate oversight or control mechanism to detect unauthorized or inappropriate transactions. (9) Town Payroll Processing Structure and controls various control gaps and inconsistencies in payroll processing. There were 8 out of 36 pay records in quick books. They were signing their own checks. Internal controls over cash handling are insufficient and cash receipts for payments are not properly safe guarded and missing. (10) There was tax billing and record keeping gaps. The audit sampled 16 accounts, and all had errors. The taxes had late fee errors, assessment errors and finance charge errors.

15. New Business:

i. **HELP Initiative (Charles Kissler)** They provide the community and town with various things. They have to come up with a Geo area plan of what they can do for the town. They go around and hang notices on about 200 doors of houses and see what the needs are. When the Council approves them to come in town it usually takes four to six weeks. Virginia Weller made the motion to let them come up with a Geo area plan with a 2nd by Clay Walton. Roll Call Vote:

Clay Walton yes, Joe Beck yes, Virginia Weller yes and Tom Panas yes. Here is a list of somethings that they provide: First Aid Kits, Smoke detectors, put up lights and cameras in homeowners' yards, help with pest and mold problems, help people get jobs, provide the police with food pouches for the hungry. Anybody can apply

li. Forest Landing – Phasing Update: The phasing plan has been handed over to the Planning and Zoning for review.

lii. Cedar Creek Crossing – Update: Their preliminary plan has commercial and residential.

iv. Budget Update/Review of 2025 Financial Obligations: Set up a Meeting to discuss it line by line.

v. Filling of Council Vacancy (Workman) letters of intent must be received by 8/14/2024: Mr. Workman told Mr. Sharpe that he would submit a resignation letter to the town.

16. **Correspondence:** Mrs. Brittingham has been discussing with Del Dot to do the storm drains before the repaving of route 16. She has also been speaking with Ingram Village about them attaining some paperwork from Town Hall. Mr. Moore has given his two weeks notice of resignation as treasurer. We are now asking for letters of intent for this position.

17. **Executive Session – Personnel Matter and Litigation Update:** Joe Beck made the motion to go into executive session, 2nd by Clay Walton. Roll Call Vote: Clay Walton yes, Joe Beck Yes, Virginia Weller yes and Tom Panas yes. We went in at 7:50 PM. Joe Beck made the motion to leave executive session, 2nd by Clay Walton. Roll Call Vote: Clay Walton yes, Joe Beck Yes, Virginia Weller Yes, and Tom Panas yes. We came out at 8:12PM.

18. **ADJOURNMENT:** Clay Walton made the motion with a 2nd by Joe Beck. Roll Call Vote: Clay Walton yes, Joe Beck yes, Virginia Weller yes, and Tom Panas yes.

Minutes submitted by Virginia weller