

Town of Ellendale
Regular Meeting of Ellendale Town Council
February 4, 2026
Ellendale Fire Hall – 302 Main Street
Minutes – Recorded on Apple iPad

CALL TO ORDER: President Noto began the meeting @ 7pm

PLEDGE OF ALLEGIANCE: Recited, and a Moment of Silence was observed.

ROLL CALL: Taken by Council Secretary Lindsay Adams and the following council members were present:

Sam Noto – President
Tony Ottomano – Vice President
Lindsay Adams – Secretary
Bob Billbrough – Treasurer
Aaron Moore – Council Member

APPROVAL OF AGENDA:

February 4, 2026 Agenda – Approved

Motion to approve Agenda: VP Ottomano 1st and Treasurer Billbrough 2nd.
All In Favor - Passed 5 to 0

APPROVAL OF PREVIOUS MEETING MINUTES:

January 7, 2026 Meeting Minutes – Approved

Motion to approve Previous Meeting Minutes w/ change to Aaron Moore’s title from “Member-At-Large” to “Council Member”: VP Ottomano 1st and Treasurer Billbrough 2nd
All In Favor - Passed 5 to 0

TREASURERS REPORT: Reviewed by Treasurer Billbrough
No comments to address.

POLICE CHIEF’S REPORT: Reviewed by Police Chief Von Goerres
No comments to address.

TOWN MANAGER’S REPORT: Reviewed by Town Manager Kayla Adkins
No comments to address.

Approved March 4, 2026

VISITOR RECOGNITION: Visitors were present; however, no comments were made.

OLD BUSINESS

Revised Cedar Creek Master Plan - Town Manager Adkins

Mike Scali and Allan Hill attended from Cedar Creek to discuss interconnectivity between properties. Reviewed plan of Cedar Creek property and property lines by the planned Dog Park and Flex Space area.

Motion to approve proposed Cedar Creek Master Plan with the implementation of one (1) interconnectivity through the Dog Park, submit updated plan to Planning Commission for final approval, no need to come back to Town Council for approval.: Council Member Moore 1st and Treasurer Billbrough 2nd.

All In Favor - Passed 5 to 0

Security Cameras - Town Manager Adkins

Reviewed map of planned camera locations.

Current grant money remaining is \$57K which runs out at end of March. We would then use Transfer Tax, Impact Fees or other funds as needed. We can also request current developers to support security efforts.

Discussed two (2) proposals with estimates and differences in product and support from each Company (Pavion (existing company we work with) & Safehouse (new company providing estimate)) for adding additional cameras and poles and to provide support. Note: cost of poles are not included in either estimate.

Pavion is a larger company, has a larger support group than Safehouse and they installed our current equipment.

Both companies can provide expansion capability with additional poles, cameras, etc. We can pursue additional grants to support our efforts into new developments.

Motion to continue working with Pavion: Secretary Adams 1st and Treasurer Billbrough 2nd.

All In Favor – No

Passed 4 to 1 with Council Member Moore opposed

Realign Feral Cat/Dog Park Grant- Playground Equipment - Town Manager Adkins

Provided confirmation that grant monies remaining have been approved to realign monies for our Park.

Reviewed purchase of playground equipment and adding additional parking.

Remaining monies will be utilized for mulch in the Park area.

Motion to approve purchase of playground equipment, parking and utilize remaining monies for mulch: Council Member Moore 1st and Treasurer Billbrough 2nd.

All In Favor - Passed 5 to 0

Additional Police Officers/Police Academy – Police Chief Von Goerres

Chief Von Goerres and Kayla met with the accountant and reviewed numbers and determined it can be supported.

Approved March 4, 2026

Reviewed cost breakdown that is documented with Academy costs, salary, benefits, pension.

Discussed salary that can be supported and understand that salaries will increase with the town growth.

Suggestion made for an Academy salary and upon successful completion there can be a salary increase after FTO.

Salary will be addressed when working on new budget.

Discussed new employees being poached by other town departments. It is law that we would be reimbursed for expenses which is a decreasing amount over time.

Can we do a contract with a new employee to be obligated to stay for a certain timeframe?

Any penalties that can be contracted?

Also, can we contract to be reimbursed if they fail or quit the Academy? This could be a risk that the town takes.

What advertising is being done for position? It was suggested to reach out to trade schools, technical schools, Job Fairs, etc.

Motion to advertise, reach out to Trade/Technical Schools, Job Fairs:

Council Member Moore 1st and VP Ottomano 2nd.

All In Favor - Passed 5 to 0

Speed Bumps on S. Lee Ave Cul De Sac Side

Discussed placing speed bump(s) on S. Lee Avenue due to how drivers are speeding from the cul-de-sac.

Council Member Moore also raised that when altering the roadway with something such as speed bumps the sidewalks are not ADA compliant. They should be 5' wide and are currently 4' wide. GMB investigated and sidewalks are compliant at 5' wide.

Motion to install one (1) speed bump by a 3rd party company on S. Lee Avenue by the cul-de-sac: VP Ottomano 1st and Treasurer Billbrough 2nd.

All In Favor – No

Passed 4 to 1 with Council Member Moore opposed

Fee Schedule/Maintenance Fee – Town Manager Adkins

Discussed updating the Fee Schedule in regards to snow plowing.

Note that the whole fee schedule will be reviewed and updated as necessary during budget sessions.

We currently charge \$50.00 per hour. Propose to increase to \$100.00 per hour. This will then cover time, gas, damages, wear and tear, etc.

Discussed charging snow removal based on number of inches as well as breaking down maintenance fees for different types of maintenance in the future.

A Resolution is needed to increase fees.

Motion for Town Manager to prepare Resolution showing increase of fee to \$100.00 per hour for snow removal and document date of change. Special Meeting on Resolution to be held on February 19th: Council Member Moore 1st and Treasurer Billbrough 2nd.

All In Favor – Passed 5 to 0

Town Survey

Reviewed Town Survey which currently does not include Cedar Creek and Wawa and will be added at a later date. Council Member Moore asked why the White property (230-26.00-39.01) was not included in the survey. It was explained that annexation of the White property did not take place since it was not properly done and that White also removed their request for annexation.

No motion needed.

NEW BUSINESS

Employee Healthcare Benefits – Town Manager Adkins

Reviewed proposal of State plans and process.

No limits on number of employees that can join.

Current budget \$53K+ was allocated. Town would pay 80%, employee 20% of a plan and the Town would be able to cover 4 FTE's even if all picked highest plan under medical.

Vision and dental the FTE would pay 100%.

Family and children are not included in our budget.

Currently we have 2 FTE's on staff.

Motion to offer full-time employees only the option of choosing benefits under Highmark Delaware First State Basic Plan, Aetna CDH Gold Plan, Aetna HMO Plan and Highmark Delaware Comprehensive PPO Plan. Employee can select which plan they prefer.: VP Ottomano and Treasurer Billbrough 2nd.

All In Favor – Passed 5 to 0

Newsletter Design Layout/Printing Quote – VP Ottomano

Reviewed estimate from Print Coast to Coast to design, print and bulk mail out to town residents our Town Quarterly Newsletters. We will provide the company the copy, photographs and masthead. Cost for four (4) quarters or one (1) year would be \$2,984. Our current advertising income would bring this cost down to \$2,024.

Costs for quarterly Newsletter is currently paid out of the Community Outreach budget.

Suggesting since this is for the town that this be budgeted through our General Fund.

Treasurer Billbrough stated General Funds can handle these costs.

Motion to approve having Print Coast to Coast publish our quarterly newsletters with costs being paid from the General Fund. Note that 2026 would only be for three (3) issues.: VP Ottomano 1st and Council member Moore 2nd.

All In Favor – Passed 5 to 0

Transfer of Parcel: 230-26.20-23.00 – Town Manager Adkins

Councilmember Lindsay Adams recused herself from the discussion and vote on this matter due to a conflict of interest.

Discussed transfer of deed from Town of Ellendale to Lindsay Adams.

Approved March 4, 2026

Discussed the history of purchase by Ethel Adams in 2000 from the Town and the location of property. There are town receipts signed by the Town Treasurer at the time but there was no indication what the receipts were for. The property was never properly transferred from the Town to Ethel Adams who has since passed away. There was no transfer of deed to Ethel Adams and tax records still show the Town of Ellendale as the owner. Property is connected to three (3) other properties that Lindsay Adams owns.

Clay Walton stated that M. Mitchell was on the Town Council at the time, and he remembers this transaction taking place on this property to Ethel Adams.

Granddaughter Lindsay Adams currently maintains the property and is willing to pay the transfer costs, etc. from the Town to herself.

Motion to approve based on the evidence provided that the Town deed this property to Lindsay Adams with the understanding that Lindsay Adams will pay all fees such as transfer costs, deed preparations, etc.: Treasurer-Billbrough 1st and VP-Ottomano 2nd

All In Favor - Passed 4 to 0 (Secretary Adams recused herself due to conflict of interest)

Snow Removal Contract

Discussed snow removal contracts for independent companies.

Due to pending snowstorm and our public works employee Jamie Webb was to go out on disability Town met with an independent contractor to help us out. There was no formal contract, we paid the contractor by the hour. Note that J. Webb's surgery was canceled but he still needed assistance. Surgery has been rescheduled towards end of February. Sussex County Emergency Planning provided daily updates on pending snowstorm.

Motion to add Fee Schedule and Maintenance Fee for snow removal at different rates for different depths to Special Meeting on February 19th. Council Member-Moore 1st and VP-Ottomano 2nd

All In Favor – Passed 5 to 0

Motion to reach out for RFP to set up a standby basis contract for remainder of 2026 with potential for 2027: Council Member-Moore 1st and VP-Ottomano 2nd

All In Favor – Passed 5 to 0

CORRESPONDENCE: None to review.

EXECUTIVE SESSION:

**Motion to go into Executive Session: VP Ottomano 1st, Treasurer Billbrough 2nd
All In Favor - Passed 5 to 0**

**Motion to Resume Open Session: VP Ottomano 1st, Treasurer Billbrough 2nd
All In Favor - Passed 5 to 0**

Motion to raise Employee A to \$34.00 per hour: Treasurer Billbrough 1st, Council Member Moore 2nd

All In Favor - Passed 5 to 0

Motion for Council to allow our solicitor to contact employment attorney, to draft employment contract for Employee A: Council Member Moore 1st, VP Ottomano 2nd

All In Favor - Passed 5 to 0

ADJOURNMENT: 9:28pm

Approved March 4, 2026