

Town of Ellendale
Regular Meeting of Ellendale Town Council
March 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:

March 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:

February 4, 2026 Meeting Minutes – Approved

February 19, 2026 Special Meeting Minutes - Approved

Motion to approve Previous Meeting Minutes: Member Moore 1st and VP Ottomano 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.

VISITOR RECOGNITION: Community Events Coordinator Terrie Ottomano

- Thanked the Town Council for voting her in as the “Community Events Coordinator”
- Family Fun Day event is being held on August 15th from 10am – 2pm. Provided current status on vendors, food and backpacks for the event.
- War Memorial Day Service - Terrie needs to speak with Dale Annis about the date (Monday after Memorial Day) and time.

OLD BUSINESS

i. Charter Workshop Date

- a. Town Manager Adkins - Original email sent out with dates does not work for all. Now I’m trying for Tuesday at end of month. Watch for new email.
- b. Solicitor Sharp agrees that he would prefer to receive Charter for review in sections, not all at once.
- c. Solicitor Sharp also recommends checking for any cross references.

ii. Police Officer Salary

- a. President Noto did research on other towns that he documented for all. It shows town sizes, population, officer salaries, commercial sizes, schools, etc. This helps in determining our town’s salary since there are a lot of differences between towns. We are a smaller town, with low commercial properties and no schools.
- b. Recommending the following salary: Start \$43K, complete the Academy \$47K and complete FTO \$50K
- c. Chief Von Goerres feels this salary range will help. He is also looking at retired personnel from military, police, etc. He has been working with one (1) person that is interested in our open position and he is retired Army Infantry and retired 911 dispatcher.
- d. Chief Von Goerres can do the required field training as he is certified.
- e. Chief Von Goerres has someone (Kevin Jones) who can assist with the background checks, and he would be neutral in this process.
- f. Discussed stipend for FTO trainer.

**Motion to accept salaries as proposed for recruit and stipend for FTO training of \$1.00 per hour (FTO is 12 weeks, 8 hours per day): Member Moore 1st and VP Ottomano 2nd
All In Favor - Passed 5 to 0**

iii. Snow Removal Contract

- a. Town Manager Adkins contacted companies in the area and has not heard back from all at this time due to ongoing snow cleanup in the area.
- b. At this time, we do not have a date as to when our J. Webb will be going out for surgery.
- c. Recommend at our next meeting to discuss hiring part-time seasonal person.

**Motion to table snow contract to April Agenda: Treasurer Billbrough 1st
and Secretary Adams 2nd
All In Favor - Passed 5 to 0**

NEW BUSINESS

- i. Transfer Road Ownership of Donovan Street
 - a. Solicitor Sharp met with M. Mitchell at the end of January to discuss Donovan Street, which was closed in 1999. There was a resolution at that time to close several streets in town. The charter allows for this process but does not say who owns once they are abandoned.
 - b. M. Mitchell owns the lots that surround the alley being discussed. M. Mitchell maintains and even paved this portion of Donovan Street near Reed Avenue and McCaulley Avenue.
 - c. M. Mitchell agrees to pay all fees in the process (legal, court, deed, etc.) to transfer ownership to him.
 - d. Solicitor Sharp recommended placing money in an escrow account with his office.

Motion to authorize the Town Solicitor to prepare an agreement with Mr. Mitchell regarding the vacation of a portion of Donovan Street/Alley. Merriel Mitchell agrees to pay all legal and court costs related to the filing of the petition to vacate the Street/Alley and any deeds, recording fees and that the Town Solicitor is authorized to file the necessary paperwork with the Superior Court to handle vacating that portion of the road.

This motion was amended to include authorization for the Town Manager or Town Council President to execute any agreement:

Member Moore 1st and Secretary Adams 2nd

All In Favor - Passed 5 to 0

- ii. New Memorial Flag Poles – Vice President Ottomano
 - a. Two (2) 20' poles are needed as per the original plan. Sleeves are already in the ground for them. Adding POW and Delaware State flags.
 - b. Reviewed the estimates that were received from three (3) companies for poles, installation and flags.
 - c. Memorial fund has \$1,800.00 available.

Motion to move forward with Stockley Materials/First State Flag at a cost of \$2K for 2 poles, flags and free installation. The War Memorial Fund will contribute \$1,700.00, and the Town budget will cover the remaining \$300.00, leaving a balance of \$100.00 in the War Memorial Fund.:

Secretary Adams 1st and Member Moore 2nd

All In Favor - Passed 5 to 0

- iii. Edmunds/MuniLogic Software
 - a. Edmunds - Regional Sales Director Patrick McGee and Project Manager Abdullah attended to provide an overview and address questions.
 - i. Proposing fully integrated software system utilizing Finance, Tax Billing, Permitting & Code Enforcement and Payroll modules.
 - b. Town Manager Kayla Adkins addressed questions as well as she is very familiar with the Edmunds product since she has used it in a past role in another town. She also reached out to other towns to see what they are using.
 - i. MuniLogic has Permitting and Licensing. They are currently developing a Tax module. We would need to keep QuickBooks as MuniLogic integrates with QuickBooks.
 - ii. Currently we use QuickBooks for financials, record keeping is in Excel, and we have an online system (Hyfin) for credit card payments.
 - iii. If we went with MuniLogic all the permitting, licensing, credit cards would be there, but financials would still be in QuickBooks.
 - iv. If we went with Edmunds they offer complete integration, financials, payroll, taxes, permitting, and licensing.
 - v. Our biggest driver for this is property taxes. It is very time consuming since with QuickBooks there is no easy way to pull reports. Not an efficient way to get them done.
 - vi. Edmunds is "Parcel" based tracked system, not tracked by name. You can pull up a parcel and see all history for that property such as sales, taxes, permits, etc. It makes auditing a lot easier as well.

Motion to keep Edmunds proposal until next month and determine where the funds will come from: Secretary Adams 1st and Treasurer Billbrough 2nd

All In Favor - Passed 5 to 0

CORRESPONDENCE: None to review.

EXECUTIVE SESSION:

**Motion to go into Executive Session: Member Moore 1st, Secretary Adams 2nd
All In Favor - Passed 5 to 0**

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

**Motion on employee contract offer for 1 year to be executed by Town Manager Adkins or President Noto: Member Moore 1st, Vice President Ottomano 2nd
All In Favor - Passed 5 to 0**

ADJOURNMENT: 8:30pm