

Town of Ellendale
Regular Meeting of Ellendale Town Council
AUGUST 5, 2026
Ellendale Fire Hall – 302 Main Street
Minutes – Records 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 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

Staff Members Present

Kayla Adkins – Town Manager
Chief Bruce Von Goerres – Chief of Police
Jamie Sharp – Town Solicitor

APPROVAL OF AGENDA: Approved

Motion to approve August 2026 Agenda: Treasurer Billbrough 1st, Vice President Ottomano 2nd

All In Favor - Passed 5 to 0

APPROVAL OF PREVIOUS MEETING MINUTES: Approved

Motion to approve July 2026 Meeting Minutes with spelling correction of President Noto's name: Vice President Ottomano 1st, Treasurer Billbrough 2nd

All In Favor - Passed 5 to 0

TREASURERS REPORT: Reviewed by Treasurer Billbrough
No comments.

POLICE CHIEF'S REPORT: Reviewed by Chief Von Goerres
No comments.

TOWN MANAGER'S REPORT: Reviewed by Town Manager Adkins

- President Noto commented on meeting with Artesian on 7/28 that they confirmed there is enough water source at this time. Also, no water tower is needed due to the current substations that are located in the town are enough. If needed in future an additional substation would be added not a water tower.

VISITOR RECOGNITION:

Terrie Ottomano - Community Events Coordinator

- Family Fun Day August 15, 2026, 10am – 2pm
 - Setup @ 7am, we have food vendors (vendor Gladys Breakfast Sandwiches & Hotdogs will donate their profits to our Town War Memorial), EVFD Fire Truck and Ambulance, CPR Delmarva will be doing demonstrations, Crime Stoppers, Kirlins Mower and Golf Carts, Patrick Smith campaign for Representative in district 36, Beebe Mobile Health, Bayhealth Mobile Health, Sussex County Emergency Operations and Fire School. In Kid Zone in the Town Park there will be DJ Paige (donated services), Paige's Kindness Project, DE Readiness (free book give away), DelDOT Bike & Head Safety and seven (7) Town event stations which include the backpacks that Chief Von Goerres has gotten for us and will be filled with school supplies.
 - Donations: Apennine Development Co., LLC, CPR Delmarva, Lifestyles Delmarva LLC, Community Bank (Total \$2,050.00)
 - Currently spent \$765.00, and she has another \$135.00 to pay out for Family Fun Day. This leaves a surplus estimate of \$1,150.00 from donations that can be used towards other Community Events.
- Effective November 2, 2026, Terrie will be stepping down as the Community Events Coordinator.
 - She will follow through with Family Fun Day and has already talked to Jay Jones about Candy Rain which is scheduled for Sunday November 1st @ 2pm in the Town Park.
 - If Council choose to continue the annual New Year's Day parade, she starts that by October 1st be emailing and mailing invitation letters to potential participants.
 - Remaining events for 2026 if Council chooses is Paige's Kindness Project donations collecting toys in the month of November, Tree Lighting Holiday event.
 - All information is available on a flash drive she has created that she will provide to Town Manager Adkins. She will be available by email for any questions. Town.terrie.ottoman@outlook.com
 - Thank you to the Town Council for allowing her to coordinate and organize town events for the past 4 years.

OLD BUSINESS:

- i. Discussion and possible action on IQ Fiber MOU Agreement
 - a. Solicitor Sharp: Has not had time to make edits. One thought was a similar MOU last year with Chesapeake Utilities, which was different but there are some things in that agreement that might be helpful for this as well. He hopes to get to this soon.
 - b. If Council members have any comments to share send them to him.

Motion to table until next meeting to give Solicitor Sharp time to review, edit IQ Fiber MOU agreement: Member Moore 1st, Treasurer Billbrough 2nd
All In Favor - Passed 5 to 0

- ii. Discussion and possible action on the ordinance removal of IRC § R313 exemption for two-family dwellings (duplexes) and townhouses
 - a. Member Moore made a motion to table this until next month to roll into New Business with the Town Building Code.
 - b. Solicitor Sharp stated the issue that exists is to determine what the current code is for the Town. Resolution was adopted in February 2011 for the International Subdivision and Building Code Standards. It was unclear what was adopted at that time. There are a lot of building code standards, not just one set (fire, residential, etc.). It also did not state which standards were there and if any were later amended or if the amendments were accepted. Typically, when you pass a resolution or an ordinance you would note in there the exact verbiage of which was being adopted. His research found that it changes about every 3 years. The most recent one that was in effect at that time was from 2009. That is probably safe to say is the one that we should be referring to going forward for our ordinances going forward. To get a copy of that would cost money. Does anyone have a copy? Town Manager Adkins has not been able to find a copy. No.
 - c. Also, an issue regarding a meeting in January 2011 and February 2011. The one in January (from the minutes) says "Consider/vote to adopt the International Code-IRC and Sussex County's Electrical & Plumbing Codes M/M to accept 2009 IRC Code by Mrs. Hughes, 2nd by Mr. Webb- Unanimous". I think under this was the adoption of the IRC from 2009 and Sussex County's Electrical and Plumbing Code.
 - d. A month later (February) in Town Council Minutes they had a motion (from the minutes) says "Consider/vote to adopt the International Code-IRC and Sussex County's Electrical & Plumbing Codes M/M to accept 2009 IRC Code by Mrs. Hughes, 2nd by Mr. Webb-Unanimous". This seems redundant since they had already voted the month prior.
 - e. Feels we need to figure out what the current codes are in effect and suggest ordering a copy of the 2009 IRC document. We will then have something to look at and determine what changes, if any are needed. Find out what we have now and figure out what needs to be changed. May be minor changes, may be nothing at all.

- f. Does not believe the County has the most recent version. You will see in these codes there are carve outs and it appears that Ellendale adopted it without any carve outs. There may be carve outs that are needed. County has significant carve outs. And the County does Town of Ellendale inspections. In theory you could tag on to what the County has to bring it up to speed, look at their ordinances and exemptions. He can provide that at the next meeting so all can see what they are for the County. This would cover more than sprinklers.

Motion to table until the next meeting in September under Old Business:

Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 5 to 0

iii. Discussion on status of Part-Time Maintenance Worker

- a. Town Manager Adkins update: not a lot of bites on the position. She did offer the position to someone, but they turned it down. So, she is still looking for someone.
- b. Member Moore is asking if next month we should look at the job description and make any changes to make it more attractive. Also discuss the pay rate.

Motion to table until the next meeting in September and review job description for any changes: Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 5 to 0

iv. Discussion and possible action on emergency service permit fee

- a. Town Manager Adkins was asked to provide examples of % of the fees and based off permits that we get different figures to see what the income would be. Looked at different municipalities. Georgetown breaks it down by cost of the permit, determines the % of the fee for it. Also looked at other municipalities. Per our QuickBooks for the income from permits and based on quantity that's what the income would be as shown. This would then be split between the Police Department and Fire Department.
- b. Before adopting an ordinance/resolution would need to be drafted with details.

Motion to develop a fee and come back with a proposal next month (September meeting) @ 1% of building permit cost to split 0.5% to Police & Fire

Departments: Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 5 to 0

NEW BUSINESS:

- I. Discussion and possible action on proposed amended draft of Town Sign Ordinance
 - a. Kayla – Worked with Planning Commission. All worked with the Town Engineer reviewing the code and comparing it to other municipalities such as Milford. We added more detailed information for clarification.

Clarified commercial signage. Public hearing has been held. Now bringing updated ordinance to the Town Council for review, comments.

- b. Solicitor Sharp has not reviewed the document in total, but he shared his experience with zoning and sign ordinances since he worked with Sussex County and City of Milford on sign ordinances. He does recommend letting him review it but may not be completed for September meeting so it may be October. He would then provide his comments and feedback. Then see if we can introduce ordinance at a public hearing. He would also like feedback from Council members on the document, and email comments to him.

Motion to turn over document to Solicitor Sharp for review and provide his feedback: Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 5 to 0

II. Discussion and possible action on updating Town Building Code

- a. 2021 IBC edition was adopted by the County for chapters 1-26 and 35, with some exemptions. And they adopted 2021 edition of IRC chapters 1-10.
- b. Solicitor Sharp can provide copy of Sussex County ordinance that will show carveouts.
- c. Since the County conducts our town's inspections, we should follow what they use.
- d. As to automatic Fire sprinkler systems the County says they shall be exempt for 1 and 2 family dwellings.
 - i. Member Moore says he does not want to exempt 2 family dwellings from that for the town.

Motion to have Town Manager Adkins purchase 2009 IRC & 2021 IRC and IBC for town use: Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 5 to 0

CORRESPONDENCE: None

EXECUTIVE SESSION:

Motion to adjourn the regular meeting and enter Executive Session: Member Moore 1st, Treasurer Billbrough 2nd

All In Favor - Passed 5 to 0

Motion to return to regular meeting: Treasurer Billbrough 1st, Vice President Ottomano 2nd

All In Favor - Passed 5 to 0

Solicitor Sharp – discussed potential property acquisition. There was an agreement that he prepared and reviewed. His recommendation is for motion for the Town Solicitor, Town Manager and Town President to set up a meeting with the owner of property A to make an

offer and negotiate purchase of Property A pursuant to the form that he has prepared and the range of the purchase price shall be as discussed in the Executive Session and to the extent that purchase price or deposit that is needed those will be paid out of the Impact Fee Fund or the Transfer Tax Accounts or both or accommodation thereof.

Motion as stated by Solicitor Sharp: Member Moore 1st, Treasurer Billbrough 2nd

All In Favor - Passed 5 to 0

ADJOURNMENT: 8:05pm