

Town of Ellendale
Regular Meeting of Ellendale Town Council
JULY 1, 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 Town Clerk Colleen Hahn:

Members Present

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

Members Absent

Lindsay Adams – Secretary

Staff Members Present

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

APPROVAL OF AGENDA: Approved

Motion to approve July 2026 Agenda: Member Moore 1st, Treasurer Billbrough
All In Favor - Passed 4 to 0

APPROVAL OF PREVIOUS MEETING MINUTES: Approved

Motion to approve June 2026 Meeting Minutes: Treasurer Billbrough 1st, Member
Moore 2nd
All In Favor - Passed 4 to 0

TREASURERS REPORT: Reviewed by Treasurer Billbrough
No comments.

POLICE CHIEF'S REPORT: Reviewed by Police Chief Von Goerres

Chief reviewed an amended version which is filed in our Meeting Minutes.
No comments.

TOWN MANAGER'S REPORT: Reviewed by Town Manager Adkins
No comments.

VISITOR RECOGNITION:

Susan Perrone asked due to the growth happening in Ellendale if there was any possibility of land being used for a Weiss or Food Lion or someplace to grocery shop closer than Milton or Milford? Even a convenience store?

OLD BUSINESS:

- i. Discussion and possible action on the ordinance removal of IRC § R313 exemption for two-family dwellings (duplexes) and townhouses
 - a. Resolution 02012011 – Adoption of the International Subdivision and Building Code Standards. Town Solicitor Sharp questions how it was done since it has no dates, does not state if it continues, no exclusionary language. He knows these standards are updated periodically, maybe every 3 years. The resolution does not state it will adopt any changes. This needs to be looked into.
 - b. Research is that minority of towns have sprinkler requirements for single family dwellings. It is not a majority of towns. The state does not have a specific requirement.
 - c. Ordinance needs to be clear, technical definitions are needed, may need engineering assistance.
 - d. Town Solicitor Sharp offered to research specific information on sprinklers in the International Subdivision and Building Code Standards. Will try to have that for the next meeting.

Motion to table to August for additional research to be carried out: Treasurer Billbrough 1st, Vice President Ottomano 2nd
All In Favor - Passed 4 to 0

- ii. Discussion on status of Part-Time Maintenance Worker – Town Manager Adkins provided update

NEW BUSINESS:

- i. Consideration to appoint Darlene Bobbitt to the Planning Commission for a two-year term
 - a. Ms. Bobbitt provided her background information.

Motion to appoint Darlene Bobbitt to the Planning Commission for a two (2) year term. Term is from July 1, 2026 – June 30, 2028: Vice President Ottomano 1st, Treasurer Billbrough 2nd
All In Favor - Passed 4 to 0

- ii. Discussion and possible action on emergency service permit fee
 - a. Fire Department asking for 3% per the Charter. Town Manager attended Fire Department Board meeting.
 - b. Fire Department is not in favor of raising taxes. Recommended to look at how the County does a percentage on all Building Permits. Town Manager Adkins researched and found the following:
 - i. Sussex County charges .0015 of the construction value of a permit.
 - ii. Town of Milton charges ¼ of 2% of the construction value of a permit.
 - iii. Another town was ¼ of 1% of the construction value of a permit.
 - c. Town Manager Adkins recommends that if this fee is implanted the fee is split between the Police Department and the Fire Department.
 - d. We would need to create a resolution to implement a service fee.

Motion to create resolution to implement emergency service fee and discuss again in August Town Council meeting. Town Manager Adkins will also bring revenue calculations to the August meeting: Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 4 to 0

- iii. Discussion and possible action on 2025 Town Audit by Lank, Johnson & Tull
 - a. This company is also performing our 2024 audit.
 - b. Town Manager Adkins let all know that the 2024 Audit should be done by the end of the month. It will be shared with all in either August or September meeting.

Motion to accept Lank, Johnson & Tull contract for 2025 Audit: Member Moore 1st, Treasurer Billbrough 2nd

All In Favor - Passed 4 to 0

- iv. Discussion and possible action on IQ Fiber Franchise Agreement
 - a. IQ Fiber team members reviewed their presentation and answered questions that were raised.
 - b. Building 4K miles in Delaware of fiber optic cable. In discussions with numerous communities, obtaining town approvals for right of way.
 - c. Provides competition.
 - d. Town Solicitor Sharp asked about the agreement/MOU that it does not mention timeline and notice requirements that the town would receive in regard to when the work would be done. Would probably want notification as to what is being done and when it is being done and as to the restoration. Possibly some coordination may be needed.
 - i. IQ Fiber would obtain Town permits and work with the town when work can be done.
 - ii. Suggested changes will be provided by Town Solicitor Sharp to the Council. Wants more clarity regarding installation and restoration, which needs to be part of the agreement. Do other towns have this in their agreements?

- iii. Kayla spoke with Town of Milford where IQ Fiber is working, and they have had no issues at this point. Majority of theirs is above ground since they own poles. Georgetown in progress of signing agreement.

Motion to table to August meeting: Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 4 to 0

CORRESPONDENCE: None

EXECUTIVE SESSION:

Motion to adjourn the regular meeting and enter Executive Session: Vice President Ottomano 2nd, Treasurer Billbrough 2nd

All In Favor - Passed 4 to 0

Motion to return to regular meeting: Member Moore 1st, Vice President Ottomano 2nd

All In Favor - Passed 4 to 0

- Town Solicitor Sharp – In Executive Session we had discussion about property acquisition.

Motion to authorize the Town Solicitor Sharp to prepare a proposed offer for Property A for Council's review at a future meeting: Treasurer Billbrough 1st, Member Moore 2nd

All In Favor - Passed 4 to 0

ADJOURNMENT: 8:38pm