

# Town of Henlopen Acres

104 Tidewaters  
Henlopen Acres, DE 19971

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**MINUTES:** The Board of Commissioners of the Town of Henlopen Acres held their Board Meeting at **10:00am on Friday, March 13, 2015** at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

<b>PRESENT:</b>	David Lyons Sr.	Commissioner
	Joni Reich	Commissioner
	Frank Jamison	Commissioner
	John Staffier	Commissioner
	Thomas Roth	Town Manager
	Lisa Michaels	Town Clerk
	Glenn Mandalas, Esq.	Town Solicitor
	Dave Boyce	11 Tidewaters
	Diana Beebe	Rehoboth Art League
	Sherry Rutherford	Rehoboth Art League
	Mary ODonnell	38 Rolling Road
	Henry DeWitt	55 Fields End
	Gail McDermott	7 Pine Reach
	Tim Hidell	96 Tidewaters
<b>EXCUSED:</b>	Andrew Brittingham	Commissioner
	Beatrix Richards	Commissioner

## **[Minutes are Not Verbatim]**

### **1. Call to Order, Pledge of Allegiance**

The Meeting was called to order by Commissioner David Lyons at 10:00 am.

### **2. Nomination and Election of Mayor and President Pro-Tempore**

Mr. Lyons requested nominations for the office of Mayor. Commissioner John Staffier nominated Commissioner David Lyons for Mayor and Commissioner Frank Jamison seconded the nomination. The vote was unanimous and Mr. Lyons was elected Mayor.

Mr. Lyons was then sworn in as Mayor by Town Manager Thomas Roth.

Mayor Lyons nominated Commissioner Frank Jamison as President pro-tempore. That nomination was moved by Commissioner Joni Reich and seconded by Mr. Staffier. The vote was unanimous and Commissioner Frank Jamison was elected President pro-tempore.

**3. Resolution for Banking Authorizations**

Mayor Lyons proposed changing the requirement for check signing to one Commissioner instead of two. This was also a suggestion received by the financial auditors. A **motion** was made to change the check signing to one Commissioner by Ms. Reich and seconded by Mr. Jamison. **Motion passed.**

**4. Award of Contract for Phase V Paving**

Recommendations from the Beacon Engineering firm are included in the meeting packet. The project received two bids, one from Utilisite Inc. for \$99,785.00 and one from George & Lynch for \$156,456.00. The project will be broken into two phases, one beginning immediately and being completed prior to May 15 and the other to begin after September 15. Beacon Engineering recommends awarding the project to Utilisite and Mr. Roth and Mr. Kollar, Zoning Officer agree. A **motion** to accept the bid for Phase V paving from Utilisite was made by Mr. Staffier and seconded by Mr. Jamison. **Motion passed.**

**5. Recommendation and Possible Action on Selection of Investment Advisor and Policy**

Mayor Lyons explained the evaluation process that has been taking place over the past four to five months to see if the Town could get a better return on their investments. Ms.Reich then discussed the interviews done with two firms, Brown Advisory and Bell Rock Capital (a local firm). The investment committee met with both companies and reviewed their recommended investment strategies for the Town. The committee is recommending Brown Advisory as they felt their strategy offered better risk protection. The Committee recommends investing one million dollars of the Town’s assets with 80% in fixed accounts and 20% in equities. Ms. Reich thanked Mayor Lyons for recommending exploring professional investment management. A **motion** to adopt the investment policy and use the services of Brown Advisory was made by Mr. Staffier and seconded by Mr. Jamison. **Motion passed.**

**6. Comprehensive Plan**

The PrePLUS review meeting with the Office of State Planning was held on February 25, 2015 to review the submitted Comprehensive Plan. Mr. Roth, Mr. Staffier, Ms. Reich and Mr. Mandalas attended for the Town. While there was several verbal recommendations given during that meeting, the Town is waiting for the official written comments to be received from the State.

**7. §43-7 Hours of Construction (Commercial activity)**

Mr. Roth wanted to address an ongoing issue that arises with trash haulers not being able to pick up on Saturdays. There are several times throughout the year, either due to inclement weather or a holiday, which disrupts the usual trash pick-up. Typically the trash hauler would make that day up on Saturday but they currently are not permitted in the Acres.

There is currently no rule in the Town Code that prohibits commercial activity on Saturdays only construction. Mr. Roth would like to allow Saturday pick-ups only when the regular weekly schedule has been disrupted.

**Henry DeWitt-55 Fields End**

Mr. DeWitt commented that his trash pick-ups were affected several times this year due to snow. He would appreciate the change to allow Saturday pick-up.

There was no objections from the Commissioners.

**8. Discussion on Fourth of July Event**

Mayor Lyons would like the Town to host a small July 4<sup>th</sup> bike parade for all children under 18. It would start at 8:30am at the Marina. The Town would encourage children to decorate their bikes then follow a small parade route through the Town. There wouldn't be any need for road closures and it should not affect any traffic in the Town. There would not be a rain date for the parade. Further discussion to follow at the next Quarterly meeting.

**9. Executive Session for the Purpose of Discussing Personnel Matters, in Accordance with 29 Del. C. §10004(b)(9)**

A **motion** to go into Executive Session was made by Ms. Reich at 10:26am and was seconded by Mr. Jamison.

Mr. Staffier made a **motion** to come out of Executive Session at 10:40am and it was seconded by Mr. Jamison.

A brief discussion ensued about the PLUS review meeting on February 25, 2015.

**10. Adjournment**

A **motion** to adjourn was made at 10:45am by Mr. Staffier and seconded by Mr. Jamison. The meeting was adjourned.

**Approved 04/10/2015**