

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 Annual Organizational Meeting at **10:00am on Tuesday, September 6, 2016** at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

PRESENT:

David Lyons Sr.	Mayor
John Staffier	Commissioner
Frank Jamison	Commissioner
Joni Reich	Commissioner
Tim Hidell	Commissioner
Beatrix Richards	Commissioner
Thomas Roth	Town Manager
Lisa Michaels	Town Clerk

EXCUSED: Andrew Brittingham Commissioner

[Minutes are Not Verbatim]

1. Call to Order, Pledge of Allegiance

The meeting was called to order by Mayor David Lyons at 10:00 am.

2. Administration of Oath of Office to elected Commissioners

The Oath of Office was administered to Commissioners David Lyons and Frank Jamison by Town Manager Thomas Roth.

3. Nominations and election for the Office of Mayor

Commissioner John Staffier nominated Commissioner David Lyons for Mayor and it was seconded by Commissioner Paddy Richards. The nomination was unanimously approved and Mayor David Lyons was sworn in by Mr. Roth.

4. Appointments

Mayor Lyons made the following appointments:

- a. President Pro tempore**-Commissioner Frank Jamison
- b. Treasurer**-Commissioner Joni Reich
- c. Secretary**-Commissioner Paddy Richards
- d. Assistant Secretary**-Town Manager Thomas Roth

A **motion** to approve the Mayor's appointments was made by Mr. Staffier and seconded by Commissioner Tim Hidell. **Motion** passed unanimously.

5. Meeting Schedule

A meeting schedule was included in the packet. There were no issues with any of the dates proposed. Mayor Lyons discussed that Ms. Emily Boyd, DNREC Environment

Scientist, will be at the October 7 meeting to discuss a deer management plan for the Town.

6. Resolution to pursue Asset Management Grant

A Resolution to pursue Asset Management Grant is included in the meeting packet. Mr. Roth reviewed the asset management plan and the expectations of how this system would benefit the Town. KCI is the consulting firm that would help the Town implement the asset management plan and also complete the application to apply for the grant. (Mayor Lyons made the disclaimer that KCI is a client of Lyons Insurance Group.) A **motion** to approve the Resolution to pursue the Asset Management Grant was made by Commissioner Joni Reich and seconded by Commissioner Frank Jamison. **Motion** passed unanimously.

Mayor Lyons and Mr. Roth briefly discussed the marina. The work to install the new storm drain should begin within the next week by Sussex County Conservation. Mayor Lyons will meet with Secretary Smalls to explore options for future dredging at the marina.

7. Adjournment

A **motion** to adjourn was made by Mr. Staffier and seconded by Mr. Hidell. The meeting was adjourned at 10:27am.

Approved 10/07/16