

# Town of Henlopen Acres

104 Tidewaters  
Henlopen Acres, DE 19971

302-227-6411  
fax: 302-227-3978

---

**MINUTES:** The Board of Commissioners of the Town of Henlopen Acres held their Quarterly Meeting at **10:00am on Friday, April 21, 2017** at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

**PRESENT:**

David Lyons Sr.	Mayor
John Staffier	Commissioner
Joni Reich	Commissioner
Andrew Brittingham	Commissioner
Frank Jamison	Commissioner
Beatrix Richards	Commissioner
Tim Hidell	Commissioner
Thomas Roth	Town Manager
Lisa Michaels	Town Clerk
Glenn Mandalas, Esq.	Town Solicitor
Tami Davidson	Rehoboth Beach Postmaster

## **[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. Presentation by Rehoboth Beach Postmaster**

Ms. Tami Davidson discussed some upcoming changes being proposed by the Postal Service. She states that all newly constructed homes in Town must have a mailbox placed at the street. As most town homes have mailboxes at the door, it creates a longer and more cumbersome route for the mail carrier who constantly must get in and out of the truck. Current regulations do not allow the carrier to pull into private driveways or walk across yards. While the Postal Service cannot force the Town to move to central location mailboxes, Ms. Davidson suggested the Town consider that as an option. Having every homeowner move their mailbox to street would also be an option that would greatly increase the efficiency of the service in Town but cannot be mandated by the Postal Service. The Commissioners will take the recommendations under advisement.

### **3. Approval of Minutes**

#### **a. Quarterly Meeting and Public Hearing-January 13, 2017**

A **motion** to approve the January 13, 2017, Quarterly meeting and Public Hearing minutes was made by Commissioner Joni Reich and seconded by Commissioner Paddy Richards. **Motion** passed unanimously.

**b. Board Meeting-March 10, 2017**

A **motion** to approve the March 10, 2017 minutes was made by Ms. Reich and seconded by Ms. Richards. **Motion** passed unanimously.

**4. Treasurer's Report**

Financial statements are included in the packet. Ms. Reich reviewed that both the operating and capital budget have a small surplus and should remain on budget for the rest of the fiscal year. There should be a \$10,000 surplus in the operating budget due to an increase in franchise tax and marina rental fees. The capital budget has a surplus of \$65,000 due to Transfer tax and expenses being \$10,000 below budget. Town investments are doing well and a June meeting is planned for the Investment Committee. Mayor Lyons would like the upcoming fiscal year budget to include new stop signs and street lights.

**5. Town Manager's Report**

A written report is included in the meeting packet. The water report shows below average water usage for this time of the year. There were no leaks or issues. Also included in the packet is a list of all the homes that currently have water meters. A future goal is to meter all homes in the Town. This may be part of the process as we work on the asset management grant and tracking all water plant activity, components and maintenance. Mr. Roth just returned from a Hurricane conference and received a certification in debris management. The security report is also included in the packet. Mr. Roth included a copy of the power point presentation he received at the SCAT Legislative breakfast for the Commissioners review.

**6. Unfinished Business**

**a. Discussion and possible action on employee health care coverage**

Mr. Roth explained to the Commissioners that for the upcoming fiscal year, the State of Delaware has changed the health insurance plans available. Our current Highmark of Delaware plan is no longer an option and is being replaced by Aetna HMO. This new plan offers essentially the same coverage and the premiums will not increase. The other option for the Town is a Highmark First State Plan that offers less coverage and more upfront costs for the employees. The State of Delaware will automatically enroll Town employees in the Aetna plan if we take no action effective July 1, 2017. The Mayor, Ms. Reich and Mr. Roth all agree the Aetna plan is the better option to offer Town employees. The Board agreed to offer the Aetna plan with no cost share required from the employees for this fiscal year. The Commissioners also decided that the cost for the upcoming fiscal year will be the baseline and any future decisions for employee cost share will be based on increases in premiums going forward.

**b. Executive Session for the purpose of discussing personnel matters, in accordance with 29 Del. C. § 10004(b)(9)**

No action taken

**c. Possible action on items discussed in Executive Session**

No action taken

## 7. New Business

### a. Review and possible action on amendment to Chapter 114, Trees

The Tree Committee submitted a draft Tree Ordinance for the Board's review. The Commissioners had an extensive discussion on the language in the proposed Ordinance. They were not in agreement on the definition of a tree as spelled out in the Ordinance. The Commissioners also wanted more definitive language regarding expectations of the residents on their private property to expand and preserve the tree canopy. Commissioner John Staffier also felt some of the language proposed in the Ordinance was redundant. No action was taken.

### b. Appointment to one member to the Planning Commission

Mayor Lyons recommended John Scheurer for reappointment to the Planning Commission. A **motion** to reappoint Mr. Scheurer was made by Ms. Reich and seconded by Mr. Staffier. **Motion** passed unanimously.

### c. Appointment of three members to be Election Officers

Mayor Lyons recommended Barbara Shortley, Elinor Boyce and Sarah Sunderland for reappointment as Election Officers. A **motion** to reappoint Ms. Shortley, Ms. Boyce and Ms. Sunderland was made by Mr. Staffier and seconded by Commissioner Tim Hidell. **Motion** passed unanimously.

### d. Appointment of three members to the Board of Elections

Mayor Lyons recommended Tiffany Derrickson, Bruce Moore and Mimi Peters for reappointment to the Board of Elections. A **motion** to reappoint Ms. Derrickson, Mr. Moore and Ms. Peters to the Board of Elections was made by Mr. Staffier and seconded by Commissioner Frank Jamison. **Motion** passed unanimously.

### e. Appointment of one member to the Board of Adjustments

Mayor Lyons recommended Debbie Reed for appointment to the Board of Adjustment to complete the term of Mr. Marshall Jones. Ms. Barbara Shortley resigned from the Board of Adjustment effective immediately and Mayor Lyons recommended Ashlee Reed Hidell to Board of Adjustment to complete Ms. Shortley's term and subsequently serve a full three year term. Several of the Commissioners raised concern that there would be four realtors on the five person Board of Adjustment. A robust discussion ensued. Mr. Mandalas commented that the Town doesn't want an appearance of impropriety by having realtors on the Board. Mayor Lyons discussed these issues with Mr. Bob Stevens, Chairman of the Board of Adjustment who recommended Ms. Hidell and Ms. Reed. Mayor Lyons also felt realtors bring a special skill set that would be valuable on the Board of Adjustment. **Motion** to appoint Debbie Reed and Ashlee Reed Hidell to the Board of Adjustment was made by Ms. Reich and seconded by Mr. Jamison. **Motion** passed unanimously.

### f. Town seal

Henlopen Acres does not currently have a Town seal. The Lieutenant Governor would like to have a copy of every Town seal in Delaware. There is not currently a law or ordinance requiring a Town to have a seal. No action was taken.

**8. Any other business that may come before the Commissioners**

Mayor Lyons briefly discussed the bamboo issue that arose at the end of last year, has been resolved and the parties involved are working together.

Mayor Lyons also discussed that he and Mr Roth will continue to attend the meetings of the Association of Coastal Towns to discuss the issue of dredging the canal.

**9. Town Solicitors Report**

Mr. Mandalas had nothing to report. Mayor Lyons asked Mr. Mandalas for any updates on the ocean outfall. Mr. Mandalas stated there have been a few minor delays but it will proceed as planned.

**10. Adjournment**

The meeting was adjourned by Mayor Lyons at 11:22am. .

**Approved 07/14/2017**