

# 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, June 9, 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
Thomas Roth	Town Manager
Lisa Michaels	Town Clerk
Barbara Shortley	59 Pine Reach
John Scheurer	62 Tidewaters

**EXCUSED:** Tim Hidell 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. Review and possible action on Amendment to Chapter 114 Trees**

The Commissioners reviewed the Ordinance to amend Chapter 114, Trees and continued to discuss whether the proposed Ordinance addressed trees on private property or Town property. While there is a small section that discusses nuisance trees on private property and the Town's ability to address them if the property owner refuses, the main goal of the proposed Ordinance is to address the Town's ability to maintain and replenish trees on Town property. A **motion** to adopt the new Ordinance as written was made by Commissioner John Staffier and seconded by Commissioner Frank Jamison. **Motion** passed unanimously.

### **3. Review and possible action on proposed budget for Fiscal Year July 1, 2017 through June 30, 2018**

Commissioner Joni Reich extensively reviewed the proposed Operating budget with the Commissioners. The budget is similar to last fiscal year in projected income and expenses. She reviewed some of the small proposed expenses such as a new lap top, projector and new flooring for Town Hall. The streets department will be purchasing a new chainsaw, blower, chipper and mosquito sprayer. The Capital budget shows a projected increase of \$100,000 from transfer tax income. The water plant is going to need upgrades to the distribution system and that will be funded with transfer tax income

and will show as an increase in Capital expenses of about \$30,000. There may be a possible grant from Senator Lopez of \$20,000 for drainage work that needs to be done on a collapsed storm inlet on Duneway. Mr. Roth also discussed the recommendations he received from AECOM regarding the marina. While he's not ready to include any costs in the upcoming budget, the proposed solutions could run over \$100,000. Ms. Reich would like Mr. Roth to set up a meeting with the consultants from AECOM so the Commissioners can discuss their findings. Ms. Reich also discussed that the Town's investments are up about 5% and the Investment Committee is scheduled to meet on Friday June 23. A **motion** to adopt the proposed budget for Fiscal year 2017-2018 as presented was made by Mr. Jamison and seconded by Commissioner Paddy Richards. **Motion** passed unanimously.

**4. Adoption of the Tax Rate, Water Rates and Fee Schedule**

There will be no changes to the tax rate, water rate and fee schedule for the 2017-2018 Fiscal Year. A **motion** to adopt the tax rate, water rate and fee schedule for 2017-2018 was made by Mr. Staffier and seconded by Mr. Jamison. **Motion** passed unanimously

**6. Discussion and possible action on resolution adopting the Sussex County Multi-Jurisdictional Hazard Mitigation Plan.**

FEMA requires Sussex County to update their Hazard Mitigation Plan every five years. Sussex County Towns are expected to adopt the County plan. The Commissioners reviewed the State plan and a **motion** to approve the Resolution to Adopt the Sussex County Multi-Jurisdictional Hazard Mitigation Plan was made by Ms. Reich and seconded by Commissioner Andrew Brittingham. **Motion** passed unanimously.

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

Mayor Lyons commented on the preparations for the third annual 4<sup>th</sup> of July parade that will be held on Sunday July 2. He also discussed that he and Mr. Roth have been attending the monthly meeting of the Association of Coastal Towns with the hopes of raising awareness of the need to dredge the local waterways. The goal is to put pressure on state legislators who will in turn raise awareness on the federal level to receive the funding needed. Mr. Roth also discussed that he is looking into starting to take credit card payments at Town Hall for license and permit fees. He will discuss with the Town's IT specialist and also the auditors. Mayor Lyons also reminded the Commissioners of the upcoming Municipal Election and which Commissioners are up for re-election.

**5. Executive Session for the purpose of discussing personnel matters, in accordance with 29 Del. C. § 1004 (b)(9)**

A **motion** to enter Executive Session was made by Mr. Staffier and seconded by Mr. Jamison at 10:50am.

A **motion** to come out of Executive Session was made at 11:24am by Mr. Staffier and seconded by Mr. Brittingham.

A **motion** to approve actions taken in Executive Session was made by Mr. Staffier and seconded by Mr. Jamison.

**8. Adjournment**

A **motion** to adjourn was made by Mr. Jamison and seconded by Ms. Richards. The meeting was adjourned at 11:26am.

**Approved 07/14/2017**