

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 Quarterly Meeting at **10:00am on Friday, January 11, 2019** at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

PRESENT:

Joni Reich	Mayor
Tim Hidell	Commissioner
Andrew Brittingham	Commissioner
Beatrix Richards	Commissioner
Richard Thompson	Commissioner
John Staffier	Commissioner
Thomas Roth	Town Manager
Lisa Michaels	Town Clerk
Glenn Mandalas, Esq.	Town Solicitor
Chris Flood	Cape Gazette
Henry De Witt	55 Fields End
Gordon Kaiser	13 Dodds Lane

EXCUSED: Frank Jamison Commissioner

[Minutes are Not Verbatim]

1. Call to Order, Pledge of Allegiance

The meeting was called to order by Mayor Joni Reich at 10:00 am.

2. Approval of Minutes

a. Board of Commissioner's Quarterly Meeting-October 12, 2018

A **motion** to approve the minutes from the October 12, 2018 Quarterly Meeting was made by Commissioner Tim Hidell and seconded by Commissioner Richard Thompson. **Motion** passed unanimously.

3. Treasurer's Report

A copy of the current financials through the end of December 2018 were included in the meeting packet. Both Town Manager Thomas Roth and Treasurer Tim Hidell commented financials ended the year as expected. Mayor Reich noted the drainage project at 85 Tidewaters did put Capital expenses over budget.

4. Town Manager's Report

A copy of the Town Managers report for December is included in the packet. Mr. Roth noted that a Tree Committee meeting is scheduled for February 8 at 2:30pm. The 2019 marina renewals have been sent out and there is currently a waiting list of 15 people. The Commissioners and Mr. Roth also discussed the security report included in the meeting packet. The security department terminated a part time security officer. Mr. Thompson

noted the increase in car break ins, especially in North Shores and would like a note put in the next newsletter to make residents aware. Mr. Roth also distributed a cost analysis on the Sandy Bottoms drainage project. A water report was also included in the meeting packet and shows that annual water usage has remained steady over the past 10 years and there have not been any water leaks so far this winter. Mr. Roth also updated the Commissioners on the status of the water plant asset management project and the goals for the coming year.

5. Unfinished Business

a. Henlopen Acres Property Owners Corporation Billing

HAPOC is requesting that Town Hall include their annual assessment on the Town's property tax invoice. The question arose if there would be any legal ramifications with the Town billing for HAPOC. Mr. Mandalas said there was no issues but recommends a MOU between the Town and HAPOC be drafted and a fee be charged for the service. Mr. Roth will draft the MOU and Mr. Mandalas will review it. A **motion** to authorize Mr. Roth to draft the MOU and include HAPOC annual dues on the Town's yearly tax invoice was made by Mr. Thompson and seconded by Mr. Hidell. **Motion** passed unanimously.

b. Tidewaters Storm Water project

Two construction bids have been received for the drainage project at 85 Tidewaters. Mr. Mandalas sent an acknowledgement to the homeowner stating proposed project not a guarantee to solve the drainage problem completely. Homeowner signed the acknowledgement and returned it to Town Hall. Project will now go back to the engineer to draft the contract and notice to proceed for the low bidder. A **motion** to approve the project was made by Commissioner Paddy Richards and seconded by Mr. Thompson. **Motion** passed unanimously.

6. New Business

a. Appointment of one member to the Board of Adjustment

Mayor Reich recommended Gene Wilson, 10 Tidewaters, for appointment to the Board of Adjustment to replace Kathy McGuinness who resigned. Mr. Wilson would serve through the end of Mrs. McGuinness' term which is August 31, 2019. A **motion** to appoint Mr. Wilson to the Board of Adjustment was made by Commissioner John Staffier and seconded by Mr. Hidell. **Motion** passed unanimously.

b. Review and possible approval of the Audited Financial Statements

Sombar & Associates did the annual financial audit and noted two recommendations. The first is to set up separate companies within QuickBooks to handle the Transfer Tax income and the Municipal Street Aid income. Mr. Roth and the Audit Committee both disagree. They feel there is no benefit to the Town but may make it more convenient for review by the accountant. The second recommendation is to have the Investment transactions reconciled monthly. Again, both Mr. Roth and the Audit Committee disagree with this recommendation. Mr. Roth was unhappy with the Audit as a whole this year and would like to request proposals from other firms next year. The Commissioners agree. There were no other comments or questions regarding the Audited Financial Statements and a

motion to approve the Audited Financial statements was made by Mr. Hidell and seconded by Mr. Staffier. **Motion** passed unanimously.

c. Discussion and possible action on the Investment Policy

Investment Committee chairman Gordon Kaiser explained to the proposed changes he recommends to the current Investment Policy. The policy which was originally adopted in 2015 should be reviewed periodically and updated to reflect changes in the market. Mr. Kaiser's recommended changes are included in the meeting packet. He reviewed each one individually and answered questions posed by the Commissioners. The Commissioners agreed with the recommended changes and a **motion** to approve the Investment Policy with proposed changes was made by Mr. Staffier and seconded by Mr. Thompson. **Motion** passed unanimously.

d. Presentation on Henlopen Acres book project-Bill Meehan
Deferred.

7. Any other business that may come before the Commissioners

Mr. Roth informed the Commissioners that the current Trustees for the 457 retirement plan needs to be updated. Current trustees are: David Lyons, Winnie Kee, Joni Reich and Thomas Roth. Mr. Roth proposes changing the trustees to: Joni Reich, Tim Hidell, Frank Jamison and Thomas Roth. The Commissioners agreed. A **motion** to change the trustees of the Town's 457 Retirement Plan was made by Mr. Thompson and seconded by Mr. Staffier. **Motion** passed unanimously.

8. Executive Session for the purpose of discussing possible litigation, in accordance with 29 Del. C §10004(b)(4)

Executive Session was not required.

9. Review and possible action on matters discussed in Executive Session.

No action required.

10. Adjournment

A **motion** to adjourn was made at 10:45am by Mr. Thompson and seconded by Commissioner Andrew Brittingham.

Approved 04/12/2019