

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 a Virtual Board Meeting at **10:00am on Friday, December 10, 2021** at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

PRESENT:

Joni Reich	Mayor
Beatrix Richards	Commissioner
Richard Thompson	Commissioner
John Staffier	Commissioner
Jeffrey Jacobs	Commissioner
Tiffany Derrickson	Commissioner
Thomas Roth	Town Manager
Lisa Michaels	Town Clerk

EXCUSED: Tim Hidell Commissioner

[Minutes are Not Verbatim]

1. Call to order, Pledge of Allegiance

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

2. Presentation by PKS & Co P.A. in review of June 30, 2021 Audited Financial Statements

The audited financial statements and a power point presentation were included in the meeting packet. The two members of the Audit Committee also reviewed the financial statements and had virtual meetings with Treasurer Jeffrey Jacobs and Town Manager Thomas Roth. The minutes from both of those meetings are also included in the meeting packet. Maggie Vincent and Ashley Stern from PKS & Co commented that the Town's financial statements received the highest level of opinion a certified public account can give. There were no material weaknesses in internal control over financial reporting and they did not identify any instances of noncompliance. They then reviewed the financial statements with the Commissioners. They noted the fact that the Town has increased its net position by \$63,261.00 and that 56% of the Town's expenses are allocated to the Streets and Security departments. The auditors recommend, at a minimum, the general fund have no less than two months of operating expenditures in unassigned fund balance. There was also a recommendation for the Town to review their investment policy to ensure it reflects the current investment strategy. The Commissioners were pleased with the fiscal year ending June 30, 2021, and the current audited financial statements.

3. Discussion and possible action on the Audited Financial Statements

A **motion** to approve the Audited Financial Statements for the fiscal year ending June 30, 2021, was made by Commissioner Richard Thompson, and seconded by Commissioner Paddy Richards. **Motion** passed unanimously.

4. Discussion and possible action on parking in the cul-de-sacs

At the October 2021 Quarterly meeting, the Commissioners discussed cul-de-sac parking and were interested in exploring other options for resident parking passes. A letter was read from Walter Stark, 4 Rolling Road, in favor of tighter restrictions for parking in the cul-de-sacs. This letter will also be made part of the permanent record. Town Clerk Lisa Michaels presented a new design for the parking permits in 2022. The new parking passes would be permanent plastic passes instead of the disposable paper ones given out each year. The new passes would be mailed to each resident and would replace all other versions of parking passes. The residents would be expected to use the same passes each year. There would be a similar pass issued to properties that will be renting except the rental passes would be updated each year and would have the current year displayed on them. The consistency would make it easier for Security to distinguish residents from nonresidents parking in the cul-de-sacs. Parking tickets will be issued to any vehicle not displaying a town parking pass. The Commissioners were in favor of using the new permanent parking passes but would like to have the Town Logo on the pass. Ms. Michaels will work on the new design and have it reviewed before issuing the passes next year. The Commissioners will re-evaluate any parking issues after next summer using the new parking passes.

5. Review and possible resolution to Chapter 130-4, Zoning Definitions of Family and Group Rental

Proposed revisions to the definitions of “family” and “group rental” are included in the meeting packet. Commissioner John Staffier worked on updating the definitions. The goal was to clarify the existing definitions and not to substantially change, expand or contract them. He used Rehoboth Beach’s definition of “family: as a starting point and then expanded on it further. The proposed definition would replace the definition of “family” that currently appears in Section 130-4 of the Zoning Code. The proposed definition reads: “A single person occupying a dwelling unit and maintaining a household, or two or more persons related by blood, marriage or adoption occupying a dwelling unit, living together as a social unit and maintain a common household, or not more than three persons unrelated by blood, marriage or adoption living together as a social unit and maintaining a common household.” The Commissioners agreed with the recommended changes and a Public Hearing will be scheduled to allow for comments and questions from property owners. The Commissioners then discussed the definition of “group rental”. In addition to updating the definition the Commissioners would like to remove it completely from Section 130-4 of the Zoning Code and relocate it to Chapter 95-Rentals of the Town Code. This change will not require a Public Hearing. The proposed definition of “group rental” reads: “Group rentals are prohibited and are defined as rentals to or tenancy or occupancy by two or more persons who are not living together as a social unit or maintaining a common household, irrespective of how many members of the group are formal signatories to the rental agreement. Any subtenancy is

deemed a group rental.” The Commissioners agreed with the recommended changes, but no action was taken.

6. Appointment of one member to the Planning Commission

Mayor Reich recommended Jason Hollinger, 100 Tidewaters, for appointment to the Planning Commission for a 5-year term. A **motion** to approve Jason Hollinger for appointment to the Planning Commission was made by Mr. Thompson and seconded by Commissioner Tiffany Derrickson. **Motion** passed unanimously.

7. Appointment of one member to the Environmental Review Committee

Mayor Reich recommended Roger Kramer, 11 Pine Reach, for appointment to the Environmental Review Committee for a 3-year term. Mr. Kramer was a previous Commissioner for the Town. A **motion** to approve Roger Kramer for appointment to the Environmental Review Committee was made by Mr. Thompson and seconded by Mrs. Derrickson. **Motion** passed unanimously.

8. Any other business that may come before the Commissioners

Town Manager Thomas Roth gave the Commissioners several updates. The Town is currently having the master control panel replaced in the water plant and the Town has been on the City of Rehoboth Beach’s water system for the past two days. This has been made possible because of the interconnect between Henlopen Acres and the City of Rehoboth that was completed earlier in the year. Mr. Roth has been working with Beacon Engineering to get the pre- and post-dredging survey for the Lewes disposal site. This is where the dredging spoils from the marina will be deposited. Mr. Roth worked with Treasurer Jeffrey Jacobs on insurance renewals and recently changed insurance coverage for their Property and Casualty Insurance. The Town was able to increase coverage at a lesser cost by going through Strategic Insurance Partners who currently administers the Town’s Worker’s Comp. Insurance. The Town insurance policies currently expire in Mid-November right as the holiday season begins and the timing is difficult to include all the Commissioners in the decision-making process. The Commissioners discussed adding the annual insurance renewals to the meeting agenda of the April Quarterly meeting so any changes can be included in the upcoming budget and/or changing the renewal dates to earlier in the year to allow for discussion at a Quarterly meeting.

Mayor Reich thanked all the Town employees for their continued work keeping the Town looking beautiful and running smoothly.

9. Adjournment

A **motion** to adjourn was made at 10:55am by Mrs Richards and seconded Mr. Thompson.

Also In Attendance:

David Kaplan
Julia Marx
Henry DeWitt

11 Rolling Rd
11 Rolling Rd
55 Fields End

Also in Attendance Virtually:

Ashley Stern
Maggie Vincent

PKS & Co P.A.
PKS & Co P.A.

Approved 01/14/2022