

# Town of Henlopen Acres

104 Tidewaters  
Henlopen Acres, DE 19971

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**MINUTES:** The Commissioners of the Town of Henlopen Acres held a Meeting at **10:00am, Friday, June 10, 2022** at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

**PRESENT:**

Joni Reich	Mayor
Richard Thompson	Commissioner
Tim Hidell	Commissioner
Beatrix Richards	Commissioner
Tiffany Derrickson	Commissioner
Jeffrey Jacobs	Commissioner
Thomas Roth	Town Manager
Michele Frye	Town Clerk

**EXCUSED:** John Staffier Commissioner

## **[Minutes are Not Verbatim]**

### **1. Call to Order, Pledge of Allegiance**

The meeting was called to order by Mayor Joni Reich at 10:02 am.

### **2. Appointment of three Election Officers and**

### **3. Appointment of three members to the Board of Elections**

Mayor Reich recommended the appointment of Louise Montgomery, 80 Pine Reach; Sherril Moon, 80 Pine Reach and David Kaplan, Rolling Road to serve as Election Officers; and Sallie Jones, 31 Rolling Road; Bruce Moore, 14 Tidewaters and Freddie Noland, 44 Pine Reach for appointment to the Board of Elections. A **motion** to approve the appointments was made by Commissioner Jacobs and seconded by Commissioner Derrickson. **Motion** passed unanimously.

### **4. Review and possible action on proposed budget for Fiscal Year July 1, 2022, through June 30, 2022**

The proposed FYE 2022-2023 Budget was included in the meeting packet. Treasurer Jeffrey Jacobs gave an extensive overview of the proposed budget. Mr. Jacobs and Mr. Roth reviewed the Capital Improvement Plan for the next six years to better plan for major impacts on the Town's reserves; including periodic marina dredging, street improvements and upgrades to the Town's water system. Mr. Jacobs stated he believes in a balanced operating budget and would also like to see some excess revenue each year. The total proposed operating budget is just under \$1,000,000. Mr. Jacobs also discussed that the street paving will be postponed due partially to fuel costs. Mr. Roth suggested adding security cameras at the three entrances and replace a section of chain link fence on the Pine Reach bridle path. Mr. Jacobs explained the increase in the current year's tree budget, noting that there is an unused allocation for planting, which we added to the new budget.

Mr. Roth presented information on dental and vision insurance for the employees. By consensus the Board agree to provide dental and vision insurance for the employees, for which the cost was included in the proposed budget. The Board also agreed the employees may enroll employees in the dental and vision programs with the cost of dependent coverage paid by the employee.

A **motion** was made by Commissioner Hidell to approve the budget including the changes in health care coverage. Ms. Derrickson seconded, and the **motion** passed unanimously.

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

Mr. Roth presented the proposed changes to the fee schedule. He proposed increasing the fee to locate property corners from \$35 to \$60. He also proposed raising the fee for application to Board of adjustment from \$1,000 to \$1,250. After discussion, it was decided to increase the Board of Adjustment fee to \$1,500 and the fee for each additional variance or appeal within the application to \$750.

Mr. Hidell made a **motion** to approve the changes to the fee schedule. Commissioner Richards seconded the motion which passed unanimously.

#### **6. Executive Session for the purpose of reviewing executive session minutes and discussing personnel matters, in accordance with 29 Del. C. § 10004 (b)(6) and 29 Del. C. § 10004 (b)(9), respectively**

A **motion** to enter executive session for the purpose of reviewing executive session minutes and to discuss personnel matters was made by Mr. Jacobs and seconded by Mr. Hidell at 11:15 am.

A **motion** to return from executive session was made at 11:45 pm by Mrs. Richards and seconded by Mr. Thompson.

#### **7. Action on matters discussed in executive session**

Mr. Jacobs made a **motion** to approve executive session minutes. The **motion** was seconded by Mr. Hidell. **Motion** passed.

A **motion** to approve employee matters and adjustments to compensation discussed in executive session was made by Mr. Thompson and seconded by Mr. Jacobs. **Motion** passed unanimously.

#### **8. Discussion and possible action on amendment to personnel policy; holiday pay**

Mr. Roth proposed that part-time employees working on a holiday receive time and a half in their pay. Full-time employees working on a holiday, will be compensated with an equal number of hours off paid time off to be used at the employee's discretion within one year of the date of the holiday worked. A **motion** to approve was made by Mr. Thompson and seconded by Mr. Hidell. **Motion** passed unanimously.

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

The Board discussed possible replacement of the Town owned streetlights. An inventory will be completed of the current quantity and type of existing lights, for future discussion.

**10. Adjournment**

Having no other business, a **motion** to adjourn was made at 11:58 am by Mrs. Richards seconded by Mr. Jacobs.

**Additional Attendees:**

Joe Wade

96 Tidewaters

**Approved: July 8, 2022**