

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, October 13, 2023,** at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

PRESENT:	Joni Reich	Mayor
	Richard Thompson	Commissioner
	Tim Hidell	Commissioner
	Beatrix Richards	Commissioner
	John Staffier	Commissioner
	Tiffany Derrickson	Commissioner
	Jeffrey Jacobs	Commissioner
	Sally Slook	Town Manager
	Kayla Pedrick	Town Clerk

[Minutes are Not Verbatim]

1. Call to Order, Pledge of Allegiance

The meeting was called to order by Mayor Joni Reich at 10:00 a.m. Followed by the Pledge of Allegiance.

2. Treasurer's Report

Commissioner Jacobs gave an overview of the Treasurer's Report. Mr. Jacobs stated the Audit Committee reviewed the audit report on October 11, 2023. The committee stated the comments from last year were resolved.

Commissioner Derrickson expressed concern regarding the lack of enforcement of ticket/fine collections. Town Manager Slook stated Security Supervisor Lee could attend the next Board of Commissioners meeting to give a presentation on the process of enforcement.

3. Town Manager's Report

Town Manager Sally Slook gave a presentation on September's Town Manager's Report.

4. UNFINISHED BUSINESS

- a. Review and possible action on an amendment to Chapter 28, Planning Commission regarding the number and composition of members:

Town Solicitor Glenn Mandalas gave a brief presentation on the amendments made to Chapter 28-2, Planning Commission's term of office. Commissioner Jacobs stated that the wording "but at all times a majority of the membership shall be residents" should be removed. Commissioner Thompson agreed that it would not allow nonresidents to be able to contribute to Town.

Motion: Commissioner Jacobs made a motion to approve the wording “The members of the Planning Commission shall be comprised of both residents and nonresident property owners”. Commissioner Thompson seconded the motion, all were in favor. Motion carried.

5. NEW BUSINESS

- a. Appointment of one member to the Environmental Approval Committee:

Mayor Reich nominated the reappointment of Lynda Moses to the Environmental Approval Committee for a three-year term. Commissioner Staffier questioned if the members of this committee understood their scope of duties and recommended training. The commissioners discussed possibly training in the future for this committee.

Motion: Commissioner Richards made a motion to approve the reappointment of Lynda Moses to the Environmental Approval Committee for a three-year term. Commissioner Thompson seconded the motion, all were in favor. Motion carried.

- b. Appointment of one member to the Investment Committee:

Mayor Reich nominated Robert Craig to be appointed to the Investment Committee for a three-year term.

Motion: Commissioner Richards made a motion to approve the appointment of Robert Craig to the Investment Committee for a three-year term. Commissioner Thompson seconded the motion, all were in favor. Motion carried.

- c. Discussion and possible action on a Policy on Virtual Participation in Board of Commissioner and Committee Meetings:

Town Manager Slook gave a presentation on the research into the Town’s current policy and the surrounding town’s policies. Commissioner Jacobs suggested not allowing board members to attend the Budget and Organizational Meetings virtually due to the importance of these meetings. Commissioner Thompson suggested allowing an exception to attend virtual due to illness. After more discussion, the Board of Commissioners agreed to revisit this discussion at the December Quarterly meeting.

- d. Discussion on Chapter 112, Parking of Trailers and Construction Equipment, Including Vehicles, on Town Right-of-Ways:

Town Manager Slook reviewed the code for Chapter 112, due to confusion about how the code is currently implemented. Commissioner Staffier questioned what the right-of-way is considered and who owns it. Mayor Reich stated that the Town owns the portion of the right-of-way that is a part of the property owner's front yard. Commissioner Jacobs stated that the right-of-way is 70 feet in width and includes the paved roadway and the adjacent areas of non-paved land in front of residents’ homes on either side of the road.

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

Commissioner Jacobs made a motion to enter the executive session at 11:23 a.m.
Commissioner Staffier seconded the motion, all were in favor. Motion carried.

Commissioner Thompson made a motion to return from the executive session at 12:40 p.m.
Commissioner Richards seconded the motion, and all were in favor. Motion carried.

7. Review and Possible Action on matters discussed in Executive Session

Motion was made by Paddy Richards, seconded by Richard Thompson, and approved by all to proceed with the actions discussed in Executive Session.

8. Adjournment

The meeting was adjourned at 12:41 p.m.

Additional Attendees:

Town Solicitors Glenn Mandalas and Alexander Burns.

Approved: December 8, 2023