

BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING MINUTES

The Board of Commissioners of the Town of Henlopen Acres held their annual **Organizational Meeting on Friday, September 12, 2025, at 10:00 a.m.**, virtually and in person at Town Hall, 104 Tidewaters, Henlopen Acres, Delaware.

PRESENT:

Tim Hidell	Mayor Pro Tempore
John Staffier	Commissioner
Beatrix Richards	Commissioner
Tiffany Derrickson	Commissioner
Lyndie Hertrich	Commissioner
Alex Jacobs	Commissioner Elect
Lee Raesly	Commissioner Elect
Anna Fagan	Town Manager

1. Call to Order

The meeting was called to order at 10:00 a.m.

2. Administration of Oath of Office to elected Commissioners:

- Alex Jacobs
- Lee Raesly

Alex Jacobs and Lee Raesly were sworn in as commissioners by Town Manager Anna Fagan.

Departing Commissioner Jeff Jacobs was recognized for his years of service and contributions to the Town.

3. Nominations and election for the Office of Mayor

Lyndie Hertrich nominated Timothy Hidell for the Office of Mayor, highlighting his decade-long service, leadership, and contributions to the Town.

Motion:

Alex Jacobs made a motion to elect Timothy Hidell as the Mayor of the Town of Henlopen Acres. The motion was seconded by Alex Jacobs, and it was unanimously approved.

4. Appointments of Town Officers

a. President Pro tempore

Motion:

Mayor Hidell made a motion to appoint Lyndie Hertrich as President Pro Tempore. The motion was seconded by Commissioner Jacobs, and it was unanimously approved.

b. Treasurer

Motion:

John Staffier made a motion to appoint Lee Raesly as Treasurer. The motion was seconded by Commissioner Hertrich, and it was unanimously approved.

c. Secretary

Motion:

Mayor Hidell made a motion to appoint Tiffany Derrickson as Secretary. Commissioner Raesly seconded the motion, and it was unanimously approved.

d. Assistant Secretary

Motion:

Mayor Hidell made a motion to appoint Anna Fagan, the Town Manager, as Assistant Secretary. Commissioner Staffier seconded the motion, and it was unanimously approved.

5. Appointments of Members to Various Committees

a. Board of Adjustment

- **Norma Lee Derrickson**
- **Thomas Donnelly**
- **Robert Reed**

Motion:

Commissioner Raesly made a motion to appoint the Board of Adjustment panel. Commissioner Hertrich seconded the motion, and it was unanimously approved.

b. Environmental Approval Committee

- **David Robinson, M.D.**

Motion:

Commissioner Raesly made a motion to appoint David Robinson to the Environmental Approval Committee. Commissioner Hertrich seconded the motion, and it was unanimously approved.

c. Planning Commission

- **Suzanne McDermott**

Motion:

Beatrix Richard made motion to appoint Suzanne McDermott to the Planning Commission. Commissioner Raesly seconded the motion, and it was unanimously approved.

d. Tree Committee

- **Linda McGavin**
- **Lynda Moses**
- **Andrea Pedigo**
- **John Scheurer**

Motion:

Commissioner Raesly made a motion to appoint the Tree Committee panel.
Commissioner Hertrich seconded the motion, and it was unanimously approved.

6. Discussion and possible action on approval of final 2025 Comprehensive Plan in accordance with 22 Del. C § 702(f)

Motion:

Commissioner Staffier made a motion to approve the final draft of the 2025 Comprehensive Plan. Commissioner Richards seconded the motion, and it was unanimously approved.

7. Town Manager Report

Town Manager Anna Fagan reported that recent technical failures at the water plant necessitated the use of the City of Rehoboth Beach interconnect four times this year. As a result, the City of Rehoboth Beach is requesting that a meter be installed to track usage so that they may bill the Town based on usage. Ms. Fagan requested approval from the Commissioner to allocate funds for this purchase.

Motion:

Commissioner Staffier made a motion to approve the funds for the purchase of a water meter to be installed at the Town's interconnect with the City of Rehoboth.
Commissioner Derrickson seconded the motion, and it was unanimously approved.

Ms. Fagan reported that the PFAS remediation feasibility study conducted by KCI Technologies was largely complete. The study recommends installing granular activated carbon (GAC) equipment, with an estimated cost of \$400,000. Alternatives, such as relying on Well 11 and collaborating with Rehoboth Beach for additional water supply, were discussed. The Town expects funds from the class-action PFAS lawsuit to partially cover costs, with further water sampling and concept plans forthcoming.

Ms. Fagan presented the Treasurer's Report. The Town recovered \$6,500 from fraudulent ACH debits on its general checking account and transitioned to a new account for security. Property tax collection is nearly complete, with only nine payments outstanding, totaling \$36,000. Grant revenues from Sussex County, the state, and other sources were highlighted, with zoning and construction fee revenues on track to meet targets.

8. 2025-2026 Meeting Schedule

Motion:

Commissioner Staffier made a motion to adopt the Meeting Schedule Version One for 2025-2026. Commissioner Raesly seconded the motion, and it was unanimously approved.

9. Public Comment

No public comment

10. Executive Session for the purpose of Discussion of Potential Litigation, in accordance

with 29 Del.C. § 10004(b)(4)

Commissioner Jacobs recused himself and departed the meeting before the Executive Session.

Motion:

Commissioner Staffier made a motion to go into executive session. Commissioner Raesly seconded the motion, and it was unanimously approved.

Motion:

Commissioner Richards made a motion to come back into public session. Commissioner Raesly seconded the motion, and it was unanimously approved.

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

Motion:

Commissioner Raesly made a motion to present the document discussed in Executive Session for terms with the Jacobs. Commissioner Hertrich seconded the motion, and it was unanimously approved.

12. Adjournment

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

Andrea Harpster, Town Clerk