

Minutes of Meeting
Dagsboro Town Council
Bethel Center - 28307 Clayton Street
Monday October 27, 2014

Call Meeting to Order: The regular Town Council Meeting was called to order at 7:00p.m. by Mayor Brad Connor. Those in attendance were Mayor Connor, Stacey Long, Town Administrator, Councilwoman Ulrich, Councilwoman Eckerd, Councilman Baull, Attorney Rob Witsil Jr., Kyle Gulbronson, Town Planner and others listed on the sign in sheet.

Public Hearing #1: Amend Chapter 146 Section 3(E)(1): Rob Witsil stated that rental units were being charged one flat fee and the Town Council thought it was appropriate to amend the fee to reflect each unit be charged \$75.00 per year. Councilwoman Eckerd made a motion to accept the ordinance to amend Chapter 146 to include a \$75.00 per unit rental license and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

Public Hearing #2: Vendor License: Rob Witsil reads that a vendor is defined as a person or business entity engaged in a temporary outdoor display of sales of food, crafts or merchandise at a permitted public event. This was recommended by the Christmas Parade Committee. Councilman Baull made a motion to approve the amendment to Chapter 146 to add a vendor license for \$25.00 per day fee. It was seconded by Councilwoman Eckerd. All were in favor. Motion carried.

Approval of Minutes: Councilwoman Ulrich made motion to accept the September 22, 2014 minutes and it was seconded by Councilwoman Eckerd. All were in favor. Motion carried.

2015-2016 Solicitation of Candidates: Stacey informs the Council that two seats are open this year. Mayor Connor and Vice Mayor Truitt's terms are up. It has been placed on our website and advertised in the paper for solicitation of candidates. Filing began October 22, 2014 and forms must be submitted no later than November 12, 2014 at 4:30 p.m.

Planning & Zoning: Kyle informs the Council that the Planning & Zoning Commission reviewed the comprehensive plan for updates and decided that two sections of the plan needed revisions. First the demographic section to add the 2010 Census information received. Second the transportation section based on transportation changes since the plan was developed in 2009.

Rob Witsil wanted to change the verbiage. His question was about traffic counts through Dagsboro daily. Kyle answers that the traffic data from Deldot states the approximate number of cars traveling on Main Street approaches the same amount of cars on Route 113 at the intersection of Route 26. Kyle informs Council that the number of cars has decreased in the last four years. Kyle states that there has been a major increase in traffic on Route 113 from Dagsboro North. It is due to the commercial development in Millsboro. Councilwoman Eckerd asked if the Route 113 Bypass was reviewed. Kyle states that when the Comprehensive Plan was written, the Town was supportive of the bypass. The Council wrote a letter to Deldot in 2013 stating that they were opposed to the bypass. Planning & Zoning felt that since the Council changes more frequently than the Comprehensive Plan, that the Town's opinion on the Bypass should not be included.

Kyle will revise the Transportation & Demographic Section per Council and will discuss again at the November Meeting.

Signage Ordinance: The Planning & Zoning Commission wants to update and modify the Signage Code in the Town Center District. They are currently reviewing that section and will discuss it at the next Planning & Zoning Meeting.

New Business Board of Elections: Bob Flowers, Nancy Marvel and Scott Crater has been asked and agreed to serve. Two will be inspectors who checks people in and one who will stand at the machine and be the judge. Councilman Baull made a motion to accept the Board of Elections members. It was seconded by Councilwoman Eckerd. All were in favor. Motion carried.

Pay Increase: It was discussed in executive session at the September Meeting for a pay increase for the Town Clerk to \$12.50 and for Maintenance to \$15.00 per hour. Councilwoman Eckerd made a motion to accept the pay increases and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

Floodplain Ordinance: FEMA has remapped all of the flood maps for Delaware. The maps will be adopted by FEMA March 16, 2015. Every community who currently participates in the Federal Flood Insurance Program has to adopt the new requirements in order to be eligible to receive flood insurance discounts. This requires a change in the Town Code and a public hearing.

Kyle states that every time a permit is issued URS has to check to see if it is within a floodplain. If it is, the developer or builder has to issue a flood elevation certificate to the Town. Councilman Baull made a motion to set a public hearing for the November meeting and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

New Computer: Stacey informs Council that a 3rd computer is needed and Solutions Plus will transfer the data. It is going to be \$400.00 for the computer and the Microsoft Office software. It will be approximately \$350.00 for the transfer of the data and installation. Councilwoman Ulrich made a motion to spend no more than \$1000.00 to purchase a new computer, software and maintenance. It was seconded by Councilwoman Eckerd. All were in favor. Motion carried.

State Group Health Insurance: The moratorium has been lifted by the State and they are now allowing towns to join the State's health insurance group plan. Stacey states that there is a four month waiting period before the Town can join. The Town's current insurance will be renewed on a month by month basis until we can join. Councilman Baull made a motion to join the State's insurance and it was seconded by Councilwoman Eckerd. All were in favor. Motion carried.

Town Property: Discussions on selling the property located at 29471 Vines Creek Road owned by the Town to help with the purchase of a New Town Hall. Councilwoman Eckerd informs the Council that the realtor proposed selling it for \$109,500. The Town Council discussed the need for a New Town Hall. Mayor Connor will talk with the owner of the lot across from the Town Hall to see if he is interested in selling it. This could be a possible location for building a new town hall. Council decided to table this matter to further review the package submitted by Connor Jacobsen, Realtor Company.

Old Business:

Police Department: Chief Toomey is out sick. A copy of his report was submitted in the Council packets.

Treasurer's Report: General Checking is \$242,057.60, Special Events Fund \$1,752.95, Public Service Impact Fee \$9,587.73, Police Dept. Money Market \$12,013.74, Grant Account \$5,842.83, Property Transfer Checking Acct. \$87,917.77, 4 CD's of \$28,051.69, \$47,758.25, \$5,145.38 and \$20,000. Water

Fund Checking \$94,312.61, Water Impact Fee \$213,295.49, Reserve Account \$35,820.14, Cemetery Checking Acct. \$635.43, Savings Account \$2,772.59 and 3 CD's of \$32,704.26, \$44,689.36 and \$32,055.74. SALLE/EIDE \$1.72, MSA Checking \$9.03 and we have received our grant for approximately \$19,000. The Council received a copy of the check detail for the General Fund. Councilman Baull made a motion to accept the Treasurer's report and it was seconded by Councilwoman Eckerd. All were in favor. Motion carried.

Administrative Report: N/A

Building Official: Three permits were issued #919 for a fit out for Clayton Crossing. Permits # 920 and # 921 for two duplex units at the Woodlands of Peppers Creek. There were two Certificate of Occupancies issued: one for the tenant fit out in Clayton Crossing and one for unit 39 at the Woodlands of Peppers Creek.

Code Enforcement: Pete Marconi was given a deadline to comply with the code violations at 33102 & 33108 Main Street. For the building that has collapsed he has been given 60 days to raze the remains of the structure.

Water Department: The tank washout did not occur on September 14, 2014. Stacey has been in discussion with Artesian for draining the tank and refilling it. Once we can schedule the draining of the tank and interior maintenance, we will inform the residents on their water bills.

Christmas Parade: The next meeting is November 18, 2014. Councilman Baull states that more volunteers are needed and plaques will be ordered soon. There will be an article in the Coastal Point about the parade. Norman Anderson will be the Grand Marshall.

Prince George's Chapel Cemetery: The brick wall has been repaired and we have received the monies from the insurance company. The Committee will be meeting on November 16, 2014 at 2:00p.m. At the Town Hall. Stacey is waiting to hear from the State about the split rail fencing issue.

No Correspondence.

At 8:23p.m. Councilman Baull made a motion to adjourn and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

Respectfully Submitted,

Autumn Miller, Town Clerk

