

# DAGSBORO POLICE DEPARTMENT

## MONTHLY STATISTICAL REPORT

**August 2015**

Miles Driven 3,252

Total Traffic Arrests 86          Total Traffic Warnings 62

Total Criminal Arrests 18

Total Hours 608          Patrol Hours 344

Investigative Hours 102          Administrative Hours 162

Business Checks 1400          Complaints 64          Collisions Investigated 8

### Monthly Highlights:

- 1) The **Department** apprehended **7 Wanted** subjects for local jurisdictions and the courts.
- 2) **Officers** during the course of the month made the following arrests;
  - a. **6 Burglary Arrests**
  - b. **4 Shoplifting Arrests**

Respectfully Submitted;

Floyd Toomey

Chief      DPD

## **September 28, 2015 – Council Meeting Reports**

(Prepared by Stacey Long, Town Administrator)

### **Administrator's Report:**

#### **Safety Program**

I have been working on the Workplace Safety Credit Application and have been preparing for our compliance inspection. In doing so, I have been drafting safety policies for the Town. The policies include the following: Emergency Response Plan, Ladder Safety, Hand & Portable Power Tools, Bloodborne Pathogens, Driver Safety, Accident & Injury Investigation, Injury Reporting & Medical Treatment, Job Safety Analysis, Medical Monitoring & Exposure Records, Modified Duty & Return to Work, New Employee Safety Orientation, Safety Committee Operation, and Safety Inspection Program. These policies and training materials are provided in your packet. By adopting these safety policies, the town will be better protected in case an accident occurs on the job and in addition it will help the town save money towards the workplace safety credit through our insurance company.

#### **Swamp Road Street Repair**

Bid opening was held on Monday, September 21<sup>st</sup> at 2pm. We have received 2 bids: Peninsula Paving \$37,500 & Jerry's Paving \$59,335. Our engineers will be contacting them to follow up with a few questions to be sure some repairs were included in the proposal that were specifically listed on the invitation to bid, yet not specifically listed on either of the proposals. Representative Collins and Senator Hocker have agreed to fund the entire project not to exceed an amount of \$37,500. This project is to repair the bad areas on Swamp Road in addition to repaving the entire portion located in town.

#### **Town Truck**

1995 Chevy Pick Up has been sold to Department of Corrections for \$2500

#### **Porta Potty**

The porta potty has been relocated to its original location – in October it will be permanently removed

#### **Property Inquiries:**

##### **Vacant Lot between Bodies & old Heathman's Jewelers – Main Street**

Warehouse housing pharmaceuticals – not a permitted use

Dunkin Donuts/Coffee Shop

##### **29118 Piney Neck Road**

Retail Sales of boat supplies, fishing & tackle supplies with mobile repair (not on-site)

This is the same applicant that applied for the rezoning back in March 2015 with the Planning Commission. The only concern at that time was the repairing of boats onsite.

##### **Vacant Land between old PRMC Bldg & Savannah Square - Rt. 113**

Wawa

## **Savannah Square**

On 9/16/15 Myself & Kyle met with 2 engineers from Savannah Square. They inquired on the process to add additional pad sites to the overall plan. At this time there are no prospective businesses/restaurants. There were discussions on the parking requirements for additional pad sites and the existing unused parking spaces that are there now. They will begin preliminary design work and will submit to the Town when ready to move forward.

## **Building Official Report:**

### **Building Permits Issued:**

952 – Single Family Home & 10X10 Shed – Prince George’s Drive
953 – 12X16 Shed – Prince George’s Drive

### **Certificate of Occupancy Issued:**

- #942 – Roof Mounted Solar Panels – Main Street
- #932 – Wheelchair Ramp – Sussex Street
- #930 – Roof & Window Replacement – Clayton Street
- #929 – Demolition of Outbuildings – Piney Neck Road
- #926 – Window Replacement – Hudson Road
- #871 – Pool & Deck – Clayton Street
- #943 – Wheelchair Ramp – Smith Drive

### **Certificate of Completion Issued:**

- #937 – Exterior renovations as stated in the 2<sup>nd</sup> amended consent order – Main Street

## **Code Enforcement Official Report:**

Zachary King Property – 33225 Main Street (2012-2015)
Town Funds Spent on Legal Fees \$3,249.09 (August charges not included)
As per the 2 <sup>nd</sup> amended consent order – King reimbursed the town \$502.76 in legal fees
Town funds spent on inspection/engineering fees \$3,769.18 (up to 8/7/15)
Total \$6,334.99

### **Code Violations Issued:**

1. 211 Chapel of Ease St.- Stop work order – no building permit on file – 8/21/15
2. 33119 Main Street – Screening Required & Grass – 9/1/15
3. Lot on Canal Street – Stagnant Water in Pool (unsanitary) 9/3/15

### **Code Violation Phone Contact:**

1. 31855 New Street - Property Management Co. (Ultisource) 8/28/15 – Case # issued and violation team will return call in 2-4 business days.
2. 33124 Main Street – Galbis – High Weeds & Grass – 9/14/15

### **Marconi Property – 33102 & 33108 Main Street**

9/3/15 the residential apartment was posted as condemned on all 3 doors. Mr. Marconi did not provide the required indemnification policy of \$2 million as required at the August Council meeting.

## **Committee Reports:**

### **Planning Commission**

A copy of the draft Planning Commission meeting minutes are included in your packet.

### **Prince George's Chapel Cemetery Committee**

There is a letter and forms in your packet that explains the cost of burial permits, the newly adopted corner marker requirements and the process for burials in the cemetery. Currently the funeral directors are not notifying the town, in addition, where the town has enacted the new mandatory cornerstone requirement, many of the funeral directors have not been notified. It was suggested by me that instead of the funeral homes submitting the burial permit fees and then the town having to go after them or the families to install corner posts, why not just have both of the fees due and payable at the same time. In the event that a family has already installed the required corner posts, they can provide pictures and then we would drop off the \$225 for the required corner stones.

Shrubbery removal – as per the Prince George's Chapel Cemetery Committee rules & regulations, no trees or shrubbery is permitted to be planted within the cemetery. There are currently 4 plots with shrubs and/or trees growing on them. Out of the four plots, I have only one contact. Therefore, we will be sending them a letter informing them of this rule and request they remove the shrubbery. As for the other 3 plots, I will have maintenance remove and discard the plantings/roots.

### **Water System Report:**

In addition to the pit flooding with water so that the meter is unable to be read; the meter itself has stopped working. This is the 2<sup>nd</sup> time within the past few months. First we were told to flush the hydrant so that water would travel through the meter at a high rate of speed and clear any particles, debris from blocking the electronic sensors that measure the gallons. First time it worked, this time it did not work. The next option would be to have a plumber pull the meter take it apart and clean the sensors manually to see if this fixes the problem. I will be contacting the Town plumber (Schrock Plumbing) to pull the meter and clean the inside of it and reinstall it.

## ADDENDUMS – COUNCIL MEETING REPORTS

September 28, 2015

### Administrative

#### Annual Municipal Election

Two (3) Seats

Two (2) Year Terms 2016 & 2017

**Nominations for candidates:** May be filed on forms available at the Town Hall or our website:

<http://dagsboro.delaware.gov/> , beginning Friday, October 23, 2015 and returned to and received by Town Hall no later than 4:30 p.m. on Friday, November 13, 2015.

**Qualifications of candidates:** Each member shall be at least 18 years of age; each member shall be a natural person, citizen of the United States and of the State of Delaware and a bona fide resident of the Town of Dagsboro.

**Qualifications to vote:** **Resident individuals:** over the age of 18 and citizens of the Town, State of Delaware and the United States. **Property owners:** if individuals, must be over age 18; if corporation or association (other entity), must provide a certified copy of a resolution of said entity authorizing the person named therein to vote for the entity; if a partnership, only one partner may vote for the partnership. Individuals and corporation/partnership/association entities must be citizens of the Town, the State of Delaware and the United States. If an individual is both a resident and a property owner, he or she shall have only one vote.

**Registration to vote:** Registration closes on Friday, November 20, 2015, at 4:30 p.m. to vote in the 2015 Municipal Election. If you are a resident but not a property owner, you may already be registered and may confirm your registration by coming to Town Hall. If you are not registered, you must be prepared to provide your name, signature, address, birthdate, social security number, and date you became a resident of the Town of Dagsboro and State of Delaware. If you are a property owner but are not on the assessment list of the Town, you must register by providing a copy of your recorded deed with the Town and such other information as determined necessary for registration.

**Absentee ballots:** Request forms for absentee ballot packages may be obtained from the Town Hall or website at any time. Absentee ballot packages will be distributed to those requesting ballots after the candidates have been nominated and determined to be qualified. Absentee ballot requests must be received no later than 12:00 p.m. on Friday, December 4, 2015. Absentee Ballots may be received up to Closing of the Polls on Election Day.

#### Christmas Parade

The parade will be on Thursday, December 10, 2015 at 7pm. The rain date will be Friday, December 11<sup>th</sup> at 7pm. The parade route will be the same as last year as this is the easiest for starting and ending points and is the easiest route for larger trucks. There will not be a registration fee. Registration deadline is December 1<sup>st</sup>. Vendor's licenses are \$25.00. The next meeting will be held on October 27, 2015

## **Water**

We have received the results from the 2015 Lead/Copper Rule monitoring for the Dagsboro Water Department. The samples were collected from various homeowner's throughout town.

The 90<sup>th</sup> percentile for lead was 0.0038 mg/l and as a result meets the standard of 0.015 mg/l

The 90<sup>th</sup> percentile for copper was 0.248 mg/l and as a result meets the standard of 1.3 mg/l

All customers who submitted samples will be receiving or may have already received their water monitoring results by mail. Those results included the following as required by the Division of Public Health – Office of Drinking Water:

- Result of lead tap water monitoring
- Explanation of the health effects of lead using EPA mandatory language
- List of steps consumers can take to reduce their exposure to lead in drinking water
- The Maximum Contaminant Level Goal (MCLG) and the Action Level (AL) for lead and the EPA definitions
- Utility contact information

Code Enforcement –

2026 Venture (Vines Creek Village Subdivision) For Sale Sign erected without a permit on Vines Creek Road

Sign refacing without a permit – 33334 Main Street – 2<sup>nd</sup> certified mail attempt – first was unclaimed

**Town of Dagsboro - General Fund**

**Balance Sheet**

**As of September 21, 2015**

	<u>Sep 21, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking - General	6,842.50
Economic Development Fund	307.00
Katie Helm Park Fund	153,672.93
1000 · Checking - General - Other	<u>153,672.93</u>
<b>Total 1000 · Checking - General</b>	<b>160,822.43</b>
1003 · Special Events Fund	2,090.57
1101 · Public Service Impact Fee - M.M	10,566.82
1120 · Dags Police Dept. Grant Acct	1,886.54
1121 · Police Dept-M.M.Salary Acct	21,441.84
1122 · SALLE/EIDE	596.75
1130 · Property Transfer- Checking	90,123.64
1138 · BOD - CD - 3422603947	28,131.29
1142 · M & T CD#31003923765423	47,824.25
1143 · M & T CD#31003923765431	5,157.38
1144 · WSFS CD	20,000.00
1146 · CD-WSFS # 467793253	50,000.00
1147 · WSFS CD #	20,000.00
1148 · CD-WSFS #	20,000.00
<b>Total Checking/Savings</b>	<u>478,641.51</u>
<b>Total Current Assets</b>	<u>478,641.51</u>
<b>TOTAL ASSETS</b>	<u><b>478,641.51</b></u>
<b>LIABILITIES &amp; EQUITY</b>	<u>0.00</u>

**Town of Dagsboro - General Fund**  
**Check Detail**  
**August 24 through September 21, 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	1085	09/14/2015	The Carlsen Group DBA Shorescan	1101 · Public Service Impact Fee - M.M	-95.00	-95.00
TOTAL				6225.2 · Document Upload Fee	-95.00	95.00
Check	1112	09/14/2015	Citizens Bank	1130 · Property Transfer-Checking	-81.74	-81.74
TOTAL				6900 · Transfer Fees	-81.74	81.74
Check	15765	08/24/2015	Sussex County Utility Billing Division	1000 · Checking - General	-143.00	-143.00
TOTAL				6942 · Sewer	-143.00	143.00
Check	15766	08/24/2015	Rogers Graphics, Inc.	1000 · Checking - General	-94.00	-94.00
TOTAL				6550 · Office Supplies	-94.00	94.00
Check	15767	08/24/2015	W. B. Mason Co. Inc.	1000 · Checking - General	-43.99	-43.99
TOTAL				6550 · Office Supplies	-43.99	43.99
Check	15768	08/24/2015	Mediacom	1000 · Checking - General	-242.15	-242.15
TOTAL				6944 · Telephone	-242.15	242.15
Check	15769	08/24/2015	W. B. Mason Co. Inc.	1000 · Checking - General	-25.46	-25.46
TOTAL				6550 · Office Supplies	-25.46	25.46

**Town of Dagsboro - General Fund**  
**Check Detail**  
**August 24 through September 21, 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	15770	08/24/2015	Sussex County Finance Department	1000 · Checking - General	-451.67	-451.67
TOTAL			6820 · Taxes		-451.67	451.67
Check	15771	08/24/2015	Delaware State Fire School	1000 · Checking - General	-15.00	-15.00
TOTAL			6616 · Training		-15.00	15.00
Check	15772	08/24/2015	Sussex Automotive	1000 · Checking - General	-1,833.52	-1,833.52
TOTAL			6609 · Maintenance		-1,833.52	1,833.52
Check	15773	08/31/2015	Stacey L Long	1000 · Checking - General	-25.00	-25.00
TOTAL			6555 · Cell Phones		-25.00	25.00
Check	15774	08/31/2015	Floyd J. Toomey, Jr.	1000 · Checking - General	-25.00	-25.00
TOTAL			6555 · Cell Phones		-25.00	25.00
Check	15775	08/31/2015	Harry E. Litten	1000 · Checking - General	-25.00	-25.00
TOTAL			6555 · Cell Phones		-25.00	25.00
Check	15776	08/31/2015	Carl E Kurten Jr.	1000 · Checking - General	-25.00	-25.00
TOTAL			6555 · Cell Phones		-25.00	25.00

9:35 AM  
09/21/15

**Town of Dagsboro - General Fund**  
**Check Detail**  
August 24 through September 21, 2015

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	15777	09/08/2015	Delmarva Power	1000 · Checking - General 6941 · Electric	-198.01	-198.01
TOTAL					-198.01	198.01
Check	15778	09/14/2015	State of DE_Dept of Safety/Homeland Sec	1000 · Checking - General 6609 · Maintenance	-125.00	-125.00
TOTAL					-125.00	125.00
Check	15779	09/14/2015	Clean Delaware	1000 · Checking - General 6548.2 · Equipment/Improvements	-67.00	-67.00
TOTAL					-67.00	67.00
Check	15780	09/14/2015	Verizon Wireless	1000 · Checking - General 6619 · Wireless Phone/Computer	-164.99	-164.99
TOTAL					-164.99	164.99
Check	15781	09/14/2015	Mr. Natural	1000 · Checking - General 6943 · Water	-8.16	-8.16
TOTAL					-8.16	8.16
Check	15782	09/14/2015	Coastal Point LLC	1000 · Checking - General 6020 · Advertising/Printing	-27.00	-27.00
TOTAL					-27.00	27.00
Check	15783	09/14/2015	URS Corporation	1000 · Checking - General 6645.5 · General Services	-4,990.31	-4,990.31
TOTAL					-4,990.31	4,990.31

**Town of Dagsboro - General Fund**  
**Check Detail**  
August 24 through September 21, 2015

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	15784	09/14/2015	URS Corporation	1000 · Checking - General		-1,523.42
TOTAL				6645.1 · Building Inspection Fees	-1,523.42	1,523.42
					-1,523.42	1,523.42
Check	15785	09/14/2015	Graves Uniforms	1000 · Checking - General		-19.00
TOTAL				6618 · Uniforms	-19.00	19.00
					-19.00	19.00
Check	15786	09/14/2015	Graves Uniforms	1000 · Checking - General		-19.00
TOTAL				6618 · Uniforms	-19.00	19.00
					-19.00	19.00
Check	15787	09/14/2015	Graves Uniforms	1000 · Checking - General		-45.00
TOTAL				6618 · Uniforms	-45.00	45.00
					-45.00	45.00
Check	15788	09/14/2015	Graves Uniforms	1000 · Checking - General		-474.00
TOTAL				6618 · Uniforms	-474.00	474.00
					-474.00	474.00
Check	15789	09/14/2015	Rogers Sign Co.	1000 · Checking - General		-395.00
TOTAL				6609 · Maintenance	-395.00	395.00
					-395.00	395.00
Check	15790	09/21/2015	Baker's Hardware	1000 · Checking - General		-24.45
TOTAL				6890 · Town Supplies	-24.45	24.45
					-24.45	24.45

**Town of Dagsboro - General Fund**  
**Check Detail**  
August 24 through September 21, 2015

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	15791	09/21/2015	PEP-UP, INC.	1000 · Checking - General	-598.73	-598.73
TOTAL				6608 · Gasoline	-598.73	598.73
Check	15792	09/21/2015	Pratt Insurance	1000 · Checking - General	-310.00	-310.00
TOTAL				6381 · Commercial Insurance	-310.00	310.00

9:38 AM

09/21/15

Accrual Basis

# Town of Dagsboro - Water Fund

## Balance Sheet

As of September 21, 2015

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	<u>Sep 21, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash - Operating	101,401.24
1001 · Savings - Water Impact Fees	88,514.43
1002 · Water Reserve Account	35,846.00
1003 · WSFS-Impact Fees CD #	150,000.00
<b>Total Checking/Savings</b>	<u>375,761.67</u>
<b>Total Current Assets</b>	<u>375,761.67</u>
<b>TOTAL ASSETS</b>	<u><b>375,761.67</b></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

**Town of Dagsboro - Water Fund**  
**Check Detail**  
**August 24 through September 21, 2015**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	1789	08/31/2015	Town of Millsboro	1000 · Cash - Operating	-5,199.22	-5,199.22
TOTAL				6705 · Water Use Charges	-5,199.22	5,199.22
					-5,199.22	5,199.22
Check	1790	09/08/2015	Delmarva Power	1000 · Cash - Operating	-28.04	-28.04
TOTAL				6712 · Electric - Meter	-28.04	28.04
					-28.04	28.04
Check	1791	09/14/2015	Southern Corrosion Inc.	1000 · Cash - Operating	-1,427.82	-1,427.82
TOTAL				6713 · Tank Maintenance Premium	-1,427.82	1,427.82
					-1,427.82	1,427.82
Check	1792	09/21/2015	Artesian Water Company	1000 · Cash - Operating	-1,308.24	-1,308.24
TOTAL				6700 · Operation/Maintenance	-935.00	935.00
				6701.1 · One Call Concepts Fee	-73.24	73.24
				6700 · Operation/Maintenance	-300.00	300.00
					-1,308.24	1,308.24

10:31 AM  
09/21/15  
Cash Basis

**Town of Dagsboro - PGC**  
**Balance Sheet**  
**As of September 21, 2015**

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	<u>Sep 21, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Checking - PGC	369.96
1111 · PGC Savings Acct	2,675.70
1113 · CD - BOD - 3423303380	32,704.26
1114 · CD - BOD - 34222608482	44,689.36
1116 · M & T CD #31003923765415	32,127.74
<b>Total Checking/Savings</b>	<u>112,567.02</u>
<b>Total Current Assets</b>	<u>112,567.02</u>
<b>TOTAL ASSETS</b>	<u><u>112,567.02</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

**Town of Dagsboro - PGC**  
**Check Detail**  
August 24 through September 21, 2015

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	1086	08/24/2015	Sussex Community Corrections	1010 - Checking - PGC	-425.00	-425.00
TOTAL				6532 - Cemetary Maintenance	-425.00	425.00
					-425.00	425.00
Check	1087	08/31/2015	Czapp Masonry	1010 - Checking - PGC	-1,750.00	-1,750.00
TOTAL				6710 - Repairs	-1,750.00	1,750.00
					-1,750.00	1,750.00

9:40 AM  
09/21/15  
Cash Basis

**Town of Dagsboro - MSA**  
**Balance Sheet**  
**As of September 21, 2015**

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	<u>Sep 21, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 - Checking - MSA	18,393.09
Total Checking/Savings	<u>18,393.09</u>
Total Current Assets	<u>18,393.09</u>
<b>TOTAL ASSETS</b>	<u><u>18,393.09</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

**Town of Dagsboro - MSA**  
**Check Detail**  
August 24 through September 21, 2015

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	1577	08/24/2015	Delmarva Power	1010 · Checking - MSA		-30.78
TOTAL			6940 · Utilities		-30.78	30.78
					-30.78	30.78
Check	1578	09/08/2015	Delmarva Power	1010 · Checking - MSA		-1,712.18
TOTAL			6940 · Utilities		-1,712.18	1,712.18
					-1,712.18	1,712.18
Check	1579	09/14/2015	DE Electric Co-op	1010 · Checking - MSA		-212.13
TOTAL			6940 · Utilities		-212.13	212.13
					-212.13	212.13