

# **November 16, 2015 – Council Meeting Reports**

(Prepared on 11/9/15 by Stacey Long, Town Administrator)

## **Administrator's Report:**

### **FY2015 Audit**

Auditors are scheduled to be at Town Hall: 11/9, 11/10 & 11/13

### **Qualification of Candidates**

1. Patrick Miller – Meets all qualifications
2. Brian Baul – Meets all qualifications

No one else has filed at this time. The deadline is 4:30pm 11/13/15

### **Appointment of Election Officers (poll workers):**

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The 3 Election Officers that have agreed to serve are:

Autumn Gardner & Stacey Long, Currently waiting a confirmation from Scott Crater to see if he is available to work the polls.

### **Workplace Safety Inspection**

The inspection was conducted on 11/3/15. The following are items that need to be remedied:  
Oil Tank – the content in the oil tank need to be identified, “No Smoking” needs to be placed on the tank and a parking barrier needs to be placed in front of the tank to prohibit the tank from being hit.

Police Dept – Exit Signs above both doors

The bulletin board must be removed from obstructing the panel box

I have issued a work order to maintenance to remedy these items. An unannounced inspection will occur within 3 months. We will be receiving the written report soon.

### **Christmas Parade**

Next meeting will be on November 17, 2015 at 6pm at the Town Hall

### **Tree Lighting Ceremony**

November 28, 2015 at 7pm at the Katie Helm Town Park

### **Swamp Road Street Repair**

Still waiting for DelDOT to return the fully executed document and the purchase order so that the work may be scheduled.

### **Main Street Road Work**

DelDOT is installing ADA Ramps, milling, patching & paving Main Street from Clayton Street to Cricket Street. The Town signed the contract in June 2014 for this work. They are finally getting around to completing this. They have scheduled a 45 day project schedule beginning October 19<sup>th</sup> and ending November 30<sup>th</sup>.

### **Tree Quotes**

1. Lawson's Tree Services - \$500 to remove tree & cut stump low. Waiting for a return call for the cost of grinding the stump.
2. Sussex Tree - \$795 to remove tree and cut stump low. Additional \$195 to grind stump

### **Christmas Bonuses**

In the prior years, all employees have received \$150 (after taxes). These figures were placed in the approved budget under the bonuses/pay raise line items if you wish to award them.

## **Building Official Report:**

### **Building Permits Issued:**

#955 – New Roof on 2 Sheds – 29098 Piney Neck Road
#956 – Replacement Windows – 29462 Vines Creek Road

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

1. #920 – Duplex Unit #7 – Woodlands of Pepper’s Creek
2. #921 – Duplex Unit #8 – Woodlands of Pepper’s Creek
3. #928 – Duplex Unit #14 – Woodlands of Pepper’s Creek
4. #953 – 12X16 Shed – 152 Prince Georges Drive
5. #933 – 24X24 Addition – 208 Chapel of Ease St.

## **Code Enforcement Official Report:**

Nothing to report

## **Committee Reports:**

### **Planning Commission**

The Planning Commission met on 11/9/15 at 5pm to discuss the request to add Motorcycle Repair & Sales to the Town Center Zoning District. Their recommendation to Town Council is to amend the Dagsboro Code to allow Motorcycle Repair & Sales as a permitted use in the TC District with the stipulation that overnight storage and/or displays be prohibited. It was suggested by AECOM representative, George Bendler that the prohibiting of overnight storage and/or displays be a standard requirement for ALL permitted uses within the district and not just Motorcycle Repair & Sales.

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

Brick Wall Repair Update – The insurance company is sending a check in the mail to cover the entire cost of the damage done to the brick wall from the 10/10/15 vehicle accident.

I have discussed getting a quote from Czapp Masonry for purchase & installation of bollards in front of brick wall at cemetery. I will follow up with him again when I schedule the brick wall repair work.

The cemetery committee approved the relocation of the split rail fence as shown on the picture provided in your packet. This relocation is the result of the fence currently obstructing some tombstones and encroaching on some plots. The state has given permission for the fence to be installed on their property. Council will need to vote on the relocation as recommended by the committee. Maintenance has informed us that the total cost for relocation is \$319.95, which includes \$270 in labor and \$49.95 in purchase of 5 posts. The committee voted to approve the relocation of the fence with a maximum cost not to exceed \$500.

The committee also discussed applying for the DE Preservation Grant Fund for trimming tree branches located within the cemetery on the Town’s property.

The Rules & Regulations have been amended as per recommendation of the committee. The revised rules are in your packet with the additions underlined.

## **Water System Report:**

Re-ordered the sump pump. It is expected to arrive in the Millsboro store on 11/13/15.