

Minutes of Meeting
Dagsboro Town Council
Bethel Center-28307 Clayton Street
Monday- June 23, 2014

Call Meeting to Order: The Town meeting was called to order by Councilman Truitt at 7:00p.m.

Approval of Minutes: Councilwoman Eckerd approved the April 25, 2014 minutes. Councilman Baull seconded the motion. All in favor. Motion carried. Councilwoman Ulrich approved the May 19, 2014 minutes. Councilwoman Eckerd seconded the motion. All in favor. Motion carried.

It was asked if the CD was replenished for \$20,000 yet. It was stated that we are inquiring interest rates from several banks prior to opening the CD to obtain the best rates.

Review Chapter 275, Article 12, sign regulations of the Dagsboro Code. Consideration of recommending the Amendment to this ordinance to allow for digital electronic signage in the Highway Commercial District. Mr. Witsil states the draft was prepared by Kyle. He suggests that the "constructed on site" wording is not necessary in Section 2. He also suggested that we have a definition of what a video board is. Stacey states the draft was approved unanimously at the June 11 Planning & Zoning meeting. They have been discussing this matter since March. It has now been sent to Council to make any changes they feel is necessary and to set a public hearing. Councilwoman Eckerd made a motion for a public hearing on the signage amendment with revisions as stated by attorney Witsil to be held at the July 28th Council meeting. Councilman Baull seconded the motion. All in favor. Motion carried.

Preliminary review of Dagsboro's Comprehensive Land Use Plan. Stacey states Planning & Zoning has been discussing this and there are two sections that they want to update to the plan. The first being the Demographic Characteristics. August of 2009, this plan was updated and approved. In 2010 is when the census numbers came out and the comp plan projects a higher population number than what is in Dagsboro. They also want to update the Transportation Section about sidewalks. Kyle is going to work on the updates and present it at the July Planning & Zoning meeting.

Assessment: Mr. Hickey from PTA, looked at the assessment values on the three houses in Chapel Crossing that were appealed from the last Council meeting. Mr. Hickey states the assessments have not changed on those units and their assessments are all in line with the other townhouses throughout that development. A report will be submitted to Town Hall and will be considered for approval at the July Council Meeting

Old Business: Consideration of adopting the budgets for FY 2015. Stacey states on page one instead of bringing \$100,000 forward we are changing it to \$80,000 because we are taking \$20,000 to replenish the CD. That's going to drop the surplus to \$19,895. April 3, 2013 is when we pulled out \$20,000 and we pulled another \$50,000 from a CD to transfer into the General Checking Account, which was done on June 20th. Stacey states that there was approximately a \$70,000 deficit for FY 2013. She states the \$20,000 was transferred to cover a part time police officer and the \$50,000 was to help with existing payroll expenses and general operating expenses for both administrative and the police. This was prior to the tax increase. Stacey states we had a lot of building permits pulled this year, we had the Woodlands developing, and we had many property transfers that put the Town in a surplus situation. In expenses section we have the fourth officer in the payroll section which currently we do not have a fourth officer. Theresa had questions regarding bonuses and cost of living line item. Stacey states it is allotted for Christmas bonuses and 2% is a cost of living increase for the police officers and town staff. Council wants to leave the bonuses and pay increase line item in the budget but will only go into effect if voted on. By adopting the budget is not approving increases and bonuses. Norwood asks about insurance. Stacey states we are at a set rate until November for health insurance. As far as our commercial insurance we did see a drop in our Workman's Compensation because we went through Delaware Risk. That was a \$3,000 decrease by switching carriers.

Public Service Impact Fee Account: Stacey states this income is based on EDU's which each new unit is charged one per single family dwelling. There is six proposed units in the Woodlands of Pepper Creek and 3 single family units giving you a total of nine units at \$1500 which equals \$13,500 for this upcoming fiscal year. Theresa asks if there is any grant money for education and training. Stacey answers yes, she did receive a scholarship for the September conference. It is \$1,500 for traveling and housing and approximately \$1,000 for registration. We also have \$4,000 set aside for this expense. Since a scholarship was received we may not need the full \$4,000. The last expense in this account is for the fourth cop hired through the cop's grant. Each year we take money and put it into the salary account to cover for his 4th year.

Water Department: The Town receives approximately \$19,000 each month in user fees at \$228,000 per year. Meter fees which is \$200 each. The general revenue is \$236,100. The impact fees are based on building permits with new service connections at \$3,000 each is \$27,000. Stacey states this is restricted income. The total system revenue with restricted income is \$263,100.

Some expenses in the water fund are Commercial insurance for the tank and building, gas and maintenance on the truck for reading meters and auditing. Storage tank maintenance is the insurance premium of \$17,252. Stacey states the general operating costs for the water system are \$39,739. Distribution systems operation and maintenance is \$104,051 and debt service and reserve cost is \$103,551 to give a total system cost of \$247,342. This gives us a surplus of \$8,758.

All of the police department grant funding has been placed into one separate budget. SALLE/EIDE at \$7,157, Highway Safety at \$2,200, SLEAF grant at \$2,115 and Violent Crime grant at \$9,500. This was done at the Chief's request.

Municipal Street Aid: Stacey states the grant is approximately \$19,423 per year. This coming month we have to begin to pay expenses out of our general funds which is approximately \$2,000 a month in street lighting. This is because the grant money doesn't cover all the expenses within the year.

Prince George's Cemetery: Burial fees are \$250.00 and \$300.00 is coming from the general fund account as an annual donation to the cemetery fund. Stacey states we are getting a Delaware Preservation Grant for \$1,000. Perpetual care is \$2,550 a season. They are still operating in a deficit of \$1,909.

Theresa made a motion to accept the budgets of fiscal year 2015. Marjie seconded the motion. All in favor. Motion carried.

New Business: Consideration of renewing the lease agreement with the State of Delaware for Prince George's Chapel for two years. Stacey states we are continuing to carry the required insurance. Attorney Witsil said he reviewed the lease and it is the same as last years. Brian Baull made a motion to accept the lease for 2 years. Theresa Ulrich seconded the motion. All in favor. Motion carried.

Review and consideration of the offer from the Town of Millsboro regarding over billed water usage. Stacey states that she and the Mayor met with the Town Manager and the Assistant Town Manager of Millsboro a few months ago. They discussed that they performed hydrant flow test to make sure that the current meter is accurately functioning. The Town of Millsboro wants to pay us \$45,446.00. Mr. Truitt asks if the second meter was recommended by Millsboro. Stacey states it was purchased and installed without our input or consideration. Stacey states we paid for the first, second and third meter. She said the Town of Millsboro wanted to issue the payment before their fiscal year ended which is before July 1st. Marjie states let us go with what they offer plus a credit. Theresa states we should counter with \$50,000. Mr. Witsil states he is worried about the statute of limitations. Brian suggests we come up with a dollar figure of \$50,000 cash and \$20,000 credit that they could spread out over a year or two. Brian motions to counter offer to the Town of Millsboro \$50,000 cash payment and \$20,000 credit. Theresa seconded the motion. All in favor. Motion carried.

Discussion and consideration of acquisition of property TMP2-33-11-131 located at 29475 Vines Creek Road the property of Dr. Prentiss Atkins. Stacey states we have received an appraisal for Town Hall and an appraisal of the property on Vines Creek Road. Marjie states we could ask the County Council if there is a type of grant for improvements on Town Halls. Dr. Adkins said he will give the Town 90 more days to make a decision and then he will be placing the property on the market for sale.

Al Townsend states the fire house is going up for sale and it was appraised for \$400,000.

Police Department: Presentation of the Police Report: Chief Toomey presented the Monthly Statistical Report. They patrolled 4,290 miles, 229 traffic arrests, 26 warnings and 11 criminal arrests. A total of 372 hours for the month, 188 of those were patrolled, 52 ½ were investigative hours and 131 were administrative. They answered 40 complaints which included 9 collisions and they made 600 business checks. The department in its entirety arrested 7 locally wanted subjects from various agencies, primarily courts. Paskey completed 2 weeks of annual training from the Air Guard. He also made 2 heroin related criminal arrests after an initial overdose investigation. Sgt. Litten arrested a gentleman for outstanding shoplifting warrants. Chief stated he attended the Law Enforcement Executive Development Course while he was in attendance at the Delaware Police Chief Council the annual training seminar. This is phase 2 for him and there is one more phase. The Sedan is in service, both vehicles are all wheel drive. The explorer is currently sitting at the radio shop having radar, radio and a computer installed and it should be out within the week.

Treasurer's Report: MSA checking and savings \$1,144.29, water fund checking \$11,492.22, savings \$203,641.93, Reserve account \$35,784.02. SALLE/EIDE \$6,201.72. Cemetery fund checking \$1,381.93 and savings \$3,769.86. 3 CD's of \$32,693.51, \$44,672.84 and \$32,055.74. General checking \$98,490.73, Public Service money market \$5,367.17 and Police grant account \$965.55. Salary account \$12,334.57. 3 CD's of \$28,051.69, \$47,758.25 and \$5,145.38. Checks from the different funds are attached. A motion was made by Councilman Baull to accept the Treasurer's report and it was seconded by Councilwoman Eckerd. All in favor. Motion carried.

Administrative Department: Stacey states that we have received an estimate from our engineer for the sink hole on Sussex Street. It is going to cost approximately \$12,000 to fix the sink hole. Stacey states we have written a letter to Senator Hocker and Representative Adkins requesting \$6,000 each. Stacey states she has received word that from Clayton Street to Cricket Street in Millsboro is going to be improved. The Town had to sign off saying we give the State authorization to do improvements because a portion of it is in Town of Dagsboro.

Chapel Crossing paving has been finalized and inspected.

The Town's Facebook page is up and running.

Stacey states she has been awarded The Workplace Diversity Assistant Scholarship. She is going to receive complimentary registration and receive \$1500 towards traveling and housing costs for the annual City Manager's Conference. Stacey states it was budgeted for \$4,000.

The TNR Program we should know something by the beginning of July for the stray cat problem.

Building Inspection: Stacey states we are waiting on an inspection report from URS on the Marconi Property and we performed an inspection on the King Property. All items on the original consent order regarding the cleanliness of the property including the unauthorized building being removed have been completed. Lawn cutting service is in place to keep the yard under control for this season. Stacey states the property owner has asked for the permit to be extended for another year. Stacey states that herself and a URS building official did an exterior building inspection on June 18th. A report of that inspection is to follow.

Code Enforcement: Chapter 146 under Licensing. The Parade Committee has been meeting and we want to establish a vendor permit license for sales during the Christmas Parade. Stacey states the Committee recommended \$25.00 per vendor license and a no charge for non-profit vendors.

Water Department: On June 3 the interconnect pit was sealed with hydraulic cement. It was checked again on June 11 and water is getting back in. Stacey states he is going back there once a week and it looks like we are going to need the pump as well, but he will notify us if we need to purchase one.

Christmas Parade Committee: Brian states we are still working on rules and regulations for the units that show up at the parade and we talked about a vendor license form. Brian states he put together a sponsor flyer to pay for expenses involved with the parade. We also talked about having a Grand Marshall. The next meeting is 6 p.m. June 24th at Town Hall.

Prince George's Chapel Cemetery: Stacey states they are having a talk tour tomorrow at 6:30p.m at the chapel conducted by the Friends of the Chapel. This has been posted on our Facebook page.

Correspondence: School traffic devices and signs in school zones at the Indian River High School will be installed by Deldot. Stacey states once they are installed we are going to be responsible for maintenance.

Adjournment: At 9:32p.m. Councilman Baull made a motion to adjourn the meeting and was seconded by Councilwoman Ulrich. All in favor. Motion carried.

Respectfully Submitted,

Autumn Miller
Town Clerk