

Minutes of Meeting
Dagsboro Police Department
33134 Main Street
Monday June 22, 2015

Call meeting to Order:

Mayor Truitt called the June 22, 2015 meeting to order at 6:00p.m. Those in attendance were Mayor Truitt, Vice Mayor Baull, Councilman Miller, Councilman Chandler, Councilwoman Ulrich, Town Administrator Stacey Long, Chief Toomey, Kyle Gulbranson from AECOM, Attorney Witsil and others listed on the sign in sheet.

Public Comment:

Scott Crater informs the Council that he met with Mayor Truitt and gave him a list of items he could volunteer to do for the Town. He would like for the Council to review the list and give their opinions.

Cathy Flowers informed the Council that there will be an ice cream festival on June 27, 2015 at the Bethel Center between 11:00a.m. to 3:00p.m.

Public Hearing

To amend Chapter 1, Article II, of the Municipal Code of the Town of Dagsboro, entitled "Civil Penalties for Violations", to amend the penalties enumerated and specified in Chapter 104, Section 104-2 (Farming); Chapter 162, Section 162-2 (Mobile Homes); and Chapter 275, Section, 275-60 (Zoning) to provide for the imposition of civil penalties and to further provide for administrative and injunctive powers for the enforcement of violations of Chapter 275 entitled "Zoning"

There was no public comment on the ordinance. Vice Mayor Baull made a motion to close the public hearing and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

Councilman Chandler made a motion to approve the ordinance amendment and it was seconded by Councilman Miller. All were in favor. Motion carried.

Approval of Minutes- May 18, 2015

Councilman Chandler made a motion to accept the May 18, 2015 minutes and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

Consent Agenda:

Stacey presented the addendum report. Mr. Witsil informs the Council that the Town has a pending consent order with Mr. King. He has until July 31, 2015 to comply with the improvements. Councilman Chandler made a motion to approve the consent agenda items with the addendums. It was seconded by Vice Mayor Baull. All were in favor. Motion carried.

Planning & Zoning Committee Report:

No meeting was held in June.

New Business:

1. Consideration of request from Joseph O'Neal to allow auctions to be held at the old Dagsboro Fire Hall located at 31818 Waples Street.

Mayor Truitt informs Mr. O'Neal that the code does not list auctions as a permitted use in any district. Mr. Witsil states that Mr. O'Neal could seek a change of zone for the property. The old fire house is a

non-conforming use in the residential district. The Town would have to advertise and hold a public hearing on a change of zoning application. Kyle states that the comprehensive plan would have to be amended if the Town approved to change the zoning. Stacey states Mr. O'Neal was notified the day before the auction was set to happen, which was when the Town found out. He was informed that he would receive a violation and a fine for continuing with the auction. It was stated at this time there is no provision for allowing auctions in any zoning district and if the Council wanted to allow auctions the list of permitted uses would have to be amended.

2. Approval of FY2016 Operating Budgets

Councilman Chandler states that the Council needs to come up with a plan to reduce our expenditures, or come up with other ways to improve the Town's revenue. Mayor Truitt suggests having another workshop later in the year. Councilwoman Ulrich made a motion to approve the FY2016 operating budget and it was seconded by Councilman Miller. All were in favor. Motion carried.

3. Consideration of having an ordinance amendment drafted to incorporate the new cable TV Franchise Agreement in Appendix 281 and consideration of setting a public hearing for this change

Stacey informs Mr. Witsil that the franchise agreement was changed and updated. She asks if a public hearing has to be held to change an appendix in the code. Mr. Witsil states it is not necessary. The new agreement can be added to the code in place of the old one.

4. Consideration of amendments to personnel policy

Chief Toomey states that he did not fully understand the overtime section which states "full time employees who are considered salaried employees which includes Town Administrator and Chief of Police." Chief informs Council that he was never informed he was a salaried employee until the workshop meeting. He would like for salaried employee to be defined because everyone has a different definition among the Council.

Chief informs Council that 8 years ago, his predecessor was making \$46,614 and his Sergeant was making \$33,276 a difference of about \$13,000. Every department that has a staff less than 10 employees, their Chief makes an average of \$66,250. The second in command makes \$51,420 with a difference of over \$15,000 and that is statewide. Chief doesn't understand what the benefit is of being a salaried employee because he has gained 8 hours in compensation time in one day and has to use it in 7 days. Councilwoman Ulrich states she didn't understand how a salaried employees would use their compensation time in 7 days. Stacey states she has to prepare to use her comp time because the Town has a small department and there is no one there to cover her tasks.

Chief states that the Town's employees do not receive overtime. Councilman Chandler would like for Stacey and Chief to calculate their compensation time for 2014. Scott Crater asks if the Town needs additional employees. Councilwoman Ulrich states that the Town does not have funds in the budget to hire another employee. Chief and Stacey are being compensated with time not money. Councilman Chandler recommends that the Council refer the personnel policy back to the personnel committee to make amendments.

5. Consideration of purchasing an 8" tablet to help improve the code enforcement process and issuance of violations

Mayor Truitt states that the benefit outweighs the price and it will be more convenient for Stacey to perform code violation inspections. Stacey states that the cost is \$199.99 and for an extra \$10.00 the tablet can use a micro USB port and converter. Councilwoman Ulrich suggests looking on Amazon and Walmart websites to purchase a larger tablet. Stacey informs Council that the tablet is in the budget and the purchase will be coming out of the Public Service Impact Fee account. George from AECOM will setup a template for free. Councilwoman Ulrich made a motion to approve the tablet for \$225.00 with no monthly fees. It was seconded by Vice Mayor Baull. All were in favor. Motion carried.

6. Consideration of approving the optional service from Artesian Water Company for Lead & Copper Sampling

10 lead & copper samples are to be taken between June 1st and September 30th. It is an additional \$300.00 through Artesian and it was placed in the budget. If the Town passes the lead and copper testing it will be every 3 years. If not, the Town will be on a more frequent monitoring. The contract was approved at the May meeting with Artesian for weekly operations. This would be an addition to the contract. Councilman Chandler made a motion to accept the lead and copper testing fee to be conducted through Artesian. It was seconded by Vice Mayor Baull. All were in favor. Motion carried.

7. Consideration of amendment to the Prince George's Chapel Cemetery Rules & Regulations as recommended by the committee

The only addition was number 7 which states "Any grave disturbed or purchased after March 23, 2015 must have all corner markers installed. If markers are damaged/or missing you will be required to fix or replace them." That was voted on at the March meeting. Councilman Chandler made a motion to accept the rules and regulations amendment and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

Old Business

1. Consideration of applying for a Division of Parks & Recs matching grant for the Katie Helm Park trail extension

Kyle states that an estimate was put together to finish the trail system at the park. Stormwater control will be requested to be done and it was reflected into the cost estimate. It is a 50/50 cost share which means the Town would have to pay approximately \$25,000 and DNREC would pay the other half. Kyle suggests asking George & Lynch since they provided free labor and assistance in the past. Scott Crater suggested adding a donation item on the property tax form to help with the project.

2. Economic Development Grant from Sussex County- consideration of moving forward with sidewalk improvements or considering a different project

Kyle states the sidewalks are in Deldot's right-of-ways. Deldot has standards about traffic control such as signage and flaggers. Kyle received two bids: 1 for \$34,000 and a 2nd for \$74,000 to replace the sidewalks. The project is too costly for the grant from the County. Councilman Chandler suggests using the money to replace the roof or purchasing new flags to improve the look of the town.

Public Comment

Councilwoman Ulrich asked about the graffiti on the Heathman Jeweler's building. Chief states that he contacted one of the previous owners and he was informed that the bank owns the property. The issue has been turned over to the police department and it being handled.

Adjournment

Councilman Chandler made a motion to adjourn the meeting at 7:43 p.m. and it was seconded by Councilwoman Ulrich. All were in favor. Motion carried.

Respectfully Submitted,

Autumn Gardner
Town Clerk