

Minutes

DAGSBORO TOWN COUNCIL

Bethel Center – 28307 Clayton Street

Monday, November 20, 2017

I. CALL MEETING TO ORDER

6:00 p.m.

Meeting was called to order by Mayor Brian Baull at 6:02 p.m.

In attendance were: Mayor Brian Baull, Vice-Mayor Norwood Truitt, Councilman William Chandler, Councilman Patrick Miller, Councilwoman Theresa Ulrich, Town Administrator Cynthia Brought, Engineer Kyle Gulbranson, Police Chief Floyd Toomey, and Attorney Rob Witsil. See attached sign-in sheet for other members of the audience.

II. PUBLIC COMMENT

No public comment was made.

III. APPROVAL OF MINUTES

A. October 23, 2017 – Town Council Minutes

Councilman Chandler made a motion to approve the minutes. Vice-Mayor Truitt seconded the motion. All in favor.

IV. CONSENT AGENDA

A. Police Department Report

Chief Toomey added that the auto theft from October 16, 2017 in Prince George's Acres has been resolved.

B. Treasurer's Report

Vice-Mayor Truitt asked about the negative escrow account. Town Administrator Brought stated that she will ask the finance clerk what that is. Fernmoor did have a few outstanding bills so that is possibly what the negative number is.

C. Administrative Report

Town Administrator Brought informed the Council that she has sent a thank you note to Senator Hocker and Representative Collins for their assistance with the Cannon Street project.

Councilwoman Ulrich asked about the old Peninsula Health building. Town Administrator Brought informed her that James Parker bought it and there has been some questions about making it a convenient store/gas station, but no details are known yet at this point. Mr. Gulbranson added that they are interested in the corner parcel and the parcel adjacent to it.

Mayor Baull asked about the one bank account left at M & T Bank. Town Administrator Brought stated that they have not been willing to work with the town in the past and that if Council decided to move it to the Bank of Delmarva, it would be a better interest rate and it would close out everything at M & T Bank. Councilwoman Ulrich asked if the accounts are staying spaced out enough. Town Administrator Brought confirmed they are and that there are several at WSFS also.

- D. Economic Development Committee
- E. Building Official Report
- F. Code Enforcement Report
- G. Meeting Reports
- H. Water Department Report
- I. Prince George's Chapel Cemetery Report
- J. Correspondence

Motion to approve the consent agenda was made by Vice-Mayor Truitt and seconded by Councilman Miller. All in favor.

V. NEW BUSINESS

A. Exeter Supply/Master Meter Presentation – Radio Read Water System Upgrade

Joe Bettis from Master Meter introduced himself to the Council and introduced Ian Moore and Bo McLean from Exeter Supply, Master Meter's distributor for this area. They have already given quotes for the equipment and are available for questions. Vice-Mayor Truitt clarified that one quote is with the entire system. Mr. McLean stated that one quote is for the entire system, but that upon further inspection, of the Town's equipment, some things could be taken off. The second quote is using existing parts, such as the impact case and the DMMR. Vice-Mayor Truitt asked if the laptop would be replaced with that quote and what the operating system would be. Mr. McLean confirmed that it would be replaced and would be Windows 10. Mr. Bettis informed the Council that currently, the laptop has Windows XP which would not be compatible with their upgrade because it would be going from a Windows based software to a web based software. Readings will be backed up on a cloud system so if anything were to happen where readings would be lost, Master Meter will have it backed up for two years. Councilwoman Ulrich asked if there would be an annual maintenance fee. Mr. Bettis replied there is and that the Town is currently paying a fee as well.

Town Administrator Brought asked what would happen if the system does not get replaced. Mr. Bettis replied that there are several customers still using MasterLink (the older system) so there is plenty of time, but if something were to happen to the laptop and the laptop would need to be replaced, the system would need to be upgraded so it would be better to be proactive instead of waiting until something happens. Town Administrator Brought also asked if the town could replace the laptop. Mr. Bettis replied that if that were done, they wouldn't be able to make sure everything is compatible and if there were problems, they wouldn't be able to verify if it was the laptop or their system.

Town Administrator Brought asked if the antenna would go bad and how we would know if so. Mr. Bettis replied it can go bad and it would be known because data logging and reading would not be as effective. Mr. McLean stated if there are problems trouble shooting should be done – consider how old

the register is, if the electronic id number is correct, etc. Mr. McLean also stated if the registers are under 10 years old, they are under warranty and can be sent back.

Councilwoman Ulrich asked if there would be financing available for the system update or if it needs to be all cash upfront. Mr. Bettis replied that Master Meter does not have financing available. The order would be placed and then Master Meter would set it up, including sending someone from Texas for two days of training (because the system is different). Mr. McLean stated that Exeter does not do financing either, but if the town wanted to pay a certain amount and then set up a few payments, they could talk to those above and see if they could work something out, although not for a long period of time.

Councilwoman Ulrich and Councilman Chandler asked if the first step would be checking our meters to see if they need to be replaced or if a battery could be replaced. Mr. Bettis replied that there is not a way to replace a battery and that replacing the register on a meter that is ten years old is not a very good option because 90% of the cost of the meter is the register. Councilman Chandler asked for a ballpark on a price to replace meters. Mr. Moore replied that they are roughly two hundred dollars a piece and Town Administrator Brought added that we have around four hundred water accounts. Mr. Bettis responded that a majority of our meters are reading so he would not say that replacing all of them is needed.

Mr. Gulbranson stated that the town's water system is relatively new for water systems – it is about ten or twelve years old. Councilman Chandler asked what kind of warranty the new system would have. Mr. McLean replied that the laptop has a three year warranty from the manufacturer and all of the other new pieces have a one year warranty. Mr. Bettis added the meters have a 20 year warranty, but that we pay a maintenance fee so if there are any problems, Master Meter can be called for support.

B. Discussion on 3rd or 4th Monday for Town Council Meetings for 2018

Town Administrator Brought stated that in the past, the meetings were on the fourth Monday of the month, but that it was switched to the third Monday and that seems to be working. Mayor Baull stated the fourth Monday of every month are the Indian River School District Board meetings. Council was in agreement to keep it the third Monday of the month.

C. Update on Town Council Election for 2018/2019 Term

Town Administrator Brought informed Council that there will be no election and that has been advertised. Brian Baull, Pat Miller, and Theresa Ulrich all agreed to come back and nobody ran against them.

VI. OLD BUSINESS

A. Update on Cannon Street Project – Kyle Gulbranson

Mr. Gulbranson stated that the project is getting scheduled for the first or second week of December. Schrock, who will be installing the water line, will be working around that same time. Mayor Baull added that he saw Senator Hocker at an event and thanked him for the financial support and Senator Hocker said that Dagsboro is not the only town – other towns are having trouble with the metal pipes failing as well.

For the DNREC drainage project, the engineer almost has the drainage calculations done for how much water is flowing off of the land so the size of the improvements can be adjusted.

B. Update on Eagle Scout Dagsboro Health Trail – Kyle Gulbranson

Mr. Gulbranson stated the trail markers were installed last weekend. Nate McCabe is putting together a brochure that goes with it that has a map and discusses the mileage.

VII. EXECUTIVE SESSION

A. Police and Office Personnel Issues Pursuant to 29 Del. Code, Sec 10004 (b) (1) and (9)

Councilman Chandler made a motion to exit the regular session and enter executive session. Vice—Mayor Truitt seconded. Attorney Witsil informed those present that the Town Council will be entering an executive session, but that they will reconvene after to finish the meeting.

VIII. PUBLIC AGENDA CONTINUED

A. Discussion regarding police personnel, vacation/sick time, compensation and possible decision thereon

Councilman Chandler made a motion to authorize Chief Toomey to begin the search for the fourth officer. Councilman Miller seconded the motion. All in favor.

B. Discussion regarding office personnel and hourly rates for full and parttime employees and possible decision thereon

Based on Town Administrator Brought's recommendation, Councilman Chandler made a motion to offer a full-time position to Megan Thorp, as the assistant clerk. Councilwoman Ulrich seconded the motion. Attorney Witsil asked if there were any salary issues that need to be discussed. Town Administrator Brought stated the salary would be the same, it would just be medical insurance and forty hours a week, effective as soon as possible. Councilman Chandler suggested December 1st.

Town Administrator Brought also informed Council that Bob Flowers, the maintenance person, is seriously thinking of retiring in April of 2018. This means advertising for a new maintenance person needs to be considered. Chief Toomey stated it will be hard to find a replacement – he uses his own vehicle, his own tools, is always available to the town, and has knowledge of the water system.

Town Administrator Brought also mentioned that Mr. Flowers has not had a raise since 2014 and asked the Council to consider giving him a raise of at least one dollar. Councilman Chandler made a motion to increase Mr. Flowers' salary by one dollar an hour, effective immediately. Councilwoman Ulrich seconded the motion. All in favor.

Town Administrator Brought asked for consideration for a one dollar raise for Duane Kenton since she has been there six months and Megan received a raise after six months. Councilman Chandler made a motion to raise Mrs. Kenton's salary by one dollar an hour. Vice-Mayor Truitt seconded the motion. All in favor.

IX. PUBLIC COMMENT

X. ADJOURNMENT

A motion to adjourn the meeting was made by Councilman Chandler and seconded by Councilwoman Ulrich. All in favor. Meeting was adjourned at 7:07 p.m.

Respectfully submitted by;

Megan Thorp
Town Clerk