

*Minutes*

**DAGSBORO TOWN COUNCIL**

**Bethel Center – 28307 Clayton Street**

**Monday, January 22, 2018**

I. CALL MEETING TO ORDER

6:00 p.m.

Meeting was called to order by Mayor Brian Baull at 6:00 p.m.

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

II. PUBLIC COMMENT

No public comments were made.

III. APPROVAL OF MINUTES

A. December 11, 2017 – Town Council Meeting

Vice-Mayor Ulrich made a motion to approve the meeting minutes for December 11, 2017. Councilman Miller seconded the motion. All in favor.

IV. CONSENT AGENDA

- A. Police Department Report
- B. Treasurer's Report
- C. Administrative Report

Vice-Mayor Ulrich checked on the status for online credit card payments since the fee was raised. Town Administrator Brought stated it was raised and people are still using it. Vice-Mayor Ulrich asked if it would be possible to use another company or somehow get the bill information online so people can reference it when making their payment. Town Administrator Brought replied that would be very difficult and cumbersome to do.

Vice-Mayor Ulrich asked if Millsboro made any comments since discovering the leaks were all on their end. Town Administrator Brought replied that Millsboro has not said anything more and that we wouldn't even know that the sources were found if it were not for Delaware Rural Water Association. Mayor Baull and Councilman Chandler expressed appreciation to Town Administrator Brought and Maintenance person Bob Flowers for going above and beyond trying to solve the situation on short notice.

- 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 Councilman Chandler and seconded by Vice-Mayor Ulrich. All in favor.

#### V. NEW BUSINESS

##### A. Recap of additional amps and upgrade of electrical wiring at the pump house (Bob Flowers)

It was discovered that the heaters at the pump house were not staying on because they were wired to a breaker without enough amps. Mr. Flowers contacted Rick Clatchey and was given a price of \$400 to install a new breaker. Tony's Electric gave a quote of \$500. Colder weather was coming and Mr. Clatchey was available the following day so he was hired. He discovered the wires were not the proper wires for heating so he ran the proper wiring through and installed a new 30 amp breaker so that each heater is now wired to its own breaker.

Councilman Chandler asked about the leak that was in the pump house. Mr. Flowers replied that there was a leak and that Brent Schrock came to repair that. It was basically a loose gasket. Vice-Mayor Ulrich asked about the condition of the heaters and if they will need replaced soon. Mr. Flowers replied that they are electric heaters that have their own thermostat and only come on when it is bitter cold – they both look almost brand new since they are not used frequently. Councilman Chandler asked how much it would cost to replace one if it was needed. Mr. Flowers was not sure and stated that Mr. Clatchey looked at them and said they were in good shape. Mr. Flowers explained that they are mounted in the ceiling at opposite ends of the building.

Mr. Flowers explained that when Millsboro was claiming there was a frozen pipe in there, it turned out it was not the twelve inch water main that froze, but the instrument that communicates with Millsboro had frozen from laying on a concrete floor along an exterior wall. Councilman Chandler asked if that was related to the call from Millsboro stating there was only eight feet of water in the water tower. Mr. Flowers confirmed that was correct and it was just their instrument was frozen and giving false readings. Councilman Chandler asked if this issue will repeat because a heater is not on Millsboro's equipment. Mr. Flowers believes the cause was from the extreme temperatures (-2 degrees that morning) and the heaters not working properly. He stated there hasn't been any problems with any equipment freezing there before.

##### B. Discussion on snow removal for the town

Town Administrator Brought informed Council that for the first snowfall of this winter season, the plowing bill was \$1,600. The last bill was \$2,800 because it was difficult with the blizzard conditions. She suggests getting bids from other companies for snow removal for the town. Randall Bunting has been doing it for a long time and this last time was more difficult - he had some chains break, his brake line

broke, there were abandoned cars that had to be removed, etc. He also stated that he might not be doing snow removal much longer.

Chief Toomey stated that Mr. Bunting charges by the hour so when he runs into a situation where it takes three passes to clear what normally would only take one pass, it is tripling the time and the bill. The abandoned vehicles around town, including one in the middle of the road in Prince George's Acres that Mr. Bunting could not get around, contributed to the time as well. There was an abandoned car near Bodies also that took a lot of time for Chief Toomey to get removed. He contacted Buntings and it took them three hours to come because they were in Long Neck with their own vehicles stuck.

Councilman Chandler asked if the bids would be solicited for an hourly basis or for a fixed price for an entire winter season. Town Administrator Brought replied that she thinks it should be considered in all capacities, whether it is hourly, per mile, per season, or however they would like to submit it; she doesn't think the companies should be limited. Councilman Chandler agreed. Mayor Baull knows somebody that charges about \$150 an hour, whereas the town has been paying about \$250 an hour. Vice-Mayor Ulrich asked if Town Administrator Brought could check with other towns to see how they pay and who they use. She said she could. Chief Toomey stated there will be a very narrow window because most towns have their own crews and do not contract snow removal out. Town Administrator Brought also knows some landscaping companies that do snow removal.

Councilman Chandler made a motion to allow Town Administrator Brought to start advertising for a request for proposals on snow removal for the town, commencing on the winter of 2018-2019. Councilman Miller seconded the motion. All in favor.

Councilman Miller suggested the town get a snow blower due to the number of abandoned houses on Main Street and for the Police Department to get in and out of the office. Councilman Chandler asked how much a snow blower would cost. It was discussed that a heavy duty one would be needed and it could be a couple thousand dollars. Councilman Chandler feels that should be considered in the future, but feels right now the priority would be to find a more economical price for snow removal. Councilman Miller stated that maybe that company would also be willing to help with sidewalks. The Police Department being done is a priority also, but Chief Toomey informed Council that the current procedure is that the Police Department is done first so they can get in and out and then Mr. Bunting also checks on it again at the end of the day.

Councilman Miller stated that some people were having to walk in the street for a couple of days due to sidewalks not being cleared. Chief Toomey pointed out that the town ordinance does not address residents clearing sidewalks like other towns do. Even the international maintenance code just states it is the responsibility of the property owner to remove the snow or clear debris from the sidewalks, but there is no time limit given. Councilman Miller stated that then the town could not charge residents for not clearing sidewalks. It was discussed a time limit could be considered, but then the elderly or those that cannot shovel sidewalks, especially heavy snow would need to be considered also. This discussion was tabled for another time.

## VI. OLD BUSINESS

### A. Discussion on Water System Software Update/Quotes

Town Administrator Brought reminded Council that a decision does need to be made at some point because the representatives from Master Meter at November's meeting did state that eventually, the current system being used will no longer be supported. After contacting Master Meter, it sounds like the upgrade could wait until at least next January (January of 2019). In doing some research, it was also discovered that the money for the system originally came out of the water impact fees account. Town Administrator Brought stated that the funds would be there, but her opinion is that the longer the town can wait, the better because it is not a necessity at this point and there are many other things that are coming up.

Vice-Mayor Ulrich asked if the readings are better. Town Administrator Brought and Mr. Flowers said they are because a new antennae was purchased to replace the old one that had fraying wires.

### B. Report on Cannon Street Project (Bob Flowers and Kyle)

Matt Messina from the Soil Conservation came down this week with the excavator. This is the same area with the sink hole that they were working on and then had to replace the pipe they hooked into because it was bad as well. They vacuumed out the catch basin and the ditch along Cannon Street was all cleaned out, but unfortunately, it runs uphill. After the ditch was dug out, it was discovered that the culvert that runs underneath Waples Street was half-full of silt. They suggested calling Harry Caswell, who did the first catch basin. This wasn't covered in the price of the project from the soil conservation department, but it would cost \$250 for an hour and the first time only took about 45 minutes. Mr. Flowers called Harry Caswell and was told they could send the same truck the next day. They did come and clear it out, but suggested the soil conservation district clear out the other side of the ditch. Matt did take the excavator down and clear that out. A piece of sidewalk had to be removed to finish the project and due to some shifting, that sidewalk does not fit back in place. Mr. Flowers called Kurt Czapp and asked for a price for replacing the concrete. He was told \$750 to replace the sidewalk. Matt thinks there might be some extra money left from this job that can go towards replacing the sidewalk so he will check on that.

The top soil has been delivered, but they are going to wait until closer to spring to seed. Another crew will come down then and grate the spoils behind Charles Moon Plumbing and seed that. The Clarks (property owners there) are okay with that also.

### C. Bob Flowers Retirement: Discuss part-time or full-time, salary, advertising, requirements

Councilman Chandler asked what the official end date is. Mr. Flowers stated April 30<sup>th</sup> is his last day. Vice-Mayor Ulrich asked about the possibility of filling the position with part-time that will work alongside of Mr. Flowers. Town Administrator Brought stated they could, if they find someone willing. Vice-Mayor Ulrich asked if there is enough work for the position to become full-time, but then there would be benefits to consider. Town Administrator Brought informed Council that insurance alone is \$10,800 a year.

Vice-Mayor Ulrich suggested running an advertisement, but that full-time or part-time needs to be considered first. Councilman Chandler suggested they start will part-time, but that in speaking with

prospective employees, share that it is possible it will become a full-time position. He feels Mr. Flowers has been working below the market value so salary would need to be addressed also.

Town Administrator Brought suggested advertising with Coastal Point, as in the past, but also on the website and Facebook. Mayor Baull suggested advertising in the Coastal Point, but that the qualifications couldn't fit there so use that ad to drive people to the website for the position description.

Town Administrator Brought suggested the Council start getting ideas for salary prices in their minds. She asked how they would like to proceed with interviews as far as Council members. Councilman Chandler suggested just two Council members at a time to make scheduling easier. Mayor Baull suggested Mr. Flowers be present for the interviews also.

Councilman Chandler made a motion to create a committee for the hiring of the maintenance position, with the committee consisting of the Town Administrator, Mayor and Mr. Flowers. Councilman Miller seconded the motion. All in favor.

#### D. Chief Toomey – Hiring of 4<sup>th</sup> Police Officer – update and discussion

Chief Toomey would also like to discuss which Council members should be present for interviews. He has had several applicants and has narrowed it down. He is focused particularly on one individual that would like to join the department. Chief Toomey recommends a hiring committee consisting of the Mayor, Town Administrator, himself, and a subject matter expert (in this case Sergeant Litten because he has been doing the background investigation) who would not be a voting member so it would not be an even number. Chief Toomey is hoping to move forward around February 1<sup>st</sup> and hire in mid-February.

Councilman Chandler made a motion to create a committee for the hiring of a fourth police officer, with the committee being composed of the Town Administrator, Mayor, Police Chief, and Sergeant Litten being an ex-officio member as a consultant of the committee. Vice-Mayor Ulrich seconded the motion. All in favor.

#### VII. PUBLIC COMMENT

Councilman Chandler reiterated the appreciation to Town Administrator Brought and Mr. Flowers for their work during the storm. He also stated that there is now a smooth running operation at Town Hall and he appreciates the leadership they have received from the Police Department and Town Administrator. The other Council members were in agreement.

#### VIII. ADJOURNMENT

A motion to adjourn the meeting was made by Councilman Miller and seconded by Vice-Mayor Ulrich. All in favor. Meeting was adjourned at 6:54 p.m.

Respectfully submitted by;

Megan Thorp  
Town Clerk