

*Minutes*

**DAGSBORO TOWN COUNCIL**

**Bethel Center – 28307 Clayton Street**

**Monday, December 17, 2018**

I. CALL MEETING TO ORDER 6:00 p.m.

Meeting was called to order by Mayor Baull at 6:04 p.m.

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

II. OATH OF OFFICE

Town Solicitor Greg Morris administered the oath of office to Councilman William Chandler and Councilman Norwood Truitt for their new terms.

III. REORGANIZATION OF COUNCIL

A. Mayor

Norwood Truitt nominated Brian Baull for Mayor. William Chandler seconded the nomination. All in favor.

B. Vice-Mayor

Theresa Ulrich nominated Pat Miller for Vice-Mayor. Brian Baull seconded the nomination. All in favor.

C. Secretary/Treasurer

William Chandler nominated Norwood Truitt for Secretary/Treasurer. Theresa Ulrich seconded the nomination. All in favor.

D. Assistant Secretary

Theresa Ulrich nominated William Chandler for Assistant Secretary. Brian Baull seconded the nomination. All in favor.

IV. PUBLIC COMMENT

No public comment was made.

V. PUBLIC HEARING

**VOTE: A RESOLUTION TO CONSIDER THE REQUEST OF THE DAGSBORO VOLUNTEER FIRE DEPARTMENT, INC. TO APPROVE A PRIVATE ACTIVITY BOND ISSUED IN AN AMOUNT NOT TO EXCEED \$600,000.00 FOR PURCHASE OF A 2018 SUTPHEN ENGINE PUMPER FIRE TRUCK, 500 GALLON CAPACITY WITH PRE-CONNECTED HALE 2,000 GPM PUMP AND PRE-CONNECTED FOAM CONCENTRATE PUMP AND CONFIRMATION OF CONTINUATION OF PROVISION FOR FIRE PROTECTION SERVICES TO THE TOWN BY THE FIRE DEPARTMENT.**

**AN ORDINANCE TO APPROVE PRIVATE ACTIVITY BOND FINANCING FOR THE DAGSBORO VOLUNTEER FIRE DEPARTMENT, INC. IN AN AMOUNT NOT TO EXCEED \$600,000.00 FOR PURCHASE OF A 2018 SUTPHEN ENGINE PUMPER FIRE TRUCK, 500 GALLON CAPACITY WITH PRE-CONNECTED HALE 2,000 GPM PUMP AND PRE-CONNECTED FOAM CONCENTRATE PUMP AND CONFIRMATION OF CONTINUATION OF PROVISION FOR FIRE PROTECTION SERVICES TO THE TOWN BY THE FIRE COMPANY. (Town Council Discussion, Motion, and Vote on Ordinance)**

This was previously voted on, but there was a change to the gallon capacity so the resolution and ordinance needed to be amended. Town Administrator Brought confirmed for the record that the public hearing was advertised. Town Solicitor Morris stated the rules and procedures for the public hearing. The floor was open to any attendees in favor of the ordinance and then to any attendees opposed – there were no comments made by the audience. Council had no questions as this was only a change from a 1,000 gallon capacity to a 500 gallon capacity fire truck.

Councilman Chandler made a motion to close the public hearing. Councilman Truitt seconded the motion. All in favor.

Councilman Chandler made a motion to approve the ordinance and resolution for the private activity bond for the Dagsboro Volunteer Fire Department. Councilwoman Ulrich seconded the motion. All in favor.

VI. APPROVAL OF MINUTES

A. November 19, 2018 – Town Council Meeting

Councilman Chandler made a motion to approve the meeting minutes for the November 19, 2018 Town Council meeting. Councilman Truitt seconded the motion. All in favor.

VII. CONSENT AGENDA

A. Police Department Report

Chief Toomey informed Council that he would like to add three DUI's in his report, but other than that he has submitted the report and is available for questions. Mayor Baull asked if the criminal numbers have increased due to the holidays approaching. Chief Toomey replied that it depends, but the holidays do have an impact.

B. Treasurer's Report

C. Administrative Report

Mayor Baull stated he has seen the new 45 m.p.h. signs are up on the highway. Other council members had noticed as well. Vice-Mayor Miller noted the 45 m.p.h. signs are very close to the 55 m.p.h. signs. Chief Toomey informed Council that Del-Dot was contacted about that and another sign was added soon after turning onto the highway to go north from Clayton Street.

Town Administrator Brought asked Council if they had any thoughts on the Christmas light problems. Councilwoman Ulrich asked if everything has been resolved. Town Administrator Brought replied that everything has been resolved for this year, but they need to consider what to do going forward. She is going to get some quotes to replace sections of the wiring, as it is long overdue. New timers and new hardware are needed. Mayor Baull agreed with getting quotes to start.

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

Councilman Chandler made a motion to approve the consent agenda. Councilwoman Ulrich seconded the motion. All in favor.

VIII. PLANNING & ZONING COMMITTEE

- A. Report from December 6, 2018 Meeting – no report as they were working on the comprehensive plan and this will be covered under new business.

IX. NEW BUSINESS

- A. PLUS Review – Comprehensive Plan Update (Kyle Gulbranson)

Mr. Gulbranson informed Council that the comments from the PLUS Review meeting have been received. This letter includes comments from all of the state agencies, but there was nothing unexpected in the comments. Dagsboro is under the 2,000 population threshold that adds a lot of requirements to the comprehensive plan. There were some good suggestions and some helpful updates, including updated traffic information from Del-Dot. Now the actual work on the plan itself can begin.

Town Administrator Brought and Mr. Gulbranson informed Council a survey is being put together for residents to fill out; this was done for the last comprehensive plan also. The survey will be on the town's website and there will be a paper version available for those that prefer or need it. Postcards will be made to spread the word about the survey and give the website. Councilman Chandler asked who drafts the survey. Mr. Gulbranson replied that the Planning Commission reviewed and updated the survey from the last comprehensive plan. Councilman Chandler also asked when the deadline is for the plan. Mr. Gulbranson replied it is due by the end of April. Town Administrator Brought replied that the Council will have it by March to approve. Mr. Gulbranson stated they aren't anticipating any large changes from the last plan because everything is mostly still relevant. Information from the Downtown Development Plan being incorporated, updating demographics, etc. will be the changes for the most part.

- B. Re-appoint P & Z Commissioners Cathy Flowers and Cindy Gallimore for a new three year term ending in December of 2021

Town Administrator Brought stated both members have agreed to continue into another term. Vice-Mayor Miller made a motion to re-appoint Commissioners Cathy Flowers and Cindy Gallimore to another three year term on the Planning and Zoning Commission. Councilman Chandler seconded the motion. All in favor.

- C. Dagsboro Business Alliance Presentation to Town Council (Dana Miller)

Dana Miller was present to speak with Council about the business alliance. Earlier in the year Mayor Baull and Town Administrator Brought organized a meeting to bring the small businesses in town together and open up the lines of communication between the businesses and the town and to support local business in Dagsboro. Some of the businesses took this as an opportunity to create something and formed what they call the Dagsboro Business Alliance. They were the planning force behind the National Night Out in August. They currently meet once a month, manage the "Shop Dagsboro" Facebook page, and communicate via e-mail about their individual businesses' happenings and needs. Their mission is to strive to meet the needs of local businesses, promote community partnerships, and assist in growing the economy of Dagsboro. Their vision is for a continually revitalizing town of Dagsboro, while encouraging the growth of small businesses and relationships of surrounding individuals. In order to continue their mission and vision, they need to formalize their organization. They have done some research and found that to form an LLC, the cost would outweigh the benefits. They have been speaking with Fred Thomas from the Bethany-Fenwick Chamber of Commerce and he has suggested the alliance partner with the Town.

Fred Thomas was present to explain to Council. He stated that there are basically two models that towns and businesses have taken. Bethany Beach for example has a Bethany Beach Business Quorum. It consists of businesses that have joined together, very similar to the Dagsboro Business Alliance. The Chamber then just acts as a liaison between the businesses and the local government. They have quarterly meetings to make sure they have an open and collaborative way to facilitate needs on the business side and the government side.

The other model is the Fenwick Island Business Development, which is a committee appointed by the town council. That group then works with the business community in the town, as well as the town government.

Both models have town funding and the chamber is involved in funding also. Trying to start a non-profit or LLC are not cost effective ways by the time the group goes through filings and getting accountants, etc.

Mrs. Miller stated that they feel the group has already helped the community and the businesses. They are now asking for the town's help. Town Administrator Brought stated she thinks the Council and even the Town Solicitor should discuss the ideas. Town Solicitor Morris stated there are two different models – Bethany Beach works with the government, but they are not necessarily part of the government; Fenwick has the government more involved and actually appoints a committee. Mr. Morris's suggestion is that Bethany's model may be more reasonable as the Fenwick model would need policy issues that Council would have to deal with if it is a part of the government.

Mrs. Miller added that the town is welcome to come to the meetings and will add them to the list to be informed of meeting dates. Mayor Baull asked that they do.

Mayor Baull asked for more information of what each of the models (Bethany and Fenwick) do and how they work. Mr. Thomas replied that he can provide an overview of each structure and how they operate. Mayor Baull stated if he could do that and get it to Town Administrator Brought it would be helpful. Town Administrator Brought agreed and stated she would be happy to meet with them also to see what exactly the businesses need from the town – if they need the town to manage a bank account for them, if they'll be holding their own officers, etc. Mrs. Miller replied they are discussing all of those things.

Mr. Art Blanchette, Dagsboro business owner, stated right now it is very casual and since there is no formalization to it, there is no motivation for the businesses to get involved. They want it to be a positive experience for the businesses and also for the town. The success of the National Night Out is evidence of that. Mr. Blanchette stated if the businesses had some sort of recognition from the town that they are a formal group, it would give them more credibility. He used the example of the Planning & Zoning Committee – they have credibility because they are an official committee under the town.

Mr. Thomas stated both models work – when they do meet, there is always a representative from the town government present. He will get some information together so the town can further discuss the matter.

Councilwoman Ulrich expressed concern because of the difficulty in finding people willing to get involved. Business alliance members stated they actually did a survey that did show there was interest. Mr. Blanchette stated there is not a Chamber to represent this area and many people are not interested in joining a chamber, but are interested in being a part of a group that they can support and that can help support them. When they were looking for sponsors for the night out, it seemed like people were just looking for something to support. They have also had consistent attendance at the meetings and they would just like to continue.

Mayor Baull agreed and stated once they get the information showing the two models, they can look at it and go from there.

D. Tree with Dead Limbs Katie Helm Park – Overhanging Home in Woodlands; Quotes, Discussion, Possible Vote to Remove

Town Administrator Brought stated she can't find a reason for the extreme difference in quotes. Sussex Tree did come in with pictures so she knows they know what they are looking at. The town has used them in the past also. She isn't too familiar with Delaware Arborists and is not sure why the price difference – it must be in the approach. Councilwoman Ulrich asked about getting other quotes. Town Administrator Brought stated it must get done before it starts snowing because there are two large branches over a house in The Woodlands that are dead and will fall down. Branches have already been falling in the yard of the home so it needs to be taken care of.

Vice-Mayor Miller made a motion for Town Administrator Brought to contact Sussex Tree to remove the branches. Councilwoman Ulrich seconded the motion. All in favor.

X. OLD BUSINESS

XI. PUBLIC COMMENT

No public comment was made from the audience.

Mayor Baull expressed his thanks for all of those involved with the 5<sup>th</sup> Annual Christmas Parade on the 11<sup>th</sup> and to everyone that came out. WBOC live streamed the parade so those who missed it can watch it on the Facebook page.

XII. EXECUTIVE SESSION

(To discuss potential site acquisition for publically funded capital improvements.)

XIII. ADJOURNMENT

Councilman Chandler made a motion to adjourn the meeting. Councilwoman Ulrich seconded the motion. All in favor. Meeting adjourned at 6:56 p.m.