

Minutes

DAGSBORO TOWN COUNCIL

Bethel Center – 28307 Clayton Street

Monday, February 25, 2019

I. CALL MEETING TO ORDER

6:00 p.m.

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

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

II. PUBLIC COMMENT

No comment was made.

III. APPROVAL OF MINUTES

- A. January 28, 2019 – Town Council Meeting
- B. January 28, 2019 – Town Council Executive Session

Councilman Chandler made a motion to approve the meeting minutes for the January 28, 2019 Town Council regular meeting and for the January 28, 2019 Executive Session. Councilwoman Ulrich seconded the motion. All in favor.

IV. CONSENT AGENDA

A. Police Department Report

Chief Toomey stated the officers did a great job the last month. He also informed Council about the roadwork. His understanding is that Phase I will be a re-structure of the crosswalk at Vines Creek Road and Main Street. They will be replacing the current electric sign with the countdown style of crosswalk sign. Phase II will be milling and re-surfacing Main Street from south of Town Hall to Helm Street.

Councilman Chandler asked how long the project will take. Chief Toomey was told the whole project should be about three weeks. Councilwoman Ulrich asked if they will be going out Route 20 at all. Chief Toomey replied that they are not including Route 20 in their plan.

- B. Treasurer's Report
- C. Administrative Report

- D. Economic Development Committee
- E. Building Official Report
- F. Code Enforcement Report
- G. Meeting Reports
- H. Water Department Report

Councilman Chandler asked if the town is close to signing an agreement with Artesian. Mayor Baull replied that there is a proposed agreement in the packet. Town Administrator Brought stated she has asked Town Solicitor Greg Morris to look at it and he did not find anything in it to question. Councilman Chandler asked if this is something the town will be signing imminently. Town Administrator Brought replied no.

- I. Prince George's Chapel Cemetery Report
- J. Correspondence

Councilman Truitt made a motion to approve the consent agenda. Vice-Mayor Miller seconded the motion. All in favor.

V. PLANNING AND ZONING

- A. Recommendation Brown Brothers Brewery – Meeting held February 7, 2019 – Brad Connor

Chairman Brad Connor stated Zach Brown would like to put a small brewery in Savannah Square, but the current code does not allow breweries. Mr. Gulbranson has a proposal for a change in wording to allow the brewery. The Planning and Zoning Commission made a recommendation to allow the change to the code.

- B. Zach Brown available for questions from Town Council regarding Brown Brothers Brewery; Kyle Gulbranson recommendation/presentation to Council regarding a change to the Code to include language permitting a craft beer business in Commercial Highway

Zach Brown introduced himself and stated he and his two brothers would like to open a small brewery in Savannah Square. They think it would be a good location and a good business for the town.

Councilman Chandler asked if they have other breweries or if this will be their first. Mr. Brown replied this would be their first. He and his brothers have skills that they think would allow for a successful business. He has been brewing beer for about ten years and has a business management degree, his older brother Ronnie has a business management and accounting degree, and his younger brother graduated from a culinary school and has a restaurant background. Councilman Chandler asked if they are starting without offering food, but possibly adding food later. Mr. Brown replied that is correct and stated they want the beer to be the main focus to start. They are looking into a partnership with a local pizza establishment to offer delivery on their busier nights and then having one or two food trucks over the weekend.

Councilman Chandler asked if they will be serving other brews from other establishments or only their own. Mr. Brown replied that to start, they will only be serving their own craft beer and will not be offering any other drinks (other than soda, water, etc.). They will not be distributing other than offering growler fills and a crowler, which is a canned version of a growler.

Councilman Truitt asked about the seating inside. Mr. Brown shared a possible floor plan based on one of the Savannah Square units. Councilman Chandler asked about entertainment. Mr. Brown replied that they are doing a small stage inside for local acoustic artists.

Councilwoman Ulrich stated there isn't much room to expand to add a kitchen when they want to start offering food. Mr. Brown replied that is correct. This is their first phase of the business. Eventually, they would purchase a piece of property and build a larger facility with a full restaurant. The three are investing in the property on their own and don't want to be over-extended to start.

Mr. Gulbranson stated the planning commission decided to make a definition for a brew pub and add it to the definitions and then add brew pub as a permitted uses to the highway commercial district. The definition he drafted for the brewpub/winebar is: "A limited production brewery/winery producing specialty beer, cider and or wine on premises and often includes a restaurant, bar or tasting room. Beer, cider, wine produced on premise may also be sold at retail for off premise consumption."

Councilman Chandler asked about their timeline to open. Mr. Brown replied that this is the first step; he then would work on acquiring his brewing license, town business license, and renovating the space. About eight to ten weeks before opening, they would begin brewing the beer to have stock ready. Fall would be their goal to open. Councilman Chandler asked if Mr. Gulbranson and Mr. Morris would have time to get the ordinance ready for next month. Mr. Gulbranson and Town Administrator Brought replied they think it's possible.

VI. NEW BUSINESS

A. Discussion regarding P & Z recommendation and possible vote to make a change to the Code (wording) under Commercial Highway that would include craft breweries

Mayor Baull read a letter submitted by Keith and Ruth Ann Marvel (town residents that could not make it to the meeting) expressing their approval for the craft brewery. Councilman Chandler asked Chief Toomey for any input as far as public safety. Chief Toomey replied that in his experience, craft breweries are low profile when it comes to criminal activity. They attract a different type of crowd, but without doing any in-depth research, he does not foresee it being a problem.

Vice-Mayor Miller made a motion to move forward with setting a public hearing for next month regarding the recommendation to amend the town code for the highway commercial district to allow craft breweries. Councilman Chandler seconded the motion. All in favor.

B. Salary Increases Office Administration (Megan Thorp and Duane Kenton)

Town Administrator Brought shared evaluations with Town Council. She informed them that Duane's last raise was November of 2017 and Megan's was April of 2017. Currently, both are \$13.50 an hour. Town Administrator Brought's proposal is to raise Duane one dollar to \$14.50 and to raise Megan one dollar and fifty cents to \$15.00. She has the calculation of the total expense for both for the town to be an extra \$4,590.56 for the year. She believes there is no problem in the town covering that money as she has been able to cut back expenses. There is also about \$20,000 in delinquent taxes and water that are in the process of collections.

Councilman Chandler complemented Town Administrator Brought on performing evaluations. He thinks it is an excellent idea and it hasn't been done in the past. He believes the raises are deserved; it is a matter of if the town can afford it, so he supports it given the fact that Town Administrator Brought feels the budget can handle it. He does have a minor hesitation of the differential between the two because it is a small office and everyone knows everything about each other. Town Administrator Brought replied that part of her decision goes back to the evaluations, but she understands his point. Councilman Chandler replied that he understands hers as well. Councilwoman Ulrich stated she agreed with Councilman Chandler. She also stated that \$1.50 is a big increase and questions if that will be expected again next year. Town Administrator Brought stated she doesn't think there will be.

Vice-Mayor Miller stated he understands why Town Administrator Brought proposed the different amounts, but also understands the idea of making them even amounts. Councilman Chandler made a motion to raise both employees to \$15.00 per hour. Councilman Truitt seconded the motion. All in favor.

C. DNREC Grant – Kyle and Cindi – Trees at Katie Helm Park

Mr. Gulbranson informed Council that the Delaware Forestry Department has a new grant cycle coming up. He stated about eight or nine years ago, the town applied for a forestry grant and planted all of the trees around the perimeter of the park, near the parking lot, and in the park. A couple of the screening trees at the parking lot have died and some of the red cedars that were a buffer to the house next to the park also died and all need replaced. Mr. Gulbranson and Town Administrator Brought met with the state forester a couple of weeks ago and he suggested some trees that could be planted in the wet area that would help to absorb some of the water. They are working on the application for the program. It is a 50/50 matching program. The town can also use any expenses that were used previously for tree removal, tree care, and tree pruning. Mr. Gulbranson thinks that would amount to enough money that the town shouldn't need to put money towards the purchase of the new trees and volunteer hours can be used for planting. The maximum amount is \$5,000 so the town would pay \$2,500, which they have in the previous expenditures. One quote for the new trees has come back and they are waiting on two others.

Councilman Chandler asked if the trees will be Bald Cypress trees. Mr. Gulbranson stated they thought about that because they would be the best at absorbing the water, but they get too big. The recommendation from the state forester was to plant Black Gum trees and Sweet Bay Magnolia. Black

Gum trees are also fairly clean trees – they don't have a lot of waste fall off, whereas the Bald Cypress have pods that fall. The Black Gum tree is also supposed to have outstanding fall color so that would be a nice addition to the park as well.

VII. OLD BUSINESS

A. Update DBA (Dagsboro Business Alliance)

Art Blanchette, town resident and member of the DBA, gave the Council an update after their last presentation a few months ago when they were asking for Town Council's support. They've been talking to some experts and think they have found a workable solution. They spoke with a CPA, who is also a town resident, and he suggested that they just keep it simple and form a C-Corporation. It would allow them to fulfill their mission and have the credentials they want, have a bank account, and form their articles and rules. He shared their mission statement with Council also, which includes them wanting to help beautify the town, strengthen the community, strengthen the businesses, and to strengthen relationships within the business and with the town. The success of the National Night Out event is a demonstration of that.

The next step for them is to incorporate. If they elect to, they can bring that into a non-profit, but they do not have to. They have also spoken with a grant writer and have found that grants are available even if they do not become a non-profit group. They have been in touch with the SPDC – they can help with forming the group and also the member companies.

They have been discussing the possibility of open flags that are consistent for the businesses. They are considering offering three tiers of membership: commercial (like Dagsboro Days, Jayne's Reliable) for \$100 membership and the flag, home-based businesses with a \$75 membership fee, and allow a membership for residents that just want to support the group for \$50. Mr. Blanchette and his wife also have connections with their business that can supply the town with new banners for a little less than the town currently pays. They could get the town banners for \$80 dollars a banner that are custom instead of the \$81 currently paid for stock banners. Businesses could pay a percentage of the cost of the banner and add the name of their business.

VIII. EXECUTIVE SESSION

(To discuss potential site acquisition for publicly funded capital improvement and police personnel.)

IX. PUBLIC COMMENT

Councilman Ulrich noted that the entrance to Prince George's Acres is a muddy mess where the police sometimes sit. She stated a green phone box or something has fallen down. She asked if there is anything that can be done about that. Town Administrator Brought asked who's property it is and Chief Toomey and others responded it is the right-of-way.

X. ADJOURNMENT

Councilman Chandler made a motion to adjourn the meeting. Vice-Mayor Miller seconded the motion. All in favor. Meeting adjourned at 6:48 p.m.

Respectfully Submitted,

Megan Thorp, Town Clerk