

Minutes

DAGSBORO TOWN COUNCIL

Bethel Center – 28307 Clayton Street

Monday, June 17, 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 Norwood Truitt, Councilwoman Theresa Ulrich, Town Administrator Cynthia Brought, Police Chief Floyd Toomey, and Town Engineer Kyle Gulbranson. Councilman William Chandler was absent. See attached sign in sheet for other members of the audience.

II. PUBLIC COMMENT

Mayor Baull expressed his appreciation to those that came out to the tree planting on June 1st at Katie Helm Park. He thanked Mr. Gulbranson for his work for the grant and the event and Town Administrator Brought, as well as town resident/former maintenance person Bob Flowers. He stated they had between twenty and thirty volunteers show up.

III. APPROVAL OF MINUTES

A. May 20, 2019 – Town Council Meeting

Councilman Truitt made a motion to approve the meeting minutes for the May 20, 2019 Town Council meeting. Vice-Mayor Miller seconded the motion. All in favor.

IV. CONSENT AGENDA

A. Police Department Report

Chief Toomey informed Council that so far they have received seven resumes for the position and the closing date is June 21st. He thinks four or five are well-qualified for the position.

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

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

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

V. PLANNING & ZONING COMMITTEE

Brad Connor, Chairman of the Planning and Zoning Committee was present and informed Council they recommend approval of the preliminary and final site plans for Arctic Heating & Air and the Boys & Girls Club.

A. Recommendation to approve Preliminary/Final Site Plans for Arctic Heating & Air

Mr. Gulbranson informed Council that Arctic has an existing building on the corner of Waples Street and Hudson Road. They are proposing a forty by eighty foot addition to the existing building for warehouse space. They have a letter of no objection from the Conservation District and they have their Fire Marshal approval. They also meet all of the setbacks. The property is zoned commercial and the plan is in compliance for that category.

There already is a tree line along the property, but they will add more landscaping anyway and they have the required number of parking spaces.

B. Recommendation to approve Preliminary/Final Site Plan for Dagsboro Boys and Girls Club

Bruce Moneta, architect, was present. He stated that the house that was in front of the facility was torn down and they are planning to add some additional classroom space and a small activity space because they don't currently have space like that. They will also be putting additional restroom facilities in to meet the code. The addition is about 4,400 square feet.

Mr. Gulbranson stated they did not need anything from the Conservation District and they do have the Fire Marshal approval. They are looking for preliminary and final plan approval also.

Councilwoman Ulrich asked about the sewer. Mr. Gulbranson replied that he thinks they are using the existing sewer line that is already there. Mr. Moneta confirmed.

VI. NEW BUSINESS

A. Discuss Summer Break - August

Town Administrator Brought stated there are a lot of things going on so they can take their break, but know that there may need to be a special meeting.

Councilwoman Ulrich made a motion to take a break from the regular Town Council meeting in August, with the option of moving the break to September, if needed. Councilman Truitt seconded the motion. All in favor.

B. Discussion and Vote on approval of Arctic Heating & Air Site Plan

Vice-Mayor Miller made a motion to approve the site plan for Arctic Heating & Air. Councilman Truitt seconded the motion. All in favor.

C. Discussion and Vote on approval of Dagsboro Boys & Girls Club Site Plan

Councilwoman Ulrich made a motion to approve the site plan for the Boys & Girls Club. Vice-Mayor Miller seconded the motion. All in favor.

D. Credit Card Service Fees – Cindi Brought

Town Administrator Brought reminded Council that they had just raised the credit card service fees last April because they had discovered the town was losing money on what it was being charged versus what it brought in.

This year, in April, she discovered that she did not have enough money in the credit card account to transfer into the water and general accounts so she knew there was a problem again. She called another person that has approached her about the credit cards and they seem to have a better program.

Apparently, when the town raised the service fees to three percent, the current company raised their fees to the town. The town is collecting three percent from the credit card users, but is then paying the current company over four percent. She has considered that maybe they need to forget accepting credit cards, but that does concern her because there are a lot of people that do business online and a lot of residents don't live here and will be paying their tax bills online. She thinks it is a convenience factor and compares it to a person who is out of town and uses an ATM machine – they will still pay the fee to get the money out.

The new company has a fee of 3.99% and it will never go over that. It would stay that rate for all of the charges. Town Administrator Brought knows the sales person personally and she came and explained the process. The company would actually automatically take the fee right out so it would make things easier on the office staff. As long as there are transactions every month, 3.99% will be the only fee. If they stop getting transactions then more fees would be charged, but Town Administrator Brought doesn't see that happening.

She needs to research and make sure they don't have a current contract with Merchant Services. She isn't aware of one and there is no contract with the new company.

Councilman Ulrich asked if people would be able to see what their bill amount is when they go to the website. Town Administrator Brought replied that customers will need to know their bill amount. It would cost more money to have amounts available online because then that information will be need to

be put into that system every month. Vice-Mayor Miller stated that everyone will still get the little blue postcards. Mayor Baull stated that or customers can get it e-mailed. Town Administrator Brought replied that customers wanting to pay by credit card will still go to the same website and everything will look the same, except the service fee will change.

Councilwoman Ulrich asked if they have checked with the bank. Town Administrator Brought replied that the bank is who recommended the current company that is used.

Council members were in agreement that Town Administrator Brought can continue researching this and move forward with the new company if her findings support it.

E. Discuss Town Banners – Cindi Brought

Town Administrator Brought informed Council that the banners have been a problem and would like them to consider options. They could just leave the flags up year-round or just put some of the snowflake banners up with the Christmas lights.

The big problem is that Tony's Electric suggested the town find somebody else and it took a long time to find somebody else this year. The only reason this new company was found with the bucket truck was because they came into Town Hall to inquire about being annexed into town. First State Underground had said they would help, but then never called back. She doesn't want to get in this situation again because it was horrible.

She is looking for suggestions for how Council would like to proceed. When the banners were initially done, it was with grant money. That grant money is now long gone and all costs are out of the town's pocket. They could put the snowflakes up with the Christmas lights to at least save one trip because it was done all separately.

Councilwoman Ulrich feels they need to do the Christmas lights. Town Administrator Brought agreed. She informed them that every time a banner needs replaced it's \$100 to buy a new one. She's been trying to just replace six to eight at a time; a lot more need replaced, but to keep the cost down, they are just replacing the worst ones. Plus, when one is destroyed, they can't get somebody out to just fix one or two so they have to hang there in bad shape.

Mayor Baull suggested they all think about it and discuss this again in the future.

VII. OLD BUSINESS

A. Review and Vote on accepting the Tax Assessments for the Town of Dagsboro for the upcoming 2019-2020 tax year

Town Administrator Brought stated that nobody came to the Court of Appeals so the list hasn't changed since they last saw it. Councilwoman Ulrich made a motion to approve the tax assessments for the upcoming 2019-2020 tax year. Vice-Mayor Miller seconded the motion. All in favor.

B. Discussion and Vote on accepting the July 1, 2019 thru June 30, 2020 Budget

Mayor Baull stated this is the final and Town Administrator Brought confirmed. She also reminded them that surplus looks high because of trying to anticipate the police and other changes. She may have moved more money than needed.

Councilwoman Ulrich made a motion to accept the July 1, 2019 thru June 30, 2020 budget. Councilman Truitt seconded the motion. All in favor.

C. Artesian Water Agreement – discussion and possible vote on Town Council approval regarding signing the proposed agreement with Artesian

Town Administrator Brought had included Councilman Chandler's thoughts in their packet so the rest of Council would know his input. Mayor Baull clarified that the attorneys are all okay with it. Town Administrator Brought confirmed.

Councilman Truitt made a motion to move forward with signing the proposed agreement with Artesian. Vice-Mayor Miller seconded the motion. All in favor.

D. Update on proposed new ordinance concerning yard conditions

Vice-Mayor Miller made a motion to table this until the next meeting as more work needs to be done on it. Councilman Truitt seconded the motion. All in favor.

VIII. PUBLIC COMMENT

No public comment was made.

IX. ADJOURNMENT

Vice-Mayor Miller made a motion to adjourn. Councilwoman Ulrich seconded the motion. All in favor. Meeting adjourned at 6:31 p.m.

Respectfully Submitted,

Megan Thorp, Town Clerk