

Minutes

DAGSBORO TOWN COUNCIL
Bethel Center – 28307 Clayton Street
Monday, March 16, 2020

I. CALL MEETING TO ORDER

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

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

II. PUBLIC COMMENT

Casey Kenton, Investors Realty, commercial real estate development and investment firm based out of Dover, Delaware introduced himself to the Mayor and Council. They just recently acquired Dagsboro Clayton Crossing and they are hoping to help grow the businesses in town.

III. APPROVAL OF MINUTES

February 24, 2020 Regular Town Council

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

IV. CONSENT AGENDA

A. Police Department Report

Chief Flood stated that we have a 2011 Crown Victoria that has been at Jimmy Drapers place, which we have been using for parts as needed. Chief Flood asked permission from the Council to give the title to Sussex Automotive and let him scrap the vehicle as it is of no use to the Town.

Councilman Truitt motioned to turn the title of the 2011 Crown Victoria over to Sussex Automotive for them to scrap. Councilwoman Ulrich seconded the motion. All were in favor.

Chief Flood stated that he received a call from the Indian River School District stating that starting this Wednesday from 11:30-12, continuing through next week, they will be handing out meals for the kids at the old fire hall.

Chief Flood stated that the all chiefs throughout the state have been meeting and plan on working together throughout the COVID-19 pandemic.

- 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

Mayor Baull stated that the Easter Egg Hunt has been canceled.

Mayor Baull asked for a motion to approve the Consent Agenda; Vice-Mayor Miller motioned to approve the Consent Agenda. Councilman Truitt seconded the motion. All were in favor.

- V. PLANNING & ZONING COMMITTEE
 - Report March 5, 2020 Meeting
 - Recommendation to approve Final Site Plans for Artesian Water

Chairman of the P&Z committee Brad Connor stated that at the March 5th, 2020 meeting there was a motion made by Commissioner Savage to make the recommendation to Council to approve the Artesian Final Site Plan contingent upon addressing AECOM's comments, submission of a landscape plan and your recommendation for color scheme, which is green roof, tan siding, green wainscoting with cupolas and shutters. Co-Chairman Flowers seconded the motion and it was unanimously passed.

- VI. NEW BUSINESS
 - A. PKS-Audit Review Fiscal Year Ending June 30, 2019

Andrew Haynie presented an unmodified audit report, which means we had no material weaknesses or significant deficiencies found that would have had a major opinion or change in opinion on the financial statements. As far as the audit itself it is a basically a clean audit.

There is a supplementary information report that you are required to present, which presents an unmodified opinion. There is also a government audit and standards report, which is not really an opinion report, it is more of a yes or no report. Basically the report says that the financial statements of the town are presented according to government standards and there were no issues.

Government wide financial statements, a comprehensive presentation of the town's assets and liabilities were presented. The General Fund remains unchanged - cash was up a little bit at the end of the year, the receivables were pretty much spot on from year to year, which is good. You don't really want to see the receivables getting further out than they were the year before, especially if there is not a lot of new changes as far as your revenue sources for the year. Receivables were the same as no issues were found on collectability. The changes you will notice are in the General Fund, but more on the Police Fund. The reason being, pension liabilities that are required to be reported by all the towns. The increase this year was about \$28,000 in the liability, which is not bad, considering the number of

employees in comparison to other towns. The unrestricted net position, which is what the town has available for future years and projects, increased as it did last year and that is good. Therefore, it was a good couple of years as far as income and expenditures.

There were not a lot of changes in the Water Fund. One thing to note is an accounts receivable that we termed as other in the amount of \$15,000 that had been received on 6/30/2019. This was a building permit fee for a convenience store that had been paid before year end. Other than that it was a normal year. Payments on the bonds continued accordingly. The net position for the Water Fund remains negative but the loss was cut in half due to healthy water impact fees for the last couple of years. The impact fees mean an increase in water customers, which will help with expenses. The expenses for the Water Fund are consistent from year to year.

The Fund Statements, which are short term, focus on the past year and cash flow. One thing to point out is the healthy change in net position for the year. It was \$144,000 versus about \$100,000 for the prior year. The net position is profit of revenue over expenses. This was a result of an increase in operating revenue and a healthy increase in fines and forfeitures. There was also an increase with operating expenses mostly in salaries due to pension. There was not a debt service payment in the General Fund for Ford Motor lease because it was paid off the prior year.

In the future presentation of any leases the town is involved in either profit, non-profit or government including operating leases will be presented on the Asset and Liabilities Financial Statements.

B. Artesian/DBF – Proposed Building and Final Site Plan Approval

Rob Penman with Artesian Water Company and Rob Duma with Davis, Bowen, & Friedel, Inc. were present for the Final Site Plan approval. Kathy & John Thaeder were unable to attend, however they had attended the P&Z meeting on March 5, 2020. Building changes and recommendations from that meeting were made. They included the Landscaping Plan meeting the town's Code requirement for buffers. All required agency approvals were included and they had contacted the County regarding sewer connection. The town connection to the water system will be in a future phase with Artesian. Artesian is checking the meter vault and check valve in order to serve the town with water in the future and that will be reviewed at a later time. Kyle Gulbranson stated that Artesian addressed all issues from the first review letter. Councilman Chandler asked for them to point out on the map the walkway or bike path per DelDot requirements. Mr. Duma stated that on the western side of the intersection there is a tie in to the intersection where they are running a 10 foot shared use path along the front edge of the property. The shared use path will term at the entrance way, which is about 30 feet from the church, which is perpendicular to the property. Councilman Chandler then asked why it stopped before the property line and did not continue to the high school. Mr. Duma stated that Deldot considered this "a very irregular property" and they typically wanted you to go a little further, however they allowed us to stop at the entrance to help streamline. Councilman Chandler stated that he realized that other properties interfere but stated that it would be better for the biker or the walker if it went further. Mr. Gulbranson stated that he is surprised that Deldot didn't require it because they did require Royal Farms

to put in a shared use path. Mr. Penman stated that Artesian wanted Deldot approval, however they are willing to go back to Deldot and ask for it to be extended.

Councilwoman Ulrich asked about paving of the property and Mr. Penman stated that initially it would be gravel due to the amount of construction and then will be paved at a later date. Councilwoman Ulrich asked about fencing around the property. Mr. Duma stated that there will be a perimeter fence around the water plant only. Mr. Penman stated that the fence will be a chain link fence. He also stated that for security purposes there will be cameras inside and outside of the building, which is the standard security package for all of Artesians' facilities.

Councilman Chandler motioned to approve the Artesian Water Treatment Final Site Plan on the condition or stipulation that Artesian make an application to Deldot for an extension of shared use path to the end of their property where it adjoins the house that they do not own. If Deldot approves the extension of the shared use path Artesian has agreed to the extension as well. Councilwoman Ulrich seconded the motion. All were in favor.

C. Contract Renewal Town Administrator Brought

Councilman Chandler motioned to approve the contract renewal for Town Administrator Brought as proposed through March of 2022. Councilwoman Ulrich seconded the motion. All were in favor.

D. Discussion Police Salary Increases

Chief Flood stated that he was not getting the applications he had hoped for to recruit and retain officers. He and Sergeant Disciullo presented Council with newly proposed salary increases. Sergeant Disciullo stated that the equations for the numbers from rank to rank are based off on a 2 ½ to 5 ½ point scale based on tasks with that position. Mayor Baull asked how the budget looked as far as the salary increases. Town Administrator Brought stated that the budget has had unexpected expenses with police cars and water issues, but she thinks they deserve it and we could make it work. Councilman Chandler stated that these figures are with three officers and with the fourth the figures will change. Chief Flood stated that he has pondered part time, but the goal is a certified full time officer. He stated that younger kids tend to drop out of the Academy within the first week. It is preferred to have someone certified with five to ten years' experience that is willing to stay long term.

Councilman Chandler motioned to approve the increase of police salaries at the 1% cost of living and retention at .5%. Councilman Truitt seconded the motion. All were in favor.

E. Review Grass Bids – Selection of Contractor for 2020

Councilwoman Ulrich asked for clarification on the quotes stating that the Sussex County bid had two different bids. Town Administrator Brought stated that they separated the cemetery and the town. Gray's bid included the cemetery and the town in their bid. Councilwoman Ulrich stated that Gray's is cheaper. Town Administrator Brought stated that they are, but there were a lot of complaints last year due to their lack of staff.

Councilman Truitt made a motion to accept the Department of Correction's proposal for the grass cutting season. Vice-Mayor Miller seconded the motion. All were in favor.

After discussion, Town Council agreed to close Town Hall to the public and to have it open by appointment only. Town residents will be encouraged to pay water bills either by mail, place in the mail slot on the front of the police station, or online.

Town Council agreed to cancel the Town Council and Planning & Zoning meetings for April, 2020.

VII. OLD BUSINESS

A. Dagsboro Business Alliance – Banner Proposal

Mayor Baull passed out four different proposed designs for banners/flags. He asked the Town Council to initial next to one that they may like. He also stated that they do not have pricing worked out as of yet.

VIII. PUBLIC COMMENT

No public comment was made.

IX. ADJOURNMENT

Councilman Chandler made a motion to adjourn. Councilwoman Ulrich seconded the motion. All were in favor.

Meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Stacy West, Town Clerk