

*Minutes*  
**DAGSBORO TOWN COUNCIL**  
**SPECIAL MEETING**  
**Virtual**  
**Wednesday, June 30, 2021**

**I. CALL MEETING TO ORDER**

Meeting was called to order by Mayor Baull at 6:31 p.m.

Mayor Baull stated that this meeting is being conducted remotely consistent with Governor Carney's executive order due to the current State of Emergency in the State of Delaware given the outbreak of COVID-19. The Governor's order suspends the requirement of the open meeting law to have all meetings in a publicly accessible physical location, further all members of public bodies are allowed and encouraged to participate remotely. This order also allows public bodies to meet entirely remotely as long as reasonable public access is afforded so that the public may follow along with the deliberations of the meeting. All the votes as well as discussions will be taken individually so that all the Council members will have the time to speak if they so choose also so we can properly document it. Mayor Baull stated that this meeting is being recorded and Town Administrator Brought is taking notes as well.

In attendance were: Mayor Brian Baull, Vice-Mayor William Chandler, Councilman Norwood Truitt, Councilman Patrick Miller, Councilwoman Theresa Ulrich, and Town Administrator Cynthia Brought.

**II. PUBLIC COMMENT**

No public comment was made.

**III. NEW BUSINESS**

**Review, Discuss and Vote on Adoption of Fiscal Year 2022 Budget**

Town Administrator Brought stated that there is the General Fund, Water Fund, Municipal Street Aid Fund, and the Prince George's Cemetery Fund. She stated that there is not really anything to explain other than this year items are broken into categories instead of lump sum like was done in the past, which was suggested by the auditors. The end result is that we end up with more income than expenses. She did add in that items have changed, for example police and administrative salaries. Councilman Truitt asked if that included the fourth police officer. She stated yes and she increased it.

Councilwoman Ulrich asked in regard to the total income, for the General Fund, the budget was down a lot last year and we took in a lot more than what last year's budget was and you are still anticipating that for this year. Town Administrator stated yes due to the building going on. Town Administrator Brought stated that the nice thing with the General Fund is that the police received a lot of extra grants this past year and even a COVID grant. She stated that they bought a lot of new uniforms and equipment, which really helped. Some of the expenses should be on the Grants which she tried to put in the correct category but was unable to prior to this meeting. She foresees that they will submit for more Grants this year as well. Councilman Truitt stated that under police income there is not much there. Town Administrator Brought stated that this is because of all the Grants but the fines should be

on there and that should increase most likely because of the fourth officer. She stated that they started patrolling until midnight last week.

Vice-Mayor Chandler stated that the Grants are good, but they are not a repeating source of income. Town Administrator Brought stated correct they are not a given. Vice-Mayor Chandler asked what percentage of the budget is dedicated to the police department versus the regular staff. Town Administrator Brought stated she thought it would be a good bit of it is police, but the percentage seems to be half of the income. Councilwoman Ulrich stated the salaries are double for the police versus the administrative. Town Administrator Brought stated that once they get the County Grant in August they are discussing paying off the leased car. Mayor Baull stated that the two big ones are the Commercial Insurance and the Worker's Compensation. He stated that Commercial Insurance went up about \$7,000 and the Worker's Compensation went up \$16,000. Town Administrator Brought stated that the Real Estate Transfer Tax prediction was low and it ended up being \$151,000 but she still projected lower for this year.

Town Administrator Brought stated that she foresees the Water Fund income being much better than last year due to the water registers being replaced. Once we start with Artesian we will be paying less, which will make a difference. Vice-Mayor Chandler asked if we would have to lower the user fees. Town Administrator Brought stated that we will need to discuss this. If we decide to decrease the rate we need to determine how much do we decrease the rate. We don't want to turn around the next year and increase it again. Right now we are at \$3.50 versus \$6.00. Vice-Mayor Chandler stated on the Water Fund our income is higher than our expenses but not by a lot. Town Administrator Brought felt that the Water Fund will make more than she budgeted. Vice-Mayor Chandler stated that the water rates will need to be adjusted once we begin buying water from Artesian and what will still be purchased from Millsboro. Town Administrator Brought stated that the manual changeover will have to be done at some point as well.

Councilwoman Ulrich stated that the budget looks good and Town Administrator Brought did a great job on it. She liked the reports better than the years before. Town Administrator Brought agreed with using these reports.

Municipal Street Aid Fund you don't know much about at this point in time as you don't know what you will receive from the State.

Vice-Mayor Chandler asked, in regard to Prince George's Cemetery Fund, what the cemetery has in the way of assets as it's a Perpetual Care Cemetery. Town Administrator Brought stated that it is roughly \$120,000 along with CD's. Vice-Mayor Chandler stated that the Town used to make a \$500 donation to the Cemetery. Town Administrator Brought stated that the Town did not this year, but she had added last year and this year into the budget.

Vice-Mayor Chandler made a motion to adopt the fiscal year 2021-2022 budget as presented. Councilwoman Ulrich seconded the motion. All were in favor.

#### **IV. PUBLIC COMMENT**

No public comment was made.

**V. ADJOURNMENT**

A motion to adjourn the meeting was made by Vice-Mayor Chandler and seconded by Councilman Trutt. All were in favor.

Meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Stacy West  
Town Clerk