

Minutes
DAGSBORO TOWN COUNCIL
Bethel Center
Monday, May 16, 2022

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 Theresa Ulrich, Councilman Norwood Truitt, Town Administrator Cynthia Brought, and Engineering Consultant Kyle Gulbranson. Councilman William Labor joined the meeting late. Councilman William Chandler was not present. See sign in sheet for others in attendance.

II. PUBLIC COMMENT

No public comment was made.

III. PUBLIC HEARING

COURT OF APPEALS – PROPERTY TAXES FICAL YEAR 2022-2023 (Eric Piner – PTA Deval/Mayor and Council)

- a. Appeals – If no appeals, close Public Hearing**
- b. Approval of Tax Assessments for 2022-2023 Tax Year**

Town Administrator Brought stated that they were no appeals. Mayor Baull closed the Public Hearing.

Councilman Truitt made a motion to approve the tax assessments for the 2022-2023 tax year. Vice-Mayor Ulrich seconded the motion. The vote was 3-0 with Councilman Chandler and Councilman Labor being absent.

IV. APPROVAL OF MINUTES
April 18, 2022 Town Council Meeting

Vice-Mayor Ulrich made a motion to approve the minutes as submitted. Councilman Truitt seconded the motion. The vote was 3-0 with Councilman Chandler and Councilman Labor being absent.

V. CONSENT AGENDA

- a. Police Report**
- b. Treasurer's Report**
- c. Administrative Report**
- d. Building Official Report**
- e. Code Enforcement Report**

- f. Meeting Reports**
- g. Water Department Report**
- h. Prince George's Chapel Cemetery Report**
- i. Correspondence**

Vice-Mayor Ulrich asked the status of the S&J building. Town Administrator Brought stated that it is in the courts for financial reasons.

Councilman Truitt asked if Mr. Foreman thought that someone was going to refurbish the house. Town Administrator Brought stated that she is not sure what he thinks. She stated that there is another party interested since the original buyer is not happy that the Town will not drop the Court Order.

Councilman Truitt made a motion to approve the consent agenda. Vice-Mayor Ulrich seconded the motion. The vote was 3-0 with Councilman Chandler and Councilman Labor being absent.

VI. NEW BUSINESS

a. Budget Overview – Budget Versus Actual – Preliminary 22-23 Budget Proposal

Town Administrator Brought stated that several changes have been made to the budget since it was given to Council. Time will be spent the next couple of weeks on changes to the General Fund. She stated that she was going to put more of her salary into the Water Fund, but when the numbers were run she decided against putting her salary in the Water Fund and leaving it in the General Fund. She kept the majority of Stacy's salary and part of Joe's in the Water Fund. She felt confident in the revised Water Fund's end numbers and hopes to keep the numbers reasonable until the water study is done. The Town is looking at reducing the water rates if possible.

Councilman Truitt asked about the General Fund in regard to the property tax and overall tax revenue and questioned if it will jump up that high. Town Administrator Brought stated that yes, she does think it will increase with the amount of new homes projected. He also asked about the transfer tax amount being so high. She stated that on that scenario it depends if people keep selling and buying homes. She stated that we have a lot of projects coming up but we are not sure when they are going to start. It is a huge guessing game, which is why she is reviewing the expenses again and would like to cut those a bit and zone in more on the income. Councilman Truitt stated that it looked like the commercial insurance doubled. Town Administrator Brought stated that it looked that way but it really didn't with where payments get made. He also asked about the police supplies and that number is so high because you have ammo under that category. She stated for equipment the money will come back through grants. Councilman Truitt asked about the sewer amount being doubled as well as the utilities. Town Administrator Brought stated that she would look at sewer because she didn't feel that it went up. Utilities did increase and she will look into those prior to the June meeting.

VII. OLD BUSINESS

a. Discussion on Ordinance Addressing Annexation Fees and Public Hearing June Town Council

Engineering Consultant Gulbranson stated that the way the Ordinance is drafted, it is actually an impact fee as opposed to an application fee, which is why he felt the pricing should be looked at again. He stated that it was increased but when you go through the different categories it comes to about \$300 an acre for an annexation. It is not a large amount but it does bring some money into the town for improvements, the police department and the water department.

Vice-Mayor Ulrich asked Engineering Consultant Gulbranson if he was referencing the professional fees. He stated no, where it states 4.99 acres or less the actual impact fee is \$1,500 and the professional fees are in addition to that. The impact fees are paid to the town for use, whatever way the town sees fit to justify the annexation fee and the impacts that it might have to the town. Vice-Mayor Ulrich asked for example, the house down the street would like to annex in a half acre, they would pay \$1,500 plus any professional fees? Engineering Consultant Gulbranson stated that is correct. Town Administrator Brought stated that she had spoken to Councilman Chandler and he was good with these fees and to remind Council that if someone were to have a hardship that they can come before the Council to discuss their situation.

Vice-Mayor Ulrich made a motion to schedule the Ordinance for Annexation and De-annexation Impact Fees for a Public Hearing at the June 20, 2022 Town Council meeting. Councilman Truitt seconded the motion. The vote was 3-0 with Councilman Chandler and Councilman Labor being absent.

b. Discussion Ordinance to Amend Chapter 75-9A Amending Building Permit Fees and Advertising Change for Ninety (90) Days Prior to Public Hearing

Engineering Consultant Gulbranson stated that this Ordinance uses construction values based on the International Building Code (IBC) which puts out a bulletin twice a year with average construction costs based on the type of construction. The current building permit fee is based on \$85 per square foot, which was established in 2002, and is no longer accurate. The building permit cost will fluctuate based on building and construction costs at the time of the application and would be justifiable because the Town will have an actual document to reference. Mayor Baull asked if the other improvements cost equation is a standard. Mr. Gulbranson stated that the current building permit fee is construction value and based on \$85 per square foot times 1.25% and this actually brings the percentage down to 1%. Therefore, the increase on an average building permit would not actually go up dramatically, but then again, it is based on the reference document at that time. Vice-Mayor Ulrich asked how much the building permit cost would change for an average home. Mr. Gulbranson stated that he based his calculations on a 2,000 square foot home and the difference was about \$900 in the building permit fee.

Councilman Truitt made a motion to schedule the Ordinance to Amend Chapter 75-9A, amending building permit fees, and advertise the change for ninety (90) days prior to Public Hearing. Councilman Labor seconded the motion. The vote was 4-0 with Councilman Chandler being absent. Councilman Labor made a motion to adjourn for the Executive Session. Vice-Mayor Ulrich seconded the motion. The vote was 4-0 with Councilman Chandler being absent.

VIII. EXECUTIVE SESSION

Discussion and review of potential site acquisition

Out of Executive Session at 6:35 p.m.

Regular session called to order at 6:35 p.m. by Mayor Baull.

Vice-Mayor Ulrich made a motion to submit an offer for land acquisition in the amount that was discussed during the Executive Session, but not exceed the appraised amount that was discussed in the Executive Session as well. Councilman Labor seconded the motion. The vote was 4-0 with Councilman Chandler being absent.

IX. PUBLIC COMMENT

No public comment was made.

X. ADJOURNMENT

Councilman Truitt made a motion to adjourn. Vice-Mayor Ulrich seconded the motion. The vote was 4-0 with Councilman Chandler being absent.

Meeting adjourned at 6:35 p.m.

Respectfully Submitted,
Stacy West, Town Clerk