

Minutes
DAGSBORO TOWN COUNCIL
Bethel Center
Monday, February 19, 2024

I. CALL MEETING TO ORDER

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

In attendance were: Mayor William Chandler, Councilman Brian Baull, Councilman Jason Russell, Councilwoman Carol Thompson, Town Administrator Cynthia Brought, Chief Steven Flood, Sgt. Nicholas Disciullo, Town Solicitor Greg Morris and Engineering Consultant Kyle Gulbronson. Vice-Mayor Norwood Truitt was absent. See sign in sheet for others in attendance.

II. PUBLIC COMMENT

Mayor Chandler acknowledged Town Solicitor Greg Morris, for arranging their Special Meeting with Deborah Moreau from the Public Integrity Committee.

He also thanked those present who attended the Peppers Creek Tax Ditch Meeting for taking their time to be there.

Mayor Chandler expressed his appreciation to Chief Flood, who was injured in a high-speed chase that went through Town. He added that Chief Flood and Cpl. Cullen were able to disable the vehicle by putting down spike strips that caused damage to 2-3 of the tires and made it possible for an arrest to be made. He stated that he wanted to personally thank Chief Flood and the entire Police Department for everything they do for the Town to keep it safe.

Jacki Slonin, of 126 Prince George's Drive, stated that there is no mention in the Town Code of allowable times for commercial waste removal and has dealt with companies coming into their development as early as 4am and would like to see some restrictions made. She also stated that there are 1-2 empty lots in her development and would like to see what can be done about having the roads completed and maintained since they are 95% full.

Mayor Chandler stated that since discussing the roads was not listed on the agenda, it could be added for next month.

III. PUBLIC HEARING

CLARK PROPERTIES—

AN ORDINANCE TO AMEND THE 2019 COMPREHENSIVE PLAN AND FUTURE

LAND MAP BY AMENDING TM#S 233-11.13-14.00 AND 233-11.13-18.00 FROM THE INSTITUTIONAL AND RESIDENTIAL CLASSIFICATIONS TO THE TOWN CENTER/ MIXED USE CLASSIFICATION.

AN ORDINANCE TO AMEND THE ZONING MAP AND ZONING ORDINANCE TO CHANGE TM#S 233-11.13-14.00 AND 233-11.13-18.00 FROM THE COMMERCIAL AND RESIDENTIAL DISTRICTS TO THE TOWN CENTER DISTRICT.

No public comment was made. Public Hearing was closed.

IV. APPROVAL OF MINUTES
December 18, 2023 Town Council Meeting Minutes

Councilman Baull made a motion to approve the Town Council Minutes as presented. Councilman Russell seconded the motion. All were in favor.

V. CONSENT AGENDA
a. Police Department Report

Chief Flood stated that included in the packet were 2 months of stats and a year-end report of 2023. He added that he wanted to commend Officer Cullen with the police chase because they did the best they could with the situation. He also stated that most people do not realize it but putting out stop sticks is one of the most dangerous parts in a pursuit and officers are killed every year from getting hit by a car. Chief Flood added that Officer Cullen also sustained minor rope burns on his hands from the stop sticks and realized that they should have had gloves on but there was no time because of how fast the car was coming towards them.

- 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**

Councilwoman Thompson asked, "Have we written grants before?" Town Administrator Brought replied, "Yes", the police write the grants, and she does the financial part of the grant and closes them out.

Mayor Chandler stated that he and Town Administrator Brought had a meeting with the GAP Program through the University of Delaware and they have offered to help the Town seek grants from different agencies with the State and Federal Government. This program would assist the Town by writing the

grant and identifying the potential resources that they could get for identified needs in the Town. He added that the potential needs they listed include the new police building and sidewalks, etc. The program representatives felt that they could potentially get the Town a lot of help and there is no charge to the Town for their services.

Councilwoman Thompson asked if this is the first time the Town has used the GAP Program. Mayor Chandler replied, "Yes."

Councilwoman Thompson made a motion to approve the consent agenda as presented. Councilman Baull seconded the motion. All were in favor.

VI. NEW BUSINESS

a. Discussion and Possible Vote on Clark Properties

Amending 2019 Comprehensive Plan Changing Current Zoning Institutional and Residential to Town Center/Mixed use

Amending Zoning Map and Zoning Ordinance

Councilman Russell made a motion to amend the 2019 Comprehensive Plan and Future Use Map by changing parcel numbers 233-11.13-14.00 and 233-11.13-18.00 from the Institutional and Residential Land Use classifications to the Town Center/Mixed Use classification and to amend the zoning of parcel numbers 233-11.13-14.00 and 233-11.13-18.00 from the Commercial and Residential Districts to the Town Center District. Councilwoman Thompson seconded the motion. Councilman Baull abstained from the vote due to personal relations with the landowner. Vice-Mayor Truitt was absent. Three members were in favor.

b. PKS Audit Results July 1, 2022 thru July 30, 2023 (Alyssa Revel and Andy Haynie)

Alyssa Revel stated that the purpose of an audit is to get the auditor's opinion on the financial statements which are shown on pages 1-3 of the audit and have issued a clean and unmodified audit opinion, which is the highest level of assurance that an independent auditor can provide. The second report is the Government Auditing Report which reports any deficiencies, material weaknesses or non-compliances that are found during the audit. There was one significant deficiency issued on Internal Control, which is where the Town relies on the auditors to prepare the financial statements in accordance with the GAAP, which is typical within most small towns where auditors will prepare the statements for you because there isn't a CPA or accountant on staff with the Town to be able to produce statements to the GAAP standards like the one presented.

Andy Haynie stated that this year there were 2 new GAAP standards that had to be implemented and there will be an additional 1-2 more standards that will be implemented for next year's audit. He added that there are a lot of changes in the standards of how their financial statements are required to be presented.

Mayor Chandler asked for confirmation that since the Town doesn't have staff to prepare the financial statements, PKS completes the financial statements for them and that is the only reason that they meet the standard. Andy Haynie replied, "That is correct."

Alyssa Revel stated that there was one material weakness issued on Internal Control which involves the proper segregation of duties in the accounting functions, and this is typical of a small town with limited personnel. She added that there were no instances of non-compliance with laws, regulations, grants, or contracts.

Mayor Chandler asked what the difference was between a significant deficiency and a material weakness. Alyssa replied that a significant deficiency is less of importance than a material weakness. Mayor Chandler stated that this is the same issue that the Town has every year and asked what they would recommend for the Town to overcome the material weakness. Andy Haynie stated that because of staffing restraints with small towns, they must report it. They do go through some procedures of making sure there are oversight and controls but since there are not enough people involved, there would be a significant deficiency. He added that as the Town grows and works with the GAP program, looking for grant opportunities to have a portion of the grant cover administrative costs/accounting costs could cover the cost of an additional part-time person. Mayor Chandler asked if the Town contracted out with a certified CPA to go over the Town's records on a monthly/quarterly, would that be duplicative with what PKS does. Andy Haynie stated that the Town could hire a third party so they wouldn't have the material weakness in their report, but PKS would still have to make sure the third-party client has control and still monitors them. He added that he doesn't feel that the report reflects badly of the Town because it is something that most smaller towns have in their reports. Mayor Chandler stated that he agreed with Mr. Haynie's thought about looking into the GAP Program to help with funding.

Alyssa Revel stated that total revenues for the General Fund were about 1.9 million and about 1.5 million in expenses, which gave the Town about 358k net income before other financing sources. She added that the Change in Fund balance was a little over 364k which is significant from last year. She stated that the revenues were over the budgeted amount by about 926k. Most of the difference is because the full ARPA money was recognized this year for competitive wages and last year it was deferred because it hadn't been spent. Another portion of the overage is from additional grants for road paving and the additional State Bond Bill. Expenses were over the budgeted amount by about 616k because of the timing of Capital Expenditures and increase in salary/wages from the ARPA money. Andy Haynie stated that the budget difference isn't a big concern because the overages were related to grants.

Alyssa stated that at year end, the General Fund balance was 1.5 million. The non-spendable fund balance was 32K, which includes prepaids, the restricted fund balance was just over 1.7 million, and the unassigned deficit was 236K, which was reduced compared to last year's balance.

She stated that the Water Fund had a net operating income of about 36K, revenues decreased by about 10K and expenses decreased about 25K from last year. Alyssa added that the Water Fund ended the year with a 2.1 million net position which is an increase from last year.

Mayor Chandler asked for an explanation as to why the Interest expense has decreased. Alyssa Revell stated that as debt is paid off, the principle increases and the interest decreases.

Alyssa Revell stated that in the Auditor's Communications there are 2 letters; one is a management letter which contains recommendations for strengthening controls and operating efficiency. She wanted to point out that last year there were 8 comments added and this year there are two which shows that they are seeing a huge improvement in the internal controls and operating efficiencies because Town Administrator Brought and Town Clerk Wendy Rayne have worked hard to implement their prior recommendations and understand how to do things properly and are seeing a huge improvement from prior years. The second letter is the communication with those charged with governance, which is basically the auditor's report to you stating that there were no significant difficulties with the audit, no disagreements with management, all the estimates were agreed upon and no other matters of non-compliance were reported. Alyssa stated that the last section contains the journal entries that are proposed from the audit, which have significantly improved over the past few years, and most of the entries are for them to convert the books from cash to accrual.

Andy Haynie stated that there is a section in the audit that states the risks that they have identified, which is something that the auditors must identify and isn't anything particular towards the Town. He added that in the presentation they concentrate on the funds but there is another set of financial statements called the Government Wide Financial Statements, which are more long-term focused. They state that all debt balances for the year were paid on time and have decreased and that the recommended amount from the actuary for the pension was paid for the year.

Councilman Russell stated that in 2022 there was a significant increase in the assets for retirement and asked why that was. Andy Hayne replied that there have been a lot of changes in how its presented in accounting standards and the mortality tables have changes several times in the last 4-5 years.

Mayor Chandler asked if they had any problems dealing with their management in terms of cooperativeness, openness, and transparency. Andy Haynie replied, "No, and it is specifically stated in the audit that they had no difficulties with management."

c. HydroCorp Cross Connection Regulations--Proposals

Tina Moffit, from HydroCorp, stated that Delaware was the last state to adopt the Cross Connection Control in the US as of February 1, 2024. That State is asking for all Municipalities to have Cross Connection Control Regulations and Program implemented and in place, which is a very detailed program. All localities are required to have someone who is certified to write and supervise the program, but most Municipalities do not have someone and would have to hire someone full-time

which would be very expensive. She added that they typically work with Delaware Rural Water and teach the classes in Delaware and help the Municipalities with Cross Connection Control when needed. She added that she is certified to do both and that she reached out to Town Administrator Brought to go over the program with her. She has also met with Delaware Rural Water a couple times to understand what the State is asking them to do. Tina Moffitt stated that Town Administrator Brought asked her to write a proposal and come to the Council meeting to answer questions.

Mayor Chandler asked for confirmation that the State is requiring them to do this. Tina Moffitt replied, "That is correct." Councilman Russell asked if this something that is required for every existing residential resident. Tina Moffitt replied, "Correct, the way that it is written into the regulations, it is anything the Town has billable responsibility for." She added that they are breaking it down into residential vs non-residential. The non-residential locations are the main concern because they are high-hazard locations and must be tested yearly, and the residential locations would need to be tested every 5-7 years.

Tina Moffitt stated that the Town must have a Cross Connection Control Plan written to turn into the State of Delaware along with an Ordinance in place so that the State knows there is a way to enforce anyone who refused to become compliant. After the Plan and Ordinance have been completed, the next step is to do a complete inventory, which means any cross-connection sites must be documented including what is there and what needs to be changed to protect the water. She stated that when they do their inspections, they document any lead or copper that is showing in the lines and if the Town requests them to test for lead and copper, there would be an additional charge.

Mayor Chandler asked for confirmation that if the Town contracts with HydroCorp, they will develop the plan of action for Dagsboro. Tina Moffitt replied, "That is correct." Mayor Chandler asked if the residents pay a fee for this or is it covered by the Town? Tina Moffitt stated that the Town can choose to add a surcharge to resident's water bills which would only be \$1-2 per month. She also stated that public education is a requirement and must be done on multiple levels and HydroCorp handles all of it. She added that when residents understand why they are doing this, they are very compliant and realize that she is just an inspector who documents what is found during the inspection. If anything needs to be changed, she will let the customer know what the State Plumbing Regulations are, and that the Town requires the changes to be made. At that point, they would refer to the Cross Connection Plan as to the length of time the customer has to make the changes so that they are compliant.

Councilwoman Thompson asked, "Is this proposal good for two years?" Tina Moffitt stated that the contract is good for two years and within that time, they would have the Town 100% compliant and then would discuss if the Town can take over the program at that point and if not, HydroCorp would continue with it. Councilwoman Thompson asked if HydroCorp would help get staff certified and at what cost. Tina Moffitt stated that they teach all the classes through Delaware Rural Water and with their contract, the courses are free for Municipalities. Engineering Consultant Gulbranson stated that there are only about 11 people in the State that are certified. Tina Moffitt added there are only 3 people in the

State that are certified to test back flow preventors. Mr. Gulbranson stated that the Town's water system isn't very old and doesn't anticipate many issues.

Mayor Chandler stated that 2 proposals have been presented and asked for an explanation of them. Tina Moffitt stated that the Residential proposal is the easier of the two because they would not be going into anyone's home and only walk around the property. She added that with the industrial proposal, it requires a lot more work and will require more work because they must start at the meter where it enters the building and follow the line and everything it touches.

Mayor Chandler stated that there are 2 proposals, and it seems like they would need both. Tina Moffitt stated that at this point, the State is more focused on non-residential but residential will have to be compliant also. Mayor Chandler stated that he feels the price would go up if they don't lock into the price that is offered now. Tina Moffitt replied, "You are correct."

Councilman Russell asked for confirmation that this would not require a physical back flow preventor on every water line that goes into the house but would require vacuum breakers that go on the outside spigots. Tina Moffitt replied, "Yes", and if an irrigation system were at the residence, she would make sure that the proper device is installed.

Mayor Chandler stated that the proposal states that the Town must give a complete facility listing to be inspected and would be charged \$80 an hour for HydroCorp to input the data. Tina Moffitt stated that all the charges are included in the price that has been quoted and there would be no additional cost unless something went severely wrong. She added that they would need the Town's logo for sending correspondence. Councilwoman Thompson stated that it reads that a website with cross connection content is included. Tina Moffitt stated that her IT staff will go onto the Town's website and create a link with most asked questions and all information that is sent out to the public will have HydroCorp's phone number listed so all the phone calls will be directed to them.

Councilman Russell asked for confirmation that the proposal does not include lead and copper. Tina Moffitt stated that it would include lead and copper piping if she sees it but additional lead and copper, for what the government is requiring, would be an extra charge. Councilman Russell asked if there are other companies that offer this service. Tina Moffitt stated that there are companies that offer similar services but none that offer everything that they do. Some companies offer software so you can upload the information yourself or other companies will hire someone to do the work.

Town Administrator Brought stated that when the water system went in, she was told that there were some residents that were told they could keep their wells for irrigation purposes and asked if there was any way to determine who those residents are because this can be a serious problem. Mayor Chandler stated that there are existing private wells in Dagsboro but when the water system went live, the two could not interact and the residents could only use the well water for irrigation purposes. Tina Moffitt stated that when they do inspections and identify an auxiliary water source, it will be checked to see if there is protection that prevents it from touching the potable water source. If there isn't, they want to

make sure they can't connect to the potable drinking water and if they do, is the proper device in place to protect the drinking water. Town Administrator Brought asked if there was a way to identify where the private wells are that are still in existence. Engineering Consultant Gulbranson stated that DNREC should have a record of them. Tina Moffitt stated that when they do their inspections, they will document the private wells.

Councilwoman Thompson asked if they decide to accept the contract, how long would it take for their Public Relations Program to get implemented? Tina Moffitt replied, "The program takes as long as it takes us to communicate." She added that when they are working with a State that has passed the due date, they launch quickly. Engineering Consultant Gulbranson stated that the important thing now is to get the Plan and Ordinance in place. Tina Moffitt stated that Dagsboro has the Ordinance and they had to make one small change to it and once approved, they could submit it to the State. Once the Plan is submitted, they would request the list from Town Administrator Brought and start getting the letterheads out and educate the public because inspections can't be started until they have completed the Public Awareness Campaign. Councilwoman Thompson asked what the campaign would look like. Tina Moffitt stated that it would start with mailers, and they are going to target the high-hazard locations first and then they will focus on the residential properties last.

Town Administrator Brought stated that they would need to figure out how they are planning to bill the cost of the contracts or is the Town going to cover the contract fees. She added that customers would be responsible if they are in violation. She asked if the Town would just cover the cost in total or pass the fees onto the customers. Mayor Chandler stated that they could spread the cost out over the total number of water bills to equal the contract amount but thought that the Water Fund was doing well and could cover the cost. Town Administrator Brought stated that the Water Fund can cover the costs. Mayor Chandler stated that if they felt they needed to, they could revisit the issue to pass on the fees to the customers. Tina Moffitt stated that when they get to the Federal Lead and Copper testing that is due by October, there are grants available and suggested reaching out to Bill Hague of Delaware Royal Water for assistance with who is funding the grants.

Mayor Chandler stated that they would be signing both contracts with HydroCorp.

d. Mellor Partitioning

Engineering Consultant Gulbranson stated that the applicant is proposing to partition a parcel in the Town Center District on Main Street and currently the parcel meets all requirements. The existing parcel has 100 ft. of frontage on Main Street and the Town Center Ordinance states that all parcels must have at least 50 feet of road frontage. The applicants would like to divide the property at the center and there is an existing house with a garage structure on part of it. The new parcel already has a driveway curb cut through DelDOT on the property.

Councilman Russell asked for confirmation that the application did not go before the Planning & Zoning Commission because it wasn't required to and asked if they normally go before the Commission.

Engineering Consultant Gulbranson stated that Partitioning Applications typically do not have to go before P&Z. Councilman Russell replied, "But they have in the past, correct." Engineering Consultant Gulbranson stated that in the past almost everything went before P&Z. Town Administrator Brought stated that the simplified applications do not have to go before P&Z.

Mayor Chandler asked if approved, would it have to go before P&Z with the Site Plan for the new structure. Engineering Consultant Gulbranson stated that a commercial structure would, but a single-family home would not. Town Administrator Brought stated they would only need to go through the Building Permit Process. Mayor Chandler asked if a single-family home could be placed on the parcel and comply with all the setback requirements. Mr. Gulbranson replied, "Yes and their proposal meets all the requirements for the Town Center District.

Councilwoman Thompson made a motion to approve the Mellor Partitioning. Mayor Chandler seconded the motion. Vote was 4-0.

e. Discussion of drafting an amendment to the Solid Waste Chapter 232 adding time for allowed operation for commercial waste removal

Councilman Russell stated that he has had several complaints from residents about not having a restriction on times that solid waste collectors are allowed to operate in Town and felt that a discussion should be held since it is impacting Town residents. He added that he researched neighboring towns, and most towns allow solid waste companies in town limits from 7am to 7pm.

Mayor Chandler asked Town Solicitor Morris if they can amend the Ordinance that they already have in place. Mr. Morris replied, "Yes, we just need to decide on the times that you would like to be designated."

Mayor Chandler asked what happens if a solid waste company violates the ordinance. Town Administrator Brought stated that the Town of Selbyville doesn't uphold the violations and The Town of Ocean View makes a phone call to the company and that usually solves the problem. She added that Town Solicitor Morris called Blue Hen Dispose-All because it seems like they were the one that caused the most issues and discussed the fact that the transfer station closes at 3pm which is why they had early pick up times. Councilman Russell stated that other companies do not have that issue.

Mayor Chandler stated that they could add a fine provision to the ordinance. The Town Solicitor Morris stated that they could refer to the penalty provisions that the Town already has in place and add to the bottom that any violations of this Chapter would go through the penalty provisions.

Mayor Chandler stated that this is something that they must have Town Solicitor Morris draft the Ordinance and have a Public Hearing and vote on the issue. He added that it would not be completed tonight but could possibly be ready for the next Town Council Meeting. Town Solicitor Morris asked,

“What time limitations would you like added?” Councilman Baul stated that most towns are showing 7am-7pm. It was agreed that the time limitations would be 7am-7pm.

f. Update Highlands Pepper’s Creek Construction/Sussex Conservation Reports

Mayor Chandler stated that according to the report presented there are ongoing issues to comply with DNREC’s requirements and violations with the Tax Ditch requirements. He added that Mark Walter, Inspector for DNREC, recommended that an on-site meeting should take place with the Town, DNREC and the developer to go over the issues and to find out when they intend to comply with the listed violations. Mayor Chandler asked if the Council was in favor of the meeting and if so, he would ask Town Administrator Brought to set the meeting up. Engineering Consultant Gulbranson stated that having a meeting would let the developer know that everyone involved is paying attention to what they are doing.

Town Administrator Brought stated that she would reach out to everyone involved and set up a meeting. Mayor Chandler requested that Engineering Consultant Gulbranson attend the meeting if he is available. Mr. Gulbranson replied that he would attend if he was available and if not, someone from his office would attend.

g. Discussion of Proposed Amendment to Chapter 277 of the Dagsboro Code Regarding Tree

Mayor Chandler stated that the Ordinance that governs tree preservation in the Town Code was drafted in 2007 and lists different provisions that are designed to preserve and protect the woodlands. He added that the County Council has named Woodlands/Forest Preservation as one of their priority topics for Sussex County and about 37K acres of forest have been lost since 1986.

He also stated that the Town of Dagsboro is a tree city, and their Comprehensive Plan directs the Town to be proactive in preserving greenery for the preservation of agriculture and open spaces. Mayor Chandler added that he feels that adding to the Resolution is the Town’s way of preserving and protecting green areas, such as woods and forests, by increasing the percentage of amounts depending on the number of units per acre that will be developed, as shown in the packet.

Councilwoman Thompson stated that she feels it is important to preserve the woodlands especially with development in the Town. Engineering Consultant Gulbranson stated that the original Ordinance was made because of the Woodlands of Peppers Creek Project because they basically cleared the whole property.

Mayor Chandler stated that the Town Code states that if there is a Hardship, residents can ask for an exemption/waiver and the Council has the power under the Ordinance to change the percentage.

Engineering Consultant Gulbranson stated that the current Ordinance is the most stringent in Sussex County and this will add additional percentage protection to the wooded areas. Town Administrator Brought asked if any other towns were this extreme. Mr. Gulbranson replied, "Not percentage wise and this will give Dagsboro the most stringent woodland preservation requirements in Sussex County." He added that from a developer's perspective, they have the option to come before Council if there are circumstances needing the percentages changed.

Councilwoman Thompson expressed that she liked the amendment regarding tree preservation. She made a motion to move the item to a Public Hearing at the March Town Council Meeting. Councilman Baull seconded the motion. Vote was 4-0.

h. Discussion on Wisner Property—For Sale

Mayor Chandler stated that next to Town Hall, there is a vacant lot with a red pole building, which is owned by Basil Wisner and his wife. The property is up for sale and there are several different family members who are involved in making decisions on the property. The Town was contacted to see if they had interest in acquiring the property. He added that it adjoins the Town's existing property, including an entrance on Main Street and a pole building.

Mayor Chandler stated that he feels it would be useful for the Town to consider acquiring the property. He added that the pole building could have multiple uses for the Town such as a storage facility for the Police Dept./Town Hall and could be used by the Maintenance Dept. He added that there is no realtor involved so he isn't sure what the exact asking price is, but he had it appraised 3-4 years ago by Steve Timmons who is a retired realtor now. He has a good idea of the property value, but the pole building would need to be inspected.

Councilwoman Thompson stated that she agreed that they should see what the asking price is and have the pole building inspected and feels the Town could use the space. Engineering Consultant Gulbranson stated that they could shift the entrance farther away from the intersection.

Mayor Chandler asked if everyone was willing to designate him, as Agent for the Town, to communicate/negotiate with the sellers, without making any final decisions. All were in favor.

VII. OLD BUSINESS

a. Update on Woodlands of Pepper's Creek Punchlist

Engineering Consultant Gulbranson stated that there was a meeting on site with Fernmoor and their concrete contractor on January 26, 2024 and they walked through which deficiencies there were with the sidewalks including what needed to be fixed/replaced and their contractor replaced all of the concrete work. He added that an Engineer from his office inspected the work and while it is not the best quality of work, it is better than what was there prior except for grouting around the handicap dome. Once the dome is grouted everything should be complete.

Mayor Chandler asked if there was a timeline on getting the last item completed. Engineering Consultant Gulbranson stated that he had just put the report out earlier that day so Fernmoor wouldn't have received it yet, but it would only take about 30 minutes to fix the issue. Mayor Chandler asked if Fernmoor is aware that they must make a formal request to the Town for the dedication. Mr. Gulbranson stated that he would make sure that Fernmoor was aware of it.

Town Administrator Brought asked if Fernmoor would be getting the Woods Court sign put in. Sherine High, of 29182 Shady Creek Lane, stated that it is not listed on any of the reports. Town Administrator Brought stated that it would be the developer's responsibility, not the Town's. Engineering Consultant Gulbranson stated that they need a street sign and a stop sign. Ms. Brought stated that Fernmoor knows they are responsible for the signs. Mr. Gulbranson stated that when they send the report to Fernmoor, they will include a reminder.

Sherine High stated that they haven't paid the current electric bill and asked if the Town would be able to take over the roads and lighting by the following month. Town Administrator Brought stated that she would call to have the lights changed over to the Town after the dedication. Engineering Consultant Gulbranson stated that it most likely won't be that soon because action must take place at a Town Council Meeting and the earliest would be at the March 28, 2024, Town Council Meeting. Sherine High asked if it would be reasonable to ask Fernmoor to come to the March meeting. Mayor Chandler stated that it depends if they complete the last few items and request to be added to the March Agenda. Engineering Consultant Gulbranson stated that Fernmoor must make the request for dedication and bonding.

b. Update New Construction Police Department/Meeting Room/Town Hall

Town Administrator Brought stated that they should see the first set of drawings the following day for the new Police Building. She added that they went over the spatial requirements and Sgt. Disciullo's feedback. Mayor Chandler stated that he wants feedback from the Police Department as to what they need/want and wants input from Town Administrator Brought and her staff as to what is going into the Town Hall section.

c. Rain Gardens/Signage Options

Engineering Consultant Gulbranson stated that they previously presented a price quote for 3 Adopt-A-Wetlands signs, which was \$1000 and discussed possibly having businesses contribute towards the cost of the signs. He added that they have drafted an Adopt-A-Wetland Program where businesses can adopt a wetland in exchange for \$350 to purchase the sign and have their name/logo added to the sign and they would have to volunteer and maintain the wetland.

Mayor Chandler asked for confirmation that the business would pay for the sign and maintain the wetland. Town Administrator Brought replied, "Yes and the Town would follow up on it."

Engineering Consultant Gulbranson stated that the Center for the Inland Bays is willing to assist the Town with reaching out to businesses and encourage the assistance. He added that they found the signage from last time and have offered to make any changes that the Town would like and then can be submitted to the sign manufacturer.

VIII. PUBLIC COMMENT

Jackie Slonin, of 126 Prince George's Drive, asked if would be possible for Prince George's Acres to be added to the March Agenda about having their roads maintained and to see if there would be grant money available. She added that there is one road in the development that always floods.

Town Administrator Brought stated that it will take time to get funding from DeIDOT. She added that they are on the list for Stormwater Management for the whole development to be evaluated and this would need to be completed before fixing the roads. Stormwater Management previously stated that everyone in the development would need to approve of them coming onto the properties. She added that she can try to see where they are on the list because they have had a lot of calls about it. Town Administrator Brought stated that the Town is not able to fix the stormwater issue, and this is where grant money needs to come in also.

Jackie Slonin stated that they do not have an HOA, but she has been told that roads would not be maintained until all the lots in the development are filled. She added that she tried to find where that was in writing and thought it needs to be addressed since 95% of the development is sold and developed. Town Administrator Brought stated that she doesn't feel that it needs to be addressed as much as the stormwater needs to be corrected. Jackie Slonin stated that they both need to be fixed. Town Administrator Brought replied, "Yes they both do but stormwater needs to come first because you would be tearing the roads back up that were just fixed."

Town Administrator Brought stated that it is already being looked, but it depends on how long the State takes. Mayor Chandler stated that they would try to find out where Prince George's Acres is on the list.

Engineering Consultant Gulbranson stated that unfortunately that development was built without any stormwater.

Jacki Slonin stated that she maintains her ditches to help with the water flow, but other residents fill the ditches up with debris, so the water just sits there. She added that she spoke with the water company at the end of last summer because they were not maintaining their side of the ditch but have now contracted someone to take care of it. Town Administrator Brought stated that she is aware of that issue because she spoke to them.

Sherine High, 29182 Shady Creek Lane, asked how she can get a copy of the Town of Dagsboro's Audit Report and asked if it would be posted.

She stated that DNREC was going to call DeIDOT about the Tax Ditch at WPC and wanted to know if there was an update. Mayor Chandler stated that he took pictures that same day at the WPC Tax Ditch under the bridge that Sherine High was referring to and did not see any trash. Sherine High stated that they have had some storms recently and asked when the ditch backs up again, who will take care of the problem. Paul Hermes, of 29180 Shady Creek Lane, stated that there was styrofoam in the ditch the prior day. Mayor Chandler stated that you will see stuff like that but the only blockage in the creek right now is sediment and grass that has built up, but it isn't impeding the water flow. He added that the water was flowing, and he walked down the tax ditch and took photos and the only thing he saw was a couple of plastic bottles at that time.

Mayor Chandler stated that Michelle Garner, from DNREC was planning to call DeIDOT to talk to them about the issue. He added that in the past, the prisoners would come and clean the trash and he would find out if they still offered this. Town Administrator Brought stated that they stopped that program and her understanding was that there was no intention of restarting it.

Sherine High stated that she would like to know who to contact when the ditch is backed up again. Mayor Chandler stated that he thinks it would be DeIDOT and that Michelle Garner plans to follow up on it and he will eventually be informed so he can relay the information to Town Administrator Brought.

IX. ADJOURNMENT

Councilman Baull made a motion to adjourn. Councilwoman Thompson seconded the motion. All were in favor.

Meeting adjourned at 7:56 p.m.

Respectfully Submitted,
Wendy Rayne, Finance Clerk