

Minutes
DAGSBORO TOWN COUNCIL
Bethel Center
Monday, May 19, 2025

I. CALL MEETING TO ORDER

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

In attendance were Mayor William Chandler, Vice-Mayor Jason Russell, Councilwoman Carol Thompson, Councilman CJ Shortridge, Councilman John Marvel, Town Administrator Cynthia Brought, Chief Nicholas Disciullo, Engineering Consultant Kyle Gulbranson and Eric Piner Tax Assessor. See sign in sheet for others in attendance.

II. PUBLIC COMMENT

There was no public comment.

III. COURT OF APPEALS

Court of Appeals – Property Taxes Fiscal Year 2025-2026

- a. Appeals – if no appeals, Close Court of Appeals**
- b. Approval of Tax Assessments for 2025-2026 Tax Year**

Town Administrator Brought stated that there were no appeals.

Eric Piner of Vision Government, which was formerly PTA/Delval stated that he is the Tax Assessor, and they have been serving Sussex County since the early 2000's.

IV. APPROVAL OF MINUTES

Approval Town Council Meeting Minutes April 21, 2025

Approval Town Council Executive Meeting Minutes April 21, 2025

Vice-Mayor Russell made a motion to approve the minutes. Councilman Marvel seconded the motion. All were in favor. The vote was 5-0.

V. CONSENT AGENDA

a. Police Department Report

Chief Disciullo stated that Officer Allen completes his field training on May 23rd, 2025. He stated that a mock assessor has been assigned for the accreditation, which is a Chief that volunteers, he will review the accreditation and will let us know what needs to be improved. Chief Disciullo stated that the meeting date has not been set, but that it is several months for the mock as well as the final. He stated that he attended the PAC meeting with both members. He stated that Holly Stiles had completed her training in excess of her twenty hours. He stated that they were volunteered to host the next regional meeting, which is on August 14th, 2025, at 1 pm at the Dagsboro Fire Department.

- 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 Russell asked if the electrical work at Katie Helm Park had been started. Town Administrator Brought stated that "yes, it has been."

Mayor Chandler asked for the progress on the person that had monument damage at Prince George's Cemetery as a result of the tree that came. Town Administrator Brought stated that they have not brought pictures or an estimate in yet. Mayor Chandler stated that if there is any cost that the cemetery fund should cover it. Town Administrator Brought stated "yes," but she would still run it through the insurance since they covered Donnie Hudson's.

Councilwoman Thompson made a motion to approve the consent agenda. Vice-Mayor Russell seconded the motion. All were in favor. The vote was 5-0.

VI. NEW BUSINESS

a. Final Approval Dagsboro Readiness Center Delaware National Guard

Keith Rudy, with Landmark, stated that they obtained all the final approvals necessary and are seeking the Town Council's final approval for the addition. There are two existing buildings on site, one is the readiness center and the other is a maintenance shop. The Army National Guard is in the process of modernizing their facilities and are proposing a small addition to the rear of the existing readiness center. He stated that they had to adjust the fire lane and the ADA parking, which both those requirements were satisfied.

Engineering Consultant Gulbranson stated that they are code-compliant and have made the changes and have all their agency approvals.

Mayor Chandler asked how much acreage the National Guard actually has at this facility? Marc Orndorff stated that they just acquired two parcels therefore with those it is about 13 or 14 acres. Mayor Chandler stated that he was concerned whether they had enough land to expand. Mr. Orndorff stated that once they do stormwater management and the parking lot that will consume a considerable portion of the property.

Vice-Mayor Russell made a motion for final approval for the addition to the readiness center. Councilman Marvel seconded the motion. All were in favor. The vote was 5-0.

b. Draft Proposed Budget 2025-2026

Town Administrator Brought stated that she does not put the Grants in the budget as they are not guaranteed nor is the amount. She stated that she put the new salary increases for the police in their total salaries, but Chief Disciullo planned to take that out of the County Grant. Therefore, that will loosen things up a little bit as far as what we are putting out. She is just hopeful that more money is made. She stated that she accounted for ten homes at Highlands of Pepper's Creek. They have come into compliance so building permits are allowed to be issued. Engineering Consultant Gulbranson stated that they had to have an entrance. Mayor Chandler asked what the hold up was with the entrance. Mr. Gulbranson stated that there were a lot of utilities that needed to be relocated. The biggest one being the power lines, which are supposed to be shifted back and lines buried underground and the removal of poles. Ms. Brought stated that the Morse project will be progressing which will help.

Councilwoman Thompson asked Ms. Brought about the budget for natural gas in 2025. The amount was \$400, but this year nothing was budgeted. Ms. Brought stated that we needed to look that up because they only pay a franchise tax, which wouldn't be \$400, it would be a lot more.

Councilwoman Thompson asked about the Public Service Impact Fee increasing by \$10K from last year. Ms. Brought stated that it depends on the number of homes because it's on the building permit.

Councilwoman Thompson stated that under court she wasn't sure why VAC/JP/JCCP Fines are less than what they were in 2025. Ms. Brought stated that is because those fines are collected and that they will vary all the time. Chief Disciullo stated that all the fine money comes from citations. He stated that they could write \$10K in fines but actually would only receive about a third of that back.

Councilwoman Thompson asked why the Easter Egg Sponsorship was budgeted for \$3K in 2025 and to date nothing is budgeted. Ms. Brought stated that is because we didn't have it due to not enough manpower, so the fire company and the church did the Easter Egg Hunt.

Councilwoman Thompson asked if the rental receipts are for homes rented? Ms. Brought stated that "yes," gross rental receipts, it's a percentage of income collected and again a projection on the budget.

Councilwoman Thompson asked in regard to capital expenditures - public safety is much less in 2026 than in 2025 and she sees where we are to date, is that a projection as well? Ms. Brought stated that it is buying equipment, big things like cars, so yes, it is a projection. Vice-Mayor Russell stated that its assets with depreciation.

Councilwoman Thompson asked about mowing services increased for 2026, but to date its \$5K less than what is projected. Ms. Brought stated that it depends on the season and how many cuts are done.

Councilwoman Thompson asked about the planning fees - building inspection fees being less than what was projected last year. Ms. Brought stated that the County does our building inspections. It is more in general service, which are AECOM fees for the Engineering Consultant.

Vice-Mayor Russell asked about the revenue on the Water Fund in 2025 budgeted \$400K and to date it is \$250K and in 2026 it is budgeted for \$500k. Ms. Brought stated that it depends on the number of users and the usage of water along with the building of new homes etc.

Vice-Mayor Russell asked if the administrative salaries were included in the budget because he recalled that the police were through a grant. Chief Disciullo stated that it is correct he got \$40K from a County Grant which he purchased Lexipol, and the rest went to payroll. Vice-Mayor Russell stated that it was great that there was a balanced budget again this year. Mayor Chandler stated that one thing regarding development is that a fee that needs to be collected to pay the engineering firm for the services they render and unfortunately it isn't enough to cover that cost.

VII. OLD BUSINESS

There was no old business.

VIII. Executive Session

- a. Discussion regarding publicly funded capital improvements or sales/leases of real property in accordance with 29 Del. C. Section 10004 (b) (2)

b. Discussion of Personnel Issues

Councilwoman Thompson made a motion to move into executive session. Councilman Shortridge seconded the motion. All were in favor.

IX. RETURN TO PUBLIC SESSION

Mayor Chandler stated that based on the discussion in the executive session there is a plan in place.

X. PUBLIC COMMENT

There was no public comment.

XI. ADJOURNMENT

Vice-Mayor Russell made a motion to adjourn. Councilman Marvel seconded the motion. All were in favor.

Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Stacy West, Finance Clerk