Meeting Minutes
DAGSBORO TOWN COUNCIL
Bethel Center
Monday, September 21, 2026

1. **CALL MEETING TO ORDER**

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

In attendance were Mayor Jason Russell, Vice-Mayor Carol Thompson, Councilman CJ Shortridge, Councilman, Councilman John Marvel, William Chandler, Town Manager Cynthia Brought, Engineering Consultant Kyle Gulbronson, Chief Nicholas Disciullo, Sgt. Anthony Valenti, and Cpl. Catherine Craft. See sign in sheet for others in attendance.

2. **PUBLIC COMMENT**

Ms. Flowers of New Street commented that she was opposed to annexation due to increase in traffic over the last thirty years. Ms. Flowers commented on increased traffic on New Street due to the light at Iron Branch Rd and Main St.

Ms. Stiles of Cea Dag Circle commented that she was in favor of the annexation due to the development occurring regardless of annexation occurring or not, and emergency services still having to respond to the development whether in Town limits or not.

3. **PUBLIC HEARING**

AN ORDINANCE TO AMEND CHAPTERS 238, 275-20 AND 277 TO THE MUNICIPAL CODE OF THE TOWN OF DAGSBORO BY AMENDING OPEN SPACE REQUIREMENTS, RE-NAMING THE CLUSTER RESIDENTIAL DISTRICT, AMENDING THE SUBDIVISION OF LANDS CHAPTER AND THE WOOLANDS PRESERVATION CHAPTER.

Mr. Russell introduced and opened the floor for public hearing in favor and opposition for code change. No opinion was offered either way from the public. Mr. Chandler reviewed the proposed ordinance amendments for the Council.

Mr. Chandler motioned to approve. Ms. Thompson seconded. The vote was 5-0. All in favor, none were opposed.

4. **APPROVAL OF MINUTES**

Approval of Town Council Meeting Minutes July 13, 2026
Approval of Town Council Executive Session July 13, 2026
Approval of Town Council Special Meeting August 12, 2026

Ms. Thompson motioned to approve the Town Council meeting minutes, Mr. Shortridge seconded. The vote was 5-0. All in favor, none were opposed.

5. **CONSENT AGENDA**

A. Police Department Report

Chief Disciullo commended the implementation of FLOCK cameras and their successes in Felony related crime solving. Chief Disciullo thanked Mr. Morse and his worker Doug for fixing the Police Department bathroom. Chief Disciullo followed up on an additional FOIA request from the same person and their petitions to the department. Chief Disciullo applied and secured $4,000 for AXON, $14,000 for overtime and $3,500 for overtime and additional funding for $5,000. Sgt. Valenti has applied for a federal grant in the amount of $170,000. Chief Disciullo received an update from Senator Blunt Rochester's office in relation to the grant applied for vehicles and are expecting results early December. Over the last two months, Chief Disciullo reported multiple assists to Delaware State Police and Town of Frankford complaints, the most recent being the previous Saturday, due to no one in the Town of Frankford working. They encountered a subject who was having difficulties and during the detainment, the Chief, Sgt. and Trooper sustained minor injuries. Chief Disciullo discussed having 5 applicant testing rounds and anticipated hiring one person out of that process.

Chief Disciullo discussed the Sussex County Grant in the amount of $45,000 he applied for; $35,000 for salaries, $5,000 for vehicle maintenance and $5,000 for patrol and hiring expenses. It has been applied for, granted and received. Chief Disciullo discussed the 2027 Officer Retention pay scale and presented same, with the purpose of hiring and retaining officers for longevity. Chief Disciullo advised that it would be a one-time percentage increase at the proposed rate, and subsequent years would have a 2-4% cost of living adjustment. Mr. Russell commented on seeing other agency salaries and noted that Dagsboro is on the lower end of the pay scale. Mr. Chandler inquired as to when it would go into effect. Chief Disciullo advised it would be July 2027. Chief Disciullo discussed having to re-negotiate with AXON due to the State no longer providing funding for the in-car cameras and body worn cameras. He described the re-negotiation to include less services from the year prior and an increase from $19,000 to $25,000. These systems are non-negotiable and are required by law to have the cameras. $13,000 would be due on December 1, 2026, and $24,500 on July 1 each year after for 5 years. Chief Disciullo mentioned piecing together multiple State grants and pushing projects off to fund this contract but cannot cover the entire cost. Ms. Brought suggested using the Police Fund, Emergency Fund or Capital Replenishment Funds. Mr. Russell suggested covering the $9,000 deficit from the Police Impact Fund.

B. Fire Department Report

Chief Marvel read the Fire Report for the months of July, 2026 and August 2026.

C. Business Development Committee Report

Ms. Emily Mais of the Chamber of Commerce continued discussion of the Hometown Heroes banner program. Contact with the President of the Daughter's of American Revolution to implement this project for 2027 install. Ms. Mais advised that the Town would be responsible for procuring the brackets for the banners and the company would deal with the banner production. Ms. Mais advised of other Town's implementation costs and installation. Ms. Mais advised no decision would need to be made prior to the meeting in December. Mr. Russell commented that once the brackets are purchased and installed, they should last for a while. Mr. Russell continued to support the idea. Ms. Mais updated on Town Beautification projects and planned ribbon cutting ceremonies.

D. Annexation Committee Report

Mr. Chandler referenced the report and PFM report. Mr. Chandler advised of an email he received that afternoon from the Director the Office of State Coordination advising that the parcel's in question are not in an annexation area in Dagsboro's Certified Comprehensive Plan, therefore the Town cannot consider these parcels at this time. Mr. Chandler was advised that if the Town wanted to consider annexation, the Town would have to do the following: prepare a Comprehensive Plan amendment requiring a Plus Review, review by Cabinet Committee on State Issues, a plan of services for the annexation submitted to the committee. Mr. Gulbronson rebutted that these items are typically done after the Annexation Committee report. Mr. Chandler disagreed and disbursed his email to the Council. Mr. Chandler concluded that no vote can be made until these steps are taken in accordance with state law. Mr. Chandler also addressed the fact that DR Horton has yet to pay the fees owed to the Town and therefore are not eligible for any applications or permits. Ms. Brought advised she would follow up with DR Horton reference payment to move forward. Mr. Russell requested the matter to be moved to October's meeting.

E. Charter Committee Report

Ms. Thompson advised the Committee is currently working on annexation within the Charter. She also advised that they are looking into the police Chief contract renewal matters and section 28, enumeration powers. Ms. Thompson reminded the Council that the Committee meets once a month and would eventually provide a red-lined copy of proposed changes for the Council to review.

F. Administrative Report

Ms. Brought discussed AECOM billing issue and working with Mr. Gulbronson in remedying such. Ms. Brought addressed new building permit forms that were created. Ms. Brought advised interviews for Town Administrator were occurring on Wednesday. Ms. Brought

discussed Mr. Timmons proposition on behalf of Dagsboro Church of God for Hickman Street to be paved by paying through the Town. Solicitor Morris advised against doing such practices. Mr. Chandler clarified that Hickman Street is not in Town limits and not DELDOT maintained property.

Mr. Chandler addressed the amount of time, effort, and money the Town of Dagsboro, in the town office, has spent responding to FOIA requests. Mr. Chandler advised this comes from a data information center collecting information that he anticipates will subsequently be sold off.

6. **NEW BUSINESS**

A. Ancient Wellspring/ Kisa Parking – Approve 2 Year Extension – Gravel versus Paving of Parking Area

Mr. Russell advised the Planning and Zoning Committee recommended approval.

Ms. Litvinova, owner of Kisa Cafe, gave an overview of the requested extension to keep the lot gravel for two years while they deal with the erosion and flooding issues after demolition and tree removal on the property.

Mr. Chandler motioned to approve. Ms. Thompson seconded. The vote was 5-0. All in favor, none were opposed.

B. Artesian Water Final Approval

Mr. Russell advised the Planning and Zoning Committee recommended approval.

Mr. Ryan Minnick of Artesian gave an overview of the requested install of two concrete pads and four PFAS filters on the property.

Mr. Marvel motioned to approve. Ms. Thompson seconded. The vote was 5-0. All in favor, none were opposed.

C. Layfield Property Preliminary Plan Approvals

Mr. Russell advised the Planning and Zoning Committee recommended approval.

Mr. Zac Crouch and Mr. Bobby Horsey presented their new preliminary plan of single-family homes. Mr. Crouch detailed various amenities throughout the property as well as additional parking. Mr. Crouch addressed road sizes and DELDOT study approvals. Mr. Crouch advised there would be 46.6% open space, that water would be through Artesian and sewer through Sussex County. Mr. Crouch detailed that the front of the development would have 15,000 square feet of commercial property. Mr. Crouch anticipated 198

homes. Mr. Gulbronson advised that the plan was reviewed and meets the Town's current standards for zoning of MR/RPC. Mr. Russell discussed his displeasure with the commercial space behind current property owner's residences on Clayton Street. Mr. Horsey explained his viewpoint on the benefits of having commercial property in the development. Mr. Chandler described hesitancy for the development with the commercial space in relation to the additional vehicle trips it would generate with one way in and one way out. Ms. Thompson advised she needed more time to review. Mr. Shortridge inquired if the commercial property was removed, would there be additional houses in place. Mr. Crouch advised there would be five additional residences put in place. Mr. Chandler inquired about parking. Mr. Crouch advised there would be ample extra parking in the form of parking lots. Mr. Russell inquired about approaching the Highland's about moving tax ditches. Mr. Crouch advised they wanted to get plan approval first. Mr. Chandler inquired about the four acres out of eighteen acres they planned to cut down. Mr. Crouch showed Mr. Chandler on the plans but it was unclear. Mr. Horsey advised they would bring Mr. Chandler a better copy.

Ms. Thompson motioned to postpone approval to October's meeting. Mr. Shortridge seconded. The vote was 5-0. All in favor, none were opposed.

D. Charles Hudson, Sr. Combining of 2 Lots into 1 Lot

Mr. Russell advised the Planning and Zoning Committee recommended approval.

Mr. Gulbronson advised this is to rectify a deed error made in the past.

Mr. Chandler motioned to approve. Ms. Thompson seconded. The vote was 5-0. All in favor, none were opposed.

E. Vines Creek Centre Additional Parking – Amended Record Plan/ Construction Plan

Mr. Snead proposed additional parking that would be dedicated to employees and residents of the Vines Creek Centre for a total of eight spaces. He advised this parking would be put where the current trash receptacle is now at the far end of the lot and moving the trash receptacle. Mr. Gulbronson advised the plan submitted to Planning and Zoning Committee was acceptable.

Mr. Chandler motioned to approve. Ms. Thompson seconded. The vote was 5-0. All in favor, none were opposed.

7. **OLD BUSINESS**

A. Discussion on rate increases Site Plan Application (Fees, Escrow), Zoning Application (Fees, Escrow), Change of Use Application (Fees, Escrow), Sign Permit Applications (Fees), Subdivision Application (Fees, Escrow); any other fees

Mr. Chandler discussed various current fees and their lack of adequate compensation for the work involved in processing, while remaining revenue neutral. Mr. Chandler addressed the need for a Public Hearing for the changes in either October or November.

8. **EXECUTIVE SESSION**

Mr. Marvel moved to call meeting into Executive Session at 8:01PM. Ms. Thompson seconded the motion. The vote was 5-0. All in favor, none were opposed.

9. **RETURN TO PUBLIC SESSION**

Mayor Russell stated that a discussion was had on employee issues and capital improvements.

10. **PUBLIC COMMENT**

Mr. Glenn of Clayton Street expressed opposition of mixed commercial and residential on the Layfield Property. Mr. Glenn also expressed concern over the Highland's Property that Mr. Horsey had partaken in. Mr. Glenn addressed concerns over fire hydrant safety with Mr. Horsey's projects. Mr. Glenn expressed frustration with the Police Department having to "find" funds for necessities and going out of town to assist other agencies on complaints. Mr. Glenn expressed appreciation for Chief Disciullo and his efforts as a PAC member.

Ms. Litvinova of Kisa Cafe expressed concerns over increase in fees while considering minimum wage increases and inflation. Mr. Russell rebutted that fees had not been reassessed for many years, causing a loss on the Town.

11. **ADJOURNMENT**

Mr. Marvel moved to adjourn the meeting. Ms. Thompson seconded the motion. The vote was 5-0. All in favor, none were opposed.

Meeting adjourned at 8:30 p.m.
Respectfully Submitted,
Cpl. Craft, Dagsboro Police Department