



TOWN OF BRIDGEVILLE

ACCOUNTS PAYABLE FOR APPROVAL

13-Oct-14

ACCOUNTS PAYABLE:

ADMINISTRATION DEPARTMENT	\$	5,907.59
POLICE DEPARTMENT	\$	14,410.06
STREET DEPARTMENT	\$	12,275.64
WASTEWATER DEPARTMENT	\$	20,200.10
WATER DEPARTMENT	\$	18,855.40
NON-DEPARTMENTAL Walnut, Meter Replacement, CTF, SCADA	\$	<u>14,676.95</u>
	\$	86,325.74

EXPECTED EXPENSES BEFORE NEXT MEETING:

HEALTH INSURANCE FOR NOVEMBER	\$	10,600.00
PAYROLL	\$	66,000.00
USDA- SEMI ANNUAL DEBT SERVICE	\$	15,517.00
UTILITY BILLS	\$	15,000.00
MISCELLANEOUS OPERATING EXPENSE BILLS	\$	<u>15,000.00</u>
	\$	122,117.00
TOTAL ACCOUNTS PAYABLE TO BE APPROVED=	\$	208,442.74

Town of Bridgeville
FY14 Budget Report
 July 2014 through June 2015

3 month target = 25%

Accrual Basis

TOTAL

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3001 · Building Permits	31,117.55	60,000.00	-28,882.45	51.9%
3004 · Newsletter Ads	0.00	4,000.00	-4,000.00	0.0%
3005 · Property Tax				
3005A · Supplemental Taxes	4,889.00	8,000.00	-3,111.00	61.1%
3005B · Heritage Shores Special Taxes	0.00	0.00	0.00	0.0%
3005 · Property Tax - Other	655,011.60	645,300.00	9,711.60	101.5%
Total 3005 · Property Tax	659,900.60	653,300.00	6,600.60	101.0%
3006 · Property Tax Penalties	5,630.48	1,500.00	4,130.48	375.4%
3008 · Transfer Tax	68,757.31	106,200.00	-37,442.69	64.7%
3009 · Payments in Lieu of Taxes	27,902.40	23,900.00	4,002.40	116.7%
3010 · Miscellaneous Income	2,003.00	0.00	2,003.00	100.0%
3011 · Sussex County Council - Grant	26,000.00	25,000.00	1,000.00	104.0%
3012 · Delinquent Taxes	0.00	0.00	0.00	0.0%
3015 · Interest Income	52.16	1,000.00	-947.84	5.2%
3016 · Grass cutting	105.00	1,000.00	-895.00	10.5%
3017 · Miscellaneous Fees	14,228.31	20,400.00	-6,171.69	69.7%
3020 · Fines	23,557.96	90,000.00	-66,442.04	26.2%
3030 · State of Delaware - Grant Funds				
3030A · OHS Grants	0.00	5,000.00	-5,000.00	0.0%
3030 · State of Delaware - Grant Funds - Other	28,191.99	74,400.00	-46,208.01	37.9%
Total 3030 · State of Delaware - Grant Funds	28,191.99	79,400.00	-51,208.01	35.5%
3031 · Police Pension Fund	5.99	30,000.00	-29,994.01	0.0%
3032 · Fats, Oils, Grease Fees	0.00	1,500.00	-1,500.00	0.0%
3033 · Special Duty Overtime Funds	2,880.00	10,000.00	-7,120.00	28.8%
3040 · Fire Lines	12,300.00	12,300.00	0.00	100.0%
3045 · Water/Sewer Inspection Fees	700.00	2,000.00	-1,300.00	35.0%
3050 · Sewer Fee	86,476.88	600,000.00	-513,523.12	14.4%
3051 · Roof Connector Fees	0.00	0.00	0.00	0.0%
3052 · Sewer Fee Penalties	-651.56	2,500.00	-3,151.56	-26.1%
3055 · Sewer Fees - Industrial	16,831.51	90,000.00	-73,168.49	18.7%
3065 · Town of Greenwood	0.00	215,000.00	-215,000.00	0.0%
3070 · Water Fee	97,778.26	315,000.00	-217,221.74	31.0%
3071 · Water Meter Fee	9,817.52	62,200.00	-52,382.48	15.8%
3072 · Water Meter & Pit Purchases				
3072A · H.S. Meter & Pit Purchases	9,940.00	24,850.00	-14,910.00	40.0%
3072 · Water Meter & Pit Purchases - Other	706.85	1,500.00	-793.15	47.1%
Total 3072 · Water Meter & Pit Purchases	10,646.85	26,350.00	-15,703.15	40.4%
3073 · Water Fee Penalties	-663.11	2,500.00	-3,163.11	-26.5%
3075 · Tapping Fees	1,400.00	4,000.00	-2,600.00	35.0%
3079 · Connection Fees				
3079A · Connection Fees- Wastewater	700.00	2,000.00	-1,300.00	35.0%
3079B · Connection Fees- Water	750.00	1,800.00	-1,050.00	41.7%
Total 3079 · Connection Fees	1,450.00	3,800.00	-2,350.00	38.2%
3090 · Contractor License Fees	1,200.00	6,000.00	-4,800.00	20.0%
3095 · Rental License Fees	4,125.00	17,000.00	-12,875.00	24.3%
Total Income	1,131,744.10	2,465,850.00	-1,334,105.90	45.9%
Gross Profit	1,131,744.10	2,465,850.00	-1,334,105.90	45.9%
Expense				
4001 · Advertising Expense	1,372.45	4,500.00	-3,127.55	30.5%
4004 · Travel	0.00	200.00	-200.00	0.0%
4006 · Grass Cutting Expense	532.84	1,500.00	-967.16	35.5%
4007 · Code Enforcement / Clean-up	0.00	10,000.00	-10,000.00	0.0%
4008 · SCAT / DLLG	454.00	2,400.00	-1,946.00	18.9%
4009 · Code Update	2,272.55	3,000.00	-727.45	75.8%
4010 · Health & Ancillary Insurance	46,329.18	144,050.00	-97,720.82	32.2%

Town of Bridgeville
FY14 Budget Report
 July 2014 through June 2015

Accrual Basis

	TOTAL			
	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
4015 · Capital Outlay				
4015B · Capital Outlay- Buildings	0.00	0.00	0.00	0.0%
4015C · Capital Outlay- Equipment	0.00	0.00	0.00	0.0%
Total 4015 · Capital Outlay	0.00	0.00	0.00	0.0%
4019 · Service Charge	284.58	800.00	-515.42	35.6%
4020 · Chemicals	13,419.33	44,450.00	-31,030.67	30.2%
4025 · Continuing Education	250.00	1,550.00	-1,300.00	16.1%
4030 · Debt Service	59,077.72	504,050.00	-444,972.28	11.7%
4060 · Donations	0.00	2,400.00	-2,400.00	0.0%
4100 · Dues	1,312.50	2,750.00	-1,437.50	47.7%
4105 · Economic Development	0.00	3,000.00	-3,000.00	0.0%
4110 · Engineering Fees				
002* · On-Call Services- Reimbursables	810.00	0.00	810.00	100.0%
012* · Pretreatment Reports	-2,027.75	0.00	-2,027.75	100.0%
4110 · Engineering Fees - Other	701.25	7,000.00	-6,298.75	10.0%
Total 4110 · Engineering Fees	-516.50	7,000.00	-7,516.50	-7.4%
4111 · Equipment - Purchase/Rental	8,581.34	28,800.00	-20,218.66	29.8%
4115 · Testing Fees	6,152.94	15,500.00	-9,347.06	39.7%
4116 · Permits	0.00	200.00	-200.00	0.0%
4117 · Sludge Disposal	0.00	11,500.00	-11,500.00	0.0%
4120 · Insurance	18,772.00	84,150.00	-65,378.00	22.3%
4121 · SALLE Regular Expense	0.00	5,000.00	-5,000.00	0.0%
4125 · Leases/Maintenance Agreements	18,933.74	54,200.00	-35,266.26	34.9%
4130 · Legal & Auditing	4,332.00	39,500.00	-35,168.00	11.0%
4135 · Maintenance-Bldg/Grounds/Tools	7,391.47	23,500.00	-16,108.53	31.5%
4136 · Maintenance-Collector System	0.00	3,000.00	-3,000.00	0.0%
4146 · Newsletter Expense	250.00	4,500.00	-4,250.00	5.6%
4147 · Office Supplies	1,719.50	7,500.00	-5,780.50	22.9%
4148 · Postage	2,000.00	9,500.00	-7,500.00	21.1%
4150 · Payroll Taxes	18,408.68	69,200.00	-50,791.32	26.6%
4160 · Pension Costs	62,235.07	102,100.00	-39,864.93	61.0%
4165 · Ditch Tax - Annual	1,695.70	1,700.00	-4.30	99.7%
4170 · Repairs / Replacement	17,651.84	28,000.00	-10,348.16	63.0%
4180 · Salary Expense	221,119.51	827,800.00	-606,680.49	26.7%
4181 · Overtime				
4181A · Holiday Pay	2,339.52	14,000.00	-11,660.48	16.7%
4181B · Overtime- Weather/Emergency	383.30	4,000.00	-3,616.70	9.6%
4181C · Court Standby Pay	980.40	5,000.00	-4,019.60	19.6%
4181D · Special Enforcement Unit	2,565.86	8,000.00	-5,434.14	32.1%
4181 · Overtime - Other	4,354.96	23,000.00	-18,645.04	18.9%
Total 4181 · Overtime	10,624.04	54,000.00	-43,375.96	19.7%
4182 · Grant / Special Duty O.T.				
4182A · OHS Overtime (Grant)	2,750.00	0.00	2,750.00	100.0%
4182 · Grant / Special Duty O.T. - Other	3,960.00	15,000.00	-11,040.00	26.4%
Total 4182 · Grant / Special Duty O.T.	6,710.00	15,000.00	-8,290.00	44.7%
4183 · EIDE	179.66	5,000.00	-4,820.34	3.6%
4190 · Snow Removal	2,433.23	5,500.00	-3,066.77	44.2%
4191 · Special Recognition / Outreach	0.00	750.00	-750.00	0.0%
4195 · Supplies				
4195B · Supplies- Grant Items	20,668.50	10,000.00	10,668.50	206.7%
4195C · Supplies- K9	807.97	0.00	807.97	100.0%
4195 · Supplies - Other	6,273.37	16,900.00	-10,626.63	37.1%
Total 4195 · Supplies	27,749.84	26,900.00	849.84	103.2%

Town of Bridgeville
FY14 Budget Report
 July 2014 through June 2015

Accrual Basis

	TOTAL			
	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
4205 · Tree Planting/Removal	2,500.00	2,500.00	0.00	100.0%
4215 · Uniform Expense	1,635.07	7,350.00	-5,714.93	22.2%
4216 · Employment Expense	50.00	750.00	-700.00	6.7%
4220 · Utilities - Electric	28,650.79	165,600.00	-136,949.21	17.3%
4222 · Utilities - Gas	3,922.20	30,200.00	-26,277.80	13.0%
4225 · Utilities - Telephone	6,849.81	30,500.00	-23,650.19	22.5%
4226 · Miss Utility Locates	132.34	1,000.00	-867.66	13.2%
4240 · Vehicle Expense	14,938.82	30,000.00	-15,061.18	49.8%
4241 · Vehicle Fuel	12,154.88	43,500.00	-31,345.12	27.9%
4298 · Reimbursables	448.79	0.00	448.79	100.0%
x4001.A · Bridgeville S A	0.00	0.00	0.00	0.0%
Total Expense	633,011.91	2,465,850.00	-1,832,838.09	25.7%
Net Ordinary Income	498,732.19	0.00	498,732.19	100.0%
Other Income/Expense				
Other Income				
4900 · Operating Transfer In	50,000.00	0.00	50,000.00	100.0%
Total Other Income	50,000.00	0.00	50,000.00	100.0%
Other Expense				
4910 · Operating Transfer Out	50,000.00	0.00	50,000.00	100.0%
Total Other Expense	50,000.00	0.00	50,000.00	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	498,732.19	0.00	498,732.19	100.0%

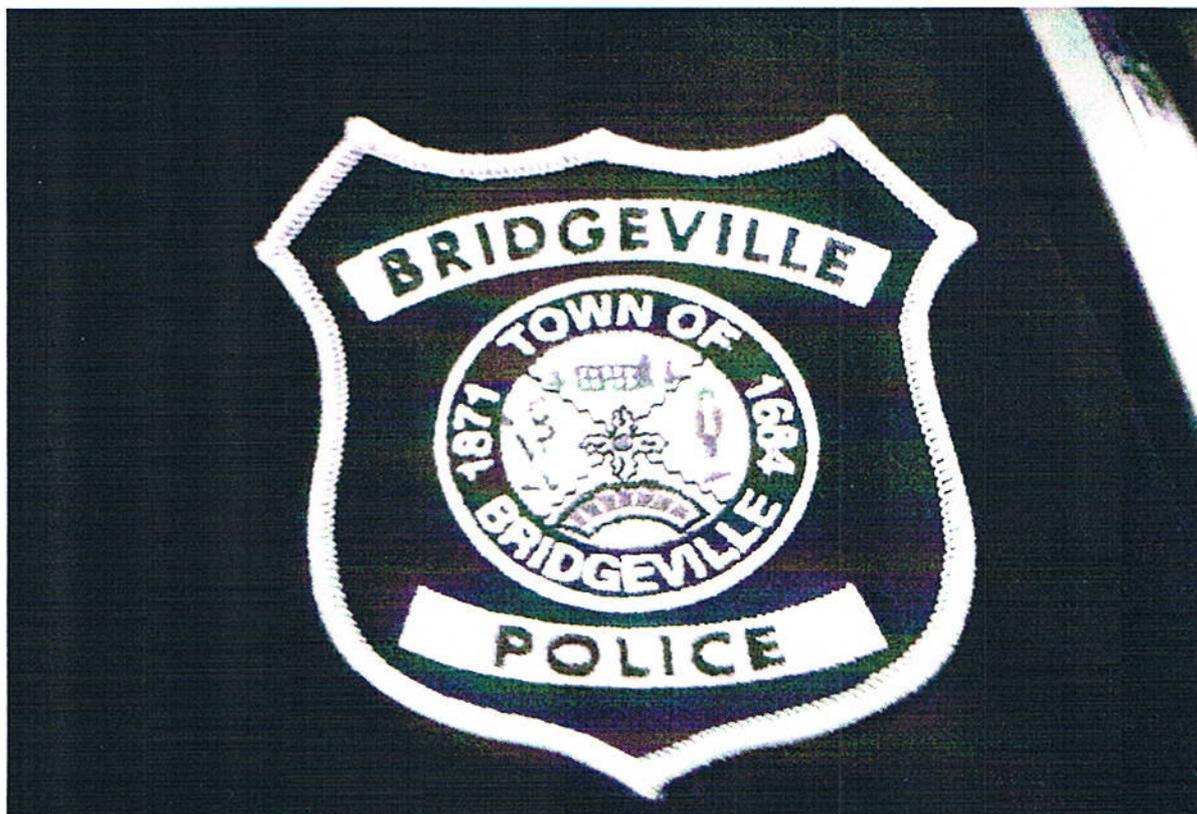
Town of Bridgeville
Balance Sheet
 As of September 30, 2014

Sep 30, 14

ASSETS	
Current Assets	
Checking/Savings	
1001 · Checking - General Fund	1,960,114.61
1002 · Savings- General Fund	26,045.25
1003 · Checking - EIDE	2,028.66
1008 · Savings- Children's Sanc. Park	6,477.49
1009 · Savings - EM Fund	32,624.06
1011 · Savings - Municipal Street Aid	1.80
1012 · Savings - Police Pension	787.61
1013 · Savings - Sewer Sinking	24,925.83
1014 · Savings - Waste Impact Fee Fund	25,319.43
1015 · Savings - Water Impact Fee Fund	30,909.37
1016 · Savings- Meter Fund	13,386.24
1017 · Savings- Library	1,541.26
1018 · Reserve- Admin Dept.	98,972.24
1019 · Reserve- Police Dept.	92,916.09
1020 · Reserve- Street Dept.	67,065.94
1021 · Reserve- Wastewater Dept.	329,492.00
1022 · Reserve- Water Dept.	158,839.82
1030 · Checking- Charity Golf Account	17,459.60
Total Checking/Savings	2,888,907.30
Accounts Receivable	
1201 · *Accounts Receivable	79,299.95
Total Accounts Receivable	79,299.95
Other Current Assets	
1100 · Accounts Receivable	
1101 · A/R Delinquent Property Tax	4,611.57
1103 · A/R Property Tax Penalties	2,589.71
1105 · A/R Property Tax	73,330.39
1110 · A/R Demolition/Code Enforcement	28,652.05
1111 · A/R Garbage Fees	332.98
1112 · A/R Transfer Tax	30,096.68
Total 1100 · Accounts Receivable	139,613.38
Total Other Current Assets	139,613.38
Total Current Assets	3,107,820.63
Fixed Assets	
1250 · Property & Equipment	20,097,114.32
Total Fixed Assets	20,097,114.32
Other Assets	
1200 · Amount to be Provided LTD	5,405,134.12
Total Other Assets	5,405,134.12
TOTAL ASSETS	28,610,069.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	11,303.85
Total Accounts Payable	11,303.85
Other Current Liabilities	
2050 · Accrued Vacation	52,462.81
2052 · Accrued Sick Time Wages	22,571.90
2100 · Payroll Liabilities	4,790.88

Town of Bridgeville
Balance Sheet
As of September 30, 2014

	Sep 30, 14
2125 · Deferred Revenue	
2125B · Deferred Revenue- Police Dept	1,923.55
2125B2 · K9 Fund	1,663.05
2125D · Deferred Revenue- Waste Dept	1,503,000.00
2125F · Emergency Services Funding	38,879.06
2125F2 · EM Fund #2	3,200.00
2125G · Library Fund	2,442.91
Total 2125 · Deferred Revenue	1,551,108.57
Total Other Current Liabilities	1,630,934.16
Total Current Liabilities	1,642,238.01
Long Term Liabilities	
2143A · 1996 USDA Water Loan	854,954.41
2143B · 1990 USDA Wastewater Loan	315,505.86
2143C · 1996 USDA Wastewater Loan	622,759.40
2144 · GOB-USDA Loan- WWTP Spray 2008	1,186,417.66
2145 · GOB-DNREC Loan- WWTP Spray 2005	1,784,934.39
2146 · GOB-DNREC Loan- RBC 2006	460,629.92
2148 · GOB-DNREC Loan 2014	78,567.70
2160 · Note Payable- Police Cruisers	38,364.78
2205 · Notes Payable - Mortgage	63,000.00
Total Long Term Liabilities	5,405,134.12
Total Liabilities	7,047,372.13
Equity	
2500 · Investment - General Assets	20,097,114.32
2501 · General Fund - Fund Balance	-2,753,334.36
3900 · Retained Earnings	2,320,747.71
Net Income	1,898,169.27
Total Equity	21,562,696.94
TOTAL LIABILITIES & EQUITY	28,610,069.07



BRIDGEVILLE POLICE DEPARTMENT

MONTHLY REPORT

SEPTEMBER 2014

SUBMITTED BY: CHIEF ROBERT LONGO

PREPARED BY: MRS. ROBIN BOHN

SEPTEMBER 2014

ARRESTS

Traffic: Total # of People Arrested.....	179
Traffic: Total # of Charges.....	311
Criminal: Total # of People Arrested.....	19
Criminal: Total # of Charges.....	55

COMPLAINTS

Total # of Complaints Handled.....	124
Cleared Complaints.....	120
Pending Complaints.....	4
Assist Delaware State Police Complaints.....	18
Assist other Agency Complaints.....	14
Alarm Responses.....	7
K-9 Responses.....	7
Total # of Accidents Handled.....	1

DEPARTMENTAL PATROLS

Foot Patrols.....	16 HRS
Video Phone Usage.....	12
School Resource Hours	23

DEPARTMENTAL HOURLY BREAKDOWN

Total Hours Worked.....1221.50 HRS
Total Patrol Hours.....528.00 HRS
Total Investigation Hours..... 208 HRS
Total Court Hours.....25 HRS
Total Vacation/Sick Hours..... 108 HRS

MISC. HOURS

NIGHT TIME SECURITY CHECKS, SPECIAL DUTY & REPORTS
TOTAL REMAINING HOURS

VEHICLE MAINTENANCE

SEPT. 2014 (ESTIMATE).....\$286.77
2014 Calendar Year (ESTIMATE)\$12,827.08
FY 2015 (ESTIMATE).....\$8,693.99

VEHICLE FUEL & MILEAGE

Vehicle Miles Traveled.....6,251
Gallons of Fuel Expended.....973.8

TOWN OF BRIDGEVILLE

If you lived here, you would be home now.

During the Month of September the Code Enforcement Officer issued Building Permits and handled the following complaints and violations:

- 6 Alarm violations were issued
- 1 Animal control violation was issued
- 9 Grass and tree violations were issued
- 2 Fence violations were issued
- 1 Sidewalk violation was issued
- 4 Rubbish & Debris violations were issued
- 25 Rental inspections were completed
- 1 Open burning violation was issued
- 1 Fabric garage violation was issued
- 1 Untagged vehicle violation was issued
- 1 Parking violation was issued
- 2 C/O inspections were completed

23	Building Permits	\$25,778.48
	E.M.	<u>\$12,930.00</u>
	Total	\$38,708.48

Code Enforcement Officer

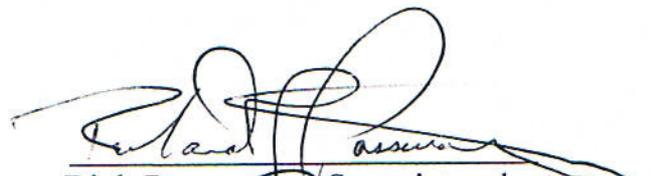


Jerry Butler



STREET DEPARTMENT SEPTEMBER 2014 MONTHLY REPORT

1. Worked on street sweeper water system.
2. Mill St. road project in progress.
3. Went to Dover (diamond motor sports) to pick up parts for four wheelers.
4. Installed new tires and front end alignment on F-250 utility truck at Reeds auto.
5. Swept streets.
6. Assisted Bruce in removing flowers from flower pots on Market St.
7. Measured out property on corner of Market St. and Williams St. to see how many parking spot we could get in there.
8. Pulled carburetor apart, cleaned put back together and put on four wheeler #2, new oil, gear oil and fuel line.
9. Hopkins construction jetted storm drain lines from Jeffs Tap Room to Markets St.
10. Replaced right blade hub assembly on yahoo/kees mower, and sharpened blades.
11. L&B Construction repaired 2 catch basins at the corner of S. Cannon St. and Chestnut Alley.
12. Brush pile at w.w.t.p. was removed by Lyle Hamiton.
13. Dug up part of John St. to find the end of sewer line on that Street.



Rick Passwaters, Superintendent
Street Department



WATER DEPARTMENT SEPTEMBER 2014 MONTHLY REPORT

<u>Water Supplied</u>	12,549,200 gallons
<u>Average Daily Water Supplied</u>	418,307 gallons
<u>Water produced Y.T.D. in 2014</u>	77,412,100 gallons

Water and Sewer Inspections

40 Snowy Egret Ct.
69 Whistling duck Dr.
47 Canvasback Cr.

Sewer Extension Inspections

None for this month

New Water Meters and MXU's Installed

40 Snowy Egret Ct. – 2 meters/ 1 MXU
7 Cook St. – 1 meter/ 1 MXU
110 Emily Pintail Dr. – 1 meter

Final Readings

103 Sussex Ave.
302 Cedar St.
406 S. Cannon St.
31 Canvasback Cr.
82 Whistling duck Dr.

C.O. Inspections

82 Whistling duck Dr.
45 Canvasback Cr.

Meters removed : 2

400 Cedar St.
201 Market St.

Service Calls : 16

Shut-offs : 4

1. Water meter readings
2. Routine samples and readings at wells
3. Monthly water samples and usage report for the Office of Drinking Water
4. Performed routine duties and regular maintenance
5. Turned in report for public works time spent at phase 3
6. Several visits to Phase 3 project
7. Scheduled H.S. water tower maintenance
8. Meetings with Town Manager
9. Had class at WWTP on Storm drains
10. USGS working at well 2
11. Several Miss Utility locates
12. Gathered information fir Homeland Security grant
13. Had 12" valve installed at H.S. water tower
14. Tied Whistling duck water main to the water tower
15. Did BAC-T sample for tie-in project
16. Had generators serviced and repaired at well 2-5-6
17. Put chemical warning signs in well houses
18. Had meeting with Bob Slater from DRWA
19. Fixed broken gauge at well 6
20. Ordered meter for Mullens project
21. Had pre-construction meeting for Meter replacement project
22. Had pre-construction meeting for Walnut St. project
23. Replaced bad bolts on Wawa's domestic water meter
24. Started Walnut St. project



Scott Kimball, Superintendent
Water Department



TOWN OF BRIDGEVILLE

WWTP Monthly Report for September, 2014

Date: October 8, 2014

FLOW REPORT

BRIDGEVILLE		GREENWOOD
343,000 gallons 9/24//14	MAXIMUM AVERAGE TOTAL	81,723 gallons 9/25 /14
146,421 gallons per day		65,179 gallons per day
4,392,627 gallons		1,955,373 gallons
TOT. COMB. FLOW (GALS) : 6,348,000 TOT. COMB. AVG. 212,000 GPD		
GREENWOOD'S PRECENTAGE OF TOTAL COMBINED FLOW : 31%		

NPDES PERMIT REPORT

TOTAL DAYS OF STREAM DISCHARGE : 0

AVERAGE DAILY FLOW TO STREAM DISCHARGE : 0 GPD

TOTAL FLOW TO STREAM DISCHARGE : 0 GALLONS

TOTAL NPDES PERMIT VIOLATIONS : 0

SPRAY IRRIGATION PERMIT REPORT

TOTAL DAYS OF SPRAY DISCHARGE : 30

AVERAGE DAILY FLOW TO SPRAY DISCHARGE : 212,000 GALLONS

TOTAL FLOW TO SPRAY DISCHARGE: 6,348,000 GALLONS

TOTAL DAYS SPRAY IRRIGATED : 3

TOTAL GALLONS SPRAY IRRIGATED FOR MONTH : 2,410,009 GALLONS

TOTAL SPRAY IRR. PERMIT VIOLATIONS: 0

SUPERINTENDENT'S REPORT

- 1.) 10/4/14 – Super. Collins attended a weekly progress meeting pertaining to Heritage Shores Phase 3.
- 2.) 10/5/14 – The underground wiring to RBC A3 failed. An electrical contractor was called in to pull in new wire and repair.
- 3.) 10/8/14 – Simultaneous yearly inspections were performed by the Surface Water and Groundwater sections of DNREC.
- 4.) 10/10/14 – RBC A4 broke its gearbox end shaft. The Town Manager and DNREC were notified.
- 5.) 10/18/14 – The WWTF performed a successful Emergency Generator test to satisfy ECS's requirements for participation in their energy peak-shaving program.
- 6.) 10/19/14 – Super. Collins attended the emergency workshop held at Town hall pertaining to wastewater issues.
- 7.) 10/23/14 – Quarterly samples were performed at Rapa and Pet Poultry Products.
- 8.) 10/23/14 – Super. Collins observed pressure and mandrel testing on the sewer lines installed at Linkside Village.
- 9.) 10/29/14 – Super. Collins observed pressure and mandrel testing on the remaining sewer lines installed in Heritage Shores Phase 3A and 3B. Sewer line testing for this phase is now complete.

Respectfully submitted,



Jeff Collins

Wastewater Superintendent