

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
SEPTEMBER 14, 2015 – TOWN HALL  
EXECUTIVE SESSION 6:15 P.M.  
OPEN SESSION 7:00 P.M.**

**I. EXECUTIVE SESSION CALL TO ORDER**

\*Minutes corrected 10/12/15 pg. 3 Citizen's Privilege

The meeting was called to order at 6:15 P.M. by President Pat Correll. Present: Commissioners Kevin Carson, Sharon McDowell, Jay Mervine, Town Manager Jesse Savage and Solicitor Dennis Schrader.

**II. QUORUM PRESENT**

President Correll reported a quorum was present to discuss the business of the Town of Bridgeville despite the absence of Commissioner Tassone.

**III. APPROVAL OF AGENDA**

The Agenda was approved as written.

**IV. EXECUTIVE SESSION – Personnel**

The Commissioners went into Executive Session at 6:15 P.M.

**V. OPEN SESSION CALL TO ORDER**

Motion to come out of Executive Session and for Open Session Call to Order – Mervine; 2<sup>nd</sup> – McDowell; motion carried. The Commissioners came out of Executive Session at 7:08 P.M. Solicitor Schrader advised the Commissioners discussed Personnel and no votes were taken. The meeting began with the Pledge of Allegiance and Prayer.

**VI. APPROVAL OF MINUTES**

Commissioner Carson requested that the August Minutes be amended on page 6, paragraph 6 to indicate that the Kiwanis Foundation has a separate board, of which none of the Town Commissioners are members. The current verbiage would indicate that the Kiwanis Foundation is a separate organization.

Motion to approve the Minutes as modified – Carson; 2<sup>nd</sup> – Mervine; motion carried.

**VII. CORRESPONDENCE**

The Town has received a thank you letter from Ms. Ann Humphrey, who was honored at the August Commission meeting upon her retirement from 30 years as mail carrier in the Town of Bridgeville. She acknowledged appreciation for the Town and will miss the Bridgeville residents. President Correll commented that Ms. Humphrey has since stopped by her house and acknowledged that she is enjoying her retirement.

The Town has received a card from Chase Marvil thanking the Town for recognizing his Inspiring Project. He added, "This is only the beginning."

A letter has been received from Jeff's Tap Room notifying the Town that the business has requested an extension of premises from the Delaware Alcoholic Beverage Control Commission for the upcoming Apple Scrapple Festival. This is common practice each year.

The Town has received a Certificate of Appreciation from the Town of Blades recognizing Bridgeville's sponsorship and participation in Blades' 100<sup>th</sup> Year Celebration on May 15-16, 2015.

### **VIII. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE**

Balance Sheet – August, 2015

General Fund – \$755,243 (increase of \$143,674 over last month)

All Accounts – \$1,741,456 (increase of \$146,181)

Accounts Receivable – \$748,716

Budget Report Target – 17% (2 months into budget year)

Income – \$1,098,081 (Income at 41% of budget)

Expenses – \$393,848 (Expenses at 15% of budget)

Net Income – \$704,233

Accounts Payable

Bills – \$40,572

Expected Expenses – \$485,903 (including health insurance, payroll, utilities, etc.)

Total estimated amount to be approved – \$526,474

Concerning the Capital Budget, the Town intends to pay-off USDA wastewater loan #92-01, a 1992 loan, in the amount of \$309,552.78. Also included is the new Tahoe that will replace the 2006 Crown Victoria.

Commission President Correll advised Mr. Leland Damon began employment with the Town Public Works Department on Tuesday, September 8<sup>th</sup>.

Motion to pay the bills as presented – Mervine; 2<sup>nd</sup> – McDowell; motion carried.

### **IX. TOWN REPORTS**

Commissioner Mervine questioned missing fuel and mileage data on the Police Report. Town Manager Savage advised it was unavailable due to a vacation and will be included on the September report.

### **X. SUSSEX CONSERVATION DISTRICT PRESENTATION**

Ms. Jennifer Nelson, a contractor with the Sussex Conservation District, came to discuss the Chesapeake Watershed. A grant has been received from the National Fish and Wildlife Federation to assist Towns in identifying green infrastructure projects, such as stormwater projects. Ms. Nelson advised they have identified a potential project for Heritage Shores involving a de-nitrification bio-reactor, which would remove nitrogen from the water. The district has secured funding for this project through DNREC. They are also working to identify funding for other projects. Ms. Nelson advised the final phase of the program is to identify success stories and lessons learned for the future.

President Correll commented the Sussex Conservation District has been very helpful to Bridgeville concerning the development of Heritage Shores.

## **XI. CITIZEN'S PRIVILEGE**

Mrs. Ruth Skala from 108 Whistling Duck Dr. questioned tax revenues in excess of the budget. Town Manager Savage advised the budget is adopted in May and there is a time gap before finalization of the tax bills and additional assessments are received on new construction.

Mrs. Skala also advised CGI Communications will be in Town on October 7<sup>th</sup> to film Bridgeville commercials. The Commission/Economic Development Committee will be reviewing and approving results. She also requested that the Commission review the letter that has been prepared for **\*large commercial property owners**. She has sent 11 letters to trade associations and has not received a response to-date.

Mrs. Skala was pleased to see some commercial activity starting on various Town properties.

## **XII. OLD BUSINESS**

### **A. Presentation of Findings – Dangerous Building at 17 Church St.**

The Commission adopted a Resolution at the August Commission meeting appointing a Dangerous Building Committee to consider the condition of 17 Church St. and whether it is a hazard to life and property. The committee included Commissioners Mervine and Tassone, along with resident Tim Banks and Code Enforcement Officer Jerry Butler. The Commissioners have received the inspection form, which indicates the property is in very poor condition. Pictures of the property are available for review.

Commissioner Mervine is the District Commissioner for that property and agrees with the other members of the Committee that it is a hazardous property and needs to be demolished.

Per Town Code, the process includes appointing a committee to investigate and report their findings to the Commission. If they believe the structure should be demolished, the Town would advertise for a Public Hearing and allow the property owner to bring it up to code or demolish the structure. If the Commissioners desire to move forward, the Town will schedule a Public Hearing for October 12<sup>th</sup>.

Commissioner Carson made a motion to accept the findings of the Dangerous Building Committee. They will send a notice to the owner at his last known address concerning a Public Hearing before the Commissioners at the October Commission meeting to afford interested parties the opportunity to show cause why the building investigated should not be declared a hazard and be demolished; 2<sup>nd</sup> – McDowell; motion carried.

## **XIII. NEW BUSINESS**

### **A. Apple Scrapple Festival Approvals**

#### **1. Food Vendors & Event Map**

The Commissioners have received information for their review concerning the food vendors, event map and other vendors for the Festival.

Motion to approve the vendors, with the stipulation that any additional food vendors or changes to the event map by the Apple Scrapple Festival committee may be approved by the Town Manager – Mervine; 2<sup>nd</sup> – McDowell; motion carried.

## **2. Hometown Carnival**

Apple Scrapple Festival Chairperson, Karen Johnson, has requested approval of the Hometown Carnival on Thursday night, October 8<sup>th</sup>, as has been approved in previous years. Insurance requirements are attached to the request.

Motion to approve – Carson; 2<sup>nd</sup> – McDowell; motion carried.

Dr. Carson asked the Town's relationship to the Apple Scrapple Festival. President Correll advised the festival is now a separate entity, although it used to be connected to the Town. Town Manager Savage reported it is considered a special event in our Code Book and the Commissioners allow it to take place in the public right-of-way. Commissioner Carson asked if the Town has a right to request any reports regarding its financial standing; he is aware of other Towns which have had problems with finances for similar events and wants to make sure Bridgeville is protected from any potential problems. Solicitor Schrader does not believe we have the right. President Correll added the Town is the sponsor of the Bridgeville Open Charity Golf Tournament and those proceeds go to non-profit organizations.

## **B. Town Garbage Contract**

Per Town Manager Savage, the Town is soliciting bids from solid waste and recycling contractors for a Town-wide contract. The current contract runs out in October. The Town currently has a set fee with Waste Management (WM); residents contract directly with WM or another company they choose.

- 5-6 garbage companies currently serve the Town.
- Quality of life issues – there are good reasons to limit trash trucks due to damage to our infra-structure; other Towns have done it.
- 6-wheel trucks would potentially damage streets less; however, Town Manager Savage is not overly concerned about infrastructure damage. It was recommended making the smaller truck option an alternate bid in the bid package.
- Suggested limiting garbage/recycle collection to one company, as was done in the past. Currently, other companies can undercut WM's price and some residents do not like WM.
- Current billing process (homeowner billed directly by contractor) is preferred. The Town would broker a set rate for all garbage/recycle contract participants, which is cost effective to homeowners.
- Contract would state that the company bid chosen will be the only contractor allowed in Town, other than commercial dumpsters. Exclusivity will bring a better price.
- Fines would be assessed to the company and/or homeowner by the Code Department for those who try to keep their current garbage/recycle collector.
- Selling it to the people is important – consolidate the number of trucks, save infrastructure, money, etc.
- The contract runs out the end of October.

Town Manager Savage advised the issues include size of trucks, number of contractors allowed in Town and an early-morning, weekly, time frame. The bids are due on the 9<sup>th</sup> of October with bid opening on the 12<sup>th</sup>. It was determined that the Town would stick with the status quo. We would add an alternate bidding item to the

bid package that would request a cost to provide service with trucks 6-wheel and smaller, per the advice of Solicitor Schrader.

**XIV. INTRODUCTION OF ORDINANCE(S)**

There were no Ordinances to be introduced.

**XV. GOOD OF THE ORDER**

Commissioner Carson advised there is a Workshop on September 15<sup>th</sup> at 5:00 P.M. concerning the Police Department. Drawings for the proposed building will be discussed.

Mrs. Skala reported the Friends of the Library are sponsoring a special program on September 23<sup>rd</sup> with a storyteller of national fame telling the story of Arlington National Cemetery, Our Forever Home. This will take place at the Bridgeville Public Library at 7:00 P.M.

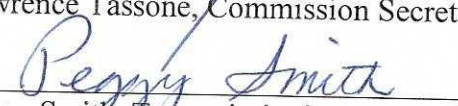
President Correll reminded the audience of the Mayoral Scrapple Sling on Saturday, October 10<sup>th</sup> at 2:00 P.M. during the Apple Scrapple Festival.

**XVI. ADJOURNMENT**

Motion to adjourn – Mervine; 2<sup>nd</sup> – McDowell; motion carried. The meeting was adjourned at 7:51 P.M.

Respectfully submitted,

  
Lawrence Tassone, Commission Secretary

  
Peggy Smith, Transcriptionist