

**MINUTES**  
**COMMISSIONERS OF BRIDGEVILLE**  
**February 8, 2016 – TOWN HALL**  
**EXECUTIVE SESSION 6:30 P.M.**  
**OPEN SESSION 7:00 P.M.**

**I. CALL TO ORDER**

The meeting was called to order at 6:30 P.M. by President Pat Correll. Present: Commissioners Kevin Carson, Sharon McDowell, Lawrence Tassone, Town Manager Jesse Savage and Solicitor Dennis Schrader.

**II. QUORUM PRESENT**

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

**III. APPROVAL OF AGENDA**

Motion to approve the Agenda – Tassone; 2<sup>nd</sup> – Carson; motion carried.

**IV. EXECUTIVE SESSION – Pending or Threatened Litigation**

Motion to go into Executive Session – McDowell; 2<sup>nd</sup> – Tassone; motion carried. The Commissioners went into Executive Session at 6:30 P.M.

**V. RETURN TO OPEN SESSION**

Motion to return to Open Session – Tassone; 2<sup>nd</sup> – McDowell; motion carried. The Commission returned to Open Session at 7:00 P.M. Solicitor Schrader reported the Commissioners discussed Pending or Threatened Litigation during the Executive Session; no votes were taken.

The meeting began with the Pledge of Allegiance and Prayer.

**VI. APPROVAL OF MINUTES**

Motion to approve the Minutes from the January 11<sup>th</sup> Commission meeting – Carson; 2<sup>nd</sup> – Tassone; motion carried.

**VII. CORRESPONDENCE**

Town Manager Savage advised there was no correspondence to report at this meeting.

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

Balance Sheet – January 31, 2015

General Fund – \$932,244 (increase of \$41,496 over last month)

All Accounts – \$1,957,468 (increase of \$42,085)

Accounts Receivable – \$145,115

Budget Report Target – 58% (7 months into budget year)  
Income – \$1,816,027 (Income at 71% of budget)  
Expenses – \$1,449,901 (Expenses at 56% of budget)  
Net Income – \$366,126

Accounts Payable

Bills – \$26,194

Expected Expenses – \$137,900 (including health insurance, payroll, utilities, etc.)

Total estimated amount to be approved – \$164,094

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

## **IX. TOWN REPORTS**

President Correll questioned the Bike Path. Town Engineer Jason Loar is in attendance tonight to discuss the Heritage Shores Bike Path during Old Business.

Commissioner Tassone advised this is the first time he has noticed almost as many unsolved crimes as total crimes during the past month on the Police Report. Police Chief Longo reported there are several on-going investigations, including identity theft and shoplifting at Dollar General.

Commissioner Carson requested a change in the Police tracking report from calendar year to corresponding year-to-date so Commissioners could see the previous year in comparison. Chief Longo is willing and is also adding a change from a 6-month review on the topics to a quarterly review.

Commissioner Tassone questioned how the Police Department is functioning with one absent officer. Chief Longo reported the department is operating adequately.

## **X. CITIZEN'S PRIVILEGE**

Mr. Tim Banks from 16 Church St. thanked Street Department Superintendent Rick Passwaters for his efforts during the recent snowfall and was grateful for the snow removal at Cooper and Church Sts. in the vicinity of his home and the daycare he and his wife own across the street. There had been previous problems with snow removal; however, he appreciated the quick response. He added a concern about water that never drains off of Cooper St. Town Manager offered to see what can be done to alleviate the problem, likely a stormwater drainage issue.

## **XI. OLD BUSINESS**

### **A. Engineering Updates –SCADA Alarm Project / Heritage Shores Bike Path**

Town Engineer Jason Loar from Davis, Bowen & Friedel, Inc. advised the SCADA Alarm Project is nearly complete, except for paperwork. It is operational and Water Superintendent Kimball is pleased with the new system.

Town Engineer Loar also advised he was asked to review the Heritage Shores Bike Path on Wilson Farm Rd. He has looked at the property with Town Manager Savage and Code Enforcement Officer Butler and has received as-built design drawings from Mr. Robert Rauch. Mr. Loar advised the

path is not in good shape and does not meet compliance standards. He does not advise the Town to take over responsibility for it at this time. Mr. Rauch has suggested some improvements to the current bike path, which would include re-paving over half of the path. The design is fine; however, it wasn't installed per design.

Mr. Loar anticipates having draft plans for the new Bike Path to the Library ready for the March Commission meeting. Per Town Manager Savage, we have a signed agreement with DBF for the new portion of the bike path; however, we do not have an easement yet for the work to be done and is waiting to spend the money when the Town receives the easement.

Brookfield Homes wanted the Town to take over the existing path, which triggered DBF's examination of the existing path and its problems. Ms. Dottie Harper from Brookfield advised the recommendation was to completely re-do the existing bike path. Town Manager Savage hopes to come to an agreement with Brookfield concerning how to get the existing bike path into a condition that the Town can accept it, with the lowest amount of liability on the Town.

Ms. Harper advised Heritage Shores finally has some level of approval from DelDOT concerning the back entrance to the development. The re-construction of the intersection will affect the bike path in that area. There are several "moving parts" to make this all come together.

## **XII. NEW BUSINESS**

### **A. BRIDGEVILLE ELECTION BOARD APPROVAL**

Town Manager Savage presented the following slate of Election Board candidates to the Commissioners for the March 5<sup>th</sup> Municipal Elections. The members included Mrs. Betty Ann Hardesty, Mrs. Anne Hallman and Mr. Donald Kover. Motion to approve – Carson; 2<sup>nd</sup> – Tassone; motion carried. Additional volunteers will assist with Election Day responsibilities.

### **B. 2016 MUNICIPAL ELECTION UPDATE**

Town Manager Savage advised the Election will take place on Saturday, March 5<sup>th</sup> from noon until 7:00 P.M. District #1 will vote for one Commissioner to serve a 2-year term; candidates include Stephen J. Mervine and Timothy A. Banks. District #3 will vote for one Commissioner to serve a 2-year term; candidates include Patricia M. Correll and Anthony T. Flowers. (Please note the following change after the February 8<sup>th</sup> Commission meeting: Anthony T. Flowers was determined to be unqualified for the Commission seat, as he has not been a qualified voter in the Town of Bridgeville one year prior to the date of the March 5<sup>th</sup> Election; therefore, Patricia M. Correll retained the District #3 seat on the Commission.) District #2 Commissioner Lawrence Tassone's seat was uncontested; therefore there is no Election in District #2.

Absentee voting will be available beginning February 10<sup>th</sup> and ending at noon on Friday, March 4<sup>th</sup>. Voter registration continues through Wednesday, February 24<sup>th</sup>. Extended voter registration hours are scheduled for Tuesday, February 16<sup>th</sup> from 4:30 – 7:00 P.M. (This date was later changed to Monday, February 22<sup>nd</sup> and advertised as such.)

Town Manager Savage advised all Bridgeville voters must also be registered to vote in the State of Delaware to vote in this Election.

**C. APPOINTMENT OF CERTIFIED PUBLIC ACCOUNTING FIRM**

Town Manager Savage advised per the Town Charter, the Town appoints a CPA firm to audit the Town for the current fiscal year in February each year. He recommended the firm of Lank, Johnson & Tull, noting that they have been the Town auditor for a number of years and assist many neighboring Towns and non-profit organizations.

Motion to appoint the CPA firm of Lank, Johnson and Tull as the Town's certified public accounting firm – Carson; 2<sup>nd</sup> – McDowell; motion carried.

**D. 2016 MOSQUITO CONTROL SPRAYING**

Town Manager Savage reported Mosquito Control contacts Bridgeville each February concerning our desire to continue mosquito spraying in the Town. The paperwork has not yet reached our office; however, he is requesting that the Commissioners approve the mosquito control participation in advance. Should there be any changes; Town Manager Savage will bring it to the Commissioners' attention.

Motion to approve 2016 Mosquito Control Spraying – McDowell; 2<sup>nd</sup> – Carson; motion carried.

**E. TOWN SIGN APPROVAL**

Town Manager Savage advised the Town Sign that was originally on the corner of Main and Market Sts. was removed when Dollar General began construction; however, it is in poor condition and must be replaced. A new sign from the Town's recent branding process in the downtown area is being considered and two options were presented to the Commissioners.

Economic Development Committee Chair-person Ruth Skala and Ralph Root have contacted Phillips Signs concerning the design and the company has offered to create the sign at-cost (2 choices at \$1,575 or \$1,475) with free labor. Additionally, Dollar General has agreed to place the Town sign anywhere along the edge of their property. It was suggested the sign be placed as close to the corner as possible for greatest visibility.

Motion to accept the rectangular, \$1,475 sign – Carson; 2<sup>nd</sup> – McDowell; motion carried unanimously.

Mrs. Skala recommended installing the new banners in time for Easter – March 27<sup>th</sup>, as a beginning point for additional traffic coming through Town.

Mrs. Skala shared upcoming committee activities; i.e. a meeting with Mr. Rick Ferrell who is an expert in retail recruitment on February 10<sup>th</sup> at 9:00 A.M. She also introduced the Commissioners to a book called "Winning Grants Step by Step," which should be very helpful. DEDO is asking for Bridgeville representation at the upcoming Main Street Conference May 22-26 in Milwaukee, Wisconsin and is offering a \$750 stipend to defray costs. Ralph Root and Ruth Skala are both interested in attending. Mrs. Skala hopes some expenses could be defrayed by the Town. Commissioner Tassone has attended in

the past and found it very helpful. The DNREC Office of Economic Development defrayed approximately 50% of his expenses and he paid out-of-pocket about \$800. Commissioner Tassone supports Mrs. Skala attending as Chair-person of the Economic Development Committee. President Correll questioned use of the money in the Economic Development account. Mrs. Skala advised they would like to offer competitive grants (1/2 owner/1/2 Ec. Dev. Committee) to Market St. businesses with the balance of the money in the fund.

Town Manager Savage believes it is important to know what amount of money the state is requiring the Town to spend by December 31<sup>st</sup>, before a decision is made.

Mrs. Skala advised the Economic Development Committee is planning a roundtable discussion with local realtors in the near future.

### **XIII. INTRODUCTION OF ORDINANCES**

There were no Ordinances to be introduced at this meeting.

### **XIV. GOOD OF THE ORDER**

President Correll has had complaints from a number of Bridgeville residents concerning the amount of oil that the Peninsula Oil Company trash trucks are leaking onto our streets. Town Manager Savage responded that he will look into the issue immediately.

Don't miss the Bridgeville Lions Show on March 18 & 19. Tickets are \$7.00.

A lady on Deer Forest Rd. questioned the current Bike Path, which was designed correctly but installed improperly and who would be responsible for fixing it. Commissioner Tassone advised Heritage Shores would be responsible to fix the problems. It is a private multi-use path that is not ADA compliant and is not owned by the Town.

### **XV. ADJOURNMENT**

Motion to adjourn – Carson; 2<sup>nd</sup> – McDowell; meeting was adjourned at 7:43 P.M.

Respectfully submitted,

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Lawrence Tassone, Commission Secretary

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Peggy Smith, Transcriptionist