MINUTES
COMMISSIONERS OF BRIDGEVILLE
July 11, 2016 – 7:00 P.M.
TOWN HALL

I. CALL TO ORDER

The meeting was called to order at 7:00 P.M. by President Pat Correll. Present: Commissioners Tim Banks, Tom Carey, 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. The meeting began with the Pledge of Allegiance and Prayer.

III. APPROVAL OF AGENDA

Motion to approve the Agenda – Tassone; 2nd – Banks; motion carried.

IV. APPROVAL OF MINUTES

Motion to approve Minutes from the June 13th Commission meeting – Tassone; 2nd – Carey; motion carried.

V. CORRESPONDENCE

There was no Correspondence to consider at this meeting.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – June 30th
- General Fund – $602,669 (increase of $135,128 from last month)
- All Accounts – $1,765,043 (decrease of $134,667)
- Accounts Receivable – $88,060

Budget Report Target – 100% (12 months into budget year)
- Income – $2,422,572 (Income at 94% of budget)
- Expenses – $2,409,243 (Expenses at 94% of budget)
- Net Income – $13,329

Accounts Payable
- Bills – $24,436
- Expected Expenses – $183,388
- Total estimated amount to be approved – $207,824
- Motion to pay the bills as presented – Tassone; 2nd – McDowell; motion carried.

VII. TOWN REPORTS

Commissioner Tassone commended Town Manager Savage for "leading by example" by personally spraying weeds on the curbs and streets along Market & Main Sts. recently.

President Correll reported Town Manager Savage has also taken the initiative to write to State Representative Dave Wilson requesting his assistance in placing Bridgeville in the State's Bond Bill, as the Town is researching funding for a new sewer plant upgrade.

Town Manager Savage advised of advertisements for cadets to train at the Police Academy from September to early 2017. The Police Department (PD) has hired a part-time patrolman while they are short-staffed. Wagner Matos grew up in Bridgeville and is also a full-time patrolman in Laurel. He is bi-lingual, which will be very helpful.

Commissioner Tassone questioned where the Town stands concerning the mildew on the Heritage Shores (H.S.) water tower. Per Town Manager Savage, the tower maintenance company recommended the Fire Company not wash the tank, as it might damage the surface, along with other problems in the long-run. The company will attempt to move-up the painting schedule, rather than just addressing the mildew problem alone.

Commissioner Tassone questioned the RBC status. Town Manager Savage advised the company will be arriving from Maine to fix the broken RBC.

VIII. CITIZENS PRIVILEGE

Mr. Bill Jefferson from 204 S. Main St. questioned the status of a meeting between Solicitor Schrader and Town Manager Savage regarding code violations on Walnut St.

Town Manager Savage has discussed the issue with Solicitor Schrader and Bridgeville Police Lt. Parker. Patrols have been increased. Code Enforcement Officer (CEO) Butler is doing all he can. It is difficult to address issues when the Town employees do not see them personally.

Per Solicitor Schrader, unless or until there is an overt act that would allow the Police to become active on the case, there isn't much they can do. To the extent that there is a private right to enforce civil claims or abuses would be up to Mr. Jefferson or other neighbors.

Mr. Jefferson believes there are untagged vehicles on the property and individuals driving without a license. Everyone but the PD sees these issues, which have existed over a number of years. He wants the PD to do their job properly, rather than giving out tickets on the highway. He is afraid of someone getting hurt and concerned about trash problems on the property

President Correll advised the problem has remained the same since Mr. Jefferson was a Town Commissioner; more fines go to that household than anywhere. Town Manager Savage advised the CEO cites the property regularly for various violations; they have been given a certain number of days for a response before the Town can take action. This deadline is pending. Additionally, the PD is short-staffed and without manpower to monitor that block constantly. It is appropriate for the PD to monitor the highway as well as Town streets and he supports their decisions concerning where the officers spend their efforts.

Commissioner Banks advised he sees some of the same issues in his Church St. neighborhood and understands that the PD must deal carefully with individuals. There needs to be full documentation and the letter of the law must be followed; it is going to take time.

Mr. Jefferson believes there have been great improvements on Church St. and credits the CEO's efforts.

Commissioner Tassone mentioned a leaky fire hydrant at H.S. Town Manager Savage will look into it.

Mr. Bill Atwood from 113 Emily's Pintail Dr. advised the Capital Plan presented is well done and wonders if it is possible to project the Town indebtedness on a fiscal year basis. Town Manager Savage believes it might be possible; it wouldn't be difficult to calculate and might be helpful.

Mrs. Ruth Skala from 108 Whistling Duck Dr. is very pleased that the Commissioners are concerned about the appearance of the water tower, as it is right outside her kitchen window. She had several questions concerning the financial reports, which Town Manager Savage answered. He will make sure future financial statements include the type of information she is seeking.

Mrs. Skala advised the Friends of the Bridgeville Library will have their annual meeting on Tuesday, July 12, 2016 with a potluck supper at 6:00 P.M. All are welcome.

IX. OLD BUSINESS

A. Delmarva Power – Transmission Rebuilding Project

Mr. Jim Smith from Delmarva Power (DP) gave a presentation concerning upcoming improvements. They intend to increase reliability by rebuilding the transmission lines from Bridgeville to South Harrington. Existing 60-ft. wooden poles will be replaced with 80-100 ft. galvanized steel poles, which require less maintenance and can withstand 120 mph hurricane force winds.

The work will begin in September and continue until May 2017. They intend to work 10 hour days, 6-7 days per week, with the exception of special events, such as the Apple Scrapple Festival.

B. Public Hearing, Discussion and Voting on AN ORDINANCE TO AMEND CHAPTER 190 OF THE CODE OF THE TOWN OF BRIDGEVILLE AS IT RELATES TO WASTEWATER SPECIFIC POLLUTANT LIMITATIONS (Ord. #2016-B)

Per Town Manager Savage, this Ordinance changes some wording from the previous version and is required by the Environmental Protection Agency (EPA).

The Public Hearing was opened at 7:42 P.M. There being no citizens present wishing to comment on the Ordinance, the Public Hearing was closed at 7:43 P.M.

Motion to approve – Tassone; 2nd – Banks; motion carried.

X. NEW BUSINESS

A. Fy-17 Capital Budget

Town Manager Savage advised the budget figures were approved at the May 17th Capital Budget Workshop, with spending as follows: PD – $35,000 (new patrol vehicle); Street Dept. – $15,000 (Bike Path & Ball Lane Improvements – matching funds; if needed); Wastewater Dept. – $13,000 (Clarifier Sludge Pump); Water Dept. – $0; Administrative Dept. – $0 Total Expenditure – $63,000

Commissioner Tassone asked what will be the oldest remaining police vehicle. Per Town Manager Savage, the oldest will be a 2008 Dodge Charger. The new vehicle will replace a 2005 and a 2007 vehicle.

Motion to adopt the FY-17 Capital Budget Resolution and name it #R16-2 – Tassone; 2nd – McDowell; motion carried.

B. Amend Voter District Map

Town Manager Savage advised an Ordinance will be introduced later in the meeting; however, it is helpful to explain the circumstances of amending the voter district map. The Town held an Annexation Referendum for a single residential parcel at 502 S. Main St. (Smith property) in May 2015. The property must be assigned to the appropriate voting district (#5) before the next Municipal Election in that district. In the future, the Town will assign properties to their voting district during the annexation process.

C. Comprehensive Plan Update – Davis, Bowen & Friedel, Inc.

Mr. Jason Loar from the Town's engineering firm of Davis, Bowen & Friedel, Inc. is our consultant concerning this update. Mr. Loar advised the plan was completed in 2006, with a minor update in 2008. The Town population now exceeds 2,000, which increases multiple elements in the Comp Plan, in addition to a required 10-year update. Mr. Loar is asking the Commissioners to review the 2006 plan (copies distributed) to begin considering necessary changes. He will meet with the Planning and Zoning Commission next week.

There will be public input meetings and some leeway concerning how much of the document is updated. The Master Plan, adopted earlier this year, will be an element in the Comp Plan. Town Manager Savage advised the review and comments by state agencies will likely take the most time. Per Mr. Loar, the Town went through a "pre-update" in 2011 and the state has provided a list of aspects that require an update, which will be helpful.

D. Bike Path & Ball Lane Plan Approval

The Town received a grant to design a new bike path, which will connect with the existing bike path on the north end of Heritage Shores (H.S.). The road around the Little League fields will be paved; sidewalks and parking will also be developed and paid for by a grant from the Delaware Bike Council. The Town is ready to go out for bid.

Per Town Manager Savage, a grant paid for approximately 90% of the design and all agency approvals have been secured. Representative Wilson has made a verbal commitment to assist in funding the project.

Ball Lane paving was added to the project. Originally the Town only considered funding for the bike path itself, but believes the additional paving will enhance the Little League Park. Prevailing wage requirements no longer exist, which is advantageous; the Town intends to use CTF (Community Transportation Funds) for the project. It was clarified that the Bike Council only gives planning monies for projects. Additionally, DNREC does not have funding for this type of project.

Commissioner Carey expressed concern regarding lighting for biker safety and a need to monitor the area at night for criminal activity, as the path is concealed. Lt. Parker expressed the PD's concern that their

vehicles are too heavy for the path. The H.S. portion of the bike path is not lit either; however, Commissioner Carey believes that portion has general lighting in the area.

Commissioner Tassone suggested removing trees around the path to make it more open and easier for the PD to patrol the area. Town Manager Savage advised the Town has a 20' construction corridor and can remove any trees within that area. He will work with Mr. Loar on a proposal for lighting.

It was suggested they approach Mr. Jim Smith from Delmarva Power concerning the need for lighting for this important Town project.

Motion to accept the Bike Path & Ball Lane Plan as submitted – Tassone; 2nd – Carey; motion carried.

XI. INTRODUCTION OF ORDINANCES

Commissioner McDowell made a motion to introduce Ordinance #2016-C – "An Ordinance amending Chapter 17, Article II of the Bridgeville Code relating to the Description of Election Voting Districts within the boundaries of the Town of Bridgeville to add 502 South Main St. to District No. 5."

XII. GOOD OF THE ORDER

Mrs. Ruth Skala from the Economic Development Committee advised the group is selling Bridgeville license plates and they are available this evening. The next Economic Development meeting will be July 20 and all are welcome. They will be considering implementation of the Strategic Plan.

XIII. ADJOURNMENT

Motion to adjourn – McDowell; 2nd – Carey; the meeting was adjourned at 8:02 P.M.

Respectfully submitted,

_____
Lawrence Tassone, Commission Secretary

_____
Peggy Smith, Transcriptionist