

**Economic Development Committee Meeting**  
**Town of Bridgeville**  
**Minutes revised**  
**Wednesday, August 17, 2016 9:00 a.m.**  
**Town Hall Meeting Room**

**Attending:** Deborah Brown, Jack Dalton, Harris Mager, Brenda Rambo, Ralph Root, Charles Smith, Lawrence Tassone, Ruth Skala **Absent:** John Brodeur, Jeff Tull; **Also Attending:** Anderson Wright-Sussex County Chief of Building Code, Jerry Butler-Bridgeville Code Enforcement Officer

**Minutes:** Minutes of the July 20, 2016 meeting were approved.

**Sidewalk Recommendation:** Ruth Skala indicated that the EDC's recommendation regarding the town's takeover of the Market Street sidewalks was an agenda item at the August 8 Commissioners' meeting. There was an extensive discussion with many questions such as: how other town's had completed similar work, would the ordinance segregate Market Street from the rest of the town, fairness, how would improvements and maintenance be paid for, isn't it the business/property owners' responsibility. The Commissioners decided that Jesse Savage, Town Manager, would research all aspects of the proposal. The Commissioners were reminded to look at the recommendation as a vision for an investment not just as an expense. Ruth also reminded them that the intent is to find grant money to complete replacement/improvements. The recommendation was tabled.

**Building Code Conversation:** Andy Wright representing Sussex County spoke to the committee regarding responsibilities pertinent to code enforcement. He indicated that zoning is historically a town responsibility. County approval is needed when there is new construction or a major modification in scope. Then a set of plans from an architect and/or engineer needs to be submitted and approved by the county. The framing and final inspection is the town's responsibility. Both entities need to follow the state guidelines. There is no public office to supply the plans. The work is privately paid with possible assistance from the SBA. John Brodeur asked about the work needed at 104 Market Street that includes a bathroom and heating. Mr. Wright indicated an engineer's plan would be sufficient for County approval, not necessarily architectural plans. Ralph Root asked about meeting ADA standards and was told work can be completed without meeting all the ADA standards but a single complaint could trigger the need to meet the ADA standards. A town permit is needed for flooring, plumbing and maintenance and repair. Also a permit is needed from the fire marshal. Changing a residence to a business requires a zoning change and architectural plans submitted to the county for approval. Ruth shared the Bridgeville "Opening a Business Checklist" with Mr. Wright. He felt that it covered all the necessary steps. Once again it was mentioned that Bridgeville needs investors and that we should always remain vigilant regarding ADA standards. The committee expressed its appreciation to Mr. Wright and Mr. Butler for clarifying code enforcement.

**Future Grants:** It was agreed that EDC would offer its second round of grants for commercial façade improvement. Ralph Root suggested that we add an engineering work subsidy as one of the items that a grant could cover. It was agreed that sidewalk repair would not be an eligible improvement. Lawrence Tassone reiterated that the grant money would be offered only to businesses. The concentration for this round of grants will be Market Street businesses. At the September 12 Town meeting, the EDC will seek Commission approval to offer the grants. The deadline for completion of the work is December 28, 2016. The town will pay seventy-five percent of project costs not to exceed \$1,500 with owners paying twenty-five percent (total grant eligible project cost \$2,000).

### **Committee Member Reports:**

- Historical Preservation – Deb Brown: Deb reported that she is reviewing information regarding Bridgeville’s historical properties and historic district. She will be touring the town with Ruth Skala. She also has information regarding Delaware historic tax credits and plans to attend Sussex County workshops and meet with the Bridgeville Historical Society.
- Wastewater – Jack Dalton: Jack reported that he met with Commission President, Pat Correll and Town Manager, Jesse Savage regarding a federal wastewater effort. Federal and state representatives are planning an October meeting to establish a thirty year plan for Western Sussex County as well as solutions for current needs. Jesse was to make the necessary contacts for Bridgeville to participate. There are also ongoing conversations with Seaford regarding a possible hook-up that would resolve the Bridgeville/Greenwood wastewater problem as well as provide infrastructure along route 13. Jack intends to continue his efforts on behalf of Bridgeville.
- Design and Planning - Ralph Root: Ralph indicated that preliminary phone calls produced no response and that to date he has not reviewed town code.
- Downtown Improvement Successes – Jeff Tull: Although absent, Jeff reported he is continuing to pursue information.
- Future Businesses – Charles Smith: He has spoken to his nephew regarding a possible Chic Fils A in Bridgeville. Group consensus felt they were more likely to go to Seaford. Charlie also indicated plans for a more permanent building at TS Smith’s site on route 13.
- License Plates – John Brodeur: Although absent John reported that license plates are continuing to be sold. They will be available at town hall, Evans Produce and TS Smith. No additional work has been done regarding Branding and Marketing.

### **Future Thoughts:**

**Next Meeting:** It was decided that Dan Parsons, Sussex County Preservationist, would be asked to attend our next meeting on September 21. If he is able to attend, identifiable owners of historic properties will be invited as well as the Historical Society.

**Leadership:** Committee Chairperson, Ruth Skala, indicated she is a strong believer in term limits. She will have been Chairperson for two years in January, 2017 and would like EDC members to think about who will assume the position of leadership.

**Funding Sources:** Harris Mager has volunteered to research funding sources for economic development.

**Next Meeting:** Wednesday, September 21, 2016 at 9:00 a.m. in Town Hall.

Respectfully submitted, Ruth Skala, Chairperson, Economic Development Committee