

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
AUGUST 12, 2013 – 7:00 P.M.
TOWN HALL**

I. CALL TO ORDER

The meeting was called to order by President Pat Correll at 7:00 P.M. Present: Commissioners Paul Kovack, Sharon McDowell, Jay Mervine, Lawrence Tassone, Town Manager Jesse Savage and Town Solicitor Dennis Schrader. The meeting began with the Pledge of Allegiance and Prayer.

II. QUORUM PRESENT

President Correll reported a quorum was present to discuss the business of the Town of Bridgeville.

III. APPROVAL OF AGENDA

President Correll stated that if the Commissioners have trouble hearing due to excessive talking in the audience, she will ask that those individuals be excused from the room. The Commissioners must be able to hear each other and the tape must be clear for the sake of transcription.

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

IV. APPROVAL OF MINUTES

A correction was made to the July meeting minutes concerning the date on page 1. Motion to approve the Executive Session Minutes and regular meeting Minutes from the July 8, 2013 Commission meeting – Tassone; 2nd – Kovack; motion carried.

V. CORRESPONDENCE

Town Manager Savage advised the Police Department has scheduled their National Night Out event for September 5th from 6:00 – 8:00 P.M. at the Bridgeville Volunteer Fire Company.

A letter has been received from DelDOT advising Municipal Street Aid funds have been allocated to Bridgeville in the amount of \$49,321.55. The Town has 9.21 miles of roadways and a population of 2,048, as of the latest census. \$50,000 has been budgeted; the amount allocated is slightly lower.

A letter has been received from Comcast concerning a programming change effective July 30th. Fox soccer channels 725 and 842 will move to the digital starter package.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – July 31, 2013

General Fund – \$177,881, an increase of \$37,350

Reserve Accounts – \$621,464

All Accounts – \$931,124

Accounts Receivable – \$654,727, the majority of which is outstanding tax bills that were recently issued

Budget Report Target – 8%

Income – \$574,095 (24%)

Expenses – \$166,490 (7%)

Accounts Payable

Bills - \$19,020 Expected Expenses – \$126,500

Amount to be approved - \$145,520

Motion to approve the bills as presented – Tassone; 2nd – Mervine; motion carried.

VII. TOWN REPORTS

Commissioner Tassone questioned the Town expenses since we acquired our new canine, Flash. Town Manager Savage advised the Town has not paid out any of its own funds for the dog. There is a \$12,000 grant from the state for training and purchase of the animal and \$2,000 is left from donations. (\$1,000 was received from R&M buses last month and a thank you note was sent.) Dog expenses include food/kennel/vet.

Commissioner Kovack wondered if price-checking was done before the Police Department ordered two new vehicles – a Chevy and Dodge, as there have been electrical/transmission problems in the past with Dodge vehicles. Chief Longo advised they haven't had any issues with the Dodge vehicles recently. Town Manager Savage advised the Town hasn't yet signed a finance agreement; he has placed vehicle decisions in the hands of Police Chief Longo. The Chief reviewed the state contracts and then submitted P.O.'s for the 2 above-mentioned vehicles. Commissioner Kovack recommended the Chief look at the Ford Taurus SUV.

Concerning fleet management, last November Commissioner Kovack asked about a take-home policy for automobiles. Recommendations were collected but the policy has not moved forward and the Town will soon have \$200,000 worth of new cars on the road. He would like to work with Town Manager Savage to draft a take-home policy for the Commission to consider. There is a policy in place for Town vehicles, but not for take-home vehicles. Town Manager Savage will combine draft documents from Police Chief Longo and Commissioner Kovack for the Commission to review in September.

Commissioner Tassone questioned the workplace safety inspection at the Wastewater Treatment facility. It was a routine, annual inspection to maintain a 16% discount.

Commissioner Tassone questioned the 10 alarms on the Police report vs. the 4 alarms on the Code Department Report. Town Manager Savage advised it isn't considered a violation on the Code report until the home or business has a 4th alarm.

Commissioner Mervine asked if the spray pond depth has been reduced and if we are able to spray again. Town Manager Savage advised as of last week the Town continued to stream discharge to reduce the pond depth.

Commissioner Tassone questioned the Wastewater Treatment Plant's successful passing of the DMR-QA Study 33 testing. Town Manager Savage will review the details and return with an answer.

Commissioner Mervine questioned problems with the N. Cannon St. area during the heavy rainfall last week. Town Manager Savage advised some of the rip rap washed away. Street Superintendent Passwaters is working with DelDOT to see if we can put millings on the north side.

President Correll thanked the Street and Water Superintendents for cleaning out all Town drains the day before the heavy rain last week. As soon as the storm ended, they continued the job of cleaning-up and other Towns called to ask how Bridgeville got the water out of the streets so quickly.

VIII. CITIZEN'S PRIVILEGE

Mr. David Levy from 34 Amanda's Teal Drive reported the Emergency Planning Committee received a notice from DEMA about an annual Family Emergency Planning Day held in Dover each year. It will take place on September 21, 2013 at the Delaware Agricultural Museum from 10:00 A.M. to 2:00 P.M.

Mrs. Jacqueline Vogle from 124 Widgeon Way asked if the Town has received any notification concerning when the developer will be fixing curbs and sidewalks and paving the streets in Heritage Shores. She also wonders if they will pave ½ of a street at a time so that cars can still use it.

Town Manager Savage advised the Town has not received any formal correspondence from the developer concerning the next phase of infrastructure acceptance at this time. The Town has received some plans, but Town Manager Savage is not aware that they are official and from the developer. Commissioner Tassone believes the target date is in September.

Mr. David Carro of Brookfield Homes advised he has talked to Street Superintendent Passwaters about some curb replacements and paving. They are working on bids at this time. Mr. Carro clarified for Mrs. Vogle that the sidewalks, paving, curbing and gutter replacement/repairs are all a part of the street acceptance project.

President Correll reported on the FFA group's performance at the Delaware State Fair, after their presentation at the July Commission meeting. The students won first place in the state and will be going to Louisville, Kentucky for the national competition in November. State Representative David Wilson is in attendance at the meeting tonight. He will be traveling with the students and is a candidate for national honors for his support of FFA. Mr. Wilson is on the fair committee and does a great deal for the State Fair. He runs a farm animal auction for 4H and FFA and approximately \$180,000 was raised for the organizations. Many of the animals are auctioned and then donated back and sold again at market value.

President Correll congratulated Commissioner Mervine for his son's summer activities in 4H and other organizations. He will be leaving for his freshman year at Clemson in a few days.

IX. OLD BUSINESS

A. Consideration and Possible Approval of Heritage Shores Landscaping and Maintenance Plan

Town Manager Savage advised Commissioner Mervine was not able to attend the July 8th Commission meeting and the Commissioners chose that night to have Commissioner Mervine review the meeting tape concerning this issue. The vote taken at the July meeting was 1 vote in favor of the plan; 2 against the plan and 1 abstention.

Solicitor Schrader added that there was an even number of Commissioners in attendance that evening and they were unable to get a majority vote. Solicitor Schrader asked if Commissioner Mervine listened to the tape and reviewed all the exhibits and materials that were submitted in connection with the matter. He did. Solicitor Schrader asked if he was able to render a vote in the matter, to which Commissioner Mervine answered "yes". Solicitor Schrader advised the Planning and Zoning Commission had recommended grass heights at Heritage Shores not to exceed 18" and 24" for their respective areas of the development.

Commissioner Mervine reported after reviewing the tape and talking with all of the Commissioners, Planning and Zoning members Atwood and Shockley and Mr. Dave Carro from Passwaters Farm LLC, he believes he has found a compromise. Commissioner Mervine made a motion to accept the Landscaping and Maintenance Plan with a maximum grass height of 21" for the undeveloped areas of the development in question.

President Correll advised Commissioner Mervine has made an effort to include all parties in this compromise discussion and she is anxious to come to a decision after several years of conversation on the matter.

Commissioner Tassone seconded Mr. Mervine's motion. President Correll asked if there was any further discussion before the roll call vote.

Commissioner Kovack questioned the validity of the Planning and Zoning Commission's vote change from their May 15th meeting (12"/18" grass height) to their June 19th meeting (18"/24" grass height). Commissioner Kovack also talked with two of the farm families who mow the areas in question at Heritage Shores and found that the height limit to run the bush hog should be 18". Anything higher puts a big strain on the motor, costs more in diesel fuel and presents a problem of the grass wrapping around the blades and not cutting properly.

Commissioner Mervine does not believe that is a problem that the Commissioners need to concern themselves with; it is between the developer and mowing company.

President Correll asked if there was any other discussion. There being none, there was a motion and a second on the floor to approve the 21" height limit. Commissioner McDowell asked if

she could make a different motion; however, the request was denied because a motion was already on the floor. The votes were recorded as follows:

Commissioner Kovack	Nay
Commissioner McDowell	Nay
Commissioner Mervine	Aye
Commissioner Tassone	Aye
President Correll	Aye

The motion passed 3 to 2 in favor of a 21" height limit on grass in undeveloped areas at Heritage Shores.

X. NEW BUSINESS

A. Discussion and Possible Approval of Bridge Branch Inflow and Infiltration Repair Proposal

Town Manager Savage advised as a part of a USDA grant to test for I and I, they located an intrusion point on the Bridgeville Branch that was significant and needed to be repaired. The Town went out to bid and received one bid, which was higher than anticipated. Town engineer Mr. Jason Loar from Davis, Bowen and Friedel, Inc. began conversations with the bidder, Tri-State Grouting, to reduce the price. Mr. Loar reported the Bridgeville Branch is leaking into our sewer system approximately 30,000-40,000 gallons per day, or 10% of the wastewater flow. It must be repaired immediately, rather than waiting for additional funding to be made available, as we are treating creek water in the treatment plant. After a discussion with the bidder concerning the method of repair and water diversion, they were able to reduce the price from approximately \$38,000 to \$23,500. They will postpone the project slightly until late August/early September when the water level in the Branch is lower. The repair is not difficult; the problem is stopping/diverting the water. Mr. Loar recommended approval of the contractor and bid for this project. Per Town Manager Savage, this is an unbudgeted repair; however, we have money to cover it in reserve funds, which must be approved by the Commissioners. During the budget amendment in December, Town Manager Savage would work to absorb the cost of the repair within the operating budget.

Motion to accept \$23,500 proposal from Tri-State Grouting – Tassone; 2nd – Mervine; motion carried.

B. Bridgeville Public Library Request – Hometown Carnival

President Correll advised the Town has received a letter of request from Ms. Karen Johnson of the Apple Scrapple Committee to hold a Hometown Carnival on Thursday night October 10th, the evening before the Apple Scrapple Festival begins. This allows for local children to enjoy the carnival before the crowds arrive and ensures a reasonable profit for the library should it rain during the festival. The carnival is on Hunsberger property and is covered by insurance for the event.

President Correll has shared with Ms. Johnson a concern about smoking in the Carnival area; however, she is not certain if any restrictions have been discussed or approved by the committee.

Motion to approve the Hometown Carnival – Tassone; 2nd – Kovack; motion carried.

Commissioner Tassone requested that Town Manager Savage pursue the possible purchase of an electronic sign for Town Hall to move us into the 21st century. He believes we should be able to purchase a basic sign for \$10-12,000. The Town doesn't need something fancy that flashes and has different colors. The Fire Company sign cost \$24,000 and the library sign cost \$14,700.

XI. INTRODUCTION OF ORDINANCE(S)

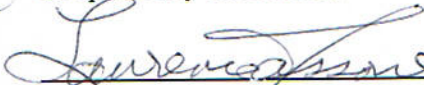
Commissioner Tassone introduced the following Ordinance: Ordinance #2013-G – “An Ordinance amending the Land Use and Development chapter of the Code of the Town of Bridgeville to authorize the Town Commissioners to modify the development standards applicable to specific phase(s) of a Residential Planned Community as a part of the final RPC development plan process”

This Ordinance will be referred to the Planning and Zoning Commission for review and recommendation at their September 17, 2013 meeting.

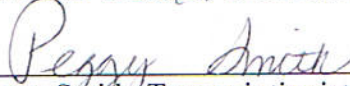
XII. ADJOURNMENT

Commissioner Kovack made a motion to adjourn the meeting. Commissioner Tassone seconded the motion. Motion carried. The meeting was adjourned at 7:46 P.M.

Respectfully submitted,



Lawrence Tassone, Commission Secretary



Peggy Smith, Transcriptionist