

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
JANUARY 13, 2014 – 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 Sharon McDowell, Jay Mervine, Lawrence Tassone, Town Manager Jesse Savage and Code Enforcement Officer Jerry Butler. The meeting began with the Pledge of Allegiance and Prayer.

**II. QUORUM**

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

**III. APPROVAL OF AGENDA**

President Correll advised there is an Agenda change for tonight's meeting:

XII. A. An Ordinance concerning sewer and water rates for non-metered residential customers (#2014-A), was scheduled to be introduced by Commissioner Kovack. Due to his absence at tonight's meeting, Commissioner Tassone will introduce the Ordinance.

A motion to approve the Agenda, as amended, passed with a vote of 4 to 0.

**IV. PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

Town Manager Savage introduced Mr. Brad Whaley from Sussex County CDBG, who is in attendance to discuss this program. The Public Hearing was opened at 7:01 P.M. Mr. Whaley advised the Public Hearing is one of the requirements concerning this program. He read the Public Hearing announcement, which was printed in The Star newspaper on December 26, 2013 and is an attachment to the original Minutes. The primary objective of the Community Development Program is the development of viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Another primary objective is to alleviate physical and economic distress through the stimulation of private investment and community revitalization in areas of population out-migration or a stagnating or declining tax base.

Mr. Whaley advised approximately \$2.2 million will be available to Kent/Sussex communities on a competitive basis this year through CDBG. An application is written for each community and directed to Delaware State Housing for review; the best applications are then funded. This Public Hearing gives the local population and government officials the opportunity to have input on what the CDBG should apply for in Bridgeville. Eligible activities include housing rehabilitations, sewer/water hookups, demolition and infrastructure projects. The projects must benefit people of low to moderate incomes (defined as 80% of the area's median income). Currently the income limit in Sussex County for a one-person household is \$34,950 and it increases \$5,000 per additional person in the household.

Historically, the largest amount of funds have been used for housing rehabs, (i.e. repairs, furnaces, etc.) Mr. Whaley advised CDBG handled 157 houses last year.

Qualifications include: homeowner-occupied property; primary residence; and a non-interest-bearing, pro-rated lien must be placed on the property to protect the funding. In the event of the sale of the house, the CDBG would receive the funding back. For a demolition, a permanent lien is placed on the property.

Over the past 10 years, Bridgeville has received over \$490,000 in CDBG funds, helping approximately 40 households. This current year the Town did not receive funding; however, Bridgeville maintains a project list of 20 rehabs and 18 demos.

President Correll asked if Bridgeville will receive funds next year, since they didn't this current year. Mr. Whaley responded that he hopes the Town will receive funding; there is always a limited amount of money available. He commented that Bridgeville has the third longest list of rehab/demo needs and CDBG was able to help the Town in a small way this past year with outside funding. He hopes to prepare an application for Bridgeville that is as strong as possible. He added that demos don't rate as high as rehabs in being funded. Bridgeville can apply for both rehabs and demos, which is what we usually ask for in our application.

Mr. Whaley advised the application will be sent to the Delaware Housing Authority on February 28<sup>th</sup>.

Town Manager Savage advised Code Enforcement Officer (CEO) Butler prioritizes the lists for Bridgeville and submits them to the CDBG program.

CEO Butler reported 10 Cook St. has reached an emergency level; the front portion of the structure is falling down. He would like to prioritize that address for demolition. Mr. Whaley agreed to place that address at the top of the list. CEO Butler expressed his appreciation for the program; a lot of money has been well spent in Bridgeville due to CDBG. Mr. Whaley added that Bridgeville has been an easy Town to work with. The Public Hearing was closed at 7:09 P.M.

Motion to participate in the CDBG Program – Tassone; 2<sup>nd</sup> – McDowell; motion carried.

## **V. APPROVAL OF MINUTES**

Town Manager Savage pointed out an error on page 4 of the Minutes. The Budget Amendment Workshop on Wednesday, January 15<sup>th</sup> is scheduled for 2:00 P.M., not 10:00 A.M. as written in the current Minutes.

Motion to approve the Minutes with the above-mentioned correction – Tassone; 2<sup>nd</sup> – Mervine; motion carried.

## **VI. CORRESPONDENCE**

Town Manager Savage advised the Police Department has received a letter from the City of Seaford and Police Chief Gary Morris thanking them for assisting in Seaford's Christmas Parade on December 7<sup>th</sup>. A letter has also been received from the Town of Harrington and Police Chief Norman Barlow thanking our Police officers for helping with their Christmas Parade.

A letter has been received from the Executive Director of the Bridgeville Senior Center, Ms. Annette Cannon, thanking the Town for the \$3,750 donation from the proceeds of the Town's Golf Tournament.

A letter has been received signed by Mr. Lester Williams on Birch Street and Mr. Tim Banks on Church St. requesting the Town to investigate the property at 10 Cook St., as it is in a serious state of disrepair. This matter is on the Agenda later this evening.

Town Manager Savage advised the solicitation of Commission candidates for the upcoming Municipal Election continues with filing forms available at Town Hall. The deadline for filing is 4:30 P.M. on January 31<sup>st</sup>. The election will be held on March 1<sup>st</sup> from noon until 7:00 P.M. at the Bridgeville Town Hall. Candidate qualifications include: U.S. Citizen and at least 21 years of age; live within the voting district you wish to represent; a Bridgeville resident for at least one year preceding the date of the election; a qualified voter in the Town of Bridgeville at least one year prior to the date of the election; a qualified voter in the State of Delaware (new regulation); cannot be convicted of a felony; must file a letter of intent with the Commission President or Secretary by the candidate filing deadline. Additionally, there will be an extended Voter Registration time on February 10<sup>th</sup> from 4:30 P.M. until 7:00 P.M. This information and the candidate form are available on the Town website: [www.bridgeville.delaware.gov](http://www.bridgeville.delaware.gov)

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

Balance Sheet – December 31, 2013

General Fund – \$333,654

Reserve Fund – \$622,376

All Accounts – \$1,128,801

Budget Report Target – 50%

Income – \$1,453,940 (62% of budget)

Expenses – \$1,328,381 (56% of budget)

Net Income – \$125,559 to-date

The Greenwood 2<sup>nd</sup> quarter bill has not yet been sent; therefore the income figure is smaller than budget.

Accounts Payable

Bills – \$28,670

Expected Expenses – \$126,500

Amount to be approved – \$155,170

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

## **VIII. TOWN REPORTS**

President Correll reminded the Commissioners of the upcoming Budget Amendment Workshop on Wednesday, January 15<sup>th</sup> at 2:00 P.M.

Commissioner Tassone asked if Greenwood's reduced wastewater flow of 27% is due to the completion of their Inflow and Infiltration (I&I) project. Town Manager Savage agrees Greenwood's reduced flow for 6-7 months was attributed to that. Concerning Bridgeville's I&I, the biggest repair was completed in September and the Town continues to work with Heritage Shores concerning their increased flows during rain events. We are working towards having flow meters placed in 3 locations to help locate the problem areas.

President Correll commented that the Town had six building permits for new homes at Heritage Shores in December, which was very encouraging for this time of year.

Commissioner Tassone questioned the "pending" Police reports from last month and wonders if we have updated information concerning them. Police Chief Longo does not have that information with him tonight, but will check on the standing of those pending incidents. It was clarified the 6 pending cases on this month's report are new.

## **IX. CITIZEN'S PRIVILEGE**

Mrs. Annette Cottrell from 18 Harlequin Loop advised she has been in communication with Town Manager Savage concerning water meter readings. 5 months out of the last year meter readings were taken over 32 days, which increased her sewer bill. Readings over 2,500 units and over 5,000 units incur additional charges. She has asked Town Manager Savage to read the meters on a 30-day schedule. He advised that currently 60% of the meters are radio-read and 40% are read individually by walking a route. The Town has approved a loan to purchase and install radio-read units for the other 40% of Town meters and we should have them installed by this spring. In the meantime, Mrs. Cottrell is concerned that she is paying extra because she uses over 5,000 units and her meter is read over 32 days. She doesn't believe anyone should have to pay extra because of the meter-reading extending 32 or more days. She added that the Town is growing and therefore, even with radio-read, the Town will need an extra employee to read the meters.

Town Manager Savage advised he has discussed this topic and its extenuating circumstances with Mrs. Cottrell previously. In December there were holidays at the end of the month. In November the Town read the meters early due to Thanksgiving being very late in the month this year. With the snow, Christmas and New Year's it was a particularly long month regarding meter-reading (36 days for some residents). Unfortunately, the Town's rate structure is such that more usage brings higher rates. This would not be an issue if the rate was uniform. With a 24-day reading period in January, Mrs. Cottrell will have a low reading, which may compensate for the high readings of previous months. If there is an excessive snow event, holiday, weekend or other issue, we may not be able to read the meters the exact same time period each month. It was clarified that, currently, it takes two days to read all the meters in Town.

Town Manager Savage advised he would look at Mrs. Cottrell's bill next month and adjust it if warranted. Commissioner Tassone added that the Town desires to be fair with its residents.

Ms. Karen Johnson, Library Director and Chairman of the Apple Scrapple Festival, came to acquaint the Commissioners with a plan to redeem a loss of \$10,000 carnival profit due to the rain during this year's Apple Scrapple Festival. They hope to bring the carnival back April 24-26, which is the week of Easter Vacation for students (the week following Easter weekend). This will be a family-friendly fundraising Festival with the cooperation of the Sussex County Libraries, the School District and the Little League. The Kovack and McDowell properties have been offered for the event, with insurance coverage being currently investigated. School groups would be offered the opportunity to open up concession stands on the properties. She is hoping it will become a major event. All the Library Directors are on-board which will help with publicity and possible funding. Ms. Johnson has been working with Town Manager Savage and Town employees to make sure all bases are covered and that it is a viable event.

The next step will be a meeting with all interested organizations, Sussex County and the Town. Appropriate streets in the area would be closed off for the event. There would be a Thursday night Hometown Carnival event, a Friday one price bracelet event and an all-day Saturday April 26<sup>th</sup> Carnival event. Ms. Johnson is looking for county-wide publicity. (The event will not require the assistance of buses for off-site parking areas.)

Mrs. Ruth Skala from 108 Whistling Duck Dr. advised the Friends of the Library are hosting a "Homemade Soup and Bread-Tasting" Event on the evening of February 4<sup>th</sup> (RSVP required). Please call the library for more details. On March 14<sup>th</sup> the Friends are hosting a "Friday Nite Fever" Disco Dance at Heritage Shores. Tickets are available at the Library and Town Hall for \$25.00 each.

It was mentioned that the United Methodist Women also have a Soup Luncheon in February.

## **X. OLD BUSINESS**

### **A. Bridgeville Branch Wastewater Main Replacement Project**

Town Manager Savage reported the Town was awarded a grant for the design of a replacement wastewater main from the wastewater plant to Redden Rd. and out to the spray farm. There have been 6-7 leaks on the pipe and a replacement is warranted. There is a potential new leak to be dug up this week and examined. He would like approval to move forward with this project and go out to bid to determine the cost of a complete line replacement. Mr. Jason Loar, our engineer from Davis, Bowen & Friedel, Inc., was in attendance to explain the proposed project. Mr. Loar advised the design is permitted and ready to go; it was paid for with a DNREC Wastewater grant and a Fish & Wildlife grant. Initially, they would like to replace the line from the treatment plant to Route 13. During the bidding process they could modify how the Town wishes to move forward and divide the project into phases. Once the bids come in, Town Manager Savage would like to discuss funding; however, he believes the Town has more than adequate reserve funds to complete the first section to save on interest and avoid using state or federal funds (which require using prevailing wages). He would like to see the bid prices. The Town could also go to a private bank for funding for this project. The newest leak is #7 on this wastewater line. It must be repaired now; we cannot wait until the line is

replaced. It is believed the first straight section of pipe is replaced, it might fix the issues we are having. Most of the problems are along the Branch. The camera holes cut in the pipe were mostly along this first section of pipe. The new line would be parallel to the current line. It was clarified that none of the agricultural field at that location will be disturbed.

Motion to move forward with bidding – Mervine; 2<sup>nd</sup> – Tassone; motion carried.

## **B. Dollar General Purchase Agreement Amendment**

Town Manager Savage advised the Commissioners are considering a purchase agreement with Dollar General for property at 100 and 104 N. Main St. During the due diligence period there were some issues with the middle parcel (102 N. Main St.) concerning outstanding liens and took a lot longer to resolve due to the involvement of the court system. The chancery court has awarded Dollar General the land and Dollar General is asking the Town that the first review period, which comes due January 23<sup>rd</sup>, be extended two months, but they would like to reduce the second review period by those two months. The overall review period would remain at 18 months. The original agreement was a \$5,000 down payment, which would be forfeited if they did not finish the review period. This is an extension being offered to the company. Our Town Solicitor has reviewed and approved the contract.

Motion to approve and sign the Dollar General Purchase Agreement Amendment – Tassone; 2<sup>nd</sup> – Mervine; motion carried.

## **XI. NEW BUSINESS**

### **A. 2013 E.M. Fund Contribution**

President Correll advised ¼ of 1% of all building construction costs goes into a special fund named “Emergency Services Funding” (Town Code Chapter 21). The Town Commission has been invited to the yearly Fire Company Appreciation Dinner on Saturday, January 18<sup>th</sup> and will award the 2013 funds (\$26,600) to the Fire Company, pending Commission approval tonight. If approved, the total contributed since 2003 will be \$249,195. This will be the 3<sup>rd</sup> highest amount ever given to the Fire Company. President Correll expressed her appreciation for the amount of money that has gone to assist our local Fire Company. Town Manager Savage advised the fee can go to any emergency or medical service provider. Ambulance, EMT or Police Department would also qualify.

Motion to approve – Tassone; 2<sup>nd</sup> – Mervine; motion carried.

### **B. Dangerous Building Inspection Committee Resolution (#R14-1) – RE: 10 Cook St.**

Town Manager Savage reported a letter has been received concerning the condition of the building at 10 Cook St. A Resolution has been drafted to appoint a Dangerous Building Committee, consisting of at least 3 individuals, 2 of which must be Commissioners. This committee would serve for this specific property only. It would investigate the vacant building and determine if it should be demolished. President Correll advised she has asked Bridgeville Fire Company President Jack Cannon to serve on this Committee, as he is well aware of the fire hazards of a dilapidated building.

Commissioners Mervine and Tassone agreed to serve on this committee, as well. Commissioner Mervine recommended they choose an at-large member from North Bridgeville, which is the location of the property under consideration. It was recommended that they ask Mr. Lester Williams from Birch St. to serve. The Committee would then consist of Commissioners Mervine and Tassone, along with Mr. Jack Cannon and Mr. Lester Williams. Code Enforcement Officer Butler would be involved, although not a member of the Committee. The Resolution was read in its entirety and is an attachment to the original Minutes.

Motion to appoint Commissioners Mervine and Tassone, along with Mr. Cannon and Mr. Williams to the Dangerous Building Inspection Committee – Mervine; 2<sup>nd</sup> – McDowell; motion carried.

## **XII. INTRODUCTION OF ORDINANCES**

### **A. Ordinance 2014-A – AN ORDINANCE TO AMEND §128-1 D OF THE CODE OF THE TOWN OF BRIDGEVILLE AS IT RELATES TO SEWER AND WATER RATES FOR NON-METERED RESIDENTIAL CUSTOMERS**

This Ordinance was sponsored by Commissioner Kovack and introduced by Commissioner Tassone, who read the Ordinance title into the public record. The Commissioners of Bridgeville will consider this Ordinance and conduct a Public Hearing at their February 10, 2014 Commission meeting.

### **B. Ordinance 2014-B – AN ORDINANCE TO AMEND THE ZONING DISTRICT DESIGNATION FOR THE LANDS OF PASSWATERS HOLDING COMPANY, LLC, FROM C-1 COMMERCIAL DISTRICT TO C-1/AIOZ COMMERCIAL DISTRICT/ AGRICULTURAL-INDUSTRIAL OVERLAY ZONE FOR CERTAIN PARCELS OF LAND LYING AND BEING IN THE TOWN OF BRIDGEVILLE CONSISTING OF 20.827 ACRES, MORE OR LESS**

This Ordinance was sponsored and introduced by Commissioner Tassone, who read the Ordinance title into the public record. The Planning and Zoning Commission will consider this zoning change and conduct a Public Hearing at their February 18, 2014 meeting. The Commissioners of Bridgeville will consider the zoning change and conduct a Public Hearing at their March 10, 2014 Commission meeting.

President Correll wanted to make everyone aware of an email she received from Bridgeville's State Representative Dave Wilson concerning the topic "Shop Small-Shop Local." This information was originally circulated before Christmas and encouraged citizens to shop at the small stores in their own towns. Per the article, in 2010 the owner of American Express encouraged a local, small business shopping day and 93% of the people agreed to support local businesses. The article goes on to say that last year people heeded the call and spent \$5.5 billion at individual businesses. President Correll became excited about the possibility of a local shopping day around Christmas time and encouraged the Commissioners to consider the idea for next December. She added there is a new shop in Bridgeville on Market St. over the railroad tracks called Emmy's Too, a small boutique for women, which she encouraged residents to support.

Mrs. Ruth Skala added that American Express in Europe supports that same concept. President Correll commented that Seaford had a similar shopping day in support of Burton Brothers Hardware in the past.

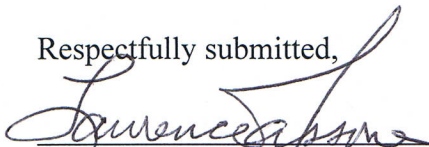
On a similar topic, President Correll often shops at Dollar General and asks them how the business is doing. Dollar General encourages people to respond to a survey after they have shopped involving a toll-free phone call. The store is supposed to solicit 25 telephone surveys per month and they don't always reach their goal. President Correll asked all residents to respond to the survey as a way to support our local Dollar General. She advised you do have to wait on hold to participate in the survey, but it is worth the wait because our local store receives credit for finished surveys. The Bridgeville Dollar General is one of the top 3 stores in the area and we need to support them.

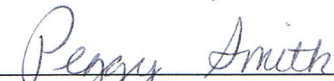
President Correll commented she was in downtown Milford recently and was very surprised and pleased to see the commercial boom in a Town that used to be declining. She added that Mrs. Anita Craft has sold Craft's Deli to a local Bridgeville boy, Tommy Jefferson, with the support of a local family for a new 40-seat restaurant. They are expected to open this coming Thursday.

**XIII. ADJOURNMENT**

Motion to adjourn – Tassone; 2<sup>nd</sup> – Mervine; motion carried. The meeting was adjourned at 8:00 P.M.

Respectfully submitted,

  
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Lawrence Tassone, Commission Secretary

  
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Peggy Smith, Transcriptionist