

MINUTES
COMMISSIONERS OF BRIDGEVILLE
January 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 Sharon McDowell, Jay Mervine, Lawrence Tassone, Town Manager Jesse Savage and 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 Bridgeville Town business; Commissioner Carson is expected to arrive momentarily.

III. APPROVAL OF AGENDA

Motion to approve the Agenda as written – Tassone; 2nd – Mervine; motion carried. Commissioner Carson arrived at 7:01 P.M.

IV. APPROVAL OF MINUTES

Motion to approve the Minutes from the December 14th monthly Commission meeting and the December 30th Budget Amendment Workshop – McDowell; 2nd – Carson; motion carried.

V. CORRESPONDENCE

Town Manager Savage advised the receipt of a letter from Union United Methodist Church thanking the Town for its monetary donation for Christmas Food Baskets for needy families. The Town employees and Commissioners held a 50-50 raffle at their Christmas party and \$70 was donated to this worthy cause. President Correll added the employees who planned the party chose the church as the beneficiary.

The Delaware Bicycle Council advised that Bridgeville is the inaugural winner of the Delaware Bicycle Council's Cycling Infrastructure Innovation Fund grant of \$10,000. The grant will pay for the survey/design contract with Davis, Bowen & Friedel, Inc. for the Heritage Shores (H.S.) Bike Path.

The Town has received a 2014 Water Fluoridation Quality Award from the Centers for Disease Control and Prevention, U.S. Department of Health & Human Services.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – January, 2016

General Fund – \$890,478 (increase of \$34,015 over last month)

All Accounts – \$1,915,383 (increase of \$10,841)

Accounts Receivable – \$134,029

Budget Report Target – 50% (6 months into budget year)

Income – \$1,778,331 (Income at 67% of budget)

Expenses – \$1,380,421 (Expenses at 52% of budget)

Net Income – \$397,910

Accounts Payable

Bills – \$39,349

Expected Expenses – \$132,750 (including health insurance, payroll, utilities, etc.)

Total estimated amount to be approved – \$172,099

Commissioner Tassone questioned a bill from Baker's Hardware. Town Manager Savage advised it is for minor repairs to our salt spreader in preparation for winter weather.

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

VII. TOWN REPORTS

The Town is pursuing additional options for debit/credit payments for water/sewer and taxes, with opportunities to view your bill on-line, etc.

The fence behind H.S. has been power-washed. Additionally, the Town received a price (outside our regular contract) for power washing the H.S. water tower for \$25,000. The tower is scheduled to be washed and painted in approximately 18 months, as part of a 10-year contract. Town Manager Savage's recommendation is to wait until then. It was suggested that Greenwood has a ladder truck which might be helpful to improve the appearance of the underside of the tank in the meantime.

Commissioner Tassone questioned the 43 rental property violations in the Code Department. Town Manager Savage advised this is renewal/inspection time; there are often small infractions to be addressed.

Commissioner Tassone questioned last month's unsolved police activities. Per Police Chief Longo, a number of those issues have been resolved. In other cases they do not have a suspect or there is no victim cooperation. Additionally, there are pending investigations with the Attorney General.

Commissioner Tassone questioned the progress of the SCADA system. It will be tested soon with a final run-through. Town Engineer Mr. Jason Loar from Davis, Bowen & Friedel, Inc. (DBF), advised they are in final stages of turning the system over to the Town, which should happen before the February meeting.

VIII. CITIZEN'S PRIVILEGE

Ms. Dottie Harper from Heritage Shores has experience in the area of Christmas parades and has been pursuing the possibility of initiating a Bridgeville Christmas Parade in December 2016. There has been preliminary discussion and she will be forming a committee soon, with the intention of bringing proposed ideas before the Commission for their approval. She is hoping to have a broad basis of support from the community.

Commissioner Correll asked if vendors would set-up along the streets. Ms. Harper has typically attached the parade to an activity. I.E. the parade could coincide with the Christmas in Bridgeville Craft Show. In her experience, she has seen Lions, Kiwanis, American Legion, etc. put up stands for donuts/hot chocolate, but has not pursued an excessive amount of activity for the sake of traffic. She suggested possibly having a day-time parade to kick-off the Christmas in Bridgeville Craft Show event.

Commissioner Carson will put Ms. Harper in contact with the school district for their participation and assistance. President Correll advised the Bridgeville Fire Company would likely participate in the parade with their vehicles. It was suggested that Ms. Harper research local Towns concerning their parade schedules as a starting point.

IX. OLD BUSINESS

There was no Old Business to discuss at this meeting.

X. NEW BUSINESS

A. Resolution #R15-10, A Resolution Proposing the Adoption of the Town of Bridgeville FY-2016 Budget Amendment

Town Manager Savage advised this Resolution was introduced at the December 30th Budget Amendment Workshop to amend the FY-16 budget. The amended figure of \$2,572,550 is a 3% decrease. Each department was reviewed for changes. Departments' income was adjusted as follows: Administration down 11%; Police up 3%; Streets up 5.5%; Wastewater up 1%; Water up 3.4%. Concerning expenditures, Administration down 4.7%; Police up 1%; Streets up 7.6%; Wastewater down 2%; Water down 14%. (The above changes were due in part to human resource changes and a late completion of the Alarm project.)

Motion to modify the FY-2016 budget as stipulated in Resolution #R15-10 – Carson; 2nd – Tassone; motion carried.

B. 2015 EM Funds Contribution

The Town Code gives the Commissioners the ability to add a surcharge to building permits for emergency services funding. The 2015 EM Fund stands at \$31,341.73. The Bridgeville Volunteer Fire Department (BVFC) has presented a letter to the Commissioners requesting funds to purchase 800 megahertz radios in the amount of \$45,311. If approved, these grant funds will be given to the Fire Company.

Motion to approve \$31,341.73 in EM funds to the BVFD – McDowell; 2nd – Tassone; motion carried.

C. DBF Proposal for Services – WWTP Upgrade – Preliminary Engineering and Environmental Reports

Davis, Bowen & Friedel, Inc. has submitted a proposal for professional engineering services for the Wastewater Treatment Plant Upgrade. USDA and DNREC have grant funding available for the project and this portion of the project is fully funded for \$50,000 (\$25,000 from each). Engineer Loar advised this is the first step in the process to meet the Town's wastewater discharge requirements.

Commissioner Carson reminded the Commissioners of a discussion with Sussex County concerning county sewer services for western Sussex, as eastern Sussex is currently receiving those services. He is aware of county personnel changes in this area, which might be advantageous and would like to pursue continued debate on county sewer services for western Sussex.

Motion to approve the DBF proposal for Preliminary Engineering and Environmental Reports – WWTP Upgrade – Tassone; 2nd – Mervine; motion carried.

XI. INTRODUCTION OF ORDINANCES

There were no Ordinances to be introduced at this meeting.

XII. GOOD OF THE ORDER

Town Manager Savage reminded the audience of the upcoming Municipal Election on Saturday, March 5th from noon until 7 P.M. Districts 1, 2 and 3 are up for election. Candidate requirements include filing a written letter of intent to be a candidate with the Commission President or Secretary by the February 5th candidate filing deadline. Voter registration is currently taking place at Town Hall from 8:30 A.M. to 4:30 P.M. Monday through Friday. Absentee voting will be available. Additional information is available on the website.

Commissioner Tassone questioned the Election cost. Town Manager Savage reported personnel time is significant; there are advertising costs and the use of the county voting machines, which adds up to approximately \$500.

Commissioner Carson advised the Town has purchased a used bucket truck to aid in installing/removing Christmas lights, flags, etc. and has continued to assist Greenwood with lights/flags, with the assistance of the Kiwanis Club. He requested exploring the possibility of soliciting a volunteer list that is approved by the Commission. They might be covered by the Town's liability insurance, as volunteers when they operate the bucket truck.

Commissioner Carson thanked Street Department Superintendent Passwaters for manning the bucket and Commissioner Mervine for driving the truck. He also thanked the Commission, as well as the Bridgeville Kiwanis Club for their assistance.

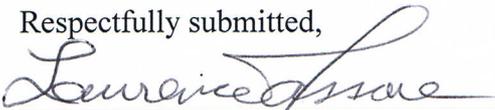
President Correll acknowledged that there are both Greenwood and Seaford residents in the Bridgeville Kiwanis Club.

Mr. Kenneth McDowell from 408 Laws St. commented the local Lions Club has insurance for its activities and it is possible the Kiwanis Club already has insurance or an umbrella policy.

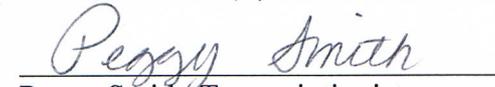
XIII. ADJOURNMENT

Motion to adjourn – Carson; 2nd – Tassone; meeting was adjourned at 7:35 P.M.

Respectfully submitted,



Lawrence Tassone, Commission Secretary



Peggy Smith, Transcriptionist