

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
December 14, 2015 – 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 Kevin Carson, Sharon McDowell, Lawrence Tassone, Town Manager Jesse Savage and Solicitor Dennis Schrader. The meeting began with the Pledge of Allegiance and Prayer.

President Correll advised SCAT President Harry Kent from Millville passed away this past Friday. The Town is sending a condolence card to the family.

**II. QUORUM PRESENT**

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

**III. APPROVAL OF AGENDA**

Motion to approve the Agenda as written – Tassone; 2<sup>nd</sup> – Carson; motion carried.

**IV. FY-15 AUDIT REPORT – Lank, Johnson & Tull, CPA's**

Mr. Rick Tull presented the Audit Report for the year ending June 30, 2015 and directed the Commissioners to the unmodified report on page 3. The Town has a clean bill of health concerning the financial statements. Bridgeville received federal funding, which passed through the state to the Town. He directed the Commission to the Management Discussion and Analysis on page 6, written in laymen's terms. Net Assets (things you own) minus Liabilities (monies you owe) equals Net Position (what is left over.) The Town's 5% increase in net position is positive and indicates the Town is healthy. The General Fund (everything but the water/sewer fund) net position increased by 52% and the business-type net position increased by 1%. The increase was used to pay-down a loan. The Balance Sheet (change in net position) looks positive for the Town.

Concerning revenues and expenses, (profit/loss if we were a for-profit business) the Town's total revenues, not counting transfers, increased by 24% to \$3.45 million. Revenue from business-type activity increased by 17% to \$1.72 million, due to an increase in user and impact fees. Governmental revenues increased by 31% (\$1.73 million), which is primarily attributable to increases in property taxes, building permits, transfer taxes and state grants. Mr. Tull advised the Town has done a fairly decent job of controlling expenditures, with a small 2% increase.

Page 11 of the report shows the actual numbers of the net position (assets minus liabilities). As of June 30, 2015, the Town total assets exceeded \$22 million.

Mr. Tull commented that the Town's balance sheet looks very good compared to a for-profit business, as the Town does not have a huge amount of current liabilities. He added that there is significant debt attributed to the sewer plant.

The Town's total net position is over \$15 million. It is important to note the unrestricted amount of \$592,000. Mr. Tull believes it is a great balance sheet.

Exhibit B (page 12) is an income statement. If the Town were a for-profit business, \$761,000 would be the Town's net profit for the year. This money was used to pay-down debt.

Mr. Tull commented that it is a pleasure to work with Bridgeville, as they are very cooperative with the CPA firm throughout the year.

Motion to accept the Audit Report from the CPA firm of Lank, Johnson & Tull – Tassone; 2<sup>nd</sup> – McDowell; motion carried.

#### **V. APPROVAL OF MINUTES**

Motion to approve the Minutes from the November 5<sup>th</sup> Source Water Protection Ordinance Workshop and the November 9<sup>th</sup> Executive Session and regular Commission meeting – Carson; 2<sup>nd</sup> – Tassone; motion carried.

#### **VI. CORRESPONDENCE**

Town Manager Savage advised there was no correspondence to consider at this meeting.

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

Balance Sheet – November 30, 2015

General Fund – \$856,463 (decrease of \$94,911 over last month)

All Accounts – \$1,904,542 (decrease of \$55,505)

Accounts Receivable – \$225,185 (mostly water loan funds + Greenwood's 3<sup>rd</sup> qtr. Billing)

Budget Report Target – 42% (5 months into budget year)

Income – \$1,702,306 (Income at 64% of budget)

Expenses – \$1,088,643 (Expenses at 41% of budget)

Net Income – \$613,663

Accounts Payable

Bills – \$108,675

Expected Expenses – \$176,350 (including health insurance, payroll, utilities, etc.)

Total estimated amount to be approved – \$285,025

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 – Tassone; 2<sup>nd</sup> – McDowell; motion carried.

#### **VIII. TOWN REPORTS**

There were no questions concerning the Department Reports.

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

Mrs. Ruth Skala from 108 Whistling Duck Dr. requested the Commissioners consider entering into a conversation with DeIDOT about a promised stop light at the Rt. 13 main entrance to Heritage Shores, as the development has increased in size to warrant a light. She added that the Heritage Shores water tower and fencing are becoming increasingly moldy and unsightly.

Per Town Manager Savage, the Town has a maintenance contract for cleaning the water tower every few years. He will pursue a price for the work. The fencing is taken care of by routine upkeep and maintenance; he will contact the Water Superintendent about cleaning the fencing.

Mrs. Skala announced a special program by the Union United Methodist Church Bell Ringers on Wednesday, December 16<sup>th</sup>, 7:00 P.M. at the Library and encouraged everyone to attend.

## **X. OLD BUSINESS**

### **A. Economic Development Committee (EDC) – Banner Update**

The Town approved a banner design at the November Commission meeting. Mrs. Ruth Skala has pursued a vendor to produce the banner, as well as communicating with the power company concerning banner installation and safety. She is inclined to approve "Downtown Decorators", as they have been recommended by the ED consultant and have experience with Main St. projects nationwide. She brought pricing and color samples for decision-making this evening. The desirable size is 24"x46" and Street Superintendent Passwaters has advised the banners must be placed on the "sidewalk side" rather than the "street side". Cost is \$3,727.82 for 25 banners and brackets (keeping 5 in reserve). They will be placed on both Market and Main Sts. The cost will be taken from the EDC budget. (The Town has agreed to spend \$9,000 by June.)

The EDC is in agreement with the banner design and placement. A discussion ensued concerning the possibility of using the Woodbridge School District "Raider Blue", which is a brighter color. Mrs. Skala will contact the manufacturer to see if they offer a similar blue fabric. It was generally agreed that if the Raider blue is not available, the Town will proceed with the lighter blue sample brought by Mrs. Skala.

Mrs. Skala advised the space on the side of Mowbray's Barber Shop is no longer available for a mural, as Mr. Mowbray is planning to rent it for advertising.

Motion to approve the banners for purchase with the contingency that if the Raider color is available, we would choose it; the default color would be the lighter blue presented – Tassone; 2<sup>nd</sup> – Carson; motion carried.

## **XI. NEW BUSINESS**

### **A. Board of Adjustment Re-Appointments (Slater/Alvarez)**

Town Manager Savage reported both Mrs. Pam Slater and Mr. Carlos Alvarez are willing to serve another 3-year term on the Board.

Motion to re-appoint Mrs. Pam Slater and Mr. Carlos Alvarez to the Bridgeville Board of Adjustment – Tassone; 2<sup>nd</sup> – Carson; motion carried.

**B. Resolution #R15-9 – To Amend and Restate #R15-3 Authorizing Participation in the Funding of a Downtown Master Plan Charrette for the Town of Bridgeville**

This Resolution would amend Resolution #R15-3 dealing with the Master Plan Charrette. The Commissioners originally agreed to spend \$4,000 toward the Plan and spend \$5,000 toward the implementation. The Delaware Economic Development Office (DEDO) has secured additional funds; however, they would like the Town to keep its entire \$9,000 spending commitment for implementation. Town Manager Savage brought to the Commissioners' attention paragraph 7, removing the \$4,000 from the Resolution to denote that the Commissioners will commit a minimum of \$9,000 toward implementation of the adopted plan by December 2015. There is \$10,000 in the budget for this project.

Motion to adopt Resolution #R15-9 amending and restating Resolution #R15-3 authorizing participation in the funding of a Downtown Master Plan Charrette for the Town of Bridgeville – Carson; 2<sup>nd</sup> – McDowell; motion carried.

Commissioner Carson thanked DEDO for these funds.

**XII. INTRODUCTION OF ORDINANCES**

There were no Ordinances to be introduced at this meeting.

**XIII. GOOD OF THE ORDER**

President Correll handed out invitations from the Bridgeville 4-H Club for the “Caroling in the Park” event on Sunday, December 20<sup>th</sup> at 6:30 P.M. at Cahall Park. There will be horse and carriage rides, along with hot chocolate and cookies.

Per President Correll, the Town has been working on a Bike Path for at least 5 years. A grant application has been approved; the Town will receive \$10,000 for engineering services concerning design/permitting/etc. to advance the project to the “shovel-ready” point. ADA compliance is required.

Ms. Dottie Harper from Heritage Shores and Town Manager Savage discussed ADA requirements and changes in interpretation over time. All involved are hesitant to move forward until DelDOT signs off on the improvements, although it appears that their only involvement is where the bike path crosses the back entrance to Heritage Shores. Ms. Harper recommended they consider engineer Bob Rauch's report on recommended changes to the bike path and execute them. When DelDOT becomes involved-in/approves that entrance, any necessary DelDOT changes would have to be made.

Town Manager Savage does not believe the bike path is within DelDOT's jurisdiction, nor do they have a right to approve/disapprove. Ms. Harper suggested giving Bob Rauch's report to the Town for review and approval and then moving forward with changes.

Town Engineer Jason Loar would also like to review the plan before the Town moves forward.

Dr. Carson advised the Town sent him to a workshop concerning FOIA in November by the Institute for Public Administration. He believes Town Manager Savage is following FOIA requirements as coordinator. He requests that Town email accounts be set-up for all Commissioners and that they use the accounts to conduct Commission business in the future.

Solicitor Schrader agreed that this is a wise path to take based on his knowledge and experience in this area. Emails concerning work-related issues should be completely separate from personal communications.

President Correll thanked the residents and Town employees for a good year with a great deal being accomplished, including the progress in Economic Development. She believes it's been the biggest year since she has been on the Commission and thanked everyone for all they have done.

#### **XIV. INTRODUCTION OF ORDINANCES**

There were no Ordinances to be introduced at this meeting.

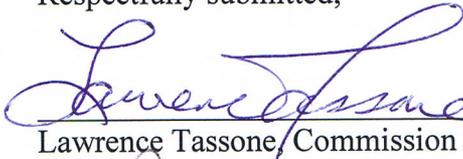
#### **XV. GOOD OF THE ORDER**

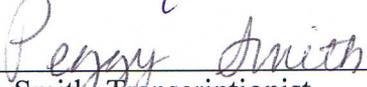
There were no comments to be made.

#### **XVI. ADJOURNMENT**

Motion to adjourn – McDowell; 2<sup>nd</sup> – Tassone; meeting was adjourned at 8:05 P.M.

Respectfully submitted,

  
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Lawrence Tassone, Commission Secretary

  
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Peggy Smith, Transcriptionist