

**MINUTES**  
**COMMISSIONERS OF BRIDGEVILLE**  
**NOVEMBER 14, 2016 – TOWN HALL**  
**EXECUTIVE SESSION 6:30 PM**  
**OPEN SESSION 7:00 PM (approx.)**

**I. CALL TO ORDER**

The meeting was called to order at 6:30 P.M. by President Pat Correll. Present: Commissioners Timothy Banks, Tom Carey, Sharon McDowell, Lawrence Tassone, Town Manager Jesse Savage and Solicitor Dennis Schrader.

**II. QUORUM PRESENT**

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

**III. APPROVAL OF AGENDA**

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

**IV. EXECUTIVE SESSION – Personnel**

Motion to go into Executive Session – Tassone; 2<sup>nd</sup> – McDowell; motion carried; the Commissioners went into Executive Session at 6:30 P.M.

**V. RETURN TO OPEN SESSION**

Motion to return to Open Session – Tassone; 2<sup>nd</sup> – Banks; motion carried; the Commissioners returned to Open Session at 7:07 P.M.

President Correll advised the Commissioners discussed Personnel during the Executive Session and no votes were taken.

The meeting began with the Pledge of Allegiance and Prayer.

**VI. APPROVAL OF MINUTES**

Motion to approve Minutes from the October 10<sup>th</sup> Commission meeting and the October 19<sup>th</sup> Commission Workshop – Tassone; 2<sup>nd</sup> – Banks; motion carried.

**VII. CORRESPONDENCE**

There was no correspondence to consider at this meeting.

**VIII. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE**

Balance Sheet – October 31, 2016

General Fund - \$1,218,356 (decrease of \$1,202,452 over last month)

All Accounts - \$2,610,432 (decrease of \$1,133,906)

Accounts Receivable - \$204,594

Budget Report Target – 33% (4 months into budget year)

Income - \$1,468,896 (Income at 55% of budget)  
Expenses - \$843,430 (Expenses at 31% of budget)  
Net Income - \$625,466

Accounts Payable

Bills - #36,014  
Expected Expenses - \$147,500 (including health insurance payroll, utilities, etc.)  
Total estimated amount to be approved - \$183,514

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

**IX. TOWN REPORTS**

Town Reports were reviewed and will be attached to the minutes.

**X. CITIZENS PRIVILEGE**

Shane and Tina Abbott from 200 Walnut St. returned after having attended the October 10<sup>th</sup> Commission meeting concerning tree limbs from trees in the Town right-of-way damaging their property. Mr. Abbott has received a letter from the Town's insurance advising it would not be responsible and the Abbott's insurance has covered it. According to their survey the trees are in the right-of-way, which is owned by the Town. Mr. Abbott believes the Town should be responsible to cut down these two trees on his property.

Solicitor Schrader questioned their specific request. Per Mr. Abbott, they want the Town to either trim or remove the two trees. He believes the trees are in the Town's right-of-way, which is owned by the Town. Mr. Abbot believes the Town should be responsible to cut down these two trees on his property.

The Commissioners will address this issue at their Wednesday, November 16<sup>th</sup> Commission Workshop at 10:30 A.M., which is a public meeting. The Agenda will be amended to include this action item.

Ms. Lynn Kefauver-Bennett from 500 S. Cannon St., expressed concern about the odor from the local vegetable processing plant, Pictsweet. She can smell it from her house and believes their wastewater process needs to be examined. She has lived within close proximity to a spray irrigation site and never smelled anything and therefore believes changes can be made here locally to eliminate the odor.

Mrs. Dottie Harper gave an update on the Bridgeville Christmas Parade scheduled for Saturday, December 17<sup>th</sup>, at 4:30 P.M. (Staging at 3:00 P.M.) She currently has 45 entries, more than originally expected; logistics will be challenging.

Mrs. Ruth Skala reported on applicants for the Community Development façade improvement grants. Four projects were approved: Layton's Hardware – roof replacement/repair; Bridgeville Building & Loan – LED sign; Bridgeville Senior Center – siding removal/entrance door replacement & repair; & the Bridgeville Emporium – paint/signage/façade improvement/lighting. December 28<sup>th</sup> is the completion deadline.

## **XI. OLD BUSINESS**

### **A. Presentations of Findings – Dangerous Building at 410-412 Market St.**

Town Manager Savage advised the Commission passed a Resolution at the October meeting naming a Dangerous Building Inspection Committee to report back to the Commission concerning the condition of the building at 410-412 Market S. Should the Commission accept the findings of the report, a Public Hearing will be convened at the December 12<sup>th</sup> Commission meeting, with the attendance of the property owner to show just cause why the building should not be demolished.

Motion to accept the presentation of findings from the Dangerous Building Committee and to schedule a Public Hearing at the December 12<sup>th</sup> Commission meeting to afford the owner the opportunity to show cause why the building investigated should not be declared to be a hazard to life and property and why it should not be ordered to be demolished – Tassone; 2<sup>nd</sup> – Banks; motion carried.

President Correll thanked Lester Williams, Code Enforcement Officer Jerry Butler and Commissioners Tim Banks and Tom Carey for inspecting the property.

## **XII. NEW BUSINESS**

### **A. Heritage Shores Street Acceptance**

Street Superintendent Passwaters inspected the new streets and gave a list of items to be completed. There is concrete work to be completed on Snowy Egret and handicap ramps on White Pelican.

Town Manager Savage spoke with Street Superintendent Passwaters and Heritage Shores representative Dean Dubbe' earlier today; the handicap ramps were put in, but not correctly. The curbing is depressed and Mr. Dubbe' is prepared to fix it.

Town Manager Savage advised this street acceptance includes: Blue Heron, White Pelican, Snowy Egret, Canvasback, Ruddy Duck, - all Phase 2B roads, 99% of which are acceptable. He is asking for conditional approval that once these punch list items are complete, the Town can sign-off on all these streets included in Phase 2B and record them.

Town Manager Savage advised these streets are in the budget for street lighting, cleaning, snow removal, etc. The Town Engineer will produce a final acceptance letter for the streets on behalf of the Town.

Motion to accept the Heritage Shores streets (as listed above) on a conditional basis until the punch list items are completed, as agreed upon – Tassone; 2<sup>nd</sup> – Carey; motion carried with 1 Abstention by Commissioner McDowell.

### **B. A RESOLUTION AUTHORIZING THE CLOSURE AND DONATION OF A PORTION OF EMORY STREET TO THE BRIDGEVILLE CEMETERY ASSOCIATION**

The Town is proposing to accept a deed that has been prepared authorizing the closure and donation of a portion of Emory St. to the Bridgeville Cemetery Association. The Association currently owns all the adjacent property. The Commissioners have a deed and survey, which were reviewed by Solicitor Schrader. A Public

Hearing will take place at the December 12<sup>th</sup> Commission meeting. The street light and pole will be removed by the power company and keys to the gate will be available for those who require access.

Motion to approve the Resolution to authorize the closure and donation of a portion of Emory St. to the Bridgeville Cemetery Association and set the date for a Public Hearing at the December Commission meeting on Monday, December 12, 2016 – Tassone; 2<sup>nd</sup> – McDowell; motion carried. The Resolution number #R16-6 was later added to the record.

**XIII. INTRODUCTION OF ORDINANCE(S)**

There were no Ordinances to be introduced.

**XIV. GOOD OF THE ORDER**

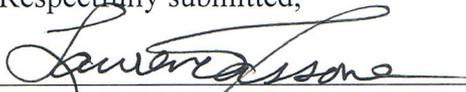
President Correll advised she has received information concerning a program about transportation for seniors in Delaware. She is passing along the information to H.S. this evening for possible follow-up.

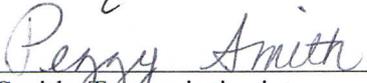
President Correll reminded the Commissioners of the Wednesday, November 16<sup>th</sup> Commission Workshop at Town Hall, 10:30 A.M.

**XV. ADJOURNMENT**

Motion to adjourn – Tassone; 2<sup>nd</sup> – Banks; the meeting was adjourned at 7:54 P.M.

Respectfully submitted,

  
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Lawrence Tassone, Commission Secretary

  
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Peggy Smith, Transcriptionist