

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
JANUARY 9, 2017
TOWN HALL**

I. CALL TO ORDER

The meeting was called to order at 7:00 P.M. by President Pat Correll. Present: Commissioners Timothy Banks, Tom Carey, Sharon McDowell, Town Manager Jesse Savage and Solicitor Dennis Schrader.

II. QUORUM PRESENT

President Correll reported a quorum was present to discuss Bridgeville Town business. The meeting began with the Pledge of Allegiance and Prayer.

III. APPROVAL OF AGENDA

Motion to approve the Agenda – McDowell; 2nd – Carey; motion carried.

IV. APPROVAL OF MINUTES

Motion to approve Minutes from the December 12th Commission meeting and Executive Session – McDowell; 2nd – Carey; motion carried.

V. CORRESPONDENCE

A thank you letter has been received for the Town's sponsorship of the Seaford and Laurel Star 2016-2017 "Newspaper in Education Program". Newspapers are placed in schools for teacher/student use.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – December 31, 2016

General Fund – \$915,088 (decrease of \$273,422 from last month)

All Accounts – \$2,363,793 (decrease of \$217,400)

Accounts Receivable – \$133,167

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

Income – \$1,752,113 (Income at 65% of budget)

Expenses – \$1,344,969 (Expenses at 50% of budget)

Net Income – \$407,144

Accounts Payable

Bills – \$8,866 Expected Expenses – \$145,000

Total estimated amount to be approved – \$153,866

President Correll believes Bridgeville would not have a net income of \$407,144 without transfer tax of \$200,000+ in the budget, to which Town Manager Savage agreed. The Town has received \$170,000 in transfer tax and the state has proposed taking a portion of it away, due to its \$350 million deficit.

Motion to pay the bills as presented – McDowell; 2nd – Carey; motion carried.

VII. TOWN REPORTS

Additional Department reports were reviewed and will be attached to the minutes.

VIII. CITIZEN’S PRIVILEGE

Mr. Bill Atwood from 113 Emily’s Pintail Dr. asked if removal of \$225,000 transfer tax from the budget would put us in a deficit. Town Manager Savage advised it would. The Town must find ways to compensate for the loss. Other Sussex towns have stopped using transfer tax or are working toward it.

The Town is in its 3rd year of using excess transfer tax to pay off debt. Year #1: took a surplus of \$300,000+ and paid off a wastewater loan. Year #2: took a surplus of \$354,000 and earmarked it for a new Police Department. Year #3: any surplus will go toward debt.

Mr. Kenneth McDowell from 408 S. Laws St. questioned if the new Police Station has been voted on and is a “go”. Town Manager Savage advised the Town voted on various occasions on planning aspects of a new station.

Mr. Atwood understands the building requires new debt and questioned a Referendum. Per Town Manager Savage, the charter has a limit of \$1.5 million and there is approximately \$420,000 available without Referendum.

Mr. Steve Dell from 12 Gadwall Circle questioned the Sussex County Wastewater Feasibility Study. The study hasn’t been completed.

It was clarified the O’Leary building houses exercise equipment used by Town staff.

Mr. Russ Beard from 25 Amanda’s Teal Dr. asked if the rear entrance to Heritage Shores will be lighted. It is a private roadway/entrance; therefore, Mr. Beard should contact Brookfield Homes.

IX. OLD BUSINESS

There was no Old Business to discuss at this meeting.

X. NEW BUSINESS

A. 2016 EM Funds Contribution

The Town has collected \$20,400 in surcharges on building permits to purchase new equipment for the Bridgeville Volunteer Fire Company. A list of proposed purchases and prices was provided to the Town by Fire Company Treasurer Pete Stephens for consideration.

Motion to contribute \$20,400 to the Bridgeville Fire Company for emergency service funding – Banks; 2nd – McDowell; motion carried.

B. Resolution Scheduling the Demolition of Dangerous Building at 410-412 Market St.

The Commissioners held a Public Hearing at the December 12th Commission meeting regarding the building located at 410-412 Market St. It was determined the structure is dangerous and beyond repair. The Commissioners agreed to approve a Resolution that sets a date to demolish the building.

Per Solicitor Schrader, the Commission may determine a reasonable date and suggested 30+ days. The process was questioned if the owner doesn't abide by the demolition date. Per Solicitor Schrader, it would take 90-120 days to receive a court order for demolition.

The Town has received a letter January 3rd from the property owners re-iterating their request for additional time before demolition to sell the property. Town Manager Savage believes this request only passes the Dangerous Building designation onto a new property owner.

Motion to approve the Resolution declaring 410-412 Market Street a hazard to life and property and a common and public nuisance and hereby resolve that it be demolished by February 12, 2017 – Carey; 2nd – McDowell; motion carried 4 to 0.

C. New Vehicle Purchase – Public Works

Town Manager Savage provided a quote from Ford Motor Co. for the purchase of a 2017 F-250 truck for the Water Department. The current 2003 vehicle has many issues and almost \$11,000 in repairs has been spent in the past three years on the 14 year-old truck. The State contract lists a replacement for \$38,800 (or 3-year lease for \$41,600). It is proposed to use proceeds from the street sweeper sale (\$75,000) to purchase the new truck, which will be essential as the Town accepts new streets at Heritage Shores. This purchase is part of the Town's capital budget.

Motion to purchase the new vehicle – Carey; 2nd – Banks; motion carried.

D. Bridgeville Spray Farm Lease

The Town advertised its spray farm lease (85-95 acres of tillable land) in November. One bid was received for \$100/acre from Baldwin, Inc. in Bridgeville, with 25+ years of experience in state/regulations on various properties with spray leases. A final acreage amount is to be determined.

Motion to accept the spray farm lease – Carey; 2nd – Banks; motion carried. Commissioner McDowell's vote included that the Commission be given the correct acreage when it is determined.

E. Comprehensive Plan Update

The Town requested an extension from the Office of State Planning (OSP) in November, 2016, due to wastewater issues in the Town and a desire to know the future direction of the Town's WWTP before the updated Comprehensive Plan is finalized. A letter of extension has been received from the OSP and Town Manager Savage should receive additional information in the near future.

XI. ECONOMIC DEVELOPMENT COMMITTEE (EDC) REPORT

This item will be placed on future Agendas, giving the EDC opportunity to discuss plans/issues with the Town Commission. The committee will also meet with the Commission at a January 18th Workshop.

XII. INTRODUCTION OF ORDINANCES

There were no Ordinances to be introduced at this meeting.

XIII. GOOD OF THE ORDER

There were no events or issues to be discussed.

XIV. EXECUTIVE SESSION – PROPERTY ACQUISITION

Motion to go into Executive Session – Carey; 2nd – McDowell; motion carried. The Commissioners went into Executive Session at 7:50 P.M.

XV. RETURN TO OPEN SESSION

Motion to return to Open Session – Carey; 2nd – McDowell; motion carried. The Commissioners returned to Open Session at 8:05 P.M. and advised that they discussed Land Acquisition during the Executive Session and no votes were taken.

XVI. ADJOURNMENT

Motion to adjourn – Carey; 2nd – McDowell; the meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Lawrence Tassone, Commission Secretary

Peggy Smith, Transcriptionist