

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
FEBRUARY 13, 2017
TOWN HALL**

I. CALL TO ORDER

The meeting was called to order at 6:45 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 – McDowell; 2nd – Carey; motion carried.

IV. EXECUTIVE SESSION – LAND ACQUISITION

The Commissioners discussed land acquisition and no votes were taken.

V. RETURN TO OPEN SESSION

The Commissioners returned to Open Session. No votes were taken.

Town Manager Savage introduced the Town's two new Police Officers, Richard Smith and David Clark. Chief Burke Parker advised they spent 22 weeks at the Academy and both received awards, making the Town proud.

VI. APPROVAL OF MINUTES

Motion to approve Minutes from the January 9th Commission meeting and the January 18th Commission Workshop – Tassone; 2nd – McDowell; motion carried.

VII. CORRESPONDENCE

A Water Fluoridation and Quality Award was received by the Town from Delaware Health and Human Services. Appreciation was extended to Water Superintendent Scott Kimball and the entire Public Works Department.

VIII. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – January 31, 2017

General Fund – \$906,602 (decrease of \$8,486 from last month)

All Accounts – \$2,356,117 (decrease of \$7,676)

Accounts Receivable – \$167,069

Budget Report Target – 58% (7 months into budget year)

Income – \$1,978,231 (Income at 74% of budget)

Expenses – \$1,522,252 (Expenses at 57% of budget)

Net Income – \$455,979

Accounts Payable

Bills – \$31,991 Expected Expenses – \$145,000/Total estimated amount for approval – \$176,991

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

IX. TOWN REPORTS

Department reports were reviewed and are attached to these minutes.

X. CITIZEN'S PRIVILEGE

Pastor Charles Smith, Jr. of Williams Chapel Church and property owner of 55 Church St., believes they need crossing lanes for students at the elementary school. Per President Correll, it is a state-owned street; the Town will contact the correct agency to pursue the issue. Pastor Smith also questioned a one-time-only snow removal warning their Church on N. Cannon St. received, even though services were not held that day.

Mr. Bernard Carr (non-resident) questioned state-owned streets in Bridgeville (Market, Church, a portion of Laws near the school/post office, a portion of Railroad to Delaware) and expressed concern about a large pothole at the Post Office on Walnut St., which is state-owned.

Mr. Carr asked how to file formal complaints at the library, school, etc., as there are no forms/complaint procedures. Town Manager Savage advised if you had a complaint with a Town employee/staff, you would come directly to the Town Manager.

Mr. Darren Harris from 55 Church St. expressed concern about the Town interfacing directly with tenants' water/sewer bills. He has had his water turned off numerous times from what he believes is lack of Town contact with his landlord. Per Town Manager Savage, the landlord receives all necessary notices and invoices. Many Bridgeville renters move without paying their bills; therefore, the Town requires that bills go to owners to avoid the homeowner being left with the renter's debt. Monthly amounts due are available to the renter at Town Hall.

Mr. Charles Smith advised that he believes a speed limit sign on his street needs to be placed properly.

XI. OLD BUSINESS

A. Police Station – Floor Plan Approval

Town architect Mr. Mike Wigley from Davis, Bowen & Friedel, Inc. shared the latest floor plan design of 4,000 sq. ft. (100 ft. x 40 ft.). Police Chief Parker and Town Manager Savage have reviewed the plans, which have been condensed from previous layouts.

Motion to approve the floor plan – Carey; Banks – 2nd; motion carried.

B. JROTC – Hometown Heroes Project

Jacob Johnson's project is moving forward with the assistance of the Street Department. They are working together on the 30 banner project to honor Bridgeville WWII veterans. He is requesting Town assistance

Motion to allow Street Department assistance with hanging the banners – Banks; McDowell – 2nd; motion carried.

XII. NEW BUSINESS

A. 2017 Municipal Election Results

Commissioner McDowell (Dist. #5) and Commissioner Carey (Dist. #4) filed for their current seats on the Town Commission and ran unopposed. The Election Board, consisting of Betty Ann Hardesty, Anne Hallman and Donald Kover, approved their candidacy and the Election.

B. Mosquito Control Spraying – 2017

The Town continues to participate in the Mosquito Control program, which will start its spring program soon. It was generally agreed that it is an important program for the Town to be involved in. Mosquito Control gives notice to the Town 1-2 days ahead of spraying.

Motion to approve the Mosquito Control Program – Carey; Tassone – 2nd; motion carried.

C. Appointment of Certified Public Accounting Firm

Per the Charter, the Town must select a Certified Accounting Firm to audit the Town. Commissioner Tassone strongly believes you should change auditors every 5 years and request a proposal on a yearly basis, per federal recommendations. Lank, Johnson and Tull has been the Town's CPA firm for over 10 years.

Commissioner Carey recommended taking another look at the Town's accounting practices over the next year and re-visiting this conversation for the 2018 budget year.

Commissioner Tassone made a motion for the Town to go out for a request for CPA firm proposals this year as a good business practice to determine if our current direction is wise – 2nd – Carey. The votes were recorded as follows: McDowell – no; Banks – no; Carey – yes; Tassone – yes; President Correll - no. The motion was defeated by a vote of 2 in favor and 3 opposed.

Motion to approve the firm of Lank, Johnson & Tull as the Town's accounting firm – Banks; 2nd – McDowell; motion carried 5 to 0. Town Manager Savage advised he will prepare an RFP for 2018.

D. Resolution to Adopt Budget Amendment for FY-17

The Town held a Workshop on January 18, 2017 and is prepared to amend the Town's operating budget. Motion to adopt the Budget Amendment Resolution #R 17-2 for FY-17 – Tassone; 2nd – Banks; motion carried.

E. UTV Purchase

The Police/Public Works Departments have requested the purchase of a Polaris Ranger vehicle. Local legislators would be approached to cover the cost of the purchase.

Motion to approve the purchase of a UTV, providing that funds are available from the state – Banks; 2nd – Tassone; motion carried

F. Planning and Zoning Commission Annual Report

Motion to accept the P&Z Commission Annual Report – Tassone; 2nd – Banks; motion carried.

G. Land Acquisition

Town Solicitor, Mr. Dennis Schrader, advised the Town Commissioners met in Executive Session from approximately 6:45 P.M. to 7:05 P.M. to discuss land acquisition. No motions were made and no decisions were made during that time.

Motion to purchase land (only) currently owned by Jefferson and Jeanine Scott on S. Main St. for the amount of \$32,000 plus contingency – Tassone; 2nd – Banks, motion carried.

XIII. ECONOMIC DEVELOPMENT COMMITTEE

President Correll advised the EDC has made a list of members for approval and she believes that the committee needs as many local business persons involved as possible. Chairperson Skala has contacted a number of people encouraging participation.

Motion to accept new members to the Economic Development Committee (Sue Grenier / Richard Grinnell / James Speegle) – Tassone; 2nd – Carey; motion carried.

XIV. INTRODUCTION OF ORDINANCES

Ordinance #2017-A – An Ordinance creating a new chapter of the Code of the Town of Bridgeville requiring the registration of all vacant buildings and dwelling units within the Town of Bridgeville. The Ordinance will be sent to the EDC for their review and recommendation.

XV. GOOD OF THE ORDER

Town Commissioner Carey brought up the problem of stray cats throughout Town and hopes to find a solution.

President Correll reported that the Bridgeville Fire Company Auxiliary has contracted for 3 weddings due to the advertising in the Wedding Planner section of the newspaper.

XVI. ADJOURNMENT

Motion to adjourn – Banks; 2nd – McDowell; the meeting was adjourned at 8:08 P.M.

Respectfully submitted,

Lawrence Tassone, Commission Secretary

Peggy Smith, Transcriptionist