

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
May 8, 2017 – 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 Tim Banks, Tom Carey, Sharon McDowell, Lawrence Tassone, Town Manager Jesse Savage and Solicitor Dennis Schrader. The meeting began with the Flag Salute and Prayer.

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; 2nd – McDowell; motion carried.

IV. APPROVAL OF MINUTES

Motion to approve Minutes from the April 10th Commission meeting and the April 25th Commission Workshop – Tassone; 2nd – McDowell; motion carried.

V. CORRESPONDENCE

The Commission is invited by the Delaware Commission of Veterans Affairs to a Memorial Day Service on Saturday, May 27th, 10:30 a.m. at the Veterans Memorial Cemetery in Bear. A second service will take place on May 30th, 10:30 a.m. at the War Memorial Plaza, Delaware Memorial Bridge.

VI. SPECIAL PRESENTATION: FORGOTTEN CATS – Non-Profit Cat Rescue Organization

Ms. Debbie English from “Forgotten Cats” organization came to assist Bridgeville with stray cats. This organization traps cats/kittens and spays/neuters/vaccinates them before returning them to Town at no cost. Some of the (friendly) cats and kittens will be kept for adoption. A flyer will be circulated door-to-door in the problem areas to explain the organization’s intentions and when they will be trapping (allowing the residents to keep their pets inside during those times).

Commissioner Carey questioned previous success. The group has fixed over 1,300 cats with grant money, which will also be used here in Bridgeville. Ms. English has seen a 30-40% reduction in cat population. Their organization can help Bridgeville receive grants to continue the program. Cats that have been adopted and have chips are returned to their owners. Written information disseminated to Bridgeville residents will include instructions not to feed feral cats.

Motion to participate in the Forgotten Cats non-profit rescue – Banks; 2nd – Carey; motion carried.

VII. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – April 30, 2017

General Fund – \$957,321 (decrease of \$94,197 from last month)

All Accounts – \$2,495,934 (increase of \$95,145)

Accounts Receivable – \$142,212

Budget Report Target – 83% (10 months into budget year)

Income – \$2,324,774 (Income at 86% of budget)

Expenses – \$2,070,626 (Expenses at 77% of budget)

Net Income – \$254,147

Accounts Payable

Bills – \$26,091 Expected Expenses – \$132,000 Total estimated amount for approval –\$158,091

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

VIII. TOWN REPORTS

Department Reports were reviewed and are attached to these minutes.

IX. ECONOMIC DEVELOPMENT UPDATE

- The Economic Development Committee and its new Chairman, Mr. Richard Grinnell, are working on a sign for the Railroad Station.
- The committee is considering summer events on Friday nights for locals/tourists on the way to the beach.
- They have also distributed spring incentive grants, with ads in the Guide, Seaford Star, etc.
- The façade grant decals have been distributed to businesses who received grants.
- Mr. Grinnell had the opportunity to attend the national Mainstreet Conference on behalf of the Town.

Motion to accept the Economic Development Update – Tassone; 2nd – McDowell; motion carried.

X. CITIZEN’S PRIVILEGE

Mr. Richard Glover from 49 Emily’s Pintail Dr. questioned whether the audience will be able to ask questions and comment on the MuniCap tax report and Heritage Shores Phase 4 development plan, as the topics come after Citizen’s Privilege. Attorney Schrader advised comments and questions will be allowed.

Ms. Marlene Saunders, who lives by the railroad tracks on N. Cannon St. questioned the responsibility of trash/tree limbs at that location. It was clarified they are the railroad’s responsibility.

Ms. Lynn Bennett from 500 South Cannon St. re-iterated her complaint voiced at the March meeting concerning people driving through their Sussex Extended property and disturbing the landscape.

Mr. Bernard Carr intends to host a third Memorial Day reception at Union United Methodist Church (UUMC) after the Town’s service in the cemetery. UUMC has changed its policy and will charge for the use of the hall (\$150 host/\$150 hall/\$100 security deposit). President Correll asked if Mr. Carr has spoken with the Heritage Shores Military Club that takes responsibility for the Veterans Day program. Mr. Carr is asking the Town to participate in the cost. He believes the reception is appropriate to honor the veterans. Commissioner Tassone invited Mr. Carr to come to the Heritage Shores Military Club meeting the next day to discuss the reception and monetary needs.

XI. OLD BUSINESS

There was no Old Business to discuss at this meeting.

XII. NEW BUSINESS

A. Heritage Shores 2017-2018 Special Tax Report – MuniCap

Ms. Amanda Scheurer represented MuniCap by presenting the 2017-18 Special Tax Report. (Additional copies are available at Town Hall.)

Commissioner Tassone advised an on-going problem with new homeowners is that Ryan and Brookfield Homes are not distributing a disclosure document to homeowners that this tax must be paid by them over 30 years. He understands the law requires this disclosure, but it is not being done.

Town Manager Savage advised in the early stages of Heritage Shores he collected the actual disclosure form signed by the buyer. It was agreed that this should be re-instituted, if it is not being done. The new owners must be given a document advising that in addition to the HOA fees and their mortgage, they will have a bond lien on their home to be paid over 30 years.

Town Manager Savage asked Ms. Scheurer to provide templates to the Town to produce the up-front financial information vital to prospective buyers.

Pat McGinnis from 48 Waterside Dr. believes it is the selling agent's responsibility to be "up front" with the buyer concerning all aspects of the transaction. It was noted the bond can be paid off at any time. Currently, 67 owners have paid-off their bond.

Mrs. Ruth Skala from 108 Whistling Duck Dr. questioned if there is any other Series than "A" still outstanding, as Series "B" was paid off. \$15,720,000 remains and another series has never been borrowed.

Motion to accept the Special Tax Report for 2017-18 – Tassone; 2nd – McDowell; motion carried.

B. Phase 4 Preliminary Development Plan Review

Mr. Bob Rauch from Rauch, Inc. reviewed proposed revisions to the Heritage Shores RPC with the Commissioners. The P&Z recommended Town Commission approval of Phase 4 at their April 18th P&Z meeting. There are 435 units in this phase; all residential. Mr. Rauch is requesting approval of the Phase 4 Preliminary Development Plan tonight. There is approximately one year ahead to final engineering on the phase and the new road will be in at the end of this year.

Motion to approve the Preliminary Development Plan for Phase 4 of Heritage Shores – Banks; 2nd – Tassone; motion carried.

C. Resolution to Authorize Participation in the DEDO/Downtown Delaware Commercial District Affiliate Program

Economic Development Committee (EDC) Chairman Grinnell and members are requesting authorization to participate in the DEDO/Downtown Delaware Commercial District Affiliate Program for assistance with fund raising and other free services. As long as our organization is active the Main St. program will offer free training and consultation services, etc.

Motion for the EDC to participate in the DEDO program – Banks; 2nd McDowell; motion carried.

D. Appointment of an Assistant Commission Secretary

The Commissioners desire to appoint an assistant Commission Secretary for those occasions when the appointed Secretary, Lawrence Tassone is not available.

Motion to appoint Commissioner Tim Banks to the position of Assistant Commission Secretary – McDowell; 2nd – Carey; motion carried.

XIII. INTRODUCTION OF ORDINANCES

Commissioner Tassone introduced Ordinance #2017C – An Ordinance to amend Chapter 222 of the Code of the Town of Bridgeville as it relates to Designated Streets (includes additional accepted streets within the corporate limits of the Town of Bridgeville)

Commissioner Tassone introduced Ordinance #2017D – An Ordinance annexing into the Town 22,297 square feet, more or less, being the lands of Ghulam Dastgir, LLC.

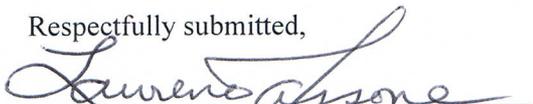
XIV. GOOD OF THE ORDER

Per President Correll, there is a great deal taking place at the state level that will affect Bridgeville. Town Manager Savage has been on the DLLG Legislative Advocacy committee for the past two years. It is important that more of our citizens get involved in state issues – we have to fill the state offices with people who care. Upcoming legislation finance committee issues and the bond bill will affect all Bridgeville residents.

XV. ADJOURNMENT

Motion to adjourn – McDowell; 2nd – Carey; the meeting was adjourned at 7:32 P.M.

Respectfully submitted,


Lawrence Tassone, Commission Secretary


Peggy Smith, Transcriptionist