



**MINUTES**  
**COMMISSIONERS WORKSHOP**  
**December 21, 2017 – 5:00 P.M.**  
**TOWN HALL**

**I. CALL TO ORDER**

The meeting was called to order at 5:00 P.M. by President Pat Correll. Present: Commissioners Tom Carey, Sharon McDowell, Lawrence Tassone [5:11pm], Tim Banks [5:15 pm] and Town Manager Jesse Savage.

**II. QUORUM PRESENT**

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

**III. OPEN DISCUSSION**

**A. Western Sussex County Sanitary Sewer District- Update- Hans Medlarz, Sussex County Engineering Department**

Hans Medlarz, Sussex County Engineering Department discussed an update with the Commissioners. Mr. Medlarz stated that the two engineering contracts have been awarded and one of them was awarded to Davis Bowen and Fidel. The reworking of the Bridgeville Wastewater site look will be determined by input from the Commissioners. Mr. Medlarz stated that January 31, 2018 is the deadline to file the Notice of Intent for the funding. Mr. Medlarz stated that the County is fully prepared to file this Notice. Mr. Medlarz stated that the State has already issued two funding packages, one to the City of Seaford for the planning/permitting and the other to Sussex County for the development of the Preliminary Engineering Report and the Environmental Assessment. The City of Seaford and Sussex County had to match the funds that the State funded them. Mr. Medlarz stated that they submitted the updated schedule and the end date is roughly scheduled for September 2019. Mr. Medlarz stated that the County has started negotiations with the City of Seaford regarding the amended agreement between the Seaford and the County. President Correll asked Mr. Medlarz when they would be working on the funding. Mr. Medlarz stated that the Notice of Intent for the funding will be filed by the January 31, 2018 deadline. Mr. Medlarz discussed the issue with the current appreciation bills. Commissioner Banks asked about the timeline regarding the USDA funding component if it is derailed. Mr. Medlarz stated that the timeline would be impacted.

**B. Comprehensive Plan- Update Status- Lee Ann Walling, Cedar Creek Planners**

Lee Ann Walling discussed demographics that she has found regarding the Town. Ms. Walling stated that she has met with Planning and Zoning and the Economic Development Committee.

The Commission discussed whether these demographic numbers are skewed because of Heritage Shores. Commissioners Tassone and Carey would like to see the numbers regarding Heritage Shores and the old part of Town. The Commissioners and Ms. Walling discussed condos for the Town. Ms. Walling discussed the State's Downtown Development Districts and how homeowners can get significant help from the state. Ms. Walling discussed the need for businesses on Rt. 13 and 404. Ms. Walling discussed the Town's brand and ideas of using it around town. Ms. Walling discussed doing another survey.

#### **C. Audit Services**

Town Manager Savage discussed with the Commission research information he found regarding Auditors from that multiple Towns use. Mr. Savage stated that he would put together a RFP.

#### **D. Miscellaneous**

Town Manager Jesse Savage discussed with the Commissioners the enforcement of the sidewalk code and a loan program for residents.

Town Manager Jesse Savage discussed with the Commissioners that at the beginning of 2018, that the code will be enforced as written regarding parking regulations. Town Manager, Savage also discussed that the Town will help with the materials, labor and will give interest free loans to residents. Commissioner Carey asked how residents would find out about the loan program. Town Manager Savage stated that Code Enforcement Officer Jerry Butler will let the resident in violation know that they are required to park in a driveway and let the residents know their options.

Town Manager Savage stated that candidate for the Water Operator did not accept the job.

Town Manager Savage stated that the Economic Development Committee has ideas about new letter head. The Commissioners then discussed the new letterhead proposal from the EDC. Commissioner Correll asked if only the EDC would be using this letterhead. Richard Grinnell stated that he is hoping that the Town adopts it as their official letterhead. Mr. Grinnell stated that he would like the Commission to consider changing the letterhead at the January Commission Meeting.

### **IV. GOOD OF THE ORDER**

Town Manager Savage stated that he will be presenting a request a standard of living raise in the budget amendment because CPI increased in 2017..

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**V. ADJOURNMENT**

Motion to adjourn – Tassone; 2<sup>nd</sup> – McDowell; motion carried. The meeting was adjourned at 5:59 P.M.

Respectfully submitted,

  
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Lawrence Tassone, Commission Secretary

  
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Ashley Walls, Transcriptionist