



**MINUTES
COMMISSIONERS OF BRIDGEVILLE
MARCH 12, 2018 – 7:00 P.M.
BRIDGEVILLE TOWN HALL**

I. CALL TO ORDER

President Pro tempore Sharon McDowell called the meeting to order at 7:00 P.M. Present: Commissioners Lawrence Tassone, Tim Banks, Tom Carey, Town Manager Jesse Savage, Solicitor Ross Karsnitz and by invitation Bruce Smith. The meeting began with the Flag Salute and Prayer.

II. COMMISSIONERS OATH OF OFFICE

New Commissioner from District #3, Mr. Bruce Smith took the Oath of Office administered by Solicitor Ross Karsnitz.

III. QUORUM PRESENT

President Pro tempore McDowell reported a quorum was present to discuss Bridgeville Town business.

IV. APPROVAL OF AGENDA

Motion to approve the Agenda as modified – Tassone; 2nd – Carey; motion carried.

V. APPOINTMENT OF COMMISSION OFFICERS AND STAFF

Motion by Commissioner Carey for the following Ballot: Dennis Schrader of Morris James Wilson Halbrog & Baynard LLP – Attorney; Jesse Savage – Finance Director; Davis Bowen and Friedel – Engineer; Sussex County Department of Assessments – Assessor; Bruce Smith – Secretary; Tom Carey – President Pro Tempore and Sharon McDowell – President; 2nd – Commissioner Smith.

Commissioner Carey	Yes
Commissioner Tassone	No
Commissioner McDowell	Yes
Commissioner Smith	Yes
Commissioner Banks	No

VI. APPROVAL OF MINUTES

Motion to approve the Minutes from the February 12th Commission Meeting and February 15th Commission Workshop – Tassone; 2nd – Banks; motion carried.

VII. CORRESPONDENCE

Town Manager Savage stated that the Town received a Thank You card from the Family of George Wright Jr. for the monetary gift the Town sent.

Town Manager Jesse stated that the Town received a Thank You card from Dolores Slatcher for flowers the Town sent her for her retiring as the City of Seaford's Manager.

VIII. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – February 28, 2018

General Fund – \$1,377,292 (increase of \$88,755 from last month)

All Accounts – \$3,100,479 (increase of \$67,223)

Accounts Receivable – \$58,817

Budget Report Target – 66% (8 month into budget year)

Income – \$2,108,315 (Income at 77% of the budget)

Expenses – \$1,610,185 (Expenses 59% of the budget)

Net Income – \$498,130

Accounts Payable

Bills – \$ 64,021 Expected Expenses – \$114,000 Total estimated amount for approval – \$178,021

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

IX. TOWN REPORTS

The Commission discussed the reports from the multiple departments.

X. CITIZEN'S PRIVILEGE

None.

XI. OLD BUSINESS

None.

XII. NEW BUSINESS

A. Board of Adjustment Appointments

Town Manager Savage stated that now there is only one Board of Adjustment Commission member, Carlos Alvarez whose term ends at the end of 2018. Town Manager Savage stated that Shane Abbott, 200 Walnut Street submitted his application and resume. Town Manager Savage stated that Mr. Abbott has a background in Planning & Zoning from when he worked at Sussex County.

Motion to appoint Shane Abbott to the Board of Adjustment for the three-year term that would end December 31, 2020 -Carey; 2nd – Banks; motion carried.

Town Manager Savage stated that they still need three more Board of Adjustment members.

B. Economic Development Committee- New Member Approval

Town Manager Savage stated the Economic Development Committee asked that the Commission approve Donna Moore to the EDC.

Motion to approve Donna Moore to the Economic Development Committee- Tassone; 2nd – Smith; motion carried.

C. 2018 Tax Assessment Approval

Town Manager Savage advised the Town uses Sussex County as its assessor, and per our charter, we must accept the assessment list. Tax Appeal Day is an opportunity for residents to question their assessment. Improvements to the property, i.e. addition of a shed, could raise the assessment several hundred dollars. Town Manager Savage will take questions from residents concerning their assessments on Saturday, March 24 from 1:00 – 2:00 P.M. at Town Hall. Assessment figures are available at Town Hall and on the website. In addition, the information is posted throughout Town.

Motion to approve the 2018 Tax Assessments as provided by Sussex County - Tassone; 2nd –Smith; motion carried.

XIII. INTRODUCTION OF ORDINANCES

There were no new Ordinances introduced.

XIV. GOOD OF THE ORDER

None.

XV. ADJOURNMENT-

Motion to adjourn – Carey; 2nd – Tassone; motion carried. The meeting was adjourned at 7:20 P.M.

Respectfully submitted,

Bruce Smith, Commission Secretary

Ashley Walls, Transcriptionist