



**MINUTES**  
**COMMISSIONERS OF BRIDGEVILLE**  
**May 14, 2018 – 7:00 P.M.**  
**BRIDGEVILLE TOWN HALL**

**I. CALL TO ORDER**

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

**II. QUORUM PRESENT**

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

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF MINUTES**

Motion to approve the Minutes from the April 9<sup>th</sup> Commission Meeting and April 19<sup>th</sup> Commission Workshop- Tassone; 2<sup>nd</sup> – Smith; motion carried.

**V. CORRESPONDENCE**

There was none.

**VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE**

Balance Sheet – April 30, 2018

General Fund – \$1,238,149 (decrease of \$74,950 from last month)

All Accounts – \$2,895,900 (decrease of \$72,295)

Accounts Receivable – \$105,964.

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

Income – \$2,341,555 (Income at 86% of the budget)

Expenses – \$2,070,955 (Expenses 76% of the budget)

Net Income – \$270,600

Accounts Payable

Bills – \$ 139,986 Expected Expenses – \$114,000 Total estimated amount for approval – \$253,986

Motion to pay the bills as presented – Carey; 2<sup>nd</sup> – Smith; motion carried.

**VII. TOWN REPORTS**

The Commission discussed the reports from the multiple departments.

### **VIII. CITIZEN'S PRIVILEGE**

Jacqueline Vogle-124 Widgeon Way-Ms. Vogle asked about the items in red on the Heritage Shores Special Tax Report & Levy for 2018 and if it was a concern. Ms. Vogle also asked why not all of the homeowners were listed as they have been in the past.

### **IX. OLD BUSINESS**

None.

### **X. NEW BUSINESS**

#### **A. Heritage Shores Special Tax Report & Levy for 2018-19 (presented by Municap, Inc.)**

Jaymie Sheehan and Emily Metzler, both of Municap, Inc., were present for the meeting. Ms. Sheehan discussed the Heritage Shores Special Tax Report & Levy for 2018-19 with the Commissioners. She also addressed Ms. Vogle's question regarding the 'red' sections of the report, stating that they are actually negative amounts that are reducing the Special Tax requirements. Ms. Sheehan discussed the surplus of the prior year. Ms. Vogle asked if over time the surpluses have decreased or increased. Ms. Sheehan stated that they have fluctuated. Ms. Vogel asked if they are allowed to buy government issued bonds. Ms. Sheehan stated that there are a few factors that they have to consider but it is possible. Ms. Sheehan discussed the balance of the report, which includes the Levy for 2018-2019. Ms. Sheehan stated that not all of the appendices were attached, which is why not all of the homeowners were listed. Ms. Sheehan stated that they noted that there might be an opportunity to refund the bonds at a lower interest rate in the future. The first call date was July 1, 2015. Ms. Sheehan stated that it might be worth looking into. Ms. Metzler stated that there is only a 10-year call date period and they would like to prepare an analysis for the Commission to review.

Motion to Approve the Heritage Shores Special Tax Report & Levy for 2018-19 – Banks; 2<sup>nd</sup> – Tassone; motion carried.

#### **B. Passwaters Farms, LLC Special Tax Partial Payments & Bond Agreement**

Demetrius Kaouris, representing Passwaters Farms, LLC and Brookfield Homes, was present for the meeting. Mr. Kaouris discussed with the Commission the incentive program that Brookfield is in process of implementing. He stated that Passwaters Farms would pay \$1,500 per year towards the Special Tax on the first year anniversary of the new homeowners purchasing the property. He stated that this would happen for a 10-year period and is nontransferable. Passwaters Farm, LLC would also be giving the Town of Bridgeville a bond for \$1.5 Million to cover any default of payment(s).

Motion to Approve Passwaters Farms, LLC Special Tax Partial Payments & Bond Agreement– Tassone; 2<sup>nd</sup> – Smith; motion carried.

#### **C. Cook Street Improvement Project- Proposal for Engineering Services**

Town Manager Savage discussed the Street infrastructure study and that Cook Street would be next. Town Manager Savage stated that the Town has secured Community Transportation Funds from Representative Wilson to complete the project. Town Manager Savage stated that the estimates were \$20,000 for engineering and \$73,000 for the repairs- a total of \$93,000. Commissioner Carey asked whether there would be street closures. Jason Loar from Davis, Bowen and Friedel confirmed there would be street closures.

Motion to Approve Cook Street Improvement Project Proposal for Engineering Services submitted by Davis, Bowen & Friedel, Inc. – Tassone; 2<sup>nd</sup> – Smith; motion carried.

**D. Economic Development Committee-Request for Signage Approval**

Town Manager Savage recommended that this item be tabled by the Commission, per the discussion from the workshop earlier in the evening,.

Motion to Table the Economic Development Committee's Request for Signage Approval – Tassone; 2<sup>nd</sup> – Smith; motion carried.

**XI. INTRODUCTION OF ORDINANCES**

None.

**XII. GOOD OF THE ORDER**

Commissioner Carey stated that per the Executive Session at the Workshop, the Commission would like to make an amendment to the FY19 Operating Budget. Commissioner Carey stated that the Commissioners discussed adjusting the Salary of the Town Manager 4% instead of the 2% previously proposed in the budget.

Motion to adjust the Salary of the Town Manager 4% instead of the 2% previously proposed in the budget. – Tassone; 2<sup>nd</sup> – Carey; motion carried.

**XIII. ADJOURNMENT-**

Motion to adjourn – Tassone; 2<sup>nd</sup> – Smith; motion carried. The meeting was adjourned at 7:27 P.M.

Respectfully submitted,

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Bruce Smith, Commission Secretary

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Ashley Walls, Transcriptionist