



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

**I. CALL TO ORDER**

President Pat Correll called the meeting to order at 7:00 P.M. Present: Commissioners Lawrence Tassone, Tim Banks, Tom Carey, Town Manager Jesse Savage and Solicitor Dennis Schrader. The meeting began with the Flag Salute and Prayer.

Absent: Commissioner Sharon McDowell.

**II. QUORUM PRESENT**

President Correll 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> – Banks; motion carried.

**IV. APPROVAL OF MINUTES**

Tom Carey had a modification to the Workshop minutes, Section III. A, Paragraph 2 Line 3, the word should be ‘bullet’ not ‘built’.

Motion to approve the Minutes from the January 8<sup>th</sup> Commission Meeting and January 30th Commission Workshop as Modified - Tassone; 2<sup>nd</sup> – Carey; motion carried.

**V. CORRESPONDENCE**

There was no Correspondence.

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

Balance Sheet – January 31, 2017

General Fund – \$1,288,537 (decrease of \$22,174 from last month)

All Accounts – \$3,033,256 (decrease of \$2,673)

Accounts Receivable – \$259,592

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

Income – \$1,933,083 (Income at 72% of the budget)

Expenses – \$1,381,671 (Expenses 51% of the budget)

Net Income – \$551,412

Accounts Payable

Bills – \$ 15,234 Expected Expenses – \$114,800 Total estimated amount for approval – \$130,034

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

## **VII. TOWN REPORTS**

The Commission discussed the reports from the multiple departments.

President Correll stated that Rick Passwaters has been with the Town for 23 years.

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

Helen Healy- Trinity United Methodist Church, Dublin Hill Road- Ms. Healy stated that she is having an issue with the Apple Scrapple Committee. President Correll stated that the Town does not get involved with the Apple Scrapple Committee and for her to contact the Apple Scrapple Committee.

## **IX. OLD BUSINESS**

None.

## **X. NEW BUSINESS**

### **A. Resolution to Adopt FY18 Budget Amendment**

Town Manager Savage discussed the Resolutions for the FY18 Operating and Capital Budget Amendments with the Commissioners.

Motion to approve the Resolutions to Adopt the FY18 Operating Budget Amendment (#2018-1) and Capital Budget Amendment (#2018-2)-Carey; 2nd – Banks; motion carried.

### **B. Planning and Zoning commission Appointments**

Town Manager Savage stated that Chairman Atwood and Duane Pierce's terms have expired and that they both want to continue serving on the P&Z Commission. Town Manager Savage stated that they would have to be re-appointed. Their re-appointment would be for a three-year term, which will end on December 31, 2020.

Motion to re-appoint Mr. Atwood and Mr. Pierce to the Planning and Zoning Commission-Banks; 2nd – Tassone; motion carried.

### **C. Mosquito Control Spraying Participation**

Town Manager Savage stated that DNREC asks for formal approval every year to spray for mosquitoes. Town Manager Savage stated that they normally give the Town a week's notice and the Town lets the residents know when they will be spraying.

Commissioner Carey asked how many years the Town has participated in the spraying of Mosquitoes. Town Manager Savage responded that it had been at least 14 years.

Motion to participate in the Mosquito control Spraying - Tassone; 2nd –Carey; motion carried.

### **D. New Police Station- Construction Administration Services-DBF Proposal**

Town Manager Savage stated that this is the final step as far as engineering services for the Police Station. Town Savage stated we are about to begin the construction phase of the project and the Town would need

Contract Administration services. If approved, Davis, Bowen and Friedel, Inc. would work with the builder to make sure everything is done according to the approved construction plans. Town Manager Savage stated that they would do all the inspections as well. Their proposal includes a not to exceed fee of \$35,000. Town Manager Savage stated that the new Police Station was presented at the January 30, 2018 Commission Workshop. He stated that the Town is hoping to have the permits in April/May and to be going out for Bid around the same time.

Motion to approve the proposal for Construction Administration Services from Davis, Bowen and Friedel-Tassone; 2nd –Carey; motion carried.

**E. Appointment of Certified Public Accounting Firm- Auditing Services- RFP#201801A**

Town Manager Savage stated that the Town did a RFP for Auditing Services and had three responses. He stated that they were Lank, Johnson and Tull; Zelenkofske Axelrod LLC and PKS & Company. Town Manager Savage stated that there is a stipulation after the first year, if the Commissioners agree that they are getting good service, then they will have a locked in price for the four following years, 5 years total.

Commissioner Tassone asked about how much Lank, Johnson and Tull had been charging us compared to their bid Price. Town Manager Savage stated that with Federal Funding, which required more work to do, it was \$12,000; the year before was \$15,000 and he stated that he believes it has been an average of \$14,000.

Motion to appoint Lank, Johnson and Tull as the Town's Certified Public Accounting Firm for auditing services at an annual fee of \$9,000- Tassone; 2nd –Banks; motion carried.

**F. 2018 Commission Election**

Town Manager Savage gave the Commissioners an update on the 2018 Commission Election that will be held on March 3, 2018. He stated that the filing deadline had closed and that Timothy Banks in District #1 and Lawrence Tassone in District #2 went unopposed. Town Manager Savage stated that in District #3 there are two Candidates, Bruce Smith from Elm Street and Anthony Flowers from Moyer Lane. Town Manager Savage stated the Department of Elections has reviewed the voter registration list.

**XI. INTRODUCTION OF ORDINANCES**

There were no new Ordinances introduced.

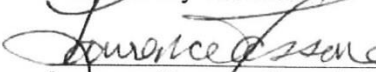
**XII. GOOD OF THE ORDER**

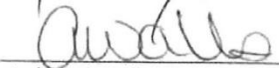
None.

**XIII. ADJOURNMENT-**

Motion to adjourn – Tassone; 2<sup>nd</sup> – Carey; motion carried. The meeting was adjourned at 7:16 P.M.

Respectfully submitted,

  
Lawrence Tassone, Commission Secretary

  
Ashley Walls, Transcriptionist