



**MINUTES**  
**COMMISSIONERS OF BRIDGEVILLE**  
**October 8, 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 Tom Carey, Lawrence Tassone, Tim Banks, Bruce Smith, Town Manager Jesse Savage, and Solicitor Dennis Schrader. 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> – Smith; motion carried.

**IV. APPROVAL OF MINUTES**

Motion to approve the Minutes from the August 13<sup>th</sup> Commission Meeting and August 27<sup>th</sup> Commission Workshop- Tassone; 2<sup>nd</sup> – Carey; motion carried.

**V. CORRESPONDENCE**

No Correspondence.

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

Balance Sheet – September 30, 2018

General Fund – \$1,874,570 (increase of \$385,070 from last month)

All Accounts – \$3,511,507 (increase of \$396,961)

Accounts Receivable – \$233,962

Budget Report Target – 25% (3 months into budget year)

Income – \$1,334,316 (Income at 48% of the budget)

Expenses – \$635,541 (Expenses 23% of the budget)

Net Income – \$731,743

Accounts Payable

Bills – \$ 11,562 Expected Expenses – \$122,000 Total estimated amount for approval – \$133,562

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

**VII. TOWN REPORTS**

The Commission discussed the reports from the multiple departments.

## VIII. CITIZEN'S PRIVILEGE

Mr. Morgan-307 Market-Mr. Morgan asked why are there are so many trucks coming through town. Town Manager Savage stated that the Police Department enforces no trucks other than local deliveries such as RAPA and Cannon Cold Storage.

Karen Johnson-Director of the Library and Coordinator of Apple Scapple- Karen discussed the historical marker for Jack Lewis that will be put out side of the Library and that the unveiling will be October 18<sup>th</sup>. She also stated that the library will have flu shots. Karen gave an update on the weather for Apple Scapple and that she needs volunteers for Apple Scapple.

## IX. OLD BUSINESS

None.

## X. NEW BUSINESS

### A. Heritage Shores/Passwater's Farm, LLC-Development Plan Review-Phase 4C.

Mr. Rauch stated that this phase is just a continuation of the lots and that this was probably the simplest phase so far

#### 1. Public Hearing

Solicitor Schrader asked Mr. Rauch if adds no new units to the mix or if it changes the balance between singles and multifamily units. Public Hearing was opened by Solicitor Schrader to register agreement or opposition to the Ordinance at 7:12 PM.

Debbie Hutchins- 51 Emily's Pintail- Resident asked why the construction units are not using the construction entrances. Mr. Rausch stated that he has nothing to do with that but he will bring it up with the developer.

Pat McGinnis-28 Waterside-Mr. McGinnis stated that in the future it would be nice to have graphics on the screen

Robert Howe-3 Legends Way-Mr. Howe asked why they are getting approved for these when they still have lots to build. Mr. Rauche stated that they have to have the permits and approvals in place when it comes time to build but that this does not mean that they will start construction on 4C tomorrow.

Solicitor Schrader closed the Public hearing at 7:17 PM.

#### 2. Discussion, consideration and possible voting

Motion to approve the Resolution approving the Phase 4C Development Plans for the Bridgeville South RPC District and Modifying the Development Standards Applicable to such Phase - Tassone; 2<sup>nd</sup> – Smith; motion carried.

## **B. Board of Adjustment Appointments**

Town Manager Savage stated that they have three vacancies on the Board of Adjustments, two ending in 2019 and one ending in 2020.

Motion to appoint to the vacant term Tom Moran ending December 31, 2019  
Motion to appoint to the vacant term Clint Whaley ending December 31, 2019  
Motion to appoint to the vacant term Patricia Correll ending December 31, 2020  
Tassone; 2<sup>nd</sup> – Smith; motion carried.

## **C. Police Department Vehicle Take Home Policy Amendment**

Town Manager Savage stated that Chief Parker make a presentation at the September Workshop. Mr. Savage stated that they are recommending to changing it to 12 months before they qualify for a take home vehicle on work days. Mr. Savage stated that then after 18 months they would become eligible for a full time take home vehicle and the Chief would make that decision. Mr. Savage stated that there is a clause in there that says this can be modified upon a recommendation from the Town Manager and the Chief of Police.

Commissioner Banks stated that he met with the Chief Parker and Town Manager Savage about the things that would cause the Officers to lose that right and one of them would be speeding. Mr. Banks stated that he would like to see this in this Policy or the personal policy in the future.

Motion to approve the Police Department Vehicle Take Home Policy Amendment - Tassone; 2<sup>nd</sup> – Smith; motion carried.

A resident asked about rules of the use of the car in an off duty status. Chief Parker stated that they have an internal policy stating that the cars are for to and from work use only.

Holly Smack-604 N. Cannon-Ms. Smack asked what programs the Town has in use for recruiting new police officers. Town Manager stated that they are not currently recruiting officers but when they do recruit, they look for local talent first.

## **D. Celebration of Halloween-October 31, 2018, 6-8 PM**

Town Manager Savage stated that this a formality to confirm that Trick or Treat will be from 6-8 pm on October 31, 2018

Motion to approve the Celebration of Halloween-October 31, 2018, 6-8 pm- Carey; 2<sup>nd</sup> – McDowell; motion carried.

## **E. Apple Scrapple Festival Food and Trade Vendor Approval**

Town Manager Savage stated that each of the Commissioners have been given the lists of the Food Vendors and the Trade Vendors for Apple Scrapple.

Motion to approve the Apple Scrapple Festival Food & Trade Vendors - Smith; 2<sup>nd</sup> – Banks; motion carried.

**F. An Ordinance to Amend Chapter 128 of the Code of Bridgeville Relating to Fees to increase the Property Tax Rate.**

**G.**

**1. Public Hearing**

Public Hearing was opened by Solicitor Schrader at 7:39 PM.

Bill Atwood-113 Emily's Pintail- Mr. Atwood asked if this information is available for residents and if November's meeting will have a public hearing as well.

Town Manager Savage stated that this information is available for the residents, that this is the 7<sup>th</sup> or 8<sup>th</sup> time they have talked about it and that November will have a public hearing regarding this Ordinance.

Bob Costello-7 Harlequin Loop- Mr. Costello asked if the \$600 bill from the County will replace charges from the Town. Mr. Savage stated that after Sussex County takes over in 2020, they will no longer receive the \$24 monthly charge from the Town and that that Town bill will strictly be a water bill.

James Kimble-29 Harlequin-Mr. Kimble asked about whether the town will do quarterly water bills instead of monthly. Mr. Savage stated that in the past they have done monthly bills so they can have the cash flow every month.

Katherine Miller-126 Emily's Pintail-Mrs. Miller asked in regards to the \$3.5 Million that will be acquired by Sussex County, how much savings will that be for the Town. Mr. Savage stated that it would be \$330,000 annually. Mrs. Miller asked if that is counting in with the \$360,000 short fall. Mr. Savage stated that is correct.

William Merritt-53 Canvasback Circle- Mr. Merritt stated assuming by now that the Commissioners should have a percentage in mind that they want to go with but that they are not telling the public Mr. Merritt also stated that the Town will still make money on the irrigation systems. Mr. Savage stated that when they started entertaining this Ordinance about a year ago, they want to keep the Transfer tax out of balancing the budget. Mr. Savage stated that Transfer Tax is not guaranteed every year. Mr. Savage stated that they can either balance the budget with the Transfer Tax, hoping they continue to receive it or increase the taxes. Mr. Savage stated that he has not heard from the Commissioners where they stand with the percentages. Commissioner Banks stated that he is more conscious about the people he represents and he is not sure on which percentage he will go with. Commissioner Carey stated that Bridgeville is the only Town in the State of Delaware that uses Transfer taxes in balancing their budget and about a year ago they weren't sure if they would still have that. Mr. Carey stated that there is no guarantee they will have the transfer tax in the future but he has not decided yet on the percentage as well.

Patricia Correll-321 S. Main Street- Ms. Correll stated that they need to increase the taxes and that they should not use the Transfer Tax to balance the budget.

Rich Rando-52 Emily's Pintail- Mr. Rando asked what the future status is on reassessment. Mr. Savage stated that since the Town goes with the Sussex County assessments, they have to wait for Sussex County to reassess the assessments. Mr. Savage stated that if the Town did it themselves, it would be really expensive. Mr. Schrader stated there are Court cases going on right now that may push all three Counties to reassess in the next few years. Mr.

Schrader stated that there are 26 incorporated towns in Sussex County and that most of them do their own assessments but that the problem is that it would incur an expensive of \$250,000 over a 5 year period.

Ruddy Duck Lane-A resident asked what the Commissioners intent is with the money that they will get with the transfer tax if they do a reasonable tax increase. Mr. Savage stated that the money will go towards an unfunded Capital Improvement Plan. Mr. Savage stated that yes over the last two to three years the Town has been able to save \$1.2 million towards the new Police Station and the bid for the Police station is roughly \$1.5 million, so the town will have to use this year's transfer tax to make up the difference. The resident stated he thought the estimate was \$1 Million for the Police Station. Mr. Savage stated yes the estimate was \$1 million but the bid was for \$1.4 million plus you have to do the inside utility work and security enhancements. The resident asked if they had thought about rolling back some of the plans and expectations to get it more towards the \$1 million estimate. Mr. Savage stated that there is nothing extravagant about the building. The resident stated looking at the Governmental fund in the 2017 Audit shows expenses of \$1.5 million and looking at the Fiscal 2019 budget expenses showing \$2.8 million, where did the \$1.3 million come from? Mr. Savage stated that the \$2.8 million is the total budget and that he doesn't have the document in front of him. The resident asked about the \$1.1 million funds that are set aside in the Waste water Department. Mr. Savage stated that those funds are set aside just in case items are needed to be fixed between now and the time the County takes over. Mr. Savage stated that the money if not used, he has recommended to put pipe in to draw development or to replace/add a water tower.

## 2. Discussion, consideration and possible voting

Town Manager Savage presented a power point presentation to the Commissioners. Mr. Savage discussed that when the sewer goes to the County in 2020, the town will have a deficit of roughly \$360,000. Mr. Savage stated that about a third of the Administrative department is funded by the Waste Water department. Mr. Savage discussed each department and what will happen when the town's sewer gets turned over to Sussex County. Mr. Savage stated that they need to make sure they have an adequate work force within Public Works. Mr. Savage discussed losing the EDU penalties. Mr. Savage discussed the Sussex County Sewer District and that each user will receive an annual bill from Sussex County for \$600. Town Manager discussed property assessments and that Verizon lowers their assessment every year. Mr. Savage stated that building permits have slowed down this year and he discussed transfer taxes. Mr. Savage discussed the different tax increase percentages that the Commission could decide on.

Commissioner Tassone asked about the factors behind Verizon's low tax assessment. Town Manager Savage stated that Verizon is allowed to self assess and the County accepts their assessment. Town Manager Savage stated that the Town goes off of Sussex County's assessments and that the last time Sussex County reassessed was 1974.

## H. Economic Development Committee-Façade Grant Program

Richard Grinnell was present for the meeting. Richard stated that this Façade Grant program would be available all year.

Motion to approve the Economic Development Committee's Façade Grant Program- Smith; 2<sup>nd</sup> – Tassone; motion carried.

Aliceann Zaras-67 Whistling Duck- Mrs. Zaras asked about doing a build board or sign that would bring visitors into town instead of them taking the bypass. Commissioner Carey stated that before the bypass, you couldn't walk across the street, a few more business and the same amount of parking. Mr. Carey stated that the reason they did the bypass was to decrease flow. Commissioner Tassone stated that most of those people are headed to the beach and are not interested in coming through town. Mr. Tassone stated that they have done traffic studies in the past.

## **XI. INTRODUCTION OF ORDINANCES**

### **A. Business License Ordinance**

Commissioner Banks introduced to an Ordinance Amend the Code of the Town of Bridgeville, Chapter 1, Section 1-16, as it relates to penalties, and repealing Chapter 100 Contractor License and adding a New Chapter 100 Business Licenses.

### **B. Flood Plain Ordinance**

Commissioner Carey introduced an Ordinance to amend Chapter 138 of the Code of Bridgeville relating to Flood Damage Reduction.

## **XII. GOOD OF THE ORDER**

Town Manager Savage discussed with the Commission that he is working with Verizon Wireless for a tower at the ball field.

Commissioner Banks stated that the Apple Scrapple Hometown Carnival is Thursday October 11<sup>th</sup> for the residents and that the Yard Waste pickup is November 2<sup>nd</sup> and to have their items out by 6 am.

## **XIII. ADJOURNMENT-**

Motion to adjourn –Tassone 2<sup>nd</sup> – Smith; motion carried. The meeting was adjourned at 8:17 P.M.

Respectfully submitted,

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Bruce Smith, Commission Secretary

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Ashley Walls, Transcriptionist