



**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
MARCH 11, 2019 – 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, Bruce Smith, Tom Carey, Town Manager Jesse Savage, Solicitor Dennis Schrader and Ross Karsnitz. The meeting began with the Flag Salute and Prayer.

Absent: Commissioner Tim Banks

**II. COMMISSIONERS OATH OF OFFICE**

Commissioner Tom Carey, District #4 and Sharon McDowell, District #5 took the Oath of Office administered by Solicitor Dennis Schrader

**III. QUORUM PRESENT**

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

**IV. APPROVAL OF AGENDA**

Motion to approve the Agenda as modified – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

**V. APPOINTMENT OF COMMISSION OFFICERS AND STAFF**

-Motion to Appoint Dennis Schrader as Town Solicitor – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

-Motion to Appoint Jesse Savage as Finance Director – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

-Motion to Appoint Davis, Bowen and Fridel as the Town Engineer – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

-Motion to Appoint Sussex County Department of Assessments as the Town Assessor – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

-Motion to Appoint Tom Carey as Commission President – Smith; 2<sup>nd</sup> – Tassone; motion carried. (4-0)

-Motion to Appoint Tim Banks as Commission President Pro Tempore – Smith; 2<sup>nd</sup> – Carey; motion carried. (4-0)

-Motion to Appoint Bruce Smith as Commission Secretary – Carey; 2<sup>nd</sup> – Tassone; motion carried. (4-0)

**VI. APPROVAL OF MINUTES**

Motion to approve the Minutes from the February 11<sup>th</sup> Commission Meeting and February 15<sup>th</sup> Commission Workshop- Tassone; 2<sup>nd</sup> – Carey; motion carried. (4-0)

**VII. CORRESPONDENCE**

Town Manager Savage stated that there is none.

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

Balance Sheet – February 28, 2019

General Fund – \$846,578 (decrease of \$716,016 from last month)

All Accounts – \$2,865,137(decrease of \$323,144)

Accounts Receivable – \$149,665

Budget Report Target – 67% (8 month into budget year)

Income – \$2,202,739 (Income at 76% of the budget)

Expenses – \$1,740,005 (Expenses 60% of the budget)

Net Income – \$462,735

Accounts Payable

Bills – \$ 27,876 Expected Expenses – \$122,000 Total estimated amount for approval – \$149,876

Motion to pay the bills as presented – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

**IX. TOWN REPORTS**

The Commission discussed the reports from the multiple departments.

**X. CITIZEN’S PRIVILEGE**

Dr. Marlene Saunders-5 Oak Dr. Saunders stated that she would like to see 503 N. Cannon, which had been on fire, demolished and asked how it could become a dangerous building. Town Manager Savage stated that two complaints were required to start the Dangerous Building process. Commissioner Tassone stated that he would be the second complaint. Dr. Saunders also complimented Jerry Butler, Code Enforcement Officer about being accessible to the residents.

**XI. OLD BUSINESS**

None.

**XII. NEW BUSINESS (Discussion, consideration, and possible voting on)**

**A. ORDINANCE TO AMEND THE CODE OF THE TOWN OF BRIDGEVILLE AS IT RELATED TO WIRELESS COMMUNICATIONS FACILITIES BY ADDING A NEW SECTION 234-68A TITLED “WIRELESS COMMUNICATIONS FACILITIES”**

1. **Discussion:** Deputy Solicitor Karsnitz stated that this comes from the New Federal Communication Commission rule, which intends to promote the timely build out of new infrastructure across the country by eliminating regulatory impediments that unnecessarily add delays and costs to bringing advanced wireless services to the public. Mr. Karsnitz stated that it does three basic things,

it provides acceptable fee levels that municipalities can charge, and it also addresses State and local considerations and time requirements. Mr. Karsnitz stated that this Ordinance places certain standards and time requirements for new facilities that come into town. Mr. Karsnitz stated that there are nine (9) general sections within the Ordinance. Mr. Karsnitz discussed concerns from the Planning and Zoning Commission.

**2. Public Hearing:** Public Hearing was opened by Town Manager Savage to register agreement or opposition to the Ordinance at 7:17 PM.

Kay Sue Hardesty-304 S Main- Mrs. Hardesty asked whether it would be a tower or a building. Town Manager Savage stated that it would be a tower. Mrs. Hardesty asked if there was a time frame for the applications to be approved and if there would be more than one tower in the future. Town Manager Savage stated that he believed it is 30 days to review it and 60 days to approve it once the application is determined to be complete. Mr. Karsnitz stated that it is potentially possibly but, in this Ordinance, it requires companies to see if they can colocate their services.

Commissioner Tassone asked whether it would offer 5G. Mr. Karsnitz stated that is correct. Commissioner Tassone asked if it would go by the ball park. Town Manager Savage stated that was the area that they were looking at.

Public Hearing was closed by Town Manager Savage at 7:22 PM.

**3. Consideration and possible Voting:** Motion to approve the Ordinance to Amend the Code of the Town of Bridgeville as it related to wireless communications facilities by adding a New Section 234-68A Titled “Wireless Communications Facilities.” – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

## **B. Verizon Lease Agreement**

Town Manager Savage stated discussed a land lease agreement with Verizon with the Commissioners. Mr. Savage stated that it would be a term of five (5) years with four (4) additional renewals. Also, that the Town Attorneys have reviewed it and made some modifications. Mr. Karsnitz stated that Verizon has asked for 2,500 square feet and that needs to be modified in this Agreement. Motion to Approve the Verizon Wireless Agreement– Tassone; 2<sup>nd</sup> – Carey; motion carried. (4-0)

## **C. Dangerous Building – 107 S. Main Street**

1. Discussion: Town Manager Savage stated that they have advertised for a public hearing and that the Dangerous Building Committee has inspected the building. Mr. Savage stated that the Owner had asked if they would postpone it until April’s meeting so Commissioner Banks would be present but Mr. Savage told him that everything had been advertised for.

2. Public Hearing: Public Hearing was opened by Town Manager Savage to register agreement or opposition to the Ordinance at 7:26 PM.

Kay Sue Hardesty-304 S Main- Mrs. Hardesty stated that when she read the advertisement, she had thought it was for the house. Mrs. Hardesty stated that she is glad to hear in the Commissioner Oath's that they will uphold the historical character of the town. Commissioner Carey stated that as someone that has rehabbed a historical house in town, he would like to see the bank building rehabbed somehow.

Town Manager Savage stated that Mr. McCurley is now present at the meeting.

Mr. McCurley stated that when he bought the property, he had it deeded twice and the garage was in good shape. At that time, he told Mr. Banks that the tree was damaging his garage and Mr. Banks stated he would take care of the tree. Mr. McCurley stated that he has tried to repair it as best as he can. Mr. McCurley stated that he has pictures of the building. Mr. McCurley stated that he is on a fixed income. Mr. McCurley stated that the fence fell over in the back of his property. Mr. McCurley stated that he has four (4) dogs that now he has to babysit outside because of the fence being down. Mr. McCurley stated that the Town needs to put a fence back up. Town Manager Savage stated that he is unaware of any fence that the Town has taken down. Mr. Savage stated that the fence on the north side is against town code. Town Manager Savage stated that the Town has contacted Mr. McCurley in regards to the fence. Mr. Savage stated that Mr. McCurley has a survey that he had done but never recorded so the Town is going by the last recorded survey with Sussex County. Town Manager Savage stated that he is not sure if Mr. McCurley wants to fix up the shed. Mr. Savage stated that the Town has offered to take down the shed. Mr. Savage stated that if Mr. McCurley can provide a repair plan to the Commissioners, it doesn't have to be demolished. Mr. McCurley showed the Commissioners pictures of the shed. Commissioner Carey asked if they inspected the property and Commissioner Tassone stated that they did and that it needs to be demolished. CEO Butler stated that the building needs to be demolished.

Public Hearing was closed by Town Manager Savage at 7:44 PM.

#### **D. RESOLUTION APPROIVING THE LANDSCAPING PLAN FOR THE BRIDGEVILLE SOUTH RPC DISTRICT**

1. Discussion: Town Manager Savage stated that Planning and Zoning has recommended that the landscape plan be approved.
2. Consideration and possible voting: Motion to approve the Resolution approving the Landscaping Plan for the Bridgeville South RPC District– Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

#### **E. Committee/Board Appointments:**

Town Manager Savage stated that they have two nominees for Planning and Zoning, Clint Whaley from District 4 and the Historical Society Representative would be Kelly Davis.

Motion to approve the recommended Committee/Board Appointments– Carey; 2<sup>nd</sup> – Smith; motion carried. (4-0)

Town Manager Savage stated that for the Board of Adjustments there are two vacancies and there are two letters of interest, Ken Hutchins and Mark Swarbrick.

Motion to approve the recommended Committee/Board Appointments– Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

#### **F. Economic Development Committee-New Bylaws**

Town Manager Savage stated that the EDC has put together bylaws and they were discussed at the February Workshop.

Motion to approve the Economic Development Committee New Bylaws– Smith; 2<sup>nd</sup> – Tassone; motion carried. (4-0)

#### **G. 2019 Property Tax Assessments**

Town Manager Savage stated that it is the time of the year for the Commissioners to approve the Property Tax Assessments and once the Commissioners approve it, the Court of Appeals will be advertised.

Motion to approve the 2019 Property Tax Assessments, as provided by the Sussex County Assessment Office. – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0)

#### **H. RESOLUTION APPROVING THE FY19 CAPITAL BUDGET AMENDMENT**

1. Discussion: Town Manager Savage stated that the FY19 Capital Budget Amendment is \$2,046,160.50.

2. Consideration and possible voting: Motion to approve the Resolution approving the FY19 Capital Budget Amendment. – Smith; 2<sup>nd</sup> – Carey; motion carried. (4-0)

#### **I. Grants in Aid/Donations**

Town Manager Savage stated that he has provided a spread sheet to the Commissioners.

Motion to provide a total of \$350 to Nanticoke Watershed Alliance. Woodbridge High School and Woodbridge Little league from Commissioner Carey, total of \$350 to Nanticoke Watershed Alliance. Woodbridge High School and Woodbridge Little league from Commissioner McDowell, total of \$250 to Nanticoke Watershed Alliance. Woodbridge High School and Woodbridge Little league from Commissioner Smith, and total of \$200 to the Woodbridge High School and Woodbridge Little league from Commissioner. Carey– Smith; 2<sup>nd</sup> – Carey; motion carried. (4-0)

### **XIII. INTRODUCTION OF ORDINANCES**

There were no new Ordinances introduced.

**XIV. GOOD OF THE ORDER**

Town Manager Savage stated that Richard Grinnell and he went to a meeting regarding the Downtown Development Districts. Richard Grinnell, EDC Chairman, stated that he has been discussing this with Rick Farrell who has done with this application before. Richard discussed some of the incentives with the Commission such as building rehabilitation, new construction and business expansion. Town Manager Savage stated that Municipalities can not use this money and it has to be within the designated area. Town Manager Savage stated that the application is May 15<sup>th</sup>. Richard stated that if they do not do it now, then they don't know when they will reopen the process. Richard stated that Rick did Smyrna's for \$16,000 and Jesse stated that KCI provided a \$30,000 quote. The Commission discussed the deadline and if it would be able to get done by May 15<sup>th</sup>. Motion to move forward and pursue the Downtown Development Grant Application – Carey; 2<sup>nd</sup> – Smith; motion carried. (4-0)

**XV. ADJOURNMENT-**

Motion to adjourn – Tassone; 2<sup>nd</sup> – Smith; motion carried. (4-0) 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