

MINUTES

COMMISSIONERS OF BRIDGEVILLE SEPTEMBER 9, 2002 - 7:00 P.M. TOWN HALL

I. CALL TO ORDER

The meeting was called to order by President Joseph Conway. Present: Commissioners Margaret Sipple, Pat Correll, Earl Greason and Bill Jefferson. The meeting started with the flag salute and the Lord's Prayer.

II. APPROVAL OF MINUTES

MOTION: Commissioner Sipple made a motion to accept the minutes as presented. Motion was seconded by Commissioner Jefferson and so carried.

III. APPROVAL OF BILLS

Discussion was held on the amount spent on repairs of the police vehicles. It was decided that Chief Parsons should price shop for tires and oil changes before taking the vehicles to Carey's in Laurel. Commissioner Correll would like to see the police department talk with Donald Breeding (Sharky's) regarding vehicles repairs. She believes we should keep the business in Town if possible. Commissioner Jefferson stated there will be only one police vehicle serviced in a month. President Conaway pointed out that DBF's bill is substantially higher than normal due to the sewer and water update.

MOTION: Commissioner Correll made a motion to pay bills as presented (see attached). Motion was seconded by Commissioner Sipple and carried unanimously.

President Conaway and the new treasurer, Debbie Miller, discussed how items should be coded and corrections will be made. The \$2,750 tap-in fee received from Kenny's Produce will be forwarded to Greenwood. A red flag has been issued for office supply spending.

President Conaway reported the delinquent tax payers are now being handled by the Town's attorney and there will properties going to sheriff's sale.

IV. CORRESPONDENCE

1. Read-Aloud Program regarding contributions.
2. DelDOT regarding public participation meeting on Thursday, September 12, 2002, 6:00 PM at the Georgetown Administration Building. President Conaway stated

the new intersection should be completed in 2006. DelDOT is working to get completion date down to 2005.

3. Morningstar Publications would like the Town to participate in the Newspaper in Education program for 2002-2003. Last year's contribution was \$175.00 for 28 weeks.

4. A letter was received from Senator Thomas Carper stating he is working to get the additional \$1 million for the Town's wastewater treatment facility upgrade. This funding is in addition to what was previously presented to the Town.

5. Sussex County Community Development and Housing Division has a program available to assist property owners for housing rehabilitation's.

The Community Development Block Grant Program for homeowners will hold their public hearing at the Bridgeville Town Hall on December 9, 2002 during the regular Commissioner's meeting. In the past Bridgeville applies for the loan and the County takes care of allocating the loads in Town.

6. Newsletter from the Preservation Coalition.

7. Newsletter from the Greater Seaford Chamber of Commerce.

8. Invitation to attend the ceremony celebrating the second "Delaware Falun Dafa Week" and a request for a "Falun Dafa Week" Proclamation.

9. Invitation to attend the Delaware 4-H Foundation Centennial Gala on Saturday, October 5, 2002 at Dover Downs Hotel, Dover, De.

10. Due to the recent situation in Snow Hill, Md., President Conaway sent a letter to Chesapeake Utilities, Tom Hampton, asking him to advise of the most recent date of inspections and if any repairs or improvements of the lines have been planned for the Town.

V. DEPARTMENT REPORTS

* Written Reports Available.

1. Police-Commissioner Jefferson reported that the two names presented last month for part-time officers will not be released to work in Bridgeville from their present employer. Mr. Michael Kirby has been suggested by Chief Allen Parsons to be hired as a part-time officer (previously worked for the Town of Greenwood). Chief Parsons stated Officer Cook works only when notified. MOTION: Commissioner Jefferson made a motion to hire Mr. Kirby as a part-time officer. Motion was seconded by Commissioner Sipple and carried unanimously.

President Conaway explained that unfortunately Corporal Harry Litten's salary was not adjusted when he moved from full-time to part-time. MOTION: Commissioner

Correll made a motion to adjust the part-time officers to their regular pay scale Motion was seconded by Commissioner Jefferson and carried unanimously.

2. WWTP-Mr. Mowbray noted in his report that the plant was cited by Mr. Duffy, DNREC, for having the most modern security system and the oldest computer. He also reported the price of three pagers currently in use is approximately \$79. To replace the pagers with Cingular wireless would cost \$75 per month (plus tax if applicable). Commissioner Greason was asked to discuss this matter with Mr. Mowbray and present findings to the October meeting. Commissioner Correll suggested giving each person so much air time.

Due to the large amount of rain fall the Bridgeville Park Center had many problems. President Conway will be contacting the ditch manager as well as the manger of Frog Harbor ditch. (N. Cannon Street).

3. Water-Commissioner Correll received a letter of request from the Woodbridge School District asking the Town to waive the restriction to construct a water well at the athletic field. The school district is only charged for water. After much discussion it was decided by the Commission not waive the restriction due to the fact of setting precedent.

The utility truck is due to be replaced. Commissioner Correll has discussed the matter with Mr. Jones. Under the state procurement requirements, the Town can bid without bids up to \$22,500 but to go that high three written proposals must be acquired plus be advertised in the local paper.

4. Office-Commissioner Correll stated quotes have been received on the computers: 3 town office and 1 for treatment plant. Commissioner Jefferson had a quote from the DELL Company, and a quote for the wiring from Mario Herenadez. After much discussion a recommendation will be presented at the October meeting.

VI. OLD BUSINESS

1. Sidewalk/Street Priorites: Commissioner Sipple reported Rep. Ben Ewing offered \$45,00 for the following: sidewalk at football field on Sussex Avenue, curb on each side of Edgewood Street (Laws to S. Cannon Street)), curbing on S. Cannon Street (Cedar to Edgewood Street), and small section of new sidewalk Railroad Avenue. Also Rep. Ewing is willing to replace the sidewalks on the south side of Edgewood from S. Cannon to Cherry Alley.

President Conaway stated the Commission is committed to do St .Mary's Church parking lot, and Mt. Calvary church parking lot, of which a lease has not been submitted. Other areas in need of repair or new:

Sidewalk-Repairs: 200 block on north side of Walnut Street, west side of S. Cannon Street (Delaware to Walnut Street), and 300 block on north side of Delaware Avenue. New sidewalks: West side of S. Main Street (Elliott Drive to Jacobs Avenue), and east side of William Street.

Street Repairs: Mechanic Street, Gum Alley, Maple Alley, and Cherry Alley and part of Railroad Avenue.

All repairs will have to be placed out for bids. When Rick Passwaters went out to look at improvement sites with Shea's Construction, the cost amounted to \$268,000. President Conaway will take all the suggested repair areas and get some prices.

2. North Main Street Bulkhead: President Conaway and Commissioner Sipple attended the meeting with the state highway department and DNREC. The project is scheduled for 2003.

VII. NEW BUSINESS

1. Mr. G. L. Jefferson, Jeff's Tap Room, requested a premise extension for the Apple-Scrapple Festival. MOTION: Commissioner Sipple made a motion to allow for the extension. Motion was seconded by Commissioner Greason and so carried. Commissioner Jefferson abstained from voting.

2. The Commission voted to proclaim the week of September 23, 2002, as racial equality week. The proclamation was proposed by the National League of Cities to help promote equality and justice. MOTION: Commissioner Correll made a motion to adopt the proclamation as presented. Motion was seconded by Commissioner Greason and so carried.

3. Ordinance #A02-7: An ordinance to amend the Zoning Chapter 234 dealing with zoning requirements for "big box stores" that might request to build in a commercial zone. MOTION: Commissioner Jefferson made a motion to introduce the ordinance. Motion was seconded by Commissioner Sipple and carried unanimously. The second reading and vote will take place at the October meeting.

4. Ordinance #A02-8: An ordinance that deals with a proposed Residential Planned Community (RPC or PUDS) district and will allow the Commission ultimate control and set conditions over any new developments that come into the area. The ordinance will help the Town prepare for the concept of annexations in the near future. Mr. Nick Rocks commented that the ordinance was modeled after the county ordinance. MOTION: Commissioner Jefferson made a motion to introduce Ordinance #A02-8 as presented. Motion was seconded by Commissioner Correll and carried unanimously. A special public meeting will be held Monday, September 30, 2002 at 7:00 PM at the Town Hall to present the second reading and vote.

5. Chapter 172, Ordinance #A01-2: Apple-Scrapple Festival Food Vendors. Last year the Commission adopted this ordinance that would allow food vendors to set up in the food court during the festival and on the approved vendor list by the Town Commission. President Conaway read the 2002 vendor list as prepared by September 3, 2002. Because the October meeting is after the festival, the Commission members granted permission to President Conaway to add to the list as vendors are received. MOTION: Commissioner Correll made a motion to approve the food vendors as listed plus what ever

vendors apply before the festival date of October 11 and 12, 2002. Motion was seconded by Commission Sipple and so carried.

6. Ordinance #A02-9: An ordinance to amend Chapter 128 relating to flow data fee structures in the sewer system. Mr. Mowbray suggested that this would bring the EDU's (Equivalent Dwelling Unit) in line with what is happening in Bridgeville.

MOTION: Commissioner Sipple made a motion to introduce Ordinance #A02-9 as presented. Motion was seconded by Commissioner Correll and carried unanimously. Second reading and vote will be at the October meeting.

7. The police department will be receiving a \$75,000 grant (COPS) which will allow the Town to hire another police officer. The Town will either hire a certified police officer or President Conaway stated there is money to put a person through the police academy. The first year will cost the Town approximately 25%. The department recently hired two officers (completed the academy in June), but one of the officers has been sent to Saudi Arabia. President Conaway thanked Chief Parsons for his work in acquiring this grant.

8. President Conaway announced that Bridgeville will receive an additional \$12,500 from the state for a long-range water and wastewater grant.

9. A steering committee is being formed by Ms. Bonnie Walls to study a bicycle path and pedestrian path that would like the Town to the new development. Grant money is available if the need is there.

10. Commissioners and Town employees will hold a yard sale on Saturday, October 26, 2002, Town Hall parking lot, for old or unused equipment.

11. Commissioner Sipple and Commissioner Correll will be attending a Tree Planting Workshop in Dover to accept the grant money for new trees in our Town.

12. Commissioner Jefferson thanked Commissioner Correll and Town Clerk, Alma Fleetwood, for the wonderful job they did in making the September SCAT meeting a huge success.

13. Commissioner Sipple expressed her sadness in the only drug store (1934) being bought out by Happy Harry's. Druggist Mr. Bill Smith will be missed, but he will be working for new store. The grand opening is scheduled for September 16, 2002.

Commissioner Sipple reported only one person responded pertaining to the killing of the weeds, tilling, and replanting of the grass at the park and around the Town Hall. The Commission agreed to go ahead with the project for a cost of \$1,100.

14. Ms. Walls submitted the first steps in applying for annexation. A public meeting will take place on October 17, 2002, at 7:00 PM in the Bridgeville Firehall. The annexation vote has been scheduled for Saturday, October 19, 2002. If the Town

votes for the annexation, a special meeting will be held on October 21, 2002 to certify the annexation vote and to vote on the re-zoning ordinances of the parcels.

VIII. CITIZEN'S PRIVILEGE

1. The Commission agreed to allow Mr. Phillip Davis to replace his fence without applying for a permit. Mr. Davis said the Commission should consider an ordinance to allow a certain amount of animals on a property. Commissioner Greason thought the state has some type of ordinance relating to this problem.

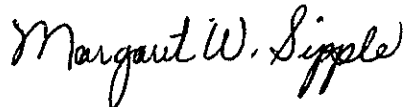
2. Ms. Elizabeth Cornish stated that since the new sidewalk was installed on North Cannon Street there does not seem to be enough from for two vehicles. Recently when meeting a truck she was forced to move over at which time she hit the curb blowing her tire out. President Conaway will check the road situation with Ms. Cornish. Ms. Cornish asked if the Town would pay half or all for a new tire for her vehicle. President Conaway expressed that the Town cannot be responsible for such incidents.

3. Because of construction at the ECEC school the buses are unloading on Church Street. The police department will be assisting with traffic control until the new service road is completed.

IX. ADJOURNMENT

MOTION: Commissioner Correll made a motion to adjourn the meeting. Motion was seconded by Commissioner Sipple and so carried.

Respectfully Submitted,



Margaret W. Sipple
Commission Secretary

MINUTES

COMMISSIONERS OF BRIDGEVILLE SPECIAL MEETING SEPTEMBER 30, 2002 - 7:00 P.M. TOWN HALL

I. CALL TO ORDER

The meeting was called to order by President Joseph Conaway. Present: Commissioners Margaret Sipple, Earl Greason, Pat Correll and Bill Jefferson. Mr. Dennis Schrader, Town Solicitor, was also present. The meeting started with the flag salute and the Lord's Prayer.

II. NEW BUSINESS

1. The Commissioners proclaimed the week of October 13-20, 2002, as National Business Women's Week. MOTION: Commissioner Correll made a motion to accept the proclamation as presented. Motion was seconded by Commissioner Correll and so carried. The signed proclamation was presented to Ms. Donna Smith Moore.

2. President Conaway presented Ordinance #A02-8 RPC: AN ORDINANCE TO AMEND CHAPTER 234 OF THE CODE OF THE TOWN OF BRIDGEVILLE, RELATING ZONING, TO ESTABLISH A RESIDENTIAL PLANNED ZONING DISTRICT, BY AMENDING ARTICLE I, ARTICLE II, ARTICLE IV, ARTICLE V, ARTICLE VII AND ARTICLE XI AND ADDING TO ARTICLE VII: RESIDENTIAL PLANNED COMMUNITY DISTRICT, ARTICLE IX: ADMINISTRATION; AND ARTICLE XI: AMENDMENTS, for the second reading. This ordinance allows for a mixture of residential and commercial uses on a parcel.

President Conaway explained several parts of the ordinance needed changes or additions as discussed with Mr. Schrader (see attached). Mr. Schrader and President Conaway presented the proposed changes. President Conaway asked that the amendments be added to the ordinance if said ordinance is approved. MOTION: Commissioner Jefferson made a motion to adopt the amendment as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

MOTION: Commissioner Correll made a motion to adopt Ordinance #A02-8 as presented and to include added amendments. Motion was seconded by Commissioner Sipple and carried unanimously.

3. President Conaway pointed out the parcels (wall map) involved in the rezoning request by the Town of Bridgeville (see list attached). MOTION: Commissioner Correll made a motion to introduce the rezoning changes for the hearing at a Special Meeting scheduled for October 21, 2002. Motion was seconded by Commissioner Sipple and carried unanimously.

4. A public meeting regarding the annexation will be held on Thursday, October 17, 2002, at 7:00 PM at the Bridgeville Fire. Hall.

The annexation vote is scheduled for Saturday, October 19, 2002, 10:00 AM to 2:00 PM at the Town Hall. MOTION: Commissioner Jefferson made a motion to appoint Alma Fleetwood, Town Clerk; Debbie Miller, Treasurer; and Bonnie Walls, Director of Development, to be election judges for the annexation election. Motion was seconded by Commissioner Sipple and carried unanimously.

5. Mr. Bob Rauch discussed the proposed underlining RPC Planning District that will accompany the annexation of the 769 acres of Passwaters land. He demonstrated (wall map) the various elements proposed for the property. The developers are looking for a mixed use residential community-single family homes, townhouse, garden-type condos, and rental apartments-with a variety of commercial sites. The trend in a large project is to create neighborhoods. The preliminary outline of such "neighborhood" sizes are as follows: 74 acres with five units per acre, 60 units at four units per acre, a neighborhood near the town center with 110 acres at six units per acre; a 15 acre civic and town community area, a 76 acre neighborhood with five units per acre; a 26 acre commercial neighborhood; and a 163 acre 128 acre commercial neighborhood. The proposed 18-hole golf course (173 acres) will cover the southerly side of the project and will include a golf-style condominium complex which will be privately owned and operated. Water and sewer will be municipal service, but they will work with the Town to provide a regional wastewater facility at their expense. The preliminary plan includes one proposed entrance from U.S. 13(pending state approval) to the lodge clubhouse and two other entrances from other roads.

Mr. Rauch stated that Bridgeville South will be designed for the active adult market, so he doesn't believe it will impact the number of students in the Woodbridge School District.

State applications will begin after the annexation results.

6. President Conaway presented Resolution #RES02-1: A resolution establishing a process for the procurement of material and services for the Commissioners of Bridgeville. A contract for material and non-professional services can be awarded for less than \$7,500 by obtaining the best price. Awards can extend to \$22,500 but certain procedures must be set in place without a formal bid process. For contracts over \$22,500 The Commissioners, or their designee, shall comply with the requirements of the State Procurement Act, 29 Del. C. Chapter 69, Subchapters III and IV as amended. Mr. Schrader recommended an ordinance be adopted but in order to get a procedure in place the resolution was presented. This will give auditors something to follow when the Town is being audited.

MOTION: Commissioner Jefferson made a motion to adopt [Resolution #RES02-1 as presented. Motion was seconded by Commissioner Correll and carried unanimously.

7. Mr. Schrader suggested the Commissioners call the State Planning Office to inquire about available money to help with the draft of the new zoning ordinance, subdivision ordinance and zoning map. The call was successful and money has been set aside and the application has been filled out. The University of Delaware submitted a proposal to do a revision of the current zoning ordinance and to develop a new subdivision ordinance. The cost will be approximately \$12,600 and the Town might receive up to \$6,000 in a match from the state. The actual cost to the Town will be about \$6,600. The Town might be able to receive state money leaving a small balance to pay. The funding would allow Ms. Walls to make application for the money. President Conaway presented Resolution #RES02-2 (see attached) pertaining to the funding for Livable Delaware assistance. MOTION: Commissioner Sipple made a motion to adopt Resolution RES#02-2 as presented. Motion was seconded by Commissioner Greason and carried unanimously.

8. Ms. Walls with the cooperation of the Lions Club secured funding for a Clean-Up-Day scheduled for Saturday, November 9, 2002. The funding for this project totals \$2,200. Dumpsters will be placed in the public parking lot for residents to place their unwanted items. Pick up for those who cannot get to the dumpsters will be along the Waste Management's normal route (present customers).

9. Cell phones for the WWTP personnel have been ordered for a cost of \$75 per month.

10. The Commissioners granted the request of the office staff to have "dress down day" each Friday.

11. Commissioner Correll confirmed the order for the four Dell computers: three for Town Office and one for WWTP for a cost of \$7,582.14. Mr. David Milholland will order the computers and set them up once they have arrived. Wiring contract was issued to Mario Hernandez. Mr. Howard Hardesty suggested one computer be designated for the on-line service. MOTION: Commissioner Jefferson made a motion to authorize Commissioner Correll to place the order for the four Dell computers. Motion was seconded by Commissioner Greason and carried unanimously.

Commissioner Jefferson offered to build a computer stand and work area for Alma Fleetwood's office for a cost of \$420. MOTION: Commissioner Sipple made a motion to have the work center built for the office. Motion was seconded Commissioner Greason and carried 3-0. Commissioner Jefferson did not take part in the vote.

12. The Commission and the Director of Development have been keeping the people advised of the annexation. A public meeting will be held October 17, 2002 at the firehall and the annexation vote will take place on October 19, 2002 at the Town Hall.

III. ADJOURNMENT

MOTION: Commissioner Sipple made a motion to adjourn the meeting. Motion seconded by Commissioner Correll and so carried.

Respectfully Submitted,

Margaret W. Sipple

Margaret W. Sipple
Commission Secretary