MINUTES
COMMISSIONERS WORKSHOP
NOVEMBER 29, 2021 – 5:00 P.M.
BRIDGEVILLE PUBLIC LIBRARY/ZOOM

A regularly scheduled workshop of the Commissioners of Bridgeville was held on November 29, 2021, at 5:00 P.M., at the Bridgeville Public Library. The following were present:

Tom Carey	President
Bruce Smith	President Pro Tempore
Marlene Saunders	Secretary
Tom Moran	Commissioner
John Tomeski	Commissioner
Bethany DeBussy	Town Manager
Ashley Walls	Town Clerk
Dennis Schrader	Town Solicitor

CALL TO ORDER:

The meeting was called to order by Commission President Carey.

QUORUM PRESENT:

President Carey reported that a quorum was present to conduct Town business.

OPEN DISCUSSION:

GOLF PROCEEDS PRESENTATIONS

Town Manager DeBussy stated that checks are being presented to the Kiwanis Club for $5,000, and Lion's Club for $5,000. Rick Tull thanked the Town and staff for putting together the Golf Tournament.

OPEN DISCUSSION:

CROSS CONNECTION CONTROL PROGRAM

Town Manager DeBussy stated that Brandon Slater, Water Superintendent is present, Bill Hague from Delaware Rural Water is on his way and Larry LaBute, CEO of HydroCorp is present via Zoom. Town Manager DeBussy stated that the Cross Connection Program has to be in place by January 1, 2023. Town Manager DeBussy stated that they have a proposal from HydroCorp. Larry stated that HydroCorp, which has been managing backflow programs for 38 years and HydroCorp has been working with Delaware Rural Water Association for 10 years. Larry stated that HydroCorp has helped DRWA with their training program, written manuals, and helped them with writing this regulation. Larry discussed the plan that the Town needs to put together and that he has already submitted a draft plan to the Town. Town Manager DeBussy stated that the cost to the Town is

$495 a year. Larry stated that it is important to get the plan in place, adopt an Ordinance and he also discussed the testing with the Commissioners. Larry stated that they provide an online database showing what is going on with the program. Larry discussed the effects of backflow contamination and how the program can prevent backflow. Larry stated that they will be doing is a community awareness program and developing a website that will be on the Town's website that Hydrocorp will manage. Bill Hague discussed backflow, how it can contaminate the Town's water and that the back blow prevention is already in the plumbing code. Larry stated that most of the customers, both commercial & residential, already have a testable backflow prevention assembly on their drinking water supply line but what has not been happening is that they are not getting tested to see if they are still working. Larry stated that a sanitary survey will be coming out with questions in 2023. Larry and the Commissioners discussed educating residents about getting their backflow preventers tested annually. Town Manager DeBussy stated that if any does not do this then there will be a fine structure through the State of Delaware. Larry stated that each plan is customized to each community. Town Manager DeBussy stated that the timeline is, getting the plan in place, adopting an Ordinance, and then getting the residents educated. Larry stated that the refusal rate of residents is very low, about 1%.

OPEN DISCUSSION:

WATER TOWER MAINTENANCE CONTRACT

Town Manager DeBussy stated that the Water Tower Maintenance Contract that is a 10-year contract and it expires in January 2022. Town Manager DeBussy stated that they need to advertise and bid out for a new vendor and a new 10-year contract.

NEW BUSINESS:

CDBG PROGRAM

Town Manager DeBussy stated that there will be a presentation at the December 13th Commission Meeting for the Community Development Block Grant. Town Manager DeBussy stated that this program is designed to help with repairs on homes that are low income. Town Manager DeBussy stated that these funds come from Sussex County and that the Town gets the information out to residents. Town Manager DeBussy stated that the Town has to get a waiting list by January in place to get funding and there have to have four properties on the list. Town Manager DeBussy stated that the Town can help the residents apply for the funds and that these properties have to be owner-occupied.

NEW BUSINESS:

ELECTION

Town Manager DeBussy stated that they have the official election calendar ready. Solicitor Schrader stated that the election schedule is dictated by Delaware Code Title 15, Chapter 75. Town Manager DeBussy went through the schedule with the Commissioners. The Election is Saturday, March 5th, 2022 from 12 PM-7 PM for Districts #1, #2 & #3. Solicitor Schrader stated that there will be absentee voting but not early voting. Commissioner Saunders asked if redistricting will impact this election. Town Manager DeBussy stated that it will not and that it will impact the 2023 election.

NEW BUSINESS:

REDISTRICTING

Town Manager DeBussy stated that she has reached out to the University of Delaware who helped with the last redistricting process. Town Manager DeBussy stated that Wallace Montgomery is on board to help with the census information. Town Manager discussed a potential timeline for getting the redistricting completed. Town Manager DeBussy stated that as of January the U & D will come to January's meeting to explain the process and the goal is to have all of the meetings done and to decipher the census data by mid-Summer 2022. Town Manager DeBussy stated that if they were to add Commissioners then they would have to do a Charter Change.

NEW BUSINESS:

MISC

Town Manager DeBussy stated that DelDOT will be coming to the December Meeting to do a Coastal Corridors update.

Town Manager DeBussy asked the Commissioners if there is nothing for the December 27th Workshop if they want to cancel it. None of the Commissioners were opposed to canceling it.

Town Manager DeBussy gave the Commission an update on the Christmas Parade.

Town Manager DeBussy stated that she has found a copy of a signed MOU with Sussex County as of February 2009. Solicitor Schrader stated that he will be sending a letter to Mr. Vincent and Mr. Lawson regarding the signed MOU that they have found.

Town Manager DeBussy stated that the 7-11 project is waiting on them to start and that all approvals.

GOOD OF THE ORDER

Commissioner Smith stated that he has someone that would like to donate wreaths to Town Hall and Town Manager DeBussy stated that she also has ordered some decorations for Town Hall as well.

The Commissioners decided to send a card to the McDowell Family and make a donation to St. Judes for $500 in memory of Sharon McDowell.

Commissioner Tomeski stated that the Christmas in Bridgeville Craft Show is December 4th from 9 Am- 3 PM at Woodbridge Middle School. Mr. Tomeski stated that there are over 30 new vendors this year.

ADJOURNMENT:

The Workshop was adjourned at 6:31 PM.

Respectfully submitted,

Marlene Saunders, Commission Secretary

Ashley Walls, Transcriptionist