TOWN OF BRIDGEVILLE
COMMISSION MEETING
MINUTES
MARCH 14, 2022 – 7:00 P.M.
ZOOM ONLY

A regularly scheduled meeting of the Commissioners of Bridgeville was held on March 14, 2022, at 7:00 PM, at the Bridgeville Public Library. The following were present:

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

CALL TO ORDER:

The meeting was called to order by Commission President Carey.

NEW COMMISSIONER OATH OF OFFICE:

Solicitor Schrader swore in Marlene Saunders, Tom Moran & Bruce Smith as Town Commissioners. Their two-year terms will end in March 2024.

QUORUM PRESENT:

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

APPROVAL OF AGENDA:

A motion was made by Commissioner Smith and seconded by Commissioner Moran to approve the agenda. Motion carried: 5 Yes votes, 0 No votes.

APPOINTMENT OF COMMISSIONER OFFICERS AND STAFF:

A motion was made by Commissioner Smith and seconded by Commissioner Moran to appoint Dennis Schrader as Town Solicitor, to Appoint Davis, Bowen, and Friedel as the Town Engineer, to Appoint Sussex County Department of Assessments as the Town Assessor, Marlene Saunders as Commission Secretary, Bruce Smith as Commission President Pro Tempore and Tom Carey as Commission President. Motion carried: 5 Yes votes, 0 No votes.

APPROVAL OF MINUTES:

A motion was made by Commissioner Smith and seconded by Commissioner Saunders to approve the minutes from the February 14th Commission Meeting, and the February 28th Commission Workshop. Motion carried: 5 Yes votes, 0 No Votes.

CORRESPONDENCE:

Town Manager DeBussy stated that the Town received a thank you note from a couple in Heritage Shores about their mailbox getting fixed after it was accidentally hit while the Town plowed during one of the snowstorms.

Town Manager DeBussy stated that the Town received a letter from Sussex County officially awarding the Town with a grant in the amount of up to $253,141. Town Manager DeBussy stated that the first $100,000 does not have to be matched but anything above the $100,000 does have to be matched dollar for dollar. Town Manager DeBussy stated that the requirements for it are similar to the ARPA funding and subject to approval by Sussex County. President Carey stated that this item will be on the agenda for the March 28th Workshop Meeting.

FINANCIALS STATEMENTS:

Town Manager DeBussy read the following information from the February Financial reports:

Balance Sheet-

- General Fund-$ 3,028,869.
- All Accounts - $ 6,119,704 (decrease of $74,676 from January)
- Accounts Receivable - $49,117 (All Accounts include ARPA Fund Balance, Monies held for H.S. Special Taxes, & Bond Bill Funding.)
- Budget Report Target -66% (8 months into the budget year)
- Income - $ 1,808,479 (Income at 85.2% of the budget)
- Expenses - $1,285,157 (Expenses 64.5% of the budget) Net Income - $570,092

Accounts Payable-

- The Town paid bills totaling $ 52,257 during February.

TOWN REPORTS:

Town Department reports were reviewed and discussed by the Commissioners and Town Manager DeBussy.

President Carey stated that Chief Parker had his 20th anniversary with the Town.

CITIZENS PRIVILEGE:

There was none.

OLD BUSINESS:

There was none.

NEW BUSINESS

Redistricting-Establish Committee

Town Manager DeBussy stated that goal was to establish a committee and have one resident from each district. Solicitor Schrader discussed the process with the Redistricting Committee.

A motion was made to approve Pat Correll, Tim Banks, Jim Arrington, Roger Hovermale & Jim Carlucci as members. Smith; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Town Seal/Logo Update

Town Manager DeBussy discussed the updated logo with the Commissioners that was previously presented at a previous Commission Workshop and provided with four (4) final Town Seals for the Commissioners to choose from.

A motion was made to adopt the new Updated Seal with the uppercase smaller font. Smith; 2nd – Tomeski; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Grant-In-Aid/Donations

A motion was made to provide $ 300 to the Bridgeville Charge Community Outreach Ministry with $100 coming from the funds of President Carey, $100 coming from the funds of Commissioner Smith, $100 coming from Commissioner Moran, and; to provide $300 to Woodbridge MCJROTC Operation Rabbit Run 5K& Bunny Hop Community Event, with $100 coming from the funds of President Carey, $ 100 coming from the funds of Commissioner Smith, $100 and $100 coming from the funds of Commissioner Tomeski and; to provide $ 250 to Woodbridge Youth Football, with $100 coming from the funds of President Carey, $150 coming from the funds of Commissioner Smith and; to provide $200 to Kiwanis Club of Bridgeville with $200 coming from the funds of President Carey, $100 coming from the funds of Commissioner Smith and; to provide $300 to Phillis Wheatley Elementary School Conservation Club with $100 coming from the funds of President Carey, $100 coming from the funds of Commissioner Smith, and $100 coming from the funds of Commissioner Tomeski. Smith; 2nd – Tomeski; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Misc.

Town Manager DeBussy gave an update on Dangerous Buildings.

INTRODUCTION OF RESOLUTION/ORDINANCES:

There was none.

GOOD OF THE ORDER:

Commissioner Moran asked who the residents are to call for after-hour emergencies. Town Manager DeBussy stated that residents are to call the Police Department and then they will contact the Public Works department after hours.

The Commissioners discussed trash pick up on N. Cannon St.

Commissioner Moran asked if Wilson Farm Road was a State maintained road. Solicitor Schrader stated that yes, it is a state road. Commissioner Moran stated that members of Heritage Shores cleaned up some trash on Wilson Farm Road.

ADJOURNMENT:

Motion to adjourn the meeting at 7:46 PM. Smith; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

Respectfully submitted,

Marlene Saunders, Commission Secretary

Ashley Walls, Transcriptionist