



**COMMISSION WORKSHOP MEETING  
MINUTES  
AUGUST 28, 2023 – 5:00 P.M.  
BRIDGEVILLE PUBLIC LIBRARY & ZOOM**

A regularly scheduled Commissioners of Bridgeville Workshop was held on August 28, 2023, at 5:00 PM, at the Bridgeville Public Library, and via Zoom. 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

**CALL TO ORDER:**

The meeting was called to order by President Carey.

**QUORUM PRESENT:**

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

**OPEN DISCUSSION**

**HOMETOWN HERO BANNERS**

Town Manager DeBussy stated an additional 20 banners would be added to the program.

**OPEN DISCUSSION**

**ARPA FUNDS**

Town Manager DeBussy presented all of the guidelines for the ARPA funds. With the newly expanded guidelines it was suggested that we remodel the old Police Department and complete some Streets related items. A discussion regarding the old Police Department remodel was had; the Bond Bill received will not fund the entire project to repair the building, ARPA funds could be utilized. The idea for the building is to provide a community space for small businesses, artisans, and community organizations to use similar to "pop-up" shops. The Commission liked the concept and wants to move forward with ARPA approvals and designs for the building.

## **OPEN DISCUSSION**

### **RATES AND FEES**

Town Manager DeBussy presented fee structures from other towns. Town of Bridgeville fees are consistent, but low compared to most towns. There were multiple ideas discussed regarding business licenses for food trucks and event vendors. The Commission mentioned that enforcement for the licensing and permitting is lacking. It has been suggested that the Town have a license for every event- not every vendor, and the event host be responsible, and lower fees for food trucks. Another suggestion was that the Town not require business licenses at all. The concern is that business licenses are not necessary and that source of income should be made up elsewhere. A mobile business vendor permit for \$35-\$60 per permit and \$100 for the year was proposed.

Water impact and water tapping fees are low compared to surrounding areas. The Commission would like to see these fees increase; water tapping \$500, water connection \$50, and meter pits at cost plus 10%.

Town Manager DeBussy suggested our notary fees increase to match the library (\$6 per signature).

## **GOOD OF THE ORDER:**

Commissioner Oliver requested an update on the bid process for the demolition of 510 N. Cannon Street structure. Town Manager DeBussy stated the bid process has been opened. Commissioner Oliver also requested an update on the name tag order; name tags have not been ordered for Commissioners.

Commissioner Saunders expressed concern over the fine for not being compliant on Rental Licenses. Town Manager DeBussy clarified the process for the Rental Licenses.

Commissioner Tomeski asked if Planning and Zoning meets regularly; they meet every third Tuesday of the month if there is anything on the agenda.

President Carey asked if the Strawberry Farm was approved at County Planning and Zoning; the public hearing went well, but the vote will take place at the next meeting.


## **EXECUTIVE SESSION**

No Executive Session.

## **ADJOURNMENT:**

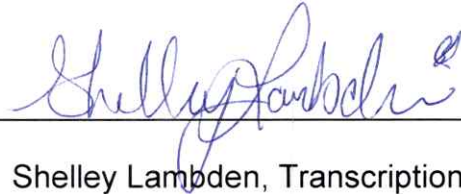
The meeting was adjourned at 8:25PM.

Respectfully submitted,



---

Marlene Saunders, Commission Secretary



---

Shelley Lambden, Transcriptionist