

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
JUNE 11, 2012  
TOWN HALL**

**I. CALL TO ORDER**

The meeting was called to order by President Pat Correll at 6:00 P.M. Present: Commissioners Paul Kovack, Steve McCarron, Jay Mervine, Lawrence Tassone, Acting Town Manager/Finance Director Savage and Town Solicitor Dennis Schrader.

**II. QUORUM PRESENT**

President Correll reported a quorum was present to discuss the business of the Town of Bridgeville.

**III. EXECUTIVE SESSION – Personnel and Land Acquisition/Disposal**

Commissioner Kovack made a motion to go into Executive Session to discuss Personnel Matters and Land Acquisition/Disposal. Commissioner Tassone seconded the motion. Motion carried. The Commissioners went into Executive Session at 6:01 P.M.

**IV. RECONVENE OPEN SESSION**

Commissioner Tassone made a motion to reconvene the Open Session. Commissioner Kovack seconded the motion. Motion carried. The Open Session reconvened at 7:00 P.M. The Open Session continued with the Flag Salute and Lord's Prayer.

**V. APPROVAL OF AGENDA**

Commissioner McCarron made a motion to approve the Agenda as presented. Commissioner Kovack seconded the motion. Motion carried 5 to 0.

**VI. APPROVAL OF MINUTES**

Commissioner McCarron made a motion to approve the Minutes from the May 14, 2012 monthly Commission meeting. Commissioner Tassone seconded the motion. Motion carried 5 to 0.

**VII. CORRESPONDENCE**

There was no correspondence to bring before the Commissioners.

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

Acting Town Manager/Finance Director Savage advised on the Balance Sheet, as of May 31, 2012, accounts totaled \$847,303, which is a decrease of \$111,000 from the month of April. The General Fund totaled \$172,811 and the Reserve accounts totaled \$554,500. Accounts Receivable stands at \$168,496. On the Budget Report, the Town is 11 months into the budget year and should be

at 92% of the budget. Income currently stands at 88%, or \$2,183,237, which is a 3% increase over last month. Expenses stand at 85%, or \$2,105,635. Net income, as of May 31<sup>st</sup> is \$77,600. On Accounts Payable, the Town has received bills totaling \$60,887. Expected expenses before the next Commission meeting total \$254,300, the majority of which is debt service on water/wastewater in the amount of \$93,200. The total amount for approval tonight is \$315,187. A.C. Schultes' final requisition for the energy grant – well motor upgrades is \$46,792, which will be covered by a grant. Commissioner Tassone made a motion to pay the bills as presented. Commissioner Mervine seconded the motion. Motion passed 5 to 0.

President Correll reminded the Commissioners of their commitment to send a donation to Nanticoke Memorial Hospital and it is time for that commitment to be addressed. The donation could be given over several years, rather than one lump sum. Acting Town Manager/Finance Director Savage reported the Commissioners discussed this briefly at their Budget Workshop and had recommended a \$1,000.00 gift after July 1<sup>st</sup>. President Correll advised the Hospital had requested a \$5,000 donation and we are joining other Towns in giving incrementally over several years. The Commissioners will give a total of \$5,000 over several years.

## **IX. DEPARTMENT HEAD REPORTS**

The Department Head reports are available for review. Commissioner McCarron questioned the Emergency Fund. He believes most of the income is from building permits. It would be helpful to itemize the make-up of the emergency fund (i.e. – new home construction at Heritage Shores, etc.) Acting Town Manager/Finance Director Savage advised the Heritage Shores builders and any other projects with a developer's agreement pay an extra \$100 per permit for the Emergency Fund (\$2,500-\$3,000).

President Correll commented it was good to see potholes being filled in Town.

Commissioner Tassone questioned the six alarm responses in the Police Department report. Police Chief Longo advised Officer Baker maintains a file and those homeowners who are over the monthly alarm limit and they are sent to Code Enforcement Officer Butler to be fined. The fine income is being split between the Police Department and the Town. These alarm responses were for residential, not commercial properties.

Commissioner Kovack commented on a particularly busy week in the Police Department the week of May 25<sup>th</sup>, with vehicle violations, three arrests for DUI narcotics violations and three arrests for sexual assault.

Commissioner McCarron thanked those who supported the Police Department's fundraiser at Grotto's Pizza.

President Correll asked whether Chief Longo has an update on the proposed K-9 grants; Chief Longo has not heard anything as of this date. The Chief advised there is an additional grant being applied for, as well.

## TOWN REPORT

Acting Town Manager/Finance Director Savage advised the Commissioners have received a proposed agreement from Greenwood concerning wastewater services. It will be on the July Agenda for discussion and possible approval.

The FY13 budget was approved during the May 18, 2012 Budget Workshop. The new budget must be adopted by the first Tuesday in June each year. The FY13 budget stands at \$2,338,800 and is a 5% decrease from the current year's budget. Copies are available at Town Hall and at the website for review. Highlights include:

**\*\* FY 13 Budget Expenses:**

- Debt Service cost is \$422,704; Electric is \$147,800.
- Property Acquisition at 103 S. Main St. is \$33,500.
- The Town has budgeted for a new police cruiser and will retire the 2003 vehicle.
- The Town is in year 8 of a 10-year Wheatley Farm lease for spray irrigation.
- A storage vehicle and utility vehicle are included for the spray farm.
- There is \$18,000 in the budget for spray irrigation automation equipment.
- A raw well walkway at the Treatment Plant needs to be removed and will likely be scheduled as soon as possible in July after bid acceptance.
- A generator will be purchased for the Public Works department.
- \$14,000 has been placed in the Street Department to replace storm drains for bicycle safety.
- The Town will continue to budget for meter upgrades.

**\*\* FY Budget Income:**

- \$20,000 is anticipated from the County Revenue Sharing Grant.
- \$49,700 is budgeted for State Grants including OHS, EIDEE and SALLE.
- The Town is expecting 25 permits at Heritage Shores for approximately \$35,000.
- Property Taxes will bring in \$532,450.
- Real Estate Transfer Taxes should total \$175,000.
- The \$4,000 Impact Fee Fund for Wastewater will help to pay debt for the department.
- The Town anticipates \$50,250 in Municipal Street Aid in the coming year.
- Rental License fees for 680 bedrooms in the Town will total \$17,000.
- The Town anticipates 100 contractors applying for Contractor Licenses. (70 contractors in FY12)
- The Town anticipates \$620,000 in wastewater fees.
- Water fees income should total \$245,000.

Commissioner Tassone questioned whether we have a backup generator for Town Hall. Acting Town Manager/Finance Director Savage advised we do not; however, he has a proposal to present at the budget amendment hearing to consider this expense. Police Chief Longo commented he could check the law enforcement website; they often post surplus generators. It was clarified that the Police Department does have a backup generator.

Acting Town Manager/Finance Director Savage advised a new air conditioning system was installed at the Police Department today.

Acting Town Manager/Finance Director Savage advised the new handicap ramps are complete at the Market/Main St. intersection and the wiring has been installed for the pedestrian signals. There are new concrete pads and the new signals should be operational in a few weeks. Commissioner McCarron asked if DelDOT had sponsored public meetings on the intersection design. Acting Town Manager/Finance Director Savage advised that they apparently had public hearings that no one attended. It was clarified that the yield signs will be removed. No right turn on red will be posted with this new configuration. There will likely be a long back-up on Fridays for beach traffic. President Correll doesn't believe the intersection is any wider for trucks; Acting Town Manager/Finance Director Savage does not believe widening the intersection was a part of the project. Commissioner Mervine understands that the handicap crosswalk will go from Town Hall to the gas station but there is no sidewalk to tie into. It was suggested this will be "the crosswalk to nowhere." The project will also include new asphalt on N. Main St.

Acting Town Manager/Finance Director Savage has followed up on the recycle center. It appears the only difference between our center and the Goodwill recycle center is the oil and oil filter bins and those can easily be moved to Goodwill if/when the Commissioners decide to close this recycle center and repave the parking lot. DSWA will cooperate with the Town in moving the recycle units when we are ready for the re-paving project.

Acting Town Manager/Finance Director Savage advised there is a Board of Adjustment hearing on Wednesday, June 20<sup>th</sup> at 6:00 P.M., where an application from 100 Emily's Pintail Dr. will be considered.

President Correll publicly thanked Town resident John Barr for spearheading the Memorial Day Celebration. She also thanked Town staff Peggy Smith, Bruce Williamson and Commissioner Tassone for their part in making it a successful event.

## **X. CITIZEN'S PRIVILEGE**

Mrs. Jackie Vogel from 124 Widgeon Way requested a definitive answer concerning the sidewalks in front of the homes in Heritage Shores. She was told by a previous Town Manager that any sidewalks that were in poor condition would be replaced by the developer before the Town would take over those streets and sidewalks for Town maintenance. She understands that the Home Owner's Association (H.O.A.) will not maintain the sidewalks; it is the responsibility of the homeowners to maintain sidewalks. She contends the sidewalks were never put in correctly and are disintegrating. Acting Town Manager/Finance Director Savage advised he has been consulting with engineer Jason Loar from Davis, Bowen & Friedel, Inc. concerning this issue. The Developer's Agreement states that the streets/sidewalks are subject to a final inspection before the Town accepts them and they must meet Town code. Mrs. Vogle advised some of the sidewalks are cracking and uplifting due to inappropriate trees planted near them. In other cases the cement is washing away leaving the aggregate underneath, which will also wash away. She asked who is responsible for taking care of the sidewalks prior to them being accepted by the Town. Ms. Dottie Harper from Brookfield Homes advised until the sidewalks are inspected through the process the Town and developer have agreed to, which approves

the streets and sidewalks, the streets and sidewalks are the developer's responsibility. Ms. Harper believes an email was sent to Mrs. Vogle last week regarding her concerns; however, she will make sure the email is sent again to Mrs. Vogle for documentation. Ms. Harper and Acting Town Manager/Finance Director Savage have been in conversations concerning how to handle Widgeon Way, as it has been finished and is ready for the inspection process; however, you have to drive over other, unfinished roads to get to Widgeon Way and it is not appropriate to jump over those unfinished streets. Ms. Harper added that the sidewalks would be the responsibility of the homeowner after the approval process by the Town.

Mr. Bill Atwood of 113 Emily's Pintail Drive expressed he believes the Town has done a better job with this year's budget than in the six years he has been following the process. He added that several years ago taxes were raised 15% and this year the budget has been reduced by 5%. Does this mean the Commission will decrease his taxes by 5%? He is sure they don't want to be considered the Commission that only raises taxes and never lowers them. Acting Town Manager/Finance Director Savage advised there were no fee decreases possible in this budget due to maintenance needs. In the current budget, there was \$100,000 in the impact fee fund that could be brought over to offset debt service. That fund has been depleted and there is only \$24,000 remaining. There were other similar factors that didn't allow the Town to reduce the tax rate.

## **XI. OLD BUSINESS**

### **A. Administrative Board Appointments – Children's Sanctuary Park**

President Correll advised the park is located next to the Police Station. The Commission is appointing three members to an Administrative Board (Commissioner Kovack and two residents) and Union United Methodist Church will appoint three additional members representing the church. This Board will administrate the park, including maintenance, upkeep and other park issues. The Key Club and the Methodist Men have contributed and spread 90 yards of mulch. Commissioner Kovack made a motion to appoint Mr. Ozzie VanHelmond and Mr. Tom Ferretti to the Sanctuary Park's Administrative Board. Commissioner McCarron seconded the motion. Motion carried 5 to 0. Commissioner Kovack would like to schedule a meeting with the Administrative Board on June 28<sup>th</sup> at 7 PM. He hopes to have a plan for the future of the park to the Town Commission by September 1<sup>st</sup>. Acting Town Manager/Finance Director Savage advised he would make contact with the church concerning the identity of their board members. Commissioner Kovack advised the public is welcome to attend any park meetings that are held; they are open to public participation.

## **XII. NEW BUSINESS**

There was no new business to present at this meeting.

## **XIII. INTRODUCTION OF ORDINANCE(S)**

Solicitor Schrader explained a proposed new Ordinance to amend the code of the Town of Bridgeville relating to Land Use and Development and the requirement for Development Plan Approvals for certain permitted uses. The Bridgeville Planning and Zoning Commission has held hearings for development plan reviews that weren't making any changes to the existing building they

would occupy, but would still cost \$500 for the review. The Town Commission and Town Planning and Zoning Commission have agreed that this type of development plan review is not necessary if it involves no changes to an existing building or structure, no alterations, no additional parking necessary, or no construction or extension of public utilities or streets required. He gave the example of his law office taking over the RFJ & L Insurance office on Market St. This office building would be compatible with Solicitor Schrader's needs in a law office and would require no structural changes, etc. There would be no need to pay the \$500 fee to place this application before the Planning and Zoning Commission for their approval. This Ordinance is being introduced this evening, it will be considered by the Planning and Zoning Commission in July and will return to the Town Commission for possible adoption in August. Mr. Atwood, as Chairmen of the Planning and Zoning Commission, advised the discussion concerning changing the Town Code in this area began with the application for the Bakery on Market St.

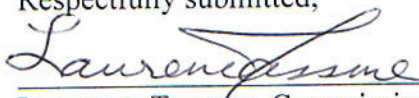
Commissioner Mervine anticipated continued discussion on charter changes concerning Municipal Elections, as discussed at the May Commission meeting. Solicitor Schrader advised he was not instructed to move forward with that proposed legislation and it is not on tonight's Agenda.

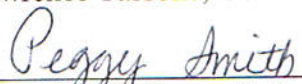
President Correll shared the loss of Bridgeville Businessman Robert Rider, Sr. He was the CEO of O.A. Newton and Sons (directly outside Town limits). Mr. Rider was an important member of the Bridgeville community for many years and will be missed.

#### **XIV. ADJOURNMENT**

Commissioner Tassone made a motion to adjourn the meeting. Commissioner McCarron seconded the motion. Motion carried. The meeting was adjourned at 7:39 P.M.

Respectfully submitted,

  
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Lawrence Tassone, Commission Secretary

  
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Peggy Smith, Transcriptionist