

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
NOVEMBER 13, 2012 – 7:00 P.M.  
TOWN HALL**

**I. CALL TO ORDER**

The meeting was called to order by President Pat Correll at 7:00 P.M. Present: Commissioners Paul Kovack, Steve McCarron, Jay Mervine, Lawrence Tassone and Town Manager Jesse Savage. The meeting began with the Flag Salute and Prayer.

President Correll asked all the veterans in attendance to stand. On this day after Veterans Day the Town wanted to recognize our local veterans' sacrifice, allowing us to live in freedom and allowing Bridgeville to govern itself.

**II. QUORUM PRESENT**

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

**III. APPROVAL OF AGENDA**

Commissioner Tassone made a motion to remove New Business B. – Utility Vehicle Purchase Approval – from the Agenda and to approve the remaining Agenda as written. Commissioner Mervine seconded the motion. Motion carried.

**IV. APPROVAL OF MINUTES**

Commissioner Tassone made a motion to approve the minutes from the August 1<sup>st</sup> Commission meeting, the August 25<sup>th</sup> Executive Session and the October 8<sup>th</sup> Executive Session and Commission meetings. Commissioner Kovack seconded the motion. Motion carried.

**V. CORRESPONDENCE**

Town Manager Savage advised the Town has received a thank you letter from Morningstar Newspapers for our sponsorship of the 2013 Newspapers in Education Program. This is the 15<sup>th</sup> year the weekly newspaper has been placed in the Delmar, Laurel, Seaford, Bridgeville and Greenwood schools for the students' and teachers' use.

Town Manager Savage advised the receipt of a letter from the Department of Justice Drug Enforcement Administration (DEA) thanking the Town for our participation in the National Prescription Drug Take Back Day. This year there were 5,263 collection sites throughout the United States. This event provides a safe and convenient means for disposal, while also educating the general public about the potential for abuse of medications. President Correll added her thanks to the community, as there were four full boxes collected in Bridgeville. Police Chief Longo advised we were again one of the top collectors with 79 pounds of medications taken out of circulation. Commissioner McCarron expressed his appreciation to Chief Longo, who came in on his day off to collect the medications.

A letter from Sussex County Council Administrator Todd Lawson has been received, inviting the Commissioners to attend the traditional Caroling on the Circle event in Georgetown on December 3<sup>rd</sup> at 6:30 P.M. The invitation encourages everyone to bring non-perishable food items for the county food drive.

## **VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE**

Town Manager Savage advised on the Balance Sheet, as of October 31<sup>st</sup>, the General Fund totaled \$573,102; Reserve Accounts totaled \$512,136 and all accounts totaled \$1,261,315. Accounts Receivable stood at \$161,049. President Correll questioned the Emergency Fund. Town Manager Savage advised the figure is correct as of October 31<sup>st</sup>; December 31<sup>st</sup> will be the cut-off for that fund and the money will be presented to the Bridgeville Fire Company at their year-end dinner. On the Budget Report the target is 33%. Income stands at \$1,064,927 or 45-1/2%. Expenses stand at \$700,004, or 30%, for a net income of \$364,922. On Accounts Payable, the Town has received bills totaling \$37,243. There is a non-departmental expense of \$10,299 for hosting the Bridgeville Charity Open Golf Tournament. Once all expenses have been paid, the Town will donate the proceeds to the local Lions Club, Kiwanis Foundation and Senior Center. The golf expenses were questioned and Town Manager Savage advised they include the golf fee, an embroidered golf shirt, a gift bag of items, breakfast and lunch, along with prizes. Expected expenses are \$109,300, for a total amount to be approved of \$146,543. Commissioner Tassone made a motion to pay the bills as presented. Commissioner Mervine seconded the motion. Motion carried.

## **VII. TOWN REPORTS**

Commissioner Tassone questioned the bike path from Heritage Shores into Town. Town Manager Savage advised he has spoken with Solicitor Schrader and he has also requested a cost estimate from the company in question. Town Manager Savage will work with Street Superintendent Passwaters and Code Enforcement Officer Butler to determine the bike path length and a possible estimate. According to the building permit drawn, the Heritage Shores bike path will end just south of the substation on Wilson Farm Rd.; bringing the bike path to the library will be a separate cost. The location of the ball field will influence the bike path's location.

Commissioner Tassone questioned whether repairs have begun on the effluent line leak. Town Manager Savage advised Wastewater Superintendent Collins met with JOB Construction today. Last week's hurricane delayed the start of the project; however, weather permitting, the work will begin this week. No time estimate has been proposed.

Commissioner Tassone questioned the generator mentioned in the Public Works report. He had previously recommended military generators that may be available due to military downsizing. He believes the municipality could acquire these generators at no cost. He added the Town Hall should have an emergency generator and he believes the Town should look at the possibility of receiving one or two of these military generators. Many military bases are closing or have closed; the procurement program is called "Re-distribution and Marketing" and is free to municipalities. Chief Longo advised the Police Department has previously pursued this program. Unfortunately, they have been rejected the last several times they tried for a generator and other equipment. The Chief is hoping to be successful by using a different approach; we may be able to obtain the equipment from a secondary source that has received the equipment from the military. Commissioner Mervine questioned our

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rejection. It appears that it is not a deficit on our part, but simply not enough equipment to go around and it is hit or miss. Hurricane Sandy will also likely influence availability of this type of military equipment.

President Correll looked back on the recent events with Hurricane Sandy and expressed the need for a chain-of-command that all Town organizations and individuals are following. She advised the Fire Company has always been the first responder and should remain so. President Correll made it clear that both the Town Manager and Police Chief must be kept in the loop and must take direction from the Fire Company. She added that the Police Chief can't be responsible to five bosses (the Town Commissioners) as well as to the chain-of-command he is responsible to (Town Manager Savage). If Town Manager Savage has any uncertainties about direction, he is to come to the Commission President. The hurricane caused dissension among the first responders and the chain-of-command that must be avoided in the future.

President Correll announced that the Town has lost several police officers. Rumors are circulating that our police force is down to four officers, which is not true. Currently, there are six police officers, with one moving to another police agency in the near future.

Another rumor that has circulated is that someone was shot and killed at Laverty Lane Apartments. That is not true; the rumors seem to be circulating through older residents.

President Correll requested that people understand that those within the Town's chain-of-command cannot always share everything they know with the general public. There are procedures to be followed before all information about an incident or circumstance can be made public. This is true of the Police Department, other Town departments and the Town Manager.

Commissioner Kovack wished to comment on the staffing situation at the Police Department. He stated that regardless of the number of officers we currently have, or will soon have; it may be in the Town's best interest to consider the new Police Academy class that begins in January 2013, in order to fill any vacancies we determine that we have. He recommended advertising for three new police officers now so they could enter the January class.

Commissioner Kovack also commented on the chain-of-command issue. He advised that the Commissioners have discussed this before; the Town Code states that the Police Chief answers to the Commissioners, not to the Town Manager. He would agree that the Police Chief is subject to the Town Manager in the areas of budgetary restraints, cost containment, etc.; however, as far as law enforcement goes, the Police Chief should be subject to the Commissioners. Commissioner Kovack added that there are only three people in the Town that can put the Commissioners in a bind: the Code Enforcement Officer, the Police Chief and the Town Manager. They must be separated or it will create a precarious liability and that means one of three things: 1) We knew there was a problem and didn't do anything about it, 2) We were in a position to do something about the problem and we did nothing, or 3) We were grossly negligent. The Commissioners are going to have to decide this now.

President Correll commented she didn't know there was a problem and doesn't have a copy of the Police Chief's contract with her for reference. Commissioner Kovack advised the Chief's job description states that he answers to the Commissioners; it doesn't say he answers to the Town Manager. He stated that he gave copies of the Chief's job description to each Commissioner when he

was first elected. President Correll believes the contract states that she can designate who the Chief answers to and she has designated Town Manager Savage. Commissioner Kovack believes this designation is telling the elected officials, who are out here to represent the constituents of this Town, that they can't talk to the Police Chief without going through the Town Manager. President Correll stated that she never told anyone they could not talk to the Police Chief. Commissioner Kovack believes if an elected official comes to the Police Chief and asks him a question and the Chief does not answer it, he could be deemed insubordinate and be terminated. He asked why the Town would want to put the Police Chief in that position.

Commissioner McCarron advised President Correll just solved the problem. The chain-of-command for the Police Chief is the Town Manager followed by the Commission President. Commissioner Kovack responded, "okay." He added that an elected official has a right to go to the Chief and ask him a question. If he refuses to give you an answer and tells you to go to the Town Manager, he could be insubordinate to the elected official. Why put the man in that position?

President Correll answered that we have 17 employees in this Town. If 17 employees had to talk to and be responsible to six different people, they would never get anything done.

Commissioner Kovack believes the only department where there seems to be an issue is the Police Department, because it is our largest department. It is the one we indulge due to their responsibility for providing protection and security to the Town residents. Commissioner Tassone believes the individual would not be deemed insubordinate as long as the total membership of the board didn't consider it an insubordinate answer. That should resolve the issue. And if there is a document that says the Police Chief reports to the Commissioners, perhaps that should be changed so that it outlines exactly what we want, which is that the Police Chief is responsible to the Town Manager and the Commission President.

Commissioner Tassone questioned the Street Department report concerning filling sandbags in preparation of the recent hurricane. It was clarified that the unused sandbags were filled and stored until a future need arises. Commissioner Tassone also asked if we had more or less trash collected at the Apple Scrapple Festival this year. Town Manager Savage was not able to answer the question, but advised he would check into it. Commissioner Tassone wondered if the people were more careful with their trash this year, as he didn't see as much trash on the ground. Commissioner McCarron advised the festival committee takes care of waste disposal. He heard comments that having the extra benches near the tent seemed to help keep the area cleaner; it appears that less people were eating on the ground and leaving their trash behind.

Commissioner McCarron believes there was an adequate police presence at the festival this year. He doesn't know if there were any problems at Jeff's Tap Room, although he did walk through the restaurant once with Police Chief Longo. There did not seem to be the serious problems of last year. Town Manager Savage advised there were a few security issues, but nothing serious. He also received a call from Mr. Jefferson after the festival thanking the Town for the police presence; he believed it helped immensely and kept things from happening that could have been bad.

Commissioner Kovack suggested that Jeff's Tap Room help fund the extra officers on duty to patrol his business in the future. He advised the Apple Scrapple Festival ends at 10:00 P.M. The Town had four officers on duty from 10:00 P.M. to 2:00 A.M. in anticipation of alcohol-related

problems. He suggested if the bar is getting \$10.00 per person, owner G.L. Jefferson could pay the Police Department \$50.00/hour for the services of those four officers (\$800.00 total). If the Town only had two officers on duty and something big happened, the State Police would be called in and they would make their reports known to the Alcohol and Beverage Commission, which would not be favorable to the business and its owner. Town Manager Savage advised the four officers would be available to handle other calls throughout Town; they wouldn't be working exclusively at Jeff's Tap Room, so he does not believe we could charge all officer expenses to the business. Chief Longo advised he and the Ellendale Police Chief stationed themselves at Jeff's and believes it was a proactive policing measure. Town Manager Savage clarified that we employ additional police support for the Apple Scrapple Festival every year.

Chief Longo advised Corporal James has returned with the Town's K-9 unit. He will be back on duty on November 15<sup>th</sup>. He added that he will inform the local Police Chiefs at their next meeting that this is not a Sussex County dog; it is a Bridgeville dog.

Commissioner Kovack reiterated his request that the Town advertise for police officers in order to get them into the Police Academy in January. President Correll advised Town Manager Savage has two exit interviews to conduct and recommended that the Commissioners meet with Chief Longo and Town Manager Savage to discuss the staffing needs of the department, rather than being pre-emptive in placing candidates in the next academy session. She advised our police officers have not necessarily left for higher wages and she wants to understand their reasons before the Commissioners move forward. Commissioner Kovack is concerned about the number of police officers; the Town has lost, or is losing Officers Parsons, Bonniwell and Baker. President Correll does not believe there is enough time to advertise, interview and have individuals in the academy that quickly.

Chief Longo advised he and Town Manager Savage have discussed this issue and they recommend having the applicants take the written and physical tests (PT – a requirement for the Delaware State Police Academy) on the same day. If the applicants do not pass the tests, they will not be considered. The Town will choose more individuals than needed in case one of them does not complete the training. Chief Longo will conduct interviews immediately, followed by sight and physical exams. This must all be accomplished before the mid-January academy class, as the next class does not begin until late summer. If new officers are able to attend the January class opening, they will be qualified and on-the-road by June 2013. Chief Longo added that Wilmington no longer has a Police Academy. New Castle County has one, but there are no local accommodations.

Town Manager Savage suggested a workshop for police staffing in late November or early December. He received a written proposal today from Chief Longo, which will be given to the Commissioners; together they should be able to decide on the number of officers desired.

Commissioner Mervine asked if we can expect any qualified officers to apply. Chief Longo does not believe experienced police officers will come to Bridgeville. Town Manager Savage suggested the staffing workshop could discuss these issues. Commissioner McCarron suggested advertising immediately; if we don't hire, we have wasted time and advertising money. Chief Longo advised even without advertising, the department has received 10-12 applications; the word is out on the street that Bridgeville has lost police officers. Commissioner McCarron recommended that the Chief expedite the screening process in anticipation of the Commission workshop. Chief Longo

recommended advertising for one week and partnering with the school district to schedule the physical testing at the sports complex; they could also possibly schedule the library for the written testing.

The Commissioners generally agreed to move forward with a newspaper ad for the hiring of police officers and to arrange a workshop to discuss Police Department staffing needs.

### **VIII. CITIZEN'S PRIVILEGE**

Mr. Carlos Alvarez from 99 Emily's Pintail Drive questioned whether the Commissioners know why these police officers are leaving. President Correll advised the Town Manager will be talking with the officers in exit interviews to determine their reasons. Since it is a personnel matter, it cannot be shared with the general public. Mr. Alvarez believes there were also several officers who left in 2007 and he never heard why they left either. President Correll stated she was told by one of the officers that he left because he wanted health insurance for a child. She added that she has no idea whether or not that was the real reason. It is very common for police officers to move around; she knows one officer who has recently made a fifth move in his career, to Salisbury, Maryland.

Commissioner McCarron questioned whether Officers Baker and Bonniwell were in their fifth year in Bridgeville. Town Manager Savage reported they were in their fourth year and had to buy-out of their five-year contract, as their academy training is a significant expense to the Town. (The officers are paid by the Town while they are training at the academy.)

Mr. Alvarez suggested revising our police hiring package. The Commissioners replied that will be considered at the workshop, as well as determining the number of officers needed. Bridgeville must remain competitive with other Towns. President Correll noted that a Town of 14,000 can offer significantly more money and benefits than a Town of 2,000. Commissioner Tassone believes some attrition is good; however, it depends on the reasons for it.

Mrs. Lynette Kovack of 500 S. Cannon St. commented that in the federal government our military comes first, for security reasons. In our Town the Police Force should also come first, for security reasons. Whatever the Town can do for the police should be done.

Commissioner Tassone brought up a government program called "Troops to Police". Chief Longo and Commissioner Tassone have discussed the program in the past. The application aspect of the program is problematic; you have to sign up a year ahead; however, when the Chief tried to sign up for the year ahead, there was a back-log from the previous year which prevented him from being allowed to sign up for the year ahead. If it becomes open through the Byrne Grant again, the Bridgeville Police Department could participate; however, it is only a 3-year grant and the Town would have to bear the expenses after the 3-year period. Chief Longo advised a number of programs are being re-evaluated by the state and are not currently open.

Ms. Dottie Harper from Brookfield Homes reported there have been some questions concerning the construction on Wilson Farm Rd. A bike path is being constructed from Heritage Shores to the property boundary. The contractor is also working on the drainage ditch along Wilson Farm Rd. and reports that the area where the pipes lie are not additional entrances to the development, as some residents have assumed. The plan is to have the work completed by the end of the year; however, bad weather has slowed things down. The contractor is willing to do the work now and invoice in 2013,

which is when the money is budgeted. Commissioner Tassone questioned the surface of the bike path. Ms. Harper advised it will be asphalt, the same as the path in other parts of the community.

Mrs. Jacqueline Vogle from 124 Widgeon Way shared a concern for which the Town is not directly responsible. Her concern is natural gas usage at Heritage Shores and the lack of inspections and information dissemination. She referred to an incident in Indiana where 31 homes went up in flames due to natural gas problems. Mrs. Vogle had Chesapeake Utilities come to her house to inspect her natural gas and discovered that Lennar (her builder) installed 3 PSI regulators in her home. Since then, Chesapeake Utilities has mandated that 5 PSI regulators be placed in new homes. Brookfield has also changed to install the 5 PSI regulators; however, Mrs. Vogle is concerned that no one has disseminated this information to the residents who still have 3 PSI regulators in their homes. She advised her regulator change-out cost \$269.00. Chesapeake Utilities advised it is possible to get a spike in the gas pressure and the regulators are vented inside, which means natural gas being vented inside the dwelling. She has expressed her concern to Commissioner Tassone and recommended that he look into it. She believes the Town should also be aware of the problem and she is very concerned that the Heritage Shores homeowners with 3 PSI regulators be made aware of the problem. This is the first state she has lived in that doesn't require certification that the natural gas installation is correct.

Mrs. Vogle also advised the Heritage Shores homes have CSST piping in their homes. There was a fire at Heritage Shores due to lightning coming through the vent. It arced and hit the CSST piping. This happened because the lines were not bonded; if they had been bonded, they would have been at equal potential. Two years ago Sussex County added CSST bonding to their code. She is also concerned that people are unaware of the needed bonding and the simple fix.

Commissioner Tassone stated that he has made phone calls about the PSI issue and there is no requirement to retrofit the 3 PSI to 5 PSI; there is no perceived danger for those who have 3 PSI rather than 5 PSI and no need to retrofit. Mrs. Vogle asked, then why are they now regulating 5 PSI instead of 3 PSI; there must be a reason.

Ms. Harper related that when they first started building homes at Heritage Shores, the requirement from Chesapeake Utilities for natural gas was 3 PSI. It has been upgraded to 5 PSI because the lines that supply natural gas to Heritage Shores and other locations have increased in pressure and production. The other side to this issue is that homeowners have been replacing ranges, dryers, water heaters, etc. which require a greater PSI at the regulator and they haven't upgraded the PSI to match the new appliances, etc. The bottom line is: if that surge or spike happens in the gas and it vents, that surge literally is like, or equal to a match. The whiff you get is expelled so quickly by natural air flow that you could literally have your face right in it and still not be harmed. Perhaps if you light a match at that exact moment that it surged there might be an issue. She assured everyone that they have had no issues with homes that were built with 3 PSI. She added that there were some houses in Heritage Shores that were not properly grounded (not built by Providence of Brookfield). Ms. Harper has double-checked all of Brookfield homes and they are all grounded. The chance of that exact fire circumstance (caused by a lack of grounding) is minuscule enough to be considered "the Perfect Storm". Mrs. Harper added that the developer relies on the inspection process of Sussex County and the utility companies involved. The developer also receives an inspection by the Town and must follow Town code. She believes that the homes at Heritage Shores do not put anyone in any danger; however, she also believes homeowners must be aware of what they are purchasing.

Mrs. Vogle expressed her agreement with Ms. Harper that people are changing out appliances at Heritage Shores and are unaware of PSI requirements. Her circumstance was that she added a natural gas grill. Installation was by a licensed plumber; however, the utility company advised she could have had a major fire since she did not have the right size regulator. She realizes that this is not a Town issue, but she would like to see the Towns unite and require the inspection of mechanical systems and natural gas; currently there is no inspection of mechanical systems. Natural gas is clean and efficient, but also dangerous if not installed properly. She would like to see the information disseminated properly.

Commissioner Tassone advised he had the CSST inspector come from Greenwood and give a technical presentation. He also contacted the State Fire Marshall who had no documentation of any CSST fires in the state of Delaware in the last three years; the people who fight fires cannot remember a fire sparked by CSST. Commissioner Tassone believes the danger is minuscule.

Mr. George Blake from 133 Widgeon Way commented that the CSST expert explained that CSST is like a metal strip. The pipe is shielded, but is not grounded or connected to either end. So when lightning hits the metal, it will jump and blow the end off. He does not have CSST at his house; his is metal all the way to the connector.

Mr. Richard Glover from 49 Emily's Pintail Drive commented that looking into excess military generators seems like a good idea; however, through his 20+ year experience in the Marine Corp, he believes we would be likely to get generators that are gutted and missing parts; they tend to be run in combat until they drop dead. He believes it would be a waste of time and we would be better-off buying a new commercial generator. Commissioner Tassone stated he is looking for generators used at fully operational facilities that are being shut down and the generators are not needed at other bases. Mr. Glover continues to believe the generators would not be in good condition.

## **IX. OLD BUSINESS**

There was no Old Business to discuss at this meeting.

## **X. NEW BUSINESS**

### **A. Water Facility Plan Approval – Davis, Bowen & Friedel, Inc.**

Town Manager Savage advised we received a grant through the Office of Drinking Water (ODW) to develop this Water Facility Plan. He introduced Mr. Bill Remington from the Town's engineering firm of Davis, Bowen and Friedel, Inc. to make the presentation.

Mr. Remington advised this Water Facility Plan gives the Town a snapshot of our current water system. It is a guide to assure the water system will meet current needs, short term needs and total build-out. He advised up until 2008 there was rapid growth in the Town with a new water tower and pump stations added in preparation for future growth. Those circumstances have slowed significantly. DBF has thoroughly evaluated the water system, looking at the current developments, previous plans and annexed areas. They have updated the water systems and have had discussions with the ODW/DNREC to verify their calculations.

System improvements in 2008-2010 included the water main extension along Rt. 404 from Rifle Range Rd. to Royal Farms (over 2,000 ft. line); the water main extension on Antique Alley for the Bridgeville Professional Center site; and the addition of back-up well #6, through ARRA funding.

Looking at recent improvements, in 2012 high energy efficient pumps and motors were added to several wells and one well was re-developed to restore efficiency. Additionally, the Town continues to add radio-read water meters, and despite lack of development progress, the Town has updated integral parts and systems.

Current demands for water usage stand at an average of 242,000 gallons per day with a peak of 407,000 gallons per day (Table 1, Page 5). DBF reviewed projections for existing, infill lots and potential active development. Despite several development projects “on hold” at this time, they are still considered in the Town’s future plans. These proposed projects total 967,410 gallons required per day. Projected build-out for all annexed properties totals 1,326,240 gallons per day (Table 2, Page 5).

The Town has 6 functional wells and all have back-up generators with automatic transfer switches. Mr. Remington believes the Town is in great shape concerning well capacity. There is sufficient water to meet all demands. For total build-out of proposed annexed properties, an additional well would be necessary.

Commissioner Kovack questioned Well #2, located in the alley by the high school. He stated it is contaminated by nitrates. Mr. Remington agreed there are nitrates in that well; however, Well 2 and 2D are located in two different aquifers and by blending the water together, the water meets acceptable levels.

Concerning storage requirements, the Town’s original storage tank (125,000 gallon) was built in 1975. The Heritage Shores developer built a 400,000 gallon tank in 2007. Storage requirements in both tanks and wells (with back-up power) must equal the average flow + fire demand, which is 1,500 gallons per minute for 2 hours. This is a high demand. Our storage capacity meets the short-term requirements, meets the existing, infill & active development service area requirements, as well as projections on build-out. The Town is in good shape for storage capacity. Our engineers are recommending that our storage capacity measure 40% of the average daily flow. The Town meets the criteria for existing and infill/active development, but our storage is 5,500 gallons short of meeting the requirement for total build-out. It can easily be accommodated by adding another well in the future. Bridgeville has sufficient water storage for the foreseeable future.

According to Mr. Remington, the existing distribution system is in great shape. There are some looping issues that should be reviewed. Additionally there are older water lines that need to be replaced over time. There was an extensive effort in 1995 to replace old water lines. The oldest water line is on Walnut St.; it is approximately 99 years old and is only 4-inch. It is in the greatest need of replacement. Drawings have been made of pre-1995 lines and post-1995 lines, which will be advantageous as the Town determines priorities in replacing aging and undersized water lines.

The Delaware Public Service Commission extends a “Certificate of Public Convenience & Necessity” (CCPN) for Bridgeville to provide water service. Currently, Bridgeville is servicing areas outside its CPCN and it is very important to adjust the boundaries accordingly.

Mr. Remington highly recommends that the Town go through the Delaware Public Service Commission to revise the CPCN. The reason being, another water company (Tidewater or Artesian) could come in to try to service homes in Town limits if our CPCN is incorrect and doesn't cover the entire Town. Per Town Manager Savage, the odds aren't high for a company to be able to do it; however, we should update our CPCN so that our town boundaries equal our CPCN. Tidewater Utilities is right on our boundary at the Reynolds property. They have first choice to service water there, even though the property is in Town limits. We are not allowed to service water there; only wastewater. Clearbrooke Estates is also very close to our boundary and they receive their water from Tidewater. Mr. Remington does not believe there is a high cost involved to update the CPCN. It is very important that we protect our rights to service water.

Another important issue to address is the 19% of our water that is unaccounted for. Typically, unaccounted water in Towns runs 10% and in most instances it involves unmetered water. Currently, the Town Hall, Wastewater Treatment Plant and Fire Company are unmetered. Hydrant flushing also is unmetered. Additionally, Mr. Remington believes you lose some water with joints leaking; however, that is not a contamination issue due to the pipes being pressurized. (Water cannot enter the pipe.) Also, meters tend to read lower the older they get, which accounts for some of the loss. Fires and drills account for water loss, as well. Mr. Remington recommended placing meters at all locations of water usage, whether they are billed or not.

Commissioner McCarron is concerned about the tremendous expense (\$6,000) of a meter to track usage for the Fire Company. It seems to be for the sake of curiosity, because tracking the usage will generate no income for the Town. Town Manager Savage advised the Town is hoping the Office of Drinking Water loans will cover the cost of meters. President Correll questioned how long a meter lasts. Town Manager Savage advised the Rural Water Association recommends replacing meters every 10 years; however, they are making better meters these days. President Correll has been in her home for 56 years and doesn't believe she has ever had a new water meter.

Mr. Remington doesn't believe the Town is actually losing money due to low reads. There is an even cost distribution/proportional share among the users and the money is recouped through the water rates. Town Manager Savage estimates unaccounted for water costs the Town approximately \$48,000/year.

Mr. Remington believes overall the water system (both quality and quantity) is well-suited for current users and future growth of the Town. Capacity upgrades are not needed. The recommendation would be replacement of very old lines, especially Walnut St. As developments come back into play, they will pay for the extension of services (water and sewer) and turn them over to the Town.

Mr. Remington's final conclusion (pages 15-17) included a number of recommendations to the Town, as follows:

- Improvements to existing system
- Keeping up maintenance
- Well building 2,5 – insulation in roof
- Relocation of chemical/testing equipment
- Alarm system – cellular system more dependable (possible funding from ODW)

- Replace 800 water meters
- Meter unbilled users
- Replace 4-inch Walnut St. water main
- Replace 4-inch line on Laws St.
- Update CPCN
- Storage Tank Maintenance Program
- 6-year Well Maintenance Program
- Hydrant testing
- Address unaccounted for water
- Security fence – (Already secure) EPA wants fences for all critical utilities
- Oak St./Cannon St. water line issues
- With populations over 2000, Source Water Protection Zones recommended (Ordinance proposed) Contamination Protection Zones around the wells
- Funding for replacement of lines / new water meters  
(New water meter installations – 50 in older Bridgeville / all new meters at Heritage Shores (Approx. 500)

Commissioner Tassone questioned the statement on page 3 of the Water Facility Plan report concerning stalled developments. He asked if the Town has identified those properties and notified the owners. Town Manager Savage advised Lindenmere (Baldwin property) has re-zoned to agricultural; Heritage Shores South (Wheatley property) has re-zoned to agricultural; Farr received a one-year extension; Bridgeville Commons (Bariglio property) is about to expire. Most of the properties that annexed in 2007-2008 have expired.

Commissioner Tassone questioned the statement that when we get to build-out conditions, an additional well with a capacity of 347 gallons per minute is required. Mr. Remington advised it is only when we have total build-out conditions, which is not likely; however, it is necessary to document the future need.

Commissioner Tassone questioned what “near future” meant in the report concerning the replacement of aged and deteriorated water mains. Mr. Remington believes “near future” means within the next ten years. He added, concerning the water line on Walnut St., no one can estimate how much longer it will last. We feel confident it is leaking and the Town must continue to pursue funding sources for its replacement. If we do not receive funding, we must investigate other projects that were funded by federal/state sources and adjust our application to reflect critical need.

Commissioner Tassone questioned the eight dead-end stubs and the need for looping in the report. Mr. Remington advised dead ends are not preferable and result in stagnant water. If you loop the water, it tends to move around within the system. It is appropriate to inter-connect new developments whenever possible, which allows looping of the water. It improves the water capacity and fire flows, as well as the water quality, without flushing.

Commissioner Tassone advised in reading the report he was struck by the fact that the recommendations totaled \$1,112,400.00 in water infrastructure improvements alone. We have similar costs to consider in wastewater infrastructure needs. Mr. Remington commented they have attempted

to prioritize the needs, although present circumstances could change the order of the improvements. This complete list is critical in identifying the Town's needs to potential funding sources.

It was determined that this Water Facility Plan will be added to the Master Plan that is currently being written.

President Correll thanked Mr. Remington for his presentation. Commissioner McCarron made a motion to approve the Water Facility Plan as presented. Commissioner Kovack seconded the motion. Motion carried.

Commissioner Tassone questioned Commissioner McCarron about the impact of the old water lines on the Fire Company, as Commissioner McCarron is a member of the Bridgeville Fire Company. Commissioner McCarron and Mr. Remington agreed that replacing a 4-inch line with an 8-inch line is actually quadrupling the water flow to fight a fire. Commissioner McCarron believes there are some parts of Town where you would only have 250-300 gallons per minute, compared to the report's figure of 1,500 gallons of water needed per minute for 2 full hours. He also commented the 4-inch line is likely smaller than 4 inches now.

#### **B. Utility Vehicle Purchase Approval**

This Agenda item was deleted at the "Approval of the Agenda" earlier in the meeting.

#### **C. Personnel Policy Amendment – Inclement Weather Policy**

Town Manager Savage advised the recent impact of Hurricane Sandy on the east coast prompted a review of the Inclement Weather Policy for Town employees. The current policy is vague and does not address circumstances, such as a Level 2 Emergency with driving restrictions established state-wide by the Governor. The proposed addition would add language to the policy defining types of leave. Liberal Leave – if a weather incident has minimal impact locally, employees would be expected to come to work. Those who could not come to work would be able to use accrued leave time to compensate for the day. Essential Employees would be required to come to work regardless of the weather. Emergency Leave – would include a Level 2 Emergency with driving restrictions. The Town office would be closed and employees would be compensated for the day as if it were a holiday. Essential employees would still be required to come to work and they would be given additional time off. The changes to the policy include definitions for essential and non-essential employees. Commissioner Kovack made a motion to adopt the Personnel Policy Amendment concerning inclement weather. Commissioner Tassone seconded the motion. Motion carried.

Commissioner McCarron thanked everyone for the opportunity to serve on the Town Commission. He has purchased a home just outside of Town, due to the birth of his second child, a son. He is not leaving the community, but cannot remain on the Commission since he will no longer live within the district he currently represents or within Town limits. He shared that it has been an honor and a privilege to serve the residents in this community and to work with the other four Commissioners. He has met a lot of people he wouldn't have known without his involvement on the Town Commission. He thanked everyone for the good times. His current home will be rented out by December 1<sup>st</sup>; however, this will be his last Commission meeting.

President Correll acknowledged that Commissioner McCarron has been important to the Commission. He has served almost two years of a three-year term. He is very knowledgeable about issues that the Town faces and is very active in the Fire Company. Currently, he is nominated to accept the presidency of the Fire Company for a second time. President Correll added that he will be missed. He has given 100% to the Town and the community as a whole.

Commissioner McCarron thanked President Correll for her kind words.

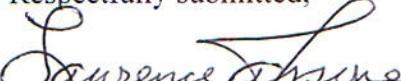
## **XI. INTRODUCTION OF ORDINANCE(S)**

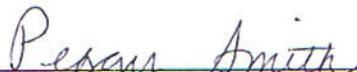
There were no new Ordinances to be introduced this evening.

## **XII. ADJOURNMENT**

Commissioner Kovack made a motion to adjourn the meeting. Commissioner Mervine seconded the motion. Motion carried. The meeting was adjourned at 8:45 P.M.

Respectfully submitted,

  
\_\_\_\_\_  
Lawrence Tassone, Commission Secretary

  
\_\_\_\_\_  
Peggy Smith, Transcriptionist