

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
DECEMBER 10, 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, Jay Mervine, Lawrence Tassone and Town Manager Jesse Savage. The meeting began with the Flag Salute and Prayer.

II. QUORUM PRESENT

President Correll advised the Commission has received a letter of resignation from Commissioner Steve McCarron dated December 1, 2012. Mr. McCarron has moved outside of Town limits and is therefore no longer eligible to serve as a Commissioner of Bridgeville. President Correll advised the November Commission meeting was the last duty for Mr. McCarron as Commissioner; he will be missed by the Town and Commissioners.

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

III. APPROVAL OF AGENDA

Commissioner Kovack made a motion to approve the Agenda as presented. Commissioner Tassone seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES

Commissioner Kovack made a motion to approve the minutes from the September 25th Master Planning Workshop and the November 13th Commission meeting. Commissioner Tassone seconded the motion. Motion carried.

V. CORRESPONDENCE

Town Manager Savage advised the Town has received a letter from Ms. Karen Johnson and the Apple Scrapple committee thanking the Town for the numerous tasks and services the Town provides to the committee during the festival. They appreciated the Commission's support for the 21st festival, a truly "hometown" event. Commissioner Tassone questioned how much money they raised. President Correll advised they did well enough money to put aside money to provide a cushion for next year.

Chief Longo was excused at this point in the meeting due to his responsibilities. There were no specific issues to be discussed tonight concerning the Police Department. Town Manager Savage will follow-up with the Chief if any police-related questions arise during the meeting.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Town Manager Savage advised on the Balance Sheet, as of November 30th, the General Fund totaled \$560,222; Reserve Accounts totaled \$512,286 and all accounts totaled \$1,245,309. Accounts Receivable stands at \$218,368. On the Budget Report, the target is 42%. Income stands at \$1,234,680, which is 53% of the budget and a 7% increase from last month. Expenses stand at \$836,962, which is 36% of the budget, a 6% increase. Net income is \$397,719, an increase of \$33,000 from last month. The income is budget-wide and not attributable to any one area. On Accounts Payable, we have received bills totaling \$36,312. \$15,564 is attributable to various projects, including the Charity Open Golf Tournament. The Town will receive those funds back from various loans, grants and from the tournament. The effluent line money is related to the design work for that project. The Town will attend a Clean Water Advisory Council meeting on December 19th. The Greenwood Council has not yet signed the wastewater agreement; there are several minor changes they have requested, which will be brought before the Bridgeville Commissioners at their January meeting. President Correll added there were some aspects Greenwood wanted to see in writing, as the future will bring new Commissioners to both Towns and they want to make sure everything is clear and in writing. Town Manager Savage has no concerns about the changes. Commissioner Mervine questioned the latest repair of the effluent line. Town Manager Savage advised they are waiting for equipment for the repair. The leak mentioned at the November meeting was fixed and three days later there was a new leak, which brings us to seven leaks in the past three years. He trusts DNREC will approve Bridgeville's loan, even without the signing of the Greenwood Wastewater Agreement.

Town Manager Savage reported the Charity Open Golf Tournament expenses involved donations to the Bridgeville Senior Center, Kiwanis Foundation and Lions Clubs. Each organization received \$2,700 from the tournament.

Expected expenses total \$144,600, for a total amount to be approved of \$180,912. 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 six fines issued in the Code Enforcement report and asked if they have been paid. Town Manager Savage advised invoices have been prepared and they are on the accounts receivable. Some have been paid, but most haven't been paid yet. Code Enforcement Officer Butler has a court case this week concerning an unpaid fine. This will be his first experience going to court. Most residents do comply with fines.

Commissioner Tassone commented on the change in the Police Report. Arrests have been added to the report, which he appreciates. It was determined the current sex offender case is still under investigation.

Commissioner Kovack commented there hasn't been a great deal of I&I (inflow and infiltration) from Greenwood. Town Manager Savage advised we did have a spike from Hurricane Sandy, which indicates there are still some issues; however, they have done an excellent job of reducing I&I.

VIII. CITIZEN'S PRIVILEGE

President Correll advised the Commission is revising the policy concerning Citizen's Privilege; all residents will be allowed to speak, but must keep their comments to three minutes or less.

Larry Skala from 108 Whistling Duck Dr. believes the bike path is going to cost Heritage Shores a great deal of money. Unfortunately, it appears to start nowhere and end at nothing. He questioned the intent for the path. Town Manager Savage advised the Town has solicited the developer who is already working on the path for estimates to bring the path to the Little League/Library area. It would require coordination with the Heritage Shores developer to secure land. If easements are granted, the Town could receive state grants (i.e. Bikeable/Walkable Delaware). This is a project the Town wants to complete. Mr. Skala understands that the Town does not own property for the completion of the bike path, which is true. Commissioner Tassone advised Ms. Dottie Harper from Brookfield Homes would be favorable to an easement on the back lot close to the library. Brookfield has begun work on the bike path earlier than expected, due to the contractor being willing to do the work now and invoice in 2013. Town Manager Savage advised the developer has been held to their commitment of developing the bike path; the 300th building permit has been issued and the developer has placed money in their budget to complete the path this year.

IX. OLD BUSINESS

A. Consideration and Possible Approval to Submit Office of Drinking Water Loan Applications

Town Manager Savage advised the Town's pre-applications were approved by the Office of Drinking Water and the Town has been invited to complete full applications. They anticipate funding being available. Town Manager Savage is requesting permission to submit full applications, which simply include additional information. Proposed Town projects include the Walnut St. water main replacement; upgrades for well alarm systems and meter replacements. These were a part of the top five projects in the Water Facility Plan Report, summarized at the November Commission meeting. The projects total roughly \$1.2 million. The Town did not rank high on the funding list – third out of the last five. Due to the last census, our median income increased \$11,000-\$12,000 per household; that is a large factor in receiving funding for Town projects. Commissioner Tassone questioned the possible loan rate; Town Manager Savage commented the state won't quote lower than 3%, but he believes the rate will be closer to 2-1/2%. No forgiveness of the loan is possible, as this involves Revolving Fund monies. President Correll recommended that we always submit loan applications, when possible, to indicate that the Town is always interested in government loan monies. Town Manager Savage reported if we are approved for the loan, we will receive all the information on the terms, etc. There are about 20 project requests on the list and about \$20 million in funding available; however, the state may choose to fund only \$10 million in projects this year. We will not have any information until decisions are made on the state level. Commissioner Kovack made a motion to submit complete loan applications to the Office of Drinking Water. Commissioner Tassone seconded the motion. Motion carried.

X. NEW BUSINESS

A. Consideration and Possible Adoption of a Resolution for an Annexation Referendum

Town Manager Savage advised the Town has received an application to annex the William C. Pepper, Inc. property, located on South Main St., Sussex County Tax Map #131-15.00-13.00. This is the abandoned Pep-Up gas station. The property would be part of a future development of 5 parcels. The Commission must adopt a Resolution to allow the property to go to Referendum. The property is currently zoned general commercial C-1. The proposed use for this property is a gas station/convenience store. The Commissioners have a map indicating the property in question. Mr. Bob Rauch, project engineer, was in attendance to answer questions. Mr. Rauch advised the project is a Wawa gas station/convenience store, which has been in the making for a number of years. The project includes four adjacent properties which are already in Town limits and the Pepper property, which is currently not in Town limits. Abandonment by the Department of Transportation of state right-of-ways for the dead end road has taken place and been recorded. Portions of the abandoned roadway were allocated to each of the 5 parcels for the proposed Wawa, increasing their boundaries slightly. Mr. Rauch believes this project will do a lot to enhance the area which currently has several dilapidated buildings. The current Pep-Up property will contain entrance features and part of the gas islands. DelDOT has reviewed and approved the entrance plans; on Route 13 there will be an entrance only and an exit only for the business. The developer is prepared to combine the five lots into one parcel, allowing the project to be considered by the Town as a minor development, rather than major. Wawa will construct a 4,600 sq. ft. building with 18 gas pumps. Several Commissioners likened it in size to the Delmar Wawa. Mr. Rauch also commented that DMS Development has been an extraordinary company to work with. President Correll is pleased that the project will bring 40 jobs to Bridgeville; she hopes the community supports it.

The Valero gas station adjacent to the proposed property was questioned. President Correll advised the Valero has always been back-to-back to the Pep-Up and both thrived. She added Valero knows this new station is coming. It was mentioned there will be four gas stations within $\frac{1}{4}$ mile. There will be no road blockage during construction between the Walgreens and Pep-Up properties.

Town Manager Savage advised the Referendum has been scheduled for Tuesday, January 8, 2013 with voting from 3:00 P.M. – 7:00 P.M. A General Information Meeting has been scheduled for 6:00 P.M. on Wednesday, January 2, 2013 at the Bridgeville Public Library. Commissioner Mervine made a motion to adopt the Resolution for an Annexation Referendum. Commissioner Tassone seconded the motion. Motion carried.

B. Consideration and Possible Appointment of District 5 Commissioner

President Correll advised several individuals have expressed interest in an appointment to the District #5 Commission seat. She added there are only two Commission meetings before the next Municipal Election. Commissioner Kovack believes the four current Commissioners are able to handle any issues that should arise before the next election. An appointee would barely have time to become acquainted with the position before the election would be held. He recommends waiting until the March 2013 Election. President Correll spoke with Attorney Schrader, who agrees with a decision

to leave the position open since the Municipal Election takes place the first Saturday in March, 2013. The language of the Charter says "you may appoint". Commissioner Tassone made a motion to leave the Commission seat from District #5 open until the March 2013 Municipal Election. Commissioner Mervine seconded the motion. Motion carried.

C. Consideration and Possible Appointments to the Board of Adjustment

1. Re-appointments: Mrs. Pam Slater / Mr. Carlos Alvarez

Town Manager Savage reported the Board of Adjustment terms of Mrs. Slater and Mr. Alvarez are coming to an end in early January. Both have expressed their interest to serve another 3-year term. Commissioner Tassone made a motion to re-appoint Mrs. Slater and Mr. Alvarez to the Bridgeville Board of Adjustment for 3-year terms. Commissioner Kovack seconded the motion. Motion carried.

2. New Appointment: Mr. Wayne Dickerson – District 3

President Correll advised there was a vacancy on the Board of Adjustment after Reverend Dale Brown moved away. President Correll's District #3 does not have a representative on the Board; therefore, Mr. Wayne Dickerson was approached concerning his interest to serve on the Board of Adjustment. Mr. Dickerson is retired from Dupont and is knowledgeable about building. Commissioner Tassone made a motion to appoint Mr. Dickerson to complete Reverend Brown's term on the Board of Adjustment. Commissioner Mervine seconded the motion. Motion carried.

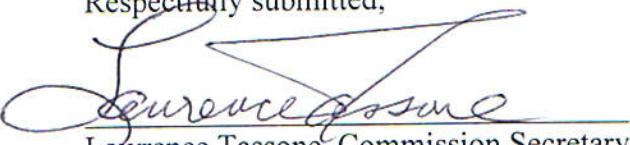
XI. INTRODUCTION OF ORDINANCES

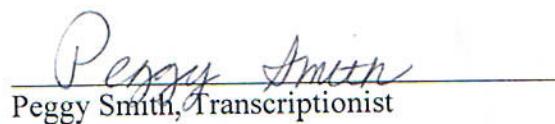
There were no Ordinances to be introduced at this meeting.

XII. ADJOURNMENT

Commissioner Mervine made a motion to adjourn the meeting. Commissioner Kovack seconded the motion. Motion carried. The meeting was adjourned at 7:38 P.M.

Respectfully submitted,


Lawrence Tassone, Commission Secretary


Peggy Smith, Transcriptionist