

MINUTES

COMMISSIONERS OF BRIDGEVILLE APRIL 10, 2000 - 7:00 P.M. TOWN HALL

I. CALL TO ORDER:

The meeting was called to order by President Jack Dalton. Present were: Commissioner Margaret Sipple, Commissioner Glenn Miles, and Commissioner Earl Greason. Absent: Commissioner Charles Singman. The meeting started with a salute to the flag.

II. APPROVAL OF MINUTES

Minutes from the March meeting were accepted as posted.

AGENDA ADJUSTMENTS:

1. OLD BUSINESS: (add)
 - A. Rural Utility Service Application Process
2. NEW BUSINESS: (add)
 - A. Outside Contracting Fees
 - B. Delete No. 1-Lord Property Discussion

III. APPROVAL OF MONTHLY BILLS

MOTION: Commissioner Sipple made a motion to pay bills as presented (see attached). Motion was seconded by Commissioner Miles and carried unanimously.

IV. PRESIDENT'S REPORT

A. CORRESPONDENCE

1. A letter was received from DEMA regarding training classes to be conducted April through August, 2000.
2. The Delaware League of Local Governments will hold their monthly meeting on April 27, 2000 at the Sheraton Hotel in Dover, De.
3. The City Management Association of Delaware will hold their monthly meeting on Wednesday, April 19, 2000 at the Thomas England House, Smyrna, De. Confirmation of attendance must be received by April 14, 2000.

4. A letter was received from Pet Poultry Products concerning their Certification of Calibration for the flow meter at Cannon Cold Storage LLC.

5. A seminar on Open Space Conservation: Sustainable Development for Sussex County will be held on Monday, April 24, 2000 at the Virden Center, U of De, Lewes, De. President Dalton will pass information on to the Planning Commission.

6. A monthly Discharge Report for February was received from Jones Dairy Farm (RAPA).

7. A memorandum was received from Robert L. Stickels, County Administrator, pertaining to House Bill No. 399 and House Bill No. 425.

B. DEPARTMENT REPORTS

1. Police-(see attached) Commissioner Greason reported there were 312 traffic arrests and 71 criminal arrests. There was only one truck stopped in town during March. The 1996 police vehicle is back in service with the new engine, and the 1995 vehicle is to go in for repair on April 11, 2000.

President Dalton said he would bring up under new business the Cops Program and the seminar being held in Baltimore, Md. for Community Policing Training.

President Dalton reported that Chief Parsons had contacted the farmer who tills the land between the Shore Stop and the new Car Wash to see what can be done to stop the vehicles from crossing that field. Mr. Joe Evans has agreed to chisel plow the field in an attempt to stop vehicle crossing. The police department has agreed to patrol the field after crops have been planted. President Dalton said the Town will contact the property owner to see if a fence could be installed to stop the traffic from crossing the field.

2. Waste Water-(see attached) Commissioner Greason reported there was an average daily flow of .219 million gallons per day. There were three septic haulers for a revenue of \$2,520. Commissioner Greason reported the roof on the sand filter building leaked during the last rain storm. Three pump representatives are preparing bid proposals for a new pump for the septic receiving station.

Commissioner Greason discussed a letter that was received from DBF in April, 1998 pertaining to the downsizing at the WWTP from a maximum capacity of 860,000 gallons per day to a medium maximum capacity of 275,000 gallons per day. We are now getting close to that maximum capacity and should start looking into carrying potential future flow (Food Lion and Happy Harrys on Rt. 404 and 13).

Commissioner Greason brought a copy of a report from September, 1998 that was given to the Commission concerning equipment repair estimates at the WWTP. Mr. Mowbray has been exceptional in maintaining the plant with the above needs pending, but the Commission should look into some type of funding to correct the problems at the plant. A three page updated repair list has been completed and is being prioritized.

Commissioner Greason reported that he made the decision to repair the RBC gear box to use as a spare until a new one can be purchased.

A head count has been received from Curtice Burns which will enable our office to correctly figure their waste charges.

3. Drinking Water -(see attached) Commissioner Miles reported the average daily water supply was 140,000 gallons. The monthly supply was 4,352,000 gallons. The fire hydrant on West Market Street was repaired on March 20, 2000. President Dalton said the lady's (who hit the fire hydrant) insurance paid for the repair.

4. Streets-Commissioner Sipple said she had a request from the owner of the BP Station to have a "no parking" sign installed next to the station entrance so customers could get in and out.

V. OLD BUSINESS

1. President Dalton said a notice from the state had been received stating they are ready to accept the Town's application process for the sewer improvements. This is the first inch of the upgrade project process.

2. Little League Playground Project: President Dalton said the land owner, Mr. Coulter Passwaters, has no problem with leasing the land to the Town for insurance purposes. He said there is still a question concerning fencing around the project to keep it safe and secure. President Dalton said it is very seldom that a Town gets an opportunity to support an Eagle Scout, but believes Mr. Jason Deibel needs to determine rules and regulations for the project. The Commission still supports the project in every aspect, but wants Mr. Deibel to work with the county and state governments on what needs to be done, making sure it is feasible for the Town.

Mr. Deibel said he has been waiting to hear from the Commission before he took the project any further. The playground was laid out the best way he could to make it a safe place for the kids. The plans he presented last month were approved by several members of the community.

President Dalton said a couple of towns had a similar situation, and they were required to form a Park and Recreation Committee for the town. He said he would check on the county level, and contact Mr. Deibel with the information.

The Scout Master explained about the long process it takes in the scouting organization that will allow Mr. Deibel to proceed with his project.

VI. NEW BUSINESS

1. A proposal was received from the University of Delaware pertaining to the cost between the Institute of Public Administration and the Town of Bridgeville to complete a Comprehensive Plan for the Town. President Dalton explained that the Town is under a mandate to come up with a Comprehensive Plan. The total cost of completing the project will be \$29,887. The cost to the Town will be \$14,944. The Town may recover \$5,000

from a grant from the Delaware Office of State Planning. He said the net cost will be approximately \$9,940 for the entire program. President Dalton said if the proposal is accepted, representatives from DelDot and the university will be here to explain the process and receive comments from the community as to what is liked, not liked and the vision for the Town at the May 8, 2000 public meeting.

Commissioner Sipple said she would like to table the matter giving them time to review the proposal. President Dalton said it could not be tabled. Ms. Pat Correll stated the Commissioners should hold a special meeting allowing all members to go over the proposal since they had not seen it prior to tonight. President Dalton said the proposal was here last month. The Town would not qualify for any wastewater grants unless this proposal was signed and the plan set in place.

MOTION: Commissioner Miles made a motion to accept the bid proposal from the University of Delaware for the Comprehensive Plan. Motion was accepted by Commissioner Greason and carried unanimously.

President Dalton said everyone was welcome to review the maps on the table.

2. Fire Department Donation: After some discussion it was decided not to give a donation to the fire department this year.

3. Pension Plan: After some discussion concerning the employee's pension funds the following motion was made. MOTION: Commissioner Greason made a motion to allow employees to meet with Equitable Financial Consultant to determine if there is a program for employees to manage their own retirement benefits through the pension plan. Motion was seconded by Commissioner Sipple and carried unanimously. The meeting will be held April 19, 2000.

4. Outside Contracting Fees: President Dalton explained that upon occasion it has become necessary to bill residents or other persons due to various circumstances for our employee's labor and/or vehicles and equipment used to perform various outside jobs. In an effort to avoid an ordinance for these rates, it was decided to make the following an executive order:

Man Hours	\$ 35.00 per hour
Vehicles/Equipment	\$ 50.00 per hour

The rates will remain in effect until further notice.

Commissioner Greason asked how these orders would be cataloged in case any other orders might be decided upon. President Dalton said he would find out.

5. The J.A. Montgomery Insurance Company has put together a package plan regarding general liabilities for municipalities. President Dalton explained differences between the new plan and the current plan. The deadline for renewal is April 13, 2000. The current agency is H. M. James & Son who carries Selective Insurance. After much discussion it was decided to change the insurance carrier to J. A. Montgomery.

MOTION: Commissioner Greason made a motion to change the insurance carrier to J. A. Montgomery Insurance Co. using the St. Paul Plan. The motion included asking the

insurance agent to lock in the current figures for two years which will guarantee him a renewal next year. Commissioner Greason said if the agent does not guarantee any locked figures that gives the Town the opportunity of a possible increase in the budget next year. Commissioner Miles said if the Town is not satisfied this year, he would not want to be locked in with that agent for another year.

Ms. Pat Correll said she knew the remaining members of the board had not had a previous chance to look over the new policy received from J.A. Montgomery Insurance Co. She suggested they hold a special workshop with the agent, Mr. Dan Short. President Dalton said a meeting could be called by the three members, but he and Commissioner Singman would not be available.

Commissioner's Greason's motion was seconded by Commissioner Miles and carried unanimously.

6. President Dalton explained that an effort has been made for community policing for the Town. He believes our police department needs to be more involved in the community, but unfortunately our chief has not had training in this area. There is a Community Policing Seminar scheduled in May at the Inner Harbor, Baltimore, Maryland for a cost of \$600.39. After much discussion it was decided to send the chief to the seminar.

MOTION: Commissioner Miles made a motion to have Chief Parsons attend said seminar on the condition that upon returning he makes a presentation at the next board meeting on June 12, 2000. Motion was seconded by Commissioner Sipple and carried unanimously.

7. President Dalton said there is a Universal Hiring Program (Cops Application) which would allow an officer to be hired and pay for a percentage of his salary for a total of three years. The first year the grant would pay 75%, the second year 50%, and the third year 25%. No discussion on the subject came to the table, and no motions were made.

VII. CITIZEN'S PRIVILEGE

1. Mr. Lester Williams said a sign had been knocked down on North Cannon and Second Street. He said that area needs to be patrolled between 7:30 and 8:00 AM when children are going to school. There is not a posted speed limit sign in the area. Traffic is heavy and usually cars are going faster than should be. President Dalton said he would get the police out there to check that situation.

2. Mr. Philip Davis again extended an invitation to the Commissioners to his home to see a recurring situation. President Dalton explained if it pertains to the barking dogs, Mr. Davis needs to file a complaint with the police department every time it happens.. The only thing the Town can do is issue fines, in hopes the neighbor will get tired of paying. He said the police chief is ready to be over there once an hour every day if need be, but Mr. Davis has to participate. President Dalton said residents have to file complaints before the Town can act, whether it be barking dogs or burning trash.

3. Mrs. Marge Flynn requested a trash bin be placed on John Street to help keep the trash out of the alley. She said there was a small receptacle on a pole several months ago and people did use it. Commissioner Sipple said it would be adding one more job onto the plant personnel, but she would research the matter.

4. Ms. Correll asked if the Town's water and sewer line runs out to where the new Food Lion is to be located. President Dalton explained the water line does not go that far, and those businesses are served by Tidewater. He said an application has been received for the use of the Town's sewer.

5. Mr. Davis said they are cleaning up around his church and was wondering if a pile of brush could be burned. President Dalton said they must apply for permission to burn from the Town Office.

VIII. ADJOURNMENT

MOTION: Commissioner Sipple made a motion to adjourn the meeting at 8:33 P.M. Motion seconded by Commissioner Greason and so carried.

Respectfully Submitted,



Margaret W. Sipple
Secretary