

MINUTES

COMMISSIONERS OF BRIDGEVILLE

APRIL 14, 2003 - 7:00 P.M.

TOWN HALL

I. CALL TO ORDER

The regular monthly meeting was called to order by President Joe Conaway at 7:00 P.M. Present: Commissioners Margaret Sipple, Pat Correll, Earl Greason and Bill Jefferson. The meeting started with the flag salute, the Lord's Prayer, and a moment of silence for the troops in Iran.

II. APPROVAL OF MINUTES

Commissioner Correll made a motion to accept the minutes as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

III. APPROVAL OF BILLS

President Conaway presented for consideration a budget amendment for fiscal year 2003 (see attached). The amended budget shows the appropriate line items so the auditors will see that the Town is currently financially sound, thereby making us eligible for grant funding. The amended budget reflects the proposed income and expenditure amounts. President Conaway explained several line items in each department to show how the amended budget changes were made. Commissioner Jefferson made a motion to adopt Budget Amendment #1 as presented. Motion was seconded by Commissioner Correll and carried unanimously.

In conjunction with the amended budget and to curtail office supply expenditures, President Conaway stated that no office supplies are to be ordered for any department unless prior approval has been granted by him.

President Conaway advised Commissioner Jefferson and Chief Parsons that a meeting will be scheduled for the near future to discuss police coverage throughout the Town.

Commissioner Jefferson explained that the invoices from Lawman Supply Company for \$1,281.06 and \$128.90 were for ammunition used by the trainees attending the police academy. Only part of the supplies were used, for a total of \$575.75. A credit was issued in the amount of \$834.23.

After a review and general discussion of the bills payable and financial statements, Commissioner Sipple made a motion to pay the bills as presented and to

accept the financial statements. Motion was seconded by Commissioner Jefferson and carried unanimously.

IV. CORRESPONDENCE

A thank you note was received from Mr. B. J. Hardin, retiring mayor of Blades, for the proclamation presented from Bridgeville at his retirement banquet.

Monthly and quarterly newsletters were received from Delaware Main Street, DNREC, SKI, Comcast and the Delaware Housing Coalition and are available for review.

The State of Delaware, Office of the State Bank Commission, made available a general information and complaint form pertaining to consumers who may have complaints involving banks and other financial service businesses in Delaware.

County Administrator Robert Stickels submitted a listing of host municipalities of future SCAT meetings. Bridgeville is scheduled to host SCAT on April 7, 2004.

An invitation was received from the Delaware Commission of Veterans Affairs to attend their annual Memorial Day service on Friday, May 30, 2003, at the Memorial Bridge Plaza, New Castle, De. beginning at 10:30 A.M.

Sussex County Council will hold its Annual Prayer Breakfast at the Delaware Technical & Community College on Monday, June 9, 2003. Ticket cost is \$12 per person which may be purchased in advance or at the door. President Conaway and Commissioner Correll will be attending this year's breakfast.

The Department of Natural Resources and Environmental Control, Mosquito Control Section, will be spraying for mosquitoes in this area April 12-14, 2003.

A breakfast workshop sponsored by the Delaware Association of Professional Engineers will be held April 9th in Sussex County; April 28th in Kent County; and May 14th in New Castle County.

V. DEPARTMENT REPORTS

In the submitted March monthly report, Wastewater Treatment Plant Superintendent Phillip Mowbray advised that due to age and not working properly, a new pump for the Bridgeville Plaza located at Rts. 404 & 13 was ordered and will be installed in the new future.

Water Department Supervisor Doug Jones reported the water tower located behind the Town Hall was recently painted by Corrosion Control and work performed is covered under the ten year maintenance contract.

After finding sand in the water system, A.C. Schultes replaced the screen and the fluid end for the pump on Well #2 located on Cherry Alley. Commissioner Correll thanked Mr. Jones and the employees of A.C. Schultes for their intense work on the project.

VI. OLD BUSINESS

A letter was received from Mr. Thomas Brown, Nanticoke Health Services, pertaining to the Commission's concerns on diversion of ER patients. The hospital has taken steps to address the problem by increasing staffing patterns so they are in a better position to have the proper resources available when needed. President Conaway stated, in his opinion, the hospital needs to improve on their communications with the public. Commissioners agreed. Per Mr. Brown, the issue of communication is planning to be addressed.

President Conaway advised he has spoken with the lead company that uses the ER Services and indications are that service is better. The County Ambulance Association is currently involved and monitoring the progress. It was pointed out Community Health Board members from this area are: Bob Bennett, Charlotte Cannon, Sharon McDowell and Bonnie Walls.

Director of Development Bonnie Walls presented an update of the proposed street and sidewalk improvements submitted to the Department of Transportation. DelDOT had advised the Town cannot repair alleyways without proof of ownership. Mr. Dennis Schrader, Town Solicitor, researched the matter with the charter describing the Town shall have the superintendence and oversight of alleys, etc. A letter to DelDOT on his findings has been submitted. Hopefully DelDOT will accept the documentation and present the Town with an agreement so that the project can proceed. If an agreement is awarded, the next step would be to have Davis, Bowen & Friedel, Town Engineers, prepare a bid package.

It was pointed out the Town had submitted paving improvements for several church parking lots. Per DelDOT the Town cannot pursue this project until the churches obtain boundaries of their parking lots and dedicate them to public use. President Conaway suggested the Commission meet with the churches at a later date to discuss the matter.

President Conaway discussed again with Commissioners the capacity at the wastewater treatment plant and that capacity should be saved for committed projects and the residents of Bridgeville. After a general discussion, Commissioner Sipple made a motion to reserve sewer capacity for residents, future projects within the Town of Bridgeville and the current sewer agreement with the Town of Greenwood. Motion was seconded by Commissioner Correll and with the following recorded votes:

Commissioner Correll - Yes
Commissioner Greason - Yes
Commissioner Jefferson - Yes
Commissioner Sipple - Yes
President Conaway - Abstaining

Motion carried.

President Conaway and several Commissioners met with residents of the "Bridgeville Manor" located just south of Town, to discuss the possibility of tying into the Town's sewer system. It was explained at the present time there is not a sewer line extension to that area and the cost to them would not be feasible. Once the line is extended for the Bridgeville South project, the cost for hook up for sewer would be substantially less. No decision was made by the residents of the "Bridgeville Manor".

The second and final reading of Ordinance #A03-3, "An Ordinance Creating The Bridgeville Emergency Services Funding Program Providing For The Administration Of Grants And Creating Funding", was presented by President Conaway. The Ordinance sets in motion a constant source of funds to provide emergency equipment, services, and expenses for the people of this community. This Ordinance will create a second part of the current Town building permit by charging a fee of not less than one quarter of one half percent not to exceed one half of one percent of the construction value. The funds would be distributed annually to those who provide emergency services. The collection of the surcharge and awarding of grants will commence in fiscal year July 2004. After a general discussion, Commissioner Jefferson made a motion to Adopt Ordinance #A03-3 Emergency Services Funding Program with a set rate of one quarter (.25%) of one percent toward the contribution fund on all building permits. Motion was seconded by Commissioner Correll and carried unanimously.

VII. NEW BUSINESS

Ordinance #A03-4, "An Ordinance Amending The Town Of Bridgeville's Zoning Ordinance As It Relates To Applications For Zoning Permits", was presented by President Conaway. The Ordinance will not permit zoning permits, building permits, and

etc. to be issued to any resident making application unless all taxes, assessments, service charges and fees due the Town of Bridgeville are paid and in good standing and subject property does not otherwise violate any Bridgeville codes. After a general discussion, Commissioner Greason made a motion to accept the introduction of the first reading of Ordinance #A03-4, Application For Zoning Permits, as presented. Motion was seconded by Commissioner Jefferson and carried unanimously.

The Delaware Solid Waste Authority Community Cleanup Initiative Program has been made available for the Town to initiate a clean up day. The annual program credits have been allocated in the amount of \$2,000 to Senator Thurman Adams and \$1,000 to Rep. Ben Ewing. The credits have to be used by June 30, 2003. Director of Development Bonnie Walls explained the credits only cover the dumping fees at the landfill, and the Town will incur the actual collection expense. The Town held a clean up day this past fall where roll-off dumpsters were placed at the Town Hall parking lot to allow residents to drop off their items. Members of the Lions Club, along with Commissioners, picked up items curbside. In obtaining costs to possibly participate in the Delaware Solid Waste Authority Community Cleanup Initiative Program, a local hauler advised they would pick up items from 7:00 A.M. to approximately 4:00-5:00 P.M. on two Saturdays (one side of Town each Sat.) for a cost of \$1,900. No appliances, tires, batteries, oil, rocks, bricks, dirt, or construction debris would be picked up. The 2002 fall clean up total cost was approximately \$2,100. President Conaway stated he believes the program will be available next fiscal year, and that Senator Adams and Rep. Ewing will again be designated credits for a clean up day. Commissioner Jefferson suggested asking a salvage dealer if they would supply a container for appliances and steel items. After a general discussion, Mrs. Walls will contact other garbage haulers for prices and bring her findings to the May meeting.

Director of Development Bonnie Walls informed the Commissioners of a new loan program being developed by the Sussex County Council. The intent of the program is to stimulate economic development in Sussex County municipalities. There are eligibility requirements and projects. The maximum amount of funding eligible for each application will be \$250,000. Mrs. Walls stated the project selected must provide a public benefit. Terms of the loan will be one percent annually on the unpaid balance with the interest payment being made on the anniversary of the award of the loan annually. All unpaid balances will be paid in full on the tenth anniversary of the initial loan. Applications are not yet available as the County is in the process of finalizing their FY-04 Budget. It was pointed out a possible project for the Town to make loan application, would be future spray irrigation. Commissioners will consider a project for discussion at the June meeting.

The Twenty First Century for Resource Conservation and Development Project is available for drainage improvements. The funding covers 75% with a required 25% local

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match. Miss Annie Williams, Town Engineer, Davis, Bowen & Friedel, has advised there are localized areas of severe erosion along the stream bank between Rt. 13A and the Wastewater Treatment Plant that needs stone revetment. Also, a new box culvert under North Cannon Street (Frog Harbor) would prevent prior problems with large debris blocking the pipes. Commissioner Sipple inquired if the Town was aware of when the dwelling located on North Main Street would be demolished. This information is not yet known. This dwelling has been declared a danger due to erosion and sliding into the stream bank. Mrs. Walls will contact the state to see if the demolition of the house has been scheduled. After a general discussion, the Commission unanimously agreed to have Davis, Bowen & Friedel pursue these drainage projects.

The Town of Bridgeville will host this year's Del-Mar-Va Firemen's Convention. The convention will be held May 2 & 3, 2003.

President Conaway explained the annual review of the individual health insurance premiums has been completed. The new premium is now \$436.24, an increase from \$355.95. Other companies were contacted for premium costs, but the coverage amount was higher. Therefore, the Commission extended the Blue Cross Blue Shield coverage for the employees of the Town for FY-04.

The annual general liability insurance for the Town of Bridgeville with St. Paul has been renewed. The current premium is \$33,598, but effective April 12, 2003 the new premium rate will be \$36,230. President Conaway reviewed some of the changes in the premium pointing out the Town is covered for any terrorist attack.

The Commissioners have been invited to participate in the Little League Parade on Saturday, April 26, 2003 at 9:00 A.M. The Commissioners will present a \$1,000 donation to the Little League during opening day ceremonies.

President Conaway advised the President and Council of Greenwood have reviewed the proposed amendment to the 1989 sanitary sewer agreement between Greenwood and Bridgeville. The President and Council of Greenwood have requested a meeting to discuss amendment items (revision of the fixed operation and maintenance charges in proportion to Greenwood's actual usage share; Greenwood's contribution to the sinking fund; Greenwood's debt repayment charges; and when and if needed, an adoption of a pretreatment ordinance, per the request of EPA). Acceptance of the proposed amendment will have Greenwood, beginning July 2003, being billed under a revised rate system. A meeting will be scheduled for next week, at which time a Bridgeville-Greenwood Sewer Steering Committee will be created.

House Bill #83-A Proposed Assessment on Fines to Support Law Enforcement Technology and Tuition Reimbursement was presented for discussion. This Bill will provide a revolving fund of approximately one million dollars per year to maintain and upgrade the communication and computer systems of state, county, and local enforcement. The Bill also provides an annual fund of one hundred thousand dollars per year for education reimbursement for local enforcement officers for post secondary education. After a general discussion, Commissioners agreed to send a letter of support for House Bill #83-A

Commissioners were informed the community garbage contract with Waste Management expires on November 7, 2003.

Churches in North Bridgeville would like to hold a Community Day on September 6, 2003. They are requesting permission to close North Cannon, Vine and Church Streets from noon until 6:00 P.M. Town Clerk Alma Fleetwood explained a letter of request needs to be submitted to the Town and any state maintained streets being requested for closure would need DelDOT approval. After a general discussion, the Commissioners agreed to support Community Day and the closing of requested streets with the exception of Church Street. The Commissioners also agreed to support the closing of Church Street if approval from DelDOT is granted.

The Delaware League of Local Government submitted a copy of House Bill #65 for the Commissioner's review. President Conaway explained the Bill replaces the existing the Land Use Planning Act process with a new process to allow for meetings between developers, county officials, and state agencies prior to filing of certain subdivision or other plans with a land use jurisdiction.

III. CITIZEN'S PRIVILEGE

Mr. Phillip Davis, resident of First Street, asked the Commissioners for help in clearing up the serious problems relating to trash, loitering, bad language, etc, occurring on Church Street. Commissioner Jefferson and Chief Parsons have placed this matter on their "top priority" list. President Conaway asked Mr. Davis to report on the status of the situation at the May meeting.

On behalf of the Bridgeville Volunteer Fire Company, Mr. Pete Stephens, fire company treasurer, thanked the Commissioners for their adoption of the Emergency Services Funding Program. Bridgeville is the first municipality in Delaware to take this stand.

At a previous meeting the Fire Department made a request for one or two handicap signs be place on the west side of their building (S. Cannon Street) to provide for handicap parking during special events. Mr. Stephen stated the signs have not yet been delivered to the fire department but he understands that Water Supervisor Jones is to take care of the request.

Mr. Nick Rocks and Mr. Bob Rauch, Bridgeville South project developers, stated a detailed plan should be ready to submit to the Commission in thirty to sixty days. They voiced their support and complete agreement concerning adopted Ordinance A03-3 for the fire department. Mr. Rocks has committed to donate \$100 per settlement at Bridgeville South to the fire department. Mr. Rauch made any of his engineering services available to the Town, if so needed.

Commissioner Jefferson thanked Mr. Rocks and Mr. Rauch for their continued support of this community.

IX. EXECUTIVE SESSION

Commissioner Sipple made a motion to convene to executive session to discuss personnel matters. Motion was seconded by Commissioner Correll and so carried. Regular session recessed at 8:20 P.M.

The Commissioners reconvened to regular session at 8:45 P.M. with the following items.

Commissioner Jefferson made a motion to promote Patrolman Burke Parker to Patrolman First Class in conjunction with the salary scale listed in the police manual. Salary increase to start the pay period ending April 20, 2003. Motion was seconded by Commissioner Greason and carried unanimously.

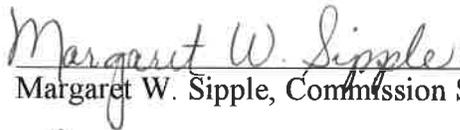
Commissioner Correll made a motion to hire Mrs. Bonnie Walls as Town Manager effective July 1, 2003. Motion was seconded by Commissioner Sipple and carried unanimously.

X. ADJOURNMENT

Commissioner Jefferson made a motion to adjourn the meeting. Motion was seconded by Commissioner Sipple and so carried. Meeting adjourned at 9:00 P.M.

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Submitted by:


Margaret W. Sipple, Commission Secretary


Alma Fleetwood, Recording Secretary