

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
July 13, 2015
EXECUTIVE SESSION 6:30 P.M.
OPEN SESSION 7:00 P.M.
TOWN HALL**

I. EXECUTIVE SESSION CALL TO ORDER

The meeting was called to order at 6:30 P.M. by President Pat Correll. Present: Commissioners Kevin Carson, Sharon McDowell, Jay Mervine, Lawrence Tassone, Town Manager Jesse Savage and Solicitor Dennis Schrader.

II. QUORUM PRESENT

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

III. APPROVAL OF AGENDA

Motion to approve – Tassone; 2nd – Mervine; motion carried.

IV. EXECUTIVE SESSION – Pending Litigation

Motion to go into Executive Session – Tassone; 2nd – McDowell; motion carried. The Commissioners went into Executive Session at 6:30 P.M.

V. OPEN SESSION CALL TO ORDER

Motion for Open Session Call to Order – Tassone; 2nd – Mervine; motion carried. The Commissioners returned to Open Session at 7:00 P.M. Solicitor Schrader advised the Commissioners met to discuss pending litigation and were informed that the litigation has been dismissed by the United States District Court. The meeting began with the Pledge of Allegiance and Prayer

VI. APPROVAL OF MINUTES

Motion to approve the minutes from the June 8th Commission meeting – Tassone; 2nd – McDowell; motion carried.

VII. CORRESPONDENCE

There was no Correspondence to be discussed.

VIII. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – June, 2015

General Fund – \$356,021 an increase of \$185,854 over last month

Library Fund – \$3,266

All Accounts – \$1,402,206 an increase of \$186,163

Accounts Receivable – \$133,844

Budget Report Target – 100% (12 months into budget year)

Income – \$2,529,269 – 94% of budget

Expenses – \$2,546,733 – 95% of budget

Net Loss - \$17,464

Accounts Payable

Bills – \$138,355

Expected Expenses – \$137,750 (including health insurance, payroll, utilities, etc.)

Total estimated amount to be approved – \$276,105

Commissioner Tassone questioned bill payments. Town Manager Savage advised the April/May/June bill for Greenwood will be sent this month and the June water bills are not due until June 25. The net loss of \$17,464 will be resolved when these monies arrive later in the month.

Commissioner Tassone questioned the category – “Capital Intergovernmental.” Town Manager Savage advised it includes money the Town receives from the state and federal government for projects, I.E. the current Water Main/Water Meter/Alarms projects.

Commissioner Carson questioned a 15% decrease in water/sewer fee income. There was a decrease in FY-15; the budget category has been lowered for FY-16. Commissioner Carson added fines were down approximately 15%, which was balanced by a reduction in costs on the utility side. Town Manager Savage advised it was largely due to additional Heritage Shores streets being resolved in May. Commissioner Carson added that the Town has done a good job of reducing utility costs.

Commissioner Tassone questioned Greenwood’s lower wastewater usage this month. Per Town Manager Savage, Greenwood is not experiencing significant growth; its wastewater usage is fairly constant.

Commissioner Tassone asked if the year-end totals will include a minor surplus. Town Manager Savage expects there to be a surplus.

Motion to approve the bills as presented – Tassone; 2nd – Carson; motion carried.

IX. TOWN REPORTS

Commissioner Correll congratulated Patrolman Wechtenhiser for a recent drug bust of 2,600 bags of heroin. Police Chief Longo reported the incident involved a traffic stop with two individuals, one of which became disorderly and ran. Commissioner Carson also offered his congratulations to the officer.

President Correll thanked Chief Longo for representing Bridgeville in Dover on July 12th concerning the reduction of a fee the General Assembly intended to impose.

Commissioner Tassone questioned the 10 Cook St. demolition. The county, which demolished the house with their funds, will maintain a lien on the property; it does not belong to the Town. Commissioner Tassone suggested if Town-owned, it would have made a great “Pocket Park” in that neighborhood. The property is still in the name of the landowner; however, the county may perfect the lien by forcing the sale of the property, per Solicitor Schrader. Town taxes are owed.

Commissioner Tassone questioned the Water Superintendent replacing additional faulty meter cables. It was clarified they are all under warranty with no cost to the Town.

Commissioner Tassone questioned Verizon's well circuits/pumping equipment out of service in June. Town Manager Savage advised the SCADA improvement project will take care of the issue. The system upgrade has not yet taken place and the contractor is waiting for an item to begin the project. The alarm system will no longer need phone lines when this upgrade is complete.

X. CITIZEN'S PRIVILEGE

Mrs. Ruth Skala from 108 Whistling Duck Dr. advised the Town's Visioning Project was a huge success with hundreds of people involved and excellent focus groups. She was disappointed that only 2 out of 40 invited merchants came to the meeting. She is awaiting a report from Mr. Ben Muldrow, at which point the Town Commission and Economic Development Committee will move forward.

President Correll commented that the Star article on the project was very positive. She was very impressed with the Thursday presentation and with Mr. Muldrow's comment that Bridgeville is the first Town in Delaware visitors see when they come to the beach and the last Town in Delaware they see when they leave. Mrs. Skala added that the Sussex County Post article was very supportive.

XI. OLD BUSINESS

There was no Old Business to be discussed at this meeting.

XII. NEW BUSINESS

A. FY-16 Capital Budget

Town Manager Savage introduced the proposed Capital Budget for FY-16 with current balance, FY16 contribution and a delineation of the projects/costs anticipated this fiscal year. See the "Capital Budget for FY16" sheet (an attachment to the permanent Minutes.) Highlights include:

- The Town will continue purchasing one new police vehicle yearly
- Road & Curb Repairs – includes soliciting CTF funds to offset the cost
- Transfer tax in the amount of \$280,126 will be used to pay down outstanding loan principle
- Intention to close-out a 1990 loan at 6%

Motion to adopt the Capital Budget – Tassone; 2nd – McDowell; motion carried.

B. CGI – Bridgeville Community Video Program

Mrs. Ruth Skala and Commissioner Tassone met with CGI concerning this advertising program. Per President Correll, there is no cost to the Town. The company offers three short clips (a welcome clip + 2 on other topics/businesses) to promote the Town. The professional filming company makes its money selling this service to Town businesses. The Western Sussex Chamber of Commerce supports this program; Georgetown, Seaford, Milford and Scott's Furniture are participating. The cost to the local businesses depends on package choices. Mrs. Skala believes it is a win-win situation and a wonderful marketing tool.

Dr. Carson suggested if the Commissioners offer their approval, it would be appropriate to put the rate structure on record so that the Town and local businesses are aware of how the businesses will be impacted financially if they sign up. The fact that there were 2 merchants out of 40 at the Economic Development

meetings makes him leery of their interest. The rate sheet should be made available to the Town and merchants at the outset. It was clarified, if no Town businesses participate, the Commission still receives 3 free videos.

CGI is asking for a letter from the Town that they can send to our local businesses advising we have approved the company to solicit our businesses.

Motion to approve participation with CGI in the Bridgeville community video program with the proviso that a rate sheet is provided to the Town Commissioners before the Town sends its letter of participation in the CGI program – Tassone; 2nd – McDowell; motion carried.

C. Street Evaluation Study

This Town-wide street condition evaluation (approximately 5 miles of roadway) was provided by Town engineer Jason Loar from Davis, Bowen & Friedel, Inc. The streets were prioritized by need. Bus routes and main thoroughfares were taken into consideration. Only 4 streets require full depth reconstruction; several just require mill and overlay.

Mr. Loar brought special attention to N. Cannon St., Heritage Shores Dr. and the general need for pedestrian safety by adding sidewalks throughout Town. He believes the Town streets are in fairly good shape; however, there are some maintenance issues that need to be attended to.

Commissioner Carson questioned sub-structure and asked to what standard we bring a road? Mr. Loar used the federal highway standards; the Town also has its own road standards. Commissioner Carson asked if Bridgeville's Town Standards are what they should be. Mr. Loar replied they are.

Motion to accept the Street Evaluation Study – Carson; 2nd – Mervine; motion passed.

XIII. INTRODUCTION OF ORDINANCE(S)

Commissioner Carson introduced Ordinance #2015-E regarding the potential change of designation of property at 501 Market St. from M-1 Manufacturing to C-1 Commercial. This building has contained several businesses. Owner, Mr. Mark Hunsberger from Pet Realty Company, would like to make it into an apartment. Parking has been an issue at this property for numerous years. The building is two-story with a total of 4,300 sq. ft.

XIV. GOOD OF THE ORDER

Commissioner Tassone commended Mr. Christopher Havrilla from Woodbridge High School for being named one of two winners of the prestigious Presidential Award for Excellence in Mathematics and Science Teaching. Only 108 teachers nationwide were selected. Mr. Havrilla is the Science Department Chairman and teaches 10th grade Biology and AP Psychology. His award included a check for \$10,000.

Cadet Ociel Pineyro from Woodbridge High School has been awarded the Delaware Academy of Public Safety and Security's Most Outstanding Trooper Award. This live-in academy event is sponsored by the DE State Police and American Legion and is designed to give students interested in law enforcement an opportunity to experience police training.

Commissioner Carson shared a concern about State Road 404 (Market St.) and what we call the 404 Bypass. He wonders if the 404 Bypass could change its designation and become regular Rt. 404. Many travelers are being directed through Town by their mapping systems and he would like to see the main route be the 404 Bypass and the through-Town route not be the primary route.

Commissioner Mervine suggested more people coming through Town would be helpful to Economic Development. Commissioner Carson added – “if they stop”. He believes travelers go through Bridgeville simply to get to the beach. He realizes it may not be possible to make the road number change. President Correll believes there are a great many travelers who go through Bridgeville to get to Jimmy's Grille. She also sees how busy our Police Department is with visitor traffic citations and is not anxious to see that come to an end if everyone takes the bypass.

Commissioner Mervine reported at the Library Economic Development meeting they recommended repainting Market St. to indicate it is one travel lane, not two. They also discussed adding trees, etc. to reduce speed and promote walking traffic downtown.

Mrs. Skala questioned whether a traffic study could be undertaken on the eastbound bypass and on eastbound Market St. to compare road usage.

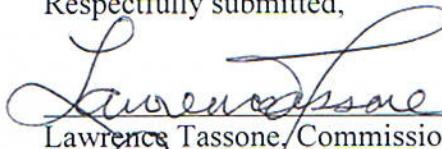
On another topic, Commissioner Carson requested that the Town honor Ann Humphreys, our postal carrier for 30 years, as she is retiring on August 7th. She has taken care of the Town mail as if it were her own and gone out of her way to serve Bridgeville residents. President Correll and Mrs. Dottie Harper from Heritage Shores both agreed that she has watched out for older citizens' wellbeing and their bills, as well as expressing concern about a resident when a mailbox is not being emptied regularly. The Commissioners will determine a way to honor her and thank her from the Town, potentially at the August Commission meeting.

Commissioner Tassone requested that Town Manager Savage produce a list of FY-2015 highlights, accomplishments, debt reduction, improvements, etc. for our citizens.

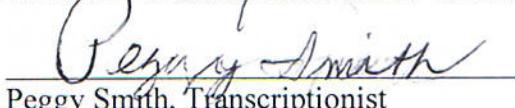
XV. ADJOURNMENT

Motion to adjourn – McDowell; 2nd – Tassone; motion carried. The meeting was adjourned at 8:00 P.M.

Respectfully submitted,



Lawrence Tassone, Commission Secretary



Peggy Smith, Transcriptionist