

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
May 9, 2016 – 7:00 P.M.
TOWN HALL**

I. CALL TO ORDER

The meeting was called to order at 7:00 P.M. by President Pat Correll. Present: Commissioners Timothy Banks, Sharon McDowell, 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, despite the absence of Commissioner Carson. She requested that all rise for a moment of silent prayer concerning the loss of Greenwood employee Ms. Tina Larrimore. The meeting began with the Pledge of Allegiance and Prayer.

III. APPROVAL OF AGENDA

Motion to approve the Agenda – Tassone; 2nd – McDowell; motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

IV. APPROVAL OF MINUTES

Motion to approve Minutes from the April 11th Executive and Regular Sessions and the April 28th Budget Workshop – Tassone; 2nd – McDowell; motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

V. CORRESPONDENCE

The Commissioners have received an invitation from the Delaware Commission of Veteran Affairs for Memorial Day services on May 28th at 10:30 A.M. at the Veterans Memorial Cemetery and on May 30th at the War Memorial Plaza, Delaware Memorial Bridge. Town Manager Savage will RSVP for any Commissioners who wish to attend. A copy of the details is available.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – April

General Fund – \$683,228 (decrease of \$220,028 from last month)

All Accounts – \$1,844,629 (decrease of \$84,258)

Accounts Receivable – \$187,092

Budget Report Target – 83% (10 months into budget year)

Income – \$2,179,958 (Income at 85% of budget)

Expenses – \$1,993,734 (Expenses at 78% of budget)

Net Income – \$186,224

Accounts Payable

Bills – \$18,966

Expected Expenses – \$129,300 (including health insurance payroll, utilities, etc.)

Total estimated amount to be approved – \$148,266

Motion to pay the bills as presented – Tassone; 2nd – Banks; motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

VII. TOWN REPORTS

There were no questions on the Town Reports.

VIII. CITIZENS PRIVILEGE

There were no individuals present who wished to speak.

IX. OLD BUSINESS

There was no Old Business to discuss.

X. NEW BUSINESS

A. HERITAGE SHORES (H.S.) SPECIAL TAX DISTRICT (STD) REPORT – MuniCap

Solicitor John Stalfort from Miles & Stockbridge and Ms. Amanda Norman from MuniCap were in attendance, as administrators of the Special Tax District (STD), to present the yearly tax report and the methodology used to calculate the Special Tax for the 2016-17 tax year. Special taxes in the amount of \$1,256,000 will be collected in 2016. Total debt service is \$1,224,838.

The complete report explains the methodology used to calculate the levy of special taxes in the H.S. Special Development District and is available for review at Bridgeville Town Hall.

President Correll questioned how many homeowners paid the special tax in full this year. Ms. Norman advised 50 properties in total have fully paid their special tax.

Commissioner Tassone reported he brought Muni-Cap and the bond council to a meeting with H.S. homeowners. Approximately 45 homeowners attended and all questions were answered satisfactorily.

Motion to approve the H.S. STD Report from MuniCap – Tassone; 2nd – McDowell; motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

B. SLEAF Grant – Bridgeville Police Department

Police Lieutenant Parker has submitted a grant proposal to the SLEAF Fund in the amount of \$4,800. The Town pursues this grant yearly. They request equipping patrol rifles with optics and slings, buying 2 new thermal printers for vehicles and purchasing entry tools for shift supervisors.

Commissioner McDowell questioned if the grant will cover all the equipment requested. Lieutenant Parker advised he can modify the grant to cover all the requested items.

Motion to approve submission of the SLEAF Grant for the Bridgeville Police Department – Tassone; 2nd – Banks; motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

C. PRELIMINARY ENGINEERING REPORT – New Treatment Plant – Davis, Bowen & Friedel, Inc

President Correll introduced Mayor Donald Donovan and Vice Mayor Willard Russell from Greenwood's Town Council. She invited them to attend tonight's meeting concerning a new treatment plant, as their wastewater is processed by the Bridgeville sewer plant.

Mr. Jason Loar advised Davis, Bowen & Friedel, Inc. is preparing a Preliminary Report and a Workshop including Greenwood officials will be scheduled in the near future. The report will aid in applying for USDA funding and other sources. The Town is required to update their WWTP per permit and is under consent order to do so by EPA and the State. The report has been reviewed by the Town Manager and Wastewater Superintendent, considering the treatment levels needed and cost perspective. The preliminary cost estimate is approximately \$16 million for a plant to last 30 years. This price will treat the waste to "the best available technology level".

Bridgeville must meet the limits by the end of February, 2019. A schedule will be followed, with quarterly updates to EPA. The Town must pursue the upgraded plant and will be required to go to Referendum for the project. EPA is not empathetic concerning the possibility of a failed Referendum. They will fine daily if a new plant is not built within the time frame. This discussion is for information only; no approval is required.

D. PLANNING AND ZONING COMMISSION ANNUAL REPORT APPROVAL

Planning and Zoning Commission Chairman, Mr. Bill Atwood, has presented the 2015 report of P&Z applications addressed this past year. The Commissioners had no comments or questions concerning the report.

Motion to approve – Tassone; 2nd – McDowell; motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

E. NATIONAL POLICE WEEK/PEACE OFFICERS MEMORIAL DAY PROCLAMATION

The Commission considered a Proclamation recognizing May 15-21 as 2016 National Police Week and observing Sunday, May 15th as National Peace Officers Memorial Day.

Motion to sign the National Police Week & National Peace Officers Memorial Day Proclamation, with thanks for the efforts of our Bridgeville Police force – McDowell; 2nd – Banks; motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

F. COMMISSION APPOINTMENT – DISTRICT #4

President Correll read a letter from Commissioner Carson advising he is moving to Seaford and is therefore ending his Commission term early. He wrote that he was honored to serve as District #4 Representative and recommended the Commission consider Mr. Thomas F. Carey, 303 Market St., to fulfill his term of office. He had a preliminary conversation with Mr. Carey, who is agreeable to serve, if appointed. Dr. Carson believes that Mr. Carey would be a worthy community-oriented Commissioner. Commissioner Carson closed the communication by thanking all of the Commissioners, Town Manager Savage and employees for all they have provided to Bridgeville citizens.

According to the Town Charter, the Commission may appoint someone to fill the vacant Commission seat until the next election (in March, 2017). President Correll is anxious to fill the seat, as currently there are 4 Commissioners and a tie vote could easily hinder the Commission from moving forward on important matters.

There being no questions or comments, Commissioner Tassone made a motion to appoint Mr. Thomas F. Carey as District #4 Commissioner until the end of the term of office in March, 2017; 2nd – McDowell. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

President Correll is aware that Mr. Carey cannot be sworn-in as a Commissioner until the June 13th Commission meeting; however, she asked if he can attend meetings. Solicitor Schrader advised he can attend, but cannot participate in Commission meetings or Executive Sessions until he is sworn-in.

President Correll thanked Dr. Carson publicly for 1+ years of commitment to the Commission, as he has been a great asset. He will continue to volunteer with the local Kiwanis Club, Fire Company Auxiliary and upcoming 2016 Christmas Parade.

G. ECONOMIC DEVELOPMENT COMMITTEE STRATEGIC PLAN APPROVAL

Town Manager Savage advised the Economic Development Committee (EDC) has devised a 2016 Strategic Plan for the Town. He believes it is a well-thought-out document. Mrs. Skala was in attendance to answer questions.

Motion to approve the Economic Development Committee's Strategic Plan as presented – Tassone; 2nd – McDowell; Motion carried. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

Concerning the grants that have recently been funded by the Economic Development Committee, Mrs. Ruth Skala advised she and Town Manager Savage reviewed the budget and were able to give 3 – \$1,000 grants to Tony's Pizza, The Bridgeville Emporium and the Beulah property. An \$800 grant went to Snappy's Grille.

The EDC is moving forward with creating Bridgeville license plates for sale, which will mirror the new Town Sign.

XI. INTRODUCTION OF ORDINANCES

There were no Ordinances to be introduced at this meeting.

XII. GOOD OF THE ORDER

President Correll received a request from Mr. Mike McClure of the Seaford Star to offer congratulations to Bryant and Carol Richardson for 20 years of publishing the Seaford and Laurel Star newspapers. A certificate was sent to the Richardsons to honor their service to our community and the surrounding area.

Ms. Dottie Harper gave an update on the Bridgeville Christmas Parade. She has contacted Mrs. Marian Carey concerning the annual Caroling in the Park event, which usually takes place on a Sunday evening. Mrs. Carey has agreed to change the event to Saturday, December 17th to include the Caroling Event in the Christmas Parade. They are coordinating times and designing a logo for the parade.

Plans for the parade/caroling will be sent to the Seaford Chamber businesses and all Bridgeville businesses, encouraging them to sponsor and participate. Businesses can enter a float, march in the parade or support the parade financially. The entry fee is a 2 lb. bag of (wrapped) candy. Dr. Carson will continue to liaison with the schools, bands, ROTC, etc. Karen Johnson from the library is helping with contacts. Ms. Harper would appreciate parade ideas and people who can make tissue paper flowers for floats.

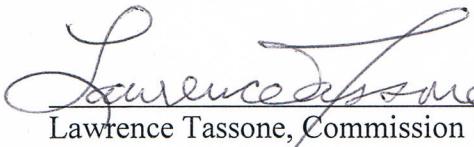
President Correll questioned trophies for the parade. Ms. Harper advised this being the first year, they want to "walk before they run." They will carefully choose which ideas to move forward with and which to consider for the future. She wants to make sure each group gets acknowledgement for their participation.

President Correll thanked Ms. Harper for her enthusiasm and willingness to launch the Christmas Parade.

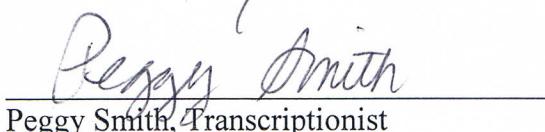
XIII. ADJOURNMENT

Motion to adjourn – Tassone; 2nd – McDowell; the meeting was adjourned at 7:48 P.M. The votes were recorded as follows: Commissioner McDowell – yes; Commissioner Banks – yes; Commissioner Tassone – yes; President Correll – yes; Commissioner Carson was not in attendance.

Respectfully submitted,



Lawrence Tassone, Commission Secretary



Peggy Smith, Transcriptionist