

MINUTES
COMMISSIONERS OF BRIDGEVILLE
August 8, 2016 – 7:00 P.M.
TOWN HALL

I. CALL TO ORDER

*Minutes corrected 9/12/16 pg. 2 – “Citizens Privilege”

The meeting was called to order at 7:00 P.M. by President Pat Correll. Present: Commissioners Tim Banks, Tom Carey, Sharon McDowell, Lawrence Tassone, Town Manager Jesse Savage and Solicitor Schrader.

II. QUORUM PRESENT

President Correll reported a quorum was present to discuss Bridgeville Town business; all five Commissioners were present. The meeting began with the Pledge of Allegiance and Prayer.

III. APPROVAL OF AGENDA

Motion to approve the Agenda as amended – Tassone; 2nd – Carey; motion carried.

IV. APPROVAL OF MINUTES

Motion to approve Minutes from the July 11, 2016 Commission meeting – Tassone; 2nd – McDowell; motion carried.

V. CORRESPONDENCE None

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Balance Sheet – July 31st

General Fund – \$564,606 (decrease of \$38,063 from last month)

All Accounts – \$1,872,304 (increase of \$107,261)

Accounts Receivable – \$848,283 (majority is taxes & the 4th quarter Greenwood bill)

Budget Report Target – 8% (1 month into budget year)

Income – \$313,785 (Income at 12% of budget)

Expenses – \$249,535 (Expenses at 9% of budget)

Net Income – \$64,250

Accounts Payable

Bills – \$64,315

Expected Expenses – \$130,200

Total estimated amount to be approved – \$194,515

Town Manager Savage advised the \$30,000 RBC bill is included in these figures.

Motion to pay the bills as presented – Tassone; 2nd – Carey; motion carried.

VII. TOWN REPORTS

Town Manager Savage appreciated the assistance of Code Enforcement Officer Butler in submitting the Street report this month on behalf of Superintendent Passwater, who is out on medical leave.

Commissioner Tassone questioned a storm drain pipe at the cemetery. A sinkhole has developed and been filled with crush and run. It is no longer hazardous and the Town will have the pipe repaired.

President Correll asked if the Town or Cemetery will pay for a streetlight that is on land slated to become Cemetery property. A survey is being conducted by the Cemetery Association.

VIII. CITIZENS PRIVILEGE

Mr. Bill Atwood from 113 Emily's Pintail Dr. expressed concern about an Economic Development Committee (EDC) letter sent to the Commission and slated for discussion later in this meeting. He is not against economic development and believes we need to grow our small businesses; however, he is against the proposed ***Town maintenance of sidewalks on Market St.** because the Town is facing \$10-\$20 million for sewer/water improvements, a new police station and other expenses. We should not be spending money promoting businesses at this time. We don't have a price tag for the ***sidewalk maintenance** and are taking some large hits on our infrastructure. Mr. Atwood wanted to express his concerns during Citizen's Privilege, as he would not have the opportunity to comment when the issue was to be discussed later in the meeting.

Mr. Phillip Clark from 32 Amanda's Teal Dr. questioned if the proposed EDC project includes residences mixed among the businesses on Market St. and how the project will be funded. He would like these questions answered during New Business B.

President Correll also mentioned the inclusion of residences in the EDC proposal. She believes if you do it for one, you must do it for all. The Town placed a sidewalk on her property when Laverty Lane was built, which she has had to maintain. It was unwanted, but placed there for walkability.

IX. OLD BUSINESS

A. AN ORDINANCE AMENDING CHAPTER 17, ARTICLE II OF THE BRIDGEVILLE CODE RELATING TO THE DESCRIPTION OF ELECTION VOTING DISTRICTS WITHIN THE BOUNDARIES OF THE TOWN OF BRIDGEVILLE TO ADD 502 SOUTH MAIN STREET TO DISTRICT NO. 5

This Ordinance will assign the property at 502 S. Main St. to a voting district. It was annexed in May 2015 and was not assigned a district at that time. The property adjoins Voting District #5, which is Commissioner McDowell's district.

The Public Hearing was opened at 7:13 P.M. to add 502 S. Main St. to District #5. There were no persons present who wished to speak in favor or in opposition to the Ordinance. The Public Hearing was closed at 7:14 P.M. Motion to adopt Ordinance #2016-C "An Ordinance to amend Chapter 17, Article II of the Bridgeville Code relating to the description of Election Voting Districts within the boundaries of the Town of Bridgeville to add 502 South Main Street to District No. 5 and re-name it Ordinance #16-3 – Tassone; 2nd – Banks; motion carried.

X. NEW BUSINESS

A. 2016 Golf Tournament Beneficiaries Resolution (#R16-3)

The Town previously established a process for naming beneficiaries of the Golf Tournament proceeds by Resolution. Recent recipients are Kiwanis and Lions Clubs; however, the decision is open for discussion.

Commissioner Tassone believes both organizations contribute significantly to the Town financially and through services. He believes it is appropriate to award the monies to the organizations.

Motion to award Tournament monies to the Kiwanis and Lions Clubs –Tassone; second – McDowell; motion carried.

B. Economic Development Committee (EDC) Recommendation – Sidewalk Maintenance & Repair

A letter was received from the EDC recommending the Town transfer responsibility of sidewalk repair/maintenance in the downtown business district (Market St. from Main St. to the railroad tracks) to the Town, due to sidewalk issues. Repairs would be uniform along the entire street to improve public safety.

There is no program or grant funding for sidewalk repairs available to Bridgeville due to the way our code is written. The requirements for repair/replacement vary within Towns due to their specific Codes. If a Town is responsible for sidewalks, grant money is available; however, Bridgeville sidewalks are private. Solicitor Schrader added DelDOT has a program for new sidewalks, but not for replacing old sidewalks.

Mrs. Skala advised they looked at many possibilities and determined that changing the sidewalks throughout Market St. would improve the appearance of the area.

Commissioner Tassone's major concern is to avoid the different treatment for any segment of the Town. Primarily, Towns work through a non-profit and our EDC is the first step. The Town can't pursue grants, but a non-profit dedicated to a "Downtown Main St." Program can. He believes this is the only way changes can come about and recommended tabling the discussion until a potential price tag can be determined.

Commissioner Banks believes the Commissioners agree that grants would be a wonderful way to fund Town-wide improvements and that determining cost would be a first step.

CTF funds were questioned (used for public infrastructure). Per Town Manager Savage, we could qualify for funding if new sidewalks were built and turned over to the Town as public infrastructure. Liability concerning sidewalk issues would be placed on the Town if they were turned over to the Town. Town Manager Savage believes it would still be the responsibility of homeowners to keep sidewalks clear and passable. Commissioner Tassone added there are insurance liabilities regarding sidewalks other than snow.

Town Manager Savage recommended conducting a sidewalk study similar to our street study, prioritizing necessary improvements. Trees that have broken sidewalks over time should be removed as monies allow. It was suggested the improvements be brought before our Senator/Representative for funding.

Commissioner Carey suggested communicating with other Towns concerning similar problems and gleaning information before decisions. Several Towns have gone through this process and we could benefit from their experiences. (i.e. Georgetown, Rehoboth Ave., Lewes, Seaford etc.)

Solicitor Schrader re-iterated Mrs. Skala's statement that rehabilitation is good for everyone. (i.e. a viable, active downtown keeps people from going to the highway).

Commissioner Tassone suggested tabling this discussion for additional research. Town Manager Savage believes we need a better understanding of what is being proposed and the scope of the project. Some of the Market St. sidewalks are in good condition.

Motion to table issue until further information is gathered – Tassone; 2nd – Carey; motion carried.

C. Apple Scrapple Event Map Approval

The Commissioners received an event map for the Apple Scrapple Festival, identifying locations of various aspects of the festival, including food vendors, events, street closings, etc. Commissioner Tassone questioned whether the Committee or Commission had received any complaints concerning the layout. Town Manager Savage was not aware of any problems expressed last year.

Motion to approve the Apple Scrapple Event Map – Tassone; 2nd – Banks; motion carried.

D. Street Sweeper – Approval to Sell

Town Manager Savage reported the Town's 2007 street sweeper (funded by the Special Tax District – STD) is larger than needed and requires a CDL license to operate. The only employee with a CDL has been on medical leave and we have not swept the streets in the past year. A quote has been received to sweep the streets quarterly for \$2,200. It was compared with employee time, fuel, pay rate and wear and tear for a figure of \$2,000. He spoke with MuniCap, the administrator of the STD, concerning the sweeper and determined the Town may sell the equipment and contract-out the service. In that event the proceeds would go to a special account with certain limitations. Funds could only be used with a Town match.

Motion to sell the street sweeper and contract out the work – Tassone; 2nd – McDowell; motion carried.

Town Manager Savage and Code Enforcement Officer Butler have been pricing our current street sweeper and believe it may bring \$50,000 – \$75,000 (purchase price approx. \$150,000 10 years ago).

E. Planning and Zoning Commission Appointment

The Town has received a letter from Mr. Matthew Davis of 202 Walnut St. concerning his interest in the Planning and Zoning Commission (P&Z) seat vacated by Mr. Ed Lewandowski.

Motion to appoint Mr. Davis to the P&Z – McDowell; 2nd – Banks; motion carried.

F. Resolution to Approve the Asset Management Planning Process

DNREC is offering an Asset Management Planning grant to determine where our assets stand. We would like to pursue a mapping system of our water/wastewater and a water model update to assist the Town in determining future needs. The commitment includes initiating and following their regulations over 5 years and providing annual reports.

Mr. Loar requests that the Town allow DBF to submit the application for our water and wastewater systems, with a maximum of \$100,000 available for each (\$200,000 total). This will assist the Town in determining future infrastructure needs.

Town Manager Savage recalled a possible discount on the interest rate of future borrowing. Mr. Loar advised there are some financial benefits. Enlistment in this program helps provide information to DNREC concerning funding resources for potential projects 5 to 10 years in the future. The Town must submit its application/Resolution. There is no fund match in the program.

Motion to approve the Asset Management Process and adopt Resolution R 16-4, so stating the same – Tazz; 2nd – Carey; motion carried.

XI. INTRODUCTION OF ORDINANCES

No Ordinances were introduced at this meeting.

XII. GOOD OF THE ORDER

The Bridgeville Charity Open Golf Tournament takes place on October 14th. This is the 10th year of the Tournament and the 25th year of the Apple Scrapple Festival. President Correll hopes to enlist 25 teams for the tournament to celebrate Apple Scrapple Festival's anniversary.

Police Officer Justin Wechtenhiser was in attendance to introduce the Bridgeville Night Out event on September 15th behind the Bridgeville Fire Hall. He and Police Department Secretary, Mrs. Robin Bohn, are planning the event, which has grown significantly. This year local businesses Vanderwende ice Cream and Frozen Farmer will be in attendance for some friendly competition. Many of the vendors from last year are returning and they expect the event to be bigger and better.

President Correll commended Officer Wechtenhiser for a great event last year. She also advised she will need the Commissioners' help that day at 3:30 P.M. to cook hot dogs for the event.

XIII. ADJOURNMENT

Motion to adjourn – Tassone; 2nd – McDowell; the meeting was adjourned at 7:55 P.M.

Respectfully submitted,

Lawrence Tassone, Commission Secretary

Peggy Smith, Transcriptionist