

Commissioners of Bridgeville

101 NORTH MAIN STREET
BRIDGEVILLE, DELAWARE 19933

AGENDA

COMMISSIONERS OF BRIDGEVILLE

FEBRUARY 10, 1997 - 7:00 P.M.

TOWN HALL

- A. CALL TO ORDER
- B. QUORUM PRESENT
- C. READING OF MINUTES - January 13, 1997
- D. APPROVAL OF BILLS
- E. REVIEW OF FINANCIAL STATEMENTS - JANUARY 1997
- F. CORRESPONDENCE
- G. DEPARTMENT REPORTS:
 - 1. POLICE
 - 2. WASTE WATER
 - 3. DRINKING WATER
 - 4. STREETS
 - 5. ALDERMAN'S REPORT
- H. OLD BUSINESS:
 - 1. Discussion of Proposed Town Budget for 1997-1998.
 - 2. Discussion of Rate Schedules for 1997-1998.
 - 3. Proposed Audit Estimate of Fiscal Year 1996.
- I. NEW BUSINESS:
 - * * 1. Mr. Bill Lecates, Director with the Sussex County Development Office, will be discussing block grants available for the Town of Bridgeville.
 - 2. Discussion of Community Map.
- J. CITIZEN'S PRIVILEGE
- K. EXECUTIVE SESSION
- L. ADJOURNMENT

***** THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE ANY ADDITIONAL ITEMS SUCH AS EXECUTIVE SESSIONS OR THE DELETION OF ITEMS INCLUDING EXECUTIVE SESSIONS, WHICH MAY ARISE AT THE TIME OF THE MEETING.*****

** Mr. Lecates scheduled for 7:15 P.M.

MINUTES

COMMISSIONERS OF BRIDGEVILLE TOWN BOARD MEETING FEBRUARY 10, 1997 7:00 P.M.

I. CALL TO ORDER

The regular monthly meeting of the Commissioners of Bridgeville was called to order at 7:00 P.M. by President Jack Dalton. Present: President Dalton, Commissioner Robert Slater, Commissioner Margaret Sipple, Commissioner Robert Bennett and Commissioner Charles Singman. The meeting began with a salute to the flag. President Dalton welcomed County Councilman Finley Jones.

II. APPROVAL OF MINUTES

The reading of the minutes from the January 13, 1997 meeting was dispensed by a motion from Commissioner Sipple. The motion was seconded by Commissioner Singman; motion unanimously carried.

III. APPROVAL OF MONTHLY BILLS

See breakdown per fund attached. Monthly bills do not include salaries. President Dalton explained the \$169.16 shown to Lucent Technology. That amount is a telephone equipment service agreement which the Town pays monthly. The Town has a two year agreement with them at this time. President Dalton is going to find out if there is a penalty should the Town choose to cancel the plan. A motion to approve bills was made by Commissioner Bennett; seconded by Commissioner Singman. Motion was unanimously carried.

PRESIDENT'S REPORTS

A. CORRESPONDENCE

1. A letter of thanks was received from the Baltimore Trust Company for our patronage.

2. Letters of thanks were received from the Bridgeville Library and Bridgeville Fire Company for the Town's donation of \$1,000.00 each.

3. A letter was received from the Delaware State Fire Marshal's Office stating the two underground storage tanks installed at Shore Stop were in compliance with the Office of State Fire Marshal.

4. A notification was received of the 1997 Nonprofit Leadership Conference to be held March 11 and 12, 1997 at Clayton Hall Conference Center, University of Delaware, Newark, Delaware.

5. A letter of information was received from the Itinerant Dance Theater. This is a group located in Delaware that performs throughout Delaware, Maryland, D.C., Philadelphia, and New York City. Because our Town does not have an art league, President Dalton is forwarding this information to the Apple-Scrapple Festival Committee for their review.

6. A letter of confirmation was received from Mr. Lance Brady, Department of Agriculture, regarding the Upgrade of the Wastewater Treatment Plant Contract Change Order #1. The change order was to replace a gas treatment system with a liquid treatment system.

7. A letter was received from Davis, Bowen & Friedel regarding the Cannon Cold Storage Industrial Waste Discharge Application. Commissioner Slater stated the permit has not been issued.

8. The Town received a letter from the law offices of Brown, Shiels & Chasanov in reference to an injury sustained by Mildred Hickman on Market Street on October 24, 1996. On that date the State was paving the streets in Town, and the work was not contracted by the Town. President Dalton forwarded the letter to the Department of Transportation for their consideration of the matter.

9. A public hearing schedule was received for the Sussex Countians Fair Land- Use Planning as follows:

February 13 - Planning and Zoning on Subdivision Ordinance: 7 P.M. at the Courthouse.

February 18 - County Council on Subdivision Ordinance: 11 A.M. at the Courthouse.

February 20 - County Council on Comprehensive Land Plan, 7 P.M., Del-Tech.

10. A letter was received from Lance Brady, Department of Agriculture, confirming that Doug Jones has been appointed the Resident Inspector for the Bridgeville Waste Water Treatment Plant Upgrade Project. Davis, Bowen & Friedel will provide supplementary inspections during the project.

11. A letter was received from Robert Stickels, County Administrator, extending an invitation to the Board to attend an Open House for the County's new Administrative Office Building on The Circle in Georgetown on Wednesday, February 12, 1997 from 3:00 to 8:30 P.M.

12. The Town received a letter from Davis, Bowen & Friedel regarding an Affidavit of Publication in the News Journal for January 21, 1997 pertaining to a violation on Pet Poultry, Inc. The nature of the violation was exceeded allowable concentrations of TBOD, SBOD, TSS and TKN in their sewer plant.

13. A solicitation was received from The Seaford Leader pertaining to their Progress 97 Edition on February 26, 1997. The Commissioners decided not to advertise in the paper at this time.

14. A letter was received from Quinlan Publishing Company who print a list of building codes in a Law Bulletin for \$70.00 a year. The Commissioners decided not to purchase this bulletin.

15. A telephone call was received from the Church of God pertaining to a youth group who would like to present a couple of dramas in the Historical Park on Delaware Avenue this spring and summer. Commissioner Slater said they should first contact the Historical Society and then get back with the Town about the date and time.

B. DEPARTMENT REPORTS

1. POLICE DEPARTMENT - Monthly report attached. Presented by Commissioner Bennett. For the month of January 1997 there was a total of 67 complaints. Traffic arrests for the month were 218, D.U.I. was 1, and 1 vehicle towed. . Accident investigations for January were 3.

2. WASTE WATER - Monthly report attached. Presented by Commissioner Slater. Commissioner Slater reported no progress on sludge disposal but hopefully would know something by March. He reported we still do not have any discharge permits from Pet Poultry. However they are not on line. The next progress meeting on the upgrade of the waste water treatment plant will be March 7, 1997 at 9:00 A.M. at the Town Hall.

3. DRINKING WATER - Presented by Commissioner Singman. Commissioner Singman reported the average daily use for January was 119,000 gallons. The total consumption for the month was 3,573,000 gallons. Commissioner Singman received a maintenance proposal for the pumps from A. C. Schultes, Inc. If the Board decides to accept the proposal it would

lock in the rates for the year. Commissioner Singman had no recommendation at this time, but would like to have it discussed at the next Commissioners meeting.

4. STREETS - Commissioner Sipple reported that she received a complaint regarding a school bus parked on Laws Street in front of the church. She contacted Chief Orr to locate the bus contractor and explain to them that the Town Code states no vehicle over 4000 pounds is allowed to park anywhere on Laws Street. Commissioner Sipple stated for public record that if a Commissioner requests the Police Department to enforce a Town Code, it is not the Commissioners Code but the code of the Town that is being enforced.

5. ALDERMAN'S REPORT - No activity for the month of January.

V. OLD BUSINESS

1. President Dalton reported last year the auditors, Johnson, Lank and Tull, charged the Town \$4500.00 for their services. In January of this year, the Town received a letter from them stating the auditing charge would increase for Fiscal Year 1996 between \$5000.00 and \$7500.00. This increase is because of the water, sewer and street project which requires additional reports to be filed for single audit due to federal regulations. President Dalton reported the auditing firm did state the cost should come down next year. President Dalton checked with our Town Engineer and as far as the project is concerned, the additional auditing cost can be paid from the project cost. President Dalton asked the Commissioners if they want to retain the same auditing firm or put it out for bids. After much discussion with Mr. Dennis Schrader, the Town Solicitor, Commissioner Slater made a motion to keep the auditor, Johnson, Lank & Tull, unless the Town finds it must put it out for bids. Motion was seconded by Commissioner Sipple and carried unanimously.

2. President Dalton presented the proposed Town Budget for 1997-1998. See attached. President Dalton explained what the Commission has attempted to do this year is to make sure all of the departments are charged accordingly for the amount of time that is put into each department by personnel. The General Fund which is the general operation of the Town Hall, does not show all the salaries of the Town Hall personnel because the salaries are allocated appropriately to each department. President Dalton explained the \$60,000.00 loan payment and the \$10,000.00 interest is part of a \$200,000.00 loan which the Town borrowed last year to pay off several items (lawsuit and expenses; digester cleaning, installation of new pumps at the pumping station, and \$35,000.00 went back to pay on the

principal of a previous loan). The loan is for three years, and we are in the second year of payment with \$140,000.00 remaining to be paid. President Dalton explained the Commission has tried to make provisions in the budget for items that might arise in the near future which have not been included in past budget preparations. President Dalton explained the various department budget figures and led an open discussion on each department. Commissioner Singman pointed out the two single largest budgetary items of the \$850,000.00 is \$207,000.00 of debt service that cannot be cut, and the other is salary and pension of \$331,000.00. He said if rates and property taxes are not raised, then services will have to be cut. The proposed budget was not approved during this meeting. President Dalton stated the citizens of Bridgeville and the Commissioners are going to have to decide how the Town will meet the budget. Items to be discussed are water and sewer rates, possible increases in property taxes and whether operating cost can be cut. Further meetings on the fiscal year 1997-1998 budget are expected to be held within the next two weeks. Commissioner Slater suggested that Mr. Dennis Schrader, the Town Solicitor, should be involved in the next workshop. Mr. Schrader suggested that Mr. Hans Mendlarz, the Town Engineer, and Mr. Rick Tull, the Town auditor, should attend the workshop.

3. The SRO Program at Woodbridge School was discussed again. Several citizens did not understand why the Commission tabled the grant at the January meeting. President Dalton and the Commissioners tried to explain their decision as to why the grant was tabled. Chief Orr had not presented the program ahead of time to the Commission. Many questions were asked that evening by the Commissioners to Chief Orr and Mrs. Robin Taylor that could not be answered. The Commissioners wanted more time to go over the grant and understand its meaning. Chief Orr had stated he needed an answer that evening. According to Mrs. Taylor, the school would know on Thursday, January 16, 1997 if the grant money would be available. Because the Commissioners did not have answers to many of their questions, they tabled the SRO Project until the school district received notice of the grant. On Tuesday, January 14, 1997 Police Commissioner Bennett received word Chief Orr had turned the SRO Project over to the State Police.

VI. NEW BUSINESS

At 7:10 P.M. President Dalton turned the meeting over to Mr. Dale McDowell of the Sussex County Development Office. President Dalton read the proposed resolution endorsing the project to be submitted to the Delaware State Housing Authority for funding from the U.S. Department of Housing and Urban Development. Mr. McDowell explained that between Kent and Sussex Counties 1.7 million dollars has

been allotted for this project. Seventy percent of that money will go for rehabilitation of homes in town throughout the county. Thirty percent of the money will go towards infrastructure (water lines, sewer, sidewalks, streets, etc.). To qualify for this program, a person must be a resident of Sussex County, a home owner unable to make the improvements on the home themselves, and be within the income required per family size. Policies and funding remain the same as in the past. Mr. McDowell stated that in the last five years 37 houses have been repaired. The water line installed on Church Street bringing the total to \$528,000.00 spent in the Town of Bridgeville. He also stated there are four more homes in Town that will be completed this year.

Commissioner Slater made a motion to pass the resolution. Motion was seconded by Commissioner Bennett and carried unanimously.

II. CITIZENS PRIVILEGE

1. Councilman Jones stated he hopes to attend some of the Town's meetings and will try to be involved. He extended an invitation to the Commissioners on February 19, 1997 at 7:00 P.M. in Seaford, the County Council will be holding a workshop to discuss the C2 Classification. An ordinance has been introduced and will come to public hearing on February 25, 1997. The County Council would like to have some input from the towns along Highway 13. Councilman Jones reported on the Land Comprehensive Plan which deals with the developing of our district. The public hearing for this project is scheduled for February 20, 1997 at Del Tech in Georgetown at 7:00 P.M.

Mr. Chuck Royal asked Councilman Jones when he thought the Council would stop having their meetings in the mornings. Councilman Jones stated it has been discussed and hopefully in the near future the County Council will try to hold their meetings so as to benefit everyone.

2. Mr. and Mrs. Kenny McDowell stated it was their bus that was parked on North Laws Street. The bus driver had received permission from Rev. Al Taylor to park the bus in front of the church. Mrs. McDowell further explained to the Commissioners that the bus driver had discussed with Chief Handley Orr a back injury and explained the reason he parked the bus on Laws Street was to be near his home. The Commissioners explained to Mrs. McDowell the weight limit of vehicles and why certain vehicles are not allowed to park on streets in our Town. The Commissioners had not received any report from Chief Orr regarding the driver's back injury. Under the circumstances, President Dalton stated that he believed none of the current Commissioners would object to the bus being parked on Laws Street. No motion was made.

Mrs. McDowell stated she commends the work the Bridgeville Police Department is doing our community. She said with her type of business she often has to depend on the police department to enforce rules and regulations.

3. Mr. Phillip Davis remarked that he supported our Police Department and the work they do in Bridgeville. He thinks the police always provide safety in the Town.

4. Mrs. Pat Correll stated she did not think a lot of time had been spent by the Commissioners on working up the budget for the coming year. After attending the first budget meeting, she studied the projected Police Department income and believes that since the construction on the streets has been completed and traffic is moving through Town, more revenue should be obtained than estimated in the new budget. President Dalton explained to Mrs. Correll that the Police Department budget figures were obtained from Chief Orr.

Mrs. Correll stated she feels that new Commissioners should not try to be experts on everything and should sit back and listen for at least a year. Commissioner Singman rebutted Mrs. Correll stating that he would listen for the most part, but would speak out on issues that he does know about. Mrs. Correll asked President Dalton to extend an apology to the Police Department and to tell them the citizens are supportive of the department and pleased with their services.

5. Mrs. Phyllis Jones stated many of the Town's citizens are on fixed incomes. If the water and sewer rates or the property taxes are raised, she does not know how they will be able to pay the increase. President Dalton explained the Commission does not want to see rates and taxes raised either, but the Town does have to meet their bills. Everyone has to look very seriously as to how the Town will meet the services rendered and still stay within the budget.

Mrs. Jones suggested the Commissioners talk with Mrs. Taylor about the SRO grant for the school district for the coming year. President Dalton stated they would be interested in talking with Mrs. Taylor and getting all the facts about the grant.

President Dalton asked the citizens if they had any other items they would like looked into or answers to any budget items that were not addressed. Mrs. Correll said the Commissioners should look into cutting costs and not increasing costs. She asked how much the property taxes could be raised without going to vote. Mr. Davis would like the Commissioners to go over the budget again and bring their recommendations back to the citizens in two weeks.

Mr. Davis suggested the Town install a toll booth for people travelling Rt. 404. The money collected would help defray the cost of running the Town. Mr. McDowell questioned the advertising cost stated on the budget. President Dalton explained all advertising is for legal notices the Town is required to record. Mr. Royal asked about trash collection in the Town. President Dalton told the citizens it has been considered but no decision has been made.

6. Mr. Donald Kirby stated the rumor around Town was that the curfew was going to be amended. If so, he wanted to know why. President Dalton explained the Commissioners had no intention of eliminating the curfew. He stated to Mr. Kirby from now on, ask the Commissioners or call the Town Hall. Do not listen to rumors.

VIII. ADJOURNMENT

President Dalton thanked the citizens for attending the meeting and being concerned about the Town. Meeting was adjourned at 10:20 P.M. by a motion from Commissioner Slater; seconded by Commissioner Bennett and was passed unanimously.

Respectfully Submitted,

Margaret W. Sipple

Margaret W. Sipple
Secretary

2/24/97

MINUTES

COMMISSIONERS OF BRIDGEVILLE SPECIAL MEETING - BUDGET FOR 1997 7:00 P.M. BRIDGEVILLE FIRE HALL

I. CALL TO ORDER

The special budget meeting was called to order at 7:00 P.M. by President Jack Dalton. Present: President Dalton, Commissioner Margaret Sipple, Commissioner Robert Slater, Commissioner Robert Bennett, and Commissioner Charles Singman. The salute to the flag was made by all attending.

President Dalton welcomed the citizens to the open meeting. He said the goal for the meeting was for the public and the Commission to come up with ideas on how to balance the budget for the coming year. President Dalton said the projected short fall for the 1997 budget is \$110,100.00.

President Dalton explained the figures on the revised budget are different than on the previous budget print out two weeks previous.

1. There will be additional income from Greenwood because of the additional affluent that will be traveling through the waste treatment plant.

2. With the completion of the upgrade to the waste treatment plant, a new holding tank receiving station for waste haulers will allow for extra income. Our major waste hauler said he would be able to utilize the facility more with it being available twenty-four hours a day. Those figures are reflected in the figures for the budget for the waste water treatment plant.

3. The Town Engineer, Davis, Bowen & Friedel, are overissuing the upgrade project of the water and sewer plant. Under the terms of the federal money, we are required to do certain things based on the bond. One item is the additional auditing which will have to be done this year and (2) provide figures to the federal government. The engineering firm advised us to set the rates for our water and sewer so those rates will allow for the contingencies that are necessary for the upgrades and repairs that will be on-going and facing us in the next few years. President Dalton explained the water and waste water budget figures are balanced out due to the additional funds coming in from

items explained earlier. Part of the income has been set aside to handle some of the contingency should the Town be faced with it.

President Dalton asked each Commissioner to give their comments regarding the budget.

WASTE WATER - Commissioner Slater stated according to FHA the Town cannot raise the sewer and water rates. He would like to see our meter charge stay intact because it does pay the debt load. Commissioner Slater would like to see a minimum of 3000 gallons put on the sewer. That would come to \$12.30 plus the \$7.00 meter charge for water which would bring it to \$19.30 a month. This figure is close to what the previous charge was before the new system was implemented. Commissioner Slater stated there would be about 30% of our customers affected.

POLICE DEPARTMENT - Commissioner Bennett stated this department seems to be the only one in the red. The police department is projecting an income of \$118,550.00 with expenses of \$228,650.00. The projected deficit is \$110,100.00. Commissioner Bennett explained that the police department, according to law, is to be paid out of the general fund. The police department has four full-time employees and five part-time. Part-time employees do not receive benefits from the Town.

STREETS - Commissioner Sipple said the Town receives \$28,000.00 from the State of Delaware for Municipal Street Aid and \$1,000.00 from interest income. The projected expenses are \$29,000.00. Also figured into the expenses is \$2,000.00 for snow removal. If we should have a mild winter, then the street fund will be that much to the good.

WATER - Commissioner Singman explained the water and sewer has severe restrictions as to the kinds of money the Town can collect and the amounts that can be applied towards the budget, the amounts of overage that is allowed, and the types of work that is charged against those funds. These restrictions are placed on the Town by the State of Delaware and the United States Government, through the Town's grants and loans received to repair the Town water supply. The salaries reflected in the water budget are partial salaries. They are broken down on a best guest estimate of the amount of time spent by the employees. Commissioner Singman stated the biggest budgetary problem is the debt services for the loans made to improve the Town's infrastructure. He said the cost of employment is not that great. There are only two employees who make more than \$30,000.00 a year for full time work. Commissioner Singman stated this is the second year the Town has carried a deficit of over \$100,000.00.

President Dalton explained one of the items the Town needs to look at:

1. What level of service the Town wants to maintain.
2. What level of payment the Town is willing to provide to support that level of services.

It is President Dalton's contention there is nothing in the budget and nothing in the Town that should not be put on the table. He thinks all the costs that the Town incurs should be looked at in order to try to save the Town money. He received notice that the Town's health insurance has been increased by \$1000.00 for the next year. Right now the health insurance comes to approximately \$30,000.00 a year. President Dalton said the Commission would be looking into alternative health programs for the Town employees.

Discussion was held on the police department budget as to where cuts could be made. Estimated income is \$118,550.00 with estimated expenses amounting to \$228,650.00. The projected deficit is \$110,100.00. Commissioner Bennett explained ticket money is not actually shown in the Town account until fines are paid. Some tickets are out for four to five years before being paid. Chief Handley Orr said there are approximately 800 unpaid tickets (approximately \$20,000.00). The Town has no legal way to collect past due ticket money.

A question was asked concerning how much land the Town owns. Commissioner Slater stated the Town owns where the sewer plant is located, lot on North Main Street, and an acreage behind Ralph Davis Insurance Company. The school donates the two properties for the well sites.

A question was asked as to how much delinquent taxes are due the Town. President Dalton said approximately \$20,000.00 is still owed. He has talked with the Mr. Dennis Schrader, the Town Solicitor, and was told there are three ways in which tax payments can be handled.

1. Apply a lien to the property. That lien remains on the property until it is sold.
2. The Town Solicitor would file papers and take the owner of the property into court to collect those delinquent taxes. In most cases the average delinquent bill is approximately \$1000.00. The fees from the attorney's office would be approximately \$1000.00 to collect those accounts.
3. Send a letter to the property owner with a certain amount of time for the Town to receive the delinquent taxes. If not paid in that time, the Town would take that person to the Justice of the Peace Court. By taking action in this manner, in-house personnel can be used instead of using the Town's attorney.

Mrs. Mildred Pusey said she was always advised to let the County institute the sale of a property and the Town would put a claim into the sheriff's office for the taxes

owed to the Town. The money would be collected from the proceeds of the sale.

President Dalton explained that the Town does not collect taxes from Laverty Lane unless they show an operating profit for the year. The Town does receive water and sewer payments. The street and sidewalks in Laverty Lane are maintained by the Town. President Dalton said Canterbury Apartments and Elizabeth Landing pay property taxes.

Commissioner Singman reminded the citizens that the last county property tax assessment was 23 years ago.

President Dalton explained that letters were mailed out to delinquent water and sewer accounts. The letter stated the water would be turned off in a certain amount of time if the account was not paid. President Dalton said almost all of those funds were collected. Some of the unpaid accounts were for properties with a meter charge only. A letter was sent out stating if the meter charge was not paid, the meter would be removed from that location. When that property needed to have water and sewer, it would cost them \$400.00 to install a new meter. We had the same success in collecting from those delinquent accounts.

A question was asked if the Town could generate money from the Apple-Scrapple Festival. President Dalton said he would discuss the festival with the Apple-Scrapple Committee before the next board meeting to see if there is any area where the Town might be able to take in revenue.

A question was asked whether Greenwood was paying their share of the waste water treatment operating budget. President Dalton said Greenwood is paying the legal share of the operation of the treatment plant. It is projected they will pay \$5,000.00 to \$10,000.00 more this year because of the growth Greenwood is experiencing.

President Dalton said he would meet with Mrs. Robin Taylor and Chief Orr to discuss the SRO grant for the coming year. He will report his findings at the March meeting.

ADJOURNMENT

Commissioner Singman made a motion to adjourn the meeting at 9:07 P.M. Motion was seconded by Commissioner Slater. Motion was unanimously carried.

Respectfully Submitted,

Margaret W. Sipple

Margaret W. Sipple
Secretary

1st Feb

Commissioners of Bridgeville

101 NORTH MAIN STREET
BRIDGEVILLE, DELAWARE 19933

W O R K S H O P

DATE: TUESDAY, FEBRUARY 18, 1997

TIME: 1:00 P.M.

PLACE: TOWN HALL

A. CALL TO ORDER

B. QUORUM PRESENT

C. NEW BUSINESS:

1. DISCUSSION OF PROPOSED TOWN BUDGET FOR 1997-1998.

JACK DALTON
PRESIDENT
COMMISSIONERS OF BRIDGEVILLE

FISCAL YEAR 1997 PROPOSED BUDGET

Adm

<u>DEPT.</u>	<u>FUNDS</u>	<u>'97-'98 BUDGET INCOME</u>	<u>'97-'98 BUDGET EXP.</u>	<u>'97-'98 EXCESS (SHORT)</u>
01	GENERAL	\$112,800.00	\$112,800.00	0
02	POLICE	\$118,550.00	\$228,650.00	- (\$110,100.00)
03	SEWER	\$338,625.00	\$338,249.00	+ \$ 376.00
04	WATER	\$128,173.00	\$128,173.00	0
05	MUNICIPAL STREET AID	\$ 29,000.00	\$ 29,000.00	0
06	SALLE-DRUG	\$ 11,400.00	\$ 11,400.00	0
07	POLICE PENSION	\$ 14,500.00	\$ 14,500.00	0
11	SALLE- REGULAR	\$ 4,800.00	\$ 4,800.00	0
12	INTERIM FINANCING			0
		<hr/>	<hr/>	<hr/>
DEPTS. 01-04 GRAND TOTALS		\$698,148.00	\$807,872.00	- (\$109,724.00)

ESTIMATED BUDGET FOR THE TOWN OF BRIDGEVILLE 1997-1998GENERAL FUND

INCOME:

Property Taxes	\$100,000.00
Misc. Income-General	5,000.00
Interest Income-General	6,800.00
Court Fees-General	1,000.00

Total Estimated Income: \$ 112,800.00

EXPENSES:

Advertising Expenses	\$ 500.00
Commissioner's Fee	1,200.00
Health Insurance-General	3,875.00
Capital Outlay-General	1,000.00
Debt Service-Interest & Fees	5,625.00
Dues-General	150.00
Engineering Fees-General	500.00
Insurance-General	3,500.00
Legal & Auditing-General	5,000.00
Maintenance-General	500.00
Town Hall Expenses-General	6,750.00
Office Supplies-General	5,000.00
Payroll Taxes-General	1,400.00
Pension Cost-General	5,000.00
Repairs-General	500.00
Salaries-General	20,000.00
Utilities-Electric-General	4,000.00
Utilities-Telephone-General	3,300.00
1995-1996 Loan Payment	45,000.00

Total Estimated Expenses: \$ 112,800.00

GENERAL FUND - BUDGET BALANCED

ESTIMATED BUDGET-TOWN OF BRIDGEVILLE POLICE DEPARTMENT 1997-1998

INCOME:

Federal Grant	\$ 5,000.00
Fines & Bail Bonds	85,000.00
State of Delaware.(Lavery Lane)	20,000.00
SALLE Drug (75% for Salaries)	8,550.00

Total Estimated Income:

\$ 118,550.00

EXPENSES:

Advertising	\$ 500.00
Commissioner's Fee	800.00
Dues	125.00
Health Insurance	15,000.00
Insurance-Liability	22,000.00
Legal and Accounting	2,000.00
Maintenance	350.00
Miscellaneous Expenses	750.00
Office Supplies	2,000.00
Payroll Taxes	12,000.00
Pension Cost - Police (General)	8,000.00
* Salaries	158,125.00
Supplies	200.00
Uniform Expenses	300.00
Utilities-Electric	1,800.00
Utilities-Telephone	3,500.00
Utilities-Gas	1,200.00
Vehicle Expenses	5,000.00

Total Estimated Expenses:

\$ 228,650.00

PROJECTED DEFICIT - \$ 110,100.00

* Total Estimated Four (4) Full-Time Employees & Five (5) Part-Time.

ESTIMATED BUDGET--TOWN OF BRIDGEVILLE WASTE WATER TREATMENT
1997-1998

INCOME:

Interest Income	\$ 625.00
Sewer Rents	163,000.00
Sewer Rents-Industrial	70,000.00
Sewer Rents-Haulers	50,000.00
Town of Greenwood	55,000.00

Total Estimated Income:

\$338,625.00

EXPENSES:

Thurman Adams-Lease	\$ 167.00
Advertising	500.00
Commissioner's Fee	800.00
Health Insurance	10,200.00
Capital Outlay	5,000.00
Chemicals	10,000.00
Continuing Education	400.00
Debt Service-FHA Semi-Annual	31,033.50
Debt Service-FHA Quarterly	48,100.00
Dues	125.00
Engineering Fees	5,000.00
Equipment Rental	1,000.00
Testing Fees	5,500.00
Permits	2,500.00
Sludge Disposal	11,000.00
Insurance	16,500.00
Legal and Auditing	2,000.00
Capital Improvements	5,000.00
Maintenance Collection System	1,000.00
Miscellaneous Expenses	500.00
Office Supplies	3,000.00
Payroll Taxes	6,273.00
Pension	5,000.00
Repairs	5,000.00
Salaries	82,000.00
Supplies	1,800.00
Uniform Clothing Allowance	1,000.00
Utilities-Electric	35,000.00
Utilities-Telephone	2,200.00
Utilities-Gas	20,000.00
Miss Utility (Locates)	150.00
Vehicle	2,000.00
Maintenance	1,000.00
Debt Service-Loan	17,500.00

Total Estimated Expenses:

\$338,249.00

PROJECTED SURPLUS + \$ 376.00

ESTIMATED BUDGET - TOWN OF BRIDGEVILLE - WATER - 1997-1998

INCOME:

Interest	\$ 33.00
Water Rent	67,000.00
Water Meter Rent	55,440.00
Impact Fees	2,000.00
Fire Lines	3,700.00

Total Estimated Income:

\$ 128,173.00

EXPENSES:

Commissioner's Fee	\$ 800.00
Capital Outlay (Panel)	5,000.00
Chemicals	1,500.00
Continuing Education	150.00
Debt-Service-Interest & Fees	58,212.00
Dues	200.00
Engineering Fees	500.00
Lease (Conrail)	124.00
Equipment Rental	100.00
Testing Fees	1,000.00
Insurance	1,000.00
Legal & Auditing	2,000.00
Maintenance	1,000.00
Miscellaneous Expenses	1,000.00
Office Supplies	1,500.00
Payroll Taxes	2,000.00
Pension Costs	5,000.00
Repairs	2,500.00
Salaries	25,000.00
Supplies	500.00
Uniform Expenses	500.00
Utilities-Electric	7,500.00
Utilities-Telephone	125.00
Miss Utility-Locates	150.00
Vehicle Expenses	1,500.00
Health Insurance	2,500.00
Contingency	6,812.00

Total Estimated Expenses:

\$ 128,173.00

WATER DEPT. - - BUDGET BALANCED

ESTIMATED BUDGET--TOWN OF BRIDGEVILLE MUNICIPAL STREETS 1997-1998

INCOME:

Interest Income	\$ 1,000.00
State of Delaware-Municipal Street Aid	28,000.00
	<hr/>

Total Estimated Income:	\$ 29,000.00
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EXPENSES:

Commissioner's Fee	\$ 800.00
Maintenance	2,500.00
Miscellaneous Expenses	50.00
Payroll Taxes	300.00
Salaries	3,800.00
Snow Removal	2,000.00
Supplies	750.00
Utilities-Electric	17,300.00
Vehicle Expenses	1,500.00
	<hr/>

Total Estimated Expenses:	\$ 29,000.00
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STREET - BUDGET BALANCED

Commissioners of Bridgeville

101 NORTH MAIN STREET
BRIDGEVILLE, DELAWARE 19933

ACCOUNTS PAYABLE FOR APPROVAL

MEETING FEBRUARY 10, 1997

General Fund (01)	\$ 2,526.95
Police Fund (02)	1,390.03
Sewer Fund (03)	10,644.91
Water Fund (04)	2,605.72
Municipal (05) Street Aid Fund	5,575.65
SALLE DRUG (06)	85.71
* * SALLE REGULAR (11)	788.86

TOTAL AMOUNT TO BE APPROVED \$ 23,617.83

** AVAILABLE IN SALLE REGULAR \$524.22



RUN DATE: 02/10/97
RUN TIME: 11:55 AM

Town of Bridgeville
Accounts Payable
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OR	VENDOR NAME/ INVOICE NUMBER	INVOICE DATE	DEBIT DISTRIBUTION ACCOUNT	AMOUNT	ENTERED	INVOICES AP	PAYMENTS	DISC. TAKEN	CASH	ACT
+SUS10	SUSSEX PINES COUNTRY CLUB									
<i>Paid</i>	2/5/97 SCAT MEETING	02/04/97	414501	15.95		15.95 1				
	Check No. 3555	02/04/97					15.95	0.00	15.95	1
				15.95		15.95	15.95	0.00	15.95	
ATT350	AT&T									
	1/18/97 STMT	01/18/97	422501	11.48						
			422502	6.00						
			422503	18.14		35.62 1				
				35.62		35.62	0.00	0.00	0.00	
BAL100	BALTIMORE TRUST COMPANY									
<i>Paid</i>	941-1ST QTR TAX-1/30/97	02/04/97	208001	1,622.05		1,622.05 1				
	Check No. 3556	02/04/97					1,622.05	0.00	1,622.05	1
				1,622.05		1,622.05	1,622.05	0.00	1,622.05	
BA1150	BALTIMORE TRUST COMPANY									
<i>Paid</i>	6361141-09001 2/7/97	02/04/97	405001	851.47						
			220001	5,000.00		5,851.47 1				
	Check No. 3557	02/04/97					5,851.47	0.00	5,851.47	1
				5,851.47		5,851.47	5,851.47	0.00	5,851.47	
BEL100	BELL ATLANTIC - DE									
	1/18/97 STMT	01/18/97	422501	158.55						
			422502	179.14						
			422503	176.88		514.57 1				
	2/1/97 STMT	02/01/97	422501	44.36		44.36 1				
				558.93		558.93	0.00	0.00	0.00	
BLU100	BLUE CROSS/BLUE SHIELD DE									
<i>Paid</i>	1/13/97 STMT	01/13/97	401001	654.75						
			401002	1,211.22						
			401003	1,049.73		2,915.70 1				
	Check No. 3558	02/04/97					2,915.70	0.00	2,915.70	1
				2,915.70		2,915.70	2,915.70	0.00	2,915.70	
CER100	CERTIFIED LABORATORIES									
	UO-072070	01/31/97	419503	300.75		300.75 1				
				300.75		300.75	0.00	0.00	0.00	
D	DAVIS, BOWEN & FRIEDEL									
	24760	01/05/97	411003	315.68		315.68 1				

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Town of Bridgeville
Accounts Payable
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VE	VENDOR NAME/ INVOICE NUMBER	INVOICE DATE	DEBIT DISTRIBUTION ACCOUNT	AMOUNT	ENTERED INVOICES	AP	PAYMENTS	DISC. TAKEN	CASH	ACT
	24825	01/05/97	411003	263.25	263.25	1				
				578.93	578.93		0.00	0.00	0.00	
DEL300	DE POLICE CHIEF COUNCIL 1997 DUES	12/10/96	410002	125.00	125.00	1				
				125.00	125.00		0.00	0.00	0.00	
DEL800	DELMARVA POWER & LIGHT									
	3-85-13539-7-0	1/15/97	01/15/97 422004	1.73	1.73	1				
	3-85-13205-5-1	2/4/97	02/04/97 422002	90.58	90.58	1				
	3-85-12406-0-0	2/4/97	02/04/97 422003	10.02	10.02	1				
	3-85-13014-1-0	2/4/97	02/04/97 422003	2,980.78	2,980.78	1				
	3-85-13002-6-0	2/6/97	02/06/97 422001	268.61	268.61	1				
				3,351.72	3,351.72		0.00	0.00	0.00	
DOV200	DOVER RADIO PAGE 2/1/97 STWT	02/01/97	422502	16.00						
			422503	57.95	73.95	1				
				73.95	73.95		0.00	0.00	0.00	
EAS100	EASTERN SPRINGS WATER CO.									
	4817 1/31/97	01/31/97	414701	8.00	8.00	1				
	2713 1/31/97	01/31/97	414702	22.85	22.85	1				
	4574 1/31/97	01/31/97	414703	8.00	8.00	1				
				38.85	38.85		0.00	0.00	0.00	
ENV100	ENVIROCORP, INC. 2239	01/13/97	411503	247.00	247.00	1				
				247.00	247.00		0.00	0.00	0.00	
GEN100	GENERAL CODE PUBLISHERS 37012	02/03/97	414701	257.52						
			414702	257.52						
			414703	257.52						
			414704	257.51	1,030.07	1				
				1,030.07	1,030.07		0.00	0.00	0.00	
HOR1	MORNEY INDUS. ELECTRONICS 70012	01/10/97	417003	200.00	200.00	1				
				200.00	200.00		0.00	0.00	0.00	

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Town of Bridgeville
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DR	VENDOR NAME/ INVOICE NUMBER	INVOICE DATE	DEBIT DISTRIBUTION ACCOUNT	AMOUNT	ENTERED	INVOICES	AP	PAYMENTS	DISC. TAKEN	CASH	ACT
INT100 INTERCOASTAL TRADING											
	970231	01/28/97	402003	448.33	448.33	1					
	970232	01/28/97	402004	107.00	107.00	1					
				555.33	555.33			0.00	0.00	0.00	
JDD100 J.D. DEFENSE EQUIPMENT											
	89872	01/19/97	421502	39.00	39.00	1					
				39.00	39.00			0.00	0.00	0.00	
LAY100 H.C. LAYTON & SON, INC.											
	11627	01/20/97	419503	39.33	39.33	1					
	11641	01/30/97	419503	35.65	35.65	1					
				74.98	74.98			0.00	0.00	0.00	
LOM100 LO-MAR OFFICE SUPPLIES											
	4722	01/08/97	414702	14.58	14.58	1					
	7131	01/22/97	414702	15.49	15.49	1					
	7501	01/24/97	414701	10.00							
			414704	4.95							
			414702	4.95	19.90	1					
	8014	01/28/97	414703	53.82	53.82	1					
				103.79	103.79			0.00	0.00	0.00	
LUC100 LUCENT TECHNOLOGIES											
	8226216045	01/18/97	422501	49.74	49.74	1					
	7179543493	01/18/97	422503	29.63	29.63	1					
	7179816487	01/28/97	422502	89.79	89.79	1					
				169.16	169.16			0.00	0.00	0.00	
MAR100 MARYLAND CHEMICAL											
	23186	01/14/97	402003	196.00	196.00	1					
	23308	01/22/97	402003	4,054.60	4,054.60	1					
				4,250.60	4,250.60			0.00	0.00	0.00	
MET100 METROCALL											
	07200320	02/01/97	422502	33.20	33.20	1					
				33.20	33.20			0.00	0.00	0.00	
MORNING STAR PUBLICATION											
	1/30/97 STMT	01/30/97	400101	24.00							
			400102	24.00							
			400103	24.00							
			400104	24.00	96.00	1					
				96.00	96.00			0.00	0.00	0.00	

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Town of Bridgeville
 Accounts Payable
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V	R	VENDOR NAME/ INVOICE NUMBER	INVOICE DATE	DEBIT DISTRIBUTION		ENTERED INVOICES	AP	PAYMENTS	DISC. TAKEN	CASH	ACT
				ACCOUNT	AMOUNT						
NEW100		NEWS JOURNAL									
		1/21/97 AD-PET POULTRY	01/21/97	400103	80.24	80.24	1				
					80.24	80.24		0.00	0.00	0.00	
NEW300		O. A. NEWTON & SON CO.									
		202289	01/08/97	417003	19.12	19.12	1				
		76619	01/09/97	413603	82.65	82.65	1				
					101.77	101.77		0.00	0.00	0.00	
PEN150		PENINSULA DRY CLEANERS									
		DEC 1996 STMT	12/06/96	421502	4.60	4.60	1				
					4.60	4.60		0.00	0.00	0.00	
PEN200		PENINSULA OIL CO.									
		1/28/97 STMT	01/28/97	424002	395.04						
				424003	64.72						
				424004	23.44	483.20	1				
					483.20	483.20		0.00	0.00	0.00	
PU		PURCHASE POWER									
		1565 7627 88 9 1/14/97	01/14/97	414701	166.66						
				414703	166.67						
				414704	166.67	500.00	1				
					500.00	500.00		0.00	0.00	0.00	
STA400		STATE OF DELAWARE									
		FORM W-1 TAX/JAN 1997	01/31/97	208001	1,246.32	1,246.32	1				
					1,246.32	1,246.32		0.00	0.00	0.00	
UNI100		UNIFIRST									
		2723142	01/17/97	414701	31.95	31.95	1				
		2723141	01/17/97	414702	18.66	18.66	1				
		2723151	01/17/97	414703	33.46	33.46	1				
					84.07	84.07		0.00	0.00	0.00	
USA100		USA BLUE BOOK									
		113982	01/29/97	417003	453.45	453.45	1				
					453.45	453.45		0.00	0.00	0.00	
WAT		ATERPRO SUPPLIES CORP.									
		196577	01/29/97	401504	1,469.89	1,469.89	1				

RUN DATE: 02/10/97
 RUN TIME: 11:55 AM

Town of Bridgeville
 Accounts Payable
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OR	VENDOR NAME/ INVOICE NUMBER	INVOICE DATE	DEBIT DISTRIBUTION ACCOUNT	AMOUNT	ENTERED	INVOICES	AP	PAYMENTS	DISC. TAKEN	CASH	ACT
	199553	02/06/97	401504	21.39	21.39	1					
				1,491.28	1,491.28			0.00	0.00	0.00	
WEA100	WEARGUARD 33462627-1	12/06/96	421504	415.25	415.25	1					
				415.25	415.25			0.00	0.00	0.00	
WIL100	LEON WILLING 1/13/97 STMT 01/13/97 STMT	01/13/97	413501	18.00	18.00	1					
		01/13/97	413502	18.00	18.00	1					
				36.00	36.00			0.00	0.00	0.00	
WIL200	WILSON, HALBROOK, BAYARD 70094-001M/STMT 10407	01/10/97	413001	216.00	216.00	1					
				216.00	216.00			0.00	0.00	0.00	
W	WRIGHT'S AUTO PARTS, INC. 15848 16010 16063 16064 16524	12/31/96	417003	11.52	11.52	1					
		01/06/97	424002	19.88	19.88	1					
		01/07/97	424004	25.43	25.43	1					
		01/07/97	424004	1.89	1.89	1					
		01/21/97	424004	70.82	70.82	1					
				129.54	129.54			0.00	0.00	0.00	
YOU100	YOUNG & REVEL 222481	01/21/97	414701	2.29							
			414702	2.29							
			414703	2.29							
			414704	2.29	9.16	1					
	222586	01/22/97	414701	13.47							
			414702	13.46							
			414703	13.46							
			414704	13.46	53.85	1					
				63.01	63.01			0.00	0.00	0.00	
GENERATION 23 TOTALS				27,572.78	27,572.78			10,405.17	0.00	10,405.17	
RUN TOTALS				27,572.78	27,572.78			10,405.17	0.00	10,405.17	

End of Transaction Register ***

TACK

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BRIDGEVILLE POLICE

DEPARTMENT

MONTHLY REPORT
JANUARY 1997

COMPLAINT SYNOPSIS

TYPE OF COMPLAINT	MONTH	PREVIOUS YEAR	YEAR TO DATE
BURGLARY	1	1	1
THEFT	7	4	7
ASSAULT	3	3	3
DOMESTIC DISPUTES	2	3	2
CRIMINAL MISCHIEF	1	2	1
DRUG	1	0	1
SEX CRIMES	0	0	0
SUICIDE	0	0	0
ALARMS	6	4	6
DISORDERLY CONDUCT	6	6	6
PUBLIC RELATIONS	3	12	3
AUTO THEFT	0	0	0
HARRASSMENT	1	4	1
KIDNAPPING	0	0	0
MISSING PERSON	0	0	0
PREVENT B. OF P.	1	2	1
SUSPICIOUS PERSON	1	2	1
THREATEN BODILY HARM	1	4	1
D.O.A.	0	1	0
MURDER	0	0	0
CRIMINAL ARRESTS	8	9	8
PUBLIC ASSIST	7	11	7
ASSIST OTHER DEPT.	9	9	9
OTHER	9	11	9
TOTAL	67	88	67

TRAFFIC INVESTIGATIONS

<u>TYPE OF INVESTIGATION</u>	<u>MONTH</u>	<u>PREVIOUS YEAR TO DATE</u>	<u>YEAR TO DATE</u>
<u>TRAFFIC ARREST</u>	218	110	218
<u>D.U.I.</u>	1	0	1
<u>VEHICLES TAGGED</u>	0	0	0
<u>VEHICLES TOWED</u>	1	0	1
<u>PARKING VIOLATIONS</u>	0	0	0
<u>TOTAL</u>	220	110	220

ACCIDENT INVESTIGATION

<u>TYPE OF ACCIDENT</u>	<u>MONTH</u>	<u>PREVIOUS YEAR TO DATE</u>	<u>YEAR TO DATE</u>
<u>PROPERTY DAMAGE</u>	2	3	2
<u>PERSONAL INJURY</u>	1	0	1
<u>FATAL ACCIDENTS</u>	0	0	0
<u>INDUSTRIAL</u>	0	0	0
<u>TOTAL</u>	3	3	3

The following statistical data has been generated by the Bridgeville Police Department for the month of JANUARY

VEHICLE INFORMATION

<u>DESCRIPTION</u>	<u>THIS MONTH</u>	<u>PREVIOUS YEAR</u>	<u>YEAR TO DATE</u>
<u>TOTAL MILEAGE</u>	4,666	3,457	4,666
<u>FUEL</u>	410 GAL.	356 GAL.	410 GAL.
<u>MAINTENANCE</u>	\$ 19.88	\$ 257.50	\$ 19.88

Commissioners of Bridgeville

101 NORTH MAIN STREET
BRIDGEVILLE, DELAWARE 19933

W.W.T.P. Monthly Report Date January 1997

Average Daily Flow: .195 mg/d
Total Monthly Flow: 6.034 MG
Maximum Daily Flow: .278 mg/d

N.P.D.E.S. Violations

NO VIOLATIONS

Septic Haulers Report

Number of Haulers: 3
Total Gallons Dumped: 79,900 gals.
Total Revenue Received: \$2796.50

On Going Projects

1. Sludge disposal: No progress. Waiting on a potential user to complete the permitting process. Hope to know something by March.
2. Pet Poultry : No discharge permit has been issued for the new facility.
3. WWTP Upgrade: Construction progress meeting was held on Feb. 7, with two Commissioners present. Next progress meeting will be Friday March 7, at 9 a.m.
 - 1 RBC basin has had the grit removed and is back in service.Construction has started in several areas of the plant.

Respectfully submitted,


Phillip Mowbray

Commissioners of Bridgeville

101 NORTH MAIN STREET
BRIDGEVILLE, DELAWARE 19933

AGENDA

COMMISSIONERS OF BRIDGEVILLE

FEBRUARY 10, 1997 - 7:00 P.M.

TOWN HALL

- A. CALL TO ORDER
- B. QUORUM PRESENT
- C. READING OF MINUTES - January 13, 1997
- D. APPROVAL OF BILLS
- E. REVIEW OF FINANCIAL STATEMENTS - JANUARY 1997
- F. CORRESPONDENCE
- G. DEPARTMENT REPORTS:
 - 1. POLICE
 - 2. WASTE WATER
 - 3. DRINKING WATER
 - 4. STREETS
 - 5. ALDERMAN'S REPORT
- H. OLD BUSINESS:
 - 1. Discussion of Proposed Town Budget for 1997-1998.
 - 2. Discussion of Rate Schedules for 1997-1998.
 - 3. Proposed Audit Estimate of Fiscal Year 1996.
- I. NEW BUSINESS:
 - * * 1. Mr. Bill Lecates, Director with the Sussex County Development Office, will be discussing block grants available for the Town of Bridgeville.
 - 2. Discussion of Community Map.
- J. CITIZEN'S PRIVILEGE
- K. EXECUTIVE SESSION
- L. ADJOURNMENT

***** THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE ANY ADDITIONAL ITEMS SUCH AS EXECUTIVE SESSIONS OR THE DELETION OF ITEMS INCLUDING EXECUTIVE SESSIONS, WHICH MAY ARISE AT THE TIME OF THE MEETING.*****

** Mr. Lecates scheduled for 7:15 P.M.

Commissioners of Bridgeville

101 NORTH MAIN STREET
BRIDGEVILLE, DELAWARE 19933

W O R K S H O P

DATE: MONDAY, FEBRUARY 3, 1997

TIME: 7:00 P.M.

PLACE: TOWN HALL

A. CALL TO ORDER

B. QUORUM PRESENT

C. NEW BUSINESS:

1. DISCUSSION OF PROPOSED TOWN BUDGET FOR 1997-1998.

2/10/97

Harry Hefner Jr.
Lynda K. Webster
Dale MacCrell
John H. Kelly
Dianne Willey
Keith Kirby
Inley B. Jones
Arthur Peters Jr.
Phyllis Jones
Lat Correll
Dora Mawley
Mary Jane Doherty
C. Royal
Sharon McDonald
Dora H. Roberts
Mark H.
Philip Davis
Alma Glutwax