

# *Commissioners of Bridgeville*

101 NORTH MAIN STREET  
BRIDGEVILLE, DELAWARE 19933

## AGENDA

### COMMISSIONERS OF BRIDGEVILLE

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

### TOWN HALL

- A. CALL TO ORDER
- B. QUORUM PRESENT
- C. READING OF MINUTES - February 10, 1997
- D. APPROVAL OF BILLS
  - (Review of Financial Statements - February 1997)
- E. CORRESPONDENCE
- F. DEPARTMENT REPORTS:
  - 1. POLICE
  - 2. WASTE WATER
  - 3. DRINKING WATER
  - 4. STREETS
  - 5. ALDERMAN'S REPORT
- G. OLD BUSINESS:
  - Proposed Town Budget for 1997-1998.
- H. NEW BUSINESS:
  - Discussion of Health Benefits for Town Employees with Mr. Gary Downes of Downes Insurance Associates.
- I. CITIZEN'S PRIVILEGE
- J. EXECUTIVE SESSION
- J. 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.\*\*\*\*\*

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE TOWN BOARD MEETING MARCH 10, 1997 7:00 P.M.**

#### **I. CALL TO ORDER**

The regular monthly meeting of the Commissioners of Bridgeville was called to order at 7:01 P.M. by President Jack Dalton. Present: President Dalton, Commissioner Robert Bennett, Commissioner Charles Singman, Commissioner Margaret Sipple and Commissioner Robert Slater. The meeting began with a salute to the flag.

President Dalton thanked the citizens who attended the budget meeting held February 24, 1997 at the firehall. He also thanked everyone for their participation in determining what is best for Bridgeville concerning the budget for this year.

President Dalton suggested that anyone who wishes to speak, please state your name. He stated citizens privilege will be after each item discussed so as to keep everything focused on that topic.

#### **II. APPROVAL OF MINUTES**

The reading of the minutes from the February 10, 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. A motion to approve bills was made by Commissioner Slater; seconded by Commissioner Bennett. Motion was unanimously carried.

#### **IV. PRESIDENT'S REPORTS**

##### **A. CORRESPONDENCE**

1. A letter was received from George, Miles & Buhr with a copy of the forms they use for evaluating contractors with an invitation for the Town to use. The SF 254 form define a firm's capabilities and past experiences.

2. The Commissioners have been invited to attend the March 31, 1997 Kiwanis meeting. The dinner meeting is to be held at the Bridgeville Diner and starts at 6:30 P.M.

3. A letter was received from the State Planning Coordination office with a 1996 update of the Statewide Comprehensive Outdoor Recreation Plan (SCORP). The document is in accordance with the Land Use Planning Act.

4. The Town received a copy of the letter Sparr Associates, Inc. sent to Brown, Shields & Chasanov regarding the injury sustained by Mildred Hickman on Market Street October 24, 1996. President Dalton stated the Town is not responsible because the work was contracted by the State.

5. A property tax report was received from the Delaware Economic Development Office. The report gives the tax levels for all three counties.

6. A letter was received from the Delaware Housing Coalition and the Task Force on Homelessness. They are planning their annual conference for April 16, 1997 in Dover, DE.

7. A letter was received from Davis, Bowen, & Friedel stating Pet Poultry was in violation of their daily discharge. A letter was also received for RAPA stating they were in compliance with their permit.

8. A letter was received from Division of Parks & Recreation announcing the annual availability of funding assistance for park and greenway development.

9. A letter was received from Mr. Dennis Schrader, Town Solicitor, advising the Town he had sent a copy of Senate Bill 313 to General Code Publishers Corporation. The recent Code Supplement No. 2 is an amendment to Section 27 of the Charter. Senate Bill 313 was signed into law by Governor Carper on May 23, 1996 increasing the limitation upon the Town to raise tax revenues to \$200,000.00.

10. A letter was received from Delaware Council on Greenways and Trails. The GREENFEST '97 will be held Saturday, June 7, 1997 at Cape Henlopen State Park.

11. A letter was received from the National Association of Housing and Redevelopment Officials announcing the 1997 MARC NAHRO Conference will be April 6, 7, & 8, 1997 at the Holiday Inn in Wilmington, DE.

12. A solicitation was received for a Compliance Handbook of Section 504 of the Rehabilitation Act - the law that bars discrimination against disabled people in

federally funded programs and activities. The cost of the publication is \$240.00.

## **B. DEPARTMENT REPORTS**

1. POLICE DEPARTMENT - Monthly report attached. Presented by Commissioner Bennett. For the month of February 1997 there was a total of 111 complaints handled including 19 which assisted the State Police. Traffic arrests for the month were 222.

2. WASTE WATER - Monthly report attached. Presented by Commissioner Slater. For the month of February we had two septic haulers bring in 91,400 gallons for a revenue of \$3,198.00. Commissioner Slater said another hauler will be using our facility starting in March. He reported D.N.R.E.C. is still working on a potential user for our sludge disposal. Commissioner Slater made a motion to sign and issue Cannon Cold Storage's permit to allow their waste water into the Town's system. Motion was seconded by Commissioner Bennett and carried unanimously. Commissioner Slater reported work is continuing on the septic receiving station with approximately 90% of the concrete poured. The excavation for the hole on the chlorine contact basin has also been started. The Construction Meeting was held Friday, March 7, 1997 and everything is either on schedule or ahead of schedule.

Commissioner Slater made a motion for any training sessions or social functions that Commissioners attend to be paid for out of their own pockets. Motion was seconded by Commissioner Bennett. Motion was carried three to two. Commissioner Sipple opposed. Commissioner Singman abstained.

3. DRINKING WATER - Monthly reported attached. Presented by Commissioner Singman. He reported that the footers had been dug for the well building for wells 2 and 2D and construction is under way. Commissioner Singman discussed the Town ordinance stating all plumbing work is to be done by a certified plumber. At this time, he had had no reports of the ordinance not being followed but wanted to make the Commission and the public aware of the code.

4. STREETS - Commissioner Sipple reported a few potholes needed to be repaired. She also stated South Main Street and Market Street will need to be swept, but she is waiting to see if any more salt and sand will be needed this season. Commissioner Sipple reported a new street light has been installed in the alley behind Layton's Hardware.

ALDERMAN'S REPORT - No activity reported for the month of February. President Dalton will check with the Alderman Andy Robert to see why a report was not available.

## V. NEW BUSINESS (A)

1. President Dalton requested that Mr. Gary Downes, of Downes Insurance Associates, be moved up on the agenda in order to present the employee's health benefits before the Commission discuss the budget. Mr. Downes is an independent agent with his own agency representing several different carriers.

Mr. Downes said, over the last twelve months, services his company provided for the Town was adding on new employees and helping out with any claims employees had. The other service he offers is somewhat of a market analysis on insurance renewal which is due April 1, 1997. It is his custom to sit down with the employer to evaluate the current program. The Town health benefits are with Blue Cross/Blue Shield. Commissioner Dalton and Mr. Downes met earlier in the week to discuss the benefits and other options that are available. Mr. Downes recommends continuing with the current plan and/or to continue with Blue Cross/Blue Shield with an option that is available to the Town. See Attached. Presently the employees are on Program 9 which is a HMO. This program carries an in-network coverage as well as an out-of-network benefit with a \$300.00 deductible (75/25). The primary difference between Program 9 and Program 8 is Program 8 eliminates the out-of-network benefit and there is a slight increase in co-pay. With this option available the Town would have a 23% savings of the total premium. President Dalton asked if someone on Program 8 was out of town and needed medical care, would the insurance policy cover them. Mr. Downes said in any emergency where you have a HMO, as long as you notify the insurance company within 48 hours or 72 hours on a weekend it is covered in the in-network coverage.

Mr. Doug Jones, town employee, stated he thought the employees would like to look over the options and discuss the matter with the Commissioners before a decision is made. President Dalton said he would set up a meeting with Mr. Downes and the Town employees. Commissioner Singman made a motion to table the employees health benefits until Commissioners and Town employees have had a chance to review the policies available. Motion was seconded by Commissioner Bennett and carried unanimously.

President Dalton received a letter from a resident of the Town requesting the Commission look into the insurance coverage. He said the coverage last year was \$30,000.00 for the eight people on the Town's insurance program. This year the premium is going up to \$35,000.00. It was discussed at the last meeting that other programs would be looked into. One was the medical savings plan. Mr. Downes explained that the Town does not have enough employees to make that a feasible option. President Dalton mentioned a Section 125 program where a portion of the insurance premium is paid for by the employee. Currently the Town pays 100% of employees

and 100% of the families for their insurance benefits. After some calculations, President Dalton stated if the employees pay a 10% contribution on Program 8, the premiums would drop from \$2369.00 a month to \$2132.00. If it were a 15% contribution, it would drop to \$2013.00 a month. Should they choose to look at Program 8 verses the current program, it would mean a savings of \$6420.48 or approximately 20% over the period of a year in the insurance rates.

Mrs. Melissa Cook asked the Commission if Mr. Downes's agency provides the service at no charge. President Dalton said Mr. Downes and his agency does not represent Blue Cross/Blue Shield, and no commission of any kind is involved. Mr. Downes does provide his services at no charge. Mr. Downes is always available for any questions the employees might have. Mrs. Cook asked if one of the programs was where the employees would contribute 15%. She then asked what percentage their annual raise is going to be. President Dalton stated the raise is normally 2% to 3%. He also said the 3% is on the total salary, while the 15% is only on the insurance premium.

President Dalton stated he was going to switch back to old business before addressing other new business.

## **VI. OLD BUSINESS**

1. President Dalton presented the proposed budget for 1997-1998. He went over a few items he was asked to review based on the public meeting held last week.

A. There is approximately \$22,177.00 in uncollected property and capitation taxes. President Dalton explained it is too costly for the Town to use the Town Solicitor to collect the delinquent taxes. In previous years, the Town Clerk collected the delinquent taxes through J.P. Court. The decision for collecting the unpaid taxes is a proposal to send a letter written by the Town Solicitor. (See attached). This letter will be sent certified mail to people who are delinquent in an effort to make collection. If the letter does not render the results, then Commissioner Singman has volunteered to file these delinquent accounts with the J.P. Court. By Commissioner Singman going to the court, the town clerks can remain in the office. Commissioner Dalton is hoping for collection of 75% or \$16,000.00 by this method. The cost will only involve the cost of the certified mail.

Commissioner Slater asked whether the Town would be legally opening up problems by a Commissioner going to the courts. A Town employee would be covered by the Town's insurance. President Dalton said he would check into the matter from the Town Solicitor. President Dalton stated the State of Delaware exempts Commissioners from that type of liability unless they would personally do something negligent. But for a safe guard, he would check with Mr. Schrader.

B. A hold over from the last budget discussion was the situation concerning the School Resource Officer at the Woodbridge High School. President Dalton met with Mrs. Robin Taylor to discuss the SRO grant that was tabled at the January meeting. He reported the officer would work 7:30 a.m. to 3:30 p.m. for 262 working days out of the year. That officer would not be available to the Town for spring break, Christmas vacation, or the summer months. The officer will be at the school during summer school and in court during the summer with cases that occurred during the school year. Mrs. Taylor told President Dalton the Town would be paid on a quarterly basis with no overtime provisions. The current grant at the school carries them through June 30, 1998 at which time they will file for their next grant. These grants are issued on an annual basis and are a competitive grant. President Dalton told Mrs. Taylor the Town would make their decision on the grant in April or May of next year should the Town decide to participate. Mrs. Taylor said she would give the Commission an opportunity to do so.

C. Another question was revenue from the Alderman Court. President Dalton was to check into the ability the Town has to collect or to file for delinquent tickets if processed through the Alderman Court. The information President Dalton received was the DELJIS computer that was upgraded at the police department and in the town office last year is hooked directly into the State Police and the Delaware Justice System. The question raised was whether the Alderman Court could handle the amount of tickets the Police Department has projected for the coming year. Chief Handley Orr said the average fine is \$25.00 which calculates to approximately 3400 tickets a year (283 tickets a month). Chief Orr said the average court cost on those tickets would be \$11.00. If that amount of tickets were filed through the Alderman Court, it would mean an income to the Town of \$37,400.00 based on the \$85,000.00 ticket projection. President Dalton talked with Alderman Robert to determine the hours needed to process \$85,000.00 worth of tickets. The Alderman said he could process 200 tickets a month with four hours of time in the court. If the tickets ranged up to 400 a month then he would need eight hours a week to be able to handle that amount of tickets.

Commissioner Bennett commented the Alderman could not handle that amount of tickets when he worked 40 hours a week with the Town Clerks doing part of the work load. Commissioner Slater said the amount of hours doesn't really give a clear picture. What is needed is how many cases he would hear in the court, and how many would be thrown out. Commissioner Singman commented the Town could raise a significant amount of revenue through the Alderman Court if all the details could be worked out. The Alderman receives

no benefits from the Town except salary. Last year, by a misunderstanding, Alderman Robert did receive benefits. Ms. Dianne Willey, Police Department Clerk, stated the Alderman would have to schedule court cases which would require more hours of work. She also stated ticket money is collected faster through the Voluntary Assessment Center than through the Alderman Court. President Dalton explained the amount of time the Alderman is talking about would be just to handle the court cases. The administrative and clerking would be done by the Town Clerks.

Mrs. Cook stated legally it is a big responsibility for the clerks. She said keeping the fine money separate from the water and sewer collections would put a lot of pressure on the office staff. She stated the clerks have more work now than before.

President Dalton explained the State of Delaware has not made a decision on the Alderman Courts. The Court 2000 Commission found in Sussex County that the Alderman Court was necessary.

Chief Orr stated he is against the Alderman Courts. He feels it ties up the Police Department Clerk, the Town's Police Officer, and gives the Town the stigma of being a "speed trap". His main concern is the civil liabilities involved should a clerk or the Alderman not record the correct information. As it stands now, the State of Delaware is liable.

Officer Alan Parsons explained if tickets go through the Voluntary Assessment Center and a person is picked up anywhere in the state, he is taken to J.P. Court and all fines are paid. If a ticket goes through our Alderman's Court and a person gets picked up in New Castle, then our officer has to bring him back to Bridgeville to collect that money. President Dalton explained if the Town did not pick up that citizen, at the time he goes to get his license renewed or car registered, he will not be allowed to do so until the fine is paid. Right now, Bridgeville has 800 unpaid tickets. The only way we could lose would be ones who move out of the country, die, or never get a license again or a car registered. Commissioner Bennett stated there is still \$20,000.00 in outstanding traffic tickets not collected from the State.

President Dalton made a statement to the citizens: as far as whether or not there is an Alderman Court, whether or not there is a revision in the health insurance program, that is the Commission's choice. President Dalton was rebutted by Mrs. Cook. She said the Commissioners, as a body, represent the Town. President Dalton stated he is not saying the Town is going with the Alderman Court, but it is an option that is available. If the Commissioners, representing the Town of Bridgeville, decide not to take on the Alderman Court, then that's the vote of the Commissioners. President Dalton personally does not think there should be an Alderman Court. It's not a level of government that is needed, but it is an option.



Chief Orr stated that in the past the money from the Alderman Court went to the general fund. If the Alderman Court comes back, he feels the money should be credited to the Police Department. Chief Orr said in the past, money collected from taxes has never been credited to the Police Department. He said in the last six years, his department has generated over one million dollars in traffic fines and over \$225,000.00 in grants.

D. President Dalton thanked Mr. Kenny McDowell for his letters received concerning the budget. Mr. McDowell had several recommendations on how the budget might be addressed. He questioned whether the Lavery Lane labor had been figured twice: once on the W2's and once in labor for Lavery Lane, approximately \$20,000.00. President Dalton explained on the police budget the \$20,000.00 was added as an income. To balance that out the previous year, the income from Lavery Lane was \$7,200.00, so it was calculated in the difference between the two equaling \$12,800.00 needed to be added to the W2 forms to come up with how much labor was spent on Lavery Lane for the year.

Question two was regarding the salary amount for the police department of \$153,125.00. Mr. McDowell stated it was possibly over by \$20,000.00. President Dalton explained the figures were taken from the W2's from last year. The figures just included the officers who are on payroll at this time plus the part-time officers and Ms. Willey, but did not include Officer Ackenbrack. The Town will only be paying police salaries of approximately \$122,000.00 with the balance being paid from drug funds and Lavery Lane funds.

E. Commissioner Bennett reminded the Commissioners that according to the Town Charter, the budget should have been submitted by the first Tuesday in February, 1997. He stated they had spent twelve and a half hours in budget meetings, spent over \$1,000.00 of the taxpayers money (lawyers, accountants, etc.) and still not approved a budget. Commissioner Bennett made a motion to approve the budget as presented at the February 24, 1997 meeting. Motion was seconded by Commissioner Slater. Motion was carried 3-2. Opposing the motion was President Dalton and Commissioner Sipple.

President Dalton stated the Town has in excess of \$100,000.00 to pay out in bills. The board can approve as many budgets as they would like, but there is no money to pay those bills. He asked the Commissioners just how they plan to pay those bills. Commissioner Singman stated from the Charter, Page C11, Subsection 25, IT SHALL NOT BE A LIMITATION UPON THE POWER OF THE COMMISSIONERS TO APPROPRIATE FUNDS IN EXCESS OF THE AMOUNTS SET FORTH IN THE BUDGET. Commissioner Singman said if the Commission finds it has a shortfall, then the Commissioners must rectify the situation.

Commissioner Bennett stated there is \$22,320.26 in the sewer sinking fund. That money is a requirement of a contract with Greenwood that 10% of their money be set aside in that fund for emergency repairs. Money can be put in that account up to \$50,000.00. Commissioner Slater explained Greenwood pays 10% of all expenses at the sewer plant. He said Greenwood is responsible for the line to our manhole in North Bridgeville. Commissioner Bennett said the Town has a CD for \$201,277.81, but it is earmarked for the project at the sewer plant. He said the Town can use approximately \$5,000.00 in interest which is due next month.

President Dalton read an up-to-date list of the Town's account balances for the end of February. See attached. He questioned the pension fund for the Police Department. The pension cost for that department is approximately \$15,350.00 a year. Of that, a little over \$14,000.00 is paid by the State of Delaware. In years past, they have paid more than what the pension fund bill was. That money was kept in that account so when the Town comes up short of what is owed, then it is taken out of that account and paid on the police pension fund. The Town pays nothing on the police pension fund.

President Dalton explained the accounts receivable the Town has are property taxes of \$22,170.00; the sewer rent that is currently due of \$14,180.00; water rent that is due \$6,248.00 and the water meter rate of \$5,080.00. Penalty on property taxes is \$136.96. Penalty on waste water and water is \$65.60 and we have an accounts receivable from the town of Greenwood for \$11,430.62. That is all the money that is on hand. In April another payment of \$26,000.00 is due for the sewer plant project. In April there is a \$15,000.00 payment due on a previous bond bill as well as salaries and bills approved that night.

Commissioner Bennett stated the Police Department seems to be the only department that is questioned on salaries and pensions. President Dalton explained all departments were asked the same questions when the budget was being established. Commissioner Bennett expressed his concern that he was not asked to attend a dinner meeting in Seaford to honor the police and fire departments in the county. He thought being that he is the Police Commissioner of the Town, he should have been included. President Dalton said he thought Commissioner Bennett had received an invitation to the dinner meeting. Commissioner Bennett also brought up complaints he keeps receiving about the Police Department, but that he has been given no names to follow up on. No names were given during this meeting.

An unidentified citizen made a comment about the Town not moving forward. He said he cares about the Town and is willing to pay a little more in taxes. Commissioner Singman said the dilemma is that no one wants to cut services, but on the other hand, no one wants to pay higher taxes. Mrs. Pat Correll said people need to realize the \$200,000.00 that

was borrowed last year will be paid off in another year and a half. At that time, she said the Town should be able to start saving money again. President Dalton said that is what he has been trying to present.

President Dalton explained that the Town does not have any contingency funds. There is no growth in the Town. There are problems facing Bridgeville. He said the entire western side of Town is taken by industry that will not let go of land for development. On the east side of town, there is a development that no one wants to live next to. There are also 12-14 abandoned homes that need to be addressed. President Dalton stated there are people trying to attract developers to build new homes, and there are business who are being asked to look at Bridgeville. He has been in touch with Mr. George Beauchamp of the Seaford Chamber of Commerce, Mr. Frank Calio of the Development Association, and Mr. Robert Stickels, County Administrator, to make presentations to companies to come and locate in our area. He said on a long-term basis, that is the only thing that is going to bring in revenue. This step has never been taken by Bridgeville before.

President Dalton said on short-term basis the Town has a deficit. The Commissioners are charged by the Charter to make up the amount of money that is short to pay the bills. If we not have an Alderman's Court, if the employees health benefits are not changed, if contingency funds are not used, if money is not used from a sewer minimum that is being proposed, then there will not be any money. President Dalton gave a list of options that could bring revenue to the Town:

1. Alderman's Court-net \$33,000.00
2. Sewer fees-proposed minimum of \$19.30-  
Approximately 176 customers would be affected  
for an income of \$21,743.00.
3. Change the employees health insurance plan to  
Program 8, savings of \$6,420.00.
4. In contingency funds: waste water treatment plant  
\$10,000.00 and water treatment plant \$5,000.00.
5. Delinquent taxes anticipating collecting 75% or  
\$16,600.00.

If these options are used it totals \$92,773.00. President Dalton said these options do not have to be used, but the bottom line is, the bills still have to be paid every month.

E. Mr. McDowell suggested the Town look into the property transfer tax as a possible way of collecting money. He said all but five towns in Sussex County have this tax. The 1% tax would probably average \$10,000.00 in revenue for the Town. President Dalton told Mr. McDowell that last December he suggested the idea to the Commission, but they turned it down. Commissioner Slater said he was not against or for the tax, but there is some expense involved with that \$10,000.00. Mr. McDowell told the Commission that at

closing the lawyers are mandated to check to see if there is a transfer tax. It is automatically deducted at the time of the sale. He suggested the Commission check to see if there are any loopholes.

Mr. McDowell had requested a copy of what the police department had taken in on court fines for the previous years. For years 1993, 1994 and 1995 the average fines were \$160,507.33. Since the first budget meeting this year, the revenue for the police department was underestimated. He questioned why \$85,000.00 in fines for 1997 was calculated when a three year average is over \$150,000.00. Chief Orr stated he would like to add another \$70,000.00 to \$80,000.00 in revenue for the coming year. President Dalton met with Chief Orr earlier and was told the average ticket is \$25.00. Now Chief Orr is telling the Commission the average ticket is \$35.87. He said he was trying to be too conservative when estimating what money would be brought in this year. With the annexation of Dual 13 and the resurfaced streets in Town, Chief Orr said unfortunately there will probably be a public safety issue with traffic. The department will have to have a good traffic enforcement.

President Dalton calculated Chief Orr's new figures for the police department. He figured to bring in \$160,507.00 in traffic fines, with an average fine of \$35.00, the department will have to issue 4,585 tickets. This means 382 tickets must be issued a month. Commissioner Singman stated the figures the Commission had been using on the police budget came from Chief Orr and Commissioner Bennett. Now the figures have gone up considerably after five meetings. He asked why those figures weren't presented at the first budget meeting. The figures were available to the Police Department and the Police Commissioner. Commissioner Singman said if those figures had been presented in the beginning, maybe some of the questions and concerns would not have been raised had the Commission known the true value of what the department was bringing in. He stated, in a sense, it was a blind side to the rest of the Commissioners that they underestimated the police revenue.

President Dalton thanked Chief Orr. He said "the Town does not have a budget problem any more. The Chief has solved the budget problem". The Town will get all the money that is needed to balance the budget. The Police Department is going to write 382 tickets a month. No more problems as far as bills are concerned. If there is any shortfall, then the Commission will just borrow the money from the bank and pay the interest on that money." President Dalton told the citizens that is the type of budget they are looking for. He said the law requires the Commission to find the money needed to pay all the bills.

Commissioner Bennett said he thought President Dalton had taken too much on his own. President Dalton rebutted by stating he only brought together figures to present to the

board and the citizens of Bridgeville and to show the options that are available.

Commissioner Slater said he thought all the Commissioners and the employees should have discussed the insurance benefits with Mr. Downes. President Dalton said Mr. Downes called to notify him of the employees health program renewal date. He met with Mr. Downes to see what options were available. The current program cost will be going from \$30,000.00 to \$34,000.00 a year. Mr. Dalton stated no decisions were made with Mr. Downes. The current program has to be renewed or changed. It is the option of the Commission.

Mr. McDowell said he thought the Commission should look into all the options that are available for increasing revenue in the Town. He was upset to hear about the \$200,000.00 borrowed last year on three years instead of seven years. That, he felt, was the beginning of a hardship for the Town. Mr. McDowell thanked the Commissioners for inviting the citizens of Bridgeville to be involved. He said it is time to go forward and not let this budget problem destroy the relationship between the people. Mr. McDowell said he would like to see the Town employees keep their health benefits and get their raise if at all possible.

Commissioner Singman thanked Mr. McDowell for his letter and comments. He said in the last couple of months, people have gotten interested in what is going on in their Town. Commissioner Singman stated one other thing. All the rumors that are circulating are really damaging to a town. Not one Commissioner can do anything in this town on their own, it has to be a vote of at least 3 to 2.

Commissioner Bennett mentioned the possibility of printing a newsletter to keep residents informed. He had a copy of a letter from Blades which is printed every two months. Their newsletter was sponsored by thirteen advertisers.

## **VI. NEW BUSINESS (B)**

1. Chief Orr reported there are 12 old abandoned homes in North Bridgeville. The properties are gathering places in the evenings. He asked if the Town could help his department with condemning or boarding up the properties, or giving them the owners names. President Dalton asked Chief Orr to supply the Town Office with addresses. The office will research them and give him everything he needs.

2. President Dalton said the Town has a telephone protection plan with Lucent Technologies. The Town pays from \$29.00 to \$49.00 a month for telephone equipment protection. One plan is for \$444.45. If the balance is terminated, it will cost \$71.11 for a savings of \$373.34. The second plan is \$1293.24. The termination cost is

\$119.38 which would give a total savings of \$1173.66. This protection plan is on telephone equipment only purchased from Lucent Technologies. Commissioner Slater made a motion to cancel the protection equipment plans. Motion was seconded by Commissioner Singman and carried unanimously.

3. Commissioner Bennett asked permission from the Commission to check with the county on doing the Town's building inspections. Commissioner Bennett then made a motion to check with the county to do the Town's building inspections. Motion was seconded by Commissioner Singman; motion carried 4 to 1. Commissioner Slater opposed.

4. Commissioner Singman made a motion to check into the Town setting a requirement to have contractors license to perform work in Town. Motion was seconded by Commissioner Bennett; motion carried unanimously.

5. President Dalton reported that the Board of Adjustments met on March 4, 1997 for a public hearing. The Board passed a request from Mr. Thomas Jefferson to convert a single family dwelling to a two apartment building at 306 Market Street.

President Dalton said Delmar passed a resolution barring that type of subdivision in R1, which is residential areas. They found the people who were buying them were not restoring them to the original home. The houses were being purchased for investment properties where two and three families end up in the same home. This means police costs go up, city services go up, and you could end up with two to six cars on the street. President Dalton feels this Town should consider what kind of Town we want Bridgeville to become. These are not outside buyers, they are people in Town who see a chance to make investment properties. If we are trying to build our tax base, President Dalton said we would not be able to build a tax base with that type of housing in Town.

Mr. Donald Kirby said he thinks the problem really needs to be addressed. People have worked very hard to get Bridgeville designated as a historic district. He said we don't need people taking these older homes and turning them into "slum dwellings". Commissioner Singman made a motion to appoint a Commission to investigate what would be necessary to have a resolution of the charter for restricting subdivisions of homes in the R1 residential areas. Motion was seconded by Commissioner Bennett; motion unanimously carried. Commissioner Bennett made a motion to put a moratorium on any variance on converting single family homes into apartment buildings until the appointed Commission reports back and laws can be passed. Motion was seconded by Commissioner Bennett. Motion was carried 4 to 1 with Commissioner Slater opposing. President Dalton appointed Commissioner Bennett and Commissioner Singman to

serve on that Commission. The appointed Commission will bring their information to the board.

Ms. Correll, Board of Adjustment member, said the neighbors of the property at 306 Market Street came to the meeting last week with their approval of the variance. Commissioner Singman requested that Ms. Correll be appointed to the Commission on the rezoning issue as a town representative. It was decided that would be a conflict of interest because she is member of the Board of Adjustments. Commissioner Singman said he thought a resident of the Town should be on this committee. President Dalton asked for a volunteer. If anyone is interested, call the Town Office.

6. President Dalton expressed his thanks for the anonymous author of a flier that was sent to residents inviting them to attend the Town Meeting and become involved in what is going on in the Town.

#### **VII. CITIZENS PRIVILEGE**

President Dalton asked if anyone had anything they wish to bring up that wasn't brought up earlier in the meeting.

Ms. Correll said she would like to see all five Commissioners work together as a team. She feels if the Commissioners can do that, then the residents will do their best to support them.

#### **VIII. ADJOURNMENT**

President Dalton had one comment. He is very hopeful that the budget figures given by the Police Department are going to come true, and the Town will have that amount of money. He stated that there are bills to be paid long before that money will come in. The Commission has got to find money to pay those bills. He thanked everyone for their participation and hopes everyone continues to be involved.

President Dalton entertained a motion for adjournment. Motion made by Commissioner Sipple and carried unanimously.

Respectfully Submitted,

*Margaret W. Sipple*

Margaret W. Sipple  
Secretary

*Posted  
Friday*

# *Commissioners of Bridgeville*

101 NORTH MAIN STREET  
BRIDGEVILLE, DELAWARE 19933

## W O R K S H O P

DATE: FRIDAY, MARCH 21, 1997

TIME: 8:30 A.M.

PLACE: TOWN HALL

A. CALL TO ORDER

B. QUORUM PRESENT

C. NEW BUSINESS:

1. TOWN INSURANCE CARRIER/POLICY

JACK DALTON  
PRESIDENT  
COMMISSIONERS OF BRIDGEVILLE



## MINUTES

### COMMISSIONERS OF BRIDGEVILLE SPECIAL MEETING MARCH 21, 1997 8:30 A.M. BRIDGEVILLE TOWN HALL

#### I. CALL TO ORDER

President Dalton called the meeting to order at 8:37 A.M.. Primary focus of the meeting was to develop a resolution on the Town's insurance.

1. Notification had been received from Selective Insurance that the local insurance company, Ralph Davis Inc., will no longer be recognized by them. Several other insurance companies around the area are recognized by Selective. Fowler and Williams Insurance Company of Laurel, DE stated that it would be no problem to have the Town's account switched to their office. In order to change carriers, a resolution is required.

President Dalton talked with Mr. James Young, of Davis Insurance. Mr. Young explained they will no longer be an agent for Selective Insurance. He is planning to broker out through another agency. The decision has to be made whether to let Mr. Young be a broker for our account or deal directly with Fowler and Williams. If the account is brokered through Mr. Young, he gets a portion of the commission without doing any work. If the account is direct with Fowler and Williams, they would receive the full commission for the work done.

Commissioner Slater said it is really hard to get insurance companies to respond with a quote of insurance programs. Mr. Alan Jones, of Rawlins, Fergerson, Jones & Lewis, and Mr. Harry Daisey, of L & W Insurance, expressed an interest several weeks ago, but neither company has submitted any information.

Commissioner Singman said whoever the agent will be, the Commission should stipulate what is expected of them. There probably are items on the policy that need to be deleted or added.

President Dalton said Fowler and Williams recently merged with The Insurance Market. He thinks they will work well with the Town and do what is asked of them. Selective Insurance has coverage with 90% of municipalities in Delaware.

After much discussion, President Dalton entertained a motion. Commissioner Slater made a resolution to approve Fowler and Williams Insurance Company as the agent in

dealing with Selective Insurance for the Town. Seconded by Commissioner Bennett and carried unanimously. President Dalton will prepare a letter for Fowler and Williams stating what is expected of them.

2. President Dalton said some of the employees would like to talk with a representative from AFLAC. This is a supplemental insurance under Section 125, which is a pretax deduction. There is no cost to the Town but would be paid by the employees. President Dalton's concern was due to it being a Section 125 deduction, would time be taken from Town duties to do that type of bookkeeping. After much discussion, Commissioner Singman said he thought a presentation would be fine. It would not be approved by the Board until determined that there would be no impact on the Town.

3. President Dalton said a couple of months ago it was suggested that \$385.00 be spent to upgrade the tax program software. Money had already been spent on that program, and it was still not doing the job. Mike Megee, from Davis, Bowen & Friedel, said he thought our Peachtree Program was a good possibility for setting up the tax program. It would take more research and time to put all the information into Peachtree. In the meantime, we have one more year of having to get our tax roles into the computer to get the taxes done by June 1997. The Town Clerk is having a difficult time getting the reports she needs with the program the way it is. The question is can the Town afford the money to upgrade the program this year so the tax information is available for the 1997 taxes and assessments. Commissioner Slater said the programmer should write a letter saying this upgrade would do everything that is needed. He said this program has been a problem since day one. The program is not a commercial program. The software was written according to what the previous clerks told the programmer they wanted. Since then, a lot of things have come along that need to be installed in order to get the necessary updated reports.

There are complete programs available for municipalities, but they cost in the neighborhood of \$16,000.00. Commissioner Slater said when the new water and sewer program was installed, he was sure that other things could be adapted to that software. The Peachtree Program will do what we need once it is loaded with the information. The upgrade this year is just a temporary fix. Next year everything could be on our Peachtree system. Commissioner Slater made a motion to spend the \$385.00 necessary to upgrade the tax program for this year. Motion was seconded by Commissioner Bennett. After some discussion, the motion was unanimously carried.

Commissioner Slater said several years ago the Town had acquired Open Systems Software that should be able to do the tax program. He said at one time, an accountant did not

like it, so it was deleted. Commissioner Slater said most of the other towns were using the same program when Bridgeville purchased it. President Dalton said they should look at that system versus Peachtree.

4. Commissioner Singman mentioned that something needs to be done with the two manhole covers on Walnut Street and Delaware Avenue. Commissioner Sipple said they had been welded shut. She said Doug Jones was going to order a cuff to go around one for a cost of less than \$100.00 to see if it will work.

5. Commissioner Sipple discussed the motion made at the last meeting where Commissioners pay for dinner meetings out of their own pockets. She believes the Town should be represented whenever possible. There is no reason why the Town cannot afford to pay for at least one person, if not two. Commissioner Singman stated some of the workshops do not pertain to Bridgeville. Commissioner Slater said most of the time such workshops pertain to cities much larger than ours. President Dalton attends the SCAT meetings on a regular basis. He attends the SCAT Steering Committee breakfast meeting and pays for that out of his own pocket. President Dalton feels, on several occasions, he gained quite a bit of knowledge useful to our Town. Commissioner Sipple made a motion to rescind the motion passed at the last meeting.

Commissioner Singman thought that if Bridgeville is going to be part of any development or community action in Sussex County it is a good idea to have the Town represented at these meetings. He believes if one or two wish to attend the meetings, then the Town should pay it. He said only when Bridgeville is to be the host, should all Commissioner's expenses be paid.

Commissioner Slater said he thought this subject should be brought up during the regular Commissioners meeting. He thought this meeting was called just to discuss insurance. Commissioner Bennett stated the notice on the door said new business.

After much discussion, President Dalton said a motion was on the floor to rescind the action taken at the last meeting and to restrict to the members of the board, at the discretion of the President, how many people need to attend a meeting with the idea of keeping it down to the minimum number. The motion also stated it will be decided which meetings should be attended. Motion was made by Commissioner Sipple. Seconded by Commissioner Singman. Motion was carried unanimously.

## II. ADJOURNMENT

President Dalton entertained a motion to adjourn the meeting. Seconded by Commissioner Singman and unanimously carried. The meeting was adjourned at 9:13 A.M.

Respectfully Submitted,

*Margaret W. Sipple*

Margaret W. Sipple  
Secretary

# *Commissioners of Bridgeville*

101 NORTH MAIN STREET  
BRIDGEVILLE, DELAWARE 19933

## ACCOUNTS PAYABLE FOR APPROVAL

MEETING MARCH 10, 1997

General Fund (01)	\$ 1,576.20
Police Fund (02)	2,140.38
Sewer Fund (03)	15,515.74
Water Fund (04)	14,720.59
Municipal (05) Street Aid Fund	1,588.91
SALLE DRUG (06)	69.19

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TOTAL AMOUNT TO BE APPROVED \$ 35,611.01

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\*\* A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	-----INVOICE-----			-----DISCOUNT-----		PAYMENTS	NET INVOICE	PAY	COMMENT
		AMOUNT	DATE	DUE DATE	AMOUNT	DATE				
AME200 AMERICAN WATER WORKS ASSO SS133353-2	03/03/97	150.00	02/18/97	03/20/97	0.00	/ /	0.00	150.00	NO	
G/L DIST: 414704 Office Supplies - Water				150.00						
		150.00			0.00		0.00	150.00		
ATT350 AT&T 2/18/97 STMT	03/06/97	35.86	02/18/97	03/20/97	0.00	/ /	0.00	35.86	NO	
G/L DIST: 422501 Util-Telephone - General				4.57						
422502 Util-Telephone - Police				5.99						
422503 Util-Telephone - Waste/Sw				25.30						
		35.86			0.00		0.00	35.86		
BEL100 BELL ATLANTIC - DE 2/18/97 STMT	03/03/97	490.22	02/18/96	03/19/96	0.00	/ /	0.00	490.22	NO	
/L DIST: 422501 Util-Telephone - General				159.28						
422502 Util-Telephone - Police				172.09						
422503 Util-Telephone - Waste/Sw				158.85						
3/1/97 STMT	03/10/97	44.36	03/01/97	03/31/97	0.00	/ /	0.00	44.36	NO	
G/L DIST: 411203 Gateway Plaza-Misc. Exp.				44.36						
		534.58			0.00		0.00	534.58		
BRI200 BRIDGEVILLE PHARMACY 37977	02/27/97	47.52	02/06/97	03/08/97	0.00	/ /	0.00	47.52	NO	
G/L DIST: 414703 Office Supplies -Waste/Sw				47.52						
		47.52			0.00		0.00	47.52		
CHE400 CHET'S AUTO BODY, INC. 11/20/96 BILLING--PART2	03/03/97	350.63	11/20/96	12/20/96	0.00	/ /	0.00	350.63	NO	

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A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE	DUE DATE	DISCOUNT AMOUNT	DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
-----										
G/L DIST: 424002 Vehicle Expenses Police-G			350.63							
			350.63		0.00		0.00	350.63		
DAV100 DAVIS, BOWEN & FRIEDEL										
25025	02/27/97	2,048.50	02/05/97	03/07/97	0.00	/ /	0.00	2,048.50	NO	
G/L DIST: 411003 Engineering Fees-Waste/SW			2,048.50							
			2,048.50		0.00		0.00	2,048.50		
DEL800 DELMARVA POWER & LIGHT										
3-85-13822-7-1	3/5/97	32.55	03/05/97	04/04/97	0.00	/ /	0.00	32.55	NO	
G/L DIST: 422003 Util-Electric - Waste/Sw			32.55							
			32.55		0.00		0.00	32.55		
3-85-12406-0-0 3/6/97 03/10/97 9.64 03/06/97 04/05/97 0.00 / / 0.00 9.64 NO										
G/L DIST: 422003 Util-Electric - Waste/Sw			9.64							
			9.64		0.00		0.00	9.64		
5-13025-5-1 3/6/97 03/10/97 91.34 03/06/97 04/05/97 0.00 / / 0.00 91.34 NO										
G/L DIST: 422002 Util-Electric - Police			91.34							
			91.34		0.00		0.00	91.34		
DOV200 DOVER RADIO PAGE										
3/1/97 STWT	03/10/97	73.95	03/01/97	03/31/97	0.00	/ /	0.00	73.95	NO	
G/L DIST: 422502 Util-Telephone - Police			16.00							
422503 Util-Telephone - Waste/Sw			57.95							
			73.95		0.00		0.00	73.95		
EAS100 EASTERN SPRINGS WATER CO.										
2713	2/28/97	37.70	02/28/97	03/30/97	0.00	/ /	0.00	37.70	NO	
G/L DIST: 414702 Office Supplies - Police			37.70							
			37.70		0.00		0.00	37.70		

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/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE DUE DATE	DISCOUNT AMOUNT DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
4574 2/28/97	03/10/97	12.95	02/28/97 03/30/97	0.00 / /	0.00	12.95	NO	
G/L DIST: 414703 Office Supplies -Waste/Sw 12.95								
4817 2/28/97	03/10/97	12.95	02/28/97 03/30/97	0.00 / /	0.00	12.95	NO	
G/L DIST: 414701 Office Supplies - General 12.95								
		63.60		0.00	0.00	63.60		
ENV100 ENVIROCORP, INC.								
2407	02/27/97	307.00	02/11/97 03/13/97	0.00 / /	0.00	307.00	NO	
G/L DIST: 411503 Testing Fees-Waste/Sewer 307.00								
		307.00		0.00	0.00	307.00		
ENV200 ENVIRONMENTAL RESOURCE								
141736	03/06/97	84.90	02/24/97 03/26/97	0.00 / /	0.00	84.90	NO	
G/L DIST: 411503 Testing Fees-Waste/Sewer 84.90								
		84.90		0.00	0.00	84.90		
FORD100 FORD MOTOR CREDIT								
PYMT #16	03/10/97	578.23	03/13/97 04/12/97	0.00 / /	0.00	578.23	NO	
G/L DIST: 403002 Debt Service - Police 578.23								
		578.23		0.00	0.00	578.23		
GRA100 W. W. GRAINGER								
932-206573-2	02/27/97	52.07	02/04/97 03/06/97	0.00 / /	0.00	52.07	NO	
G/L DIST: 419503 Supplies - Waste/Sewer 52.07								
529-901892-8	02/27/97	62.92	02/12/97 03/14/97	0.00 / /	0.00	62.92	NO	
G/L DIST: 417003 Repairs - Waste/Sewer 62.92								
		114.99		0.00	0.00	114.99		



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A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE DUE DATE		DISCOUNT AMOUNT DATE		PAYMENTS	NET INVOICE	PAY	COMMENT
GRA200 GRAVES UNIFORMS										
21016	03/06/97	40.85	02/24/97	03/26/97	0.00	/ /	0.00	40.85	NO	
G/L DIST: 421502 Uniform Exp - Police			40.85							
		40.85			0.00		0.00	40.85		
JON300 JONES INC.										
4824	03/03/97	143.00	02/18/97	03/20/97	0.00	/ /	0.00	143.00	NO	
G/L DIST: 413503 Maintenance - Waste/Sewer			143.00							
					0.00		0.00			
5516										
	03/06/97	289.24	02/28/97	03/30/97	0.00	/ /	0.00	289.24	NO	
G/L DIST: 413503 Maintenance - Waste/Sewer			289.24							
					0.00		0.00			
		432.24			0.00		0.00	432.24		
LAY100 H.C. LAYTON & SON, INC.										
12462	03/06/97	4.90	02/19/97	03/21/97	0.00	/ /	0.00	4.90	NO	
G/L DIST: 413502 Maintenance - Police			4.90							
					0.00		0.00			
		4.90			0.00		0.00	4.90		
MCD100 MCDOWELL'S										
3398	03/06/97	19.95	02/19/97	03/21/97	0.00	/ /	0.00	19.95	NO	
G/L DIST: 424002 Vehicle Expenses Police-G			19.95							
					0.00		0.00			
		19.95			0.00		0.00	19.95		
MET100 METROCALL										
07439392	03/10/97	33.20	03/01/97	03/31/97	0.00	/ /	0.00	33.20	NO	
G/L DIST: 422502 Util-Telephone - Police			33.20							
					0.00		0.00			
		33.20			0.00		0.00	33.20		

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ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE	DUE DATE	DISCOUNT AMOUNT	DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
MIC100 NICHIE COMPANY										
L67428	03/06/97	103.60	02/27/97	03/29/97	0.00	/ /	0.00	103.60	NO	
G/L DIST: 414702 Office Supplies - Police			103.60							
		103.60			0.00		0.00	103.60		
ONE100 ONE CALL CONCEPTS, INC.										
7016058	02/27/97	6.00	01/31/97	03/02/97	0.00	/ /	0.00	6.00	NO	
G/L DIST: 422603 Miss Utility Locates-Sewr			3.00							
422604 Miss Utility Locates-Watr			3.00							
7026058	03/10/97	5.64	02/28/97	03/30/97	0.00	/ /	0.00	5.64	NO	
G/L DIST: 422603 Miss Utility Locates-Sewr			2.82							
422604 Miss Utility Locates-Watr			2.82							
		11.64			0.00		0.00	11.64		
PF1150 PENINSULA DRY CLEANERS										
1 STMT	02/27/97	61.30	01/31/97	03/02/97	0.00	/ /	0.00	61.30	NO	
G/L DIST: 421502 Uniform Exp - Police			61.30							
FEB. 1997 STMT	03/10/97	6.00	02/28/97	03/30/97	0.00	/ /	0.00	6.00	NO	
G/L DIST: 421502 Uniform Exp - Police			6.00							
		67.30			0.00		0.00	67.30		
RUR100 RURAL ECONOMIC & COMMUNITY										
91-03 LOAN DUE 3/25/97	03/10/97	15,376.00	03/10/97	04/09/97	0.00	/ /	0.00	15,376.00	NO	
G/L DIST: 405003 Debt Service-Int. & Fees			12,025.00							
405004 Debt Service-Int. & Fees			3,351.00							
91-05 LOAN DUE 3/25/97	03/10/97	11,202.00	03/10/97	04/09/97	0.00	/ /	0.00	11,202.00	NO	
G/L DIST: 405004 Debt Service-Int. & Fees			11,202.00							

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VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE DUE DATE	DISCOUNT AMOUNT DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
		26,578.00		0.00	0.00	26,578.00		
SHA200 SHARP ENERGY, INC.								
2/28/97 STMT	03/10/97	12.60	02/28/97 03/30/97	0.00 / /	0.00	12.60	NO	
G/L DIST: 411103 Equip Rental - Waste/Sw			12.60					
		12.60		0.00	0.00	12.60		
SOU100 SOUTHERN DE CLASSIFIEDS								
034188	02/27/97	20.02	02/21/97 03/23/97	0.00 / /	0.00	20.02	NO	BOARD OF AD
G/L DIST: 400101 Advertising Exp - General			20.02					
		20.02		0.00	0.00	20.02		
STA400 STATE OF DELAWARE								
FORM W-1 - FEB. 1997	03/03/97	950.09	02/28/97 03/30/97	0.00 / /	0.00	950.09	NO	
G/L DIST: 208001 Accrued Payroll Taxes			950.09					
		950.09		0.00	0.00	950.09		
SUS100 SUSSEX COUNTY COUNCIL								
8436	03/03/97	55.00	02/24/97 03/26/97	0.00 / /	0.00	55.00	NO	
G/L DIST: 414701 Office Supplies - General			27.50					
414702 Office Supplies - Police			27.50					
		55.00		0.00	0.00	55.00		
TTA100 T. TALBOTT BOND								
620146	03/06/97	339.75	02/27/97 03/09/97	0.00 / /	0.00	339.75	NO	
G/L DIST: 414702 Office Supplies - Police			339.75					
		339.75		0.00	0.00	339.75		

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VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE	DUE DATE	DISCOUNT AMOUNT	DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
UNI100 UNIFIRST										
2832317	03/03/97	20.10	02/14/97	03/16/97	0.00	/ /	0.00	20.10	NO	
G/L DIST: 414702	Office Supplies - Police			20.10						
2832318	03/03/97	30.65	02/14/97	03/16/97	0.00	/ /	0.00	30.65	NO	
G/L DIST: 414701	Office Supplies - General			30.65						
2832327	03/03/97	29.35	02/14/97	03/16/97	0.00	/ /	0.00	29.35	NO	
G/L DIST: 414703	Office Supplies -Waste/Sw			29.35						
		80.10			0.00		0.00	80.10		
UNI500 UNIVERSITY OF DELAWARE										
28307	02/27/97	40.00	02/11/97	03/13/97	0.00	/ /	0.00	40.00	NO	B BENNETT,J
G/L DIST: 402501	Continuing Ed - General			30.00						
402502	Continuing Ed - Police			10.00						
		40.00			0.00		0.00	40.00		
100 VIKING OFFICE PRODUCTS										
4609	03/06/97	77.47	02/27/97	03/29/97	0.00	/ /	0.00	77.47	NO	
G/L DIST: 414702	Office Supplies - Police			77.47						
		77.47			0.00		0.00	77.47		
WIL100 LEON WILLING										
02/13/97 STMT	02/27/97	18.00	02/13/97	03/15/97	0.00	/ /	0.00	18.00	NO	
G/L DIST: 413502	Maintenance - Police			18.00						
2/13/97 STMT	02/27/97	18.00	02/13/97	03/15/97	0.00	/ /	0.00	18.00	NO	
G/L DIST: 413501	Maintenance - General			18.00						
		36.00			0.00		0.00	36.00		

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VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE	DUE DATE	DISCOUNT AMOUNT	DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
<hr/>										
WIL200 WILSON, HALBROOK, BAYARD										
20411	02/27/97	288.00	02/12/97	03/14/97	0.00	/ /	0.00	288.00	NO	
G/L DIST: 413001 Legal & Auditing-General			288.00							
		288.00			0.00		0.00	288.00		
<hr/>										
WRI100 WRIGHT'S AUTO PARTS, INC.										
16469	03/06/97	87.95	01/20/97	02/28/97	0.00	/ /	0.00	87.95	NO	
G/L DIST: 424002 Vehicle Expenses Police-G			87.95							
FIN CHRG--ACCT #853	03/06/97	2.00	02/25/97	03/30/97	0.00	/ /	0.00	2.00	NO	
G/L DIST: 424002 Vehicle Expenses Police-G			2.00							
		89.95			0.00		0.00	89.95		
<hr/>										
YOU100 YOUNG & REVEL										
223421	02/27/97	46.23	02/14/97	03/16/97	0.00	/ /	0.00	46.23	NO	
G/L DIST: 414701 Office Supplies - General			19.58							
414702 Office Supplies - Police			7.60							
414703 Office Supplies -Waste/Sw			15.25							
414704 Office Supplies - Water			3.80							
223621	02/27/97	7.58	02/21/97	03/23/97	0.00	/ /	0.00	7.58	NO	
G/L DIST: 414701 Office Supplies - General			7.58							
223947	03/10/97	29.90	03/04/97	04/03/97	0.00	/ /	0.00	29.90	NO	
G/L DIST: 414701 Office Supplies - General			7.98							
414702 Office Supplies - Police			5.98							
414703 Office Supplies -Waste/Sw			7.97							
414704 Office Supplies - Water			7.97							
		83.71			0.00		0.00	83.71		

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VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE	DUE DATE	DISCOUNT AMOUNT	DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
ZEE100 ZEE MEDICAL SERVICE										
77153572	03/03/97	43.00	02/27/97	03/09/97	0.00	/ /	0.00	43.00	NO	
G/L DIST: 414703 Office Supplies -Waste/Sw 43.00										
77153573	03/06/97	22.25	02/27/97	03/09/97	0.00	/ /	0.00	22.25	NO	
G/L DIST: 414702 Office Supplies - Police 22.25										
		65.25			0.00		0.00	65.25		
=====										
GRAND TOTALS		33,952.91			0.00		0.00	33,952.91		

TOTAL OPEN INVOICES 52

TOTALS BY GL ACCOUNT:

ACCT #	ACCOUNT TITLE	AMOUNT
208001	Accrued Payroll Taxes	950.09
400101	Advertising Exp - General	20.02
402501	Continuing Ed - General	30.00
402502	Continuing Ed - Police	10.00
403002	Debt Service - Police	578.23
405003	Debt Service-Int. & Fees	12,025.00
405004	Debt Service-Int. & Fees	14,553.00
411003	Engineering Fees-Waste/SW	2,048.50
411103	Equip Rental - Waste/Sw	12.60
411203	Gateway Plaza-Misc. Exp.	44.36
411503	Testing Fees-Waste/Sewer	391.90
413001	Legal & Auditing-General	288.00
413501	Maintenance - General	18.00
413502	Maintenance - Police	22.90
413503	Maintenance - Waste/Sewer	432.24
414701	Office Supplies - General	106.24

DATE: 03/10/97  
TIME: 1:01 PM

Town of Bridgeville  
Accounts Payable  
Open Invoice Report

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A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	AMOUNT	INVOICE DATE	DUE DATE	DISCOUNT AMOUNT	DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
414702	Office Supplies - Police			641.95						
414703	Office Supplies -Waste/Sw			156.04						
414704	Office Supplies - Water			161.77						
417003	Repairs - Waste/Sewer			62.92						
419503	Supplies - Waste/Sewer			52.07						
421502	Uniform Exp - Police			108.15						
422002	Util-Electric - Police			91.34						
422003	Util-Electric - Waste/Sw			42.19						
422501	Util-Telephone - General			163.85						
422502	Util-Telephone - Police			227.28						
422503	Util-Telephone - Waste/Sw			242.10						
422603	Miss Utility Locates-Sewr			5.82						
422604	Miss Utility Locates-Watr			5.82						
424002	Vehicle Expenses Police-G			460.53						

\*\*\* End of Open Invoice Report \*\*\*

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# **BRIDGEVILLE POLICE**

## **DEPARTMENT**

**MONTHLY REPORT**  
**FEBRUARY 1997**



## TRAFFIC INVESTIGATIONS

<u>TYPE OF INVESTIGATION</u>	<u>MONTH</u>	<u>PREVIOUS YEAR TO DATE</u>	<u>YEAR TO DATE</u>
TRAFFIC ARREST	222	138	440
D.U.I.	1	1	2
VEHICLES TAGGED	2	2	2
VEHICLES TOWED	3	0	4
PARKING VIOLATIONS	1	1	1
TOTAL	229	142	449

## ACCIDENT INVESTIGATION

<u>TYPE OF ACCIDENT</u>	<u>MONTH</u>	<u>PREVIOUS YEAR TO DATE</u>	<u>YEAR TO DATE</u>
PROPERTY DAMAGE	5	1	7
PERSONAL INJURY	1	1	2
FATAL ACCIDENTS	0	0	0
INDUSTRIAL	0	0	0
TOTAL	6	2	9

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

## VEHICLE INFORMATION

<u>DESCRIPTION</u>	<u>THIS MONTH</u>	<u>PREVIOUS YEAR</u>	<u>YEAR TO DATE</u>
<u>TOTAL MILEAGE</u>	4,789	3,274	9,455
<u>FUEL</u>	430	401	840
<u>MAINTENANCE</u>	\$ 19.95	\$ 556.72	\$ 39.83

## COMPLAINT SYNOPSIS

TYPE OF COMPLAINT	MONTH	PREVIOUS YEAR	YEAR TO DATE
BURGLARY	3	2	4
THEFT	3	5	10
ASSAULT	3	1	6
DOMESTIC DISPUTES	4	6	6
CRIMINAL MISCHIEF	10	2	11
DRUG	3	0	4
SEX CRIMES	0	0	0
SUICIDE	0	0	0
ALARMS	11	8	17
DISORDERLY CONDUCT	4	12	10
PUBLIC RELATIONS	1	4	4
AUTO THEFT	0	0	0
HARRASSMENT	0	1	1
KIDNAPPING	0	0	0
MISSING PERSON	1	1	0
PREVENT B. OF P.	0	2	1
SUSPICIOUS PERSON	2	0	3
THREATEN BODILY HARM	1	1	2
D.O.A.	0	0	0
MURDER	0	0	0
CRIMINAL ARRESTS	18	23	26
PUBLIC ASSIST	7	11	14
ASSIST OTHER DEPT.	19	7	28
OTHER	21	20	30
TOTAL	111	106	177

# *Commissioners of Bridgeville*

101 NORTH MAIN STREET  
BRIDGEVILLE, DELAWARE 19933

## W.W.T.P. Monthly Report Date February 1997

Average Daily Flow: .194 mg/d  
Total Monthly Flow: 5.441 MG  
Maximum Daily Flow: .255 mg/d

### N.P.D.E.S. Violations

NO VIOLATIONS

### Septic Haulers Report

Number of Haulers: 2  
Total Gallons Dumped: 91,400  
Total Revenue Received: \$3198.00

### On Going Projects

1. Sludge disposal: D.N.R.E.C. is still working with a potential user of our sludge. That company is currently conducting a pilot study to satisfy some D.N.R.E.C. regulations before applying for a State permit to use our sludge.
2. Pet Poultry Products: They are nearing completion of their new facility. No new permit has been issued from the Town. The new discharge permit has just been completed by DBF and needs to be reviewed before being issued.
3. WWTP Upgrade: Work is continuing on the septic receiving station. Excavation has begun on the chlorine contact basin.

Respectfully submitted,

  
Phillip Mowbray

# February Water Report

Water Supplied

3,112,000 gallons

Average Daily

111,150 gallons

Well # 2 And 2D well building construction should start this week. Footers are excavated and Footers to be poured 3-11-97. Blocks were delivered 3-10-97.



# BALTIMORE TRUST COMPANY

03/05/97

Commissioners of Bridgeville  
c/o Town Hall  
101 N. Main Street  
Bridgeville DE 19933

Gentlemen:

Listed below are the account balances at the end of the prior month.

Account Name	Account Number	Balance
General Account	02-106000-01	6,412.30
Municipal Street Aid Fund	02-106019-01	956.13
Regular Savings	0020200259	33,155.23
Police Pension Fund MMDA	3502000189	8,018.97
Municipal Street Aid	0020210092	18,288.97
Apple Festival	02-486687-01	4,548.58
Sewer Sinking Account	0020207312	22,320.26
SALLEE Funds	02-481944-01	524.22
Sewer Savings Account	0020207304	2,409.75
Interim Account	000101559	6,276.48
Water - Savings	0020212569	1,324.84
SALLE DRUG	0000101753	1,349.98
Bridgeville Savings	20213567	0.00
Commissioners of Bridgeville	1006570	201,277.81
Combined Balances as of the end of the Month:		\$306,863.52

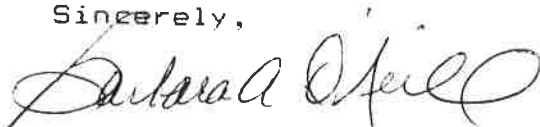
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Pledge Code 25 - Commissioners of Bridgeville	Market Value
\$300,000 USTN Cusip 912827F2 @ 6.875% due 04-30-97	\$300,656.00

The total amount pledged to cover deposits: \$300,656.00

If you have any questions, give me a call.

Sincerely,

  
Barbara A. O'Neill  
Money Position Analyst

3/10/99

Pam Slater  
Dianne Willey  
Hilited Collins

Doug Jones  
Donald R. R. R.  
Keith R. R.

John R. R.  
Mr & Mrs. John L. Flynn  
Rick R. R.

John R. R.  
John R. R.

John R. R.  
Eileen R. R.

Steve & Beverly Jones  
Michael & Missy Carr  
Pat Cornell

Alma Fleetswood