

# *Commissioners of Bridgeville*

101 NORTH MAIN STREET  
BRIDGEVILLE, DELAWARE 19933

## AGENDA

COMMISSIONERS OF BRIDGEVILLE  
AUGUST 10, 1998 - 7:00 P.M.  
BRIDGEVILLE TOWN HALL

- A. CALL TO ORDER
- B. QUORUM PRESENT
- C. READING OF MINUTES - July 13, 1998
- D. APPROVAL OF BILLS  
(Review of Financial Statements)
- E. CORRESPONDENCE
- F. DEPARTMENT REPORTS
  - 1. Police
  - 2. Drinking Water
  - 3. Waste Water
  - 4. Streets
- G. OLD BUSINESS
  - 1. Request for van parking-North Cannon Street
- H. NEW BUSINESS
  - 1. Fire Lines-Curtice Burns Foods
  - 2. Property Tax Review-Cannon Cold Storage
  - 3. Audit Review-Johnson, Lank & Tull
  - 4. Selective Insurance-Town Property Improvements
  - 5. Comcast Franchise Tax
  - 6. Sussex County Profile Advertisement
  - 7. Day Care Facilities
- I. CITIZEN'S PRIVILEGE
- J. EXECUTIVE SESSION
- K. 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 SESSION OR THE DELETION OF ITEMS INCLUDING EXECUTIVE SESSION, WHICH MAY ARISE AT THE TIME OF THE MEETING.\*\*\*\*\*

## MINUTES

### COMMISSIONERS OF BRIDGEVILLE AUGUST 10, 1998 - 7:00 P.M. TOWN HALL

#### I. CALL TO ORDER

The meeting was called to order at 7:00 P.M. by President Robert Bennett. Present: Commissioner Margaret Sipple, Commissioner Glenn Miles, Commissioner Charles Royal and Commissioner Jack Dalton. A quorum was present. The meeting started with a salute to the flag.

#### II. APPROVAL OF MINUTES

Commissioner Dalton made a motion to dispense with the reading of the minutes and approve them as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

#### III. APPROVAL OF MONTHLY BILLS

See breakdown attached. Commissioner Dalton made a motion to pay the bills. Motion was seconded by Commissioner Miles and carried unanimously.

#### IV. PRESIDENT'S REPORTS

##### A. CORRESPONDENCE

1. A letter was received from Comcast relating to changes being made in programming starting August 1, 1998.
2. An invitation was received from DELDOT inviting the Commission to attend a ribbon cutting ceremony for the new by-pass. The event will take place Friday, August 14, 1998 at 11:00 A.M. adjacent to the O.A. Newton building.

##### B. DEPARTMENT REPORTS

1. Police - See attached report. Commissioner Miles reported fifty complaints for the month of July. Traffic arrests totaled 282, and two vehicles were towed.

2. Drinking Water- See attached report. Commissioner Dalton reported there were 4,554,000 gallons of water pumped for the month of July for an average daily flow of 147,000 gallons (approximately 20,000 gallons over what is normally pumped in a day). He reported a maintenance agreement has been signed with A.C. Schultes on the wells for the coming year. Commissioner Dalton said quotes had been received for chemicals for treatment of the iron in the distribution system. This material will sequester the iron and keep it from causing damage. If the chemicals are purchased for a year at \$1,500.00 (4 drums) it will include freight , or if bought as needed, the cost will be \$375.00 a drum plus \$80.00 or \$100.00 for freight. The Commission decided to purchase the four drums for \$1,500.00.

3. Waste Water - See attached report. Commissioner Royal reported the average daily flow for July was 169,000 gallons for a monthly average of 5,248,000 gallons. There were three septic haulers for a revenue of \$1,702.00 (42,550 gallons dumped).

Commissioner Royal reported the W.W.T.P. manager, Philip Mowbray, attended a meeting of the Nanticoke River THDL Advisory Committee. TMDL stands for Total Maximum Daily Loads. He said D.N.R.E.C. is proposing to adopt TMDL regulations for nitrogen and phosphorous for the Nanticoke River and Broad Creek. A TMDL sets a limit on the amount of a pollutant that can be discharged into a water body and still protect water quality. There are various methods of removing nitrogen and phosphorous from the wastewater but any method of removal will considerably increase the operating expenses of the treatment plant. Mr. Mowbray 's report stated the Commission must be aware of the extra funding that will be needed to keep the treatment plant in compliance in the future. Mr. Mowbray would like the Commission to review the policy of residents being allowed to remove a water meter. Every time this is allowed revenue is deducted from the operating expenses of the water and sewer department.

Commissioner Royal read a list of nine on going projects (see attached report) that need to be addressed.

4. Streets - Commissioner Sipple said she and Mr. Mowbray attended a pre-construction meeting in Georgetown pertaining to the repaving of Church Street. That project should be started the week of August 10, 1998 or the week after that and should be completed before school starts. She reported that A.P. Croll had been awarded the contract. Commissioner Sipple said a letter had been sent to DELDOT about converting all truck traffic to use the new by-pass. She said as of today no word had been received from DELDOT. Commissioner Sipple reported the old sign on Laws and Walnut Streets had been repainted.

Commissioner Sipple brought up the request she had received from Mr. Larry Hopkins about a special parking area for the church van. The area in question is located on the west side of North Cannon Street (corner of Market & Cannon). Mr. Hopkins told the Commission he had spoken with the tenants in the apartment building to see if they would leave a space for the van but could get nothing worked out with them. He said he spoke with the owner, Mr. Mike Layton, and he told him to contact the Commission. Commissioner Sipple said she hated to mark a space that would only be used three times a

week. Mr. Hopkins said the church is paying rent just like the apartment renters and should be allowed a parking space. He said if a van space is marked off, there still will be enough parking for three other tenants. Mr. Hopkins said it is needed for the loading and unloading of the children. He said the tenants seem to park there whenever church services are scheduled.

Chief Handley Orr said there are three upstairs apartments with a considerable amount of people. The amount is over and above what the occupancy allows, plus a lot of transit coming and going. He also said the renters speak Spanish which could also be presenting a communication problem. Chief Orr suggested Mr. Hopkins contact the manager of the Market Street Apartments to see if the van could park in their parking lot. He said he realizes it would be somewhat of an inconvenience, but it would be a place to park the van. Chief Orr said he could see the Town's position when it comes to marking off one specific space for a tenant on a public road. Commissioner Dalton said it could also present a problem with enforcement. Commissioner Royal said if no cooperation could be reached between the tenants and church, then why couldn't the Town address the problem with a reserved sign. Chief Orr said the attorney would have to write a separate ordinance.

Commissioner Dalton explained that every time there is an ordinance change or every time the code book is altered in any way it cost approximately \$1,000.00. President Bennett said there is a parking code section in the code book and to change that would cost the Town. Commissioner Royal questioned the cost of the code book. Commissioner Dalton explained that the previous Commission decided the Town's laws and codes should be printed in a permanent book. He said at the time they voted to do that, they never considered the cost of alterations whenever an ordinance or change was necessary.

Commissioner Dalton said if the Market Street Apartment manager would be willing to help the church it would help the Town as well. He said for the amount of time to unload the children, it would be better to have someone there to direct them. It was decided to have Commissioner Sipple and Mr. Hopkins talk with the manager of the Market Street Apartments and see if some agreement could be made. Commissioner Dalton said the Town does not give parking places to residents. President Bennett asked Mr. Hopkins why the church could not use the back lot behind the building. Mr. Hopkins did not respond.

## **V. OLD BUSINESS**

1. Discussed the church van parking under street report.

## **VI. NEW BUSINESS**

1. President Bennett passed out information pertaining to the Consortium of Cable TV Subscribers for Sussex County. He asked the Commissioners to read over the information for the September meeting.

2. President Bennett said in July of 1997 the Commission voted to give Delagra a ten year reprieve on the \$1,500.00 annual fire line charge. Since that time, Delagra has sold their business to Curtice Burns Foods. The new company thinks they should be given the same reprieve. The Commission decided to have President Bennett contact the Town's attorney on this matter before they make a decision.

3. President Bennett said under the Town Charter, Section 22 it states all business establishments who employ ten or more employees brought within the boundaries of the Town of Bridgeville shall be exempt from town taxation for the term of ten years from which time said business is established. He said the new business is Cannon Cold Storage, and also pertains to Pet Poultry and Mr. Robert Hunsberger. President Bennett said Pet Poultry was in the Town limits, but they built a new cold storage building and moved Pet Poultry to that building. He explained if the Commission should forego Section 22, it would have to be for the cold storage facility only. After much discussion it was decided to contact the Town's attorney pertaining to this matter.

4. President Bennett said the auditor was unable to attend this meeting but is scheduled to attend the September meeting. President Bennett handed out the charts for the Commission to study, and said Mr. Tull will answer any questions they might have.

5. President Bennett read the insurance recommendations from Selective Insurance Company for the improvement of the Town's property. He said it was discussed somewhat last month.

a. Back door entrance to the Town Hall has a non-standard handicap ramp. Adding to this is the fact that the door is locked at all times. The make shift metal ramp is a trip and fall hazard especially for those exiting the building. They suggested a ramp to the front entrance would make it much easier for those with a handicap.

b. The parking lot needs some asphalt repairs. The precast bumper blocks need to be secured to the pavement with enforcement rods.

- c. New playground (playground committee takes care of that project)
- d. The treatment plant green house needs to have green glass replaced.

The insurance company would like to know within 30 days what the intentions are for correcting the above problems.

a. Commissioner Dalton said the easiest problem to remedy would be the securing of the parking blocks.

b. After much discussion about installing a handicap ramp at the front door of the Town Hall, the Commission decided to let President Bennett get prices for a ramp that will blend in with the architectural design of the building.

c. Commissioner Sipple said the green house has been discussed ever since she became a member of the Commission. Commissioner Royal said he has checked into this matter, and it does not have to be replaced with a transparent material. President Bennett asked Commissioner Royal to get prices on a green aluminum, plastic or fiberglass roof. Commissioner Royal said he would check first with D.N.R.E.C. to see what is permissible.

6. President Bennett said they all received letters last month pertaining to the Comcast Franchise Tax. He explained that the bottom line is if the Town puts a franchise

fee on Comcast for furnishing cable service to Bridgeville, the residents would see an increase in their monthly bill. A 5% fee would generate a \$10,000 annual fee while a 3% fee would bring in approximately \$6,000.00 annually. He said most other towns receive the 5% fee. Bridgeville and Greenwood are the only towns which do not charge Comcast a franchise fee. Comcast does not pay the Town for having the privilege of supplying cable service to this area. For several years they paid an annual fee for the land use for their tower, but they did away with the tower last year.

After much discussion Commissioner Royal made a motion to table the subject until more research can be completed.

7. President Bennett said the Town placed an ad in the Sussex County Profile Magazine the last few years. Last year the cost was \$375.00 for a one half page ad in black and white. The magazine has decided everything will be in full color this year. The cost of a half page ad is \$575.00. Commissioner Royal asked what are some of the benefits we receive from advertising in the magazine. Commissioner Sipple stated all towns place ads in the magazine promoting their communities. President Bennett said the county sponsors it every year, and it is published by Independent Newspaper, Inc. After much discussion, Commissioner Sipple made a motion to decrease the advertisement in the Profile to a one-quarter page. Motion was seconded by Commissioner Royal. Motion was carried three to two.

8. President Bennett said each Commissioner should have a copy of a letter from the Town's attorney referring to the day care facilities in the Bridgeville. The letter recommended the changing of the day care ordinance. President Bennett said the Board of Adjustments (Rob Perciful, Pat Correll, Charles Kelly) and Mr. Dennis Schrader recommend the zoning ordinance be amended to prevent day care facilities of not more than nine children to be opened in a R-1 district subject to the licensing requirement of the state without the necessities of further applications from the Town of Bridgeville. President Bennett said a person must pay a \$150.00 fee to hold a Board of Adjustment hearing. Commissioners Dalton and Sipple did not agree with the Town not having any say in where a day care could be opened. President Bennett asked the Commission what they wanted to do with the eight or nine day cares that are operating in Town without any licenses. Right now the cost of a hearing is costing the Town more than the application fee. Commissioner Dalton said his opposition is not financial, but is concern as to whether taking what is going to happen in the community out of the community and putting it in the hands of the state. Commissioner Royal said he thinks the Commission should re-negotiate the attorney's fees. Commissioner Sipple said they might have to raise the application fee to cover the hearing cost. After some discussion, President Bennett said the subject was tabled.

9. Commissioner Dalton asked the Commissioners to look at the analysis of the water fund in their audit package. He said the water department has always been in the black, but the department is seriously in need of funds for repairs such as the water tower. Commissioner Dalton made a motion to set aside \$3,000.00 each month out of money generated from the water department into a fund to be used to pay for repairs and upgrades. He said if they do not start saving money now, they will be in the same

situation they have been in the past. The funds would only be spent after a vote by the Commission to take said money out of that account for repairs. Commissioner Royal said he agrees with the motion, but he thinks the whole plant should be considered not just the water department. He said after he discusses the needs of the waste water department, the Town might not be able to set aside that much money just for the water department. Commissioner Dalton said he is stepping forward now because it has gone too far and something has to be done. He said the water department has been running between \$3,000.00 and \$9,000.00 over their expenditures each month. Motion was seconded by Commissioner Sipple and so carried per President Bennett.

10. Commissioner Dalton said a committee needs to be appointed pertaining to the waste water treatment plant, the Town of Greenwood, and the state to start putting into place what is needed to be done regarding our level of TMDL regulations. He said all town's emptying into the Nanticoke Watershed are going to have to reduce their amount of contaminates that are put into the water. Commissioner Dalton said we do have a situation with a poultry plant which causes our level to be higher than if we were strictly a residential area. He said because the wastewater treatment plant was not expanded as initially planned, then we are going to fall short of what is needed in capacity of the next ten years. President Bennett appointed Commissioners Dalton and Royal, Mr. Mowbray and Mr. Doug Jones to the committee. Commissioner Dalton said they would contact Greenwood, the state and the county.

Commissioner Royal said he had spoken with a county councilman, and was told by him that each municipality would have to spend about \$2,000.00 a year for fluoridation. Commissioner Sipple reminded Commissioner Royal that the state will pick up that tab for three years. Commissioner Dalton explained the dry fluoride is cheaper than liquid. He said we are trying to get cost prices for the least expensive way to handle that project. Concerns should be for after the three years when the Town will have to pick up the cost of maintaining the fluoride.

11. Commissioner Royal said the new Curtice Burns Foods Company has not paid any sewer bill since they purchased Delagra. The sewer bills run about \$460.00 a month. He said he wanted to inform the Commissioners before he went down to speak to them.

12. Commissioner Dalton said he received a notice from the SCAT Steering Committee pertaining to Senate Bill 314 which enables municipality employees to be eligible for state health benefits. He said he had put in a call to find out more about the matter but could not reach anyone. Commissioner Dalton said health benefits would again be facing the Commission next year. Commissioner Sipple reminded President Bennett that he had appointed a committee some time ago to look into health benefits. This committee is to meet in October to start reviewing the health benefits.

13. President Bennett said he met with the Town's attorney in July and asked him to have ready for tonight several items:

- a. The trash haulers bid contract
- b. The Davis property papers

- c. The fiscal year change over
- d. The truck traffic ordinance
- e. The J.P. Court.

As of this afternoon, he had not heard from him.

Commissioner Sipple wanted it noted in the minutes "Our lawyer is very slow", with a copy sent to him.

## VII. CITIZENS PRIVILEGE

1. Mrs. Cindy Truitt had another report on trucks parking in front of her house on Market Street. She said a truck driver parked there today and had left his rig running while doing his banking. Mrs. Truitt said he failed to maintain several safety obligations while negotiating his return to the road. She said she did report this driver to Officer Parsons, and he was to call it in to SUSCOM. Mrs. Truitt said that is why she does not want trucks parking in front of her house. She said she is still speaking out about this problem because she feels it is a dangerous situation.

2. Mr. Fred Leger asked if the by-pass was ever going to be completed. President Bennett explained the ribbon cutting will be taking place Friday, August 14, 1998 at 11:00 A.M.

Mr. Leger said there is still a lot of fast traffic on Jacobs Avenue. He explained how it is a clear shot on South Cannon Street, once they stop at Walnut, they continue around to Jacobs and out to South Main Street. He said it is not just Maryland cars, but it seems the local kids are drag racing on that street. Commissioner Dalton asked Mr. Leger if he had seen any police patrolling that area in the last two months. Chief Orr had said at that time that he would have officers patrolling that section. Mr. Leger said he had not seen any officers near his home which is at the corner of Jacobs and Laws. He could not comment if they are patrolling at the end of the street or not. President Bennett said the officers patrol down around the softball field. Mr. Leger said trucks are starting to use the street more and more. Mr. Leger asked if there is any way trucks could be stopped from using Jacobs Avenue and Cannon Street. The Commissioners said that is what they are looking in to but would like to see what effect the by-pass will be going to have on truck traffic. President Bennett said there use to be a three-way stop sign at Edgewood Street and S. Cannon Street. Commissioner Royal suggested installing more stop signs to slow down the straight through traffic.

The Commission asked Commissioner Miles to speak to Chief Orr about this complaint. Commissioner Dalton said if the by-pass is effective with transit traffic, then the police department will be able to attend to the local street traffic problems.

## VIII. EXECUTIVE SESSION

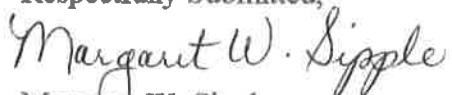
President Bennett called for executive session at 8:25 P.M.

## IX. ADJOURNMENT

The Commission reconvened to regular session at 8:30 P.M. No business was conducted during executive session.

Commissioner Sipple made a motion to adjourn at 8:35 P.M. Motion was seconded by Commissioner Dalton and carried unanimously.

Respectfully Submitted,



Margaret W. Sipple  
Secretary

# Commissioners of Bridgeville

101 NORTH MAIN STREET  
BRIDGEVILLE, DELAWARE 19933

## ACCOUNTS PAYABLE FOR APPROVAL

MEETING August 10, 1998

General Fund (01)	\$ 4,159.36
Police Fund (02)	5,961.72
Sewer Fund (03)	8,762.06
Water Fund (04)	2,831.86
Municipal (05) Street Aid Fund	2,117.49
SALLE DRUG (06)	<u>13.04</u>
	There is no money left in the SALLE DRUG account.

TOTAL AMOUNT TO BE APPROVED \$23,845.53

Estimated Payrolls	\$16,000.00
Estimated Payroll Taxes	6,500.00
Estimated Utility Bills (Not Yet Received)	6,000.00

Town of Bridgeville  
Accounts Payable  
Open Invoice Report

PAGE 1

ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	INVOICE		DISCOUNT		DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
		AMOUNT	DATE	AMOUNT	DATE					
AFL100 AFLAC										
766750	08/06/98	497.66	07/20/98	08/19/98	0.00	/ /	0.00	497.66	NO	P/R DEDUCTI
G/L DIST: 301001 Misc. Income-General		497.66								
ALL200 ALLIANCE COMPUTER SERVICE		497.66			0.00		0.00	497.66		
7/28/98 STMT	08/06/98	175.00	07/28/98	08/27/98	0.00	/ /	0.00	175.00	NO	3 1/2 HRS-M
G/L DIST: 419501 Supplies - General		175.00								
ANC100 THE ANCHOR GROUP		175.00			0.00		0.00	175.00		
283528	08/07/98	67.22	08/03/98	09/02/98	0.00	/ /	0.00	67.22	NO	ALBANO TRAN
G/L DIST: 413503 Maintenance - Waste/Sewer		67.22								
ATT350 AT&T		67.22			0.00		0.00	67.22		
7/18/98 STMT	08/06/98	32.19	07/28/98	08/27/98	0.00	/ /	0.00	32.19	NO	
G/L DIST: 422501 Util-Telephone - General		8.03								
422502 Util-Telephone - Police		13.42								
422503 Util-Telephone - Waste/Sw		10.74								
BEL100 BELL ATLANTIC - DE		32.19			0.00		0.00	32.19		
7/18/98 STMT	08/06/98	523.04	07/18/98	08/17/98	0.00	/ /	0.00	523.04	NO	
G/L DIST: 422501 Util-Telephone - General		163.98								
422502 Util-Telephone - Police		195.54								
422503 Util-Telephone - Waste/Sw		163.52								
CAN050 CANNON'S AUTO GLASS, INC.		523.04			0.00		0.00	523.04		
13002	08/06/98	341.94	07/13/98	08/12/98	0.00	/ /	0.00	341.94	NO	1995 FORD W
G/L DIST: 424002 Vehicle Expenses Police-6		341.94								
CAR100 CAREY'S INCORPORATED		341.94			0.00		0.00	341.94		
2567	08/06/98	45.25	07/19/98	08/18/98	0.00	/ /	0.00	45.25	NO	'92 FORD-OI
G/L DIST: 424002 Vehicle Expenses Police-6		45.25								
2596	08/06/98	156.77	07/22/98	08/21/98	0.00	/ /	0.00	156.77	NO	'95 FORD-VA

A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	INVOICE		DISCOUNT		PAYMENTS	NET INVOICE	PAY	COMMENT
		AMOUNT	DATE	AMOUNT	DATE				
G/L DIST: 424002 Vehicle Expenses Police-6 156.77									
44475	08/06/98	91.25	07/28/98	08/27/98	0.00	/ /	0.00	91.25	NO 96 FORD-SER
G/L DIST: 424002 Vehicle Expenses Police-6 91.25									
----- 293.27 ----- 0.00 ----- 0.00 ----- 293.27									
CLE100 CLEAN DELAWARE, INC									
7118	08/06/98	650.00	07/13/98	08/12/98	0.00	/ /	0.00	650.00	NO 6500 GALS.
G/L DIST: 411703 Sludge Disposal-Waste/Sw 650.00									
7171	08/06/98	1,300.00	07/17/98	08/16/98	0.00	/ /	0.00	1,300.00	NO 13,000 GALS
G/L DIST: 411703 Sludge Disposal-Waste/Sw 1,300.00									
----- 1,950.00 ----- 0.00 ----- 0.00 ----- 1,950.00									
COL200 COLUMBIA BALANCE SERVICE									
4235	08/06/98	130.00	07/22/98	08/21/98	0.00	/ /	0.00	130.00	NO BALANCE INS
G/L DIST: 411503 Testing Fees-Waste/Sewer 130.00									
----- 130.00 ----- 0.00 ----- 0.00 ----- 130.00									
COM050 COMCAST CABLEVISION									
8/1/98 STMT	08/06/98	1.65	07/31/98	08/30/98	0.00	/ /	0.00	1.65	NO UTILITY TAX
G/L DIST: 414003 Miscellaneous Exp.-Waste 1.65									
----- 1.65 ----- 0.00 ----- 0.00 ----- 1.65									
CUL100 CULVER'S CONSTRUCTION									
7/15/98 STMT	08/06/98	250.00	07/15/98	08/14/98	0.00	/ /	0.00	250.00	NO REPLACED GU
G/L DIST: 413501 Maintenance - General 250.00									
----- 250.00 ----- 0.00 ----- 0.00 ----- 250.00									
BLDG PERMIT #519 REFUND 08/06/98 7.00 07/27/98 08/26/98 0.00 / / 0.00 7.00 NO DUPLICATE P									
G/L DIST: 301001 Misc. Income-General 7.00									
----- 257.00 ----- 0.00 ----- 0.00 ----- 257.00									
DAV100 DAVIS, BOWEN & FRIEDEL									
28599	08/06/98	300.00	07/15/98	08/14/98	0.00	/ /	0.00	300.00	NO FMHA 4TH QT
G/L DIST: 411003 Engineering Fees-Waste/SW 300.00									
----- 229.00 ----- 0.00 ----- 0.00 ----- 229.00 PRETRTMT RE									
28740	08/06/98	229.00	07/15/98	08/14/98	0.00	/ /	0.00	229.00	NO PRETRTMT RE
G/L DIST: 411003 Engineering Fees-Waste/SW 229.00									
----- 621.00 ----- 0.00 ----- 0.00 ----- 621.00 FLUORIDE FU									
28796	08/06/98	621.00	07/15/98	08/14/98	0.00	/ /	0.00	621.00	NO FLUORIDE FU

108  
1:54 AM

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	DISCOUNT	AMOUNT	DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
G/L DIST: 411003 Engineering Fees-Waste/SW		621.00								
DEL800 DELMARVA POWER & LIGHT		1,150.00			0.00			0.00	1,150.00	
3-85-13822-7-1 8/4/98 08/06/98	27.54	08/04/98 09/03/98			0.00	/ /		0.00	27.54	NO 7/1-8/3/98
G/L DIST: 411203 Gateway Plaza-Misc. Exp.		27.54								
3-85-22573-5-0 8/5/98 08/07/98	763.85	08/05/98 09/04/98			0.00	/ /		0.00	763.85	NO 7/2-8/4 WEL
G/L DIST: 422004 Util-Electric - Water		763.85								
DOV200 DOVER RADIO PAGE		791.39			0.00			0.00	791.39	
8/1/98 STMT 08/07/98	55.45	08/01/98 08/31/98			0.00	/ /		0.00	55.45	NO PAGING SERV
G/L DIST: 422503 Util-Telephone - Waste/Sw		55.45								
EIK100 LANK, JOHNSON & TULL		55.45			0.00			0.00	55.45	
08/06/98 7,500.00 07/22/98 09/20/98					0.00	/ /		0.00	7,500.00	NO AUDIT--FY E
G/L DIST: 413001 Legal & Auditing-General		1,875.00								
413002 Legal & Auditing-Police		1,875.00								
413003 Legal & Auditing-Waste		1,875.00								
413004 Legal & Auditing-Water		1,875.00								
ENV100 ENVIROCORP, INC.		7,500.00			0.00			0.00	7,500.00	
4344 08/06/98 212.00 07/10/98 08/09/98					0.00	/ /		0.00	212.00	NO ANALYTICAL
G/L DIST: 411503 Testing Fees-Waste/Sewer		212.00								
GRA200 GRAVES UNIFORMS		212.00			0.00			0.00	212.00	
24650-01 08/07/98 65.00 01/09/98 02/08/98					0.00	/ /		0.00	65.00	NO BADGE
G/L DIST: 421502 Uniform Exp - Police		65.00								
25948 08/07/98 68.00 04/03/98 05/03/98					0.00	/ /		0.00	68.00	NO BADGE - J.A
G/L DIST: 421502 Uniform Exp - Police		68.00								
IND100 INDEPENDENT NEWSPAPERS		133.00			0.00			0.00	133.00	
7/31/98 STMT #480398 08/07/98	117.81	07/08/98 08/07/98			0.00	/ /		0.00	117.81	NO ADV-ORD#98-

08/07/98  
AE: 11:54 AM

Town of Bridgeville  
Accounts Payable  
Open Invoice Report

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\*\* A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	INVOICE		DISCOUNT		PAYMENTS	NET INVOICE	PAY	COMMENT
		AMOUNT	DATE	AMOUNT	DATE				
G/L DIST: 400101 Advertising Exp - General		117.81							
		117.81		0.00		0.00	117.81		
INT100 INTERCOASTAL TRADING									
981752	08/06/98	294.25	07/14/98 08/13/98	0.00	/ /	0.00	294.25	NO	HYPORCHLORIT
G/L DIST: 402003 Chemicals Waste Water Tre		294.25							
		294.25		0.00		0.00	294.25		
JAM100 H.M. JAMES & SON, INC.									
48171	08/07/98	1,173.00	07/14/98 08/13/98	0.00	/ /	0.00	1,173.00	NO	WORKER'S CO
G/L DIST: 412001 Insurance General Fund		30.00							
412002 Insurance Police-General		796.00							
412003 Insurance Waste Water Tre		347.00							
48475	08/07/98	1,914.00	07/30/98 08/29/98	0.00	/ /	0.00	1,914.00	NO	LIAB INSUR-
G/L DIST: 412001 Insurance General Fund		267.96							
412002 Insurance Police-General		880.44							
412003 Insurance Waste Water Tre		765.60							
48472	08/07/98	120.00	07/30/98 08/29/98	0.00	/ /	0.00	120.00	NO	UB INSUR-AT
G/L DIST: 412001 Insurance General Fund		16.80							
412002 Insurance Police-General		55.20							
412003 Insurance Waste Water Tre		48.00							
		3,207.00		0.00		0.00	3,207.00		
KIN100 CARL KING TIRE CO. INC.									
105978	08/07/98	184.80	07/17/98 08/16/98	0.00	/ /	0.00	184.80	NO	4-EAGLE TIR
G/L DIST: 424002 Vehicle Expenses Police-G		184.80							
		184.80		0.00		0.00	184.80		
LAY100 H.C. LAYTON & SON, INC.									
11997	08/06/98	20.45	07/10/98 08/09/98	0.00	/ /	0.00	20.45	NO	KEYS,TROWEL
G/L DIST: 419504 Supplies - Water		20.45							
13030	08/06/98	62.34	07/31/98 08/30/98	0.00	/ /	0.00	62.34	NO	TIES,BRACKE
G/L DIST: 419503 Supplies - Waste/Sewer		62.34							
		82.79		0.00		0.00	82.79		
MAI100 THE MAIL ROOMS, LTD.									
8/1998 STMT	08/06/98	38.00	08/04/98 08/14/98	0.00	/ /	0.00	38.00	NO	JULY 98 MAI



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Town of Bridgeville  
Accounts Payable  
Open Invoice Report

PAGE 6

A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	INVOICE		DISCOUNT		PAYMENTS	NET INVOICE	PAY	COMMENT
		AMOUNT	DATE	AMOUNT	DATE				
SHA050 SHAFFER EQUIPMENT COMPANY		142.82		0.00		0.00	142.82		
11168	08/06/98	18.95	07/27/98	08/26/98	0.00	/ /	0.00	18.95	NO PTO SWITCH
G/L DIST: 413503 Maintenance - Waste/Sewer		18.95							
SMA200 RAYMOND H. SMACK		18.95		0.00		0.00	18.95		
W/S REFUND-RAFAIL PENNA	08/06/98	62.06	07/31/98	08/30/98	0.00	/ /	0.00	62.06	NO REC'D DUPLI
G/L DIST: 301003 Misc. Income-Waste/Sewer		62.06							
SUS150 SUSSEX COUNTY		62.06		0.00		0.00	62.06		
28726	08/07/98	20.25	07/31/98	08/30/98	0.00	/ /	0.00	20.25	NO TRANSFER TA
G/L DIST: 414501 Town Hall Expenses Genera		20.25							
TEM100 TEMPLE-SELLERS, INC.		20.25		0.00		0.00	20.25		
7/22/98 STMT	08/06/98	250.00	07/22/98	08/21/98	0.00	/ /	0.00	250.00	NO SURVEY R. D
G/L DIST: 414501 Town Hall Expenses Genera		250.00							
VAL100 VALLEY NATIONAL GASES, INC		250.00		0.00		0.00	250.00		
81293	06/04/98	284.85	05/08/98	06/07/98	0.00	/ /	271.65-	13.20	NO FIRE EXTING
G/L DIST: 419501 Supplies - General		0.46							
419502 Supplies - Police		0.76							
419503 Supplies - Waste/Sewer		11.98							
62688	08/06/98	513.15	07/21/98	08/20/98	0.00	/ /	0.00	513.15	NO 7--FIRE EXT
G/L DIST: 419502 Supplies - Police		513.15							
WRI100 WRIGHT'S AUTO PARTS, INC.		798.00		0.00		271.65-	526.35		
40230	08/06/98	118.67	07/16/98	08/30/98	2.37	08/10/98	0.00	116.30	NO PS PUMP,HOS
G/L DIST: 424004 Vehicle Expenses-Water		118.67							
40254	08/06/98	4.31	07/16/98	08/30/98	0.00	/ /	0.00	4.31	NO MISC ITEMS
G/L DIST: 424004 Vehicle Expenses-Water		4.31							
		122.98		2.37		0.00	120.61		

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Town of Bridgeville  
Accounts Payable  
Open Invoice Report

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\*\* A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	INVOICE			DISCOUNT		PAYMENTS	NET INVOICE	PAY	COMMENT
		AMOUNT	DATE	DUUE DATE	AMOUNT	DATE				
YOU100 YOUNG & REVEL										
238815	08/06/98	57.80	07/28/98	08/27/98	0.00	/ /	0.00	57.80	NO	FAX PAPER,R
G/L DIST: 414701 Office Supplies - General		28.27								
414702 Office Supplies - Police		5.83								
414703 Office Supplies - Waste/Sw		17.85								
414704 Office Supplies - Water		5.85								
238923	08/07/98	2.99	08/03/98	09/02/98	0.00	/ /	0.00	2.99	NO	TYPEWRITER
G/L DIST: 414701 Office Supplies - General		2.99								
ZEE100 ZEE MEDICAL SERVICE		60.79			0.00		0.00	60.79		
136158618	08/07/98	10.00	07/22/98	08/01/98	0.00	/ /	0.00	10.00	NO	EYE WASH &
G/L DIST: 419502 Supplies - Police		10.00								
		10.00			0.00		0.00	10.00		
GRAND TOTALS		21,999.85			2.37		271.65-	21,725.83		
JTAL OPEN INVOICES	52									

TOTALS BY GL ACCOUNT:

ACCT #	ACCOUNT TITLE	AMOUNT
301001	Misc. Income-General	504.66
301003	Misc. Income-Waste/Sewer	62.06
400101	Advertising Exp - General	117.81
402003	Chemicals Waste Water Tre	882.25
411003	Engineering Fees-Waste/SW	1,150.00
411203	Gateway Plaza-Misc. Exp.	27.54
411503	Testing Fees-Waste/Sewer	380.00
411703	Sludge Disposal-Waste/Sw	1,950.00
412001	Insurance General Fund	314.76
412002	Insurance Police-General	1,731.64
412003	Insurance Waste Water Tre	1,160.60
413001	Legal & Auditing-General	1,875.00
413002	Legal & Auditing-Police	1,875.00
413003	Legal & Auditing-Waste	1,875.00
413004	Legal & Auditing-Water	1,875.00
413501	Maintenance - General	250.00
413503	Maintenance - Waste/Sewer	936.17
414003	Miscellaneous Exp.-Waste	1.65
414501	Town Hall Expenses Genera	718.40

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Town of Bridgeville  
Accounts Payable  
Open Invoice Report

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\*\* A/P ACCOUNT: ALL

VENDOR NAME/ INVOICE NUMBER	ENTRY DATE	INVOICE		DISCOUNT		DATE	PAYMENTS	NET INVOICE	PAY	COMMENT
		AMOUNT	DATE	AMOUNT	DATE					
414701 Office Supplies - General		31.26								
414702 Office Supplies - Police		5.83								
414703 Office Supplies - Waste/Sw		17.85								
414704 Office Supplies - Water		5.85								
419501 Supplies - General		175.46								
419502 Supplies - Police		523.91								
419503 Supplies - Waste/Sewer		74.32								
419504 Supplies - Water		20.45								
421502 Uniform Exp - Police		170.60								
422004 Util-Electric - Water		763.85								
422501 Util-Telephone - General		172.01								
422502 Util-Telephone - Police		339.15								
422503 Util-Telephone - Waste/Sw		229.71								
424002 Vehicle Expenses Police-G		1,328.79								
424003 Vehicle Expenses-Waste/SW		14.91								
424004 Vehicle Expenses-Water		166.71								

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

DATE: 08/07/98  
TIME: 1:28 PM

## Town of Bridgeville

PAGE 1

Balance Sheet  
AS OF 07/31/98

## ASSETS

Cash-General Fund	20,499.55
Cash-Municipal St. Aid	537.93
Cash-Money Purchase Pens.	5.00
Cash-SALLEE Fund-Regular	676.75
Cash-Interim Financing	500.00
Cash-Apple/Scapple	8,981.40
Savings-General Fund	10,817.42
Savings-Waste/Sewer	2,496.77
Savings-Water	1,369.79
Savings-Municipal St. Aid	27,494.05
Savings-Police Pension	5,635.14
Sinking-Waste/Sewer	16,343.43
CD-Apple/Scapple Festivl	5,000.00
A/R - Property Taxes	156,668.66
A/R - Sewer Rent	15,160.84
A/R - Water Rent	5,593.60
A/R - Penalties-Prop. Tax	1,011.14
A/R - Water Meter Rent	4,905.14
A/R - Penalties - W,S,M	177.91
A/R - Fire Line Rent	2,500.00
A/R - Impact Fees-Sewer	5,298.30
A/R - Town of Greenwood	12,301.58
A/R - Sewer Rent-Haulers	1,750.00
A/R - Sewer Rent-Industry	3,971.26
Amt. To Be Provided-LT Dbt	2,515,148.97
Amt. To Be Provided-Abs.	38,141.52
Property and Equipment	10,887,960.55
 TOTAL ASSETS	13,750,946.70

## LIABILITIES AND EQUITY

Accounts Payable	18,245.10
Accrued Payroll Taxes	1,233.34
Accrued Vacation	14,491.92
N/P -Line of Credit-Gen'l	130,000.00
N/P - Police	5,055.38
Compensated Absences	38,141.52
General Obligation Bonds	2,380,093.59
Investment-General Assets	10,887,960.55
General Fund-Fund Balance	34,452.00
MSA Fund-Fund Balance	218,899.23
SALLE Fund-Fund Balance	1,874.20
Interim Finan.-Fund Bal.	6,276.00

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Town of Bridgeville

PAGE 2

Balance Sheet  
AS OF 07/31/98

Retained Earnings	14,924.66
Current Earnings	68,203.21
<hr/>	
TOTAL LIAB. & EQUITY	13,750,946.70
	<hr/>

**BRIDGEVILLE POLICE  
DEPARTMENT**

**MONTHLY REPORT  
JULY 1998**

## COMPLAINT SYNOPSIS

TYPE OF COMPLAINT	MONTH	PREVIOUS YEAR	YEAR TO DATE
BURGLARY	0	0	6
THEFT	4	0	18
ASSAULT	2	2	11
DOMESTIC DISPUTES	4	2	24
CRIMINAL MISCHIEF	2	4	24
DRUG	0	3	6
SEX CRIMES	0	1	0
SUICIDE	0	0	0
ALARMS	7	5	37
DISORDERLY CONDUCT	2	6	13
PUBLIC RELATIONS	0	1	5
AUTO THEFT	0	0	2
HARRASSMENT	0	0	9
KIDNAPPING	0	0	0
MISSING PERSON	0	0	2
PREVENT B. OF P.	0	1	0
SUSPICIOUS PERSON	6	1	12
THREATEN BODILY HARM	1	0	2
D.O.A.	0	0	0
MURDER	0	0	0
CRIMINAL ARRESTS	5	14	79
PUBLIC ASSIST	0	5	41
ASSIST OTHER DEPT.	9	7	59
OTHER	10	13	81
<b>TOTAL</b>	<b>50</b>	<b>65</b>	<b>430</b>

## TRAFFIC INVESTIGATIONS

<u>TYPE OF INVESTIGATION</u>	<u>MONTH</u>	<u>PREVIOUS YEAR TO DATE</u>	<u>YEAR TO DATE</u>
TRAFFIC ARREST	282	114	2,270
D.U.I.	0	0	6
VEHICLES TAGGED	0	3	13
VEHICLES TOWED	2	2	9
PARKING VIOLATIONS	0	2	39
<b>TOTAL</b>	<b>284</b>	<b>121</b>	<b>2,337</b>

## ACCIDENT INVESTIGATION

<u>TYPE OF ACCIDENT</u>	<u>MONTH</u>	<u>PREVIOUS YEAR TO DATE</u>	<u>YEAR TO DATE</u>
PROPERTY DAMAGE	2	2	14
PERSONAL INJURY	1	1	1
FATAL ACCIDENTS	0	0	0
INDUSTRIAL	0	0	0
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>15</b>

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

## VEHICLE INFORMATION

DESCRIPTION	THIS MONTH	PREVIOUS YEAR	YEAR TO DATE
<u>TOTAL MILEAGE</u>	5,185	4,037	41,939
<u>FUEL</u>	482 gal.	490	3,695
<u>MAINTENANCE</u>	\$493.87	\$1,292.41	\$2,105.38

**JACK L. DALTON**

**207 Delaware Avenue  
Bridgeville, Delaware 19933  
302-855-6032**

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**COMMISSIONER'S MEETING**

**August 10, 1998**

Gallons pumped for the month 4,554,000. An average of 147,000 gallons per day.

We have signed a maintenance agreement with A.C. Shultes on the wells for the coming year. This agreement does not cost us any money, but is in place in case work is needed. The price of the program is below market prices because we commit to them doing our maintenance work.

We are in receipt of a quote for chemicals for treatment of the iron from our distribution system. This material will sequester the iron and keep it from causing staining. The question to decide is whether we buy all we need for the year at a price of \$1500.00 including freight, or if we buy the drums as we need them at a cost of \$375.00 plus freight. We already have the equipment in place for injection of this compound.

## *Commissioners of Bridgeville*

**101 NORTH MAIN STREET  
BRIDGEVILLE, DELAWARE 19933**

**W.W.T.P. Monthly Report**  
**Date JULY 1998**

Average Daily Flow: .169 mg/d  
Total Monthly Flow: 5.248 MG  
Maximum Daily Flow: .234 mg/d

**N.P.D.E.S. Violations**

## Septic Haulers Report

Number of Haulers: 3  
Total Gallons Dumped: 42,550 gals.  
Total Revenue Received: \$1,702.00

## REPORT

1. On July 30th Phillip attended a meeting of the Nanticoke River TMDL Advisory Committee. TMDL stand for Total Maximum Daily Loads. The Department of Natural Resources and Environmental Control is proposing to adopt TMDL Regulations for nitrogen and for phosphorous for the Nanticoke River and Broad Creek. A TMDL sets a limit on the amount of a pollutant that can be discharged into a waterbody and still protect water quality.

There are various methods of removing nitrogen and phosphorous from the wastewater, but the bottom line is that any method of removal will considerably increase the operating expenses of the treatment plant. The Commissioners must be aware the extra funding that will be needed to keep the treatment plant in compliance in the future.

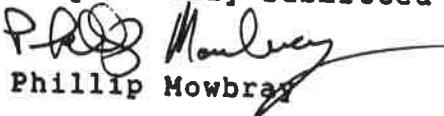
2. Water meter removals: When a resident is allowed to remove a water meter, that loss of revenue has to be deducted from the operating expenses of the water and sewer departments. This policy needs to be reviewed.

## ON GOING PROJECTS

1. Gateway Plaza Agreement: Still unsigned.
2. Fee for residential roof leaders that are tied into the sanitary sewer: Has never been enforced.
3. Jimmys Grille:
  - a. Impact fee for last 50 seats: Status?
  - b. Grease trap installation, with cleaning agreement: Status?
  - c. Billing for part of sewer line cleaning on Elm. St: Status?

4. Huntsberger storm-water agreement for H.P. Cannon property:
  - a. Status unresolved (see attached letter)
5. Bridgeville-Greenwood Sewer Agreement:
  - a. Greenwood wants more sewer allocation
  - b. Bridgeville sewer plant permitted flow needs to be reduced
  - c. A committee needs to be set in place to discuss this issue
6. DelAgra plant sold to Agra-Link:
  - a. Billing status to new owners?
  - b. Old owners never complied with a request from the Town for updated floor drain and piping plans of the DelAgra facility
7. Review sewer rates:
  - a. Review end of year sewer income vs expenses
  - b. Note: sewer budget has no income available to set aside for capital improvements
8. W.W.T.P. Sludge de-watering problem:
  - a. W.W.T.P. needs a mechanical sludge de-waterer
  - b. Past reports attached that address this problem
9. Plan for W.W.T.P. future
  - a. 5, 10, or 20 year plan need to be discussed and implemented
  - b. Bridgeville and Greenwood need a committee for long term planning
  - c. Discuss the possibility of eliminating the N.P.D.E.S. Discharge Permit thru spray irrigation

Respectfully submitted



Phillip Mowbray

W.W.T.P. Manager

8/10/98

Alm Kesten

Larry Hopkins

Cindy & Gary Truitt

Bill McCawley

Oral Leger