

MINUTES

COMMISSIONERS OF BRIDGEVILLE DECEMBER 9, 2002 - 7:00 P.M. TOWN HALL

I. CALL TO ORDER

The meeting was called to order by President Joseph Conaway. Present: Commissioners Pat Correll, Margaret Sipple, Earl Greason and Bill Jefferson. The meeting started with the flag salute and the Lords' Prayer.

II. APPROVAL OF MINUTES

MOTION: Commissioner Correll made a motion to approve the minutes as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

III. APPROVAL OF BILLS

Motion: Commissioner Correll made a motion to pay the bills. Motion was seconded by Commissioner Jefferson and carried unanimously (see attached). A payment of \$14,000 scheduled to be made on principal on the Discover Bank loan.

IV. CORRESPONDENCE

1. Letter received from Comcast explaining the new rate hikes effective December 30, 2002. Comcast Corporation announced that its transaction with At & T Broadband is complete.

2. Received newsletter from Delaware Main Street.

3. Report received from the Wastewater Facilities Advisory Council for FY2003 to FT2008.

4. "Caroling on the Green", in Georgetown, December 2, 2002.

5. Received copies from Delaware State Housing Authority on the Combined Notice of Findings for Charleston Place and Elizabeth Cornish Landing Annex housing projects.

6. Holiday Wishes sent from Interfaith Mission of Sussex County.

7. Newsletter received from DNREC.

PRESENTATION: Public Hearing

Mr. Bill Lecates, Director of the Sussex County Community Block Grant Program, presented the housing funding program for this community. There are currently fifteen re-hab applications on file. Residents interested in the program should call Mr. Lecates to get on the waiting list. If there is a real emergency for re-hab the Council can move to have that home repaired. Mr. Lecates stated needs in Sussex County are much greater than Kent County. The other program available is for a 3% interest loan for those who would like to repair their homes or for investors who want to repair homes for rentals but the guidelines are much higher. After the presentation President Conaway read the resolutions for the program.

1) Resolution endorsing the project to Delaware State Housing Authority for funding from the U.S. Department of Housing and Urban Development authorizing Robert L. Stickels, Sussex County Administrator, to submit the application for the Town of Bridgeville.

MOTION: Commissioner Sipple made a motion to adopt the Housing Rehab Resolution as stated. Motion was seconded by Commissioner Greason and so carried.

2) President Conaway presented the resolution pertaining to the fair housing for the citizens of Bridgeville in connection with the Community Development Block Grant.

MOTION: Commissioner Sipple made a motion to support the fair housing resolution. Motion was seconded by Commissioner Jefferson and so carried.

V. DEPARTMENT REPORTS

- * Written reports available for review.

1. Wastewater-A "sinking fund" has been established for the water and sewer where monthly a \$1,000 in each department is deposited for future upgrade of the system. Greenwood still has not responded to the agreement

2. Water-The new truck chassis is expected to arrive before the end of the year. The utility body for the new chassis has been ordered from Meadows Hydraulics.

President Conaway thanked the employees for their dedication to the Town during the recent blast of snow. The Town Office was open all day with all three workers making it in to work (compensatory time given). Police department clerk was not able to report to work due to weather conditions.

3. Police-Commissioner Jefferson reported the new working hours for Chief Parsons are 8:00 a.m. to 4:00 pm. It is now mandatory that the chief leave his cell phone on 24-7 for immediate availability in case of emergency. Commissioner Jefferson suggested two new officers be placed on the force (next police academy starts the first of February, 2003). That will make five full-time officers plus the chief on the police force. There are twenty-two applications but neither applicant has attended the police academy. With new officers it should cut down on the part-time and overtime work. The Commissioners agreed to hire two new officers and send them through the academy if funding is available. Officers selected for the academy have to sign an agreement that once through the academy they work for the Town for two years.

Commissioner Jefferson suggested a new police vehicle be purchased. Grant money of \$8,800 and the \$12,000 budgeted should cover the cost of the vehicle. Chief Parsons will then use the 1995 vehicle which will make the newest vehicles for patrolling.

MOTION: Commissioner Jefferson made a motion to purchase a new vehicle if funding is available as described. Motion was seconded by Commissioner Sipple and carried unanimously.

VI. OLD BUSINESS

1. The Commission discussed an ordinance pertaining to vacant and deteriorating structures which was discussed in September. MOTION: Commissioner Jefferson made a motion for the Town Solicitor to establish an ordinance for the Town that would correct the problem of vacant and deteriorating structures in Town. Ordinance will be introduced to the public. Motion was seconded by Commissioner Greason and carried unanimously.

2. The Commission discussed the proposed over-time policy. It was agreed that if mandatory overtime is required that vacation or sick leave time be allowed to be counted as part of the normal work week. Every hour worked after the normal 40 hour work week will be paid at time and half. At the present time, the WWTP personnel are required to work overtime on weekends. If another department needs to have required overtime the same policy would apply.

Once an employee completes a 40 hour work week any compensatory time will be counted as one and half hours for each hour worked.

MOTION: Commissioner Jefferson made a motion to follow the compensatory and overtime policy as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

3. President Conaway announced that Senator Thurman Adams, Jr. and Rep. Ben Ewing have agreed to fund the \$162,630 street improvements presented to them in November. There was a question on the \$26,000 for the repair of the road to the WWTP. The Commission will bring to the table in January suggestions for other street repairs

needed before finalizing the request for the money. The Town is still waiting for the paper work from Mt. Calvary Church and Williams Chapel regarding their parking lots. Mr. Nick Rocks will be donating the ball field back to the little league.

VII. NEW BUSINESS

1. The Commission agreed to give Christmas bonuses to all employees for a total of \$1,250. Full time employees will receive \$100 and part time employees will receive \$50. MOTION: Commissioner Jefferson made a motion to authorize President Conaway to make the above payments to the employees. Motion was seconded by Commissioner Sipple and carried unanimously.

2. The Town received a \$2,200 grant from Discover Bank to help defray the cost of the Community Wide Clean-Up Day. After paying expenses for the day there was \$418 remaining which will be applied in the administrative fund.

3. President Conaway and Commissioner Greason met with the Planning Commission to discuss an amendment to the Comprehensive Plan. He read a letter from the Planning Commission who is recommending a proposal to add additional land to the Land Use Plan to include parcels west of the railroad tracks down to Rt. 18 and over to the Wesley Church Road. MOTION: Commissioner Sipple made a motion to adopt the proposed amendment to the annexation of the Comprehensive Land Use Plan. Motion was seconded by Commissioner Correll and carried unanimously.

4. Discussion was held on employee job descriptions. Commissioner Sipple added an item to the street job description. Commissioner Jefferson will get the job descriptions for the police department. MOTION: Commissioner Correll made a motion to adopt the job descriptions that had been distributed. Motion was seconded Commissioner Sipple and carried unanimously.

VIII. CITIZEN'S PRIVILEGE

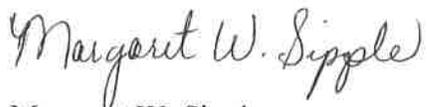
1. Mr. Lester Williams asked if something could be done with dogs (pit bulls) running loose in the area of 512-514 North Cannon Street.

2. Reminder: Caroling in the Park is scheduled for Wednesday, December 11, 2002. Bring a canned food item for the food basket. Santa will be there too.

IX. ADJOURNMENT

MOTION: Commissioner Sipple made a motion to adjourn the meeting. Motion seconded by Commissioner Correll and so carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Margaret W. Sipple".

Margaret W. Sipple
Commission Secretary