

MINUTES

COMMISSIONERS OF BRIDGEVILLE

JULY 8, 2002 - 7:00 P.M.

TOWN HALL

I. CALL TO ORDER

The meeting was called to order by President Joseph T. Conaway. Present: Commissioners Pat Correll, Margaret Sipple, Earl Greason and Bill Jefferson. The meeting started with the salute to the flag and the Lord's Prayer.

ADDITION TO AGENDA

1. Request For Proposal-Extension of Water and Sewer District, Lands of F.E.D. Investments, LLC.
2. Executive Session

Motion: Commission Sipple made a motion to add the above to the agenda. Motion was seconded by Commissioner Jefferson and so carried.

II. APPROVAL OF MINUTES

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

III. APPROVAL OF BILLS

Due to the resignation of the Town's Treasurer in June, the complete financial statement was not available, but the current accounts payable spreadsheet was reported. President Conaway reported the general savings account was \$66,307 and a CD for \$25,000. The general checking has a balance of \$22,000. MOTION: Commissioner Greason made a motion to pay stated bills. Motion was seconded by Commissioner Jefferson and carried unanimously.

IV. CORRESPONDENCE

1. A letters was received by Senator Thomas Carper pertaining to a meeting in Georgetown on July 1, 2002.
2. A letter was received from DSHA announcing the Bridgeville would receive \$36,000 for housing rehabilitation from the FY02 Community Block Grant (CDBG).

Per Miss Williams explained she will be conducting a regional update of the Town's water and sewer facility plans. The project is being paid for by the proposed new developers.

MOTION: Commissioner Correll made a motion to authorize Davis, Bowen & Friedel to submit a proposal, to be paid for by F.E.D. Investments, with no commitment from the Town to follow through on the study if it does indicate that the Town can provide service. Motion was seconded by Commissioner Sipple and carried unanimously.

PRESENTATION B:

Presented President Conaway was presented with a "seed spitting" practice board. He lost his watermelon seed "spitting" title this year at the July 4th Celebration in Laurel. However, President Conaway is still the world's reigning "spitter" with a spit of 35 1/2'.

V. DEPARTMENT REPORTS

1. Written reports available.
2. **WASTEWATER**-Commissioner Correll stated Jimmy's Grille should be billed for 22 new seats for the new addition to the restaurant. Chapter 128 , Ordinance 2-00 was tabled because of the significant impact it had on the middle school.
3. **WATER**-Kenny Produce LLC water main is now in service as of July 1, 2002. Mr. Doug Jones spent a great deal of time helping their plant's engineers get on line. Sewer has also been connected to Greenwood force main as per specifications. Mr. Jones submitted quotes for the new truck.
4. **POLICE**-Police Chief Allen Parsons reported that a substantial amount of traffic tickets were written this past weekend.
5. **STREETS**-Commissioner Sipple reported the Street Aid Funding was down this year to \$55,714.70 from the \$56,895.13 received last year.

VI. OLD BUSINESS

1. President Conaway reported the response was good concerning the letters sent to delinquent tax payers. Most back taxes have been paid but there are a few people who have set up payment plans. If back taxes are not paid, a final notice will be sent explaining that the property will have a lien and possible sale of the property by the sheriff.
2. Commissioner Jefferson reported the 8' wooden fence was recently installed at the parking lot across from town hall. Commissioner Sipple will look into replacing the trees along the park and parking lot.

3. The DelDOT Travel-Log was received for review.

PRESENTATION A:

Mr. Robert Witsil, Mr. Joel Farr and Mr. Jeffrey Clark

Mr. Robert Witsil, Attorney, introduced Mr. Joel Farr, F.E.D. Investments, LLC, and Mr. Jeffrey Clark with Land Tech. Mr. Witsil explained they would like to have sewer and water services to their land south of Town (Map #1-31 15.0 1.00, 13.72 acres). The land is approximately 2400' from the nearest tie-in). The plan is for four pad sites and affordable multi-housing units with more than ample parking. Mr. Farr is ready to start the planning process but it is important to have an allocation (105 EDU'S) agreement from the Town that water/sewer services would be available to that site. Mr. Witsil stated if an upgrade to the system was necessary with more capacity than what they would use there would be a trade off in terms of impact fees as a credit.

President Conaway and Miss Annie Williams, DBF, met prior tonight to discuss the request but there was no talk of housing units. The gallons per day would double if housing units were to be built. Mr. Clark stated a shopping center was discussed but decided the market place scheme is commercial sites on the highway with housing units behind it. Most likely the units will be a mixture of condos and townhouses.

The site plan will be reviewed by the county and is currently zoned C1 which allows both commercial and residential development. DelDOT has approved the service road as illustrated. which will tie back into Rt. 13 north of the site.

President Conaway cautioned Mr. Farr that with the commitment to the annexation the Town would not be able to give them an answer in a form of a guarantee until the annexation is carried through this fall. The reason being that the Town is waiting on a plan to adopt a resolution that would lead the way for treatment in that area regarding sewer and water. Miss Williams stated the site would be a good site for a 50 x 50 size piece of land for an additional lift station.

President Conaway explained that if this parcel is serviced with water and sewer there will be a payment in lieu of taxes which would be applied to this parcel, and the police department would cover this parcel only when necessary. Mr. Clark would like the Town to generate a proposal pertaining to fees associated with the design. Based on the preliminary design the next step would be to have a qualified contractors draw up preliminary estimate of cost. They would like Miss Williams to address as many engineering cost issues as possible(design, necessary permit approvals, inspect the work, etc). Mr. Clark said they are requesting both water and sewer to their site.

President Conaway also explained that the new County Land Use Plan will be adopted in October will change the density in the commercial area for apartments and townhouses. President Conaway stated the Commission would be willing to have the Town's engineer look at the costs as described at Mr. Farr's expense without any commitment from the Commission to provide those services until the they are in a position to know what services the Town needs for the major change in Bridgeville.

VII. NEW BUSINESS

1. Miss Williams, DBF, explained about the proposal for the water and wastewater study which the combined cost is \$25,000. The study is for the update of the Town's facility plan and to take a look at the collection system. Miss Williams will be working with the people who are seeking annexation. She explained there are two grant programs which can assist the Town with facility planning. These grants work on a 50% matching fund. In order to be eligible for the grant the effort needs to comply with a check list of ten items for the state which has to coordinate with the Comprehensive Land Use Plan. Miss Williams recommended that the Commission apply for the grant money and use Mr. Rock's contribution to pay for the local share. There will be other costs that will be involved when planning for a large development area. The next step for applying for a grant request is to approve a resolution in support of the planning efforts.

President Conaway presented the resolution (see attached). MOTION: Commissioner Jefferson made a motion to adopt the resolution as presented. Motion was seconded by Commissioner Greason and carried unanimously. Second resolution states the same so was presented and approved as same

2. President Conaway stated a letter was received from Mr. Greg Harvey, project engineer for WAWA Food Markets asking for permission to install a well and to connect to the Town's force main with approximately 1100 gpd passing through the line. Miss Williams responded to the Town with the following recommendation: the Town would allow the force main connection on a temporary basis contingent upon connection to further water and sewer systems, when, and if, they become available within 400 feet of their property. At that time the grinder pump and well would be abandoned. Other recommendations will be available for review in their file. Miss Williams advised the WWTP operators they should notify Jimmy's Grille in advance to allow him to make any improvements that might need to be made. The impact on the sewage pump at Jimmy's Grill (privately owned), is not known. It is the understanding of the Commission that the new WAWA will not be built until the new intersection at Rt. 404 and 13 is completed.

President Conaway declined a vote due to his involvement with the project. MOTION: Commissioner Correll made a motion to follow the recommendations from the engineer regarding the WAWA project. Motion was seconded by Commissioner Greason and carried unanimously.

3. President Conaway asked if the time of the regular meeting on August 12, 2002 be changed to 7:30 PM. MOTION: Commissioner Correll made a motion to change the August meeting time to 7:30 PM. Motion was seconded by Commissioner Sipple and so carried.

4.. SB447-Senator Adams and Rep. Ewing were responsible for getting the Town's amendment through legislation. The amendment changes the general election from the second Saturday in January to the first Saturday in March.

5. A letter was received from Mr. Robert Parnell requesting that he be allowed to install 16 barbed wire across the top of his new 8' chain link fence to protect his mini-storage facility. President Conaway declined to vote because of being the listing real estate agent on this parcel of land. MOTION: Commissioner Sipple made a motion allow Mr. Parnell to install the barbed wire. The motion was seconded by Commissioner Jefferson and so carried.

VIII. CITIZEN'S PRIVILEGE

President Conaway thanked Mr. Rocks and Mr. Rauch for being present this evening.

IX. EXECUTIVE SESSION

Commissioner Correll made a motion to adjourn to executive session to discuss personnel matters. Motion was seconded by Commissioner Jefferson and so carried.

Commissioner Correll made a motion to reconvene to regular session. Motion was seconded by Commissioner Greason and so carried. The following items were discussed in the executive session.

MOTION: Commissioner Jefferson made a motion to pay Alma Fleetwood forty hours straight pay for the time she spent in the office thus far since the treasurer left the Town. Motion was seconded by Commissioner Greason and carried unanimously.

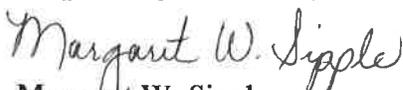
MOTION: Commissioner Jefferson made a motion to offer the treasurer's job to Debbie Miller with a salary of \$25,000. Motion was seconded by Commissioner Sipple and carried unanimously. If Ms. Miller does not accept the second choice person will be contacted.

President Conaway stated Allen and Rocks, without strings, have agreed to grant funds to the Town for the hiring of Ms. Bonnie Walls as the new Director of Development with a salary based on the final contract. President Conaway declined to vote due to conflict of interest. MOTION: Commissioner Sipple made a motion to hire Ms. Walls as stated above. Motion was seconded by Commissioner Greason and carried unanimously.

X. ADJOURNMENT

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

Respectfully Submitted,


Margaret W. Sipple
Commission Secretary