

MINUTES

COMMISSIONERS OF BRIDGEVILLE JUNE 11, 2001 - 7:00 P.M. TOWN HALL

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

1. Being no corrections for the regular meeting of May 14, 2001, the minutes were approved as distributed.

2. Budget Meeting-June 5, 2001, Commissioner Greason stated a correction needed to be made pertaining to his statement (page 2). It should have read he is not in favor of any rate increases. Commissioner Conaway said he understood Commissioner Greason only to oppose the 30 cent rate increase. The tape will be replayed for clarification.

MOTION: Commissioner Jefferson made a motion to accept the minutes as presented. Motion was seconded by the chair, President Conaway. Motion was approved 4-1, Commissioner Greason with a no vote.

III. APPROVAL OF BILLS

MOTION: Commissioner Correll made a motion to pay the bills as presented. Motion was seconded by Commissioner Jefferson and carried unanimously.

IV. CORRESPONDENCE

1. A letter of request was received from the Delaware Commission of Veterans Affairs pertaining to their Mobile Veterans Service Center. The request was to allow their van to park in the Town's parking lot on certain scheduled days. Request granted.

2. A preliminary plan analysis for the Bridgeville Public Library was received for review.

3. A grant program pertaining to recycling assistance was received from DNREC.

4. An invitation was received from the Laurel Adult Care to attend their Open House on Thursday, July 12, 2001 from 9:30 am to 12:30 pm.

5. A proposal was received from the Town's engineers regarding their engineering services. This proposal will be discussed at the meeting on Friday morning with Miss Annie Williams of Davis, Bowen and Friedel.

6. The Delaware Emergency Management Agency (DEMA) will be conducting training classes through the summer months.

7. President Conaway announced that the Town's CPCN (Certificate of Public Convenience and Necessity) application was granted on May 31, 2001. Bridgeville had never filed for authorization to provide public water service to properties within the Town and to properties adjoining the Town that are presently being served.

V. DEPARTMENT REPORTS

1. Written reports available for review (see attached).

2. Police-President Conaway announced that he had instructed Chief Parsons to raise the charges for Town officers covering events at the school to the same pay rate as the State Police receive.

3. President Conaway extended an appreciation of thanks to the Water Department for the Annual Drinking Water Report which was hand-delivered to all residents.

VI. OLD BUSINESS

1. Commissioner Sipple said she did not hear from Mr. Pete Stephens concerning the request for handicap signs at the firehall. President Conaway stated it would not be on the agenda again until a report is received. After much discussion the following motion was made. MOTION: Commissioner Jefferson made a motion to give permission to the fire department to place "no parking" signs up on west side of the building temporarily during elections. Motion was seconded by Commissioner Sipple and carried unanimously.

VII. NEW BUSINESS

1. President Conaway presented the second reading of Ordinance No. 01-3, AN ORDINANCE ESTABLISHING A FLOOD PLAIN AREA AND REQUIRING ALL PERSONS, PARTNERSHIPS, BUSINESSES, AND CORPORATIONS TO OBTAIN A PERMIT FOR DEVELOPMENT AND THE CONSTRUCTION; PROVIDING FOR CERTAIN MINIMUM STANDARDS FOR CONSTRUCTION WITHIN THE FLOOD PLAIN AREA AND SETTING FORTH SPECIAL PROCEDURES FOR SUBMISSION AND APPROVAL OF PLANS; AND ESTABLISHING PENALTIES FOR ANY

PERSON WHO FAILS TO COMPLY WITH THE REQUIREMENTS OR PROVISION OF THIS ORDINANCE. MOTION: Commissioner Correll made a motion to adopt Ordinance #01-3 as presented. Motion was seconded by Commissioner Jefferson and carried unanimously.

2. President Conaway explained that any ordinance can be adopted that reflects on revenue increases that are needed to balance the budget, but it is important first to discuss the budget. He stated that one item that was not listed in the "budget highlights" is that this budget sets aside \$10,000 to either purchase a new truck or a storage shed for the streets department.

The budget needs to have one correction made under General Fund. The Commissioner Fee of \$800 is covered in another area so that money is unincumbent funds. If the budget is adopted then an amendment to the budget would need to be made to remove the \$800 giving a total to expenses of \$160,349. The \$800 would go to the reserve contingency fund bringing that total to \$13,556.

President Conaway presented the second reading of the Budget 2002. There have been some minor adjustments in fees to make this budget balance. It includes a 30 cent per thousand gallons in the water rate, changes the building permit fee from \$5.00 for the first \$1,000 to \$10.00. The residential impact fees for a single family resident will be \$1,080; apartment and town houses held at the same rate level. For the eighteen people (use less than 2,000 gallons) in Town they now will have a minimum charge for sewer of \$10.00. The penalty for late payment of bills will be raised to 2% from the current 1 1/2%. President Conaway explained the only fee increase that will generate some money is the \$15,000 that will be used by the water department to repair the water tower. For the first time since 1989 the Town will have a method of paying for its water tower maintenance.

Budget Discussion: President Conaway tried to explain to Commissioner Greason that you run this Town on what it takes to run it! Commissioner Greason would like the whole Town to agree on the rate increase before the ordinance is passed. At this time, Commissioner Greason stated he is not ready for any rate increases, but he had no other avenues for additional income for the Town. After much discussion the budget was ready for adoption.

President Conaway said there is a balanced budget, the funds are available that are necessary, the Commission has projected the dollar, and made the rate increases where necessary. MOTION: Commissioner Correll made a motion to adopt the budget for FY 2002 with an amendment moving the \$800 Administration Commissioner Fee to the reserve contingency fund which would bring it to \$13,556. This would reduce the total expenditures to \$938,202. Motion was seconded by Commissioner Jefferson. Budget passed 4-1. No vote from Commissioner Greason.

3. President Conaway explained that in order to support the balanced budget just adopted, there are several ordinances that need to be amended. The first reading of the ordinances took place on June 5, 2001.

a) Second Reading: Ordinance #01-4, AN ORDINANCE TO AMEND CHAPTER 128, SECTION #128-1 FEES BY ADDING NEW RATES (see attached). MOTION: Commissioner Jefferson made a motion to adopt said ordinance. Motion seconded by Commissioner Correll. Motion passed 5-0.

b) Second Reading: Ordinance #01-5, AN ORDINANCE TO AMEND CHAPTER 96, BUILDING CONSTRUCTION, SECTION #96-9 FEES. (see attached). President Conaway explained this amendment will bring the building permit fee up to \$10.00 for the first \$1,000. MOTION: Commissioner Sipple made a motion to adopt said ordinance. Motion was seconded by Commissioner Jefferson. Motion passed 5-0.

c) Second Reading: Ordinance #01-6, AN ORDINANCE TO AMEND CHAPTER 128, SECTION 2, PARAGRAPH H by adding the following: There shall be a minimum sewer charge impact fee of \$1,080 for any residential dwelling. The sewer impact fee for any apartment or town house on said sewer line shall be \$360 per bedroom. MOTION: Commissioner Jefferson made a motion to adopt said ordinance. Motion was seconded by Commissioner Sipple. Motion passed 5-0.

4. President Conaway reported a letter had been received from Cannon Cold Storage pertaining to their property taxes and excessive sewer charges. He explained the Town is presently in court with Cannon Cold Storage as to whether they are entitled to a property tax abatement as to the charter. This letter will be forwarded Mr. Dennis Schrader, Town Attorney. President Conaway stated he would take exception to the second paragraph pertaining to their sewer fees. Their sewer charges are per the signed contract with the Town. The company violated their permit and were charged accordingly.

5. President Conaway reported topics discussed at the "Fireside Chat" included traffic, abandoned cars in yards, trash cans being left in front yards, curbing on Church Street, and the dog/cat situation.

6. A letter was received from the Woodbridge School District regarding the Cops for School Program. Chief Parsons found a grant to cover an officer for the program. A meeting was held with Dr. Kevin Carson, and we thought the program was a go until a letter was received stating the school is not interested. It is now too late to receive any grant money should the school change their mind.

President Conaway said he urged Dr. Carson to be careful about a new referendum at this time.

7. President Conaway reported six people have responded to his annexation letter. Mr. Conaway stated in order to annex, the Town needs to have an ordinance in place stating certain commitments.

8. President Conaway announced that Councilman Finley Jones has allocated money for refurbishing the downstairs meeting room and reversing of the front door. The needed repairs will allow the Town Hall to be handicap accessible to all residents.

VIII. CITIZEN'S PRIVILEGE

1. Ms. Paula Gunson, Seaford Chamber of Commerce, reported on several events that will be taking place in Seaford. She also offered her help to promote Bridgeville and any marketing ideas for the Apple-Scrapple Festival.

2. Commissioner Greason said he would like to follow up on some suggestions for generating revenue by renting the Town Hall. President Conaway explained it would take at least \$35,000 to get the upstairs ready to be rented (heat, air and elevator). The second problem being it is a second floor, and the Town would be lucky if they got \$5.00 a square foot. Commissioner Greason stated the Town is "behind the curb" on what can be done to raise revenue besides raising rates.

Commissioner Correll stated the letter sent to the doctor, who applied to use the building for an office, did not state he could not rent from the Town. The letter stated that the improvements needed would not be the Town's obligation. The Town sent two different letters and the doctor never responded.

Commissioner Correll said before she became a Commissioner she attended many Town meetings. The previous Commission had a chance to collect \$650 a month by allowing a communication tower to be installed on the back lot. Because that Commission did not act, money was lost for the Town. She stated this Commission needs to come to a unity of what should be done.

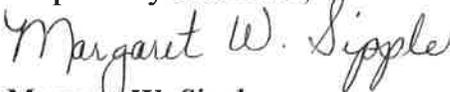
Commissioner Greason said he agreed with the budget other than the rate increases. He said there was still more discussion that he did not get to do pertaining to the employee's health benefits. Commissioner Greason had no other avenues of revenue to present to the Commission.

IV. ADJOURNMENT

The Citizen's Advisory Committee will meet Wednesday, June 13, 2001 at 7:00 pm in the Town Hall.

MOTION: Commissioner Jefferson made a motion to adjourn at 8:20 pm. Motion was seconded by Commissioner Correll and so carried.

Respectfully Submitted,



Margaret W. Sipple
Commission Secretary