

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE JUNE 12, 2000 - 7: 00 P.M. TOWN HALL**

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

The meeting was called to order by Commissioner Charles Singman. Present were Commissioners Margaret Sipple, Glenn Miles and Earl Greason. Absent was President Jack Dalton. The meeting started with a salute to the flag.

#### **AGENDA ADJUSTMENT:**

Commissioner Singman made the following agenda adjustment:

New Business:

1. Town Budget Discussion with workshop date to be announced.
2. Presentations will be reversed.

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

Commissioner Singman said the minutes have been posted and without any objections are accepted as presented.

#### **III. APPROVAL OF MONTHLY BILLS**

Commissioner Singman stated that at the present time the Town does not have enough cash on hand or in savings to pay all the bills. There is about \$32,500 in the account while bills are approximately \$42,300. MOTION: Commissioner Greason made a motion to pay said bills as to the availability of funds. Motion was seconded<sup>021</sup> Commissioner Miles and approved unanimously.

#### **IV. PRESIDENT'S REPORT**

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

1. A thank you note was received from the Bridgeville Volunteer Fire Company for the memorial contribution in memory of Brent Adams.

2. A invitation was received pertaining to the open house of the Night Owl Book Store on Saturday, June 17, 2000 from 10 am to 5 p.m. at the Nylon Capital Shopping Center, Seaford, De.

3. A copy of the letter was received from DBF to USDA-Rural Development regarding confirming the submission date requirements for the Bridgeville USDA application to the Wastewater Treatment Plant Upgrade Funding.

4. A letter from the Delaware League of Local Government was received stating the annual membership fee of \$650 is due before July 1, 2000. Commissioner Singman suggested no action be taken until the new budget is approved.

5. Commissioner Singman said residents have again complained about seeing rats coming from 102 and 104 North Main Street properties.

A letter was sent to Ms. Brenda Moore of 102 N. Main Street on May 26, 2000 reminding her of the re-accumulation of backyard debris and abandoned vehicle. Residents had 10 days to correct the problem. Chief Parsons was asked to take note of the situation.

6. A letter was received from DBF regarding the Cannon Cold Storage Consent Agreement. The review of the Preliminary Engineering Evaluation was received and did comply with the requirements of the Town. However, it was received three days after the scheduled required date of May 16, 2000. Per the Consent Agreement the Town may demand payment of \$100 per day for each day Cannon Cold Store did not comply with the schedule. Commissioner Singman moved this matter to new business.

7. A letter was received from Senator William V. Roth, Jr. pertaining to the American Hometown Leadership Awards program. Winners of the award can receive economic development grants for use in their communities. It is sponsored by the National Center for Small Communities and the Wal-Mart Foundation.

8. A letter was received from the DuPont Company informing the public of an informal public meeting on Thursday, June 29, 2000 in the Black Gates Room, DuPont Country Club, Rockland Road, Wilmington, De. The purpose of the meeting is to inform the community of DuPont's plans to achieve compliance with a new EPA air emission standard that applies to their hazardous waste incinerator in Wilmington, De.

9. Several non-compliance letters were received from Pet Poultry Products, Inc.

10. A letter of thanks was received from the Bridgeville Senior Center pertaining to the car wash fund raiser held in the Town's parking lot on Market Street. In the letter the center asked for permission to hold another car wash sometime in the hear future. Commissioner Singman said he assumes the center will formally come to the Commissioners again with the request.

## **B. DEPARTMENT REPORTS**

1. Police (see attached)-Commissioner Singman reported there were 238 traffic arrests and 14 criminal arrests. There were a total of 5 trucks stopped in Town during the month. Total estimated revenue for the year for traffic arrests is \$123,394. Commissioner Singman explained that is not the money received in the budget but is the amount of tickets written in the fiscal year. About \$70,000 has been received so far from the courts with the rest pending. In addition to the chief's car the Town has three vehicles in operating order.

2. Wastewater(see attached)-Commissioner Greason reported the average daily flow was .200 million gallons per day with a total monthly flow of 6.191 million gallons. There were two septic haulers for a revenue of \$1,554.

3. Water-(see attached)-Commissioner Miles reported there was 3,959,000 gallons of water supplied for the month. The average daily water supplied was 120,000 gallons. The Consumer Confidence Reports are completed and will be hand delivered to consumers the week of June 12, 2000. Commissioner Miles said four 30 gallon containers of 632-S phosphate inhibitor need to be purchased at a cost of \$1,500.

4. Streets-Commissioner Sipple said she is waiting to receive a price on repaving an alley and paving of the edges along S. Cannon Street where the new sidewalks were installed last fall.

## **V. OLD BUSINESS**

1. Mr. Daryl Tull said he presented a letter to the Commissioners last month requesting a yes or no answer to whether the Town would provide water and sewer lines to his property line on Rt. 404. He stated he pays taxes on said property, the parcel is in Town limits, but no water and sewer lines were ever extended. Mr. Tull asked the Commission to take a stand, yes or no, whether they are going to provide water and sewer lines to property lines of everybody that resides in the Town limits. He said he should not be paying taxes on that parcel if he is not going to receive water and sewer. He stated the Commission should be prepared financially to provide these services before annexing other parcels of land.

Mr. Tull stated the Commission has hired the University of Delaware at a cost of \$9,000 to do a study of future growth of the Town, but yet does not have the money to run the water and sewer to his property.

Commissioner Singman responded to Mr. Tull by reading a letter from the Town's Attorney, Mr. Walter Speakman (see attached). Mr. Speakman referred to sections of the Town Charter, and in his opinion there is nothing in the charter or in the code that mandates the Town to pay its own costs to run a lateral across the State Road in order to make available its public water and sewer system to a land owner. Commissioner Singman explained this is the first meeting since receiving the information from Mr. Speakman, and that the Commission would act on it tonight.

Commissioner Greason said he had discussed this matter with President Dalton, and they are trying to find different avenues to accommodate Mr. Tull. As of this date, no decision has been made, but they wondered if discussing the subject with the person interested in the property would be a way to go. Commissioner Singman said the decision rendered tonight would be for Mr. Tull's property only. At this point, Mr. Tull left the room.

Commissioner Singman said Mr. Tull wants a decision, and the way he sees it is to follow the advice of the attorney. He explained Mr. Tull's letter asked for his specific property not for other residents who might have the same problem and that is all the Commission has to take action on. Commissioner Singman entertained a motion to resolve the situation. Commissioner Greason stated the Commission wants to find a way to accommodate any new resident or business that might come to Town and not necessarily follow this advice in every case. Commissioner Greason said Mr. Tull did not give them that option this evening.

**MOTION:** Commissioner Greason made a motion to have Mr. Tull follow the decision of the attorney's guidance, and the Town will not provide water and sewer to the property in question. Motion was seconded by Commissioner Miles and carried unanimously.

Commissioner Singman said a letter will be sent to Mr. Tull advising him of the decision by the Commission. The Commission is willing to discuss it further with Mr. Tull and possibly the decision could be amended.

Commissioner Singman stated the Town's budget always has a shortfall the last month of the fiscal year...the Town is not out of money. Money will be available July 1, 2000.

Commissioner Greason referred to the statement Mr. Tull stated concerning the Comprehensive Plan. The state is mandating all municipalities have their own Comprehensive Plan.. He explained the Town saved enough money by switching liability insurance companies to enable the University of Delaware to be paid for the study.

3. Commissioner Greason went over the minutes that were received from DelDOT on the meeting held on May 8, 2000 pertaining to the Comprehensive Plan Meeting. The Comprehensive Plan is a plan that will show the future growth of this community and will be introduced in about ten months. In the meantime, the Commission is looking for input from the residents in the development of this Comprehensive Plan. Mr. Edgell will be holding a public meeting in late summer or September after some initial data collection.

4. Commissioner Singman said it has been confirmed that the police station has had a termite swarm. Because of a trap door being covered over, both exterminating companies were unable to evaluate the situation in the front part of the building. It was confirmed that termites have caused a problem around the front door and in the crawl space under the back section of the building. Commissioner Singman said a new trap door needs to be installed in the front part of the building to enable the inspection to take place. Commissioner Singman made a recommendation and a motion to the Commission to allow the police department to contact at Mr. Greg Hall and maybe one or two other contractors to get estimates on the cost of this project. He would like to see a dollar amount set for this

work that needs to be done. MOTION: Commissioner Sipple made a motion to allow the police department \$300 for a new trap door. If the estimates are more than set price, the department must come back to the Commission. Motion was seconded by Commissioner Miles and carried unanimously.

## VI. NEW BUSINESS

1. Chief Allen Parsons presented information he obtained while attending a Conference on Advancing Community Policing on May 21st through May 24th (see attached). While the conference was geared mainly towards larger cities, he found two options that could be of benefit to Bridgeville.

a. Hiring an additional officer through the COPS More program, to implement a foot patrol.

b. Have two officer's each day take one hour out of the normal patrols to make contracts with the businesses and public. These contacts will be accomplished through one on one meetings and by telephone bills.

Chief Parsons said in order to implement option (a) the Town will have to be willing to set aside funding. Any officer hired under this program (Universal Hiring Program) will have to be kept on the Town payroll for at least four years. Chief Parsons said the additional officer would allow the department to check on the senior citizens in the area, especially in the summer months. It would allow them to make contact with the public and businesses in the area and to have a foot patrol officer. The chief would also be able to set up classes at the ECEC school with the young children in the area.

Chief Parsons stated the Commission should understand that should an emergency arise while an officer is on foot patrol, and we have no one in a patrol car, there is the potential for a critical delay in response time.

If the Commission decided to use option (b) it will allow two officers each day to spend one hour of their shift making contact with the he public and businesses in Town. Chief Parsons explained that by pulling these two officers off of traffic control for one hour each, the Town can expect to see an estimated \$11,442.75 drop in ticket revue over a one year period.

Chief Parsons' recommendation to the Commission would be to adopt option (a) should they decide to implement a Community Policing Program in Bridgeville.

Commissioner Singman stated it is the desire of President Dalton that a foot patrol program be part of the Community Policing Program. At this time we not have the funds available for the COPS More program, but he believes it is something the entire Commission needs to revue and make a decision. Commissioner Singman suggested the Commissioners bring any different ideas they might have on this program to the July meeting. He suggested the Commission advise the chief to apply for the grant now, whether the program is adopted or not.

Commissioner Greason said the police department needs to work out the lost hour when scheduling the officers. He suggested maybe that one day a week an officer could stay one hour later, or the second shift officer could come in one hour early which would give the coverage needed for the community work but still leave an officer to cover the Town. Commissioner Singman said as Police Commissioner he would like to implement

Commissioner Greason's idea one day a week to see how it works out. Commissioner Singman said he is not worried too much about the revenue shortfall as he is to the response time to an accident or an armed robbery.

2. Miss Diane Lofland explained that she has started the New Coverdale Outreach Mission, Inc. in the Coverdale Cross Roads area. The food pantry is supplying food to the less fortunate in the surrounding areas. She has contacted many businesses, large companies and the churches hoping for funds to help her keep her vision in operation. She is now trying to get the soup kitchen open and hoping to get sponsors to help with the expenses. There will be other services offered in the future from the mission.

3. Commissioner Singman stated no one from the Senior Center was present to request another date for their bake and car wash. He moved that their request be entered under old business for the July meeting.

4. Commissioner Singman said a couple of bids have been received for the replacement of the heat/air condition system for the part of the Town Hall, but still waiting for other bids. The suggestion has been made that two separate units be installed rather than installing one large unit to service the upstairs and downstairs. MOTION: Commissioner Sipple made a motion to approve the installation of the heat/air condition system in the Town Hall after selection of the lowest bidder is confirmed in the next few weeks. Motion was seconded by Commissioner Greason and approved unanimously.

5. Commissioner Singman stated the town treasurer said it might be necessary to upgrade the computer property tax program for 2000. MOTION: Commissioner Greason made a motion to authorize the town treasurer to secure the upgrade for the tax program if necessary. Motion was seconded by Commissioner Miles and carried unanimously.

6. Commissioner Singman said President Dalton has requested a special workshop be held Monday, June 19, 2000 to discuss the Town budget for the coming fiscal year. Commissioner Singman said he has talked with the auditor about the police department budget. He said this year part of the Town's overall funds will be ear marked to go directly into the police department budget. The budget was moved to old business for the meeting next Monday per Commissioner Singman.

7. A letter was received from DBF pertaining to the agreement with Cannon Cold Storage. The company failed to submit their Preliminary Engineering Evaluation by the required date of May 16, 2000. Commissioner Singman stated the Town has been having a problem with Cannon Cold Storage regarding their tax issue. They have failed to pay their tax bill since 1998. Commissioner Greason stated the tax issue did not have anything to do with this Consent Agreement. MOTION: Commissioner Greason made a motion to charge Cannon Cold Storage \$100 per day for each day they were late in accordance with the Consent Agreement. Motion was seconded by Commissioner Sipple and carried unanimously.

## **II. CITIZEN'S PRIVILEGE**

1. Mr. Philip Davis thanked Commissioner Singman for visiting his home to evaluate the dog situation that exist next door to him. The neighbors have cleaned the area but the barking dogs still exist. Mr. Davis asked how many dogs is one person allowed to keep on their property?

Commissioner Singman stated one of his prime objectives this coming year is work with the Town's attorney to evaluate the Town Charter and Codes. There are many items in the code that need to be addressed and updated. He explained there is nothing in the code that states the amount of animals a person can own.

2. Ms. Pat Correll asked the Commission if they new what the owner has planned in the field at the end of Elm Street. Commissioner Singman said he heard the dirt was piled there to eliminate traffic from crossing the field. Ms. Correll explained the dirt pile is at the end of street not where vehicles are crossing. Commissioner Singman requested the Town secretary write a letter to the owner of this intentions for the land.

## **VIII. EXECUTIVE SESSION**

The Commission adjourned to executive session at 8:28 p.m.

The Commission reconvened to regular session at 8:58 p.m. No motions were made during executive session. Discussion held on personnel matters.

**MOTION:** Commissioner Greason made a motion stating that between Commissioner Sipple, Commissioner Miles and himself they will comprise a standardized task form for employees at the WWTP to record work they perform. This form will allow the Commission to find an uniform and expedient way to keep better time management and will enable the Town to be run more efficiently. Once the form is comprised it will be mandatory that each WWTP employee keep their daily record. Motion was seconded by Commissioner Miles and carried unanimously.

Commissioner Singman stated the attorney has not submitted any paper work on the municipal trash collection at this time. Mr. Speakman has suggested that before the Commission looks further into the matter, they should develop an ordinance. Commissioner Singman explained that under the Town Code it is not mandatory but they would be better served if such an ordinance was on the books before taking the project out for bids. Commissioner Singman moved the trash collection to old business for the workshop being held on June 19, 2000 at which time the first reading can take place (providing the paperwork can be completed).

Commissioner Sipple explained when this subject was discussed about three years ago more residents were in favor of the municipal trash collection than were opposed. Only one bid was received and there never was a vote taken.

**IX. ADJOURNMENT**

**MOTION:** Commissioner Miles made a motion to adjourn the meeting at 9:04 p.m.  
Motion was seconded by Commissioner Sipple.

Respectfully Submitted,

*Margaret W. Sipple*

**Margaret W. Sipple  
Commission Secretary**