

## MINUTES

### COMMISSIONERS OF BRIDGEVILLE REORGANIZATIONAL MEETING MARCH 10, 2003 - 7:00 P.M. BRIDGEVILLE 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 the flag salute and the Lord's Prayer.

#### SWEARING IN CEREMONY

Judge Paul Ellis administered the oath of office to the following unopposed incumbents:

One year term - Ms. Patricia Correll

Two year terms-Mr. Joseph Conaway and Mr. William Jefferson

The incumbents were the only candidates that filed for the three positions available. No election held on March 1, 2003.

**REORGANIZATION:** First order of business was to appoint a president.

**MOTION:** Commissioner Jefferson made a motion to elect Joseph Conaway as president. Motion was seconded by Commissioner Correll and carried unanimously.

President Conaway suggested the following be reappointed:

Commission Secretary - Commissioner Sipple

Treasurer - Debbie Miller

Assistant Treasurer - Alma Fleetwood

Town Solicitor - Dennis Schrader

President Protempore - Commissioner Jefferson

#### Department Heads:

Police - Commissioner Jefferson

Water - Commissioner Correll

Streets - Commissioner Sipple

Wastewater - Commissioner Greason

**MOTION:** Commissioner Correll made a motion to reappoint those announced as presented. Motion was seconded by Commissioner Jefferson and carried unanimously.

## **II. APPROVAL OF MINUTES**

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

## **III. APPROVAL OF BILLS**

President Conaway complimented Ms. Miller for the new cover sheet on the financial report. Last time this year there was \$120,000 in the accounts and this year there is \$151,000. This amount includes some saving accounts for wastewater and water improvements (\$1,000 monthly). Alma Fleetwood is currently pushing a program to get delinquent tax payers, property and capitation, to balance their accounts. Payment plans have been offered. Those owing capitation taxes will have their wages garnished if account is not brought up to date. **MOTION:** Commissioner Sipple made a motion to pay the bills as listed. Motion was seconded by Commissioner Greason and carried unanimously.

**PRESENTATION:** President Conaway and the Commission presented Sussex County Councilman Finley Jones with a Certificate of Appreciation for his support and generous donations to the Town of Bridgeville.

Councilman Jones stated the county is doing very well and glad the County Council is in the position to help the municipalities.

The donation recently received to help defray the cost of the new zoning ordinance was broken down as follows: Councilman Jones, \$500; Councilman Dale Dukes, \$200; and Councilman Vance Phillips, \$50. Letters of appreciation have been sent to those listed.

Commissioner Correll explained how involved Councilman Jones is in the "Relay for Life" program held each May.

## **IV. CORRESPONDENCE**

1. A letter was received from Delaware Rural Water thanking the town's personnel for attending their recent conference held in Harrington. Those who attended: President Conaway, Commissioner Correll, Doug Jones, Phillip Mowbray and Rick Passwaters.

2. The ladies auxiliary will hold a basket bingo on April 9, 2003 at the fire hall.

3. A note of appreciation was received from Mr. and Mr. Bob Abel thanking the Commission for meeting with them to discuss the options concerning sewer and water hookup for those living in "The Manor".

4. A letter was received from the Delaware 4-H Foundation announcing their dinner/auction fund raiser on Friday, April 4, 2003.

## **V. DEPARTMENT REPORTS**

\* Written reports available.

1. Water-A. C. Schultes will conduct testing on the oldest well on Wednesday. A minimal cost of \$5,000 hopefully will correct the problem with the well.

2. Wastewater-recent snow and rain have been causing a problem at the pumping station at the plaza causing the station to be shut down from Sunday morning till Monday morning. At the recent Citizen's Advisory Committee meeting Joe Evans suggested an idea that might eliminate the problem. Ms. Bonnie Walls is working on the project to see what can be done and the cost involved. Manhole inserts have been installed which should keep storm-water from running into the manholes.

## **VI. OLD BUSINESS**

1. Last month a request was received from Mr. Mike Layton concerning his purchasing of an alleyway behind his property. President Conaway discussed the matter with Mr. Robby Robinson who is to report his findings on easement rights, etc. No action taken by the Commission.

2. The Alternative School personnel had asked that the students be allowed to work for the Town to accumulate their community service requirements. Questions raised last month concerned insurance and supervision. The school district is prepared to sign a disclaimer eliminating the Town from any responsibility. Town to contact Mr. Schrader on said disclaimer. The actual supervision is still an issue. MOTION: Commissioner Sipple made a motion to allow the Alternative School students to work with Mrs. Walls on projects that will be assigned to them. Motion was seconded by Commissioner Greason and so carried.

## **VII. NEW BUSINESS**

1. On Saturday, March 22, 2003, the Commission will hold the annual Tax Appeal Day. The time will be from 1 to 4 PM in the Town Hall for those who might have questions pertaining to their tax assessments. The assessment list can be viewed at the post office, library, barber shop and Town Hall.

Verizon has indicated that their assessment should be cut by a third and sent an adjustment to their assessment. Mrs. Walls will be contacting Verizon.

2. Mrs. Walls applied for a \$3,000 grant to help defray the cost of updating the zoning ordinance and creating a subdivision ordinance. from the Coastal Program of DNREC. It was announced today that the grant was approved.

4. President Conaway presented an ordinance (A03-3) that would create an emergency service funding program which would provide for the administration of grants and funds. With major growth expected in this community, there is going to be a need for additional things. The transfer tax allows for the water and sewer improvements the Town will be responsible for, but the fire department is not that fortunate when it comes to receiving revenues. The fire department does receive money from annual dinners, grants from County Council and fund raisers but that is not enough to cover any additional needs. The ordinance, Bridgeville Emergency Services Enhancement Funding Program, will allow the Town to fund this program through a surcharge of not less than one-quarter of one percent and not to exceed one-half of one percent of the construction value shown in the building permit application issued by the Town. The surcharge will be issued and collected by the Town and placed in a special fund for the fire service to purchase additional equipment as needed. If this ordinance is adopted, all building permits obtained from the Town will have the surcharge.

Mr. Rocks and Mr. Ruach have agreed to donate \$100 to the fund each time settlement is made in the new development. Commissioner Greason questioned why there is a range in the percentage. Councilman Jones stated the county sets the charge annually.

MOTION: Commissioner Jefferson made a motion to accept Ordinance A03-3 for its first reading (see attached). Motion was seconded by Commissioner Correll and carried unanimously.

5. President Conaway presented Ordinance #A03-2; An Ordinance Relating To Maintaining of Dangerous Buildings Within The Town of Bridgeville, for its second reading and review (see attached). After much discussion a motion was presented.. MOTION: Commissioner Sipple made a motion to accept said ordinance for its second reading and adoption as presented. Motion was seconded by Commissioner Correll and carried unanimously. This is a major step for the Town.

6. During the big snow storm, Doug Jones, Rick Passwaters, and Phillip Mowbray were responsible for clearing and keeping the streets of Town snow free-job well done. The Town policy relating to snow only states that sidewalks must be cleared twelve hours after each snow fall. An ordinance concerning snow and ice removal from streets and sidewalks was distributed to the Commissioners for their review. President Conaway suggested signs be erected that states " Snow Emergency Route". The plan would have

all cars park on one side of the street the first day of the snow, and then the next day cars would park on the on the opposite side for snow removal. This would enable the whole street to be cleared. Doug Jones explained some smaller streets present a problem when cars are allowed to park on both sides of street. Doug Jones and Rick Passwaters would like to see the Town use salt instead of the sand treatment, but that a salt shed would be needed. Commissioner Correll stated that Town employees received blame for covering fire hydrants with snow while plowing the streets (around school area) when it was actually outside people with backhoes. Mr. Coulter Passwaters, school board president, said that matter had been addressed. The Commissioners asked Mrs. Walls to take the three suggestions a) snow route, b) ordinance, and 3) existing motion, and to prepare an ordinance that would be fair to the people of Town but will allow the Town personnel to remove the snow in a safe manner. Mrs. Walls will meet with Doug. Jones, Phillip Mowbray, and Rick Passwaters on this matter. Commissioner Sipple was not in favor of posting "snow emergency" signs all over Town.

7. President Conaway read a resolution from the Town announcing March, 2003, as American Red Cross Month. MOTION: Commissioner Correll made a motion to adopt the resolution as presented. Motion was seconded by Commissioner Sipple and so carried.

8. The Commission agreed to purchase business cards for each Commissioner and the Director of Development for a cost of \$174 (250 pcs.). The cards will be white with black lettering. Commissioner Correll suggested that if a Commissioner does not wish to order the cards they have the option not to so.

Commissioner Correll explained that Delaware Rural Water has a van which is equipped to make identification tags. It has been suggested that all Town employees and Commissioners have the identification tags. The tags would be at a minimal cost, if any. Chief Allen Parsons stated his department has the capability to make the ID tags. President Conaway asked Alma Fleetwood and Chief Parsons to cover the matter.

#### **VIII. CITIZEN'S PRIVILEGE**

1. Mrs. Carol Gasior from the library expressed her thanks to the Town employees for plowing the parking lot at the library during the recent snow storm.

2. Mr. Coulter Passwaters expressed his appreciation to the Town for installing the new street lights on Cannon Street and Sussex Avenue.

3. Police Commissioner Jefferson distributed a manuel that explains the workings of the police department.

4. The historic pictures on the wall in the meeting room were donated by Mr. Bob Bennett.

5. Mr. Bob Rauch reported progress is continual on the new development south of Town. Previewing preliminary site plans will begin this week. They are working with DelDOT on the development's entrance off the highway. DBF is working on a final proposal relating to the design of the off-site utility work. The first visible work under construction will be the off-site utility work and improvements to the entrance.

President Conaway stated Allen and Rocks Inc. have spent thousands of dollars already on this project, and they are here to complete the project.

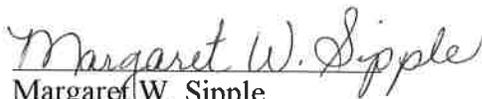
#### **IX. EXECUTIVE SESSION**

**MOTION:** Commissioner Sipple made a motion to adjourn to executive session to discuss contractual arrangements with the Town of Greenwood. Motion was seconded by Commissioner Jefferson and carried unanimously.

The Commission reconvened to regular session at 9:30 PM. Commission Secretary Sipple will provide minutes that will indicate a contract for wastewater disposal between the towns of Bridgeville and Greenwood was discussed. The proposal will be submitted as part of the negotiating process to Greenwood. A formal vote on the conclusion of the negotiations will be completed in a public session.

#### **X. ADJOURNMENT**

**MOTION:** Commissioner Sipple made a motion to adjourn. Motion was seconded by Commissioner Greason.

  
Margaret W. Sipple  
Commission Secretary

Alma Fleetwood  
Recording Secretary