

MINUTES

COMMISSIONERS OF BRIDGEVILLE MARCH 12, 2001 - 7:00 PM TOWN HALL

I. CALL TO ORDER

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

President Conaway welcomed Ms. Paula Gunson from the Seaford Chamber of Commerce.

II. APPROVAL OF MINUTES

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

III. APPROVAL OF BILLS

MOTION: Commissioner Correll made a motion to approve the bills as presented (see attached). Motion was seconded by Commissioner Jefferson and carried unanimously.

President Conaway presented additional cuts and changes in the existing budget that will bring the FY2000 budget surplus to \$53,906 (see attached). These changes will allow for two payments to be made on loans for the wastewater operational system. President Conaway said employee's salaries and paying the principal on a loan at Greenwood Trust Company need to be looked into. The Commission will also have to budget for the land use plan which will have an "up front" cost of approximately \$15,000 of which \$5,000 will be returned to the Town.

MOTION: Commissioner Correll made a motion to accept the budget cuts and additional revenue revisions. Motion was seconded by Commissioner Sipple and carried unanimously.

IV. CORRESPONDENCE

1. The Annual Senior Services Employment Job Fair will be held on Thursday, April 5th at the Delaware Technical and Community College, Georgetown, De.

2. The annual report 2000 was received from CHEER.
3. Information was received from Preservation Delaware pertaining to the historic preservation grant fund for preservation projects in Delaware.
4. The Delaware League of Local Governments will be visiting Delaware Congressional Delegation in Washington, D.C. on March 13, 2001. President Conaway reported the Town Hall was visited today from a clerk from the State Auditor's Office. The clerk reviewed the Town Charter and questioned the fines from the police department. This review is part of Senate Bill 38 pertaining to fines acquired on the highway.
5. A letter was received from DelDOT pertaining to a the reconstruction of sidewalk intersections. Commissioner Sipple explained DelDOT will be paying for the project in all municipalities. The reconstruction of these intersections will bring the municipalities into compliance with the Americans with Disabilities act.
6. A letter was received from the U.S. Census Bureau regarding the availability results from Census 2000.
7. DelDOT will be holding a meeting in Town Hall on Tuesday, March 13, 2001 regarding the U.S. 13 Corridor Capacity Preservation Program.
8. Minutes were received from the February meeting of Utilities Service Protection Center of Delmarva, Inc. (Miss Utility).
9. A letter was received from FasMart (Shore Stop) announcing their business has filed Chapter 11.
10. A letter was received from Mr. Donald Jones (Jones Septic) pertaining to the change in septic hauler fees. President Conaway explained the ordinance states if a hauler comes with a 1,000 gallon capacity truck then said hauler would be for that amount. In the last several years haulers have only paid what they told us they were carrying. The Commission is only following what the charter states.

V. President Conaway introduced Dr. Kevin Carson, Superintendent of the Woodbridge School District and Mr. Trey Hardesty. Dr. Carson discussed the school referendum and the positive changes taking place in the school district (see attached fact sheet). The referendum will take place on May 8, 2001.

VI. DEPARTMENT REPORTS

Written department reports available for review.

1. POLICE

a. Discussion was held on patrolling Rt. 13. Chief Parsons stated a large sum of money is not generated from the highway. Chief Parsons will keep the lead way to place the officers on the highway at his discretion. He stated the Town has a good working relationship with the Delaware State Police.

b. Chief Parsons explained with only three police officers working it does not present enough work for a full-time clerk. He suggested the clerk's hours be cut back to 25-30 hours per week. If the department is ever able to increase its police force then the clerk might have to reinstated back to 40 hours a week. MOTION: Commissioner Jefferson made a motion to reduce the police clerk's hours to six hours a day. Motion was seconded by Commissioner Correll and carried unanimously.

c. President Conaway explained that the Magistrate Courts will enforce the Town's civil code if the ordinances are put into their system. Commissioner Jefferson read the ordinances that will be sent to Magistrate Court: Animals, Alcohol Beverages, Burning, Curfews, Peddling and Soliciting, and Motor Vehicle Sound. This action is being taken because violators are not taking their written notices from the Town seriously.

2. WASTEWATER-President Conaway and Mr. Bob Hunsberger set a meeting date of Friday, March 29, 2001 at 9:00 AM to discuss business matters between Pet Poultry Products and the Town. President Conaway, Commissioners Correll, Greason and Sipple will attend that meeting.

3. STREETS-A letter was received from SCAT pertaining to municipal streets and the Secretary of Transportation. It was decided to send a letter in opposition.

Commissioner Sipple reported the bulk head on N. Main Street has been inspected by the state. The state will be responsible for the repairs.

Commissioner Correll reported she attended a seminar in Reboboth Beach sponsored by Delaware Rural Water. Mr. Doug Jones and Mr. Rick Passwaters also were in attendance.

VII. NEW BUSINESS

1. President Conaway said a resident requested the Commission provide provision for absentee ballots for the Town's General Election. The Town Charter provides for a provision for absentee ballots but procedures have never been set in place. Mr. Ken McDowell, Director of the Board of Elections, has been asked to collect the information for the Town. After review of the provision, they can be adopted by the Commission as part of the ordinance.

2. President Conaway stated the 'animal ordinance' from Georgetown presents good guidelines for updating Bridgeville's Animal Ordinance. After review of the ordinance by the Commission it will be presented for discussion and possible amendment to the current Town's ordinance.

3. The Town's attorney is preparing the emergency ordinance that will place the Town back into the Federal Flood Insurance Program. The ordinance should be ready for the first reading at the April meeting.

4. The Town Charter provides for the Town to have a Planning and Zoning Commission of five members but one has never been set in place. There is a zoning hearing scheduled for April 12, 2001 that the Commissioners will have to conduct. President Conaway stated he would open that meeting but will immediately step aside because of being involved with the sale of the property. President Conaway explained normally this type of public hearing would go to the Planning and Zoning Commission who would present their recommendation to the Town Commission. He stated each Commissioner should be prepared to submit a name for the Planning and Zoning Commission for the April meeting.

President Conaway explained the Board of Adjustment members hold hearings related to variances in Town. Members of the committee are Mr. Rob Perciful, Mrs. Pam Slater, and Mr. Charles Kelly.

5. Delmarva Rural Ministries would like to expand their Elizabeth Cornish Landing Public Housing Project. President Conaway explained they are required through their charter to pay impact fees, taxes, and etc. The request is for twelve units of housing (2 buildings) on their remaining acreage. President Conaway said he suggested to Mrs. Sandy Jo Dungan that she should secure the funding needed before presenting the project to the community. Chief Parsons reported the police department has no problems with the residents in that complex. The Commission decided to respond with a non-committed letter to Ms. Dungan.

6. A letter was received from student, Anastasia Pettyjohn, requesting financial assistance enabling her to participate in the National Leadership Forum on Medicine. No action was taken.

7. President Conaway explained the water system franchise service. In order for Bridgeville to keep outside control of water supply to certain areas, a resolution must be set in place. This resolution will allow the Town to apply to the Division of Water Resources for a CPCN. Resolution was read (see attached). MOTION: Commissioner Sipple made a motion to adopt the resolution as presented. Motion was seconded by Commissioner Greason and carried unanimously.

8. The Town Assessment Appeal Day is scheduled for Saturday, March 24, 2001 from 1-4 PM. Work schedule: 1-2 PM-Commissioners Sipple and Jefferson; 2-3 PM-Commissioner Correll; and 3-4 PM-President Conaway.

9. President Conaway presented the second reading of Ordinance No. 01-1. An ordinance to amend Article V, Chapter 234, Section 234-18. "Automobile sales agencies must have a minimum lot size of two (2) acres". MOTION: Commissioner Jefferson

made a motion adopt the amendment to Chapter 234 as presented. Motion was seconded by Commissioner Sipple and carried unanimously (see attached).

10. President Conaway presented the second reading of Ordinance No. 01-02. An ordinance to amend Chapter 172, Section 274-4 by adding the following paragraph. "Any persons, firm, or corporation who desires to obtain a license for peddling, hawking, soliciting or canvassing during the Apple-Scrapple Festival shall be on the list of vendors submitted to the Commission by the Apple-Scrapple Festival Committee in order to set up within the Town of Bridgeville during the Apple-Scrapple Festival". MOTION: Commissioner Correll made a motion to adopt the amendment to Chapter 172 as presented. Motion was seconded by Commissioner Jefferson and carried unanimously (see attached).

11. Commissioner Sipple presented three names for the Citizen Advisory Committee: Sandie Rementer, Margaret Doordan and Bernadette Moyer. The other twelve names were submitted at the February meeting. President Conaway explained that any Commissioner who chooses may add additional names in this process. The first meeting of this committee is scheduled for Thursday, April 5, 2001 at 7:00 PM in the Town Hall.

12. Commissioner Correll reported the February 27th "Fireside Chat" was attended by thirteen people. The major concerns discussed were the police department and truck use on Jacobs Avenue. All issues brought to the attention of the Commission will be addressed. The next "Fireside Chat" is Tuesday, March 27, 2001.

13. Commissioner Jefferson reported that the part on the old police vehicle would not work on the police vehicle that needs repair. Mr. Kefauver was to contact Chief Parsons regarding ordering of new parts that he might need.

14. President Conaway said Bridgeville will be hosting the April 4th SCAT meeting in Georgetown.

VIII. CITIZEN'S PRIVILEGE

1. Ms. Gunson, Executive Director of the Seaford Chamber of Commerce, reminded everyone that Bridgeville is a member of the Seaford Chamber. She is trying to change the focus of the Chamber to be more business oriented. The service area she is responsible for includes Greenwood, Bridgeville, Seaford, and Blades.

2. Mr. Bill Flynn said he would like to see John Street become a one-way street from the church to Main Street. Presently John Street is only one-way from the Dollar General to Main Street. Mr. Flynn stated the street is not wide enough for two cars. President Conaway asked Commissioner Sipple and Chief Parsons to check into the matter and report their findings at the April meeting.

3. Commissioner Sipple reminded the Commission that last month the fire company was requesting two 'handicap parking spaces' be installed at the west side of the firehall. The fire company previously used portable signs that would allow for no parking along that area on election day. President Conaway stated the fire company needs to place 'handicap parking' areas in their parking lot. Mr. Pete Stephens will discuss the matter with the fireman and the Board of Elections. After much discussion it was decided not to make any decisions until the April meeting.

4. Mrs. Marge Flynn said she requested once before that a large trash container be placed along John Street (between Dollar General and Main Street). President Conaway will discuss the matter with the Town's personnel.

IV. EXECUTIVE SESSION

MOTION: Commissioner Sipple made a motion to adjourn to executive session to discuss police personnel. Motion was seconded by Commissioner Correll and so carried.

The Commission reconvened to regular session at 10:00 PM. President Conaway stated police department matters were discussed in executive session.

1. **MOTION:** Commissioner Jefferson made a motion to advertise for a full-time police officer. Motion was seconded by Commissioner Greason and carried unanimously.

2. President Conaway stated complaints have been raised regarding police personnel. Those individuals will be asked to register their complaints in writing then appropriate procedures will be followed to resolve the issues.

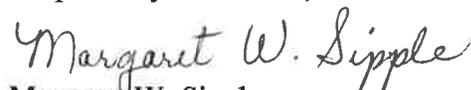
3. President Conaway stated the employee's health benefit plan, BCBS Program 8, will remain the same. The new broker will be J.A. Montgomery and Associates from Seaford, De. The Commission will be taking a look at the state insurance program in July in the hopes it will be cheaper for the employees and the Town. Presently some of the employees are paid a non-salary item to replace what the Town would have paid them for the family health insurance plan. That plan shows a measure of unfairness to the other employees, and when the new budget is presented that subject needs to be rectified.

MOTION: Commissioner Sipple made a motion to accept the BCBS Program 8 as proposed and change the broker to J. A. Montgomery and Associates bringing all the insurance under one agency. Motion was seconded by Commissioner Correll and carried unanimously.

X. ADJOURNMENT

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

Respectfully Submitted,


Margaret W. Sipple
Commission Secretary