

## MINUTES

### COMMISSIONERS OF BRIDGEVILLE JANUARY 10, 2005 - 7:00 PM BRIDGEVILLE TOWN HALL

#### I. CALL TO ORDER

The meeting was called to order by President Joseph Conaway at 7:00 PM. Present: Commissioners Margaret Sipple, Pat Correll, Earl Greason, Bill Jefferson and Town Manager Bonnie Walls. The meeting started with the flag salute and the Lord's Prayer.

#### II. APPROVAL OF MINUTES

Minutes of the regular board meeting and executive session held on December 13, 2004, and minutes from an executive session held November 8, 2004 were presented for review and approval. Commissioner Sipple made a motion to accept the minutes of the executive session and regular meeting of December 13, 2004 and minutes of an executive session held on November 8, 2004 as presented. Motion was seconded by Commissioner Correll. Motion carried.

President Conaway advised a Public Hearing was held Thursday, January 6, 2005 to consider two Conditional Use applications. The town's attorney, Mr. Dennis Schrader, Wilson, Halbrook and Bayard, has submitted an ordinance to adopt the two Conditional Use applications which were approved by the Commission. The Ordinance approval is subject to the following conditions:

- A) Beauty Salon located at 307 Edgewood Street submitted by Mrs. Margo Harris.
  - (1) The hours of operation will be as follows:
    - Monday - 9:00 a.m. to 5:00 p.m.
    - Tuesday - Noon to 8:00 p.m.
    - Wednesday, Thursday, and Friday - 9:00 a.m. to 5:00 p.m.
    - Saturday - Appointments only
  - (2) One chair only will be permitted for the business conducted on the premises.
  - (3) Staffing will not exceed one beautician who shall hold and maintain the proper Delaware licenses.
  - (4) The applicant may have no more than one unlighted sign not to exceed four square feet per side.
  - (5) The applicant may display and sell hair care and cosmetic products.
  - (6) Off-street parking as follows: not less than three parking spaces in the

driveway at the premises.

- (7) The applicant must secure all other permits and licenses required for the use of the property for a beauty salon (State, Federal, and County).
- (8) The applicant must comply with all applicable rules, statutes, regulations and ordinances related to the use of the premises as a beauty salon.

B) Doctor's office located at 509 North Cannon Street submitted by Doctor Kanawaljit Ahuja.

- (1) The hours of operation will be from 9:00 a. m. to 5:00 p.m., Monday through Friday.
- (2) The staffing shall not exceed one physician, who will hold the proper licenses, and one nurse or receptionist.
- (3) The applicant may have no more than one unlighted sign, not to exceed four square feet per side.
- (4) The applicant shall maintain a sign on the premises indicating no drugs, prescriptions or the like are maintained on the premises.
- (5) The applicant shall maintain a separate patient waiting room separate from the examining and consultation rooms.
- (6) The applicant may continue to occupy the dwelling as a part time residence.
- (7) The exterior of the premises shall be maintained in a clean and orderly condition.
- (8) Off street parking as follows: Not less than four parking spaces behind the premises. The parking area to be paved with stone.
- (9) Ingress shall be from North Cannon Street and egress shall be onto Gum Alley.
- (10) Any bio-hazardous materials are on premises must be secured and disposed of according to law.
- (11) The applicant shall secure all required applicable licenses.
- (12) The applicant must comply with all applicable rules, statutes, and regulations and ordinances related to the use of the premises for a doctor's office.

Commissioner Jefferson made a motion to accept the adopted Ordinance pertaining to the beauty salon located at 307 Edgewood Street and the doctor's office located at 509 North Cannon Street.

### **III. PRESENTATION**

President Conaway introduced Mr. Rick Tull of Lank Johnson & Tull, who presented the audit report for The Town of Bridgeville for the year ending June 30, 2004. The Town of Bridgeville's Independent Audit Report was distributed to the Commissioners for review. The town has implemented a new financial reporting model, as required by the provisions of the Governmental Accounting Standards Board (GASB). Mr. Tull, Town Manager Walls and Finance Director Savage have implemented a Management's Discussion and Analysis Statement per GASB. The Government-Wide Financial Statements includes the town's assets (town hall, police cars, water tower, and wastewater treatment plant) which are now depreciated and not capitalized as in the past. The Government-Wide Financial Statements provides a true picture of the town's financial status.

The Balance Sheet shows the town's net assets as of June 30, 2004 totaling \$526,000, which is ready and expendable funds, either cash or accounts receivable. The town's total assets were \$4,468,491 with liabilities totaling \$2,382,074. Total assets were \$2,086,417. As of June 30, 2004 the town was in a good strong financial position.

Mr. Tull advised he received full cooperation from town personnel when preparing the audit and the town is now properly audited as required by law.

President Conaway advised the Commission carried over \$100,000.00 into this year's budget, and the money was distributed into five escrow accounts (water, sewer, police, administrative and streets).

### **IV. LITTLE LEAGUE FIELD PROPERTY**

Mr. Mark Fields, President of the Woodbridge Little League Association, was present to inquire about the status of the playing field located on South Cannon Street. President Conaway advised the town acquired the five acres located on South Cannon Street through the generosity of Mr. Nick Rocks, President of Allen & Rocks, Inc. At this point and time, 1.3 acres has been designated to the Bridgeville Library. Mr. Fields asked the Commission for permission to demolish several old buildings located on the back part of the property. Mr. Fields advised a semi-pro football team would like permission to use the softball field for practice (two nights a week). Commissioners suggested the Little League continue as they have in the past with the use of the fields. President Conaway suggested the Woodbridge Little League Association prepare their needs in an agreement, advising who will be responsible for water services, Little League or the school district, meet with the Town Manager for a review, and the town will then have their attorney review a proposed rental agreement. After a general discussion, Commissioner Sipple made a motion to allow the Woodbridge Little League

Association to demolish three buildings on the property - Parcel A (5.112 acres). Motion was seconded by Commissioner Greason. Motion carried. Town Manager Walls requested Mr. Fields fill out a demolition permit for proper documentation regarding the three building (no charge).

President Conaway advised the Bridgeville Fire Company has expressed an interest in the parcel, and the Commission would like to be notified should the little league ever decide to stop using the land.

#### **V. CORRESPONDENCE**

A letter was received from the Seaford Star thanking the town for its participation in the "2004-2005" Newspaper in Education Program.

A request was received from the Greater Seaford Chamber of Commerce requesting the town to take an ad in the Twelfth Annual Town and Country Fair. No action taken.

A request was received from the Bridgeville Lions Club for an ad in their program book for their annual variety show. Town Manager to offer a recommendation.

A request for a donation was received from the Delaware 4-H Foundation. No action taken.

A request for a donation was received from the Bridgeville Fire Company for their annual fund drive campaign. President Conaway advised the town will present their annual check of \$1,000 plus a check for \$18,274 which was collected from building permit fees (one quarter of one percent) at the Firemen's Appreciation Night scheduled for January 15, 2005.

#### **VI. APPROVAL OF FINANCIAL REPORTS AND BILLS PAYABLE**

President Conaway advised building permits were budgeted for \$56,140; but as of December 30, 2004 the total collected is \$28,528. Transfer taxes are not at the level anticipated because settlement on homes at Heritage Shores has not progressed as expected, but houses in town are selling. President Conaway advised the police department is not to be revenue producers, but the department has collected \$84,000 in fines. Town income, at this time, exceeds the budget by \$88,000. President Conaway advised in March the town will have \$1.1 million dollars for land acquisition (spray irrigation) cost, through Department of Resources and Environmental Control (DRNEC) loans. Finance Director Savage reviewed payable bills and after a review and general discussion of the financial statement and bills payable, Commissioner Correll

made a motion to accept the financial statements and to pay the bills as presented. Motion seconded by Commissioner Greason. Motion carried.

## **VII. DEPARTMENT HEAD REPORTS**

Wastewater-Superintendent Mowbray reported this is the 75th consecutive month without a NPDES violation. Due to the recent sewer main blockage, Superintendent Mowbray has been trying to allocate time each week to check key sewer manholes to observe sewer flows. A 20 year old missing manhole has been discovered on the property of Horney Industrial Electronics located on North Main Street. As soon as concrete riser rings are received, the manhole frame and cover will be brought up to grade level.

Code Enforcement Constable Jack Kimlel's submitted report advised the condemned house located at 109 North Cannon Street is under sales contract with proposed settlement on January 31, 2005. The house is to be demolished and replaced. Eight building permits have been issued for a total sum of \$43,684.

The submitted police department report from Chief Allen Parsons advised the December, 2004 traffic arrest revenues are estimated to be \$36,678.75. In the report, Chief Parsons presented complaint totals from July through December, 2004.

The written report submitted by Water Department Superintendent Doug Jones advised he met with a representative from ATD Security to obtain a quote for surveillance camera equipment for the Wastewater Treatment Plant and Well #22-D located on Cherry Alley.

The written report submitted by Street Superintendent Rick Passwaters advised a Crime Watch sign was erected on the corner of Edgewood and Laws Streets. Potholes were filled along the edges of streets in town.

## **VIII. CITIZEN'S PREVILEGE**

No comments from citizens.

## **IX. TOWN MANAGER'S REPORT**

Town Manager Walls advised a donation of \$1,000 was received from the Bridgeville Lions Club to help defray expenses to repair cable, wires, boxes to the Christmas lights

Commissioners of Bridgeville Minutes  
January 10, 2005  
Page 6.

Food items collected from Caroling in the Park, Town Commissioners and employees were delivered to two residents of the town over the holidays.

Town Manager Walls advised Town Offices will be closed in observance of Martin Luther King day on Monday, January 17, 2005.

Town Manager Walls advised President Conaway was honored on January 5, 2005 at the SCAT monthly meeting with the Sussex County Association of Towns Public Service Award. The award is given each year to a Sussex County elected or appointed federal, state, county or local official who resides in Sussex County for outstanding public service. Commissioners Jefferson and Correll and Town Manager Walls accepted on President Conaway's behalf (unable to attend due to family emergency). Town Manager presented President Conaway with his award with congratulations being extended.

Commissioner Jefferson commented a two-page listing was addressed regarding President Conaway's accomplishments. Commissioner Correll stated she has attended every SCAT meeting since being elected to the Commission, and during that time someone always approaches President Conaway for information, concerns, and ideas, etc. It is very evident Joe is well respected for his many abilities. President Conaway expressed his appreciation for the award but advised it happen because of the efforts of other people making him look good over the years - family, friends, fellow employees, etc.

## **X. OLD BUSINESS**

No old business to discuss.

## **XI. NEW BUSINESS**

President Conaway advised of a list of sixty-five accomplishments this year in the State of The Town of Bridgeville. This is a tribute to the Commissioners, town employees and all town departments (see attached). President Conaway stated he is very conservative when it comes to tax payer's dollars. He also stated if anything is left by him to the town, it will be the results of the Commission to bring a budget under control and to create funds that have not been available in past years. President Conaway personally thanked Senator Thurman Adams, Jr. and Representative J. Ben Ewing for their efforts and funding awarded to the town from their Suburban Street Aid Accounts. The funding (over \$400,000) will enable the town to repair streets, sidewalks and alleys.

Commissioners of Bridgeville Minutes  
January 10, 2005  
Page 7

President Conaway stated what he believes to be of utmost importance in the past year was the installation of flashing warning lights at the intersection of Routes 13 and 40 (Redden Road). A young lady who was a senior at the Woodbridge High School lost her life at that intersection. President Conaway advised the town is moving in a very positive direction.

Town Manager Walls advised the Commission Election is scheduled for Saturday, March 5, 2005 from twelve noon until 7:00 p.m. in the Town Hall. There are three positions available: a one year term and two two year terms. Commissioner Correll and Commissioner Jefferson have filed for two of the positions. The filing deadline for candidates is February 4, 2005. A written letter of intent must be submitted to the Commission President or Secretary by the filing deadline.

Chief Parsons advised he was notified in December, 2004 the town would be receiving a grant of \$2,500 from the Office of Highway Safety. As of this date, Chief Parsons has not been notified as to grant guidelines. He will attempt to obtain the information tomorrow at a meeting to be held in Dover and advise Town Manager Walls and Finance Director Savage of same.

Chief Parsons advised in the fall of 2004, he submitted a grant application to the Special Law Enforcement Assistant Fund for purchase and installation of in-car cameras, videos, etc. Part of the application was approved in the amount of \$15,000. A second application is being submitted in the amount of \$18,950 which will allow the completion of equipment required for police vehicles. If the grant is not approved, the equipment will not be purchased by the town. After a general discussion, Commissioner Jefferson made a motion to submit an application for equipment in the amount of \$18,950 to SLEAF. Motion was seconded by Commissioner Greason. Motion carried.

President Conaway advised a water and wastewater facility plan was developed for the growth of Bridgeville, and the Facility Plan is being updated to address future growth south of Bridgeville. President Conaway stated he believes planning is the key to success, therefore he recently contacted Mr. Martin Johnson, Vice-Chairman of the Delaware Police Chiefs' Foundation, with Mr. Johnson agreeing to review the town's police services and to help plan police service for future growth of our community. After reviewing the police service, Mr. Johnson will be able to advise the town of whom we should contact for professional (consultant) assistance.

President Conaway, Chief Parsons and Town Manager Walls will be meeting with state agencies, municipal policemen, and representatives of the Delaware League of Local Government on January 11th to discuss police concerns and what is needed as communities continue to grow. If there are no objections from the Commission, President Conaway will proceed in speaking with Vice-Chairman Johnson and will move

to develop a contract with a consultant. The contract will be presented to Commissioners for review and approval. After a general discussion, Commissioner Correll made a motion for President Conaway to obtain a consultant regarding police service in our community. Motion was seconded by Commissioner Jefferson. Motion carried. President Conaway explained this action is not aimed at Chief Parsons.

President Conaway requested the regular Commission meeting scheduled for February 14, 2005 be rescheduled to February 7, 2005. Commissioner Correll made a motion to reschedule the regular monthly meeting from Monday, February 14th to Monday, February 7th. Motion was seconded by Commissioner Jefferson. Motion carried.

President Conaway advised last year a discussion was held concerning Municipal Tax Increment Financing for Special Development District Legislation which would involve Sussex County and all municipalities. It would allow Bridgeville to issue bonds similar to industrial revenue bonds that would be paid back by the people who benefit from provided town services. The bill was caught in a political battle and, therefore, did not get scheduled before the June 30th recess. Hopefully the bill will be introduced into legislation this session. President Conaway advised if the bill is passed, the town can charge one percent of the face value of a bond issue. The town will be allowed to charge up to five percent to administer bonds. This will give the town the opportunity to be profitable in these regards.

## **XII. ADJOURNMENT**

Commissioner Sipple made a motion to adjourn the meeting at 8:07 p.m. Motion was seconded by Commissioner Correll. Motion carried.

Respectfully submitted:

Margaret W. Sipple  
Margaret W. Sipple, Commission Secretary

Alma Fleetwood  
Alma Fleetwood, Transcriptionist