

MINUTES

COMMISSIONERS OF BRIDGEVILLE JANUARY 14, 2008 – 7:00 P.M. TOWN HALL

I. CALL TO ORDER

The meeting was called to order by President Joseph Conaway at 7:00 P.M. Present: Commissioners Patricia Correll, Margaret Sipple, Earl Greason, William Jefferson and Town Manager Bonnie Walls. The meeting began with the Flag Salute and Lord's Prayer. President Conaway asked for a moment of silence to honor Mrs. Margaret MacLeod who passed away at age 100. She was one of Bridgeville's oldest residents and a former Poet Laureate of the State of Delaware.

II. QUORUM PRESENT

President Conaway reported a quorum was present to conduct the business of the Town of Bridgeville.

III. APPROVAL OF MINUTES

Minutes from the December 10, 2007 monthly Commission meeting were presented for approval. Commissioner Jefferson made a motion to approve the minutes as presented. Commissioner Correll seconded the motion. Motion carried.

IV. RESOLUTION HONORING MARIA SCOTT

President Conaway introduced Ms. Maria Scott of 201 S. Main Street. At age 15 she is an accomplished pianist and has won several Southern Delaware Music Teachers Association competitions. She is a seven year member of the National Fraternity of Student Musicians and has received superior plus ratings. In May of 2007, Maria performed at Carnegie Hall, Weill Recital Hall as a gold medal winner in the Golden Keys Music Festival. President Conaway read a Resolution honoring Maria, commending her for her exemplary musical achievements and outstanding honors, wishing her the best in her future endeavors. Ms. Scott received the Proclamation and a Certificate of Recognition from the Commissioners.

V. CORRESPONDENCE

Town Manager Walls reported the receipt of a card from the family of Earl Willey thanking the Commissioners for a donation upon the death of Mr. Willey.

The Town received a letter from the Bridgeville Senior Center thanking the Commissioners for a second donation received from proceeds of the Bridgeville Charity Open Golf Tournament.

The Delaware Community Reinvestment Action Council's December 2007 newsletter is available for review.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage directed the Commissioners to the Balance Sheet. (The following amounts are in rounded figures.) The General Fund has a total of \$626,400. The Town has received monies from the state and federal governments and an updated balance on interim financing loans for wastewater treatment plant improvements. Of the \$626,400 in the General Fund, \$588,000 will go toward the payment of those loans. The EM Fund contains monies which will be given to the Bridgeville Volunteer Fire Company for emergency services, provided from a surcharge on all building permits issued. The figure posted does not include December receipts; the Town will present a check for \$19,704.67 to the Fire Company in January. The Escrow accounts total approximately \$845,000. The long term liabilities of over \$5 million reflect the loans for the wastewater treatment plant upgrades. Finance Director Savage directed the Commissioners to the Bills Payable report, with a total of \$215,052.88 due. Daisy Construction will be paid \$115,800 of that amount for wastewater treatment upgrades. The total amount to be approved, including expected expenses before the February Commission meeting, is \$320,552.88. Commissioner Correll made a motion to pay the bills as presented. Commissioner Sipple seconded the motion. Motion carried.

VII. DEPARTMENT HEAD REPORTS

President Conaway advised the Department Head reports are available to the public. Only \$526 was received in building permit fees, which is disheartening. The wastewater treatment facility is back on track with no violations of its NPDES permit in the month of December; however, structural problems still exist with the geo-reactor from the Parkson Corporation. This information is being shared with our Town Attorney. The water tower is now fully operational. The Town continues to write \$120,000 worth of tickets; however, only \$35,000 has been collected, due to the nature of the payment system. Town Manager Walls reported that the new public works office and storage building will be completed by the end of February.

VIII. CITIZEN'S PRIVILEGE

Mr. Bill Atwood of 113 Emily's Pintail Drive asked a question concerning election districts, as discussed at the December meeting. President Conaway advised the public meeting was closed at the December meeting and, therefore, public discussion was also closed on that Ordinance. Mr. Atwood would be welcome to share any additional comments with the Commissioners in writing. Mr. Atwood requested a response to his written comments read at the December meeting. President Conaway replied that he would respond.

President Conaway reported that at one point in the month of December, neither water tower was in service. The water tower behind Town Hall was out of service awaiting water testing after the inside was painted. Additionally, the electric was turned off at the new water tower due

to non-payment of bills. Working with Brookfield Homes, the Public Service Commission and others, the issue was resolved.

President Conaway also reported on an issue this past week concerning the closing of the back entrance to Heritage Shores on Wilson Farm Road. The Department of Transportation has concerns about that entrance, but President Conaway assured the attendees that the entrance will not be closed.

IX. TOWN MANAGER'S REPORT

Town Manager Walls reported on a meeting held with a representative from the Delaware Economic Development Office at the end of December regarding possible training and development services for our downtown area. At the meeting Town Manager Walls informed the representative that the Town does not have monies in the budget for these activities, although the Town does desire to help the downtown area with their special needs and will certainly look at all possibilities. The Development Office advised last week that they have received a grant from the United States Department of Agriculture and wanted to place the Town of Bridgeville on their recipient list for possible funding. It appears the grants awarded would call for some matching funds from the Town. The Development Office advised they needed a signed "interest only" agreement from the Town, no commitment. Town Manager Walls discussed the matter with President Conaway and then signed the agreement. As the Development Office obtains additional information regarding their grant funding, etc., they will advise how the Town may, if it chooses, become a recipient.

Five baskets of food items were delivered to needy families throughout Town at Christmas time. On behalf of the Commissioners, Town Manager Walls thanked the employees and residents for their generosity.

The Town of Bridgeville was host to the Sussex County Association of Towns (SCAT) on January 2nd. SCAT is an organization of participating Sussex Towns who meet monthly to discuss concerns, needs, etc. that face all of the surrounding municipalities. Bridgeville hosted the monthly dinner meeting at the Fire Hall, with the Ladies Auxiliary serving an outstanding meal. The Ralph and Paul Adams Company graciously provided scrapple for those in attendance. Town Manager Walls expressed the Town's sincere thanks to both groups for all they do for Bridgeville.

The Town has added fluoride to the municipal water system to comply with state laws. Senate Bill 173, (passed in 1998) requires that all municipal water suppliers fluoridate their water. The completed project, which began in June 2006, is estimated to cost \$38,146.96. Grant monies were funded through Delaware's 21st Century Fund. The Town will monitor fluoride levels daily and report the results to the Delaware Division of Public Health, Office of Drinking Water monthly. The Office of Drinking Water will collect and test samples to check fluoride levels. We have been advised by Delaware Health and Social Services that children who drink fluoridated water on a regular basis do not need to take fluoride dietary supplements. Parents of children who regularly drink the Town's water should discontinue fluoride supplements. Most bottled water does not contain fluoride. Some home water treatments will remove fluoride, so customers should consult the water treatment manufacturer to determine if their water treatment system is removing

the fluoride. If so, parents should consult their prescribing dentist or physician about whether additional fluoride supplements are necessary.

Town Manager Walls reminded the Commissioners of a Citizen's Advisory Committee meeting on Tuesday, January 15th at 7:00 P.M.

X. OLD BUSINESS

There was no Old Business to be discussed at this meeting.

XI. NEW BUSINESS

A. FY-08 BUDGET AMENDMENT

President Conaway advised Town Manager Walls and Finance Director Savage have been preparing a yearly budget amendment. Not all aspects have yet been discussed and finalized; therefore, the budget amendment will be brought before the Commission at the February meeting. Some areas need to be re-budgeted, with some revenue streams being increased and some reduced. The transfer tax category will be reviewed, although the Town is actually ahead in collections. The building permit line item will be examined, as well as fine collections in the police department. The police are writing tickets; however, the amount of money in tickets written is far higher than collection receipts. Public Safety Chaffinch clarified that the fine written on a ticket is not necessarily the amount the Town will receive in payment. As an example, a driver stopped for not having an insurance card in possession is fined. If the driver can produce a current insurance card after the fact, the fine is greatly reduced. This same fee structure is throughout the traffic fining system and the municipality is able to collect only a very small percentage of fines due to this system. Additionally, deferred payment plans also reduce the amount an individual must pay.

B. ROUTE 13A DETOUR

Traffic will be detoured on Route 13A (South Main St.) from Jimmy's Grille to the Route 13/404 light from January 21st through March 18th. All traffic will be detoured to Rifle Range Road, a small feeder road between Route 13A and Route 13, to enter and leave Town. Currently, we do not know if a traffic light will be placed at that intersection to accommodate the extra traffic. President Conaway feels the intersection will be too congested without some type of controlled access. He will again contact the Secretary of Transportation concerning the issue. The Town has previously requested that a permanent traffic light be placed at that location due to future commercial development planned for the area. People who travel through Bridgeville from Route 404 west of Town may now choose to use the bypass, due to the congestion which is inevitable during this construction period. Reports indicate that 70% of the people headed to the beaches still come through Bridgeville rather than using the bypass. That percentage drops to 50% on the trip home. Route 13 will be closed at some point to straighten the Route 13/404 intersection, which will bring more delays and congestion. After the road construction is complete, patrons will be able to access Jimmy's Grille, the old diner and the gas stations from a service road off of Route 404, as well as having access to those businesses from Route 13. The

police and fire departments may receive additional calls to this area as people get used to the detour. Commissioner Jefferson suggested using the road next to Antique Alley as an alternate detour.

C. FRIENDS OF THE LIBRARY – GROTTO PIZZA FUNDRAISER

President Conaway encouraged those present to support the Friends of the Library Grotto Pizza fundraiser on January 17th. With a voucher, 20% of the price of a meal will be donated to the library for new construction.

D. MUNICIPAL ELECTION INFORMATION

Town Manager Walls reported the Municipal Election is scheduled for Saturday, March 1, 2008, at the Town Hall, with voting from 12:00 P.M. to 7:00 P.M. The candidate filing deadline is Friday, February 1, 2008 and the voter registration deadline is Wednesday, February 20, 2008. Current candidates for Election Voting District #2 are Mrs. Ruth Skala, 108 Whistling Duck Drive and Mr. Edward Heath, 48 Whistling Duck Drive. For District #3, Ms. Patricia Correll, 421 S. Main Street has filed for re-election and for District #1, Mr. Earl Greason, 207 S. Main Street has filed for re-election.

E. STATE OF THE TOWN OF BRIDGEVILLE REPORT

President Conaway advised that according to the Town Charter, the Commission President is required to report on the state of the Town at the January meeting. President Conaway shared some of the highlights of the report. The entire State of the Town of Bridgeville Report is an attachment to the permanent minutes.

The Town continues to move in a very positive direction. Planned, controlled growth has enabled Bridgeville to do more with less money and our financial condition makes Bridgeville the envy of governments throughout Delaware. The key to success is controlled finances. Today, Bridgeville holds over \$840,000 in “rainy day” reserve funds to face any economic downturn. The following are only a few of the accomplishments of 2007.

1. The Fiscal 2008 Budget is a reduction from Fiscal 2007, as we anticipated a loss of both transfer tax revenue and building permit fees. Fiscal 2008 is \$247,917 less than Fiscal 2007. However, we ended Fiscal 2007 with a \$722,050 surplus. With the addition of our new spray irrigation facility on Apple Tree Road, our Fiscal 2009 budget will grow substantially.
2. A total of 142 Building Permits were issued in 2007. This is a decrease of 102 over 2006.
3. The Town garbage contract of three years was re-bid and the successful bidder was M-T Trash, our present and very capable provider. Even though the cost has increased, we will maintain our present \$13.25 fee throughout this fiscal year

4. The Town was able to carry over \$381,000 of reserve funds from the previous fiscal year to assist with the Fiscal 2008 budget. This is in keeping with the philosophy of the Town Commission to use reserve funds, when necessary, in order to avoid tax increases or cuts in services.
5. The Commission has set aside 1.5 acres on South Cannon Street for a new Bridgeville Library. Whether that facility is built or not is in the hands of the Bridgeville Library Trustees, an independent board appointed by the Resident Judge of the Sussex County Superior Court.
6. An additional employee was added to our wastewater staff in preparation for the opening of our new spray irrigation facility.
7. A full-time secretary was added to our Police Department, thus providing personal phone services on weekdays during day-time hours.
8. We have begun upgrading our existing water meters in Town to radio-read meters. A total of seventy-five meters will be replaced.
9. Our second water tower, located at the south end of Town, was placed in service.
10. Punkin Chunkin joined the Apple Scrapple Festival and Christmas in Bridgeville, making the Bridgeville area the place to be in October, November and December for special events and festivals.
11. The Town provided \$62,007.91 to the Bridgeville Volunteer Fire Company as part of our program to insure that growth pays for itself. These funds came from a building permit fee of $\frac{1}{4}$ of 1% that is based on the value of building permits issued. This year with building permits having decreased, the Fire Company will receive over \$19,000, a tremendous reduction in the donation.
12. The First Annual Bridgeville Charity Open was held this year. Through the generosity of fifteen tournament sponsors, forty-five tee sponsors, and one hundred thirty-six golfers, the Bridgeville Lions Club, The Kiwanis Club of Bridgeville, and the Bridgeville Senior Center each received \$8,500 for their community work. Plans are already underway for next year's tournament.
13. The Town's first Election Board was appointed and will run the March 1st election.
14. Other Town Committees and Commissions have been appointed.
15. The Commission adopted English as the official language of our Town. All business is and will be conducted in English.

16. The new Route 404 and 13 intersection improvement has begun.
17. Along with many Ordinances being adopted, Ordinance A06-8 reducing the requirements for open space in a residential planned community was rejected by the Commission.
18. The Apple Scrapple Festival was a huge success again this year. The Town provides services for this event that total just under \$4,000 and should be considered a sponsor.
19. Goodwill Industries opened its new facility in Bridgeville.
20. Arby's has announced its intention to come to Bridgeville at the corner of Rifle Range Rd. and Route 13.

The future continues to look bright in Bridgeville. Continued growth that is well managed will enable us to protect our Town from unbridled commercial growth. We will continue to monitor developments that can take place just outside of our Town limits. These developments can impact our Town services without providing any revenue. Future annexations are on our horizon; these requests are primarily commercial in nature and are located along the Route 13 corridor. They will be monitored so that we can avoid the traffic nightmare occurring south of us. With the same dedication and effort by the people of Bridgeville, the staff of our Town, and your Commission, Bridgeville will continue to be the Town with a bright and financially secure future. Bridgeville, if you lived here, you would be home now.

F. CEDAR ACADEMY OPEN HOUSE

Commissioners Sipple and Jefferson attended the Cedar Academy Open House recently. Commissioner Sipple found the event to be very informative. The new Chief Executive Officer invited the townspeople to visit the facility. It is a private, high-priced school for students with learning disabilities on Rifle Range Road across Route 13 from Bridgeville and has students from all over the United States.

XII. ADJOURNMENT

Commissioner Sipple made a motion to adjourn the meeting. Commissioner Jefferson seconded the motion. Motion carried. The meeting was adjourned at 7:52 P.M.

Margaret W. Sipple
Commissioner Margaret W. Sipple, Secretary

Peggy A. Smith
Peggy A. Smith, Transcriptionist