

MINUTES

COMMISSIONERS OF BRIDGEVILLE FEBRUARY 11, 2008 – 7:00 P.M.

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.

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 January 14, 2008 monthly Commission meeting were presented for approval. Commissioner Correll made a motion to approve the minutes as presented. Commissioner Sipple seconded the motion. Motion carried.

IV. CERTIFICATE OF APPRECIATION – MR. DAVE KNIGHT

The Commissioners awarded a Certificate of Appreciation to Mr. Dave Knight. Although he is a resident of Dover, he has been a mail carrier for the United States Post Office in Bridgeville for nine years and a member of the Bridgeville Volunteer Fire Company. Mr. Knight was named an "Honorary Citizen" of the Town of Bridgeville for his community-minded spirit and willingness to serve the Town. Mrs. Knight accompanied her husband. She also volunteers for dinners at the Bridgeville Fire Company.

V. PRESENTATION TO BRIDGEVILLE PUBLIC LIBRARY

The Commissioners presented a yearly \$1,000 grant to the Bridgeville Public Library. The President of the Bridgeville Library Board of Trustees, Mr. Matt Davis, accepted the grant from the Commissioners on behalf of the library. President Conaway asked for an update on the new library project. Mr. Davis reported the Friends of the Library have become a very active group. They promoted two fundraiser nights at Grotto Pizza in Seaford, with the January 19th event being the largest community response Grotto's has had for any community organization. \$1,100 was realized from the two fundraiser nights. Mrs. Ruth Skala, a member of the Friends group, was asked to share details of the Art Auction to benefit the library on April 18th. The event will take place at the Bridgeville Banquet Center in Bridgeville at 6:30 P.M., with advance tickets available for \$15. The auction will honor long-time resident and artist, Jack Lewis. There will be live and silent auctions. The auction is turning into a major event for the community. Invitations will be sent in early March. The library building project will require state funding and the degree of involvement of the

community in these fundraising events will be viewed favorably by the state when granting funds. Mr. Davis reported the library is under time pressure to use available funding. They will need matching construction funds from the state. Mrs. Skala added that grant writing will be an important part of the funding process that will continue after the library is built.

VI. CORRESPONDENCE

Town Manager Walls reported the receipt of a thank you note from Maria Scott concerning the Resolution adopted in her honor at the January 2008 meeting.

The United States Department of Agriculture Annual Report is available for review.

A letter has been received from Comcast concerning an upcoming rate hike. Copies have been distributed to the Commissioners.

The Delaware Rural Water Association has announced its Annual Technical Conference and Exposition. The Commissioners are invited to attend the event on February 26th from 6:00 – 8:00 P.M. Mrs. Walls will be glad to RSVP for the Commissioners concerning that evening.

Mrs. Walls reported the receipt of an email from Susan Cina, who has lived in Bridgeville for 15 years.. She entered a contest with Crossroads magazine to make an acronym from your hometown's name. Ms. Cina notified the Town of her acronym for Bridgeville in the email.
Better Roads Indicate Diverse Growing Economy Vital In Leisurely Living Enjoyment

VII. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage directed the Commissioners to the Balance Sheet for the period ending January 31, 2008. Amounts are identified here in rounded figures. The General Fund checking account has a total of \$93,000. The Money Market savings totals \$380,000 and the Escrow accounts have \$153,000 in each department account. Adding impact fees, the Town has \$834,000 in its rainy day funds. President Conaway advised the totals in the money market and checking accounts are substantially less than last month due to state monies in the accounts that have since been paid out for wastewater improvements. Therefore, the PNC interim financing loan amounts due on the balance sheet have decreased accordingly. On the Budget vs. Actual Report, the monthly target percentage is currently 58.33%. On the income side, most categories are above the percentage rate and on the expense side, most categories are in line. President Conaway again mentioned the inequity in the Police fines system. The Town received over \$26,000 in transfer taxes, totaling \$219,000 for this fiscal year, to date. This amount is in line with the amended budget. Finance Director Savage was not expecting this large a check this month. He knew of some Heritage Shores settlements, but there were other settlements in Town that weren't expected. Concerning the Accounts Payable report, to date bills total \$732,900, most of which are for the wastewater treatment plant upgrades. Expenses expected before the next Commission meeting total \$110,000. Accounts payable to be approved totals \$843,400. Commissioner Correll made a motion to pay the bills as presented. Commissioner Sipple seconded the motion. Motion carried.

President Conaway informed the Commissioners of an on-going issue with Verizon. A 2001 letter from Verizon addressed their feeling that their property assessment was too high. They were directed to the annual Tax Appeal Day to address their concerns to the Commission, however they never attended. Verizon has taken exception to the tax assessments across Delaware and has sued New Castle County. The courts found in favor of Verizon and the company has since moved downstate with their suits. Bridgeville takes its assessments from Sussex County; due to the fact that the Town does not have the finances or expertise to make the assessments itself. The County Council agreed to new assessments for Verizon, rather than taking the issue to court. That decision will affect Bridgeville; instead of collecting \$140,000, the Town will only collect \$70,000 from Verizon. This is a large decrease in property taxes for the Town.

VIII. DEPARTMENT HEAD REPORTS

President Conaway advised the Town has had serious problems with the new geo-reactor and its contractor. Our attorney is being called in to review the Town's position. He also mentioned that fluoride is now being added to Town water. The Police Department has recommended the promotion of PFC Adams Hitchens to the rank of Corporal. He has been employed by the Town since he finished the Police Academy five years ago. This promotion was budgeted. Commissioner Jefferson made a motion to promote PFC Hitchens to the rank of Corporal. Commissioner Greason seconded the motion. Motion carried. Public Safety Director Chaffinch reported that Officer Chad Spicer solved three burglaries at the laundromat on S. Main Street. Officer Spicer apprehended a suspect outside the laundromat, who is now at the Georgetown Correctional Institute. It appears that the same suspect has been identified in the robbery of a jar of money for charity at a Laurel Royal Farms store; there may be additional charges filed. Officer Spicer has also been involved in a \$72,000 drug bust.

IX. CITIZEN'S PRIVILEGE

Mr. Matt Davis of 202 Walnut Street asked for clarification concerning uncollected fines. President Conaway explained that this involves police fines that are ticketed by our officers at a higher rate than what is actually collected based on a flawed fine system.

Mr. Russ Beard of 25 Amanda's Teal Drive thanked the Police Department for their good work.

X. TOWN MANAGER'S REPORT

Town Manager Walls reported the last day to register to vote in the March 1st Municipal Election is February 20th. Election District #2 has a contest with three candidates seeking the Commission seat. Candidates include Mr. Edward J. Heath of 48 Whistling Duck Drive, Mr. (James) Steve Kendall of 125 Whistling Duck Drive and Mrs. Ruth L. Skala of 108 Whistling Duck Drive. Polls will be open from noon to 7:00 P.M. on Saturday, March 1st. Voting will be held here at the Town office. As a reminder, in order to vote, residents must be registered on the "Books of Registered Voters" of the Town of Bridgeville.

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Town Manager Walls had the opportunity to meet with Boy Scout Andrew Solomon who was in the process of completing his community badge. They had a good conversation regarding questions Andrew had about Town functions. Andrew advised his troop would be interested in doing a Town project. Town Manager Walls hopes to suggest a project, with the assistance of Street Superintendent Passwaters, in the next several months.

The Sussex County Profile 2008 magazine has been distributed to the Commissioners. Copies are available at the Town office for the public. The profile is a very useful tool, particularly to those persons relocating to our area. The Profile offers information on Sussex County communities as to population, local community history, school statistics, recreational activities, etc.

Town Manager Walls and the Commissioners attended a ribbon cutting ceremony for Rite-Tech Aerospace located outside of Town limits on U.S. Route 13. The California-based company provides engineering solutions for clients in aerospace and aviation. Their largest California customer is Boeing Satellite. Rite Tech plans to employ a total of thirty people at the Bridgeville site, with their primary customer being PATS aviation. The Town welcomes Rite-Tech Aerospace to the Bridgeville area. President Conaway added his concern that the Economic Development Office needs to be re-vamped. This new business may offer a secretarial job to local residents, but the other jobs will be highly technical and do not match Sussex County job seekers. Most of the new business's employees will need highly technical skills which will be brought in from outside our area. President Conaway feels the DEDO should bring new business that will hire local people and believes that the county council and chambers of commerce will soon address that issue. The Delmarva Peninsula and Sussex County, in particular, has the largest out-migration of 18-25 year-olds in the country. We must bring good jobs to our county to keep our young people here for our future welfare.

Town Manager Walls presented information at the last two Commission meetings regarding funding, training and development services by the Delaware Economic Development office for our downtown area. A meeting has been scheduled with businessmen from our downtown area, at the request of the Development Office, to review and discuss no-cost economic training. The Commissioners are invited to attend the meeting scheduled for 2:30 P.M. on February 19th.

A copy of a proposed Personnel Policy update has been given to the Commissioners for their review. The proposed policy has sexual harassment and drug and/or alcohol policies for consideration. General updates have also been made to the policy which was originally adopted in April 1995. Town Manager Walls asked the Commissioners to review the policy and respond with questions and comments by February 29th. Commissioner Correll questioned whether an Ethics Policy is included in the Personnel Policy. President Conaway advised it has not been included at this time. It would be considered separately. Commissioner Correll feels that based on her prior involvement in business, the Ethics Policy should be included in the Personnel Policy.

The Second Annual "Spring Into Health: Community Walk" will be held on Saturday, April 5th, 9:00 A.M. at the Woodbridge School district "farm property". Rain date is Sunday, April 6th at 2:00 P.M. The event is sponsored by the Sussex Child Health Promotion Coalition and Nemours Health and Prevention Services, in partnership with the Towns of Bridgeville, Seaford, Laurel and

Georgetown. The purpose of the event is to raise awareness and to focus on the prevention of childhood obesity and early onset of diabetes. A goal of the Walk is to familiarize everyone with the 5-2-1 Almost None philosophy of eating at least 5 fruits and vegetables per day, limiting screen time to 2 hours or less, and increasing physical activity to 1 hour per day, while eliminating sugared beverages. Bridgeville won the “cup” last year for the most participants and would like to keep it here in Town. Town Manager Walls encouraged everyone to participate and bring family, friends and neighbors.

Town Manager Walls advised the March Commission meeting has been changed from March 10th to March 17th.

Town Manager Walls and Finance Director Savage attended a remembrance for Mr. Frank Adams, the Finance Director of the Town of Georgetown, last week. Mr. Adams passed away very suddenly. They had both attended a meeting with Mr. Adams about a month ago and the very next day, he died. Town Manager Walls expressed sympathy to Mr. Adams' immediate family and his family at the Georgetown Town offices.

XI. OLD BUSINESS

A. Review of 2007 Bridgeville Citizen's Survey

President Conaway advised copies of the survey results are available from the Town office and are included in the Journal newsletter due out later this week. There were 121 responses. 85% of the respondents said that Bridgeville was a good to excellent place to call home; 81% said that it was a good to excellent place to retire. 78% felt that there was a good to excellent sense of community. There were some responses that the Commissioners need to consider. 60% of the respondents felt that overall growth was right on track, but 88% felt that retail growth was too slow and 75% felt that job growth was too slow; the Town is working on those issues. The complete survey results will be attached to the permanent minutes.

B. First Reading Ordinance A08-1, An Ordinance to Amend Chapter 19 of the Town of Bridgeville Code Relating to Emergency Management to Include the Bridgeville Emergency Operations Plan

Town Manager Walls advised the Emergency Management portion of the Town Code is being updated based on the recommendation of Mr. Weldin of the Delaware League of Local Governments, our state contact person concerning Homeland Security. The county is currently updating their emergency plan and Bridgeville had decided to wait until that was completed to determine continuity with our plan, but Mr. Weldin recommended adopting our Ordinance now and considering amendments later, if needed. This is tied to Homeland Security funds and eligibility requirements dictate that we add our Town Emergency Operations Plan to the Code Book at this time. Commissioner Correll made a motion to introduce Ordinance A08-1 to amend Chapter 19 of the Town of Bridgeville Code relating to Emergency Management to include the Bridgeville Emergency Operations Plan for its first reading. Commissioner Greason seconded the motion. Motion carried.

C. Bridgeville / Greenwood Agreement

President Conaway advised the Town of Greenwood has not signed the agreement between Bridgeville and Greenwood concerning negotiating a new sewer contract. The Commissioners received a copy of the letter Mr. Conaway sent to Greenwood concerning the situation. County Councilman Finley Jones suggested a meeting with the two Towns without an attorney present, to resolve the issue. With the Commissioners' approval, President Conaway is willing to try one more time to meet with Greenwood. Councilman Jones is willing to mediate a meeting at a location other than the two Town offices. Both Towns would be able to bring councilmen, engineers, etc., but no attorneys. Apparently, Greenwood's current letter is composed (by their attorney) in such a way that our signing off on the letter would make contractual obligations, which President Conaway is not willing to do. Town Manager Walls will contact Greenwood and make meeting arrangements. Commissioner Correll added that she knows the new Greenwood Mayor, Mr. Willard Russell, and believes we should meet with him personally.

XII. NEW BUSINESS

A. 2008 Department of Natural Resources and Environmental Control Mosquito Control Participation

Town Manager advised the Town enters into a yearly agreement with DNREC concerning mosquito spraying in Bridgeville. Commissioner Greason made a motion to enter into the agreement for the 2008 mosquito season. Commissioner Sipple seconded the motion. Motion carried.

B. Appointment of Certified Public Accountant Firm

The Town Charter requires the Town to appoint a public accounting firm. Town Manager Walls recommended the appointment of our current accounting firm, Lank, Johnson and Tull. Commissioner Greason made a motion to appoint Lank, Johnson and Tull as the Town's certified public accountant firm. Commissioner Sipple seconded the motion. Motion carried.

C. Property Assessment Listing and Tax Appeal Day

President Conaway advised the Commissioners must set the Tax Appeal Day for the 4th Saturday of March. This year it is scheduled for March 22nd from 12:00 P.M. to 1:00 P.M. Finance Director Savage indicated he will provide the assessment listing by March 1st. It will be posted at the Post Office, the Public Library and at Town Hall.

D. Commissioners of Bridgeville Profit Sharing Plan Amendment

Town Manager Walls reported an amendment must be made to the Profit Sharing Plan. Previously, the Police Department Secretary was a part time employee and now the position is full time. The plan must be amended to provide eligibility for this employee. Commissioner Correll

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made a motion to adopt the amendment to the Bridgeville Profit Sharing Plan. Commissioner Sipple seconded the motion. Motion carried.

XIII. SPECIAL REPORT – POLICE DEPARTMENT PROPOSED RANK STRUCTURE

Public Safety Director Chaffinch reported that in his opinion, the current rank structure could use additional details. It could be conceived that within approximately nine years, there would be all supervisors and no patrol officers. This system would not be conducive to small town circumstances. The proposed rank system will grow as the Town and Police Department grow. The rank of Sergeant and higher will require approval from the Commission, Town Manager, Police Chief and Public Safety Director, based on Police Department needs. The system sets minimum years for promotion and requires the passing of appropriate tests. Commissioner Correll made a motion to adopt the proposed Police Department rank structure as presented. Commissioner Sipple seconded the motion. Motion carried.

XIV. RESOLUTION HONORING COMMISSIONER MARGARET W. SIPPLE

A Resolution was read honoring Commissioner Margaret W. "Bootsie" Sipple for 14 years of dedicated service as a Commissioner of the Town of Bridgeville. She has also served the Town faithfully during those years as Town Hall gardener, taking care of the flowers and making the Town Hall a showcase during the summer months with her green thumb. President Conaway advised a special remembrance for Commissioner Sipple has been ordered and will arrive shortly. He also invited everyone to enjoy refreshments after the meeting in Bootsie's honor. Commissioner Sipple commented that the new Commissioner (elected from the Heritage Shores residents on March 1st) will have to take over maintenance of the flowerbeds at Town Hall. She said it was time for someone else to take up the responsibilities of Commissioner. Commissioner Correll added that, including committees Bootsie has served on, she has been involved in Town government for at least 25 years. Bootsie ended with "it's been a nice ride."

XV. ADJOURNMENT

Commissioner Sipple made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Motion carried. The meeting was adjourned at 8:07 P.M.

Respectfully submitted,

Margaret W. Sipple
Margaret W. Sipple, Commission Secretary

Peggy A. Smith
Peggy A. Smith, Transcriptionist