

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
FEBRUARY 14, 2011 – 7:00 P.M.
TOWN HALL**

I. CALL TO ORDER

The meeting was called to order by President William Jefferson at 7:00 P.M. Present: Commissioners Patricia Correll, Michael Collison, Jay Mervine, Lawrence Tassone and Town Manager Merritt Burke IV. The meeting began with the Flag Salute and the Lord's Prayer.

II. QUORUM PRESENT

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

**III. WOODBRIDGE SCHOOL DISTRICT – Update & Discussion of Referendum
Dr. Kevin Carson, Superintendent**

President Jefferson introduced Dr. Kevin Carson, Superintendent of the Woodbridge School District. Dr. Carson began by commending the Commissioners for their choice of Mr. Merritt Burke IV as the new Town Manager and his willingness to cooperate with the school district. Dr. Carson acknowledged the middle school wrestling team tied with Smyrna for the Henlopen Conference Championship and the Marine Corps Junior ROTC team at the high school won the Marksmanship State Championship for the second year in a row. Referendum information packets were made available to those in attendance. (This packet is an attachment to the permanent Minutes.) Dr. Carson pointed out two Referendum Public Hearings on Tuesday, February 22nd in the high school at 7:00 P.M. and Thursday, February 24th in the elementary school at 7:00 P.M. Dr. Carson expressed appreciation for a letter received from the Town supporting the project and offering the proposed new school options in the areas of policing and water/sewer services.

Dr. Carson advised the school district purchased property for a new high school in 1970 after school consolidation. The 128 acres is halfway between Bridgeville and Greenwood. Preliminary site work was accomplished on the property after a 2005 Referendum. There is a parking lot, soccer, field hockey, baseball and softball fields and a track in operation, as well as agriculture programs already in place. The stormwater pond is in place and all of the stormwater drainage has been built to accommodate a new high school when the community felt that it was time to do so. A new high school will provide enrollment relief for all of the district schools. The state has determined that \$52,539,700 will be needed to build a new high school to house 700, with a potential to grow to 1,000 students. The state support for this project would be 72%; local support would be 28%. The new Woodbridge High School of Arts and Sciences could potentially offer a number of educational pathways; these are itemized in the Referendum Information Packet. The Referendum will be held on March 29, 2011; it is run by the Sussex County Board of Elections with voting at the Woodbridge Elementary School in Greenwood and the Woodbridge High School in Bridgeville from 10:00 A.M. to 8:00 P.M. The Information Packet includes qualifications for voters.

Dr. Carson described educational successes in the school system and advised that Woodbridge is becoming a school of choice for families in other districts, even though this is arguably the poorest districts in the state. Although there is never a good time to raise taxes, they feel this may be an opportune time to move forward because of the infrastructure already in the ground at the new site and due to the possible replacement of bonds from a 1993-94 Referendum (+ a small increase) that will be retiring in 2013 -14 that could be extended. The specific anticipated net tax rate of the 20-year bond note is detailed in the information packet, as is the Sussex County Council Property Tax Assistance Program and its tax credits and exemptions.

Mr. Allan Percival from 9 Amanda's Teal Dr. questioned the transportation costs for school choice students who come to Woodbridge from other school districts. Dr. Carson advised it is the responsibility of the parents to transport their students to the closest Woodbridge School District bus stop; some drive them directly to the high school. Mr. Percival also questioned whether there is Town water and sewer at the new site; there is not, the land is outside of Town limits.

Commissioner Mervine asked if the high school will keep the football field in Town. Dr. Carson reported they have the option of keeping it in Town or moving it to the athletic complex. This will be discussed with the Town Commission. There might be future Parks and Recreation potential for this property for the Town. In answer to Commissioner Collison's question, Dr. Carson advised there is space for a stadium on the athletic complex and the addition of a stadium is a part of the Referendum. There have always been mixed sentiments concerning the football stadium in the residential area of Bridgeville. Commissioner Mervine questioned the recent auditorium addition to the current high school. Dr. Carson advised the new high school would include a theater and the Shockley Auditorium at the current high school would remain the same.

The new school is not architecturally designed, but engineering has been done; its "ready to go", which makes the project attractive to the state for funding; September 2013 or 2014 are possible starting dates.

Mr. Bill Atwood from 113 Emily's Pintail Dr. suggested the school district has a "footprint" idea of the facility it would like to build, but it also has a ceiling of \$52+ million. Mr. Atwood assumes the district is limited to that price ceiling. Dr. Carson agreed. Bid documents would have alternates.

Mr. Leo Lynch from 106 Emily's Pintail Dr. commended Dr. Carson for their great job educating our children; he appreciates the relevance of the proposed pathways for the new high school. He believes everyone should be in favor of the new school, especially since it will cost less than a round of golf.

President Jefferson questioned where the staffing/operations budgetary needs would come from. Dr. Carson advised there would be shifting within the current organization, i.e. teachers would shift grades and cafeteria workers would shift locations, if necessary. Dr. Carson added it will cost more to operate four buildings than three. They intend to build a green, clean building with wind, solar and possibly geo-thermal technology. This will also eliminate the current expense of modular buildings. President Jefferson thanked Dr. Carson for sharing about the upcoming Referendum.

IV. CIVIC CENTER FEASIBILITY STUDY REPORT **Mr. Taylor Yewell, BBP & Associates, LLC**

President Jefferson introduced Mr. Taylor Yewell from BBP & Associates, LLC. Mr. Yewell advised his company is a consulting firm from Annapolis engaged to do a feasibility analysis for the proposed Civic Center in Bridgeville. This is an objective analysis with no personal interest in the facility. In September his company talked with the steering committee and did a physical reconnaissance of the area and competitive facilities nearby. (Heritage Shores, Harrington Raceway, Jimmy's Grille Banquet Hall, Wilmington Convention Center and beach hotel/conference center) They discussed the demand for meeting facilities with the State Tourism Office, i.e. state associations, trade/consumer shows and SMERF groups (social, military, education, religious and fraternal). Statewide, SMERFs account for about 58% of the event demand. This facility was dimensioned in the RRP as 20,000-25,000 feet and square footage cost is expected to be \$175-200/sq. ft., or \$3.5-4 million, including furniture, fixtures and equipment. The cost could be a little lower, or it could be much higher, depending on the sophistication of the furnishings and state of the art electronic/audio-visual equipment.

Mrs. Ruth Skala from 108 Whistling Duck Dr. advised this idea was conceived on the county level, but this presentation concerns a public/private partnership with the Town of Bridgeville. She asked why the county was not considered the public partner? Mr. Yewell suggested it is a partnership with the public sector stakeholders, which includes the county and the Town. When you look at opening up avenues of funding, you want to cast a very wide net; therefore Town, county and state are considered.

Mr. Bill Atwood asked if Mr. Yewell had surveyed the potential SMERF and other users to determine if this project was realistic or a pipe dream? Mr. Yewell advised they had surveyed the state Dept. of Tourism. SMERF groups – civic groups, private weddings, etc. have a lot of options for facilities. When surveyed they tend to say “yes, if the price is right.” It's hard to gage potential usage from that kind of positive response. When you have utilization rates, then you find out if they really meant it. Mr. Atwood asked if they accounted for Jimmy's Grille Banquet Center (which isn't used very much) and the Library's meeting room that holds 200 people. Mr. Yewell reported they took those facilities into consideration, as well as Fire Halls, fair grounds, etc. There is a lot of competitive space in the area; Bridgeville's gain would be someone else's loss; a detailed report is available. Town Manager Burke will place the report on the Town website; the hard copy is 50 pages long.

Commissioner Collison was disappointed that the report did not include usage figures for other facilities in the area. Mr. Yewell acknowledged that facilities are not anxious to offer concrete information to consultants. The state gave him the 58% SMERF data and some anecdotal data concerning the Seaford hotels (50% occupancy). Whether or not a new facility can full together the financing is another question. They were not able to get information about the operating characteristics of other facilities, (13 facilities in a 45 mile radius, per Commissioner Collison). Rather than trying to ascertain what the utilization of this facility might be, they made high, medium and low utilization models and the operating deficit or break-even point for each model. Mr. Yewell recommended the Civic Center be prepared to have an almost \$200,000 operating deficit for the

facility. Civic groups and local users are going to request the donation of space. (This is less of a problem with a private sector operator.)

Mr. Yewell discovered that Heritage Shores believes it would be very advantageous for them if Bridgeville could attract lodging to the area. Commissioner Mervine asked if the situation would be different if the Town could attract a higher-end hotel. Mr. Yewell advised this isn't Doubletree's type of business plan, but a Marriott might be interested. It is very important to go out on a competitive bid process, because it gives the Town the opportunity to cast for a notch or two above mid-scale. Mr. Yewell believes a Bridgeville hotel would attract people coming to Bridgeville, not people going to the beach.

Commissioner Tassone is surprised that we have no real data from state Tourism. Mr. Yewell advised the state only had the results of a telephone survey they had initiated of local facilities; the data should be out there, but it isn't. Commissioner Tassone is also surprised that there is no data concerning the amenities of the existing facilities; i.e. type of AV equipment, etc. Mr. Yewell suggested that AV equipment is really for corporate users, which there aren't a lot of in this area. Commissioner Tassone reported he has past experience booking mid-size conventions and all amenities for facilities were available through the local Chamber of Commerce. Mr. Yewell believes the Bridgeville facility is more likely to attract SMERF groups than conventions. Bridgeville is essentially a rural Town and has to design to a target market first and then grow from there. Consumer shows tend to gravitate to population centers. Everyone will wait to see what the facility looks like and how much it will cost before there is bonafide interest in the facility. This is not a big conference market; conferences have different needs. The facility would be lucky to book six conferences per year. Mr. Yewell suggested using the golf course to the Town's advantage and offering packages.

Mr. Yewell advised Bridgeville could get facility traffic in the summertime when the beach resorts want to cater to their weekly rental clients rather than those just there for a convention/event. The transient traffic will put the facility on the map for those who travel through, but the facility will most likely only be noticed by those coming specifically to Bridgeville for an event. An event designed specifically to the beach traffic (i.e. Bridgeville Chocolate Show) would have to be well-advertised to be successful (i.e. The Beachcomber magazine.) A selling point for the location of the facility is that lots of traffic passes it and it is easy to find. Mr. Yewell admitted the report does not paint a rosy picture; the facility must be prepared for an operating deficit, but also for a \$140,000-190,000 debt service.

Commissioner Correll asked if Julie Wheatley and Melanie Booker of county and state Tourism have seen the report. Mr. Yewell has met with and talked to Julie many times. Town Manager Burke advised Ms. Booker and our local legislators have also received a copy of the report. President Jefferson thanked Mr. Yewell for his report.

V. APPOINTMENT OF CERTIFIED ACCOUNTING FIRM

This is a yearly appointment that is made in the month of February. Commissioner Correll made a motion to appoint the firm of Lank, Johnson and Tull as the Certified Public Accounting Firm for the Town of Bridgeville. Commissioner Tassone seconded the motion. Motion carried.

VI. AUDIT REPORT – FIRM OF LANK, JOHNSON AND TULL

This report will be tabled until the March meeting.

VII. APPROVAL OF MINUTES

President Jefferson presented meeting minutes for approval. Commissioner Correll made a motion to approve the January 10, 2011 Commission minutes and the January 27, 2011 Budget Amendment Workshop minutes. Commissioner Tassone seconded the motion. Motion carried.

VIII. CORRESPONDENCE

Town Manager Burke reported the receipt of a letter from Mr. Nick Rocks, President of Heritage Rocks Properties. Mr. Rocks confirmed his offer of 16.35 acres of land (Sussex Tax Map Parcel #131-14.00-44.02) to Bridgeville to accommodate the proposed Civic Center. Town Manager Burke advised the donation of property is essential to the potential project. It is good to have two developers willing to donate property.

The Town has received a letter from Town engineer Davis, Bowen and Friedel, Inc. (DBF) offering the Town a 7% savings on all on-call work that they provide. It is a kind gesture, based on the economy. Town Manager Burke thanked Mr. Jason Loar, in attendance tonight from DBF, for their gesture.

A letter has been received from the Bridgeville Senior Center thanking the Town for its financial support. A final check was written from proceeds of the 2010 Golf Tournament to the Senior Center, Kiwanis and Lions Club.

A letter has been received from Ms. Cara Lampton at the Department of Natural Resources and Environmental Control (DNREC) concerning a special Energy Grant Event at the Bridgeville Public Library with Bridgeville as the host. This event is for legislators, dignitaries and Sussex County Towns on March 2, who are receiving energy grants from the federal government.

The Town received a letter from the Nanticoke Watershed Alliance concerning the health of the watershed. The headwaters, where Bridgeville sits, has been rated a B-. Other locations received lower grades. The report is available to the public.

The Department of Agriculture Farm Service Agency newsletter is available for review.

The Town has received information from DNREC concerning Mosquito Control sign-up. Bridgeville participates in this program yearly. Commissioner Tassone made a motion to request Mosquito Control spraying for this year. Commissioner Correll seconded the motion. Motion carried.

IX. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage directed the Commission to the Balance Sheet for the period ending January 31, 2011. All accounts totaled \$1,033,600, which is a \$53,000 increase. The General Fund savings and checking totaled \$513,201 and escrow accounts totaled \$386,000. Concerning Accounts Receivable, Greenwood received the third quarter wastewater billing of \$54,300. On the Budget Report, we are seven months into the budget year and should be at 58% of the budget. Total Income to-date is \$1,701,997, which is 73% of the budget. On the Expense side, total expenses year-to-date are \$1,280,930, which is a 10% increase over last month. Regarding Accounts Payable, the Town has received bills totaling \$45,654. Expected expenses, including health insurance, payroll (including an extra payroll period), utilities, etc. are \$134,000, for total bills to be approved of \$179,654. Commissioner Correll made a motion to pay the bills as presented. Commissioner Tassone seconded the motion. Motion carried.

X. DEPARTMENT HEAD REPORTS

President Jefferson advised the Department Head reports are available to the public. There were no questions or concerns from the citizens of Bridgeville.

XI. TOWN MANAGER 'S REPORT

Town Manager Burke advised he and Peggy Smith attended the Sussex County Profile Luncheon on January 18th at Sussex Pines Country Club. This was a free event. The Town of Bridgeville was featured on the front cover of the magazine for the second straight year; MillerMetal is the featured business. President Jefferson encouraged residents to make arrangements with President Marty Miller for a tour of the facility.

Plans are underway for the fifth annual Bridgeville Community Health Walk on Saturday April 16th from 8:00 – 11:00 A.M. at the Woodbridge Athletic Complex. Please plan to attend and show your support for healthy lifestyles.

The Mayor Cupcake movie showing in Dagsboro was a success. Director, Mr. Alex Pires, coordinated the free screening on January 18th. A poster of the movie has been hung in the Town Hall entranceway. Another movie company from Australia will be in Town soon to film a portion of a crime scene documentary.

The Town of Bridgeville is advertising for a vacancy on the Planning and Zoning Commission. Interested applicants can download information from the Town website, or can contact Peggy Smith at Town Hall for details. The deadline to submit a letter of interest is March 1, 2011.

The Town's Municipal Election will be held on Saturday, March 5, 2011, from noon until 7:00 P.M. In this election, only district 4 will be voting for a new Commissioner. Please contact Town Hall for details.

The 2010 State of the Town Report is available online as a PDF. Feel free to contact Town Manager Burke if you have questions or comments. The Town still intends to redesign the website with the assistance of the Government Information Center. Our efforts are toward keeping residents informed.

The Town newsletter was mailed out in January to residents and businesses. A copy of the newsletter can be found online.

Bridgeville is working with AllFacilities Energy Group to bid out three contracts for energy upgrade work. The contracts consist of replacing the window and doors at the wastewater treatment plant, motor and pump upgrades at all Well Houses, and lighting retrofits at several Town buildings. The projects will be publicly bid in February with a June 2011 completion date.

The secondary clarifier at the wastewater treatment plant is being repaired starting today. Shiery Construction, Inc. in Greenwood was selected to complete the project for \$8,730.

Code Enforcement Official, Jerry Butler, has started rental unit inspections. There are as many as 350 to be completed on a yearly basis. Applications are available at the Town Hall.

XII. CITIZEN'S PRIVILEGE

Mr. David Levy from 34 Amanda's Teal Dr. gave an update on the Town's Emergency Planning committee. Our local committee is waiting for the completion of the county's Emergency Plan, as the county plan would impact the Town plan. The county has received a draft plan from the contractor. It is being circulated for comments until February 28th. Hopefully it will be submitted to the County Council in March. After approval, the Bridgeville Emergency Planning Committee will resume meetings and finalize the Town plan. Town Manager Burke thanked Mr. Levy for his dedication to this project.

Mrs. Ruth Skala from 108 Whistling Duck Dr. requested that the Commissioners deal with her question when they discuss the general obligation bonds connected with the Water Main Replacement Project on Walnut St. later in the meeting. She acknowledged we already have \$5.6 million in debt service and asked where we are in terms of the Town's debt limits and what kind of impact this additional borrowing will have on the tax rate.

XIII. OLD BUSINESS

There was no Old Business to bring before the Commissioners of Bridgeville.

XIV. NEW BUSINESS

A, DNREC – Wastewater Technology Briefing – Mr. Bryan Hall

Mr. Bryan Hall was in attendance from the Office of State Planning Coordination. He introduced colleagues from DNREC, Mr. Robert Underwood (Permitting), Ms. Lee Ann Walling (Director of Planning) and Ms. Jen Walls (Principal Planner). Mr. Hall brought a packet of information for the Commissioners and audience entitled, "Bridgeville: A Model Community for the Bay Watershed," which is a watershed implementation plan. (This documentation will be an attachment to the permanent minutes.) This is in response to the recently adopted Chesapeake Bay TMDL's (Total Maximum Daily Load) for the bay watershed at the federal level by EPA. EPA is beginning to address water quality throughout the watershed, of which Bridgeville is a part. This has been reinforced by Presidential Executive Order and includes the achievement of required levels for sediment, nitrogen and phosphorous in our wastewater. Bridgeville was selected for this model program (AlgEvolve) for its 1) location within the watershed 2) aging wastewater infrastructure 3) challenges to meet the TMDL. DNREC believes that, following this initial program in Bridgeville, they will be able to replicate the AlgEvolve program in other communities. The National Fish and Wildlife Foundation Matching Grant Program that may provide \$850,000 +/- is the real impetus in initiating this program at this time. As a part of this process, the Town's Comprehensive Land Use Plan would be updated and grant monies would be used to review and revise local ordinances and land use policies. Other important components include wise conservation practices (planting trees, rain gardens, and backyard habitats) and critical upgrades to the wastewater treatment plant. DNREC is recommending a new technology to Bridgeville's wastewater treatment plant which uses algae to help clean the water generated from the plant and further refine and help to meet the TMDL goals. This technology has already been successfully used in a municipality in Idaho and a business facility in Washington state. A cocktail of local algae is processed and it would help to clean the water and minimize the pollutants that are currently being discharged into the Nanticoke watershed. The bulk of the grant monies would go to the processing of our wastewater through this new system. There have been many discussions on the Town and state levels about this new type of process; it has the potential of greatly decreasing unwanted nutrient concentration in our discharge, and ultimately in the Chesapeake Bay Watershed. A secondary product from this process might also be marketed (fertilizer, vitamins, food additive, etc.).

Mr. Hall advised DNREC will need the Commission's response tonight to vote in support of Bridgeville serving as the community for this pilot program, with a letter of support sent from Town Manager Burke. There are a number of phases to this grant application and a pre-application would be the first step. Should Bridgeville be approved, grant monies would be available about October 2011.

Mr. Hall asked for questions from the Commission and audience. Mr. Bill Atwood from 113 Emily's Pintail Dr. questioned the Town wastewater treatment plant's need of a serious upgrade within 22 months, despite a bond issue for improvements in the recent past. Town Manager Burke advised an extensive upgrade is necessary. The State of Delaware has historically given Towns like Bridgeville extensions/delays in their permit to get their plants up-to-date. DNREC representative Rob Underwood is familiar with the permitting aspects. The Town's wastewater permit expires

January 31, 2012 and DNREC will administratively extend the permit to give the Town time to meet the new nutrient reductions for TMDL requirements. They will work with Bridgeville to accomplish this and believe this new technology may be very successful. Mr. Atwood stated that the Town spent a lot of money (the bond issue) over the past three or more years to improve our wastewater treatment plant and believes it is in vain. Town Manager Burke clarified that this is an issue of disposal, not an issue with the plant itself. Mr. Atwood continued that the government is now coming along with new requirements for which we have to make further upgrades. Town Manager Burke agreed that was a correct statement. The federal government has issued unfunded mandates which have been in the works for decades; however, historically, the government has been willing to work with a Town that has a plan of action in place. Working with DNREC on this pilot project with new technology could, in the long term, save money for Bridgeville. Mr. Underwood advised the Watershed Implementation Plan must be completed by 2025 and this is the first step. The grant application is for \$750,000 and would allow us to test this new technology at the Bridgeville wastewater facility to determine what extent of nutrient reduction is possible. Currently, our plant discharges 19 mg of nitrogen per liter. The goal is <4, possibly down to 1mg. If this works, we would want to buy into this system as a future investment. Ms. Walls advised the cost of this technology is comparable to current technology. Commissioner Collison advised we are required to meet certain discharge limitations, whether this system ends up working or not. Commissioner Mervine questioned the cost and Ms. Walls reported the cost is \$2-3 million in capital costs for treating 2-3 million gallons of wastewater. These figures are from AlgEvolve itself. Commissioner Tassone asked how Bridgeville's wastewater compares with other Sussex County Towns. Mr. Underwood advised Bridgeville has much higher nutrient levels than other Towns in the county. Town Manager Burke requested that Mr. Underwood explain Bridgeville's spray system, as that figures in greatly in this issue. Mr. Underwood explained that our treatment plant technology is older compared with other Sussex County Towns; their effluent is "cleaner." What is unique about Bridgeville is that we have spray irrigation, so that our discharge to the stream is very limited. We have a lot of unwanted nutrients in our effluent; however, not as much is going into the watershed. Town Manager Burke added that we discharge 20% in the stream (watershed) and we spray 80% of our effluent. Another option would be to build another lagoon to hold effluent when we cannot spray, while we continue to upgrade our wastewater plant. AlgEvolve is another option we are looking into. Town Manager Burke added at some time in the future, Bridgeville will have to upgrade the plant. Ms. Walling acknowledged there is an economic development and commercialization component to the grant, as this process produces a biomass, which is of value. DNREC is researching the potential value of this product and looking into a nutrient trading system. This process may bring the Town far below the required TMDL limit, in which case the value might also be able to help finance the upgrade, although it is too early to make any predictions. This demonstration project will help us find answers to these questions.

Town Manager Burke asked what the Town's options are if they do not try the AlgEvolve or if it doesn't work. Mr. Underwood advised there are no easy options; all possibilities are costly. We could add another lagoon and potentially spray irrigate all of our effluent; however, there are some circumstances, weather and others, that would not allow spray irrigation. Town Manager Burke added a larger lagoon would take care of these problems, but could cost up to \$1 million. The other option would be to upgrade the wastewater plant, which Mr. Underwood said would be the most expensive. A second lagoon may be the right decision, but it would be wise to try this pilot program

first. Commissioner Correll clarified that at the end of the pilot program we can turn down the technology for Bridgeville.

Ms. Walling reported that Bridgeville is asked to make a commitment to the project. The projected cost is approximately \$750,000. The grant provider will supply \$700,000 and they are asking the Town to show their commitment with the additional \$50,000. This money will likely come through a Clean Water Advisory Council Planning Grant. The Town would have to apply for this grant. Town Manager Burke advised he supports the pilot program and doesn't see any downside to it, although there will be some extra man hours involved. A letter of support from DNREC Secretary O'Mara was presented to the Town.

Mr. Steve McCarron from 416 Laws St. questioned the pounds per acre when spray irrigating. It is 100 lbs. per acre. He acknowledged the vegetable farmers will not take the algae product, as they are not allowed to take municipal waste. He is wondering what the market would be for the algae product. Ms. Walls suggested the markets for the algae itself include companies that make specialty chemicals, aquaculture feed and cattle feed. It can also be used for energy. Mr. McCarron is concerned about the nitrogen level. Mr. Hall remarked that Mr. McCarron has some legitimate questions and concerns. This pilot project will be able to answer some of those concerns. Commissioner Tassone has researched AlgEvolve's program in Post Falls Idaho and has found that it is working very well. Mr. Hall acknowledged they have additional concerns there due to the need to protect the wildlife habitat.

Commissioner Collison made a motion to sign the letter of commitment to move forward with a pilot program using AlgEvolve technology at the Bridgeville Wastewater Treatment Plant. Commissioner Tassone seconded the motion. Motion carried. Mr. Hall commended President Jefferson and Commissioner Collison as they leave office for their dedication to the Town of Bridgeville and their support of planning issues.

B. Preliminary Development Plan Review – F.E.D. Investments, LLC
Bridgeville Commercial Gateway Center (Tax Map #1-31-15.00-1.00)

Solicitor Willard from Fuqua, Yori and Willard came to represent the principal in this application, Mr. Joel Farr. The property is 13 acres located on S. Main St., Rifle Range Rd and Route 13. Mr. Willard reminded the Commissioners of their previous discussion concerning the Civic Center and advised this project includes two hotels. This project did not slow down because of the economy, but rather because of DelDOT. Mr. Willard's client did a KLVN study in 2007 which included a thorough demographic report; he will be glad to make it available to the Commissioners for their review. This application is to approve a preliminary development plan; Mr. Willard brought the application before the Planning and Zoning Commission on February 9th, at which time they recommended approval to the Town Commissioners. The site plan is very close to final approval. The 2007 annexation was successful and the property came into Town with a C-1 zoning. Immediately following, there were numerous communications with Town Manager Walls and the project began receiving approvals from the various state agencies. Since that time the Town has initiated a Planning and Zoning Commission and a specific system of application and checklist. It was brought to Mr. Farr's attention that a Preliminary Development Plan Review had not taken place.

They are asking for Commission approval of work that has already been done. The agreement in place with the Town requires \$5,000 per EDU, \$1,500 per water hook-up and \$500 per building permit. Still outstanding is the DelDOT approval concerning improvements to Rifle Range Rd. and possible lights on Rt. 13. DelDOT might require a signal agreement. The ownership of the interior road is still undecided; however, the road will be built to Town specs. The project will include retail, fast food and restaurants, and two hotels. It was determined this project has come to the Commission simply as a housekeeping matter. Commissioner Collison made a motion to approve the application by F.E.D. Investments, L.L.C. for a Preliminary Development Plan Review. Commissioner Tassone seconded the motion. Motion carried.

C. FY-2011 Budget Amendment

Finance Director Savage advised the amendment includes a 13% increase in expenses and revenues. The spending is attributed to grant specific spending and reserve funding. The income is attributed to an expected increase in transfer revenues, EDU penalties and the previously mentioned grant awards. Department Heads reviewed their budgets and made recommendations to the administrative staff for additions/deletions to their original budget. The Town continues to save the taxpayers money when we can and provide quality benefits to our employees.

Administrative Department – continues to reflect the issuance of 30 building permits at Heritage Shores. The Transfer Tax increase of \$50,000 is due to the sale of the Walgreens. Garbage fees have not increased; however, we will go out to bid before the end of the budget year. Town Code Official Butler has begun enforcing the rental property inspections.

Police Department – the Town has received an additional \$11,500 in revenue sharing grants. The Police Pension fund has received additional money from the state corporate taxes. The Town has budgeted for \$50,000 in USDA grant funds to purchase three police vehicles, which will require the Town's provision of \$12,500 in matching monies.

Street Department – There is \$39,000 in Municipal Street Aid Funds. We have received additional Community Transportation Funds from Representative Wilson and Senator Booth. The salary line item was increased due to the addition of a part-time worker and increased snow removal costs.

Wastewater Department – Miscellaneous fees were increased due to excess penalties for sewer usage by commercial users. Sewer user fees have decreased by \$6,000 over the year. Chemical and electrical costs are down due to being able to use spray irrigation more frequently. Due to the age of the plant, we have had infrastructure repairs of \$19,200. \$128,000 was set aside to fund debt and capital reserve funds.

Water Department – Miscellaneous fees were increased, as in the wastewater department. User fees have increased; there have been more delinquent accounts. Debt service was decreased by \$16,000 due to the Well #6 loan not yet being closed. Meter upgrades were added to the budget. \$40,000 was set aside to fund debt reserve.

There are budget increases in the amount of \$320,000 for a total budget of \$2,644,745. Commissioner Tassone made a motion to approve the budget as amended. Commissioner Correll seconded the motion. Motion carried. Finance Director Savage will place the amended budget on the Town website.

D. Water Main Replacement Project – Walnut Street

1. Letter of Commitment

Finance Director Savage advised this project has been on the capital improvement budget for about two years. The state has requested that the Town sign a commitment letter for a 20-year loan with an approximate 3% interest rate in the amount of \$550,000 to replace the water main that runs the length of Walnut St. There is also an asbestos pipe that would be taken out of service. This water main is approximately 100 years old and is not sized properly; its size would be increased. It is believed that the water main is on the left side of the street. The funding is available to the Town. Town engineer Jason Loar believes the main is under the asphalt, not the concrete; however, that will need to be investigated further. Finance Director Savage answered Mrs. Skala's previous question by saying there is no debt limit if we borrow from the state, only if we borrow from a bank. It must still go through a Public Hearing and Referendum. Town Manager Burke advised he, Finance Director Savage and Engineer Loar believe it should be replaced now; to put it off would be irresponsible. Commissioner Mervine asked if there are any current problems. Town Manager Burke responded there are no current problems; however, he drew attention to the continuing problems we have had with the sewer main to Rt. 13. Some of our older infrastructure is starting to fail; it would be prudent to replace this line. We have a loan commitment and a good interest rate for this project. Finance Director Savage advised the debt service will be approximately \$40,000 per year. Commissioner Collison made a motion to sign the Letter of Commitment for the Water Main Improvement Project on Walnut St. Commissioner Tassone seconded the motion. Motion carried.

2. Resolution Proposing the Issuance of up to \$550,000 of General Obligation Bonds

The Resolution was read to the audience. Per the Resolution, there will be a Public Hearing on March 14, 2011 during the Commission meeting which begins at 7:00 P.M. There are 51 connections on Walnut St. Payments will be semi-annual. Commissioner Collison advised that typically the contractor will run the force main down the whole street and install the laterals. Then they will terminate from the current tie-in and open the valve for the new piping. The main line might be down for a few hours, but not more than that. Commissioner Mervine made a motion to sign the Resolution proposing the issuance of General Obligation Bonds for improvements to the Town's drinking water facilities and establishing the time and place of a Public Hearing. Commissioner Tassone seconded the motion. Motion carried.

Mr. Bill Atwood stated he did not know if the residents would have the opportunity again, so he thanked President Jefferson and Commissioner Collison for their service to the Town of Bridgeville. The audience joined in applause for these outgoing Commissioners. President Jefferson expressed his thanks to everyone.

XV. EXECUTIVE SESSION – PERSONNEL MATTERS & CAPITAL IMPROVEMENTS

Commissioner Correll made a motion to go into Executive Session to discuss personnel matters and capital improvements. Commissioner Collison seconded the motion. Motion carried. The regular session recessed at 9:49 P.M.

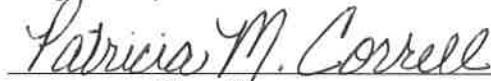
XVI. RECONVENE REGULAR SESSION

Commissioner Correll made a motion to re-convene the regular session. Commissioner Mervine seconded the motion. Motion carried. The Commission re-convened the regular session at 10:09 P.M. President Jefferson advised the Commission discussed personnel matters and capital improvements during the Executive Session and no votes were taken.

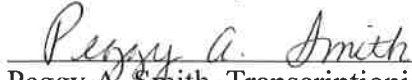
XVII. ADJOURNMENT

Commissioner Tassone made a motion to adjourn the meeting. Commissioner Mervine seconded the motion. Motion carried. The meeting was adjourned at 10:13 P.M.

Respectfully submitted,



Patricia M. Correll, Commission Secretary



Peggy A. Smith, Transcriptionist