

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
FEBRUARY 15, 2010 – 7:00 P.M.
(RE-SCHEDEDL FROM FEBRUARY 8, 2010)
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, Ruth Skala, Michael Collison, Earl Greason and Town Manager Bonnie Walls.

President Jefferson began the meeting by acknowledging the hard work by our Public Works Department of snow removal from February 5th through 12th, when two storms brought over 30 inches of snow to Bridgeville. Phillip Mowbray, Barry Hafko, Doug Jones, Rick Passwaters and Jeff Collins were honored with a Certificate of Appreciation and a gift for the long hours they spent making Bridgeville streets passable. On February 6th, the men worked 62.5 hours in snow removal; on February 10th, they worked 81 hours. They were also thanked for coming to this meeting to be recognized when the Town is closed for the Presidents Day holiday.

II. QUORUM PRESENT

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

III. APPROVAL OF MINUTES

Minutes from the January 11th Commission meeting were presented for approval. Commissioner Correll made a motion to approve the minutes as presented. Commissioner Collison seconded the motion. Motion carried.

IV. CORRESPONDENCE

Town Manager Walls advised a thank you note was received from a recipient of canned goods from the Town at Christmas; the individual was grateful for the assistance.

A thank you note was received from Lewes Mayor, Mr. Jim Ford, in recognition of the letter and gift bag of Bridgeville/Apple Scrapple souvenirs sent to him by Town Manager Walls as he came to the conclusion of his 2-year term as President of the Delaware League of Local Governments (DLLG).

Bridgeville has received a letter from the City of Dover requesting that Bridgeville (and all Delaware Towns) participate in Lights Out Delaware – Earth Hour. This global event will take place on March 27th at 8:30 P.M. Earth Hour is a global initiative of individuals, schools, organizations, businesses and governments who come together by turning off their lights for one hour to support energy efficiency, environmental sustainability and climate protection. It is estimated that by turning off non-essential lights for one hour, we can also reduce our energy

consumption 15% for a typical Saturday Night. Earth Hour is the largest event of its kind in the world. In 2009, nearly one billion people from 4,100 cities in 87 countries participated. The Commissioners voiced their support for Bridgeville participating in this event.

Newsletters/Reports from the Read Aloud Delaware program, Kent-Sussex Industries and Delmarva Power are available for review.

V. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage was not in attendance; therefore, Town Manager Walls gave the financial report and advised some figures have changed, since this meeting was postponed one week due to the snowstorms. Looking at the Balance Sheet, the impact fees and escrow accounts have increased \$400 due to interest. The General Fund has been reduced by \$76,000, as the Town paid bills prior to this meeting that would have been approved by the Commission last Monday night. The Town anticipates \$9,412 in January transfer tax. Regarding the Budget Report, the Town has a target of 58%. January building permits involved basic repairs only. The second quarterly billing has been sent to the Town of Greenwood. The "Mother Nature" budget category of \$1,000 was intended to be used in case the Town needed to remove a tree or a similar small job. It will likely be moved to cover recent snow events. On Accounts Payable, the Atlas bill regards new public parking signs; the Carl King Tire bill was for four tires on the 2007 Dodge patrol car at the Police Department; the Morning Star ads were for the March Municipal Election and the Independent Papers bill was for Bridgeville's article in the Sussex County Profile. Commissioner Collison made a motion to pay the bills as presented. Commissioner Correll seconded the motion. Motion carried.

VI. DEPARTMENT HEAD REPORTS

President Jefferson advised the Department Head Reports are available to the public. Commissioner Collison requested that, as the Police Department moves into a new year, the previous 11 months of figures be carried over onto the new year's monthly reports. Commissioner Skala questioned whether the "water supplied 2009" category on the Water Department report was a figure for the entire year. Town Manager Walls advised it was the total figure for 2009.

VII. CITIZEN'S PRIVILEGE

President Jefferson asked Ms. Dottie Harper of Brookfield Homes for an update from Heritage Shores. She advised there has been one new home sale in the past month. Two new models are being decorated and should be open within a week. The bad weather has influenced traffic at the sales centers and building progress.

VIII. TOWN MANAGER'S REPORT

Town Manager Walls reported she has been advised that the county must spend money designated for the Sussex County Emergency Operations Plan by June 30, 2010. The updated plan is being drafted and will be placed out for bid in the very near future. Bridgeville is waiting on the

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updated county emergency plan, as we anticipate it to impact the Town's plan. It is the desire of both parties to have the emergency plans complement each other.

Over a time period of more than a year, the Town has communicated with the Fire Company regarding the possibility of providing a siren sound for emergencies other than the current fire and ambulance events. At the time of the original inquiries, Fire Company President Parsons was going to check the viability of the old civil defense siren and explore other alternatives. The Town Manager's most recent letter of January 5, 2010, produced a reply from the current President, Mr. Steve McCarron. Mr. McCarron met with Town Manager Walls and advised that due to the age and deteriorated condition, the old civil defense siren was removed as part of their siren tower demolition project in 2009. Mr. McCarron was present at the Commission meeting and added that the siren had not been operational since the 1970's. There would be considerable expense to reactivate that system. Mr. McCarron advised in the case of an emergency, the state mass notification system would be initiated. Should there be an emergency; the Sussex County Emergency 911 Operations Center would notify residents by telephone within a matter of minutes by the reverse 911 system. Mr. McCarron did point out that, due to the fact so many residents only have a cell phone number, those residents should register their cell phone number by calling 1-866-484-3264. At the end of the discussion, Mr. McCarron added his praise to the Public Works Department's response to the snowstorms and the wisdom in bringing outside contractors to help move snow. He acknowledged he would not want to pay the taxes in Bridgeville if we had to purchase the type of equipment necessary for the large snowstorms that we experienced this year. Town Manager Walls also thanked the Fire Department for their assistance to the Town and to residents during the storms. It was reported that the Fire Company was helping people get needed medicines, as well as our Police Department. The Fire Company also housed and fed a family in trouble. Fire Chief Cannon acknowledged they were out virtually all day Saturday and Sunday helping. Commissioner Correll reported all our firemen are volunteers; none are paid. President Jefferson added this is a snowfall that Delaware only sees every 20-30 years. Despite not having a large fleet of emergency equipment in the Town, should a resident need emergency assistance, a call to 911 will bring help, no matter what the circumstances.

Commission President Jefferson and Town Manager Walls attended the unveiling of the 2010 Sussex County, Delaware Profile. A copy of the Profile has been placed in Commissioners' mailboxes and copies are available to the public. A copy of the Profile is also placed in the welcome bags for new residents.

As an update, the Dangerous Building Committee has declared 13 Gum St. and 603 N. Cannon St. to be in a state of disrepair and in need of demolition. The deadline date established for demolition was January 18, 2010. The Town has been in continuous communication with both parties. The new owner of 603 N. Cannon St. has been trying to secure funding from banks and other sources. The owner of 13 Gum St. has not put forth much effort. A letter will be sent to both owners advising of their need to move forward immediately with demolition. The next step would be to turn the properties over to the Town Solicitor. Commissioner Collison questioned funding for demolitions through the Community Development Block Grant Program (CDBG). Town Manager Walls reported a homeowner must place their name on a waiting list, which doesn't move quickly

due to limited funding. There is also a possibility that Bridgeville will not be funded in the next year.

Miss Mary Jones, representing Mount Calvary Church (Church Street), has advised she is working with other churches in Town to assist with the clean-up project on Church St. and along the stream bank. Due to the cold weather, Miss Mary advised she will have the project completed in March.

The Municipal Election scheduled for March 6th has been canceled due to no contest in any district. The Commissioners are as follows: District 1 – Earl Greason; District 2 – Lawrence Tassone; and District 3 – Pat Correll. The Commissioners will be sworn in at the March 8th meeting. Town Manager Walls extended her congratulations to all winners.

IX. OLD BUSINESS

A. FY-10 Budget Amendment

Town Manager Walls advised the Commissioners held a Budget Workshop to review the 2010 Budget at the half-way point in the budget year. Department Heads were asked to review their budgets for line items that could be removed or reconsidered in the future, as well as unexpected needs they have encountered that were not included in this budget. The Budget Amendment is a 1% increase over the original FY-10 budget, adopted in June 2009. Each line item was examined and changes were made, including some difficult personnel changes. Highlights of the Budget Amendment include:

Administrative Department

- The amendment reflects the issuance of an additional 10 building permits at Heritage Shores, bringing the total number of building starts budgeted to twenty-two (22).
- The amendment reflects the settlement of six additional homes at Heritage Shores, bringing the total number of settlements in the budget to twenty-one (21).
- A Spring Town-wide Clean-Up Day has been removed from the budget.
- The Town will use carryover reserves from the 2009 fiscal year in the amount of \$310,000 to assist with the operating budget. An additional \$43,000 has been appropriated from the Town's department escrow accounts to balance the operating budget, if needed, reflecting a \$72,000 reduction from the originally budgeted figure.

Police Department

- Fine revenue was decreased to \$100,000, as we are only collecting 25% of the fines written.
- Anticipated grants from the State were increased to \$30,000.
- A \$15,000 grant from the County is included in this amendment.

Street Department

- The Town has been granted \$75,000 in Community Transportation Funds from Senator Booth and Representative Wilson. These funds are included in the amendment. These funds will allow the Town to make much needed infrastructure repairs.

Wastewater Department

- Annual debt service expenses were decreased by \$38,000 to reflect the fact that the RBC Project is still ongoing.

Water Department

- Tapping and Meter Pit fees were increased to reflect the additional construction at Heritage Shores.

Commissioner Correll made a motion to adopt the FY-10 Budget Amendment. Commissioner Collison seconded the motion. Motion carried.

X. NEW BUSINESS

A. Heritage Shores South RPC District Extension Request

Town Manager Walls received a letter from Mr. Ryan Showalter of Miles and Stockbridge, attorney for the Heritage Shores South RPC District. The land was annexed with Residential Planning Community (RPC) zoning in January of 2007 and according to the Town's Land Use and Development Code, the applicant has three years from the approval date to submit a preliminary plan for the RPC district. Due to economic issues, Mr. Showalter has requested an extension for submission of the plan until January of 2012. The Town Solicitor has reviewed the paperwork and supports an extension. Commissioner Collison made a motion to grant the extension to the Heritage Shores South RPC District. Commissioner Greason seconded the motion. Motion carried.

B. Appointment of Certified Public Accountant Firm

Town Manager Walls advised, per the Town Charter, the Commission must appoint a Certified Public Accountant Firm yearly in the month of March. She asked that the Commission consider appointing the firm of Lank, Johnson and Tull, our current accounting firm. Commissioner Collison made a motion to appoint the firm of Lank, Johnson and Tull as the Town Accountant. Commissioner Correll seconded the motion. Motion carried.

C. Introduction and First Reading of Ordinance A10-1, An Ordinance to Amend Chapter 234 of the Bridgeville Land Use and Development Code

Town Manager Walls advised this Ordinance addresses a number of issues. There are minor changes to the Planning and Zoning Commission, observed by Chairman Bill Atwood; other proposed changes include permitted parking issues regarding utility trailers, boats, boat trailers, etc. Additional proposed changes involve commercial vehicle parking, regulations regarding basketball goals/hoops, athletic equipment and canopies/tents. Off-street parking is also addressed in the Ordinance. Commissioner Correll made a motion to introduce Ordinance A10-1 for a first reading. Commissioner Skala seconded the motion. Motion carried.

D. Introduction and First Reading of Ordinance A10-2, An Ordinance to Add a New Chapter to the Bridgeville Town Code Concerning Financial Good Standing

Town Manager Walls advised this Ordinance would protect the Town concerning financial obligations a property owner/developer might have with the Town. According to this Ordinance, no new work/contract/project could begin until all outstanding financial obligations to the Town are satisfied. Commissioner Correll questioned whether the Town would check a developer's financial obligations and good standing beyond our Town. Town Manager Walls reported the Town would only do an internal check as to financial obligations to the Town itself. Commissioner Skala made a motion to introduce Ordinance A10-2 for a first reading. Commissioner Collison seconded the motion. Motion carried.

**E. Public Hearing – Planning and Zoning Commission Recommendation
RE: Mrs. Sylvia Short and Mr. Richard Calhoun Conditional Use Request**

Town Manager Walls advised Mrs. Short and Mr. Calhoun went before the Planning and Zoning Commission requesting a conditional use for the Sudler House at 127 N. Main Street to open a Bed and Breakfast. The Town Commission has received copies of the minutes from the Planning and Zoning Commission meeting, as well as a recommendation letter from its Chairman, Mr. Bill Atwood for approval of the request. President Jefferson opened the Public Hearing at 7:39 P.M. and asked for comments from the public in favor of the application. Commissioner Skala commented it is a beautiful home that has been restored to its original period. It would be an asset to the community and a showpiece for the downtown area. President Jefferson asked for comments from the public against the application. There were no negative comments. Commissioner Collison questioned a sprinkler system and smoke detectors. Mrs. Short advised they do not have sprinklers but have smoke detectors. Everything is up to code. He questioned whether the Department of Health would need to be involved, concerning the serving of food at the Bed and Breakfast. Mrs. Short understands that, as long as they are only serving breakfast to individuals who spent the night, it remains a normal kitchen and no additional codes apply, as they would to a restaurant. No special permits are required. Commissioner Collison congratulated the owners on their beautiful home. Town Manager Walls reiterated the Planning and Zoning Commission's position that even though a Bed and Breakfast is not expressly a permitted use, it is in conformity with the Comprehensive Plan; it will preserve an historic structure; it will not have any negative effects, such as traffic, etc. and is generally compatible with a residential district. In exercising judgment in a zoning matter, the Planning and Zoning Commission believes this is the type of use that should be made of this property. The Public Hearing was closed at 7:40 P.M. The conditional use request for a Bed and Breakfast at 127 N. Main St. was brought to a vote with the following responses recorded:

Commissioner Collison	Approve	Commissioner Greason	Approve
Commissioner Skala	Approve	President Jefferson	Approve
Commissioner Correll	Approve		

By unanimous decision the Commissioners approved the conditional use request.

F. Dating Violence Awareness Month

The Commission was asked to consider proclaiming the month of February as Dating Violence Awareness Month in recognition of the many young people who are affected by physical, sexual, or verbal dating violence. It is hoped that this awareness will provide an opportunity for citizens to learn more about preventing dating violence and show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to victims. Commissioner Collison made a motion to proclaim the month of February as Dating Violence Awareness Month in the Town of Bridgeville. Commissioner Skala seconded the motion. Motion carried.

President Jefferson acknowledged his appreciation to Commissioner Ruth Skala for her involvement as a Commissioner for the past two years. The Town appreciates her commitment to the Town and wishes her the best in her future.

Commissioner Correll acknowledged the Woodbridge Elementary School which was chosen as a Title I Distinguished School in the state of Delaware. Commissioner Correll applauded the efforts of Dr. Kevin Carson, Administrator of the Woodbridge School District.

Fire Company President Mr. Steve McCarron announced the Fire Company's 100th Anniversary Parade and Open House has been re-scheduled for Saturday, April 10th. They will also dedicate their new building during the event.

Commissioner Skala reported the Library Fundraiser will be re-scheduled; however, a new date has yet to be chosen.

Mr. Anthony Stento of 106 Will's Island Dr. reported Town residents don't have an appreciation of how well our streets were plowed during the recent snowstorms until they travel to other places. He was in several Towns on the western shore of Maryland and in Washington D.C. and reported the horrible conditions elsewhere. He was very pleased with Bridgeville's response to the storms. Mr. Larry Skala of 108 Whistling Duck Dr. also wanted to acknowledge Ms. Dottie Harper's assistance in plowing Heritage Shores streets that are not yet maintained by the Town.

XI. ADJOURNMENT

Commissioner Skala made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Motion carried. The meeting was adjourned at 7:50 P.M.

Respectfully Submitted,

Patricia M. Correll
Patricia M. Correll, Commission Secretary

Peggy A. Smith
Peggy A. Smith, Transcriptionist