

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
MARCH 8, 2010 – 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, Ruth Skala, Michael Collison, Earl Greason and Town Manager Bonnie Walls. The meeting began with the Flag Salute and the Lord's Prayer. President Jefferson acknowledged the presence of Mr. Joe Conaway, past President of the Commissioners of Bridgeville, Ms. Julie Wheatley, Sussex County Economic Development Office Director and Ms. Melody Booker, Business Development Leader for Sussex County. He also welcomed Senator Joseph Booth, Bridgeville's State Senator for the 19th District. Later in the meeting, President Jefferson welcomed Bridgeville's State Representative, Mr. David Wilson.

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 February 15th Commission meeting were presented for approval. Commissioner Collison made a motion to approve the minutes as presented. Commissioner Correll seconded the motion. Motion carried.

As this is the end of Commissioner Skala's term of office, President Jefferson recognized her contribution to the Commission during her two years as Commissioner for District 2. Mrs. Skala chose not to re-file as a candidate for the position. President Jefferson presented Mrs. Skala with a lovely acrylic trophy honoring her service to the Town.

IV. OATH OF OFFICE ADMINISTERED TO NEWLY-ELECTED COMMISSIONERS

Town Manager and Notary Public Bonnie Walls administered the Oath of Office to continuing Commissioner Pat Correll from the 3rd Election District, continuing Commissioner Earl Greason from the 1st Election District and newly-elected Commissioner Lawrence Tassone from the 2nd Election District. (Copies of the Oath of Office are an attachment to the permanent minutes.) Congratulations were extended to the elected Commissioners.

V. APPOINTMENT OF COMMISSION OFFICERS AND STAFF

Per the Bridgeville Town Charter, the first Commission meeting in March is set as the re-organizational meeting. Commission Secretary Correll made a motion to approve the following Commission appointments:

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| President | William Jefferson |
| President Pro Tem | Michael Collison |
| Secretary | Patricia Correll |
| Town Manager | Bonnie Walls |
| Finance Director/Assessor | Jesse Savage |
| Solicitor | Firm of Wilson, Halbrook & Bayard – Dennis Schrader |

Commissioner Collison seconded the motion. Motion carried.

**VI. SEVERN DEVELOPMENT COMPANY, LLC
RE: CANTERBURY APARTMENTS – MR. DON KIRKPATRICK**

Mr. Don Kirkpatrick from Severn Development Company advised they have come to present proposed renovations of the Canterbury Apartments, which the Severn Company owns here in Bridgeville. The apartments are located between South Main Street and Route 13 and are accessed from Route 13. They are preparing an application to the Federal Housing Administration – Delaware State Housing Administration (DSHA) for tax credits to help fund the renovations. It is a competitive application whereby applicants are ranked by points. If awarded, Severn will proceed with the renovations. The threshold requirement for the application is that local support be obtained through a letter of support from the Town. Points are also accumulated by requesting and receiving a local contribution in the form of tax abatement or something similar. Mr. Kent Purdy advised Severn intends to do a total gut rehab on the three Canterbury Apartment buildings, from structural renovations and mechanical systems to appliances and countertops. Three ADA (handicap accessible) units will be added to the two already on-site. They intend to attach a new community building to the end of one of the existing buildings for residents' use. It will include a community room, small kitchenette and public bathrooms, along with housing the property management offices and maintenance room. The owner will collect extra points in their application by using all high energy-efficient heating/appliance units, etc. They intend to provide additional site lighting and significant security upgrades. Closed-circuit TV cameras (CCTV), which can be tied into the local police department, will add extra points to their application. They are adding a new playground to the property as an additional amenity. Mr. Jim Edwards, President of Severn Development, asked for questions and concerns from the audience. Commissioner Correll advised she has not been at the apartments in the past ten years and they were becoming run-down at that time. Mr. Edwards advised the apartments were built in 1984 and there have been no renovations since. He advised every dollar spent on the apartments is restricted; therefore, it will be a tight budget. Mr. Edwards would like to make the apartments a good part of the community. The requirement for DSHA is \$50,000-60,000 spent per unit, which is approximately \$1.2 million for the entire project. It is good for the local community, as it will provide jobs during the renovation. Commissioner Correll asked about the current make-up of residents at the apartments. Mr. Edwards advised there is a mix of one- and three-bedroom apartments, so there are a number of families living at Canterbury. He acknowledged families are a lot harder to manage than singles. Commissioner Tassone questioned the CCTV. Mr. Edwards reported it is internet-based and will not be manned on-site. This type of camera-based security can only be monitored after the fact. It will have recording capability for approximately 24 hours. If the Bridgeville Police Department has internet access, they will be able to access the cameras at Canterbury. Mr. Edwards also advised, in order to receive a tax credit and

additional renovation dollars from DSHA, they must receive a five-year contribution by the Town. Severn Development intends to ask the Town for the tax assessment to continue at the current rate for five years, after which the Town would re-assess the property and raise the tax assessment based on the renovations. President Jefferson asked if the renovation will increase the number of tenants. Mr. Edwards advised it will not. They intend to offer better social services and hope to have fewer calls to the Police Department, due to the new security lighting. The application deadline is April 9th, which would not allow them to return for additional discussion at the April 12th Commission meeting. Ms. Danielle Wilson was introduced who has just been involved in a similar project in Laurel renovated by Severn Development. She would be happy to entertain visitors from the Bridgeville Commission to observe Laurel's finished renovations. Commissioner Greason feels the Town's Finance Director should have the opportunity to review this plan. Town Manager Walls believes the Commission would be pleased to write a letter of support; however, she is uncertain whether the Town would be able to offer tax abatement. Commissioner Collison made a motion to fully support the proposed upgrades at Canterbury Apartments and addition of a community center, and to direct the Town Manager to submit a letter to that effect. Commissioner Tassone seconded the motion. Motion carried.

VII. CIVIC CENTER PROPOSAL

Mr. Joe Conaway, former President of the Bridgeville Commission, came to represent SEDAC, the Sussex Economic Development Action Committee. Mr. Conaway reported that several months ago the committee met with Ms. Linda Parkowski, Delaware Economic Development Office (DEDO) Tourism Director, who discussed creating more jobs for Delawareans and turning around the state's economy. The issue of a civic center came up, which had also been discussed in 1973. She advised conferences would be interested in coming to Sussex County; however, the beach areas and the county, as a whole, have no facility large enough to draw them. Heritage Shores was mentioned in the discussion, which can handle 600 people and has the possibility of being used as an interim civic center. The surrounding area would require 165-200 motel rooms to support a civic center. Currently, there are three motels which desire to locate in Bridgeville, none of which have broken ground. Mr. Conaway contacted Heritage Shores and discovered that they do not book as many weddings as they would like because there are no motels in Bridgeville. (Their agreements with Seaford motels only apply when there isn't a race weekend in Dover.) Mr. Conaway then contacted each of the developers with motel intentions and those with other commercial property in Bridgeville. (They are all at a standstill because the banks aren't lending money for commercial ventures.) These major developers include Allen & Rocks, Bariglio Corporation, F.E.D. Investments (Mr. Joel Farr) and the representatives of commercial land directly across Route 13 from Heritage Shores. A meeting was held at Heritage Shores with these developer representatives, as well as Sussex County Economic Development Director, Ms. Julie Wheatley and Ms. Linda Parkowski. Our commercial properties in Bridgeville could move forward with their retail and motel plans if they had a reason to do so; a civic center would give them the opportunity. Ms. Dottie Harper from Brookfield Homes/Heritage Shores has offered shuttle service to and from the beaches by Heritage Shores to give visitors to Bridgeville additional tourist opportunities while they are in Town. Commonwealth Development from Pennsylvania (involved in developing the Georgetown Air Park) has identified the issue of raising money for public structures. The SEDAC committee is interested in forming a 501C foundation (as a pass-through organization) to apply for

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USDA funds for a civic center. The Bariglio Corporation and Allen and Rocks have both offered properly zoned acreage for a potential civic center. Bridgeville is able to provide the water/sewer services and we now have a new highway and new service roads to accommodate a large public building. All the pieces may be falling into place and Western Sussex could become the home of a 25,000 square foot civic center with the opportunity for commercial retail/commercial motel developers to have a renewed reason to build in Bridgeville. Mr. Conaway reported SEDAC has been in contact with USDA concerning the next step, which would be a feasibility study at an approximate cost of \$30,000. This would determine if Bridgeville would be an appropriate location for this type of development. Many other areas in Sussex County are anxious to be considered for this development, but are not in the position that Bridgeville is in to move forward. Should Bridgeville become the applicant for the USDA feasibility study, it is possible the study will show that Bridgeville is not the best location to build this facility. The study is an excellent opportunity to find out. Bridgeville would not be responsible to pay for any part of the study. The State Tourism office has documentation to prove that 400-500 person conventions would come to Sussex County if we had the facilities. Mr. Conaway introduced Ms. Julie Wheatley, Director of the Sussex County Economic Development Office, who shared a short PowerPoint presentation concerning the potential for a Bridgeville civic center. (A full copy of the presentation is attached to the permanent minutes.) All of the venues meeting at the civic center would bring tourism and commercial dollars into the area; it has been estimated that a visitor who stays 2-3 days spends \$300 per day in the area. Ms. Wheatley is excited about the possibility of a civic center in the area because of the potential for new jobs, both in construction and ongoing jobs at the center itself. She believes this project would increase traffic for existing businesses, increase tourism revenue and improve the tax base. Ms. Wheatley advised Bridgeville may be eligible for the USDA RD Rural Business Enterprise Grant Program to fund and provide a consultant to conduct the feasibility study. This study would be site specific; it would only consider Bridgeville. In order to move forward, the Commission must approve the submission of an application to USDA by the Town for a grant to conduct a feasibility study in Bridgeville for a proposed civic center. The application filing deadline is June 30, 2010. Commissioner Correll asked if the Civic Center could house sports functions; she believes that would be a big draw. Mr. Conaway answered in the affirmative. The process would begin with a pre-application through Ms. Lisa Fitzgerald of USDA RD; Town Manager Walls would be involved in the pre-application process. Mr. Conaway advised a scope of services has already been initiated; this would direct the feasibility study to consider the demographics of the area, projects already planned or begun by developers, prospective ideas, etc. The feasibility study would be prepared by a consultant and it would ascertain whether the civic center should be a public or private building and help to determine the best deal for this community. An ordinance would be submitted which sets up a committee to choose an appropriate consultant for the feasibility study. Mr. Conaway added there is another significant project in the early stages which Representative Wilson and Senator Booth are aware of that will be very exciting, should it move forward. Commissioner Greason made a motion to submit a pre-application for grant funding to USDA for a civic center. Commissioner Tassone seconded the motion. Motion carried. President Jefferson thanked SEDAC for coming to present this proposal to the Commission.

VIII. CORRESPONDENCE

Town Manager Walls reported the Woodbridge Elementary School is seeking monetary and or prize donations for their reading incentive program. Although the Town does not have donation monies to offer, it is possible that Commissioners, employees and residents would like to personally make donations to this program. Senator Booth and Representative Wilson both offered to make a donation. Commissioner Greason suggested that a list of prize choices be developed and placed in the Commissioners' mailboxes and possibly distributed at the Bridgeville Public Library.

The Commissioners have received an invitation to the Kent County Delaware 4-H Dinner and Basket Auction on March 26th. If anyone is interested in attending, Town Manager Walls will be glad to pass along the paperwork to make reservations.

IX. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage directed the Commission to the Balance Sheet for the period ending February 28, 2010. (The following amounts are in rounded figures.) The General Savings and Checking Accounts totaled \$426,000. Impact fees and escrow accounts totaled \$489,000 for a combined total of \$1,007,500, a \$13,000 increase from last month. On the Accounts Receivable Report, under the Demolition and Code Enforcement receipts, the current total is at \$49,000; however, we have received notice from the Sheriff's Department that the property at 104 N. Main Street has been advertised for sale; the Town hopes to receive approximately \$25,000 from the sale. On the Budget Report, income is \$1,700,000, which is 73% of the budget and a 1-1/2% increase from last month. On the Expense side, the budget was disrupted due to snow removal expenses. Total expenses stand at \$1.3 million, which is up 4-1/2% from last month and represents 58% of our budget. Concerning Accounts Payable, bills received to-date total \$86,000, the bulk of which concern the well #6 project. We can expect to receive those funds back from the state and federal governments. Expected expenses to be approved include a first-quarter payment for a USDA loan of \$43,000. The total loan is \$229,201. The Sussex County Council bill is an expense for Bridgeville tax assessment data. 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 comments or questions concerning the reports.

XI. CITIZEN'S PRIVILEGE

There were no questions or concerns from the citizens of Bridgeville.

XII. TOWN MANAGER'S REPORT

Town Manager Walls reported Economic Development Committee Chairman Collison held a meeting on February 17th with Bridgeville businesses. Business owners shared their concerns and

ideas regarding downtown renovation and enhancement projects for store fronts. A poster with pictures showing current store fronts was reviewed considering the “curb appeal” of our businesses. Chairman Collison advised it would not take a great deal of money to perform a facelift on business properties. It was decided to place summer flower barrels on Market Street. The Conservation Club at Phyllis Wheatley Middle School will assume responsibility for the planting, with the Lions Club funding the project. Business owners will need to water the barrels throughout the summer. The Committee is looking at the possibility of trash receptacles, modifying the Town’s billboards to promote the downtown area and linkage to the Town’s website. The meeting was very productive with the group being committed to a positive direction for the downtown area. Chairman Collison spoke further about curb appeal, stating the Town needs to make Main and Market Streets more attractive to visitors. Changes to our billboards will include an invitation to visit our downtown businesses and our website address. Businesses will be able to tie-in to the Town’s website. We are determined to improve the look of the downtown, which will encourage businesses to locate in our downtown area. The proposed new Civic Center would also certainly add importance to downtown businesses enhancement. Commissioner Collison added the Town has banners to install on Market Street to improve the look of the downtown area. Right now the committee’s priority is to get area businesses involved in revitalization. In the future the committee will be encouraging other residents to add their input.

Town Manager Walls and Commissioner Correll attended the Delaware Rural Water Association Technical Conference and Exhibition “Meet and Greet” event. This event is the opening of a three-day training session where public works employees can earn water/wastewater operator credits toward their license. This is always a very nice event; the Town appreciates the invitation and opportunities provided to our public works employees. Some of the classes offered this year included bio-solid samples, pipe locating and leak detection and disaster management for water and wastewater facilities.

Town Manager Walls, along with Commissioners Jefferson, Collison and Correll, attended “A Celebration of Black History” at Mount Calvary United Methodist Church on February 27th. The worship service, skits, singing, music and fellowship were very inspiring. Town Manager Walls expressed her appreciation to Mount Calvary for the invitation to the service.

For the residents’ information, the U.S. Census Bureau has notified the Town that questionnaires will be delivered to the Bridgeville area from March 15th through the 17th. The questionnaires are to be completed and returned by April 15th. All pertinent information is outlined in the questionnaire.

Town Manager Walls reminded the audience of the upcoming fourth Community Health Walk, which is scheduled for Saturday, April 17th at the Woodbridge Sports Complex, beginning at 9:00 A.M. Please plan to attend and show your support for healthy lifestyles for residents of all ages.

This past Friday, the Sussex County Association of Towns (SCAT) representatives met with Governor Markell and legislators regarding legislative issues. Senator Booth and Representative Wilson were also in attendance. SCAT had requested the restoration of the full \$6 million to the

Municipal Street Aid Fund, which was cut by the Governor for 2010. Given current state budget constraints, SCAT supported a compromise of \$4 million for fiscal year 2011. Another item shared with legislators was the importance of the realty transfer tax to municipalities, which is likely to remain at the current 3%, split equally between the state and local jurisdiction. The issue of solid waste and recycling was also presented; the Delaware Solid Waste Authority wants to increase their landfill fees, passing the cost to the municipalities, who would then have to pass the cost to the residents. In addition, the Governor has proposed a mandatory recycling program, which at this time has a number of issues to be considered and defined; this proposal would also involve fee increases which would be passed to the municipalities and residents. Senator Booth commented that recycling is a wonderful idea; however, there are issues with markets for the recyclables in Delaware. Finally, traffic fines by municipal police departments were discussed. Currently, the majority of the fine income goes to the state, with little income coming back to the municipality issuing the fine/ticket. SCAT supports an increase in base fines so municipalities have a more equitable share of the revenue. A different proposal was presented which would produce additional revenue to help provide municipal police officers with post-retirement health care benefits. This proposal was unfamiliar to Town Manager Walls.

XIII. OLD BUSINESS

A. Public Hearing and Second Reading of Ordinance A10-1, An Ordinance to Amend Chapter 234 of the Bridgeville Land Use and Development Code

President Jefferson advised a change has been made to the Ordinance since the first reading in February not allowing commercial vehicles to park on any street. Commissioner Correll questioned whether electric/heating company vehicles that employees bring home at night fall into this category. Residents must be able to park company vehicles somewhere. President Jefferson added this is a working community; some properties don't have alley access to their property for parking a work vehicle. If a pick-up truck has company signage on it, is this considered a commercial vehicle? There are a variety of considerations here. A commercial vehicle must be defined before the ordinance can be considered. Commissioner Collison has no problem with a utility truck, van, etc. being parked on the street. His concern is parking school buses and larger commercial-type vehicles on the streets. Tractor trailers are different from utility trailers. Police Chief Parsons advised state law defines a commercial vehicle as anything over 26,000 pounds. That would include 6-wheel trucks and larger. It would not include utility trucks, vans, small box trucks and even (i.e.) McDowell's flatbed towing vehicle, which weighs approximately 23,000 pounds.

Commissioner Tassone asked for an interpretation on the definition of major recreational vehicle equipment – "motorized dwellings," i.e. motor homes. He advised the Heritage Shores residents entertain guests with motor homes for a few days. He is concerned about the regulations concerning parking and storing these vehicles while visiting in Bridgeville. It was suggested motor homes can park in front of Heritage Shores homes for two days, per the Homeowners' Association and bylaws. One Heritage Shores resident advised they have had their guests park by the development's fitness center so the vehicle would be out of the way. Town Manager Walls advised regulations for the Town are located in the Land Use and Development Code, which she will review and return with more information at the April meeting. Commissioner Tassone made a motion to

table Ordinance A10-1 until the April meeting to gather more information. Commissioner Greason seconded the motion. Motion carried. A Public Hearing did not take place concerning this Ordinance.

B. Public Hearing and Second Reading of Ordinance 10-2, An Ordinance to add a new Chapter to the Bridgeville Town Code concerning Financial Good Standing

President Jefferson opened the scheduled Public Hearing at 8:17 P.M. This Ordinance would protect the Town concerning financial obligations a property owner/developer might have with the Town. No new work/contract/project could begin until all outstanding financial obligations to the Town are satisfied. There being no questions or comments from the Commissioners or audience, President Jefferson closed the Public Hearing at 8:18 P.M. Commissioner Correll made a motion to adopt Ordinance 10-2 for a second and final reading. Commissioner Tassone seconded the motion. Motion carried.

XIV. NEW BUSINESS

A. Property Assessment Listing and Tax Appeal Day

Finance Director Savage advised, per the Town Charter, the Town must request property assessments from Sussex County and make them available for review at the Town Hall. The Town must also conduct a Tax Appeal Day on the last Saturday in the month of March. This year the event will take place on Saturday, March 27th from 1:00 – 2:00 P.M. at the Town Hall. Residents may appeal their tax assessments at this time. It should be noted that the Town's tax assessment is based completely on the county's figures. There is a possibility that the assessment could change before tax bills are sent out in July, due to new construction, zoning changes and renovations. Finance Director Savage requested that the Commission approve the use of the county assessments for the 2010 tax bills. Commissioner Correll made a motion to accept the Bridgeville property assessment listing as presented. Commissioner Collison seconded the motion. Motion carried.

B. Mosquito Control Spraying for 2010

The Town of Bridgeville participates yearly in the Department of Natural Resources and Environmental Control (DNREC) mosquito control spraying program. The spray is administered by airplane beginning in late March or early April. The Town must request to be a part of the program. Commissioner Tassone made a motion to approve the DNREC mosquito control spraying program. Commissioner Correll seconded the motion. Motion carried.

C. Proclamation – Community Health Day

This year's Community Health Day will be celebrated on April 17th with the 4th annual Community Health Walk. Bridgeville has won the participation trophy for each of the three years the Walk has taken place in various Sussex County Towns. We hope to bring home the trophy again this year. President Jefferson thanked Town Manager Walls for her continued efforts to make this event a success each year. Commissioner Tassone made a motion to declare April 17th

Community Health Day in Bridgeville. Commissioner Greason seconded the motion. Motion carried.

**XV. SPECIAL REPORTS – 2009 ANNUAL REPORT
PLANNING AND ZONING COMMISSION**

Town Manager Walls advised the Town's Planning and Zoning Commission is required by the Town Charter to submit a yearly report concerning their activities. Chairman Bill Atwood is present and available for questions concerning the report. After the Planning and Zoning Commission considers a request, they make a recommendation to the Commissioners of Bridgeville, who make the final decision concerning the request. Commissioner Correll made a motion to accept the 2009 Annual Report from the Bridgeville Planning and Zoning Commission. Commissioner Tassone seconded the motion. Motion carried. Commissioner Correll acknowledged she was very impressed with the report and both she and President Jefferson thanked Chairman Atwood for the fine job he does on the Commission.

XVI. ADJOURNMENT

Commissioner Collison made a motion to adjourn the meeting. Commissioner Tassone seconded the motion. Motion carried. The meeting was adjourned at 8:27 P.M.

Respectfully Submitted,

Patricia M. Correll
Patricia M. Correll, Commission Secretary

Peggy A. Smith
Peggy A. Smith, Transcriptionist