

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE MARCH 13, 2006 – 7:00 P.M. TOWN HALL**

#### **I. CALL TO ORDER**

The meeting was called to order by President Joseph Conaway at 7:00 P.M.  
Present: Commissioners Patricia Correll, Margaret Sipple, William Jefferson, Earl Greason and Town Manager Bonnie Walls. The meeting began with the flag salute and Lord's Prayer.

#### **II. QUORUM**

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

#### **III. ACCEPTANCE OF CERTIFICATION OF ELECTION**

Town Manager Walls presented the Certificate of Election from the General Municipal Election held on Saturday, March 4, 2006 for acceptance by the Commissioners. Commissioners Earl Greason and Margaret Sipple retained their seats each for a two-year term and Commissioner Pat Correll's one-year term was uncontested. Town Manager asked for a motion to accept. Commissioner Jefferson made a motion to accept the Certificate of Election. Commissioner Correll seconded the motion. Motion carried.

#### **IV. ADMINISTER OATHS OF OFFICE**

Town Manager and Notary Public Bonnie Walls administered the Oath of Office to Commissioners Correll, Greason and Sipple. (Copy is attached to Minutes.)

#### **V. APPROVAL OF MINUTES**

Minutes of the regular Commission meeting held on February 6, 2006 were presented for approval. Commissioner Sipple made a motion to accept the minutes as presented. Commissioner Correll seconded the motion. Motion carried.

## **VI. APPOINTMENTS**

Commissioner Correll made a motion that current officers continue in their positions as follows:

Mr. Conaway – President of the Commission  
Mrs. Sipple – Secretary  
Mr. Savage – Finance Director and Assessor  
Mr. Schrader – Solicitor  
Mr. Jefferson – President Pro Tem  
Mrs. Walls – Town Manager

Commissioner Jefferson seconded the motion. Motion carried.

## **VII. PRESENTATION TO MARBLE SOURCE UNLIMITED**

President Conaway reported the completion of a new marble floor and countertop for the foyer area of the Town Hall. This is a gift from Marble Source Unlimited, located on Route 13 outside of Bridgeville. Many visitors have commented on the improved appearance to the public area. President Conaway presented a Certificate of Appreciation to Ritchie Woodland and the staff of Marble Source Unlimited for “generous donation of marble flooring and countertop for the Bridgeville Town Hall, allowing the Town to receive guests in a professional manner and project a positive image.” Mr. Woodland expressed appreciation to the Town. The company is pleased to be in Bridgeville.

## **VIII. CORRESPONDENCE**

Town Manager Walls advised receipt of the Sussex Spotlight – Read Aloud Delaware, March-April Newsletter. As in the past, they need volunteers to read to children in the libraries.

A letter has been received from the American Diabetes Association thanking the Commissioners for a recent contribution of \$50.00 in memory of Robert J. Bennett, given by the Commissioners and employees of the Town of Bridgeville.

A thank you note was also received from the Bennett family for the donation. President Conaway commented Mr. Bennett was a former President of this Commission.

Town Manager Walls reported the receipt of an invitation to the Joint Fair Housing Proclamation Signing Ceremony on Monday, April 3<sup>rd</sup>, at 11:00 A.M. The event will take place at the Carvel State Building in Wilmington. Mrs. Walls will R.S.V.P. for the Commissioners, should they desire to attend.

The Commissioners have also received an invitation from the Kent County 4-H for their Dinner and Basket Auction on Friday, March 31<sup>st</sup>, at the Felton Fire Hall. Mrs. Walls will R.S.V.P. for the Commissioners, should they desire to attend.

The Western Sussex Boys and Girls Club and the Boys of Girls Clubs of Delaware have both written letters of thanks for the \$1,000 donation made by the Commissioners. The State Club will match the contribution, doubling the amount our local club will receive.

#### **IX. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE**

Finance Director Savage advised the Town is in good financial standing as of February 28, 2006. The Money Market account stands at almost \$350,000 and there is \$108,000 in the General Fund. President Conaway commented the actual cash-on-hand is \$998,738, almost a million dollars. At this point in the budget year, our income and expense figures should be approximately 67%. The Town has already surpassed budget projections for income for over one-half the line items. Notably, the transfer taxes are well above the amount budgeted and the February transfer taxes have been received in addition to what is printed in this report. President Conaway commented we have almost met our income projection for the year and should go into excess revenues. Regarding the Waste Water Treatment Plant grant-loan package, President Conaway questioned when the lower rate refinancing will take place. Mr. Savage believes it will take place in October. Concerning accounts payable for approval, all are standard monthly expenses. Commissioner Correll made a motion to pay the bills as stated. Commissioners Sipple seconded the motion. Motion carried.

#### **X. DEPARTMENT HEAD REPORTS**

President Conaway reported the Wastewater Treatment facility concluded its 89<sup>th</sup> consecutive month without a NPDES violation. President Conaway also reported a large number of building permits have been issued to Lennar Homes within the last 4 weeks, some of which are not reflected in the February numbers.

#### **XI. CITIZEN'S PRIVILEGE**

President Conaway opened the floor for questions or concerns from the citizens. Mr. Russ Beard of 25 Amanda's Teal Drive requested an update on current renovations in Town. Work continues on the property at 300 S. Main Street. Renovations have resumed at 200 Market Street. Regarding 102 N. Main Street, on March 28<sup>th</sup> we are going to court concerning demolition. The new owner believes it can be renovated and is mentioning the issue of historical significance. The owner has also renovated the Sears house on Walnut Street, which definitely has historical significance, and did not regard that issue when the renovations were done. President Conaway is hopeful the court will allow us to demolish 102 N. Main Street. We are waiting for a court date on 104 N. Main Street. A building permit has been issued for 109 N. Cannon St. The present house will be demolished and replaced by a new home.

Mr. Beard also expressed concern about the roadway at the turn-around on northbound Route 13 at the Bridgeville light. President Conaway commented the new intersection is

being designed and the Department of Transportation will be very reluctant to spend money on repairs there. Commissioner Sipple will enquire at the DelDOT office in Seaford.

Mr. Thomas Woolcock of 7 Amanda's Teal Drive inquired about Verizon's intent to offer cable TV to the community. Mrs. Joann Conaway, member of the Public Service Commission from Sussex County, was in the audience and reported Verizon has requested permission to put in cable; however, the request has not yet been heard before the Commission. President Conaway understands that Millsboro and Bridgeville will, in the future, be wired for fiber optics. Present Town lines are very old. Heritage Shores has been wired for fiber optics. Rates were questioned and Mrs. Conaway advised they are determined by a formula from the Federal Communications Commission.

## **XII. TOWN MANAGER'S REPORT**

Town Manager Walls reminded the Commissioners that the Town of Bridgeville hosts the April SCAT dinner/meeting on Wednesday, April 5<sup>th</sup> at the Bridgeville Volunteer Fire Company. Social hour begins at 6:00 P.M., with dinner at 6:30. Employees and a guest have been invited with the Town paying for the employee. Commissioners and employees must R.S.V.P. to Peggy by March 27<sup>th</sup>.

An evening voter registration for the recent municipal election was held on Thursday, February 16<sup>th</sup>, from 6:00 to 8:00 P.M., with one resident taking advantage of the extended hours.

Along with Commission President and Mrs. Conaway, Commissioner and Mrs. Jefferson and Commissioner Correll, Town Manager Walls attended the 16<sup>th</sup> Annual Delaware Water Association Conference on their opening night get together, February 21<sup>st</sup>. Everyone appreciated the event. The Association also held water classes and exhibits on February 22 & 23, where our Public Works employees earned credit hours toward their state licenses.

The Appreciation Dinner sponsored by Lifeway Church of God has been changed from March 18<sup>th</sup> to April 8<sup>th</sup>. The event begins at 6:00 P.M. at the church, which is located on Route 404. Please R.S.V.P. to Peggy ASAP.

Street Superintendent Rick Passwaters has been advised by the Division of Public Health, Office of Drinking Water, of his successful completion of the Approved Sampler/Tester Training Examination with a grade of 92%. Congratulations to Rick on a job well done.

During the past year the Commission has been considering several projects that would involve loans from DNREC. They are as follows:

1. I and I Removal – the removal of infiltration and inflow for portions of the sewer collection system. Work would include the investigation and removal of

approximately four catch basins from the sewer system, installation of new storm drain piping, street repair as needed, and possibly a storm drain outfall to the Bridgeville Branch. Estimated cost – \$586,100.

2. Additional spray irrigation land pending the results of hydrogeological studies and possibly a large storage lagoon. Estimated cost – \$991,000.
3. Funding for the RBC project, which involves replacing the two existing rotating biological contactor units at the treatment plant with two moving bed biological reactor units which will enhance BOD removal capacity. Estimated cost – \$750,000.

Finance Director Savage, Town Engineer Annie Williams, President Conaway and Town Manager Walls have reviewed the projects and their costs. Despite the fact the DNREC loans would be at a low interest rate, we are recommending only accepting the loan for the RBC project. Committing to all three projects is too costly at this time. We will attend the DNREC Water Pollution Council Revolving Loan Fund meeting on Wednesday, March 22<sup>nd</sup>, where we should be approved for the RBC loan funding. In the future we can submit a letter of intent and hopefully be placed on the DNREC priority list for the other two projects.

Worksheets have been distributed to Department Heads to begin preparing and planning for the FY'07 Budget.

Mr. Conaway reported a meeting with Mr. Dale Wheatley and Town Manager Walls concerning the contract proposal to lease 1,000 acres, providing more than sufficient spray sites for many years. The contract proposal was submitted to both attorneys and our engineer for corrections. All our recommended changes except one were incorporated into the contract. It appears we are very close to signing. This would allow us to enter into a contract with the county for a solution to Western Sussex wastewater issues. Bridgeville would have the operational responsibility for this plant; however, the county would join us.

### **XIII. OLD BUSINESS**

#### **A. Second Reading and Public Hearing Adopting Ordinance A06-2 to Amend Section 128-1 of the Code of the Town of Bridgeville, Delaware, Entitled "Fees" to Set the Fee for Annexation Applications.**

The Public Hearing was opened at 7:40 P.M. to consider the adoption of a \$1,500 fee for annexation applications. President Conaway advised the fee would cover the cost of advertising, attorney fees, administrative costs, etc. to process an annexation application. The fee for those applications which have already been received will be waived. President Conaway opened for floor for comments from the public and from the Commission. Hearing none, Commissioner Correll made a motion to adopt Ordinance A06-2. Commissioner Jefferson seconded the motion. Motion carried. The Public Hearing was closed at 7:43 P.M.

## **B. DEMA Grant – Award Information**

Finance Director Savage advised in February 2006 the Delaware Emergency Management Agency approved the Town of Bridgeville's application for a Homeland Security Grant, with a performance period of January 31, 2006 to March 31, 2007. The grant amount is \$21,593 to make physical security improvements to the Town Hall, Wastewater Treatment Plant and Well #2. The Town has a bid from ADT Company for \$22,400 for the project. Additionally, a \$500 yearly monitoring and maintenance fee must be added to the cost. The Town Manager and Finance Director recommend waiting until July and placing the additional funds needed in the FY'07 budget. ADT will honor the bid price until our new budget year begins. President Conaway questioned the number of quotes that had been received. Finance Director Savage will research the original bids and report to the Commissioners. President Conaway also questioned waiting for the new fiscal year and additional monies to be budgeted. He recommended moving forward with the project now. Commissioner Jefferson suggested approaching ADT with the grant money we were awarded to see if they can work with that amount. Finance Director Savage advised ADT is reviewing their bid to see if they can lower their price. President Conaway recommended moving forward with the project as quickly as possible for the sake of Town safety. There was no objection from the Commissioners.

## **C. Storage Building Bids**

Town Manager Walls reported the receipt of seven bids for a 36'x50'x14' and a 36'x68'x14' storage and office building for the Public Works Department. Mr. Passwaters and Mr. Jones have reviewed the bids and recommend accepting the low bid of \$28,079 for a 36'x68'x14' building from Atlantic Pole Buildings for a metal storage building. Town Manager Walls advised site preparation work, including tree removal, electrical, lighting, heat and concrete floor are extra and as much work as possible will be accomplished in-house. The FY'06 budget allows \$40,000 for this project. A tree removal estimate for 3 trees has been received of \$6,000; however, Chief Parsons has donated his free services to take the trees down with his personal equipment for the firewood. Town Manager reported the project will likely run \$10,000 over budget, based on the prices she is receiving for various aspects of the project over and above the pole building estimate itself. Town Manager Walls recommended the Commissioners accept the low bid from Atlantic Pole Buildings; she and Finance Director Savage are confident there are excess monies in the budget to cover the additional work. She is anxious to have the project move forward. The Public Works employees have shared one small office and this new building will give them each their own space. There is ample space to store the new street sweeper and other important equipment. Commissioner Jefferson commented he would like to review the specs and bid for quality. Commissioner Correll made a motion to accept the bid from Atlantic Pole Buildings for \$28,079, contingent upon Commissioner Jefferson reviewing the specs and the bid proposal in the area of materials, and contingent upon Town Manager Walls and Finance Director Savage re-budgeting for the additional project funds and making arrangements for the additional work. Commissioner Sipple seconded the bid. Motion carried.

#### **D. Comprehensive Plan Update**

President Conaway advised the five-member Planning Commission met on March 8<sup>th</sup>, along with President Conaway, Commissioner Greason, Town Manager Walls and consultant Liz Brown from Davis, Bowen and Friedel, Inc. The next meeting is scheduled for April 3<sup>rd</sup>, at which time the Commission will bring their recommendations to Liz Brown. After updates are made to the Comprehensive Plan a public hearing will be scheduled. President Conaway listed those recommendations from the 2002 Comprehensive Plan which have already been completed. There is a sense of accomplishment in seeing how far we have come in the past three years.

##### **Short Term Implementation Projects:**

- 1) Reviewed and revised the Bridgeville Zoning Ordinance.
- 2) Enacted a Subdivision Ordinance.
- 3) Developed Plan Review Procedures and Policies.
- 4) Annexed the Middle School site.
- 5) Began Wastewater Treatment upgrades.
- 6) It is no longer necessary to obtain a Certificate of Public Convenience and Necessity, as legislation has been enacted allowing municipalities, after annexation of a parcel, to provide water and sewer services.
- 7) Realignment of the Route 13/404 Intersection is nearing the end of the design phase. Service Road Construction will proceed with the intersection construction.
- 8) Transit Service Upgrades are a state function, not a Town function.
- 9) Began work on a Historic Preservation Ordinance (Historical Society).
- 10) Protected Floodplains and Wetlands in our recently adopted Land Use and Development Code.
- 15) Enacted Buffer Requirements to protect Bridgeville Branch.
- 16) Continued Tree Planting and Preservation projects.

##### **Long Term Implementation Projects**

- 1) Wastewater Treatment Upgrades are in progress.
- 2) Bicycle and Pedestrian Network is in progress.
- 3) No advancement has been made in the Market Street Physical Enhancements.
- 4) No advancement has been made in the Bridgeville Branch Greenway.
- 5) There is a commitment from the developer of Heritage Shores for 124-142 acres for a new park.
- 6) A Community Center has not been addressed.

President Conaway advised we have accomplished a great deal while many other Towns haven't yet adopted a Comprehensive Plan. Bridgeville is the first Town in Delaware with a Comprehensive Plan. There have been many changes and therefore we are revising and updating our Plan.

#### **XIV. NEW BUSINESS**

##### **A. Red Cross Proclamation**

President Conaway presented a Proclamation designating March 2006 as American Red Cross Month to the Commission. The Proclamation recites many of the services of the Red Cross and urges Americans to continue to volunteer their time and give generously to this worthwhile organization. Commissioner Jefferson made a motion to adopt the Proclamation of March 2006 as American Red Cross Month. Commissioner Correll seconded the motion. Motion carried.

##### **B. Court of Appeals**

The Bridgeville Town Charter requires a Court of Appeals on the fourth Saturday of March each year. The Commission has chosen to hear appeals on Saturday, March 25<sup>th</sup>, from noon to 1:00 P.M. at Town Hall. Town Manager Walls requested a Commissioner to volunteer to hear appeals from residents regarding their property tax assessments. The appeals will then be presented to the Commission for a decision. Commissioners Sipple and Greason will determine between themselves which one will represent the Commissioners and hear appeals. The event has been advertised in the newspaper and public notices have been placed in various Town locations.

##### **C. Proposed Street/Curbing Project**

Town Manager Walls advised the Town is ready to consider Phase II of a street/curbing improvement project, based on a list of locations approved by the Commissioners in the past. Cost estimates have been revised upwards. A letter was sent to Senator Adams requesting \$115,460; Representative Ewing has committed \$100,000 to the project. This mention is for information only, as the Commissioners have already approved this work. After hearing Mr. Adams' contribution, the work will go to bid.

##### **D. Emergency Preparedness Meeting**

President Conaway advised a meeting was held regarding a Town Emergency Plan on February 17<sup>th</sup>, with representatives from the fire department, emergency operations center, Troop 5 of the Delaware State Police and the Woodbridge School District. Representing the Town were President Conaway, Police Chief Parsons and Town Manager Walls. Discussion centered on preparations for a disaster. The first responders (police and fire dept.) led the way in developing a plan.

- 1) The Town must make sure services (water/sewer) are not interrupted during an emergency. Town Manager Walls will discuss generator needs with the Public Works department.
- 2) The Town must prepare to shelter beach residents/visitors who will likely be unable to leave the peninsula in an emergency. The American Red Cross determines shelter



usage. Currently, neither the high school nor middle school is set up to become a shelter due to a lack of generator power. The school district will determine the funds necessary for adding generator capability.

- 3) Other issues include obtaining capacity exemption of school buildings by the Fire Marshall and determining the emergency authority available to the Commission President/members of the Commission/Town Manager in the face of an emergency. Guidelines must be established. President Conaway stated that Police Chief Parsons has been instructed not to hesitate, but to bring all officers in, at the beginning of any emergency. In general, there is a need for all the Western Sussex counties to meet and make preparations as a unit for the influx of beach people, should an emergency arise.

President Conaway also advised attendance at a Pandemic Influenza Conference. This is another type of disaster that must be considered. In this case, we would keep people apart, not shelter them together. People would be sequestered in their homes and the question of food availability for extended isolation arises if grocery stores cannot be replenished. President Conaway noted Christiana Hospital already has a medical reserve corps of retired doctors and nurses in place that would be available to set up trauma units.

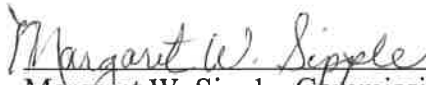
#### **E. Phase I Archeological Survey – Tatman Farm**

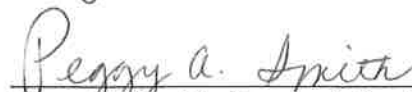
President Conaway reported receipt of a contract proposal from Davis, Bowen and Friedel regarding a Phase I Archeological Survey for spray irrigation at the Tatman farm. Dr. Edward Otter of Salisbury, Maryland, has submitted a bid of \$17,500. President Conaway recommended Dr. Otter's work. Commissioner Correll made a motion to authorize Davis, Bowen and Friedel to enter into a contract with Dr. Otter to provide the survey. Commissioner Jefferson seconded the motion. Motion carried.

#### **XV. ADJOURNMENT**

Commissioner Sipple made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Motion carried. Meeting was adjourned at 8:17 P.M.

Respectfully submitted by:

  
Margaret W. Sipple, Commission Secretary

  
Peggy A. Smith, Transcriptionist