

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
MARCH 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. APPROVAL OF MINUTES**

President Jefferson presented meeting minutes for approval. Commissioner Tassone made a motion to approve the February 14<sup>th</sup> Commission meeting minutes and the February 14<sup>th</sup> Executive Session minutes. Commissioner Mervine seconded the motion. Motion carried.

President Jefferson wanted to say a few words before retiring from the Commission. He stated that he became a Commissioner for the sake of the townspeople. He has appreciated the opportunity to represent the people for these past years and thanked them for giving him the chance to serve. (President Jefferson has been a Commissioner for ten years.) President Jefferson thanked Town Manager Burke for the opportunity to work with him. He believes the Town has chosen an excellent individual to fill this position. President Jefferson expressed thanks to the entire office staff for their support and thanked each of the Commissioners individually for their service to the Town; he has enjoyed serving with them. President Jefferson encouraged the newly-elected Commissioners to lead with their hearts.

**IV. CERTIFICATION OF MUNICIPAL ELECTION – MARCH 5, 2011**

Town Manager Burke advised Commissioner Mervine ran unopposed for the Commission seat in District #1 and returns to the Commission for a one-year term. Mr. Mervine is completing the term of Mr. Earl Greason, former Commissioner from District #1 who moved out of Town. Election District #5 candidate, Mr. Steve McCarron, also ran unopposed and was elected to the Commission for a two-year term.

Town Manager Burke presented the Certificate of Election from the Municipal Election for Election District #4 took place on March 5, 2011 from 12:00 P.M. to 7:00 P.M., electing one Commissioner for a two-year term. The Election results were as follows: Mr. Paul M. Kovack, Sr. 17 votes; Mr. Robert K. Lewis, 15 votes. Mr. Kovack was declared the winner and will serve a two-year term as Commissioner. The Certificate of Election was signed by Election Board members. Town Manager Burke recommended the certification of the March 5, 2011 Election results. He added that 32 votes from a voter registration pool of 80+ residents was a good turnout.

Commissioner Tassone made a motion to certify the election results. Commissioner Correll seconded the motion. Motion carried.

**V. OATH OF OFFICE ADMINISTERED TO NEWLY-ELECTED COMMISSIONERS**

Town Manager Burke administered the Oath of Office to Commissioners Kovack, McCarron and Mervine.

**VI. APPOINTMENT OF COMMISSION OFFICERS AND STAFF**

Commissioner Tassone made a motion to elect Ms. Pat Correll to the position of Commission President. Commissioner McCarron seconded the motion. Motion carried. Commissioner McCarron made a motion to elect Commissioner Mervine as President Pro Tempore. Commissioner Tassone as Secretary, Merritt Burke as Town Manager, Jesse Savage as Finance Director, Dennis Schrader from the firm of Wilson, Halbrook and Bayard, as Town Solicitor and the firm of Lank, Johnson & Tull as Certified Public Accountant. Commissioner Kovack seconded the motion. Motion carried.

**VII. PATRIOT AWARD – MR. GENE HEBERT, EMPLOYER SUPPORT OF GUARD & RESERVE (ESGR)**

Town Manager Burke introduced Mr. Gene Hebert from the Delaware Committee of the ESGR. Mr. Hebert advised they are a Defense Department agency that attempts to promote the value and service of guard and reserve members among employers. ESGR recognizes those employers who support the guard /reserve; they also mediate differences when they arise and promote an employer initiative that informs guard/reserve members of job openings at their businesses. Mr. Hebert advised Police Chief Longo is a member of the National Guard and because of the Town Manager's and Commission's support of Chief Longo as a National Guardsman, Mr. Hebert is here tonight to present Patriot Awards to each of the Commissioners and the Town Manager. The plaques recognized each individual for being a patriotic employer by supporting employee participation in the guard/reserves. Town Manager Burke advised the Town supports the military and will allow employees to leave early, etc. to fulfill their Guard/Reserve commitments. Mr. Hebert added that we should be proud of our Delaware reserve and guard members; they have served in all of the current theaters of conflict around the world and have served well. He thanked the audience for what they do at home for military families so that all the military personnel have to worry about is getting the job done so they can come home to their loved ones.

**VIII. AUDIT REPORT – FIRM OF LANK, JOHNSON AND TULL**

Mr. Rick Tull from Lank, Johnson and Tull presented the audit report and encouraged anyone with questions to contact him for further discussion. This is an unqualified report, which is the highest possible level report. It means there are no qualifications and it is in conformity with generally accepted government accounting standards. Mr. Tull acknowledged that Finance Director Savage and the Town Hall do an excellent job and there have never been any problems with the finances in Bridgeville. The first section is written in layman's terms for the convenience of the

Commissioners. The financial analysis on page 2 is a good place to start, as valuable explanations are included. The Town's combined net assets increased by 112% this year. The General Fund net assets decreased by 29%, while the business-type funds increased by 150%. The General Fund decrease is attributable to using prior year reserves to fund current year expenses, as intended and budgeted. The business-type fund increase is attributable to a donation of water/sewer infrastructure by Heritage Shores. The Town's total revenues, excluding transfers, increased by 179%. Revenue from business-type activities increased by 254%, due to the gift of the infrastructure. Governmental revenues decreased by 8%, primarily due to a reduction in state grant funding and various charges for services. The total cost of all programs and services has increased by 8%. Costs of business-type activities increased by 21%, which was due to increases in depreciation and salary expenses. The depreciation increased due to the infrastructure donation. Exhibit A is considered the Balance Sheet in a for-profit entity. The Town's total net assets are \$13,950,000. The restricted amount of \$569,162 concerns money set aside for Sanctuary for Kids, future capital improvements, etc. Mr. Tull is willing to answer questions tonight and later by telephone. It was re-iterated that this is an unqualified report. It was suggested that a "Lunch and Learn" session would be helpful for the Commissioners, after April 15<sup>th</sup>, concerning budgets. Commissioner Kovack made a motion to accept the audit report from Lank, Johnson and Tull. Commissioner Tassone seconded the motion. Motion carried.

## **IX. CORRESPONDENCE**

Town Manager Burke reported the receipt of a letter from the Federal Emergency Management Agency (FEMA) concerning a meeting on March 30<sup>th</sup> in Georgetown regarding flood insurance programs. Updated flood maps are available for review at Town Hall.

A letter was received from DelDOT informing the Town that we have received \$100,000 of Community Transportation Funds (CTF) for street projects. We thank Senator Booth and Representative Wilson for their allocation of funds for these projects.

A letter has been received from Comcast adjusting their franchise rates.

Correspondence has been received from Mr. Bryan Hall of the Office of State Planning Coordination notifying the Town of the Comprehensive Plan Update that is due by September 2011. An extension until the end of the year might be possible, but this is the year that Bridgeville must update its Land Use Plan. The state requires this update by all municipalities every five years. There is a copy of our Land Use Plan on the Town website [www.townofbridgeville.net](http://www.townofbridgeville.net). There will be workshops and public participation as we move forward to update our plan. Information about the update will be posted at various locations throughout Town. There is now a dedicated bulletin board at the Bridgeville Public Library for Town/Police news such as this.

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

Finance Director Savage directed the Commission to the Balance Sheet for the period ending February 28, 2011. All accounts totaled \$1,032,530. The General Fund, including checking and savings accounts totaled \$512,687, which is a \$500 decrease over last month. Escrow accounts

totaled \$386,000, a decrease of \$1,000. On Accounts Receivable there is still \$8,066 outstanding in property taxes. Final notices were sent for payment by the end of March or accounts would be turned over to our Solicitor for payment. Total Accounts Receivable were \$114,548. On the Budget Report, we are eight months into the budget year and should be at 67% of the budget. Income is at 70% of the budget, a 3% decrease from last month, due to the budget amendment. Our income increased \$145,000 during February. Expenses increased \$149,000, which is 58% of the budget, a 2% increase over last month. The Town has received bills totaling \$47,376. Expected expenses before the next meeting, including health insurance, payroll, utilities, etc. total \$151,600, \$43,000 of which is for debt service to USDA. Total accounts payable to be approved is \$198,976. Commissioner Tassone made a motion to pay the bills as presented. Commissioner Mervine seconded the motion. Motion carried.

## **XI. DEPARTMENT HEAD REPORTS**

President Correll advised the Department Head Reports are available to the Public. Town Manager Burke reported the Code Enforcement Department is moving forward with the licensing and inspection of residential rental units. The Town is also concerned about yard waste now that the ban has been put into place at our landfills. There has been an increase in building permits recently and the Town is pursuing dog regulations. There has been another leak in the sewer main that needs attention. Commissioner Tassone questioned overflows this past month and it was explained they were minor.

Commissioner Tassone also questioned the 19 false alarms in February. Police Chief Longo advised the Police Department has sent out 7 business and residential notices to those with multiple false burglar alarms to advise them of the fines involved. They have been given a 2-alarm leeway before a charge will be levied. Police Chief Longo thanked the Commissioners for their support of ESGR and continued to give an update concerning the Police Department.

- The Police Department has received notice of a \$3,000 equipment grant from the state.
- Chief Longo reported he and Sergeant Parker are putting together a COPS Unit (Community Outreach Program and Services Unit) for programs such as bike safety, DUI simulations, forums and lectures in the community. As a part of this program the Police will participate in a Public Safety Day at the Church of Christ on Rt. 404.
- The department will be participating in an Office of Highway Safety DUI program March 17-19, with the aid of an \$800 grant.
- Chief Longo has been invited to nominate an Officer for the Moose Lodge Public Safety award and he has nominated Officer Hogan. This is given to local Emergency Service Personnel for going above the normal call of duty, which Officer Hogan has done.
- The department will participate in the Community Health Walk on April 16<sup>th</sup> and have a police vehicle available. They will also have a car available for the M.S. Walk being conducted at Heritage Shores.
- The department will partner with the Bridgeville Fire Department for the 2nd annual National Take Back Drugs initiative. This is a drop center for residents to bring their old outdated prescription drugs and they are disposed of at no cost through the Department of Justice.

- The department has received commendation letters from the State Police concerning its efforts to support a law enforcement program that was scheduled to be cut.
- The department will be setting up a mock car crash before the Woodbridge High School Prom, with the support of the high school, Bridgeville Fire Company and EMS.

President Correll questioned the approval of the \$800 DUI grant and Town Manager Burke advised he had approved it, with the permission of the Commissioners to approve when the time frame was short. Commissioner Kovack praised the Police Department for a letter they had received from a lady whose mother was assisted by the department. Commissioner Tassone questioned the difference between “welfare” and “wellbeing”. Chief Longo advised checking the “wellbeing” of a person would likely be an elderly person they need to check on. Checking on the “welfare” of a person would include someone that hasn’t been seen active for a period of time. (They could be deceased.)

## **XII. TOWN MANAGER**

Town Manager Burke reported the 5<sup>th</sup> Annual Community Health Walk will take place on April 16<sup>th</sup> from 8:30 – 10:30 A.M. at the Woodbridge Athletic Complex. He hopes many residents will participate and support healthy lifestyles.

Town Manager Burke attended a Southern Delaware Tourism meeting on February 17<sup>th</sup>. The discussion centered on spring/summer plans for businesses. A consultant has been hired by T.S. Smith & Sons who reported they will be opening a farm market on Route 13 this summer.

The Department of Natural Resources and Environmental Control (DNREC) conducted a public relations event at the Bridgeville Public Library on March 2<sup>nd</sup>. Governmental officials attended to hear DNREC Secretary Collin O’Mara and his staff summarize the energy block grant program. Bridgeville received approximately \$173,000 from the program for Town improvements.

The Town sponsored Mr. Gene Hebert from ESGR for a “Lunch and Learn” session for employees at Town Hall recently.

The Municipal Election was held Saturday, March 5<sup>th</sup>. Congratulations go to Commissioners Mervine, Kovack & McCarron.

As of January 1, 2011, it is the owner’s responsibility to remove yard waste. You can move it yourself or pay to have someone else move it. The Town’s garbage contract expires at the end of September and many Town-related individuals are seeking the best direction for the treatment of solid waste, yard waste and recycling. We hope to have new information for residents soon. Some waste haulers have already purchased recycling carts and M-T Trash received over \$588,000 from the state to buy recycling carts and trucks. You do not have to recycle, but you will have to pay for it. The only way to avoid recycling is to drop trash service. Currently the Town has 590 trash customers.

The Public Works Department, Town Manager and Commissioners attended the Delaware Rural Water Association (DRWA) Conference in Harrington. Our Public Works employees are able to earn credits for their licensure through the various classes offered at the conference.

Johnston Construction will be installing the first of two RBC's (rotating biological contactors) at the Wastewater Treatment Plant around April 7<sup>th</sup>; the second will be installed in several months and the project should be wrapped up in July or August.

Code Enforcement Official Butler has been directed to aggressively pursue violators regarding a number of different violations, including trailers, yard waste, dogs, etc. He is now registered with DELJIS (Delaware Criminal Justice information System) and the Town will begin fining Town Code violators.

Code Enforcement Official Butler will also be continuing rental license inspections. He has inspected approximately 100 units to-date and has several hundred yet to inspect. The Town intends to finish the inspections by the end of May.

### **XIII. CITIZEN'S PRIVILEGE**

Mr. Dave Levy from 34 Amanda's Teal Dr. suggested the Commissioners consider moving the monthly Commission meeting to the meeting room at the Bridgeville Public Library, even for a trial period. This space in the Town Hall is very small and quite crowded. The library also offers more parking than is available at Town Hall. President Correll commented the Commissioners will need to discuss this suggestion further before making a decision on a change of venue. It would likely be several months before they would make a decision on a possible move. Town Manager Burke reported he has talked to Library Director Karen Johnson about using the library meeting room for Commission meetings and she is in favor of it. He believes either venue is appropriate for the Commission meeting.

Mr. Jim Durkin from 49 Ruddy Duck Dr. questioned the "gifts" given by the developers of Heritage Shores to the Town during Mr. Tull's audit report. Finance Director Savage advised the "gifts" were infrastructure improvements. Once the roads have their final overlay (Amanda's Teal, Will's Island and the roadway to the highway) they are turned over or dedicated to the Town, per the development agreement. That has finally taken place and the auditor commented on it. There is an assigned value to those improvements; however, no money changed hands; the term "gift" was a misnomer. Commissioner Tassone advised the responsibility for maintenance was shifted from the developer to the Town for those specific roads. President Correll added there are additional roads to be turned over to the Town in the future; however, they won't be accepted until they are inspected and determined to be complete and free of flaws.

Mrs. Ruth Skala from 108 Whistling Duck Dr. questioned what we are finding in the rental inspections. Town Manager Burke replied we are mostly finding fire safety hazard violations.

Mr. John Barr from 41 Amanda's Teal Dr. questioned if the Town has an agreement with Comcast to provide service here. Town Manager Burke advised an Ordinance was passed in 1999

and Bridgeville signed a 10-year franchise agreement with two 5-year extensions. He believes the contract allows other competitors to serve the residents with digital, Direct TV, Mediacom or FiOS. The final extension would be in effect until 2019. Mr. Barr asked, besides charging us, what do they offer the Town? Town Manager Burke would have to review the contract to be able to answer the question. President Correll doesn't believe the contract offers anything specifically to the Town. Mr. Barr reported he lived in a much larger Town; however, they negotiated with the cable provider to work with the schools, Fire Company, etc. with special programs. He believes it should be written into any future contract, as Comcast probably has some great programs that are operating in other Towns. Mrs. Skala advised the new library hookups were done pro-bono. Finance Director Savage added that in 1999 Comcast wired all the Town buildings for free. Commissioner McCarron reported Comcast also provides the Fire House with free internet and T.V. Town Manager Burke reported that in 1999 the county was very rural; Mediacom and FiOS did not exist and digital was just getting off the ground. He is aware that companies come into a new development with a CPCN (Certificate of Public Convenience & Necessity) and once they lock-in a community; there could be high fees with no negotiation power. Town Manager Burke will look into the issue; he desires to keep rates low. Commissioner Tassone advised the Comcast representative will be at his meeting on April 14<sup>th</sup>. He advised it is a non-restrictive contract; if FiOS wanted to come in tomorrow, they could. Commissioner Tassone believes Mr. Barr's suggestion of negotiating with Comcast is an excellent suggestion; we don't have the clout a large Town would have, but we should negotiate. The Comcast representative has told him that the Town would not be held to those 5-year extensions and could re-negotiate any time they would like.

#### **XIV. OLD BUSINESS**

##### **A. Planning and Zoning Commission Appointment**

Town Manager Burke advised the vacancy on the Planning and Zoning Commission left by the death of Mr. Richard Rowe has been considered at a previous Commission meeting. This position has been advertised throughout the Town and the Commissioners received three résumés for the position. The Commissioners have chosen Mr. Robert H. Richey, Jr. from S. Main St. He is a 4<sup>th</sup> generation resident of Bridgeville and has extensive experience in construction. Commissioner Tassone made a motion to appoint Mr. Robert Richey to the Planning and Zoning Commission. Commissioner Kovack seconded the motion. Motion carried.

#### **XV. NEW BUSINESS**

##### **A. Public Hearing – Homeless Cat Helpers, Inc.**

Town Manager Burke opened the Public Hearing on this application at 8:07 P.M. Ms. D-C Brown, President and Executive Director of Homeless Cat Helpers, Inc. came to request permission for a Conditional Use to conduct the organization's Kitty Fix Co-ops at 200 Railroad Ave. in Bridgeville. She advised in the last 15 months the organization has done 18-20 spay/neuter clinics. Ms. Brown found the property in Bridgeville and believes it would be an ideal location for the continuation of these clinics. The organization is providing a much-needed service with an all-volunteer staff (except for veterinarians) and can bring the price down to one-half of the cost to

spay/neuter through a veterinarian. This service is for those who cannot afford to use a vet service; they are seeking to address the over-population crisis. President Correll advised the Commissioners have received a letter of recommendation from the Planning and Zoning Commission concerning this request. Commissioner Tassone questioned whether this would also be a medical facility for cats. Ms. Brown advised it is only a spay/neuter clinic. The recommendation from Planning and Zoning included clinics four times per month, with hours of 8:00 A.M. – 5:00 P.M. and the removal of all waste products daily. Commissioner McCarron does not want to restrict the Clinic by only allowing sessions 4 times per month; it is commercial property and he is uncertain why the application is even necessary. He questioned whether 4 times per month is too restrictive. He does not want Ms. Brown to have to come back in the near future to broaden the clinic hours if the matter could be taken care of tonight without excessive restrictions. Ms. Brown reported she is unfamiliar with the conditional use process and originally thought it was only for concept, not for days, hours of business, etc. Four clinics per month would likely pay their bills and is more than the two they are able to have currently. She does not have a feel for how long it would be before the need would increase and they would return to request additional clinics per month. The Planning and Zoning Commission conditioned four surgery days per month; however, they also approved regular office hours for other needs of the organization. She would prefer not to have a limit of four surgeries that might need to be amended later. It was clarified that Ms. Brown did not ask for only 4 surgeries per month; the Planning and Zoning Commission limited her to 4 per month. She would prefer not to be limited in the number of surgeries and is concerned about returning sometime in the future with the need to pay another \$500. Commissioner Mervine believes they must have had some reason to include the limitation. Commissioner McCarron reported he met Ms. Brown last year when the Fire Company allowed her to use their new building for a Kitty Fix Co-op Clinic. He acknowledged she left it cleaner than she found it. He believes that volunteers take better care of things than paid staff. Ms. Brown reported that all of the restrictions came from only one of the five members of the Planning and Zoning Commission. Town Manager Burke advised the Town Commissioners can make any changes they would like concerning the conditions that were placed on this application by the Planning and Zoning Commission. Commissioner Mervine is uncomfortable changing any conditions that had already been imposed and proposed a trial run of six months with these conditions; they can always be changed later. Perhaps the fee can be waived in the future. Town Manager Burke advised the Town cannot waive fees; we cannot set a precedent in this area. Ms. Brown is comfortable with the other conditions, although there may be occasions when the vet will require that a cat stay overnight. It is not their intention to board animals. They already take their garbage away and can accommodate the parking issues brought up at the previous meeting. She also agreed not to place a sign outside advertising the Kitty Fix Co-op. The hour restrictions were a surprise to her, but she will adhere to the 8:00 A.M. to 5:00 P.M. restriction. For the most part, all restrictions are acceptable to them. They do have permission to be in the building other days of the month for sterilization of equipment and regular office duties. She added, if they didn't have the surgery restriction of 4 days per month, they would never have to come up with another \$500. Commissioner McCarron reiterated that he feels 4 days of surgery per month is too restrictive; this is a commercial property. A day care is open 7 days per week; this is not a noisy operation. Commissioner Mervine reiterated there must be some reason why the Planning and Zoning members approved it with those conditions. Commissioner Mervine made a motion to approve the conditional use application as conditioned by the Planning and Zoning Commission. Commissioner



McCarron seconded the motion. Motion carried. The Public Hearing was closed at 8:21 P.M. The conditions attached to this approval are as follows:

1. Hours of operation will be 8:00 A.M. – 5:00 P.M.
2. Other than the need for a cat to stay overnight after surgery, the facility may only be open for surgeries four days per month.
3. No outside kennels are allowed.
4. No boarding of animals is allowed.
5. All surgical trash or medical waste must be removed daily.
6. Additional parking must be provided at the rear of the building.
7. A sign must be posted on the building stating that no drugs are kept on the premises.

**B. Preliminary Development Plan Review – Bridgeville Professional Center**

Mr. Brad Gillis from Gillis Gilkerson Construction represented Windsor Development and the Bridgeville Professional Center for preliminary development plan approval. Mr. Gillis advised they are local builders and developers building mostly medical and professional office spaces from Pocomoke to Easton, including Seaford, for approximately 30 years and have built almost 1 million square feet of professional/medical offices. They developed Herring Run in Seaford and anticipate the professional center in Bridgeville to be similar, although smaller in scale. The property is zoned commercial and is located on Antique Alley between the Antique store and the Lions Club's food trailer. The property was annexed in 2009 and they intend to build two 9,400 square foot buildings. They currently possess a lease with Nanticoke Memorial Hospital and will build 4,000 square feet of space for them. The developer has dedicated a right of way for an impending DelDOT "corridor preservation road" which would connect Goodwill to Antique Alley and run behind the antique store. The developer plans to have one entrance with a pylon sign in front. They will start with the western building, which will include the 4,000 square feet leased to Nanticoke Hospital. This is one of the first projects passed with rain gardens, along with stormwater ponds around it. It is one of the most green sites they have ever developed. They are actively marketing the project and are currently courting another 3,000 square foot user. They have received approvals from DNREC, DelDOT and the Fire Marshall. They have a developer's agreement with the Town of Bridgeville. Commissioner Tassone asked how long it would take to build the facility. Mr. Gillis hopes to have the first building completed by December 1<sup>st</sup>. With final approval, they hope to receive their building permit in April. Commissioner Mervine asked if Antique Alley would be repaved. They will be providing a 2-inch overlay on Antique Alley. Mr. Gillis understands that this is considered a major development because they are extending the Town's water/sewer services. They are ready to move forward and requesting preliminary site plan approval and will return to the April 11<sup>th</sup> Commission requesting final approval. Town Manager Burke advised this project is not typical. It is ready for final site plan approval; however, it has never gone through the preliminary approval stage, so they are taking a step back tonight to receive preliminary approval, although they are far enough along in their plans for final approval. Commissioner Tassone made a motion to approve the preliminary development plan for Bridgeville Professional Center. Commissioner Mervine seconded the motion. Motion carried.

**C. Property Assessment Listing and Tax Appeal Day**

Finance Director Savage advised the property tax assessment roll has been prepared for 2011. Our assessment comes directly from the county and the listing is available for review by property owners. A Tax Appeal Day is scheduled for Saturday, March 26<sup>th</sup> from 1:00 – 2:00 P.M. at Town Hall. He will be available to discuss assessments, and if there are issues, they will be brought before the Commissioners. There are not usually any issues, as the assessment is determined by the county, not by the Town. Assessment will change if there is new construction on a property. Commissioner McCarron made a motion to approve the county's property assessment listing. Commissioner Tassone seconded the motion. Motion carried.

**D. Public Hearing Concerning the Issuance of up to \$550,000 Maximum Principal Amount of General Obligation Bonds to Finance or Re-Finance Certain Improvements to the Town's Drinking Water Facilities**

President Correll opened the Public Hearing at 8:33 P.M. Finance Director Savage advised this concerns the water main project on Walnut St. The water main is approximately 95 years old and is not sized large enough for the number of users. An asbestos line will also be removed from the system. The expected interest rate on the loan will be about 3.5% over 20 years, or \$40,000 per year in debt service. The loan is through DNREC and the state revolving fund. There being no questions, the Public Hearing was closed at 8:35 P.M.

**E. Resolution Establishing a Time and Place for a Special Election Proposing the Issuance of \$550,000 Maximum Principal Amount of General Obligation Bonds**

Town Manager Burke read the Resolution in its entirety. It was explained that this replacement of the water main is a necessary upgrade to the Town's water system. Town Manager Burke advised we likely will see an increase in the water income, as this replacement will increase the size of the water main. Commissioner Tassone made a motion to establish the Special Election for the issuance of up to \$550,000 of general obligation bonds to take place on Thursday, May 5, 2011, with voting from 10:00 A.M. to 2:00 P.M. Commissioner Mervine seconded the motion. Motion carried.

**F. Bid Acceptance – ADA Curb Ramps**

Town Manager Burke advised the Town has been working diligently on a project concerning curb ramps on Route 404 and Market St. The street project was advertised and three bids were received. The apparent low bid of \$98,000 was from Kwik and Crafty Contracting from Rehoboth Beach. Town Manager Burke has checked all references, with positive results. The project includes repair and replacement of catch basins at various locations and replacement of handicapped ramps at approximately 14 locations. There have been several on-site meetings with the contractor and DelDOT. Everything has checked out and with the Commission's approval, they will execute a contract. Mr. Ron Zeltvay from Kwik and Crafty advised he is the Vice President of the company with 35 years' experience in handicap ramps and sidewalk work. Other members of the company have worked in this area for 40 years. The work will begin on the south side of the

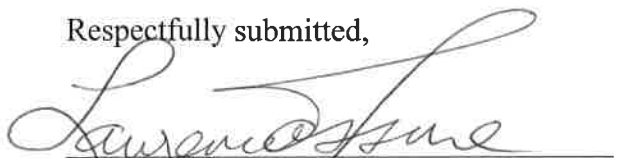
railroad crossing on Market St. and proceed down Market St., turning right on S. Main St. and continuing down that street. They will then return and do the north side of Market St. There will be certified flaggers at each intersection for the safety of pedestrians. There will be lighted barrels at each intersection for pedestrians and they intend to move pedestrian traffic to Delaware Ave. for safety. The project will likely start in early April after Commission and further DelDOT approvals. The work will take 20-30 days, depending upon weather. There do not appear to be any community events in the near future that would be limited due to this project. Town Manager Burke thanked Senator Booth and Representative Wilson for \$100,000 in Community Transportation Funds to make these improvements possible. Commissioner Kovack made a motion to accept the low bid from Kwik and Crafty Contracting for the street project. Commissioner Tassone seconded the motion. Motion carried.

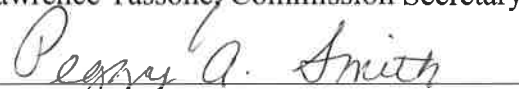
In closing, President Correll reiterated her thanks to President Jefferson and Commissioner Collison for their efforts on behalf of the Town. She wanted the residents to know that she is available to all of the Bridgeville residents and will work on their behalf. Please call her with any questions; she will not know all the answers, but she promises to investigate and bring together the Town's resources to solve problems and settle issues. President Correll thanked the staff for their hard work. They do a great deal for the Town, often above and beyond the call of duty.

#### **XVI. ADJOURNMENT**

Commissioner McCarron made a motion to adjourn the meeting. Commissioner Mervine seconded the motion. Motion carried. The meeting was adjourned at 8:50 P.M.

Respectfully submitted,

  
Lawrence Tassone, Commission Secretary

  
Peggy A. Smith, Transcriptionist