

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
APRIL 13, 2009 – 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 Lord's Prayer.

**II. QUORUM**

President Jefferson reported a quorum was present to conduct the business of the Town of Bridgeville. At this time President Jefferson requested a change to the Agenda, adding Section F. to New Business concerning an Appointment to the Economic Development Committee. Commissioner Correll made a motion to make this Agenda change. Commissioner Collison seconded the motion. Motion carried.

**III. APPROVAL OF MINUTES**

Minutes from the March 9, 2009 monthly Commission meeting were presented for approval. Commissioner Collison made a motion to approve the minutes. Commissioner Correll seconded the motion. Motion carried.

**IV. INTRODUCTION OF NEW POLICE OFFICERS**

Police Chief Parsons was asked to introduce the Town's new Police Officers. Mr. John McQuown and Mr. Ryan Hogan both graduated from the Delaware Police Academy on April 8, 2009. A third newly graduated officer, Mr. Richard Baker, will join the department next week. The Commissioners welcomed the officers and wished them well, with the hope of many years of service to the Town.

**V. CORRESPONDENCE**

Town Manager Walls reported the receipt of a letter from the Woodbridge School District thanking the Commission for its continued support for the Community Health Walk. Bridgeville again won the participation trophy with 453 people attending the Bridgeville event. The cup will be exhibited at Town Hall and then be rotated between the schools and PNC Bank. President Jefferson thanked Town Manager Walls for all her efforts to make this a successful event.

The Town has received an invitation to participate in the Kiwanis Club's Annual Prayer Breakfast on Saturday, May 2<sup>nd</sup>, 8:00 A.M. at Union United Methodist Church. The Commission has sponsored a table at the event in the past and she asked for their response for this year. A table for 8 will cost \$80. Commissioner Correll made a motion to sponsor a table. Commissioner

Greason seconded the motion. Motion carried. Town Manager Walls asked the Commissioners to RSVP concerning their attendance at the Prayer Breakfast.

The March 2009 Raider Review newsletter from the Woodbridge School District is available for review.

A thank you letter was received from the Western Sussex Boys & Girls Club for the Commission's annual donation to the organization.

A letter was received from the Delaware Commission of Veteran Affairs inviting the Commission to attend their annual Memorial Day services on Saturday, May 30<sup>th</sup> at the Memorial Bridge Plaza in New Castle, Delaware, beginning at 10:30 A.M. Town Manager Walls will RSVP for any Commissioners who wish to attend.

The Commission has received an invitation to attend a National Day of Prayer service at Union United Methodist Church on May 7<sup>th</sup> at 12:00 P.M. Town Manager Walls will RSVP for any Commissioners who wish to attend. Commissioner Correll added that the church would like to have a participant from all the organizations in Town.

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

Finance Director Savage directed the Commission to the Balance Sheet. (The following amounts are in rounded figures.) For the period ending March 31<sup>st</sup>, our accounts totaled \$1,211,000. The general checking and savings accounts totaled \$462,000, which is 16% lower than last month. Rainy day funds (including sewer sinking, impact fees and escrow accounts) totaled \$588,000. Accounts Receivable is \$7,000, which includes newsletter ad billings and miscellaneous reimbursables for engineering costs, etc. There have been no changes concerning the interim financing loans. On the Budget Report, the Town is 9 months into the fiscal year, with a target of 75%. Most of the income categories are at that mark. Transfer tax stands at \$89,000 and \$23,000 is anticipated in April; therefore, we should reach our budget figure in that category. The Town has completed handicap repairs through Suburban Street Aid funds from Representative Ewing, with an \$11,000 check expected to cover those costs. Commissioner Collison questioned the receipt of \$3,200, when what is due is \$32,000. Finance Director Savage advised the Town receives 10% of the award up-front. In total income, the Town is at 88% of its budget. Expenses are at 68% of budget. Finance Director Savage commended each department for keeping their expenses in check. Pension costs are above budget due to the new police department state pension. This will be reimbursed from the Police Pension Fund. Concerning Accounts Payable, bills to-date total \$28,787, with \$122,000 expected expenses due to payroll and a semi-annual treatment plant loan payment. Commissioner Correll made a motion to pay the bills as presented. Commissioner Skala seconded the motion. Motion carried.

## **VII. DEPARTMENT HEAD REPORTS**

There were several comments and questions concerning the Police Department Report. Police Chief Parsons reported that 8 trucks were ticketed; however, many more trucks were stopped

in Town during the month of March. Chief Parsons advised there are a number of trucks servicing businesses in Town, but many trucks also come through Town from Federalsburg. They ignore the sign on Federalsburg Road directing them to turn right and detour (to Route 13), as they are uncertain where the detour will lead them. Also, with current construction on Route 13, additional traffic is coming through Town to avoid construction delays. Commissioner Collison asked that the report identify the number of trucks stopped and the number ticketed in the future. He sees a variety of trucks coming through Town at 5:30 A.M. and they certainly aren't making in-Town deliveries at that time of the morning. Commissioner Greason asked under what circumstances trucks would be stopped but not ticketed. Chief Parsons advised the truck must have a bill of lading for an in-Town warehouse to avoid a ticket. Commissioner Correll believes the early morning truckers likely do not know that we have 24/7 police coverage. Commissioner Collison wants to get the message out that trucks should not come through Town. They must be stopped and ticketed. Commissioner Collison asked for clarification concerning the listing of complaints on the Police Report. Of the 137 total complaints, 125 were cleared, 2 were pending and 10 involved Delaware State Police assists. It is not clear on this report that the DSP assists are a part of the complaint total. Commissioner Collison asked for clarification on the breakdown of the total hours worked category on the Police Report. The total hours worked includes patrolling, investigation, administrative, vacation, plus miscellaneous. Commissioner Collison asked that it be broken down on the Report. Commissioner Collison asked clarification of the sum of fines written vs. actual revenue to the Town, as there is a large discrepancy. Chief Parsons reported he has spoken with State Senator Thurman Adams, Jr. and others concerning the discrepancy. Chief Parsons noted it is a known fact that 99% of the cases going to court will not go to trial. In the Court of Common Pleas, if a plea agreement cannot be made, the case will be dismissed. Chief Parsons has never heard back from Senator Adams; therefore, Town Manager Walls directed the Chief to contact the Senator again for an answer. Commissioner Collison added he wants a written reply as to what will be done about the small amount of fines that come back to municipalities. This issue concerns both traffic and criminal cases. Commissioner Correll believes the system is taking out too much for the Department of Transportation (DelDOT). Chief Parsons advised 50% goes to DelDOT; \$10 goes to the Court of Justice; if they find someone guilty, they will often drop the base fine and the Town then receives virtually nothing. Towns throughout the state are complaining about this system; Commissioner Correll believes they should join forces on this issue. Commissioner Collison returned to the Police Report and requested to see traffic /speeding arrests on the complaint breakdown. Police Chief Parsons reported the department no longer does that breakdown; they only do total traffic arrests on the front page. The Chief responded it can be placed on the breakdown. The Police Department does not consider speeding as a complaint, since the officers do not write up a complaint form. Commissioner Collison expressed concern that the Town has estimated \$50,000 in fine collection for this fiscal year and we have currently received only \$20,784. The Police Department has actually written approximately \$72,609 in fines plus other revenue for this fiscal year. Chief Parsons advised the Town typically has averaged a 30% return, but it is getting worse because everyone has their hand in the kitty. Commissioner Collison requested that the Wastewater Report include a breakdown of Greenwood flow rates. He also publicly commended the Street Department for cleaning up the lot at 102-104 North Main Street.

## **VIII. CITIZEN'S PRIVILEGE**

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

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

Town Manager Walls advised the Town had applied for a grant several months ago through the Delaware Preservation Fund and were told we were the recipient of a \$1,000 grant. The Town is required to be listed in the Historic Register to qualify. In researching that requirement we found that the Commissioners who originally drew lines for the Historic District excluded the Town Hall. In addition, our building date of 1967 does not qualify for admittance into the Historic District; therefore, the Town has declined the grant.

The Town has received an initial Delmarva Power survey regarding some lighting in the alleyways and throughout Town. Street Superintendent Passwaters will be meeting with representatives of Delmarva Power to review the survey. Details will follow.

The third annual Spring into Health Community Walk, held on April 4<sup>th</sup>, was very successful for Bridgeville, as mentioned earlier. Town Manager Walls appreciated the participation of the Commissioners and the community.

At the February 9<sup>th</sup> meeting, the Commission voted to participate in the Department of Natural Resources and Environmental Control Department's Spring Storm Drain Marking Project. The project is fully funded through federal grant monies and will take place on Saturday, May 9<sup>th</sup>, with a rain date of May 16<sup>th</sup>. Volunteers from the Dublin 4-H Club led by Carla Killmon and the Woodbridge High School Key Club, led by Kelli Duncan, will be marking Town storm drains with medallions bearing the reminder, "No Dumping, Drains to Waterway." Town staff will also be available to assist with the project.

On February 19<sup>th</sup> a meeting was held by the Economic Development / Main Street Committee with representatives from PNC Bank as to the availability of any loans or grants, specifically Community Re-investment Funds, for our downtown businesses. Mr. Wayne Morton and Ms. Pat Galvin from PNC have advised they have no grants or loans available. Mr. Morton did state that PNC would assist with some funding regarding a project for awnings / signs. We are in the process of contacting other banks to inquire whether they have any grants or loans available. Town Manager Walls will keep the Commission updated on any progress in this area. Commissioner Skala wondered whether the banks might be more receptive if the Town brought an economic development plan with them. Town Manager Walls responded it wouldn't have made a difference to PNC Bank, but if other banks would like a plan, the Town can create a plan to present.

As a reminder, the Town-wide Yard Sale is scheduled for Saturday, May 2<sup>nd</sup>. Clean-Up Day will follow on Saturday, May 9<sup>th</sup>. All items must be curbside by 6:00 A.M., as M-T Trash will only go down each street once. Allowable items for pick-up include: furniture, household trash, stoves, and limbs bundled in 4-foot lengths. Items that will NOT be picked up include tires, batteries, oil, construction materials, dirt, rocks, bricks, etc. M-T Trash will have a truck available to pick up

refrigerators, freezers and air conditioners, as long as the Freon has been removed. M-T Trash will also have a truck to pick up paint, stains, etc. These items must be kept in a separate area from the rest of the trash. Large tree limbs can be delivered to the Town Wastewater Treatment Plant. Residents will be directed to an area for placement of limbs. A scrap metal container will be available at the Town Hall parking lot for the disposal of such items as aluminum siding, window frames, barbecue grills, tire rims, bicycles and stainless steel. Town Manager Walls pointed out this is a great opportunity for resident to clean up their yards, sheds, etc. for FREE. There are a number of homeowners who need to address their properties. The Code Enforcement Constable will be taking action immediately following Clean-Up Day.

The Sussex County 911 addressing project is nearing an end. Residents who need a new address will be contacted by a representative from the county program. After this is complete, the Town, with the help of the Lions Club, will check dwellings for reflective house numbers and send information regarding the size, etc. of the needed 911 address to those who do not already have appropriate identification.

Town Manager Walls spoke with a DelDOT representative regarding an update of the Route 13 and 404 realignment project; they are on target for a mid-May completion.

With support from the University of Delaware Institute for Public Administration and the state, a Delaware Municipal Web Developers Group has been established. The mission of the group is to effect support, education and networking on issues relating to those who either have oversight responsibility for or maintain a municipal/county website. Membership is currently free and the group meets quarterly for lunch and discussion, which is donated on a rotating basis by a member government. Town Manager Walls would like to enroll the Town in the program, as she feels it will be very beneficial in helping Bridgeville gain new ideas and insight to improve our website. Commissioner Correll made a motion to participate in the Web Developers Group. Commissioner Greason seconded the motion. Motion carried. It was mentioned that the Town website is not up-to-date concerning events. Town Manager Walls reported efforts are continuing to keep the website up-to-date.

The Town has been pursuing the possibility of preserving the Jack Lewis Mural on the Dollar General Store building. Town Manager Walls is working with Woodbridge School District Superintendent Carson, and possibly Mr. Lewis's daughter, to assist in the needed work and sealant. Commissioner Greason advised at the last Night of the Arts at the school it was discovered we have a high school alumna who is an artist in residence and has painted a mural for the school. She may be able to provide assistance and expertise.

Town Manager advised a Proclamation celebrating Community Health Day was prepared after the March Commission meeting, with approval from President Jefferson. She requested that the Commissioners approve the Proclamation, as distributed several weeks ago. Commissioner Skala made a motion to approve the Resolution proclaiming April 4<sup>th</sup> as Community Health Day in Bridgeville. Commissioner Collison seconded the motion. Motion approved.

**X. OLD BUSINESS**

**A. Public Hearing and Second Reading of Ordinance A09-4, An Ordinance Amending Chapter 222, Vehicles and Traffic, to Include a 4-Way Stop**

Town Manager Walls opened the Public Hearing at 7:35 P.M. She advised the Ordinance will place a 4-way stop sign in the area of the new library. Police Chief Parsons and Street Superintendent Passwaters have assessed the intersection and feel the 4-way stop is necessary for safety issues. The first reading of the Ordinance took place at the March Commission meeting. Town Manager Walls opened the floor for any comments in favor or against this Ordinance. Mr. Fred Leger of 420 Laws Street asked for clarification of the location. The stop signs will be placed where South Cannon Street and Jacobs Avenue meet. He added that he is in agreement with the proposed signs. There being no further questions or comments, the Public Hearing was closed at 7:38 P.M. Commissioner Skala made a motion to adopt Ordinance A09-4, an Ordinance amending Chapter 222, Vehicles and traffic to include a 4-way stop. Commissioner Correll seconded the motion. Motion carried.

**B. Public Hearing and Resolution Authorizing the Closure of a Portion of Union Alley & Donation of Land to the Bridgeville Fire Company**

Town Manager Walls opened the Public Hearing at 7:39 P.M. Mr. Steve McCarron, spokesman for the Fire Company, expressed the Fire Company's request and their plans. The Fire Company is currently planning to build a storage building on their two Delaware Avenue lots. Before pursuing the building they will need to combine four of their parcels into one. The deeding of the alley to the Fire Company would allow them to combine all five of their properties on both sides of the alley and form one parcel zoned "Town Center." This would allow flexibility in the future when planning additional apparatus storage. Safety in the alley is another concern. Currently, ambulances enter the alley over 750 times per year for emergency responses, not counting routine, non-emergency trips. The Fire Company's view of the alley traffic is restricted and the alley traffic's view of the emergency vehicles is restricted. With the growth of the Town, new residents may not be aware of the emergency apparatus and firemen crossing their path. If the Commission chooses to deed the alley to the Fire Company, they plan to place a fence on their east property boundary (in line with the current fence bordering Ms. Clara Records' property at 309 Market Street). This would still allow unrestricted access to Union Alley from the east (Laws Street) to area residents. Mr. McCarron advised their request comes not from a resident or a commercial business with a motive to increase revenue, but from community volunteers who desire a safer situation at the Fire Hall and desire future growth options. President Jefferson asked for questions from the Commission. Commissioner Greason advised this request was first presented to the Commission approximately 1-1/2 years ago. At that time, there was a Public Safety Director whose job was to notify all residents and elicit their response. Town Manager Walls advised all residents were notified of the issue and this meeting by certified mail, return receipt requested. Two residents are in attendance that would be affected. Mr. Tom Carey of 303 Market Street wanted to be certain that the residents would have access to the alley from Laws Street and he is satisfied that they will have access. He would like to see less thru-traffic on the alley for the sake of his family. Ms. Clara Records of 309 Market Street's only concern is that traffic moves too fast down the alley,

which is a safety issue for the fire vehicles. She is surprised there hasn't been an accident at that location. She was assured she would have access to the alley from Laws Street. Commissioner Correll admitted she is in a difficult situation as a Commissioner and as a member of the Ladies Auxiliary of the Fire Company; however, she must represent the Town. She doesn't understand how the Fire Company can put a commercial storage building on a residential property. (The Delaware Avenue properties are zoned residential.) Mr. McCarron advised they have submitted two possible plans to the Town. If all 5 properties are joined, they would have Town Center zoning for all. If they combine the four lots on Delaware Avenue, they have filed paperwork for commercial zoning for that property. The Fire Company believes it would be most advantageous to join all 5 properties into one. Deeding the alley to the Fire Company addresses the safety issue and allows them to join their 5 properties into one. He acknowledged their building plans have changed since they first came before the Commission in 2007, but they are looking for flexibility for the future. Commissioner Correll advised she has not seen the paperwork mentioned. It was explained the request will need to go before the Planning and Zoning Commission for a recommendation, before the Commissioners consider the request. Mr. McCarron advised they are taking it one step at a time. Their next step in the process depends on the decision made tonight. (I.E. it does not make sense to survey the properties separately if they are to be joined.) President Jefferson advised this meeting will deal exclusively with the alley closure. He also commented that the last time the Fire Company came to the Commission; the Fire Company had specific plans to build out the back of their buildings, which would come very close to the alleyway. They had also discussed the Fire Company placing speed bumps or other cautionary signs for those using the alley; residents and firemen. President Jefferson reported the residents' trash pick-up is in that alley; would the trash company have to back their truck up to leave the alley? Mr. McCarron acknowledged it isn't the only dead-end street in Town, but he hadn't considered the trash truck issue. Commissioner Correll believes the boundary fence will be on Ms. Record's property. The Fire Company assured her they have had the area surveyed and it is not. President Jefferson suggested a solution. The alley could take an abrupt left hand turn at the edge of the Fire Company's property and could come out on Delaware Avenue. This would place the reconstructed alley on Fire Company land that can't be built on due to setback requirements. Mr. McCarron advised the Fire Company has made application to the Town for a variance on that property allowing them to build within five feet of the property line. They are planning to build a 60' x 100' building. The Fire Company is "landlocked" and has very limited property on which to expand. They are trying to accomplish as much as possible in the space they have. All of their plans, including any variances will have to be approved by the Planning and Zoning Commission and the Town Commission or by the Board of Adjustment. Residents are hearing about the possible alley closure and are already contacting President Jefferson and Commissioner Correll asking them to close other alleys if this alley is closed. Mr. McCarron reiterated that they are a volunteer organization that serves the community; he believes the request for safe access around the Fire Hall is vital. Commissioner Collison does not believe the Town should give away any of its land; alleys or otherwise. He believes the safety would be better addressed by installing speed bumps and other cautionary efforts, as suggested in original conversations with the Fire Company. The Fire Company could do the yellow cautionary painting necessary. This area is certainly not any busier than Walmart or Lowes. Pedestrian crosswalks could be painted for safety. Mr. McCarron advised the Fire Company is building a \$350,000 building rather than the \$2 million building originally planned, due to resources, but they may still build out the back of the Fire House in the future. Commissioner Collison advised the

Commission must protect those residents whose properties back up to the alley and also all residents who use the alley on a regular basis. Mr. Tom Carey reported he remembers the bank having cement bumpers that were placed at parking spaces facing the alley sometime in the past and wondered if they could be used again to deter people from using the alley. The Commissioners appreciated the suggestion. Mr. Fred Leger suggested stop signs in the alley; however, there are already stop signs at Laws and S. Cannon Sts. The only other location for a stop sign would be at the beginning of the Fire Company property going westbound in the alley. Fire Chief Jack Cannon advised he has had two near misses with ambulances in the parking lot. He is concerned that there is an open road in the middle of an emergency services organization. There are approximately 1,200 emergency responses at that site per year. There are multiple accesses to the bank; therefore, non-resident access to the alley is not critical. He is asking for a safer place. There have been 93 fire alarms so far this year and 240 ambulance runs. He has an alley behind his house that has never been open. Mr. McCarron reiterated that the Town is not giving the land away; they are giving it to an important community service organization. Mr. Russ Beard of 25 Amanda's Teal Drive suggested there are a lot of issues and options that could be addressed by a smaller group of people, at this point in time. Commissioner Skala advised the issue has already been pending since February of 2007. Commissioner Jefferson closed the Public Hearing at 7:56 P.M. and asked for a motion to table; hearing no response, he asked for a vote. Commissioner Correll is concerned about the ramifications of giving away a Town alley. Commissioner Greason advised the Town has given away alley space before; however, they were not full, paved alleys, but were grassy areas that the homeowner maintained anyway. He added that the Fire Company has not been consistent with their plans for the alley over the last two years of discussion. He was not aware of the new plan and feels the Commission should table the issue to fully review the new plan and pursue other options. Commissioner Greason made a motion to table the matter. President Jefferson asked for a second; however, a second was not forthcoming. Commissioner Correll expressed a desire for the issue to go through Planning and Zoning before the Commission considers the closing of the alley; however, it must be closed and donated to the Fire Company before the issue could be placed before the Planning & Zoning Commission. Mr. McIlvaine of the Fire Company brought up the closing of the alley from S. Cannon Street to Railroad Avenue at RAPA Scapple. President Jefferson advised that decision was made many years ago by a different Commission. Mr. McCarron added that residents represented here tonight expressed their approval of the decision. Finding no second to table the matter, Commissioner Skala made a motion to close the alley. Commissioner Greason seconded the motion. President Jefferson called for a roll-call vote. The votes cast were as follows:

|                       |     |
|-----------------------|-----|
| Commissioner Collison | No  |
| Commissioner Correll  | No  |
| Commissioner Greason  | Yes |
| President Jefferson   | No  |
| Commissioner Skala    | Yes |

President Jefferson advised the motion to close the alley is denied. Fire Chief Cannon expressed his disappointment with this Commission. President Jefferson responded that the Fire Company should have fully disclosed their change in plans.

**C. A Resolution Proposing the Issuance of up to \$250,000 Maximum Principal Amount of General Obligation Bonds of the Commissioners of Bridgeville to Finance or Re-Finance Certain Improvements to the Town's Drinking Water Facilities**

Finance Director Savage advised this Resolution was provided by our bond counsel. Per our Charter, the Resolution must notify the residents of Bridgeville that the Town intends to borrow \$250,000 to finance a back-up for Well #6 at Heritage Shores. These bonds will finance the cost of the improvements and the cost of the bond issuance. The Town intends to issue general obligation bonds and will secure the bonds with the full faith and credit of the Town of Bridgeville. The Town must go to Referendum to have the bond issue approved. The Commission has received documentation from the Town's engineering firm concerning the importance of this project. A Public Hearing has been scheduled for Monday, May 4, 2009 at 5:00 P.M. Finance Director Savage reported that of the \$250,000, the Town will be reimbursed \$185,000 from the approved federal stimulus package, leaving only \$65,000 to be financed by the Town. The interest rate will be determined 10 days prior to closing; however, the current projection is a 3% interest rate. With a 20-year term, our debt service would be a little over \$4,000 per year. Commissioner Skala inquired how close the Town is to its debt service limit. Mr. Savage reported the Town has no limit concerning state or federal issues. Commissioner Greason made a motion to adopt the Resolution proposing the issuance of up to \$250,000 maximum principal amount of general obligation bonds to finance or re-finance improvements to the Town's Drinking Water Facilities. Commissioner Correll seconded the motion. Motion carried.

**XI. NEW BUSINESS**

**A. Charter Change to Amend Section 36 Relating to Sewer and Water Main Improvements**

Town Manager Walls advised this charter change has been reviewed by the Town Solicitor and Engineer; its intention is to protect the Town. It was discovered that a portion of the Charter states that it addresses sewer and water; however, it actually only addresses sewer. This omission is corrected in this charter change. Also, provisions have been added for permission to enter into formal contracts with our county government and definitions have been added for "sanitary sewer" and "water main improvements". The next step will be to send this charter change to our legislator for introduction to the General Assembly. Commissioner Collison made a motion to present this Charter Change to the Delaware Legislature for approval. Commissioner Skala seconded the motion. Motion carried.

**B. Planning & Zoning Commission Appointment and Reappointment**

Town Manager reported there is one seat open on the Planning and Zoning Commission due to Mr. Mike Collison's election to the Town Commission. She respectfully recommended the appointment of Mr. Joe Conaway to the unfinished term of Mr. Collison. Commissioner Collison added that he will be abstaining from the vote, as Mr. Conaway is his father-in-law. Commissioner Collison stated for the record that he believes Mr. Conaway would be an excellent candidate to fill this position. There is no one in our community who has more knowledge and experience

concerning planning and zoning than Mr. Conaway. He has contacts on the local, county, state and federal level. He hopes the Commission will take into consideration Mr. Conaway's knowledge and experience and put off personal feelings to appoint Mr. Conaway. Commissioner Skala agreed 110% with Commissioner Collison concerning Mr. Conaway's qualifications and credentials for this position. She believes no one has done more for this community than he has, but she cannot personally agree with the appointment; she feels it is a direct conflict of interest. To the best of her knowledge, Mr. Conaway works both as a lobbyist and as a realtor. She does not feel that sitting on the Planning and Zoning Commission would be appropriate under these circumstances.

Commissioner Collison reported that Mr. Conaway is not a lobbyist; he has been a commercial realtor for many years, but his job is as a consultant. Commissioner Skala noted in speaking to Mr. David Levin, he had indicated, according to his understanding, that Mr. Conaway is a lobbyist. Commissioner Collison continued, in the past, whenever a project has come before the Commission in which Mr. Conaway had any personal involvement or financial gain, he has abstained from voting. His position on Planning and Zoning would be helpful because no one is more knowledgeable about Bridgeville's Comprehensive Plan than he. Previously, as President of the Commission, Mr. Conaway had final say on any Planning and Zoning voting; therefore, he does not see a problem now. Commissioner Skala also expressed concern about there being no application process for appointments to Boards and Commissions in Bridgeville, only single recommendations being given to the Commission. She comes from a system where several applicants would be interviewed by the governing body and chosen through that process. Commissioner Correll is not in favor of an application system. Commissioner Collison suggested that it might be something to consider down the road. Town Manager Walls reported she has been instructed by the Commission to make recommendations of individuals for Board vacancies since she has been employed by the Town. She does not know what system might have been used in the past. Commissioner Correll added this system has been in place the last 7-8 years. President Jefferson advised it is the Commission's duty to make appointment and this procedure will continue. Commissioner Correll made a motion to appoint Mr. Joe Conaway to finish the term of Mr. Mike Collison on the Planning and Zoning Commission. President Jefferson seconded the motion. President Jefferson asked for a roll call vote. The votes were recorded as follows:

|                       |         |
|-----------------------|---------|
| Commissioner Collison | Abstain |
| Commissioner Correll  | Yes     |
| Commissioner Greason  | Yes     |
| President Jefferson   | Yes     |
| Commissioner Skala    | No      |

Motion carried.

Town Manager Walls requested that the Commissioners reappoint Mrs. Sandie Rementer to another 3-year term on the Planning and Zoning Commission, as her appointment will expire in early May. Commissioner Correll made a motion to reappoint Mrs. Sandie Rementer to a 3-year term on the Planning and Zoning Commission. Commissioner Collison seconded the motion. President Jefferson called for a roll call vote. The votes were recorded as follows:

|                       |     |
|-----------------------|-----|
| Commissioner Collison | Yes |
| Commissioner Correll  | Yes |
| Commissioner Greason  | Yes |
| President Jefferson   | Yes |
| Commissioner Skala    | Yes |

Motion carried.

**C. Introduction and First Reading of Ordinance A09-5, An Ordinance to Amend Chapter 222, Vehicles & Traffic to Add New Streets**

Town Manager Walls advised Chapter 222 of the Bridgeville Code calls for a listing of streets within corporate limits. The Town has recently accepted new streets in Heritage Shores for maintenance and we must add these streets to be in compliance with the Code. This will also assist us with additional income when applying for Municipal Street Aid Funds, should they continue to be available. Commissioner Greason made a motion to introduce Ordinance A09-5 for a first reading. Commissioner Skala seconded the motion. Motion carried.

**D. Introduction and First Reading of Ordinance A09-6, An Ordinance to Amend Chapter 222, Vehicles & Traffic by Repealing Articles 1-6**

Town Manager Walls advised the Articles proposed for deletion are already covered in and superseded by Title 21 of the Delaware Code. These codes are covered and up-to-date in the state's DELJIS system. Police Chief Parsons added that much of this material dates back to when Bridgeville had an Alderman's Court. At that time, all of Title 21 was placed in our Code Book to allow the Alderman's Court to operate in the Town. The Alderman's Court has since been abolished; therefore, these Articles should not remain in our Code Book. This is true for criminal code, as well in Title 11. Chief Parsons is working with DELJIS to have all of Bridgeville's codes placed in their system so that we can take issues to court and be assured our laws are in the court's books. Chief Parsons reported all codes have been hand-delivered to DELJIS and he will hear when the work is complete, approximately 2 to 2-1/2 weeks. Town Manager Walls stressed we must insist on receiving notification when the entry system is completed for future Ordinances. It was suggested that we initiate a logging system with DELJIS. We need documentation of the entire process. Commissioner Skala made a motion to introduce Ordinance A09-6 for a first reading. Commissioner Greason seconded the motion. Motion carried.

**E. A Resolution Authorizing an Annexation Referendum – May 2, 2009**

Town Manager Walls reported the Annexation will take place on Saturday, May 2, 2009 at Town Hall from 10:00 A.M. to 2:00 P.M. This will be advertised in a local newspaper with information concerning voter registration. The three properties under consideration include: the Bariglio Corporation, with commercial and some residential intentions; Windsor Development, LLC, with commercial intentions, specifically professional buildings; and Matthew and Christine Davis, with a residence on the edge of Town next to Phillis Wheatley School. Commissioner

Collison made a motion to adopt the Resolution authorizing the Annexation Referendum. Commissioner Greason seconded the motion. Motion carried.

**F. Appointment to the Economic Development Committee**

President Jefferson advised he is appointing Commissioner Collison to replace himself as Chairman of the Economic Development Committee. President Jefferson believes he should step down from that position since he is now President of the Commission.

**XII. SPECIAL REPORTS**

**A. Participation in an Office of Highway Safety Grant**

Police Chief Parsons advised the Police Department would like to apply for the U.S. Department of Justice – Office of Community Oriented Policing Services (COPS) Grant, (approximately \$448,000) for the three new officers. They are also pursuing a grant from stimulus monies (approximately \$19,000) to be used for equipment or salary enhancements. Chief Parsons would like to consider purchasing equipment with the grant; however, he must first receive the application to see what is available. Chief Parsons also advised of a \$1,000 Office of Highway Safety Grant for Underage DUI Enforcement. It would involve six patrols of four hours each to cut down on drinking and driving during spring break. Additionally a Click-it-or-Ticket Grant is imminent, but he has no additional information at this time. Commissioner Greason made a motion to pursue each of these grants for the Police Department. Commissioner Collison seconded the motion. Motion carried.

**XIII. EXECUTIVE SESSION**

President Jefferson advised the Commission will go into Executive Session at this time to discuss personnel matters. Commissioner Correll made a motion to go into Executive Session. Commissioner Greason seconded the motion. Motion carried. The Commission went into Executive Session at 8:28 P.M.

**XIV. RETURN TO GENERAL SESSION**

Commissioner Correll made a motion to leave Executive Session. Commissioner Greason seconded the motion. Motion carried. The Commission re-convened the General Session at 9:48 P.M. President Jefferson reported the Commission discussed personnel matters and no votes were taken during the Executive Session.

Town Manager Walls reported the Police Chief and officers have requested consideration of take home cars for the Police Department. She also had available a Take Home Vehicle Policy offered by the police officers for the Commissioners' review. President Jefferson believes the policy should continue that only Chief Parsons and Sergeant Parker have take home cars, which may be used to and from work only. President Jefferson expressed his disagreement with the idea of take home cars for all officers and stated that all police vehicles will be parked at the Wastewater

Treatment Plant and officers will park their personal vehicles at Town Hall during their work shift. After discussion, Commissioner Greason made a motion to allow the Police Department to take their vehicles home. A roll call vote was called with the following votes recorded:

|                       |     |
|-----------------------|-----|
| Commissioner Collison | No  |
| Commissioner Correll  | No  |
| Commissioner Greason  | Yes |
| President Jefferson   | No  |
| Commissioner Skala    | No  |

Motion denied.

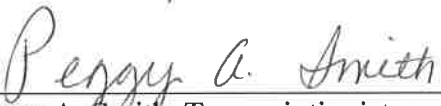
The Commissioners will initiate a more stringent patrol schedule for the Children's Sanctuary Park, as there continues to be inappropriate use of the park and vandalism. The new schedule requires that all officers conduct at least three foot patrols of the Park during each work shift, day and night, in addition to their regular patrols. The Police Department will prepare a weekly form concerning the details of each patrol and any action taken. This will be submitted to the Town Manager each Friday afternoon, with copies to each Commissioner.

#### **XV. ADJOURNMENT**

Commissioner Skala made a motion to adjourn the meeting. Commissioner Correll seconded the motion. The meeting was adjourned at 9:53 P.M.

Respectfully submitted,

  
Patricia M. Correll, Commission Secretary

  
Peggy A. Smith, Transcriptionist