

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE JUNE 6, 2005 - 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 Margaret Sipple, Earl Greason, Patricia Correll, William Jefferson, and Town Manager Bonnie Walls. The meeting started with the flag salute and Lord's Prayer.

#### **II. APPROVAL OF MINUTES**

Minutes of the executive session held on March 22, 2005 and minutes of the regular board meeting held on May 9, 2005 were presented for adoption. Commissioner Correll made a motion to accept both sets of minutes as presented. Commissioner Sipple seconded the motion. Motion carried

#### **III. CORRESPONDENCE**

Town Manager Walls read a thank you card from Joe and Joann Conaway for the plant they received from Commissioners and Town employees after the death of Joann's mother. A thank you letter was received from the Kiwanis Club of Bridgeville thanking the Commissioner's for taking sponsorship of a table during their recent Community Prayer Breakfast. The Delaware Rural Water Association's spring newsletter has been received and is available for review. Town Manager Walls thanked the Commission for flowers she received on the death of her father.

#### **IV. APPROVAL OF FINANCIAL REPORTS AND BILLS PAYABLE**

Finance Director Savage presented the monthly financial reports and bills payable for approval. He pointed out the reason bills payable are higher is because of U.S.D.A. loans due at end of the month totaling \$27,000.00. Commissioner Correll made a motion to pay the bills as presented. Motion was seconded by Commissioner Jefferson. Commissioner Jefferson also pointed out there were additional expenses due to an uprooted tree at the entrance of the wastewater treatment plant, falling on electrical lines, and having to be removed. A second tree was also removed to eliminate a possible re-occurrence. Motion carried

Commission President Conaway advised on Wednesday, June 1, 2005, the Town of Bridgeville became the owner of 126 acres of land that will be used for a spray irrigation site as water is brought out of the Nanticoke River and the Chesapeake Bay. The purchase cost of the land was over three million dollars. With loans and grants from D.N.R.E.C. and U.S.D.A., the town was short funds. One of the benefits in the Development Improvements and Service Agreement with Passwaters Farm, LLC (Allen & Rocks, Inc.) is that each unit at Heritage Shores will pay \$3,000 to connect to Bridgeville's sewer system. The developer, Allen & Rocks, Inc, was asked to advance 914 impact fees which were used to pay for a major portion of the (spray irrigation) land. The engineer has advised the spray irrigation site at the Tatman Farm is possibly the best site in the county for what is planned. Not only can it be used for spray, it can also be used for drilling to use some of the advance treatments (injection wells, etc.) County Administrator, Robert Stickels, has stated the county is very interested in a Western Sussex Sewer District even to the point of them running it. Commission President Conaway has agreed to meet with Mr. Stickels to see what the town and county can agree upon to provide an end to sewer concerns for the western corridor towns by allowing a central regional plant to be built. One reason this parcel is so important is that it is adjacent to 1,000 acres of agricultural preservation land. Preliminary talks have been held with the owner of the preserved land with the owner willing to lease it to the Town. This allows for a possibility of 1,000 acres of farm land to be preserved forever. President Conaway stated that he and Town Solicitor, Dennis Schrader, signed an addendum to the Development Improvements and Service Agreement. The addendum amends the sewer impact fee section to reflect Passwaters Farm, LLC (Allen & Rocks, Inc.) has paid the town an advance payment for 914 residential sewer impact fees and they do not have to pay any impact fees until this number, plus the seventy-five residential sewer impact fees they paid for in 2004, is reached.

Finance Director Savage reviewed the financial reports pointing out that the Town of Greenwood had paid their bill and police fine monies are up.

#### **V. DEPARTMENT HEAD REPORTS**

Commission President Conaway pointed out the Bridgeville Police Department continues to write tickets.

Chief Parsons (excused from the meeting) asked Town Manager Walls to inform the Commissioners the Police Department is planning to celebrate National Night Out on Wednesday, August 3, 2005. National Night Out is held in an effort to increase awareness for child safety. The event will be held at the playground next to the Police Station from 6:00 P.M. to 7:30 P.M. With the Commissions' approval, the Police Department will start soliciting for monies, paper products, food, etc. to offset the expenses for National Night Out. Approval granted.

Street Superintendent Passwaters reported on Friday, May 20th, he had assisted Sussex Tree in removing a tree that fell on North Main Street by the Wastewater Treatment Plant entrance, causing the town to be without electric.

Commission President Conaway complimented Code Enforcement Constable Kimlel on successfully closing most code enforcement violations. Code Enforcement Constable Kimlel advised trailers and debris at 603 North Cannon Street have been removed (Maintaining Dangerous Buildings - Ordinance No. A03-2)

Commission President Conaway stated he has noticed several work trailers parked on streets throughout town and asked that Police Chief Parsons be advised to inform the residents that this is a violation of Town Code.

The Wastewater Treatment Plant monthly report submitted by Superintendent Mowbray indicates that this is the 80th consecutive month without a NPDES violation. Commission President Conaway complimented the department by saying "Bridgeville has the best run sewer plant in the country."

## VI CITIZEN'S PRIVILEGE

Mr. Joseph Bianca, 309 Cedar Street, reported a yellow lab dog came into his yard from 508 South Cannon Street and attacked him once and his dog twice with both receiving lacerations. Mr. Bianca called the police and the S.P.C.A.. Mr. Bianca inquired as what action was needed to remove the dog from the community. Commission President Conaway instructed Town Manager Walls to contact Police Officer Parker for details. The S.P.C.A. instructed the dog's owner to keep the animal under house quarantine for ten (10) days as the owner could not verify the animal's shots and did not know if it was licensed. Town Manager Walls was also asked to talk with the S.P.C.A. to verify that legal action would be taken. The citizen asked to be notified of the Town's findings.

Mr. Les Williams asked for a "Children Playing" sign to be placed in the vicinity of Williams Chapel on Cannon Street and Church Street. Commission President Conaway asked Town Manager Walls to instruct Street Superintendent Passwaters to look into the situation for placement of a sign and to advise Chief Police Parsons to increase the patrols in that area.

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

Town Manager Walls reported on Friday, May 20, the town lost electric due to a downed tree on North Main Street (town property near entrance to the wastewater treatment plant) because of heavy rain and high winds. A second tree split and had to be removed. Electric was out from 1:50 P.M. to 5:30 P.M. The tree was removed from Main Street at approximately 6:40 P.M. On Monday, May 23, 2005, Sussex Tree was back in town to finish removal of the first tree and to take down the second tree. Cost of removing these trees was \$3,090.00. Town Manager Walls thanked Street Superintendent Passwaters, Water Department Superintendent Jones, and the Bridgeville Fire Department for their assistance.

Town Manager Walls reported the S.P.C.A. was in town on Wednesday, May 25 and Thursday, May 26 and issued one dog-at-large summons.

Town Manager Walls reported she had been notified that DEMA had awarded a grant in the amount of \$1,593.00 as part of State Homeland Security funding to the town. These monies will be used for a security system for Town Hall (motion detectors, panic button, all three doors wired for break-ins, etc.)

The Delaware Department of Transportation has notified the town of 2004 standard construction detail updates. These updates pertain to ADA Accessibility Guidelines for Buildings and Facilities as it relates to curb ramps. Town Manager Walls recommended the Commission adopt the updates so they can be incorporated into the Town of Bridgeville's Town Construction Standards and Specifications for Water, Sewer, and Streets. Motion for adoption was made by Commissioner Correll and seconded by Commissioner Greason. Motion carried.

Town Manager Walls stated she was very pleased with the first annual Memorial Day Celebration held on Monday, May 30, 2005. The attendance was very good and she expressed her appreciation for those who participated in the celebration - Brian Rase, local ministers, the Woodbridge High School ROTC, Tracy Bisson, Kristen Hatfield, Bobby Willey, Jack Hallman, and the FFA. Commissioner Jefferson thanked Town Manager Walls for her efforts to make the Memorial Day Celebration a success. Commission President Conaway also expressed his thanks to all involved.

Town Manager Walls reminded Commissioners of police interviews scheduled for Tuesday, June 7, 2005 at 6:00 P.M., the meeting with the Town of Greenwood on Tuesday, June 21, 2005 at 6:30 P.M., and a meeting with Woodbridge School officials on Thursday, July 7, 2005 at 7:00 P.M.

## **VIII. OLD BUSINESS**

The FY-06 budget was introduced at the Commissioners meeting on May 9, 2005. Per Bridgeville's Town Charter, the budget must be adopted by the first Tuesday in June. The scheduled public hearing was opened at 7:38 P.M. for adoption of the FY-06 Budget. Finance Director Savage advised Commissioners of amendments made to the FY-06 Budget with Commissioners being notified on May 25, 2005. Amendments were as follows:

Transfer tax income changed to reflect thirty (30) settlements at Heritage Shores rather than the fifteen (15) previously budgeted for per the suggestion of Mr. Robert Rauch. Property tax income was changed to reflect an increase in the assessment of Chesapeake Utilities. Mr. Rauch has indicated there are an additional 127 lots in Phase II of the Heritage Shores Development that were not budgeted in the property taxes line item than previously reported. Salary and related payroll expenses were increased to retain part-time secretary, Sharon Schultz, and to include Ms. Collins (cleaning lady) salary. Income from meter pit fees decreased in the water department because the town will be collecting in FY-05, rather than anticipated in FY-06, meter fees for forty-four (44) building permits at Heritage Shores. Also, the town will be charging \$290.00 per meter instead of the budgeted \$525.00 due to the fact the town is not supplying meter pits, only the meter. (See attachment)

Town Manager Walls was asked for highlights regarding the FY-06 budget. She was pleased to announce that all full-time employees would receive a 3% cost-of-living raise, with some receiving merit raises. A new line item was added to the Police Department budget because of receiving grant monies in the amount of \$25,000.00 from the Sussex County Council for equipment purchases. Funding for health insurance for town employees was included in the budget, with the understanding a cap may be placed next year. Town Manager Walls stated monies from Heritage Shores Special Tax District would allow for the purchase of a street sweeper, installation of a new telephone system, new copier, and pavement of parking lot for the police department, a new building to provide office space for the Street and Water Superintendents, a full-time employee to be shared in the Street, Wastewater, and Water Departments. Town Manager Walls indicated the town would advertise for a full-time secretarial position for the Police Department. Streets will continue to be repaved with the financial help of Senator Adams and Representative Ewing. The Town Code Book will be brought up-to-date and kept current, water tower maintenance will continue, and additional police officers will be hired. Commission President Conaway was pleased that the town was able to hold the garbage fee at \$13.25 per month. Town Manager Walls stated in spite of rising expenses, there would be no water/sewer and property tax increase for the Town's

residents. Donations were budgeted for town clubs and organizations. The Mt. Calvary and Williams Chapel Churches parking lots are to be repaved.

There being no questions or comments from citizens or Commissioners, Commissioner Correll made a motion to adopt the FY-06 budget. Commissioner Sipple seconded the motion. Motion carried. Public hearing closed at 7:49 P.M.

#### **IX. NEW BUSINESS**

President Conaway stated the Land Use & Development Ordinance is currently being reviewed by himself, Town Manager Walls, and Town Solicitor Schrader. A final draft will be presented to all commissioners for their review and input, with a public hearing being held to give residents an opportunity to voice their comments, concerns, etc.

#### **X. ADJOURNMENT**

Commissioner Sipple made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Meeting was adjourned at 7:53 P.M..

Respectfully submitted by:

Margaret W. Sipple  
Margaret W. Sipple, Commission Secretary

Sharon Schultz  
Sharon Schultz, Transcriptionist