

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE**

**JUNE 14, 2004 - 7:00 P.M.**

### **TOWN HALL**

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

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

President Conaway advised those in attendance, the meeting would recess for approximately ten minutes to allow the Commissioners and Town Manager to discuss on site, needed renovations, etc. to the town park (corner of Main and Market Street). Commissioner Jefferson made a motion to recess the meeting at 7:04 p.m. Commissioner Correll seconded the motion. Motion carried.

Commissioner Jefferson made a motion to reconvene the regular monthly meeting. Commissioner Sipple seconded the motion. Motion carried with the meeting reconvening at 7:18 p.m.

Discussion followed regarding the needed renovations, etc. to the town park. After an on-site inspection, the following recommendations were presented: relocate the two-sided Town of Bridgeville sign to U.S. Route 13, move the current sign and flower garden area more to the front of Market & Main Streets, purchase a one sided sign for the town park as the current one is deteriorating to the point of not being repairable, plant shorter flowering, etc. type bushes, plant flowers three times per year - spring, summer and fall (in the fall plant bulbs for spring growth), mulch as needed, trim the trees at the back part of the park, complete needed stone/railroad tie work at the parking lot adjacent to the park, and obtain prices of Leland Cypress trees for fall planting near fence at rear of the park. Following a general discussion, Commission Sipple made a motion to approve the listed renovations, plantings, all needed purchases, etc. Commissioner Greason seconded the motion. Motion approved.

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

The minutes of the May 10, 2004 budget workshop and regular monthly meeting and the minutes of the special meeting and executive session of May 18, 2004 were presented for adoption. Commissioner Correll made a motion to adopt the minutes as presented. Commissioner Sipple seconded the motion. Motion carried.

The special meeting minutes of June 1, 2004 were presented for adoption. Commissioner Jefferson made a motion to adopt the minutes as presented. Commissioner Sipple seconded the motion. The following votes were recorded:

Commissioner Jefferson - Yes  
Commissioner Sipple - Yes  
Commissioner Correll - Abstain (absent)  
Commissioner Greason - Yes  
President Conaway - Yes

Motion carried.

### **III. CORRESPONDENCE**

Town Manager Walls read thank you notes received from Rick Passwaters, Street Superintendent, who recently underwent surgery, and the Bridgeville Library for a financial donation from the town. The Library Board advised the money will be applied towards front step railing and needed electrical work.

Monthly newsletters from Comcast, Inc. and The Department of Natural Resources and Environmental Control were received for review.

Town Manager Walls read a letter from Mr. Spuck Bennett of Harley-Davidson located in Seaford, Delaware advising that Seaford will be hosting the Moving Wall starting September 14, 2004 at the Industrial Sports Complex. The Moving Wall is a replica of the Vietnam Veterans Memorial located in Washington, D.C. It has been traveling the United States since 1984. Mr. Bennett explains the Moving Wall and the hosting of the Moving Wall is strictly not for profit or a money maker. It is open to the public 24 hours a day and no admission is charged. They are seeking donations, financial and volunteer staffing. President Conaway stated he would like to suggest a donation of \$1,000.00 and for Commissioners to try to volunteer man hours if possible. After a general discussion, Commissioner Greason made a motion to donate \$1,000.00. Commissioner Correll seconded the motion. Motion carried.

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

A review was held regarding the May 2004 financial reports and bills payable. President Conaway pointed out the bills payable was higher because of the fact the USDA quarterly loan is due (water and wastewater upgrades). Following a general discussion, Commissioner Jefferson made a motion to accept the Financial Reports and to pay the bills. Commissioner Correll seconded the motion. Motion carried.

## **V. DEPARTMENT REPORTS**

Police-The written report submitted by Chief Allen Parsons advised there were 602 traffic arrests for the month of May.

President Conaway inquired of Chief Parsons the status of abandoned vehicles throughout town. Chief Parsons advised eight vehicles have been towed, with ten or more being processed. President Conaway requested Chief Parsons to take care of the vehicles being processed as quickly as possible and to stay on top of this situation.

It was reported a vehicle was vandalized on Cedar Street. Calls were made to the police department, with calls going unreturned. Chief Parsons advised he will look into the matter.

President Conaway inquired about a dragster on Main Street. Chief Parsons advised the vehicle is legal, as it requires no tags, but will make a courtesy stop to the owner and request the vehicle be relocated to the rear of their property and covered.

Discussion followed on small motorcycles/scooters throughout town. Chief Parsons advised his department has spoken with some riders of these vehicles and will stay on top of the situation.

Discussion was held regarding basketball hoops placed on streets throughout town, with the fear of a child being hurt. Chief Parsons advised he has directed his officers to have them removed from the streets and will stay on top of the matter.

Commissioner Jefferson advised Patrolman Chad Spicer will be graduating from the Delaware State Police Academy on June 17th. The graduation exercises will be held at the Delaware State University in Dover.

Commissioner Jefferson stated he would like to recommend that any new officer while being on a two year probation status with the town, not be allowed to work for another municipality. It was pointed out that at the present time, the town has two officers working for other municipalities. Chief Parsons stated he did not support this action, but was given a memo allowing officers to do so. Commissioners inquired of whom issued the memo. Chief Parsons responded Commissioner Jefferson. Further discussion followed with Town Manager Walls suggesting she be allowed to review the matter with the town solicitor and bring the matter back to the Commissioners. Permission granted.

Water-The report submitted by Superintendent Doug Jones advised Consumer Confidence Reports will be delivered to town residents the week of June 14, 2004.

Wastewater-The report submitted by Superintendent Phillip Mowbray advised Teal Construction began laying the new sewer force main on June 9, 2004. The bid of \$4,200 for painting the lime silo was awarded to Excel Coatings, Inc. of Salisbury, Maryland. Dr. Gallagher, University of Delaware, College of Marine Studies, would like to continue his phragmites studies using the town's wastewater treatment facility sludge drying beds. Dr. Gallagher will be seeking grant funding for the project with no expense to the town. Commissioners stated they support and appreciate the efforts of Dr. Gallagher and welcome his studies and useful information.

Street-The report submitted by Superintendent Rick Passwaters advised the park across from Town Hall was cleared of all debris, with stones and railroad ties being placed in the front and rear of the parking lot to make the area attractive and maintenance free. Town Manager Walls reported that Superintendent Passwaters had hand and shoulder surgery on May 21st (not work related) and according to his doctor would be out from work six to eight weeks. In speaking with Rick, he states he is doing well and will begin therapy in a few weeks.

## **VI. CITIZEN'S PRIVILEGE**

A resident inquired about high grass and weeds at the corner of Second and Cannon Streets. Chief Parsons advised he will look into the matter and has a list of other properties he is addressing regarding the same issue.

## **VII. TOWN MANAGER REPORT**

Town Manager Walls advised she, President Conaway, and University of Delaware representative, met with the town solicitor, Mr. Dennis Schrader, regarding a review of the zoning ordinance on June 10th. Questions, recommendations, etc. were resolved, with a second draft being available in early fall.

Notification was received that the town's loans and grants with DNREC and USDA are in the process of being finalized and we should go to closing at the end of this month.

Town Manager Walls stated the dedication and ribbon cutting ceremonies held at the Phyllis Wheatley Middle School on Tuesday, June 1st were very informative. A tour was provided, with the new facility being first class and very modern.

Town Manager Walls advised she and Finance Director Savage have met with companies regarding establishing a web site for the town. Additional information will be provided as costs, etc. becomes available.

Town Manager Walls extended, on behalf of the Commissioners and employees, a thank you for the wonderful golf and dinner function sponsored by Allen & Rocks on June 10th. The affair was outstanding and everyone appreciated the invitation and generosity of Mr. Rocks and his family.

### **VIII. OLD BUSINESS**

President Conaway stated a family has made a complaint that they are being harassed by Commissioner Sipple for having barking dogs. President Conaway advised that Commissioner Sipple is not harassing the family and that her complaint of barking dogs is a legitimate one. President Conaway stated he personally looked into the matter and heard for himself dogs barking for quite a period of time. President Conaway pointed out the revised zoning code will have a provisions that anyone having three or more dogs, will constitute a kennel and a kennel will not be allowed in a residential area. This should help eliminate some of the problems.

President Conaway opened the scheduled public hearing at 8:08 p.m. regarding the second and final reading of the amendment to Chapter 128. President Conaway presented Ordinance No. A04-5, which amends Chapter 128, Section 128-1 relating to fees, for a second and final reading. The amendment deletes the amount of \$400 for a single meter pit and \$525 for a dual meter pit and increases the cost to \$525 for a single meter pit and \$625 for a dual meter pit. After a general discussion, Commissioner Greason made a motion to increase the fee of a single meter pit fee to \$525 and the dual meter pit fee to \$625. Motion was seconded by Commissioner Jefferson and carried unanimously. Public hearing closed at 8:09 p.m.

President Conaway explained a proposal for engineering services to design water and sewer service to the South Bridgeville Annexation Area for the design and construction phase services, was presented by Davis, Bowen & Friedel, Inc., town engineers. The proposal for the design services was accepted by Allen & Rocks, Inc., developer of Heritage Shores, in the amount of \$88,490.00. The construction phase services in the amount of \$74,000.00 has not to date been accepted with President Conaway presenting same for acceptance. Mr. Robert Rauch, engineer for Allen & Rocks, Inc., stated he would like the opportunity to discuss and review this part of the proposal, as he feels the amount is too high. President Conaway stated the Commission supported Mr. Rauch's request, as the total mount of the proposal would be borne by Mr. Rocks. Commissioners agreed.

Town Manager Walls advised the Commissioners that Thursday, June 24, 2004, 7:00 p.m., has been scheduled to hear a conditional use request, submitted by Mr. Charles Royal, to open a daycare/learning center for property located at 219 First Street; and a rezoning request, submitted by Ms. Kathleen Wright, to change property located at 418 Walnut Street from a C-1 to a R-1 district.

President Conaway stated at a Special Meeting held on June 1, 2004, notice was received advising The Town of Bridgeville had been selected by the State Office of Highway Safety to receive a grant of \$2,500.00 to be used for occupant protection patrols-seat belt use, impaired driving, aggressive driving, traffic records and/or pedestrian safety. President Conaway suggested the grant monies be used for foot/street patrol. The foot patrol would be done by all officers, enabling them to make personal contact with residents, thereby establishing a repore to help one another, etc. Walking the town would also provide a visual view of properties, which may not be available from a vehicle. After a general discussion, Commissioner Jefferson made a motion to use grant funds for foot/street patrol. Commissioner Sipple seconded the motion. Motion carried.

Town Manager Walls advised proposals had been received regarding the painting of the lime silo at the wastewater treatment plant. Bids were as follows: Corrosion Control Corporation - \$6,800.00; B & H Coatings, Inc. - \$8,545.00; and Excel Coating's, Inc. - \$4,200.00. Wastewater Superintendent Mowbray conducted a reference check on the low bid submitted by Excel Coating's, Inc. with the responses being positive. President Conaway stated he had reviewed the bids, etc., and recommended the low bid be awarded to Excel Coating's, Inc. Commissioner Sipple made a motion to accept the bid submitted by Excel Coating's, Inc. Commissioner Greason seconded the motion. Motion carried.

## **IX. NEW BUSINESS**

President Conaway advised a Neighborhood Crime Watch meeting will be held July 1, 2004, beginning at 7:00 p.m., at the town hall. Chief Parsons has been sent a memo to be in attendance, as his department will play a major role in the success of the program. A notice of the meeting has been placed in the local paper under community clips, posted throughout town, scheduled to air on Comcast, and placed on the water/sewer bills.

President Conaway stated bids on street/sidewalk repairs and repaving project are due June 24th. We solicited bids for these streets/sidewalks last year, with no bids being received. Contractors indicated they did not submit a bid due to the fact they were too busy. We added to this bidding list additional streets/sidewalks needing repairs, etc. in

hopes of attracting a good number of bids. If no bids are received on the 24th, we will contact the Department of Transportation as to how to proceed with the needed project.

President Conaway requested the Commissioners to think about hiring a person from the SPCA to periodically (once every two weeks, once a month), etc.) to come into town, unannounced, to pick up stray and dogs running a large. More information will follow.

#### **X. SPECIAL REPORTS**

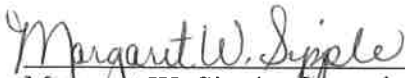
Commissioner Jefferson presented a Dangerous Building Inspection Committee report regarding property at 603 North Cannon Street. At this site there are two unsafe trailers, which are presenting a safety hazard to the residents of town. After a general discussion, Commissioner Correll made a motion to accept the report and to proceed with Ordinance No. A03-2. Commissioner Sipple seconded the motion. Motion carried.

Mr. Robert Rauch, engineer for Heritage Shores, advised details on landscaping and the club house are being finalized. They anticipate the club house, consisting of 40,000 square feet, to take one year to build. A sales trailer should be open in the near future with information available regarding Heritage Shores.

#### **XI. ADJOURNMENT**

There being no further business for discussion, Commissioner Jefferson made a motion to adjourn the meeting. Commissioner Sipple seconded the motion. Motion carried. Meeting adjourned at 8:40 p.m.

Respectfully submitted by:

  
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Margaret W. Sipple, Commission Secretary

  
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Alma Fleetwood, Transcriptionist