

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
JULY 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. President Jefferson asked for a moment of silence to honor Bridgeville's State Senator, Mr. Thurman Adams, Jr., who passed away on June 23, 2009. President Jefferson added that Senator Adams will be greatly missed by the Town and by the State.

II. QUORUM

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

III. APPROVAL OF MINUTES

Minutes from the June 1st Budget Adoption Meeting, the June 8th Commission Meeting and Executive Session, and the June 23rd Resolution Adoption Meeting were presented for approval. Commissioner Correll made a motion to approve the minutes as presented. Commissioner Skala seconded the motion. Motion carried.

IV. MR. ALEX PIRES – REFERENCE: POSSIBLE MOVIE TO BE MADE IN BRIDGEVILLE

Town Manager Walls introduced Mr. Alex Pires from Dewey Beach, Delaware. In December 2008, former Commission President Conaway advised that Mr. Pires was interested in using Bridgeville in a movie. Mr. Pires is here tonight to give an update on that project. He is the joint-owner of Jimmy's Grille in Bridgeville. Mr. Pires reported he is making a movie that takes place in Bridgeville and will be shot on-site. He has hired a screenwriter to transfer his story into a screenplay. The story is about a lady who works as a baker at Jimmy's Grille. Unbeknownst to her, her daughter puts the lady's name on the ballot to run for Town mayor. The incumbent mayor wins by a landslide; however, he dies accidentally before the certification of the election. The baker ends up running the Town from her bakery and becomes politically famous to the point of running for President of the United States. She is considered a hero from the beginning to the end of the movie, which is unusual for a woman's role. Actress Lea Thompson has won the role of the main character. There are many permissions to be obtained in the movie industry and Mr. Pires is present to request permission from the Town to use Town sites for the movie. The union will likely have paperwork to present to the Town. The film crew does not believe they will actually be in the street and will not need permissions of that sort. There are a number of consents they will need concerning copyrighted titles, i.e. Apple Scrapple and Punkin' Chunkin'. There are also many types of liability insurance that must be entered into

for this project. This is a family-friendly movie with no swearing or nudity. Mr. Pires finds Bridgeville to be a fascinating and handsome Town and in preliminary pictures, it looks beautiful on film. He plans to have a private screening in Town when it is complete. The film crew is expected to arrive approximately August 17th, with filming lasting 3 weeks and the entire film process completed in 4-5 months. The Town's name will not be changed. President Jefferson asked for consent from the Commission. Commissioner Collison made a motion to approve the movie to be filmed in Bridgeville with the stipulation that Bridgeville is seen in a positive light and that Mr. Pires follows his stated intentions concerning cursing, etc. The Town is to receive copies of all the insurance information concerning the film. Commissioner Correll seconded the motion. Motion carried.

V. CORRESPONDENCE

Town Manager Walls advised she has received notice from the Sussex County Office of Economic Development that a millwright business will be coming to the O.A. Newton building on Route 13 and Newton Road. Although the business is not in Town limits, it should benefit the Town and will employ 15 people.

Town Manager Walls received notification from the Delaware State Housing Authority that the Town will not receive Community Development Block Grant (CDBG) funds this year, although \$1,000,055 will be spent in the state of Delaware. Bridgeville was funded last year and was not funded the year before. The money must be spread to a variety of Towns.

A letter has been received from the Department of Natural Resources and Environmental Control (DNREC), Division of Water Resources, advising that the spray permit to start the spray irrigation system has been approved effective July 1st.

A 2008 Community Involvement Report from Delmarva Power is available for review.

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.) As of June 30th, the end of FY-09, the General Fund, including checking and savings accounts, totaled \$373,700. The Town's Rainy Day Fund, including the Escrow, Sewer Sinking and Impact Fee accounts, totaled \$495,700. The wastewater impact fee dropped by approximately \$100,000, due to cost over-runs with the spray irrigation project that were originally paid with the General Fund monies and have now been reimbursed. All accounts totaled \$998,700. Concerning Liabilities on page 2 of the report, the Deferred Revenue amount was decreased by \$30,000, as the Town had ten settlements in FY-09 at Heritage Shores. The deferred revenue is pre-paid impact fees for Heritage Shores. On the Budget Report the target is 100%, as this is the end of the fiscal year. The transfer tax figure of \$139,000 does not include the June payment of \$8,400, making the year-end total \$148,000. The Sussex County Council grant of \$500 for Town Hall shutters will be carried over into the next budget year. Concerning income, the Town exceeded its budget in revenues by \$149,000. On the expense side, the Town spent \$65,000 less than budgeted. There is currently \$359,000 in excess monies; however,

Finance Director Savage estimates this figure will be approximately \$315,000 once outstanding FY-09 bills have been paid. On Accounts Payable, the Town has received bills totaling \$124,000; \$1,000 of which was for the well 6 and RBC projects, and will be refunded. Health insurance has increased by almost \$3,000 due to four new enrollees to the Town plan. The printers for the Police Department were funded by the county grant. The O.A. Newton \$1,000 bill is due to a lightning strike at the spray irrigation plant when the electric panel burned up. This equipment was not yet insured. A surveillance camera was purchased with SLEAF monies. Commissioner Collison questioned back-dated bills from the Town engineer, Davis, Bowen & Friedel. Finance Director Savage advised these bills relate to the RBC failure and since the Town does not have a contract with DBF concerning this issue, the Town is waiting to pay DBF until receiving payment from the Parkson Corporation, which produced and sold the equipment to the Town. These bills are not posted ahead of time. An expense accrual was done in February and March. Commissioner Collison pointed out there was an incorrect date on the Accounts Payable Report. Finance Director Savage advised that is a software issue and he will see if he can change it. Commissioner Correll made a motion to pay the bills as presented. Commissioner Greason seconded the motion. Motion carried.

VII. DEPARTMENT HEAD REPORTS

President Jefferson advised the Department Head Reports are available to the public. Commissioner Skala questioned whether the Town has received a response from the Parkson Corporation concerning the non-functioning geo reactor. Town Manager Walls advised the response deadline is July 15th. Commissioner Collison questioned the Police Department's response time for tagging unlicensed or inoperable vehicles. Police Chief Parsons advised as soon as the Department receives notice of the violation from the Code Enforcement Constable, the Police tags the vehicles and sometimes sends a letter. The owner then has 72-84 hours to respond. People generally move the vehicle, but there are times when the department tows the vehicle. Unfortunately, people often move the vehicles from one property to another. Commissioner Collison noted that Chief Parsons had not corrected last month's truck report, a change from 13 to 17 trucks.

VIII. CITIZEN'S PRIVILEGE

President Jefferson opened the floor for comments and questions from the citizens. Mr. James Rodan of 109 S. Main St. expressed concern about an unruly neighbor and a group of young people who are terrorizing his block and others throughout Town. He would like to find a way put a stop to the problems. There were approximately 6 neighbors in attendance with the same concerns. Threats, court appearances and restraining orders have taken place in the past and Mr. Rodan asked for definitive action to be taken concerning the unruly neighbor. Neighbors are afraid to work in their yards due to harassment from this household. It was determined residents are not calling the Police Department on a regular basis concerning these issues. Commissioner Collison advised residents must contact the Police Department each and every time there is noise, a threat, etc. so that a complaint is filed on the issue. The Town must have a complete file on the disturbances involved with that household. He added that if residents do not get a response from the Bridgeville Police Department, they should call the State Police.

Mr. Rodan insisted that complaints have been made and not responded to when the Police Chief is not on duty. The residents must discuss this matter with Town Manager Walls; she needs to be advised of what is happening in the Town and what responses residents are getting and not getting from the Police Department. Any inappropriate comments from the officers should be reported as well. The Commission asked the residents not to take the law into their own hands. President Jefferson reiterated that the residents must contact the Police Department each time there is an incident with the offending household and with the young people. These reports need to be passed on to the Commission and Town Manager Walls so they are aware of the incidents. President Jefferson asked for patience in dealing with these issues; nothing can be changed overnight. It was mentioned that police cars are not seen driving through Town very often. They are seen at Antique Alley, which is outside of city limits; however, there are plenty of opportunities to find speeders in Town. Mr. Mario Hernandez from 200 S. Main St. advised he and another neighbor had recently called the Police Department concerning an incident with several young men that turned out to be a break-in across the street. Mr. Hernandez was able to identify several of the individuals involved. Soon after that incident, he was advised by neighbors that two young men were shining lights in his wife's truck and hanging around his work trailer. Mr. Hernandez confronted the young men in the alley and told them he would come after them if they came on his property again. Another day he saw the same individuals and spoke to a police officer about the circumstances. While he was talking to the officer, another car stopped and shared a concern about this same group of young men. Mr. Hernandez feels there are many complaints about these young men. Mrs. Moraima Reardon of 100 Delaware Ave. reported her husband travels a great deal and cannot be here tonight. He is very concerned about Mrs. Reardon being left alone in the house with these young men running around the neighborhood. She asked for clarification concerning reporting incidents to the police and to the Town Manager. President Jefferson stated that the police must be contacted first and then residents may contact Town Manager Walls during regular business hours. He assured the residents that something will be done about these issues. The Commission will make certain the Police Department responds appropriately to each and every incident; currently, two officers are only duty at a time. The 11:00 P.M. curfew for those 18 and under might take care of some of the problem if it is strictly enforced. It was mentioned that the last robbery took place during broad daylight. It was also mentioned that three young men were recently jailed and the judge let them off. Mrs. Reardon encouraged the Town to be proactive to avoid anyone getting hurt. She believes she has wonderful neighbors all around her and would appreciate the Commission taking this matter seriously. Commissioner Collison assured the concerned residents that the Commissioners live in the Town too and there is no excuse for the Town to be terrorized by just two households. The Police Department must address the issues immediately.

Mrs. Peggy Sloan of 23 Amanda's Teal Drive expressed concern about there being no lighting on Route 13 at the Heritage Shores entrance. Residents cannot see the entrance at night and when traffic is heavy on northbound Route 13; it is very dangerous turning left into the development. Commissioner Skala added that if she doesn't watch for the white fence, which indicates the beginning of the development, she cannot see the turn lane either. She has spoken to State Representative Dave Wilson and a representative from the Department of Transportation (DelDOT) about the situation and suggested the Town write a formal letter. When commercial development begins across Route 13 from Heritage Shores, a stoplight will be placed at that

location, but in the meantime, it is a dangerous intersection. Heritage Shores and Brookfield Homes cannot assist in this situation; it is a DelDOT issue. Mr. Russ Beard of 25 Amanda's Teal Drive added to the report that the turn lane at that intersection is very short, and therefore even more dangerous. It needs to be lengthened to allow sufficient time to slow down before the actual intersection.

Ms. Anna Thomas of 9 Church St. expressed concern about having a green Post Office directional sign added on the southbound lane of S. Main St. at Walnut St. There is already a Post Office directional sign on the northbound lane. Ms. Thomas has not spoken to the Postmaster about the sign. Town Manager Walls was asked to look into the matter.

IX. TOWN MANAGER'S REPORT

Town Manager Walls advised the Town's Economic Development / Main Street Committee scheduled a meeting several weeks ago. There was some discussion concerning whether the Commissioners should be in attendance at a Town Committee meeting. Town Manager Walls contacted Town Solicitor Mr. Dennis Schrader, who stated the Commissioners can certainly attend any committee meeting; however, committees are appointed for a purpose. Following a committee meeting, minutes should be prepared and presented to the Commissioners for review. If Commissioners are going to be involved in a committee meeting, there is no need for the committee to exist; the committee should be dissolved and the Commissioners should assume the role and duties of the committees.

Interviews for the advertised part time secretary position at the Police Department have been held. Miss Cheryl Jones (Milford) has been selected for the position. She began her employment on Monday, July 6, 2009.

A Well #6 Water Allocation Permit meeting was held with Commissioner Collison, Town Manager Walls and Town engineer Annie Williams in attendance. DNREC representative, Mr. Bill Cocke, expressed a concern regarding pumping rates from well #6 and irrigation for Heritage Shores golf course and the possible impact that may occur on other wells in the area. A general discussion was held in which Mr. Robert Rauch, Engineer for Allen & Rocks, Inc., explained how the irrigation/pond system works and the importance of irrigation for the golf course. There was discussion regarding lowering the application information/request for a twenty-year growth projection to a five-year period. DNREC accepted this modification. After further discussion, all agreed that well #6 would be granted the allocated requested daily and monthly rates, but be limited on the yearly rate. This will provide the Town with information to ascertain if a problem exists when well #6 and Heritage Shores irrigation wells run at the same time. It was agreed to determine if another monitoring well is going to be needed, based on the collection of some of this information.

Along with Commissioners Jefferson and Correll, Finance Director Savage and Town Manager Walls attended the loan closing for general obligation bonds in the amount of \$250,000.00, for a back-up well #6. It is anticipated that during the construction of the project, the Town of Bridgeville will receive loan forgiveness in the amount of \$185,155 through the

American Recovery and Reinvestment Act of 2009; leaving the Town with a loan of only \$64,845.00.

The Town has received notification from the Sussex County representative who is preparing 911 addresses, that letters to affected residents who will require an address change have been mailed. We will shortly begin assessing the Town to make sure all residents have reflective 911 addresses on their dwellings.

Town Manager Walls expressed her thanks to the Police Department, Public Works Department and the Code Enforcement Officer for a job well done in preparation for and during Senator Adams' viewing and funeral. President Jefferson added his thanks to those residents who went out of their way to make the Town look nice for the funeral.

The Town's charter change to amend Section 36 relating to sewer and water main improvements has been introduced and passed by the House, thanks to Representative Dave Wilson. We appreciate Representative Wilson's efforts on behalf of the Town.

As mentioned earlier, the needed spray irrigation permit has been received for the Town's new equipment and the flow switch-over was accomplished on July 1st.

As an update to the street lighting project, Delmarva Power has identified areas where lighting is needed, both on streets and alleyways. The Town asked them to assess the alleyways, but they were kind enough to consider the streets, as well. Per their report, 22 additional 150-watt high pressure sodium lights will be placed on existing distribution poles.

Town Manager Walls asked the Commission's opinion of the proposal to plant a tree in memory of Senator Thurman Adams. If agreeable, Mr. Bryan Hall, Office of State Planning and formerly with the Forestry Department, would assist in obtaining a tree for planting in September or October, in cooler weather. The Commissioners agreed to move forward with the project.

X. OLD BUSINESS

A. Public Hearing and Second Reading of Ordinance A09-7, An Ordinance to Amend Chapter 190 concerning Silver Process Wastewater

Town Manager Walls opened the Public Hearing at 8:02 P.M. She advised this Ordinance is necessary due to the new Walgreen's Drug Store being constructed in Bridgeville. They will be processing photographic material and there is a possibility that pollutants could be discharged into the sewer system. Any facility performing the process of these materials would be required to install and maintain pretreatment equipment. This Ordinance will protect the Town sewer system. A permit has been prepared for all future business affected. Town Manager Walls asked for any questions or comments from the Commissioners or from the public. Hearing none, Town Manager Walls closed the Public Hearing at 8:03 P.M. Commissioner Correll made a motion to adopt Ordinance A09-7 concerning Silver Process Wastewater. Commissioner Skala seconded the motion. Motion carried.

B. Public Hearing and Second Reading of Ordinance A09-8, An Ordinance to Amend Chapter 128 Fees Concerning a Garbage Fee Increase

Town Manager Walls opened the Public Hearing at 8:04 P.M. and advised this Ordinance incorporates a fee increase for garbage collection. The fee increase is \$.75 per month, from \$13.25 to \$14.00. This increase was effective July 1st. Town Manager Walls asked for any questions or comments from the Commissioners or from the public. Hearing none, Town Manager Walls closed the Public Hearing at 8:05 P.M. Commissioner Collison made a motion to adopt Ordinance A09-8 concerning a garbage fee increase. Commissioner Correll seconded the motion. Motion carried.

C. Personnel Policy Amendment

Town Manager Walls advised the Commissioners had discussed changes to the Personnel Policy several months ago. The specific items are as follows:

- Accumulation of Sick Leave – Currently, Town employees may accumulate up to 90 days of sick leave for possible future emergencies. When they leave Town employment, they lose all accumulated sick leave. Employees have asked the Commissioners to allow employees who have a number of years of service to take some of that sick leave when their employment ends. The Commissioners asked Town Manager Walls to survey other Towns for their policies, which was accomplished.
- The Commissioners previously voted to add Veteran's Day to the Town holidays. This change must be added to the Personnel Policy.
- The Police Department is now enrolled in the State Pension Program. That must be updated in the Personnel Policy.
- Employees must acquire and maintain all associated licenses to operate job-specific vehicles. Their driving record is reviewed annually. This must be included in the Personnel Policy.
- A new policy being considered is prohibition of the use of tobacco products at Town workplaces. A workplace includes all Town-owned property and all Town-owned vehicles.
- An addition to the Drug and Alcohol Policy would be hair follicle testing, as recommended by the drug testing company.

The Commission chose to table this discussion until the August Commission Meeting. Before that meeting, the Commissioners will receive the survey of Towns concerning their sick leave practices and the requested cost factor for employees using sick leave when they leave employment with the Town. Commissioner Greason made a motion to table the Personnel Policy Amendment discussion until the August Commission meeting. Commissioner Collison seconded the motion. Motion carried.

D. Appointment to Dangerous Building Committee

President Jefferson advised when the Dangerous Building Ordinance was first enacted, the Commission appointed President Jefferson, Mr. Joe Conaway and Fire Chief Jack Cannon to the Dangerous Building Committee. With Mr. Conaway no longer on the Commission, President Jefferson recommended the appointment of Commissioner Collison to the Committee. Commissioner Correll made a motion to appoint Commissioner Collison to the Dangerous Building Committee. President Jefferson seconded the motion. Motion carried. The votes were recorded as follows:

Commissioner Correll	Yes
Commissioner Collison	Yes
Commissioner Greason	Yes
President Jefferson	Yes
Commissioner Skala	Abstain

**E. Dangerous Building Inspection Committee Report –
Mr. Joe Burden, 603 N. Cannon Street**

President Jefferson asked to table this report until the August Commission meeting. Town Manager Walls advised, for the record, if the Commission does so, they will be in violation of their own Ordinance. The Commission decided to move forward with the inspection report. President Jefferson asked Code Enforcement Constable Butler about the condition of the house. Mr. Butler advised the committee inspected the house at 603 N. Cannon St. and then summarized the report for the Commissioners. The full inspection report is an attachment to the permanent minutes.

President Jefferson asked Mr. Collison if this structure threatens the life, health, safety or property of the public or its occupants by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage or abandonment, to which Mr. Collison responded “yes.” President Jefferson asked if this structure had been so damaged or had become so dilapidated or deteriorated as to become an attractive nuisance to children, or a harbor for transients, vagrants, or criminals, to which Mr. Collison responded “yes.” President Jefferson asked if this structure was unsanitary, unfit for human habitation or in such a condition that it is likely to cause sickness or disease because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities or other cause, to which Mr. Collison responded “yes.” President Jefferson asked if this structure creates a fire hazard by virtue of its condition, to which Mr. Collison responded “yes.” President Jefferson asked if this structure constitutes a public nuisance as defined by law, to which Mr. Collison responded “yes.” President Jefferson asked if this structure has exits which do not conform to the Town ordinances or any other feature which may cause a hazard to life or safety of the occupants or general public, to which Mr. Collison responded “yes.” Commissioner Correll made a motion to accept the Dangerous Committee Report concerning 603 N. Cannon St. Commissioner Skala seconded the motion. Motion carried. Town Manager Walls advised the next step will be to inform the property owner by certified mail of a Public Hearing concerning

the property at the August 10th Commission meeting. The property owner will be invited to make comments or advise of any action they are willing to take to bring the building up to code. The Public Hearing will be advertised in the newspaper and a public notice will be placed on the property.

F. Update: Rifle Range Road and Antique Alley – President Jefferson

President Jefferson reported he met with two representatives from DelDOT recently concerning the condition of Rifle Range Road and Antique Alley, after additional usage as detour roads during the Route 13 / 404 intersection realignment. After checking when the road was last re-surfaced, DelDOT advised they would likely patch and repair the sides of the road where the blacktop was crumbling or missing. President Jefferson has not heard anything since; however, Commissioner Correll reported she saw DelDOT doing some patching last week at that location. President Jefferson reported he and the DelDOT representatives also investigated the stop sign on Wilson Farm Rd. They agreed that the stop sign should be a yield sign and will pursue the matter further.

XI. NEW BUSINESS

**A. Re-appointments: Planning and Zoning Commission – Mr. Richard Rowe
Board of Adjustment – Mr. Charles Kelly**

As these were re-appointments, President Jefferson asked for a motion. Commissioner Collison made a motion to re-appoint Mr. Richard Rowe to the Planning and Zoning Commission for a three-year term. Commissioner Correll seconded the motion. Motion carried. Commissioner Collison made a motion to re-appoint Mr. Charles Kelly to the Board of Adjustment for a two-year term. Commissioner Correll seconded the motion. Motion carried.

**B. Public Hearing regarding Planning & Zoning Commission Recommendation
Daniel Baldwin Property**

Town Manager Walls opened the Public Hearing at 8:16 P.M. and advised the Commissioners have received a letter of recommendation from the Planning and Zoning Commission and minutes from their meeting concerning this request. Chairman of that Commission, Mr. Bill Atwood, is in attendance tonight should there be any questions. The Planning and Zoning Commission met on June 10th to hear a request by Mr. Daniel Baldwin and his representatives to remove +/-0.5101 acre from the RPC known as Lindenmere for subdivision and rezoning to R-1. The Planning and Zoning Commission approved the request with a vote of 6 to 0 and sends it recommendation for approval to the Commissioners of Bridgeville. President Jefferson asked for any questions from the Commission or the public. Hearing none, the Public Hearing was closed at 8:18 P.M. Commissioner Correll made a motion to accept the recommendation of the Planning & Zoning Commission and approve the zoning change from RPC to R-1. Commissioner Greason seconded the motion. Motion carried.

C. Cell Phone, Texting & Internet Use

Town Manager Walls reported the Commission had previously discussed a concern about the personal use of Town-issued cell phones, personal phones and internet by employees. On two separate occasions Town Manager Walls has sent memos to employees concerning these issues and she feels she still hasn't gotten her message across. Certain employees still take advantage of the Town-issued cell phones through personal calls, texting, taking and receiving pictures and downloading music. The Commissioners and Town Manager Walls feel the employees are here to work and shouldn't be using their work time for their personal business. If employees have extra time to use the cell phones in this way, Town Manager Walls will assign additional work to fill their time. The Commissioners feel this matter must be addressed at a higher level since employees have not stopped the abuse. Town Manager Walls added that everyone does not abuse the cell phones; only a few. She has told the employees to have their family call the regular Town Hall phone number if there is an emergency. The Commissioners feel a personal cell phone is not necessary.

Commissioner Collison: Feels the policy should be strict. The wording "should not abuse personal cell phone use" is too broad; he believes any employee using a personal cell phone should be reprimanded.

Commissioner Correll: Does not feel it is right to download music on Town-issued cell phones. She has also seen a picture of a Town problem displayed on a non-employee's cell phone which was forwarded to this individual by a Town employee. She does not appreciate this at all; it is not appropriate.

Commissioner Greason: Believes that personal cell phone usage must be limited on the job; but, he does not feel that you can completely eliminate personal cell phone usage. Department Heads should review cell phone usage and address it when there is a problem. It is not possible to supervise constantly; a department head must deal with the issue when it is excessive. The department head should know their employees and know what they are doing. If any employee is wasting time and not completing their work, disciplinary action is necessary.

Commissioner Skala: Believes there should never be excessive use of a phone at work. There should be no personal use of a Town cell phone, no personal use of the internet and no abuse of Town time by using a personal cell phone.

Town Manager Walls advised employees can take a 10 minute break in the morning and in the afternoon and use their cell phones then. The only exception should be an emergency. Code Enforcement Constable Butler is in a different situation and furnishes his own personal cell phone for all Town business, rather than to be issued a Town cell phone. There is no charge to the Town. Town Manager Walls has offered to issue Mr. Butler a Town cell phone; he would rather use his own.

Commissioner Collison made a motion to amend/modify the Town's Personnel Policy to clearly state that Town-issued cell phones are to be used for Town of Bridgeville business use only. No

personal calls will be made on a Town-issued cell phone. Secondly, personal cell phones being used on Town time would be a violation and employees would be reprimanded for that as well. Thirdly, it would be a violation to use the internet during working hours for personal use. Commissioner Skala seconded the motion. Motion carried.

Commissioner Correll advised she has received a book on Delaware businesses concerning tourism. A particular article suggests that existing ventures in Sussex County are now sufficient for large vendor groups. This is due, to a great extent, to the addition of the Heritage Shores facility. Commissioner Correll was pleased to hear that a Bridgeville business has had such a positive effect on the county.

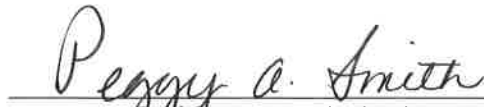
XII. ADJOURNMENT

Commissioner Skala made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Motion carried. The meeting was adjourned at 8:35 P.M.

Respectfully submitted,



Patricia M. Correll, Commission Secretary



Peggy A. Smith, Transcriptionist