

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
JULY 19, 2010 – 7:00 P.M.
TOWN HALL**

I. CALL TO ORDER

The meeting was called to order by President William Jefferson at 7:00 P.M. Present: Commissioners Patricia Correll, Michael Collison, Jay Mervine, Lawrence Tassone and Town Manager Bonnie Walls. The meeting began with the Flag Salute and the Lord's Prayer.

II. QUORUM PRESENT

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

III. APPROVAL OF MINUTES

President Jefferson presented the June 14th Commission meeting minutes and the June 14th Executive Session minutes for approval. Commissioner Tassone made a motion to adopt the minutes as presented. Commissioner Correll seconded the motion. Motion carried.

**IV. MR. BRYAN HALL – OFFICE OF STATE PLANNING COORDINATION
RE: State Strategies for Policies and Spending**

President Jefferson introduced Mr. Bryan Hall from the Office of State Planning Coordination to discuss an update of state strategies for policies and spending. Mr. Hall advised this report is comparable to each Town's Comprehensive Land Use Plan, but on the state level. It gives the various state agencies and programs guidelines concerning how to invest their monies for infrastructure improvements, open space preservation, housing, education, etc. Mr. Hall advised he has come to present a brief overview of the document so the state can move forward to certify this plan by the various cabinet committee secretaries, with feedback and input from the local jurisdictions. Ultimately, this plan must be approved by the governor. This is a guiding policy document that takes into account all of the comprehensive land use plans (or plans for future growth and development) in all the Towns. The State Strategies Map divides the state land uses into four different levels. Level 1 is considered a downtown area that is conducive to growth; there is infrastructure, (i.e. sidewalks/police/fire/water/sewer) – all those things that constitute a Town. Moving out from the downtown area is Level 2, the Potential Growth Area. This area consists of a variation of housing product types and generations (i.e. Victorian homes to Nanticoke homes). This section still has infrastructure and is within walking distance of the downtown area. Level 3, the Quiet Area, includes areas where the Town is growing or anticipates growth and development in the next 5-30 years. Level 4, the Proper Growth Area, includes areas where different types of investments will be made by the state to promote and preserve our agricultural industry, our forest products industry, parks and open space lands. This will be a different type of development, not typical housing and commercial development. Level 5 areas are considered "out of play" and can't be developed. They include areas where permanent easements have been purchased through the

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state agricultural preservation program. They also include open spaces, such as the Nanticoke Wildlife Refuge, Redden State Forest, Trap Pond State Park, etc. There can be improvements made to these areas; however, there will never be a 100-unit housing development within any of these areas.

Mr. Hall advised there is also a text narrative that explains each of the five levels. This document is available on the state website (de.gov/planning). The on-line map includes the entire state, not just Bridgeville, as presented here. Comments were to be received by municipalities/residents by July 16th; however, comments will still be accepted. Mr. Hall advised Bridgeville has been actively involved in this process, as he has been working closely with Town Manager Walls. She has helped to make corrections and clarify reasons for different levels within Town limits. The map will hopefully be finalized and approved in September or October.

The floor was opened for questions. Mr. Bill Atwood of 113 Emily's Pintail Dr. questioned the Level 1 rating of the Heritage Shores development in its entirety, due to the fact that not all of Heritage Shores has completed infrastructure, sidewalks, etc. Mr. Hall advised they factored into the map the Town's approval and the developer's intentions to build that infrastructure over the years; it is a priority investment for the Town. The development has not taken place; however, the Level 1 designation defines the area as intended to be fully developed with infrastructure, homes, roads, fire and police protection, etc.

Commissioner Mervine questioned the gray areas at the edge of Town on the map. Mr. Hall advised one of the gray areas is the old closed landfill; some are agricultural properties put into permanent agricultural preservation. Other gray plots identify the Middleford and Nanticoke Wildlife Refuge Preserve, set aside for hunting and recreational opportunities.

There being no further questions, President Jefferson thanked Mr. Hall for his presentation. Mr. Hall encouraged those with questions to communicate with the Office of State Planning Coordination.

V. CORRESPONDENCE

Town Manager Walls reported a letter has been received from the Delaware Housing Authority indicating Bridgeville will receive \$40,000 through the Sussex County Community Development Block Grant Program (CDBG) for demolitions. They anticipate being able to complete four demolitions with the monies. The Town has compiled a list of recommended properties for demolition for submission to CDBG. The demolitions should be accomplished immediately after the property owners are qualified by the CDBG.

The Town received a letter from residents who had a problem with their alarm system. The Bridgeville Police responded quickly to the problem and the residents expressed their appreciation by sending a \$25.00 donation to the Police Department. Town Manager Walls reported the money will be used for National Night Out expenses. She expressed the appreciation of the Police Department to the residents for their kind donation.

Town Manager Walls gave an update on the Mayor Cupcake movie. Mr. Alex Pires will attend a movie screening in Beverly Hills, which will open the opportunity for Cable, Lifetime and Hallmark networks to review the movie and express interest. A second screening is scheduled in New York City for all the individuals who sang in the movie; a CD track will also be completed. A sequel to the movie is already being written and a special premiere for our area is planned in the near future.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage directed the Commission to the Balance Sheet for the period ending June 30, 2010. (The following amounts are in rounded figures.) Checking and Savings accounts totaled \$75,600; escrow and impact fee funds totaled \$468,000. The combined total for all accounts was \$617,015. This is a decrease of \$202,000 from last month. Accounts Receivable stand at \$190,000. On the Budget Report, the Town is at the end of the fiscal year. Transfer tax totaled \$181,857 for the year. Total income is currently at 92% of the budget. On the expense side, bills are still being received for the FY-10 fiscal year. A year-end report will be available at the August Commission meeting. Expenses are currently at 90.6% of the budget. There is a net ordinary income of \$30,674. Concerning Accounts Payable, bills received to-date total \$72,224. We have received our first bill for the 4th Annual Bridgeville Charity Open Golf Tournament for flyers; they are available at Town Hall for anyone who is interested. Expected expenses total \$89,000 for insurance, payroll and utilities, for total bills to be approved of \$161,224. The Town will be making their 2009 calendar year pension payment for employees. Commissioner Correll made a motion to pay the bills as presented. Commissioner Tassone seconded the motion. Motion carried.

VII. DEPARTMENT HEAD REPORTS

President Jefferson advised the Department Head Reports are available to the public. Town Manager Walls introduced the new Police Chief, Mr. Robert Longo. The Town is pleased to have him join the Bridgeville Police Department. Mr. Longo is available for resident questions and problems. Commissioner Collison commended Police Chief Longo for his efforts concerning several categories on the monthly Police Department Report where activity by the Police officers had risen remarkably this past month.

VIII. CITIZEN'S PRIVILEGE

President Jefferson asked for a Heritage Shores update from Ms. Dottie Harper of Brookfield Homes. She advised there were two house settlements in June and there are two new spec houses under construction. Brookfield Homes has sold their last finished spec house on Whistling Duck Dr. They initiated a large marketing campaign over the last month (e-stream, postcards and Baltimore Sun ads). The response was 20-30% of what it would have been two years ago, but they are grateful for the response they did receive. They are seeing some increased interest. Commissioner Correll asked if Brookfield intends to build additional spec houses. Ms. Harper reported there are currently two spec houses under construction; both on Emily's Pintail Dr.

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One of the houses is a new floor plan with a 3-car garage. Current buyers have been people who have already sold their home and need to make a quick decision.

Mr. Larry Skala of 108 Whistling Duck Dr. asked if Ms. Harper's report included Ryan Homes. She advised Ryan Homes did not have any sales this past month.

Mrs. Ruth Skala of 108 Whistling Duck Dr. questioned the truck stop portion of the Police Report. The number of trucks stopped identified on page one of the report does not coincide with the number later in the report under "Complaint Breakdown." Commissioner Collison advised the Complaint Breakdown section of the report includes traffic & truck stops. Mrs. Skala also asked if the Commission has any plans to prepare a 5-year Capital Spending Plan for the Town. Town Manager Walls advised that each year when she and Finance Director Savage are working on the budget they revise the Capital Plan for the Town. They have a full list of needed capital expenditures and are always considering replacement timetables. As an example, Town Manager Walls noted they are very aware that the Town Hall building needs attention. As the Town grows, this meeting room is becoming inadequate to the Town's needs and expansion will be necessary. President Jefferson added that the Commissioners had to turn down some viable capital expenditures due to a tight budget this year.

IX. TOWN MANAGER'S REPORT

Town Manager Walls reported that plans are moving forward for the 4th Annual Bridgeville Charity Golf Tournament. The event is scheduled for Friday, October 8th with registration and a continental breakfast beginning at 8:00 A.M. A Shotgun start is at 9:00 A.M. with a luncheon and awards ceremony to follow. The tournament format is scramble, best ball. The tournament entry fee is: early-bird fee of \$140, which increases after August 31st to \$150.00. The tournament entry fee includes green fees and cart, range balls, golf shirt, sleeve of balls, divot tool, gift certificate for nine holes of golf, meals and automatic entrance into all contests. The deadline for registration is September 15th; registration forms are available at the Town office and at the Heritage Shores Pro Shop. We are hopeful for a successful tournament, as monies will again benefit The Bridgeville Lions Club, the Bridgeville Senior Center and the Bridgeville Kiwanis Foundation, who in turn assist residents within our community.

Requests for proposals regarding the civic center have been advertised and posted on our web site, with a due date of August 9th. The funds to conduct a comprehensive feasibility study are being provided through a grant with USDA. The proposed 20,000 square foot civic center will bring tourism and commercial dollars to the area; will present the potential for new jobs, both in construction and staff needs at the center; and will also enhance Bridgeville's tax base.

Legislation was passed in the state's FY-11 budget to place 4 million dollars in the Municipal Street Aid Fund. These monies will help all municipalities with street-related expenses. Last year the state, much to the surprise of municipalities, eliminated all the related funding during the final day of the legislative session. The Town is hopeful Governor Markell will reinstitute next year the 6 million dollar figure the Towns were initially receiving. The Town of Bridgeville certainly appreciates the efforts of Senator Booth and Representative Wilson regarding this

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important issue for Delaware municipalities. The Sussex County Association of Towns (SCAT), of which Bridgeville is a member, has also made efforts to restore this funding.

As reported at the May meeting, the Town was the recipient of a \$25,000 Energy Efficiency Grant, made available through the Energy Efficient and Community Block Grant Program. An audit was conducted of Town buildings to learn what was needed to make our buildings more energy efficient. We then applied for \$35,000 which was available in non-competitive grant monies for suggested upgrades. We were notified on July 16th that we would receive the \$35,000 to accomplish light retrofitting, new thermostats and motor upgrades. The Energy Efficient and Community Block Grant Program has advised there is now competitive grant monies available for additional upgrades. We have requested \$139,000 to accomplish further recommended energy efficiency measures. Commissioner Mervine asked for clarification of the types of improvements that would be made. Town Manager Walls advised the survey suggested light retrofitting, solar panels, energy-efficient motors, replacing doors and windows, etc. This would not take place in all Town buildings. Town Manager Walls has a list of all possible projects available.

Regarding the request of a resident concerning the speed limit increase following intersection improvements in the area around the Route 13/404 intersection, Town Manager Walls made contact again with the Department of Transportation who advised they have not yet started looking at our request. When information has been collected and analyzed, we will be notified of the results.

With monies received from Senator Booth and Representative Wilson, we have advertised for handicap ramp and catch basin repair work. The handicap ramp work includes repair and/or replacement and must be ADA compliant. The catch basin work includes new installation and repairs. The project is being funded by the Department of Transportation, with sealed bids being due by July 30th at 3:30 P.M.

Town Manager Walls congratulated Police Corporal Robert James on a recent traffic stop which resulted in arrests due to drug paraphernalia and drug money in the vehicle. She asked Police Chief Longo to extend her and the Commission's thanks for a job well done to Corporal James.

Town Manager Walls and Commissioner Correll attended a Small Business Administration (SBA) event with Senator Carper at Miller Metal Fabrication in Bridgeville. Miller Metal was presented a check for an SBA loan allowing the company to purchase state-of-the-art laser equipment. The metal that is being fabricated here in Bridgeville is being shipped overseas to several companies and countries. Town Manager Walls is proud to think that we are supplying other countries with our products when so many countries export to the United States. She wished Miller Metal Fabrication much success with their new machinery. President Jefferson added that he has spoken with Mr. Miller concerning a need for benches in Bridgeville. Mr. Jefferson already has the lumber and Mr. Miller is willing to make and paint the steel frames for the benches and donate them to the Town.

Town Manager Walls introduced Mr. David Levy, who is the Chairman of the Town's Emergency Planning Committee. Mr. Levy advised the committee is still alive and well. They

were charged by the Commission to develop an emergency plan for the Town of Bridgeville. During the course of their work, they learned that Sussex County is in the midst of updating its plan and it would impact all Town plans. Our Town Committee delayed its discussions, waiting for the county plan to evolve. Mr. Levy recently spoke with Mr. Joe Thomas, Director of Emergency Operations for Sussex County, who stated that a contractor has been selected to update the county plan. The contract should be approved by the County Council on July 20th and commence in mid-August. The completed plan is to be submitted to the County Council in mid-November. The contract provides for an orientation meeting with all stakeholders, including Bridgeville next month. Mr. Levy will keep the Commission updated as the county moves forward to update its plan.

X. OLD BUSINESS

A. Public Hearing and Second Reading of Ordinance A10-5, An Ordinance to Amend Chapter 128 of the Code of the Town of Bridgeville Relating to Fees to Increase the Rates for Water and Sewer

President Jefferson opened the Public Hearing for this Ordinance at 7:45 P.M. He asked for any comments or questions from the residents and Commissioners. Hearing none, the Public Hearing was closed at 7:46 P.M. Commissioner Correll made a motion to adopt Ordinance A10-5 to increase the Town rates for water and sewer for a second and final reading. Commissioner Collison seconded the motion. Motion carried.

B. Public Hearing and Second Reading of Ordinance A10-6, An Ordinance to Amend Chapter 128 of the Code of the Town of Bridgeville as it Relates to General Charges and Fees Concerning Variance, Zoning and Conditional Use Hearings

President Jefferson opened the Public Hearing for this Ordinance at 7:47 P.M. He asked for any comments or questions from the residents and Commissioners. Hearing none, the Public Hearing was closed at 7:48 P.M. Commissioner Tassone made a motion to adopt Ordinance A10-6 to amend charges and fees concerning variance, zoning and conditional use hearings for a second and final reading. Commissioner Collison seconded the motion. Motion carried.

C. Public Hearing and Second Reading of Ordinance A10-7, An Ordinance to Amend Chapter 128 of the Code of the Town of Bridgeville Relating to Fees to Increase Building Permit Fees

President Jefferson opened the Public Hearing for this Ordinance at 7:48 P.M. He asked for any comments or questions from the residents and Commissioners. Hearing none, the Public Hearing was closed at 7:49 P.M. Commissioner Collison made a motion to adopt Ordinance A10-7 to increase building permit fees for a second and final reading. Commissioner Tassone seconded the motion. Motion carried.

D. Public Hearing and Second Reading of Ordinance A10-8, Creating a New Chapter of the Code of the Town of Bridgeville Requiring the Registration and Licensing of all Residential Rental Units Within the Town

President Jefferson opened the Public Hearing for this Ordinance at 7:49 P.M. He asked for any comments or questions from the residents and Commissioners. Mr. Arthur William Handley, III of 205 Market Street believes this Ordinance infringes on his tenants' rights; he also believes this is not a good time to initiate additional charges, as he, his tenants and other residents are already strapped. The members of his family and his tenants are not in favor of this Ordinance.

Mr. Mike Layton of 412 S. Main Street agreed totally with Mr. Handley.

Ms. Augusta Lindale does not live in Bridgeville; however she is speaking as the manager of the 36-unit Market Street Apartments, low-income subsidized apartments within the Town which were built in 1993 to cater to senior citizens and the disabled. She reported she is in a crunch, as the apartment taxes will increase by \$500, an expense that is not within her budget. She also has 36 separate water meters and each of these bills will increase from \$15 to at least \$24 per month. Again, she has not been able to budget for these increases, as she works on a calendar-year fiscal budget. She understands the reason for the rate increases, but would have preferred either small raises each year or at least some warning/notification ahead of time that this large increase was imminent. These increases will greatly affect her monthly budget. Now she must add on the charge for apartment inspections ($\$25 \times 36 = \950). The apartments are under the auspices of the Delaware Housing Authority and United States Department of Agriculture – Rural Development with stringent regulations, including 3-year and 5-year apartment inspections for maintenance. In addition, she and her maintenance staff conduct apartment inspections 3-4 times per year. Those tenants who don't measure up are given extra time to bring their unit up to standards. These elderly and disabled tenants are in an uproar about these changes and extra fees. Ms. Lindale has assured the residents that the Town wants to make sure the living facilities that are rented out are maintained in an appropriate manner. She would have preferred advance notice or introducing the increases incrementally. Small business people are strapped. Ms. Lindale requested that the issue be tabled for further discussion. Since the June newsletter was issued with all of the increases detailed, she has been talking a great deal with Finance Director Savage concerning what she can expect specifically in increases. She reported he has been very accommodating. Ms. Lindale admits she has not come to the Commission meetings in the past or she might have been aware of the increases sooner. Another issue which concerns her is that the apartment property owner does not live in Town limits and therefore cannot vote in any Town decisions, or for school board elections – "taxation without representation." Commissioner Mervine suggested that is a separate issue which is not being discussed this evening. President Jefferson closed the Public Hearing at 7:58 P.M. Commissioner Mervine wanted to ask some additional questions; he asked if Ms. Lindale had any specific suggestions that the Commission could consider. She understands the Town needs money and she would have no problem if the Town inspected the outside of the apartments to make sure the building is structurally sound and well-maintained. Her residents are very upset and do not want strangers to come into their homes. Mr. Handley agreed with that comment. Commissioner Mervine asked for Mr. Handley's comments. He believes the property owners are paying enough in taxes; landlords are experiencing insurance increases in addition to these Town increases. Times

are very hard; he can appreciate new equipment needs in the Water Department and similar expenses; however, it is all Mr. Handley can do to get rent money from his tenants, pay his insurance and keep his properties maintained. He does not feel Bridgeville is big enough to need inspections; this is a small, farming community and inspections are very intrusive and foster a lack of trust in people.

Commissioner Collison reported to Ms. Lindale that the Commission has been discussing water/sewer rate increases for the past two years. The Town needs operating expenses in order to give the residents quality services. He understands her comments concerning the inspections. The goal of this Commission is to make sure this Town has proper living quarters. Unfortunately, inspections must be initiated when renters are at the mercy of their landlords. A number of rental units in Town have not had working running water and are not up to code with electrical problems, etc. The Ordinance has come from discussion with the Code Enforcement Constable and the Town Manager concerning some unacceptable living conditions in the Town. We are trying to protect all the Bridgeville residents.

Commissioner Mervine reported there are many good landlords in Bridgeville; however, he is also aware of unscrupulous landlords in other Towns that will rent a 3-bedroom house to 5 families. That is what Bridgeville is trying to avoid. Unfortunately, the decent, law abiding landlords are also affected.

Commissioner Tassone stated he has listened to the landlords' comments; however, he feels the overriding requirement is twofold: 1. Provide for the safety of the tenants – Even though the state may carry out some inspections, the Town has the responsibility to make sure the housing is habitable. If we don't carry out our responsibilities, it is our fault, not the state or the federal government. 2. The inspection policy must be applied across-the-board; it cannot be applied singularly.

Commissioner Correll acknowledged the landlords represented tonight are responsible; however, the Town has an abundance of absentee landlords who are not responsible concerning their properties.

President Jefferson advised the Commission can adopt, reject or table the Ordinance. Commissioner Collison made a motion to adopt Ordinance A10-8 to create a new chapter of the Code requiring the registration and licensing of all residential rental units within the Town for a second and final reading. Commissioner Mervine seconded the motion. Motion carried.

E. Public Hearing and Second Reading of Ordinance A10-9, Creating a New Chapter of the Code of the Town of Bridgeville Requiring the Registration and Licensing of Businesses Within the Town of Bridgeville

Town Manager Walls requested that the Commissioners table Ordinance A10-9 so that she can review some of the wording and interpretation with the Town Solicitor. Commissioner Collison asked to say a few words before this Ordinance is tabled. He reported there has been a great deal of discussion about this business licensing Ordinance in the past 4-6 weeks. He is concerned that this

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Commission has already invested time considering this Ordinance; the first reading of the Ordinance received a unanimous vote from the Commission and he does not want the Town to pay high fees for the Solicitor to review this Ordinance and tweak the verbiage or change/clarify what entities will be included in the Ordinance if the Commission members are going to change their vote to No on this issue when the Ordinance comes back for a final reading in August. He would like to make sure the Commissioners are still in agreement with passing a business license Ordinance, or if not in agreement, please explain why.

President Jefferson believes there are too many small, one-person businesses in Town that would be detrimentally affected by this Ordinance. He believes the Ordinance would apply to every vendor coming for the Apple Scrapple Festival and the Christmas in Bridgeville Craft Show. According to this Ordinance, if you make a profit, you must have a business license. Commissioner Collison agreed with President Jefferson that the current Ordinance is written inclusively, as stated. That is why it would be advantageous to ask the Solicitor to review the verbiage in the document and clarify those businesses that would be required to retain a business license. The intent of the business license is to make sure that businesses are state licensed and insured. Unfortunately, at this point, various people are interpreting the Ordinance differently. Commissioner Collison wants to know if the Commissioners want to continue to pursue a business license in Town, or is it a dead issue? There is no need to pay attorney fees if Commissioners have changed their minds about establishing a business license. President Jefferson stated he is currently against a business license. The Town has never needed one in the past and doesn't need one now; it will aggravate the business owners. The Town has escrow funds of over \$400,000 which can cover the \$20,000 income that would be made from business licenses. The Town doesn't need a business license. If a resident has trouble with a contractor, the courts are available to consider their concerns.

Town Manager Walls advised the intent of the business license is not monetary, as has been explained since the Ordinance's introduction. The Commissioners were all in agreement when the Ordinance was first discussed in budget workshops in May and chose to vote yes when it was introduced for a first reading at the June Commission meeting. It concerns her that the Ordinance has been before the Commissioners for two months and non-Commission members have done their best to "stir the pot" and promote disagreement and disunity. She re-iterated that the purpose of this Ordinance is to protect the businesses. The Town limits have grown and new commercial development is imminent on both sides of Route 13. We want to insure the developers bring respectable – legitimate businesses into Town. She feels badly that a fee is connected to the Ordinance; however, the Town cannot initiate the licensing for free. If you are an established business in Bridgeville and proud to be a part of our Town, you will pay the money. The intent is to protect the Town and the businesses. Town Manager Walls expressed regret that all Commissioners had voted yes on the first reading and now are presenting themselves as being dis-unified. The Commission's responsibility is to do what is best for the Town, whether it is popular or not. President Jefferson countered that he is looking out for the Town and for the businesses of this Town when he speaks. The Town has run well without a business license; he has talked to Town business owners who don't like it. (President Jefferson was not forthcoming about the number of businesses he had spoken with.) Commissioner Mervine advised it's the law of unintended consequences. He admitted that the Commission meeting when the Ordinance had been introduced was his first meeting as a Commissioner and he was reluctant to speak his mind. Many things have

come to light since that meeting. He believes Town Manager Walls' intentions are honorable; she has the best interests of the Town in mind. This Ordinance is written too broadly; we are going to end up hurting ourselves. The Ordinance says if you're making a profit, you must have a license. You can't single out Apple Scrapple vendors or any other group and say this Ordinance does not apply to them. You cannot be arbitrary.

Commissioner Collison agrees that certain verbiage and a lack of clarification make the Ordinance problematic. Therefore, he agrees to table the discussion tonight; however, he would like to know if the Commissioners are still in favor of a business license that has verbiage and to whom it will apply that we can agree on and still move forward with a business license. If enough Commissioners remain against its passage, there's no need for the Town to pay money for the Solicitor to review the Ordinance. But, if there are 3 members of the Commission still in agreement to pursue a business license with the correct verbiage and aimed at the correct people, then he recommends sending it to the Solicitor to add, delete and return. President Jefferson has no problem with that suggestion. Commissioner Mervine advised if it is going to be passed; the Town should absolutely have the lawyer review it first. Commissioner Tassone made a motion to table Ordinance A10-9. Commissioner Mervine seconded the motion. Motion carried.

XI. NEW BUSINESS

A. Davis, Bowen & Friedel, Inc. Proposal for Additional Services for Water Allocation Permit on Backup Well #6

Town Manager Walls advised it has been suggested that in order for the Town to remain in good standing with the Department of Natural Resources and Environmental Control (DNREC), the Town must have its name as back-up on the water allocation permit. Services will cost less than \$2,000; leftover monies from the grant and loan for the back-up well will be used for the work. Town Manager Walls believes it will be advantageous to have the back-up well added to our permit before it comes up for renewal. Commissioner Collison added that the state of Delaware was going to require an extensive amount of monitoring and testing of the new back-up well; however, DNREC agrees that it is not necessary; therefore, this money is available. This final paperwork will identify the well as a back-up well for Bridgeville and add it to the Town's allocation permit. He has reviewed the proposal and believes it will save the Town money; it is basically a housekeeping matter. Commissioner Collison is finding that the state is not quick to issue allocation permits to municipalities if they do not feel they are in critical need of new wells. Commissioner Tassone made a motion to accept Davis, Bowen and Friedel, Inc.'s proposal for additional services for the water allocation permit on Backup Well #6. Commissioner Correll seconded the motion. Motion carried.

B. Resolution Adopting an All Hazard Mitigation Plan for the Town of Bridgeville

President Jefferson read the Resolution before the Commissioners and residents. Commissioner Mervine requested clarification regarding Bridgeville's Plan. Town Manager Walls reported the Federal Emergency Management Agency (FEMA) requires all municipalities to update their Hazard Mitigation Plans periodically. The Plan concerns disasters, possible acts of terrorism

and other crisis events; the state, county and municipalities would work together during any emergencies. Participation in this plan affects the Town's eligibility for grant funding; therefore it is important. Commissioner Tassone made a motion to adopt the Resolution for an All Hazard Mitigation Plan for the Town. Commissioner Mervine seconded the motion. Motion carried.

XII. EXECUTIVE SESSION

Commissioner Collison made a motion to go into Executive Session to discuss personnel matters. Commissioner Correll seconded the motion. Motion carried. Regular session recessed at 8:27 P.M.

XIII. RECONVENE REGULAR SESSION

Commissioner Tassone made a motion to re-convene the Regular Session. Commissioner Collison seconded the motion. Motion carried. The Commission re-convened the Regular Session at 8:55 P.M. President Jefferson advised the Commission discussed personnel matters during the Executive Session and no votes were taken.

XIV. ADJOURNMENT

Commissioner Tassone made a motion to adjourn the meeting. Commissioner Collison seconded the motion. Motion carried. The meeting was adjourned at 8:56 P.M.

Respectfully submitted,

Patricia M. Correll
Patricia M. Correll, Commission Secretary

Peggy A. Smith
Peggy A. Smith, Transcriptionist