

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
AUGUST 8, 2011 – 7:00 P.M.  
TOWN HALL**

**I. CALL TO ORDER**

The meeting was called to order by President Pat Correll at 7:00 P.M. Present: Commissioners Paul Kovack, Steve McCarron, Jay Mervine, Lawrence Tassone and Town Manager Merritt Burke IV. The meeting began with the Flag Salute and the Lord's Prayer.

**II. QUORUM PRESENT**

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

**III. APPROVAL OF AGENDA**

President Correll requested a motion to approval the Agenda for tonight's meeting with the addition of an Executive Session. Commissioner Kovack made a motion to approve the Agenda with the addition of an Executive Session concerning Site Acquisition and Personnel Matters. Commissioner Tassone seconded the motion. Motion carried.

**IV. APPROVAL OF MINUTES**

Commissioner McCarron made a motion to approve the July 11, 2011 Commission meeting Minutes and Executive Session Minutes as presented. Commissioner Kovack seconded the motion. Motion carried.

**V. CORRESPONDENCE**

Town Manager Burke advised the receipt of a letter from the Office of the Secretary of Defense regarding an invitation to the 2011 Delaware Employer Support of the Guard and Reserve (ESGR) Recognition Banquet, following the Patriot's award received earlier this year by the Town for its support of the National Guard. The banquet is scheduled for September 8<sup>th</sup> at the Dover Sheraton. The invitation is directed to Town officials and management.

A TMDL meeting is scheduled for August 11<sup>th</sup>, 7 PM at the Seaford Fire Hall. A state plan for improving the water quality of the Chesapeake Bay will be presented – the Watershed Implementation Plan. This plan will require municipalities to reduce their nutrient and phosphorous levels entering the bay watershed.

The Bridgeville Historical Society invites everyone to their 33<sup>rd</sup> Annual Auction/Social on September 9<sup>th</sup> at 5:30 PM at the Heritage Shores Clubhouse. The cost is \$20 per person.

Comcast has introduced a new program titled "Internet Essentials" to help bridge America's digital divide. Comcast is offering a tiered system of options for families.

A letter from Delaware Public Utilities has been received concerning pipeline awareness for those who live in the vicinity of a pipeline. Town Manager Burke will make the information available at Town Hall and on the website.

Nemours has hired a new Executive Director, who has contacted the Town concerning Nemours goals in the near future. Childhood obesity is an important area of concentration. This links with Governor Markell's \$7.5 million allocation to parks and recreation activities, specifically trails.

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

Finance Director Savage directed the Commission to the Balance Sheet for the period ending July 31<sup>st</sup>. The General Fund totaled \$231,047; reserve accounts totaled \$386,425 for a combined total of \$810,802, a \$9,000 increase over last month. Concerning Accounts Receivable, our total property tax billing was \$495,000; the Town has received \$33,000 in payments at this time, leaving \$462,000 outstanding. On the Budget Report the Town is one month into the budget year and its totals should be 8%. On the expense side, the Town is at 7% of the budget, or \$177,176. We should be at 8% of the budget in income; however, we are only at 4%, as the majority of tax payments will arrive in September. There are still additional invoices to be received concerning the FY2011 budget; however, we will likely be able to set aside \$250,000 in the water and wastewater escrow accounts. Lank, Johnson and Tull will likely start the yearly audit process by the end of the month. Concerning Accounts Payable, we have received bills totaling \$7,014; most bills arrive around the middle of the month. Expected expenses are \$118,000 for a total accounts payable of \$125,014. Commissioner Tassone made a motion to pay the bills as presented. Commissioner Mervine seconded the motion. Motion carried.

## **VII. DEPARTMENT HEAD REPORTS**

Police Chief Longo advised the Bridgeville Police Department received a \$22,000 grant from the Sussex County Public Safety Fund, with the potential of an additional \$2,500 later this year. The department is researching military surplus items at no taxpayer expense. (i.e. – rifles, scopes, etc.) The department's fundraiser went well. The department is partnering with the University of Delaware and the Bridgeville Fire Company to conduct a child/infant car seat inspection on September 23<sup>rd</sup> between 3:00 and 7:00 P.M. National Night Out takes place on August 30<sup>th</sup> from 5:30 – 8:30 P.M and the Police Department has received donations to assist in the event. The Bridgeville Police Department will assist the Greenwood Police Department for their National Night Out on August 9<sup>th</sup>. The department is also pursuing additional police assistance for the Apple Scrapple Festival. The Commissioners are invited to a demonstration this Friday morning at 10:00 AM of video cameras worn by the police officers to record incidents the police are involved in. This equipment would be purchased with grant monies.

Town Manager Burke advised the Code Enforcement officer completed 27 rental inspections in July. Grass violations are an issue at this time of year. The Wastewater Department has approximately 30% of the energy efficiency grant door/window replacements roughed in. In the Water Department, the Town has received and reviewed eight applications for the Water Superintendent/Operator position. It has been decided to re-post the position in the next 30-45 days. Commissioner Kovack commented on a letter from the Greenwood Chief of Police concerning our Police Department's back-up assistance on June 26<sup>th</sup> and commended the department for their assistance to the Greenwood Police. Chief Longo advised Patrolman First Class Baker was on duty and the credit belongs to him.

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

Town Manager Burke advised the Town has met with the Department of Natural Resources and Environmental Control (DNREC) regarding stormwater protection. At the next Comprehensive Plan recertification for the Town (2016), we will be required to adopt a new stormwater protection ordinance. The Town has a current stormwater protection ordinance in effect.

Town Manager Burke and our Town engineer represented Bridgeville at a PLUS meeting in Dover. At the time of a Comp Plan update/review or recertification, the state requires the Town to meet with all of the state agencies for their comments. These comments will be forthcoming on the website and on the state planning website.

The DelDOT street repaving project on North Main St. has not yet received a start date. Town Manager Burke will do his best to avoid street work during the Apple Scrapple Festival.

The EECBG lighting project begins soon in the amount of \$14,000, replacing all lights at the Town Hall and Police station to more efficient products.

Concerning solid waste and recycling, the Town's current trash contract expires October 31<sup>st</sup>. The Town will go out to bid for solid waste and recycling this fall. If you pay for trash service you will at least have to accept the included recycling container. Whether or not you actually recycle is entirely up to the resident.

Town Manager Burke received confirmation today of a USDA grant for two new police vehicles.

Town Manager Burke congratulated Ms. Dottie Harper and Brookfield Homes for receiving an award as a "Top 50 Master-Planned Community" for their success at Heritage Shores.

## **IX. CITIZEN'S PRIVILEGE**

Mr. John Barr of 41 Amanda's Teal Dr. reported a Fair will take place at 2:00 P.M. on September 11<sup>th</sup> at Heritage Shores, commemorating the 10<sup>th</sup> anniversary of the World Trade Center tragedy. EMT, Police, the Military and Firefighters will be honored at this event.

Mrs. Ruth Skala of 108 Whistling Duck Dr. reported on August 17<sup>th</sup> the new library will celebrate its second anniversary with the Mosaic String Duo. The Friends of the Library will also dedicate a memorial collection to the library in honor of deceased former president, Kate McEvoy, at 6:30 P.M. In addition, a big band fundraiser is planned at Heritage Shores on March 31<sup>st</sup> of next year.

## **X. OLD BUSINESS**

There was no Old Business to discuss at this meeting.

## **XI. NEW BUSINESS**

### **A. Introduction and First Reading of Ordinance A11-2, An Ordinance to Amend the Zoning District Designation for the Lands of Baldwin Family Farms, LLC and Hayground D., Inc. from R-1/RPC to R-1/AIOZ**

Commission President Correll advised the Commissioners are introducing this Ordinance for a first reading tonight and directing it to Planning and Zoning Commission for their review and recommendation to the Town Commission. Town Manager Burke read the Ordinance description. Commissioner Tassone made a motion to introduce **and** send to Planning and Zoning Ordinance A11-2, an Ordinance to amend the Zoning District designation for the lands of Baldwin Family Farms, LLC and Hayground D., Inc. from R-1/RPC to R-1/AIOZ. Commissioner Kovack seconded the motion. Motion carried.

### **B. Introduction and First Reading of Ordinance A11-3, An Ordinance to Amend the Zoning District Designation for Lands of Mr. and Mrs. Jeffrey Tull from R-1 to R-2**

This Ordinance is also being introduced for a first reading tonight and being directed to the Planning and Zoning Commission for their review and recommendation. Town Manager Burke read the Ordinance description. Commissioner Tassone made a motion to introduce and send to Planning and Zoning Ordinance A11-3, an Ordinance to amend the Zoning District designation for the lands of Mr. and Mrs. Jeffrey Tull from R-1 to R-2. Commissioner Kovack seconded the motion. Motion carried.

### **C. Hometown Carnival – Bridgeville Public Library**

President Correll reported the Bridgeville Public Library requests permission each year from the Commissioners to host a Thursday night "Hometown Carnival" the night before the

Apple Scrapple Festival. This is an opportunity for the local residents to bring their families to the carnival without the festival crowds. This is also a buffer for the library should Friday night/Saturday of the festival be rained out. This event will only be advertised locally. Commissioner Mervine made a motion to approve the October 13<sup>th</sup> Hometown Carnival. Commissioner McCarron seconded the motion. Motion carried.

#### **D. Police Department DUI Grant**

President Correll reported that all police grant applications must be approved by the Commissioners, per the Town Code. She expressed appreciation that Chief Longo brought documentation for this grant to the Commission ahead of time. The "Driving Under the Influence" Initiative will take place from August 19-September 5, 2011. Commissioner Tassone made a motion to approve the Office of Highway Safety DUI Grant. Commissioner Kovack seconded the motion. Motion carried. President Correll advised a previous grant was not received in time to be approved at a monthly meeting recently and she had to call all the Commissioners for their approval. She requested that Chief Longo look ahead concerning possible grants so that they can be approved at the monthly Commission meetings.

#### **E. Board of Adjustment Appointment**

President Correll advised Ms. Joan Ochs, a member of the Board of Adjustment, has requested that the Commission find a replacement for her, as she has served for several years. A letter of interest has been received from Mr. Carlos Alvarez from 99 Emily's Pintail Dr. in Bridgeville concerning this position. Town Manager Burke shared that Mr. Alvarez has an extensive resume with many years of experience in land use and civil engineering in the U.S. and abroad. Commissioner Tassone made a motion to appoint Mr. Carlos Alvarez to the Bridgeville Board of Adjustment. Commissioner Kovack seconded the motion. Motion carried. Mr. Alvarez stated that he intends to work diligently on the Board of Adjustment. He reported the last board he was involved in had three meetings and then never met again. President Correll told him not to be disappointed, but when she was a member of the Board of Adjustment for eight years they only had three meetings.

### **XII. EXECUTIVE SESSION – SITE ACQUISITION / PERSONNEL MATTERS**

Commissioner Kovack made a motion to go into Executive Session to discuss site acquisition and personnel matters. Commissioner Mervine seconded the motion. Motion carried. The regular session recessed at 7:37 P.M.

### **XIII. RECONVENE REGULAR SESSION**

Commissioner Kovack made a motion to re-convene the regular session. Commissioner Mervine seconded the motion. Motion carried. The Commission re-convened the regular session at 8:51 P.M. President Correll advised the Commission discussed site acquisition and personnel matters and no votes were taken.

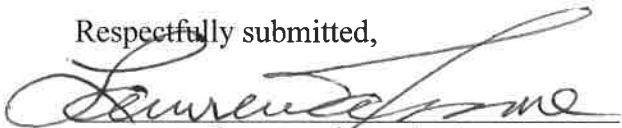
Commissioner McCarron made a motion to award Chief Robert Longo a two-year contract as Police Chief of the Town of Bridgeville. Commissioner Kovack seconded the motion, with the stipulation that he receives quarterly evaluations from Town Manager Burke and six-month evaluations from the Town Commission. Motion carried.

Commissioner Kovack made a motion to continue to pursue the purchase of the O'Leary property at 103 S. Main St. Commissioner McCarron seconded the motion. Motion carried.


#### **XIV. ADJOURNMENT**

Commissioner Tassone made a motion to adjourn the meeting. Commissioner Mervine seconded the motion. Motion carried. The meeting was adjourned at 8:53 P.M.

Respectfully submitted,



Lawrence Tassone, Commission Secretary



Peggy Smith, Transcriptionist