

## MINUTES

### COMMISSIONERS OF BRIDGEVILLE AUGUST 9, 2004 - 7:00 P.M. BRIDGEVILLE 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, Earl Greason, Patricia Correll, Bill Jefferson and Town Manager Bonnie Walls. The meeting started with the flag salute and Lord's Prayer.

#### II. APPROVAL OF MINUTES

Minutes of June 24, 2004 pertaining to town business which followed a Conditional Use Hearing were presented for review and approval. Commissioners considered a request from the State of Delaware, Department of Natural Resources and Environmental Control, to allow a sewer hookup for property located at 18521 South Main Street. Commissioner Jefferson made a motion to adopt the minutes as presented. Motion seconded by Commissioner Sipple and so carried. The minutes of the Conditional Use Hearing, held the same date, will be presented by Wilson, Halbrook and Bayard at a later date.

The minutes of the regular monthly meeting held on July 12, 2004 and minutes of the Neighborhood Crime Watch Program meetings held July 1 and 27, 2004, were presented for adoption. There being no corrections or additions, President Conaway advised the minutes were approved as distributed.

#### III. CORRESPONDENCE

Town Manager Walls advised a letter was received from Trinity Transport, Inc. advising of a variety of fun raisers they will be having to support the Western Sussex Relay for Life American Cancer Society. On September 12, 2004, they will be hosting a first annual golf tournament at Deer Run Golf Course in Berlin, Maryland. Financial donations are being requested. After a general discussion, it was decided the town would not participate.

Monthly newsletters from Comcast, Inc., Delaware Community Reinvestment Association, Delaware Housing Journal, and The Department of Natural Resources and Environmental Control (DNREC) were received for review.

The Delaware Rural Water Association will be presenting two seminars. On August 26, 2004 from 8:30 A.M. to 12:30 P.M., a seminar will be held in the Bridgeville

Town Hall. The topic of discussion will be Chemical Feed Additives. The other seminar, Trouble Shooting and Rebuilding Chemical Feed Pile, is scheduled for August 11, 2004 in Milford.

A letter received from The Delaware State Housing Authority advised the Town of Bridgeville is the recipient of \$75,000 for rehabilitation grants and \$15,000 for demolition projects. Town Manager Walls stated she is hoping the \$15,000 will take care of two demolition projects, and the \$75,000 will allow for rehabilitation of five homes. President Conaway explained this is federal money handled through the Sussex County Community Block Grant Program.

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

President Conaway advised the balance sheet shows Cash on Hand - \$273,000 with \$202,000 invested. President Conaway advised the town is \$93,000 over the FY-05 budgeted figure for this time period. Finance Director Jesse Savage reviewed additional bills that needed to be considered for payment that have been received since Friday's report. After a general discussion and review of bills payable, Commissioner Correll made a motion to accept the Financial Report and to pay the bills. Commissioner Jefferson seconded the motion. Motion carried.

President Conaway advised Chief Parsons received a notice from the State regarding the amount of vehicle bids. Two vehicles were approved in the FY-05 Budget for a purchase price of \$21,000 each. Per the FY-05 Budget, the town will pay \$11,000 for each vehicle. When State bids were awarded to Hertrich Fleet Services, the bid price based on two vehicles had increased. There is a \$350 documentation fee. After a general discussion, Commissioner Jefferson made a motion to purchase two new police vehicles for a revised cost. Motion seconded by Commissioner Greason. Motion carried.

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

Wastewater - The written report submitted by Superintendent Phillip Mowbray advised the renovations to the glass house (salt building) have been completed by J.O.B. Construction. Town Manager Walls advised Street Superintendent Rick Passwaters is working to complete the building and salt has been ordered. Due to inclement weather, the lime silo painting has not been painted. This is the 70th consecutive month without an NPDES violation.

Streets - The written report submitted by Superintendent Rick Passwaters advised the revitalization work has begun in the park located at the corner of Market and Main Streets (removed existing trees and replanted and removed sign). Branches have been trimmed on Walnut Street and Cherry Alley. President Conaway advised a newsletter

addressing many topics is forthcoming with one topic being that a number of trees, hedges, and shrubs encroaching on sidewalks are making it difficult for people to walk. Residents will have the opportunity to trim their trees, etc., but after an established deadline, the town will do the trimming.

Water - The written report submitted by Superintendent Doug Jones advised the light fixture and photo cell on the town hall flagpole was replaced on July 13, 2004. A repair to the chemical feed pump, adjustment to the telestep relays, and replacement of a chemical feed line and LMI pump were made to correct a problem at Well #2-2D located on Cherry Alley. An inventory of commercial water meters was submitted to Davis, Bowen and Friedel, Inc. on July 26, 2004. Application was made with the Federal Communications Commission for radio license renewal on July 21, 2004. A renovated Town of Bridgeville sign was installed on Route 13 (Sussex Highway) on July 15, 2004.

Police - The written report submitted by Chief Allen Parsons advised there were 327 traffic arrests for the month of July, 2004. The complaint breakdown (Pages 3 & 4) will be included in the next newsletter. Chief Parsons advised there were 15 inoperable or abandoned vehicles that were tagged for removal. President Conaway stated there is a business located outside of Felton that will pick up old or abandoned vehicles. Information will be included in the forthcoming newsletter.

President Conaway advised two meetings have been held, July 1 and July 27, for residents interested in forming a Neighborhood Crime Watch Program. Last month there were five call-ins to the police department from concerned residents regarding suspicious activities, etc.

Town Manager Walls advised the S.P.C.A. has been in town on two occasions, July 24 and August 4, 2004, canvassing the town for unleashed dogs, issuing citations, and speaking with residents concerning animal problems. Town Manager Walls commented both times the S.P.C.A. have been in town, they were very effective in carrying out their duties.

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

A resident inquired about the dog leash law. President Conaway explained dogs will not be allowed to roam the streets of town without a leash per Delaware law. Calls should be made to the S.P.C.A. if a dog is seen in town without a leash. Chief Parsons explained local police departments are limited when it comes to animal control. President Conaway advised, per the Chairman of the S.P.C.A., if an animal is threatening in any way, local police may take action to solve a dangerous situation. If the name of the owner of the misbehaved animal is known, Bridgeville Police can issue a citation.

President Conaway read Town Code, Chapter 84 - Animals, which explains nuisance of animals and steps the town can take to correct the problem. Town Manager Walls asked the resident to contact her and she would do her best to help solve any problems.

Town Manager Walls was requested to obtain the City of Wilmington's ordinance pertaining to dangerous animals.

Town Manager Walls advised Mrs. Mary Bisson, owner of 305 Second Street, is working on weekends to remove the foundation of the house that was demolished in July per the Dangerous Building Inspection Committee and Commissioners.

President Conaway advised on November 13, 2003, the town received the Department of Natural Resources and Environmental Control Clean Water Partnership Award. The engraved plaque was received this week and will be displayed in the Commissioners Chambers. The award was for producing a high quality wastewater effluent and maintaining complete compliance with Bridgeville's NPDES permit since October, 1998.

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

Town Manager Walls advised Commissioners have been invited to attend a Grand Opening/Ribbon Cutting Ceremony for Marble Source Unlimited on Sussex Highway. The event will be held on September 15, 2004 at 11:00 A.M. Commissioners were asked to contact Town Manager Walls if able to attend.

Town Manager Walls advised Clean-up Day is scheduled for Saturday, September 18, 2004. All items must be placed curbside by 6:00 A.M. for pick up. The garbage trucks will only travel each street once. Allowable items for pick up are follows: furniture, household garbage, stoves, and limbs (bundled in 4' length). An area will be designated at the wastewater treatment facility for the drop off of larger limbs. Items that will not be allowed for pick up are as follows: anything with Freon (refrigerator, freezer or air conditioner), tires, batteries, construction material, rocks, bricks, etc. A scrap metal container will be in the town hall parking lot for aluminum siding, windows, doors, barbecue grills, frames or other stainless steel items.

CNJ Auto will pick up vehicles free (vehicle title requested, if possible). Anyone interested in having a vehicle picked up must call 302-284-3593 prior to Clean-up Day. Town Manager Walls stressed that residents with abandoned or inoperable vehicles on their property need to take advantage of the free pick up. Immediately following Clean-up Day, the police department will be strictly enforcing Town Ordinance No.220 which

addresses abandoned or inoperable vehicles. If the vehicle violation is not corrected, the penalty is \$100.

Town Manager Walls advised an attempt is being made to have Delaware Solid Waste Authority available on Clean-up Day for the drop off of paint. Further information will be available in the near future.

Town Manager Walls advised residents may call M-T Trash (or any garbage collector) for the pick up of refrigerators, freezers, etc. for a separate charge.

Town Manager Walls advised letters have been sent to all town churches in reference to a program on going in Seaford called Church Campaign Helps Schools. The program allows residents to help the youth and schools with needed school supplies. Miss Ricks of Way of Christ Church has volunteered to take responsibility of the project. Miss Ricks will be in contact with Town Manager Walls with the specifics. Town Manager Walls encouraged the Commissioners to participate in the project by leaving a donation of school supplies at the Town Office.

### **VIII. OLD BUSINESS**

President Conaway opened the scheduled public hearing at 7:44 P.M. pertaining to the Town Ordinance No. A03-2 - Maintaining of Dangerous Buildings. The Dangerous Building Inspection Committee investigated and submitted a report on June 14, 2004 concerning property located at 603 North Cannon Street (re: two mobile homes behind said address). President Conaway advised the mobile homes have been abandoned for years, hazardous conditions could exist, and they are an eyesore in the neighborhood. Pictures were introduced showing the state of the property. The property owners, Mr. and Mrs. Joe Burden, Dover, Delaware, were notified of the public hearing. President Conaway advised the owners were not in attendance. A resident spoke in favor of removing the two mobile homes. No opposition was stated for allowing the mobile homes to remain on the property. Commissioner Correll made a motion to direct Town Manager Walls to proceed per Ordinance No. A03-2 to have the two abandoned mobile homes located at 603 North Cannon Street removed from the property. Motion seconded by Commissioner Sipple. Motion carried. The public hearing was closed at 7:56 P.M.

President Conaway advised the second Neighborhood Crime Watch meeting was held July 27, 2004 with a large number of residents in attendance. The program is to develop a process of "neighbors watching out for neighbors". The following items were presented by concerned residents:

a) Lack of recreation for the youth.

President Conaway stated the school district indicated playing fields are available behind the Phyllis Wheatley Middle School on Church Street. The school district offered basketball equipment to a local church, but they were not interested. President Conaway believes if space was available, the basketball equipment offer could be resurrected. It was pointed out playing fields located on South Cannon Street are available for use and the playground, Sanctuary for Kids, is available and located behind the police department on Market Street.

b) Curfew.

President Conaway stated the town curfew ordinance will be discussed later in the meeting.

President Conaway commented it seems the playing fields available in the area are not being used by those who say they have nothing to do. The Western Sussex Boys and Girls Club, located in the Woodbridge School, only averages 15 in attendance.

President Conaway advised the Neighborhood Crime Watch Program is underway and residents are encouraged to participate. President Conaway stated Bridgeville does not have a large crime situation, but it can get better if neighbors become the "eyes and ears" for the police. Neighborhood Crime Watch signs will be installed in the near future.

Town Manager Walls presented a proposal from Davis, Bowen, and Friedel, Inc. dated March 25, 2004 for water and sewer service to South Bridgeville. At that time, approval was granted by President Conaway to accept the proposal in the amount of \$88,490 for design services. The proposal for the construction phase service, \$74,000, was not approved as the fees seemed high. Mr. Robert Rauch, project engineer for Heritage Shores, reviewed the construction phase service proposal and recommends acceptance. Mr. Rauch gave credit to U.S. Homes, Inc. for implementing more than enough inspection to satisfy the town. Following a general discussion, Commissioner Correll made a motion to accept the construction phase service proposal submitted by Davis, Bowen & Friedel, Inc. in the amount of \$74,000. Commissioner Jefferson seconded the motion. Motion carried.

President Conaway stated during the January 12, 2004 regular monthly Commission meeting he discussed the opportunity for the town to develop a Tax Increment Financing Special Development District (Special Tax District). With the new development south of town, Heritage Shores, there will be a lot of opportunities which could be accomplished by using tax exempt bonds. The town would have the opportunity

Commissioners of Bridgeville Minutes  
August 9, 2004  
Page 7

to tax only those people, at the level needed to pay back for the amenities they would create (library, community building, fire hall, etc.), and the town would not be responsible for the payment of the amenities. This piece of legislation would allow the Commission to implement the tax if necessary. The Commission agreed in January to support legislation to allow the town to consider implementing the tax program. President Conaway advised the Special Tax District proposal did not pass in the General Assembly.

President Conaway presented a Resolution on the part of the developer, Allen and Rocks, Inc., to maintain their position should a Special Tax District be approved in September or January by the General Assembly. President Conaway read the Resolution (attached). President Conaway explained bonds issued for the project on the total principal amount will not exceed 46 million dollars. The town's fee for issuing those bonds amounts to \$460,000. The tax rate in Heritage Shores would be different than those residents living in The Town of Bridgeville. This would allow the developer not to have all needed money up front, but be responsible for paying the money back or the residents of the development would own the houses.

Mr. Nick Rocks, Heritage Shores Developer, explained the bond legislation provides advanced money spent can be included in the bond amount. This would allow for everyone to be under the bond. The Resolution will allow the bonds to be tax free.

After a general discussion, Commissioner Sipple made a motion to adopt the Official and Intent Resolution as presented under Treasurer Regulation, Section 1.150-2. Motion seconded by Commissioner Greason.

President Conaway - Abstain  
Commissioner Sipple - Yes  
Commissioner Correll - Yes  
Commissioner Greason - Yes  
Commissioner Jefferson - Yes

Motion carried.

The following 2005 budget items were presented by Finance Director Jesse Savage:

Finance Director Savage presented three proposals regarding inside painting of Town Hall.

M & M Painting - Seaford - \$3,600 includes all supplies and labor  
Double A Painting - Bridgeville - \$2,575 price does not include paint or painting Materials

Inside & Out Home & Maintenance Repair - Milford - \$6,825 includes all supplies  
labor

After reviewing each proposal, Finance Director Savage's recommendation to the Commission, was the proposal received from M & M Painting which includes all labor and supplies for a cost of \$3,600. After a general discussion, Commissioner Jefferson made a motion to accept the proposal of \$3,600 from M and M Painting of Milford, Delaware. Motion seconded by Commissioner Greason. Motion carried.

Town Manager Walls stated that before painting begins, the water problem on the east wall of the second floor needs to be resolved. Arrangements have been made to have the windows caulked.

Finance Director Savage presented three proposals to the Commission regarding new carpet for Town Hall.

Dukes Lumber Company - Seaford - \$5,228 Ice Raspberry; \$5,487.25 Regency  
Red

Dynamic Ceramic, Inc. - Bridgeville - \$5,004.50-does not include price to place carpet on stairway. Finance Director Savage stated attempts were made to reach the owner of Dynamic Ceramic, Inc. for a price to carpet the stairway. The owner never returned any phone messages.

Creative Kitchens and Floors -Seaford - \$8,458

After reviewing each proposal, Finance Director Savage recommended to the Commission acceptance of the proposal received from Dukes Lumber Company. Mr. Steve Hancock, Dukes Lumber Company representative, produced several carpet samples (with padding) that were very similar to the current carpet in the downstairs board room. The proposal includes carpet for the two front offices on the first floor, the stairwell, and the entire second floor of Town Hall. After a general discussion, Commissioner Sipple made a motion per Finance Director Savage's recommendation to accept the proposal for new carpet from Dukes Lumber Company for a cost of \$5,228 with the color to be determined as soon as possible. Motion seconded by Commissioner Greason.

Commissioner Jefferson - Abstain  
President Conaway - Yes  
Commissioner Correll - Yes  
Commissioner Greason - Yes  
Commissioner Sipple - Yes

Motion carried.

Finance Director Savage advised two companies were interested in the development of a Town Brochure: Delaware.Net and Delmarva Digital Media Group. However, Delaware.Net seemed more interested in the development of a website and made no additional contact regarding the brochure. Ms. Connie Spencer-Lewis, writer for Delmarva Digital, would create the town brochure including up to 15 professional photos. The initial cost will be higher because of creating the brochure. The cost of the first 3,000 copies will be \$1,325 plus a cost of \$2,600 to create the brochure. Commissioner Greason suggested more proposals be obtained in order to get a better idea of costs. President Conaway stated the county brochure is published by Chesapeake Publishing. No action was taken on the printing of a town brochure.

Finance Director Savage presented three proposals for a lighted 3' x 6' (letter size), double faced, 300 letters and numbers, maintenance free, steel frame sign that would be placed in front of the town hall. A vandal locked protection cover is also available for an additional cost.

Phillips Signs - Seaford, Delaware - \$5,200  
Towers Signs - Seaford, Delaware - \$2,874  
Rogers Signs - Milton, Delaware - \$3,745

A licensed electrician would need to perform wiring before installing the sign. Finance Director Savage's recommendation to the Commission was to accept the proposal from Towers Sign for a cost of \$2,874. After a general discussion, Commissioner Correll made a motion to accept the proposal from Towers Signs for an outdoor lighted sign at a cost of \$2,874. Motion seconded by Commissioner Jefferson. Motion carried.

Finance Director Savage presented proposals from two companies regarding a new telephone system:

Communications and Wiring - Dagsboro, Delaware - \$6,367  
Atlantic Telephone and Date Solutions - Harrington, Delaware:  
Panasonic Communications Systems - \$4,287.73  
Altigen Communications Systems - \$8,568.18

The Communication & Wiring representative presented a system similar to the current telephone system, which would include voice mail. The system does not have the ability to include any future updates.

Atlantic Telephone & Data Solutions representative submitted two proposals:  
a) Panasonic Communications - System similar to the current phone system and

does not have the ability to be upgraded and replacement parts not always available.

- b) Altigen Communications System. This system will allow upgrades by downloading new software which is available from such stores as Target or Circuit City at very reasonable price.

Town Manager Walls advised the initial cost of the Altigen Communications System is higher than other systems reviewed, but in the long run, costs would be lower for installing any future upgrades. Finance Director Savage advised service calls would be able to be resolved through a phone call or internet with no on-site service calls required. The police department and wastewater treatment facility can be tied into the system for an additional cost. The Altigen Communications System proposal is the cost for the telephone updates at town hall.

Following a general discussion of the phone systems in town hall, wastewater treatment plant and the police department, in that they are all outdated, President Conaway requested costs be obtained for the police department.

After further discussion, the Commissioners decided to ask Mr. Elliott, Atlantic Telephone & Data Solutions, to present the telephone features prior (6:30 P.M.) to the regular monthly meeting scheduled for September 13, 2004.

Finance Director Savage advised he is waiting for a proposal regarding a web page from Delaware.net. That information should be available at the September meeting.

## **IX. NEW BUSINESS**

President Conaway requested the regular monthly meeting scheduled for October 11th be moved to Monday, October 4th to approve the Apple-Scapple vendor's licenses and his unavailability that date. There being no objection, the regular monthly meeting will held on Monday, October 4, 2004.

President Conaway displayed a survey of land where an alleyway existed at one time with adjacent property owners interested in obtaining contiguous alleyway land. After a general discussion, Commissioner Jefferson made a motion to table the discussion until further information is obtained. Motion seconded by Commissioner Sipple and so carried.

President Conaway advised the Criminal Justice Council has granted funds to the police department in the amount of \$2,660 with a match of \$296. Chief Parsons advised grant funds will be used to purchase emergency equipment for the new police vehicles.

Commissioners of Bridgeville Minutes  
August 9, 2004  
Page 11

Commissioner Greason made a motion to accept the Criminal Justice Council Grant in the amount of \$2,660 with matching funds of \$296 to purchase emergency equipment for the police vehicles. Motion seconded by Commissioner Jefferson and so carried.

President Conaway advised a concern discussed at the Neighborhood Crime Watch Program meeting held on July 27, 2004, was the town's curfew. A curfew in Bridgeville was initiated in 1967, but was amended in 1996. The Town of Bridgeville Code provides for two provisions under Chapter 114 - Curfew: Article I - Halloween and Article II - General Provisions.

President Conaway explained that currently under the two articles, there are inconsistencies when dealing with allowable age after curfew. In an effort to have both curfew articles consistent, President Conaway presented for a first reading an amendment to the curfew ordinance whereby ages are changed from 17 to 18 years of age and under; and curfew times are changed from 11:00 P.M. until 6:00 A.M. to 9:00 PM. until 6:00 A.M., on all nights of the week except Friday and Saturday nights, which shall change from 12:00 midnight to 9:30 P.M. until 6:00 A.M. The exception being if a youth were going home from school, church, volunteer organization, or work related activities. The current penalty for a curfew violator is \$50 for the first offense, with a \$20 increase for a second and third offense. The proposed penalties will be \$50 with an increase of \$50 for each offense (e.g., \$100 for the second offense, \$150 for the third offense). The penalties in the Halloween Provision and General Provisions are now the same. (Attached).

After a general discussion, Commissioner Correll made a motion to accept the amendment to Chapter 114 - Curfew, for its first reading with the second reading scheduled for September 13, 2004. Motion seconded by Commissioner Jefferson. Votes were recorded as follows:

President Conaway - Yes  
Commissioner Jefferson - Yes  
Commissioner Correll - Yes  
Commissioner Sipple - Yes  
Commissioner Greason - No

Motion carried.

Town Manager Walls advised a proposal was received from John D. Hynes and Associates, Inc. to provide materials testing and inspection services for Bridgeville South Utilities at unit rates. President Conaway explained the proposal deals with testing of compacted soil backfill required when installing sewers and streets. Mr. Robert Rauch, engineer for Heritage Shores, advised it is not only in the best interest of the town to have

good inspections, but it is important to the developers of the project. Mr. Rauch stated he supports the proposal as presented. After a general discussion, Commissioner Jefferson made a motion to award the contract to John D. Hynes and Associates, Inc. Motion seconded by Commissioner Correll and so carried.

Mr. Rauch announced a pre-bid meeting pertaining to Heritage Shores' golf course will be held Wednesday, August 12, 2004 in the town hall at 1:00 P.M. Mr. Rauch advised the project, Heritage Shores, is progressing at a rapid pace. Until the model homes are completed, in the near future a sales office will be set up on Route 13. Mr. Nick Rocks, developer, stated the "first golf tournament" will be held next October during the Apple-Scrapple Festival.

Town Manager Walls advised information regarding the first reading to Chapter 138 - Flood Damage Prevention was not ready at this time, as the needed amendment has not been received by the town solicitor.

## **X. SPECIAL REPORTS**

Commissioner Jefferson, member of the Dangerous Building Inspection Committee, submitted photos and written report to the Commission relating to the hazardous conditions of a property located at 102 North Main Street. President Conaway advised the Commission accepted the recommendation of the Committee to schedule a public hearing concerning the above property. The owner, Mr. Alvin Tribbett, Smyrna, Delaware, will be notified of the hearing date and time, allowing him the opportunity to state why the house should not be condemned. After a general discussion and review of the report by the Dangerous Building Inspection Committee, Commissioner Correll made a motion to accept the report from the Committee and proceed with a public hearing relating to hazardous conditions of the property located at 102 North Main Street. Motion seconded by Commissioner Sipple. Motion carried.

Commissioner Jefferson submitted a second written report and photos by the Dangerous Building Inspection Committee to the Commission relating to hazardous conditions of a property located at 38 Church Street. The house has been vacant for several years and deterioration has made the house structurally unsound. After a general discussion and review of the written report and photos, Commissioner Greason made a motion to accept the written report submitted by the Dangerous Building Inspection Committee and to begin the procedure for a public hearing per Ordinance No. A03-2 - Maintaining of Dangerous Buildings. A time and date will be scheduled for a public hearing relating to the hazardous conditions of the home located at 38 Church Street. The owner, Mr. Steve Anderson, will be notified of the public hearing allowing him to present

evidence why the house should not be declared condemned. Motion seconded by Commissioner Sipple. Motion carried.

Chief Parsons reported on a complaint received regarding loud noise near Sussex Avenue. Each a time an officer patrolled the area, there were no loud noises detected. Chief Parsons advised with school opening on August 31, 2004, officers will be patrolling the area frequently.

Chief Parsons reported several arrests were made regarding scooters on public streets with the problem being resolved at this time. President Conaway stated the scooter industry is trying to protect their business, but it cannot be at the expense of our youth riding on public streets.

Chief Parsons advised residents were notified two weeks ago regarding the removal of basketball hoops that extend onto the streets of town. On Friday, August 6th, contact was made with residents who had not complied with the first notice.

Chief Parsons advised the high June vehicle maintenance bill was due to the purchase of new tires and recharging of the air conditioner on the 1995 patrol car; new brakes and an intake manifold installed on the 1999 patrol car; new brakes replaced on the 2001 patrol car; and oil change on the 2003 patrol car. The vehicle purchased from the government was tuned and inspected. The balance of the bill was for oil, supplies, and etc.

## **XI. EXECUTIVE SESSION**

President Conaway announced the Commission would convene to Executive Session to discuss personnel matters and land acquisition with no votes to be taken. President Conaway advised any action taken will be in open session after the Executive Session. Commissioner Jefferson made a motion to convene to Executive Session at 9:12 P.M. Motion seconded by Commissioner Sipple and so carried.

The Commission reconvened to regular session at 9:52 P.M. President Conaway advised discussions were held on land acquisition and personnel.

Land Acquisition - The town has offered \$15,000 to purchase a 1.3 acre site from Route 13A to the entrance to the wastewater treatment facility. After a general discussion, Commissioner Correll made a motion to purchase the land for \$15,000. Motion seconded by Commissioner Greason. Motion carried.

Commissioners of Bridgeville Minutes  
August 9, 2004  
Page 13

Personnel - President Conaway announced an inadvertent error concerning the salary of Patrolman Burke Parker needed to be addressed. It was assumed that Patrolman Parker would have been promoted to Corporal by July 1, 2004 and would receive a raise to that status. Because of conditions outside of Patrolman Parker's control, he was not afforded the opportunity to take the test, and unlike the other officers, did not receive a raise as of July 1, 2004 for FY-05. It was not the intention of the Commission to omit Patrolman Parker from a raise. Commissioner Sipple made a motion to give Patrolman Parker his FY-05 salary raise, retroactive July 1, 2004. Motion seconded by Commissioner Correll. Motion carried.

President Conaway advised Patrolman Parker will continue his efforts to advance to Corporal, at which time the Commission will revisit the salary for Corporal.

**XII. ADJOURN**

Commissioner Sipple made a motion to adjourn the regular meeting at 9:56 P.M. Motion seconded by Commissioner Correll and so carried.

Respectfully submitted by:

Margaret W. Sipple, Sec.  
Margaret W. Sipple, Commission Secretary

Alma Fleetwood  
Alma Fleetwood, Transcriptionist