

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
AUGUST 10, 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 and Town Manager Bonnie Walls. The meeting began with the Flag Salute and Lord's Prayer.

**II. QUORUM**

President Jefferson reported a quorum was present to conduct the business of the Town of Bridgeville, despite the absence of Commissioner Greason.

**III. APPROVAL OF MINUTES**

Minutes from the July 13<sup>th</sup> Commission Meeting and the July 15<sup>th</sup> Executive Session were presented for approval. Commissioner Correll made a motion to approve the minutes as presented. Commissioner Skala seconded the motion. Motion carried.

**IV. CORRESPONDENCE**

Town Manager Walls reported the receipt of a letter from the Department of Agriculture, Delaware Forest Service, concerning a tree planting grant. There were 58 applications requesting over \$198,000 in tree planting and tree management activities. Our grant request for \$1,170 for planting nine trees was rejected. The Town's request was rejected last year as well; however, Bridgeville has been the recipient of this grant for at least six years. President Jefferson suggested we remind them of our two denials next year when we apply.

The following newsletters are available for review: Sussex Spotlight Read Aloud Delaware, Bridgeville Historical Society and Greater Seaford Chamber of Commerce.

A thank you letter has been received from the Delaware Community Foundation acknowledging the Commission's contribution to the Thurman G. Adams and Hilda McCabe Adams Family Fund in memory of Mr. Thurman Adams, Jr.

**V. 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 July 31<sup>st</sup>, all accounts totaled \$985,786. The General Fund totaled \$355,000 and the Town's Rainy Day Fund, which includes the Escrow, Sewer Sinking and Impact Fee accounts, totaled \$496,000. On the Accounts Receivable, \$62,000 of the

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\$89,200 figure is for Greenwood's second quarter 2009 sewage billing. Property taxes of \$394,000 are still outstanding, with a due date of September 30<sup>th</sup>. Long-term liabilities total \$6,289,000, which includes all of the outstanding loans for the Wastewater Treatment Plant and water system upgrades. On the Budget Report, the target is 8.3%, as we are one month into the F7-10 budget year. Building permits show a total of \$1,870; however, the Walgreens building permit for \$6,500 has since been purchased. July's transfer tax has arrived in the amount of \$6,400; Bridgeville will receive an additional \$2,300 for a May settlement that was coded improperly by the county. The majority of the \$1,491 miscellaneous income came from scrap metal Water Superintendent Jones recycled. On the Expense side, the Town has spent \$19,000 on repairs, \$17,600 of which was for the replacement of the raw pump; this was an item that was put out for bid. It was a line item in the '09 budget that was delayed. It was noted that the July court fines have not all been received. Accounts Receivable currently stands at \$50,658 and includes \$17,600 for the expense of the raw pump. Most of the Davis, Bowen and Friedel bills are reimbursable. The increasing number of expenses for the Wastewater Treatment Plant was questioned; they are due to the age of the equipment. The total accounts payable is \$150,658. Commissioner Correll made a motion to pay the bills as presented. Commissioner Collison seconded the motion. Motion carried.

## **VI. DEPARTMENT HEAD REPORTS**

President Jefferson advised the Department Head Reports are available to the public. There were no questions or comments concerning the reports.

## **VII. CITIZEN'S PRIVILEGE**

Mr. Bill Remington of the Town's engineering firm, Davis, Bowen and Friedel, Inc., was in attendance to advise the Commissioners that the Town's engineer, Ms. Annie Williams, who has worked tirelessly for 20 years, is going into semi-retirement to spend more time with her family. Ms. Williams will still be available and will continue to transfer over valuable information for several years to come. Mr. Remington has been involved with Bridgeville for several years in the areas of plan reviews and well projects. Mr. Jason Loar, also from DBF, has been involved with the Town's wastewater treatment plant; therefore, there should be a smooth transition with Ms. Williams being available, as needed. DBF's service to the Town will continue. Mr. Remington, Mr. Loar and Company President Mr. Friedel will all be available to the Town. Town Manager Walls spoke for the Town in wishing Ms. Williams the best in her semi-retirement; she has always helped the Town in any way possible and is an awesome person. Town Manager Walls appreciates Mr. Loar and Mr. Remington and their assistance. Commissioner Correll added that Ms. Williams has helped at the Apple Scrapple Festival kitchen many years, as well as, more recently, Mr. and Mrs. Remington.

Mr. Charles Rosario of 65 Whistling Duck Drive and Mr. Steve Kendall of 125 Whistling Duck Drive asked the status of the walking/bike path that was supposed to follow Wilson Farm Road toward Town and end at the electric substation. Mr. Rosario understood that it would be completed when the new library opens, which is only days away. Town Manager Walls reported

that subject should be directed to the developer or Ms. Dottie Harper of Brookfield Homes. The path is the responsibility of the developer.

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

Town Manager Walls advised the Town was notified that Municipal Street Aid Funds for all municipalities have been eliminated from the State's budget for fiscal year 2010. This affects Bridgeville's street budget by approximately \$54,000. Town Manager Walls has sent a letter to Governor Markell with a copy to the Department of Transportation advising of the hardship that has been created by taking away the funds. No response has been received.

A Foot Patrol Policy has been prepared and was implemented on August 1<sup>st</sup>. Details of the patrols will be placed in the Police Department's monthly report. The new bicycle purchased for patrolling is being assembled by qualified individuals in Seaford. Officer Parker will be trained in the bike's use later this week and will implement training with all of the officers. Police Chief Parsons is ready to place an order for the bike uniforms.

The Town has received a copy of the proposed Bridgeville/Greenwood Agreement from the Sussex County Attorney. All parties are reviewing the document and will meet in the near future for further discussion.

The Town has received notification that it has not received a 2009 COPS Grant; only nine Towns in the state were funded. Town Manager Walls has requested that Chief Parsons obtain information on how the funding was determined, in order to help the Town write future grant applications. Towns receiving grants included Selbyville, Georgetown, Cheswold, Harrington, Dewey Beach, Smyrna, Dover, Middletown and Wilmington. These monies would fund new hires in the Police Department for three years. This grant was not included in our FY-10 budget.

The Town has sent letters to apartment building property owners advising of the need to place reflective numbers (4 inches in height) above or to the side of the primary entrance to their building. The same information is being prepared for businesses. All affected residential properties have been notified of address changes by the 911 Sussex County Mapping and Addressing Department and the Town will be checking for compliance. There is the possibility a civic group may provide funding to assist residents with the purchase of the needed reflective numbers.

Town Manager Walls has a new contact person to inspect the Jack Lewis mural on the Dollar General Store building. Mr. Brian Phillips will look at the mural and offer his opinion as to what work is needed to protect the mural. Mr. Phillips has recently worked on the High School's mural; the cost for that work was \$13,000, which is well beyond the Town's means.

The Commissioners are invited to attend the ground breaking ceremony for the new Walgreen's, which is scheduled for Monday, August 24<sup>th</sup> at 2:00 P.M. Town Manager Walls

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requested the Commissioners advise her of their availability by the end of the week to allow her to RSVP.

On July 21<sup>st</sup>, Police Officer Richard Baker and his wife had their first baby, a boy. The Bakers came in earlier today and brought the new baby, Richard Charles, who will be called Charlie. Mother and baby are doing well.

Public Works employee Barry Hafko had triple by-pass surgery on Friday, July 24<sup>th</sup>. Barry did amazingly well and came home from the hospital on Monday, July 27<sup>th</sup>. He seems to be feeling better each day and wants to get back to work.

## **IX. OLD BUSINESS**

### **A. Dangerous Building Public Hearing – Mr. Joe Burden, 603 N. Cannon Street**

President Jefferson opened the Public Hearing at 7:25 P.M. and asked if there were any citizens present who wished to speak in favor of or against the demolition of the building at 603 N. Cannon St. Mr. Joe Burden, owner of the property, was present to respond. He brought his licensed contractor, Mr. Fisher, and Ms. Annie Hopkins, the proposed buyer of the property. Mr. Burden does not feel this house is in poor enough condition to consider demolition; he believes it can be fixed, based on his experience working on houses in the past. He feels there are other houses in Bridgeville that are in worse condition than this. Town Manager Walls advised the Town is working to bring all of the dilapidated houses before the Dangerous Building Committee. Mr. Burden's contractor feels the house can be renovated. In July, Mr. Burden was working on the house and was stopped by the Town Code Enforcement Constable for lack of a building permit. Mr. Burden advised the Constable was to prepare a letter with a list of improvements which must be accomplished on the house and Mr. Burden stated he never received the list; he never received anything. He only received the recent certified letter requiring that the house be demolished. Town Manager Walls advised she has in her possession copies of letters sent to him regarding the property from July 18, 2007 and from October 23, 2008. Town Manager Walls and the Commission agree if Mr. Burden feels the house can be renovated and brought up to Town code, he is welcome to submit plans to the Code Enforcement Constable, along with a time frame for the work to be accomplished. Commissioner Collison asked for a definitive time frame for submission of plans and scheduling the work. Mr. Burden is in the process of selling the house to Ms. Annie Hopkins, a first-time home buyer, and suggested that she should respond to the Commissioners' questions; however, as the present owner, Mr. Burden is the responsible party. After discussion, it was decided that they would have 60 days to submit house renovation plans to the Code Enforcement Constable for review. At the time the blueprints/plans are submitted, the owner and buyer should be prepared to give a date for renovation completion. President Jefferson added that the entire house will need to be brought up to Sussex County and Town codes. Commissioner Collison added that should the Town not receive the complete plans within the 60-day time limit, the Town will move forward with condemnation of the property. President Jefferson closed the Public Hearing at 7:32 P.M.

**B. Personnel Policy Amendment**

President Jefferson introduced each item for inclusion in the Personnel Policy separately. These have all been discussed at past Commission meetings. Complete documentation concerning these proposed amendments is placed as an attachment to the permanent minutes.

1. Article XV, Section 5. Holidays – The Commission voted to add Veteran's Day as a paid holiday for full time employees at the December 2008 Commission meeting. This holiday must be added to the Personnel Policy. Commissioner Collison made a motion to amend the Personnel Policy to reflect all the holidays previously approved by the Commissioners. Commissioner Correll seconded the motion. Motion carried.
2. Article XV, Section 9. Accumulation of Sick Leave – The Personnel Policy currently does not include compensation for accrued sick leave upon separation of employment. This proposed amendment states that, upon separation of employment, an employee with at least 5 years of service will be compensated for accrued sick time, up to a maximum of 100 hours. Commissioner Skala feels 5 years of service is too short a time to offer these benefits; 10 years would be more reasonable. In her experience, if there is no accrual of sick leave for future compensation, it leads to employees making sure they use their sick days even if they don't really need them. Commissioner Collison believes that sick leave is for sickness only. He has no problem with accrued sick leave, but does have a problem with an employee who leaves receiving compensation for accrued sick leave. Commissioner Correll shared her experience of working 38 years for the same company with only a few sick days used and receiving compensation for her unused sick leave when she retired. She suggested offering it to employees who have been here for 20 years; they have been dedicated and deserve 90 days sick leave pay. She added that, based on the survey the Town Manager presented to the Commissioners, some of the surrounding municipalities do offer this benefit. Please note, figures presented for the cost to the Town of Bridgeville to offer this benefit are based on total Town employees. President Jefferson advised he has been with his company for 45 years and receives no compensation for accrued sick leave; Mr. Collison agreed. President Jefferson believes sick leave should be used for sickness only. Commissioner Collison made a motion to make no changes to the Personnel Policy regarding accumulation of sick leave. President Jefferson seconded the motion. The votes were recorded as follows:

|                       |     |
|-----------------------|-----|
| Commissioner Collison | Yes |
| Commissioner Correll  | No  |
| President Jefferson   | Yes |
| Commissioner Skala    | No  |

President Jefferson advised the vote is tied. This policy will be placed on the September Commission meeting Agenda for further review.

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3. Article XVI, Section 16. Pension Plan – The Bridgeville Police Department has been removed from the Town Pension Plan and placed into the State of Delaware Police Pension program. This change must be added to the Personnel Policy. Commissioner Skala made a motion to amend the Personnel Policy to reflect the removal of the Police officers from the Town Pension Plan. Commissioner Collison seconded the motion. Motion carried.
4. Article XVIII, Section 11. Use of Town Vehicles – This proposed amendment adds a requirement that all employees acquire and maintain the appropriate license(s) required to operate their job-specific vehicles. In addition, employee driving records will be reviewed annually by the Town Manager. Commissioner Collison made a motion to amend the Personnel Policy to reflect the addition of employees maintaining appropriate license(s) and an annual review of driving records. Commissioner Skala seconded the motion. Motion carried.
5. Article XVIII, Section 18. Tobacco Products Prohibited – This proposed amendment prohibits the use of tobacco products in all Bridgeville workplaces. A workplace includes all Town-owned property and all Town-owned vehicles. President Jefferson feels chewing tobacco can be done discreetly, which he does not object. Town Manager Walls advised complaints from residents have prompted her to introduce this ban on tobacco products. Commissioner Correll commented that tobacco is tobacco whether it is smoked, chewed or sniffed; it is not considered acceptable in a professional workplace. Commissioner Collison made a motion to amend the Personnel Policy to reflect the addition of a prohibition against the use of tobacco products in all Bridgeville workplaces. Commissioner Correll seconded the motion. Motion carried.
6. Drug & Alcohol Policy – This proposed amendment adds hair follicle testing to the Drug and Alcohol testing currently included in the Personnel Policy. This additional testing has been recommended by the drug testing company. Commissioner Collison made a motion to amend the Drug & Alcohol Policy in the Personnel Policy to reflect the addition of hair follicle testing. Commissioner Correll seconded the motion. Motion carried.

**X. NEW BUSINESS**

**A. Request to Dangerous Building Inspection Committee RE: 13 Gum Street**

Town Manager Walls reported she has received a signed letter from two residents concerning the state of disrepair of 13 Gum Street. She requested a motion to turn the property over to the Dangerous Building Committee for inspection. Commissioner Skala made a motion to direct the Dangerous Building Committee to conduct an inspection of the property. Commissioner Correll seconded the motion. Motion carried. Commissioner Collison will inform the other members of the Dangerous Building Committee and schedule an inspection of

the 13 Gum Street property. The inspection report will be due at the September 14, 2009 Commission meeting.

**B. Bridgeville Public Library Request – Hometown Carnival**

Town Manager Walls reported a letter has been received from the Bridgeville Public Library requesting a Thursday night Hometown Night before the Apple Scrapple Carnival on October 8, 2009. This would only be advertised in the local schools and by mail to local residents. Carnival rides would be a “pay one price” for the evening. This extension of the carnival would give the locals a chance to ride without long lines. It also provides a cushion if it rains on Saturday during the Apple Scrapple Festival. This event has been approved by the Commission for the past three years. Commissioner Correll made a motion to allow the Library to host the Hometown Night Carnival. Commissioner Skala seconded the motion. Motion carried.

**XI. SPECIAL REPORTS – OFFICE OF HIGHWAY SAFETY GRANTS**

Police Chief Parsons advised the Town is to receive an \$8,800 grant for the 2009 Seatbelt Enforcement Campaign, running from August through the end of November. They will also receive a DUI Campaign Grant for \$1,200, running from August through the end of December. Commissioner Collison made a motion to accept the Office of Highway Safety Grants. Commissioner Skala seconded the motion. Motion carried.

**XII. ADJOURNMENT**

Commissioner Skala made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Motion carried. The meeting was adjourned at 7:53 P.M.

Respectfully submitted,

Patricia M. Correll  
Patricia M. Correll, Commission Secretary

Peggy A. Smith  
Peggy A. Smith, Transcriptionist