

## MINUTES

### COMMISSIONERS OF BRIDGEVILLE SEPTEMBER 12, 2005 - 7:00 P.M. TOWN HALL

#### **I. CALL TO ORDER**

The meeting was called to order by President Joseph Conaway at 7:00 P.M. Present: Commissioners Patricia Correll, William Jefferson and Town Manager Bonnie Walls. The meeting started with the flag salute and Lord's Prayer.

#### **II. MOMENT OF SILENCE**

President Conaway requested a moment of silence to honor former mayor of Lewes, Mr. George Smith. He was a close friend of municipal government who just passed away after a long illness.

#### **III. QUORUM PRESENT**

President Conaway reported that despite the absence of Commissioner Margaret Sipple, a quorum was present to conduct the business of the Town of Bridgeville. (Commissioner Sipple arrived at 7:04 P.M.)

#### **IV. APPROVAL OF MINUTES**

Minutes of the regular board meeting held on August 8, 2005, were presented for approval. Commissioner Correll made a motion to accept the minutes as presented. Commissioner Jefferson seconded the motion. Motion carried.

Minutes of the Woodbridge School District Meeting with Commissioners on August 9, 2005, were presented for approval. Commissioner Correll made a motion to accept the minutes as presented. Commissioner Jefferson seconded the motion. Motion carried.

Minutes of Police Interviews held on August 15, 2005, were presented and will be entered into the Personnel Files.

#### **V. PRESENTATION: CERTIFICATES OF APPRECIATION**

The Bridgeville Police Force was invited to the Commission Meeting to be recognized. President Conaway commented each officer has added something special to the Police Force.

Corporal H. Burke Parker received an award for Personal Heroics, by placing himself in harm's way to save Mr. Rick Melson, a Bridgeville resident, from a smoke-filled apartment in August 2005.

Patrolman First Class Adam Hitchens received an award for his support of Special Olympics of Delaware, shown through his fundraising efforts and participation in the Torch Run in June 2005.

Patrolman Chad Spicer received an award for Successful Major Investigations, including numerous drug investigations during the spring of 2005, and for his past work with the Drug Enforcement Agency.

Police Chief Allen Parsons received an award for Leadership in organizing and implementing the Town of Bridgeville's First Annual National Night Out Celebration in August 2005.

The Commission recognized and congratulated each officer for his contribution. President Conaway reported a fourth officer will finish schooling and training with the Police Academy and join the force in December. Additionally, two officers have been added to the force.

## **VI. CORRESPONDENCE**

Town Manager Walls reported receiving the September/October 2005 Sussex Spotlight from Read Aloud Delaware. Introducing children to the world of reading was highlighted. It is very important in ensuring success in school; children who are read aloud to have a larger vocabulary, better comprehension skills and a vast imagination.

Town Manager Walls reported the Bridgeville Historical Society September, 2005 newsletter has information of a successful annual auction netting over \$7,300.00. The newsletter includes a December 3rd date for the Christmas in Bridgeville Craft Show and the sale of short-sleeved polo shirts with the B.H.S. logo for \$10.00.

A letter was received from Nemours Health and Prevention Services thanking President Conaway and Town Manager Walls for attending a luncheon which detailed the goal and mission of promoting healthier lifestyles for the children in Sussex County and throughout Delaware.

A letter was received from Superintendent Kevin Carson of the Woodbridge School District thanking the Commissioners for their donation of \$1,000.00 for the purchase of school uniforms.

An August newsletter was received from Comcast of Delmarva concerning lineup changes and the Woodbridge School District August Newsletter, highlighting events and honors, is available for review.

The following newsletters have been received and are available for review: DNREC August and September 2005; Delaware Rural Water Association Summer 2005; and First State Watermark August 2005.

The Delaware Center for Transportation Fall 2005 newsletter has been received. It contains an interesting article concerning the Indian River Inlet Bridge.

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

In the absence of Finance Director Savage, President Conaway reported the Town's General Fund Certificate of Deposit is at \$300,000.00 and there is a Money Market account at \$64,000.00. Our General Fund is almost \$136,000.00. \$50,000.00 was moved into the account today to receive more interest. The Town is in excellent financial shape. Note the following examples:

Concerning budget tracking, we are currently two months into the new year and we should be at approximately 16% of our FY-06 budget figures in income and expenditures. We have received additional monies from U.S. Homes Corporation due to their re-figuring and raising housing costs for lots at Heritage Shores which had already been issued building permits. Therefore our building permits income is substantially higher than 16% of the budget at \$29,000.00.

The Town charges a once a year fee for fire lines at the Phillis Wheatley School. In the past we have received \$5,900.00 and are now receiving \$8,100.00.

Concerning Impact Fees: from 1990 - 2000 Bridgeville did not build any new homes. Now we are adding new homes in the Heritage Shores development, but more importantly, we are building in Town. We anticipated some growth and budgeted \$2,500.00 for impact fees (for water and sewer improvements). We have already collected \$3,660.00 for in-Town building. Our balance sheet continues to reflect a positive flow of money. The only negative money flow is in the area of Police overtime. We are at 40% of our budget and this overtime will continue until our Police Department is fully staffed. At that time, Chief Parsons will be expected to control and significantly reduce overtime costs.

At this point in time in our budget year we are \$505,000.00 above projected income and are in excellent financial shape.

Last month the Commission approved quarterly billing, taxing properties as they are first available to be sold. At the end of September we will bill 3/4 of a year taxes for new construction taking place between July 1 and September 30. As of the end of August, the additional homes in Heritage Shores being billed 3/4 year taxes total \$10,634.00, and that figure is likely to rise before the billing goes out.

President Conaway commented the bills appeared to be the normal monthly expenditures, although he noted fuel costs have risen. Commissioner Correll made a motion to pay the bills as presented. It was seconded by Commissioner Jefferson. Motion passed.

President Conaway advised several Sussex County municipalities are banding together to contribute to Hurricane Katrina relief through the Sussex County Association of Towns (SCAT). The Bridgeville Commissioners, along with other towns, have expressed interest in donating \$5,000.00 to the relief efforts; however, there is a desire to control how the money is used. Therefore, a committee of SCAT Town Managers was organized at the SCAT Steering Committee meeting to research small towns similar to ours affected by the hurricane with the intent of helping them directly. These southern municipalities have lost town offices, police forces, equipment and much more. President Conaway made motions at the SCAT meeting to find a small town to help and to take \$5,000 from the SCAT budget to add to the towns' donations. The committee of SCAT Town Managers will report back at the October meeting with a recommendation. It is important that we stand with the hurricane victims in their need, as they would with us if the disaster occurred here. There is no intention of making our donation into a media event, merely helping those in need.

A motion was made by Commissioner Jefferson to donate \$5,000.00 to SCAT to be added to other town's donations for Hurricane Katrina relief. The motion was seconded by Commissioner Correll. Motion carried. Police Chief Parsons commented he is planning to send some high-band radios that are no longer used locally.

### **VIII. DEPARTMENT HEAD REPORTS**

Code Enforcement Constable Kimlel reports 26 building permits with \$15,000 in receipts.

President Conaway expects Police ticket revenue to be lower based on the tightness of the staff at the present time.

Wastewater Superintendent Mowbray reports this is the 83rd consecutive month our sewer plant has operated without an NPDES violation.

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

There were no requests or concerns from citizens of Bridgeville.

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

Town Manager Walls advised on September 9, 2005, Code Enforcement Constable Kimlel attended a hearing at the Court of Chancery in Georgetown to determine if the Town could proceed with demolition at 38 Church Street. The Town originally took action against this property regarding maintaining a dangerous building (Ordinance A03-2) in August 2004. The Town has sent numerous letters to the owners with no response. Property owners (Roland Anderson Heirs, c/o Stephen Anderson, Jr.) attended the hearing and the judge allowed two (2) months to obtain a building permit or demolish the building, and six (6) months to bring the property up to code. The owners intend to bring the property up to code and will be coming to Town Hall on September 13 to go over code requirements with Mr. Kimlel. The Commissioners recommended Mr. Kimlel keep in close contact with the owners so that the court decision is followed precisely.

Code Enforcement Constable Kimlel gave an update on another property that the Town is working to have demolished, 109 Cannon Street. The residents have been removed from the building by the state. The owner was required to leave the residence in 30 days or the children would be taken away. Mr. Kimlel was finally able to contact the right state personnel to get the removal accomplished. Mentioning a mold problem helped to expedite the removal. There is another property which needs to be condemned across the street; Town Manager Walls advised the situation is moving forward, according to the Solicitor. There was additional discussion concerning people living in buildings where there is no water. According to county code no one can live in a dwelling with no water; however, if they are removed, you must provide housing. Apparently the Board of Health cannot help in these situations.

Town Manager Walls reported on August 16th she attended the dedication and naming of the Woodbridge High School Shop Building to the memory of Barry Cooper. Mr. Cooper was Director of Administrative Services for Woodbridge School District before his untimely death. It was an honor to attend the dedication.

Town Manager Walls commented further on the Nemours Luncheon that she and President Conaway attended. The focus of the organization will be prevention strategies and health promotion activities in the areas of nutrition and physical activity related to obesity prevention.

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Town Manager Walls advised a community-wide yard sale will be held Saturday, September 17th, and a Clean up Day on Saturday, September 24th. M-T Trash will only go down each street once. Items need to be curbside by 6:00 a.m. The newspapers have been printing information for our residents.

Town Manager Walls reported interviews for police officers were held on Monday, August 15th. Two candidates were hired and are scheduled to begin training at the Dover Police Academy today, September 12th. The candidates hired were Robert Brode from Harrington and Robert James from Bridgeville.

Town Manager Walls advised a Children's Sanctuary Park meeting was held on Wednesday, August 24th. Commissioner Jefferson and Town Manager Walls attended. Discussion centered on maintenance work needed at the park. A second meeting was scheduled for Monday, September 26th, with the intention of choosing a chairman and officers. After that meeting the group will create a maintenance schedule and make contact with civic groups, the school, etc. for assistance. The Police Department is requested to conduct walk-throughs of the park several times per night as well as the roadway area behind the church, as there is unwanted activity there as well. There is the possibility of placing a surveillance camera at the park in an attempt to deter unwanted activity. A new sign will be installed which reads, "No Loitering or Trespassing, Dusk to Dawn." Authorization has been given to Delmarva Power, based upon their recommendation, to change the wattage of lights at the park from 100 to 400 mercury vapor.

Town Manager Walls reported the sewer allocation for Sonic Drive-In at the previous site of Wawa, has been established at 1,000 gallons per day. We are currently working with our attorney to provide the Sonic firm with an agreement spelling out Town requirements, such as the need for a grease trap, following our grease ordinance, measures imposed should they violate the established sewer allocation, etc. It was questioned when the Sonic restaurant would be moving ahead. Town Manager Walls feels it will be soon.

Each Commissioner was given a draft copy of the Land Use and Development Code for review and comment. It will be introduced for a first reading at the October Commission meeting, with a public hearing and adoption scheduled for the November meeting. The current zoning ordinance was originally adopted in 1962, with amendments throughout the years. The new Code, written by the University of Delaware, will be an up-to-date Code, easy to read and understand, protecting the town, as well as residents, developers, etc. The Commissioners were asked to review the Code, with any comments or questions submitted by Monday, September 26th.

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Town Manager Walls advised the ninety day probationary period for town secretary Peggy Smith is concluded on September 19th. Appropriate steps will be put in place as to her salary and town benefits.

Town Manager Walls reported Street Superintendent Passwaters has arranged a street sweeper demonstration for September 13th, between 10:00 and 11:00 a.m. for anyone who would like to be present. Other demonstrations will follow.

## XI. OLD BUSINESS

### **Improved Parking and Storm Water Management Project Update - Woodbridge School District & Town of Bridgeville**

President Conaway advised two roads will be improved, one between the athletic fields and the other leading to the new library. In road construction work, you must demonstrate what will be done with the water that is presently going into the ground. A pervious surface will be replaced with an impervious, so a storm water management plan is necessary. A storm water pond is a possibility; however, our Engineer Annie Williams from Davis, Bowen and Friedel, has recommended we use an underground disposal system in which water is collected in storm drains and then moved on. The Woodbridge School District has a 1-acre parking lot that they would like to pave. Since the parking lot would generate additional water, the Town believes the School District should be a paying partner in the Storm Management improvement, based on percentages of water generated by each group. The School District does not have the money to contribute to the project; therefore, our engineer has recommended proceeding with the project, with the stipulation that should the School District pave the parking lot in the future, they will then be responsible for their share of the improvement cost. Town Manager Walls requested a motion to adopt Option I from Davis, Bowen & Friedel concerning the initial work on the storm water management issue on the two roads. It was introduced at the July 11th Commission meeting and provisionally adopted, pending a meeting with the Woodbridge School District concerning their involvement in the project. Option I includes the survey, geotech wetlands field investigation, engineering costs and construction for road design, as well as the same items for the storm water aspect of the project with a total cost of \$46,180.00. The other option is a pond system at a cost of \$40,180.00, which, although cheaper, is a more dangerous alternative with children in the area. This contract proposal is for the engineering portion of the project. President Conaway advised these costs will be billed to the Heritage Shores developer. A motion was made by Commissioner Sipple to accept Option I for \$46,180.00, presented to the Commissioners by Davis, Bowen and Friedel by letter from Annie Williams on June 2, 2005. The motion was seconded by Commissioner Greason. Motion carried.

Should read -  
"President Conaway  
advised these costs  
will be billed to the  
Heritage Shores Special  
Tax District."

## **XII. NEW BUSINESS**

The Commissioners considered changing the dates of upcoming monthly Commission meetings per the request of President Conaway. Commissioner Correll made a motion to change the meeting dates. Commissioner Sipple seconded the motion. Motion carried. The changes are as follows:

The Monday, October 10th meeting is changed to Monday, October 3rd.

The Monday, November 14th meeting is changed to Monday, November 7th.

The Commissioners reviewed the 40+ Apple Scrapple Vendor List. After discussion Commissioner Correll made a motion to accept the Apple Scrapple Vendor List plus any additions which may be made before the festival. Commissioner Jefferson seconded the motion. Motion carried.

The Commissioners discussed the Caroling in the Park event. It was agreed that the event should continue. Commissioner Correll recommended choosing the Friday night before Christmas in Bridgeville as a set day that would remain from year to year. This year it will take place on Friday December 2, 6:30 p.m., at the Historical Society Park. There was discussion as to whether football play-off games would interfere; however, it was determined that either games would be over or would take place on Saturday rather than Friday night. Additional suggestions were including secular songs and challenging the civic clubs and church groups to come and sing a song for everyone. This would increase attendance at the event. Commissioner Correll will make arrangements for an appearance by Santa Claus and the Fire Company will provide lights.

The Town of Bridgeville will celebrate Halloween on Monday, October 31. Town Trick-or-Treating will take place for children ages 12 and under from 6:00 - 8:00 p.m. The Lions Club will host a party in the park at 8:00 P.M.

## **XIII. ADJOURNMENT**

Commissioner Sipple made a motion to adjourn the meeting. Commissioner Jefferson seconded the motion. Meeting was adjourned at 8:09 P.M.

Respectfully submitted by:

Margaret W. Sipple  
Margaret W. Sipple, Commission Secretary

Peggy Smith  
Peggy Smith, Transcriptionist