

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
NOVEMBER 8, 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, Lawrence Tassone and Town Manager Merritt Burke IV. The meeting began with the Flag Salute and the 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 Mervine.

III. CERTIFICATE OF APPRECIATION

President Jefferson presented two individuals for recognition, stating that they were both a representation of the fine business-men and women Bridgeville has in its surrounding area. President Jefferson contacted Mr. Marty Miller of MillerMetal Fabrication in September about the possibility of Mr. Miller crafting frames for some Town benches President Jefferson would like to make for the downtown area; Mr. Miller readily agreed. Mrs. Sandy Smith, from Huttig Building Supply, formerly on Redden Road, graciously donated sixty (60) pieces of composite lumber 2x4's to the project. Twelve benches have now been constructed and installed at various locations on Market St., with the help of Commissioner Collison's employees from A.C. Schultes. President Jefferson appreciated these individuals' generosity and efforts on behalf of the Town. Certificates of Appreciation were presented to Mr. Miller and Mrs. Smith, along with a round of applause from the audience. President Jefferson also encouraged residents to make arrangements with the company for a tour of MillerMetal Fabrication; it is a wonderful facility. Commissioner Correll added that Mr. Miller began his business in Bridgeville, moved to Kent County and then returned to Bridgeville, bringing jobs to the Town. She also mentioned a new laser machine at the business that is making products for the country of Belgium.

IV. APPROVAL OF MINUTES

President Jefferson presented the October 11th Commission meeting minutes for approval. Commissioner Collison made a motion to approve the minutes as presented. Commissioner Tassone seconded the motion. Motion carried.

V. CORRESPONDENCE

Town Manager Burke advised the Town received correspondence from the Arbor Day Foundation encouraging Bridgeville to apply for Tree City USA status, which Bridgeville has done in the past. We will continue to participate in this yearly grant application process.

The Town has received correspondence from the Delaware Preservation Fund which provides small grants to businesses doing architectural work on historic buildings. Town Manager Burke would be happy to supply information to anyone who is interested.

We have received information from the director of Workplace Safety concerning a premium discount on our worker's compensation health insurance renewal. Finance Director Savage has qualified the Town government for a 17% price reduction starting in December 2010. Town Manager Burke thanked Finance Director Savage for his successful efforts on the Town's behalf.

The Town has received a zoning change request from Mr. Dale Wheatley to re-zone several parcels from Residential Planned Community (RPC) to Agricultural-Industrial Overlay Zone (AIOZ). The Planning and Zoning Commission will consider his request at an upcoming meeting at the end of November.

The Town has received a letter of thanks from the Bridgeville Senior Center concerning the monetary donation they received from the Bridgeville Charity Golf Tournament. The money will be used for their homebound meal program.

A letter has been received from the Delaware Department of Transportation (DelDOT) introducing Ms. Karen Brittingham as the new Municipal Street Aid Coordinator (Program Compliance Coordinator). The Town develops close ties with individuals to help in procuring monies for sidewalk enhancements and other Town projects.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage directed the Commission to the Balance Sheet for the period ending October 31, 2010. (The following amounts are in rounded figures.) The General Checking and Savings accounts totaled \$465,263. Impact fees stand at \$66,300 and escrow accounts totaled \$385,560. All accounts totaled \$1,075,000, which is an increase of \$317,000 from last month. Accounts Receivable totaled \$227,350, \$42,000 of which was for Greenwood's first quarterly wastewater billing. There is still \$26,200 outstanding in 2010 property taxes, which involves approximately 130 accounts. The demolition costs listed apply to 102 N. Main St. Concerning the Budget Report, a revised report was issued to the Commissioners. The Town is four months into the new budget year and should be at 33% of the budget. Building Permits stand at \$11,600; nine permits have been issued for Heritage Shores this fiscal year. Transfer tax is low; we are awaiting October's check. Total income stands at 51% of the budget. On the expense side, the chemical line item is below budget due to being able to use spray irrigation for an extended time. Expenses stand at 26% of the budget. Commissioner Collison questioned the Town Clean-Up line item; Finance Director Savage advised it is high due to the demolition of 24 Church St. \$9,600 will be reimbursed to the Town from Community Development Block Grant (CDBG) funds; the Town had a judgment against the property. Regarding Accounts Payable, a new cover sheet has been provided. The Town has received bills totaling \$8,652 so far this month. Expected expenses before the next meeting include payroll, health insurance and utility bills totaling \$112,000, for a total of bills to be approved of \$120,652. 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 have been made available to the public. Commissioner Collison questioned the “EM” category on the Code Enforcement report. It was clarified that it denotes the building permit funds that go to Town emergency services and equals one-quarter of one percent of the permit price. Commissioner Tassone questioned the 18 alarms on the Police report. Police Chief Longo advised most were residential alarms located throughout Town and several involved model homes at Heritage Shores. There is an Ordinance concerning false alarms and penalties are assessed after three false alarms to the same location. The Police Department will begin enforcing the Ordinance in earnest after the holidays. Town Manager Burke recommended education and light enforcement of the code should bring the issue under control. Commissioner Collison questioned the Police Department report and asked whether total traffic arrests and total citations are different. Chief Longo explained that every motor vehicle summons issued is a citation. Some may fall into another category after further review, i.e. a narcotics violation, etc. Commissioner Collison also pointed out an error on page 3 of the Police report where it totals the revenue for the month. It should read “October” not “August.” He also questioned the dollar amount of that category. It is not the violation number in October only; it should read “through October.” Commissioner Collison also asked if the foot and bike patrols are scheduled. Chief Longo advised Commissioner Collison should have received a written schedule and will make sure he is given one immediately. President Jefferson reported he has seen Officer Bonniwell on bike patrol and it was added that Chief Longo has been on bike patrol, as well.

VIII. TOWN MANAGER’S REPORT

Town Manager Burke advised he is in the process of working with the Delaware Office of Energy concerning an Energy Efficiency and Conservation Block Grant awarded to the Town of Bridgeville in the amount of \$127,765. The project will include the replacement of pumps and installation of VFDs to reduce energy and extend the life of motors at well houses 5D, 5F and 2. Additionally, the windows and doors at the wastewater treatment plant will be replaced.

Finance Director Savage joined Town Manager Burke for the the quarterly meeting of the Delaware Web Development Group, coordinated by the University of Delaware. The Delaware Government Information Center (GIC) is designing Town websites for no charge and Bridgeville would like to explore that option. Currently we pay \$700 per year for website upkeep. Town Manager Burke suggested reviewing the Town of Elsmere’s website, as that is one Town whose website was designed through this program..

M-T Trash will no longer be picking up yard waste starting January 1, 2011 due to a Department of Natural Resources & Environmental Control (DNREC) law change. Residents will have the following options to discard their yard waste: 1) drop it off at designated business or yard waste sites or 2) pay M-T Trash to haul it off monthly for a nominal fee. Additionally,

the State of Delaware passed a recycling law that mandates all private and public trash haulers to offer and charge a fee for recycling by September 2011. Multi-family dwellings and businesses will have a later deadline for recycling. Commissioner Collison questioned what yard waste consists of. Town Manager Burke advised it includes grass cuttings, tree limbs, leaves, etc. It will no longer be picked up by our trash hauler with regular trash as of January 1, 2011. Town/County waste haulers will give the opportunity to have a special yard waste pick-up for a price. Those without a waste hauler will need to dispose of yard waste themselves at acceptable locations. Concerning recycling, whether you recycle or not, you will be charged for recycling. Commissioner Correll advised if we put yard waste in our M-T Trash collection after January 1st, they will be fined for bringing yard waste to the landfill. She suggested we need to find a place to take our yard waste. President Jefferson advised M-T Trash is willing to work with the Town concerning yard waste. They have identified a location to take the waste; however, they will have to charge a special fee for a scheduled collection of yard waste. This may be an option, perhaps once or twice per month. None of the trash haulers, including M-T Trash have made final decisions on the implementation of the recycling issue. Some may have their customers purchase a second, recycling cart. There are still many unknowns about implementation.

The Delaware Economic Development Office offered their consultation services for approximately three hours last Friday to the new Jireh Bakery owners. DEDO made recommendations regarding product placement, signage and other inexpensive enhancements. It is a nice coffee shop and Town Manager Burke encouraged residents to visit the bakery.

The Town of Bridgeville will modify the water, sewer and garbage billing system to increase efficiency. Meters will be read close to the 30th of each month, rather than the current reading around the 20th of each month. The reading is then based on actual monthly usage. The Town will move the monthly reading forward one day each month until it reaches the 30th. The date of reading can never be exact, due to weather and weekends.

Bridgeville received \$75,000 in Community Transportation Funds (CTF) from Senator Booth and Representative Wilson to upgrade handicap curb ramps. There are 21 curb ramps to be repaired or replaced. Solicitation of bids will occur this month, with the selection of a contractor scheduled for early December.

Christiana Excavating Company was hired to repair and/or replace a wastewater force main lead on Redden Rd. The leak will be fixed this week.

The Town engineer has been contacted to evaluate and assist in the bidding process to fix a spall (crack) in the primary cast-in-place concrete clarifier (large basin) at the wastewater treatment plant. The estimated cost of repair is \$10,000.

Street Superintendent Passwaters is coordinating the installation of six new street lights within the Town of Bridgeville. Delmarva Power will be installing the lights by the end of November.

The Town Manager, Finance Director and Commissioner Correll attended a Delaware Rural Water Association (DRWA) utility rate setting and cost recovery class on October 26th at Delaware Technical and Community College. They believe it will be very helpful in determining rates in the future and hope to share what they learned with the other Commissioners.

The Delaware Forest Service and the Delaware Urban & Community Forestry Council approved a 2010 Tree Planting Grant of \$655.31. Street Superintendent Passwaters will coordinate with Woodbridge High School students to plant nine dogwood and plum trees in the spring of 2011.

DGM, Inc. from Rehoboth Beach demolished the structure at 24 Church St., with funding through the Community Development Block Grant Program (CDBG). The Town is in the process of applying for a CDBG grant for the next fiscal year, This program is through the Department of Housing and Urban Development (HUD).

Town Manager Burke thanked all the residents and businesses for celebrating the fall season by decorating their homes with mums, pumpkins, straw bales and corn stalks. He reported it is truly a delight to drive through the Town and see the festive arrangements on front porches and storefronts. Town Manager Burke encouraged residents to call him at the Town office with any concerns.

IX. CITIZEN'S PRIVILEGE

President Jefferson asked Ms. Dottie Harper from Brookfield Homes for an update from Heritage Shores. She advised they tend to see a seasonal decrease in sales traffic at this time of year. They had a great traffic weekend this past week with 15 couples visiting the development, due in part to a new ad campaign. There are two settlements scheduled in both November and December. There has been competition from re-sales, but it is still good because they are Heritage Shores' sales. Ryan Homes continues with sales slightly behind Brookfield Homes; they will have four settlements in December. The challenge is still the sale of a current home before interested buyers can commit to a new home in Heritage Shores; this struggle will remain until the re-sale market opens up.

Mrs. Ruth Skala from 108 Whistling Duck Dr. questioned what is happening with the Mayor Cupcake movie. No one had any new information to share. Commissioner Collison reported the last they heard from Mr. Alex Pires was that he was hopeful to premiere the movie this fall.

Mr. Russ Beard from 25 Amanda's Teal Drive reported that leaf recycling is prevalent in many Towns with large vacuum trucks picking up curbside leaves and then recycling them. Leaves are used in a compost material that is sold commercially. The state and county might be interested in investigating the potential in recycled leaves. Town Manager Burke reported that, should M-T Trash contract with the Town or individuals to pick up yard waste, it will not go into the landfill, but into legitimate yard waste recycling programs/businesses. He hears that

Commissioners of Bridgeville Minutes

November 8, 2010

Page 6

homeowners can take yard waste to designated nurseries or landscape businesses for a small fee, but has not yet investigated the matter personally.

Mr. Larry Skala from 108 Whistling Duck Dr. reported that a new flagpole will be raised for the first time at the Bridgeville Public Library on Thursday, November 10th on Veterans Day at 10:00 A.M. This has been made possible by the Friends of the Library, Library Trustees, Kiwanis Club, Lions Club and Representative Dave Wilson. Mr. Skala added that Senator Joe Booth donated a state flag.

Mr. Rob Parnell, who owns the coin-operated laundromat and car wash on Route 13 in Bridgeville, wished to discuss his sewer bills. He reported, with the recent water/sewer increase, his sewer bill increased approximately 50%, or \$1,000 per month (a change from \$1,500 to \$2,500 - \$2,600 per month). He is not able to maintain this level of payment and may be out of business in the near future. He has been investigating the increase and has had several meetings with Town Manager Burke and Finance Director Savage, who have been very helpful to him. It was determined that he is paying \$12.61 per thousand gallons per month for sewer. The actual cost was determined to be \$10.13, per Finance Director Savage. Mr. Parnell reported Greenwood is only paying \$5.71 per thousand gallons; therefore, everyone in this room is subsidizing Greenwood. Mr. Parnell also believes that, due to the tiered system (the higher the usage, the higher the rate), he is subsidizing Bridgeville residents with low usage, as well. Mr. Parnell reasons that everyone, including Greenwood, must pay the same and he has calculated that amount as (approximately) \$7.82. He asked that the Commissioners investigate this issue further. He appreciates help from Town Manager Burke in exploring rates in other Towns in the area and advised that Bridgeville has, by far, the highest sewer rate in Sussex County. He is not able to raise his prices because people will use the Seaford laundromats instead because they would be cheaper. He is between a rock and a hard place. President Jefferson suggested the Commission will review the rates and discuss it with him at a later date. Mr. Parnell suggests bringing the price down to the actual cost of the treatment. He also mentioned the impact fees that are growing and not being used at this time. Town Manager Burke confirmed that he and Finance Director Savage have met with Mr. Parnell and the sewer rates are high; however, Bridgeville's water rates are lower than most Towns. Every Sussex County Town is different in the way it services its sewer and water. Bridgeville is one of the few Towns that use spray irrigation; Bridgeville also has an aging wastewater treatment plant and infrastructure. We do not have a river or ocean for the outfall of waste; therefore, our costs are higher. The wastewater arena on the state, county and town level changes constantly. The Environmental Protection Agency has a draft watershed plan in circulation which may, along with other initiatives, increase the cost of sewer, if adopted. Town Manager Burke is doing his best to bring all the information to the table for Mr. Parnell. We all need sewer and there is always a cost when you expand as a community. Commissioner Collison asked if Town Manager Burke had mentioned the current debt service of the Town when in discussions with Mr. Parnell. Mr. Parnell acknowledged that was a part of the conversation. Mr. Parnell believes the main problem is the 20-year-old agreement with Greenwood; he could move his business right up the road and pay only \$5.71 for sewer. Town Manager Burke acknowledged there is a 20-year old Joint Wastewater Treatment Agreement (JWTA) with Greenwood, amended in April 2008. Bridgeville is currently holding talks with Greenwood and working toward a new Agreement; it

will likely be several months before any decisions are made. Mr. Parnell reiterated that everyone should pay the same. Currently, Greenwood is paying \$200,000 to send all the wastewater they want to Bridgeville; it's not an equitable agreement. Greenwood pays \$5.71 and Mr. Parnell pays \$12.61; this is Mr. Parnell's main issue with Bridgeville. President Jefferson advised the Town is working on the Agreement and will continue to meet with Greenwood to solve the wastewater issues.

Mr. Bill Attwood from 113 Emily's Pintail Dr. reminded everyone that the raising of water and sewer for this fiscal year's budget was recommended by the state to help make the Water and Sewer Departments self-sufficient. He questioned whether other Sussex County Towns have a rate structure that makes them self-sufficient in the state's eyes. Town Manager Burke advised he does not have any specific figures; however, he believes that some Towns are self-sufficient and others are not at this point; it is the goal for all Towns. It can be researched. He believes some of our communities that are quasi-retirement areas have a subsidy for their towns through the realty transfer tax. The goal is to direct these revenue sources to specific departments in the budget and strive toward each department becoming self-sufficient. Commissioner Collison clarified that there were a number of agencies other than the state that are also urging Town departments to be self-sufficient, including USDA, EPA, our auditor, etc. Commissioner Tassone added that built into that recommendation is the fact that Bridgeville has not set aside a 30% surplus for repair/replacement; we had been taking those expenses out of transfer taxes, which can no longer be done. Town Manager Burke admitted that it is not possible to compare Towns as apples to apples; there are too many differences.

Commissioner Correll reported on the DRWA meeting, mentioned earlier, concerning rate structuring and learned more about how it is done. It was mentioned there are differences in each Town concerning rate structures; no two are exactly the same. Town Manager Burke agreed there are too many differences to compare; i.e. some Towns own their wastewater plants and some do not, like the City of Lewes. We can't compare ourselves to other Towns for that reason.

Mr. Skala asked for clarification on Commissioner Tassone's comment that the Town must accumulate a 30% surplus. How long will that take? Will the rates go down when we reach that 30% surplus? Town Manager Burke did not have a definitive answer. He acknowledged the wastewater repair/replacement sinking fund, and wastewater in general is a moving target. As soon as you have enough funding to maintain your current system, the government requires upgrades or a new system. The Town does have a Water and Wastewater Facility Plan, created by our engineers, which can be made available for anyone who is interested. There are variables such as the general economy and even new housing starts figure into this plan.

Mr. Parnell advised Bridgeville is currently setting aside impact fees that are paid for future plant break-downs, etc., which is a wise policy. He recommended if there was an extremely large savings, the Town should pay down the debt; however, the Town is on the right track financially in saving impact fees. President Jefferson thanked Mr. Parnell for the time and effort he has put into researching the wastewater issue. He assured everyone that the Town will

continue to research these matters for solutions. Mr. Parnell thanked the Commissioners for listening to him.

X. OLD BUSINESS

There was no Old Business to present at this meeting. The Right of Way Ordinance will be considered at a future meeting; the current draft will be forwarded to Ms. Dottie Harper from Brookfield Homes for her review.

XI. NEW BUSINESS

A. Veteran's Day Proclamation

President Jefferson read a proposed Veteran's Day Proclamation. Commissioner Correll made a motion to adopt the Proclamation making November 11, 2010 Veteran's Day in the Town of Bridgeville. Commissioner Collison seconded the motion. Motion carried. President Jefferson asked all Veterans to stand and be recognized. The audience applauded their service to our country. President Jefferson asked everyone to thank all Veterans on this special day.

XII. EXECUTIVE SESSION – PERSONNEL MATTERS

Commissioner Correll made a motion to go into Executive Session to discuss personnel matters. Commissioner Collison seconded the motion. Motion carried. The regular session recessed at 8:07 P.M.

XIII. RECONVENE REGULAR SESSION

Commissioner Collison made a motion to re-convene the regular session. Commissioner Correll seconded the motion. Motion carried. The Commission re-convened the regular session at 9:03 P.M. President Jefferson advised the Commission discussed personnel matters during the Executive Session and no votes were taken.

XIV. ADJOURNMENT

Commissioner Collison made a motion to adjourn the meeting. Commissioner Tassone seconded the motion. Motion carried. The meeting was adjourned at 9:04 P.M.

Respectfully submitted,

Patricia M. Correll
Patricia M. Correll, Commission Secretary

Peggy A. Smith
Peggy A. Smith, Transcriptionist