

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
DECEMBER 13, 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, Jay Mervine, 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 Collison.

III. APPROVAL OF MINUTES

President Jefferson presented the November 8th Commission meeting minutes for approval. Commissioner Correll made a motion to approve the minutes as presented. Commissioner Tassone seconded the motion. Motion carried.

**IV. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
PUBLIC HEARING**

President Jefferson introduced Mr. Brad Whaley from the Community Development Block Grant Program (CDBG) and opened the Public Hearing at 7:02 P.M. Mr. Whaley advised he is from the County Community Development and Housing Division which applies for and administers the CDBG grant program throughout Sussex County. This program receives funds from the Department of Housing and Urban Development, which are allotted to the Delaware State Housing Authority and applied for by Sussex and Kent counties. This year there is a little over \$2 million available in competitive grants. Projects allowed include housing rehabilitation, demolition, sewer and water hook-ups and small infrastructure projects. The Housing rehabs are not remodeling projects, but are repairs, such as heating/electrical upgrades and replacing doors/windows. In order to receive CDBG funds a household must be in the low to moderate income range. A single individual household income limit is \$32,700; this increases per household member; a family of four could make up to \$46,700 and be eligible for the program. The house must be owner occupied; however, the CDBG does have a loan program for rental properties, as well. The CDBG is required to place a 5-10 year lien on the property, based on the owner's age. This protects the funding so that a house cannot be immediately sold after the CDBG project is completed. It is a pro-rated non-interest bearing lien. When a demolition is completed, the lien is permanent. Over the past 17 years, the Town of Bridgeville has received more than \$1,026,700 in CDBG funds completing over 85 rehabs and 8 demolitions. This year Bridgeville received \$30,000 for 3 demolitions, one of which was substantial and therefore partially funded by the Town. Bridgeville's rehab waiting list consists of approximately 16 residences. This Public Hearing is required by the federal guidelines for the program. Historically, Bridgeville has done rehabs and demolitions with the project money and Mr.

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Whaley is here tonight to verify that the Town wishes to continue to apply for CDBG funds for those types of projects. Commissioner Correll questioned Bridgeville's current list. Mr. Whaley advised the names on the list stay active until their project is completed; however, the owner may request to be removed from the list or there can be issues which prevent a project from being accomplished; however, generally speaking, the list remains active, with the possibility of new names being added at any time. The County Administrator sends out a yearly letter to municipalities with a copy of their specific list of projects to determine continued interest in being funded by the CDBG. A review panel evaluates each project and rates them on the immediacy of the need; it is a competitive grant. The CDBG will generally apply for monies for rehabs and/or demo's. Once awarded monies, the CDBG will look at a Town's list and usually service the projects on a first come, first served basis, unless there are issues at the property that can't be easily resolved (i.e. death of the owner and finding heirs). If a serious problem in a home should come up unexpectedly, the CDBG tries to help, if they can. Mr. Whaley advised if all allocated money is not spent on a project, it would return to the Housing Authority, but that never happens. They try to make sure they use all of the money and use it wisely.

Commissioner Correll acknowledged she appreciates what the CDBG does for the Town of Bridgeville. Mr. Bill Atwood of 113 Emily's Pintail Drive suggested that the Town inform the residents of the wonderful assistance that we receive through this program. President Jefferson closed the Public Hearing at 7:10 P.M. The Resolution regarding participation in the Block Grant was read before the Commissioners and residents. Commissioner Tassone made a motion to pass the Resolution of Participation. Commissioner Mervine seconded the motion. Motion carried. Town Manager Burke thanked Mr. Whaley for his time. The Town looks forward to working with the CDBG this year for the improvement of the Town of Bridgeville.

V. CORRESPONDENCE

Town Manager Burke advised the Town received a letter from the Seaford Chief of Police thanking Sergeant Parker and Patrolman McQuown for their assistance during the annual Seaford Christmas Parade on December 4th.

The Sussex County Association of Towns (SCAT) has requested that Bridgeville sponsor one of their monthly dinner meetings in 2011. The Town agreed to host the April 11th dinner meeting at the Bridgeville Fire Hall.

Town Manager Burke reported that Mr. Alex Pires is planning a showing of the movie Mayor Cupcake for the community on January 11th at the Clayton Theater in Dagsboro, Delaware. Showtime will be 6:00 P.M.

A letter has been received from the Delaware Forest Service concerning an Urban Tree Canopy Study. As a matter of interest, the letter advised that 17.49% of Bridgeville's land (474.89 acres) is covered in trees. The Town will complete a survey for this study and work with the Forest Service on upcoming grants to prune and preserve trees.

Correspondence has been received from the Department of Natural Resources and Environmental Control (DNREC) Financial Assistance Branch regarding information on the Delaware Water Pollution Control Revolving Fund for future wastewater improvement projects.

VI. APPROVAL OF FINANCIAL STATEMENT AND BILLS PAYABLE

Finance Director Savage directed the Commission to the Balance Sheet for the period ending November 30, 2010. (The following amounts are in rounded figures.) Accounts totaled \$1,134,694, which is a \$59,000 increase over last month. Of that total, the General Fund was \$558,200. Concerning Accounts Receivable, the Town collected \$14,000 in delinquent taxes last month. Long term debt increased by \$16,600 due to the receipt of RBC loan monies. That figure will increase as the RBC replacement project continues. On the Budget Report, the Town is five months into the budget year and should be at 42% of the budget. Building permits increased substantially to \$23,000 and included an \$11,000 permit written for Canterbury Apartments. There have also been nine permits for new homes at Heritage Shores this fiscal year. Grant Funds have increased, due to \$11,000 received in disaster assistance funds from DEMA and FEMA for the February 2010 snowstorms. Total income year-to-date is \$1,346,488, which is 56% of our budget and a 6% increase from last month. On the expense side, engineering fees stand at \$21,400, \$14,000 of which is for the Civic Center Feasibility Study. This grant will be reimbursed through U.S. Department of Agriculture. Repairs were made to the sewer main on Redden Rd. in the amount of \$3,500. Fifty tons of salt was purchased for \$3,500 to prepare for winter weather. Expenses totaled \$805,300, which is 34.7% of the budget, an increase of 8% from last month. Regarding Accounts Payable, bills received to-date equal \$11,170. Expected expenses, including health insurance, payroll, utilities, etc. are \$161,600, for a total bills to be approved of \$172,770. 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. President Jefferson questioned the status of the sewer leak at the back of the Wastewater Plant. Town Manager Burke reported there is an 18-inch main that runs along the tree line to U.S. Route 13. Clamps have been purchased to fix the leak and the work should be completed by this Friday. The main is currently shut off until repairs are made. Commissioner Tassone questioned whether the total court hours on the Police Department Report include the hours spent on the new computer system. Police Chief Longo advised it does not include hours spent on the Video Phone. The report includes actual hours in court and court days. Commissioner Tassone asked that the use of the videophone be tracked and included in the Police report to measure the money being saved by using this new equipment. Police Chief Longo added that he believes they have used the videophone for seven cases in the short time the department has had the equipment.

Police Chief Longo had several topics to report to the Commissioners and took this opportunity to list them.

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- Video Phone Equipment – This equipment from the Department of Defense allows the Police to avoid taking an arrested individual to Georgetown for processing. The Judge is contacted through a video conference and release of the individual can occur without the time and expense to travel to court. Commissioner Mervine asked for more information on this equipment. Chief Longo advised it has been used in the state for some time. He discovered the equipment in his research to upgrade the Police Department and was required to write a letter to the state concerning the department's intended use of the equipment. After an inspection of the building, the equipment was installed. Both Commissioners Tassone and Correll have seen the equipment in action. Commissioner Correll advised there is a statement on tickets that \$1 from each ticket goes to this camera system. Bridgeville is one of the last municipalities to initiate the program.
- Bridgeville Court Day – “Call of the Calendar” in Police terms. One day a month the Bridgeville Police Department has a court hearing. All motor vehicle summons' report to Seaford and Bridgeville officers Longo, Parsons and Parker work as liaisons with the judge; therefore, other officers do not require over-time pay to appear in court. Chief Longo advised the court was not aware Bridgeville was not hooked into this system. He investigated the program and was able to get Bridgeville involved approximately two months ago. Both of these pieces of equipment will save the Town a lot of money in officer over-time. The Town has received \$400 in fine income vs. spending \$200 in overtime.

Chief Longo advised November has been an excellent month for the Police Department concerning revenue due to the following:

- DUI Grant - \$2,100 – Safe Family Holiday Patrol. To-date, 32 hours of the program have been run with 68 tickets issued; 4 DUI arrests and 1 fugitive arrest.
- New Free Radar - \$2,175 State Grant
- New Free Mobile Fingerprint ID Machine - \$5,000 State donated
- 7 New Free AED machines - \$13,663.93 State donated
- 8 New Free Computers for the Police Cars - \$15,216 State donated
- New Equipment (vests, scopes, digital cameras) - \$2,000 State Grant

Total non-competitive grant funding/equipment procured in November totaled \$40,154.93. The Police Department is continuing to look for funding opportunities.

- The Bridgeville Police Department received thanks from the Seaford and Georgetown Police Departments for their continued partnership on events taking place around the area.
- The Bridgeville Police Department officers have all met or exceeded the required COPT training. (Council on Police Training) Two officers attended field training officer courses and two officers completed the truck interdiction training course (offered at Wor-Wic Community College).

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President Jefferson related a situation that had just recently occurred. Chief Longo found a source for a free used military Humvee (original cost: \$60,000) that was potentially available to the Town. President Jefferson advised that particular vehicle is no longer available; however, he was interested in the Commission's opinion of trying to expedite approval, should another vehicle become available in the future. Can the Town Manager or Commission President have the authority to approve a vehicle in the future? Commissioner Correll questioned whether or not the Police Department needs this type of vehicle or is it a want rather than a need. Chief Longo replied that it would be very helpful to the Police and to the Town to use for public relations events and weather-related problems; the vehicle would also be helpful to the Street Department and the Fire Company in certain situations. Commissioner Correll questioned costs involved. Town Manager Burke advised there are always yearly maintenance costs, insurance, etc. His recommendation (stated here and later restated) is that should another Humvee become available in the future, the Town should pursue the vehicle with the stipulation that if the yearly costs exceed a certain figure per year (i.e. \$5,000) the vehicle should be sold, either locally or on Ebay. President Jefferson asked if he should also be a part of the approval process.

Chief Longo advised there were many parties interested in this particular vehicle. He has been told additional vehicles will be available in the future; however, they are located in Tennessee rather than in Virginia, where this vehicle was located. Someone is investigating the cost of transporting a Humvee from Tennessee and he has investigated maintenance costs for a Humvee; he believes costs are comparable to other vehicles.

For the record, Commissioner Mervine stated that he had no problem with Chief Longo working with Town Manager Burke to secure a vehicle of this type in the future, should one become available. If the issue is time-critical, he is agreeable for Town Manager Burke to make the decision.

Commissioner Correll is comfortable with Town Manager Burke making the decision; however, she feels he should consult with Finance Director Savage concerning funding.

Town Manager Burke mentioned the National Guard Humvee that goes to many community events. He believes a Humvee would be a good marketing tool for our community. He is in favor of getting a vehicle, should one become available and assessing its usefulness over the first year, followed by a decision to keep the vehicle or sell it.

Commissioner Tassone agreed that the Police Chief and Town Manager should be able to make the decision on a Humvee vehicle, should one become available.

President Jefferson stated that he is in favor of Town Manager Burke being able to make a decision on a Humvee; however, he asked that the idea be run past him as Commission President.

VIII. TOWN MANAGER'S REPORT

Town Manager Burke advised the State of Delaware passed a Yard Waste Ban that goes into effect January 1, 2011. Some of our residents and businesses are aware of this change; however, there are many others that need to be educated. Information is available on the Town website and there is a flyer on the front door of the Town Hall, with additional copies available at the front desk. Residents will have the option of disposing of their yard waste on their own or contracting with a private company to remove the waste. Town Manager Burke believes our trash hauler, M-T Trash, will be initiating a pick-up program in the near future.

The Civic Center Feasibility Study will be completed by the end of December. The Town is expecting a favorable report to be presented. This potential facility would bring employment and tourism to the area.

Delaware Main Street / Delaware Economic Development Office (DEDO) have assistance available for a Community Branding Workshop in Bridgeville, at a cost of \$1,000. Other Towns that have capitalized on this Main Street program are Milford, Milton and Newark. More information is available on these two organizations' websites.

The Town has received a invitation to participate in a luncheon introducing the new Sussex County Profile on January 18th. This is a county magazine that Bridgeville and many other municipalities support with ads and information about their Towns.

The Town continues to work with AllFacilities Energy Group to bid out three contracts for energy upgrade work (\$127,000). The contracts consist of replacing the windows and doors at the wastewater treatment plant, performing motor and pump upgrades at well houses and performing lighting retrofits at several Town buildings. The projects will be publicly bid in January with a June 2011 completion date. Commissioner Mervine questioned whether solar panels are included in the upgrades; he has learned that Ocean View is placing free solar panels on their roof. Town Manager Burke reported the upgrades here in Bridgeville are also free. Commissioner Tassone advised, from a residential standpoint, an energy audit is usually performed on a home and all holes must be plugged before something like solar panels can be considered. An energy audit was conducted at the outset of this project and Finance Director Savage advised the Town applied for solar panels for this building, as the audit highlighted that upgrade, however, there was not enough money and that request was not funded. Town Manager Burke reported he received a voice mail message today from the Department of Energy asking the Town to consider the "Energize Delaware" program; he will pursue this program and any other grants that should be available for the Town. Commissioner Mervine reported that Secretary of the Department of Natural Resources and Environmental Control (DNREC), Collin O'Mara, has expressed interest to him in talking to Bridgeville about this topic. Commissioner Mervine will continue to pursue this potential meeting.

The Town has advertised for handicap curb ramp and catch basin repair work. The sealed bid deadline is December 17th. This project is funded by the Department of Transportation's Community Transportation Fund (CTF). The Fund was established in the

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1980's to finance small local improvements. These monies come through our local Senator and Representative. The Town has received an additional \$50,000 in CTF from them.

Town Engineer Davis, Bowen & Friedel, Inc. is currently soliciting bids to repair a crack in the cement clarifier at the wastewater treatment plant.

As President Jefferson mentioned earlier, the Town has a small sewer leak on the 18" sewer line from the wastewater treatment plant to Route 13. Town Engineer DBF was asked to evaluate the leak and make a recommendation to fix the problem. The repair work should be completed by the end of December.

The Town continues to solicit canned food for our baskets for Bridgeville needy. The deadline to bring in canned goods and nonperishable food items is December 17th. Commissioner Tassone questioned who is spearheading and will distribute the food. Secretary Peggy Smith replied that the organization and distribution is a joint effort among the Town Hall staff. The Town endeavors to offer the food to residents who have demonstrated a financial need throughout the year; those who are honestly trying to pay their water/sewer bill, but struggling to make ends meet.

Town Manager Burke wished everyone a Merry Christmas and Happy Holidays. He added the Town really lights up with all of the Christmas decorations. It's a pleasure to drive around and be a part of this community.

Commissioner Correll expressed concern about the Branding Workshop. She was encouraged by other residents not to let the Town lose the "If You Lived Here You Would Be Home Now" tag. Town Manager Burke suggested that the workshop is an opportunity to enhance what the Town already has; Bridgeville would likely build off of its slogan. The workshop would highlight opportunities to use banners, brochures, a website, etc. to get the Town's identity noticed. All deliverables mentioned here would cost a municipality \$6,000 - \$10,000 through a graphic design firm. Through this workshop they would only cost \$1,000.

President Jefferson requested that Town Manager Burke contact M-T Trash (Mike Stang) concerning a Yard Waste pick-up program he could offer before the next Commission meeting. Town Manager Burke advised he and Mr. Stang will be at Heritage Shores on Friday, December 17th to discuss yard waste and the future recycling law. Perhaps a similar meeting could be scheduled for Town Hall. Town Manager Burke advised yard waste/recycling has been in the area newspapers for several months; he will gladly assist in educating the residents in any way possible. The Town will do everything within its power to keep the community clean during these changes. The Town will ease into this change by notifying any residents who put out yard waste to be picked up by the trash hauler by that it is no longer allowed. Commissioner Correll reported there are residents in Town who will only need trash pick-up once per month, as most of their trash has been yard waste. Commissioner Mervine wonders if there is some way to bring yard waste to the Town property beside the wastewater treatment plant and dump it there. Town Manager Burke will look into that.

IX. CITIZEN'S PRIVILEGE

Mr. Richard Glover of 49 Emily's Pintail Drive questioned how Bridgeville will redistrict after the census and whether citizens can be involved. Commissioner Mervine advised he has talked to members of the State Senate concerning this matter. They advised the state will do their re-apportionments first, followed by the counties and finally, the municipalities. The process hasn't yet begun at the state level. Commissioners Mervine and Correll believe it should be completed before the 2012 election.

X. OLD BUSINESS

President Jefferson reported there is no Old Business to consider at this meeting.

XI. NEW BUSINESS

A. Introduction and First Reading of Ordinance A10-11, An Ordinance to Rezone the Wheatley Property from R-1 with an RPC Overlay to R-1 with an AIOZ Overlay

Town Manager Burke read the Ordinance in its entirety. (The full Ordinance is an attachment to the permanent minutes.) Commissioner Correll made a motion to introduce Ordinance A10-11 for a first reading. Commissioner Tassone seconded the motion. Motion carried.

XII. ADJOURNMENT

On behalf of all the Commissioners of Bridgeville, President Jefferson wished everyone a Merry Christmas and Happy New Year.

Commissioner Tassone made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Motion carried. The meeting was adjourned at 8:00 P.M.

Respectfully submitted,

Patricia M. Correll
Patricia M. Correll, Commission Secretary

Peggy A. Smith
Peggy A. Smith, Transcriptionist