

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE NOVEMBER 11, 2002- 7:00 P.M. TOWN HALL**

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

The meeting was called to order by President Joseph Conaway. Present: Commissioners Bill Jefferson, Pat Correll, Earl Greason and Margaret Sipple. The meeting started with the flag salute and the Lord's Prayer.

#### **II. APPROVAL OF MINUTES**

First set of minutes pertained to the annexation results and the rezoning of property that was annexed into Town on October 21, 2002. The second set of minutes was the regular meeting on October 14, 2002. MOTION: Commissioner Correll made a motion to accept the minutes of the October 21, 2002 as presented. Motion was seconded by Commissioner Jefferson and so carried. MOTION: Commissioner Sipple made a motion to approve the minutes of the October 14, 2002 as presented. Motion was seconded by Commissioner Correll and so carried.

#### **III. APPROVAL OF BILLS**

Discussion was held on the financial statements. President Conaway reported the General Fund has CD's that total \$105,000. The treasurer is still working on taxes, in lieu of taxes and delinquent taxes. The limit on the tax property level is \$200,000. Another \$10,000 payment will be made to Discover Bank which will reduce the loan debt to \$34,000. The engineering fees in the general statement show a large sum, but that sum reflects Mr. Rock's grant. President Conaway stated that part-time salaries are running \$4,000 ahead of budget and when it's gone, it's gone! The new computers are showing in the general fund under capital out-lay. Chief Allen Parsons reported that two bullet proof vests were paid by federal grant money, and there is enough money from the SALLE money to pay for the other two.

MOTION: Commissioner Correll made a motion to pay the bills for the month. Motion was seconded by Commissioner Jefferson and carried unanimously (see attached financial statement).

#### **IV. CORRESPONDENCE**

1. A thank you note was received from Town Clerk Alma Fleetwood thanking the Commission for her new computer desk and work stand. Special thanks was extended to Commissioner Jefferson for his workmanship.

2. A thank you note was received from G.L. Jefferson (Jeff's Tap Room) for allowing him to serve at the SCAT meeting in September.

3. The DNREC News letter was received.

4. Information was received from the First State Preservation Revolving Fund, Inc. pertaining to available grants.

5. A thank you letter was received from Mayor Harold Godwin, Newark, for our kind expression of good health during his recent illness.

6. The FEMA newsletter was received.

7. A letter was received from Rep. Mike Castle thanking the Commission for the support pertaining to the federal shore protection funding.

8. Ms. Holly Hardstock, George, Miles and Buhr, LLC, sent a letter thanking Commissioners Correll and Jefferson, Ms. Walls and Ms. Fleetwood for taking the time to meet with her last week to discuss the town's infrastructure and the future plans of the new development.

#### **PRESENTATIONS:**

1) Bicycle and Pedestrian Path-Ms. Bobbi Gier and Mr. Dan Rose from DelDOT: When the Comprehensive Plan for Bridgeville was reviewed there was a lot discussion on connectivity throughout the town with the bicycle and pedestrian network. A steering committee was formed for some concerned residents and the first meeting was held in October. The committee and DelDOT will be putting together a plan to support other connectivity including some of the newly annexed areas and some recommendations for upgrading of existing sidewalks conditions to meet the American Disability Act. Ms. Gier stated that the committee discussed greenway areas was another idea they would like to see implemented into the plan. Mr. Rose explained the project flow chart: Phase 1) Data collection of the base mapping phase; 2) States the existing conditions throughout Town (phase DelDOT is currently working on); 3) Draft recommendations and concepts. This includes prioritizing of the concepts and profiles. A second steering committee meeting will be held; and 4) Final concept plan that will include public input and finalizing the

recommendations of the concept and profiles. Hopefully the final project report will be presented in April, 2003. Mr. Rose would like to hold a second steering committee meeting some time in December or early January. The state maintained roads will be prioritized in order for them to be placed in the pool for funding. The municipal streets cannot be funded through DelDOT. Ms. Walls stated the citizens on the committee are: Joan Ochs, Charles Hawk, Kevin Carson, Mike Collison, and George Hardesty. Commissioner Sipple asked to be a member of the committee.

President Conaway explained that Sen. Adams and Rep. Ewing will be giving the Town a major amount of funding this year for street improvements. There should be a lot of opportunities for coordination between the funding and the project. After the final draft the plan will go into the pool of projects for state wide funding. The plan will have more weight because it came from the Town's Comprehensive Plan and this street improvement study.

Ms. Gier explained there is a time line. There will be a couple of steering committee meetings plus a public meeting. At the end of the project there will be one large public meeting possibly in March or April. The final plan will be discussed with the Commission. There will be a combined newsletter or survey out in different locations throughout Town some time this week to give residents a background of what the study entails and give them a chance to give some feedback to DelDOT.

2. Community Tree Project: -Commissioner Sipple and Commissioner Correll explained that Delaware Forestry Service has granted funding to Bridgeville to have replacement trees planted along the streets. Delaware Avenue is scheduled to have twenty trees planned this year (work should begin next week). Homeowners on Delaware Avenue were contacted before the grant application was submitted. Hopefully next year there will be money available for Walnut Street.

3. Water/Wastewater Facility Plan-Miss Annie Williams of Davis, Bowen and Friedel. In 1999 the Town applied for a grant for wastewater improvements because of the water quality issues with the Nanticoke River. DNREC, in terms of water quality and surface water, has asked everyone to voluntarily pull out of the stream. In the 1999 study it was realized that the mandate allowed a portion of the discharge from the WWTP in the river, but in order to grow, a portion of it would have to go to spray irrigation. At that time an estimated project cost was \$3.2 million. Grant money was offered by the USDA and the State of Delaware. That application process is still on-going. The Town has an offer of \$1.9 million in grant money and the balance in low interest loans.

With the new annexation the growth figures have changes and a new planning study was conducted on the water and wastewater. Using an aggressive growth scenario takes the usage over 800,000 gallons per day which is feasible in the next 20 years. The

Town has three good wells. There are two blending wells on Cherry Alley and a deep well on S. Cannon Street. To meet the new growth projections new wells will have to be installed. One option would be to drill a new well on Cannon Street to blend with the current deep well; the other option would be to develop new wells on the Pass waters property (irrigation wells on that site currently generate two million gallons of water per day). Water improvements will cost less than wastewater improvements.

Water: Miss Williams stated that eventually capacity expansions will have to be made, and her recommendations would be to install a second elevated tank for the south part of Town, additional electric generators on the wells, and change the Town standards from a regular manual reading to a radio reading water meter. The Town's water capacity for future growth is in good shape. The estimated cost of \$750,000 will cover the first phase (10 years of aggressive growth) worth of improvements. Even through this is a 20 year horizon she suggested that improvements be broken down in 10 year increments. The first phase might be built for 530,000 gpd which should last another 10 years. At that point, the Town would either have to set impact fees creating funds or additional developer contributions and then go into another set of improvements.

Wastewater: What Miss Williams recommended is very similar to what was in the original report. It is too expensive to go 100% spray irrigation to get all the water out of the Nanticoke River, but it is a step in right direction because the Town may be made to do so. A step in the right direction would be to build enough capacity to spray in the summer but keep discharging to the Nanticoke River in the winter. The existing WWTP has enough treatment capacity to handle 800,000 gpd which roughly matches the 20 year projection for growth. Based on the flow rates before night the Town has reserved capacity for 300 EDU's to the existing system and discharge to the Nanticoke River before the spray irrigation system has to put into play. If Greenwood's flow remain high then the spray irrigation system becomes more urgent. Cost estimates have been put together but they are incomplete due to the land for the irrigation system has not been determined. Miss Williams distributed project flow charts which explained what the next decision making process might look like for implementation.

Collection System: The system recommended by Miss Williams is on page 13A. It divides the Town and the development areas into quadrants. The intent is to target these areas for regional pump stations. To get the wastewater from the southern or eastern part of Town it needs to be pumped. A long term approach would be for the Town to require regional pump stations and minimize the number. A centralized pump station is recommended, but it will have to be deep enough to reach out to the top of the Wilson property. The pump station at the Bridgeville Mall is not deep enough to serve a very large area. Along the east side of Rt. 13 she recommended another pump station and the users from the north and south would be required to install gravity to that point. If this plan is implemented there will be four, five or six pump stations in the next 20 years which is better than having to maintain 10 or 12 smaller ones.

Miss Williams showed the base map that everyone will be working from to evaluate the impact as to how areas will tie into the system.

Implementation: The cost estimates for the wastewater system have blank spaces which cannot be filled in until the Town knows where the property will be located for the spray irrigation. Miss Williams recommended the Town try and spray on the north or northeast side of Town because there is a force main pipe that goes to the Nanticoke River in that area.

Miss Williams stated the existing wastewater facility, with modifications, has enough reserve treatment capacity to meet future needs projected by the growth forecast. The disposal capacity would have to be added by year 2007. In order to take the next step the Town would have to review and adopt the study to be sent to the Wastewater Facility Advisory Council. The council will be told the cost estimates are not complete but the concept is in accordance with Council's wishes. In the meantime, the Town needs to work on which piece of land is going to be used to cost estimates can be finalized. Miss Williams stated some type of security contract needs to be secured on the land. She asked the Commission to give her authorization to prepare a document to DNREC asking for a waiver of a portion of the regulation that requires the Town to have buffers. Once all the costs have been identified, preparation for the Capital Improvement Budget must be set in place. President Conaway said a letter was faxed to the Greenwood Council requesting a recommendation as to how they would increase their payments to Bridgeville as a result of their usage. Once the Capital Improvement Budget is determined the next step will be who will pay for which portion of the project. The Town's impact fees need to be reviewed in terms of the budget. The operation and maintenance will increase over time.

MOTION: Commissioner Correll made a motion to adopt the concept with the budget to be determined as more information becomes available. Motion was seconded by Commissioner Greason and carried unanimously.

MOTION: Commissioner Jefferson made a motion to authorize Davis, Bowen and Friedel to seek a wavier requirement from DNREC pertaining to the 5 NTU turbidity. Motion was seconded by Commissioner Sipple and carried unanimously.

Mr. Bob Rauch and Mr. Nick Rocks are working closely with Miss Williams on the project plans for the new development area.

4. President Conaway presented Lion President Ron Hatfield with a Certificate of Appreciation for the Lions Foundation's participation in the Town's Clean Up Day on November 9th. There were nine volunteers (7 Lions Club members and two residents) who made the clean up so successful. Commissioner Correll thanked the Town employees for their effort today in picking up the remaining debris from Saturday. Maybe next year other community based organizations will participate.

## **V. DEPARTMENT REPORTS**

\* Written reports available for review.

1. Police-Collections are up from previous months.
2. Water-Water service installed for Lavery Lane maintenance shop. The chassis for the replacement of 1989 work truck has been ordered. The Commission agreed to purchase poles and flags that would help protect three fire hydrants on Adams Road.
3. Wastewater-A new motor was installed on the 2nd contact aerator. The unit is over 12 years old and has never been out of service.

## **VI. OLD BUSINESS**

1. A new bulkhead will be installed at the branch on North Main Street. The unsafe house on the north side of branch will be purchased by the State of Delaware and removed.

## **VII. NEW BUSINESS**

1. Lions Club President Ron Hatfield explained that the Club would like to become more active in the community. The Club has approximately \$10,000 (maybe \$15,000) that they would like to see used on a project the Town might need. The Club members would prefer a project in which they could provide the labor not just hand over the money. President Hatfield said one projected suggested was a bulletin board across in the park. Commissioner Correll suggested installing several benches across the street under the trees or painting the yellow curbing. President Conaway stated many homes in Town do not have house numbers which might be a good project. President Hatfield asked the Commissioners to make a list of projects the Lions Club could be involved in and the Club will select one or two. Lion Charles Hawk thanked the Commissioners for allowing the Lions Club's storage shed to be placed in the fenced in area behind the Town Hall.

2. Discussion was held on a delinquent payment policy. MOTION: Commissioner Sipple made a motion that delinquent bills are paid as they are owed not as billed-this pertains to all bills and services. Motion was seconded by Commissioner Greason and carried unanimously.

3. Upstairs Heating-Commissioner Jefferson presented four quotes for a heating system: George Sherman & Sons, National HVAC, Quality Mechanical, and Moyer's Heating Service. The Commission discussed heating several upstairs rooms or the whole upstairs. There might be an extra cost for removing the stairs in order to get the heating unit to the attic. Mr. Rauch stated for the small area he would suggest the heat pump system over gas with air. MOTION: Commissioner Jefferson recommended Moyer's

Heating Services for the upstairs heating system with the 3 ton heat pump. Motion was seconded by Commissioner Greason and so carried.

#### **VIII. EXECUTIVE SESSION**

**MOTION:** Commissioner Sipple made a motion to adjourn to executive session to discuss overtime pay and police recommendations. Motion was seconded by Commissioner Correll and so carried.

President Conaway called the meeting back into session. Discussions were held on police personnel and overtime policies. No action was taken.

#### **IX. ADJOURNMENT**

**MOTION:** Commissioner Sipple made a motion to adjourn the meeting. Motion was seconded by Commissioner Jefferson and so carried.

Respectfully Submitted,



Margaret W. Sipple  
Commission Secretary