

## **MINUTES**

### **COMMISSIONERS OF BRIDGEVILLE OCTOBER 20, 2003 7:00 P.M. BRIDGEVILLE TOWN HALL**

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

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

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

Minutes were presented from the meeting of August 28, 2003 for the purpose of conducting interviews for the vacant Town treasurer position; the regular monthly Commission meeting of September 8, 2003; and the two meetings held on September 25, 2003-(a) a public hearing relevant to the proposed approval of a referendum scheduled for October 27, 2003 regarding modifications and improvements to the sanitary sewer treatment system, including the purchase of equipment and the construction of facilities and all other necessary and related matters associated therewith; and (b) a special meeting to adopt a Resolution proposing a referendum be held to approve or disapprove the borrowing by the Commissioners of The Town of Bridgeville a sum not to exceed Three Million Five Hundred Forty Two Thousand Dollars (\$3,542,000) and that the borrowing be secured by a bond issue, grant application or other financial obligations. Also at the special meeting, President Conaway appointed the election board and other Town matters were discussed. After reviewing the minutes of the four meetings, Commissioner Correll made a motion to accept the minutes as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

#### **III. PUBLIC HEARING**

A scheduled public hearing was held pertaining to the hazardous conditions of the property located 104 North Main Street as per Ordinance A03-2: Maintaining Of Dangerous Buildings Within The Town of Bridgeville. As required by the Ordinance, a certified letter was sent to the property owner advising of the public hearing and was returned unclaimed.

President Conaway opened the public hearing for discussion. There being no comments or questions, President Conaway explained the Dangerous Building Inspection

Committee's recommendation was to take steps to eliminate the structure located at 104 North Main Street.

After discussing the matter with Town Solicitor Dennis Schrader, Town Manager Walls explained a lien could be placed on the property for the amount of taxes owed. With the small amount of taxes owed on the property, Mr. Schrader advised the Commission to be sure it is worth their while to initiate a tax sale. Costs to demolish the house could be between \$10,000 and \$20,000. If the property is sold for tax purposes there would be an understanding the new owner would have to bring the structure up to code or have it demolished. After a general discussion, Commissioner Sipple made a motion to condemn the property at 104 North Main Street. Motion was seconded by Commissioner Correll and carried unanimously. As per the Ordinance, Commissioner Correll made a motion to set the demolition date for ninety days (January 19, 2004). Motion was seconded by Commissioner Jefferson and carried unanimously. The owner now has thirty days to appeal the Commission's decision.

#### **IV. APPROVAL OF BILLS PAYABLE**

A list of bills received and paid after the last meeting date of September 8, 2003, was presented for review. In order not to incur penalties, due bills were paid by the treasurer. President Conaway advised that bills would be paid once a month after each monthly meeting. With the understanding of different circumstances arising, etc., President Conaway stated his point being that even though some businesses have less than thirty days indicated on their invoice for payment being due, the Town will pay once a month following monthly approval. Should the businesses have a problem with this procedure, the Town can solicit other businesses for services, etc. Cash on hand totaled \$202,270. After a general review of the accounts payable, Commissioner Sipple made a motion to pay the bills as presented. Motion was seconded by Commissioner Jefferson and carried unanimously.

#### **V. DEPARTMENT REPORTS**

Police-The submitted police department report from Chief Allen Parsons advised \$26,000 in fines were written for the month of September.

Commissioner Jefferson received a price from Bridgeville Motors for a used motor to replace the blown motor in the 1996 police vehicle for \$1,000 with labor of \$500. A new engine would cost approximately \$4,000. After a general discussion, Commissioner Jefferson made a motion to replace the motor in the 1996 vehicle at the total quoted amount of \$1,500. Motion was seconded by Commissioner Greason and carried unanimously. It was noted Chief Parsons will use this vehicle upon completion of repairs.

Wastewater-Superintendent Phillip Mowbray's submitted report suggested the septic haulers fee be increased from \$40 per 1,000 gallons to \$50 per 1,000 gallons. This increase would be in line with neighboring wastewater treatment plans. Commissioner Greason commented three years ago fees were discussed, but the cost of changing the charter and with the few numbers of septic haulers involved, it would not be cost effective. After a general discussion, the Commission decided to table the discussion until the November meeting.

A concern at the wastewater treatment plant is the amount of water currently being treated. Mechanically the treatment plant is licensed for 800,000 gallons per day, but for a number of days water being treated reached 248,000 gallons which is close to the maximum that can be treated organically. Superintendent Mowbray is working to resolve the ground water problem, but the Town of Greenwood needs to work on the problem as well.

Through the efforts of Phillip Mowbray, Doug Jones, and Rick Passwaters, the Town of Bridgeville will be receiving the "Clean Water Partnership Award" for completing sixty consecutive months (5 years) without violating the Town's NPDES discharge permit allowance. There will be formal presentation on November 13, 2003.

Water-The report submitted by Superintendent Doug Jones advises the nitrate level at Well #2-D2 located at Cherry Alley is performing normally. A new water meter was replaced at 25 Laverty Lane on September 25, 2003.

## **VI. CITIZEN'S PRIVILEGE**

New residents Frank and Robert Imbraguli of 108 Jacobs Avenue, commented how delighted they are to be living in Bridgeville and how much they enjoyed the Apple Scrapple Festival. Mrs. Imbraguli asked if the public would be made aware of the sale of the property at 104 North Main Street or how one would go about buying the house. The public hearing was advertised in the classified section in the local paper, The Seaford Star, and the tax sale process will also be advertised. If the decision is made to demolish the structure, bids will be advertised for that process. Per the Ordinance No A03-2, Maintaining of Dangerous Buildings, notice will be posted on the property explaining the process that is taking place.

Mr. Imbraguli asked how much land did Bridgeville encompass. President Conaway explained the boundaries using land marks.

## **VII. TOWN MANAGER REPORT**

A letter was received from the Morning Star Publication pertaining to the Newspaper In Education Program sponsorship which has a newspaper being distributed in the local schools. After a general discussion, Commissioner Jefferson made a motion to sponsor 25 newspapers per week (\$6.25) for \$156.25 to be placed in the Woodbridge High School. Motion was seconded by Commissioner Sipple and carried unanimously.

The Commissioners were reminded of the meeting scheduled for Tuesday, October 21, 2003 at 7:00 PM in the Town Hall with the Town of Greenwood pertaining to the Town's sewer agreement.

Interviews for the position of a part time Code Enforcement Officer will be held on Thursday, October 30, 2003 at 6:00 PM in the Town Hall.

Town Manager Walls requested the Commission consider action regarding the Town's pension plan with Equitable Life Assurance that would adopt a plan start date of May, 2003, (discussed during budget time but not finalized) with employees beginning employment with the Town after January, 2003, receiving a contribution between eight and ten percent. The percentage figure would be decided upon during annual budget hearings. Employees hired before January, 2003, would remain at the current contribution rate of eighteen and one-half percent. A decision needs to be determined if the contribution will include or exclude overtime, bonus, etc. Town Manager Walls was asked for a recommendation. She explained as an employee, the inclusion of overtime, etc. to be included in the Town's contribution would be appreciated, but speaking in her position of Town Manager and realizing the many projects and needs of the Town's departments and citizens, she recommended overtime pay not be included in the contribution. Commissioner Greason also recommended bonuses not be included in the contribution. After a general discussion, Commissioner Greason made a motion to provide ten percent to the pension contribution for employees hired after January, 2003, based on their base salary for this fiscal year with the Commissioners having the option to adjust and establish a contribution percentage each fiscal year between eight and ten percent and employees hired before January, 2003, would remain at the current contribution rate of eighteen and one-half percent. Motion was seconded by Commissioner Sipple and carried unanimously.

Town Manager Walls presented an update regarding the DelDOT Street and Sidewalk Improvement Project: A pre-bid meeting was held on September 30, 2003, with contractors attending the meeting advising they would be unable to bid on the project due to the fact they were extremely busy and the Bridgeville project could not start before the concrete plants close and cold weather sets in. It was decided to re-bid

again in December, with the understanding that as soon as plants open and spring weather arrives, the project would go forward.

In reference to the DelDOT rip rap project for the property located on North Main Street, the Department of Natural Resources and Environmental Control (DNREC) is currently waiting for funds from DelDOT. Once funding has been received, estimated completion time (weather permitting) for the project is three weeks.

An update on dilapidated trailers was provided by Town Manager Walls. A trailer located on Oak Street has been removed (frame is still in place but body of trailer is gone). A county representative is working with Town Manager Walls regarding two trailers on Gum Street. According to county records the trailers are there legally. The county will be discussing the matter with the owner to see if they would board the trailers for safety purposes.

Town Manager Walls expressed her appreciation to Phillip Mowbray for his work time and assistance during the Community Clean Up Day held on October 4, 2003. The project costs have not been finalized.

### **VIII. OLD BUSINESS**

President Conaway presented Ordinance No. A03-7, An Ordinance To Amend Chapter 222 Of The Code Of The Town Of Bridgeville Relating To Vehicles and Traffic, namely Sections 185, 186 And 194. With the recently annexed parcels this Ordinance Amendment brings the Charter up to date enabling law enforcement on all streets in the Town limits. There being no comments, Commissioner Sipple made a motion to adopt the amendment to Ordinance No. A03-7 relating to vehicles and traffic for a second and final reading. Motion was seconded by Commissioner Correll and carried unanimously.

Commissioner Jefferson advised a meeting was held with representatives from the Sanctuary For Kids to discuss problems occurring at the playground. Through the Town, trash pick-up will commence on a weekly basis. Civic and school organizations are being asked to help with the upkeep of the playground as an on-going project. Commissioner Correll suggested more lighting for the playground/parking area. After a general discussion, it was decided to contact Conectiv to install two additional lights in the playground area.

**IX. NEW BUSINESS**

President Conaway conducted the bid opening for the Garbage Collection Contract. Three bids were received for the three year contract from October, 2003 to October, 2006:

1 - Browning, Ferris, Inc. (265 units) \$ 13.50 per unit per month

2 - M-T Trash, Inc. \$ 10.21 per unit per month

Conditional Bid as stated: a rate adjustment for second and third years based on the Consumer Price Index (CPI) and any landfill increases would be passed on to owner.

3 - Waste Management \$ 10.30 per unit per month first year  
\$ 10.51 per unit per month second year  
\$10.72 per unit per month third year

Following a general discussion, Commissioner Sipple made a motion to accept the bids as presented with a review of the bid packages being completed by the Town Manager and Town Treasurer. Their recommendation for the awarding of the bid will be announced at the Monday, October 27, 2003 special meeting (copies provided to Commissioners). Motion was seconded by Commissioner Jefferson and carried unanimously.

Due to the regular monthly meeting being a week later than usual, two proclamations, National Business Women's Week and National Adult Immunization Awareness Week, were signed by President Conaway prior to the meeting.

The Delaware League of Local Government 2004 Legislative Agenda was presented to the Commissioners for review. The league strives to increase the partnership between state and local governments; working with school districts on issues educating the youth and planning for growth; and homeland security is of great importance. In conjunction with the Police Chief's Council, the league would like to draft legislation for emergency transport of the mentally ill. On the agenda is also the request to increase Municipal Street Aid Funding (MSAF) to nine million dollars and the maintenance of traffic signals on state maintained roads to be paid by The Department of Transportation (DelDOT) effective 2006 (Bridgeville currently has two traffic signals).

Trick or Treat Night will be celebrated on Halloween, Friday, October 31, 2003 from 6:00 to 8:00 PM for children twelve and under.

The Sussex County Association of Towns (SCAT) will meet on Wednesday, November 5, 2003 at the Cheer Center in Georgetown. Mr. Nathan Hayward, Secretary of the Department of Transportation is the guest speaker.

Commissioner Correll expressed her gratitude to Jesse Savage for the great job he is doing as treasurer.

Bridgeville South Developer, Nick Rocks, advised the Delaware Agricultural Lands Preservation Foundation is considering the annexation of the Wilson Farm property into Bridgeville which will allow for a road connection required for the project. With the project anticipated to start in December, the sales office would probably be open Memorial Day weekend of 2004. Mr. Rocks announced that he will be donating, as part of project, the ball fields to the Woodbridge School District for perpetuity use by the Little League and other organizations. Money and a parcel of land are being donated to the public library. The library will decide to either keep the library at the present location and accept funding for improvements or own the new site and build a new library. The donated site will be between the old and new part of Town.

#### **X. ADJOURN**

Commissioner Sipple made a motion to adjourn the meeting at 8:19 PM. The motion was seconded by Commissioner Correll and so carried.

Respectfully submitted by:

  
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Margaret W. Sipple, Commission Secretary

  
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Alma Fleetwood, Recording Secretary