

## MINUTES

### COMMISSIONERS OF BRIDGEVILLE OCTOBER 8, 2001 - 7:00 P.M. TOWN HALL

#### I CALL TO ORDER

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

#### II. PRESENTATIONS

1. President Conaway presented a signed proclamation claiming October 14-20, 2001 as National Women's Business Professional Week.

2. Mr. Rick Tull of Lank, Johnson & Tull, presented the financial statement for the Town for year ended June 30, 2001. The balance sheet for the Town is as follows:

Total assets	\$13,857,563
Liabilities	2,412,509
Fund Balance	11,445,054

Income Statement:	Total Revenue	1,014,349
	Expenditures	1,005,812
	*Surplus	23,055

Mr. Tull stated the Town seems to be in a strong financial position at the present time. Some decisions concerning the GASB34 bill will have to be made in the near future. President Conaway thanked the Commission for working through some problems and making the budget changes necessary to get the Town back on a positive track.

Mr. Tull stated he recently attended a Lions Club meeting where Commissioners Conaway and Correll presented a very upbeat and positive report concerning the Town. He congratulated the Commissioners for the job they are doing for the community.

3. President Conaway presented Certificates of Appreciation to the following:

1. Community Outreach Day-Mrs. Joyce Jenkins (Chairman), Bernard Dennison, Rose Teagle, William Teagle, and Elizabeth Cornish.
2. Refurbishing of Downstairs Meeting Room-Commissioner Bill Jefferson, Sally Jefferson, Alma Fleetwood, and Joann Conaway. Mrs. Conaway donated funds to have the front hall floors refinished. Sussex County Councilman Jones donated money for the refurbishing of the new meeting room.

4. Mr. Bryan Hall, Statewide Urban Forester for Delaware, stated his department covers planting of trees, disposing of damaged trees and finding ways to enhance the community with trees. Mr. Hall's department initiated a street tree inventory of Bridgeville on September 15, 2001 and located four trees that have cause for immediate concern. They found about 100 trees that are in fair to moderate health which would require only routine maintenance. There are a few immediate hazards with some being on private property. Mr. Hall will be working with the Commission to help them apply for a grant under the Community Forester Grant Program. He has developed a Community Forest Stewardship Plan for Bridgeville explaining assorted projects for the trees in the community. The plan suggest the Commission develop a community-wide ordinance that would help for proper planting and sound maintenance practices. Mr. Hall said his department would be available to assist the community.

Each year a grant program is offered which addresses four types of grants:

1) traditional tree planting grant; 2) traditional tree maintenance grant; 3) ego system based grant (specialized grant); and 4) community level planting grant. The grants are a 50-50 match and money also can be used from volunteers, local and state representatives, and street fund money. Money can be used from in-house that is already existing within the Town. The annual grants usually cap at \$4,000 to \$5,000 as a match to enhance the communities resources.

President Conaway asked Commissioner Sipple to head up the committee as part of her overall responsibility of the streets. Volunteers from the Town will be asked to become part of this committee, and Mr. Allen Jones will be asked to serve on this committee. The program is about trimming trees, planting new trees, providing maintenance to existing trees, and keeping Bridgeville the tree-lined community it has always been.

Commissioner Sipple asked how will the Town establish what is private property and what is Town property. Mr. Hall explained his department considers any parks or any area along the street curb to be Town property. Most of the area that is between the sidewalk and the curb (grassy strip) and in some cases the right-of-way from the pole line to the traditional roadside is considered open space.

5. Mr. Dale McDowell, Sussex County Community Development and Housing, presented his program pertaining to the Community Development Block Grant Funds available to the residents of Bridgeville. The primary objective of this program is to allow residents to upgrade their homes for suitable living. The program mandates only families of low and moderate incomes are eligible for grant assistance where guidelines have been established. Sussex and County receives 1.9 million of which 70% is used for housing rehab. Mr. McDowell explained the criteria for the grant assistance program. The average grant will be approximately \$10,000. Mr. McDowell stated no credit checks are made on residents applying for the grant funding.

President Conaway explained that this program money could be used as part of the Town's share in making improvements to the wastewater facility. The Town is not in that position this year, but Mr. Bill Lecates will monitor the situation for a need in the future.

The program totals 57 completed projects for our community in the last nine years. Total spent in last eight years is \$567,823. Mr. McDowell reported there are 3-5 names currently on the waiting list for rehab.

President Conaway presented the resolution regarding the Community Block Grant. MOTION: Commissioner Correll made a motion to adopt the resolution as presented. Motion was seconded by Commissioner Sipple and carried unanimously.

### **III. APPROVAL OF MINUTES**

MOTION: Commissioner Sipple made a motion to approve the minutes as presented (see attached). Motion was seconded by Commissioner Correll and carried unanimously.

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

President Conaway explained that the monthly total is higher than usual due to pension payments and the loan payment on the wastewater facility (see attached).

MOTION: Commissioner Sipple made a motion to approve the bills. Motion was seconded by Commissioner Jefferson and carried unanimously.

President Conaway explained that cash in the general fund currently stands at \$13,000. The general savings fund account is \$138,000 plus the \$50,000 CD. Once the bills have been paid, the treasurer will be able to move money to another CD.

One reason for the budget looking better than last year is due to a bookkeeping move. The property taxes are now being recorded properly.

### **V. CORRESPONDENCE**

1. A letter was received from Comcast explaining new rates will take effect November 1, 2001. Standard Service will be \$36.95 instead of \$34.25.

### **VI. DEPARTMENT REPORTS**

1. Written department reports are available.
2. Police-Commissioner Jefferson introduced Ms. Kathy Myers who will begin work on Monday, October 22, 2001 as the new part-time police department clerk (30 hrs. weekly).
3. Water-The Town is asking all citizens if they would report to Law Enforcement Agencies any unusual or suspicious activities that may occur on or around the well sites and distribution system. This cooperation will assist the water department in protecting the Town's valuable water resource.

President Conaway explained the FBI will be meeting with the Town and other public utilities who are running water systems in the near future to discuss how we can best protect our water system. Prices have been obtained for installing an alarm system at the wastewater treatment plant and well site #2. ADT Security System's cost is \$599 to install the system at the treatment plant with a monitoring cost of \$323.88. There will be

no application cost at the well site only an annual monitoring fee of \$324. The well site will have to have a phone line installed before the system can go into effect which will cost \$36 a month (\$432 per year). President Conaway stated the monitoring cost for the first year will be \$1,679 and \$1,080 thereafter. He believes the Town has no choice in the matter but to protect the systems from any problem which might arise in the future.

**MOTION:** Commissioner Correll made a motion to have ADT Security install the proper security equipment to monitor the wastewater treatment plant and well site #2. Commissioner Jefferson seconded the motion and it was carried unanimously.

## **VII. OLD BUSINESS**

1. 2001 N.I.E. Program (local news paper)-a program used in the schools for supplemental reading. After some discussion the motion was made as follows.

**MOTION:** Commissioner Sipple made a motion to supply the school with 25 copies weekly for 32 weeks for a cost of \$200. Motion was seconded by Commissioner Correll and carried unanimously.

2. A certified letter was received from the Federal Emergency Management Agency stating the Town of Bridgeville's eligibility for flood insurance was reinstated effective August 31, 2001.

3. Water tower update-The Commission provided money to maintain the water tower. Bids on the 10 year management program was advertised in the paper. Bids are due no later than noon on October 22, 2001.

## **VIII. NEW BUSINESS**

1. Dr. Kevin Carson, Mr. Mike Breeding and Mr. Coulter Passwaters, from the Woodbridge School District, discussed the possibility of annexing land. Dr. Carson stated the district has had some significant changes recently with the passing of the building referendum. After many changes over the summer the district still has 19 modular classrooms that are needed to accommodate the students. As a result of the referendum, a new middle school will be built as an addition to the ECEC site on Church Street that will allow the district to accommodate classes 5 through 8. The K-4 program will move to the elementary school and the high school will stay the high school.

The building of the new school will be approximately 58,000 sq. ft. Architects for the project is TETRA TECH out of Wilmington, and the civil engineer for the project is Davis, Bowen and Friedel. Dr. Carson presented a set of plans to be reviewed by the Commission. The new middle school is scheduled to be completed in the summer of 2004. Mr. Breeding said the new building is being built as addition to the existing school but will be attached to the existing school by some type of walk-way.

The school district is requesting the balance of the school property be annexed into the Town. Dr. Carson would like to receive guidance from the Commission as how to proceed with the request. The school will keep the Commission updated on the progress

as the project proceeds forward. President Conaway considered the letter received from the school district the official request for annexing property not located within town limits. President Conaway suggested the attorneys draw up the appropriate papers needed for annexation.

Senate Bill #255 was passed into law that requires the Town have a Comprehensive Plan before annexation of a single parcel of ground takes place. The Commission is in the process of adopting a plan and should be completed in approximately two-three months. President Conaway said legislation does allow for annexation under certain circumstances. The cost of any annexation falls to the applicant (school district). He explained the school will have one vote, and the people of the communit will have the opportunity to make it official.

President Conaway stated the letter the Commission received requested consideration in waiving building permit and impact fees for the new school facilities. The request will be discussed, but President Conaway added impact fees are never waived. By waiving the building permit would place the people of Bridgeville in a position of subsidizing the district further than the rest of the district. This request will be discussed and the school will be notified of the decision.

Dr. Carson said any consideration the Commission might give the district would help in the cost of the project. If the building permit fees should be waived, the district would make sure that cost would not be included in the construction bid package. Dr. Carson would like for the Commission to take into consideration the deduction in students at the high school once the new building was completed when considering the sewer impact fees.

Mr. James Rodan questioned the amount of students that would be moved down from Greenwood. Dr. Carson explained that once the project is complete there would be four grade levels at the high school and four grade levels at the middle school for a total of eight levels.

President Conaway pointed out that Davis, Bowen and Friedel represents the Town. The Town has approved their working with TETRA TECH with the understanding that any plans submitted may have to be reviewed by outside consultants. That cost will be covered by the applicant.

Dr. Carson said another referendum pertaining to the operation of the facility will have to be held prior to the school opening in order to be able to open. Hopefully the vo-tech building will be operational for the next school year. Mr. Breeding said if the referendum does not pass another will have to held until a referendum is passed so the building can be opened.

MOTION: Commissioner Sipple made a motion to proceed with annexation procedures for the Woodbridge School District property into the Town of Bridgeville. Motion was seconded by Commissioner Greason and carried unanimously.

2. President Conaway explained that in order for a person to vote with an absentee ballot one has to be registered with the Town and be a resident of the Town. MOTION: Commissioner Correll made a motion to introduce and hold the first reading of the absentee voting ordinance for Bridgeville. Motion was seconded by Commissioner Jefferson and carried unanimously.

3. President Conaway presented the list of authorized food vendors participating in the 2001 Apple-Scrapple Festival. An ordinance was passed by the Commissioners that a vendor must be listed prior to the festival or he/she would not be able to set up in Town during the festival. MOTION: Commissioner Sipple made a motion to accept the vendor list as presented. Motion was seconded by Commissioner Jefferson and so carried.

4. Halloween will be celebrated on Wednesday, October 31, 2001. Trick or treat hours will be from 6-8 p.m. for children twelve and under. MOTION: Commissioner Greason made a motion to set the date and time as stated. Motion was seconded by Commissioner Jefferson and so carried. There will be a Halloween party starting a 8:00 p.m. in the park on Delaware Avenue sponsored by the Lions and Lioness Club.

5. There has been a request by St. Mary's Episcopal Church for the Town to lease their parking lot for a \$1.00 a year (5-year lease). President Conaway explained the parking lot would be under the Town's insurance policy. It is the same type of lease that was drawn up for the Kids Playground at the Methodist Church. The obvious reason is that the church members are looking for improvement to the parking lot and the Town is looking for additional public parking. MOTION: Commissioner Greason made a motion to lease the parking lot from St. Mary's Church for the \$1.00 a year. Commissioner Jefferson seconded the motion and it was so carried.

6. President Conaway and Commissioners Greason and Correll recently met with officials from Greenwood regarding the Greenwood Agreement. He explained that discussion was held on many items pertaining to the sewer system. Greenwood is currently guaranteed 80,000 gallons of our capacity based on the original Bridgeville permit of 800,000 gallons. Some days Greenwood was generating extreme amounts of water when their daily average is about 63,000 gallons. The problem seems to be water from the storm water intrusion (rain water). Greenwood will be taking steps to field those offending manholes to try to brake down the storm water intrusion. At this time, Greenwood is not anticipating any annexation or industrial growth, but a possible apartment complex is being studied that would be built north of the Cove.

Greenwood officials announced they are not seeking to build their own sewer system. There are in the process of developing their own water project with funding being their major priority.

The current agreement does not allow Greenwood more than the 80,000 gallon capacity. If Greenwood is unable to stay within the allowance, then a "meeting of the minds" will have to be negotiated.

Commissioner Greason said that the EPA stated last year that Bridgeville needed to come up with an ordinance that would control industrial waste.

9. Town officials recently met with officials from Pet Poultry Products/Cannon Cold Storage. The Town delivered a letter to the company describing five changes that might resolve some of problems with the plant. President Conaway said it is not the Town's position to continually fine Cannon Cold Storage for violations of their permit.

The Town agreed to pursue a change in their permit to allow 3.5 lbs. per day. Cannon Cold Storage agreed to the following per the Town's engineer: 1) compliance reports each day, 2) weekly lab tests, and 3) to hire an independent operator. It was agreed by both parties to keep the current wastewater operator.

Mr. Robert Hunsberger explained that Cannon Cold Storage owns the facility, and Pet Poultry leases it and operates the wastewater facility.

The odor from their plant was discussed at the meeting in great detail. A number of things will take place regarding aeration of the water to help eliminate the odor problem.

President Conaway thanked the industry for its efforts.

10. The Town and Cannon Cold Storage have been disputing property taxes for the last several years. President Conaway said after many meetings and proposed offers, the problem is about to be resolved. The officials from Cannon Cold Storage are willing to compromise with the following: they would begin to pay taxes at the end of the first five years (1 more yr.), and then pay 75% of the assessed tax billing for the last five years of the ten year period. The current tax bill is \$8,973 yearly and 75% of that amount would be \$6,730 per year. After the ten year period Cannon Cold Storage will pay the full tax amount. If the Town agrees, all liens that have been filed would be released.

President Conaway stated the Town needs to get clarification for the future. The dispute began four years ago, but this Commission decided to follow through and resolve it. MOTION: Commissioner Jefferson made a motion to abate taxes on the Cannon Cold Storage property for five years and received 75% of the tax bill on said parcel for the next five years. Motion was seconded by Commissioner Sipple and carried unanimously.

#### **IV. CITIZEN'S PRIVILEGE**

1. Mr. Rodan said he would like to get clarification on his water bill. He was questioning the \$400 (installing of water meter) and several other bills. President Conaway explained all taxes and past due bills would have to be brought up to date before water could be restored to the property. President Conaway told Mr. Rodan if he decides to rent the property it would have to meet all codes and it has to be demonstrated who currently owns the property.

2. Mrs. Marge Flynn asked if any further information was available concerning property at 104 N. Main Street. She said kids walking the alley use the windows for rock throwing, and she believes somebody might be in the house.

A second letter was sent by the county indicating the building was not secure. President Conaway explained there is no housing code in Sussex County except for rental properties. If a house is abandoned, the County and Town can make the owners secure the house. The County Constable went through the whole town and there were only five properties that could be addressed by the county.

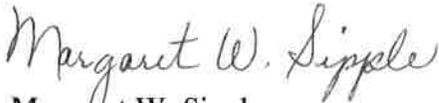
One of the property owners has torn down an old barn but it has not been cleaned up.

3. Commissioner Correll reported the Christmas lights for Church Street have arrived and wiring the poles will begin in the near future. The Bridgeville Lioness Club and the Kiwanis Club donated a \$1,000 each to help defray the cost of the lights.

**X. 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