

MINUTES

COMMISSIONERS OF BRIDGEVILLE SEPTEMBER 8, 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

After reviewing the minutes of the regular monthly meeting of August 11, 2003, the Commissioners approved the minutes as presented.

III. APPROVAL OF BILLS

President Conaway announced Mr. Jesse Savage of Georgetown has been hired to fill the vacant position of Town Treasurer. Mr. Savage's employment with the Town will start on Tuesday, September 9, 2003.

The Vendor Balance Summary showed payable bills as of September 5, 2003 in the amount of \$38,860.60. Davis, Bowen & Friedel bills included several accounts the Town will be reimbursed for or will pay at a later date (the hydrological study for spray irrigation on the Walls farm, which will be paid at a later day with possible loan funds from the Department of Natural Resources and Environmental Control and projects concerning the new development, Bridgeville South, are the responsibility of Rocks Engineering with the Town being reimbursed). Discussion was held on the following bills: Blue Cross Blue Shield will now be listed as a payable; a budgeted \$1,000 donation to the Bridgeville Apple-Scrapple Festival; Treasury Division repeated this month in the amount of \$1,524.42 was approved last month; and the Wilson, Halbrog & Bayard bill in the amount of \$2,121.00 relates in part to the law suit with Bridgeville Park owners concerning the sewer amount allotment. It was noted that due to the police officers issuing more traffic tickets, the fine revenues are \$1,234 greater than the amount budgeted for this period. Total bills payable is the amount of \$26,527.70. After a general review of the bills presented, Commissioner Correll made a motion to pay the monthly bills. Motion was seconded by Commissioner Sipple and carried unanimously.

IV. DEPARTMENT REPORTS

Police-Commissioner Jefferson requested authorization to purchase three new cellular phones for the police department. Chief Parsons' current phone contract with Cingular Wireless would be cancelled with placement of all phones with one company. The new phone plan will allow officers to talk to each other (Walkie-Talkie style) while still allowing regular phone calls. Weekend and night time minutes will be at no charge on the Verizon plan with a maximum of 400 day time minutes before charges begin. The Verizon plan cost \$169.00 for a two year contract per phone with a monthly cost of \$59.99 per phone. Commissioner Jefferson will check the phone cost under the State Contract. One phone number will be used by the officer on duty during the day time (7:00 AM to 7:00 PM) and the other phone will be used for the night time shift officer (7:00 PM to 7:00 AM).

Commissioner Jefferson will in the near future schedule a meeting with Chief Parsons and President Conaway to discuss recent vandalism throughout Town.

Streets-Additional lights need to be installed on the following streets: 300 and 400 block of Cedar Street; Elm Street, and Church Street. The only cost to the Town for the additional lights would be the monthly electric charge which is paid from of the Municipal Street Aid Fund. It was suggested that all the mercury vapor street lights be replaced with high pressure sodium lamps. The cost to do the replacement would be approximately \$2,800 per year. The Commissioners agreed that at this time, the Town could not afford the replacement project. Town Manager Walls was advised to contact Conectiv to install one light on the 300 block and one light on the 400 block of Cedar Street; one light on Elm Street; and three additional lights on Church Street.

The submitted water department report from Superintendent Doug Jones indicated Well #2, located on Cherry Alley, is now back in service after experiencing nitrate problems.

The submitted wastewater department report from Superintendent Phillip Mowbray advised August was the 59th consecutive month without a NPDES violation. President Conaway stated County Administrator Robert Stickles recently complimented Superintendent Mowbray on his work with the wastewater treatment facility.

V. CITIZEN'S PRIVILEGE

Three complaints have been received by the Commission regarding the run down condition of the home located at 303 Second Street. This action will allow the Dangerous Building Inspection Committee, per Ordinance No. A03-2, to conduct an inspection of the property and report their recommendations back to the Commission.

Mr. Lester Williams, resident of 600 Birch Street, complimented the police department on the coverage given to the north Bridgeville area.

Mr. Bob Rauch, developer of the Bridgeville South Project, reported that currently work is being conducted on the design aspect of the project and attempts are being made to stay on schedule. Mr. Nick Rocks and Mr. Rauch will meet with the Agriculture Land Preservation Committee next week to discuss the Wilson Farm land located on Wilson Farm Road.

VI. TOWN MANAGER REPORTS

Town Manager Walls reminded everyone that Town Clean Up Day is Saturday, September 20, 2003. M-T Trash of Bridgeville has been contracted for the project. Trash trucks will go down each street only one time so residents need to have their items curbside by 6:00 AM. Allowable items for pick up: furniture, household trash, ranges, and limbs that are bundled in 4' lengths. The following items will not be picked up: refrigerators, air-conditions, tires, batteries, oil, construction material, or dirt. A scrap metal container will be available in the municipal parking lot (ex: tire rims and bicycles) from 9:00 AM to noon. It was suggested someone be available to monitor this area so it is not taken advantage of. Commissioner Jefferson suggested placing the container inside the gate at the igloo area so at the end of the day the gate would be locked.

The Community Wide Yard Sale is scheduled for Saturday, September 13, 2003 from 7:00 AM to noon. The Town is promoting the yard sale, but is not a part of the event.

All full-time employees have been enrolled in the State Blue Cross/Blue Shield Health Plan which is scheduled to be effective October 1, 2003. A meeting will take place later in September to finalize the transfer of the health benefits, review necessary reporting forms, etc.

Street Superintendent Passwaters will meet on September 9, 2003 with a representative from Davis, Bowen & Friedel to review the specifications on the DelDOT Street and Sidewalk Improvement Project.

Outstanding documentation regarding Salle and E.I.D.E. Grants discussed at previous meetings has been completed and submitted to the State Coordinator. A total of \$1,258.48 (grants 2001 and 2002) had to be reimbursed to the State to satisfy the grant amounts and bring the Town into current status with the grant funding program.

Invitation to bid on the Town' Garbage Collection Service has been advertised and opening of the bids will take place on October 20, 2003.

The part time Code Enforcement Officer position has been advertised as well. The deadline for all resumes is September 15, 2003.

The new Town Treasurer, Jesse Savage, will begin work on Tuesday, September 9, 2003. Town Manager Walls expressed her appreciation to Commissioner Correll, Town Clerk Alma Fleetwood and Auditor Rick Tull for their help during the past few weeks while the treasurer vacancy was being filled. Commissioner Correll thanked Town Manager Walls for her efforts during this difficult time.

VII. OLD BUSINESS

After reviewing the Police Mutual Aid Agreement, Commissioner Jefferson recommended the Commission accept the revised agreement as reviewed and presented by Mr. Dennis Schrader, Town Solicitor, on January 28, 2003. After a general discussion, Commissioner Jefferson made a motion to accept the Police Mutual Aid Agreement as presented with the changes made by Mr. Schrader. Motion was seconded by Commissioner Greason and carried unanimously.

The Town is experiencing problems with dogs running at large. The Town has an Ordinance in place and is very clear, concerning the issue; it needs to be followed. Once a compliant has been received and verified, the police department has the authority to take action regarding the violation procedures. The Commissioners were presented with a dog ordinance from Dewey Beach and were requested to review it for discussion at a later date.

Per Ordinance No. A03-2, the owner of the property located at 104 North Main Street has been notified of existing violations. President Conaway stated it would be cheaper for the Town to be able to sell the property rather than having it demolished. In order to sell the property a lien would have to be filed first. The procedure following the filing of a lien are unknown other than steps would be initiated for a "Tax Sale". The Commission would sell the property with the understanding the house either be demolished or brought up to code. Mr. Dennis Schrader will be contacted for needed advice. On October 20, 2003 at 7:00 PM there will be a public hearing before the Commission to allow all interested parties an opportunity to show cause why the building should not be declared a hazard to life or property and why it should not be demolished.

VIII. NEW BUSINESS

President Conaway explained under Delaware Code Chapter 29, any municipal corporation may appoint and employ a Code Enforcement Officer to enforce all ordinances pertaining to housing codes, sanitation, building, zoning, and public health issues within the Town limits. Per the FY-04 budget, provisions were made to hire a part time Code Enforcement Office (total of sixteen hours per week). The position has been advertised with three applications being received to date. Deadline for submitting resumes is September 17, 2003.

President Conaway presented an amendment Ordinance No. A03-7, an Ordinance to amend Sections 185, 186, and 194. This amendment is in reference to incorporating additional roads into Town limits and their related speed limits. After a general discussion, Commissioner Correll made a motion to introduce an amendment to Ordinance No. A03-7 for a first reading. The motion was seconded by Commissioner Jefferson and carried unanimously. A public discussion and final reading will be held at the regular monthly meeting on October 20, 2003.

President Conaway presented two charter changes that Senator Thurman Adams and Representative Ben Ewing will co-sponsor enabling the Town to anticipate additional funds as growth continues. The first is an amendment to the Charter, Section 27, Power to Raise Revenue. Currently the Town can only raise \$200,000 in any one year for property taxes. The amendment will allow the Commission to collect money when annexation takes place or to raise taxes if necessary. The second amendment to the Charter, Section 29, Power to Borrow Money, would allow the Commission to accept grants or loans from federal, state or interstate agencies, to issue bonds for such debt without public sale and to pledge tax revenues for the payment of debt without affecting the limitation on borrowing. Proceeds of said loans may only be used for purposes set out in Section 29 (enlarging or repair of infrastructure, streets, highways, sewer disposal, water or permanent municipal improvements). The Town still owes \$2.3 million dollars so legally the Town cannot accept any additional loans unless the Charter is changed. The Commissioners agreed unanimously to pursue the two Charter changes.

The Apple Scapple Committee submitted their Vendor Food List (45) for the 2003 Festival. The vendors listed will be the only food vendors allowed to set up during the festival. Commissioner Jefferson made a motion accept the Food Vendor List for the 2003 Apple Scapple Festival as presented with the understanding that President Conaway be allowed to accept additional names. Motion was seconded by Commissioner Greason and approved unanimously.

President Conaway announced Bridgeville began the process for updates to the treatment plant in 1998 when the Department of Natural Resources and Environmental Control issued requirements regarding nitrogen being discharged into streams and the Nanticoke River. Spray irrigation was recommended for our discharge during the spring, summer and fall months. There has also been a movement to eliminate discharge during the winter months. Therefore, the Commissioners began looking for sites on which to spray the treated effluent. Bridgeville has been granted funding to accomplish spray irrigation and will also allow us to make the required improvements to the wastewater facility. This though can only be accomplished through the efforts of the residents of the Town. Bridgeville will be receiving funds from the following: STAG Grant in the amount of \$867,300; 21st Century Fund Grant-\$710,000; and through the efforts of Congressman Mike Castle- received a \$1 million dollar grant from USDA (totaling over \$2.5 million dollar grants). The Town has been awarded \$3,542,000 in loans. Total amount of grants and loans awarded is \$6,119,300. It is important to understand the residents must support a referendum in order to receive these funds. If they do not support the referendum, we do not receive the funds and will be faced to pay for the required updates, etc.

Per the charter, President Conaway presented for adoption a resolution proposing the borrowing of \$3,542,000 for the required Wastewater Treatment Plant updates, etc. The resolution establishes that a public hearing be held on Thursday, September 25, 2003 at 7:00 PM at the Town Hall to answer any questions the public may have. The public hearing will be advertised in the local paper as required. There being no questions or comments, Commissioner Jefferson made a motion to adopt the resolution as presented. Motion was seconded by Commissioner Correll and carried unanimously.

Commissioners were presented with a copy of a resolution for review that must be adopted after the September 25, 2003 public hearing. The referendum date is scheduled for Monday, October 27, 2003 at the Town Hall between the hours of 2:00 PM and 6:00 PM. Every citizen in the Town who has attained the age of eighteen (do not have to be registered), every partnership, corporation, or other entity owning real property within the corporate limits of Bridgeville shall have one vote. Absentee voting is available for residents who will not be available on October 27, 2003. President Conaway pointed out the new development, Bridgeville South, is not the reason for the wastewater facility upgrade, but the development will help to keep the costs down per household.

IX. SPECIAL REPORTS

Commissioner Correll announced a new Urban Forestry Grant totaling \$1,721 was approved for Bridgeville. Per the grant we are to receive fifteen additional trees, plus the three owed from last year's grant. Mr. Bryan Hall advised the trees will probably not

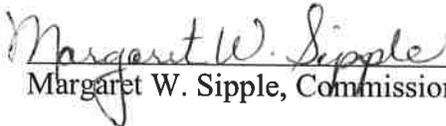
be planted until the spring of 2004 with plantings to occur on Walnut Street and Delaware Avenue. Mr. Hall has requested the Commissioners consider an Arbor Day Celebration for the planting of the trees. Town Manager Walls will send a letter of appreciation to Mr. Hall for his efforts in obtaining the continuing grants for Bridgeville. It was noted the dead pine tree in the park located across from Town Hall will be removed in the near future.

Commissioner Jefferson, Ms. Rita Hovermale and Ms. Lori Rider will meet Wednesday, September 17, 2003 at the playground to view the condition of the Kids for Sanctuary located on Market Street behind the Bridgeville Police Department. Ms. Hovermale contacted Construction Tech at the Woodbridge High School to inquire about first year students being able to help with some of the repairs at the playground. If students are allowed to help, maybe this concern could turn into a yearly class project.

X. ADJOURNMENT

Commissioner Correll made a motion to adjourn the meeting at 8: 28 PM. Motion was seconded by Commissioner Sipple and so carried.

Respectfully submitted by:


Margaret W. Sipple, Commission Secretary


Alma Fleetwood, Recording Secretary