

**MINUTES
COMMISSIONERS OF BRIDGEVILLE
MAY 10, 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, Michael Collison, Earl Greason, Lawrence Tassone and Town Manager Bonnie Walls. The meeting began with the Flag Salute and the Lord's Prayer.

II. QUORUM PRESENT

President Jefferson reported a quorum was present to conduct the business of the Town of Bridgeville.

III. APPROVAL OF MINUTES

Minutes from the April 12th Commission meeting and the April 29th Special Commission meeting were presented for approval. Commissioner Correll made a motion to approve the minutes as presented. Commissioner Tassone seconded the motion. Motion carried.

IV. CORRESPONDENCE

Town Manager Walls advised the Commissioners have received a note from the Kiwanis Club of Bridgeville thanking them for their sponsorship of a table at the May 1st Kiwanis Prayer Breakfast.

**V. HERITAGE SHORES SPECIAL TAX DISTRICT REPORT FY 2010-2011
Mr. Joshua Forster, MuniCap**

President Jefferson introduced Mr. Joshua Forster from MuniCap for a discussion and adoption of the Heritage Shores Special Tax District Report for the next fiscal year. Copies of the report were made available to the Commission and a copy is also attached to the permanent minutes. Mr. Forster reported the special tax requirement for this upcoming year is the exact same amount as last year, \$1,460,000. Mr. Forster directed the Commission to various tables throughout the report for the Commission's review and pointed out account balances and rates of return as of March 31, 2010. Table C, page 4 contains a breakdown of the special tax requirement for both Series A and Series B bonds. The tax requirement for the Series A bonds is \$1,265,592 and Series B bonds is \$194,408. Debt service payments are made twice per year. Administrative expenses have increased 2% from last year. Available funds to pay the expenses include the reserve fund investment income and the prior year surplus (see Table C). Page 7 of the report deals with assignments to land use categories. As of May 1, 2010, there were 297 units developed, 207 of which were single-family detached and 90 of which were single-family attached units. The balance of the property is classified as undeveloped for the 2010-2011 tax year. The special tax rate for the 297 units is shown on Tables E and F; \$330,326 of the special tax revenues will be generated from the 297 units. The balance of \$1,129,674 will be collected from the undeveloped property, which is divided between the platted and unplatted

properties. Mr. Forster advised six developed units will be taxed at a higher rate, as their partial pre-payment percentage was different than the other developed properties.

Mr. Forster opened the floor for questions. Commissioner Tassone questioned the 0.01% interest rate on the bonds. Mr. Forster reported that is the re-investment rate. Whatever proceeds remain are re-invested by the trustee and are earning a 0.01% rate of return. The rate being paid on the bonds is 5.45% on the Series A bonds and 5.125% on the Series B bonds. You cannot earn more interest on re-investing than what you're paying out. Mr. Forster advised the money market fund is FDIC insured. There are no better rates available than .01%. Mr. Bill Atwood of 113 Emily's Pintail Drive asked permission to study the documents and then address questions to Mr. Forster afterward. Town Manager Walls advised a copy of the documentation is available for public view, or a copy can be purchased by filling out a Freedom of Information request at the Town office. In the past, Town Manager Walls has directed all questions to Mr. Forster. He advised he is still available for questions by phone. The rates for single-family attached and detached dwellings for this year were questioned. Mr. Forster advised the rate for single-family detached units is \$1,104.08 and for single-family attached units it is \$753.65, a 2% increase from last year. (This amount is higher for those 6 units mentioned earlier that paid a lower percentage and this will continue for the full 30 years.) Commissioner Tassone made a motion to (1) set May 1, 2010 as the date of the 3 classifications of properties; (2) set the amount to be repaid in the 2010-2011 bond year at \$1,460,000; (3) accept the tax report prepared by MuniCap, which will become public information with the tax rolls. Commissioner Correll seconded the motion. Motion carried.

VI. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE

Finance Director Savage directed the Commission to the Balance Sheet for the period ending April 30, 2010. (The following amounts are in rounded figures.) There is a total of \$1,238,000 in all accounts. The general savings and checking accounts (cash on hand) total \$653,000, which includes \$480,000 which must be reimbursed to the state for the RBC project. Accounts receivable stands at \$58,000, which includes \$47,000 billed to Greenwood for the first quarterly wastewater payment. The Town is anticipating \$90,000 in reimbursements from the state for the Well #6 project. Concerning the Budget Report, we are ten months into the fiscal year and should be at 84% of our budget. Our total income is at 81% of the budget. Service fees are down as usage is lower than previous spring seasons. We should receive \$23,000 in transfer tax for May, which will bring us well above budget in that category. Looking at the expenses, total expenses are currently 71% of the budget. The overtime is high, related to snow events this past winter. On Bills Payable, the Town has received \$29,980 in bills and anticipates another \$99,500 (including health benefits and payroll) for a total of \$129,000. Commissioner Collison made a motion to pay the bills as presented. Commissioner Tassone seconded the motion. Motion carried.

VII. DEPARTMENT HEAD REPORTS

President Jefferson advised Department Head Reports are available to the public. Commissioner Collison questioned the crack in a "y" fitting at the spray irrigation facility. Town Manager Walls has been informed it will be repaired this week.

VIII. CITIZEN'S PRIVILEGE

President Jefferson asked Ms. Dottie Harper from Brookfield Homes for an update on Heritage Shores. Ms. Harper reported they have had two new settlements this week. They only have one completed home available for sale, which is very good news. (At one point last year they had 18 completed homes not yet sold.) There are also currently four attached models for sale. Two new homes are in the construction phase for June settlements and Brookfield intends to build two new spec homes. Ms. Harper also gave an update concerning standing water at the Heritage Shores entrance on Route 13. On the entrance lane the pipe and drain had become blocked with silt; it has since been cleared. The exit lane will require additional review, as there is no drain at that location and there is a grade issue to be resolved. There were no additional questions or comments from the citizens of Bridgeville.

IX. TOWN MANAGER'S REPORT

Town Manager Walls advised the Town's sixth annual Memorial Day Celebration will be held on Monday, May 31st beginning at 9:30 A.M. at the Veterans Memorial in the Bridgeville Cemetery. Parking will be available at St. Mary's Episcopal Church on William St. and at the Union United Methodist Church on Laws St. Please plan to attend and join us in paying respect to those who have and are currently serving our country.

The Town has met with representatives from the Federal Emergency Management Agency (FEMA) regarding the possible recovery of funds used during the recent winter snow storms. In the near future, FEMA will schedule a follow-up meeting to review expenses.

The Community Health Walk was very successful and we extend our thanks to all who participated. Woodbridge had 378 participants. We learned after the Walk that the calculation rules had been changed. We extend our congratulations to Sussex Tech High School, who won the trophy with 314 participants.

The Town received notification of a road closure to replace the existing railroad crossing on Road 546 (Railroad Ave.) between Road 561 (Wesley Church Rd.) and Road 17 (Federalsburg Rd.). Effective work dates were May 3 through May 8, with weather delays not included. The work was completed on schedule and appears to have been efficiently done.

Ms. Mary Jones, representing Mt. Calvary United Methodist Church, advised the clean-up project of N. Cannon St. and along the stream bank would take place on May 6th. Ms. Mary had enlisted the help of several church members, along with the support of the Sussex County Correctional prisoners. Town Manager Walls received a phone call on May 6th that the project would not take place that day, as there was a problem with a lack of needed supervisors for the inmates. As soon as logistics can be arranged, the project will be addressed.

Mr. Alex Pires has provided an update regarding the movie "Mayor Cupcake." The movie is coming along well; at the present time sound is being added to the movie in California. Lea Thompson's daughter now has an important role in the movie, and, per Mr. Pires, she performed very

well. Mr. Pires is considering the month of July for a showing and is trying to secure a theatre. He will keep us updated as the movie production proceeds toward completion.

Stones have been removed from the front of the Town parking lot and replaced with pavers and sod. Trees along the back fence area of the parking lot have been trimmed and restriping of parking spaces is scheduled for the week of May 17th. A Cherry Tree was also planted in this area in observance of Arbor Day. Future Farmers of America (FFA) students, along with teacher Amanda Hill, assisted with the planting. We appreciate their assistance and expertise.

Town Manager Walls requested a status report regarding the plan to update Sussex County's emergency operations plan. Mr. Joe Thomas advised an advertisement has been placed requesting consulting services for the update. Letters of interest will be accepted until May 14th.

All Delaware municipalities were notified of a \$25,000 grant for an energy audit of Town-owned buildings, available through the Energy Efficiency and Community Block Grant Program. The state has provided a list of companies eligible to complete the energy audits. With monies being available to the Town, Bridgeville entered into an agreement with AllFacilities Group from Wilmington to complete our audit. A representative was on site last week for two days. We hope to receive the results next week, along with options to make our buildings more energy efficient. Should the Town want to proceed, there is an additional \$35,000 available in non-competitive grant monies to make needed changes. The deadline date to complete an application for this portion of the grant is May 31, 2010. Should there be additional upgrades required beyond the \$35,000 grant; a competitive grant is also available. The amount of monies to be made available through this process has not yet been determined. Commissioner Tassone made a motion to move forward with grant applications as we become eligible. Commissioner Collison seconded the motion. Motion carried.

Town Manager Walls advised the receipt of a bid proposal from Town engineers, Davis, Bowen & Friedel, Inc. (DBF), for RBC replacement in the amount of \$24,300. It includes design and bid documents, along with electrical work, bid phase, contract administration, inspection and as-built drawings. Town Manager Walls realizes the Commissioners have not had the opportunity to review the proposal, but asked for any comments. President Jefferson believes the Commission should not consider the proposal tonight and spend more time reviewing the document. Town Manager Walls asked that the Commissioners contact her with any questions they might have so that she can get those answers from DBF. Commissioner Collison expressed a concern regarding spending an estimated \$24,300 for the engineering of a replacement RBC unit in a system already in operation that DBF designed and produced drawings for which are already in their files. The Town can't sanction that amount of money for the installation of a system that DBF has already engineered and is currently in operation at the wastewater treatment plant. On a related matter, President Jefferson recalled that DBF originally recommended the geo reactor system and believes they should absorb some of the cost for the failed system. Town Manager Walls advised she mentioned this same idea to the DBF engineer working on this proposal. He assured her he is doing everything at his cost and is staying after work and not billing the Town for the extra time he is devoting to our project. Commissioner Correll reiterated that DBF isn't engineering anything new for the system. Commissioner Collison understands that at the bid phase, since it involves state money, there will be administrative costs because they must develop bid documents. He doesn't understand the necessity of the design and electrical review that

are a part of this proposal. There will be inspection fees; however, he doesn't feel they would be exorbitant. He suggests that DBF re-examine their estimated costs before the proposal can be considered.

Town Manager Walls introduced Patrolman First Class Robert James and advised he took part in a traffic stop that resulted in the confiscation of possible drug money. She congratulated him for a job well done. Officer James advised the Police Department applied for the 2009 Byrne Justice Council Grant and requested monies for a number of items, including office furniture, lockers for police gear, tactical vests, a Crown Victoria vehicle and a laptop computer for \$29,607. Commissioner Correll made a motion to approve this grant application. Commissioner Tassone seconded the motion. Motion carried. Officer James added they will soon start a new Click-it or Ticket Campaign, running from May 23rd through June 5th. He is not certain yet of the amount of money allotted for this campaign. Commissioner Correll made a motion to apply for the Office of Highway Safety Click-it or Ticket Grant. Commissioner Tassone seconded the motion. Motion carried.

X. OLD BUSINESS

A. Dangerous Building Committee Report Mt. Calvary United Methodist Church – 15 Church St.

President Jefferson advised the Dangerous Building Committee has reviewed the conditions at an apartment building at 15 Church St., owned by Mt. Calvary United Methodist Church. He highlighted details from the inspection report, which was submitted by the Town's Dangerous Building Committee. This committee includes President Jefferson, Commissioner Collison, Bridgeville Fire Chief Cannon and Bridgeville Code Enforcement Constable Butler. The recommendation of the committee was to condemn and demolish the structure. As a part of the process, President Jefferson asked Dangerous Building Committee member Collison if this structure threatens the life, health, safety or property of the public or its occupants by reason of inadequate maintenance, dilapidation, fire hazard, disaster, damage or abandonment. Commissioner Collison replied yes. President Jefferson asked if this structure is unsanitary, unfit for human habitation or in such a condition that it is likely to cause sickness or disease because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities or other cause. Commissioner Collison replied yes. President Jefferson asked if this structure constitutes a public nuisance as defined by law. Commissioner Collison replied yes. President Jefferson asked if this structure has exits which do not conform to the Town ordinances or any other feature which may cause a hazard to life or safety of the occupants or general public. Commissioner Collison replied yes. Commissioner Tassone made a motion to accept the report of the Dangerous Building Committee. Commissioner Correll seconded the motion. Motion carried. Town Manager Walls advised the next step in this process is to hold a Public Hearing at a future Commission meeting. The property owners will be invited to attend and show just cause why the building should not be condemned and demolished. Ms. Mary Jones, head trustee at Mt. Calvary, agrees with the decision to demolish the apartment building and the Town has provided her with a list of demolition contractors. The dwelling is currently occupied; therefore, adequate time must be allowed for the tenants to find appropriate housing. The Town will continue to move ahead with the steps of its Dangerous Building Ordinance regarding this property.

B. Economic Development Committee Update

Commissioner Collison shared recent advances made by the Bridgeville Economic Development Committee:

- Commissioner Collison expressed his sincere appreciation to Street Superintendent Passwaters and all who helped to remove the stones and plant sod at the Town parking lot on Market St.
- The Phillis Wheatley junior high school students completed the planting of flower barrels for the downtown area and placed them on Market St. It was noted the Lions Club paid for all the plantings in the flower barrels. The plants look nice and the merchants are doing a good job of keeping them watered. The students are to be commended for a great job.
- The Lions Club and Kiwanis Club have agreed to pay for new trash receptacles on Market St. The Economic Development Committee has chosen an aggregate can with a blue lid. The Historical Society is also going to purchase two additional matching trash cans for replacement of their trash cans at the Historical Society Park on William St. and Delaware Ave.
- Senator Booth and Representative Wilson will pay for a new billboard and additional billboard signage for the Town. The billboards should be complete and ready to post in several weeks. Bridgeville will now have billboards at all entrances to Town. A picture of the revised billboard is attached to the permanent minutes.

Commissioner Correll thanked the Economic Development Committee for an excellent job. She also commended the Phillis Wheatley Middle School Conservation Club members for their efforts concerning the flower barrels and for their "Super Star and Education" award from the State Chamber of Commerce.

XI. NEW BUSINESS

A. Introduction and First Reading of Ordinance A10-3, an Ordinance to Create a New Chapter in the Bridgeville Town Code Regulating the Maintenance and Care of Public Rights of Way

President Jefferson advised this Ordinance has been tabled.

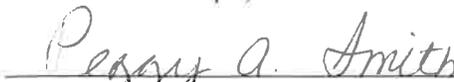
XII. ADJOURNMENT

Commissioner Tassone made a motion to adjourn the meeting. Commissioner Correll seconded the motion. Motion carried. The meeting was adjourned at 7:51 P.M.

Respectfully submitted,



Patricia M. Correll, Commission Secretary



Peggy A. Smith, Transcriptionist