

**MAYOR and COUNCIL
TOWN OF MILLSBORO
322 Wilson Highway
Millsboro, Delaware 19966 - 1216**



**Phone: (302) 934-8171
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TOWN OFFICE
PARKS/RECREATION
STREETS
WATER/SEWER

POLICE DEPT. 934-8174

OFFICE HOURS
MONDAY — FRIDAY
8:00 a.m. to 4:30 p.m.

**Minutes
Millsboro Town Council
Regular Council Meeting
Millsboro Fire Hall
109 E. State Street
Millsboro, Delaware
July 2, 2012**

7:00 P.M. meeting called to order in the Council Chambers at 322 Wilson Highway, Millsboro, Mayor Robert Bryan presiding. Present were Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer Michelle Truitt, Council Persons, Irene Keenan, Tim Hodges, Jim Petruzella, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano, Town Solicitor Mary Schrider-Fox, Development Coordinator Linda Johnson, Finance Director Bill Sauer and Town Clerk Tammy Phillips. Guest- see attached list.

Swearing in - Judge Jennie Coffelt did the swearing of Robert Bryan serving as "District 1" Term July 2012 - June 2015 and Irene Keenan serving as "District 3" Term July 2012 - June 2015.

Council reorganization - nomination for Mayor; Thoroughgood moved Hodges second to nominate Robert Bryan for Mayor. With no other nominations for Mayor, Thoroughgood moved Petruzella second to close the nominations. Both motions approved unanimously, electing Bryan as Mayor.

Vice Mayor - nomination for the Vice Mayor; Hastings moved Keenan second to nominate John Thoroughgood for Vice Mayor. With no other nominations for Vice Mayor, Hodges moved Hastings second to close the nominations. Both motions approved unanimously, naming Thoroughgood as Vice-Mayor.

Secretary - nomination for the Secretary; Keenan moved Truitt second to nominate Greg Hastings for Secretary. With no other nominations for Secretary, Petruzella moved Thoroughgood second to close the nominations. Both motions approved unanimously naming Hastings as Secretary.

Treasurer - nomination for the Treasurer; Hodges moved Petruzella second to nominate Michelle Truitt for Treasurer. With no other nominations for Treasurer, Thoroughgood moved Hastings second to close the nominations. Both motions approved unanimously, naming Truitt as Treasurer.

President Pro-tem - Mayor Bryan appointed Tim Hodges as President Pro-tem. With no objections from council Tim Hodges is now President Pro-tem.

Committees - Mayor Bryan stated all committees will remain the same.

SECRETARY'S REPORT - Secretary Hastings presented the minutes from the June 4, 2012 council meeting for Council's approval. Hodges moved Keenan seconded to approve the minutes from the June 4, 2012 council meeting as written. Motion approved unanimously.

TREASURER'S REPORT - Treasurer Truitt presented the bills and bank balances to Council for approval. Keenan moved Hastings seconded to pay the bills from the designated accounts as presented. Motion approved unanimously.

Bill Sauer, Finance Director for Millsboro presented the budget. General funds increased \$ 104,000 over the prior fiscal year, and \$ 74,000 if that was from capital expenditures. The shortfall \$ 18,000 which last year was \$5 56,000; the shortfall is made up from the prior year transfer tax collections. The goal is to get that to zero, and this our progress getting to that point. There would be no increase in property tax rates, but the town's sewer rate will be increasing by .05 cents per 100 gallons used. The revenue is coming from new homes which were up 155 new homes last year. Sauer stated that total transfer tax revenue was up 28 percent over last year but still not back to the peak. Even though it's a positive increase we're still nowhere near where we were in the old days. Thoroughgood moved Keenan seconded to approve the fiscal year 2013 budget. Motion approved unanimously.

MILLSBORO FIRE COMPANY - Ron O'Neal, president of the Millsboro Fire Company presented report. The number of emergency calls has been calculated for the 1st half of 2012. As of June 30, fire calls totaled 211 as compared to 200 this same time last year, an increase of approximately 5 %. EMS call number stands at 1032 as compared to 899 this time last year, an increase of just over 14%.

We want to thank the Town Council for their work on the Town Ordinance Chapter 20, "Fire Prevention, and Extinguishment". I think it will benefit both the Town of Millsboro and the fire company in regards to future expansion of the Town limits.

The accounting firm of Sombar & Company CPAs recently completed a successful audit of the fire company's records with no major findings. Mr. Robert Sombar reviewed this audit with the Board of Directors at our June meeting and the findings were in turned shared with the fire company members at their last company meeting. This annual audit, which has been a standard practice within our organization for many years, is now required by the Delaware State Fire Prevention Commission.

The Fire Company has been approached by the Millsboro Downtown Business Partnership and will be working with the Millsboro Police Department for Public Safety Day on August 9, in conjunction with the Farmer's Market. Our volunteers will have apparatus on hand as well as fire prevention information to distribute.

The new ambulance has arrived and has already been certified by the Delaware State Fire School and is now in service. This unit is a 2012 Lifeline mounted on an International Freightliner chassis and is stocked with state of the art BLS equipment and the newest safety features available, including rear lowering kit for assisting the loading/unloading of the patient, a power stretcher for lifting capability and a five point harness system for restraint of the EMT during patient transport.

The new aerial apparatus made its first appearance as it was on display at the Maryland State Firemen's Association Convention in Ocean City the last week in June. E-One representatives stated that it made a big hit at the show and there were numerous inquiries from the attendees. The unit is currently at E-One's facility in Grasonville, Maryland where all the tools will be mounted into the cabinets, and will then make a trip back to Ad-Art in Georgetown for some detail touch-up before making its way back to Millsboro.

In the last month, two of our members have turned 18 and have made the move from the Junior Limited program to Full membership within the organization. Colby Norwood and Dylan Finkbiner have both been a part of the junior membership for a number of years and have earned the right to apply for full membership. Colby and Dylan will now need to serve their 6 month probationary period before being voted on as a senior member.

GREATER MILLSBORO CHAMBER OF COMMERCE - Thoroughgood reported for Amy Simmons who could not be here tonight. The July 4th Parade line up is at 9:30 am at St Mark's Episcopal Church, State and Morris Street to Cupola Park; looking for council members to be judges. The Jones Boys will be performing on July 8th at 6 pm at Cupola Park.

MILLSBORO POLICE DEPARTMENT - Chief Murphy stated training on June 4th Sgt. Wheatley and Pfc. Morris attended Street Survival at Milford PD. On June 11th & 12th Pfc. Moyer and Pfc. Rogers attended Asp Instructor Training at Milford PD. ON June 26th Chief Murphy, Lt. Calloway, Sgt. Legates, and Pfc. Rogers attended a police expo in Atlantic City, New Jersey. No issues to report for Homeland Security. No issues to report on CALEA. The recruits are doing well with no issues to report

PARK AND RECREATION REPORT - NO REPORT

STREET REPORT - Parade Permit - July 4 at 10:00 am, begin Saint Marks Church on West State Street and proceed to Millsboro Fire House and turn left onto Morris and proceed to Cupola Park. Keenan moved Petruzzella seconded to approve parade permit for July 4. Motion approved unanimously.

WATER AND SEWER REPORT -Contract F is in progress at the Millsboro Middle School and is ahead of schedule.

MAYOR'S REPORT- Delaware State Revolving Fund - for borrowing of funds for the beneficial reuse project; \$6,336,800; 20 years; and 3% with principal forgiveness of \$ 676,750. This is an amendment to their original offer. The new offer includes the principal forgiveness; the old did not have any principal forgiveness. Thoroughgood moved Hastings seconded to approve for borrowing of funds for the beneficial reuse project with \$ 676.750 principal forgiveness. Vote taken with Thoroughgood yes, Keenan yes, Hastings yes, Petruzella yes, Hodges yes, Truitt yes, and Mayor Bryan yes motion passed. Motion approved unanimously.

Conditional Use renewal - 28381 DuPont Boulevard 1-33-16.00-parcels 021.00 Atlantic Finance is requesting for conditional use of a portable storage which is need to additional storage for current use of property. Jim Parker, President of East Side Developers, Inc property owner has given his consent for storage purposes only. Thoroughgood moved Truitt seconded to approve conditional use for a portage storage building on Sussex County Tax Map 1-33-16.00 parcel 21.00, 28381 DuPont Blvd, Highway Commercial district, was granted for one (2) year July 5, 2014. Motion approved unanimously.

Conditional Use, new application, Burrton's Crossing 1-33-17.00 parcels 76.00 and 76.02 Burrton's Crossing is requesting for conditional use of a single sign real estate only, along Second Street and Division Street, 4 x 8 foot. Hastings moved Thoroughgood seconded to approve a new application of conditional use for a single sign real estate only, along Second Street and Division Street, 4 x 8 foot Sussex County Tax Map 1-33-17.00 parcels 76.00 and 76.02; Residential High density was granted one (1) year July 5, 2013. Motion approved unanimously.

Conditional Use, new application - Peninsula Crossing Shopping Center; 2-33-05.00 parcel 115.06 Unit #7 Jake's Wayback (David Wolfe) is requesting for conditional use to hold classic car cruise - in every first Saturday of the month April - November. Preston Dyer, Member of Millsboro Towne Center, LLC has given his consent for the classic car cruise - in. Thoroughgood moved Petruzella seconded to approve conditional use for classic car cruise - in every first Saturday of the month April = November on Sussex County Tax Map 2-33-05.00 parcel 115.06 Unit # 7; Highway Commercial was granted one (1) year July 5, 2013. Motion approved unanimously.

Building Improvement Change Orders: Schifano stated change order A1-01 Undercut and disposal of newly discovered soil with bricks; change order A1-02 Removal or unsuitable soil and replaced with fill dirt; change order A4-01 Cost for additional beam at the existing wall at the toilet rooms per DBF sketch CS-1; change order A4-02 (2) new window's to replace rotted windows that we thought we were going to be able to reuse; change order A14-01 to supply and install (1) 3p 225 amp breaker for existing RTU; change order A1-03 additional soil testing required Due to debris found in existing soil and change order A8-01 found a supporting steel beam that couldn't be removed due to structure issues, therefore had to build a wall around it. Lingo questioned council how to directional to handle change order. Council suggested to receive email on the change order with Mayor approves and at the next council meeting will be approved. Next meeting with DBF will be July 12, @ 6:00 located at Town Hall 322 Wilson Highway, Millsboro, DE.

7:30 p.m. Thoroughgood moved Keenan seconded to recess till 7:45 p.m. to enter into executive session. Motion approved unanimously.

Regular Session - reconvened 8:08 pm

With no action necessary in regular session Thoroughgood motion, Keenan second to adjourn, approved unanimously.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Greg Hastings".

Greg Hastings
Secretary