

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

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



Phone: (302) 934-8171

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TOWN OFFICE
PARKS/RECREATION
STREETS
WATER/SEWER

POLICE DEPT. 934-8174

MINUTES MILLSBORO TOWN COUNCIL DECEMBER 3, 2012

7:00 pm meeting called to order at 109 E. State Street, Millsboro Fire Department with President Pro-Tem presiding. Present were Secretary Greg Hastings, Treasurer Michelle Truitt, Council persons Irene Keenan and James Petruzella, Town Solicitor Mary Schrider-Fox, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano. Absent were Mayor Robert Bryan and Vice Mayor John Thoroughgood

Pledge of allegiance

Public comment – there were not any comments

PUBLIC HEARING – Kersey zoning change; Hodges opened the hearing to hear the zoning change request from Kim Kersey for property described as Sussex County Map No. 1-33-17.00 parcel 72.00. The current zoning is Mobile Home – MH and the request is to change it to Urban Business – UB. The town manager reported that The Town of Millsboro Comprehensive Plan calls for the property to be a form of commercial zoning. It did not distinguish between Urban Business, Commercial or Highway Commercial. Committee chair Michelle Truitt reported that the committee met with the applicant and reviewed his request with the comprehensive plan and had recommended to council that Urban Business would be a good fit for that property. Adjoining property on one side is Urban Business and on the other is Mobile Home. The owner of the mobile home park had been contacted by the Kersey's and he did not plan on expanding the park so did not have any interest in the property and is not here tonight to voice any objection. The owner also had said he did not have any plans for the property but with a UB zoning it would widen the options for the property. Hodges called for any comments from the public and hearing none asked if there was any further discussion or is council ready for a vote. Petruzella motioned that the zoning be changed from Mobile Home to Urban Business, Keenan seconded the motion, since this will put the town in compliance with the comprehensive plan it needs to be done. Hodges called for the vote, motion unanimously approved with Bryan and Thoroughgood absent.

SECRETARY'S REPORT

Secretary Hastings reported that the minutes had been reviewed and submitted for approval as written, Keenan motioned and Truitt second to approve as written. Approved unanimously with Bryan and Thoroughgood absent.

Treasurer's Report

Treasurer Truitt reported that the bills have been reviewed and submitted for approval. Keenan motioned, Petruzella seconded to pay the bills from the designated accounts. Motion approved unanimously with Bryan and Thoroughgood absent.

Audit – Sheldon Forney from Jefferson, Urian, Doane and Sterner reported that the annual audit has been completed and distributed. He went through the report explaining that the executive summary/discussion and analysis is on pages 3 – 7. On page 5 is a condensed asset and liability government-wide statement of net assets. Showing both governmental activities and business activities. Business activities are the water and sewer. Page 6 is the revenue and expenses again broken down into governmental and business-type activities. Page 8, business and governmental revenue and expense. Page 9 is broken down into departments. The profit is possible due to several one time items. Ex. franchise fees. Page 15 is the water and sewer again a lot of one time items helped. The rate structure for the water is pretty much as should be. Sewer rate will need to be increased. This will better be determined after construction is finalized and the debt service fees are established. Pages 28 and 29 show the town's debt as of June 30, 2012.

Greg Hastings asked if the sewer loss is about the same as last year? Sheldon, when you back out the dedications to the town of the sewer lines and pump stations it is comparable to last year. The value of the original wastewater treatment is also backed out and this also is a one time item that will not show up next year. The old plant is officially inoperable, so a value was given to us by the town engineers and that is the number we used.

Hodges asked if there were not any further questions or comments if there was a motion to accept the budget as presented. Truitt motioned, Keenan seconded to accept as reported, approved unanimously with Bryan and Thoroughgood absent.

Millsboro Fire Company

Ron O'Neal, President reported that they have hired two more employees to be able to do 24/7 duty. That there was an elementary student from Sussex Central going to the Statewide judging for the safety report. FEMA was making funding available to reimburse local departments for expenses that they may have incurred due to Hurricane Sandy. The car rally that came to Millsboro in October donated \$6,000.00 to their department for which they are very grateful. The auxiliary had their cookie walk on December 2nd and are considering repeating the event on the night of the parade and they are also decorating their apparatus for the Millsboro Christmas Parade.

Greater Millsboro Chamber of Commerce

Amy Simmons, Office Coordinator, reported that the chamber is holding their volunteer appreciation dinner December 5th and Michelle Truitt has agreed to swear in the new officers. The parade is on schedule for December 12th, line up at 4:30 pm with the start time to be 6:00 pm at M & T with the same route as before. Caroling with Santa will follow next to Santa's house and there will be hot chocolate. The chamber is also working on a new web site and it should be launched by the end of December. The annual Bridal Show is scheduled to be in the newly renovated Civic Center on March 3rd.

Millsboro Police Department

Chief Murphy – the new Tahoe's are here for everyone to look at after the meeting if they would like. The department is ready for the parade with all hands on deck. The recruits will have completed their field training on December 21st and 22nd. Full report is in the packet.

Street Report

None

Parks and Recreation Report

None

Water and Sewer Report

Sewer adjustment for 224 S. Washington Street was done by town manager due to a water leak. No council action taken.

USDA loan closing. This is the second loan with USDA; the amount is \$5,676,000.00 over forty years. Hastings motioned, Petruzella second to approve the resolution for the sewer improvements. Hodges called for a roll vote; Keenan aye, Hastings aye, Petruzella aye, Truitt aye, Hodges aye. Absent were Bryan and Thoroughgood, motion approved.

Mayor's Report

Plantation Lakes, Ken Usab presented to council the new site plan amendment. They would like to remove one type of town house and replace it with a new 28 foot wide town home unit called the Jefferson. This requires a committee to be appointed and then a public hearing before it can be finalized. The prior committee was Tim Hodges, chair, John Thoroughgood and Michelle Truitt. Hodges appointed the same committee but also included Mayor Bryan and then directed the committee to try and meet so this can be back on the agenda for the January 7th council meeting if possible. Hastings asked if we had to go through this procedure. Town Manager replied yes and M. Schrider-Fox explained that in order to amend the RPC this required.

Civic Center, change orders, the parking lot lighting is still being worked on and not ready for council. Conduits are being run in so it will not hold up closing phase I. When we are open for business in the new portion the drive-thru will not be operational.

It will have to be taped off due to the construction taking place in phase II. There are a couple of change orders but they are both credits.

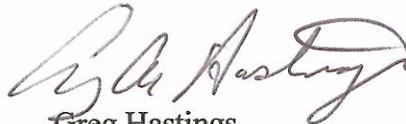
January location for the meeting will be announced at a later date. We are hopeful that it will be in the new building but it isn't a for sure.

8:00 pm Truitt motion, Hastings second to recess into executive session to begin at 8:15 pm. Approved with Bryan and Thoroughgood absent. Everyone invited outside to see the new police vehicle.

8:45 pm Regular Session – reconvene

8:45 pm Truitt motion, Keenan second to adjourn, approved unanimously with Bryan and Thoroughgood absent.

Respectfully submitted,

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

Greg Hastings,
Secretary