

**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
Regular Council Meeting
Millsboro Council Chamber
322 Wilson Highway
Millsboro, Delaware
March 4, 2013**

7:00 P.M. Meeting called to order by Mayor Robert Bryan in the Council Chambers located at 322 Wilson Highway Millsboro, DE. Present were Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer Michelle Truitt, Councilpersons Tim Hodges, Jim Petruzella, Irene Keenan, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano, Town Solicitor Mary Schrider-Fox, Development Coordinator Linda Johnson, and Finance Officer William Sauer. Guests - see attached list.

Pledge of Allegiance

Public Comments - none

SECRETARY'S REPORT - Secretary Hastings presented the minutes from the February 4, 2013 council meeting for Council's approval. Keenan moved and Petruzella seconded to approve the minutes from the February 4, 2013 council meeting as written. Motion approved unanimously

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

MILLSBORO FIRE COMPANY - President Mr. Ron O'Neal presenting.

SAFER Grant - Mr. O'Neal gave an update on the SAFER grant, (Staffing for Adequate Fire and Emergency Response), that he presented during the January council meeting. The State presented the Millsboro Fire Company with 1 of 15 grants awarded. The grant is for just over \$4,000 and will be used to purchase uniforms.

Fellowship Night - The Millsboro Fire Company hosted their annual fellowship night on February 15th with 130 attendees.

Training - The fire company participated in training sessions hosted by the Dagsboro Fire department on Saturday March 2nd. Nine organizations with 75 to 80 attendees participated in simulated drills involving a multicar accident with an overturned rail car leaking propane.

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GREATER MILLSBORO CHAMBER OF COMMERCE - Amy Simmons, Executive Director presenting.

Bridal Show - Ms. Simmons reported that the 18th annual Central Sussex Bridal Show was held on Sunday March 3rd in the Civic Center. The overall event was a success with over 40 vendors in attendance. Prospective bridal attendees were down from previous years, but that has been the case at all shows this year and the vendors were satisfied.

Easter Egg Hunt - Plans are still underway for the annual Easter Egg Hunt to be held on Saturday March 30th at 11:00am. The location is to be determined.

Big Thursday - The Chamber is scaling back Big Thursday this year to be a one-day event held entirely on Thursday. The event, to be held at the Civic Center will include the customary auction and possibly a band and dinner.

Millbilly Festival and Redneck Games - September 21, 2013 will mark the inauguration of a new "Millbilly Festival and Redneck Games" to be held at Cupola Park. The Chamber is trying to expand the geographic area of the festival by encouraging local businesses, churches and the Fire Hall to host activities at their locations.

Membership Meeting - The next membership meeting will be held on March 21, 2013 at LaQuatzlateca with guest speaker Mark Cathell from Creative Marketing One.

MILLSBORO POLICE DEPARTMENT - Chief Murphy presenting.

Introduction of New Officers - New officers Melissa Baker and Seth Bullock were introduced to Council. Melissa received the "Top Shot" award at the academy and was the speaker for her class at the graduation ceremonies.

Hire of New Cadets - Chief reported that three new cadets started the academy today, March 4, 2013. The new cadets are Jonathan Zubrowski, Matthew Dufour, and Carrie Rambo.

Training - All officers attended training dealing with mental illness transport at the new Ellendale Recovery Response Center in Ellendale, DE. A mental health transport used to log 3 to 4 hours while the patient was processed. The new facility allows our officer to drop the patient at the facility and leave, saving significant time.

Homeland Security - No issues

CALEA - No issues

New Tahoes - Mayor Bryan asked how the two new Chevy Tahoes were doing. Chief reported that other than a problem with a battery safety designed to prevent the vehicles equipment from draining the battery, they were doing great. The battery issue has been fixed. Chief also reported that all new car camera installations would be completed Thursday. This includes the three new cameras from the Highway Safety grant and the repair of two older cameras.

STREET REPORT - NO REPORT

PARK AND RECREATION REPORT - Town Manager Faye Lingo presenting.

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Concerts in the Park - Ms. Lingo reported that the Chamber of Commerce was no longer going to sponsor the Concerts in the Park series and wanted to see if Council was interested in pursuing the venue with an abbreviated schedule. Ms. Lingo suggested that concerts could be held the second Sunday of June through the second Sunday of September. There would be four concerts and we currently have two bands, "Mercy's Well" and "Dirt Road Outlawz" with sponsors. Mayor Bryan said he could find a sponsor for one and that would leave just one opening to fill. Thoroughgood motioned for continuing the abbreviated schedule of Concerts in the Park monthly from June through September on the second Sunday of each month. Hastings seconded the motion. Motion approved unanimously.

WATER AND SEWER REPORT - Town Manager Faye Lingo presenting.

Contract G - Ms. Lingo reported that the work was proceeding on schedule but that there was still trouble with one easement.

Contract H - Ms. Lingo reported that the contract was on schedule.

MAYOR'S REPORT -

Delaware Economic Development - Town Manager Faye Lingo presenting. Ms. Lingo reported that the Millsboro Downtown Partnership, (MDP), would like to partner with the Delaware Economic Development Office, (DEDO), to receive training and consultative services related to downtown revitalization. The MDP needs to show DEDO that the Town supports this effort by passing a resolution that the Town will work with MDP on this endeavor. Mayor Bryan asked if there was a financial commitment required. Ms. Lingo said the commitment would be along the lines of making copies and perhaps a little time commitment. Truitt motioned to create a resolution to collaborate with MDP and Petruzella seconded. Motion approved unanimously.

Rental Rates for Civic Center and Meeting Rooms - Town Manager Faye Lingo presenting.

Ms. Lingo gave the committees' draft proposal for rental rates to the Council. The main auditorium has a proposed rate of \$100/ hour with a six-hour minimum. There would be a separate fee for the use of the kitchen for warming foods. Mr. Hastings asked if this is a commercial kitchen and whether the warming fee included the use of the dishwasher. Ms. Lingo said it is a commercial kitchen and that the use of the dishwasher and fee structure was an open item.

The proposal has different rate structures for meeting room rentals during normal business hours when an overseer would not be required. The meeting rooms had different rates based on their size.

Mr. Hastings asked where the rental income went. Ms. Lingo said that it goes into the general fund under civic center rental income and is not restricted in its use.

Ms. Lingo asked that if council were agreeable with the draft that it be given to Mary Schrider-Fox for her review. Mr. Hodges suggested that the contract contain a no pyrotechnics clause. Ms. Schrider-Fox said that she was most interested in the last page with the clause holding the Town harmless.

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Thoroughgood motioned to approve with the addition of the pyrotechnics clause and subject to Mary Schrider-Fox review, second by Hodges. Motion approved unanimously.

Festival Hispano - Town Manager Faye Lingo presenting.

Ms. Lingo said a request has been made to use W.B. Atkins Park for the Festival Hispano on August 18, 2013. Ms. Lingo stated that the Town generally requires a \$400 refundable deposit and a \$100 license fee to hold the Festival. The date needs to be cleared with the Millsboro Little League and with Chief Murphy. Chief Murphy said they have never had an issue with the festival. Ms. Lingo said that they have always done an excellent job setting up and tearing down the festival. Hodges motioned and Keenan seconded that they be allowed to hold the Festival. Motion approved unanimously.

Capitation Tax Write-Off - Town Manager Faye Lingo reporting.

Ms. Lingo said that in preparing the Town Tax roll, several old capitation taxes were identified. These old capitation taxes fell into two categories, those that have no current address totaling \$4,799.30 and those that have out of town addresses totaling \$3,297.82. Ms. Lingo requested that the entire \$8,097.12 be written off. Ms. Lingo was asked how old these taxes were. She reported that they were up to five years old. Mr. Hodges said that it would be a difficult process to try to collect such a small amount. Truitt motioned and Hodges seconded that the entire \$8,097.12 be written off. Motion approved unanimously.

Building Improvements - Assistant Town Manager Matt Schifano presenting.

Mr. Schifano reported that phase II is rolling right along. Dry wall is to be installed the week of March 4th with painting the following week. Phase II completion is scheduled for the middle to end of April.

Change orders for the month signed by the Mayor were for a wood base in the council chamber and breakout room, caulking existing windows in meeting rooms 1, 2 and 3, painting the kitchen and the purchase of a security system.

Mr. Schifano reported that estimates for change orders from the electrician for outdoor lighting were \$50,000 for four LED poles in the parking lot and \$15,000 for lighting the Millwheel and Flagpole. Ms. Lingo said she was not asking council to consider these numbers. Ms. Lingo suggested that these items go out for a separate bid when we decide what we really need.

Mr. Schifano said that lighting for the clock tower would be a future change order that we are moving forward with and that it would be in the neighborhood of \$3,000.

Hastings motioned and Hodges seconded that all the change orders presented by Mr. Schifano be accepted. Motion approved unanimously.

Industrial Street - Roger Gross with Merestone Consultants presenting.

The Town resolution approving the final site plan for Pioneer Materials required that the necessary improvements to Industrial Street, as approved by DelDOT, be submitted to the Town on or before March 31, 2013. Mr. Gross reported that DelDOT has accepted their plans into the review process, but that the plans could not receive a final approval by the

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March 31st deadline. Mr. Gross asked for a time extension while the plans are finalized and accepted by DelDOT.

Mayor Bryan asked for a status update on other requirements. Mr. Gross stated that they have received conditional storm water approval and are waiting on second revision comments from Town engineers URS. Mr. Hodges asked about Fire Marshall approval. Mr. Gross said that they had Fire Marshall approval but it was over one year old and may need to be updated.

Mr. Hodges asked if a thirty-day extension would be sufficient. Ms. Lingo said she would give at least sixty days, as we would also be making reviews.

Thoroughgood motioned to extend the required DelDOT approval by sixty days. Petruzella seconded and motion approved unanimously.

Lawn Mowing Hours - Town Manager Fay Lingo stated that there had been a request from a council member asking if the Town had ever considered a restriction on lawn mowing hours. Ms. Keenan elaborated that this goes back to the Town's recent revision of construction hours and wanted to see if commercial lawn care contractors could be included. There was discussion to ensure that this would relate only to commercial contractors and not to residential homeowners. Ms. Lingo asked for clarification of the type of equipment to be included, just lawnmowers or all commercial landscaping equipment. Ms. Keenan said "everything". Mayor Bryan suggested that we allow commercial landscaping activity seven days a week from seven am to seven pm.

Mary Schrider-Fox said she could draft something up and bring it back for council review and action next month. Discussion ensued and it was agreed to review the draft next month before making any motion.

Thoroughgood moved and Keenan seconded to recess the Regular Council meeting and to enter into an Executive Session. Motion approved unanimously at 7:50 pm.

Regular Session
Reconvene @ 8:35 pm

There was no discussion or action taken.

Keenan moved, Thoroughgood second to adjourn the meeting, approved unanimously.

Respectfully Submitted,


Greg Hastings
Secretary