

**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.



**MINUTES
MILLSBORO TOWN COUNCIL
November 3, 2014**

**Phone: (302) 934-8171
Fax: (302) 934-7682**

TOWN OFFICE
PARKS/RECREATION
STREETS
WATER/SEWER

POLICE DEPT. 934-8174

7:00 pm meeting called to order with Mayor Robert H. Bryan presiding. Present were Vice Mayor John Thoroughgood, Secretary Joseph J. Brady, and Treasurer Michelle Truitt, council persons Tim Hodges and Ron O'Neal, town solicitor Mary Schrider-Fox, Assistant town manager Matt Schifano and Town Manager Faye Lingo. Council person Irene Keenan was absent.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

None

SECRETARY'S REPORT

Secretary Brady presented the minutes and motioned to have them approved as written, second by Thoroughgood, approved unanimously with Keenan absent.

TREASURER'S REPORT

Bank Balances, no council action

Bills, treasurer Truitt presented the bills for payment. O'Neal motioned, Brady second to pay the bills from the designated accounts, approved unanimously with Keenan absent.

Audit Report – Sheldon Forney from Jefferson, Urian, Doane and Sterner presented the end of the year report to council for year ending June 30, 2014. Mr. Forney reviewed the report with council and was able to give an unqualified opinion which is what the town wants to hear. Thoroughgood motioned Hodges second to accept the audit as presented, approved unanimously with Keenan absent.

MILLSBORO FIRE COMPANY

Mike Mitchell, president of the Millsboro Fire Company reported that there were 47 fire and rescue and 190 ems calls this month. The fire prevention week was held this week and it went well with some very good essays that they are hoping will qualify for the state competition. They were on hand for the "Family Nite Out" held on October 31st. Mayor Bryan

advised Mr. Mitchell that the North East Car Rally that was held in October raised \$ 6,070.00 for the benefit of the fire company.

GREATER MILLSBORO CHAMBER OF COMMERCE

Amy Simmons, director of the chamber reported that they were on hand for Family Nite Out as well and agreed that it went well. She advised council that the ribbon cutting for the Delmarva Health Pavilion and Millsboro Motors was held and were both very nice events. There is a ribbon cutting scheduled on November 13th for the Southern Delaware Foot & Ankle and November 18th for the East Coast Garden Center first winter farmer's market. The next chamber membership meeting is scheduled for November 20th at the Blue Water Grill.

Christmas Parade, the theme is "Millsboro Candy Cane Christmas Parade". The lineup begins at M & T Bank on Mitchell Street with the parade beginning at 7:00 pm. D & D Stained Glass is sponsoring the parade again this year so there will not be any application fees and the date is December 10, 2014. Thoroughgood motioned, Truitt second to approve the parade permit for the Christmas parade scheduled for December 10th, approved unanimously with Keenan absent.

MILLSBORO POLICE DEPARTMENT

Lt. Calloway gave report – Ptl. Bullock has received training in emergency vehicle operations at the Delaware State Police Academy. On October 30th the department conducted the day shoot at the new range. Ptl. McDaniel is removed from field training and officially this week and is here this evening. Lt. Calloway introduced Ptl. McDaniel to council and he proceeded to greet and shake hands with council and receive congratulations. Homeland Security notice has been Ebola updates. No CALEA updates. The Grants; a Chevrolet Tahoe has been ordered and delivery expected sometime in November. Equipment has also been ordered and anticipates having the car ready by the first of the year. The new in car cameras have been ordered and should be installed in November. SALLE and EIDE grants have to be approved by the state department.

Detective Legates handled a burglary investigation of a residence and it was determined that it was a false report. The robbery at Dominos is still pending.

The department has been reaching out to all of the local businesses so we can update their emergency contact information. This is always a big help to the officers when there is an investigation.

Millsboro Night Out took place on October 31st with Cpl. Moyer organized the event with the assistance of the Millsboro Fire Department and the Millsboro Chamber of Commerce. Everyone was pleased with the event and Mayor Bryan commented on how well the officers that were there interacted with the kids and everyone had fun.

For action tonight Lt. Calloway is submitting Ptl. Seth Bullock's name for promotion to Patrolman First Class. To be eligible an officer must have been with the agency for a period of

two years starting from their date of graduation from the police academy. Also, the officer cannot have been suspended for a period over twelve hours during their first two years of service. Bullock has met the Department's policy relating to these eligibility requirements and is recommended for the promotion. Hodges motion, O'Neal second to promote Ptl Bullock to Pfc. Bullock effective immediately, approved unanimously with Keenan absent.

Also for action tonight is education reimbursement. There are two education reimbursements in your packet. The first is Patrolman DuFour for a total of \$1,598.60. The second is Sgt. Wheatley and his total is \$ 2,283.95. All classes have had prior approval. Brady motion, Truitt second to approve reimbursing both officers for the amounts requested, approved unanimously with Keenan absent.

STREET REPORT

Grass clippings in the street. Faye advised council that it had been brought up by Secretary Brady that grass clippings in the street has become an issue. Secretary Brady then explained that this has happened on Wilson Highway, Old Landing Road as well as other areas. When it rains the storm water grates become covered and then it either backs up the rainwater or the clippings get washed down the drains. Recently it was in the news how this is harmful to the water ways as it enters the lakes and ponds and rivers. Faye has not checked to see if there are any other towns doing anything with this or not but will follow up and report back to council.

RECREATION REPORT

The Millsboro Art League is asking permission to have "Art in the Park" in Cupola Park on June 15, 2015. Last year was the first annual Art in the Park event and it was a success. The Art League was pleased as were visitors that attended. The intention is to make it an annual event and they would like to begin planning again for this year. There were not any issues last year or complaints. Thoroughgood motioned, Brady second to approve June 15, 2015 for "Art in the Park", approved unanimously with Keenan absent.

WATER AND SEWER REPORT

Faye reported that she adjusted 413 Union Street sewer bill due to a leak as ordinance allows.

Wastewater Construction, Contract G, Carrie DeSimone has submitted documentation that Contract G has had substantial completion, preparing to close out the project and reduce the retainage to zero. The holding tank has been tested with no leaks. If acceptable with council then they need to approve the close out and retainage reduction. Hodges motion, Truitt second to allow contract G to be closed out and to reduce the retainage to zero, approved unanimously with Keenan absent.

MAYOR'S REPORT

Council has been advised that the annexation requests from Mr. Eggleston and Mr. MeGee have both been rescinded. Mr. Eggleston had other development opportunities that did not need water and sewer so he withdrew his request. When he withdrew his that automatically voided Mr. Bahar's request as he would no longer be contiguous. Mr. MeGee then withdrew his request siting he had no immediate plans for the property so would wait. Thoroughgood motion, Brady second to accept the withdrawals of the Eggleston and MeGee annexation request, approved unanimously with Keenan absent.

Dukes Manor, Sussex County Map No. 1-33-16.16 parcel 8.00 is requesting an extension of the final plan approval for one more year giving economy as a reason. Faye explained that council is reviewing criteria for extensions in the future but until the end of the year it would be agreeable to grant the extension. Truitt motion, Hodges second to approve the one year extension of the final site plan, approved unanimously with Keenan absent.

Combination of Lots, Mr. Pulice has requested to combine two parcels located on DuPont Blvd. They are Sussex County Map 1-33-16.16 parcels 14 and 15. There is a building and business on one parcel and he used the second parcel for parking equipment. Combining the two lots will allow him to make better use of the property and it will still meet all of the town's zoning requirements. Hodges, motion, O'Neal second to approve the combining of the two parcels, approved unanimously with Keenan absent.

Flood Plain Management Ordinance, the town is required to have a new ordinance enacted by Mach 15, 2015. Mayor Bryan chose to appoint a committee to review and make recommendations to council. Hodges chair, Brady and Thoroughgood.

Plantation Lakes, revision of phase 1; section I and section J and proposed design of pump station 7c, sub phase 2.1, section H. Ken Usab of Morris and Ritchie Associates gave an overview of the plans of where they are now. In 2004 lots along Belmont Blvd. were approved and they are in the process of pulling three and making them part of J. The utilities were done in part of J and the road was done in phase 1, section I. They are asking to move the three lots to J. Hodges asked if they are adding water and sewer off Belmont and abating the other and Ken advised that yes, they were. They are also asking for approval of the pump station upon approval of design with buffering to existing lots. The need lead time to complete show drawings. That parcel of land will be dedicated to the town. Carrie DeSimone of CABA Associated advised council that CABA is okay with the design of the plant. They had one comment on the flow meter and MRA agreed so it was not a problem. Hodges motion, Truitt second to approve the pump station design with the flow meter, approved unanimously with Keenan absent. O'Neal asked if the storm water would need altering with any of the design changes and Ken Usab advised they would not. Hodges motion, Thoroughgood second to approve reassigning the three lots to section J, approved unanimously with Keenan absent.

Faye reminded the public that taxes were past due October 1st.

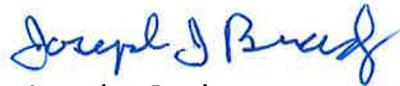
7:58 pm Brady motion, O'Neal second to recess and enter into executive session, approved unanimously with Keenan absent.

Regular Session

8:14 pm meeting called to order with Mayor Robert H. Bryan presiding. Present were Vice Mayor John Thoroughgood, Secretary Joseph J. Brady, Treasurer Michelle Truitt, council persons Tim Hodges and Ron O'Neal, Town Solicitor Mary Schrider-Fox, Assistant Town Manager Matt Schifano and Town Manager Faye Lingo.

Truitt motion and Thoroughgood second to adjourn approved unanimously with Keenan absent.

Respectfully submitted,



Joseph J. Brady,
Secretary