

**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
November 5, 2012**

7:00 P.M. meeting called to order in the Millsboro Fire Hall at 109 E State Street, Millsboro, Mayor Robert Bryan presiding. Present were Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer 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, and Town Clerk Tammy Phillips. Guest- see attached list.

Pledge of Allegiance

Public Comments - None

SECRETARY'S REPORT - Secretary Hastings presented the minutes from the October 1, 2012 council meeting for Council's approval. Hodges moved Keenan seconded to approve the minutes from the October 1, 2012 council meeting as written. Motion approved unanimously.

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

MILLSBORO FIRE COMPANY - Our third quarter numbers have been totaled, at the end of September, our Fire calls totaled 336, an average of just over 37 calls per month. This is a 6% increase in total numbers as compared to this time last year. Our EMS number stood at 1513, which show's almost a 9% increase over last year at this same timeframe, averaging 168 ambulance calls per month. This figure is only 100 runs short of where we were in 2010, which was our busiest year to date with 2088 EMS calls.

Our EMS staff is now working on a 24/72 hour shift on a trial basis through the end of 2012, allowing our staff to work a straight 24 - hour shift and then have 72 hours off before their next tour begins. A number of other EMS providers within the County are working this same

shift and after much discussion, the EMS Board approved the shift change. The staff will provide feedback to determine if this change will become permanent in 2013.

Once again, Millsboro Fire Company was host to a number of agencies during Hurricane Sandy. Members from the Delaware State Police, Delaware National Guard, Sussex County Paramedics and workers from the Delaware Department of Transportation camped at our facility during the storm, along with approximately a dozen volunteer members of our company. Fortunately, due to the track of the storm, Sussex County was spared much of the damage and all in attendance spent a quiet period waiting for the storm to pass. Millsboro answered only three dispatched fire calls and a very small number of service calls during the timeframe of the storm.

After a very busy month of October for our volunteers, Fire Prevention activities are officially over. The busiest week of October 7 - 13 included school demos, fire truck rides, a mini-muster and fire school activities, along with poster and essay judging. The award ceremony is scheduled for the Millsboro Fire Hall on Sunday, November 11th. Awards will be presented, to the 1st, 2nd and 3rd place essay winners from the Millsboro Elementary and Middle schools. On Tuesday, November 27th, the county winners will receive their awards at the Sussex County Volunteer Firemen's Association monthly meeting.

GREATER MILLSBORO CHAMBER OF COMMERCE - Amy Simmons, Chamber Coordinator, Little Miss Millsboro Kathryn Favinger and the runner up is Paige Casper. Family Night Out October 31, 2012 was a success and the Chamber with like to thank Mayor Bryan and Mr. Thoroughgood for helping. This year's Christmas Parade will be December 12, 2012 @ 6:00 p.m. and line up will start at 4:30 in the M & T Parking Lot. Christmas Caroling will be after Christmas parade at Dairy Queen lot with Kathy Robinette. Pictures with Santa will be available and Lions Club has offered to decorate Santa's sled this year. The Bridal Show is schedule for March 3, 2013.

MILLSBORO POLICE DEPARTMENT - NO REPORT

PARK AND RECREATION REPORT - NO REPORT

STREET REPORT - NO REPORT

WATER AND SEWER REPORT - East State Street- water line alignment
Deldot is planning to do some work on State Street from one end of town to the other. On the end near Old Landing Road, the town has a water line that will interfere with their work and they would like to do re-alignment. To do this work they have suggested that CABA Assoc. do the design since they are familiar with the existing placement. Since CABA is looking out for the town's interest, it was suggested that the town sign a contract with CABA. Deldot would reimburse the town for their cost. This is a Deldot project and it is not to cost the town. Truitt motioned, Thoroughgood second to approve CABA's contract with the understanding the Deldot will be reimbursing the town. Motion approved unanimously.

Contract H - was rebid on November 1, 2012, Mark Downes, Caba Associates stated they recommend that the Town of Millsboro accept the low

bid of David A Bramble, Inc. on the subject project in the amount of \$ 2,922,000.00 and award the project to them subject to USDA concurrence of award. Thoroughgood moved Hodges seconded to award David A. Bramble, Inc. on 2011 Wastewater and Beneficial Aquifer Recharge Facility in the amount \$ 2,922,000.00. Motion approved unanimously.

Contract E - Thoroughgood moved Petruzella second to approve change order on 2009 Wastewater and Beneficial Reuse Water Transmission in the amount for \$49,103,81 making the total contact 1,084,241.09. Motion approved unanimously.

Farmland lease on the White Farm - Thoroughgood moved Hastings second to approve bid out the farmland to the highest bidder. Motion approved unanimously.

Riddle - request for an irrigation well on the property owned by Jeff and Lana Robb, map 1-33-16.00-parcel 136.00. Hodges moved Petruzella second to approve Mr. Riddle is allowed to install irrigation well on the property, but need to follow town ordinances. Motion approved unanimously.

Sewer adjustments - 215 Laurel Road and 251 Old Landing Road, due to water leaks, sewer adjusted by the town manager as ordinance allows.

MAYOR'S REPORT -

Monroe Square - Monroe Street and Northern Avenue, Sussex County Map No. 1-33-17.13-015.00 are requesting an extension of their final site plan approval. Mr. Joe Moore asked Council for one-year extension on final site plan. Thoroughgood moved Keenan second to grant one-year (11/05/2013) extension at Monroe Street and Northern Avenue, Sussex County Map No. 1-33-17.13-015.00. Motion approved unanimously.

Otter Branch - BARR, LLC - Sussex County Map No. 1-33-17.00 parcel 67.00 is requesting an extension on preliminary site plan renewal. Thoroughgood moved Hastings second to grant one-year (11/05/2013) extension on preliminary site plan at Otter Branch on Old Landing Rd. Motion approved unanimously.

Dukes Manor Sussex County Map No. 1-33-16.16 parcel 8.00 is requesting an extension on final site plan approvals. Thoroughgood moved Hodges second to grant one-year (11/05/2013) extension on final site plan at Dukes Manor across from Mill Chase Apartments between Monroe Street and Northern Avenue. Motion approved unanimously.

Kersey - requested zoning change on property on Mitchell Street, Sussex County No. 1-33-17.00 parcel 72.00 currently zoned Mobile Home and requesting to change to Urban Business. Millsboro's Comprehensive Plan already designated this as a commercial property so it does not have to go through the State Planning Office or to Sussex County. Hastings moved Thoroughgood second to proceed with the public hearing to be December 3, 2012. Motion approved unanimously.

Hours of Construction - request to amend the construction hours currently allowed by town ordinance. Petruzella is requesting that the hours be amended and has done some research involving the regulations

in other towns. Mayor appointed a committee Thoroughgood (chair), Hodges, and Petruzella.

Delinquent Taxes - reminder to residents that taxes are past due as of September 30. Town Manager advised that some delinquent taxes had already been sent to the town solicitor and if there are any to be added his year they will be made ready.

Building Construction - Schifano stated a decision need to make on exterior lighting; option 1, installing additional floodlights with no upfront fee but did have a monthly fee. Option 2, to install 4 (four) contractor concrete pedestal poles in parking area costly roughly \$ 14,000.00, the electric would be underground. It was agreed that more information was needed so the building Committee will hold a meeting to study which option would be best. Thoroughgood moved Petruzella seconded to approve Lingo to order new furniture for the office. Motion approved unanimously.

7:55 p.m. Keenan moved Truitt second to adjourn. Motion approved unanimously.

Respectfully Submitted,



Greg Hastings,
Secretary