



**Town Council
Town of Millsboro**

322 Wilson Highway
Millsboro, Delaware 19966
(302) 934-8171
(302) 934-7682 (Fax)
town@millsboro.org

Mayor Faye Lingo
Vice Mayor John Thoroughgood
President Pro Tem Brad Cordrey
Secretary Jim Kells
Treasurer Larry Gum
Councilman Ron O'Neal
Councilwoman Kimberley Kaan

Jamie Burk, Town Manager

A G E N D A

Town Council
Regular Meeting
August 1, 2022
7:00 p.m.

Millsboro Town Center
322 Wilson Highway

NOTE: There may be a vote and Council action taken on each and every agenda item set forth herein.

Call to order

Pledge of allegiance

Appointment of personnel committee seat

Public comment (2 minutes limited to agenda items)

Secretary's report
Minutes

Treasurer's report
Bank balances
Invoices

Millsboro Fire Company update

Millsboro Art League update

Millsboro Little League update

Employee of the month—July

Police Department's report

Parks and recreation

Request to use Cupola Park - Greater Millsboro Chamber of Commerce

Water and sewer

Olney Way water treatment facility field change updates (Kruger)

White Street well engineering services agreement (Kruger and/or Verdantas)

Streets

Request for stop signs and do not enter signs - Plantation Lakes Boulevard, Wilson Highway, and Mitchell Street (Niblett and/or Schrider-Fox)

Mayor's report

Recommendation to award Police Station contractor (DBF)

Partitioning request Patriot's Bluff-Commercial (133-11.00-5.01) approximately 39.2814 acres of land located on the western side of U.S Route 113 (DuPont Highway)

Annexation request — Fallbrooke Properties LLC (233-5.00-3.00 & 233-5.00-4.00) Mitchell Street (SCR 83)

Lot combination request — Fallbrooke Properties LLC (233-5.00-3.00 & 233-5.00-4.00) Mitchell Street (SCR 83)

Preliminary site plan — Fallbrooke Properties LLC (233-5.00-3.00 & 233-5.00-4.00) Mitchell Street (SCR 83)

Annexation request — Somerton Chase (133-20.00-41.02) Radish Road (SCR 338)

Annexation request —Parasram (133-20.00-44.06) Radish Road (SCR 338)

Posting of properties subject to public hearings (Burk and/or Schrider-Fox)

Introduction of proposed change – §210-40 of the *Code of the Town of Millsboro* Overflow Parking Required (Niblett)

Introduction of potential change – §127 of the *Code of the Town of Millsboro* Impact Fees (related to cemeteries) (Burk and/or Niblett)

Introduction of potential change – §178-3 of the *Code of the Town of Millsboro* Surety or Guaranty Bond requirements (Niblett and/or Schrider-Fox)

Introduction of potential change – § 210-13 Medium Density (MR) of the *Code of the Town of Millsboro* - minimum lot size requirements (Burk and/or Niblett)

Mediacom franchise license agreement (Schrider-Fox)

Adjournment

NOTE: (1) This agenda is subject to change. Such changes may include the addition of items that arise at the time of the meeting and/or the deletion of items. In the case of additions related to items that arise prior to the meeting, the change will be posted with as much notice as practicable under the circumstances—but in no case will the notification be provided less than 6 hours prior to the meeting start time—and the associated item will be (a) of an emergency nature and/or (b) unable to reasonably be deferred for handling at a future meeting. (2) One or more of the items listed may not be considered in sequence.

8/1	Town of Millsboro			
month	Account Balances			
	July 31, 2022			
Account			Book Balance	Interest Earned
Type	Bank	Purpose		
Checking/Money Market				
	WSFS Bank			
		General Account	\$ 2,271,002.41	\$ 963.24
		Building Component Fee	\$ 4,666,590.79	\$ 1,999.97
		Water Impact	\$ 439,003.89	\$ 188.09
		Sewer Impact	\$ 3,791,506.72	\$ 1,624.47
		Sewer Construction	\$ 2,440,642.89	\$ 1,045.70
		Municipal Street Aid Fund (MSAF)	\$ 78,063.56	\$ 36.53
		Bicentennial Beautification Fund		\$ 4.79
		State Aid Local Law Enforcement (SALLE)	\$ 4,449.67	\$ -
		Emergency Illegal Drug Enforcement (EIDE)	\$ 4,612.24	\$ -
		Fund to Combat Violent Crime (FCVC)	\$ 938.46	\$ -
		Payroll	\$ 222.96	\$ 7.57
		Withholding	\$ 51,721.97	\$ 27.35
		Transfer Tax 1% (3.75M in "set-asides")	\$ 9,059,212.41	\$ 3,865.41
		Total WSFS Bank	\$ 22,807,967.97	\$ 9,763.12
	Citizens Bank			
		Transfer Tax Checking	\$ 3.85	
		Transfer Tax 1%	\$ 200,287.16	\$ 8.51
		Transfer Tax .5%	\$ 50,098.87	\$ 2.13
		Total Citizens	\$ 250,389.88	\$ 10.64
		Total Checking/Money Market	\$ 23,058,357.85	\$ 9,773.76
Certificates of Deposit				
	M&T Trust - formerly Wilmington Trust			
		Bicentennial Fund 9/11/16 Mat 0.2%	\$ 7,000.00	
		Total M&T Trust	\$ 7,000.00	
	PNC Bank			
		WWTP Unrestricted General - 5/31/22	\$ 84,475.56	
		WWTP Membrane CD - 5/31/22	\$ 51,501.08	
		Total PNC Bank	\$ 135,976.64	\$ -
		Total Certificates of deposit	\$ 142,976.64	\$ -
		Total on Hand Cash & CD's	\$ 23,201,334.49	\$ 9,773.76

8/1 mth Town of Millsboro
 Account Balances
 July 31, 2022

Account Type/Bank	Purpose	June 30, 2022 Book Balance	July 31, 2022 Book Balance	Net Change	Interest Earned
Checking/Money Market					
WSFS Bank					
	General Account	\$ 1,775,965.73	\$ 2,271,002.41	\$ 495,036.68	\$ 963.24
	Building Component Fee	\$ 4,683,651.55	\$ 4,666,590.79	\$ (17,060.76)	\$ 1,999.97
	Water Impact	\$ 438,811.34	\$ 439,003.89	\$ 192.55	\$ 188.09
	Sewer Impact	\$ 3,789,843.68	\$ 3,791,506.72	\$ 1,663.04	\$ 1,624.47
	Sewer Construction	\$ 2,439,588.11	\$ 2,440,642.89	\$ 1,054.78	\$ 1,045.70
	Municipal Street Aid Fund (MSAF)	\$ 107,291.80	\$ 78,063.56	\$ (29,228.24)	\$ 36.53
	Bicentennial Beautification Fund	\$ 11,174.40	\$ -	\$ (11,174.40)	\$ 4.79
	State Aid Local Law Enforcement (SALLE)	\$ 4,449.67	\$ 4,449.67	\$ -	\$ -
	Emergency Illegal Drug Enforcement (EIDE)	\$ 4,612.24	\$ 4,612.24	\$ -	\$ -
	Fund to Combat Violent Crime (FCVC)	\$ 938.46	\$ 938.46	\$ -	\$ -
	Payroll	\$ 215.39	\$ 222.96	\$ 7.57	\$ 7.57
	Withholding	\$ 13,609.41	\$ 51,721.97	\$ 38,112.56	\$ 27.35
	Transfer Tax 1% (3.75M in "set-asides")	\$ 9,624,599.51	\$ 9,059,212.41	\$ (565,387.10)	\$ 3,865.41
	Total WSFS Bank	\$ 22,894,751.29	\$ 22,807,967.97	\$ (86,783.32)	\$ 9,763.12
Citizens Bank					
	Transfer Tax Checking	\$ 3.85	\$ 3.85	\$ -	\$ -
	Transfer Tax 1%	\$ 200,278.65	\$ 200,287.16	\$ 8.51	\$ 8.51
	Transfer Tax .5%	\$ 50,096.74	\$ 50,098.87	\$ 2.13	\$ 2.13
	Total Citizens	\$ 250,379.24	\$ 250,389.88	\$ 10.64	\$ 10.64
Total Checking/Money Market					
		\$ 23,145,130.53	\$ 23,058,357.85	\$ (86,772.68)	\$ 9,773.76
Certificates of Deposit					
M&T Trust - Formerly Wilmington Trust					
	Bicentennial Fund 9/11/16 Mat 0.2%	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
	Total M&T Trust	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
PNC Bank					
	WWTP Unrestricted General - 5/31/22	\$ 84,475.56	\$ 84,475.56	\$ -	\$ -
	WWTP Membrane CD - 5/31/22	\$ 51,501.08	\$ 51,501.08	\$ -	\$ -
	Total PNC Bank	\$ 135,976.64	\$ 135,976.64	\$ -	\$ -
Total Certificates of deposit					
		\$ 142,976.64	\$ 142,976.64	\$ -	\$ -
Total on Hand Cash & CD's					
		\$ 23,288,107.17	\$ 23,201,334.49	\$ (86,772.68)	

July 2022 Bills

Sum of	Total		
Bank	Vendor	Description	Total
GENERAL	A.E. MOORE JANITORIAL	JULY/CUOLA PARK	120.73
		JULY/SEWER	149.96
		JULY/TOWN HALL	108.52
	A.E. MOORE JANITORIAL Total		379.21
	A.S. PHOTOGRAPHY	PICTURES/TOWN COUNCIL	250.00
	A.S. PHOTOGRAPHY Total		250.00
	AD-ART SIGN COMPANY	LETTER CRIM INVESTI DOOR	125.00
	AD-ART SIGN COMPANY Total		125.00
	ADVANCE AUTO PARTS	ANTIFREEZE '96 CHEVY	48.75
		ANTIFREEZE-RADISH FARM PS	64.56
		BRAKE PAD-'96 CHEVY	23.72
		WIPERS F/1996 CHEVY	33.48
	ADVANCE AUTO PARTS Total		170.51
	A-LERT MOTIVATIONS	LINED PAGE JOTTER (500)	900.99
		LIP BALM (700)	794.75
		STYLUS PEN (700)	543.58
	A-LERT MOTIVATIONS Total		2,239.32
	AMAZON.COM LLC	(2) SMARTPHONE COVERS	26.87
		1" CABLE	15.43
		1/2" CABLE	12.99
		CABLE GRIP FLOOR CABLE COVER	16.37
		CABLE SLEEVE 19-20 INCH	9.99
		CABLE SLEEVE 27-28 INCH	10.99
		EXPANDING FILES/LEGAL (5)	438.05
		SENIOR CORPORAL RANK INSIG (7)	55.48
		SENIOR CORPORAL RANK INSIGNIA	10.28
	AMAZON.COM LLC Total		596.45
	ATLANTIC TRACTOR, LLC	PARTS/TRACTOR DOOR & BLADES	1,224.54
		TRACTOR DOOR	366.62
	ATLANTIC TRACTOR, LLC Total		1,591.16
	BAKER'S HARDWARE CO.	JULY/POLICE MISC	5.99
		JULY/SEWER	457.73
		JULY/SEWER EXP OTHER	48.13
		JULY/SR RPR MAINT-VEHICLE/EQUIP	179.88
		JULY/STREETS	18.99
		JULY/WATER	55.67
		JULY/WATER MISC EXPENSE	115.45
	BAKER'S HARDWARE CO. Total		881.84
	BAYSIDE AUDIOLOGY & HEARING	AUDIOMETRY TEST-BARRETT	125.00
		AUDIOMETRY TEST-CABEZAS	125.00
		AUDIOMETRY TEST-MARCHAIS	125.00
	BAYSIDE AUDIOLOGY & HEARING AIDS Total		375.00
	BELAIR ROAD SUPPLY	PIPE FITTING	69.17
	BELAIR ROAD SUPPLY Total		69.17
	BOYD, DIANA	REF OVERPAYMENT PROP TAX	874.20
	BOYD, DIANA Total		874.20
	BUCKLER, RICHARD L.	REIMB ONLINE COURSE 7/6/22	25.00
	BUCKLER, RICHARD L. Total		25.00
	BURK, JAMIE	BOOTS/BURK	71.99
	BURK, JAMIE Total		71.99
	CAPITOL CLEANERS	JUNE BILLING	363.93
	CAPITOL CLEANERS Total		363.93
	CENTURY ENGINEERING LLC	WHITE FARM WWTP-FORCE MAINS	16,358.33
	CENTURY ENGINEERING LLC Total		16,358.33
	COASTAL POINT LLC	PUBLIC NOTICE CHAPTER 210-40	38.25

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July 2022 Bills

GENERAL	COASTAL POINT LLC	PUBLIC NOTICE-ANNEX 7/22/22	42.50
		PUBLIC NOTICE-COMP PLAN 7/22/22	29.75
	COASTAL POINT LLC Total		110.50
	COUNTY LINE CRANE SERVICE	PUMP REMOVAL-PS#6 OLNEY WAY	460.00
		REMOVE PUMP/WWTP	340.00
	COUNTY LINE CRANE SERVICE LLC Total		800.00
	COYNE CHEMICAL CO.	BLEACH	9,960.67
		CAUSTIC	2,413.14
		CAUSTIC MINI BULK	2,691.50
		CHLORINE	2,239.72
		CITRIC ACID	4,780.00
		FLUORIDE	1,509.72
		LIME	643.76
		POLYMER	7,061.06
	COYNE CHEMICAL CO. Total		31,299.57
	CRYSTAL SPRINGS	DELIVERY 7/7/22	32.22
	CRYSTAL SPRINGS Total		32.22
	CUMMINS - WAGNER	REPAIR AIR COMPRESSOR/WTP	1,597.00
		REPAIR AIR COMPRESSOR/WWTP	889.44
	CUMMINS - WAGNER Total		2,486.44
	DATA OBSESSIONS LLC	AUG 2022 BILL	80.00
	DATA OBSESSIONS LLC Total		80.00
	DELAWARE SOLID WASTE AUTHC	460964/SLUDGE	542.30
		461124/TRASH-CUPOLA PARK	23.80
		461552/TRASH	360.40
		462037/SLUDGE	427.55
		464151/SLUDGE	348.50
		464651/SLUDGE	749.70
		465167/SLUDGE	419.05
		466804/SLUDGE	470.90
		467391/SLUDGE	299.20
		467852/SLUDGE	569.50
		468325/SLUDGE	549.95
		469131/TRASH	34.85
		470376/SLUDGE	561.00
		470457/TRASH	56.95
		470811/SLUDGE	544.00
		471049/TRASH	34.85
		471270/SLUDGE	566.10
		471822/SLUDGE	443.70
		472130/TRASH	11.05
	DELAWARE SOLID WASTE AUTHORITY Total		7,013.35
	DIVISION OF PUBLIC HEALTH	WTR LICENSE APPLI-MCMULLEN	100.00
	DIVISION OF PUBLIC HEALTH Total		100.00
	DOC SUSSEX COMM CORRECTION	(3) PICNIC TABLES-DOG PARK	1,125.00
		GRASS CUTTING 6/13	625.00
	DOC SUSSEX COMM CORRECTIONS CTR Total		1,750.00
	DUFFIELD ASSOCIATES, INC	88146/ALDERLEAF MEADOWS	83.00
		88160R2/M&TPS#4 DEWATERING	2,979.80
		88177/PLANTA LAKES SUB REV	4,880.14
		88255/RAPID INFIL BASIN IMP-WF	1,963.00
		88323R2/MILLSBORO MISC-CUPOLA	1,411.20
		88323R2/MILLSBORO MISC-GENERAL	1,862.20
		88323R2/MILLSBORO MISC-SWR	1,899.60
		88323R2B/PS#4 ENVIRON SERV	1,107.00
		88323R2C/WATER AMP UPDATE	116.00
		88323R2D/BURTON'S CROSSING	51.79
		88323R2E/POLICE STATION	1,896.25
		88323RA/FOSTER COMMONS	51.20

July 2022 Bills

GENERAL	DUFFIELD ASSOCIATES, INC	88325R2/M&T PS#4 COFFER DAM BORINGS	9,557.40
		88328R2/MILLSBORO RIB EXPAN	13,856.00
	DUFFIELD ASSOCIATES, INC Total		41,714.58
	DUFOUR, MATTHEW	CVSA TRAINING 1ST DAY 8/15/22	51.75
		CVSA TRAINING-LAST DAY 8/18/22	51.75
		CVSA TRAINING-M&IE 8/16/22	69.00
		CVSA TRAINING-M&IE 8/17/22	69.00
	DUFOUR, MATTHEW Total		241.50
	ENVIROCORP, INC.	JUNE/SEWER	1,176.00
		JUNE/WATER	430.50
	ENVIROCORP, INC. Total		1,606.50
	EXCELSIOR BLOWER SYSTEMS,	(1) 5 GAL BUCKET OIL	584.87
		(2) PAPER FILTER ELEMENTS	92.00
		(4) V-BELTS	227.32
	EXCELSIOR BLOWER SYSTEMS, INC. Total		904.19
	EYE MED	AUG/GENERAL (HIGH)	151.70
		AUG/POLICE (HIGH)	271.36
		AUG/POLICE (LOW)	50.40
		AUG/SEWER (HIGH)	139.65
		AUG/SEWER (LOW)	7.82
		AUG/WATER (HIGH)	59.19
		AUG/WATER (LOW)	2.60
	EYE MED Total		682.72
	FERGUSON	24" INCH BUTTERFLY VALVE	7,230.24
		COUPLING	14.36
		FLEX TAPE	18.66
		PIPE THREAD TAPE	1.60
	FERGUSON Total		7,264.86
	FIRST STATE CHEVROLET KODI	2015 CHEV TAHOE REPAIRS	476.07
	FIRST STATE CHEVROLET KODIAK Total		476.07
	FISHER AUTO SUPPLY	AIR FILTER TO RPR GENERATOR	55.93
		AIR FILTER/GENERATOR @ RETREAT	107.74
		BATTERY/GENERATOR @ RETREAT	130.74
		DEF FLUID F/UTILITY TRUCK	44.91
		FUSES F/WHARTON BLUFF PS	2.59
		WATER PUMP/GENERATOR @ RADISH PS	71.11
	FISHER AUTO SUPPLY Total		413.02
	FOX ROTHSCHILD LLP	JUNE BILLING THROUGH 6/30/22	1,050.00
	FOX ROTHSCHILD LLP Total		1,050.00
	FP MAILING SOLUTIONS	7/1/22-9/30/22-GEN	17.72
		7/1/22-9/30/22-SWR	53.15
		7/1/22-9/30/22-WTR	17.71
	FP MAILING SOLUTIONS Total		88.58
	GANNETT FLEMING	RT 24 SANITARY SWR REPLAC	7,695.00
	GANNETT FLEMING Total		7,695.00
	GEORGE, MILES & BUHR, LLC	MISC CONSTRUC OBSERV SERVICE	868.08
		STATE ST SIDEWALK REPLAC	1,478.43
	GEORGE, MILES & BUHR, LLC Total		2,346.51
	GIORDANO, DELCOLLO, WERB & REF	OVERPAYMENT IRRIGATION	505.31
	GIORDANO, DELCOLLO, WERB & GAGNE Total		505.31
	GLOBAL PUBLIC SAFETY, LLC	INSTALL MODEM/2022 FORD PIU	954.00
		INSTALL VEHICLE EQUIP-2022 FORD	13,991.45
	GLOBAL PUBLIC SAFETY, LLC Total		14,945.45
	HILLS' ELECTRIC MOTOR SERVICE	AMT EFFLUENT PUMP 1 HP	1,275.51
		CENTRIFUGE DRIVE MOTOR	1,174.03
		MULTI-GROOVE PULLEY/CENTRIFUGE WWTP	170.32
	HILLS' ELECTRIC MOTOR SERVICE Total		2,619.86
	HOME PARAMOUNT PEST CONTROL	7/21/22 QTRLY PEST APPLI	193.00
	HOME PARAMOUNT PEST CONTROL CO Total		193.00

July 2022 Bills

GENERAL	HOPKINS CONSTRUCTION CO.	JETVAC 7/19/22-RETREAT/PL#2/PARK	5,100.00
		JETVAC 7/20/22-PL#1/RADISH/M&T	6,300.00
		JETVAC-MILLWOOD/WHARTON/BRANDYWINE	5,100.00
		PUMP RENTAL 6/5/22-7/3/22	764.94
		PUMP RENTAL-FARM 6/9/22-7/7/22	1,373.90
	HOPKINS CONSTRUCTION CO. Total		18,638.84
	IN & OUT CAR CARE	110026/2021 FORD POLICE INTRCPTR	15.00
		110029/2019 FORD POLICE INTRCPTR	50.14
		110076/2017 FORD POLICE INTRCPTR	242.18
	IN & OUT CAR CARE Total		307.32
	INDEPENDENT NEWSMEDIA INC.	AD PROPOSAL/CPA FIRMS	88.76
		BID AD-POLICE STATION	237.76
		POLICE STATION READVERTISE	123.63
	INDEPENDENT NEWSMEDIA INC. USA Total		450.15
	IRON SOURCE, LLC	(2) TOWABLE LIGHT TOWERS-STARS & STRI	339.27
	IRON SOURCE, LLC Total		339.27
	KRANSON CLOTHES, INC.	SGT CHEVRONS (3 PR)	30.00
		SHORT SLEEVE SHIRTS (3)	405.00
	KRANSON CLOTHES, INC. Total		435.00
	L/B WATER SERVICE INC	1" WATER METER W/ COUPLING	352.82
		25 FT CABLE	916.50
	L/B WATER SERVICE INC Total		1,269.32
	LAWN DOCTOR OF SUSSEX COUN	FERTILIZE GRASS-DOG PARK	294.10
		FERTILIZE GRASS-TOWN HALL	175.65
	LAWN DOCTOR OF SUSSEX COUNTY Total		469.75
	LOWE'S	(3) HARD HATS	52.65
		(8) UMBRELLAS-DOG PARK	330.76
		3M TAPE (5 PK)	10.81
		AIR MOVER BLOWER FAN TIMER	123.50
		CABLE TIES	16.13
		CLAMPS (10)	21.60
		CRIMPER	23.73
		CUTTER/HOSE CLAMP/BOLTS	28.77
		DURAHIDE LEATHER GLOVES-MEDIUM	21.83
		MECHANIX LEATHER GLOVES-XL	25.64
		POWER FISH PULL LINE	16.14
		REPAIR WWTP PS	33.24
		SHACKLES (2)	16.12
		TORCH KIT & PROPANE	40.05
		WIRE CONNECTORS	9.61
		WIRE STRIPPERS	31.81
		YELLOW WIRE CONNECTORS	4.64
	LOWE'S Total		807.03
	MANLOVE AUTO PARTS	CLEANING SUPPLIES/VEHILCES	158.88
	MANLOVE AUTO PARTS Total		158.88
	MARVEL'S PORTABLE WELDING,	EMG WELDING/AUGER REPAIR	197.50
		LOWER COMPRESSION AUGER	13,438.73
	MARVEL'S PORTABLE WELDING, INC. Total		13,636.23
	McKENZIE PAVING INC.	BLACKTOP TH PARKING LOT-50%	24,500.00
	McKENZIE PAVING INC. Total		24,500.00
	MCMASTERS, WAYNE	REF OVERPAYMENT/IRRIGATION	370.72
	MCMASTERS, WAYNE Total		370.72
	MEDIACOM - DELAWARE	AUGUST BILL-TOWN HALL	135.90
	MEDIACOM - DELAWARE Total		135.90
	MISSION COMMUNICATIONS, LI	ANNUAL SERV FEE/MANHOLE MONITOR	466.80
	MISSION COMMUNICATIONS, LLC. Total		466.80
	MOYER, DAVID	CVSA TRAINING 1ST DAY-8/15/22	51.75
		CVSA TRAINING-LAST DAY 8/18/22	51.75
		CVSA TRAINING-M&IE 8/16/22	69.00

July 2022 Bills

GENERAL	MOYER, DAVID	CVSA TRAINING-M&IE 8/17/22	69.00
	MOYER, DAVID Total		241.50
	NEWS JOURNAL COMPANY	BID AD-POLICE STATION	518.16
	NEWS JOURNAL COMPANY Total		518.16
	NITV FEDERAL SERVICES	RECERT TRAINING-MOYER & DUFOUR	990.00
	NITV FEDERAL SERVICES Total		990.00
	NVR, INC. T/A RYAN HOMES	REF OVERPAYMENT WTR/SWR-2 ACCTS	253.50
	NVR, INC. T/A RYAN HOMES Total		253.50
	O'BRIEN, SEAN-STEPHEN	DOT PHYSICAL 7/12/22	80.00
	O'BRIEN, SEAN-STEPHEN Total		80.00
	PENINSULA POLICE PSYCHOLOG	PRE EMPL PSYCHOLOGICAL TEST	500.00
		PRE-EMPL PSYCHOLOGICAL TEST	1,000.00
	PENINSULA POLICE PSYCHOLOGICAL SERV Total		1,500.00
	PEP-UP INC.	DELIVERY 7/20/22-TOWN HALL	8.20
	PEP-UP INC. Total		8.20
	PETTY CASH / MATT HALL	AIR FRESHNER- TOWN HALL (3)	12.00
	PETTY CASH / MATT HALL Total		12.00
	POLICE AND SHERIFFS PRESS	ID CARDS-BURK/LYNN	32.58
	POLICE AND SHERIFFS PRESS Total		32.58
	PROFESSIONAL STARTUP &	ASST/EVAL MEMBRANE SYSTEM/APR'22	13,500.74
		ASST/EVAL MEMBRANE SYSTEM/JUNE '22	1,100.00
	PROFESSIONAL STARTUP & Total		14,600.74
	QUILL CORPORATION	COIN ENVELOPES (2)	20.78
		COPY PAPER (2 CTNS)	69.98
		FILE FOLDERS (1 BX)	31.37
		HP 902XL CARTRIDGES	78.01
	QUILL CORPORATION Total		200.14
	ROGERS SIGN CO, INC.	DECALS/BUCKET TRUCK	110.00
	ROGERS SIGN CO, INC. Total		110.00
	ROGERS, EVAN	ASP TRAINING-1ST DAY 8/15/22	48.00
		ASP TRAINING-LAST DAY 8/17/22	48.00
		ASP TRAINING-M&IE 8/16/22	64.00
	ROGERS, EVAN Total		160.00
	RSC LANDSCAPING	LIQUID FEED- RT 24	50.00
	RSC LANDSCAPING Total		50.00
	S&S REPAIR INC	REPAIR 2006 FORD TRK-DECKER	669.69
		RPR 2004 CHEVY TRUCK-LYNN	318.26
	S&S REPAIR INC Total		987.95
	SERVICE TIRE TRUCK CENTERS	REPAIR BACKHOE TIRE	505.78
	SERVICE TIRE TRUCK CENTERS Total		505.78
	SIRCHIE FINGER PRINT	EVIDENCE TAPE	274.39
	SIRCHIE FINGER PRINT Total		274.39
	STEEN, WAEHLER & SCHRIDER-	JUNE 2022 BILLING	8,521.07
	STEEN, WAEHLER & SCHRIDER-FOX Total		8,521.07
	STRAIGHT LINE SOLUTIONS,	ITOWN HALL PARKING LOT	2,007.00
	STRAIGHT LINE SOLUTIONS, LLC Total		2,007.00
	TAX-EXEMPT LEASING CORP.	CHEV IMPALA RENTAL-POLICE	5,628.78
		FORD F-350 BOOM TRUCK	3,495.81
		INTERCEPTOR #1	1,740.99
		INTERCEPTOR #2	1,740.99
		INT'L CAB & CHASSIS	6,173.44
	TAX-EXEMPT LEASING CORP. Total		18,780.01
	URS CORPORATION	2000639626/MILLSBORO BLDG INSPEC	30,315.12
		2000639798/PLANTA LAKE PKING PROJ	1,014.30
		2000640716/PLANTA LAKES AMEND SITE PL	2,984.45
		2000641217/MILLSBORO GEN SERV	11,287.37
		2000641242/SOMMERTON CHASE	3,191.75
		2000649028/PLANTA LAKES PKING PROJ	715.94
	URS CORPORATION Total		49,508.93

July 2022 Bills

GENERAL	USA BLUEBOOK	(4) PUMP HOSES	296.55
		ELECTRODE CLEANING SOLUTION	113.00
		FILTER/MEMBRANE BLOWERS	591.45
		FLAG-WATER (100 PK)	19.59
		GLOVES (18 PAIR)	117.18
		HARDHATS (2)	69.50
		MALE CONNECTOR 1/2 NPT (10 PK)	62.95
		MALE CONNECTOR 3/8 NPT (10PK)	58.95
		MARKING PAINT-BLUE (1 CS)	99.38
		POLYMER CLEANER	195.65
		UNION TEE	72.95
	USA BLUEBOOK Total		1,697.15
	VERIZON WIRELESS	6/21-7/20/22 SEWER	731.85
		6/21-7/20/22 WATER	182.96
	VERIZON WIRELESS Total		914.81
	ZUBROWSKI, JONATHAN	ASP TRAINING-1ST DAY 8/15/22	48.00
		ASP TRAINING-LAST DAY 8/17/22	48.00
		ASP TRAINING-M&IE 8/16/22	64.00
	ZUBROWSKI, JONATHAN Total		160.00
GENERAL Total			314,889.46
WITHHOLDIN	EYE MED	REIMB INV#165286980-HIGH	33.94
	EYE MED Total		33.94
WITHHOLDING Total			33.94
BUILDING C	DAVIS, BOWEN & FRIEDEL, IN	2022A005.D01/DESIGN DEV/POLICE	35,489.40
	DAVIS, BOWEN & FRIEDEL, INC. Total		35,489.40
BUILDING COMP FEE Total			35,489.40
WSFS TT 1%	BEARING CONSTRUCTION, INC.	PLANTA LAKES WTP CONTRACT	1,378,133.10
	BEARING CONSTRUCTION, INC. Total		1,378,133.10
	CALDWELL TANKS, INC.	WHITE FARM ELEV STOR TANK	164,321.21
	CALDWELL TANKS, INC. Total		164,321.21
	GEORGE, MILES & BUHR, LLC	RT 113 SWR BID & CONSTRUC	591.48
	GEORGE, MILES & BUHR, LLC Total		591.48
WSFS TT 1% Total			1,543,045.79
Grand Total			1,893,458.59

f/

July 2022 Prepaids

Sum of Bank	Total Check No	Date	Payee	Description	Total
GENER	21504	7/6/2022	DALE TEAT	CUPOLA PARK CONCERT-7/12/22	1,500.00
	21504 Total				1,500.00
	21505	7/6/2022	GOODE CLEANING LLC	JULY CLEANING-POLICE	585.00
				JULY CLEANING-TOWN HALL	892.00
	21505 Total				1,477.00
	21506	7/6/2022	FUELMAN	JUNE/GENERAL	396.57
				JUNE/SEWER	2,910.78
				JUNE/STREET	521.91
				JUNE/WATER	1,175.72
	21506 Total				5,004.98
	21507	7/6/2022	FUELMAN	JUNE/POLICE	5,068.73
	21507 Total				5,068.73
	21508	7/6/2022	REUNION BAND	CUPOLA PARK CONCERT 7/26/22	800.00
	21508 Total				800.00
	21509	7/14/2022	AVERY W. HALL INS. A	CRIME POLICY 3 YRS-7/1/22-7/1/	2,451.00
	21509 Total				2,451.00
	21510	7/14/2022	CLEARGOV, INC.	BUDGET COMPUTER PROGRAM	15,600.00
	21510 Total				15,600.00
	21511	7/14/2022	GRANITE TELECOMMUNIC	BRANDYWINE/JULY	29.45
				CUPOLA/JULY	35.61
				MILLWOOD/JULY	44.03
				PLANTATION/JULY	31.12
				POLICE/JULY	331.57
				RADISH FARM/JULY	57.74
				RETREAT/JULY	31.08
				SEWER/JULY	6.23
				TOWN HALL/JULY	450.09
				WATER/JULY	47.24
				WHARTON'S BLUFF/JULY	48.23
	21511 Total				1,112.39
	21512	7/14/2022	MAIL MOVERS	APR-JUNE WTR/SWR BILLING	289.53
	21512 Total				289.53
	21513	7/14/2022	MEDIACOM - DELAWARE	7/10-8/9/22-WWTP	216.12
	21513 Total				216.12
	21514	7/14/2022	PEP-UP INC.	DELIVERY 7/11/22	224.10
	21514 Total				224.10
	21515	7/14/2022	POSTMASTER	APR/JUNE WTR/SWR BILLING	1,801.22
	21515 Total				1,801.22
	21516	7/14/2022	STATE OF DELAWARE	S&SW NOI PERMIT 6572 2023	195.00
	21516 Total				195.00
	21517	7/14/2022	ST OF DE DIVISION OF	APPL CERT WWTP OPERATOR	50.00
	21517 Total				50.00
	21518	7/14/2022	VERIZON	SEWER/JULY INTERNET	98.99
	21518 Total				98.99
	21519	7/14/2022	VERIZON WIRELESS	5/29-6/28/22-POLICE	666.48
				5/29-6/28/22-VAWA	79.98
				5/29-6/28/22-VOCA	39.99
	21519 Total				786.45
	21520	7/14/2022	WASTE MANAGEMENT	JUNE 2022 BILLING	465.50
	21520 Total				465.50
	21521	7/14/2022	WISE, VONSHEA	NOVA TRAINING 1ST DAY 7/31/22	59.25
				NOVA TRAINING LAST DAY 8/5/22	59.25
				NOVA TRAINING M&IE 8/1/22	79.00
				NOVA TRAINING M&IE 8/2/22	79.00
				NOVA TRAINING M&IE 8/3/22	79.00
				NOVA TRAINING M&IE 8/4/22	79.00
	21521 Total				434.50
	21522	7/14/2022	WSFS BANK VISA	AC CONVENTION CTR PKG-POLICE E	20.00
				ANON(BODIES-ICE FOR STARS & ST	17.34

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July 2022 Prepays

GENER.	21522	44756	WSFS BANK VISA	BJ'S-COOKIES/DRINKS-STARS & ST	95.44
				CAPE MAY-LEWIS FERRY-POLICE EX	74.00
				DOLLAR GENERAL-CANDY	32.50
				EASTSIDE CARWASH	7.00
				EYE WORX-RECRUIT BARRETT	117.00
				GRAND HOTEL-CONFERENCE/KRUGER	552.78
				IACP MEMBERSHIP DUES/BURK	190.00
				INDEED	12.00
				MAIL STOP/MAILED RADAR/RPR	25.39
				MAIL STOP-SGT TEST	19.42
				MSFT-SERVER EMAIL	167.50
				ROCKY'S-LUNCH ELECTION STAFF	103.40
				SOUTHWEST BWI TO DENVER	631.46
				USPS	7.38
				WALGREENS/COUNCIL PICTURE PRIN	34.97
				WAWA-EMPL OF MONTH-ANGELELLA	50.00
	21522 Total				2,157.58
	21523	7/27/2022	EVERETT W. HALL INS. A	GUM-BOND 7/23/22 TO 7/23/23	450.00
	21523 Total				450.00
	21524	7/27/2022	DELAWARE ELECTRIC CO	GRAVEL HILL RD - JUNE	22.15
				HARDSCRABBLE RD/PUMP WWTP-JUNE	53.00
				HARDSCRABBLE/WTR TOWER-JUNE	21.91
				HARDSCRABBLE-15752561-JUNE	598.85
				WHARTON'S BLUFF-JUNE	55.30
	21524 Total				751.21
	21525	7/27/2022	DELMARVA POWER	JULY/CIVIC	189.55
				JULY/MEDIAN	113.10
				JULY/PARK	131.12
				JULY/POLICE	983.24
				JULY/RR AVE GARAGE	40.14
				JULY/SEWER	15,769.71
				JULY/TOWN	1,574.03
				JULY/WATER	4,161.22
				JULY/WB ATKINS BALLPARK	702.66
	21525 Total				23,664.77
	21526	7/27/2022	DHR FINANCIAL SERVIC	AUGUST/GENERAL	8,533.15
				AUGUST/POLICE	31,992.84
				AUGUST/SEWER	11,802.16
				AUGUST/WATER	4,645.15
	21526 Total				56,973.30
	21527	7/27/2022	DELAWARE DEPT OF LAB	98022-6 22-2	1,889.67
	21527 Total				1,889.67
	21528	7/27/2022	DIVISION OF PUBLIC H	WTR LICENSE APPLI-LYNN	100.00
	21528 Total				100.00
	21529	7/27/2022	DOMINION NATIONAL	AUGUST 2022 COVERAGE	79.90
	21529 Total				79.90
	21530	7/27/2022	PRINCIPAL LIFE INSUR	AUG 2022 BILLING	1,025.31
	21530 Total				1,025.31
	21531	7/27/2022	STATE OF DELAWARE	98022/GENERAL	143.60
				98022/POLICE	317.84
				98022/SEWER	128.58
				98022/WATER	48.39
	21531 Total				638.41
	21532	7/27/2022	ST OF DE DIVISION OF	NIBLETT/WWTP OPERATOR RENEWAL	50.00
	21532 Total				50.00
	21533	7/27/2022	VERIZON CONNECT NWF,	JUNE 2022 BILLING	145.71
	21533 Total				145.71
	21535	7/27/2022	VERIZON	SWR/JULY DSL LINE	24.09
	21535 Total				24.09
	25306623	7/6/2022	WITHHOLDING, TOWN OF	PR WK 07-08-2022	29,304.94
	25306623 Total				29,304.94
	28854397	6/28/2022	PAYROLL, TOWN OF MIL	PR WK 07-01-2022	33,332.91
	28854397 Total				33,332.91

July 2022 Prepays

GENER	36340604	7/26/2022	WITHHOLDING, TOWN OF	PR WK 07-29-2022	26,947.98
	36340604 Total				26,947.98
	48019118	7/18/2022	WITHHOLDING, TOWN OF	PR WK 07-22-2022	25,619.05
	48019118 Total				25,619.05
	48606580	7/12/2022	PAYROLL, TOWN OF MIL	PR WK 07-15-2022	39,683.23
	48606580 Total				39,683.23
	59558882	7/12/2022	WITHHOLDING, TOWN OF	PR WK 07-15-2022	26,595.44
	59558882 Total				26,595.44
	64972003	6/28/2022	WITHHOLDING, TOWN OF	PR WK 07-01-2022	23,671.97
	64972003 Total				23,671.97
	73341124	7/6/2022	PAYROLL, TOWN OF MIL	PR WK 07-08-2022	55,675.09
	73341124 Total				55,675.09
	79538006	7/26/2022	PAYROLL, TOWN OF MIL	PR WK 07-29-2022	42,283.69
	79538006 Total				42,283.69
	97831870	7/18/2022	PAYROLL, TOWN OF MIL	PR WK 07-22-2022	39,134.99
	97831870 Total				39,134.99
GENERAL	Total				467,774.75
WITHH	2908	7/1/2022	DIVISION OF REVENUE	PR WK 07-01-2022	2,228.54
	2908 Total				2,228.54
	3037	7/29/2022	DIVISION OF REVENUE	PR WK 07-29-2022	2,826.06
	3037 Total				2,826.06
	3124	7/15/2022	DIVISION OF REVENUE	PR WK 07-15-2022	2,727.43
	3124 Total				2,727.43
	3837	7/22/2022	DIVISION OF REVENUE	PR WK 07-22-2022	2,649.65
	3837 Total				2,649.65
	4027	7/8/2022	DIVISION OF REVENUE	PR WK 07-08-2022	3,484.78
	4027 Total				3,484.78
	5302	7/6/2022	TEAMSTERS LOCAL 326	JULY 2022 BILLING	716.00
	5302 Total				716.00
	5303	7/27/2022	AFLAC	JULY 2022 BILLING	2,569.20
	5303 Total				2,569.20
	5304	7/27/2022	LEGAL SHIELD	JULY 2022 BILLING	302.10
	5304 Total				302.10
	1197426	7/20/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	1197426 Total				75.00
	12016263	7/8/2022	GF PASS THRU 941/CD	PR WK 07-08-2022	19,220.98
	12016263 Total				19,220.98
	24688774	7/15/2022	GF PASS THRU 941/CD	PR WK 07-15-2022	14,846.68
	24688774 Total				14,846.68
	26326744	7/1/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	26326744 Total				75.00
	30925135	7/28/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	30925135 Total				75.00
	41209199	7/22/2022	GF PASS THRU 941/CD	PR WK 07-22-2022	14,468.14
	41209199 Total				14,468.14
	51613859	7/29/2022	GF PASS THRU 941/CD	PR WK 07-29-2022	15,525.02
	51613859 Total				15,525.02
	53786927	7/1/2022	GF PASS THRU 941/CD	PR WK 07-01-2022	12,115.98
	53786927 Total				12,115.98
	91032595	7/8/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	91032595 Total				75.00
	95138771	7/15/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	95138771 Total				75.00
WITHHOLDING	Total				94,055.56
MSAF	1635	7/27/2022	DELMARVA POWER	JULY/MAGNOLIA	587.61
				JULY/MILL LANDING	244.83
				JULY/STREETS	5,186.35
	1635 Total				6,018.79
MSAF	Total				6,018.79
Grand Total					567,849.10

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**MILLSBORO POLICE DEPARTMENT
MONTHLY COUNCIL REPORT
August 2022**

TRAINING

1. July 7th Ptlm. Cody Justice and Ptlm. Bryan Jones attended "NHTSA" training at the Delaware State Police Academy.
2. July 12th Ptlm. Bryan Jones, Ptlm. Cole Revel, and Ptlm. Travis Shockley attended "Spanish Survival", training at the Delaware State Police Academy.
3. July 13th Cpl. Seth Bullock attended "Sex Crimes Investigations" training at the Delaware State Police Academy.

CALEA UPDATE

No CALEA accreditation updates at this time.

Personnel Update

1. Town Council will be provided with proposed changes to the Millsboro Police Department Policies. These proposed policy changes are following:
 - a. Policy # 3 Job Descriptions (Addition of Senior Corporal rank)
 - b. Policy #51 Promotional Process (Senior Corporal promotion process).
2. During this council meeting I will be presenting council with a candidate to be promoted to the rank of Corporal.

Community Event

1. There were no community scheduled events for the month of July.

Below is a reminder of all upcoming community events:

1. September 10th - (0900- 1300 hrs.) Millsboro Bicycle Rodeo (Lowes Parking Lot) **Rain Date**

**MILLSBORO POLICE DEPARTMENT
MONTHLY COUNCIL REPORT
August 2022**

Grant Applications

1. During this meeting a request will be made to council for approval to the FY-2023 Sussex County Block grant allocations ((\$30,000).
2. During this meeting a request will be made to council for approval to the FY-2023 Fund to Combat Violent Crime grant allocations (\$40,189.82).
3. During this meeting a request will be made to council for approval for the allocations of additional Byrne-Jag funds (\$15,000).

Roadway Closures/ Updates

At this meeting an update will be provided regarding the Main St. and Washington St. repaving project.



"A Millwheel Turning for Continuous Progress"

July 22, 2022

Jamie Burk Town Manager
Town of Millsboro
322 Wilson Hwy
Millsboro, DE 19966

RE: Stars & Stripes Fireworks Event June 24, 2023

Dear Jamie,

The Greater Millsboro Chamber of Commerce is formally requesting use of Cupola Park to hold the Stars & Stripes Fireworks Event on Saturday June 24, 2023 (with Rain Date Sunday June 25, 2023).

The event starts at 6:00 PM with fireworks to be set off at 9:15 PM (or at dusk). We will need the whole park for this event from 3:00 PM until after cleanup (around 9:30-10:00 PM).

Thank you for your consideration,

Elizabeth Richmond
President

Bill McEwen
Executive Director



July 28, 2022

PROJECT NUMBER 14097

Via Electronic Mail

Ms. Carrie A. Kruger, P.E.
Town Engineer
Town of Millsboro
322 Wilson Highway
Millsboro, DE 19966

RE: White Street Production Well
Engineering Services – Amendment No. 1

Dear Ms. Kruger:

Verdantas LLC (Verdantas) executed an agreement with The Town of Millsboro (the Town) signed on September 10, 2021, for design, permitting, bidding and construction phase services for the proposed White Street production well facilities.

At the time that we prepared the original proposal, Verdantas coordinated with the Town to create a scope of work that included the Town assuming certain responsibilities related to permitting, coordination with Delmarva Power and preparation of the front-end of the project manual. The Town has since requested that Verdantas complete these tasks.

Based on our understanding of the required tasks and the Town's request, Verdantas offers the following scope of services:

A. Scope of Services

1. Design

- A.** Coordinate with Delmarva Power for new three-phase pole line upgrade and electric service that will serve the site.
- B.** Prepare the front-end bid documents for the Project Manual.
- C.** Prepare disbursement requests to the Office of Drinking Water for the Town's Matching Planning Grant.

2. Permitting

Prepare and submit the following permit applications:

- DelDOT for a Utility Construction Permit. This permit application will be submitted by the Town electronically; Verdantas will support the Town in responding to comments and requests for information by DelDOT. Traffic control will be by Standard Design Typical Applications for Traffic Control Devices pursuant to DelDOT's Traffic Control Manual, Traffic Controls for Street and Highway Construction, Maintenance and Utility Operations.
- DelDOT Residential Entrance Permit

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SERVICES NOT INCLUDED

Based on our experience and our discussions, the following items of work are not normally required for a project of this type and are, therefore, not included in this proposal. We can provide these services if they become necessary. We will develop a scope and budget for any requisite additional services that you might authorize as more information becomes available.

- Services to prepare and submit a detailed Commercial Entrance Plan permit to DeIDOT.
- Services to produce a record site plan and prepare and submit an application for a Letter of No Objection to Recordation (LONOR) from DeIDOT as the Town is the property owner, project owner and land use jurisdictional authority, we are assuming a LONOR is not required for the entrance permit application

RESPONSIBILITIES OF THE TOWN. Submit utility construction permit applications to DeIDOT via DeIDOT's web-based permitting platform (UPA) and subsequent submittals in response to DeIDOT comments.

B. SCHEDULE OF WORK

We are proposing no changes to our schedule.

C. FEE

Our fee for the "scope of services" outlined herein will be invoiced as a "lump-sum" (LS) fee or for scope items. Based on our experience, we have proposed a scope of services which, in our opinion, is adequate for the project.

Original Proposal

Design & Permitting (Lump Sum)	\$ 41,700.00
Bidding (Lump Sum)	\$ 4,900.00
Construction Review (Lump Sum).....	\$ 34,300.00
TOTAL ESTIMATED FEE	\$ 80,900.00

Fees – This Amendment

Design (Lump Sum)	\$ 6,500.00
Permitting (Lump Sum)	\$ 1,400.00
TOTAL ESTIMATED FEE, THIS AMENDMENT	\$ 7,900.00
TOTAL ESTIMATED FEE WITH THIS AND PRIOR AMENDMENTS	\$ 88,800.00

Filing/Review Fees

As part of the design plan preparation and review services contained in this proposal, you will be required to pay governmental entities review and filing fees that are not included in this proposal. These fees are to be paid directly by you at time of plan submission. The fee amounts may be based on the proposed plan configuration, such as gross floor area, land disturbance area, number and type of stormwater management facilities, etc., that must be

calculated based on engineering design. Verdantas will provide the Town with a list of required checks for filing fees required for submission prior to the submission.

The proposed cost is based upon information provided to us regarding the property location and uses and the assumptions described in this Scope of Work. If conditions are discovered during performance of services under this Scope of Work that are not consistent with those known to Verdantas at the time this Scope of Work was prepared or the assumptions upon which the proposed cost was based, as documented herein, are not valid, then the Scope of Work and terms of this Agreement will be revised in consultation with you. You will be promptly notified should these circumstances arise.

This agreement is solely between the Town of Millsboro and Verdantas, LLC and all invoices are payable by the Town of Millsboro to Verdantas, LLC and are due within 30 days of receipt. The terms of this proposal are valid for a period of 30 days.

We appreciate this opportunity to be of service to you on this important project. We would welcome the opportunity to further discuss our project approach and this proposal with you and your team. Should you have any questions concerning this proposal or require any further information, please contact us.

Very truly yours,

VERDANTAS LLC

A handwritten signature in blue ink that reads 'Steven H. Lewandowski'.

Steven H. Lewandowski, P.E.
Senior Project Manager

SHL:tm

\\Headquarters.duffnet.com\DFS\Share\Projects\14000\14097\Accounting\Proposals-Contracts\Verdantas Amendment No. 1 R1.docx

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July 29, 2022

Town of Millsboro
322 Wilson Highway
Millsboro, Delaware 19966

Attn: Jamie Burk
Town Manager

Re: Millsboro Police Station Building Bid
Millsboro Police Station
Ellis Street
2022A005.A01

Dear Mr. Burk:

Enclosed for your review is a copy of the tabulation of bids for all bidders. We have thoroughly evaluated the bid by the apparent low bidder, Delmarva Veteran Builders and have determined them to be responsive and responsible, and that the contract price is considered fair and reasonable.

We recommend awarding the construction contract to Delmarva Veteran Builders in the amount of \$7,171,400.00

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Christopher L Cullen, AIA
Associate/SR. Architect

Enclosures

CLC
R:2022\2022A005.A01\Bid\Bid Award Building Contract

cc: Brain Calloway, Chief of Police – Millsboro Police

Bid Tabulation Sheet	Millsboro Police Station			Date 7/26/2022		
Bidder: Delmarva Vetran Bidr	Bid	Addenda	Bid Bond	RD 400-6	RD194-Q-Exhibit A-1	# of Days
	\$7,171,400.00	*	*	*	*	425
Bidder: Willow Construction	Bid	Addenda	Bid Bond	RD 400-6	RD194-Q-Exhibit A-1	# of Days
	\$7,521,000.00	*	*	*	*	365
Bidder: Harper and Son	Bid	Addenda	Bid Bond	RD 400-6	RD194-Q-Exhibit A-1	# of Days
	\$7,834,796.00	*	*	*	*	480
Bidder: GGI	Bid	Addenda	Bid Bond	RD 400-6	RD194-Q-Exhibit A-1	# of Days
	\$8,042,000.00	*	*	*	*	490

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SITE DATA

- PROJECT TITLE/NAME: PATRIOT'S BLUFF COMMERCIAL
- TRAC PARCEL: 130-1100-0311
- OWNER / DEVELOPER: COOPER & CO. INC.

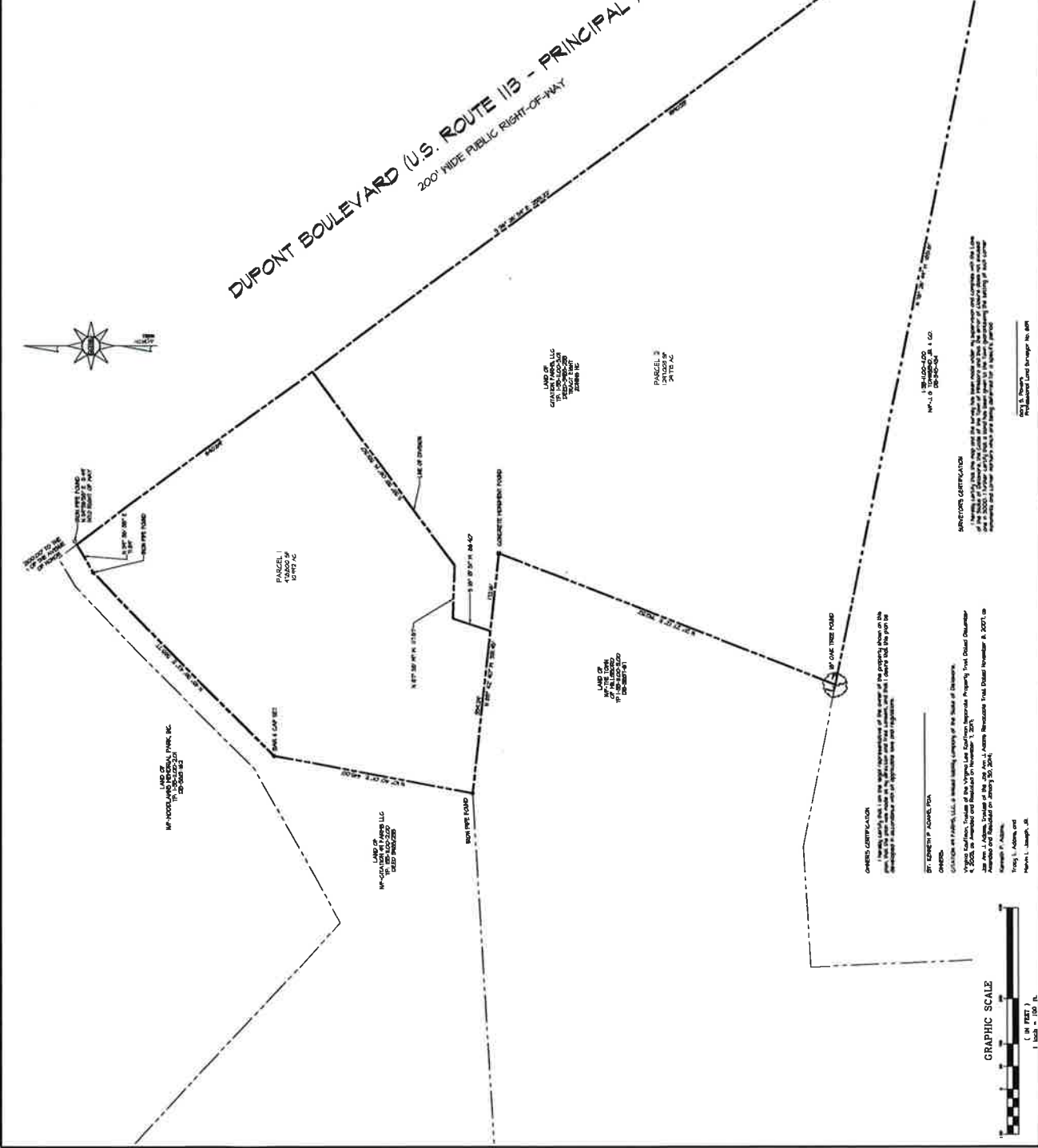
GENERAL NOTES:
 1. THIS PLAN IS A PARTITION PLAN FOR THE TRAC PARCEL 130-1100-0311, WILMSBORO HUNDRED, SUSSEX COUNTY, DELAWARE. THE TRAC PARCEL IS DESCRIBED AS FOLLOWS: 130-1100-0311, WILMSBORO HUNDRED, SUSSEX COUNTY, DELAWARE. THE TRAC PARCEL IS DESCRIBED AS FOLLOWS: 130-1100-0311, WILMSBORO HUNDRED, SUSSEX COUNTY, DELAWARE. THE TRAC PARCEL IS DESCRIBED AS FOLLOWS: 130-1100-0311, WILMSBORO HUNDRED, SUSSEX COUNTY, DELAWARE.

OTHER / DEVELOPER:
 COOPER & CO. INC.
 1402 MARKET STREET
 WILMINGTON, DE 19801
 TEL: 302.441.1000
 FAX: 302.441.1001

CONTRACTOR:
 MORRIS & RITCHIE ASSOCIATES, INC.
 1402 MARKET STREET
 WILMINGTON, DE 19801
 TEL: 302.441.1000
 FAX: 302.441.1001

DATE: 02/03/2025

SCALE: 1" = 200'



CONTRACTOR:
 MORRIS & RITCHIE ASSOCIATES, INC.
 1402 MARKET STREET
 WILMINGTON, DE 19801
 TEL: 302.441.1000
 FAX: 302.441.1001

DATE: 02/03/2025

SCALE: 1" = 200'

CONTRACTOR:
 MORRIS & RITCHIE ASSOCIATES, INC.
 1402 MARKET STREET
 WILMINGTON, DE 19801
 TEL: 302.441.1000
 FAX: 302.441.1001

DATE: 02/03/2025

SCALE: 1" = 200'

RECEIVED

APR - 4 2022

TOWN OF MILLSBORO

APPLICATION FOR ANNEXATION

MILLSBORO TOWN HALL

- 1.- Name of applicant: FALLBROOKE PROPERTIES LLC
Mailing address: PO Box 1440
MILLSBORO DELAWARE 19966
Delivery address, if different _____
Phone Number: 302 732-3400
Fax Number: 302 732-0144
Email address: tim@villagedevelop.com
Name of contact person/title Tim Hodges
- 2.- Name(s), addresses of owners of property (if different from applicant):
- 3.- Copy of Deed
- 4.- Written consent of owner(s) (to be attached).
- 5.- Tax Map and parcel number(s) and location address of each parcel:
- 6.- Written legal description of metes and bounds of property to be annexed and total property to be zoned pursuant to this application (to be attached).
- 7.- Five (5) copies of a recent survey of the property, including identification of that part to be annexed, as well as the entire parcel or part to be included in project/zoning request (to be attached).
- 8.- Statement of reasons for annexation and grounds and support thereof.
- 9.- Zoning requested for annexed property and reasons therefor; mixed zoning will require separate metes and bounds descriptions of each parcel for the requested zoning district.
- 10.- General description of project, including proposed name of project.
- 11.- Payment of fee due; \$ 500.00 .

ck# 5707

24

12. A. If any applicant is a partnership, the names and addresses of the individuals composing the partnership including all limited partners. (To be attached).
- B. If any applicant is a corporation, the name and address of each stockholder owning more than ten percent (10%) of the stock of the corporation, the name and address of each officer, and the name and address of each member of the board of directors or other governing body. (To be attached).
- C. If any applicant is a limited liability company, the names and address of the individuals composing the company. (To be attached).

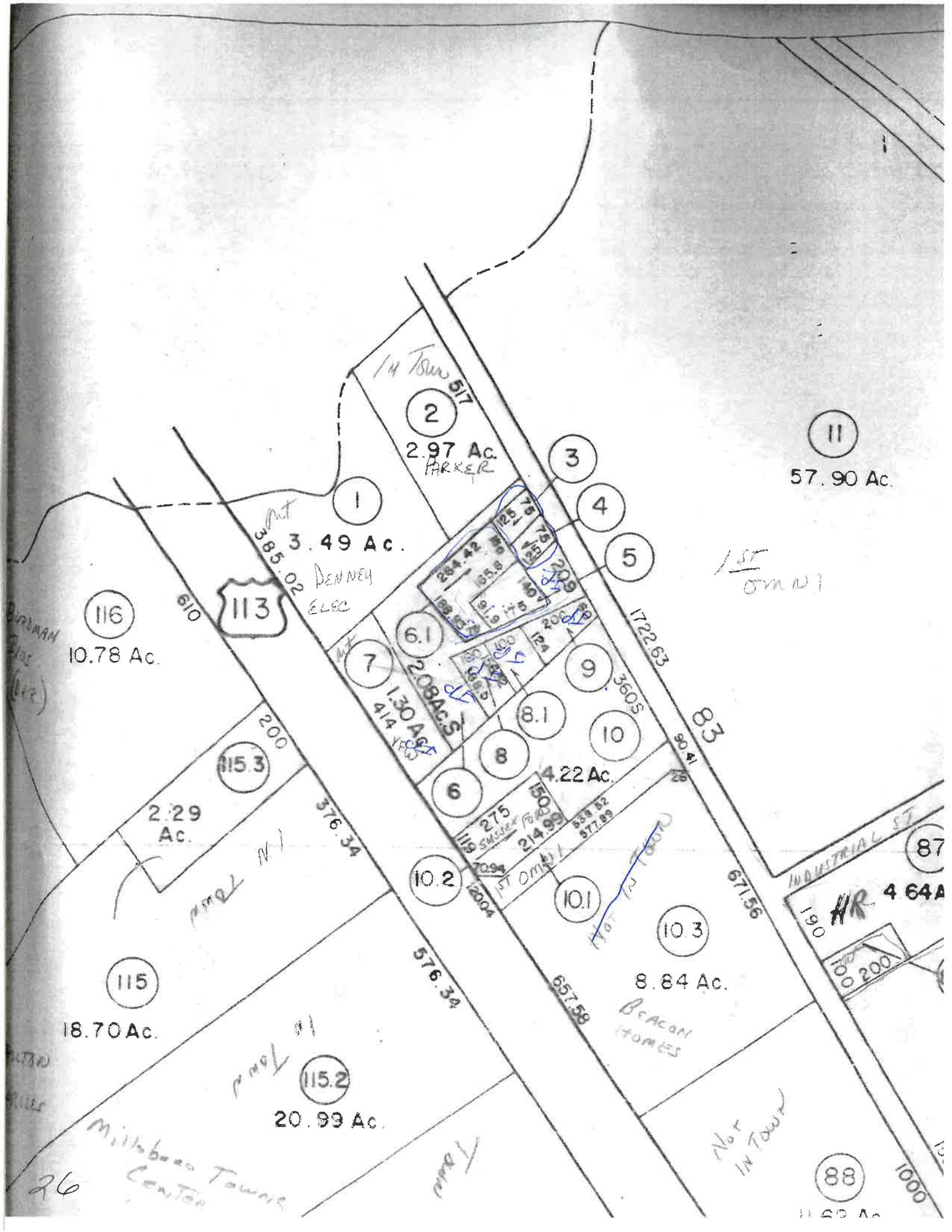


(Applicant's signature by authorized person)

FOR TOWN USE ONLY:

Received by Town Clerk/Building Official: _____ (date/time)

Fee received by Town: _____ (date/time)



2
2.97 Ac.
PARKER

11
57.90 Ac.

1
3.49 Ac.
DENNEY
ELEC

1st
OWN

116
10.78 Ac.

113

3
4
5
234.42
105.6
125.75
125.75
140.7
209
206.8
124

6.1
2.08 AC.S
414 Y.F.S.

6
4.22 Ac.

2.29
Ac.

115.3

10.2

10.1

10.3

8.84 Ac.

87
4.64 A
HR

115
18.70 Ac.

115.2
20.99 Ac.

88

Millsboro Town
Center

BEACON
HOMES

Not
IN TOWN

26

Town

1000

TAX MAP NO. 2-33-5 PARCELS 3 AND 4

N/F GIDDONS
1453/87

N 21°33'08" V
75.08'

N 20°53'05" V
73.39'

OLD MOBILE HOME TO BE
TO BE REMOVED

OLD BUILDING
TO BE
REMOVED

N/F HORACE MATTON
425/425

S 57°10'16" V
125.32'

S 57°10'16" V
125.19'

N 57°10'16" E
125.26'

Tax Map 2-33-5 parcel 4
92184 SQ. FT.
0.21 ACRES

Tax Map 2-33-5 parcel 3
91754 SQ. FT.
0.21 ACRES

S 21°40'38" E
74.05'

S 20°51'49" E
74.95'

POINT OF BEGINNING



LOT & LOCATION SURVEY PLAN

PREPARED FOR

J & Y FAMILY PARTNERSHIP

FOR PROPERTY KNOWN AS
Tax Map 2-33-5 parcel 3
Tax Map 2-33-5 parcel 4
SITUATED IN
DAGSBORO HUNDRED
SUSSEX COUNTY
STATE OF DELAWARE
AREA:
SCALE: 1" = 30'
DATE: 4-29-2002

DELAWARE ROUTE 83

60' WIDE

NOTE: CLASS 'B', SUBURBAN SURVEY

LEGEND:

- ◆ IRON PIPE FOUND
- IRON BAR SET

Prepared BY
ADAMS-KEMP ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS
AND PLANNERS
217 SOUTH RACE STREET
GEORGETOWN, DELAWARE 19947
PHONE: (302) 856-6699

CHARLES E. ADAMS, JR., P.L.S. 506

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
Fax: (302) 934-7682

TOWN OFFICE
PARKS/RECREATION
STREETS
WATER/SEWER

POLICE DEPT 934-8174

Combining Property: 178-5

Date Applied: 6/13/2022

Property Owner: Elizabeth P. Hodges

Address: P.O. Box 654
Millsboro, DE 19966

Telephone: 302-542-0919

Tax Map & Parcel No.: 233-5.00 Parcels 3.00 & 7.00

Street Address if applicable: _____

Zoning District: C

Signature: Elizabeth P. Hodges

Print Name: _____

A current survey is required to be submitted with application showing the property as it exists and one showing the properties combined. It must also show any building on the property and the setbacks.

Fee: \$ 100.00 payable to The Town of Millsboro

\$ 500.00

29

June 28, 2022

Jamie Burk, Town Manager
Town of Millsboro
322 Wilson Highway
Millsboro, DE 19966

**RE: Fallbrooke Properties, LLC.
Lot Combination Plan & Preliminary Site Plan
Tax Parcel ID: 233-5.00-3.00 & 4.00**

Dear Mr. Burke:

AECOM has reviewed the lot combination plan (06/10/2022) and preliminary site plan (05/26/2022) for the above-mentioned project provided by Axiom Engineering LLC. The Applicant is proposing the consolidation of two parcels for the location of a contractor office. The site is located off Mitchell Street. The 3,990-sf building will include 1,800-sf of office space and 2,190-sf for indoor storage. The site will also include outdoor storage to the side and rear of the building to be screened by a privacy fence.

The parcels are currently just outside of Town limits and identified on the Future Land Use Map as Highway Commercial (HC). Approval was granted by the Office of State Planning Coordination at their June 22, 2022, meeting to amend the Town of Millsboro Future Land Use Map depicting the two subject parcels as Highway Commercial (HC). The applicant is going through the process of having the property annexed into Town limits and rezoned to the Commercial (C) District.

The purpose of this review is to ensure compliance with the Town's Zoning Code. Based on our review we offer the following:

Procedural/Administrative

1. §210-66 B of the Zoning Code identifies the submittal requirements for a preliminary site plan.
2. §210-17 of the Zoning Code provides the Commercial District regulations.
3. Sections §210-40 and §210-41 of the Zoning Code sets forth the general provisions for proposed developments including, but not limited to, off-street parking, landscaping, and buffering, and lighting.
4. §170-3 of the Zoning Code identifies the conditions for handling and disposition of garbage, trash, and rubbish.
5. Prior to approval of the final site plan, the Town should assure that the following approvals have been granted by the following agencies:
 - Sediment and Erosion Control Plans - Sussex County Conservation District
 - Stormwater Management Plans - Sussex County Conservation District

- | | | |
|-----------------------------------|---|--------------------|
| • Fire Marshal Site Plan Approval | - | State Fire Marshal |
| • Water and Sewer Service | - | Town Engineer |
| • Grading Plan | - | Town Engineer |
| • Entrance Permit | - | DeIDOT |
| • Landscaping Plan | - | Town Council |

6. The following agreements below should be executed prior to recordation of the final site plan:

- a. A Public Works Agreement (PWA) should be executed with the Town that guarantees that any roads, storm drains, sidewalks and the water and sewer facilities will be constructed in accordance with the approved plans. The Town Engineer should review the quantities and unit costs in the PWA. The PWA should also require as-built plans to be prepared by the developer for all public improvements.
- b. A Landscape Agreement should be executed with the Town that guarantees that required landscaping and buffer area are installed and maintained in accordance with the approved plans.

Planning/Technical Issues

1. The applicant is proposing parcels 233-5.00-3.00 and 4.00 be consolidated into one lot. Both parcels are approximately 9,200+/- sf and combined total 18,519+/- sf. The Lot Combination Plan appears to be in order and meets Town requirements.
 - a. The Lot Combination Plan, as well as Site Plan, indicate there is a fence encroachment on the west side of the parcel. The plan should note if the fence is to remain, be removed, etc.
2. The Commercial (C) District permits general business and professional offices; however, outdoor storage is not specified as a permitted or accessory use. The applicant should apply for a conditional use to permit the outdoor storage of items, materials, etc. related to the permitted use.
3. It appears the landscaped area in front of the parking spaces along Mitchell Street encroaches beyond the parcel and into the street right-of-way. A label or note should be added to the plan to clarify placement of the landscaped area. Furthermore, §210-41.A.(g) requires that all landscaping be properly maintained by the property owner to ensure aesthetic value and survival. If the provided landscaping extending within the right-of-way is to remain, written confirmation or a note on the plan will be necessitated granting approval and further deputizing the party or parties responsible for its maintenance.
4. Section §210-40 of the Town Code should be reviewed to ensure all off-street parking and loading requirements are being met.
 - a. §210-40C(1) – "off-street parking lots and loading areas, together with their access aisles, driveways and fire lanes, shall not occupy more than 50% of the lot area." The Site Data should include this calculation.
 - b. §210-40C(2) – "all off-street parking and loading areas shall be provided with curbing or the equivalent so that vehicles cannot be driven onto required landscaped areas, buffer

zones and street rights-of-way so that each parking lot has controlled entrances and exists and drainage control." The plan shows wheel stops for parking spaces which is permitted. Curbing will need to be included to establish landscaped areas from off street parking in addition to defining the entrance and exit points for the property.

- c. §210-40D - Entrance and exit drives must be at least 10-ft from any property line. The plan shows the exit drive on the property line. The entrance/exit should be revised to meet the 10-ft requirement.
 - d. §210-40E – "off-street parking and loading may occupy front, side and rear yard areas subject to the site plan approval by the Planning Commission but shall be no closer than either 20 feet to any street line or to the edge of any required buffer." The plan should include a label demonstrating the parking meets the 20-ft requirement.
5. The plan should show the circulation for vehicles entering/exiting the site as well as vehicles/trucks that will be utilizing the loading zone at the rear of the building.
 6. The drive aisle for the loading zone is approximately 18-ft wide. There is concern that larger trucks may have issues accessing the loading area when taking into consideration there will also be outdoor storage. The applicant should clarify what type of trucks will be utilizing the loading zone (pick-up trucks, box trucks, etc.). The plan should also clarify the approximate location of the outdoor storage area.
 7. The plan shows 9 parking spaces which includes one handicap accessible space. The parking calculation is based on one space per 200 square feet of office space (1,800 sf). The applicant noted a variance will be required for an exemption from parking requirements for the indoor storage. If the parking was based on the total square footage of the building, the plan would require 20 parking spaces. Based on the proposed use as a contractor office, 9 parking spaces should be sufficient.
 8. The location of the parking space closest to the entrance needs to be reconsidered. There is the potential for traffic/circulation issues if a vehicle is backing out of that parking space while another vehicle is entering the site.
 9. The applicant should ensure there is enough clearance around the gate and the parking space closest to the gate on the west side of the lot.
 10. Per §170-3B of the Town Code, dumpsters are required in the Commercial District. The dumpster must be within an enclosure to obscure it from public view. The dumpster location must be shown on the plan.
 11. Section § 210-31A(2)(c) states, "screening specified by this section shall be required for all open storage areas visible from any public street..." and continues with A(2)(d) to state, "screening shall be accomplished by an opaque divide not less than six feet high or the height of the object to be screened, whichever is greater." Screening can include plant materials like evergreens, fences, walls, etc. The plan includes a privacy fence along the back half of the property with two gates separating the parking area from the outdoor storage. The plan does not include height or material type for the fence.

12. Commercial/retail/service uses require 15% interior lot landscaping in addition to parking areas and buffer areas (Section § 210-31A(3)(e)[3]).

13. The final site plan will need to include landscape and lighting plans.

If you have any questions or need additional information, please do not hesitate to call.

Sincerely,
AECOM



Kyle F. Gulbranson, AICP
Project Manager

Copy: Kenny Niblett, Public Works Director, Town of Millsboro



June 24, 2022

Via Electronic Mail

Ms. Carrie Kruger, P.E.
Town of Millsboro
322 Wilson Highway
Millsboro, DE 19966

Re: Verdantas Project No. CB.2015.24 phase 66
Fallbrooke Properties
Preliminary Site Plan

Dear Ms. Kruger:

Verdantas, LLC (Verdantas) has reviewed the following plans of the "Fallbrooke Properties Mitchell Street Contractor Office" prepared by Axiom Engineering, LLC:

<u>Sheet Number</u>	<u>Sheet Title</u>
LC-1	Lot Combination Plan
P-1	Preliminary Site Plan
P-2	Preliminary Site Plan

The plans were issued on June 10, 2022 and received by Verdantas on June 14, 2022. Please be advised that Verdantas did not review the plans for compliance with the zoning requirements of the Code of The Town of Millsboro, including parking spaces and landscaping, as the Town relies on AECOM for these services.

We offer the following comments to the Preliminary Site Plan:

Preliminary Site Plan, P-2:

1. Per Section 210-40.D of the Code of The Town of Millsboro, ensure at least 10 feet is provided between the centerline of the southern entrance and the adjacent property line.
2. On the final site plan, show the water main as 12" diameter.
3. The developer should be aware that the water main material in this area is unknown per the Town Engineer. The pipe material may be cast iron or asbestos cement pipe. We recommend that the Developer test pit the proposed water service connection to determine the water main material prior to construction.
4. On the Final Site Plan, show one way entrance and exit signs as well as any proposed pavement markings.

Ms. Carrie Kruger, P.E.
Fallbrooke Properties
Project No. CB.2015.24
June 29, 2022
Page 2



Verdantas has no objection to Town Council approval of the "Fallbrooke Properties Mitchell Street Contractor Office".

If we may answer any questions, please call.

Sincerely,

VERDANTAS, LLC

A handwritten signature in black ink, appearing to be 'SKC', written over a light blue horizontal line.

Sharon K. Cruz, P.E.
Senior Project Manager

SKC:acj
\\Headquarters.duffnet.com\DFS\Share\Projects\CB\02015.24 MILLSBORO MISC\Phase 66 - Fallbrooke Prelim
Plan\CB2015.24.0622-Fallbrooke Prelim Plan.COR.docx



Report of the Special Committee on Annexation
to the Town Council of the Town of Millsboro

APPLICATION FOR ANNEXATION

Sussex County Tax Map and Parcel Numbers 133-20.00-41.02

July 22, 2022

In accordance with the terms and conditions contained in the resolution adopted by the Town Council of the Town of Millsboro at its regular meeting on June 6, 2022, the special committee on annexation is hereby submitting this report to the Town Council—and is doing so within the required 90-day time frame.

The committee met on July 22, 2022 at 6:30 p.m. Committee members John Thoroughgood (chair), Ron O’Neal, and Brad Cordrey were present. Town manager Jamie Burk and public works director Kenny Niblett also were present.

The purpose of the meeting was to discuss the possible annexation of the property in question.

The parcels meet the requirement listed in § 4-1 of the *Code of the Town of Millsboro* that indicates that land under consideration for annexation must be contiguous to property already located within Town limits. These properties meet this requirement.

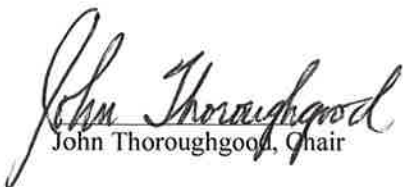
The committee has identified the following as some of the “pros” associated with the possible annexation of the parcel:

- Reduction of an existing enclave: This parcel is currently adjacent to several parcels located within the municipal boundaries of the Town of Millsboro. If the parcel in question were to be annexed, the existing enclave would be reduced. This is desirable from an urban planning perspective, as services could be delivered more efficiently.
- Other positive financial impacts: Property values in the area might further increase—which would, of course, be a benefit to nearby property owners. The Town would benefit from any increase as well. If the parcel were to be developed, Town water and sewer revenues would likely go up also.
- Preferred location for residential development: There are other residential properties located adjacent to the parcels.

The committee identified the following “con” associated with the possible annexation of the parcel:

- Increased traffic: Possible annexation of the parcel would add vehicle traffic to the area.

In light of the preceding, the committee recommends that the Town Council pass a resolution scheduling a public hearing on the matter in question for September 5, 2022 at 7:00 p.m. However, **the committee suggests that Council only approve the annexation request once the property is clearly eligible for annexation and any possible map amendments are approved by the office of State Planning.**


John Thoroughgood, Chair

Ron O’Neal

Brad Cordrey

TOWN OF MILLSBORO

RECEIVED

APPLICATION FOR ANNEXATION

JUL - 8 2012

MILLSBORO TOWN HALL

- 1.- Name of applicant: Dana S Parasram
- Mailing address: 29074 Saint Thomas Blvd.
Millsboro DE 19966
- Delivery address, if different 133-20.00 Parcel 44.06
- Phone Number: 917 295-2311 302 604 2147 Vinny
- Fax Number: _____
- Email address: SLawish@yahoo.com
- Name of contact person/title Dana S. Parasram
- 2.- Name(s), addresses of owners of property (if different from applicant):
- 3.- Copy of Deed
- 4.- Written consent of owner(s) (to be attached).
- 5.- Tax Map and parcel number(s) and location address of each parcel:
- 6.- Written legal description of metes and bounds of property to be annexed and total property to be zoned pursuant to this application (to be attached).
- 7.- Five (5) copies of a recent survey of the property, including identification of that part to be annexed, as well as the entire parcel or part to be included in project/zoning request (to be attached).
- 8.- Statement of reasons for annexation and grounds and support thereof.
- 9.- Zoning requested for annexed property and reasons therefor; mixed zoning will require separate metes and bounds descriptions of each parcel for the requested zoning district.
- 10.- General description of project, including proposed name of project.
- 11.- Payment of fee due; \$ 500.00.



12. A. If any applicant is a partnership, the names and addresses of the individuals composing the partnership including all limited partners. (To be attached).
- B. If any applicant is a corporation, the name and address of each stockholder owning more than ten percent (10%) of the stock of the corporation, the name and address of each officer, and the name and address of each member of the board of directors or other governing body. (To be attached).
- C. If any applicant is a limited liability company, the names and address of the individuals composing the company. (To be attached).

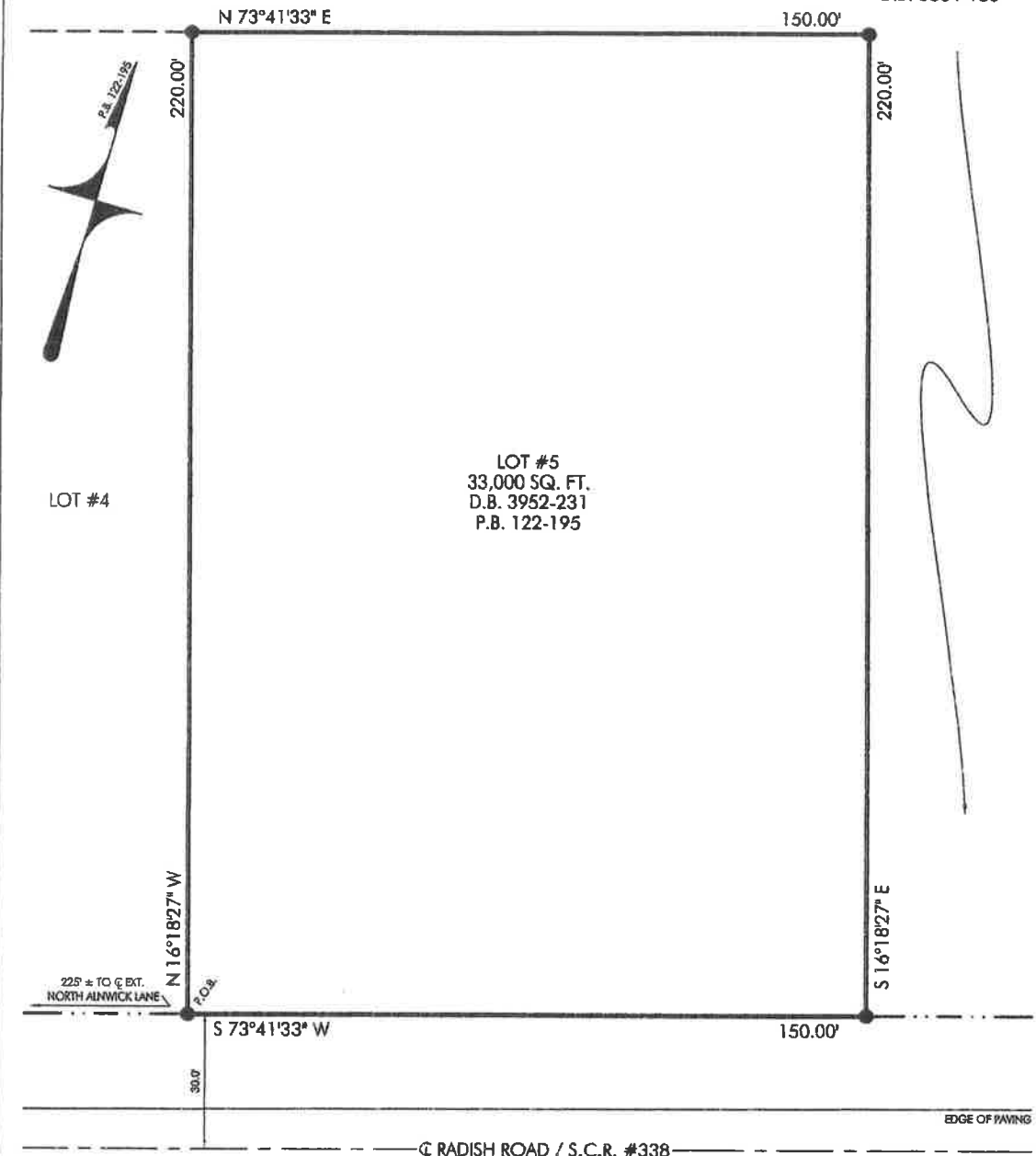
Debra S. Provenza
(Applicant's signature by authorized person)

FOR TOWN USE ONLY:

Received by Town Clerk/Building Official: JOANNE DORR 7/8/22 (date/time)

Fee received by Town: BDU W CK102 78-22 (date/time)

LANDS N/F
ROMARTAN FARMS, LLC.
D.B. 3864-130



BOUNDARY SURVEY PLAN FOR
DANA S. PARASRAM &
DHARAMDAI PARASRAM

LOT #5 OF "EMMA R. McCABE" SUBDMISION
 DAGSBORO HUNDRED SUSSEX COUNTY
 STATE OF DELAWARE

DECEMBER 1, 2020 SCALE: 1" = 30'

LEGEND:

● IRON PIPE (FOUND)

NOTES:
 ALL SETBACKS MUST BE VERIFIED BY THE OWNER,
 GENERAL CONTRACTOR AND/OR THE DESIGNER.
 PLEASE CONTACT SUSSEX COUNTY (302-855-7878)
 TO VERIFY.
 THIS DRAWING DOES NOT VERIFY THE EXISTENCE
 OR NON-EXISTENCE OF WETLANDS, UTILITIES,
 RIGHT-OF-WAYS OR EASEMENTS IN REFERENCE TO
 OR LOCATED ON THIS PROPERTY.
 NO TITLE SEARCH PROVIDED OR STIPULATED.
 SURVEY CLASS: SUBURBAN

Prepared by:

FORESIGHT Services

Surveying & Precision Measurement

302 226 2279 phone 302 226 2239 fax 2103A Coastal Highway Dewey Beach, DE 19971

41

TAX MAP AND PARCEL #: 1-33 20.00
44.06
PREPARED BY & RETURN TO:
Hudson, Jones, Jaywork & Fisher
309 Rehoboth Avenue
Rehoboth Beach, DE 19971
File No. PARASRAM-P-20/CMH

THIS DEED, made this 1st day of December, 2020,

- BETWEEN -

ROY F. ROGERS, of 28209 Walt Carmean Lane, Millsboro, DE 19966, party of the first part,

- AND -

DANA S. PARASRAM and DHARAMDAI PARASRAM, of 29074 Saint Thomas Blvd, Millsboro, DE 19966, as joint tenants with right of survivorship and not tenants in common, parties of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of **TEN DOLLARS (\$10.00)**, lawful money of the United States of America and other good and valuable consideration, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the parties of the second part, and their heirs and assigns, in fee simple, the following described lands, situate, lying and being in Sussex County, State of Delaware:

ALL those certain lots, pieces and parcels and tracts of land situate, lying and being in Dagsboro Hundred, Sussex County, Delaware, more particularly described as Lot 5 as shown on the SUBDIVISION PLAN PREPARED FOR EMMA R. MCCABE, as more fully appears upon reference to a survey prepared by Coast Survey, Inc. dated October 13, 2008, which plot is filed of record in the Office of the Recorder of Deeds, in and for Sussex County, State of Delaware

BEING part of the same lands and premises which were conveyed unto Marie E. Rogers and Roy F. Rogers, by deed of Marie E. Rogers and Roy F. Rogers, Co-Executors of the Estate of Emma R. McCabe dated November 23, 2011, and recorded in the Office of the Recorder of

Deeds in and for Sussex County, DELAWARE, on December 14, 2011, in Deed Book 3952, Page 231.

Subsequently, the said Marie E. Rogers did depart this life on December 20, 2015, whereupon said lands passed by operation of law unto Roy F. Rogers as surviving tenant by the entirety.

SUBJECT to any and all applicable restrictions, reservations, conditions, easements and agreements of record in the Office of the Recorder of Deeds in and for Sussex County, Delaware.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and seal the day and year first above written.

Signed, Sealed and Delivered in the presence of:

Roy F. Rogers (SEAL)
Roy F. Rogers

STATE OF DELAWARE, COUNTY OF SUSSEX: to-wit

BE IT REMEMBERED, that on December 01, 2020, personally came before me, the subscriber, Roy F. Rogers, party of the first part to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his act and deed.

GIVEN under my Hand and Seal of Office the day and year aforesaid.



Sharon Kay Lemaire
Notary Public

My Commission Expires: 2/2/2024

133 20 004406

6-28-22

I Dharamdai Parasram give my daughter Dana Parasram permission to file for annexation of property parcel number 133 20 004406 located on Raddish Road Millsboro. She will be making all decisions going forward.

My address is 28572 Dupon Blvd Millsboro DE 19966.
Please feel free to contact me with any questions.

917 756 3444

*Dharamdai Parasram

133 20 004406

6-28-24

My name is Dana Parasram, I am the owner of lot parcel number 133.20 004406. We are currently planning on building our home in Millsboro DE. We currently live in Millsboro and plan on being here for a long time. We spoke to a builder and he suggest we file for annexation due to the size of the house we are planning on building. We also realize that the Town also has plans of including our lot in the future and having Sewer and public water will be most useful to us.

Please feel free to contact me.

Dana 917-295-2311

Vinny 302 604 2147

* (Dana Parasram)



**NOTICE
PUBLIC HEARING**

Before the Sussex County Planning and Zoning Commission
is held concerning the subdivision of the property in
the County Administrative Office Building,
Sussex County, Delaware

You are Requesting To Subdivide: 200 Acres

Site: 100 Lots in 8 Blocks

Case No. 2010-0

Meeting Date: June 9, 2010 Time: 8:00 AM

Zone: RD Zoning District

For a list and names of those applications, you may be interested
in the pending and zoning process in the county, administrative
office building or additional information, you may be contacted by
calling (302) 835-7878

**LIMCO
REALTOR
SALE
114 ACS.**



Office of the Town Manager
Town of Millsboro

Jamie Burk, Town Manager

322 Wilson Highway
Millsboro, Delaware 19966
(302) 934-8171
(302) 934-7682 (Fax)
town@millsboro.org

Brian Calloway, Chief of Police
George ("Kenny") Niblett, Director of Public Works
Matthew Hall, Director of Finance and Technology
Carrie Kruger, PE, Town Engineer

Joanne Dorey, Town Clerk

July 21, 2022

For Town Council's consideration due to the numerous complaints received concerning limited parking:

Option #1

<u>Housing Units</u>	<u>Percentage Overflow Parking Required</u>
1 – 50	25%
50 – 100	30%
100 – 200	40%
200 – 300	50%
> 300*	50%*

(excluding garages)

Example: 400 units x 2 spaces = 800; 800 x 50% = 400 x 50%; Total parking required = 1,200

***Overflow parking required and Town Council's Review for RCP**

Option #2

Change minor roadway width to:

38 feet – two 14 feet travel lanes = 28 feet

10 feet of shoulder on one side

Pro – Allows for on street parking on one side

Con – More paving required if the Town receives the streets. Also snow plowing, trash removal, and street sweeping may not be done to everyone's satisfaction.

I personally would recommend Option #1 or at a minimum, require 3.5 parking spaces per unit (excluding garages).

Example: 400 units x 3.5 spaces/per unit = 1,400 total parking required

George K. Niblett, Jr.
Public Works Director

48

**AMENDMENT TO CHAPTER 178, SUBDIVISION OF LAND, §178-3,
TO REVISE THE BOND AMOUNT REQUIRED BY THE
DEFINITIONS OF “COMPLETION GUARANTY” AND “SURETY
OR GUARANTY BOND”.**

WHEREAS, Chapter 178 of the Town Code provides rules, regulations and standards to guide land development and the subdivision of land in the Town of Millsboro; and

WHEREAS, §178-7.C.(8)(e) of Chapter 178 sets forth the bond requirements with which a developer must comply as part of developing a major subdivision in the Town of Millsboro; and

WHEREAS, in 2019 the Town Council revised the bond requirements set forth in §178-7.C.(8)(e) of Chapter 178 in order to make the subdivision and development process friendlier to and less costly for developers; and

WHEREAS, in the several years since revising the bond requirements in Chapter 128, the Town has determined that the previous bond requirements that were in place prior to 2019 are more manageable for the Town and better protect the Town, the subdivision project at issue, and the residents of the Town; and

WHEREAS, accordingly, the Town Council has determined that it is necessary to revise the definitions of “Completion Guaranty” and “Surety or Guaranty Bond” contained in §178-3 of Chapter 178 to revise the bond amount required to the 150% amount that was required prior to the revisions made in 2019; and

WHEREAS, the Town Council also determines that it is necessary for §178-7.C.(8)(e) of Chapter 178 to also be revised in order to fully implement the Town Council’s desire to reverse the revisions made in 2019; and

WHEREAS, accordingly, the Town Council instructs that the necessary changes to §178-7.C.(8)(e) of Chapter 178 to fully implement the Town Council’s desire to reverse the revisions made in 2019 shall appear on a future Town Council agenda for consideration; and

WHEREAS, until §178-7.C.(8)(e) of Chapter 178 is revised to fully implement the Town Council’s desire to reverse the revisions made in 2019, the revised definitions of “Completion Guaranty” and “Surety or Guaranty Bond” contained in §178-3 of Chapter 178 hereby approved and the revised bond amount of 150% contained in said definitions shall control whenever a bond is required to be posted in connection with a major subdivision.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Millsboro, in session met, a quorum pertaining at all times thereto, that Chapter 178, Subdivision of Land, of the Code of the Town of Millsboro, be and is hereby amended as

follows: Amend and revise **§178-3. Definitions; word usage**, as follows (removed language is stricken through; new language is underlined):

COMPLETION GUARANTY - A bond or deposit of funds or securities in escrow, payable to the Town in an amount of ~~125%~~150% of required improvements, as estimated by the Town Engineer in conjunction with any other authorized representative of the Town and conditioned by their satisfactory completion within the time specified in the construction permit or an approved extension thereof.

SURETY or GUARANTY BOND - An approved surety or guaranty bond (or a deposit of funds or securities in escrow), the face amount of which bond or escrow account is to be payable to the Town for ~~125%~~150% of the estimated cost of the proposed construction of improvements.

BE IT FURTHER ORDAINED that, until §178-7.C.(8)(e) of Chapter 178 is revised to fully implement the Town Council's desire to reverse the revisions made in 2019, the revised definitions of "Completion Guaranty" and "Surety or Guaranty Bond" contained in §178-3 of Chapter 178 hereby approved and the revised bond amount of 150% contained in said definitions shall control whenever a bond is required to be posted in connection with a major subdivision.

I, James C. Kells, Secretary of the Town Council of the Town of Millsboro, do hereby certify that the foregoing is a true and correct copy of an Ordinance passed by the Town Council at its Regular Meeting held on August 1, 2022, at which a quorum was present and voting throughout and that the same is still in full force and effect.

Dated: _____

James C. Kells, Secretary

MISC BILLINGS- NEW BALANCE					
7/31/2022					
Date	Acct	Name	Amount		Rpt Code
3/11/2021	921	Knollwood Development	1,658.40	Alderleaf Meadows	engineering fees
3/2/2022	922	Davis, Bowen & Freidel, Inc	1,225.39	Millsboro Betts	engineering fees
5/17/2022	1122	Millwood Acg	142.53	Westtown Village	engineering fees
6/15/2022	1222	APD	1,214.50	ALDI Market	engineering fees
6/15/2022	1222	Mid Atlantic Commerical Group	2,574.43	Mid Atlantic Comm	engineering fees
		ENGINEERING TOTAL	6,815.25		
5/28/2015	1115	Tana Simpson- Warren	180.00	1117 Houston Acres ser #	Mtr-parts
11/18/2016	517	Jam-Mar Enterprises	5.00	28555 DuPont Blvd	Mtr-parts
		MTR/PRTS TOTAL	185.00		
2/19/2015	815	Norman & Karen Laffey	100.00	23517 Tristan Lane 2/16/2	On/Off Wtr
		ON/OFF WTR TOTAL	100.00		
2/7/2020	820	Arcadis	708.45	Church St	GENMISC
6/21/2021	1221	Tonald Trucking	226.71	Old Lanidng Rd & Mitchell	GENMISC
8/31/2021	222	Buffalo Construction	312.50	30181 Commerce Dr	Sewer Revenue
9/21/2021	322	Buffalo Construction	468.75	30181 Commerce Dr	Sewer Revenue
		SEWER REVENUE TOTAL	1,716.41		
1/1/2022	722	Constance Eckert	360.00	13B	Boat Slip
1/1/2022	722	Laverne O'Neil	360.00	12	Boat Slip
		BOAT SLIP TOTAL	720.00		
7/1/2022	Aug	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Sept	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Oct	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Nov	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Dec	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Jan	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Feb	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Mar	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Apr	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	May	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	June	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Aug	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Sept	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Oct	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Nov	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Dec	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Jan	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Feb	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Mar	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Apr	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	May	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	June	Danny Alo	550.00	Rent/Fee	Railroad Ave
7/1/2022	Oct	Merck	4,320.00	Rent/Fee	Ellis St
7/1/2022	Jan	Merck	4,320.00	Rent/Fee	Ellis St
7/1/2022	Apr	Merck	4,320.00	Rent/Fee	Ellis St
7/1/2022	Oct	Merck	1,080.00	Rent/Fee	Ellis St
7/1/2022	Jan	Merck	1,080.00	Rent/Fee	Ellis St
7/1/2022	Apr	Merck	1,080.00	Rent/Fee	Ellis St
7/1/2022	July	Merck	1,080.00	Rent/Fee	Ellis St
		GENMISC TOTAL	29,930.00		
		GRAND TOTAL	39,466.66		
NEW BALANCE		DEBITS	CREDIT	WRITE OFF	OLD BALANCE
39,466.66		409,203.94	385,108.04	150.00	15,520.76
				Brandon Lynch tax bill	

Town of Millsboro
Building Permits
July 2022

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-010165	ALFREDO R RIVERA	20421 ASHEVILLE DRIVE	390sf PAVER PATIO, 4x6 TRASH ENCLOSURE, 6' PRIVACY FENCE	RPC	07735	04057	\$11,500.00	\$130.00
B-010162	BRIDGETTE HARPER	24652 DOGWOOD LN	296sf PAVER PATIO, 6' VINYL PRIVACY FENCE	RPC	10536	05519	\$3,000.00	\$85.00
B-010164	ERIC FUENTES	31125 OLNEY WAY	13x10 PAVER PATIO	RPC	10338	05262	\$4,100.00	\$90.00
B-010176	LENCRAFT, LLC	35372 WRIGHT WAY	THE ELLICOTT	RPC	03082	05439	\$405,731.49	\$1,478.00
B-010166	COASTAL HOMES, LLC	25181 LUMBERTON DR	SINGLE FAMILY DWELLING	RPC	10512	02776	\$412,557.94	\$1,499.00
B-010163	DORIS M WILLIAMS	29686 COBBLESTONE WAY	4' BLACK VINYL FENCE	HR	09078	03652	\$1,925.00	\$80.00
B-010168	LENCRAFT, LLC	33422 HICKORY ST	THE LAUDERDALE	RPC	03082	05566	\$345,617.59	\$1,298.00
B-010172	LENCRAFT, LLC	31331 BURKE CT	THE CAPTIVA	RPC	03082	05801	\$450,267.22	\$1,613.00
B-010167	COASTAL HOMES, LLC	25203 LUMBERTON DR	SINGLE FAMILY DWELLING	RPC	10512	02785	\$412,557.94	\$1,499.00
B-010170	LENCRAFT, LLC	33242 CLAREMONT CT	THE MONTEREY	RPC	03082	05548	\$389,219.02	\$1,430.00
B-010171	LENCRAFT, LLC	37027 HAVELock CT	THE PORTFIELD	RPC	03082	05760	\$559,777.33	\$1,980.00
B-010178	LENCRAFT, LLC	35366 WRIGHT WAY	THE ELLICOTT	RPC	03082	05437	\$405,731.49	\$1,478.00
B-010150	OSVALDO B MORALES	27872 ROANOKE RAPIDS	306sf PAVER PATIO w/FIREPIT, 4x6 TRASH ENCLOSURE	RPC	08534	04553	\$11,000.00	\$125.00
B-010174	LENCRAFT, LLC	35378 WRIGHT WAY	THE ELLICOTT	RPC	03082	05441	\$405,731.49	\$1,478.00
B-010175	LENCRAFT, LLC	35376 WRIGHT WAY	THE ELLICOTT	RPC	03082	05440	\$405,731.49	\$1,478.00
B-010177	LENCRAFT, LLC	35370 WRIGHT WAY	THE ELLICOTT	RPC	03082	05438	\$405,731.49	\$1,478.00
B-010173	LENCRAFT, LLC	35382 WRIGHT WAY	THE ELLICOTT	RPC	03082	05442	\$405,731.49	\$1,478.00
B-010169	LENCRAFT, LLC	33256 CLAREMONT CT	THE JESSUP	RPC	03082	05551	\$371,944.24	\$1,376.00
B-010145	DENNIS SHELL	31357 OLNEY WAY	16x12 SCREEN PORCH	RPC	10347	05631	\$13,000.00	\$135.00
B-010191	JOAN E GROURKE	36117 AUBURN WAY	6' WHITE VINYL PRIVACY FENCE w/1 GATE	RPC	09648	05083	\$2,995.00	\$85.00
B-010185	LENCRAFT, LLC	37006 HAVELock CT	10x12 DECK	RPC	03082	05693	\$4,200.00	\$95.00
B-010186	LENCRAFT, LLC	34243 RICHMOND RD	10x12 DECK	RPC	03082	05685	\$4,200.00	\$95.00
B-010187	LENCRAFT, LLC	34249 RICHMOND RD	12x16 DECK w/STAIRS	RPC	03082	05687	\$8,300.00	\$115.00
B-010180	HAE DUK CHUNG	35442 WRIGHT WAY	12x20 DECK	RPC	10684	05487	\$11,760.00	\$130.00
B-010182	LENCRAFT, LLC	34232 RICHMOND RD	10x12 DECK	RPC	03082	05700	\$4,200.00	\$95.00
B-010189	LENCRAFT, LLC	35294 WRIGHT WAY	8x20 DECK	RPC	03082	05386	\$5,600.00	\$100.00
B-010179	THOMAS J JENNINGS	10054 IRON POINTE DR EXT	FINISH BASEMENT	RPC	09033	02190	\$29,000.00	\$215.00
B-010192	ROF MILLSBORO, LLC	26670 CENTERVIEW DR	TENANT FIT-OUT - SLEEPY TOOTH ORTHODONTICS	HC	10650	03583	\$100,000.00	\$1,571.00
B-010184	LENCRAFT, LLC	37000 HAVELock CT	10x12 DECK w/STAIRS	RPC	03082	05815	\$4,700.00	\$95.00
B-010190	LENCRAFT, LLC	35298 WRIGHT WAY	8x20 DECK	RPC	03082	05388	\$5,600.00	\$100.00
B-010188	LENCRAFT, LLC	35290 WRIGHT WAY	8x20 DECK	RPC	03082	05384	\$5,600.00	\$100.00
B-010183	LENCRAFT, LLC	34254 RICHMOND RD	10x12 DECK	RPC	03082	05696	\$4,200.00	\$95.00
B-010181	LENCRAFT, LLC	34228 RICHMOND RD	11x13 DECK	RPC	03082	05701	\$5,000.00	\$95.00
B-008177	CLARENCE FIEDLER	241 WHARTON ST	REPLACE DECK FOOTERS WITH CONCRETE	MR	00227	00500	\$3,500.00	\$50.00
B-010195	MICHAEL YUSKA	27008 GREENLEAF DR	4' WHITE VINYL PICKET FENCE w/2 GATES	R	10637	03852	\$7,928.00	\$110.00
B-010160	LENCRAFT, LLC	34307 BEAUFORT CT	11x13 DECK	RPC	03082	05689	\$5,000.00	\$95.00

Total Permits = 54
New Houses = 17
Renovations = 36
Commercial = 1

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Town of Millisboro
 Building Permits
 July 2022

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-010193	CAROL LYNN MCCARTHY	36055 AUBURN WAY	12x16 DECK	RPC	09087	05057	\$9,600.00	\$120.00
B-010194	JOSEPH D BRITTAIN	26078 ST HAVES BLVD	6' WHITE VINYL PRIVACY FENCE W/2 GATES	HR	09126	03194	\$2,993.00	\$85.00
B-010199	CALEB MILLSBORO, LLC	394 WINDFLOWER	THE ARUBA BAY	RPC	08514	04987	\$199,394.14	\$1,858.49
B-010200	CALEB MILLSBORO, LLC	375 WINDFLOWER	THE GRAND BAHAMA	RPC	08514	04975	\$227,909.39	\$2,013.77
B-010201	CALEB MILLSBORO, LLC	363 WINDFLOWER	THE GRAND BAHAMA	RPC	08514	04969	\$227,909.39	\$2,013.77
B-010197	JOSEPH BROCKMEYER	31275 OLNEY WAY	15x20 PAVER PATIO W/SITTING WALLS	RPC	10254	05600	\$3,179.00	\$90.00
B-010198	CALEB MILLSBORO, LLC	25120 ASPEN CIR	THE BIRCH	RPC	08514	03857	\$292,481.60	\$2,370.20
B-010202	SHEILA MARIE DE LA PENNA	27923 HOME FARM DR	SOLAR PANELS	RPC	07684	03342	\$27,864.00	\$210.00
B-010196	PATRICIA L ALTHOFF	418 OLD LANDING RD	16x19 SCREENED IN PORCH OVER EXISTING DECK	MR	08892	00501	\$36,900.00	\$255.00
B-010203	JEANETTE E FILIAGGI	109 N ALNWICK LANE	4' WHITE VINYL PICKET FENCE W/1 GATE	RPC	05727	02074	\$2,723.00	\$85.00
B-010207	LENCRAFT, LLC	35301 WRIGHT WAY	8x16 DECK	RPC	03082	05412	\$4,480.00	\$95.00
B-010206	LENCRAFT, LLC	35299 WRIGHT WAY	8x16 DECK	RPC	03082	05411	\$4,480.00	\$95.00
B-010209	LENCRAFT, LLC	35305 WRIGHT WAY	8x16 DECK	RPC	03082	05414	\$4,480.00	\$95.00
B-010210	LENCRAFT, LLC	35307 WRIGHT WAY	8x16 DECK	RPC	03082	05444	\$4,480.00	\$95.00
B-010211	LENCRAFT, LLC	35309 WRIGHT WAY	8x16 DECK	RPC	03082	05445	\$4,480.00	\$95.00
B-010208	LENCRAFT, LLC	35303 WRIGHT WAY	8x16 DECK	RPC	03082	05413	\$4,480.00	\$95.00
B-010204	LENCRAFT, LLC	35295 WRIGHT WAY	8x16 DECK	RPC	03082	05409	\$4,480.00	\$95.00
B-010205	LENCRAFT, LLC	35297 WRIGHT WAY	8x16 DECK	RPC	03082	05410	\$4,480.00	\$95.00

Total Permits = 54
 New Houses = 17
 Renovations = 36
 Commercial = 1

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