



Town Council  
**Town of Millsboro**  
322 Wilson Highway  
Millsboro, Delaware 19966  
(302) 934-8171  
(302) 934-7682 (Fax)

[town@millsboro.org](mailto:town@millsboro.org)

Mayor Jim Kells  
Vice Mayor John Thoroughgood  
President Pro Tem Ron O'Neal  
Treasurer Robert Bryan  
Secretary Kimberley Kaan  
Councilman Matthew Davis  
Councilman Marty Presley

*Jamie Burk, Town Manager*

Posted on January 29, 2024 at 2:47pm

## **A G E N D A**

Town Council Regular Meeting  
Monday, February 5, 2024  
Doors will open at 6:30pm  
The meeting will convene at 7:00 p.m.  
Millsboro Town Center  
322 Wilson Highway

**NOTE: Unless otherwise indicated, there may be a vote and Council action taken on each and every agenda item set forth herein.**

**Call to Order**

**Pledge of Allegiance/Council Roll Call**

**Public Comment (2-minute limit)\* - No action**

**Secretary's Report**  
Minutes

**Treasurer's Report**  
Bank balances  
Invoices

**Millsboro Fire Company Update - No action**

**Greater Millsboro Chamber of Commerce Update - No action**

**Police Department's Report**  
Building Status  
Change Orders

**Water and Sewer**  
Olney Way Field Change Directives (Burk)

**Mayor's Report**  
Annexation Committee Appointment for the properties located at 393 E State Street, 395 E State Street, and the property on the corner of Iron Branch Road/Hickman Lane; all owned by Intervet, LLC., formally known as tax/map/parcel numbers: 133-17.00-7.00, 133-17.00-8.00, & 133-17.00-14.00.  
(Burk)

Dedication of Public Roads and Utility Infrastructure in Plantation Lakes, Section D, Beaufort Court, Fayetteville North and Fayetteville Court

Dedication of Plantation Lakes Sewage Pump Station No. 6 in “North Shore” section of project

Town Code Amendments and possibly schedule a Public Hearing re: Definitions in Chapter 210, Zoning and other related amendments to Chapter 210, Zoning and Chapter 70, Building Construction, suggested by staff (Burk)

Personnel Committee Recommendation: Hiring Incentives/Employment sign-on bonus (Burk)

2024 Christmas Parade date and time (Burk)

Adjustments related to consumer price index and building valuation data changes (Hall)

Supplemental Tax Appeals (Hall)

Proposed Council Rules Workshop (Burk/Kaan)

## Adjournment

*\*20-minute time limit. Time limit is 2 minutes per speaker, not to exceed a total of 20 minutes. Time may not be ceded to another member of the public. Each person making Public Comment shall identify themselves by name and place of residence for the record and shall address all remarks to the Town Council a body and not to any member thereof. Individuals may submit their comment to Town Council members in writing up to 24 hours in advance of the Town Council Meeting to [town@millsboro.org](mailto:town@millsboro.org) or delivering it to 322 Wilson Avenue, Millsboro, De. No one other than a member of the Town Council or Town Staff is permitted to enter discussions without approval of the Mayor. No members of the public are permitted to ask questions of any speaker while they are addressing the Town Council, without permission from the Mayor. All persons at the Town Council meeting should conduct themselves in an orderly fashion. All shall follow the direction of the Mayor, no disruptive behavior is permitted, and electronic devices shall be silent. Please be courteous to those who are speaking during public comment by refraining from commenting from the audience while others are speaking. 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.*

2/1		Town of Millsboro		
mth		Account Balances		
		January 31, 2024		
Account				Interest
Type	Bank	Purpose	Book Balance	Earned
Checking/Money Market				
	WSFS Bank			
	1	General Account	\$ 4,865,112.82	\$ 11,989.81
	2	Payroll	\$ 941.03	\$ 59.12
	3	Withholding	\$ 19,302.74	\$ 154.93
	4	Municipal Street Aid Fund (MSAF)	\$ 58,553.29	\$ 165.86
	5	Sewer Construction	\$ 2,528,144.05	\$ 6,338.87
	6	State Aid Local Law Enforcement (SALLE)	\$ 5,033.33	\$ -
	7	Emergency Illegal Drug Enforcement (EIDE)	\$ 4,936.04	\$ -
	8	Sewer Impact	\$ 3,210,116.40	\$ 7,975.01
	9	Water Impact	\$ 385,854.70	\$ 963.18
	10	Building Component Fee	\$ 3,571,758.97	\$ 9,505.06
	14	Transfer Tax 1% (3.75M in "set-asides")	\$ 8,081,374.01	\$ 20,895.23
	15	Fund to Combat Violent Crime (FCVC)	\$ 39,421.68	\$ -
	16	Police Protection Impact	\$ 263,904.79	\$ 19.72
	17	Transportation/Stormwater Impact	\$ 161,743.63	\$ 12.19
		Bicentennial Beautification Fund	\$ 11,583.40	\$ 29.05
	Total WSFS Bank		\$ 23,207,780.88	\$ 58,108.03
	Citizens Bank			
	12	Transfer Tax Checking	\$ 3.85	
	11	Transfer Tax 1%	\$ 200,437.81	\$ 8.48
		Transfer Tax .5%	\$ 50,136.55	\$ 2.12
	Total Citizens		\$ 250,578.21	\$ 10.60
Total Checking/Money Market			\$ 23,458,359.09	\$ 58,118.63
Certificates of Deposit				
	M&T Trust - formerly Wilmington Trust			
		Bicentennial Fund 0.03%	\$ 7,000.00	
	Total M&T Trust		\$ 7,000.00	
	PNC Bank			
		WWTP Unrestricted General - 12/31/23	\$ 86,479.54	
		WWTP Membrane CD - 12/31/23	\$ 52,573.56	
	Total PNC Bank		\$ 139,053.10	\$ -
Total Certificates of deposit			\$ 146,053.10	\$ -
Total on Hand Cash & CD's			\$ 23,604,412.19	\$ 58,118.63

2/1	Town of Millsboro		Account Balances		Interest Earned	
month	January 31, 2024		December 31, 2023		January 31, 2024	
	Typical Bank	Purpose	Book Balance	Book Balance	Net Change	Interest Earned
	Checking/Money Market					
	WSFS Bank					
	1	General Account	\$ 4,345,992.88	\$ 4,865,112.82	\$ 519,119.94	\$ 11,989.81
	2	Payroll	\$ 881.91	\$ 941.03	\$ 59.12	\$ 59.12
	3	Withholding	\$ 46,045.35	\$ 19,302.74	\$ (26,742.61)	\$ 154.93
	4	Municipal Street Aid Fund (MSAF)	\$ 66,722.26	\$ 58,553.29	\$ (8,168.97)	\$ 165.86
	5	Sewer Construction	\$ 2,521,805.18	\$ 2,528,144.05	\$ 6,338.87	\$ 6,338.87
	6	State Aid Local Law Enforcement (SALLE)	\$ 50.00	\$ 5,033.33	\$ 4,983.33	\$ -
	7	Emergency Illegal Drug Enforcement (EIDE)	\$ 50.00	\$ 4,936.04	\$ 4,886.04	\$ -
	8	Sewer Impact	\$ 3,119,266.43	\$ 3,210,116.40	\$ 90,849.97	\$ 7,975.01
	9	Water Impact	\$ 380,083.52	\$ 385,854.70	\$ 5,771.18	\$ 963.18
	10	Building Component Fee	\$ 10,214.65	\$ 3,571,758.97	\$ 3,561,544.32	\$ 9,505.06
	14	Transfer Tax 1% (3.75M in "set-asides")	\$ 8,561,219.48	\$ 8,081,374.01	\$ (479,845.47)	\$ 20,895.23
	15	Fund to Combat Violent Crime (FCVC)	\$ 39,421.68	\$ 39,421.68	\$ -	\$ -
	16	Police Protection Impact	\$ 247,396.85	\$ 263,904.79	\$ 16,507.94	\$ 19.72
	17	Transportation/Stormwater Impact	\$ 155,231.44	\$ 161,743.63	\$ 6,512.19	\$ 12.19
		Bicentennial Beautification Fund	\$ 11,554.17	\$ 11,583.40	\$ 29.23	\$ 29.05
		Total WSFS Bank	\$ 19,505,935.80	\$ 23,207,780.88	\$ 3,701,845.08	\$ 58,108.03
	Citizens Bank					
	12	Transfer Tax Checking	\$ 3.85	\$ 3.85	\$ -	\$ -
	11	Transfer Tax 1%	\$ 200,429.33	\$ 200,437.81	\$ 8.48	\$ 8.48
		Transfer Tax .5%	\$ 50,134.43	\$ 50,136.55	\$ 2.12	\$ 2.12
		Total Citizens	\$ 250,567.61	\$ 250,578.21	\$ 10.60	\$ 10.60
		Total Checking/Money Market	\$ 19,756,503.41	\$ 23,458,359.09	\$ 3,701,855.68	\$ 58,118.63
	Certificates of Deposit					
	M&T Trust - Formerly Wilmington Trust					
		Bicentennial Fund 0.03%	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
		Total M&T Trust	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
	PNC Bank					
		WWTP Unrestricted General - 12/31/23	\$ 86,284.51	\$ 86,479.54	\$ 195.03	\$ -
		WWTP Membrane CD - 12/31/23	\$ 52,455.00	\$ 52,573.56	\$ 118.56	\$ -
		Total PNC Bank	\$ 138,739.51	\$ 139,053.10	\$ 313.59	\$ -
		Total Certificates of deposit	\$ 145,739.51	\$ 146,053.10	\$ 313.59	\$ -
		Total on Hand Cash & CD's	\$ 19,902,242.92	\$ 23,604,412.19	\$ 3,702,169.27	\$ -

January 2024 Prepays

Sum of	Total					
Bank	Check No	Date	Payee	Description		Total
GENERAL	23375	1/9/2024	FUELMAN	DEC/GENERAL		160.35
				DEC/SEWER		1,086.56
				DEC/STREET		317.08
				DEC/WATER		628.24
	<b>23375 Total</b>					<b>2,192.23</b>
	23376	1/9/2024	FUELMAN	DEC/POLICE		3,291.13
	<b>23376 Total</b>					<b>3,291.13</b>
	23377	1/9/2024	GREATER MILLSBORO CH	DUES-11/23-10/24		300.00
	<b>23377 Total</b>					<b>300.00</b>
	23378	1/9/2024	LAWN DOCTOR OF SUSSE	LAWN MAINT/TOWN HALL		3,019.10
	<b>23378 Total</b>					<b>3,019.10</b>
	23379	1/9/2024	MAIL MOVERS	OCT-DEC WTR/SWR BILLING		359.45
	<b>23379 Total</b>					<b>359.45</b>
	23380	1/9/2024	MEDIACOM	1/10/24-2/9/24 WWTP		277.14
	<b>23380 Total</b>					<b>277.14</b>
	23381	1/9/2024	MEDIACOM	BILLING 12/23/23-1/22/24-POLI		269.95
	<b>23381 Total</b>					<b>269.95</b>
	23382	1/9/2024	PEP-UP INC.	12/21/23 DELIVERY/PD		343.36
	<b>23382 Total</b>					<b>343.36</b>
	23383	1/9/2024	SELECTIVE INSURANCE	CLAIM#22553549 DEDUC		5,000.00
	<b>23383 Total</b>					<b>5,000.00</b>
	23384	1/9/2024	VERIZON CONNECT FLEE	VEHICLE TRACK SUB-DEC 2023		239.25
	<b>23384 Total</b>					<b>239.25</b>
	23385	1/9/2024	VERIZON CONNECT FLEE	VEHICLE TRACK SUB-DEC 2023		175.45
	<b>23385 Total</b>					<b>175.45</b>
	23386	1/9/2024	VERIZON WIRELESS	11/21-12/20/23 GENERAL		111.04
				11/21-12/20/23 SEWER		749.78
				11/21-12/20/23 WATER		187.45
	<b>23386 Total</b>					<b>1,048.27</b>
	23387	1/9/2024	WILMINGTON TRUST N.A	PL FY24 12/1/23-12/31/23		7,174.62
	<b>23387 Total</b>					<b>7,174.62</b>
	23388	1/17/2024	DELAWARE DEPT OF LAB	98022-6 23-4		271.69
	<b>23388 Total</b>					<b>271.69</b>
	23389	1/17/2024	DELMARVA POWER	DEC/POLICE-NEW PD		1,437.59
	<b>23389 Total</b>					<b>1,437.59</b>
	23390	1/17/2024	GRANITE TELECOMMUNIC	BRANDYWINE/JAN		29.45
				CUOLA/JAN		45.38
				MILLWOOD/JAN		54.89
				PLANTATION LAKES/JAN		40.92
				POLICE/JAN		416.74
				RADISH FARM/JAN		68.54
				RETREAT/JAN		40.90
				SEWER PLANT/JAN		7.04
				TOWN HALL CENTER/JAN		840.69
				TOWN HALL/JAN		136.21
				WATER PLANT/JAN		57.28
				WHARTON'S BLUFF/JAN		59.15
	<b>23390 Total</b>					<b>1,797.19</b>
	23391	1/17/2024	GOODE CLEANING LLC	JAN CLEANING/POLICE DEPT		585.00
				JAN CLEANING/TOWN HALL		892.00
	<b>23391 Total</b>					<b>1,477.00</b>
	23392	1/17/2024	INTERNATIONAL ASSOC.	IACP MEMBERSHIP DUES 1/1-12/3		190.00
	<b>23392 Total</b>					<b>190.00</b>
	23393	1/17/2024	STATE OF DELAWARE	PERMIT REVIEW FEE/PS #4		825.00
	<b>23393 Total</b>					<b>825.00</b>
	23394	1/17/2024	STATE OF DELAWARE	PUBLIC NOTICE FEE/PS#4		300.00
	<b>23394 Total</b>					<b>300.00</b>
	23395	1/17/2024	VERIZON	SEWER/JAN INTERNET		98.99
	<b>23395 Total</b>					<b>98.99</b>

January 2024 Prepaids

GENERAL	23396	1/17/2024	VERIZON WIRELESS	11/29-12/28/23 POLICE	751.37
				11/29-12/28/23 VAWA	79.98
				11/29-12/28/23 VOCA	39.99
	<b>23396 Total</b>				<b>871.34</b>
	23397	1/17/2024	WASTE MANAGEMENT	DEC 2023 BILLING	713.34
	<b>23397 Total</b>				<b>713.34</b>
	23398	1/23/2024	DELAWARE ELECTRIC CO	GRAVEL HILL-DEC/JAN	25.72
				HARDSCRABBLE/15752561-DEC	210.02
				HARDSCRABBLE/PUMP WWTP-DEC	206.44
				HARDSCRABBLE/WTR TOWER-DEC	178.09
				SHEEP PEN RD/WELL#8 (28727556)	201.15
				SHEEP PEN RD-WELL#7 (33853982)	213.63
				WHARTON'S BLUFF-DEC	97.73
	<b>23398 Total</b>				<b>1,132.78</b>
	23399	1/23/2024	DEPARTMENT OF HUMAN	FEB/GENERAL	11,078.17
				FEB/POLICE	30,384.50
				FEB/SEWER	15,518.66
				FEB/WATER	6,096.05
	<b>23399 Total</b>				<b>63,077.38</b>
	23400	1/23/2024	DOMINION NATIONAL	FEB 2024 BILLING/POLICE	27.94
	<b>23400 Total</b>				<b>27.94</b>
	23401	1/23/2024	GEORGETOWN, TOWN OF	SCAT DINNER 2/7/24-(8)	360.00
	<b>23401 Total</b>				<b>360.00</b>
	23402	1/23/2024	PRINCIPAL LIFE INSUR	FEB 2024 BILLING	1,157.29
	<b>23402 Total</b>				<b>1,157.29</b>
	23403	1/23/2024	VERIZON	SWR DSL LINE	17.48
	<b>23403 Total</b>				<b>17.48</b>
	23404	1/23/2024	WSFS BANK VISA	ADOBE VIDEOS	29.99
				AMAZON WOOT-OFFICE PRO	104.97
				APWA-DINNER	50.00
				ARENA'S MILFORD PD OPENING	81.95
				ASP TRAINING/MOYER	100.00
				ASP TRAINING/ZUBROWSKI	100.00
				B&H PHOTO-ADAPTER VIDEOPHONE	49.99
				BJ'S-DRINKS/FOOD-PARADE	99.44
				DNREC-LEVEL 2 WW EXAM/CORPUS	100.00
				DNREC-LEVEL 2 WW EXAM/MCMULLEN	100.00
				DNREC-LEVEL 4 WW EXAM-TINGLE	100.00
				DUNKIN DONUTS/PARADE	41.98
				EASTSIDE CARWASH	11.05
				EYE INC/PRE EMPLOYMENT	117.00
				ICMA CONF-SNACKS DONATED	39.97
				JERSEY MIKE'S-FOOD/PARADE	398.75
				MOUNTAINE LUNCHEON	71.16
				MSFT-SERVER EMAIL	250.06
				NECTAR-SOFT OPENING	89.50
				TRACTOR SUPPLY-FUEL PUMP	379.99
				VISTA PRINT/CHRISTMAS CARDS	69.39
				VISTA PRINT/TOM LABELS	57.98
	<b>23404 Total</b>				<b>2,443.17</b>
	23405	1/30/2024	CHESAPEAKE UTILITIES	GAS CHG 1/22/24-NEW PD	149.56
	<b>23405 Total</b>				<b>149.56</b>
	23406	1/30/2024	DELMARVA POWER	JAN/CHRISTMAS	352.68
				JAN/CIVIC	439.95
				JAN/MEDIAN	326.25
				JAN/PARK	173.80
				JAN/POLICE-NEW/OLD	2,523.23
				JAN/RR AVE GARAGE	63.49
				JAN/SEWER	25,524.78
				JAN/TOWN	3,296.46
				JAN/WATER	6,567.84
				JAN/WB ATKINS BALLPARK	248.30
	<b>23406 Total</b>				<b>39,516.78</b>

January 2024 Prepays

GENERAL	23407	1/30/2024	DELTA DENTAL OF DELA	FEB/GENERAL	482.66
				FEB/POLICE	1,454.24
				FEB/SEWER	768.06
				FEB/WATER	296.24
	<b>23407 Total</b>				<b>3,001.20</b>
	23408	1/30/2024	MEDIACOM	BILLING 1/23-2/22/24-POLICE	269.95
	<b>23408 Total</b>				<b>269.95</b>
	23409	1/30/2024	PEP-UP INC.	1/15/24 DELIVERY/PD	292.30
	<b>23409 Total</b>				<b>292.30</b>
	23410	1/30/2024	SUSSEX COUNTY ASSOC	SCAT BREAKFAST 2/9/24 (2)	22.00
	<b>23410 Total</b>				<b>22.00</b>
	23411	1/30/2024	MEDIACOM	FEB BILL-TOWN HALL	155.90
	<b>23411 Total</b>				<b>155.90</b>
	1112024	1/11/2024	INTEGRA ADMINISTRATI	HRA ADMIN FEE-JAN	50.00
				HRA JAN 2024	500.00
	<b>1112024 Total</b>				<b>550.00</b>
	1122024	1/22/2024	FP MAILING SOLUTIONS	1/12/24 POSTAGE	2,000.00
	<b>1122024 Total</b>				<b>2,000.00</b>
	23292187	1/8/2024	PAYROLL, TOWN OF MIL	PR WK 01-12-2024	40,918.27
	<b>23292187 Total</b>				<b>40,918.27</b>
	30375395	1/2/2024	PAYROLL, TOWN OF MIL	PR WK 01-05-2024	40,784.91
	<b>30375395 Total</b>				<b>40,784.91</b>
	30810851	1/2/2024	WITHHOLDING, TOWN OF	PR WK 01-05-2024	26,764.96
	<b>30810851 Total</b>				<b>26,764.96</b>
	32215660	1/16/2024	WITHHOLDING, TOWN OF	PR WK 01-19-2024	32,326.52
	<b>32215660 Total</b>				<b>32,326.52</b>
	39074699	1/8/2024	WITHHOLDING, TOWN OF	PR WK 01-12-2024	25,987.66
	<b>39074699 Total</b>				<b>25,987.66</b>
	44181466	1/12/2024	T.O.M. TRANSP/SW IMP	DEC 2023 BLDG PERMITS	6,500.00
	<b>44181466 Total</b>				<b>6,500.00</b>
	48060827	1/12/2024	T.O.M. WATER IMPACT	DEC 2023 BLDG PERMITS	4,808.00
	<b>48060827 Total</b>				<b>4,808.00</b>
	48218514	1/16/2024	PAYROLL, TOWN OF MIL	PR WK 01-19-2024	53,803.53
	<b>48218514 Total</b>				<b>53,803.53</b>
	49661677	1/12/2024	T.O.M.BUILDING FD 02	DEC 2023 BLDG PERMITS	13,000.00
	<b>49661677 Total</b>				<b>13,000.00</b>
	68535491	1/23/2024	PAYROLL, TOWN OF MIL	PR WK 01-26-2024	42,385.98
	<b>68535491 Total</b>				<b>42,385.98</b>
	85395957	1/12/2024	T.O.M. POLICE PRO IM	DEC 2023 BLDG PERMITS	16,488.22
	<b>85395957 Total</b>				<b>16,488.22</b>
	87065902	1/23/2024	WITHHOLDING, TOWN OF	PR WK 01-26-2024	27,437.89
	<b>87065902 Total</b>				<b>27,437.89</b>
	87622172	1/12/2024	T.O.M. SEWER IMPACT	DEC 2023 BLDG PERMITS	82,875.00
	<b>87622172 Total</b>				<b>82,875.00</b>
<b>GENERAL</b>	<b>Total</b>				<b>559,926.76</b>
WITHHC	5357	1/17/2024	AFLAC	JAN 2024 BILLING	3,074.70
	<b>5357 Total</b>				<b>3,074.70</b>
	5358	1/17/2024	LEGAL SHIELD	JAN 2024 BILLING	249.30
	<b>5358 Total</b>				<b>249.30</b>
	13124	1/31/2024	DPERS	JAN/TOWN	7,961.74
	<b>13124 Total</b>				<b>7,961.74</b>
	382026	1/19/2024	GF PASS THRU 941/CD	PR WK 01-19-2024	19,173.06
	<b>382026 Total</b>				<b>19,173.06</b>
	954268	1/5/2024	DIVISION OF REVENUE	PR WK 01-05-2024	2,878.41
	<b>954268 Total</b>				<b>2,878.41</b>
	962628	1/12/2024	DIVISION OF REVENUE	PR WK 01-12-2024	2,843.63
	<b>962628 Total</b>				<b>2,843.63</b>
	982276	1/19/2024	DIVISION OF REVENUE	PR WK 01-19-2024	3,744.01
	<b>982276 Total</b>				<b>3,744.01</b>
	993984	1/26/2024	DIVISION OF REVENUE	PR WK 01-26-2024	2,977.02
	<b>993984 Total</b>				<b>2,977.02</b>
	1312024	1/31/2024	DPERS	JAN/POLICE	19,093.84
	<b>1312024 Total</b>				<b>19,093.84</b>

January 2024 Prepaids

WITHHOLDING	16379014	1/5/2024	GENERAL FUND, TOWN OF	MED WH JULY-DEC 2023 FY24	22,871.10
	<b>16379014 Total</b>				<b>22,871.10</b>
	41138852	1/5/2024	GF PASS THRU 941/CD	PR WK 01-05-2024	14,757.52
	<b>41138852 Total</b>				<b>14,757.52</b>
	41902757	1/26/2024	GF PASS THRU 941/CD	PR WK 01-26-2024	15,268.62
	<b>41902757 Total</b>				<b>15,268.62</b>
	47981193	1/5/2024	GENERAL FUND, TOWN OF	VISION WH JULY-DEC 2023 FY24	793.57
	<b>47981193 Total</b>				<b>793.57</b>
	50723432	1/12/2024	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	125.00
	<b>50723432 Total</b>				<b>125.00</b>
	55977154	1/5/2024	GENERAL FUND, TOWN OF	VTL WH JULY-DEC 2023 FY24	4,297.39
	<b>55977154 Total</b>				<b>4,297.39</b>
	61934951	1/5/2024	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	125.00
	<b>61934951 Total</b>				<b>125.00</b>
	62373767	1/26/2024	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	125.00
	<b>62373767 Total</b>				<b>125.00</b>
	76012158	1/19/2024	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	125.00
	<b>76012158 Total</b>				<b>125.00</b>
	82801192	1/5/2024	GENERAL FUND, TOWN OF	DENTAL WH JULY-DEC 2023 FY24	3,541.28
	<b>82801192 Total</b>				<b>3,541.28</b>
	95640063	1/12/2024	GF PASS THRU 941/CD	PR WK 01-12-2024	14,484.38
	<b>95640063 Total</b>				<b>14,484.38</b>
<b>WITHHOLDING Total</b>					<b>138,509.57</b>
MSAF	1659	1/30/2024	DELMARVA POWER	DEC-JAN/MAGNOLIA	714.73
				DEC-JAN/MILL LANDING	297.79
				DEC-JAN/STREETS	6,232.96
	<b>1659 Total</b>				<b>7,245.48</b>
<b>MSAF Total</b>					<b>7,245.48</b>
BUILDING	1309	1/9/2024	FIDELITY ENGINEERING	KOHLER GENERATOR/NEW POLICE S	82,409.00
	<b>1309 Total</b>				<b>82,409.00</b>
	1310	1/9/2024	MADE IN THE SHADE-EA	SHADES/NEW PD 50% DOWN	8,959.20
	<b>1310 Total</b>				<b>8,959.20</b>
	62563096	1/12/2024	T.O.M.BUILDING FD 02	REIMB TRANSFER FUNDS COVER	300,652.12
	<b>62563096 Total</b>				<b>300,652.12</b>
<b>BUILDING COMP FEE Total</b>					<b>392,020.32</b>
WSFS	1161	1/9/2024	BEARING CONSTRUCTION	PLANTA LAKES WTP CONTRACT	341,064.42
	<b>1161 Total</b>				<b>341,064.42</b>
	1162	1/30/2024	HOPKINS CONSTRUCTION	RT 24 SANITARY SWR REPLAC	9,938.75
	<b>1162 Total</b>				<b>9,938.75</b>
<b>WSFS TT 1% Total</b>					<b>351,003.17</b>
<b>Grand Total</b>					<b>1,448,705.30</b>



January 2024 Bills

Sum of	Total		
Bank	Vendor	Description	Total
GENERAL	A.E. MOORE JANITORIAL	JAN/SEWER	46.88
		JAN/TOWN	29.45
		JAN/WATER	46.88
	<b>A.E. MOORE JANITORIAL Total</b>		<b>123.21</b>
	AD-ART SIGN COMPANY	LETTERING/LOGOS-#8409	315.00
	<b>AD-ART SIGN COMPANY Total</b>		<b>315.00</b>
	ADVANTECH	MONITORING SECURITY SYSTEMS	149.50
	<b>ADVANTECH Total</b>		<b>149.50</b>
	AMAZON CAPITAL SERVICES	2024-2026 MONTHLY PLANNER	21.16
		ADDING MACHINE TAPE (12/ROLLS)	10.26
		ANCHOR W/SWIVEL D RING (3)	683.97
		ANCHOR W/SWIVEL D RING/NEW PD	227.99
		BALLAST (2)	207.82
		BAND HOSE CLAMPS (50/PK)	78.99
		BINDER 3"	14.25
		BINDER DIVIDERS-(20 SETS)	17.11
		CENTER PUNCH TOOL	159.95
		COIN ENVELOPES (1 PK)	25.47
		CREDIT FOR CARDSTOCK	(10.48)
		EVIDENCE PKG IMP SEALER (1)	63.99
		EVIDENCE PKG IMP SEALER (2)	121.58
		EVIDENCE TRACKER PRINTER (2)	800.00
		FAN SYSTEM/FOR AV CABINETS	39.59
		FILE CABINET/3 DRAWER	55.99
		FILE ORGANIZER (3 PK)	19.92
		FILING CABINET (1)	435.81
		FIRE EXTINGUISHERS (2)	167.40
		FIRE EXTINGUISHERS (6)	502.20
		FOLDING YARD STICK	9.99
		FUEL TRANSFER HOSE	45.99
		HEAVY DUTY GLOVES-SMALL	69.49
		HEAVY DUTY ORANGE GLOVES-M	117.99
		HEAVY DUTY ORANGE GLOVES-XL	117.99
		HEAVY DUTY ORANGE GLOVES-XXL	117.99
		LATERAL FILING CABINETS (3)	749.70
		MARKERS W/REFLECTIVE TAPE	61.98
		NETGEAR 48-PORT SWITCH	304.95
		RUBBER FINGER TIPS (M)	6.99
		RUNNING BOARDS/F-150	161.96
		RUNNING BOARDS/F-250	152.96
		SCOTCH TAPE (10 ROLLS)	22.95
		SEAT COVER/2011 F-250	120.99
		SORBENT DIMPLED PAD	102.74
		SWINGER MONITOR BRACKETS (4)	219.92
		TCL 55" SMART TV	269.99
		THREADLOCKER	8.89
		TOWING MIRROR/2018 F-350	144.99
		TV MOUNTING BRACKETS (15)	419.85
		TV POWER CORD (12) NEW PD	131.40
		TV WALL MOUNT	22.74
		UNIFORM SERV B/W STRIPES	106.74
		W-2 TAX KIT-RET'D	(33.65)
		WIRELESS KEY PAD/MALISA	19.99
		YARDSTICK	4.18
		ZEBRA 24/PK BLUE PENS (3 PKs)	23.97

January 2024 Bills

GENERAL	AMAZON CAPITAL SERVICES Total	7,146.64
	ARK SYSTEMS, INC. FIRE ALARM MONITORING/NEW WTP	595.00
	ARK SYSTEMS, INC. Total	595.00
	AXON ENTERPRISE, INC. 2 DAY COURSE	649.12
	TASERS (16)	6,644.88
	AXON ENTERPRISE, INC. Total	7,294.00
	BAKER'S HARDWARE CO. JAN/SEWER EXP OTHER	37.98
	JAN/SEWER SUPPLIES	79.96
	JAN/STREET	12.99
	JAN/SWR RPR & MAINT	735.79
	JAN/SWR RPR MAINT-VEHICLE/EQUIP	34.98
	BAKER'S HARDWARE CO. Total	901.70
	BAYSIDE AUDIOLOGY & HEARING AUDIOMETRY TEST-BRADLEY	125.00
	BAYSIDE AUDIOLOGY & HEARING Total	125.00
	BELAIR ROAD SUPPLY 6" MCCROMETER REGISTER (2)	2,400.00
	WATER METER PUMP	566.92
	BELAIR ROAD SUPPLY Total	2,966.92
	BOULEVARD FORD LINCOLN MERC OIL CHG/2019 F-250	76.68
	OIL CHG/2019 F-250/BUCKLER	76.68
	BOULEVARD FORD LINCOLN MERC Total	153.36
	BREAKWATER CONST & ENVIRON WWTP COMMUNUTOR PULL	2,585.00
	BREAKWATER CONST & ENVIRONM Total	2,585.00
	BUCKLER, RICHARD L. BUCKLER/DOT PHYSICAL 1/25/24	80.00
	BUCKLER, RICHARD L. Total	80.00
	BURK, JAMIE JAN 2024 CELL PHONE REIMB	50.00
	BURK, JAMIE Total	50.00
	CAPITOL CLEANERS DEC BILLING	233.35
	CAPITOL CLEANERS Total	233.35
	CARDIO PARTNERS, INC. PM-BATTERY (5)	945.00
	PM-REFRESH PACK/FRX	299.00
	REPLACEMENT PADS (2)	120.00
	CARDIO PARTNERS, INC. Total	1,364.00
	COYNE CHEMICAL CO. BLEACH	17,867.10
	CAUSTIC	12,648.20
	CES PACL	4,866.08
	CITRIC ACID	4,916.92
	POLYMER	6,801.72
	COYNE CHEMICAL CO. Total	47,100.02
	CUMMINS - WAGNER REPL COMPRESSOR HOSE	1,647.00
	CUMMINS - WAGNER Total	1,647.00
	DATA OBSESSIONS LLC DOMAIN NAME RENEWAL	25.00
	FEB 2024 BILLING	80.00
	DATA OBSESSIONS LLC Total	105.00
	DELAWARE RURAL WATER ASSOC 2024 DRWA EXPO-BUCKLER	85.00
	DELAWARE RURAL WATER ASSOC. Total	85.00
	DELAWARE SOLID WASTE AUTH 489198/SLUDGE	586.50
	489336/SLUDGE	128.35
	490309/SLUDGE	584.80
	490422/SLUDGE	109.65
	490857/SLUDGE	67.15
	492321/SLUDGE	635.80
	492599/SLUDGE	537.20
	492946/SLUDGE	507.45
	495013/SLUDGE	558.45
	495380/SLUDGE	442.00
	496598/SLUDGE	529.55
	497077/SLUDGE	684.25
	497561/SLUDGE	511.70
	499105/TRASH SWR PLANT	13.60

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GENERAL	DELAWARE SOLID WASTE AUTH	499517/SLUDGE	319.60
	DELAWARE SOLID WASTE AUTH	<b>Total</b>	<b>6,216.05</b>
	DIVISION OF PUBLIC HEALTH	ANNUAL PUBLIC WTR SYS FEE	1,000.00
	DIVISION OF PUBLIC HEALTH	<b>Total</b>	<b>1,000.00</b>
	DUFFIELD ASSOCIATES, INC	90830/ALDERLEAF MEADOWS	1,193.17
		90833/WESTTOWN VILLAGE SUB REV	934.92
		90834/PLANTA LAKES SUB REV	18,509.70
		90851/MILLSBORO MISC-GEN	2,016.50
		90851/MILLSBORO MISC-SWR	880.00
		90851A/TOWNE LAKES	812.00
		90851B/PRESTON CHRYSLER EXP	385.00
		90870/M&T PS REPLACEMENT	3,216.75
		90912/M&T PS REPLACEMENT	7,008.85
		90957/PLANTA LAKES SUB REV	33,092.54
		90958/MILLSBORO MISC-GEN	856.50
		90958/MILLSBORO MISC-SWR	1,356.00
		90958/MILLSBORO MISC-WTR	60.00
		90958A/SOMERTON CHASE	820.50
		90958B/SUSSEX COUNTY EMS	624.50
		90958C/TOWNE LAKES	775.00
		90958D/PRESTON CHRYSLER EXP	1,087.00
	DUFFIELD ASSOCIATES, INC	<b>Total</b>	<b>73,628.93</b>
	EARLY DAWN REFRESHMENT SER	DELIVERY 1/22/24	22.75
		DELIVERY 1/9/24	20.75
	EARLY DAWN REFRESHMENT SERV	<b>Total</b>	<b>43.50</b>
	EBA ENGINEERING, INC.	LEAD SERV LINE INV SUPPORT	15,800.00
	EBA ENGINEERING, INC.	<b>Total</b>	<b>15,800.00</b>
	ENVIROCORP, INC.	DEC/SEWER	3,115.00
		DEC/WATER	977.00
	ENVIROCORP, INC.	<b>Total</b>	<b>4,092.00</b>
	FERGUSON	PVC PIPE	26.96
	FERGUSON	<b>Total</b>	<b>26.96</b>
	FIDELITY ENGINEERING LLC	GENERATOR TRANSFER SWITCH	9,951.60
	FIDELITY ENGINEERING LLC	<b>Total</b>	<b>9,951.60</b>
	GANNETT FLEMING	RT 24 SANITARY SWR REPLAC	908.00
	GANNETT FLEMING	<b>Total</b>	<b>908.00</b>
	GAY, BRIAN	REF WTR/SWR OVERPAYMENT	35.34
	GAY, BRIAN	<b>Total</b>	<b>35.34</b>
	GEORGE, MILES & BUHR, LLC	PLANTA LAKES/ONSITE INSP	11,319.28
		TOWN MISC ENGINEERING SERV	1,053.75
	GEORGE, MILES & BUHR, LLC	<b>Total</b>	<b>12,373.03</b>
	GLOBAL PUBLIC SAFETY, LLC	INSTALL VEHICLE EQUIP-#8413	17,215.05
	GLOBAL PUBLIC SAFETY, LLC	<b>Total</b>	<b>17,215.05</b>
	GOODE CLEANING LLC	FEB CLEANING/POLICE DEPT	585.00
		FEB CLEANING/TOWN HALL	892.00
	GOODE CLEANING LLC	<b>Total</b>	<b>1,477.00</b>
	GRAVES UNIFORMS	FTO NAME TAGS (6)	127.50
		SHOES/JONES	77.71
		SHOES/JUSTICE	77.71
	GRAVES UNIFORMS	<b>Total</b>	<b>282.92</b>
	GUARDIAN ALLIANCE TECHNOL	BACKGROUND CHECK (1)	102.00
	GUARDIAN ALLIANCE TECHNOLOG	<b>Total</b>	<b>102.00</b>
	HACH COMPANY	IRON TABLETS (100/PK)	508.00
		RENEWAL QUOTE 1/1/24-12/31/24	5,158.00
	HACH COMPANY	<b>Total</b>	<b>5,666.00</b>
	HARRIS COMPUTER SYSTEMS	2024 MAINT AGREEMENT	25,047.09
	HARRIS COMPUTER SYSTEMS	<b>Total</b>	<b>25,047.09</b>
	HARRY CASWELL INC	JET VAC/TOWN HALL	507.00
	HARRY CASWELL INC	<b>Total</b>	<b>507.00</b>

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GENERAL	HARVEY SALT CO.	SALT (22 TONS)-STREETS	2,525.33
	<b>HARVEY SALT CO. Total</b>		<b>2,525.33</b>
	HENNINGER PRINTING COMPANY	WINDOW ENVELOPES (10 BOXES)	520.00
	<b>HENNINGER PRINTING COMPANY Total</b>		<b>520.00</b>
	HERTRICH FLEET SERVICES, IN	DODGE DURANGO PURSUIT AWD/2023	40,197.00
	<b>HERTRICH FLEET SERVICES, IN Total</b>		<b>40,197.00</b>
	HILLS' ELECTRIC MOTOR SERV	CHAIN COUPLINGS (6)	21.89
		CHG OUT MOTOR/MUFFIN MONSTER	840.00
		REBUILD GEAR BOX	1,804.68
	<b>HILLS' ELECTRIC MOTOR SERVI Total</b>		<b>2,666.57</b>
	HILYARD'S INC	CONTRACT SERV-12/18/23-3/17/24	92.25
	<b>HILYARD'S INC Total</b>		<b>92.25</b>
	HIRERIGHT, LLC	SAMPLE DRAW-(1) 10/7/23	45.85
	<b>HIRERIGHT, LLC Total</b>		<b>45.85</b>
	HOME PARAMOUNT PEST CONTR	INITIAL PEST CONTROL/PL WTP	250.00
		RODENT INSPECTION/PL WTP	100.00
	<b>HOME PARAMOUNT PEST CONTROL Total</b>		<b>350.00</b>
	HORNEY INDUSTRIAL ELECTRO	CALIBRATION/WWTP	611.00
		SERVICE/CALIBRATION-WWTP	548.50
	<b>HORNEY INDUSTRIAL ELECTRONI Total</b>		<b>1,159.50</b>
	HYDROCORP	CROSS CONNECT CONTROL-1/24	979.00
		CROSS CONNECT CONTROL-11/23	979.00
		CROSS CONNECT CONTROL-12/23	979.00
		CROSS-CONNECT CONTROL 10/23	979.00
	<b>HYDROCORP Total</b>		<b>3,916.00</b>
	IN & OUT CAR CARE	123038/2015 CHEV TAHOE	1,756.43
		123172/2020 FORD POLICE INTRCPTR	1,998.57
		REPAIR WINDOW/DODGE CARAVAN	96.00
	<b>IN &amp; OUT CAR CARE Total</b>		<b>3,851.00</b>
	IRON SOURCE, LLC	HARNESS KIT PIN/2020 UTLITY TK	500.00
	<b>IRON SOURCE, LLC Total</b>		<b>500.00</b>
	JONES, RANDOLPH	JONES/DOT PHYSICAL 1/25/24	80.00
	<b>JONES, RANDOLPH Total</b>		<b>80.00</b>
	KEENAN MASONRY & HARDSCAPI	CONCRETE PAD/COMPRESSOR WTP	2,000.00
	<b>KEENAN MASONRY &amp; HARDSCAPE Total</b>		<b>2,000.00</b>
	KRANSON CLOTHES, INC.	FLEECE JACKET/MOYER	200.00
	<b>KRANSON CLOTHES, INC. Total</b>		<b>200.00</b>
	L.D.M.B.O.A.	MEMBERSHIP DUES/2024	40.00
	<b>L.D.M.B.O.A. Total</b>		<b>40.00</b>
	L/B WATER SERVICE INC	2" METER	1,927.50
		2" METER MXU BOX FOR PIT LID	209.85
	<b>L/B WATER SERVICE INC Total</b>		<b>2,137.35</b>
	LOWE'S	ADAPTER	3.50
		PIPE HEAT CABLE (2)	64.18
		REPAIRS M&T PS	83.95
		SNOW REMOVAL SUPPLIES	166.88
		TOTES/TAPE/PLIERS	54.05
	<b>LOWE'S Total</b>		<b>372.56</b>
	LYWOOD AUTOMATION, LLC	REPAIR GRIT SYSTEM/WWTP	2,304.62
		RPL PLC/MUFFIN MONSTER-WWTP	4,635.60
		RPR ANALYZER/COMPRESSOR	1,687.13
		RPR CENTRIFUGE/M&T PS	2,402.73
		RPR MUFFIN MONSTER/WWTP	3,090.40
		RPR WELL 5 FLOWMETER-WTP	480.00
		SCREENS/NEW RIB VALVES/WWTP	1,500.00
		STARTUP NEW WTP/OLNEY WAY	960.00
	<b>LYWOOD AUTOMATION, LLC Total</b>		<b>17,060.48</b>
	LYWOOD ELECTRIC, INC.	RPR AIR COMPRESSOR/WTP	319.11
	<b>LYWOOD ELECTRIC, INC. Total</b>		<b>319.11</b>

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GENERAL	MANLOVE AUTO PARTS	WIPERS/VEHICLE #8402	32.16
	<b>MANLOVE AUTO PARTS Total</b>		<b>32.16</b>
	MARVEL'S PORTABLE WELDING	EMERGENCY REPAIR ON AUGER	260.00
		REPAIR AUGER 12/24/23	885.00
	<b>MARVEL'S PORTABLE WELDING, Total</b>		<b>1,145.00</b>
	MEDIACOM	1/31-2/29/24 WTP OLNEY WAY	197.14
	<b>MEDIACOM Total</b>		<b>197.14</b>
	MILLSBORO TOWN VILLAGE, L	REF PAID INCORRECT INV	1,400.54
	<b>MILLSBORO TOWN VILLAGE, LLC Total</b>		<b>1,400.54</b>
	MOTOROLA	BODY CAMERA STORAGE 3/1/23-2/29/24	295.00
		EVIDENCE LIBRARY 11/1-11/30/23	222.24
	<b>MOTOROLA Total</b>		<b>517.24</b>
	NAPA AUTO PART-WAS463	DEF (5)	64.95
		GEAR OIL	87.96
	<b>NAPA AUTO PART-WAS463 Total</b>		<b>152.91</b>
	NOYES MICROSYSTEMS	FIELD SERVICE-11/27/23	605.00
	<b>NOYES MICROSYSTEMS Total</b>		<b>605.00</b>
	ONE CALL CONCEPTS, INC.	DEC 2023 BILLING	100.81
	<b>ONE CALL CONCEPTS, INC. Total</b>		<b>100.81</b>
	PASCO	BATTERY/JAMIE'S VEHICLE	127.88
	<b>PASCO Total</b>		<b>127.88</b>
	PENINSULA MENTAL HEALTH SI	PRE-EMPL SCREENING	500.00
	<b>PENINSULA MENTAL HEALTH SER Total</b>		<b>500.00</b>
	PEP-UP INC.	RPR HEATER/AMBULANCE GARAGE	199.00
	<b>PEP-UP INC. Total</b>		<b>199.00</b>
	PITTSVILLE MOTORS	2015 CHEV TAHOE/OIL CHG	63.27
		2017 FORD EXPL/OIL CHG	54.12
	<b>PITTSVILLE MOTORS Total</b>		<b>117.39</b>
	POLICE AND SHERIFFS PRESS	ID CARDS/3 PD EMPLOYEES	48.05
	<b>POLICE AND SHERIFFS PRESS Total</b>		<b>48.05</b>
	POSTMASTER	OCT-DEC WTR/SWR BILLING	1,874.03
	<b>POSTMASTER Total</b>		<b>1,874.03</b>
	POWER DMS	PPP SUBSCRIPTION	3,307.43
	<b>POWER DMS Total</b>		<b>3,307.43</b>
	PTA / DELVAL INC.	ANNEXATIONS (1)	30.00
		COMMERCIAL (1)	450.00
		NEW DWELLINGS (66)	3,300.00
		RESIDENTIAL ADDITION (86)	2,150.00
		SERVICES (2)	60.00
	<b>PTA / DELVAL INC. Total</b>		<b>5,990.00</b>
	QUILL CORPORATION	COPY PAPER (3)	109.47
	<b>QUILL CORPORATION Total</b>		<b>109.47</b>
	S&S REPAIR INC	OIL CHG/2011 F250	150.32
	<b>S&amp;S REPAIR INC Total</b>		<b>150.32</b>
	SANDER, ASHLEIGH	JAN 2024 CELL PHONE REIMB	50.00
	<b>SANDER, ASHLEIGH Total</b>		<b>50.00</b>
	SLATER, RHIANNON	LUNCH/FLUORIDE SEMINAR	103.86
	<b>SLATER, RHIANNON Total</b>		<b>103.86</b>
	STEEN, WAHLER & SCHRIDER	DEC 2023 BILLING	9,283.32
	<b>STEEN, WAHLER &amp; SCHRIDER-F Total</b>		<b>9,283.32</b>
	SUSSEX POLICE CHIEF'S	MEMBERSHIP DUES/CALLOWAY	50.00
		MEMBERSHIP DUES/MOYER	20.00
	<b>SUSSEX POLICE CHIEF'S Total</b>		<b>70.00</b>
	TSC ENTERPRISES, LLC	RPR 2019 F-350/BUCKLER	1,303.36
	<b>TSC ENTERPRISES, LLC Total</b>		<b>1,303.36</b>
	UNIFIRST CORPORATION	GENERAL MAINT SUPPLIES	182.80
		UNIFORM RENTAL-SWR DEPT	322.12
		UNIFORM RENTAL-WTR DEPT	322.08
	<b>UNIFIRST CORPORATION Total</b>		<b>827.00</b>

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GENERAL	UNITED ELECTRIC SUPPLY-DA	LIGHT BULBS (30)	397.20
	UNITED ELECTRIC SUPPLY-DAGS	<b>Total</b>	<b>397.20</b>
	URS CORPORATION	2000845382/PENINSULA CROSS SUB PLA	630.63
		2000845457/BUILDING INSPEC	32,010.43
		2000845694/PRESTON AUTO	2,314.08
	URS CORPORATION	<b>Total</b>	<b>34,955.14</b>
	USA BLUE BOOK	PH PROBE (1)	427.00
		PH PROBE (2)	953.39
	USA BLUE BOOK	<b>Total</b>	<b>1,380.39</b>
	VERIZON WIRELESS	12/21/23-1/20/24 GEN	111.05
		12/21/23-1/20/24 SWR	749.92
		12/21/23-1/20/24 WTR	187.48
	VERIZON WIRELESS	<b>Total</b>	<b>1,048.45</b>
	WILMINGTON TRUST N.A.	PL FY24 1/1/24-1/31/24	1,284.94
	WILMINGTON TRUST N.A.	<b>Total</b>	<b>1,284.94</b>
	XYLEM DEWATERING SOLUTIONS	BY-PASS PUMP RENTAL-M&T PS	3,090.41
	XYLEM DEWATERING SOLUTIONS,	<b>Total</b>	<b>3,090.41</b>
<b>GENERAL Total</b>			<b>395,793.61</b>
WITHHOLDING	TEAMSTERS LOCAL 326	FEB 2024 BILLING	905.00
	TEAMSTERS LOCAL 326	<b>Total</b>	<b>905.00</b>
<b>WITHHOLDING Total</b>			<b>905.00</b>
SALLE	TRACKER PRODUCTS, LLC	EVIDENCE SOFTWARE/S-18-24	5,984.90
	TRACKER PRODUCTS, LLC	<b>Total</b>	<b>5,984.90</b>
<b>SALLE Total</b>			<b>5,984.90</b>
EDIE	DELL MARKETING L.P.	DELL LAP TOP/D-19-24	972.00
	DELL MARKETING L.P.	<b>Total</b>	<b>972.00</b>
<b>EDIE Total</b>			<b>972.00</b>
BUILDING COMP	ADVANTECH	SECURITY SYSTEM/NEW PD	8,541.69
	ADVANTECH	<b>Total</b>	<b>8,541.69</b>
	DAVIS, BOWEN & FRIEDEL, II	2022A005.E01/PROCURE & CONSTRUC PH	23,294.10
	DAVIS, BOWEN & FRIEDEL, INC	<b>Total</b>	<b>23,294.10</b>
	DOURON INC.	FURNITURE/NEW POLICE STATION	141,217.54
	DOURON INC.	<b>Total</b>	<b>141,217.54</b>
	J&K SOUND CO LLC	AV EQUIPMENT/BAL DUE	15,624.00
		INSTALL 27 TV'S/NEW PD	4,050.00
	J&K SOUND CO LLC	<b>Total</b>	<b>19,674.00</b>
<b>BUILDING COMP FEE Total</b>			<b>192,727.33</b>
WSFS TT1%	GEORGE, MILES & BUHR, LLC	TIGER BRANCH/FINAL DESIGN	2,000.00
	GEORGE, MILES & BUHR, LLC	<b>Total</b>	<b>2,000.00</b>
	HARRIS COMPUTER SYSTEMS	SENSUS ANALY INTEGRA/UTILITY BILLI	8,475.00
	HARRIS COMPUTER SYSTEMS	<b>Total</b>	<b>8,475.00</b>
	PYRZ WATER SUPPLY CO., INC	PUMP TUBES/PL WTP-LENNAR	344.28
		PUMP TUBES/PL WTP-TOWN	152.52
	PYRZ WATER SUPPLY CO., INC.	<b>Total</b>	<b>496.80</b>
	VERDANTAS LLC	113348/WHITE FARM RIB EXP HSR	3,742.00
	VERDANTAS LLC	<b>Total</b>	<b>3,742.00</b>
<b>WSFS TT1% Total</b>			<b>14,713.80</b>
<b>Grand Total</b>			<b>611,096.64</b>

**MILLSBORO POLICE DEPARTMENT  
MONTHLY COUNCIL REPORT  
February 2024**

**TRAINING**

There was no training police training during the month of January.

**CALEA UPDATE**

The Millsboro Police Departments is working on creating the department's 2023 annual report. Once completed, a copy of this report will be provided to council.

**Personnel Update**

There are no personnel updates to report for the month of January.

**Community Event**

1. January 26<sup>th</sup> Millsboro Officers presented awards to athletes during Special Olympics event at Millsboro Lanes.

Below is a review of upcoming Community Event:

- a. February 9<sup>th</sup> Special Olympics  
Bowling event at Millsboro Lanes.

**Grant Application**

There are no grant applications that will be presented during this council meeting.

**MILLSBORO POLICE DEPARTMENT  
MONTHLY COUNCIL REPORT  
February 2024**

**Millsboro Police Station Project Update**

During this meeting, an update will be provided regarding the construction of the new Millsboro Police Station.

1. Town Council will be presented with Change Orders for the new police station.
  - a. Review of all building change order requests.

**Roadway Closures/ Updates**

There were no roadway closures or updates for the month of January.



**Police Department/ Delmarva Veteran Builders Change Order Request(s)**  
**Summary Sheet**

<b>Change Order</b>	<b>Amount</b>
Additional Air Supply Register, Branch Duct, Main Duct Take-Off/Tap. Fire Protection Tamper Switches @ Backflow Protector.	\$ 1,040.69
Commercial grade wire shevling in multiple rooms. & photo back drop.	\$ 2,086.37
Pass through install wall patch/ wall drawer.	\$ 2,766.76
Modify and install prison cell drain covers, Modify cuff benches. Fabricate and install cuff hooks.	\$ 2,885.85
Security gate installation to the current fence.	\$ 3,174.19
Provide and install two 30amp 3 pole breakers and 4 buck/boost transformers to operate garage door openers (sally port).	\$ 3,839.77
	\$ 15,793.63

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

www.delmarvaveteranbuilders.com  
 443-736-1584



# Change Order Request

**COR Number:** 28

**Date:** 1/19/2024

**Project Number:** 2216

**Contract Date:** 8/26/2022

To:	Project:
TOWN OF MILLSBORO 322 Wilson Highway Millsboro DE 19966	MILLSBORO POLICE DEPT. Ellis St. Millsboro DE 19966

**Description of Change:**

Additional Supply Air Register, Branch Duct, Main Duct Take-off/Tap. Fire Protection Tamper Switches @ Backflow Protector

Project Original Contract Sum	7,171,400.00
Total of Previously Approved Change Orders	241,261.01
Contract Amount Prior to this Change Order	7,412,661.01
Proposed Contract Amount of this Change Order	1,040.69
Proposed Contract Amount Including this Change Order	7,413,701.70

**Accepted By:**

<u>Delmarva Veteran Builders, LLC</u> Contractor (Company Name)	<u>TOWN OF MILLSBORO</u> Owner (Company Name)	_____ Other (Company Name)
<u>Rich Hertzog</u> By (Signature)	_____ By (Signature)	_____ By (Signature)
<u>RICH HERTZOG</u> Printed Name	_____ Printed Name	_____ Printed Name
<u>1/19/2024 12:00:00 AM</u> Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

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 443-736-1584



# Change Order Request

**COR Number:** 28

**Date:** 1/19/2024

<b>To:</b> TOWN OF MILLSBORO	<b>Project:</b> MILLSBORO POLICE DEPT.
------------------------------	--

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>CO28 - Change Order #8 - Supply Register/Tamper</b>					
SUB CO	Supply Register/Tamper Switch	0.00		0.00	952.58
GC OH & P	8% Overhead & Profit	0.00		0.00	76.20
Bond	Payment & Performance Bond (1.25%)	0.00		0.00	11.91
<b>Change Order #8 - Supply Register/Tamper Total:</b>					<b>1,040.69</b>
<b>Change Order Total:</b>					<b>1,040.69</b>

# Noland Mechanical Inc.

# Change Order

2040 Shipley Drive - Suite C-1 - Salisbury, MD 21801 Phone: 443-944-9435  
 Fax: 443-859-8397

## Additional Work Request

To: Delmarva Veteran Builders  
 120 East Market St.  
 Salisbury, Maryland 21801

Job No: Millsboro Police Station  
 Sub PO:  
 Req: CO-003

Attention: Rich Hertzog

Date: 1/9/24

Description of Work

**Additional Supply Air Register, Branch Duct, Main Duct Take-off/Tap.  
 Fire Protection Tamper Switches @ Backflow Protector**

Qty.	Description	Cost Per:	Total Cost:
	Training Room - Room #155		
1	SA - Branch Take-off - 5.00"	\$35.22	\$35.22
1	SA - Branch Duct - 5.00"	\$78.33	\$78.33
1	SA - Register/Grill - 6" x 6"	\$47.43	\$47.43
2	Install - Labor Hours - Mechanic	\$55.00	\$110.00
2	Install - Labor Hours - Foreman	\$75.00	\$150.00
	FP - Tamper Switches		
2	Tamper Switch	\$185.00	\$370.00
0	Install - Labor Hours - Mechanic	\$55.00	\$0.00
1	Install - Labor Hours - Foreman	\$75.00	\$75.00
	Material Sub-Total		\$865.98
	Tax	0%	\$0.00
	Subtotal		\$865.98
	Mark-up	10%	\$86.60
	Total		\$952.58

One year warranty on workmanship

Total Price: ..... \$ 952.58

Submitted by:  
 Keith D. Clarke  
 Ph: 443.880.1467  
 Email: Kclarke@Noland-Enterprises.com

Accepted BY: \_\_\_\_\_  
 Dated: \_\_\_\_\_

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

www.delmarvaveteranbuilders.com  
 443-736-1584



# Change Order Request

**COR Number:** 29

**Date:** 1/19/2024

**Project Number:** 2216

**Contract Date:** 8/26/2022

To:	Project:
TOWN OF MILLSBORO 322 Wilson Highway Millsboro DE 19966	MILLSBORO POLICE DEPT. Ellis St. Millsboro DE 19966

**Description of Change:**

Ownership requested commercial grade wire shelving be installed in multiple rooms. Additionally, a back drop for photo taking was requested.

Project Original Contract Sum	7,171,400.00
Total of Previously Approved Change Orders	241,261.01
Contract Amount Prior to this Change Order	7,412,661.01
Proposed Contract Amount of this Change Order	2,086.37
Proposed Contract Amount Including this Change Order	7,414,747.38

**Accepted By:**

<u>Delmarva Veteran Builders, LLC</u> Contractor (Company Name)	<u>TOWN OF MILLSBORO</u> Owner (Company Name)	_____ Other (Company Name)
<u>Rich Hertzog</u> By (Signature)	_____ By (Signature)	_____ By (Signature)
<u>RICH HERTZOG</u> Printed Name	_____ Printed Name	_____ Printed Name
<u>1/19/2024 12:00:00 AM</u> Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

www.delmarvaveteranbuilders.com  
 443-736-1584



## Change Order Request

**COR Number:** 29

**Date:** 1/19/2024

<b>To:</b> TOWN OF MILLSBORO	<b>Project:</b> MILLSBORO POLICE DEPT.
------------------------------	--

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>CO29 - Change Order #29 - Wire Shelves/Photo</b>					
SUB CO	Wire Shelving	0.00		0.00	1,409.72
SUB CO	Photo Backdrop	0.00		0.00	500.00
GC OH & P	8% Overhead & Profit	0.00		0.00	152.78
Bond	Payment & Performance Bond (1.25%)	0.00		0.00	23.87
<b>Change Order #29 - Wire Shelves/Photo Total:</b>					<b>2,086.37</b>
<b>Change Order Total:</b>					<b>2,086.37</b>

# ESTIMATE

**Aledak Metalworks, Inc.**  
4809 Harrison Ferry Rd  
Hurlock, MD 21643-3932

toby@aledakmetalworks.com  
+1 (443) 521-5952

## Delmarva Veteran Builders:Millsboro police

### Bill to

Delmarva Veteran Builders  
120 E Market Street  
Salisbury, MD 21801

### Ship to

Delmarva Veteran Builders  
120 E Market Street  
Salisbury, MD 21801

### Estimate details

Estimate no.: 1011  
Estimate date: 01/16/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	01/16/2024	<b>Sales</b> 60"x42" plate powder coated gun metal gray.		1	\$500.00	\$500.00
					<b>Total</b>	<b>\$500.00</b>

# Itemized Proposal - Change Order 8

January 18, 2024

Between the Owner: **DELMARVA VETERAN BUILDERS, LLC**  
**PO BOX 621**  
**SALISBURY, Maryland 21803**  
**(443) 523-4398**

And the Contractor: **Peninsula Acoustical Company, Inc.**  
**441 Pier Head Blvd**  
**Smyrna, Delaware 19977**  
**United States**  
**52-2072948**  
**302-653-3551**

For the Change Order: **Change Order 8**

For the Project: **MILLSBORO POLICE STATION**  
**ELLIS STREET**  
**MILLSBORO, DE 19966**

Listed below is an itemized description for the above mentioned Proposal Request.

## Description: ADD FOR CLOSET SHELVING

Additional Time of **(number of days)** days will be added to the Projected Completion Date to accommodate this Proposal Request.

Name	Description	Qty	Cost	Unit	Markup	Amount
Change Order #08						
<i>Finished Wood Shelving</i>		4	\$18.00	Each	\$10.80	<b>\$82.80</b>
<i>Support Bracket</i>		12	\$6.27	Each	\$11.29	<b>\$86.53</b>
<i>Closet Rod</i>		4	\$22.98	Each	\$13.79	<b>\$105.71</b>
<i>Hardware</i>		4	\$21.67	Each	\$13.00	<b>\$99.68</b>
<i>Labor- Install Shelving</i>		12	\$75.00	Each	\$135.00	<b>\$1,035.00</b>



<b>TOTALS</b>						<b>\$183.88</b>	<b>\$1,409.72</b>

**ACCEPTANCE**

This agreement is not valid until signed by Owner and Contractor.

Signature indicates agreement herewith, including any adjustment in the Contract Total and Contract Time.

\_\_\_\_\_  
Subcontractor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Dated

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

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 443-736-1584



# Change Order Request

**COR Number:** 27

**Date:** 1/19/2024

**Project Number:** 2216

**Contract Date:** 8/26/2022

To:	Project:
TOWN OF MILLSBORO 322 Wilson Highway Millsboro DE 19966	MILLSBORO POLICE DEPT. Ellis St. Millsboro DE 19966

**Description of Change:**

Ownership requested the pass throughg specified be changed to item included within this document.

Project Original Contract Sum	7,171,400.00
Total of Previously Approved Change Orders	241,261.01
Contract Amount Prior to this Change Order	7,412,661.01
Proposed Contract Amount of this Change Order	2,766.76
Proposed Contract Amount Including this Change Order	7,415,427.77

**Accepted By:**

<u>Delmarva Veteran Builders, LLC</u> Contractor (Company Name)	<u>TOWN OF MILLSBORO</u> Owner (Company Name)	_____ Other (Company Name)
<u>Rich Hertzog</u> By (Signature)	_____ By (Signature)	_____ By (Signature)
<u>RICH HERTZOG</u> Printed Name	_____ Printed Name	_____ Printed Name
<u>1/19/2024 12:00:00 AM</u> Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

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 443-736-1584



# Change Order Request

**COR Number:** 27

**Date:** 1/19/2024

<b>To:</b> TOWN OF MILLSBORO	<b>Project:</b> MILLSBORO POLICE DEPT.
------------------------------	--

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>CO27 - Change Order #27 - Pass Through</b>					
SUB CO	Pass Through Install/Drywall Patch	0.00		0.00	517.50
Item Cost (Furnish	Thru Wall Drawer	0.00		0.00	2,015.00
GC OH & P	8% Overhead & Profit	0.00		0.00	202.60
Bond	Payment & Performance Bond (1.25%)	0.00		0.00	31.66
<b>Change Order #27 - Pass Through Total:</b>					<b>2,766.76</b>
<b>Change Order Total:</b>					<b>2,766.76</b>

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

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 443-736-1584



# Change Order Request

**COR Number:** 32

**Date:** 1/26/2024

**Project Number:** 2216

**Contract Date:** 8/26/2022

To:	Project:
TOWN OF MILLSBORO 322 Wilson Highway Millsboro DE 19966	MILLSBORO POLICE DEPT. Ellis St. Millsboro DE 19966

**Description of Change:**

- MODIFY AND INSTALL PRISON CELL DRAIN COVERS
- MODIFY CUFF BENCHES
- FABRICATE AND INSTALL CUFF HOOKS

Project Original Contract Sum	7,171,400.00
Total of Previously Approved Change Orders	241,261.01
Contract Amount Prior to this Change Order	7,412,661.01
Proposed Contract Amount of this Change Order	2,885.85
Proposed Contract Amount Including this Change Order	7,415,546.86

**Accepted By:**

<u>Delmarva Veteran Builders, LLC</u> Contractor (Company Name)	<u>TOWN OF MILLSBORO</u> Owner (Company Name)	_____ Other (Company Name)
<u>Rich Hertzog</u> By (Signature)	_____ By (Signature)	_____ By (Signature)
<u>RICH HERTZOG</u> Printed Name	_____ Printed Name	_____ Printed Name
<u>1/26/2024 12:00:00 AM</u> Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

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 443-736-1584



# Change Order Request

**COR Number:** 32  
**Date:** 1/26/2024

<b>To:</b> TOWN OF MILLSBORO	<b>Project:</b> MILLSBORO POLICE DEPT.
------------------------------	--

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>CO32 - Change Order #32 - Miscellaneous Metals</b>					
SUB CO	Miscellaneous Welding	0.00		0.00	2,641.51
GC OH & P	8% Overhead & profit	0.00		0.00	211.32
Bond	Payments & Performance Bond (1.25%)	0.00		0.00	33.02
<b>Change Order #32 - Miscellaneous Metals Total:</b>					<b>2,885.85</b>
<b>Change Order Total:</b>					<b>2,885.85</b>

J & J SHOP LLC.  
 16258 SYCAMORE RD  
 LAUREL, DE 19956

**Invoice**

Invoice Number  
 761  
 Invoice Date  
 Jan 25, 2024  
 Page:  
 1

Voice: (302) 875-4196  
 Fax: (302) 875-1442

Sold To:  
 DELMARVA VETERAN BUILDERS, LLC  
 PO BOX 621  
 SALISBURY, MD 21803

*WE APPRECIATE YOUR  
 BUSINESS.*

Customer Contact:

Customer PO	Payment Terms	Due Date	Job No.
	Net 30 Days	2/24/24	406

Quantity	Units	Description	Unit Price	Extension
1.00		LABOR/MATERIAL FOR PERIOD 12/16 - 1/19 FOR THE FOLLOWING. - FABRICATE AND INSTALL CUFF HOOKS - MODIFY AND INSTALL PRISON CELL DRAIN COVERS - MODIFY CUFF BENCHES	2,641.51	2,641.51

Check No:

Subtotal	2,641.51
Sales Tax	
Total Invoice Amount	2,641.51
Payment Received	0.00
<b>TOTAL</b>	<b>2,641.51</b>

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

www.delmarvaveteranbuilders.com  
 443-736-1584



# Change Order Request

**COR Number:** 31

**Date:** 1/21/2024

**Project Number:** 2216

**Contract Date:** 8/26/2022

To:	Project:
TOWN OF MILLSBORO 322 Wilson Highway Millsboro DE 19966	MILLSBORO POLICE DEPT. Ellis St. Millsboro DE 19966

**Description of Change:**

The current fence design will not allow the Town to easily access an adjacent garage. Cost is to add a gate to the existing fence.

Project Original Contract Sum	7,171,400.00
Total of Previously Approved Change Orders	241,261.01
Contract Amount Prior to this Change Order	7,412,661.01
Proposed Contract Amount of this Change Order	3,174.19
Proposed Contract Amount Including this Change Order	7,415,835.20

**Accepted By:**

<u>Delmarva Veteran Builders, LLC</u> Contractor (Company Name)	<u>TOWN OF MILLSBORO</u> Owner (Company Name)	_____ Other (Company Name)
<u>Rich Hertzog</u> By (Signature)	_____ By (Signature)	_____ By (Signature)
<u>RICH HERTZOG</u> Printed Name	_____ Printed Name	_____ Printed Name
<u>1/21/2024 12:00:00 AM</u> Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

www.delmarvaveteranbuilders.com  
 443-736-1584



# Change Order Request

**COR Number:** 31

**Date:** 1/21/2024

<b>To:</b> TOWN OF MILLSBORO	<b>Project:</b> MILLSBORO POLICE DEPT.
------------------------------	--

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>CO31 - Change Order #31 - Security Gate</b>					
SUB CO	Security Gate	0.00		0.00	3,135.00
GC OH & P	8% Overhead & Profit	0.00		0.00	0.00
Bond	Payment & Performance Bond (1.25%)	0.00		0.00	39.19
<b>Change Order #31 - Security Gate Total:</b>					<b>3,174.19</b>
<b>Change Order Total:</b>					<b>3,174.19</b>





25136 DUPONT BLVD.  
GEORGETOWN, DELAWARE 19947  
PHONE (302) 856-7396 FAX (302) 856-1725

January 19, 2024

To: DELMARVA Veteran Builders LLC  
PO Box 621  
Salisbury Maryland 21803

RE: Millsboro Police Station

---

**CHANGE REQUEST**

**Added Single Swing Gate**

10' Wide 6' Tall w/3 Strands Barbwire	\$2,850.00
10% Overhead / Profit	\$285.00
<b>Total Change Order</b>	<b>\$3,135.00</b>

Melvin Joseph Construction Co.

Acceptance

Submitted By: *Pat Russell*

Accepted By:

Date: 1/02/2024

Date

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

www.delmarvaveteranbuilders.com  
 443-736-1584



# Change Order Request

**COR Number:** 30  
**Date:** 1/19/2024

**Project Number:** 2216  
**Contract Date:** 8/26/2022

To:	Project:
TOWN OF MILLSBORO 322 Wilson Highway Millsboro DE 19966	MILLSBORO POLICE DEPT. Ellis St. Millsboro DE 19966

**Description of Change:**

Electrical drawings and project specifications were not properly coordinated in regard to the motors for the Sallyport Overhead Doors. Electrical drawings called for single phase wiring and the specifications called for 3 phase. Each contractor provided and installed what was their responsibility. The attached cost reflects work the Electrician is proposing in order to correct the issue. The Electrician is offering the following; provide and install 2-30amp 3 pole breakers and 4 buck/boost transformers to operate garage door openers is \$3,514.67. 3 phase 240 volt door openers were installed and will not operate properly on 208 volt system

Project Original Contract Sum	7,171,400.00
Total of Previously Approved Change Orders	241,261.01
Contract Amount Prior to this Change Order	7,412,661.01
Proposed Contract Amount of this Change Order	3,839.77
Proposed Contract Amount Including this Change Order	7,416,500.78

Accepted By:		
<u>Delmarva Veteran Builders, LLC</u> Contractor (Company Name)	<u>TOWN OF MILLSBORO</u> Owner (Company Name)	_____ Other (Company Name)
<u>Rich Hertzog</u> By (Signature)	_____ By (Signature)	_____ By (Signature)
<u>RICH HERTZOG</u> Printed Name	_____ Printed Name	_____ Printed Name
<u>1/19/2024 12:00:00 AM</u> Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

Delmarva Veteran Builders, LLC  
 120 E. Market Street  
 Salisbury MD 21801

www.delmarvaveteranbuilders.com  
 443-736-1584



# Change Order Request

**COR Number:** 30

**Date:** 1/19/2024

<b>To:</b> TOWN OF MILLSBORO	<b>Project:</b> MILLSBORO POLICE DEPT.
------------------------------	--

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>CO30 - Change Order #30 - OH Door Wiring</b>					
SUB CO	Overhead Door Wiring	0.00		0.00	3,514.67
GC OH & P	8% Overhead & Profit	0.00		0.00	281.17
Bond	Payment & Performance Bond (1.25%)	0.00		0.00	43.93
<b>Change Order #30 - OH Door Wiring Total:</b>					<b>3,839.77</b>
<b>Change Order Total:</b>					<b>3,839.77</b>



February 1, 2024

**Via Electronic Mail**

Mr. Jamie Burk  
Town of Millsboro  
322 Wilson Highway  
Millsboro, DE 19966

Re: Verdantas Project No. CB2015.11  
Plantation Lakes  
Section D-2 - Water and Sewer Record Drawings

Dear Mr. Burk:

Verdantas LLC (Verdantas) has reviewed the following plans for the Plantation Lakes Section D Water and Sewer Record Drawings as prepared by Morris & Ritchie Associates, Inc. (MRA) for Phase 2 of the above referenced project:

<u>Sheet Number</u>	<u>Sheet Title</u>
UP-1	Utility Plan
UP-2	Utility Plan
UP-3	Utility Plan
UP-10	Sanitary Profiles
UP-10	Sanitary Profiles
UP-11	Sanitary Profiles

The as-built plans are dated October 23, 2023, and received by Verdantas on October 18, 2023.

Verdantas confirms the as-builts have met the expectations on behalf of the Town and have no further comments, and as such, Verdantas has no objection to Town Council's approval of the "Section D-2 - Water and Sewer Record Drawings".

If we may answer any questions, please call.

Sincerely,

VERDANTAS LLC

Michael P. Falkowski, P.E.  
Senior Project Manager

MPF.mjr  
CB\02015.11 PLANTATION LAKES\Working\Section D\D-2 and 3\Corespondence\Exports\Final Acceptance\RvLtr - CB2015.11\_Plantation Lakes Sect. D2 Water & Sewer As-Built\_20240201.docx




**LETTER OF TRANSMITTAL**

**TO:** Mr. Jamie Burk, Town Manager  
 \_\_\_\_\_  
 Town of Millsboro  
 \_\_\_\_\_  
 322 Wilson Highway  
 \_\_\_\_\_  
 Millsboro, DE 19966  
 \_\_\_\_\_

**DATE:** January 29, 2024  
 \_\_\_\_\_  
**ATTN:** Ms. Ashleigh Sander, Asst. Town Manager  
 \_\_\_\_\_  
**JOB NO.:** 19529  
 \_\_\_\_\_  
**RE:** Plantation Lakes  
 \_\_\_\_\_  
 Section D Descriptions & Recorded  
 Record Plans - Revised  
 \_\_\_\_\_

- Copy of Letter       Check
- Shop Drawings       Plans
- Prints                       Specifications
- Permit                       Application
- Descriptions

**SENT VIA:** *Hand Deliver / Email*

**SENT BY:**   
 Kenneth M. Usab, Principal

**RCVD BY:** \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
2	1/26/24	1	Description – Plantation Lakes Section D Right-of-Way of Beaufort Court ( <i>copies</i> )
2	1/26/24	2	Description – Plantation Lakes Section D Right-of-Way of Fayetteville Court ( <i>copies</i> )
2	1/26/24	3	Description – Plantation Lakes Section D Right-of-Way of Fayetteville North ( <i>copies</i> )
2	1/26/24	4	Plantation Lakes – Fourth Amended Section D – Recorded Record Plans

THESE ARE TRANSMITTED as checked below:

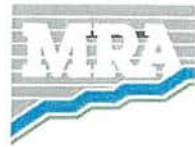
- For Approval                       Approved As Submitted       Re-Submit \_\_\_\_\_ Copies for Approval
- For Your Use                       Approved As Noted               Shop Drawings
- As Requested                       Returned for Corrections       Prints
- For Review and Comment       **For Committee Meeting**

REMARKS:

CC: David Steele, Lennar  
 Josh Lowe, Lennar  
 David Hutt, Morris James  
 Joanne Dorey, Town of Millsboro  
 Greg Freimuth, Verdantas

# MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,  
AND LANDSCAPE ARCHITECTS



## Plantation Lakes – Section D – Right of Way of Beaufort Court

All that certain right of way situated in the Town of Millsboro, Dagsboro Hundred, Sussex County, Delaware, being depicted on a record plan entitled “Plantation Lakes, Fourth Amended Record Plan Section D”, recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Pages 57-62.

**BEGINNING** at the point on the northwesterly right-of way line of Beaufort Court, said point being at the end of curve C6 as shown on sheet number RP-3 a record plan entitled “Plantation Lakes, Fourth Amended Record Plan Section D”, recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Page 59, said point also being on the right-of-way of Beaufort Court as shown on sheet numbers RP3 and RP6 of the aforesaid plat,

**THENCE** binding on the right-of-way of Beaufort Court, the following ten courses and distances, viz:

1. By a curve to the right with a **radius of 325.00 feet and an arc length of 70.01 feet**, said curve being subtended by a chord bearing **North 26° 49' 46" West 69.88 feet**,
2. **North 20° 39' 28" West 185.47 feet**,
3. By a tangent curve to the right with a **radius of 275.00 feet and an arc length of 278.07 feet**, said curve being subtended by a chord bearing **North 08° 18' 34" East 266.37 feet**,
4. **North 37° 16' 37" East 386.03 feet**,
5. By a tangent curve to the left with a **radius of 50.00 feet and an arc length of 54.45 feet**, said curve being subtended by a chord bearing **North 06° 04' 50" East 51.80 feet**,
6. By a tangent curve to the right with a **radius of 52.50 feet and an arc length of 222.10 feet**, said curve being subtended by a chord bearing **South 83° 55' 10" East 89.82 feet**, to a point of tangency,
7. **South 37° 16' 37" West 476.86 feet**,
8. By a tangent curve to the left with a **radius of 225.00 feet and an arc length of 227.51 feet**, said curve being subtended by a chord bearing **South 08° 18' 34" West 217.94 feet**, to a point of tangency,
9. **South 20° 39' 28" East 185.47 feet**, and
10. By a tangent curve to the left with a **radius of 275.00 feet and an arc length of 59.24 feet**, said curve being subtended by a chord bearing **South 26° 49' 46" East 59.13 feet**, thence running through and across the Beaufort Court right-of-way,
11. **South 56° 59' 56" West 50.00 feet**, to the place of beginning.

8 West Market Street, Georgetown, DE 19947 (302) 855-5734 [www.mragta.com](http://www.mragta.com)

Abingdon, MD ♦ Baltimore, MD ♦ Laurel, MD ♦ Towson, MD ♦ Georgetown, DE ♦ New Castle, DE ♦ Sterling, VA ♦ Raleigh, NC  
(410) 515-9000 (410) 935-5050 (410) 792-9792 (410) 821-1690 (302) 855-5734 (302) 326-2200 (703) 674-0161 (984) 200-2103

**CONTAINING 1.282 Acres of land, more or less;**

**BEING ALL of BEAUFORT COURT as shown on record plan entitled "Plantation Lakes, Fourth Amended Record Plan Section D", recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Pages 59 and 62.**



# MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,  
AND LANDSCAPE ARCHITECTS



## Plantation Lakes – Section D – Right of Way of Fayetteville Court

All that certain right of way situated in the Town of Millsboro, Dagsboro Hundred, Sussex County, Delaware, being depicted on a record plan entitled “Plantation Lakes, Fourth Amended Record Plan Section D”, recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Pages 57-62.

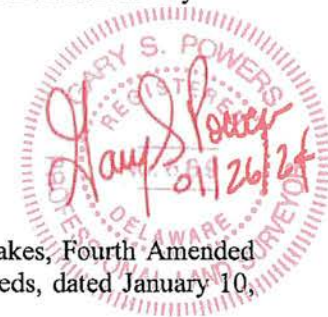
**BEGINNING** at the point on the northeasterly right-of way line of Fayetteville North, said point being at the end of the **South 42° 35' 07" East 75.32** footline as shown on sheet number RP-6 a record plan entitled “Plantation Lakes, Fourth Amended Record Plan Section D”, recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Page 62, said point being also at the beginning of curve C3 on the northwest right-of-way of Fayetteville Court as shown on the said plan,

**THENCE** binding on the right-of-way of Fayetteville Court, the following six courses and distances, viz:

1. By a curve to the left with a **radius of 12.50 feet and an arc length of 19.63 feet**, said curve being subtended by a chord bearing **South 87° 35' 07" East 17.68 feet**,
2. **North 47° 24' 53" East 166.22 feet**,
3. By a tangent curve to the right with a **radius of 52.50 feet and an arc length of 221.51 feet**, said curve being subtended by a chord bearing **South 11° 42' 48" East 90.12 feet**, to a point of reverse curvature,
4. By a tangent curve to the left with a **radius of 50.00 feet and an arc length of 55.05 feet**, said curve being subtended by a chord bearing **South 78° 56' 42" West 52.31 feet**,
5. **South 47° 24' 53" West 75.39 feet**, and
6. By a tangent curve to the left with a **radius of 12.50 feet and an arc length of 19.63 feet**, said curve being subtended by a chord bearing **South 02° 24' 53" West 17.68 feet**, to intersect the aforesaid northeasterly right-of way of Fayetteville North, thence binding on the northeasterly right-of-way of Fayetteville North,
7. **North 42° 35' 07" West 75.00 feet** to the place of beginning.

**CONTAINING** 0.364 Acres of land, more or less;

**BEING ALL** of Fayetteville Court as shown on record plan entitled “Plantation Lakes, Fourth Amended Record Plan Section D”, recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Page 62.





# MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,  
AND LANDSCAPE ARCHITECTS



## Plantation Lakes – Section D – Right of Way of Fayetteville North

All that certain right of way situated in the Town of Millsboro, Dagsboro Hundred, Sussex County, Delaware, being depicted on a record plan entitled “Plantation Lakes, Fourth Amended Record Plan Section D”, recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Pages 57-62.

**BEGINNING** at the point on the northwesterly right-of way line of Beaufort Court, said point being at the beginning of curve C1 as shown on sheet number RP-6 a record plan entitled “Plantation Lakes, Fourth Amended Record Plan Section D”, recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Page 62, said point also being on the right-of-way of Fayetteville North,

**THENCE** binding on the right-of-way of Fayetteville North, the following nine courses and distances, viz:

1. By a curve to the left with a **radius of 17.50 feet and an arc length of 25.33 feet**, said curve being subtended by a chord bearing **North 11° 15' 51" West 23.17 feet**,
2. **North 52° 43' 23" West 83.16 feet**,
3. By a tangent curve to the right with a **radius of 525.00 feet and an arc length of 92.89 feet**, said curve being subtended by a chord bearing **North 47° 39' 15" West 92.77 feet**,
4. **North 42° 35' 07" West 338.79 feet**,
5. **North 47° 24' 53" East 50.00 feet**,
6. **South 42° 35' 07" East 338.79 feet**,
7. By a tangent curve to the left with a **radius of 475.00 feet and an arc length of 84.05 feet**, said curve being subtended by a chord bearing **South 47° 39' 15" East 83.94 feet**,
8. **South 52° 43' 23" East 80.93 feet**,
9. By a tangent curve to the left with a **radius of 17.50 feet and an arc length of 27.49 feet**, said curve being subtended by a chord bearing **North 82° 16' 37" East 24.75 feet** to intersect the aforesaid northwesterly right-of-way of Beaufort Court, thence binding on the northwesterly right-of-way of Beaufort Court, the following two courses and distances, viz:
  10. **South 37° 16' 37" West 48.94 feet**, to and
  11. By a tangent curve to the left with a **radius of 275.00 feet and an arc length of 33.99 feet**, said curve being subtended by a chord bearing **South 33° 44' 09" West 33.97 feet** to the place of beginning.

**CONTAINING** 0.606 Acres of land, more or less;

BEING ALL of Fayetteville North as shown on record plan entitled "Plantation Lakes, Fourth Amended Record Plan Section D", recorded at the Sussex County Office of Recorder of Deeds, dated January 10, 2024, in Plot Book 418 Page 62.



# PLANTATION LAKES FOURTH AMENDED RECORD PLAN SECTION "D"

## SITE DATA - Plantation Lakes

1. PROJECT: PLANTATION LAKES  
 2. ADDRESS: 1100 W. MARKET STREET  
 HILLSBORO, DELAWARE 19036  
 3. OWNER: MORGAN & BRETHERIDGE ASSOCIATES, INC.  
 4. ZONE: COMMERCIAL  
 5. PROJECT NO.: 2024-00002843  
 6. COUNTY: SUSSEX

7. DEVELOPER: MORGAN & BRETHERIDGE ASSOCIATES, INC.  
 8. DESIGNER: MORGAN & BRETHERIDGE ASSOCIATES, INC.  
 9. LAND USE: COMMERCIAL  
 10. SETBACKS: FRONT: 10', SIDE: 5', REAR: 5'

11. SITE AREA: 1.5 ACRES  
 12. TOTAL LOT AREA: 1.5 ACRES  
 13. TOTAL LOT AREA: 1.5 ACRES  
 14. TOTAL LOT AREA: 1.5 ACRES  
 15. TOTAL LOT AREA: 1.5 ACRES

16. SITE AREA: 1.5 ACRES  
 17. TOTAL LOT AREA: 1.5 ACRES  
 18. TOTAL LOT AREA: 1.5 ACRES  
 19. TOTAL LOT AREA: 1.5 ACRES  
 20. TOTAL LOT AREA: 1.5 ACRES

21. TOTAL LOT AREA: 1.5 ACRES  
 22. TOTAL LOT AREA: 1.5 ACRES  
 23. TOTAL LOT AREA: 1.5 ACRES  
 24. TOTAL LOT AREA: 1.5 ACRES  
 25. TOTAL LOT AREA: 1.5 ACRES

26. TOTAL LOT AREA: 1.5 ACRES  
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 28. TOTAL LOT AREA: 1.5 ACRES  
 29. TOTAL LOT AREA: 1.5 ACRES  
 30. TOTAL LOT AREA: 1.5 ACRES

31. TOTAL LOT AREA: 1.5 ACRES  
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 35. TOTAL LOT AREA: 1.5 ACRES

36. TOTAL LOT AREA: 1.5 ACRES  
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 38. TOTAL LOT AREA: 1.5 ACRES  
 39. TOTAL LOT AREA: 1.5 ACRES  
 40. TOTAL LOT AREA: 1.5 ACRES

41. TOTAL LOT AREA: 1.5 ACRES  
 42. TOTAL LOT AREA: 1.5 ACRES  
 43. TOTAL LOT AREA: 1.5 ACRES  
 44. TOTAL LOT AREA: 1.5 ACRES  
 45. TOTAL LOT AREA: 1.5 ACRES

46. TOTAL LOT AREA: 1.5 ACRES  
 47. TOTAL LOT AREA: 1.5 ACRES  
 48. TOTAL LOT AREA: 1.5 ACRES  
 49. TOTAL LOT AREA: 1.5 ACRES  
 50. TOTAL LOT AREA: 1.5 ACRES

51. TOTAL LOT AREA: 1.5 ACRES  
 52. TOTAL LOT AREA: 1.5 ACRES  
 53. TOTAL LOT AREA: 1.5 ACRES  
 54. TOTAL LOT AREA: 1.5 ACRES  
 55. TOTAL LOT AREA: 1.5 ACRES

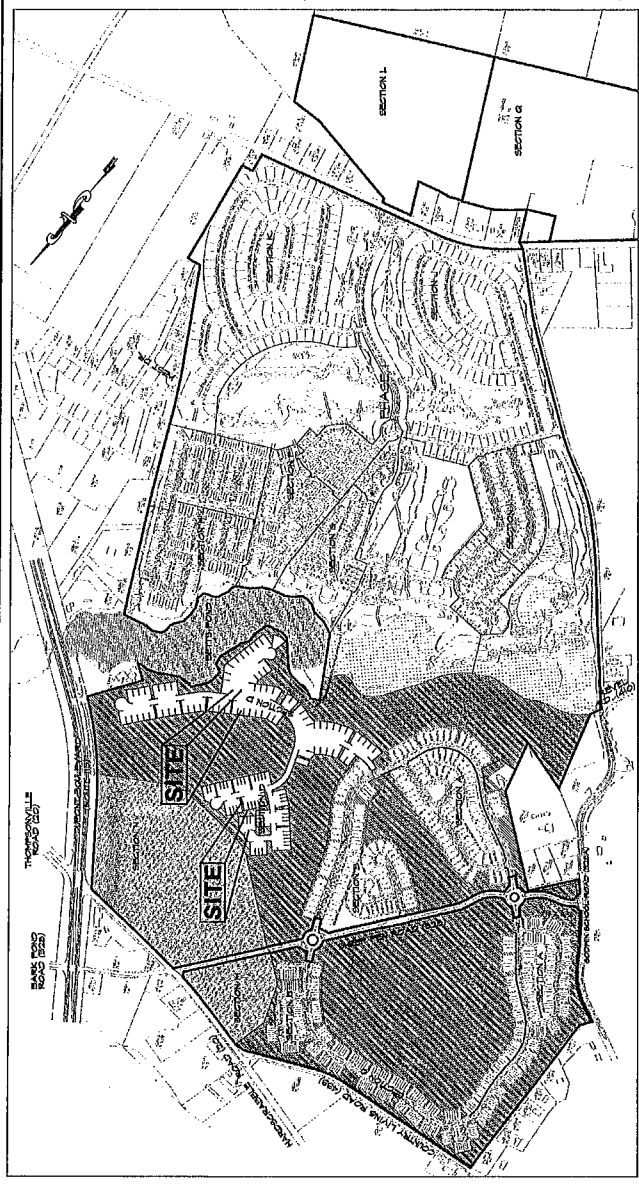
56. TOTAL LOT AREA: 1.5 ACRES  
 57. TOTAL LOT AREA: 1.5 ACRES  
 58. TOTAL LOT AREA: 1.5 ACRES  
 59. TOTAL LOT AREA: 1.5 ACRES  
 60. TOTAL LOT AREA: 1.5 ACRES

61. TOTAL LOT AREA: 1.5 ACRES  
 62. TOTAL LOT AREA: 1.5 ACRES  
 63. TOTAL LOT AREA: 1.5 ACRES  
 64. TOTAL LOT AREA: 1.5 ACRES  
 65. TOTAL LOT AREA: 1.5 ACRES

66. TOTAL LOT AREA: 1.5 ACRES  
 67. TOTAL LOT AREA: 1.5 ACRES  
 68. TOTAL LOT AREA: 1.5 ACRES  
 69. TOTAL LOT AREA: 1.5 ACRES  
 70. TOTAL LOT AREA: 1.5 ACRES

71. TOTAL LOT AREA: 1.5 ACRES  
 72. TOTAL LOT AREA: 1.5 ACRES  
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 74. TOTAL LOT AREA: 1.5 ACRES  
 75. TOTAL LOT AREA: 1.5 ACRES

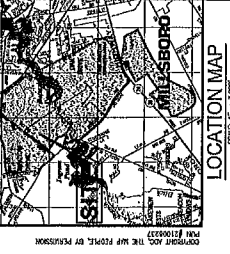
76. TOTAL LOT AREA: 1.5 ACRES  
 77. TOTAL LOT AREA: 1.5 ACRES  
 78. TOTAL LOT AREA: 1.5 ACRES  
 79. TOTAL LOT AREA: 1.5 ACRES  
 80. TOTAL LOT AREA: 1.5 ACRES



SITE MAP  
 SCALE: 1" = 50'

- ### DELDOT RECORD PLAN NOTES
1. NO LANDINGS SHALL BE ALLOWED NEAR OR WITHIN THE PLANS ARE COMPLIANT WITH SECTION 27 OF THE DELAWARE CONSTITUTION AND THE DELAWARE ZONING ORDINANCES.
  2. CURRENT DELAWARE ZONING ORDINANCES SHALL APPLY TO ALL LANDS WITHIN THE PROJECT AREA.
  3. SETBACKS: FRONT: 10', SIDE: 5', REAR: 5'
  4. DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE DELAWARE DEPARTMENT OF TRANSPORTATION AND THE DELAWARE DEPARTMENT OF ENVIRONMENTAL CONTROL.
  5. ALL UTILITIES SHALL BE DEEPER THAN THE MINIMUM REQUIREMENTS FOR THE ZONING DISTRICT.
  6. ALL UTILITIES SHALL BE DEEPER THAN THE MINIMUM REQUIREMENTS FOR THE ZONING DISTRICT.

- ### TEMPORARY ENTRANCE PHASING NOTES
1. TEMPORARY ACCESS SHALL CONSIST OF THE STANDARD WAREHOUSES, STORAGE, OFFICE, AND TRUCK TRAILERS.
  2. TEMPORARY ACCESS SHALL BE LIMITED TO THE PERMITTED USES AND SHALL BE REMOVED UPON THE COMPLETION OF THE PROJECT.
  3. TEMPORARY ACCESS SHALL BE REMOVED UPON THE COMPLETION OF THE PROJECT.
  4. TEMPORARY ACCESS SHALL BE REMOVED UPON THE COMPLETION OF THE PROJECT.
  5. TEMPORARY ACCESS SHALL BE REMOVED UPON THE COMPLETION OF THE PROJECT.
  6. TEMPORARY ACCESS SHALL BE REMOVED UPON THE COMPLETION OF THE PROJECT.



DELAWARE  
 MORGAN & BRETHERIDGE ASSOCIATES, INC.  
 REGISTERED LAND SURVEYORS  
 1100 W. MARKET STREET  
 HILLSBORO, DE 19036  
 (302) 335-1234  
 WWW.MORGANBRETHERIDGE.COM

PLANTATION LAKES  
 FOURTH AMENDED SECTION D - RECORD PLAN  
 TOWN OF MILLSBORO, SUSSEX COUNTY  
 STATE OF DELAWARE

NO.	DATE	DESCRIPTION
1	01/26/2024	RECORD PLAN
2	01/26/2024	RECORD PLAN
3	01/26/2024	RECORD PLAN
4	01/26/2024	RECORD PLAN
5	01/26/2024	RECORD PLAN
6	01/26/2024	RECORD PLAN
7	01/26/2024	RECORD PLAN
8	01/26/2024	RECORD PLAN
9	01/26/2024	RECORD PLAN
10	01/26/2024	RECORD PLAN

RP-1

**Professional Seal**  
 Alexandra Reed Baker  
 Recorder of Deeds  
 State of Delaware  
 Commission Expires: 12/31/2025





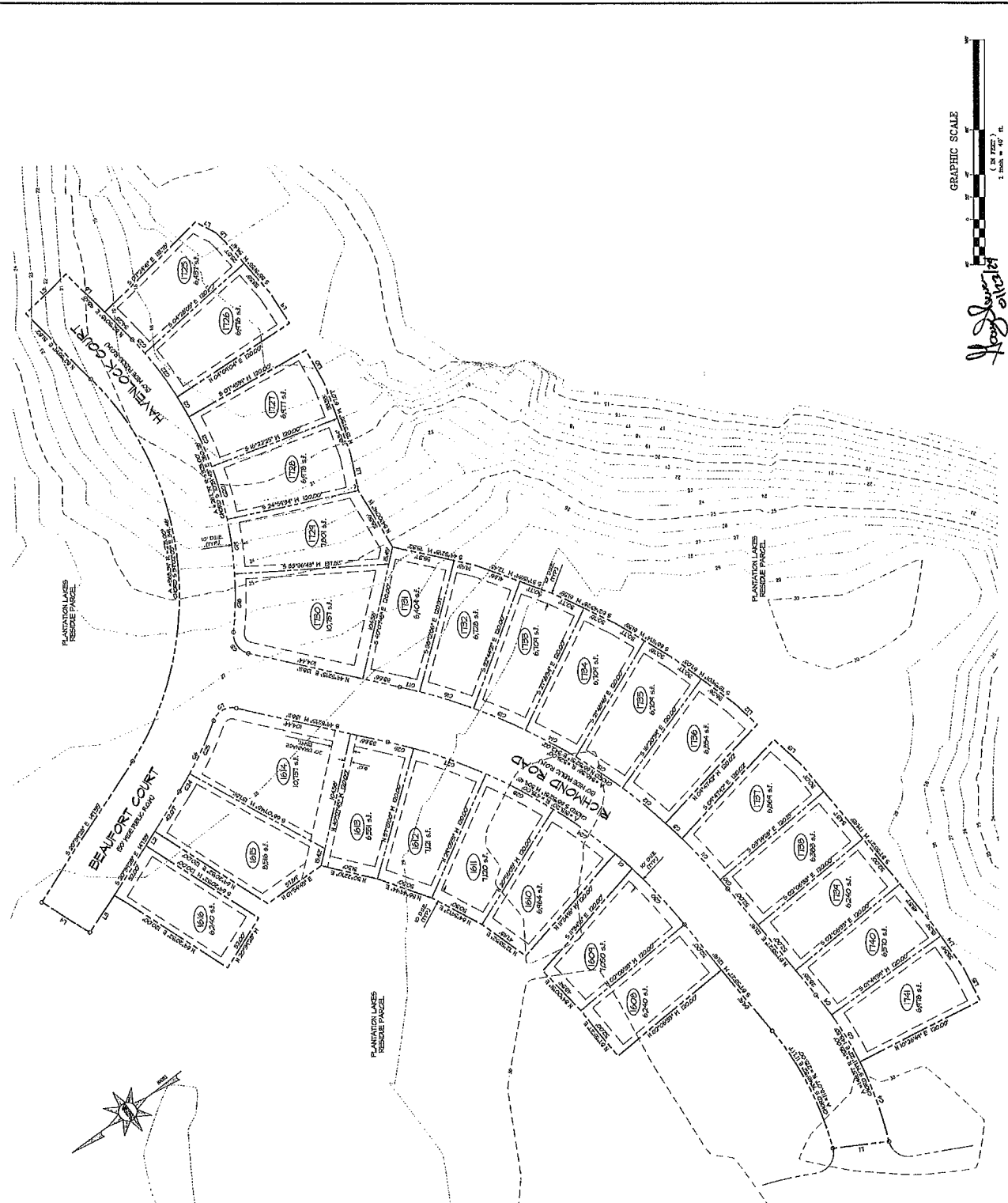
**MORRIS & RTCHIE ASSOCIATES, INC.**  
 ENGINEERS, ARCHITECTS,  
 LANDSCAPE ARCHITECTS,  
 SURVEYORS AND VIDEO  
 PRODUCTION

PLANNING, DESIGN & CONSTRUCTION  
 1000 MARKET STREET  
 WILMINGTON, DE 19801

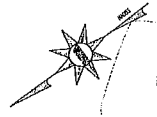
**PLANTATION LAKES**  
 FOURTH AMENDED SECTION D - RECORD PLAN  
 STATE OF DELAWARE  
 TOWN OF MILLSBORO, SUSSEX COUNTY

DATE	DESCRIPTION

PROJECT NUMBER  
**RP-3**

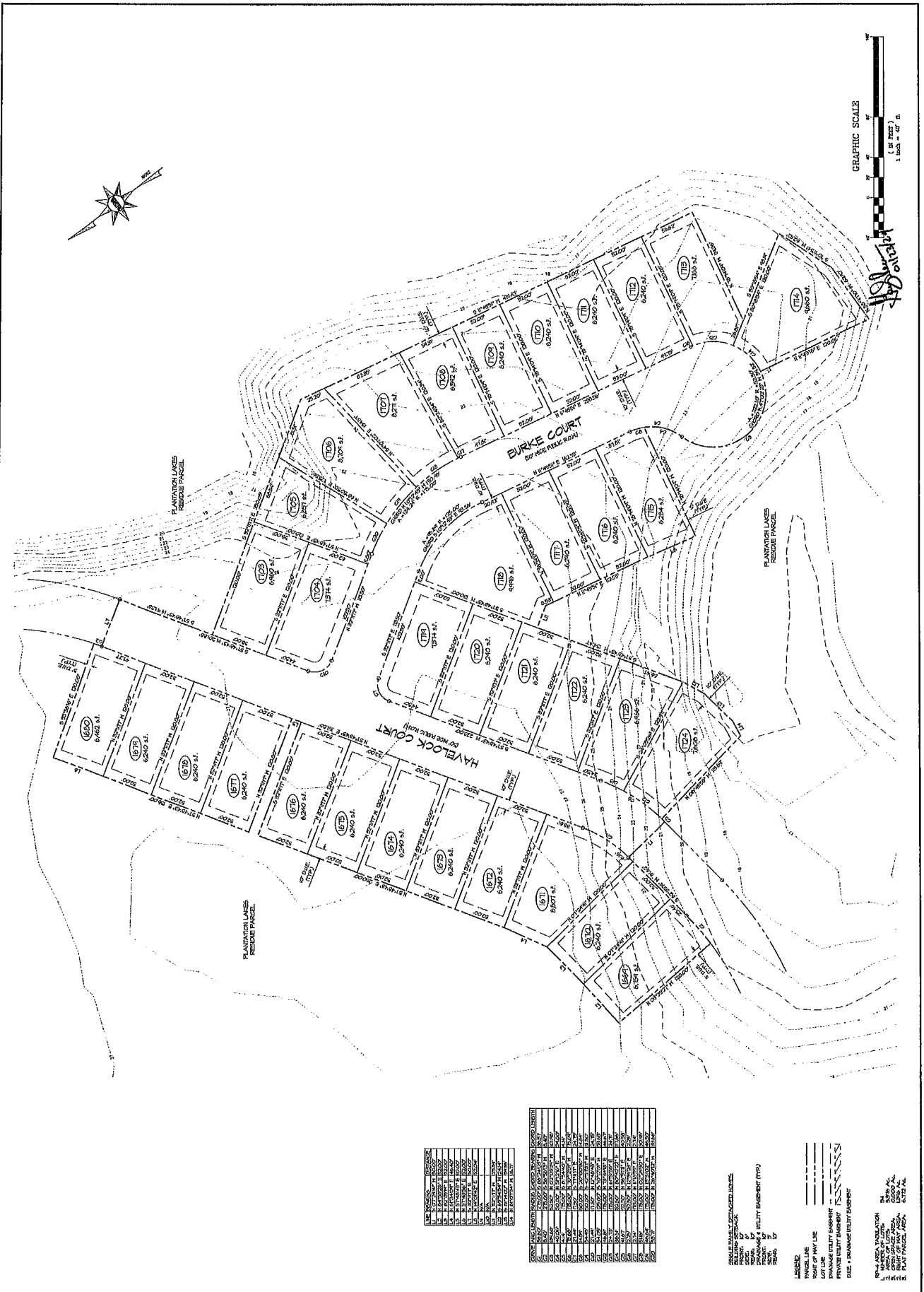


GRAPHIC SCALE  
 1" = 20' (PLANS)  
 1" = 40' (FIELD)



LOT	AREA (S.F.)	AREA (A.C.)	PERCENT COVERED
101	10,000	0.23	23.00%
102	10,000	0.23	23.00%
103	10,000	0.23	23.00%
104	10,000	0.23	23.00%
105	10,000	0.23	23.00%
106	10,000	0.23	23.00%
107	10,000	0.23	23.00%
108	10,000	0.23	23.00%
109	10,000	0.23	23.00%
110	10,000	0.23	23.00%
111	10,000	0.23	23.00%
112	10,000	0.23	23.00%
113	10,000	0.23	23.00%
114	10,000	0.23	23.00%
115	10,000	0.23	23.00%
116	10,000	0.23	23.00%
117	10,000	0.23	23.00%
118	10,000	0.23	23.00%
119	10,000	0.23	23.00%
120	10,000	0.23	23.00%
121	10,000	0.23	23.00%
122	10,000	0.23	23.00%
123	10,000	0.23	23.00%
124	10,000	0.23	23.00%
125	10,000	0.23	23.00%
126	10,000	0.23	23.00%
127	10,000	0.23	23.00%
128	10,000	0.23	23.00%
129	10,000	0.23	23.00%
130	10,000	0.23	23.00%
131	10,000	0.23	23.00%
132	10,000	0.23	23.00%
133	10,000	0.23	23.00%
134	10,000	0.23	23.00%
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136	10,000	0.23	23.00%
137	10,000	0.23	23.00%
138	10,000	0.23	23.00%
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142	10,000	0.23	23.00%
143	10,000	0.23	23.00%
144	10,000	0.23	23.00%
145	10,000	0.23	23.00%
146	10,000	0.23	23.00%
147	10,000	0.23	23.00%
148	10,000	0.23	23.00%
149	10,000	0.23	23.00%
150	10,000	0.23	23.00%


**LEGEND**  
 SHOWN AS...  
 LOT LINE  
 SIDE OF PKY LINE  
 PERMANENTLY BARRIERS  
 DRIVEWAY  
 DRIVEWAY UTILITY EASEMENT (DUE)  
 DRIVEWAY UTILITY EASEMENT (DUE)  
 DRIVEWAY UTILITY EASEMENT  
 DRIVEWAY UTILITY EASEMENT  
 DRIVEWAY UTILITY EASEMENT



LOT NO.	ACRES	AREA	PERCENTAGE
T101	0.240	16,400	0.240
T102	0.240	16,400	0.240
T103	0.240	16,400	0.240
T104	0.240	16,400	0.240
T105	0.240	16,400	0.240
T106	0.240	16,400	0.240
T107	0.240	16,400	0.240
T108	0.240	16,400	0.240
T109	0.240	16,400	0.240
T110	0.240	16,400	0.240
T111	0.240	16,400	0.240
T112	0.240	16,400	0.240
T113	0.240	16,400	0.240
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T124	0.240	16,400	0.240
T125	0.240	16,400	0.240
T126	0.240	16,400	0.240
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T170	0.240	16,400	0.240
T171	0.240	16,400	0.240
T172	0.240	16,400	0.240
T173	0.240	16,400	0.240
T174	0.240	16,400	0.240
T175	0.240	16,400	0.240
T176	0.240	16,400	0.240
T177	0.240	16,400	0.240
T178	0.240	16,400	0.240

- LEGEND**
- RESIDENTIAL UTILITY EASEMENT
  - ROAD
  - DRIVEWAY
  - DRIVEWAY EASEMENT
  - UTILITY EASEMENT (MPO)
  - UTILITY EASEMENT
  - PROPOSED UTILITY EASEMENT
  - PROPOSED UTILITY EASEMENT
  - DUE TO UTILITY EASEMENT
- NOTES:**
- 1. ALL LOTS ARE TO BE CONVEYED AS RESIDENTIAL PARCELS.
  - 2. ALL LOTS ARE TO BE CONVEYED WITH THE UTILITY EASEMENTS SHOWN HEREON.
  - 3. ALL LOTS ARE TO BE CONVEYED WITH THE DRIVEWAY EASEMENTS SHOWN HEREON.
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**MIRA**  
 MORRIS & BITTNER  
 ASSOCIATES, INC.  
 ENGINEERS, PLANNERS,  
 ARCHITECTS, LANDSCAPE  
 ARCHITECTS  
 1000 MARKET STREET  
 SUITE 200  
 WILMINGTON, DE 19801  
 TEL: 302.441.1100  
 FAX: 302.441.1101

**PLANTATION LAKES**  
 FOURTH AMENDED SECTION D - RECORD PLAN  
 TOWN OF MILLSBORO, SUSSEX COUNTY  
 STATE OF DELAWARE

PROJECT NUMBER: **RP-6**

SHEET TITLE: \_\_\_\_\_

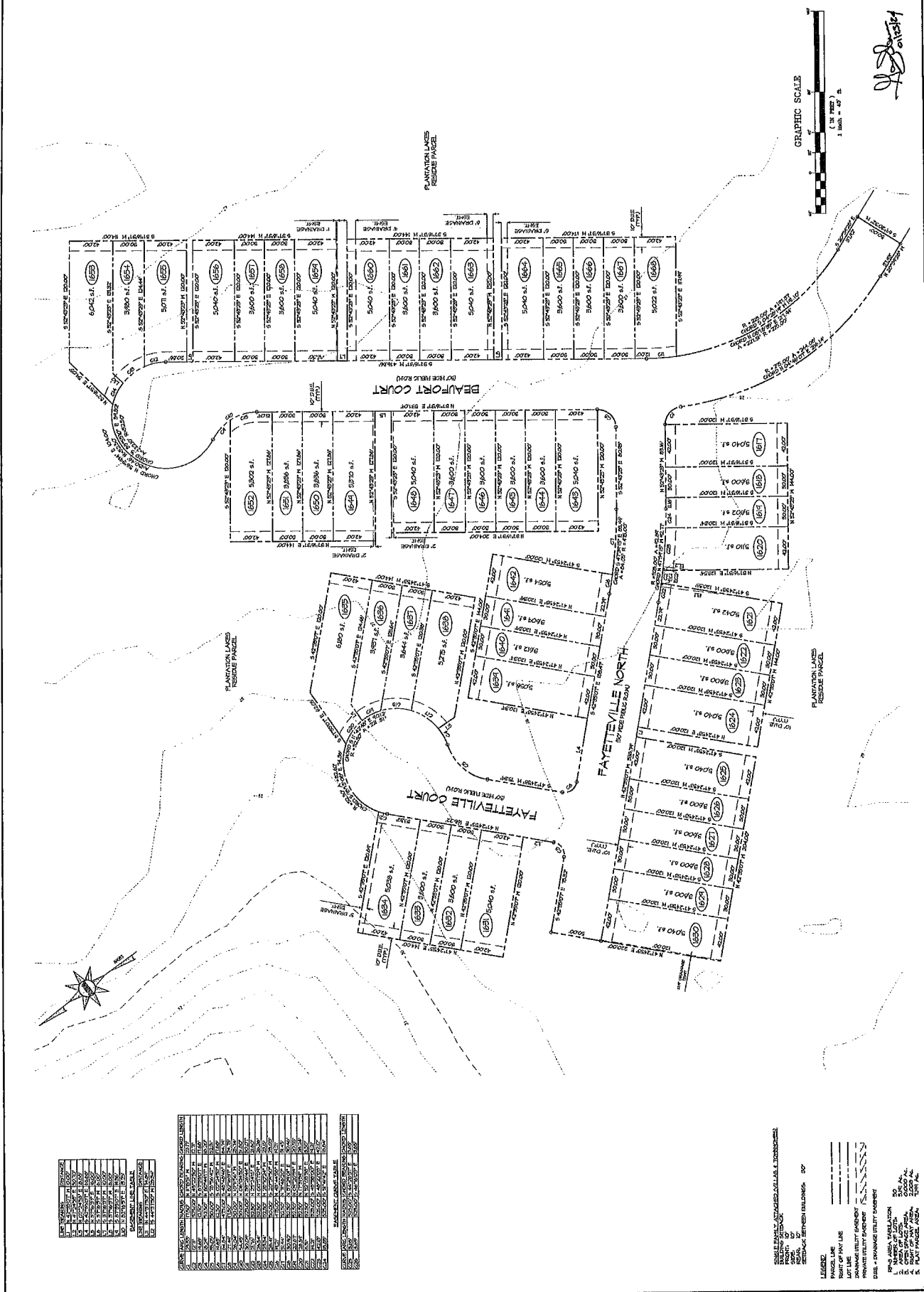
DATE: \_\_\_\_\_

SCALE: \_\_\_\_\_

BY: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_



LOT NO.	AREA (SQ. FT.)	AREA (SQ. YD.)
1	1,200	0.03
2	1,200	0.03
3	1,200	0.03
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6	1,200	0.03
7	1,200	0.03
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LOT NO.	AREA (SQ. FT.)	AREA (SQ. YD.)
101	1,200	0.03
102	1,200	0.03
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150	1,200	0.03

**LEGEND**

PARCEL LINE  
 EASEMENT LINE  
 UTILITY LINE  
 PROPERTY LINE  
 PROPERTY EASEMENT  
 EASEMENT BETWEEN BUILDINGS

DATE: 01/26/2024  
 BY: MORRIS & BITTNER ASSOCIATES, INC.  
 CHECKED BY: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_



## Proposed New & Amended Definitions:

### *1. New definition: added in 210 Terms Defined.*

**Impervious Surfaces** means a hard surface area which prevents or retards the entry of water into the soil mantle and/or causes water to run off the surface in greater than natural quantities or at an increased rate. Impervious surfaces include, but are not limited to, rooftops, walkways, patios, pavers, decks, swimming pools, driveways, parking lots, concrete or asphalt paving, or other surfaces which similarly impede the infiltration of stormwater.

*Current:* no Town Code definition.

### *2. New Definition: added in 210 Terms Defined.*

**Lot Coverage** means that percentage of a lot area covered by the principal building, accessory buildings, similar covered structures, walkways, patios, pavers, driveways, concrete or asphalt paving, swimming pools, decks, and other impervious surfaces.

*Current:* no Town Code definition

### *3. New Definition: replace / amend current definition in 210 Terms Defined.*

**Structure** means anything constructed, assembled, or erected for occupancy, use, or ornamentation which requires *more or less permanent* location on the ground or attachment to something having such location on the ground, including, but not limited to, buildings, walkways, patios, pavers, driveways, concrete or asphalt paving, fences, tanks, towers, signs, advertising devices, decks, retaining walls, porches, swimming pools, and firepits.

*Current:* Anything constructed, assembled, or erected which requires location on the ground or attachment to something having such location on the ground, including buildings, fences, tanks, towers, signs, and advertising devices.

### *4. New Definition: added in 210 Terms Defined.*

**Utility & Drainage Easements** means a legal right granted by a landowner to a grantee allowing the use of private land for stormwater management purposes and installing or maintaining utilities across, over, or under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utilities and stormwater management.

*Current:* no Town Code definition.

**5. New definition: added in 210 Terms Defined.**

**Drainage Conveyance System** means an artificial or natural waterway or low-lying stretch of land that gathers and conveys stormwater or runoff, and is generally vegetated for soil stabilization, stormwater pollutant removal, and infiltration.

*Current:* no Town Code definition.

**6. New definition: added in 210 Terms Defined.**

**As-Built Survey** means a survey conducted and shown on a drawing prepared and sealed by a Registered Surveyor and/or Engineer indicating information such as, but not limited to, actual dimensions, elevations, and locations of any structures and their components, easements, setbacks, lot coverage from impervious surfaces, underground utilities, roads, other infrastructure and facilities after construction has been completed.

*Current:* no Town Code definition.

**7. New definition: added in 210 Terms Defined.**

**Post Construction Verification Documents** means Engineering or Site plans or drawings that document the actual locations, dimensions, and elevations of the improvements, and building components, and changes made to the original design plans. Also referred to as “As-Built Plans.”

*Current:* no Town Code definition.

**8. New definition: added in 210 Terms Defined.**

**Drainage Obstruction** means any structure, fill, landscaping, additional vegetation, yard waste, brush cuttings, or other waste or debris placed or erected in a drainage conveyance system, or within a drainage easement, that would limit or alter the functioning of the conveyance system or easement. Such obstructions shall be prohibited.

*Current:* no Town Code definition.

**Other Issues that need addressed:**

**I. Outdoor Gas Appliances** – Running a gas line to the exterior of the house for gas grills, outdoor kitchens, and gas fireplaces should be inspected for conformance with the currently adopted code.

A. 2021 IRC Section G2415.12.1 (404.12.1) states that individual lines to outdoor lights, grills, and other appliances shall be installed not less than 8 inches (203 mm) below finished grade, provided that such installation is approved and is installed in locations not susceptible to physical damage.

**2. Vertical Clearance Above Cooking Top** – No vertical space less than 24 inches should be allowed above a household cooking appliance.

A. 2021 IRC Section G244.7 (623.7) outlines the requirement for this.

**3. No Approved Construction Documents on Site** – One set of approved construction documents should be kept at the site of work.

A. 2021 IRC Section R106.3.1 states one set of approved construction drawings shall be retained by the Building Official. The other set shall be returned to the applicant, be kept at the site of work, and shall be open to inspection by the Building Official or a duly authorized representative.

### Proposed Changes to Current Standards & Code

**1. Requiring a Final As-Built Survey for all New Construction (this would include additions to a previous built home)** – Have the builders provide a final As-Built Survey that at the very least shows dimensional data and location of all structures, lot coverage, and easements of the lot the home is built on. This should be a survey conducted after all construction on the lot is finished. The survey should be provided to AECOM at the time of his final inspection, a C/O should NOT be issued without one, and AECOM should upload the survey to GovPilot as part of their final inspection.

*Reasoning:* Having this survey will help in regulating lot coverage and setback issues. We can use this survey anytime a permit application is applied for to double-check projects on the property with the Town code. Right now, we get a muddy site survey / plot plan with multiple lots with little to no data to work with. This makes determining whether the project complies with the Town code difficult. A survey will take the guess work out.

*Proposed Code Language:* Upon completion of the project, the Builder shall provide the Town of Millsboro with an “as-built” survey of the Property showing the actual dimensions, elevations, and locations of any structures and their components, easements, setbacks, lot coverage including impervious surfaces, underground utilities, roads, and other infrastructure and facilities. The survey shall comply with the minimum standards as adopted by the ALTA / ACSM / NSPS 2021 standards. **Add to Article V General Provisions – As-Built Survey for all New Construction – 210-53**

**2. Not Allowing any Structures to be Built in the Setbacks (with exceptions)** –

*Reasoning:* Pavers are not temporary structures with how they are being laid. They have at least 4 inches of hardpacked substrate, 3-4 inches of pavers, and stone dust or cement dust filling the seams. There is no way water is penetrating these structures. Limiting structures in the setbacks will at least allow for some natural drain-off of water. If two neighbors build paver patios to the property line, then there is nowhere for the water to go because you are left with a concrete pad essentially covering the entirety of both their back yards.

*Proposed Code Language:* No building, structure, or impervious surface or portion thereof shall be erected closer to the property line or street right of way than the building set back lines shown on the plot, survey, or subdivision plan. Exceptions would be 18 inches of encroachment for bay windows and chimneys (front, side, and rear setbacks) and 5 feet for steps (front and rear setbacks). **Add to Article V – General Provisions – Setbacks – 210-54**

**3. Not Allowing any Structures or Landscaping in any Easements (with one exception)** – this goes along with the previous entry. No need to reiterate the same information. The one exception would be open rail fences. No solid panel fences would be approved.

*Reasoning:* The easements were designed into the site plan for a reason. To move water from point A to point B. If we allow any development of the easements, the water conveyance and design of the easement has been altered and changed which can result in erosion, flooding, and sedimentation in areas that previously would have been untouched by the water run-off.

*Proposed Code Language:* Obstruction of any drainage conveyance system, or drainage and utility easement shall be prohibited; furthermore, no person shall place any structure, fill, landscaping, additional vegetation, yard waste, brush cuttings, or other waste or debris into any drainage conveyance system, or drainage and utility easement, that would limit or alter the functioning of the conveyance or easement. A fence installed in or passing through a drainage and utility easement will be the only exception. **Add to Article V – General Provisions – Easements – 210-55**

#### Other AECOM Concerns:

**I. Not Allowing Engineer's Reports (Unless a Last Resort)** – We have received multiple Engineer Reports that have a lot to be desired with the quality of work and assessment of the issues they were employed to write an opinion on. Multiple Engineer's have written recommendations that directly violate the Building Codes. One such case was carried out while the Engineer was on vacation and was not even aware of the situation in which his name was being used by the Builder.

*Change:* No Engineer's Report should be accepted on New Construction unless all other avenues have been exhausted. I would like to start getting the manufacturers involved in assessment of their products (trusses, engineered systems, etc.). Their opinion / assessments should carry more weight in the decision of whether an installation of their product is acceptable and structurally sound. We have seen trusses completely altered due to sistering and scabbing and we have seen engineered panels that have not been installed properly with 'repairs' holding them together.

**Definition of Structure :**

Most other municipalities included the word "permanent" in their *structure* definition. The language is similar to Millsboro's current definition, however, their definition does not include "permanent."

For example, some defined *structure* as "Anything constructed or erected, including any part thereof, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground" OR "Anything constructed or erected, the use of which requires more or less permanent location on the ground."

Millville: "Anything constructed or erected, the use of which requires more or less permanent location on the ground or attached to something having a fixed location on the ground. Among other things, structures include buildings, walls, fences, patios, signs, pools, porches, decks, and **pavers**; for purposes of setbacks, structures do not include driveways, front yard sidewalks or front yard pathways less than five feet in width."

**Potential solution:** 1) add the word "permanent" before firepit, or 2) include a phrase at the beginning of the definition that requires all structures to be permanent.

**Impervious surface:**

The following are a few communities and their max lot coverage percentages for their residential districts:

- Georgetown: 65% for MR1 Multifamily Residential District and the MR2 Townhouse Residential District.
- Lewes, DE: 60% for R-1, 65% for R-2 and R-2(H), 65% for R-3 and R-3(H), 65% for R-4 and R-4(H) Dwellings, Detached, and 60% for R-4 and R-4(H) Dwellings, Two-Family. R-5 percentages vary based on whether the dwelling is attached, detached, multi-family, townhouse, etc.

Zoning Code	OS	R-1	R-2 and R-2(H)	R-3 and R-3(H)	R-4 and R-4(H)	
Zoning Description	Open Space	Suburban	Residential Low-Density and Residential Low-Density (Historic)	Residential Beach and Residential Beach (Historic)	Residential Medium-Density and Residential Medium-Density (Historic)	
Dwelling Unit Type	All Structures	All Structures	All Structures	All Structures	Dwelling, Detached	Dwelling, Two-Family
Setbacks (feet)						
Front yard	N/A	35	30 or EBL	25 or EBL	Minimum: EBL Maximum: EBL + 10 No EBL: 15	20
Side yard	N/A	15	8	8	8	10
Rear yard	N/A	25	15	15	15	15
Maximum building height (feet)						
FEMA flood zones AE and VE	N/A	34	34 or EBH	34 or EBH	34 or EBH	34
All other locations	N/A	30.5	30.5 or EBH	34 or EBH	30.5 or EBH	30.5
Maximum number of stories	N/A	3		3	3	3
<b>Maximum lot coverage</b>	<b>N/A</b>	<b>60%</b>	<b>65%</b>	<b>65%</b>	<b>65%</b>	<b>60%</b>
Main structure (up to)	N/A	50%	50%	50%	50%	50%

Zoning Code	R-5 Mixed Housing					LC and LC(H)
Zoning Description						Limited Commercial and Limited Commercial (Historic)
Dwelling Unit Type	Dwelling Attached	Dwelling, Detached	Dwelling, Multiple-Family	Dwelling, Townhouse <sup>2</sup>	Dwelling Two-Family	All Structures
Maximum number of stories	3	3	3	3	3	3
Maximum units per structure	10					
<b>Maximum lot coverage</b>	<b>60%</b>	<b>65%</b>	<b>60%</b>	<b>60%</b>	<b>60%</b>	<b>70%</b>
Main structure (up to)	50%	50%	50%	50%	50%	

- Milford: 40% for R-1, 40% for R-2, and 40% for R-3 Garden Apartment and Townhouse District
- Millville: Residential District, "All accessory buildings and principal buildings shall not exceed the maximum lot coverage of 45% as stated in § [155-10E\(1\)\(b\)](#)."
- Rehoboth: 35% for R-1(S) and 40% for R-1 and R-2; 10% maximum area of accessory structures for all residential districts
  - In R-1(S), R-1 and R-2 districts, a minimum of 50% of the gross lot area and 50% of the front yard setback area of every building lot shall remain as natural area

**Millville:**

Private Walkway – a walking surface made from removable items such as pavers, cobblestone, bricks, slate, or any combination thereof, placed on a pervious base running parallel along the side of the house either from front toward the back or back toward the front being a width not to exceed three feet and not dedicated to the public.



Town Council  
**Town of Millsboro**  
322 Wilson Highway  
Millsboro, Delaware 19966  
(302) 934-8171  
(302) 934-7682 (Fax)

[town@millsboro.org](mailto:town@millsboro.org)

Mayor Jim Kells  
Vice Mayor John Thoroughgood  
President Pro Tem Ron O'Neal  
Treasurer Robert Bryan  
Secretary Kimberley Kaan  
Councilman Matthew Davis  
Councilman Marty Presley

Jamie Burk, Town Manager

## MINUTES

Personnel Committee Meeting and Executive Session  
Wednesday, January 17, 2024  
9:00 a.m.

Millsboro Town Hall  
322 Wilson Highway

**NOTE: Unless otherwise indicated, there may be a vote taken on each and every agenda item set forth herein.**

Convene Personnel Committee Meeting

Roll Call Present: Mayor Kells, Vice Mayor John Thoroughgood, Treasurer Robert Bryan, Police Chief Calloway, Lieutenant Moyer, Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander

Discuss and possibly make a recommendation to Town Council regarding hiring incentives and/or employment sign on bonus. Motion by Mayor Kells to recommend to Town Council the implementation of a bonus up to a maximum of \$5,000 as a hiring incentive and/or sign on bonus to use as recruitment for new employees, if necessary. Seconded by Treasurer Robert Bryan. Unanimously supported.

Executive Session

Pursuant to 29 Del. C. §10004 (b) (9) Personnel matters in which the names, competency and abilities of individual employees or students are discussed.

Close Executive Session

Adjourn Motion by Mayor Kells to adjourn. Seconded by Robert Bryan. Unanimously supported.

*\*20-minute time limit. Time limit is 2 minutes per speaker, not to exceed a total of 20 minutes. Time may not be ceded to another member of the public. Each person making Public Comment shall identify themselves by name and place of residence for the record and shall address all remarks to the Town Council a body and not to any member thereof. Individuals may submit their comment to Town Council members in writing up to 24 hours in advance of the Town Council Meeting to [town@millsboro.org](mailto:town@millsboro.org) or delivering it to 322 Wilson Avenue, Millsboro, De. No one other than a member of the Town Council or Town Staff is permitted to enter discussions without approval of the Mayor. No members of the public are permitted to ask questions of any speaker while they are addressing the Town Council, without permission from the Mayor. All persons at the Town Council meeting should conduct themselves in an orderly fashion. All shall follow the direction of the Mayor, no disruptive behavior is permitted, and electronic devices shall be silent. Please be courteous to those who are speaking during public comment by refraining from commenting from the audience while others are speaking. 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.*

**Surrounding Town's Christmas Parade Schedule**

Rehoboth	First Monday in December at 6pm
Milton	First Wednesday in December at 7pm
Georgetown	First Thursday in December at 7pm
Selbyville	First Friday in December at 7pm
Lewes	First Saturday in December at 5pm
Seaford	First Saturday in December at 7pm
Bridgeville	Second Saturday in December at 6pm
Dagsboro	Second Tuesday in December at 7pm

(First Monday in December is the Millsboro Town Council Meeting)



**US BUREAU OF LABOR STATISTICS**

	FY24 Budget	Dec. 2023
<u>CPI-U - Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD Index</u>		<u>306.386</u>
Change from Prior Year		<b>3.90%</b>

YEAR	7/1/2023	2024	Change
Town Adjustment from Previous Year	6.39%	3.90%	
<b>Building Permit Fee per EDU - TOTAL</b>	<b>\$10,279.00</b>	<b>\$10,678.00</b>	<b>\$ 399.00</b>
Building Fund	\$ 1,000.00	\$ 1,039.00	\$ 39.00
Sewer Impact	\$ 6,375.00	\$ 6,623.00	\$ 248.00
Water Impact	\$ 2,404.00	\$ 2,497.00	\$ 93.00
Transportation / Stormwater Impact	\$ 500.00	\$ 519.00	\$ 19.00
<b>Land Annexation Fee per Acre - TOTAL</b>	<b>\$14,724.00</b>	<b>\$15,297.00</b>	<b>\$ 573.00</b>
Building Fund	\$ 3,780.00	\$ 3,927.00	\$ 147.00
Sewer Impact	\$ 8,861.60	\$ 9,206.60	\$ 345.00
Water Impact	\$ 2,082.40	\$ 2,163.40	\$ 81.00

Note: cells shaded in bright yellow show the proposed rate

MISC BILLINGS- NEW BALANCE						
1/31/2024						
Date	Acct	Name	Amount		Rpt Code	2/2/2024 9:17 AM
6/6/2023	1223	Morris & Ritchie Associates	1.98		GenMis	
9/11/2023	324	1-33 Associates, LLC	9.04		GenMis	
9/11/2023	324	MRA	10.44		GenMis	
10/12/2023	424	MRA	10.44		GenMis	
10/12/2023	424	MRA	42.19		GenMis	
10/12/2023	424	Becker Morgan Group	24.33		GenMis	
10/12/2023	424	Becker Morgan Group	12.89		GenMis	
11/15/2023	524	Becker Morgan Group	0.36		GenMis	
11/15/2023	524	Becker Morgan Group	0.19		GenMis	
11/27/2023	524	MRA	0.16		GenMis	
11/27/2023	524	MRA	42.19		GenMis	
12/6/2023	624	Millwood Village	38.09		GenMis	
1/5/2024	724	Merck	124.94		GenMis	
1/8/2024	724	Millwood Village	0.57		GenMis	
1/8/2024	724	Pennoni	19.73		GenMis	
1/8/2024	724	Pennoni	-19.73		GenMis	
		GEN MISC TOTAL	317.81			
7/1/2022	Apr	Merck	4,320.00	Ellis St	Rent	
7/1/2023	124	Danny Alo	575.00	Feb Railroad	Rent	
7/1/2023	124	Danny Alo	575.00	Mar Railroad	Rent	
7/1/2023	124	Danny Alo	575.00	Apr Railroad	Rent	
7/1/2023	124	Danny Alo	575.00	May Railroad	Rent	
7/1/2023	124	Danny Alo	575.00	June Railroad	Rent	
7/1/2023	124	Greater Millsboro Chamber of Com	600.00	Feb - Main St	Rent	
7/1/2023	124	Greater Millsboro Chamber of Com	600.00	Mar- Main St	Rent	
7/1/2023	124	Greater Millsboro Chamber of Com	600.00	Apr- Main St	Rent	
7/1/2023	124	Greater Millsboro Chamber of Com	600.00	May - Main St	Rent	
7/1/2023	124	Greater Millsboro Chamber of Com	600.00	June - Main St	Rent	
		RENT FEE TOTAL	10,195.00			
3/11/2021	921	Knollwood Development	1,658.40	Alderleaf	engineering fees	
1/8/2024	724	Davis, Bowen & Friedek	293.73	Foster Commons	engineering fees	
1/8/2024	724	Rauch, Inc	2,537.90	Preston	engineering fees	
1/8/2024	724	Rauch, Inc	423.50	Preston	engineering fees	
		ENGINEERING FEE TOTAL	4,913.53			
5/28/2015	1115	Tana Simpson- Warren	180.00	1117 Houston Acres ser # 7	Mtr-parts	
10/24/2023	424	Sussex LIHTC, LLC	5,460.00	21apts Mill Chase	Mtr-parts	
		MTR/PRTS TOTAL	5640.00			
2/19/2015	815	Norman & Karen Laffey	100.00	23517 Tristan Lane 2/16/20	On/Off Wtr	
		ON/OFF WTR TOTAL	100.00			
2/7/2020	820	Arcardis	708.45	Church St	Sewer Revenue	
6/21/2021	1221	Tonald Trucking	226.71	Old Lanidng Rd & Mitchell	Sewer Revenue	
11/15/2023	524	ABC Farms	386.20	White Farm Electric	Sewer Revenue	
		SEWER REVENUE TOTAL	1,321.36			
1/25/2024	724	Dawn Robinson	300.00	#1	Boat slip	
1/25/2024	724	Joe Norvell	300.00	#2	Boat slip	
1/25/2024	724	John P Lapps	360.00	#4	Boat slip	
1/25/2024	724	Lingo Marine	360.00	#5	Boat slip	
1/25/2024	724	C Dale Lingo, III	300.00	#6	Boat slip	
1/25/2024	724	I John Collins	360.00	#7	Boat slip	
1/25/2024	724	Dale Lingo	240.00	#9	Boat slip	
1/25/2024	724	Dale Lingo	240.00	#10	Boat slip	
1/25/2024	724	Dale Lingo	240.00	#11	Boat slip	
1/25/2024	724	Dave Pettyjohn	360.00	#13	Boat slip	
1/25/2024	724	Mark Tice	360.00	#13A	Boat slip	
1/25/2024	724	Kenna Murray	360.00	#14	Boat slip	
1/25/2024	724	Dave Jones, II	360.00	#15	Boat slip	
1/25/2024	724	Al Brewington	360.00	#18	Boat slip	
1/25/2024	724	Donald Hall	360.00	#20	Boat slip	
1/25/2024	724	Michael Wisnieski	360.00	#21	Boat slip	
1/25/2024	724	Keith Rogers	360.00	#22	Boat slip	
		BOAT SLIP TOTAL	5580.00			
		GRAND TOTAL	28,067.70			
NEW BALANCE		DEBITS	CREDIT	PENALTY WASN'T REMOVE	OLD BALANCE	
28,067.70		177,333.69	219,709.18	-46.30	70,396.89	

Receipt Book 1/31/2024						
EDU Water				11,433.42		
EDU Sewer				30,319.50		
Court Fines				4,141.28		
Building Permits				11,059.00		
Building Fund Fee				4,756.00		
Fire Service				4,807.15		
Ambulance Service				4,807.15		
Transportation				4,787.00		
Police Protection				4,807.15		
Public Hearings						
W/S Parts				18,352.51		
W/S Taps				4,200.00		
W/S Cut Off-On				-527.48		
Pool Water						
Business registration						
Rental Fees				1,175.00		
Boat Slips				300.00		
Grass Cutting						
Stamps, Copies, Fax				1.25		
Miscellaneous						
Civic Center						
Final				600.00		
Tax Collection				245.89		
Pending Apps				40.00		
W4W				2,600.00		
REFUND ENGINEER FEE				1,400.54		
RTN CK FE				240.00		
REFUND W-S				35.34		
DEVELOPER DEP				-300.00		
ACC RPT				1,597.96		
SPECIAL DUTY				716.81		
SALLE REVENUE				4,983.33		
EIDE REVENUE				4,886.04		
OTHER SPECIAL DUTY				7,850.00		
<b>URS/AECOM</b>						
Pennoni	Millsboro Town Lakes			-1,400.54		
Sussex County Coun	EMS			595.67		
Becker Morgan Gro	Peninsula Crg			2,715.79		
Becker Morgan Gro	Peninsula Crg			5,682.61		
Lennar	PL			406.87		
<b>CABE/DUFFIELD/GMB</b>						
Knollwood deve	Alderleaf			617.48		
Millwood Acq	Westtown Village			2,539.08		
Knollwood deve	Alderleaf			1,312.41		
Pennoni	Millsboro Town Lakes			7,623.81		
Millwood Acq	Westtown Village			1,028.41		
Pennoni	Millsboro Town Lakes			893.20		
Lennar	PL			31,507.82		
Lennar	PL			35,693.13		
Millwood Acq	Westtown Village			1,178.60		
				219709.18		
Old Balance	Debits	Net PN Added	Adj	Credits		New Bal
W/S/ \$ 1,294,054.78	\$ (191,373.83)		\$ (10.09)	\$ (835,595.60)		\$ 267,075.26
Tax \$ 120,092.30	\$ 22,275.64	\$ 1,622.53	\$ (1,024.89)	(11,369.65)		\$ 131,595.93

Town of Millsboro  
Building Permits  
January, 2024

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-011204	CALEB MILLSBORO, LLC	25103 ASPEN CIR	THE ARUBA BAY	RPC	08514	05637	\$261,918.84	\$1,121.00
B-011205	CALEB MILLSBORO, LLC	25056 ASPEN CIR	THE GRAND BAHAMA	RPC	08514	03883	\$374,938.17	\$1,460.00
B-011210	JAMES F. WRIGHT	23505 TRISTAN LANE	REMOVE/REPLACE ROOF SHINGLES	HR	08188	02448	\$7,233.00	\$126.00
B-011211	SARAH FERDIG	23509 TRISTAN LANE	REMOVE/REPLACE ROOF SHINGLES	HR	08780	02446	\$7,233.00	\$127.00
B-011212	STANLEY JOHNSON	23513 TRISTAN LANE	REMOVE/REPLACE ROOF SHINGLES	HR	11196	02445	\$7,233.00	\$127.00
B-011209	PAUL QUIBLE	31160 OLNEY WAY	INSTALL VINYL HANDRAILS ON FRONT STEPS	RPC	09952	05215	\$450.00	\$50.00
B-011206	GRACE E LONGLEY	111 E BOURNE WAY	BATHROOM REMODEL	RPC	09358	02162	\$6,000.00	\$110.00
B-011213	JAMES/MARY BETH PARKER	28417 DUPONT BLVD	TENANT FIT-OUT - SCOOP-A-LICIOUS	HC	07485	00270	\$20,000.00	\$180.00
B-011215	ALEJANDRO CARDOSO	24240 CHARLESTOWN LN	4' BLACK ALUMINUM FENCE w/1 GATE, 4x6 TRASH ENCL	RPC	11645	05827	\$4,487.00	\$105.00
B-011217	RISE PHYSICAL THERAPY	OLD LANDING RD	TENANT FIT-OUT - RISE PHYSICAL THERAPY	HC	11690	00811	\$266,000.00	\$1,133.00
B-011216	KAISY'S, LLC	303 MAIN ST	SIGNS - KAISEY'S DELIGHTS	UB	11267	00360	\$3,500.00	\$100.00
B-011220	THOMAS OTT	34352 BEAUFORT CT	335sf PAVER PATIO w/23ft SITTING WALL	RPC	11121	05755	\$11,810.00	\$140.00
B-011221	DAVID MENENDEZ	214 LAUREL RD	ROOF REPLACEMENT	MR	00655	00996	\$5,000.00	\$105.00
B-011223	LENCRAFT, LLC	37144 HAVELOCK CT	12 X 14 DECK WITH STAIRS	RPC	03082	05786	\$8,325.00	\$125.00
B-011224	ALEXANDER ZORBIS	102 ALEXANDREA'S CT	12x15 PAVER PATIO	RPC	08412	04439	\$6,000.00	\$110.00
B-011219	LENCRAFT, LLC	37139 HAVELOCK CT	10x12 DECK w/STAIRS	RPC	03082	05778	\$6,570.00	\$115.00
B-011225	BRYAN LOPEZ	26082 TULLIP CRSG	4' WHITE PICKET FENCE w/2 GATES, 4x8 TRASH ENCL	RPC	11676	05670	\$5,593.00	\$110.00
B-011222	LENCRAFT, LLC	37119 HAVELOCK CT	10 X 12 DECK WITH STAIRS.	RPC	03082	05775	\$6,570.00	\$115.00
B-011214	MERCK & CO INC	405 STATE ST	BLDG B3 INTERIOR RENOVATIONS/MEP SYSTEMS	I	05306	00674	\$1,952,194.00	\$5,016.00
B-011218	LENCRAFT, LLC	37151 HAVELOCK CT	10x12 DECK w/STAIRS	RPC	03082	05780	\$6,570.00	\$115.00
B-011183	HENRY BYERS	27539 BELMONT BLVD	11x17 DECK w/STAIRS	RPC	11391	03106	\$9,724.00	\$130.00
B-011232	LATOVA S NOCK	225 MAGNOLIA DRIVE	REMOVE/REPLACE ROOF SHINGLES	HR	04977	00849	\$7,410.00	\$120.00
B-011231	SUSSEX COUNTY	26929 DICKERSON RD	PARAMEDIC STATION #103	HC	11210	05933	\$1,500,000.00	\$4,110.00
B-011236	CLIFFORD MORRIS	34281 GRAHAM CIR	4' BLACK ALUMINUM FENCE w/1 GATE	RPC	11665	05911	\$3,900.00	\$100.00
B-011237	DAVID TEMPLIN	34254 GRAHAM CIR	4' BLACK ALUMINUM FENCE w/1 GATE, 4x12 TRASH ENCL	RPC	11647	05887	\$5,750.00	\$110.00
B-011234	ALEJANDRO CARDOSO	24240 CHARLESTOWN LN	4x6 TRASH ENCLOSURE	RPC	11645	05827	\$400.00	\$55.00
B-011239	JULIA HEAGY	37110 HAVELOCK CT	4' BLACK ALUMINUM FENCE w/2 GATES	RPC	11697	05791	\$2,660.00	\$95.00

Total Permits = 27  
New Homes = 2  
Residential Renovations = 20  
Commercial = 5