



Town Council  
Town of Millsboro

322 Wilson Highway  
Millsboro, Delaware 19966  
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Mayor Faye Lingo  
Vice Mayor John Thoroughgood  
President Pro Tem Brad Cordrey  
Secretary Jim Kells  
Treasurer Larry Gum  
Councilman Ron O'Neal  
Councilwoman Kimberley Kaan

*Jamie Burk, Town Manager*

**REVISED<sup>1</sup>**  
**A G E N D A**

Town Council  
Regular Meeting  
January 3, 2023  
7:00 p.m.

Millsboro Town Center  
322 Wilson Highway

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

Call to order

Pledge of allegiance

New employee introduction

Public comment (2 minutes limited to agenda items)

Secretary's report  
Minutes

Treasurer's report  
Bank balances  
Invoices

Millsboro Fire Company update

Millsboro Art League update

Police Department's report  
Change Order #1 for Police Station

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<sup>1</sup> This agenda has been revised to include an item not posted within 7 days of the Council meeting. The need to include the additional agenda item is necessary in order to comply with Section 24 of the Charter, which requires presentation of the annual audit no later than the regular January meeting.

Water and sewer

Water Flushing Update (Lynn)

Olney Way water plant field change directives (Kruger)

Plantation Lakes water plant change order #13 (Kruger)

Century Engineering force main extension agreement amendment #4 (Kruger)

Mayor's report

**Presentation and acceptance of annual audit report**

Adoption of the Sussex County Hazard Mitigation Plan (Kruger)

1-33 Associates LLC Annexation Application (Burk)

Craig Kormanik application for partitioning (Burk)

Recommendation to award bid - police station generator (Burk)

Patriots Bluff Residential Annexation Committee report (Burk)

Millsboro Towne Village Annexation Committee report (Burk)

Quit claim request – Barker Alley (Niblett)

Supplemental Tax List (Hall)

Annexation committee reappointment – Robb (Burk)

Request for Business License Refund (Hall)

Recess

Executive session—

Pursuant to 29 Del. C. §10004 (b) (4) the Town Council will be meeting in executive session to hold strategy sessions involving legal advice with respect to potential litigation where an open meeting would have an adverse effect on the Town's litigation position.

Call to order

Business conducted in executive session

Adjournment

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

1/1		Town of Millsboro		
mth		Account Balances		
		December 31, 2022		
Account				Interest
Type	Bank	Purpose	Book Balance	Earned
Checking/Money Market				
WSFS Bank				
	1	General Account	\$ 3,935,861.48	\$ 7,727.92
	2	Payroll	\$ 308.53	\$ 30.76
	3	Withholding	\$ 72,990.76	\$ 136.69
	4	Municipal Street Aid Fund (MSAF)	\$ 38,987.85	\$ 74.66
	5	Sewer Construction	\$ 2,451,492.36	\$ 3,938.31
	6	State Aid Local Law Enforcement (SALLE)	\$ 50.00	\$ -
	7	Emergency Illegal Drug Enforcement (EIDE)	\$ 50.00	\$ -
	8	Sewer Impact	\$ 3,231,977.03	\$ 5,126.70
	9	Water Impact	\$ 322,988.94	\$ 512.29
	10	Building Component Fee	\$ 4,650,875.24	\$ 7,470.29
	14	Transfer Tax 1% (3.75M in "set-asides")	\$ 8,535,692.59	\$ 13,701.49
	15	Fund to Combat Violent Crime (FCVC)	\$ 38,394.02	\$ -
	16	Police Protection Impact	\$ 83,604.33	\$ 5.64
	17	Transportation/Stormwater Impact	\$ 45,768.76	\$ 3.16
		Bicentennial Beautification Fund	\$ 11,229.95	\$ 18.04
	Total WSFS Bank		\$ 23,420,271.84	\$ 38,745.95
Citizens Bank				
	12	Transfer Tax Checking	\$ 3.85	
	11	Transfer Tax 1%	\$ 200,329.14	\$ 8.51
		Transfer Tax .5%	\$ 50,109.37	\$ 2.13
	Total Citizens		\$ 250,442.36	\$ 10.64
Total Checking/Money Market			\$ 23,670,714.20	\$ 38,756.59
Certificates of Deposit				
M&T Trust - formerly Wilmington Trust				
		Bicentennial Fund 9/11/16 Mat 0.2%	\$ 7,000.00	
	Total M&T Trust		\$ 7,000.00	
PNC Bank				
		WWTP Unrestricted General - 11/30/22	\$ 84,715.32	
		WWTP Membrane CD - 11/30/22	\$ 51,660.00	
	Total PNC Bank		\$ 136,375.32	\$ -
Total Certificates of deposit			\$ 143,375.32	\$ -
Total on Hand Cash & CD's			\$ 23,814,089.52	\$ 38,756.59

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1/1	Town of Millsboro					
12/31	Account Balances					
	December 31, 2022					
Account	November 30, 2022	December 31, 2022	Net Change	Interest		
Type/Book	Book Balance	Book Balance		Earned		
Checking/Money Market						
WSFS Bank						
1	General Account	\$ 5,074,159.74	\$ 3,935,861.48	\$ (1,138,298.26)	\$ 7,727.92	
2	Payroll	\$ 277.77	\$ 308.53	\$ 30.76	\$ 30.76	
3	Withholding	\$ 60,605.92	\$ 72,990.76	\$ 12,384.84	\$ 136.69	
4	Municipal Street Aid Fund (MSAF)	\$ 44,941.40	\$ 38,987.85	\$ (5,953.55)	\$ 74.66	
5	Sewer Construction	\$ 2,447,554.05	\$ 2,451,492.36	\$ 3,938.31	\$ 3,938.31	
6	State Aid Local Law Enforcement (SALLE)	\$ 50.00	\$ 50.00	\$ -	\$ -	
7	Emergency Illegal Drug Enforcement (EIDE)	\$ 50.00	\$ 50.00	\$ -	\$ -	
8	Sewer Impact	\$ 3,136,970.33	\$ 3,231,977.03	\$ 95,006.70	\$ 5,126.70	
9	Water Impact	\$ 313,436.65	\$ 322,988.94	\$ 9,552.29	\$ 512.29	
10	Building Component Fee	\$ 4,653,036.45	\$ 4,650,875.24	\$ (2,161.21)	\$ 7,470.29	
14	Transfer Tax 1% (3.75M in "set-asides")	\$ 8,230,902.57	\$ 8,535,692.59	\$ 304,790.02	\$ 13,701.49	
15	Fund to Combat Violent Crime (FCVC)	\$ 40,189.82	\$ 38,394.02	\$ (1,795.80)	\$ -	
16	Police Protection Impact	\$ 66,565.90	\$ 83,604.33	\$ 17,038.43	\$ 5.64	
17	Transportation/Stormwater Impact	\$ 38,265.60	\$ 45,768.76	\$ 7,503.16	\$ 3.16	
	Bicentennial Beautification Fund	\$ 11,211.73	\$ 11,229.95	\$ 18.22	\$ 18.04	
	Total WSFS Bank	\$ 24,118,217.93	\$ 23,420,271.84	\$ (697,946.09)	\$ 38,745.95	
Citizens Bank						
12	Transfer Tax Checking	\$ 3.85	\$ 3.85	\$ --	\$ -	
11	Transfer Tax 1%	\$ 200,320.63	\$ 200,329.14	\$ 8.51	\$ 8.51	
	Transfer Tax .5%	\$ 50,107.24	\$ 50,109.37	\$ 2.13	\$ 2.13	
	Total Citizens	\$ 250,431.72	\$ 250,442.36	\$ 10.64	\$ 10.64	
	Total Checking/Money Market	\$ 24,368,649.65	\$ 23,670,714.20	\$ (697,935.45)	\$ 38,756.59	
Certificates of Deposit						
	M&T Trust - formerly Wilmington Trust					
	Bicentennial Fund 9/11/16 Mat 0.2%	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	
	Total M&T Trust	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	
PNC Bank						
	WWP Unrestricted General - 11/30/22	\$ 84,596.77	\$ 84,715.32	\$ 118.55	\$ -	
	WWP Membrane CD - 11/30/22	\$ 51,620.55	\$ 51,660.00	\$ 39.45	\$ -	
	Total PNC Bank	\$ 136,217.32	\$ 136,375.32	\$ 158.00	\$ -	
	Total Certificates of deposit	\$ 143,217.32	\$ 143,375.32	\$ 158.00	\$ -	
	Total on Hand Cash & CD's	\$ 24,511,866.97	\$ 23,814,089.52	\$ (697,777.45)	\$ -	

December 2022 Bills

Sum of	Total		
Bank	Vendor	Description	Total
GENERAL	A.E. MOORE JANITORIAL	DECEMBER/SEWER	124.78
	<b>A.E. MOORE JANITORIAL Total</b>		<b>124.78</b>
	ABC FARMS, INC.	BEAN CROP DESTROYED	1,003.00
	<b>ABC FARMS, INC. Total</b>		<b>1,003.00</b>
	AD-ART SIGN COMPANY	PUBLIC MEETING NOTICES	375.00
	<b>AD-ART SIGN COMPANY Total</b>		<b>375.00</b>
	ALARM ENGINEERING, INC	1/1-12/31/23 SECURITY MONITORING	300.00
	<b>ALARM ENGINEERING, INC Total</b>		<b>300.00</b>
	A-LERT MOTIVATIONS	WRAPPED MINTS (1000)	140.95
	<b>A-LERT MOTIVATIONS Total</b>		<b>140.95</b>
	AMAZON.COM LLC	AT A GLANCE 2023 DESK CALANDAR	10.99
		BIC HIGHLIGHTS (ASSORTED)	7.80
		BLUE INK REFILL	10.51
		COMPUTER SPEAKERS (2 PR)	31.49
		DESKTOP MICROPHONE (2)	299.98
		FILE FOLDERS (5 BXS)	52.45
		LAMINATING POUCHES 5X7	17.08
		LAMINATING POUCHES 8X11	15.98
		LETTER OPENER	9.75
		RECHARGEABLE BATTERIES 8PK	25.29
		RED INK REFILL	4.52
		SCISSORS	12.01
		STAPLER	13.99
		TRIMBLE NOMAD BATTERY (2)	73.04
	<b>AMAZON.COM LLC Total</b>		<b>584.88</b>
	AMERICAN WATER WELL SYSTEMS	CLEARED WELL SITE-WHITE ST	9,147.64
	<b>AMERICAN WATER WELL SYSTEMS Total</b>		<b>9,147.64</b>
	BAKER'S HARDWARE CO.	DEC/CHRISTMAS	17.99
		DEC/CIVIC CENTER MAINT	27.97
		DEC/GEN MISC OFFICE EXP	24.57
		DEC/SEWER	505.59
		DEC/STR RPR MAINT-VEHICLE/EQUIP	24.48
		DEC/STREET	44.97
		DEC/WATER	126.20
		DEC/WATER MISC EXP	46.99
	<b>BAKER'S HARDWARE CO. Total</b>		<b>818.76</b>
	BELAIR ROAD SUPPLY	GAUGES/HYDRANT DIFFUSER	31.40
		PUMP FOR METER PITS	535.00
	<b>BELAIR ROAD SUPPLY Total</b>		<b>566.40</b>
	BUCKLER, RICHARD L.	BOOTS	135.21
		BUCKLER/DOT PHYSICAL 12/12/22	80.00
	<b>BUCKLER, RICHARD L. Total</b>		<b>215.21</b>
	BUNTING'S GARAGE INC.	TOW SANTA'S HOUSE/TOWN HALL	125.00
	<b>BUNTING'S GARAGE INC. Total</b>		<b>125.00</b>
	BURK, JAMIE	CELL PHONE ALLOW-DEC 2022	50.00
	<b>BURK, JAMIE Total</b>		<b>50.00</b>
	CAPITOL CLEANERS	NOV BILLING	437.04
	<b>CAPITOL CLEANERS Total</b>		<b>437.04</b>
	CARDINAL SETTLEMENTS OF MD, LI	REF OVERPAYMENT WTR/SWR	124.38
	<b>CARDINAL SETTLEMENTS OF MD, LLC Total</b>		<b>124.38</b>
	CENTURY ENGINEERING LLC	WF-WWTP FORCE MAINS	13,861.28
	<b>CENTURY ENGINEERING LLC Total</b>		<b>13,861.28</b>
	COASTAL POINT LLC	HYDRANT FLUSHING AD 12/16	51.00
		HYDRANT FLUSHING AD 12/9	51.00
	<b>COASTAL POINT LLC Total</b>		<b>102.00</b>

December 2022 Bills

GENERAL	COMPLETE TREE CARE, INC.	REMOVE WILD CHERRY & MULBERRY-TRUIT	2,850.00
		TRIM LGE BROKEN LIMB/CUPOLA PARK	850.00
	<b>COMPLETE TREE CARE, INC. Total</b>		<b>3,700.00</b>
	COYNE CHEMICAL CO.	BLEACH	10,491.09
		CAUSTIC	11,709.04
		CES PACL	9,714.67
		POLYMER	1,183.50
		ZETAG/POLYMER	3,295.73
	<b>COYNE CHEMICAL CO. Total</b>		<b>36,394.03</b>
	CRYSTAL SPRINGS	DELIVERY 11/28,12/12,12/15	52.72
	<b>CRYSTAL SPRINGS Total</b>		<b>52.72</b>
	CUMMINS - WAGNER	REPAIRS COMPRESSOR PUMPS	1,149.00
	<b>CUMMINS - WAGNER Total</b>		<b>1,149.00</b>
	CUMMINS SALES AND SERVICE	PORTABLE GENERATOR RE-SAMPLING	183.00
	<b>CUMMINS SALES AND SERVICE Total</b>		<b>183.00</b>
	DATA OBSESSIONS LLC	ANNUAL SECURITY CERT RENEWAL	130.00
		JANUARY 2023 BILLING	80.00
	<b>DATA OBSESSIONS LLC Total</b>		<b>210.00</b>
	DELAWARE ASSOCIATION OF CHIEFS	CALLOWAY 2023 DUES	150.00
		MOYER 2023 DUES	150.00
	<b>DELAWARE ASSOCIATION OF CHIEFS Total</b>		<b>300.00</b>
	DELAWARE RURAL WATER ASSOC.	WW STATE EXAM RAPID REVIEW-LYNN	199.00
	<b>DELAWARE RURAL WATER ASSOC. Total</b>		<b>199.00</b>
	DELAWARE SOLID WASTE AUTHORITY	424322/SLUDGE	561.85
		426024/SLUDGE	428.40
		426435/SLUDGE	614.55
		426808/SLUDGE	556.75
		426977/TRASH WWTP	32.30
		428452/TRASH WTP	19.55
		428452/TRASH WWTP	19.55
		428647/SLUDGE	524.45
		428779/TRASH AMBUL GARAGE	30.00
		429126/SLUDGE	568.65
		429582/SLUDGE	561.00
		431166/SLUDGE	654.50
		431629/SLUDGE	442.85
		432132/SLUDGE	751.40
		433687/SLUDGE	560.15
		434236/SLUDGE	588.20
		434563/TRASH WTP	20.40
		434563/TRASH WWTP	20.40
	<b>DELAWARE SOLID WASTE AUTHORITY Total</b>		<b>6,954.95</b>
	DELMARVA AUTO GLASS	REPAIR GLASS/UTILITY TRUCK	275.00
	<b>DELMARVA AUTO GLASS Total</b>		<b>275.00</b>
	DELTA DENTAL OF DELAWARE	JAN/GENERAL	573.74
		JAN/POLICE	1,402.52
		JAN/SEWER	712.48
		JAN/WATER	285.30
	<b>DELTA DENTAL OF DELAWARE Total</b>		<b>2,974.04</b>
	DENNEY ELECTRIC SUPPLY OF DEL.	BALLAST (6)	720.00
		TIME CLOCK TRIPPERS	4.93
	<b>DENNEY ELECTRIC SUPPLY OF DEL. Total</b>		<b>724.93</b>
	DOG WASTE DEPOT	DOG WASTE BAGS (4 CS)	439.96
	<b>DOG WASTE DEPOT Total</b>		<b>439.96</b>
	DOMINION AIR & MACHINERY CO.	REPAIR COMP SN#1445 12/14/22	474.24
	<b>DOMINION AIR &amp; MACHINERY CO. Total</b>		<b>474.24</b>
	ECONO SIGNS & BARRICADE, LLC	BRACKETS (6)	53.88
		SAFETY GLASSES	28.07
		SIGN POSTS (12)	1,409.33

December 2022 Bills

GENERAL	ECONO SIGNS & BARRICADE, LLC	ST SIGN-PLANTA LAKES BLVD	76.50
		STREET SIGN - RAILROAD AVE	48.68
		STREET SIGN-MORRIS ST	48.68
		STREET SIGN-PLANTA LAKES BLVD	48.68
		STREET SIGN-WHITAKER	48.68
	<b>ECONO SIGNS &amp; BARRICADE, LLC Total</b>		<b>1,762.50</b>
	ENVIROCORP, INC.	NOV/SEWER	3,916.00
		NOV/WATER	479.50
	<b>ENVIROCORP, INC. Total</b>		<b>4,395.50</b>
	EYE MED	DEC/GENERAL (HIGH) MCGEE	54.30
		DEC/SEWER (HIGH) MCGEE	6.79
		DEC/WATER (HIGH) MCGEE	6.79
		JAN/GENERAL (HIGH)	206.00
		JAN/POLICE (HIGH)	244.76
		JAN/POLICE (LOW)	40.15
		JAN/SEWER	7.82
		JAN/SEWER (HIGH)	136.65
		JAN/WATER	2.61
		JAN/WATER (HIGH)	62.71
	<b>EYE MED Total</b>		<b>768.58</b>
	FISHER AUTO SUPPLY	DEF (3)	44.91
		GEAR OIL (12)	112.80
		HYDRAULIC OIL/CENTRIFUGE	170.88
		WINDSHIELD WIPERS/'04 CHEVY	31.18
	<b>FISHER AUTO SUPPLY Total</b>		<b>359.77</b>
	FOX ROTHSCHILD LLP	NOV BILLING THROUGH 11/30/22	450.00
	<b>FOX ROTHSCHILD LLP Total</b>		<b>450.00</b>
	GANNETT FLEMING	RT 24 SANITARY SWR REPLAC	1,050.00
	<b>GANNETT FLEMING Total</b>		<b>1,050.00</b>
	GEORGE, MILES & BUHR, LLC	ATKINS PK DRAINAGE IMPROV	437.50
		FOSTER COMMONS/ONSITE INSPEC	5,175.00
		PARKING PLAN/PLANTA LAKES	2,556.25
		STATE STREET SIDEWALK REPLAC	815.00
	<b>GEORGE, MILES &amp; BUHR, LLC Total</b>		<b>8,983.75</b>
	HACH COMPANY	FLUORIDE	932.00
		IRON TABLETS	536.31
	<b>HACH COMPANY Total</b>		<b>1,468.31</b>
	HARRIS COMPUTER SYSTEMS	WTR/SWR INVOICES	2,308.25
	<b>HARRIS COMPUTER SYSTEMS Total</b>		<b>2,308.25</b>
	HILLS' ELECTRIC MOTOR SERVICE	EXTERNAL COOLING FAN	35.55
		FAN COVER	148.62
		REPAIR PUMP-MILLWOOD PS	2,591.15
	<b>HILLS' ELECTRIC MOTOR SERVICE Total</b>		<b>2,775.32</b>
	HOPKINS CONSTRUCTION CO.	JETVAC 11/28/22 PUMP STATIONS	6,500.00
		JETVAC 11/29/22-PUMP STATIONS	6,300.00
		JETVAC LINES/WTP-12/13	700.00
		JETVAC M&T BANK PS-12/12	3,000.00
		JETVAC SWR LINE/AT POND	700.00
		JETVAC-RAD FARM & BRANDYWINE	5,500.00
	<b>HOPKINS CONSTRUCTION CO. Total</b>		<b>22,700.00</b>
	IN & OUT CAR CARE	113929/2019 FORD POLICE INTRCPTR	417.72
		114119/2019 FORD POLICE INTRCPTR	167.50
		114165/2017 FORD POLICE INTRCPTR	50.14
		114182/2017 FORD POLICE INTRCPTR	50.14
		114198/2017 FORD POLICE INTRCPTR	200.74
		114200/2017 FORD POLICE INTRCPTR	210.27
		114252/2021 FORD POLICE INTRCPTR	15.00
		2011 F-250/REPAIR	1,301.24
		2011-F250 REPAIR	1,301.24

December 2022 Bills

GENERAL	IN & OUT CAR CARE	2015 FORD EXPL REPAIRS-BURK	572.91
		TIRES (2) 2018 BOOM TRUCK	476.44
		TIRES (2)-2013 F350	558.58
	<b>IN &amp; OUT CAR CARE Total</b>		<b>5,321.92</b>
	JEFFERSON, URIAN, DOANE & STERNER	ACCOUNTING SERVICES	9,000.00
	<b>JEFFERSON, URIAN, DOANE &amp; STERNER Total</b>		<b>9,000.00</b>
	KCI TECHNOLOGIES, INC.	E. STORMWATER MGT IMPROV	13,031.74
		E. STORMWATER MGT IMPROV	287.96
		E. STORMWATER MGT-IMPROV	2,473.06
		HYDRANT FLUSHING ASSISTANCE	10,618.12
	<b>KCI TECHNOLOGIES, INC. Total</b>		<b>26,410.88</b>
	KEY BUSINESS SOLUTIONS	LEASE MAIL MACH 1/10-4/9/23	63.12
	<b>KEY BUSINESS SOLUTIONS Total</b>		<b>63.12</b>
	L/B WATER SERVICE INC	(152) 3/4IN SHOT IPERL METER/CABLE	22,105.36
	<b>L/B WATER SERVICE INC Total</b>		<b>22,105.36</b>
	LOWE'S	12 FT PIPE HEAT CABLE	32.09
		24 FT PIPE HEAT CABLE	39.89
		5 GALLON HEAVY DUTY TOTE	9.48
		AMBULANCE GARAGE-LIGHT BULBS	83.52
		BALL PEEN HAMMER	28.49
		CERISE SPRAY PAINT	7.58
		GREEN SPRAY PAINT	7.58
		ICE MELT (10 BAGS)	118.50
		PUCK LIGHT (3PK)	13.28
		RIGHT CUT SNIPS	14.23
		STAINLESS STEEL LINK	7.58
		STEEL CHAIN (2)	6.56
		TARPS	62.66
		TIMERS/CHRISTMAS	34.16
		TOOLS FOR 2018 F350/PLACK	61.70
	<b>LOWE'S Total</b>		<b>527.30</b>
	LYWOOD ELECTRIC, INC.	REPAIR MIXER A & B-WTP	1,980.00
		RPR PUMP A&B-WWTP	3,799.78
		WHITE FARM RIB CONTROLS	3,055.50
	<b>LYWOOD ELECTRIC, INC. Total</b>		<b>8,835.28</b>
	MANLOVE AUTO PARTS	WIPERS-VEHICLE #8404	32.40
	<b>MANLOVE AUTO PARTS Total</b>		<b>32.40</b>
	MCGEE, KEITH	BOOTS	75.00
		JEANS	59.97
	<b>MCGEE, KEITH Total</b>		<b>134.97</b>
	MEDIACOM - DELAWARE	BILLING 12/23/22-1/22/23	269.95
		JAN BILL-TOWN HALL	135.90
	<b>MEDIACOM - DELAWARE Total</b>		<b>405.85</b>
	MILLSBORO CHAMBER	DUES 11/1/22-10/31/23	300.00
	<b>MILLSBORO CHAMBER Total</b>		<b>300.00</b>
	OMNISITE	WIRELESS SERV/PLANTA LAKES PS	404.00
		WIRELESS SERV/PS#1	290.00
		WIRELESS SERV/WESTTOWN VILL PS	404.00
	<b>OMNISITE Total</b>		<b>1,098.00</b>
	PARKER BLOCK	10X10 STONE	7.25
	<b>PARKER BLOCK Total</b>		<b>7.25</b>
	PETTY CASH / MATT HALL	REC'D FROM CASH DRAWER TO CORRECT	(1.02)
		SCAT BREAKFAST 12/9/22-SANDERS	11.00
		TIRE CLEANER	10.16
	<b>PETTY CASH / MATT HALL Total</b>		<b>20.14</b>
	PITTSVILLE MOTORS	HUB CAP/POLICE VEHICLE	81.50
	<b>PITTSVILLE MOTORS Total</b>		<b>81.50</b>
	PROFESSIONAL STARTUP &	ASST/EVAL MEMBRANE SYSTEM	19,463.82
	<b>PROFESSIONAL STARTUP &amp; Total</b>		<b>19,463.82</b>



December 2022 Bills

GENERAL	PTA / DELVAL INC.	NEW DWELLINGS (9)	450.00
		QTRLY BILLING/DATABASE MAINT	7,591.50
		RESIDENTIAL ADDITIONS (25)	625.00
	<b>PTA / DELVAL INC. Total</b>		<b>8,666.50</b>
	QUILL CORPORATION	CALCULATOR TAPE	15.95
		COPY PAPER (2 CS)	66.48
	<b>QUILL CORPORATION Total</b>		<b>82.43</b>
	REDZONE ROBOTICS, INC.	SEWER INSP PROG-1ST YR PYMT	29,975.00
	<b>REDZONE ROBOTICS, INC. Total</b>		<b>29,975.00</b>
	RSC LANDSCAPING	LIQUID FEED-RT 24	150.00
	<b>RSC LANDSCAPING Total</b>		<b>150.00</b>
	S&S REPAIR INC	BELT TENSIONER/2004 CHEV	251.64
		RPR 2004 CHEV-CONNOR'S TRK	559.40
	<b>S&amp;S REPAIR INC Total</b>		<b>811.04</b>
	SECURITAS ELECTRONIC SECURITY,	2023 SERVICE AGREEMENT	420.00
	<b>SECURITAS ELECTRONIC SECURITY, INC. Total</b>		<b>420.00</b>
	SIRCHIE FINGER PRINT	LATEX GLOVES (100 BX)	16.70
	<b>SIRCHIE FINGER PRINT Total</b>		<b>16.70</b>
	STEEN, WAHLER & SCHRIDER-FOX	NOV 2022 BILLING	10,159.25
	<b>STEEN, WAHLER &amp; SCHRIDER-FOX Total</b>		<b>10,159.25</b>
	SUSSEX IRRIGATION L.L.C.	INSTALLED BOOSTER & SOLENOID	3,683.83
	<b>SUSSEX IRRIGATION L.L.C. Total</b>		<b>3,683.83</b>
	UNITED ELECTRIC SUPPLY-DAGS	ANG PLUG 30A/50A 250V	33.54
		BALLASTS (4)	91.56
		CABLE TIES (50)	8.83
		LIGHT BULBS 40W (30)	155.40
		OUTSIDE WALL LIGHT	524.44
		VOLTAGE ALERT TESTER	45.51
	<b>UNITED ELECTRIC SUPPLY-DAGS Total</b>		<b>859.28</b>
	URS CORPORATION	2000693050/PATRIOT'S BLUFF	3,449.69
		2000701853/MILLSBORO BLDG INSPEC	21,938.54
		2000705439/MILLSBORO GEN SERV	3,286.14
		2000705443/SOMMERTON CHASE	3,575.22
	<b>URS CORPORATION Total</b>		<b>32,249.59</b>
	USA BLUEBOOK	AMMONIA REAGENT 25/PK	166.70
		AUX INPUT CABLE 25FT	485.09
		COD REAGENT, TNT+ 2PK	159.50
		CONDUCTIVITY STANDARD-1 BOTTLE	38.57
		DIGITAL REACTOR	1,494.00
		FLOAT HANGER	131.98
		FLOATS (4)	363.80
		MOIST BAL INFRARED COIL	2,629.95
		NITROGEN TNT SETS	233.00
		NITROGEN-AMMONIA TEST TUBE SETS	162.00
		NITROGEN-NITRATE TEST TUBE SETS	133.00
		PH BUFFER-3 PK	156.00
		PH ELEC STORAGE SOLUTION (2)	107.90
		PHOSPH/REACT/TNT REAGENTS SETS	76.79
		PHOSPHORUS TNT 25/PK	170.98
		PIPET TIP	157.90
		PIPET TIPS FOR TENSETTE PIPET	261.00
		PUMP HOSES (3) WWTP	234.59
		PUMP ROLLERS (3)	786.30
		SETTLEOMETER KIT	153.80
		SPECTROPHOTOMER	6,459.00
		STORAGE CANISTER	180.54
		TENSETTE PIPET	778.00
		TNT+AMMONIA TESTS 25/PK	162.70
		TNT822 HR COD REAGENT 25/PK	159.50

December 2022 Bills

GENERAL	USA BLUEBOOK	TOP HEATER/ALL WEATHER SAMPLER	10,474.00
	USA BLUEBOOK Total		26,316.59
	VERIZON CONNECT NWF, INC.	NOV 2022 BILLING	145.71
	VERIZON CONNECT NWF, INC. Total		145.71
GENERAL Total			336,372.88
WITHHOLDING	TEAMSTERS LOCAL 326	JAN 2023 BILLING	1,228.00
	TEAMSTERS LOCAL 326 Total		1,228.00
WITHHOLDING Total			1,228.00
BUILDING COI	DAVIS, BOWEN & FRIEDEL, INC.	2022A005.D01-DESIGN DIV/POLICE STA	7,181.00
		2022A005.E01/PROCURE & CONSTRUC PHA	11,939.60
	DAVIS, BOWEN & FRIEDEL, INC. Total		19,120.60
BUILDING COMP FEE Total			19,120.60
WSFS TT 1%	GEORGE, MILES & BUHR, LLC	RT 113 SWR BID & CONSTRUC	565.00
	GEORGE, MILES & BUHR, LLC Total		565.00
	RUMMEL, KLEPPER AND KAHL,LLP	WWTF FEASIBILITY STUDY	2,490.00
	RUMMEL, KLEPPER AND KAHL,LLP Total		2,490.00
WSFS TT 1% Total			3,055.00
Grand Total			359,776.48

December 2022 Prepays

Sum of Bank	Total Check No	Date	Payee	Description	Total
GENERAL	22056	12/7/2022	FUELMAN	NOV/GENERAL	300.32
				NOV/SEWER	1,693.53
				NOV/STREET	330.84
				NOV/WATER	528.08
			<b>FUELMAN Total</b>		<b>2,852.77</b>
		12/7/2022 Total			2,852.77
	<b>22056 Total</b>				<b>2,852.77</b>
	22057	12/7/2022	FUELMAN	NOV/POLICE	3,842.21
			<b>FUELMAN Total</b>		<b>3,842.21</b>
		12/7/2022 Total			3,842.21
	<b>22057 Total</b>				<b>3,842.21</b>
	22058	12/7/2022	HALL & VANDE SANDE,	RENEW TRADEMARK REGISTRATION	1,201.35
			<b>HALL &amp; VANDE SANDE, Total</b>		<b>1,201.35</b>
		12/7/2022 Total			1,201.35
	<b>22058 Total</b>				<b>1,201.35</b>
	22059	12/7/2022	POSTMASTER	2023 BUSINESS/RENTAL LICENSE	380.71
			<b>POSTMASTER Total</b>		<b>380.71</b>
		12/7/2022 Total			380.71
	<b>22059 Total</b>				<b>380.71</b>
	22060	12/7/2022	WASTE MANAGEMENT	NOV 2022 BILLING	660.38
			<b>WASTE MANAGEMENT Total</b>		<b>660.38</b>
		12/7/2022 Total			660.38
	<b>22060 Total</b>				<b>660.38</b>
	22061	12/14/2022	DOMINION NATIONAL	JANUARY 2023 BILLING	79.90
			<b>DOMINION NATIONAL Total</b>		<b>79.90</b>
		12/14/2022 Total			79.90
	<b>22061 Total</b>				<b>79.90</b>
	22062	12/14/2022	GRANITE TELECOMMUNIC	BRANDYWINE/DEC	29.45
				CUPOLA/DEC	36.38
				MILLWOOD/DEC	44.85
				PLANTATION/DEC	31.92
				POLICE/DEC	336.58
				RADISH FARM/DEC	58.54
				RETREAT/DEC	31.88
				SEWER/DEC	6.78
				TOWN HALL/DEC	107.16
				WATER/DEC	47.28
				WHARTON'S BLUFF/DEC	49.14
			<b>GRANITE TELECOMMUNIC Total</b>		<b>779.96</b>
		12/14/2022 Total			779.96
	<b>22062 Total</b>				<b>779.96</b>
	22063	12/14/2022	LIQUID TECH TANK SYS	TANK REPAIR/WHITE FARM	2,800.00
			<b>LIQUID TECH TANK SYS Total</b>		<b>2,800.00</b>
		12/14/2022 Total			2,800.00
	<b>22063 Total</b>				<b>2,800.00</b>
	22064	12/14/2022	MAIL MOVERS	BUSINESS/RENTAL LICENSES	70.70
			<b>MAIL MOVERS Total</b>		<b>70.70</b>
		12/14/2022 Total			70.70
	<b>22064 Total</b>				<b>70.70</b>
	22065	12/14/2022	MEDIACOM - DELAWARE	12/10-01/09/23-WWTP	215.57
			<b>MEDIACOM - DELAWARE Total</b>		<b>215.57</b>
		12/14/2022 Total			215.57
	<b>22065 Total</b>				<b>215.57</b>
	22066	12/14/2022	PEP-UP INC.	DELIVERY 12/2/22-203 RR AVE	556.15
			<b>PEP-UP INC. Total</b>		<b>556.15</b>
		12/14/2022 Total			556.15
	<b>22066 Total</b>				<b>556.15</b>
	22067	12/14/2022	PEP-UP INC.	DELIVERY 12/02/22-POLICE	275.28
			<b>PEP-UP INC. Total</b>		<b>275.28</b>

December 2022 Prepays

GENERAL	22067	12/14/2022	Total		275.28
	<b>22067 Total</b>				<b>275.28</b>
	22068	12/14/2022	SUSSEX COUNTY ASSOC	S.C.A.T. BREAKFAST 1/6/23	33.00
			<b>SUSSEX COUNTY ASSOC Total</b>		<b>33.00</b>
		12/14/2022	Total		33.00
	<b>22068 Total</b>				<b>33.00</b>
	22069	12/14/2022	VERIZON	SEWER/DEC INTERNET	98.99
			<b>VERIZON Total</b>		<b>98.99</b>
		12/14/2022	Total		98.99
	<b>22069 Total</b>				<b>98.99</b>
	22070	12/14/2022	VERIZON WIRELESS	10/29-11/28/22 VAWA	79.98
				10/29-11/28/22 VOCA	39.99
				10/29-11/28/22-POLICE	707.06
			<b>VERIZON WIRELESS Total</b>		<b>827.03</b>
		12/14/2022	Total		827.03
	<b>22070 Total</b>				<b>827.03</b>
	22071	12/14/2022	VERIZON CONNECT FLEE	VEHICLE TRACKING SUBSCRIPTIO	27.64
			<b>VERIZON CONNECT FLEE Total</b>		<b>27.64</b>
		12/14/2022	Total		27.64
	<b>22071 Total</b>				<b>27.64</b>
	22072	12/20/2022	DELAWARE ELECTRIC CO	GRAVEL HILL-NOV/DEC	26.00
				HARDSCRABBLE/15752561-NOV	454.43
				HARDSCRABBLE/PUMP WWTP-NOV	113.11
				HARDSCRABBLE/WTR TOWER-DEC	58.40
				WHARTON'S BLUFF-NOV	89.41
			<b>DELAWARE ELECTRIC CO Total</b>		<b>741.35</b>
		12/20/2022	Total		741.35
	<b>22072 Total</b>				<b>741.35</b>
	22073	44915	DHR FINANCIAL SERVIC	JANUARY/GENERAL	12,297.22
				JANUARY/POLICE	32,946.65
				JANUARY/SEWER	13,321.71
			<b>DHR FINANCIAL SERVIC Total</b>		<b>58,565.58</b>
		44915	Total		58,565.58
		12/20/2022	DHR FINANCIAL SERVIC	JANUARY/WATER	5,465.34
			<b>DHR FINANCIAL SERVIC Total</b>		<b>5,465.34</b>
		12/20/2022	Total		5,465.34
	<b>22073 Total</b>				<b>64,030.92</b>
	22074	12/20/2022	DIVISION OF PUBLIC H	WTR LICENSE/BUCKLER	100.00
			<b>DIVISION OF PUBLIC H Total</b>		<b>100.00</b>
		12/20/2022	Total		100.00
	<b>22074 Total</b>				<b>100.00</b>
	22075	12/20/2022	PRINCIPAL LIFE INSUR	DEC 2022 BILLING	608.84
				JAN 2022 BILLING	498.08
			<b>PRINCIPAL LIFE INSUR Total</b>		<b>1,106.92</b>
		12/20/2022	Total		1,106.92
	<b>22075 Total</b>				<b>1,106.92</b>
	22076	12/20/2022	VERIZON	SWR DSL LINE 12/10/22	22.60
			<b>VERIZON Total</b>		<b>22.60</b>
		12/20/2022	Total		22.60
	<b>22076 Total</b>				<b>22.60</b>
	22077	12/20/2022	WSFS BANK VISA	BJ'S PAPER TOWELS/WTP	71.96
				BJ'S PAPER TOWELS/WWTP	71.96
				BJ'S-CHRISTMAS CARDS	15.98
				BWI LONG TERM PKING	48.00
				BWI PARKING-ST LOUIS	30.00
				DOLLAR GEN-SUPPLIES/TH	9.00
				EASTSIDE CARWASH	38.60
				LIGHTHOUSE CATERING-DEPOSIT	250.00
				LOWES/GPS UNIT INSTALLED	9.12
				LYFT-ST LOUIS	165.24
				METRO-ST LOUIS	5.00
				MSFT-SERVER EMAIL	213.37
				RICE REST-TRANING/DOVER	27.60

December 2022 Prepays

GENERAL	22077	12/20/2022	WSFS BANK VISA	SIMPLY STAMPS	27.30
				UNION STATION HOTEL/CALEA	2,128.90
				USFS	7.85
				WALMART-CLEANING SUPPLIES	102.60
				WAWA-FUEL	20.00
			WSFS BANK VISA Total		3,242.48
		12/20/2022 Total			3,242.48
22077 Total					3,242.48
	22078	44915	DELMARVA POWER	DEC/SEWER	16,692.95
			DELMARVA POWER Total		16,692.95
		44915 Total			16,692.95
		12/20/2022	DELMARVA POWER	DEC/CHRISTMAS	764.70
				DEC/CIVIC	312.96
				DEC/MEDIAN	318.69
				DEC/PARK	152.51
				DEC/POLICE	684.38
				DEC/RR AVE GARAGE	51.09
				DEC/TOWN	2,452.01
				DEC/WATER	4,482.94
				DEC/WB ATKINS BALLPARK	153.24
			DELMARVA POWER Total		9,372.52
		12/20/2022 Total			9,372.52
22078 Total					26,065.47
	3117906	44908	WITHHOLDING, TOWN OF	PR WK 12-16-2022	30,398.33
			WITHHOLDING, TOWN OF Total		30,398.33
		44908 Total			30,398.33
3117906 Total					30,398.33
	8162037	12/19/2022	T.O.M. WATER IMPACT	NOV 2022 BLDG PERMITS	9,040.00
			T.O.M. WATER IMPACT Total		9,040.00
		12/19/2022 Total			9,040.00
8162037 Total					9,040.00
	9004296	44914	T.O.M. POLICE PRO IM	NOV 2022 BLDG PERMITS	17,032.79
			T.O.M. POLICE PRO IM Total		17,032.79
		44914 Total			17,032.79
9004296 Total					17,032.79
	11072022	12/9/2022	FP MAILING SOLUTIONS	11/7/22 POSTAGE	2,000.00
			FP MAILING SOLUTIONS Total		2,000.00
		12/9/2022 Total			2,000.00
11072022 Total					2,000.00
	12072022	12/7/2022	FP MAILING SOLUTIONS	12/7/22 POSTAGE	2,000.00
			FP MAILING SOLUTIONS Total		2,000.00
		12/7/2022 Total			2,000.00
12072022 Total					2,000.00
	13196697	44894	PAYROLL, TOWN OF MIL	PR WK 12-02-2022	41,532.24
			PAYROLL, TOWN OF MIL Total		41,532.24
		44894 Total			41,532.24
13196697 Total					41,532.24
	21598629	44922	WITHHOLDING, TOWN OF	PR WK 12-30-2022	27,683.25
			WITHHOLDING, TOWN OF Total		27,683.25
		44922 Total			27,683.25
21598629 Total					27,683.25
	27153102	12/19/2022	T.O.M. TRANSP/SW IMP	NOV 2022 BLDG PERMITS	7,500.00
			T.O.M. TRANSP/SW IMP Total		7,500.00
		12/19/2022 Total			7,500.00
27153102 Total					7,500.00
	51924534	44922	PAYROLL, TOWN OF MIL	PR WK 12-30-2022	43,149.82
			PAYROLL, TOWN OF MIL Total		43,149.82
		44922 Total			43,149.82
51924534 Total					43,149.82
	56529429	44914	T.O.M. SEWER IMPACT	NOV 2022 BLDG PERMITS	89,880.00
			T.O.M. SEWER IMPACT Total		89,880.00
		44914 Total			89,880.00
56529429 Total					89,880.00

December 2022 Prepays

GENERAL	58772249	44901	PAYROLL, TOWN OF MIL	PR WK 12-09-2022	52,558.45
			PAYROLL, TOWN OF MIL Total		52,558.45
		44901 Total			52,558.45
	58772249 Total				52,558.45
	63630496	44901	WITHHOLDING, TOWN OF	PR WK 12-09-2022	29,353.14
			WITHHOLDING, TOWN OF Total		29,353.14
		44901 Total			29,353.14
	63630496 Total				29,353.14
	65676590	44914	T.O.M.BUILDING FD 02	NOV 2022 BLDG PERMITS	15,000.00
			T.O.M.BUILDING FD 02 Total		15,000.00
		44914 Total			15,000.00
	65676590 Total				15,000.00
	67846220	44894	WITHHOLDING, TOWN OF	PR WK 12-02-2022	28,547.06
			WITHHOLDING, TOWN OF Total		28,547.06
		44894 Total			28,547.06
	67846220 Total				28,547.06
	69207807	44914	PAYROLL, TOWN OF MIL	PR WK 12-22-2022	42,501.89
			PAYROLL, TOWN OF MIL Total		42,501.89
		44914 Total			42,501.89
	69207807 Total				42,501.89
	97416576	44914	WITHHOLDING, TOWN OF	PR WK 12-22-2022	27,512.36
			WITHHOLDING, TOWN OF Total		27,512.36
		44914 Total			27,512.36
	97416576 Total				27,512.36
	98605857	44908	PAYROLL, TOWN OF MIL	PR WK 12-16-2022	40,818.43
			PAYROLL, TOWN OF MIL Total		40,818.43
		44908 Total			40,818.43
	98605857 Total				40,818.43
<b>GENERAL Total</b>					<b>616,519.14</b>
WITHHOL	5319	12/14/2022	AFLAC	DEC 2022 BILLING	3,130.80
			AFLAC Total		3,130.80
		12/14/2022 Total			3,130.80
	5319 Total				3,130.80
	5320	12/20/2022	LEGAL SHIELD	DEC 2022 BILLING	302.10
			LEGAL SHIELD Total		302.10
		12/20/2022 Total			302.10
	5320 Total				302.10
	113022	44897	DPERS	NOV/POLICE	18,202.90
			DPERS Total		18,202.90
		44897 Total			18,202.90
	113022 Total				18,202.90
	475450	12/2/2022	DIVISION OF REVENUE	PR WK 12-02-2022	2,892.94
			DIVISION OF REVENUE Total		2,892.94
		12/2/2022 Total			2,892.94
	475450 Total				2,892.94
	481453	12/9/2022	DIVISION OF REVENUE	PR WK 12-09-2022	2,859.44
			DIVISION OF REVENUE Total		2,859.44
		12/9/2022 Total			2,859.44
	481453 Total				2,859.44
	488319	12/16/2022	DIVISION OF REVENUE	PR WK 12-16-2022	2,817.86
			DIVISION OF REVENUE Total		2,817.86
		12/16/2022 Total			2,817.86
	488319 Total				2,817.86
	490702	12/22/2022	DIVISION OF REVENUE	PR WK 12-22-2022	2,879.15
			DIVISION OF REVENUE Total		2,879.15
		12/22/2022 Total			2,879.15
	490702 Total				2,879.15
	494358	12/30/2022	DIVISION OF REVENUE	PR WK 12-30-2022	2,926.13
			DIVISION OF REVENUE Total		2,926.13
		12/30/2022 Total			2,926.13
	494358 Total				2,926.13
	10129526	12/21/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
			MISSIONSQUARE RETIRE Total		75.00

December 2022 Prepays

WITHHOLDI	10129526	12/21/2022	Total		75.00
	10129526	Total			75.00
	11302022	12/2/2022	DPERS	NOV/TOWN	11,684.91
			DPERS Total		11,684.91
		12/2/2022	Total		11,684.91
	11302022	Total			11,684.91
	15656971	12/30/2022	GF PASS THRU 941/CD	PR WK 12-30-2022	15,693.18
			GF PASS THRU 941/CD Total		15,693.18
		12/30/2022	Total		15,693.18
	15656971	Total			15,693.18
	16725464	12/13/2022	GENERAL FUND, TOWN O	2022 VEHICLE ALLOWANCE	2,352.00
			GENERAL FUND, TOWN O Total		2,352.00
		12/13/2022	Total		2,352.00
	16725464	Total			2,352.00
	32886336	12/8/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
			MISSIONSQUARE RETIRE Total		75.00
		12/8/2022	Total		75.00
	32886336	Total			75.00
	34385440	12/2/2022	GF PASS THRU 941/CD	PR WK 12-02-2022	15,832.66
			GF PASS THRU 941/CD Total		15,832.66
		12/2/2022	Total		15,832.66
	34385440	Total			15,832.66
	35070355	12/1/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
			MISSIONSQUARE RETIRE Total		75.00
		12/1/2022	Total		75.00
	35070355	Total			75.00
	35217962	12/29/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
			MISSIONSQUARE RETIRE Total		75.00
		12/29/2022	Total		75.00
	35217962	Total			75.00
	42524828	12/15/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
			MISSIONSQUARE RETIRE Total		75.00
		12/15/2022	Total		75.00
	42524828	Total			75.00
	52451262	12/9/2022	GF PASS THRU 941/CD	PR WK 12-09-2022	17,233.50
			GF PASS THRU 941/CD Total		17,233.50
		12/9/2022	Total		17,233.50
	52451262	Total			17,233.50
	82520362	12/16/2022	GF PASS THRU 941/CD	PR WK 12-16-2022	15,443.10
			GF PASS THRU 941/CD Total		15,443.10
		12/16/2022	Total		15,443.10
	82520362	Total			15,443.10
	95639876	12/22/2022	GF PASS THRU 941/CD	PR WK 12-22-2022	15,392.32
			GF PASS THRU 941/CD Total		15,392.32
		12/22/2022	Total		15,392.32
	95639876	Total			15,392.32
<b>WITHHOLDING Total</b>					<b>130,017.99</b>
MSAF	1643	12/20/2022	DELMARVA POWER	DEC/MAGNOLIA	588.27
				DEC/MILL LANDING	245.11
				DEC/STREETS	5,194.83
			DELMARVA POWER Total		6,028.21
		12/20/2022	Total		6,028.21
	1643	Total			6,028.21
<b>MSAF Total</b>					<b>6,028.21</b>
WSFS TT	1109	12/7/2022	STATE OF DELAWARE	PLANS/SPEC REV-RT 24 SS REPL	300.00
			STATE OF DELAWARE Total		300.00
		12/7/2022	Total		300.00
	1109	Total			300.00
	1110	44902	BEARING CONSTRUCTION	PLANTA LAKES WTP CONTRACT	119,718.00
			BEARING CONSTRUCTION Total		119,718.00
		44902	Total		119,718.00
	1110	Total			119,718.00
	1111	12/14/2022	EASTERN STATES CONST	SWR MAIN EXT/US RT 113	9,190.30

December 2022 Prepays

WSFS TT 1	1111	12/14/2022	EASTERN STATES CONST Total		9,190.30
		12/14/2022 Total			9,190.30
	<b>1111 Total</b>				<b>9,190.30</b>
	1112	12/20/2022	SUSSEX CONSERVATION	RT 24 SS PIPE REPLACEMENT	575.00
			SUSSEX CONSERVATION Total		575.00
		12/20/2022 Total			575.00
	<b>1112 Total</b>				<b>575.00</b>
	35217962	12/28/2022	STATE OF DELAWARE	PERMIT REVIEW FEE/RT 24 SS R	825.00
			STATE OF DELAWARE Total		825.00
		12/28/2022 Total			825.00
	<b>35217962 Total</b>				<b>825.00</b>
<b>WSFS TT 1% Total</b>					<b>130,608.30</b>
<b>Grand Total</b>					<b>883,173.64</b>



**MILLSBORO POLICE DEPARTMENT  
MONTHLY COUNCIL REPORT  
January 2023**

**TRAINING**

1. December 12<sup>th</sup> Cpl. Michael Gorman and Ptlm. Travis Shockley received Ethical Decision Making at the Delaware State Police Academy.
2. December 15<sup>th</sup>, Cpl. John Wharton, and Cpl. Christopher Ebke received Background Investigations at the Delaware State Police Academy.
3. December 20<sup>th</sup> – 21<sup>st</sup>, Cpl. Michael Gorman, and Cpl. Christopher Ebke received Certified Field Training, at the Delaware State Police Academy.

**CALEA UPDATE**

There are no accreditation updates.

**Personnel Update**

There are no personnel updates.

**Community Event**

1. The Millsboro Police Department was able to conclude the 2022 “Whiskers for Wishes” campaign. Through the generous donations from our community, this campaign was able to raise a total of \$8,022. Donations through this campaign supported several families within our Millsboro community.

**Grant Application**

There are no grant updates for the month of January.

**Roadway Closures/ Updates**

There are no roadway closure updates.



# AIA Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Millsboro Police Station  
120 West Railroad Avenue Ext.  
Millsboro, Delaware 19966

**CONTRACT INFORMATION:**  
Contract For: Construction  
Date: August 26, 2022

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: December 21, 2022

**OWNER:** *(Name and address)*  
Town of Millsboro  
322 Wilson Highway  
Millsboro, Delaware 19966

**ARCHITECT:** *(Name and address)*  
Davis, Bowen & Friedel, Inc.  
601 East Main Street, Suite 100  
Salisbury, Maryland 21804

**CONTRACTOR:** *(Name and address)*  
Delmarva Veteran Builders  
120 East Market Street  
Salisbury, Maryland 21804

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

1. Import borrow for building pad: \$19,770.48

The original Contract Sum was	\$	7,171,400.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	7,171,400.00
The Contract Sum will be increased by this Change Order in the amount of	\$	19,770.48
The new Contract Sum including this Change Order will be	\$	7,191,170.48

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be unchanged.

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Davis, Bowen & Friedel, Inc.  
ARCHITECT *(Firm name)*  
  
SIGNATURE

Christopher Cullen  
PRINTED NAME AND TITLE  
12/22/2022  
DATE

Delmarva Veteran Builders, LLC  
CONTRACTOR *(Firm name)*  
  
SIGNATURE

Rich Hertzog  
PRINTED NAME AND TITLE  
12.28.2022  
DATE

Town of Millsboro  
OWNER *(Firm name)*  
  
SIGNATURE

Jamie Burk, Town Manager  
PRINTED NAME AND TITLE  
  
DATE

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

www.delmarvaveteranbuilders.com  
 443-736-1584



# Change Order Request

**COR Number:** 02

**Date:** 12/6/2022

**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:

Soil which was previously determined to be removed from the Stormwater ponds and be utilized for the building pad has been recommended to not be used on the building pad.

Project Original Contract Sum	7,171,400.00
Total of Previously Approved Change Orders	0.00
Contract Amount Prior to this Change Order	7,171,400.00
Proposed Contract Amount of this Change Order	19,770.48
Proposed Contract Amount Including this Change Order	7,191,170.48

### 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>12/6/2022 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: 02

Date: 12/6/2022

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

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>CO02 - Change Order #2 - Soil Import</b>					
SUB CO	Soil Import	0.00		0.00	18,306.00
GC OH & P	8% Overhead & Profit	0.00		0.00	1,464.48
<b>Change Order #2 - Soil Import Total:</b>					<b>19,770.48</b>
<b>Change Order Total:</b>					<b>19,770.48</b>



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

Date: December 2, 2022  
To: DELMARVA Veteran Builders LLC  
PO Box 621  
Salisbury Maryland 21803  
RE: Millsboro Police Station

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**CHANGE REQUEST**

Import Borrow for Building Pad

<u>Approximate QTY</u>	<u>Unit Price</u>	<u>Approximate Total</u>
1,130 CY	\$16.20 per CY	\$18,306.00

Change Order to be Paid by the Unit Price of \$16.20 per CY

Melvin Joseph Construction Co.

Submitted By: *Pat Russell*

Date: 12-02-22

Acceptance

Accepted By:

Date

Plantation Lakes Water Treatment Plant Change Orders  
 Date Prepared: 12/27/2022

Original Contract amount \$ 13,929,000.00  
 Original substantial completion date 25-Apr-22

Change Order	Date	Amount	New Contract Amount	New substantial completion date	Reason for change order
1	11/2/2021	NA	NA	20-Jun-22	Power supply delays
2	2/2/2022	\$ (5,810.00)	\$ 13,923,190.00	NA	Window value engineering credit
3	2/3/2022	\$ 37,456.02	\$ 13,960,646.02	NA	Electrical changes
4	2/7/2022	\$ 25,711.50	\$ 13,986,357.52	NA	Fire Suppression system redesign
5	3/25/2022	\$ 22,241.67	\$ 14,008,599.19	NA	Well enclosure, elect. Changes, butterfly valve change, Polymer pump change
6	5/2/2022	\$ 6,899.66	\$ 14,015,498.85	NA	CMU control joints, Zickert Panel 316 SS
7	6/20/2022	\$ 39,527.25	\$ 14,055,026.10	NA	FRP filter cover change
8	6/20/2022	\$ 14,773.50	\$ 14,069,799.60	NA	Radio antenna mounting
9	6/24/2022	\$ 336,331.45	\$ 14,406,131.05	28-Apr-23	Extension: Submittal reviews, COVID manpower issues, material/equipment procurement delays; Fee: FRP covers, electrical changes
10	9/16/2022	\$ 28,316.29	\$ 14,434,447.34	NA	Duct route change, electrical for cranes, settler slab support change, J-profile for windows
11	9/28/2022	\$ 28,183.73	\$ 14,462,631.07	NA	Lowering of building footer due to grade elevation change
12	12/14/2022	\$ 5,000.00	\$ 14,467,631.07	NA	Change in dewatering room floor slab

TOTAL \$ 538,631.07



# Change Order

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>CO No.</b>	013	<b>CO Prepared Date</b>	January 3, 2023
Contractor is hereby authorized and directed to make the changes described in the attached reference documents, and agrees to furnish all labor, materials, and equipment to accomplish the changes in accordance with the applicable portions of the Contract Documents.			
<b>PCO Listing</b>	PCO 14 (R2) – Additional Roof Supports, PCO 28 (R3) – Wiring for AC Units, PCO 29 (R6) – Fire Pump Room Addition, PCO 33 (R3) Dewatering Room Changes, PCO 34 (R1 - Credit) – Below Grade Air Vapor Barrier, PCO 38 (R2) – Electric to Pinch Valve, PCO 39 (R1) – Fire Alarm System		
<b>Add'l Reference</b>	RFI 67, RFI 96, WCD 02, WCD 04, WCD 05, RFP 08, RFI 105		
Execution by Contractor of this Change Order shall be considered a waiver of all claims or requests for additional time or compensation for any activities prior to time of execution related to items included in this Change Order. Contractor also acknowledges that payment authorized by a Change Order represents full and complete compensation for labor, materials, incidental expenses, overhead, profit, impact cost, and time associated with this work. Claim procedures are outlined in the Contract Documents.			
<b>Change to Contract Time</b>		<b>Change to Contract Price</b>	
<b>Previous Contract Completion Date</b>	Substantial Completion April 28, 2023, Final Completion June 27, 2023	<b>Previous Contract Price</b>	\$14,467,631.08
<b>Time Added this CO</b>	0 days	<b>Cost Added this CO</b>	\$600,654.61
<b>New Contract Completion Date</b>	Substantial Completion April 28, 2023, Final Completion June 27, 2023	<b>New Contract Price</b>	\$15,068,285.69
<b>Approved by Contractor</b>			
<b>Signature</b>			
<b>Name/Title</b>	Eric Grubb, Project Manager		
<b>Date</b>	3 JAN 2023		
<b>Recommended by Engineer</b>			
<b>Signature</b>			
<b>Name/Title</b>	John Cannon, Project Manager		
<b>Date</b>	January 3, 2023		
<b>Approved by Owner</b>			
<b>Signature</b>			
<b>Name/Title</b>			
<b>Date</b>			



# PROPOSED CHANGE ORDER REVIEW COMMENTS

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>PCO No.</b>	14R2	<b>PCO Issue Date</b>	November 8, 2022
<b>PCO Subject</b>	Additional Roof Supports		
<b>Reference Doc.</b>	RFI 67		
<b>Issued By</b>	J. Cannon	<b>Issue Date</b>	December 12, 2022
<b>PCO Status:</b>	<input checked="" type="checkbox"/> Recommended to Owner <input type="checkbox"/> Revisions required		

**Comments:**

Contractor has submitted this proposal to account for the supplemental roof framing required per GHD's Response to RFI 67. The additional roof bracing was proposed by the roof manufacturer, METL SPAN, and GHD agreed that additional support framing at the "high eave transition" and other incidental bracing would add to the durability of the Plantation Lakes WTP. The PCO, in the amount \$48,748.33, is acceptable and recommended to the Owner for approval.





## PROPOSED CHANGE ORDER REVIEW COMMENTS

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>PCO No.</b>	28 (R3)	<b>PCO Issue Date</b>	November 17, 2022
<b>PCO Subject</b>	Wiring for AC Units		
<b>Reference Doc.</b>	RFI 96		
<b>Issued By</b>	J. Cannon	<b>Issue Date</b>	December 12, 2022
<b>PCO Status:</b>	<input checked="" type="checkbox"/> Recommended to Owner <input type="checkbox"/> Revisions required		

### Comments:

Contractor has submitted this proposal to account for the additional wiring, circuit breakers, and aluminum conduit required for the powering and controlling of the AC units. This PCO was submitted in response to GHD's RFI 96 direction that included additional clarifications regarding the panel schedule and the associated disconnect switches. The PCO, in the amount of \$30,417.35, is acceptable and recommended to the Owner for approval.



# PROPOSED CHANGE ORDER REVIEW COMMENTS

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>PCO No.</b>	29 (R6)	<b>PCO Issue Date</b>	November 18, 2022
<b>PCO Subject</b>	Fire Pump Building		
<b>Reference Doc.</b>	WCD 05		
<b>Issued By</b>	J. Cannon	<b>Issue Date</b>	December 12, 2022
<b>PCO Status:</b>	<input checked="" type="checkbox"/> Recommended to Owner <input type="checkbox"/> Revisions required		

**Comments:**

Contractor has submitted PCO 29 in response to WCD 05 – Fire Pump Room Building. PCO includes the costs associated with constructing a 10'x14' Fire Pump Room on the Southwest side of the Plantation Lakes WTP. The fire pump and the associated fire pump room were required because of comments to the fire suppression design received by the Delaware State Fire Marshal Office. Although Engineer, Contractor, and Owner discussed various value engineered (VE) alternatives related to PCO 29 (e.g. potentially relocating the fire pump room to the North of the WTP near the road), it was ultimately decided to keep the fire pump room in the location shown in WCD 05. The Fire Pump Room addition design was submitted to the Delaware State Fire Marshal and was approved on December 7, 2022.

The Proposal, as submitted, includes labor and material costs for the construction of a fire pump room inclusive of HVAC, Electrical, Plumbing, etc. Engineer finds this PCO, in the amount of \$404,209.38, acceptable and recommends it to the Owner for approval.



## PROPOSED CHANGE ORDER REVIEW COMMENTS

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>PCO No.</b>	33 (R3)	<b>PCO Issue Date</b>	November 17, 2022
<b>PCO Subject</b>	Centrifuge and Conveyor Modifications		
<b>Reference Doc.</b>	RFP 08		
<b>Issued By</b>	J. Cannon	<b>Issue Date</b>	December 13, 2022
<b>PCO Status:</b>	<input checked="" type="checkbox"/> Recommended to Owner		<input type="checkbox"/> Revisions required

**Comments:**

Contractor has submitted PCO 33 (R3) in response to the dewatering room modifications issued as part of RFP 08. Dewatering room changes include shifting the centrifuge locations to accommodate concrete penetrations associated with the solids discharge chutes. Additionally, this change includes plumbing modifications as required for electric actuation of the conveyor drain valve and clarifications regarding the access platforms adjacent to the centrifuges.

GHD has reviewed PCO 33 (R3), in the amount of \$75,711.08, and recommends it to Owner for approval.

Due to schedule implications noted by the Contractor via email on December 12, 2022, \$5,000 of PCO 33 was already approved via Change Order No. 12 to cover the costs associated with the concrete form work for the Dewatering Room floor. As a result, the PCO 33 amount recommended for approval (less \$5,000 that was approved as part of Change Order No. 12), is \$70,711.08.



## PROPOSED CHANGE ORDER REVIEW COMMENTS

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>PCO No.</b>	34 (R1)	<b>PCO Issue Date</b>	November 15, 2022
<b>PCO Subject</b>	Below Grade Air Vapor Barrier (credit)		
<b>Reference Doc.</b>	RFI 106		
<b>Issued By</b>	J. Cannon	<b>Issue Date</b>	December 12, 2022
<b>PCO Status:</b>	<input checked="" type="checkbox"/> Recommended to Owner		<input type="checkbox"/> Revisions required

**Comments:**

Contractor has submitted this proposal to account for the removal of below grade air vapor barrier product from the Project Scope. This Credit PCO was submitted in response to GHD's RFI 106 response which noted that the Contractor has the option to apply the previously approved Stego Mastic Vapor Barrier submitted under 07190-01 as the Under Slab Vapor Barrier for the CMU walls. However, because an air vapor barrier is not required by code on subgrade walls, GHD, Owner, and Contractor agreed that this product would be eliminated from the scope and that a Credit would be provided.

As a result, the credit PCO, in the amount of (\$2,863.99), is recommended to the Owner for approval.



## PROPOSED CHANGE ORDER REVIEW COMMENTS

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>PCO No.</b>	38 (R2)	<b>PCO Issue Date</b>	November 17, 2022
<b>PCO Subject</b>	Electric to Pinch Valve		
<b>Reference Doc.</b>	RFI 105		
<b>Issued By</b>	J. Cannon	<b>Issue Date</b>	December 12, 2022
<b>PCO Status:</b>	<input checked="" type="checkbox"/> Recommended to Owner		<input type="checkbox"/> Revisions required

**Comments:**

Contractor has submitted this proposal to account for the additional electrical and conduit work required for the operation of the Residuals Concentrator Pinch Valve. GHD has reviewed this PCO, in the amount of \$8,370.08, and recommends it to the Owner for Approval.



## PROPOSED CHANGE ORDER REVIEW COMMENTS

<b>Project Title</b>	Plantation Lakes Water Treatment Plant		
<b>Owner</b>	Town of Millsboro, Delaware		
<b>Contract No.</b>	-	<b>GHD Project No.</b>	11223826
<b>PCO No.</b>	39 (R1)	<b>PCO Issue Date</b>	November 21, 2022
<b>PCO Subject</b>	Additional Fire Alarm		
<b>Reference Doc.</b>	WCD 04		
<b>Issued By</b>	J. Cannon	<b>Issue Date</b>	December 13, 2022
<b>PCO Status:</b>	<input checked="" type="checkbox"/> Recommended to Owner <input type="checkbox"/> Revisions required		

### Comments:

Contractor has submitted this proposal to account for the additional fire alarm devices, conduit, initiating cable, signal cable, etc. required by the addition of the Fire Pump Room and per Fire Marshal review comments. GHD has reviewed this PCO, in the amount of \$41,062.39, and recommends it to the Owner for Approval.

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated 5/26/22.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No.   4**

The Effective Date of this Amendment is:   12/16/22  .

Background Data

Effective Date of Owner-Engineer Agreement: 5/24/22

Owner: The Town of Millsboro

Engineer: Century Engineering, LC, a Kleinfelder Company

Project: 2022 White Farm WWTP, Contract No. 1 Force Main and Beneficial Reuse Line

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

**This Contract Amendment is for the revision of the insurance requirements and limits for the contract. Portions of Section 6.05 and Exhibit G were modified to reflect the insurance requirements.**

Agreement Summary:

Original agreement amount:	\$ <u>  205,583.00  </u>
Net change for prior amendments:	\$ <u>  62,709.00  </u>
This amendment amount:	\$ <u>  0.00  </u>
Adjusted Agreement amount:	\$ <u>  268,292.00  </u>

Change in time for services (days or date, as applicable):   none

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

Town of Millsboro

ENGINEER:

Century Engineering, LLC a Kleinfelder Company

By:

Print name: Jamie Burk

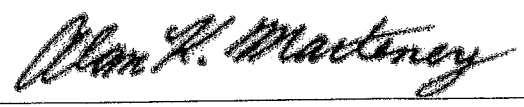
Title: Town Manager

Date Signed: \_\_\_\_\_

By:

Print name: Alan Marteney, PE

Title: Senior Vice President  
12/16/22





**A RESOLUTION TO ADOPT THE SUSSEX COUNTY, DELAWARE ALL-  
HAZARDS MITIGATION PLAN**

**WHEREAS**, the Town of Millsboro is vulnerable to damages from hazard events which pose a threat to public health and safety and could result in property loss and economic hardship; and

**WHEREAS**, a Multi-Jurisdictional All-Hazards Mitigation Plan Update (the Plan) has been developed through the work of the Sussex County Hazard Mitigation Working Group and interested parties within the Town of Millsboro; and

**WHEREAS**, the Plan recommends hazard mitigation actions that will protect people and property affected by hazards occurring within the Town of Millsboro, that will reduce future public, private, community and personal costs of disaster response and recovery; and that will reinforce the Town of Millsboro's leadership in emergency preparedness efforts; and

**WHEREAS**, the Disaster Mitigation Act of 2000 (P.L. 106-390) (DMA 2000) and associated Federal regulations published under 44 CFR (Code of Regulations) Part 201 require the Town of Millsboro to formally adopt an All-Hazard Mitigation Plan Update subject to the approval of the Federal Emergency Management Agency to be eligible for federal funds for hazard mitigation projects and activities; and

**WHEREAS**, public meetings were held to receive comment on the Plan as required by DMA 2000.

**NOW THEREFORE BE IT RESOLVED** by the Town Council of the Town of Millsboro that:

The Town of Millsboro adopts the Sussex County, Delaware Multi-Jurisdictional All Hazard Mitigation Plan Update, dated December 2022 as this jurisdiction's official All Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

The Town of Millsboro officials identified in the Mitigation Action Plan (Section 6) are hereby directed to implement the recommended actions assigned to them. These officials will report quarterly on their activities, accomplishments, and progress to the Sussex County Office of Emergency Management.

The Sussex County Office of Emergency Management will undertake periodic updates of the Plan in concert with the Sussex County Emergency Operations Center as indicated in the Plan Maintenance Program (Section 7) but no less frequent than every five years.

**ADOPTED** by the Town Council of the Town of Millsboro at its Regular Meeting held on January 3, 2023, at which a quorum was present and voting throughout and that the same is still in full force and effect.

By: \_\_\_\_\_  
Faye L. Lingo, Mayor

Attest: \_\_\_\_\_  
James C. Kells, Secretary

**TOWN OF MILLSBORO**  
**APPLICATION FOR ANNEXATION**

- 1.- **Name of applicant:** 1-33 Associates, LLC  
**Mailing address:** 1415 Foulk Road, Suite 201  
Wilmington, DE 19803  
**Delivery address, if different** \_\_\_\_\_  
**Phone Number:** (Office) 302-230-3088; (Cell) 302-242-4427  
**Fax Number:** N/A  
**Email address:** mcorrozi@delawaresmiles.com  
**Name of contact person/title** Matthew J. Corrozi, CEO - Dental Associates of Delaware
- 2.- **Name(s), addresses of owners of property (if different from applicant):**
- 3.- **Copy of Deed (see attached)**
- 4.- **Written consent of owner(s) (to be attached).**
- 5.- **Tax Map and parcel number(s) and location address of each parcel:** 28318 Dupont Blvd. Unit #1  
TM#s 1-33-16.00-95.01 & 1-33-16.00-100.01 Millsboro, DE 19966
- 6.- **Written legal description of metes and bounds of property to be annexed and total property to be zoned pursuant to this application (to be attached).**
- 7.- **Five (5) copies of a recent survey of the property, including identification of that part to be annexed, as well as the entire parcel or part to be included in project/zoning request (to be attached).**
- 8.- **Statement of reasons for annexation and grounds and support thereof.**  
The reason for annexation of these two tax parcels to become a part of the Town of Millsboro and be served with Millsboro water and sanitary sewer utilities.
- 9.- **Zoning requested for annexed property and reasons therefor; mixed zoning will require separate metes and bounds descriptions of each parcel for the requested zoning district.** Zoning requested for all parcels is HC - Highway Commercial
- 10.- **General description of project, including proposed name of project.**  
Existing dentist professional office - Dental Associates of Delaware
- 11.- **Payment of fee due; \$** 500.00  
Site is surveyed as 0.55 acres (see attached survey)

ck#  
1364  
35

12. A. If any applicant is a partnership, the names and addresses of the individuals composing the partnership including all limited partners. (To be attached).

B. If any applicant is a corporation, the name and address of each stockholder owning more than ten percent (10%) of the stock of the corporation, the name and address of each officer, and the name and address of each member of the board of directors or other governing body. (To be attached).

C. If any applicant is a limited liability company, the names and address of the individuals composing the company. (To be attached).



(Applicant's signature by authorized person)

Richard Carrocca

**FOR TOWN USE ONLY:**

Received by Town Clerk/Building Official: December 12, 2022 (date/time)

Fee received by Town: \_\_\_\_\_ (date/time)

**Equal Owners of 1-33 Associates, LLC**

Erik S. Bradley, DDS

Caterina Carafides, DMD

Richard S. D'Antonio, DMD

Christopher J. Tai, DMD

Amit Dua, DMD

Ian K. Binnersley, DDS

Greg C. Hansen, DDS

Michael J. Ryan, DDS

Richard J. Carroccia, DMD



Landscape Architecture  
New Urbanism Design  
Land Use Planning/Permitting  
Community Design  
Prime Consultant - Project Management

December 7, 2022

RECEIVED

DEC 12 2022

Jamie Burk, Town Manager  
Joanne Dorey, Town Clerk  
Mayor and Town Council  
Town of Millsboro  
322 Wilson Highway  
Millsboro, DE 19966

MILLSBORO TOWN HALL

**Re: Proposed Annexation  
TM# 1-33-16.00-95.01 & 1-33-16.00-100.01  
1-33 Associates, LLC**

Mayor, Council, Joanne, Jamie,

Land Tech Land Planning represents 1-33 Associates, LLC with an application for annexation of their contiguous lands into the Town of Millsboro. Enclosed please find:

- Town of Millsboro Application for Annexation executed by the applicant.
- List of equal owners of 1-33 Associates, LLC.
- A written metes and bounds legal description of the property to be annexed.
- Copy of Deed
- Five (5) copies of a recent boundary survey of the property to be annexed.
- Check # 1364 in the amount of \$ 500.00 made payable to the Town of Millsboro representing the petition fee.

Please contact me if there are any additional application materials needed in order to initiate the annexation process. As always, if you should have questions regarding any aspect of this matter, please do not hesitate to contact our office.

Sincerely,  
Land Tech Land Planning, LLC

Jeffrey A. Clark, RLA  
[jac@landtechllc.com](mailto:jac@landtechllc.com)

file: 1-33annexation.trans  
enclosures: noted  
cc: applicant via email

**LEGAL DESCRIPTION**  
**LANDS N/F**  
**1-33 ASSOCIATES, LLC**  
**TAX PARCEL 1-33-16.00-95.01**  
**TAX PARCEL 1-33-16.00-100.01**  
**Deed Book 5396, Page 179**

ALL THAT CERTAIN lot, piece and parcel of land situate along the Westerly right of way of U.S. Route #113, in Dagsboro Hundred, Sussex County, Delaware, and being more particularly described as follows to be incorporated into Corporate Limits of Town of Millsboro:

**BEGINNING** at a concrete monument situate along the intersection of the westerly right of way of U.S. Route #113, a public road with a right of way width of 200 feet, and the easterly right of way of Ker-Lyn Drive, a public road with a right of way width of 30 feet, said monument marking the northernmost corner of lands now or former of 1-33 Associates, LLC, Tax Map 1-33-16.00, Parcel 95.01, Deed Book 5396, Page 179, thence;

From the **POINT OF BEGINNING**, running with and along the westerly right of way of said U.S. Route #113 and easterly boundary of said Parcel 95.01;

S 56 degrees 05 minutes 59 seconds E for a distance of 155.82 feet to a concrete monument found, said monument marking the eastern corner of said Parcel 95.01 and the northwestern corner of other lands now or formerly of 1-33 Associates, LLC, Tax Map 1-33-16.00, Parcel 100.01, Deed Book 5396, Page 179, thence continuing along the western right of way of said U.S. Route #113 and along the easterly boundary of said Parcel 100.01;

S 56 degrees 05 minutes 59 seconds E for a distance of 94.39 feet to an iron pipe found, said iron pipe found marking the northwestern corner of lands now or formerly of MAC40 LLC, Tax Map 1-33-16.00, Parcel 100.00, Deed Book 4802, Page 96, thence departing from western right of way of said U.S. Route #113 and running with and along the northwestern boundary of said Parcel 100.00 the following two courses;

S 33 degrees 43 minutes 54 seconds W for a distance of 86.93 feet to an iron pipe found, thence;

N 55 degrees 02 minutes 53 seconds W for a distance of 12.24 feet to a point on a line, said point being 1.13 feet N 81 degrees 06 minutes 53 seconds E of concrete monument found and said point marking the southeastern corner of said Parcel 95.01 and northeastern corner of lands now or formerly of Infinity Total Property Mgmt., LLC, Tax Map 1-33-16.00, Parcel 99.00, Deed Book 5214, Page 107, thence running with and along northern boundary of said Parcel 99.00;

S 81 degrees 06 minutes 53 seconds W for a distance of 112.45 feet, passing over said concrete monument at a distance of 1.13 feet to a point on line of the eastern right of way of said Ker-Lyn Drive, said point being N 81 degrees 06 minutes 53 seconds E from concrete monument found, thence running with and along the eastern right of way of said Ker-Lyn Drive;

N 09 degrees 46 minutes 25 seconds W for a distance of 225.48 feet to the place and **POINT OF BEGINNING**; containing 24,054 square feet or 0.55 acres of land more or less.

My license expires/renews 6/9/24  
757  
Licensee  
Professional Land Surveyor  
Delaware  
Registered  
Doming L. Arresta



Tax Parcel No. 1-33-16.00-95.01  
1-33-16.00-100.01

PREPARED BY AND RETURN TO:  
Daniel P. Johnson, Esquire (ACLAR)  
Young Conaway Stargatt & Taylor, LLP  
Rodney Square  
1000 N. King Street  
Wilmington, DE 19801

**THIS DEED**, made this 22 day of January, 2021

Between:

**TRIPLE C ENTERPRISES LIMITED PARTNERSHIP**, a Delaware limited partnership, having an address of 33448 Marina Bay Circle, Millsboro, Delaware 19966, party of the first part,

AND

**1-33 ASSOCIATES, LLC**, a Delaware limited liability company, having an address of 1415 Foulk Road, Suite 201, Wilmington, DE 19803, party of the second part,

**WITNESSETH:**

That the party of the first part, for and in consideration of the sum of **TEN AND 00/100 DOLLARS (\$10.00)** lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the party of the second part, its heirs, successors and assigns:

**TAX PARCEL 1-33-16.00-95.01**

ALL those certain lots, pieces and parcels of land situate, lying and being in Dagsboro Hundred, Sussex County, Delaware and being designated as Lots 1, 2 and 5, as shown on a plot of lands of William A. Hudson, prepared by Isaac L. Bennett in 1952, said plot being of record in the Office of the Recorder of Deeds, in and for Sussex County, in Plot Book 3, at Page 2, and as more recently set out in a survey by Miller-Lewis, Inc., Surveyors, dated January 8, 1996 and now of record in the Office of the Recorder of Deeds, at Georgetown, Delaware, in Deed Book 1421, Page 248.

**TAX PARCEL 1-33-16.00-100.01**

ALL THAT CERTAIN lot, piece and parcel of land situate along the Westerly right of way of U.S. Route #113, in Dagsboro Hundred, Sussex County, Delaware, and being more particularly described as follows:

BEGINNING at a concrete monument situate along the Westerly right of way of U.S. Route #113,

said concrete monument being 155.36 feet to the right of way of Ker-Lyn Drive; thence running by and with said right of way, South 48 degrees 02 minutes 15 seconds East 95.00 feet to an iron pipe set along said right of way, a corner for this lot and other lands of Larry McKinley; thence turning and running with the following two courses and distances with McKinley lands: (1) South 41 degrees 57 minutes 45 seconds West 86.96 feet to an iron pipe set; thence (2) North 48 degrees 02 minutes 15 seconds West 11.99 feet to an iron pipe set, said iron pipe forming a corner for this parcel, said other lands of Larry McKinley, lands now or formerly of Helen N. Venente and lands of Paul Collins; thence turning and running by and with a common boundary for this lot and said Collins lands North 1 degree 42 minutes 21 seconds West 120.22 feet, home to the point and place of beginning, containing 4,652 square feet of land, as may more particularly appear by a reference to a survey prepared by Coast Survey, Inc., dated June 26, 1995.

SUBJECT TO AND TOGETHER WITH THE BENEFIT OF ALL covenants, conditions, restrictions, plans and easements of record with respect to the property described above, this reference to which shall not be construed to reimpose any such covenants, conditions, restrictions, plans and easements which have otherwise lapsed, expired or have otherwise been terminated in accordance with their terms or otherwise, as applicable.

BEING part of the same lands and premises which Paul G. Collins and Barbara W. Collins, husband and wife, by Deed dated May 6, 2004 and recorded May 6, 2004 in the Office of the Recorder of Deeds in and for Sussex County, in Deed Book 2975, Page 68, did grant and convey unto Triple C Enterprises Limited Partnership, a Delaware limited partnership, in fee.

[End of text – signature and acknowledgement page to follow]

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

**SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:**

**TRIPLE C ENTERPRISES LIMITED  
PARTNERSHIP, a Delaware limited partnership**

By: Three J's LLC, General Partner

By: *Paul G. Collins* (SEAL)  
Paul G. Collins, D.D.S., Managing Member

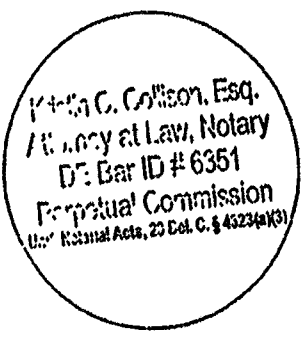
*K Collins*  
Witness

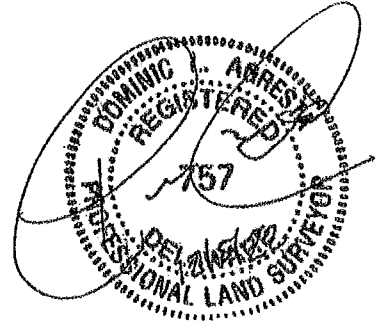
**STATE OF DELAWARE** )  
 ):  
**COUNTY OF SUSSEX** ) S.S.

**BE IT REMEMBERED**, that on this 20 day of January, 2021, came before me, the Subscriber, a Notary Public in and for the State and County aforesaid, Paul G. Collins, D.D.S., as Managing Member of Three J's LLC, General Partner of Triple C Enterprises Limited Partnership, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his act and deed on behalf of the partnership.

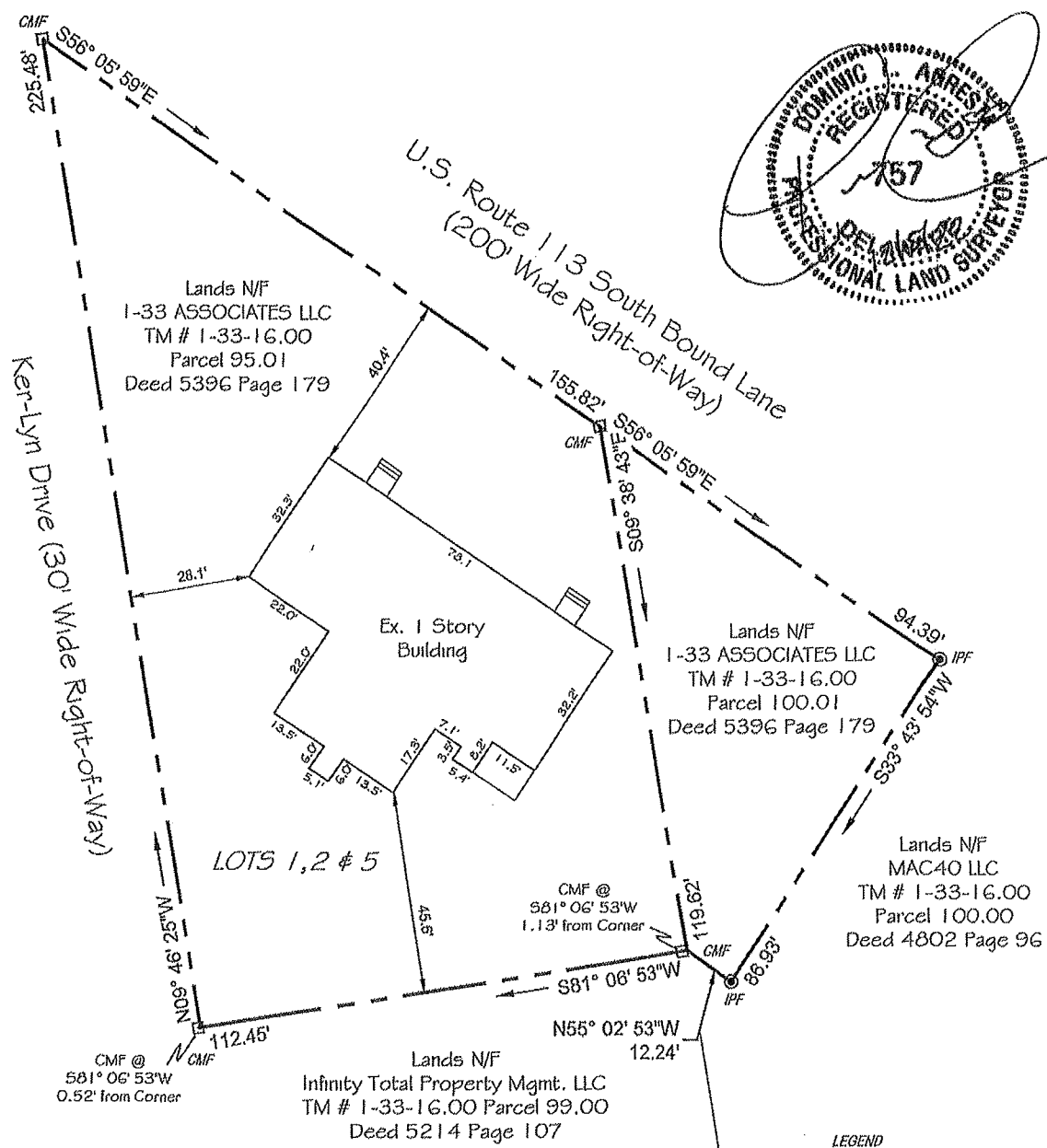
**GIVEN** under our Hand and Seal of office, the day and year aforesaid.

*K Collins* (Seal)  
Notary Public or Notarial Officer  
Print Name: *Kristin C. Collins, Esq.*  
My Commission Expires: *N/A*





PLAT DATUM DE STATE PLAN NAD83 2011



**GENERAL NOTES:**

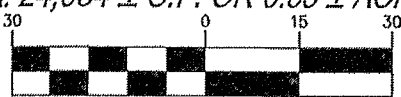
1. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A FORMAL TITLE REPORT. EASEMENTS, RIGHTS-OF-WAY, COVENANTS AND OTHER RESTRICTIONS MAY AFFECT THIS PROPERTY AND NOT BE SHOWN. CLASS "B" SURVEY
2. THIS SURVEY IS BASED ON THE DEEDS OF RECORDED IN AND FOR SUSSEX COUNTY DELAWARE, AND THIS SURVEY IS SUBJECT TO ANY OR ALL EASEMENTS AND RIGHT-OF-WAYS AS RECORDED. BEARING SYSTEM REFERENCED TO DELAWARE STATE PLAN NAD83 2011
3. THIS SURVEY SHOWS ONLY VISIBLE ABOVE GROUND IMPROVEMENTS AND DOES NOT ADDRESS WETLANDS, CONTAMINATED WASTE OR TOXIC SOIL CONDITIONS, NOR HAVE ANY REPORTS, STUDIES OR INFORMATION REGARDING SUCH BEEN PROVIDED
4. THE INFORMATION SHOWN HEREON IS BASED ON THE PLATS OF RECORD AS INDEXED IN THE PROPERTY CADASTRE OF SUSSEX COUNTY, DELAWARE AND A FIELD RUN SURVEY. ZONE "X" UN-SHADED PER FEMA FLOOD MAP 10005C0459 K DATED 03/16/15

**LEGEND**

- DENOTES CONCRETE MON
- DENOTES IRON REBAR
- DENOTES IRON PIPE
- DENOTES POINT
- DENOTES PROPERTY LINE
- DENOTES D.R.L.

**LOT SURVEY**

PREPARED FOR  
**1-33 ASSOCIATES LLC, LOTS 1, 2 & 5**  
**DAGSBORO HUNDRED**  
**SUSSEX COUNTY, DELAWARE**  
 TAX MAP NUMBER # 1-33-16.00 PARCEL 95.01  
 TAX MAP NUMBER # 1-33-16.00 PARCEL 100.01  
**AREA: 24,054 ± S.F. OR 0.55 ± ACRES**



GRAPHIC SCALE



Engineers, Surveyors, Landscape Architects,  
 Land Planning Consultants and GIS Specialists  
 11634 Worcester Hwy, Showell, MD 21862

ph. 410-352-5604 email vista@vistadesigninc.com

This drawing, specifications, and work produced by Visto Design, Inc. (VDSI) for this project are instruments of service for this project only, and remains the copyrighted property of VDSI. Rouse or reproduction of any of the instruments of service of VDSI by the Client or assignees without the written permission of VDSI will be at the Client's risk and be a violation of the copyright laws of the United States of America and the respective state within which the work was completed.

DESIGNED BY: VD	FIELD BOOK# 114 PAGE# 09	JOB# 22-038
DRAWN BY: VD	DATE: 05/19/22	SHEET 1 OF 1
CHECKED BY: DLA	SCALE: AS SHOWN	

44

**MILLER**  
**LEWIS, INC.** LAND SURVEYING

---

1560 MIDDLEFORD RD.

PH: 302-629-9895

• SEAFORD, DE. 19973

FAX: 302-629-2391

December 20, 2022

Debbie Weatherby  
Town of Millsboro  
322 Wilson Highway  
Millsboro, DE. 19966

RE: Craig Kormanick Project on Mitchell Street, Millsboro  
For Partitioning Plan of T.M. 133-17.00-70.00

Dear Ms. Weatherby,

Please find attached the Partitioning plan on Mitchell Street for Craig Kormanick for your review.

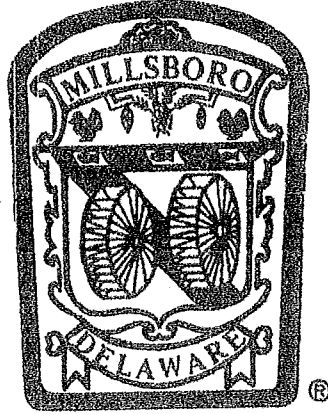
Once again, if you have any questions, comments, or revision requests, do not hesitate to call.

Sincerely,

Stephen M. Sellers, PLS 566  
Miller-Lewis, Inc.  
stevesellers@millerlewisinc.com

enclosures

MAYOR and COUNCIL  
TOWN OF MILLSBORO  
322 Wilson Highway  
Millsboro, Delaware 19966 - 1216



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

TOWN OFFICE  
PARKS/RECREATION  
STREETS  
WATER/SEWER

POLICE DEPT. 934-8174

OFFICE HOURS  
MONDAY — FRIDAY  
8:00 a.m. to 4:30 p.m.

RECEIVED

DEC 06 2022

Subdivision Application

MILLSBORO TOWN HALL

FEE:

Minor- \$ 500  
Major- \$1000

Name, address, & telephone number and e-mail address of applicant:

ERAIG & BRIDGET KORMANIK  
32854 BAUSKA DRIVE, OCEAN VIEW DE 19970  
302-858-6095 KORM0999@MCHSI.COM  
Korm099@mchsi.com

Tax map & Parcel number(s) of property to be developed:

133-17.00-70.00

Name, address & telephone number and e-mail address of owner, if different than applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

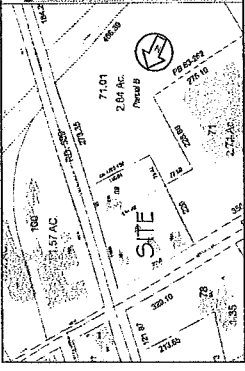
Other contacts- (ex. Engineers): name, address, telephone number

MILLER LEWIS, INC LAND SURVEY  
1560 MIDDLEFIELD RD, SEAFORD DE 19973  
302-629-2391 / DOUGLAS PARKER  
EMAIL: stevesellers@millarlewisinc.com

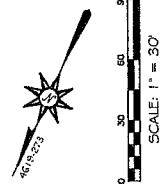
DATE of Application: \_\_\_\_\_

Signature of Applicant: Craig Kormanik / Bridget Kormanik

T.M. #133-17-00-70.00 PART



VICINITY MAP



**SITE DATA:**

1. OWNER: CRAIG KORMANIK & BRIDGET KORMANIK, 287 OLD LANDING ROAD, MILLSBORO, DE. 19966
2. PROPERTY ADDRESS: 133-17-00-70.00
3. TAX PARCEL NUMBER: 11602 50.FT. ±
4. AREA OF PARCEL: DEED BOOK 4618, PAGE 273
5. DEED REFERENCE: PER OUR REQUIREMENTS
6. ZONING: MILLSBORO DISTRICT 1-COMMERCIAL
7. DUTY: 287 OLD LANDING ROAD, MILLSBORO, DE. 19966
8. SITE BENCHMARK: 11602 50.FT. ±
9. UTILITIES: NOT SHOWN
10. DATE OF SURVEY: MARCH 22, 2022

**MONUMENTATION**

- REINFORCED CONCRETE
- IRON

1. THIS PLAN IS SUBJECT TO THE UNIFORM CONVEYANCE ACT AND THE UNIFORM PARTITIONING ACT. THE PARTITIONING PLAN IS SUBJECT TO THE UNIFORM PARTITIONING ACT. THE PARTITIONING PLAN IS SUBJECT TO THE UNIFORM PARTITIONING ACT. THE PARTITIONING PLAN IS SUBJECT TO THE UNIFORM PARTITIONING ACT.

2. THE UNDERSIGNED HEREBY CERTIFY TO THE UNIVERSITY OF DELAWARE THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE PARTITIONING PLAN AS SHOWN ON THE ATTACHED MAPS AND ACCORDING TO LAW.

CRAIG KORMANIK \_\_\_\_\_ DATE \_\_\_\_\_  
 BRIDGET KORMANIK \_\_\_\_\_ DATE \_\_\_\_\_

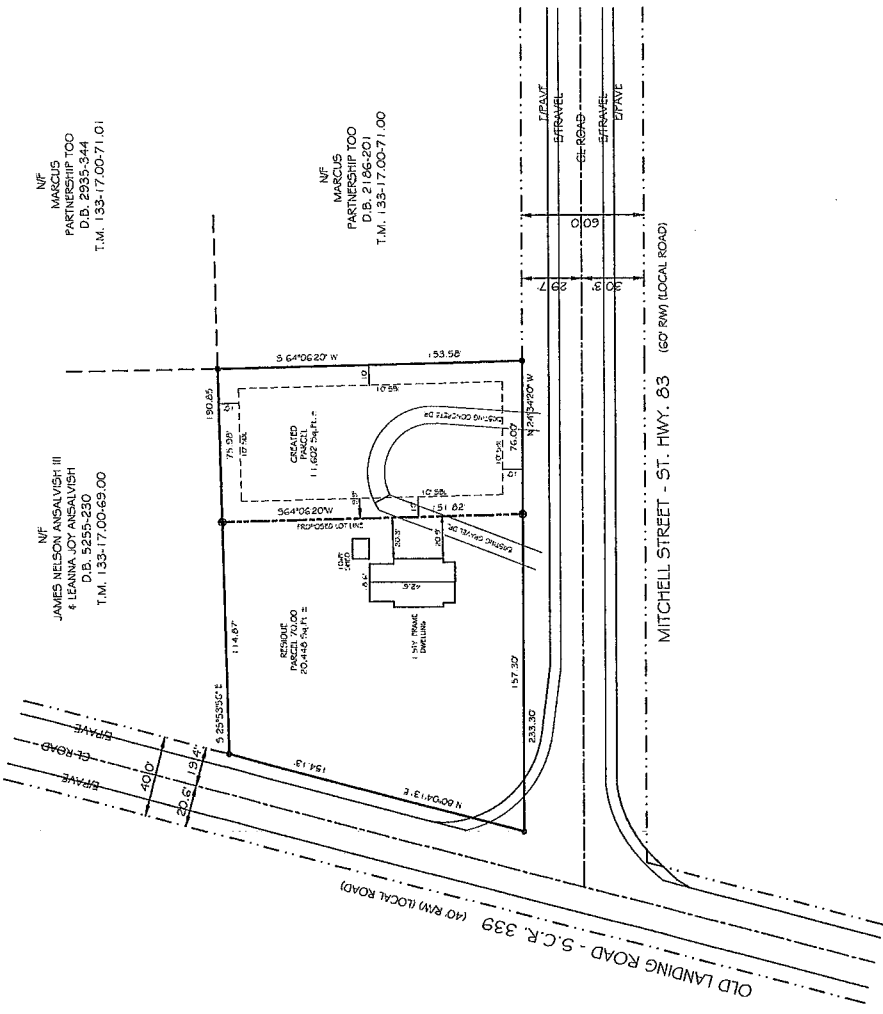
**PARTITIONING PLAN FOR**  
**CRAIG & BRIDGET KORMANIK**  
 TOWN OF MILLSBORO  
 SITE ADDRESS: 287 OLD LANDING ROAD  
 PH: 302-855-4529

DATE	REVISION
1/22/2022	CHANGED TO PARTITIONING PLAN

**MILLER LEWIS, INC.**  
 LAND SURVEYING  
 11500 MIDDLEBORO RD.  
 MILLSBORO, DE 19966  
 PH: 302-855-4529 FAX: 302-855-2391

DATE	REVISION
1/22/2022	CHANGED TO PARTITIONING PLAN

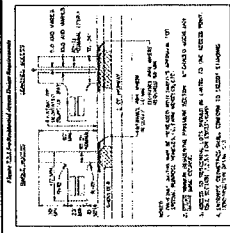
- LEGEND**
- EXISTING RIGHT OF WAY LINE
  - PROPOSED RIGHT OF WAY LINE
  - EXISTING LOT LINE
  - LOT TO BE REMOVED
  - NEW PROPERTY LINE
  - BUILDING FOOTPRINT
  - DRIVE
  - EDGE OF TRAVEL LANE



NIF  
 JAMES NELSON ANSALVISH III  
 & LEANNA JOY ANSALVISH  
 D.B. 5255-230  
 T.M. 133-17-00-69.00

NIF  
 MARCUS PARTNERSHIP TOO  
 D.B. 2186-201  
 T.M. 133-17-00-71.00

**DEVELOPMENT COORDINATION MANUAL**



**RIGHT PARTY:** MILLER LEWIS, INC. LAND SURVEYING  
 11500 MIDDLEBORO RD.  
 MILLSBORO, DE 19966  
 PH: 302-855-4529 FAX: 302-855-2391

Search results

Clear Selected

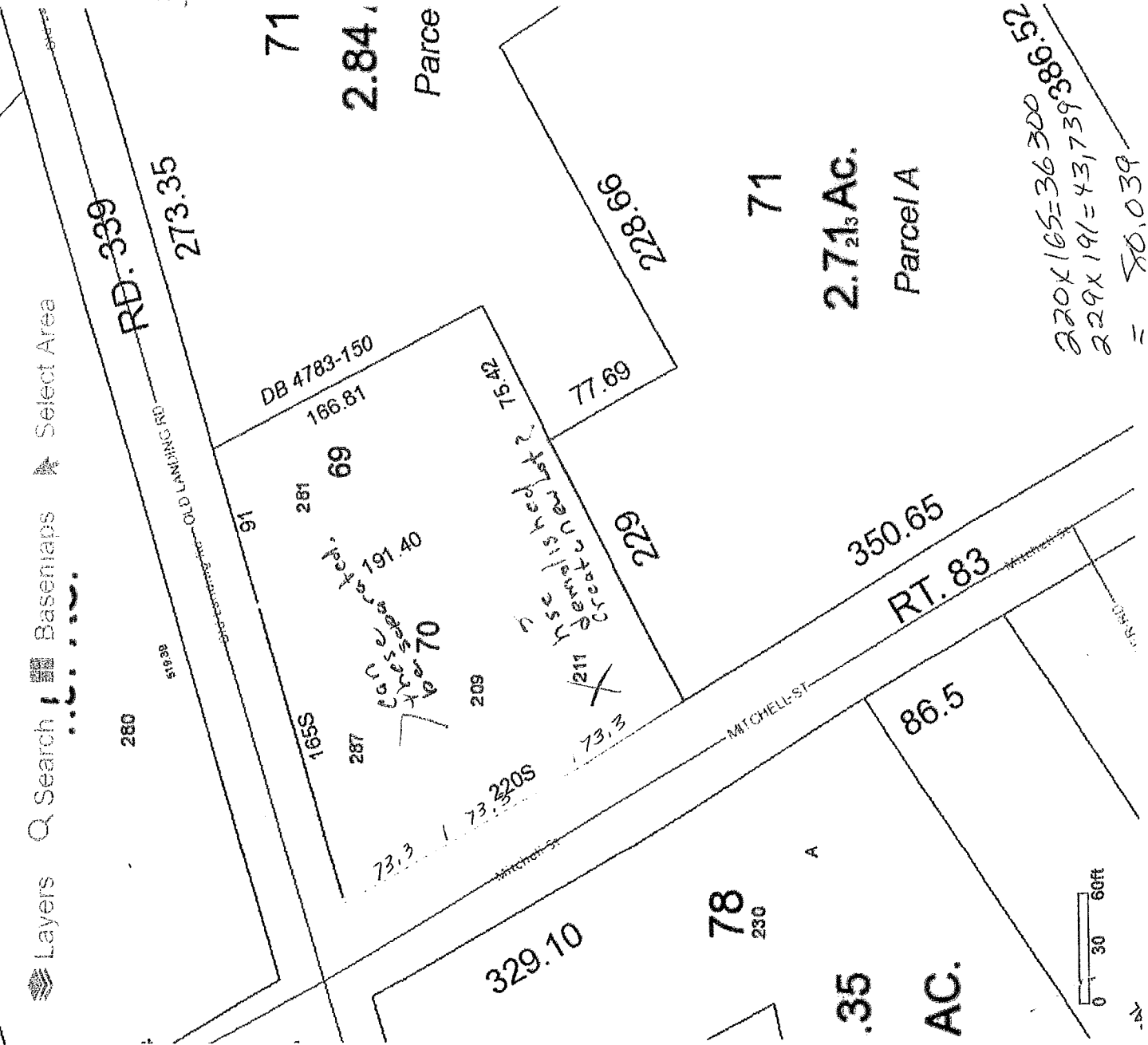
Selected Features: Parcels (1)

1) 133-17.00-70.00 Zoom

Book	4619
Page	273
Owner Name	KORMANIK CRAIG
Second Owner Name	BRIDGET KORMANIK
Mailing Address	29716 SPRINGWOOD DR
City	MILLSBORO
State	DE
Sewer Account	
Description	OLD LANDING RD
Description 2	
Description 3	
Land Code	RS
School	
Town Code	MB
CAP	0
BLDG Improvement	27700
LND Improvement	3000
PIN with Unit	133-17.00-70.00

Selected Features (1)

12





December 30, 2022

Town of Millsboro  
322 Wilson Highway  
Millsboro, Delaware 19966

*Ring W. Lardner, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA, LEED GA  
Jason P. Loar, P.E.  
Jamie L. Sechler, P.E.  
Michael R. Wigley, AIA, LEED AP*

Attn: Jamie Burk  
Town Manager

Re: Millsboro Police Station Generator Bid  
Millsboro Police Station  
120 W Railroad Ave Ex  
Millsboro, Delaware 19966  
DBF# 2022A005.A01

Dear Mr. Burk:

Enclosed for your review is a copy of the tabulation of bids for all bidders. We have evaluated the bid by the apparent low bidder, Fidelity Engineering Corp LLC d/b/a Fidelity Power Systems and have determined them to be responsive and responsible, and that the contract price is considered fair and reasonable.

We recommend awarding the construction contract to Fidelity Engineering Corp LLC d/b/a Fidelity Power Systems in the amount of \$95,909.00.

Sincerely,  
DAVIS, BOWEN AND FRIEDEL, INC.



Christopher L. Cullen, AIA  
Associate/SR. Architect

Enclosures

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

cc: Carrie Kruger, PE – Town Engineer  
Brain Calloway, Chief of Police – Millsboro Police

**BID OPENING**  
 Millsboro Police Station  
 DBF #2022A005.E01  
 12/29/2022  
 3PM

Contractor	Bid Amount	Delivery Dates
Fidelity Engineering Corp LLC	\$95,909.00	*Generator: 28-30 Weeks
		*ATS: 20 Weeks
Curtis Power Solutions	\$103,584.00	**Generator: 48-52 Weeks
		**ATS: 28-30 Weeks
* Once released to the factory for production. Time frame is not guaranteed and subject to change without notice.		
** From Approval.		



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

APPLICATION FOR ANNEXATION

Sussex County Tax Map and Parcel Numbers:  
133-11.00-1.00, 133-11.00-2.00, & 133-11.00-2.01  
Patriots Bluff Residential

November 3, 2022

In accordance with the terms and conditions contained in the resolution adopted by the Town Council of the Town of Millsboro at its regular meeting on September 6, 2022, the special committee on annexation is hereby submitting this report to the Town Council.

The committee met on November 2, 2022, at 10:00 a.m. Committee members John Thoroughgood (chair), Jim Kells, and Kimberley Kaan were present. Town manager Jamie Burk, public works director Kenny Niblett, and Town solicitor Mary Schrider-Fox also were present. David Hutt, Kenneth Usab, and Mike Morris were present representing the applicant. Jonathan Contant and Mike Irons were present representing K. Hovnanian.

The purpose of the meeting was to discuss the possible annexation and rezoning of the properties in question.

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

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

- Other positive financial impacts: The Town would benefit from any increase as well. If the parcel were to be developed, Town water, sewer, and property tax revenues would likely go up also.

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

- Increased traffic: Possible annexation of the parcels would add vehicle traffic to the immediate area and the municipal boundaries.
- Water and wastewater infrastructure challenges: Possible annexation of the parcels at this time would present a demand greater than current capacity of the water/wastewater infrastructure, especially wastewater infrastructure. The Town is currently in the design phase of a second wastewater treatment plant which would be more than capable of handling the capacity of this potential annexation once completed.

In light of the preceding, the committee does not recommend that the Town Council proceed with a resolution scheduling a public hearing on the matter in question.

\_\_\_\_\_  
John Thoroughgood, Chair

\_\_\_\_\_  
Jim Kells

\_\_\_\_\_  
Kimberley Kaan



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

APPLICATION FOR ANNEXATION

Sussex County Tax Map and Parcel Numbers 233-5.00-122.00 & 233-5.00-P/O 123.00  
Millsboro Towne Village  
December 9, 2022

In accordance with the terms and conditions contained in the resolution adopted by the Town Council of the Town of Millsboro at its regular meeting on October 3, 2022, the special committee on annexation is hereby submitting this report to the Town Council—and is doing so within the required 90-day time frame.

The committee met on December 8, 2022 at 11:00 a.m. Committee members John Thoroughgood (chair), and Jim Kells were present. Brad Cordrey was absent. Town manager Jamie Burk and public works director Kenny Niblett also were present. Preston Dyer, Joe Reed, and Mark Davidson (Pennoni) were present representing the applicant.

The purpose of the meeting was to discuss the possible annexation and zoning of the properties in question as requested in the application.

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

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

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

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

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

In light of the preceding, the committee recommends that the Town Council pass a resolution scheduling a public hearing on the matter in question for February 6, 2023, at 7:00 p.m. However, **the committee suggests that Council only approve the annexation request once the property is clearly eligible for annexation and any possible map amendments are approved by the office of State Planning.**

\_\_\_\_\_  
John Thoroughgood, Chair

\_\_\_\_\_  
Brad Cordrey

\_\_\_\_\_  
Jim Kells

November 18, 2022

Mr. Jamie Burke, Town Manager  
Town of Millsboro  
322 Wilson Highway  
Millsboro, Delaware 19966

**RE: QUITCLAIM BARKER ALLEY  
TOWN OF MILLSBORO  
SERIES J OF BALSAMO REAL ESTATE, LLC  
TAX MAP 133-17.13-118.00**

Dear Jamie:

On behalf of Series J of Balsamo Real Estate, LLC and pursuant to your request, I have attached the documents prepared for the Quitclaim of Barkers Alley from the Town of Millsboro to Series J of Balsamo Real Estate, LLC as described and shown on the attached survey.

If these documents are satisfactory for the transfer of lands as described, then let us know how many copies of deeds and plans are required to get approvals and signatures to finalize. If additional information is needed, please do not hesitate to contact me anytime.

Respectfully Submitted,

**PENNONI**

A handwritten signature in blue ink, appearing to read "Mark H Davidson", is written over a white background.

Mark H Davidson, Vice President  
Principal Land Planner

**Pennoni**  
 PENNONI ASSOCIATES, INC.  
 18072 Davidson Drive  
 ALLEN, MI 48888  
 T 302.684.8000 F 302.684.8094

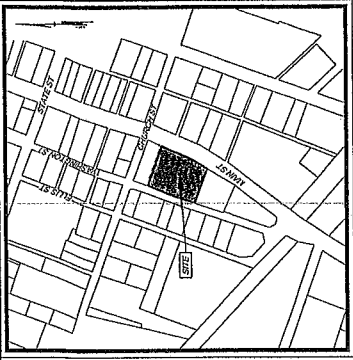
**BOUNDARY CONSOLIDATION PLAT & LOCATION SURVEY**  
 SERIES J OF BALSAMO REAL ESTATE, LLC  
 1000 BALSAMO STREET  
 BALTIMORE, MD 21208

**TM: 133-17-13-118.00**  
 193 MAIN STREET, MILWAUKEE, WI 53233  
 CLASSICORN HUNTERS, SUSSEX COUNTY, NC  
 197 MAIN STREET, MILWAUKEE, WI 53233

DATE: \_\_\_\_\_  
 NO. \_\_\_\_\_  
 REVISIONS: \_\_\_\_\_  
 BY: \_\_\_\_\_

PROJECT: BALSAMO2001  
 DATE: 2022-04-25  
 DRAWN BY: \_\_\_\_\_  
 LAC: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_  
 AED: \_\_\_\_\_

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND CHECKED BEFORE PROCEEDING WITH WORK.  
 DISCREPANCIES BEFORE PROCEEDING WITH WORK.



**LOCATION MAP**  
 Scale: 1" = 2000'

**GENERAL NOTES:**

1. THE BOUNDARY INFORMATION SHOWN ON THIS PLAT WAS TAKEN FROM THE SURVEY RECORDS OF THE SURVEY PERFORMED BY PENNONI ASSOCIATES IN MAY 2022.
2. THIS PLAT DOES NOT VERIFY TO THE LOCATION AND/OR EXISTENCE OF EASEMENTS OR RIGHTS OF WAY CROSSING THE PROPERTY AND THE LOCATION AND EXISTENCE OF ANY SUCH EASEMENTS OR RIGHTS OF WAY SHOULD BE VERIFIED BY THE PROPERTY OWNER.
3. THIS PROPERTY APPEARS ON SUSSEX COUNTY TAX MAP 133-17-13 AS PARCEL 118.
4. CLASS OF SURVEY: SURVEYOR

THE STATE ENGINEER HAS REVIEWED THIS PLAT AND HAS DETERMINED THAT IT COMPLIES WITH THE REQUIREMENTS OF THE SURVEYING ACT AND THE ENGINEERING ACT. THE ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE PLAT AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE PLAT AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

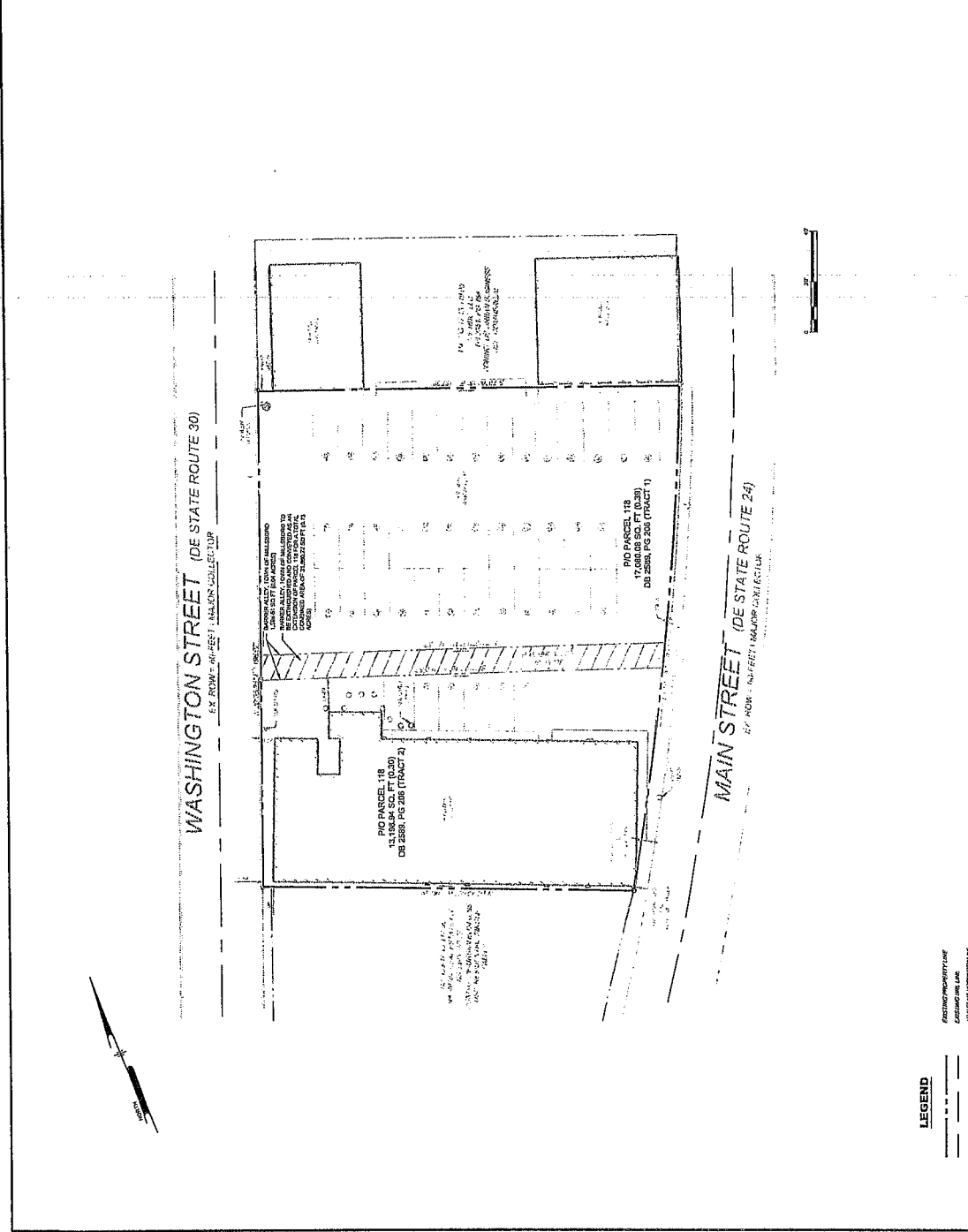
DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

STATE OF MICHIGAN  
 COUNTY OF ALLEN  
 JAMES J. PENNONI  
 PROFESSIONAL SURVEYOR  
 LICENSE NO. 30001  
 EXPIRES 12/31/2024

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

STATE OF MICHIGAN  
 COUNTY OF ALLEN  
 JAMES J. PENNONI  
 PROFESSIONAL SURVEYOR  
 LICENSE NO. 30001  
 EXPIRES 12/31/2024

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



**LEGEND**

- EASEMENT PROPERTY LINE
- EASEMENT LINE
- ADJACENT PROPERTY LINE
- PROPERTY LINE
- CENTERLINE OF ROAD
- CENTERLINE OF RAIL
- CENTERLINE OF CANAL
- CENTERLINE OF DRAINAGE
- CENTERLINE OF UTILITY LINE
- CENTERLINE OF FENCE
- CENTERLINE OF FENCE
- CENTERLINE OF FENCE
- CENTERLINE OF FENCE
- CENTERLINE OF FENCE
- CENTERLINE OF FENCE

Parcel ID: 133-17.13-118.00  
**PREPARED BY & RETURN TO:**  
Aleman Echevarria Attorneys at Law  
326 High Street, Suite 101  
Seaford, DE 19973  
File No.: 2022-161 DO

*No Title Request Requested or Performed  
Deed Preparation Only*

**THIS QUITCLAIM DEED**, made this \_\_\_\_\_ day of November, 2022,

- BETWEEN -

**TOWN OF MILLSBORO**, of 322 Wilson Highway, Sussex County, Delaware, party of the first part,

- AND -

**SERIES J OF BALSAMO REAL ESTATE, LLC, A DELAWARE LIMITED LIABILITY COMPANY**, of 1200 Bank Street, Baltimore, MD 21202, party of the second part, as **sole owner**.

**WITNESSETH:** That the said party of the first part, for and in consideration of the sum of **TEN DOLLARS AND 00/100 (\$10.00)**, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grant and convey unto Series J of Balsamo Real Estate, LLC, the party of the second part, and its successors and assigns, in fee simple, the following described lands, situate, lying and being in County, Delaware:

**ALL** that certain piece, and tract and parcel lying in the Town of Millsboro, Dagsboro Hundred, Sussex County, Delaware and being more particularly described as follows:

**BEGINNING** at a star bit found, said star bit lying on the easterly right-of-way of Washington Street and being a corner for this Parcel and Tract 1, Lands now or formerly of Series J of Balsamo Real Estate, LLC.; thence by and with this Parcel and Tract 1, Lands now or formerly of Series J of Balsamo Real Estate, LLC., South 71 degrees, 07 minutes, 16 seconds East, 161.50 feet to a point, said point being a corner for this Parcel and the westerly right-of-way of Main Street; thence by and with this Parcel and the westerly right-of-way of Main Street, with a curve to the right, said curve having a radius of 1,276.38 feet, an arc distance of 10 feet and a chord bearing and distance of South 26 degrees, 23 minutes, 19 seconds West, 10 feet to a point, said point being a corner for this Parcel and the Tract 2, Lands now or formerly of Series J of Balsamo Real Estate, LLC.; thence by and with this Parcel and Tract 2, Lands now or formerly of Series J of Balsamo Real Estate, LLC., North 71 degrees, 07 minutes, 16 seconds West, 160.50 feet to a star bit found, said star bit being a corner for this Parcel and the easterly right-of-way of Washington Street; thence by and with this Parcel and the easterly right-of-way

of Washington Street, North 20 degrees, 35 minutes, 25 seconds East, 9.92 feet to a star bit, said star bit being the Point of Beginning for this description.

This Parcel contains 1,596.51 square feet, more or less.

**SUBJECT** to any and all restrictions, reservations, conditions, easements and agreements of record in the Sussex County Recording Office in and for the State of Delaware.



IN WITNESS WHEREOF, the said Town of Millsboro has caused its name to be hereunto set under seal by \_\_\_\_\_, Authorized Person of the Town of Millsboro, the day and year first above written.

Signed, sealed and delivered in the presence of:

**TOWN OF MILLSBORO**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:  
Authorized Person of Town of Millsboro

**STATE OF DELAWARE  
COUNTY OF SUSSEX, to-wit**

**BE IT REMEMBERED**, that on this \_\_\_\_\_ day of November, A.D. 2022, personally appeared before me, the Subscriber, a Notary Public in and for the State and County aforesaid, \_\_\_\_\_, Authorized Person of the Town of Millsboro, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his/her act and deed and the act and deed of said municipality; that the signature is in his/her own proper handwriting and the seal affixed is the common and corporate seal of said municipality; and that his/her act of signing, sealing, acknowledging and delivering said Indenture was first duly authorized by a resolution of the town council of said Town of Millsboro.

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

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**GRANTEE ADDRESS:**  
1200 Bank Street  
Baltimore, MD 21202

## Kenny Niblett

---

**From:** Mark H. Davidson <MDavidson@Pennoni.com>  
**Sent:** Wednesday, December 07, 2022 1:22 PM  
**To:** Kenny Niblett; Jamie Burk  
**Cc:** Joseph J. Balsamo (balsamorealestate@yahoo.com); Keith J Walpole  
**Subject:** Barker Alley Quitclaim Approval

Kenny – pursuant to our conversation yesterday, please accept this email as confirmation of Series J of Balsamo Real Estate, LLC acknowledgement of the Towns reference to the entrances accessing the property from Main Street that could be reviewed further by DeIDOT in the future.

Thank you

Mark

### Mark H. Davidson

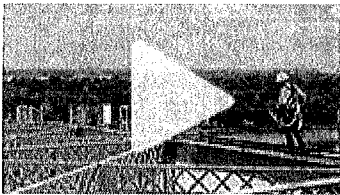
Vice President, Office Director

### Pennoni

18072 Davidson Drive | Milton, DE 19968

**Direct:** +1 (302) 684-6207 | **Mobile:** +1 (302) 236-6400

[www.pennoni.com](http://www.pennoni.com) | [MDavidson@Pennoni.com](mailto:MDavidson@Pennoni.com)



Don't just work. Make an impact

**RESOLUTION DIRECTING THE ANNEXATION COMMITTEE TO INVESTIGATE THE POSSIBILITY OF ANNEXING CERTAIN TERRITORY, CONTIGUOUS TO THE PRESENT LIMITS OF THE TOWN OF MILLSBORO, OWNED BY AMANDA BAILEY AND ALEX ROBB, IDENTIFIED AS PART OF SUSSEX COUNTY TAX MAP AND PARCEL NO. 133-16.00-136.00, CONTAINING 7.160 ACRES, MORE OR LESS; AND TO AMEND THE ZONING MAP AND ZONING ORDINANCE OF THE TOWN OF MILLSBORO TO INCLUDE SAID TERRITORY IN THE HIGH-DENSITY RESIDENTIAL (HR) DISTRICT.**

**WHEREAS**, the Town of Millsboro has received an application from Amanda Bailey and Alex Robb for annexation into the Town of certain territory, contiguous to the present limits of the Town of Millsboro, identified as part of Sussex County Tax Map and Parcel No. 133-16.00-136.00, containing 7.160 acres, more or less, as described in **Exhibit "A"**, attached hereto and incorporated by reference herein; and

**WHEREAS**, the Charter of the Town of Millsboro requires that a Committee appointed by the Mayor and composed of not less than three (3) of the elected members of the Town Council investigate the possibility of annexation; and

**WHEREAS**, the Applicants have requested that this property be a part of the High-Density Residential (HR) District.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Millsboro that the Annexation Committee appointed by the Mayor of the Town of Millsboro, composed of not less than three (3) of the elected members of the Town Council investigate the possibility of annexing a parcel of land owned by Amanda Bailey and Alex Robb, identified as Sussex County Tax Map and Parcel No. 133-16.00-136.00, containing 7.160 acres, more or less; contiguous to the Town limits, and being more particularly described on **Exhibit "A"** attached hereto and incorporated herein by reference; and to submit a report to the Town Council not later than October 3, 2022 (i.e., 90 days from appointment of the Annexation Committee), setting forth their findings and conclusions, including the advantages and disadvantages of the proposed annexation, both to the Town of Millsboro and to the territory proposed to be annexed, and setting forth the recommendations of the Annexation Committee whether the Town Council shall proceed with the proposed annexation and the reasons therefor.


**AND BE IT FURTHER RESOLVED**, that the Town Manager be and is hereby directed to send a copy of the request for annexation to the Office of State Planning Coordination, 122 Martin Luther King Jr. Boulevard South, Third Floor, Dover, Delaware 19901, for response; and

**AND BE IT FURTHER RESOLVED**, that the Town Manager be and is hereby directed to send a copy of the request for annexation to Sussex County, pursuant to 22 Del.C. § 101 (5); and

**AND BE IT FURTHER RESOLVED**, that after notice to the owner of the property, the Office of State Planning Coordination and Sussex County, the Town Council may establish a date

and time for a public hearing upon said annexation request **and** provide a comment period of at least 30 days prior to formal annexation.

I, James C. Kells, Secretary of the Town Council of the Town of Millsboro, do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Town Council at its Regular Meeting held on July 5, 2022, at which a quorum was present and voting throughout and that the same is still in full force and effect.

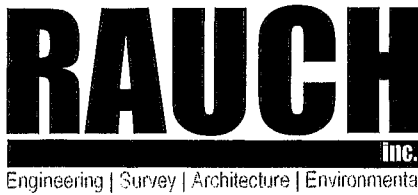
  
\_\_\_\_\_  
James C. Kells, Secretary

Date: 7/27/2022

**Committee Appointed:      John Thoroughgood - Chair**

**Larry Gum - Member**

**Jim Kells - Member**



**Meeting Minutes**

Project: RBCI Millsboro, Millsboro, DE  
Meeting No.: TIS Scoping Meeting  
Meeting Date: Nov 28, 2022  
Meeting Time: 11:00 am  
Issue Date: Nov 29, 2022  
By: Casey Rauch, Project Engineer

<u>Those Present</u>	<u>Company</u>	<u>Email</u>
Casey Rauch	RAUCH inc.	casey@raucheng.com
Carl Wilson	The Traffic Group	cwilson@trafficgroup.com
Rick Beavers	RBCI	rbeavers@rbcibiz
James Argo	DelDOT	
Thomas Gagnon	DelDOT	
Kevin Hickman	DelDOT	
Wendy Polasko	DelDOT	
Matt Schlitter	DelDOT	

**Items Discussed**

**General:**

- DelDOT would prefer to have a single 24’ wide entrance off of Millsboro Hwy. than the divided entrance as shown on the sketch plan.
- The engineer should show all R/W dedication along the property frontage.
- DelDOT said that a site visit would ultimately determine what improvements on Millsboro Hwy. would be required. Options could be a mill & overlay of existing shoulder/travel lane, or total reconstruction, based on visual observations.
- DelDOT asked to consider access from either Jackstone Way or Kendall Street. It is believed that Jackstone Way is a private road and access will not be possible. It is believed that Kendall Street is a public road, but the subs are likely private. Alternative access is likely not possible, but the developer will investigate the possibility. This would likely eliminate that need for additional auxiliary lanes on Millsboro Hwy.
- This project will likely qualify for an area wide study fee. There is the possibility of a Traffic Impact Study (TIS) requirement. This will be determined at the presubmittal meeting.
- DelDOT may require the developer to enter into a signal agreement or possibly an investment into the revolving fund. They may look at contributions into Rt. 113 projects.



- The applicant's next step is to apply for a pre submittal meeting.
- DelDOT is not opposed to this project and has no reason to deny access as long as entrance requirements can be met.
- Carl Wilson, the consultant traffic engineer, asked if DelDOT would consider extending the existing bypass lane rather than require a left turn lane, if warranted. This may eliminate traffic shifts over short distances. DelDOT is not opposed to this option.
- Meeting minutes and continued coordination with DelDOT should be addressed to Thomas Gagnon.

These meeting minutes were prepared by RAUCH inc. for the purpose of recording the information covered during this meeting. If anyone objects to any statement or interpretation contained herein, please inform the writer within three (3) business days of receipt of this document.

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MISC BILLINGS- NEW BALANCE					1/3/2023 10:53 AM
12/31/2022					
Date	Acct	Name	Amount		Rpt Code
3/11/2021	921	Knollwood Development	1,658.40	Alderleaf Meadows	engineering fees
12/2/2022	623	Millwood Acq	1,094.50	Westtown Village	engineering fees
12/2/2022	623	Davis, Bowen & Friedel, Inc	3,130.44	Somerton Chase	engineering fees
		<b>ENGINEERING TOTAL</b>	<b>5,883.34</b>		
5/28/2015	1115	Tana Simpson- Warren	180.00	1117 Houston Acres ser #	Mtr-parts
12/13/2022	623	NVR, Inc Ryan Homes	225.00	meter parts	Mtr-parts
		<b>MTR/PRTS TOTAL</b>	<b>405.00</b>		
2/19/2015	815	Norman & Karen Laffey	100.00	23517 Tristan Lane 2/16/2	On/Off Wtr
12/28/2022	623	Pine Brick, LLC	140.00	323 N Morris ST	On/Off Wtr
12/28/2022	623	Kevin/Sherrill Garlands	100.00	13 Nicole's Ct	On/Off Wtr
		<b>ON/OFF WTR TOTAL</b>	<b>340.00</b>		
2/7/2020	820	Arcardis	708.45	Church St	GENMISC
6/21/2021	1221	Tonald Trucking	226.71	Old Lanidng Rd & Mitchell	GENMISC
		<b>SEWER REVENUE TOTAL</b>	<b>935.16</b>		
7/1/2022	Jan	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Feb	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Mar	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Apr	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	May	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	June	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Feb	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Mar	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Apr	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	May	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	June	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Apr	Merck	4,320.00	Rent/Fee	Ellis St
7/1/2022	Apr	Merck	1,080.00	Rent/Fee	Ellis St
7/1/2022	July	Merck	1,080.00	Rent/Fee	Ellis St
8/3/2022	223	Millwood Acq	2.14	Interest	GenMis
8/3/2022	223	Knollwood Development	24.88	Interest	GenMis
9/6/2022	323	Millwood Acq	2.14	Interest	GenMis
9/6/2022	323	Knollwood Development	24.88	Interest	GenMis
9/6/2022	323	Buffalo Construction	7.03	Interest	GenMis
9/6/2022	323	Buffalo Construction	4.69	Interest	GenMis
9/6/2022	323	Davis, Bowen & Friedel	52.66	Interest	GenMis
10/4/2022	423	Buffalo Construction	7.03	Interest	GenMis
10/4/2022	423	Buffalo Construction	4.69	Interest	GenMis
10/4/2022	423	Knollwood Development	24.88	Interest	GenMis
10/4/2022	423	Millwood Acq	2.14	Interest	GenMis
10/11/2022	423	Knollwood Development	-0.90	Interest	GenMis
10/26/2022	423	Mid-Atlantic Commercial Group	-0.01	Interest	GenMis
11/9/2022	523	Buffalo Construction	0.11	Interest	GenMis
11/9/2022	523	Buffalo Construction	0.07	Interest	GenMis
11/9/2022	523	Davis, Bowen & Friedel, Inc	1.58	Interest	GenMis
11/9/2022	523	Knollwood Development	24.88	Interest	GenMis
11/9/2022	523	Millwood Acq	2.14	Interest	GenMis
12/2/2022	623	Buffalo Construction	0.11	Interest	GenMis
12/2/2022	623	Buffalo Construction	0.07	Interest	GenMis
12/2/2022	623	Millwood Acq	0.03	Interest	GenMis
12/6/2022		Mid Atlantic Commerical Group	-0.31	Interest	GenMis
		<b>GENMISC TOTAL</b>	<b>13,139.93</b>		
		<b>GRAND TOTAL</b>	<b>20,703.43</b>		
<b>NEW BALANCE</b>		<b>DEBITS</b>		<b>CREDIT</b>	<b>OLD BALANCE</b>
20,703.43		479,541.63		477,153.67	18,315.47

		Receipt Book					
		12/31/2022					
EDU Water				17,986.49			
EDU Sewer				59,912.77			
Court Fines				5,319.36			
Building Permits				20,139.27			
Building Fund Fee				8,283.23			
Fire Service				4,232.25			
Ambulance Service				4,232.25			
Transportation				3,000.00			
Police Protection				4,232.25			
Public Hearings							
W/S Parts				31,519.50			
W/S Taps				8,400.00			
W/S Cut Off-On				1,060.00			
Pool Water							
Business registration							
Rental Fees				2,255.00			
Boat Slips							
Grass Cutting							
Stamps, Copies, Fax				1.14			
Miscellaneous							
Civic Center							
Final				1,739.71			
Tax Collection				881.59			
Pending Appt				25.00			
Whiskes 4 Wishes				7,236.00			
RetCk				30.00			
Past Due Int/MidAtlantic				47.88			
MidSouthAudio/Parade				425.00			
RetCk				30.00			
RetCk				30.00			
Landann/Citation49FA				0.33			
ABC Farms 2023				11,697.05			
ACC RPT				770.00			
Pol Spec Grant				17,697.50			
PolPen Cy21 120122				57,551.78			
Other Special Duty				2,250.00			
Annexation Fee Citation				190,294.80			
URS/AECOM							
	Millsboro Town Village, LLC			2,118.14			
	Lennar	Plantation Lakes		393.12			
CABE/DUFFIELD							
	Knollwood	Alderleaf		1238.60			
	Davis,Bowen & Fri	Foster Commons		4476.32			
	Davis,Bowen & Fri	Foster Commons		5149.38			
	Lennar	Plantation Lakes		2497.96			
<b>Grand Total</b>				477153.67			
	Old Balance	Debits	Net PN Added	Adj	Credits	New Bal	
W/S/	\$ 24,731.37	\$ 969,888.60	\$ 1,322.22	\$ (54.91)	\$ (60,611.41)	\$ 935,275.87	
Tax	\$ 236,323.79		\$ 1,823.63	\$ (512.69)	(28,544.60)	\$ 209,090.13	



Town of Millsboro  
Building Permits  
December 2022

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-009482	MILLSBORO VILLAGE	OLD LANDING APTS - BLDG 100	DEMOLISH/REBUILD NEW APT BLDG 100	HR	00754	00938	\$1,048,425.00	\$5,916.00
B-009483	MILLSBORO VILLAGE	OLD LANDING APTS - BLDG 200	DEMOLISH/REBUILD NEW APT BLDG 200	HR	00754	00938	\$1,048,425.00	\$5,916.00
B-010485	ROF MILLSBORO, LLC	26670 CENTERVIEW DR, UNIT #5	SIGN - MARLEYS SMOKE SHOP	HC	10650	03583	\$5,545.00	\$100.00
B-010492	DELMARVA PROF CTR	30265 COMMERCE DR, UNIT 104	TENANT FIT-OUT - TIDAL HEALTH X-RAY OFFICE	HC	07853	04874	\$200,000.00	\$860.00
B-010493	SANDRA A WARRINGTON	25350 S OAK DR	REMOVE/REPLACE 5 DOUBLE HUNG WINDOWS	MR	04410	03453	\$3,440.00	\$90.00
B-010450	ROBERT NEOGRA	350 WINDFLOWER DR	12x19 SCREEN PORCH	RPC	10654	05031	\$18,900.00	\$165.00
B-010494	WAN XI HUANGQ	25233 SWEETGUM WAY	4' WHITE VINYL PICKET FENCE	RPC	06681	03838	\$5,308.16	\$100.00
B-010495	CALEB MILLSBORO, LLC	25029 ASPEN CIR	THE GRAND CAYMAN	RPC	08514	03932	\$296,574.44	\$1,151.00
B-010496	RUDOPH F GONZALES	19097 JACKSTONE WAY	9x20 CONCRETE PATIO, 4' WHITE VINYL FENCE w/1 GATE	HR	09640	03632	\$2,800.00	\$85.00
B-010497	DLE, LLC	24881 MAGNOLIA CIR	4' BLACK ALUMINUM FENCE w/1 GATE	RPC	10876	02748	\$5,367.00	\$100.00
B-010486	EDWARD SANUTE	31353 OLNEY WAY	21x17 PAVER PATIO W/SITTING WALLS	RPC	10895	05630	\$31,911.00	\$220.00
B-010489	KAMM LODGE	31234 OLNEY WAY	SCREEN IN EXISTING DECK W/SCREEN DOOR & RAILING	RPC	10199	05578	\$2,325.00	\$85.00
B-010490	ANTHONY TRUSSO	423 TUNBRIDGE CT	12x18 SCREEN IN DECK	RPC	10285	02108	\$28,000.00	\$210.00
B-010238	CALEB MILLSBORO, LLC	27012 GREENLEAF DR	THE BIRCH	RPC	08514	03850	\$292,481.60	\$1,139.00
B-010487	ELLEN WALSH	320 WINDFLOWER DR	12x16 DECK	RPC	10307	05009	\$11,313.00	\$130.00
B-010498	RICHARD C KOMYANEK	29485 GLENWOOD DR	18x16 SEASON ROOM w/STAIRS, 10x16 CONCRETE PATIO	RPC	07319	02874	\$81,747.00	\$488.00
B-010500	FAITH OCAK	25217 SWEETGUM WAY	4' WHITE VINYL PICKET FENCE W/2 GATES	RPC	10695	03831	\$8,515.00	\$115.00
B-010507	GLEN HENDERSON	211 W BOURNE WAY	REMOVE/REPLACE 32 WINDOWS, PATIO & ENTRY DOORS	RPC	03477	01836	\$34,159.00	\$245.00
B-010510	KRISTIN DUCHARME	26055 TULIP CRSG	4' WHITE VINYL PICKET FENCE W/2 GATES	RPC	10785	03918	\$4,933.00	\$95.00
B-010511	RUBY MYSZKIEWICZ	26037 TULIP CRSG	4' WHITE VINYL PICKET FENCE W/2 GATES	RPC	10867	039228	\$3,753.00	\$90.00
B-010513	MILLWOOD ACQUISITIONS	373 WINDFLOWER DR	THE ARUBA BAY	RPC	06091	04974	\$199,394.14	\$860.00
B-010491	HA H PHENIX	29487 GLENWOOD DR	ADD 2 BEDROOMS IN BASEMENT	RPC	06981	02875	\$8,000.00	\$110.00
B-010501	LENCRAFT, LLC	35372 WRIGHT WAY	8x20 DECK	RPC	03082	05439	\$5,600.00	\$100.00
B-010502	LENCRAFT, LLC	35382 WRIGHT WAY	8x20 DECK	RPC	03082	05442	\$5,600.00	\$100.00
B-010503	LENCRAFT, LLC	35370 WRIGHT WAY	8x20 DECK	RPC	03082	05438	\$5,600.00	\$100.00
B-010504	LENCRAFT, LLC	35376 WRIGHT WAY	8x20 DECK	RPC	03082	05440	\$5,600.00	\$100.00
B-010505	LENCRAFT, LLC	35366 WRIGHT WAY	8x20 DECK	RPC	03082	05437	\$5,600.00	\$100.00
B-010506	LENCRAFT, LLC	35378 WRIGHT WAY	8x20 DECK	RPC	03082	05441	\$5,600.00	\$100.00
B-010509	TRINH NGUYEN	27018 GREENLEAF DR	4' VINYL PICKET FENCE, 10x12 SHED, 16x40 CONC PATIO	RPC	10816	03847	\$5,230.00	\$100.00
B-010520	THOMAS E WISE	112 ALEXANDREA'S CT	REMOVE/REPLACE 6 WINDOWS	RPC	09680	04434	\$6,664.00	\$105.00
B-010517	CALEB MILLSBORO, LLC	25019 ASPEN CIR	THE DOMINICA SPRING	RPC	08514	03936	\$324,539.28	\$1,235.00
B-010516	CALEB MILLSBORO, LLC	25025 ASPEN CIR	THE GRAND CAYMAN	RPC	08514	03934	\$296,574.44	\$1,151.00
B-010514	JAMES KILLEN	31246 OLNEY WAY	PAVER PATIO W/SITTING WALL, STEPS	RPC	10141	05581	\$26,000.00	\$200.00
B-010522	DAMON BATES	26069 TULIP CRSG	12x16 CONCRETE PATIO, 4' WHITE VINYL FENCE, 10x12 SHED	RPC	10679	03915	\$12,808.00	\$135.00
B-010512	TOMASZ CHRZASZCZ	25336 SHELBY CT	FINISH BASEMENT	RPC	07803	02646	\$16,000.00	\$150.00

Total Permits = 45

New Houses = 9

Renovations = 32 (1 renewed)

Commercial = 2

Apartments = 2 (renewed)

Town of Millsboro  
 Building Permits  
 December 2022

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-010499	ROBERT LATSHAW	512 MIFFLIN WAY	19x14 SUNROOM	RPC	10408	05016	\$57,669.00	\$392.00
B-010313	MILLWOOD ACQUISITIONS	305 WINDFLOWER DR	THE GRAND CAYMAN w/14x10 CONCRETE PATIO	RPC	06091	04942	\$258,054.20	\$1,037.00
B-010392	MILLWOOD ACQUISITIONS	389 WINDFLOWER DR	THE GRAND BAHAMA	RPC	06091	04982	\$258,054.20	\$1,037.00
B-010526	MILLWOOD ACQUISITIONS	383 WINDFLOWER DR	THE GRAND BAHAMA	RPC	06091	04979	\$227,909.39	\$944.00
B-010527	MILLWOOD ACQUISITIONS	379 WINDFLOWER DR	THE GRAND CAYMAN	RPC	06091	04977	\$258,054.20	\$1,037.00
B-010515	PHILIP/SHERRY MARTIN	29452 GLENWOOD DR	12x34 GROUND LEVEL DECK	RPC	04176	02461	\$12,900.00	\$135.00
B-010518	RICHARD RYAN	34250 RICHMOND RD	FINISH BASEMENT	RPC	10983	05697	\$38,400.00	\$265.00
B-009312	DONDARSKI KRISTIN	118 DELAWARE AVE	CONVERT CARPORT INTO LIVING SPACE	MR	07692	00622	\$4,000.00	\$180.00
B-010524	LENCRAFT, LLC	31311 BURKE CT	11x13 SCREEN PORCH		03082	05793	\$7,000.00	\$105.00
B-010525	LENCRAFT, LLC	31329 BURKE CT	10x12 SCREEN PORCH		03082	05800	\$7,000.00	\$105.00

Total Permits = 45  
 New Houses = 9  
 Renovations = 32 (1 renewed)  
 Commercial = 2  
 Apartments = 2 (renewed)

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