



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

Posted on February 27, 2023 at 3:00pm

A G E N D A

Town Council
Regular Meeting, Public Hearings and Executive Session
March 6, 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

Public comment (2 minutes limited to agenda items)

Public Hearings:

TO CONSIDER THE REQUEST THAT REAL PROPERTY LOCATED ON THE WEST SIDE OF HANDY ROAD OWNED BY MILLSBORO TOWNE VILLAGE, L.L.C., IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NUMBER 235-5.00-122.00 (P/0), BE REZONED FROM MEDIUM-DENSITY RESIDENTIAL (MR) TO MEDIUM-DENSITY RESIDENTIAL (MR) WITH A RESIDENTIAL PLANNED COMMUNITY (RPC) OVERLAY.

TO CONSIDER THE TOWN COUNCIL'S RESOLUTION PROPOSING TO ANNEX 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 PROPOSING TO AMEND THE ZONING MAP AND ZONING ORDINANCE OF THE TOWN OF MILLSBORO TO INCLUDE SAID TERRITORY IN THE HIGH-DENSITY RESIDENTIAL (HR) DISTRICT.

TO CONSIDER THE TOWN COUNCIL'S RESOLUTION PROPOSING TO ANNEX CERTAIN TERRITORY, CONTIGUOUS TO THE PRESENT LIMITS OF THE TOWN OF MILLSBORO, OWNED BY SUSSEX COUNTY, IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NO. 233-5.00-110.00, CONTAINING 0.919 ACRES, MORE OR LESS, AND PROPOSING TO AMEND THE ZONING MAP AND ZONING ORDINANCE OF THE TOWN OF MILLSBORO TO INCLUDE SAID TERRITORY IN THE HIGHWAY COMMERCIAL (HC) DISTRICT.

Secretary's report
Minutes

Treasurer's report
Bank balances
Invoices

Millsboro Fire Company update

Millsboro Art League update

Police Department's report
FY22 JAG Byrne grant funds

Amendment: Policy # 13 Recruitment & Selection

Change order #3

Water and sewer
301 Amberly Court Water Meter Fees and Refund Request (Hall)

2023 White Farm Rapid Infiltration Basin Improvements Construction Award (Kruger)

Mayor's report

Rezoning Application submitted by Millsboro Towne Village, LLC., for property located on the west side of Handy Road, formally known as Sussex County Tax Map and Parcel No. 233-5.00-122.00 (p/o) from Medium-Density Residential (MR) to Medium-Density Residential (MR) with a Residential Planned Community (RPC) overlay. (Niblett)

Annexation of property owned by Amanda Bailey and Alex Robb, located in Dagsboro Hundred, formally known as Sussex County Tax Map and Parcel No. 133-16.00-136.00, containing 7.160 acres, more or less, and proposing to amend the zoning map and zoning Ordinance of the Town of Millsboro to include said territory in the high-density residential (HR) district. (Niblett)

Annexation of property owned by Sussex County, located in Dagsboro Hundred, formally known as Sussex County Tax Map and Parcel No. 233-5.00-110.00, containing 0.919 acres, more or less, and proposing to amend the zoning map and zoning Ordinance of the Town of Millsboro to include said territory in the highway commercial (HC) district. (Niblett)

Application for Conditional Use submitted by Anthony Khoi Nguyen, for property located at 129 Laurel Road, formally known as Sussex County Tax Map and Parcel No. 133-17.17-9.01, to operate a nail, hair and body massage business.

Application for Conditional Use Renewal submitted by Shelly Shaffer on behalf of Chimes Metro Inc., for property located at 28393 DuPont Boulevard, formally known as Sussex County Tax Map and Parcel No. 133-16.16-7.00, to operate an establishment as an accessible home for intellectually disabled individuals for citizens of Southern Delaware.

Plantation Lakes Water Plant Field Change Directives (Kruger)

W.B. Atkins Ball Park Drainage Construction Award (Kruger)

Verdantas IRSD Spray Irrigation Proposal (Kruger)

Millsboro Chamber of Commerce Annual Stars and Stripes Event (Burk)

Millsboro Chamber of Commerce Annual Fireworks for the Stars and Stripes Event (Burk)

Art League Lease Renewal (Burk)

Employee Holiday Schedule (Burk)

Water Meter and AMR/AMI System Installation Award (Hall)

Barker Alley - Appointment of committee pursuant to Section 31 of the Charter to investigate possibility of changing the street structure of the Town by closing/vacating public use of alley (Schrider-Fox)

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.

3/1		Town of Millsboro		
mth		Account Balances		
		February 28, 2023		
Account				Interest
Type	Bank	Purpose	Book Balance	Earned
Checking/Money Market				
WSFS Bank				
	1	General Account	\$ 3,625,793.50	\$ 7,560.24
	2	Payroll	\$ 394.22	\$ 38.15
	3	Withholding	\$ 51,971.44	\$ 128.04
	4	Municipal Street Aid Fund (MSAF)	\$ 76,280.92	\$ 155.10
	5	Sewer Construction	\$ 2,460,544.87	\$ 4,657.19
	6	State Aid Local Law Enforcement (SALLE)	\$ 4,536.82	\$ -
	7	Emergency Illegal Drug Enforcement (EIDE)	\$ 4,970.89	\$ -
	8	Sewer Impact	\$ 3,649,311.48	\$ 6,795.37
	9	Water Impact	\$ 442,021.41	\$ 802.47
	10	Building Component Fee	\$ 4,889,345.23	\$ 9,491.18
	14	Transfer Tax 1% (3.75M in "set-asides")	\$ 9,445,720.65	\$ 17,559.71
	15	Fund to Combat Violent Crime (FCVC)	\$ 38,394.02	\$ -
	16	Police Protection Impact	\$ 100,095.32	\$ 6.70
	17	Transportation/Stormwater Impact	\$ 68,123.27	\$ 4.37
		Bicentennial Beautification Fund	\$ 11,275.21	\$ 21.34
	Total WSFS Bank		\$ 24,868,779.25	\$ 47,219.86
Citizens Bank				
	12	Transfer Tax Checking	\$ 3.85	
	11	Transfer Tax 1%	\$ 200,345.33	\$ 7.68
		Transfer Tax .5%	\$ 50,113.42	\$ 1.92
	Total Citizens		\$ 250,462.60	\$ 9.60
Total Checking/Money Market			\$ 25,119,241.85	\$ 47,229.46
Certificates of Deposit				
M&T Trust - formerly Wilmington Trust				
		Bicentennial Fund 0.03%	\$ 7,000.00	
	Total M&T Trust		\$ 7,000.00	
PNC Bank				
		WWTP Unrestricted General - 1/31/23	\$ 84,949.09	
		WWTP Membrane CD - 1/31/23	\$ 51,737.74	
	Total PNC Bank		\$ 136,686.83	\$ -
Total Certificates of deposit			\$ 143,686.83	\$ -
Total on Hand Cash & CD's			\$ 25,262,928.68	\$ 47,229.46

3/1		Town of Millsboro			
mth		Account Balances			
		February 28, 2023			
Account		January 31, 2023	February 28, 2023	Net Change	Interest Earned
Type/Bank	Purpose	Book Balance	Book Balance		
Checking/Money Market					
WSFS Bank					
1	General Account	\$ 4,381,243.09	\$ 3,625,793.50	\$ (755,449.59)	\$ 7,560.24
2	Payroll	\$ 356.07	\$ 394.22	\$ 38.15	\$ 38.15
3	Withholding	\$ 67,886.50	\$ 51,971.44	\$ (15,915.06)	\$ 128.04
4	Municipal Street Aid Fund (MSAF)	\$ 32,946.23	\$ 76,280.92	\$ 43,334.69	\$ 155.10
5	Sewer Construction	\$ 2,456,638.26	\$ 2,460,544.87	\$ 3,906.61	\$ 4,657.19
6	State Aid Local Law Enforcement (SALLE)	\$ 5,053.82	\$ 4,536.82	\$ (517.00)	\$ -
7	Emergency Illegal Drug Enforcement (EIDE)	\$ 4,970.89	\$ 4,970.89	\$ -	\$ -
8	Sewer Impact	\$ 3,410,667.65	\$ 3,649,311.48	\$ 238,643.83	\$ 6,795.37
9	Water Impact	\$ 369,592.76	\$ 442,021.41	\$ 72,428.65	\$ 802.47
10	Building Component Fee	\$ 5,040,959.37	\$ 4,889,345.23	\$ (151,614.14)	\$ 9,491.18
14	Transfer Tax 1% (3.75M in "set-asides")	\$ 9,229,503.29	\$ 9,445,720.65	\$ 216,217.36	\$ 17,559.71
15	Fund to Combat Violent Crime (FCVC)	\$ 38,394.02	\$ 38,394.02	\$ -	\$ -
16	Police Protection Impact	\$ 87,843.16	\$ 100,095.32	\$ 12,252.16	\$ 6.70
17	Transportation/Stormwater Impact	\$ 48,772.40	\$ 68,123.27	\$ 19,350.87	\$ 4.37
	Bicentennial Beautification Fund	\$ 11,253.70	\$ 11,275.21	\$ 21.51	\$ 21.34
	Total WSFS Bank	\$ 25,186,081.21	\$ 24,868,779.25	\$ (317,301.96)	\$ 47,219.86
Citizens Bank					
12	Transfer Tax Checking	\$ 3.85	\$ 3.85	\$ -	\$ -
11	Transfer Tax 1%	\$ 200,337.65	\$ 200,345.33	\$ 7.68	\$ 7.68
	Transfer Tax .5%	\$ 50,111.50	\$ 50,113.42	\$ 1.92	\$ 1.92
	Total Citizens	\$ 250,453.00	\$ 250,462.60	\$ 9.60	\$ 9.60
	Total Checking/Money Market	\$ 25,436,534.21	\$ 25,119,241.85	\$ (317,292.36)	\$ 47,229.46
Certificates of Deposit					
	M&T Trust - formerly Wilmington Trust	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
	Bicentennial Fund 0.03%	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
	Total M&T Trust	\$ 14,000.00	\$ 14,000.00	\$ -	\$ -
PNC Bank					
	WWTP Unrestricted General - 1/31/23	\$ 84,830.21	\$ 84,949.09	\$ 118.88	\$ -
	WWTP Membrane CD - 1/31/23	\$ 51,698.22	\$ 51,737.74	\$ 39.52	\$ -
	Total PNC Bank	\$ 136,528.43	\$ 136,686.83	\$ 158.40	\$ -
	Total Certificates of deposit	\$ 143,528.43	\$ 143,686.83	\$ 158.40	\$ -
	Total on Hand Cash & CD's	\$ 25,580,062.64	\$ 25,262,928.68	\$ (317,133.96)	\$ -

February 2023 Bills

Sum of	Total		
Bank	Vendor	Description	Total
GENERAL	A. E. MOORE JANITORIAL	FEBRUARY/SEWER	98.19
		FEBRUARY/WATER	60.00
	A. E. MOORE JANITORIAL Total		158.19
	AMAZON CAPITAL SERVICES	4 PIECE RULER/MEASURING TAPE	16.59
		4 WAY UTILITIES KEY-TH	9.99
		BLACK INK MARKERS 3/PK	6.39
		BULLY TOOLS/SOIL PROBE (2PK)	64.66
		BURLAP TABLE RUNNERS	19.99
		CHALK MARKERS	24.99
		CLEAR DESK PAD BLOTTER	21.88
		CLIP BOARDS	31.99
		CLUTCH ASSEMBLY/SALT SPREADER	193.79
		DISPOSABLE GLOVES-LARGE	145.00
		DRY ERASE WALL CALENDAR	49.96
		DRY ERASE WALL CALENDAR-6 MONTHS	21.98
		EUCALYPTUS GARLAND (2)	41.98
		FALL PROTECTION SAFETY KIT-3XL	164.08
		GOLD FOIL SEAL STICKERS	13.48
		HEAVY DUTY STAPLES	7.48
		HP 128A BLACK TONER CARTRIDGE	82.99
		HP 972X CARTRIDGE	151.89
		HYDRANT WRENCH	114.75
		HYDRANT WRENCH-RET'D	(38.25)
		MAGNETIC CHALK BOARD EASEL	64.99
		MANHOLE COVER HOOK (2)	101.72
		MONEY RECEIPT BOOK (5)	65.50
		PENDAFLEX EXP FILE POCKETS	23.65
		PENS W/Z-GRIP 24 PK (2)	13.58
		PENTAL CLIC ERASER 3/PK	4.60
		POST IT FLAG DESK DISP (3)	31.74
		SAFETY FALL PROTECTION LANYARD	129.90
		SHARPIE HIGHLIGHTERS 12/BX YELLOW	10.09
		SMALL GIFT BOXES	33.88
		TAPE MEASURE (5 PK)	7.98
		WEEKLY PLANNER/APPT BOOK	23.85
		WIRELESS KEYBOARD	27.99
		XL DRY ERASE WALL CALENDAR (1)	39.98
	AMAZON CAPITAL SERVICES Total		1,725.06
	AMERICAN PUBLIC SAFETY	BIKE PATROL POLO (4)	204.00
		BULLETPROOF VEST-CABEZAS	1,142.10
		DUTY PISTOL TACO/U MOUNT	42.00
		HANDCUFF COVERED U-MOUNT	45.00
		PANT W/ REMOVABLE LEGS	250.00
		PANT W/REMOVABLE LEGS (3)	375.00
	AMERICAN PUBLIC SAFETY Total		2,058.10
	ASHLEIGH SANDER	MILEAGE 1/24/23-DOVER RT	58.50
		MILEAGE 2/22/23-DRWA EXPO (HARRINGTON)	43.94
		MILEAGE 2/23/23-DRWA EXPO HARRINGTON	43.94
	ASHLEIGH SANDER Total		146.38
	AXON ENTERPRISE, INC.	AB3 CAMERA BUNDLE (21)	2,935.80
		AB3 MULTI BAY DOCK BUNDLE (3)	897.00
		AXON SIGNAL UNIT	558.00
		BASIC LICENSE BUNDLE (18)	3,240.00
		BODY CAM BAY-DOCK TAP BUN (3)	1,062.04
		BODY CAM TAP BUNDLE (21)	7,056.00

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February 2023 Bills

GENERAL	AXON ENTERPRISE, INC.	EVIDENCE STORAGE	2,016.00
		LEFT HAND HOLSTER/CABEZAS	104.80
		PRO LICENSE BUNDLE (3)	1,404.00
	AXON ENTERPRISE, INC. Total		19,273.64
	BAKER'S HARDWARE CO.	FEB/GEN CVC MISC	4.47
		FEB/GEN MAINT MISC	9.99
		FEB/SEWER	78.14
		FEB/SEWER EXP OTHER	27.86
		FEB/STR MISC EXPENSE	13.18
		FEB/STR RPR & MAINT	3.56
		FEB/STR RPR MAINT-VEHICLE EQUIP	7.65
		FEB/WATER	147.12
		FEB/WATER MISC EXP	36.02
	BAKER'S HARDWARE CO. Total		327.99
	BELAIR ROAD SUPPLY	COUPLINGS (40)	490.00
	BELAIR ROAD SUPPLY Total		490.00
	BFPE INTERNATIONAL	AMB GARAGE/FIRE EXTING (3)	21.00
		POLICE/FIRE EXTING (16)	435.00
		SEWER PLANT/FIRE EXTING (17)	223.00
		TOWN HALL KITCHEN HOOD	213.00
		TOWN HALL/FIRE EXTING (7)	80.50
		WATER PLANT/FIRE EXTING (17)	651.50
	BFPE INTERNATIONAL Total		1,624.00
	BLITZ, CONNOR	JEANS	29.74
		STOP PAYMENT FEE	(20.00)
	BLITZ, CONNOR Total		9.74
	BURK, JAMIE	CELL PHONE ALLOW-FEB 2023	50.00
	BURK, JAMIE Total		50.00
	CAPITOL CLEANERS	JAN BILLING	299.50
	CAPITOL CLEANERS Total		299.50
	CLEARGOV, INC.	BUDGET COMPUTER PROGRAM	6,586.66
	CLEARGOV, INC. Total		6,586.66
	COASTAL POINT LLC	PUBLIC HEARING AD	102.00
	COASTAL POINT LLC Total		102.00
	COYNE CHEMICAL CO.	BLEACH	11,673.09
		CAUSTIC	12,258.64
		CES PACL	12,191.20
		LIME	698.35
		POLYMER	4,486.04
	COYNE CHEMICAL CO. Total		41,307.32
	CUMMINS - WAGNER	INSTALLED AUTO DRAIN/WWTP	512.75
	CUMMINS - WAGNER Total		512.75
	CUMMINS SALES AND SERVICE	RETREAT AT MILLSTONE-INSPEC	514.20
	CUMMINS SALES AND SERVICE Total		514.20
	DATA OBSESSIONS LLC	MARCH 2023 BILLING	80.00
	DATA OBSESSIONS LLC Total		80.00
	DE MUNICIPAL CLERKS ASSOC	2023 MEMBERSHIP/DOREY	35.00
	DE MUNICIPAL CLERKS ASSOC Total		35.00
	DELAWARE RURAL WATER ASSOC.	APPRENTICESHIP PROG/CORPUS	150.00
	DELAWARE RURAL WATER ASSOC. Total		150.00
	DELAWARE SOLID WASTE AUTHOR	447716/SLUDGE	664.70
		448697/TRASH WTP	7.50
		449720/SLUDGE	712.30
		450191/SLUDGE	635.80
		450640/SLUDGE	578.85
		452616/SLUDGE	581.40
		453007/SLUDGE	603.50
		453436/SLUDGE	613.70
		455249/SLUDGE	476.00

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GENERAL	DELAWARE SOLID WASTE AUTHOR	455744/SLUDGE	654.50
		456148/SLUDGE	629.85
		456484/TRASH WTP	9.77
		456484/TRASH WWTP	9.78
		458145/SLUDGE	557.60
	DELAWARE SOLID WASTE AUTHORITY Total		6,735.25
	DELTA DENTAL OF DELAWARE	MAR/GENERAL	573.74
		MAR/POLICE	1,402.52
		MAR/SEWER	628.13
		MAR/WATER	257.19
	DELTA DENTAL OF DELAWARE Total		2,861.58
	DENNIS SALES & SERVICE, INC	SOLENOID VALVE/FLUORIDE SAT (2)	570.50
	DENNIS SALES & SERVICE, INC. Total		570.50
	DUFFIELD ASSOCIATES, INC	86140/MILLSBORO DB 5B PS	1,380.00
		87101/MILLSBORO DB 5B PS	1,840.00
		87103/PLANTA LAKES SUB REV	6,177.57
		87104/MILLSBORO MISC-GENERAL	1,840.00
		87104/MILLSBORO MISC-WTR	144.00
		87104A/RETREAT AT MILLSTONE REV	940.81
		87104B/RIBS CONTINGENCY PLAN	405.00
		87104C/PS 19A PRE ENG	127.40
		89312R/MILLSBORO RIB EXPAN	17,890.75
		89335/MILLSBORO WHITE ST PROD WELL	5,438.50
		89337/ALDERLEAF MEADOWS	5,964.50
		89340R2/PLANTA LAKES SUB REV	13,115.44
		89341R2/MILLSBORO MISC-GENERAL	1,033.40
		89341R2/MILLSBORO MISC-SWR	2,621.60
		89341R2A/RIBS CONTINGENCY PLAN	4,122.00
		89341R2C/WHITE ST WELL ALLO PERMIT	217.50
		89341R2D/CUPOLA PK BULKHEAD ASSESS	330.00
		89341RB/STANDARD SPEC UPDATE	1,280.00
	DUFFIELD ASSOCIATES, INC Total		64,868.47
	EARLY DAWN REFRESHMENT SERV	DELIVERY 2/21/23	22.98
		MONTHLY COOLER RENTAL	2.00
	EARLY DAWN REFRESHMENT SERVICES, INC Total		24.98
	ENVIROCORP, INC.	JAN/SEWER	4,901.75
		JAN/WATER	403.00
	ENVIROCORP, INC. Total		5,304.75
	FBINAA MARYLAND DELAWARE CH	2023 FBINAA MD/DE RETRAINING	300.00
	FBINAA MARYLAND DELAWARE CHAPTER Total		300.00
	FISHER AUTO SUPPLY	ANTIFREEZE/2013 FORD F-250	37.38
		HYDRAULIC OIL/WWTP	225.60
		IGNITION COIL/TRACTOR	42.59
		TRAILER PLUG	13.25
		TRAILER PLUG/RET'D	(13.25)
	FISHER AUTO SUPPLY Total		305.57
	FOX ROTHSCHILD LLP	JAN BILLING THROUGH 1/31/23	300.00
	FOX ROTHSCHILD LLP Total		300.00
	FP MAILING SOLUTIONS	2/16/23-5/15/23-GEN	20.13
		2/16/23-5/15/23-SWR	60.38
		2/16/23-5/15/23-WTR	20.13
	FP MAILING SOLUTIONS Total		100.64
	GALLS, LLC,	CAMPAIGN HAT - BULLOCK	133.91
		CHUKKA BOOTS-DUFOUR	89.15
		CHUKKA BOOTS-ZUBROWSKI	89.15
	GALLS, LLC, Total		312.21
	GANNETT FLEMING	RT 24 SANITARY SWR REPLAC	3,767.40
	GANNETT FLEMING Total		3,767.40
	GENERAL CODE PUBLISHERS	2023 ANNUAL MAINT AGREEMENT	1,195.00

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GENERAL	GENERAL CODE PUBLISHERS Total	1,195.00
	GEORGE, MILES & BUHR, LLC	
	ATKINS PK DRAINAGE IMPROV	4,094.46
	FOSTER COMMONS/ONSITE INSPEC	11,134.41
	MID-ATLANTIC COMMERCIAL	5,032.15
	PARKING PLAN/PLANTA LAKES	2,733.75
	PLANTA LAKES/ONSITE INSPEC	420.00
	STATE STREET SIDEWALK REPLAC	178.75
	TIGER BRANCH REST/FIELD SURVEY	4,000.00
	TIGER BRANCH REST/HYDRAULIC ANALYSIS	5,600.00
	GEORGE, MILES & BUHR, LLC Total	33,193.52
	GOODE CLEANING LLC	
	MAR CLEANING/POLICE DEPT	585.00
	MAR CLEANING/TOWN HALL	892.00
	GOODE CLEANING LLC Total	1,477.00
	HALL & VANDE SANDE, LLC	
	DOCKETING/TRADEMARK RENEWAL APPLI	86.38
	HALL & VANDE SANDE, LLC Total	86.38
	HARRY CASWELL INC	
	JET VAC/MILL LANDING	825.00
	HARRY CASWELL INC Total	825.00
	HILLS' ELECTRIC MOTOR SERVI	
	REPAIR INFLUENT PUMP	290.70
	HILLS' ELECTRIC MOTOR SERVICE Total	290.70
	HOPKINS CONSTRUCTION CO.	
	MANHOLE FRAME & COVER REPL	4,987.00
	HOPKINS CONSTRUCTION CO. Total	4,987.00
	IN & OUT CAR CARE	
	115299/2017 FORD POLICE INTRCPTR	721.78
	115364/2019 FORD POLICE INTRCPTR	50.14
	115556/2020 FORD POLICE INTRCPTR	681.32
	REPAIR CHECK ENGINE LIGHT	476.64
	STEERING TIE ROD	301.87
	TIRES (4) & ALIGNMENT-'06 F-250	1,296.96
	WHEEL STUDS & LUG NUTS	112.10
	IN & OUT CAR CARE Total	3,640.81
	INDEPENDENT NEWSMEDIA INC.	
	AD FOR BID-RT24 SWR REPL	285.30
	AD/BID ATKINS PARK DRAINAGE	137.90
	BID AD/2023 RAPID INFIL BASIN	347.12
	POLICE STA GENERATOR AD	242.52
	INDEPENDENT NEWSMEDIA INC. USA Total	1,012.84
	KCI TECHNOLOGIES, INC.	
	E. STORMWATER MGT IMPROV	2,257.72
	KCI TECHNOLOGIES, INC. Total	2,257.72
	KEY BUSINESS SOLUTIONS	
	INKJET CARTRIDGE/POSTAGE MACHINE	132.74
	KEY BUSINESS SOLUTIONS Total	132.74
	KITTY'S FLOWERS, INC.	
	FLOWER ARRANG/CALLOWAY FAMILY	74.95
	FLOWER ARRANG/MAYOR MONROE	159.95
	FLOWER ARRANGEMENT'-FAYE LINGO	69.95
	KITTY'S FLOWERS, INC. Total	304.85
	KRANSON CLOTHES, INC.	
	BLOUSE COAT/CABEZAS	795.00
	KRANSON CLOTHES, INC. Total	795.00
	L/B WATER SERVICE INC	
	3/4" SHORT IPERL METER W/CABLE	32,184.00
	L/B WATER SERVICE INC Total	32,184.00
	LENCRAFT, L.L.C.	
	REF OVERPAYMENT WTR/SWR	527.49
	LENCRAFT, L.L.C. Total	527.49
	LEVEL A UNDERGROUND SOLUTIONS	
	WF-WWTP FORCE MAINS	23,650.00
	LEVEL A UNDERGROUND SOLUTIONS Total	23,650.00
	LORETTA J. BOYCE	
	REF OVERPAYMENT WTR/SWR	218.25
	LORETTA J. BOYCE Total	218.25
	LOWE'S	
	20 PC WRENCH SET	61.73
	48" DIGGING SHOVEL (2)	56.98
	48" DIGGING SHOVEL (RET'D) (2)	(56.98)
	4-IN-1 FITTING BRUSH	10.44
	7 PC NUT DRIVER SET	37.98
	90 DEGREE ELBOW FITTING (2)	17.96
	90-DEGREE ELBOW	9.01

February 2023 Bills

GENERAL	LOWE'S	ACID BRUSH (5 PK)	2.07
		ANCHOR SCREWS	18.99
		BERNZOMATIC STRIKER	2.83
		CLEAN OUT DRAIN ADAPTER	7.10
		CLEAR PRIMER	9.20
		COPPER TUBE CUTTER	30.39
		COPPER WATER TUBE	14.80
		COUPLING (6)	4.26
		DECK SCREWS-SALT SHED	9.48
		DRAIN CAP	3.49
		DRAIN PLUG	4.25
		DRILL BIT SET	24.69
		DRYWALL SCREWS	7.58
		DUCT TAPE	15.84
		FIBERGLASS ROLL INSULATION (3)	27.00
		HEAVY DUTY CEMENT	15.08
		HEAVY DUTY TOTE	12.33
		HERCULES TAPE	8.92
		HOSE CLAMP (4)	24.92
		LUMBER	21.83
		LUMBER/SALT SHED	5.68
		LUMBER-RPR SWING AREA	113.52
		MULTI WALL PLATE 48X96	78.22
		PELLETIZED LAWN LIME (4)	20.80
		PVC PIPE	20.68
		RECHARGEABLE HEADLAMP	33.22
		SANDPAPER (6 PK)	3.78
		SHOP VAC/WTP	94.05
		SOLDERING PASTE FLUX	4.07
		SOLID WIRE SOLDER	13.09
		TAPE MEASURE 25'	16.13
		TOOL TOTE	56.99
		TOUCH KIT	37.52
		TRANSFER PUMP/WTP	35.13
		TRANSITION COUPLING (2)	20.66
		TUBULAR PIPE INSULATION (3)	5.64
		WOOD SCREWS/SWING AREA	66.51
		UTILITY KNIFE-3 PACK	14.23
	LOWE'S Total		1,042.09
	LYWOOD ELECTRIC, INC.	REPAIR WETWELL/MILLSTONE LANE	2,615.68
		RPR MIXER/MEMBRANE PUMP C	1,680.00
	LYWOOD ELECTRIC, INC. Total		4,295.68
	MARVEL'S PORTABLE WELDING,	ASSESS BEAM DAMAGE/TH DRIVE THRU	460.00
		REPAIR AUGER	610.00
		REPAIR LOCKING COLLAR-SALT SPREADER	53.54
	MARVEL'S PORTABLE WELDING, INC. Total		1,123.54
	MEDIACOM - DELAWARE	MARCH BILL-TOWN HALL	131.90
	MEDIACOM - DELAWARE Total		131.90
	NEWS JOURNAL COMPANY	AD FOR BID-RT 24 SWR REPL	670.56
	NEWS JOURNAL COMPANY Total		670.56
	NORTHERN TOOL & EQUIPMENT	SHELF	420.49
		STROBE LIGHT-RANDY'S TRUCK	25.99
		STROBE LIGHTS-BACKHOE	25.99
	NORTHERN TOOL & EQUIPMENT Total		472.47
	ONE CALL CONCEPTS, INC.	FEB 2023 BILLING	155.08
	ONE CALL CONCEPTS, INC. Total		155.08
	P. C. SUPPLIES, INCORPORATE	THERMAL PAPER	579.80
	P. C. SUPPLIES, INCORPORATED Total		579.80
	PASCO	BATTERY/SALT SPREADER	44.88

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February 2023 Bills

GENERAL	PASCO Total		44.88
	POSTMASTER	PERMIT 218/2023	290.00
	POSTMASTER Total		290.00
	QUILL CORPORATION	BIC CORRECTION TAPE-10/PK	17.99
		COPY PAPER (2)	69.98
	QUILL CORPORATION Total		87.97
	S&S REPAIR INC	FUEL GAUGE REPL/'06 F250/DECKER	992.25
		OIL CHG/2019 F-250/BUCKLER	192.32
		OIL CHG/UTILITY TRUCK	355.70
	S&S REPAIR INC Total		1,540.27
	SEDAC	2023 SEDAC DUES	100.00
	SEDAC Total		100.00
	SERVICE TIRE TRUCK CENTERS	TIRE/INT'L SLUDGE DUMP TRUCK	793.99
	SERVICE TIRE TRUCK CENTERS Total		793.99
	STATE OF DE DIVISION OF	PROG VOICE RADIO (4)	150.00
	STATE OF DE DIVISION OF Total		150.00
	STATE OF DELAWARE	98022/GENERAL	36.46
		98022/POLICE	80.68
		98022/SEWER	31.51
		98022/WATER	11.98
	STATE OF DELAWARE Total		160.63
	STEEN, WAEHLER & SCHRIDER-F	JAN 2023 BILLING	3,251.64
	STEEN, WAEHLER & SCHRIDER-FOX Total		3,251.64
	STEPHANI J. BALLARD, ESQUIRE	ATTORNEY FEES/LEGAL ISSUES	330.00
	STEPHANI J. BALLARD, ESQUIRE Total		330.00
	UNITED ELECTRIC SUPPLY-DAGS	WIRE CONNECTORS/WWTP	44.92
	UNITED ELECTRIC SUPPLY-DAGS Total		44.92
	URS CORPORATION	2000725347/SOMMERTON CHASE	2,026.85
		2000725638/PLANTA LAKES AMEND SITE PLA	864.97
		2000726498/MILLSBORO GEN SERV	2,430.84
	URS CORPORATION Total		5,322.66
	USA BLUEBOOK	2" COUPLING - MALE	13.49
		2" COUPLING-FEMALE	17.49
		3" HOSE SHANK COUPLING-FEMALE	67.90
		BLUE PAINT 12/CASE	146.47
		BRASS HYDRANT ADAPTER (2)	93.95
		HARD HAT	34.15
		HOSES 3' X 20'	187.95
		HOSES 3' X 50'	204.95
		SPILL KIT	379.61
		STEEL SUCTION STRAINER	67.95
		WAND	47.25
		WATER SHUT-OFF TOOL	142.93
	USA BLUEBOOK Total		1,404.09
	VERIZON WIRELESS	1/21/23-2/20/23 SEWER	716.55
		1/21/23-2/20/23 WATER	179.14
	VERIZON WIRELESS Total		895.69
	W.W. GRAINGER, INC	THERMOSTAT - WWTP	68.18
	W.W. GRAINGER, INC Total		68.18
	WILMINGTON TRUST N.A.	PL FY23 12/1-12/31/22	3,736.48
	WILMINGTON TRUST N.A. Total		3,736.48
GENERAL Total			294,372.70
WITHHOLDING	TEAMSTERS LOCAL 326	MAR 2023 BILLING	1,278.00
	TEAMSTERS LOCAL 326 Total		1,278.00
WITHHOLDING Total			1,278.00
BUILDING CC	DAVIS, BOWEN & FRIEDEL, INC	2022A005.E01/PROCURE & CONSTRUC PHASE	26,553.07
	DAVIS, BOWEN & FRIEDEL, INC. Total		26,553.07
	DUFFIELD ASSOCIATES, INC	89341R2E/POLICE STATION	305.50
	DUFFIELD ASSOCIATES, INC Total		305.50

February 2023 Bills

BUILDING COMP FEE Total			26,858.57
WSFS TT 1%	GEORGE, MILES & BUHR, LLC	RT 113 SWR BID & CONSTRUC	845.00
	GEORGE, MILES & BUHR, LLC Total		845.00
	OLIPHANT BUILDERS, INC.	SALT SHED	15,350.00
	OLIPHANT BUILDERS, INC. Total		15,350.00
WSFS TT 1% Total			16,195.00
FUND TO COM	ATLANTIC TACTICAL	R-15 RIFLE SIGHTS (22)	8,266.28
		RET'D 8 HOLSTERS	(941.76)
	ATLANTIC TACTICAL Total		7,324.52
FUND TO COMBAT VIOLENT CRIME Total			7,324.52
Grand Total			346,028.79

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February 2023 Prepays

Bank	Check No	Date	Payee	Description	Total
GENE1	22223	02/22/2023	WITHHOLDING, TOWN OF	PR WK 02-24-2023	26,992.05
	22223 Total				26,992.05
	22267	02/08/2023	AMAZON CAPITAL SERVI	COVERALLS 3XL (25 CS)	129.00
	22267 Total				129.00
	22268	02/08/2023	AMAZON CAPITAL SERVI	POST IT FLAGS (6)	32.88
	22268 Total				32.88
	22269	02/08/2023	AMAZON CAPITAL SERVI	ANTIBIOTIC OINTMENT (25/PK)	6.99
				BURN CREAM (10/PK)	2.97
				CUTICLE SCISSORS	6.75
				FINGERTIP/KNUCKLE BANDAGES	2.97
				FIRST AID TWEEZERS	5.98
				HYDROCORTISONE CREAM (25 BX)	4.58
				ICE PACKS - 6 PACK	8.95
	22269 Total				39.19
	22270	02/08/2023	AMAZON CAPITAL SERVI	BIKE HEADLIGHT (80)	799.20
				BIKE LIGHTS/NIGHT RIDING (20)	179.80
	22270 Total				979.00
	22271	02/08/2023	DELAWARE SAFETY COUN	FLAGGER COURSE-5 PEOPLE	300.00
	22271 Total				300.00
	22272	02/08/2023	FUELMAN	JAN/GENERAL	237.86
				JAN/SEWER	1,356.38
				JAN/STREET	429.88
				JAN/WATER	388.97
	22272 Total				2,413.09
	22273	02/08/2023	FUELMAN	JAN/POLICE	3,741.65
	22273 Total				3,741.65
	22274	02/08/2023	GENERAL CODE PUBLISH	SUPPLEMENT #69-REVISED	2,350.86
	22274 Total				2,350.86
	22275	02/08/2023	VERIZON WIRELESS	12/29-1/28/23 POLICE	707.66
				12/29-1/28/23 VAWA	79.98
				12/29-1/28/23 VOCA	39.99
	22275 Total				827.63
	22276	02/08/2023	VERIZON	SEWER/FEB INTERNET	98.99
	22276 Total				98.99
	22277	02/14/2023	GRANITE TELECOMMUNIC	BRANDYWINE/FEB	29.45
				CUPOLA/FEB	36.85
				MILLWOOD/FEB	45.52
				PLANTATION/FEB	32.34
				POLICE/FEB	738.38
				RADISH FARM/FEB	59.21
				RETREAT/FEB	32.34
				SEWER/FEB	6.97
				TOWN HALL/FEB	109.17
				WATER/FEB	47.77
				WHARTON'S BLUFF/FEB	49.80
	22277 Total				1,187.80
	22278	02/14/2023	MEDIACOM - DELAWARE	2/10-3/9/23 WWTP	245.95
	22278 Total				245.95
	22279	02/14/2023	WASTE MANAGEMENT	JAN 2023 BILLING	784.62
	22279 Total				784.62
	22280	02/14/2023	WSFS BANK VISA	BJ'S TOTES/SEWER PLANT	49.98
				BJ'S/PAPER TOWELS - WTP	35.98
				BJ'S/PAPER TOWELS-WWTP	71.96
				BJ'S/WATER - TOWN HALL	9.99
				DARTDRONES COURSE/MOYER	300.00
				DNREC-WW EXAM FEE (O'BRIEN)	100.00
				FORCE SCIENCE/DE-ESCAL INST C	395.00
				IACP MEMBERSHIP/CALLOWAY	190.00
				ICMA CONF REFUND	(364.00)

February 2023 Prepays

GENE	22280	02/14/2023	WSEB BANK VISA	ICMA REFUND/BAL OF CONF	(35.00)
				MILLSBORO POST OFFICE	7.85
				MSFT-SERVER EMAIL	223.67
				TOPS PROD/ADAMS TAX REG 1099	18.99
				UNIV OF DE-REFUND	(55.00)
	22280 Total				949.42
	22281	02/22/2023	DELAWARE ELECTRIC CO	GRAVEL HILL-JAN-FEB	25.44
				HARDSCRABBLE/15752561-JAN	85.00
				HARDSCRABBLE/PUMP WWTP-JAN	264.93
				HARDSCRABBLE/WTR TOWER-JAN	77.01
				WHARTON'S BLUFF-JAN	91.88
	22281 Total				544.26
	22282	02/22/2023	DHR FINANCIAL SERVIC	MARCH/GENERAL	12,297.22
				MARCH/POLICE	31,992.83
				MARCH/SEWER	11,958.93
				MARCH/WATER	5,011.08
	22282 Total				61,260.06
	22283	02/22/2023	DOMINION NATIONAL	MAR 2023 BILLING/POLICE	79.90
	22283 Total				79.90
	22284	02/22/2023	MEDIACOM - DELAWARE	BILLING 2/23/23-3/22/23	273.95
	22284 Total				273.95
	22285	02/22/2023	PEP-UP INC.	DELIVERY 2/7/23-POLICE	387.80
	22285 Total				387.80
	22286	02/22/2023	PRINCIPAL LIFE INSUR	MAR 2023 BILLING	1,366.28
	22286 Total				1,366.28
	22287	02/22/2023	SUSSEX COUNTY ASSOC	SCAT BREAKFAST 3/3/23 (2)	22.00
	22287 Total				22.00
	22288	02/22/2023	VERIZON	SWR DSL LINE	16.60
	22288 Total				16.60
	22289	02/22/2023	VERIZON CONNECT NWF,	JAN 2023 BILLING	80.95
	22289 Total				80.95
	22290	02/22/2023	VERIZON CONNECT FLEE	VEHICLE TRACKING SUBSCRIPTION	31.90
	22290 Total				31.90
	22291	02/27/2023	DELMARVA POWER	FEB/CIVIC	359.16
				FEB/MEDIAN	117.91
				FEB/PARK	142.98
				FEB/POLICE	613.46
				FEB/RR AVE GARAGE	51.64
				FEB/SEWER	17,644.30
				FEB/TOWN	2,835.41
				FEB/WATER	4,507.78
				FEB/WB ATKINS BALLPARK	169.37
	22291 Total				26,442.01
	22292	02/27/2023	PLANTATION LAKES HOA	SCAT DINNER/3-1-23 (107)	4,775.60
	22292 Total				4,775.60
	2072023	02/07/2023	FP MAILING SOLUTIONS	2/7/23 POSTAGE	2,000.00
	2072023 Total				2,000.00
	2132023	02/13/2023	FP MAILING SOLUTIONS	2/13/23 POSTAGE	2,002.66
	2132023 Total				2,002.66
	2222023	02/22/2023	PAYROLL, TOWN OF MIL	PR WK 02-24-2023	42,177.91
	2222023 Total				42,177.91
	12116544	02/08/2023	T.O.M. WATER IMPACT	JAN 2023 BLDG PERMITS	71,626.18
	12116544 Total				71,626.18
	20556729	02/08/2023	T.O.M.BUILDING FD 02	JAN 2023 BLDG PERMITS	38,693.00
	20556729 Total				38,693.00
	48572787	02/08/2023	T.O.M. TRANSP/SW IMP	JAN 2023 BLDG PERMITS	19,346.50
	48572787 Total				19,346.50
	49389544	02/06/2023	WITHHOLDING, TOWN OF	PR WK 02-10-2023	27,000.98
	49389544 Total				27,000.98
	53379818	02/08/2023	T.O.M. POLICE PRO IM	JAN 2023 BLDG PERMITS	12,245.46
	53379818 Total				12,245.46
	53443656	01/31/2023	PAYROLL, TOWN OF MIL	PR WK 02-03-2023	42,526.08
	53443656 Total				42,526.08

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February 2023 Prepays

GENE	67373555	02/02/2023	T.O.M.BUILDING FD 02	CRF FY22 PD COMMUNITY ROOM	550,000.00
	67373555 Total				550,000.00
	70311703	02/06/2023	PAYROLL, TOWN OF MIL	PR WK 02-10-2023	42,356.70
	70311703 Total				42,356.70
	70599727	02/08/2023	T.O.M. SEWER IMPACT	JAN 2023 BLDG PERMITS	231,848.46
	70599727 Total				231,848.46
	86507495	02/13/2023	PAYROLL, TOWN OF MIL	PR WK 02-17-2023	43,097.58
	86507495 Total				43,097.58
	92628248	01/31/2023	WITHHOLDING, TOWN OF	PR WK 02-03-2023	27,720.23
	92628248 Total				27,720.23
	98511749	02/13/2023	WITHHOLDING, TOWN OF	PR WK 02-17-2023	28,063.32
	98511749 Total				28,063.32
GENERAL Total					1,317,058.50
WITH	5325	02/22/2023	AFLAC	FEB 2023 BILLING	2,337.90
	5325 Total				2,337.90
	5326	02/22/2023	LEGAL SHIELD	FEB 2023 BILLING	283.15
	5326 Total				283.15
	584769	02/03/2023	DIVISION OF REVENUE	PR WK 02-03-2023	2,942.31
	584769 Total				2,942.31
	594839	02/10/2023	DIVISION OF REVENUE	PR WK 02-10-2023	2,874.14
	594839 Total				2,874.14
	605152	02/17/2023	DIVISION OF REVENUE	PR WK 02-17-2023	2,919.41
	605152 Total				2,919.41
	613328	02/24/2023	DIVISION OF REVENUE	PR WK 02-24-2023	2,853.84
	613328 Total				2,853.84
	2062023	02/06/2023	DPERS	JAN/POLICE JAN/TOWN	18,213.40 8,304.59
	2062023 Total				26,517.99
	5318494	02/22/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	5318494 Total				75.00
	9572711	02/03/2023	GENERAL FUND, TOWN O	VISION WH JULY-DEC 2022 FY 23	792.83
	9572711 Total				792.83
	9923046	02/03/2023	GENERAL FUND, TOWN O	MED WH JULY-DEC 2022 FY 23	15,069.13
	9923046 Total				15,069.13
	15408772	02/03/2023	GENERAL FUND, TOWN O	DENTAL WH JULY-DEC 2022 FY 23	3,114.32
	15408772 Total				3,114.32
	28010910	02/08/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	28010910 Total				75.00
	30677366	02/03/2023	GF PASS THRU 941/CD	PR WK 02-03-2023	15,378.16
	30677366 Total				15,378.16
	52280421	02/10/2023	GF PASS THRU 941/CD	PR WK 02-10-2023	15,121.52
	52280421 Total				15,121.52
	84416736	02/17/2023	GF PASS THRU 941/CD	PR WK 02-17-2023	15,430.88
	84416736 Total				15,430.88
	85463407	02/15/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	85463407 Total				75.00
	92825628	02/24/2023	GF PASS THRU 941/CD	PR WK 02-24-2023	15,007.46
	92825628 Total				15,007.46
	93234234	02/03/2023	GENERAL FUND, TOWN O	VTL WH JULY-DEC 2022 FY 23	3,798.64
	93234234 Total				3,798.64
	94091895	02/02/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	94091895 Total				75.00
WITHHOLDING Total					124,741.68
MSAF	1645	02/22/2023	DELMARVA POWER	FEB/MAGNOLIA FEB/MILL LANDING FEB/STREETS	599.41 249.74 5,290.80
	1645 Total				6,139.95
MSAF Total					6,139.95
BUILI	1267	02/22/2023	DELMARVA VETERAN BUI	CONSTRUCTION PD-APPL #2	174,676.96
	1267 Total				174,676.96
BUILDING COMP FEE Total					174,676.96
Grand Total					1,622,617.09

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

TRAINING

1. February 1st – 3rd Ptlm. Justin Guevarez received DUI Intox. & PBT training, hosted by the Dover Police Department.
2. February 7th Ptlm. Justin Guevarez received Close Quarter Battle training at the Delaware State Police Academy.
3. February 8th Ptlm. Bryan Jones, Ptlm. Travis Shockley received Police Solutions training, hosted by the Delaware State Police.
4. February 16th Ptlm. James Reiley received Spanish Survival training, hosted by the Delaware State Police.
5. February 24th PFC Cody Jackson received Excel training, hosted by the Delaware State Police.
6. February 27th – 28th Cpl. Chris Ebke received Child Forensics Interview training.

CALEA UPDATE

1. The Millsboro Police Department's 2022 annual report will be presented to council.

Personnel Update

1. March 3rd Brian Cabezas graduated from the Dover Police Academy. At this meeting Patrolman Brian Cabezas will be presented to the council.
2. Town Council will be provided with proposed changes to the following Millsboro Police Department policies:
 - a. Policy # 13 Recruitment & Selection (Employment age restriction).

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

Grant Application

1. FY-2022 JAG Byrne Grant - \$6,900

JAG Byrne grant funds have established guidelines intended for programs beyond the annual budget. Our agency would be requesting to allocate the FY- 2022 JAG Byrne grant funds in the following manner:

1. \$3,650 - Requested to be allocated towards the purchase of bicycle helmets and bicycle safety equipment (Bicycle Rodeo/ Bicycle Safety Programs).
2. \$3,250 - Requesting to be allocates towards the Millsboro Police Youth Academy.

Community Events

On February 10th members of the Millsboro Police Department participated in a bowling event which was sponsored by the Howard T. Ennis. During this event Millsboro Officers handed out awards to children who participated.

Below is a review of all upcoming Millsboro community events:

1. May 20th- (0900- 1300 hrs.) Millsboro Bicycle Rodeo (Lowes)
2. July 13th – 21st – Millsboro Police Youth Academy

Roadway Closures/ Updates

There are no roadway closures or updates to report.

Qualifications:

- A. Minimum Standards for Initial Employment as a Millsboro Police Officer:
1. Citizen of the United States
 2. Applicants must be twenty-one (21) years of age upon completion of Police Academy or at time of appointment.
 - a. Applicants will be no older than thirty-nine (39) years old at the date of hire.
 - b. The Chief of Police may approve the employment of a Delaware Certified Police Officer over thirty-nine (39) years of age who is already covered by the Delaware State/County/Municipal Police Pension Plan.
 3. High School Graduate. (All applicants must have graduated from an accredited high school or possess a G.E.D. and be able to provide proof of graduation.)
 - a. The Millsboro Police Department does not require a college degree in order to receive appointment as a Police Officer. However, college level coursework in Criminal Justice, Psychology, Sociology, Business, Administration, Political Science, or Counseling is preferred.
 4. Normal hearing in both ears.
 5. Eyesight acuity of vision of not more than 20/200, correctable to 20/20 in each eye with soft contact lenses. Also, the ability to distinguish between the colors of red, green and amber; and shall have no pathology of the eyes.
 6. No communicable diseases.
 7. Drug screen test to indicate no presence of illegal substance.
 8. Possess a valid Delaware driver's license at time of appointment.
 9. Be of good reputation and character.
 10. Have not been convicted of a criminal offense.
- B. In addition to the minimum qualifications outlined above, the applicant must successfully complete the following:
1. A written job-related examination.
 2. A physical agility test.
 3. An Oral Board Interview.
 4. A background investigation.
 5. A polygraph examination.
 6. A medical evaluation, which will be conducted by a licensed physician contracted by the Department. The medical evaluation shall include a drug screen.
 7. A psychiatric / psychological test, which will be conducted by a licensed psychiatrist or psychologist contracted by the Department.
- C. Upon successful completion of the tests and examinations outlined above, final approval must be obtained from the Millsboro Town Council before the applicant is hired. Successfully completing the application and testing process **DOES NOT** guarantee an applicant will be hired.

Commented [CB(P1): Proposed removal of age restriction of 39 years of age.

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

www.delmarvaveteranbuilders.com
 443-736-1584



Change Order Request

COR Number: 01

Date: 12/6/2022

To: TOWN OF MILLSBORO	Project: MILLSBORO POLICE DEPT.
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Item	Description	Quantity	UOM	Unit Price	Extended Price
CO01 - Change Order #1 - Sitework Changes					
SUB CO	Sitework/Stormwater Changes	0.00		0.00	33,811.75
GC OH & P	8% Overhead & Profit	0.00		0.00	2,704.94
Change Order #1 - Sitework Changes Total:					36,516.69
Change Order Total:					36,516.69



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

Date: January 27, 2023
 To: DELMARVA Veteran Builders LLC
 PO Box 621
 Salisbury Maryland 21803
 RE: Millsboro Police Station

CHANGE REQUEST

Millsboro Police Station Change Order Design Changes

QTY	Deleted Items from Original Design	Amount
1 EA	Storm Tech	\$214,620.00
460 LF	6" PerF Pipe w/ C/O	-\$26,410.00
2 EA	Storm Water Management Ponds	-\$4,540.00
	Total	\$245,570.00

QTY	Added Items Revision 3	Amount
1 EA	Storm Tech 1	\$222,000.00
1 EA	Storm Tech 2	\$65,240.00
175 LF	4" ADS Perf Pipe w/ C/O	\$11,062.00
2 EA	Nyloplast Basins	\$10,440.00
2 EA	Sediment Traps	\$3,188.00
20 LF	24" ADS Pipe	\$1,192.00
140 LF	15" ADS Pipe	\$5,754.00
	Total	\$318,876.00

QTY	Items from Original Design	Amount
242 LF	18" ADS Storm Drain	\$11,640.00
184 LF	12" ADS Storm Drain	\$6,440.00
480 LF	8" ADS Storm Drain	\$12,528.00
8 EA	Catch Basins	\$29,960.00
8 EA	Inlet Protection	\$5,480.00
1 EA	Storm Manholes	\$4,685.00
274 Tons	Impound Lot	\$10,823.00
160 Tons	GABC L/D Paving	\$6,320.00
550 SY	Fine Grade L/D Paving Area	\$550.00
220 Tons	Surface-Base Course L/D Paving	\$33,660.00
1,000 Tons	Permeable Stone	\$51,565.00
205 Tons	Permeable Paving	\$36,305.50
1 LS	Fence	\$225,489.00
	Total	\$435,445.50

QTY	Revised Items from Original Design	Amount	Difference
330 LF	18" ADS Storm Drain	\$15,873.00	\$4,233.00
120 LF	12" ADS Storm Drain	\$4,200.00	(\$2,240.00)
495 LF	8" ADS Storm Drain	\$12,919.50	\$391.50
11 EA	Catch Basins	\$41,195.00	\$11,235.00
11 EA	Inlet Protection	\$7,535.00	\$2,055.00
2 EA	Storm Manholes	\$9,370.00	\$4,685.00
53 Tons	Impound Lot	\$2,077.60	(\$8,745.40)
360 Tons	GABC L/D Paving	\$14,220.00	\$7,900.00
1235 SY	Fine Grade L/D Paving Area	\$1,235.00	\$685.00
290 Tons	Surface-Base Course L/D Paving	\$44,370.00	\$10,710.00
285 Tons	Permeable Stone	\$24,830.00	(\$26,735.00)
100 Tons	Permeable Paving	\$18,000.00	(\$18,305.50)
1 LS	Revised Fence	\$197,052.00	(\$28,437.00)
	Total	\$392,877.10	(\$42,568.05)

Added Items	\$318,876.00
Deleted Items from Original	\$245,570.00
Revised Items	-\$42,568.05
Subtotal	\$30,737.95
10% Overhead & Profit	\$3,073.80
Total	\$33,811.75

Melvin Joseph Construction Co.

Submitted By: Pat Russell

Date: 1/27/2023

Acceptance

Accepted By:

Date



Town Council
Town of Millsboro

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

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

Jamie Burk, Town Manager

RECEIVED

AUG 30 2022

OK 1026

ZONING CHANGE APPLICATION

FEE: \$600.00

MILLSBORO TOWN HALL

Name of Applicant: MILLSBORO TOWNE VILLAGE LLC

Mailing address: PO BOX 212, LEWES, DE 19958

Email address: PRESLAX@GMAIL.COM / JOE@REEDVENTURES.NET

Phone Number: (302) 644-1400 Fax Number: N/A

Tax Map & Parcel number: 235-5.00-122.00

Owner # _____ Account # _____ Acres: 131.25 57.78

Location: WEST SIDE OF HANDY ROAD, BEHIND PENINSULA CROSSING

Current Zoning: MR Zoning requested: MR/RPC

Reason: TO PROVIDE A LARGE SCALE DEVELOPMENT WHICH PROVIDES FOR A TOTAL ENVIRONMENT AND DESIGN WHICH IS SUPERIOR TO THAT WHICH WOULD BE ALLOWED UNDER THE UNDERLYING DISTRICT BY PRESERVING DESIRABLE OPEN SPACES, RECREATION AND PARK AREAS BY PERMITTING SMALLER LOT SIZES AND WITHOUT INCREASING THE DENSITY.


Signature of Applicant

8 1 30 22
Date

FOR TOWN USE ONLY:

Date Submitted: _____ Check #: _____

Date of Hearing: _____ Decision: _____

Morris James LLP

David C. Hutt
302.856.0018
dhutt@morrisjames.com

May 27, 2022

BY HAND DELIVERY

Town of Millsboro
Jamie Burk, Town Manager
22 Wilson Highway
Millsboro, Delaware 19966

**RE: Application for Annexation
SCTP Nos. 133-16.00-136.00**

Dear Mr. Burk:

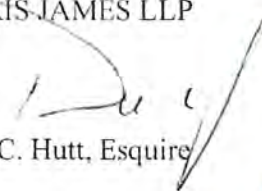
Kindly find the enclosed Application for Annexation for the above-referenced property. We have enclosed the following:

- Application for Annexation with \$500 fee;
- Name, addresses and written consent of property owners;
- Deed Book 3022 Page 339;
- Legal Description for the property to be annexed (legal descriptions of: (i) the entire parcel, (ii) the area already within the Town limits and (iii) the area proposed to be annexed);
- Survey (5 copies);

In addition to the paper copies being filed today, an electronic file will also be emailed to you. If you have any questions, please do not hesitate to contact me.

Very Truly Yours,

MORRIS-JAMES LLP


David C. Hutt, Esquire

RECEIVED

MAY 27 2022

MILLSBORO TOWN HALL

Enclosures

Handwritten notes:
107434
500.00

13634707/1

107 West Market Street | Georgetown, DE 19947-1438 T 302.856.0015 F 302.856.7116

Mailing Address P.O. Box 690 | Georgetown, DE 19947-0690 www.morrisjames.com

27

David C. Hutt
302.856.0018
dhutt@morrisjames.com

May 25, 2022

Town of Millsboro
322 Wilson Highway
Millsboro, DE 19966

RE: Petition for Annexation
Sussex County Tax Map No. 133-16.00-136.00
Property Address: no street address

Dear Mayor and Town Council:

Please accept this letter as formal consent for the annexation request of the above-referenced parcel into the Town of Millsboro. The land, totaling 9.25+/- acres, is currently partially within the Town's municipal limits and partly in the unincorporated areas of Sussex County. The portion of the property in Sussex County is zoned Agricultural Residential District (AR-1). The land is currently vacant. Pursuant to the Town's 2021 Comprehensive Plan, the parcel is classified on the Future Land Use and Annexation map as a proposed "Residential" area. The surrounding properties within the Town's municipal boundaries are zoned High-Density Residential (HR) and, for these reasons, we are requesting High-Density Residential (HR) zoning for the parcel.

If you should have any questions, please contact us at:

Amanda Bailey
135 Carson Street
Bethel, NC 27812
Phone: (252) 746-6742, Ext. 8003
Email: BaileyA@pitt.k12.nc.us

Alex Robb
1112 S. Magnolia Drive
Tallahassee, FL 32301
Phone: (302) 858-7781
Email: Arobb@fsu.edu

Sincerely,

Alex Robb
dotloop verified
05/25/22 9:20 AM EDT
0ZWC-X0A2-SNG9-VZ0X

Amanda Bailey

Amanda R Bailey
dotloop verified
05/25/22 9:28 AM EDT
3ZTO-JWJG-GLVB-8F40

Alex Robb

44820

BK 03022 RS 339

Tax Parcel #1-33-16.00-0136.00
Prepared by: David W. Baker, Esq., P.A.
P O Box 551, 109 S. Race St.
Georgetown, Delaware 19947
Return to: LANA ROBB
JEFF ROBB
22402 Country living Road
Millsboro, Delaware 19966

NO TITLE OR LIEN SEARCH
PERFORMED - NONE REQUESTED

This Deed, made this 16th day of August, in the year of our Lord Two Thousand Four

Between, NANCY PARKER ENNIS and CATHY PARKER, CO-EXECUTRICES OF THE ESTATE OF PASHER PARKER (A/K/A PASHER H. PARKER) of 8973 Gumboro Road, Pittsville, Maryland 21850, party the first part,

-and-

LANA ROBB and JEFF ROBB, AS CUSTODIANS FOR AMANDA R. ROBB and ALEX J. ROBB, UNDER THE DELAWARE UNIFORM TRANSFERS TO MINORS ACT, of 22402 Country Living Road, Millsboro, Delaware 19966, parties of the second part,

Witnesseth, that the said party of the first part, for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the said parties of the second part, their Heirs and Assigns,

ALL THAT certain tract, piece or parcel of land situate lying and being in Dagsboro Hundred, Sussex County, Delaware adjoining other lands of these grantors, lands of Dee Parker, Frank Smith, Kendall Esham and fronting on the stone road leading from Millsboro to Gumboro, Beginning at a position Two Hundred Twenty Five feet from the right of way of the aforesaid stone road, a corner for these lands and other lands of these grantors and extending north 1 ¼ °, West 971 feet to the lands of Frank J. Smith, thence North 89 ¼ ° East 368 ¼ feet to lands of Kendall Esham, thence South 1 ¼ ° East 1153 feet to the aforesaid stone road right of way, thence with said right of way south 82° 20' West 214 ¼ feet thence, a new line north 1 3/4° west 225 feet thence south 82° 20' west 157 feet to the place of beginning containing 9 ¼ acres of land more or less.

Consideration: 00.00 Exempt Code: A

1

County	State	Total
0.00	0.00	0.00

counter Date: 08/19/2004

29

EX 03022 2340

BEING the same lands conveyed unto PASHER PARKER by deed of JOHN H. MORRIS and ELLA M. MORRIS, his wife dated the 25th day of November, 1952 and filed of record in the Office of the Recorder of Deeds, in and for Sussex County, State of Delaware, in Deed Book 417 at page 100. The said PASHER PARKER departed this life on or about the 20th day of December, 2003 and in and by his Last Will and Testament filed of record in the Office of the Register of Wills in and for Sussex County, State of Delaware, in Will Book 423 at page 196 the aforementioned property was devised to AMANDA R. ROBB and ALEX J. ROBB.

IN WITNESS WHEREOF, the party of the first part has hereunto set their Hands and Seals the day and year first above written.

Rebecca J. Brasure
Witness

Nancy Parker Ennis (Seal)
NANCY PARKER ENNIS, CO-EXECUTRIX OF
THE ESTATE OF PASHER PARKER

Joseph M. [Signature]
Witness

Cathy Parker (Seal)
CATHY PARKER, CO-EXECUTRIX OF
THE ESTATE OF PASHER PARKER

STATE OF DELAWARE :
: ss.
COUNTY OF SUSSEX :

BE IT REMEMBERED, that on this 16th day of August, A.D. 2004 personally appeared before me, the Subscriber, a Notary Public for the State and County aforesaid, NANCY PARKER ENNIS, CO-EXECUTRIX OF ESTATE OF PASHER PARKER, party to this indenture, known to be personally to be such, and acknowledged this Indenture to be her act and deed.

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

[Signature] (SEAL)
Notary Public

STATE OF DELAWARE :
: ss.
COUNTY OF SUSSEX :

BE IT REMEMBERED, that on this 16th day of August, A.D. 2004 personally appeared before me, the Subscriber, a Notary Public for the State and County aforesaid, CATHY PARKER, CO-EXECUTRIX OF ESTATE OF PASHER PARKER, party to this indenture, known to be personally to be such, and acknowledged this Indenture to be her act and deed.

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

[Signature] (SEAL)
Notary Public

RECORDER OF DEEDS
JOHN F. BRADY
04 AUG 19 AM 10:19
SUSSEX COUNTY
DOC. SURCHARGE PAID

Received

AUG 20 2004 31

ASSESSMENT DIVISION
OF SUSSEX CTY

LEGAL DESCRIPTION
LANDS N/F/
LANA ROBB & JEFF ROBB
TM# 133-16.00-136.00
DEED BOOK 3022, PAGE 339

All that certain tract, piece of parcel of land situate lying and being in Dagsboro Hundred, Sussex County, Delaware, fronting on Sussex County Route 24, also known as Millsboro Highway, a public roadway with right-of-way of 60 feet. **Commencing** at a point located on northerly right-of-way of said Millsboro Highway, located approximately 80.77 feet west from centerline of Kendall Street, a public roadway with right-of-way of 50 feet, said point marked by a concrete monument found, being the **POINT OF BEGINNING**.

From the **POINT OF BEGINNING**, thence running with and along northerly right-of-way of said Millsboro Highway;

S 75 degrees 13 minutes 20 seconds W for a distance of 214.18 feet to an iron pipe found, said pipe marking the southeastern corner of lands now or formerly of Throt M. Long and Etta Mane Long, Parcel 137.00, Deed Book 667, Page 898, thence turning away from northerly right-of-way of said Millsboro Highway and running along the boundary of said Long Parcel 137.00, the following two courses:

N 09 degrees 17 minutes 57 seconds W for a distance of 225.00 feet to an iron pipe found, thence;
S 75 degrees 09 minutes 12 seconds W for a distance of 157.01 feet to an iron pipe found marking the eastern boundary of lands now or formerly of Capson Millsboro 305 LLC, Parcel 138.01, Deed Book 5240, Page 265, thence running with and along eastern boundary of said Parcel 138.01;

N 09 degrees 15 minutes 14 seconds W for a distance of 970.31 feet to a capped rebar found marking the southwestern corner of lands now or formerly of ADBMD Millsboro LLC, Parcel 134.00, Deed Book 5254, Page 203, thence running with southern boundary of said Parcel 134.00;
N 81 degrees 44 minutes 16 seconds E for a distance of 369.53 feet to an iron pipe found, thence turning away from southern boundary of said Parcel 134.00;
S 09 degrees 15 minutes 41 seconds E for a distance of 1152.99 feet to the place and **TRUE POINT OF BEGINNING**; containing 398,705 square feet or 9.153 acres of land more or less.

My license expires/renews:



Licensee

LEGAL DESCRIPTION
LANDS N/F/
LANA ROBB & JEFF ROBB
PORTION OF LANDS RESIDING IN SUSSEX COUNTY
TM# 133-16.00-136.00
DEED BOOK 3022, PAGE 339

All that certain tract, piece of parcel of land situate lying and being in Dagsboro Hundred, Sussex County, Delaware, fronting on Sussex County Route 24, also known as Millsboro Highway, a public roadway with right-of way of 60 feet. **Commencing** at a point located on northerly right-of way of said Millsboro Highway, located approximately 80.77 feet west from centerline of Kendall Street, a public roadway with right-of-way of 50 feet, said point marked by a concrete monument found, thence running along and with northerly right-of-way of said Millsboro Highway; S 75 degrees 13 minutes 20 seconds for a distance of 75.35 to a point marking the **TRUE POINT OF BEGINNING**.

From the **TRUE POINT OF BEGINNING**, thence running with and along northerly right-of-way of said Millsboro Highway;

S 75 degrees 13 minutes 20 seconds W for a distance of 138.83 feet to an iron pipe found, said pipe marking the southeastern corner of lands now or formerly of Throt M. Long and Etta Mane Long, Parcel 137.00, Deed Book 667, Page 898, thence turning away from northerly right-of-way of said Millsboro Highway and running along the boundary of said Long Parcel 137.00, the following two courses:

N 09 degrees 17 minutes 57 seconds W for a distance of 225.00 feet to an iron pipe found, thence;
S 75 degrees 09 minutes 12 seconds W for a distance of 157.01 feet to an iron pipe found marking the eastern boundary of lands now or formerly of Capson Millsboro 305 LLC, Parcel 138.01, Deed Book 5240, Page 265, thence running with and along eastern boundary of said Parcel 138.01;

N 09 degrees 15 minutes 14 seconds W for a distance of 970.31 feet to a capped rebar found marking the southwestern corner of lands now or formerly of ADBMD Millsboro LLC, Parcel 134.00, Deed Book 5254, Page 203, thence running with southern boundary of said Parcel 134.00;

N 81 degrees 44 minutes 16 seconds E for a distance of 294.51 feet to an iron pipe found, thence turning away from southern boundary of said Parcel 134.00;

S 09 degrees 15 minutes 41 seconds E for a distance of 1161.54 feet to the place and **TRUE POINT OF BEGINNING**; containing 311,910 square feet or 7.160 acres of land more or less.

My license expires/renews:


Licensee

LEGAL DESCRIPTION
LANDS N/F/
LANA ROBB & JEFF ROBB
PORTION OF LANDS RESIDING IN TOWN OF MILLSBORO
TM# 133-16.00-136.00
DEED BOOK 3022, PAGE 339

All that certain tract, piece of parcel of land situate lying and being in Dagsboro Hundred, Sussex County, Delaware, fronting on Sussex County Route 24, also known as Millsboro Highway, a public roadway with right-of way of 60 feet. **Commencing** at a point located on northerly right-of way of said Millsboro Highway, located approximately 80.77 feet west from centerline of Kendall Street, a public roadway with right-of-way of 50 feet, said point marked by a concrete monument found, being the **POINT OF BEGINNING**.

From the **POINT OF BEGINNING**, thence running with and along northerly right-of-way of said Millsboro Highway;

S 75 degrees 13 minutes 20 seconds W for a distance of 75.35 feet to a point on a line, thence departing from northerly right-of way of said Millsboro Highway;

N 09 degrees 15 minutes 41 seconds W for a distance of 1161.54 feet to a point on a southern boundary of lands now or formerly of ADBMD Millsboro LLC, Parcel 134.00, Deed Book 5254, Page 203, thence running with southern boundary of said Parcel 134.00;

N 81 degrees 44 minutes 16 seconds E for a distance of 75.01 feet to an iron pipe found, marking the northeast corner of subject Parcel 136.00, thence departing from southern boundary of said Parcel 134.00 and running with the eastern boundary of subject Parcel 136.00;

S 09 degrees 15 minutes 41 seconds E for a distance of 1152.99 feet to the place and **POINT OF BEGINNING**; containing 86,795 square feet or 1.993 acres of land more or less.

My license expires/renews:


Licensee: _____ 4/7/22



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 133-16.00-136.00

Alex Robb

December 29, 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 July 5, 2022, and January 3, 2023, 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 29, 2022 at 11:00 a.m. Committee members John Thoroughgood (Chair), Larry Gum, and Jim Kells were present. Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander and Public Works Director Kenny Niblett also were present. Rick Beaver, Gary Brittingham, and Davit Hutt were present representing the applicant.

The purpose of the meeting was to discuss the possible annexation 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.

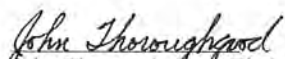
The committee has identified the following as some of the “pros” associated with the possible annexation of the parcel:

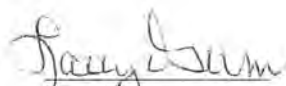
- Reduction of an existing enclave: The parcels are currently adjacent to several parcels located within the municipal boundaries of the Town of Millsboro. If the parcel in question were to be annexed, the existing enclave would be reduced. This is desirable from an urban planning perspective, as services could be delivered more efficiently.
- Adequate parking: The applicant has provided documentation in their annexation request that indicates they will have adequate parking as required by town code, if the parcel in question were to be annexed.
- Access to additional housing types: If the parcel in question were to be annexed, the property would provide access to additional housing types within the town. The property will feature 2- and 3-bedroom apartments available for rent, and the units will be accessible via stairwell and/or elevator.

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.
- Wastewater service: Possible annexation of the parcel would create a potential challenge of immediate access to serving the parcel in question. It will be the responsibility of the applicant to address in the plan of services.

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 March 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


Larry Gum


Jim Kells

TOWN OF MILLSBORO
APPLICATION FOR ANNEXATION

- 1.- Name of applicant: Sussex County Council
Mailing address: PO Box 589
Georgetown, DE 19947
Delivery address, if different 2 The Circle
Phone Number: 302-855-7728
Fax Number: _____
Email address: Hans.Medlarz@SussexCountyDE.gov
Name of contact person/title Hans Medlarz, County Engineer
- 2.- Name(s), addresses of owners of property (if different from applicant):
- 3.- Copy of Deed
- 4.- Written consent of owner(s) (to be attached).
- 5.- Tax Map and parcel number(s) and location address of each parcel:
- 6.- Written legal description of metes and bounds of property to be annexed and total property to be zoned pursuant to this application (to be attached).
- 7.- Five (5) copies of a recent survey of the property, including identification of that part to be annexed, as well as the entire parcel or part to be included in project/zoning request (to be attached).
- 8.- Statement of reasons for annexation and grounds and support thereof.
- 9.- Zoning requested for annexed property and reasons therefor; mixed zoning will require separate metes and bounds descriptions of each parcel for the requested zoning district.
- 10.- General description of project, including proposed name of project.
- 11.- Payment of fee due; \$ _____.

Town of Millsboro
Application for Annexation

Supplemental Information

2. Name(s), addresses of owners of property (if different from applicant):

- *Sussex County, a political subdivision of the State of Delaware, of 2 The Circle, Georgetown, DE 19947*

3. Copy of Deed:

- *Copy of deed attached dated February 12, 2020 as prepared by Moore & Rutt, PA.*

4. Written consent of owner(s) (to be attached).

- *Written consent of owner is attached, letter dated September 21, 2022.*

5. Tax Map and parcel number(s) and location address of each parcel:

- *2-33-5.00-110.00*
- *26930 Dickerson Rd, 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.

- *Refer to "Parcel A" in attached "Minor Subdivision: Lands of Janie Thomasina Lewis & Deborah C. Fidderman, prepared by Lawrence R. Long, Professional Land Surveyor, dated December 2001, and recorded in the Office of the Recorder of Deeds, in and for Sussex County, Delaware, in Plot Book 74 Page 23.*

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).

- *Refer to No.6 above.*

8. State of reasons for annexation and grounds and support thereof.

- *Request the Town of Millsboro water and sewer services to support the EMS site.*

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.

- *Highway Commercial based on Millboro's Future Land Use and Annexation Comprehensive plan update 2020*

10. General description of project, including proposed name of project.

- *Millsboro EMS Paramedic Station*

11. Payment of fee due; \$500.00. Parcel acreage is less than one acre. Payment will be made directly from Sussex County.

12. Applicant is not a partnership, corporation, or a limited liability company.

TAX MAP AND PARCEL #:
2-33-5.00-110.00

PREPARED BY:
Moore & Rutt, PA
122 West Market Street
P.O. Box 554
Georgetown, DE 19947
File No. 13166-30001/JEM

RETURN TO:
Sussex County
2 The Circle
P.O. Box 589
Georgetown, DE 19947

THIS DEED, made this 12th day of February, 2020,

- BETWEEN -

JANIE THOMASINA LEWIS, of 2 Brian Court, Cedar Pointe, New Castle, DE 19720,
and **DEBORAH C. FIDDERMAN**, of 26897 Dickerson Rd, Millsboro, DE 19966, parties of
the first part,

- AND -

SUSSEX COUNTY, a political subdivision of the State of Delaware, of 2 The Circle,
Georgetown, DE 19947, party of the second part.

WITNESSETH: That the said parties of the first part, for and in consideration of the sum
of ONE AND 00/100 DOLLARS (\$1.00), lawful money of the United States of America, the
receipt whereof is hereby acknowledged, hereby grant and convey unto the party of the second
part, and its heirs and assigns, in fee simple, the following described lands, situate, lying and
being in Sussex County, State of Delaware:

All that certain lot, piece or parcel of land situate, lying and being in Dagsboro Hundred, Sussex
County, State of Delaware, being known and designated as "Parcel A", containing 0.919 acres,

more or less, on a plot entitled "Minor Subdivision: Lands of Janie Thomasina Lewis & Deborah C. Fidderman" prepared by Lawrence R. Long, Professional Land Surveyor, dated December 2001, and recorded in the Office of the Recorder of Deeds, in and for Sussex County, Delaware, in Plot Book 74 Page 23, as reference thereto will more fully and at large appear.

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

BEING the same property conveyed to Janie Thompasina Lewis and Deborah C. Fidderman from Janie Thomasina Lewis, Attorney-in-Fact for Frances A. Morris under a General Power of Attorney dated November 9, 1996, by Deed dated March 31, 1997, and recorded in the Office of the Recorder of Deeds in and for Sussex County, Delaware, in Deed Book 2232, Page 169.

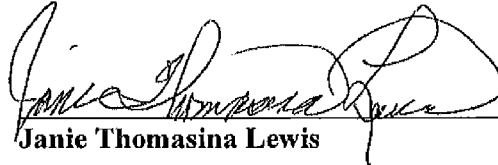
ALSO BEING the same property bequeathed to Deborah C. Fidderman and Janie Thomasina Lewis under Last Will and Testament of Thomas R. Taylor filed in the Office of the Register of Wills, in and for Sussex County, Delaware, in Will Book 282 Page 94.

**REMAINDER OF PAGE LEFT BLANK INTENTIONALLY
SIGNATURE PAGE FOLLOWS**

IN WITNESS WHEREOF, the parties of the first part have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered
in the presence of:




_____ (SEAL)
Janie Thomasina Lewis





_____ (SEAL)
Deborah C. Fidderman

STATE OF DELAWARE, COUNTY OF SUSSEX: to-wit

BE IT REMEMBERED, that on February 12, 2020, personally came before me, the subscriber, Janie Thomasina Lewis and Deborah C. Fidderman, parties of the first part to this Indenture, known to me personally to be such, and acknowledged this Indenture to be their act and deed.

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



Notary Public

My Commission Expires: _____

WILLIAM SCHAB, ESQ.
NOTARIAL OFFICER
PURSUANT TO
29 DEL C§4323(A)(3)

ENGINEERING DEPARTMENT

J. MARK PARKER, P.E.
ASSISTANT COUNTY ENGINEER

(302) 855-7370 T
(302) 854-5391 F
mark.parker@sussexcountype.gov



Sussex County

DELAWARE
sussexcountype.gov

September 21, 2022

RE: ***Proposed Millsboro Paramedic Station***
Tax Parcel ID 233-5.00-110.00

To Whom It May Concern:

This letter shall serve as written consent from Sussex County Government for annexation of Tax Parcel 233-5.00-110.00 situated on Dickerson Road (SC 337A) into the Municipal Boundaries of the Town of Millsboro. The annexation request is being made in connection with a Paramedic Station proposed by Sussex County to be built on the referenced parcel.

If you have any questions or require further information, please feel free to contact me.

Sincerely,

J. Mark Parker, PE
Assistant County Engineer





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 2-33-5.00-110.00
Sussex County EMS
January 12, 2023

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 December 5, 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 January 12, 2023 at 10:00 a.m. Committee members John Thoroughgood (Chair), Brad Cordrey, and Larry Gum were present. Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander and Public Works Director Kenny Niblett also were present. Mark Parker, Sussex County Assistant County Engineer was present representing the applicant.

The purpose of the meeting was to discuss the possible annexation of the property in question as shown on exhibit parcel A.

The parcel meets 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:

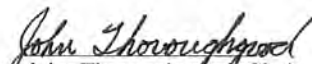
- Fast EMS response time- If annexed, the location of EMS housing on this property would provide the emergency vehicles more mobility leaving the station with consideration of the location of the parcel. If Sussex County EMS were located within Town limits, they would be closer to respond to individuals in need within the Town limits.
- Utility Accessibility- Utilities are currently accessible to this parcel.
- Additional revenue- Property tax, water and wastewater revenue would increase as a result of the addition of new parcels/a new customer.

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

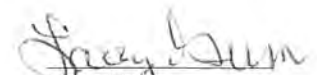
- There were no cons identified with the possible annexation of the parcel.

President Pro Tem Brad Cordrey made a motion to adjourn. Seconded by Council Treasurer Larry Gum. The vote carried unanimously.

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 March 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


Larry Gum

RECEIVED

DEC 21 2022

OK - 1021

TOWN OF MILLSBORO

APPLICATION FOR CONDITIONAL USE

MILLSBORO TOWN HALL

Fee: \$ 300.00 First Application : \$ 200.00 Renewal (for two years)

Date of application: 12/22/22

Location of Property: 129 LAUREL Rd MILLSBORO, DE 19966

Tax Map # :

Name of Applicant: ANTHONY KHAI NGUYEN

Mailing Address: 315 HOLLY ST MILLSBORO, DE 19966

Email address: anthonynguyen2012@comcast.net

Work Phone: 302-663-9474 Cell Phone: 850-566-8687

Title (or interest) in land and buildings () Owner () Lessee () Agent () Purchaser subject to approval

Current zoning classification of property: MS MR

Use being requested as conditional use (be specific): nails, hair, body massage.

Current/former use of property: Home rental

Attached are the required documents for review:

Signature of Owner: [Signature]

Print name: Bich Hang Nguyen

Address: 315 HOLLY ST MILLSBORO, DE 19966

Phone: 850-566-8687.

Signature of Applicant (if not Owner): [Signature]

Print name: ANTHONY KHAI NGUYEN

IF THIS APPLICATION IS APPROVED, I AM AWARE THAT I MUST APPLY FOR AND OBTAIN THE APPROPRIATE BUILDING AND/OR LICENSING PERMITS. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS APPLICATION.

IF YOU ARE NOT THE RECORD OWNER OF THE PROPERTY, THIS APPLICATION MUST BE ACCOMPANIED BY A LETTER OF AUTHORIZATION BY THE OWNER.

FOR TOWN USE:

() Approved with conditions (see attached)

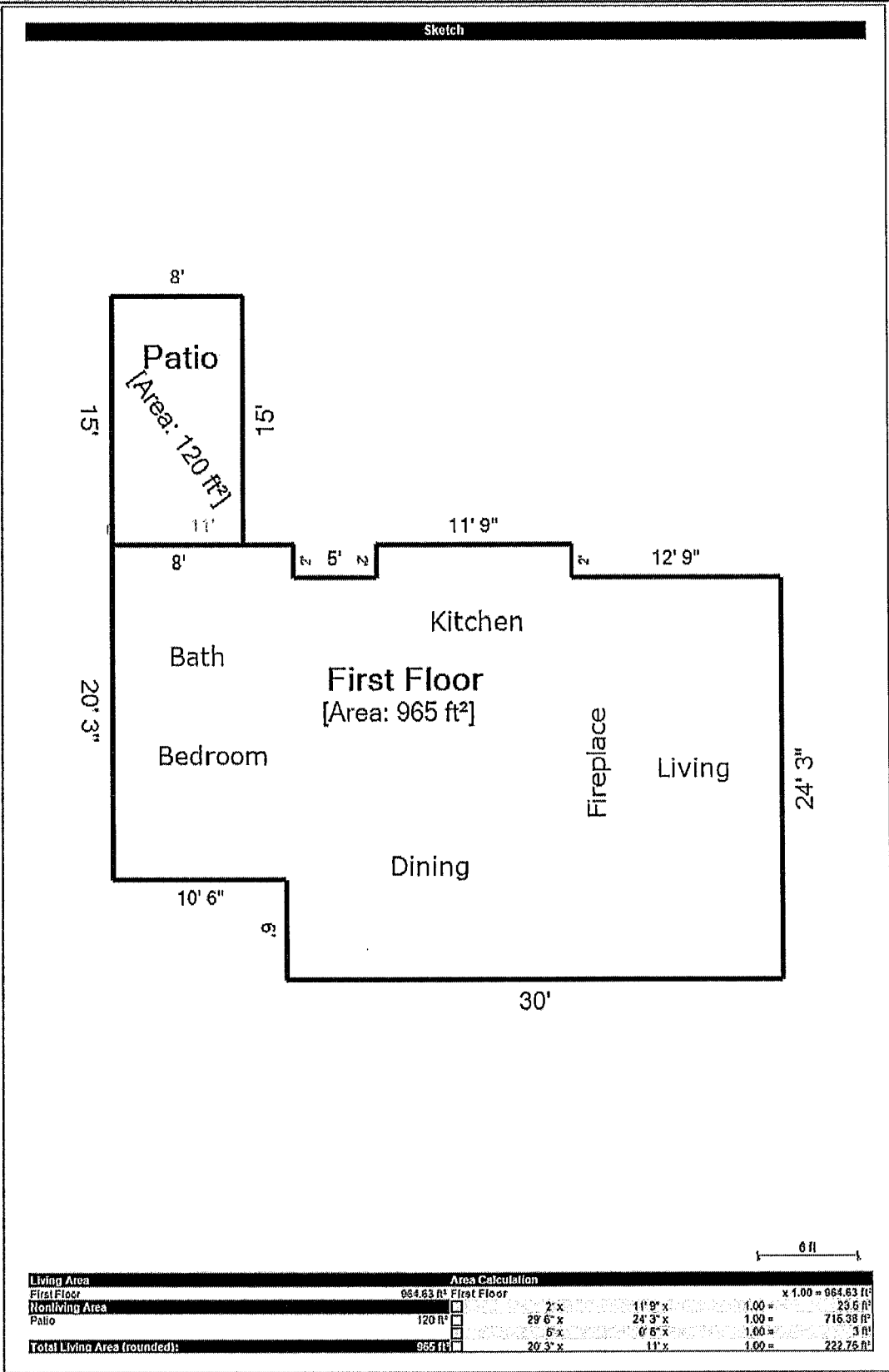
() Disapproved

Date of disposition: _____

133-17.17-9.01

FLOORPLAN SKETCH

Borrower: Bich Hang Thi Nguyen	File No.: 220209C
Property Address: 129 Laurel Rd	Case No.: 799964
City: Millsboro	State: DE
Lender: Union Home Mortgage	Zip: 19966

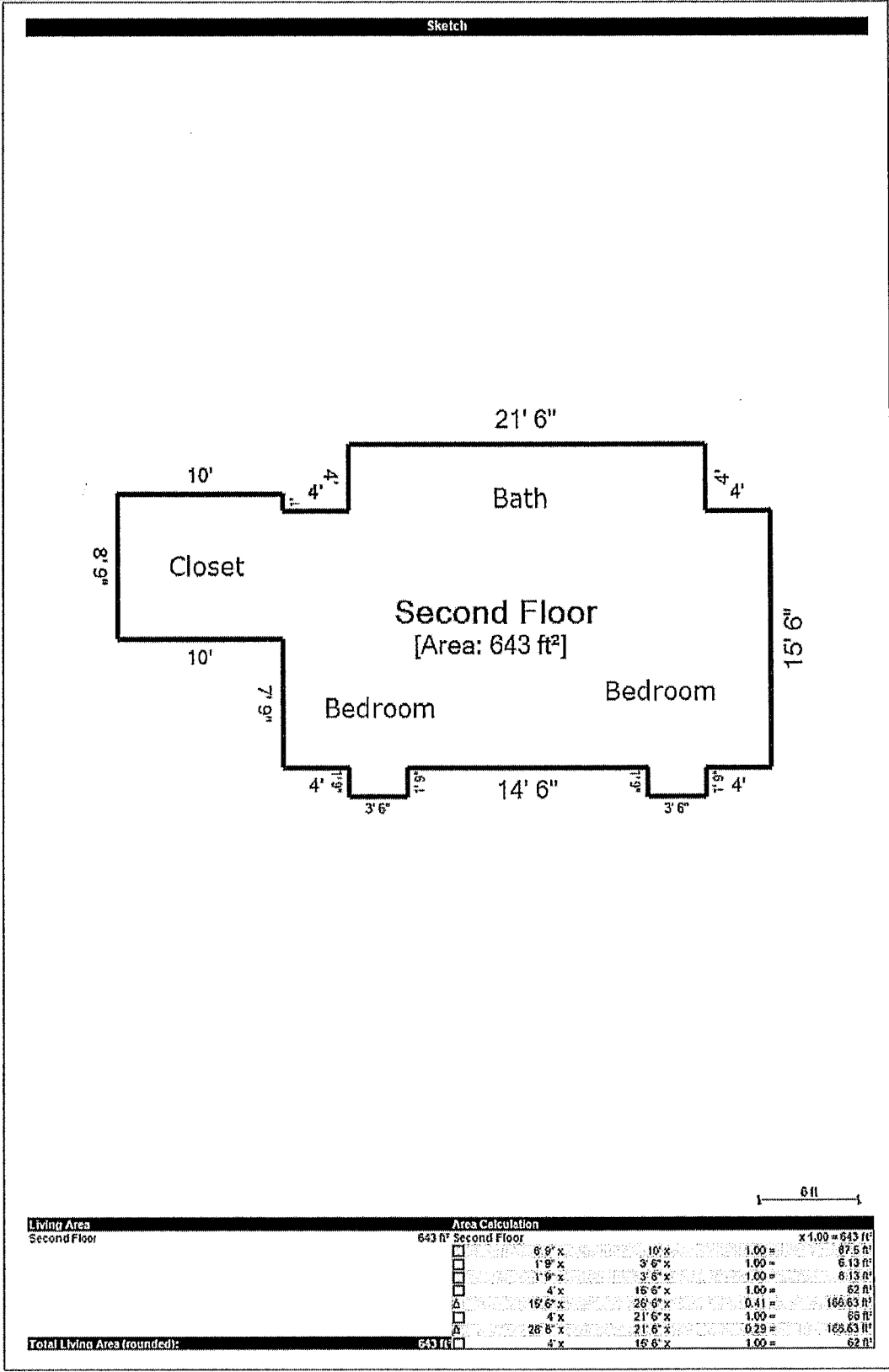


Tri-State Home Inspections, Inc 95 Glade Cir W, Rehoboth Beach, DE 19971

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FLOORPLAN SKETCH

Borrower: Bich Hang Thi Nguyen	File No.: 220209C
Property Address: 129 Laurel Rd	Case No.: 799964
City: Millsboro	State: DE
Lender: Union Home Mortgage	Zip: 19966



Tri-State Home Inspections, Inc 95 Glade Cir W, Rehoboth Beach, DE 19971

48

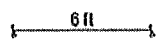
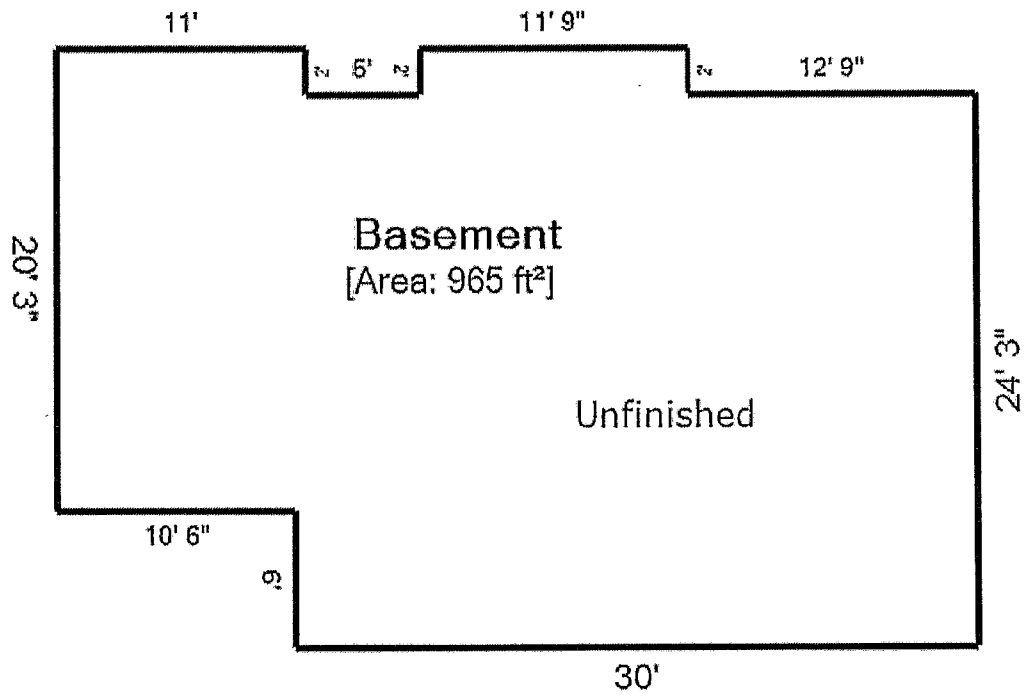
FLOORPLAN SKETCH

Borrower: Bich Hang Thi Nguyen File No.: 220209C

FLOORPLAN SKETCH

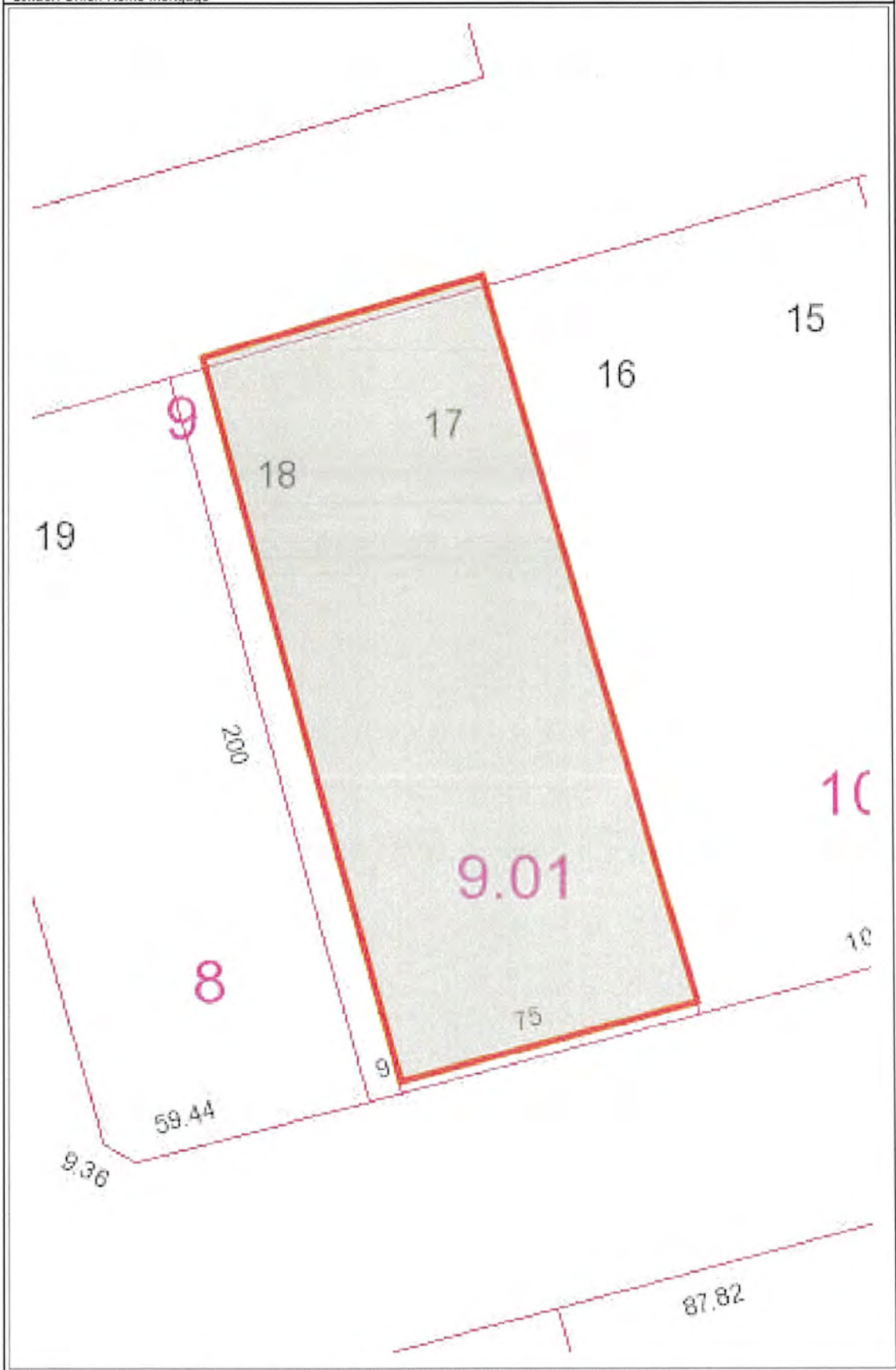
Borrower: Bich Hang Thi Nguyen	File No.: 220209C	
Property Address: 129 Laurel Rd	Case No.: 799964	
City: Millsboro	State: DE	Zip: 19966
Lender: Union Home Mortgage		

Sketch



Nonliving Area	Area Calculation
Basement	964.63 ft ²

49



TOWN OF MILLSBORO

APPLICATION FOR CONDITIONAL USE

Fee: \$ 300.00 First Application : \$ 200.00 Renewal (for two years)

Date of application: 12/20/22 28393 DuPont Blvd

Location of Property: NES Route 113 Town of Millsboro, Sussex County DE

Tax Map #: 1-33-16.16 P/O 7.00

Name of Applicant: Chines Metro Inc

Mailing Address: 4815 Seton Drive Baltimore MD 21215

Email address: Shelly.shaffer@chines.org

Work Phone: 410-358-5387 Cell Phone: 443-367-9635

Title (or interest) in land and buildings Owner () Lessee () Agent () Purchaser subject to approval

Current zoning classification of property: HC Highway Commercial

Use being requested as conditional use (be specific): Accessible home for intellectually disabled individuals for citizens of southern Delaware

Current/former use of property:

Attached are the required documents for review:

Signature of Owner: Shelly M Shaffer

Print name: Shelly Shaffer

Address:

Phone:

Signature of Applicant (if not Owner):

Print name:

IF THIS APPLICATION IS APPROVED, I AM AWARE THAT I MUST APPLY FOR AND OBTAIN THE APPROPRIATE BUILDING AND/OR LICENSING PERMITS. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS APPLICATION.

IF YOU ARE NOT THE RECORD OWNER OF THE PROPERTY, THIS APPLICATION MUST BE ACCOMPANIED BY A LETTER OF AUTHORIZATION BY THE OWNER.

pd 200.00 ck 42617

FOR TOWN USE: () Approved with conditions (see attached) () Disapproved Date of disposition:

RECEIVED

DEC 30 2022

MILLSBORO TOWN HALL 51

ck 42617

Plantation Lakes Water Treatment Plant Change Orders

Date Prepared: 2/27/2022

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
13	1/5/2023	\$ 600,654.61	\$ 15,068,285.68	NA	Includes 7 PCOs, largest being fire pump building addition

TOTAL \$ 1,139,285.68

ARCHITECTS
ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801
PH: 410.742.3115
PH: 800.789.4462
salisbury@gmbnet.com

SALISBURY
BALTIMORE
SEAFORD
LEWES
OCEAN VIEW

www.gmbnet.com

March 1, 2023

Town of Millsboro
322 Wilson Highway
Millsboro, DE 19966

Attn: Mrs. Carrie Kruger, PE
Town Engineer

Re: Atkins Park Drainage Improvements
Millsboro, Delaware

Dear Mrs. Kruger:

Bids for the above-referenced project were opened at Millsboro Town Hall at 2:00 p.m. on February 23, 2023. A total of five (5) bids were received. Bids were submitted by JJID, Melvin L. Joseph Construction, Green Paving & Excavating, Thompson & Sons Contracting, and George & Lynch. A copy of the bid results, bid tabulation, and the five (5) bids received are enclosed for your files.

The basis of award is to be made to the lowest, responsive, responsible bidder based on the total base bid. We have verified that George & Lynch, Inc. (G&L) is the lowest, responsive, responsible bidder based on the Total Base Bid in the amount of \$171,910.76.

G&L has been in business on the Delmarva Peninsula for 100 years and has a variety of experience with site work, especially within Millsboro.

In our opinion, the bids received on this project were competitive. A pre-bid meeting was held to discuss the project and outline the details. All questions asked were responded to in the only Addendum issued prior to bidding. Accordingly, based on the review of the Bids, we recommend an award to the low bidder, George & Lynch, Inc., in the amount of \$171,910.76.

If the Town concurs with our recommendation, please forward to our office a written intent to award. If you have any questions, please contact me at 410.742.3115. Thank you.

Sincerely,



Brent R. Jett, P.E., CFM, CC-P
Coastal Resiliency Group Leader

Enclosures: Bid Results
Bid Tabulation
George & Lynch, Inc. Bid Package
Green Paving & Excavating, Inc Bid Package
JJID, Inc. Bid Package
Melvin L. Joseph, Inc. Bid Package
Thompson & Sons Contracting, Inc Bid Package

JAMES H. WILLEY JR., P.E.
CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
STEPHEN L. MARSH, P.E.
DAVID A. VANDERBEEK, P.E.
ROLAND E. HOLLAND, P.E.
JASON M. LYTLE, P.E.
CHRIS B. DERBYSHIRE, P.E.
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, P.E.
W. MARK GARDOCKY, P.E.
ANDREW J. LYONS, JR., P.E.

PETER A. BOZICK, JR., P.E.
JUDY A. SCHWARTZ, P.E.
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.
VINCENT A. LUCIANI, P.E.
AUTUMN J. WILLIS
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

BID RESULTS

PROJECT NAME: Atkins Memorial Park Drainage Improvements
 GMB JOB NO.: R220145
 BID OPENING: 2/23/23 @ 2:00 p.m.

Contractor	Addenda	Bid Bond	Base Bid	Bid Alternate	Total Bid
1 JJD, Inc.	1 ✓	✓	\$280,537.10	\$39,057.72	\$299,594.82
2 Melvin L. Joseph Construction Co., Inc.	✓	✓	\$244,701.00	\$46,137.00	\$290,838.00
3 Green Paving & Excavating, Inc.	✓	✓	\$202,500.00	\$11,118.36	\$213,618.36
4 Thompson & Sons Contracting Inc.	✓	✓	\$200,051.78	\$16,096.14	\$216,147.92
5 George & Lynch, Inc.	✓	✓	\$171,910.76	\$16,122.46	\$188,033.22
6					



February 13, 2023

PROJECT NO. 17388

Carrie A. Kruger, P.E., Town Engineer
The Town of Millsboro
322 Wilson Highway
Millsboro, Delaware 19966

RE: Scope of Work and Cost Estimate
Sussex Central High School Irrigation Improvements
26026 Patriots Way
Georgetown, DE

Dear Ms. Kruger:

Verdantas LLC (Verdantas) is pleased to present to The Town of Millsboro (the Town) the following Scope of Work to provide engineering and technical services for the design and permitting of athletic field irrigation systems associated with the property located at 26026 Patriots Way, Georgetown, Delaware 19947 (the Site). This scope of work and associated fee(s) is in response to your request discussed during our phone call on January 30, 2023.

PROJECT DESCRIPTION

Indian River School District (IRSD) is constructing a new high school on Patriots Way north of Millsboro, Delaware. The project includes eight (8) new athletic fields which require irrigation. The Town plans to extend their existing beneficial reuse main to the new school site which will allow IRSD to use treated wastewater as a source of irrigation water. IRSD and the Town have agreed that the Town will be responsible for the design and permitting of the new school irrigation system. The Town will also be responsible for bidding and construction phase management. This proposal includes design and permitting phase services only and is based on the following:

1. Irrigation of approximately 29 acres of the site as delineated by Activitas Landscape Architects on a copy of the architectural Base Plan/Key Plan prepared by ABHA/BSA+A architects signed June 8, 2022 by Patrick Maguire LA.
2. Site grading and utility plans for the new school project prepared by Davis Bowen and Friedel signed July 29, 2022 by W. Zachary Crouch, PE.
3. Landscape Plans prepared by Activitas Landscape Architects and signed July 29, 2022 by Patrick Maguire LA.
4. Schematic Irrigation layouts prepared by Central Turf and Irrigations Supply dated January 5, 2023 provided to Verdantas by R and L Irrigation Services, Inc.

5. The new irrigation systems will be connected to the school's potable water system during construction. Our design will include provisions for connection to the Town's future beneficial reuse main and a future booster pumping station.
6. The irrigation improvements will include connection to the school's potable water system; irrigation main and lateral piping, sprinklers, manual and automatic valves; backflow preventer; irrigation controller(s); delineation of irrigation zones; location of the future beneficial reuse main and interconnection with same; and design of a future booster pumping station.
7. Design of electrical infrastructure to power the new irrigations systems is by others.
8. Irrigation design drawings prepared by Verdantas are primarily schematic. Final placement of components is subject to field conditions and the responsibility of the irrigation contractor and IRSD representatives.
9. This proposal does not include preparation of sediment and stormwater management plans or improvements to the school's water systems. This proposal assumes that the school's water system has sufficient capacity (flow and pressure) for the proposed irrigation improvements.
10. The Town is responsible for obtaining digital copies of the plans described above in AutoCAD dwg format and providing those files to Verdantas.

SCOPE OF WORK

1. **Contract Documents.** Verdantas will prepare Contract Documents for the construction of the proposed irrigation improvements. Contract Documents will consist of Drawings and a Project Manual including Bidding Documents, Agreement and bond forms, General Conditions, Supplementary Conditions and Technical Specifications. We will provide copies of the Contract Documents to the Town for review and comment at 50% and prefinal completion milestones.
2. **Project Meetings/Teleconferences.** Verdantas will participate in the following meetings:
 - a. A Kickoff meeting and two (2) design coordination meetings with the Town IRSD staff, their Architect and subconsultants.
 - b. Two (2) design meetings with a local irrigation Contractor to review the irrigation design.
3. **Distribution of Treated Wastewater Permit.** Verdantas will prepare an application for the Distribution of Treated Wastewater as described in §6.11.4.3 of the State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems. The application will include only those items to be constructed on the Site.
4. **Grant Assistance.** Verdantas will prepare monthly disbursement requests for the Town's use in seeking reimbursement of fees that we invoice on this project.

ADDITIONAL WORK

Additional work beyond the Scope of Work defined herein shall not be performed until such time as an amendment to this Scope of Work, including the scope of the additional work and associated costs, has been prepared in writing to address the additional work and said amendment has been approved by the Client.

PROJECT BUDGET

Verdantas proposes the Scope of Work described herein be completed for a lump sum cost of **\$49,700.00**. The proposed cost is based upon information provided to us regarding the property location and uses and the assumptions described in this Scope of Work.

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

SCHEDULE

Verdantas is prepared to initiate activities for this project within one (1) week of receipt of written authorization to proceed from you and the digital files described above.

We anticipate that this Scope of Work can be completed as shown on the attached Project Schedule. Our timeline for completing the work assumes we are able to proceed with activities at a pace controlled by Verdantas, without being adversely affected by access, weather, or other issues out of our control.

If additional services are requested, Verdantas will provide a separate quote for those services. Additional work, if and as necessary, will be performed in accordance with our Hourly Rate Schedule. The cost included in this Scope of Work may be modified upon the collection of additional information that indicates conditions are significantly different from those currently anticipated.

AUTHORIZATION AND TERMS

The work performed under this Scope of Work will be governed by the Terms and Conditions as outlined in our Master Services Agreement dated September 28, 2022. If the proposed Scope of Work, project costs, and contractual terms are acceptable to you, we request that you return one signed copy of this letter to us as written authorization to proceed.

Project costs will be invoiced monthly on a percent complete basis. Payment of all invoices will be due within 60 days of the invoice date. This Scope of Work and Verdantas' Master Services Agreement shall constitute the entire agreement between us. This Scope of Work is valid for a period of 30 days.

Project No. 17388
The Town of Millsboro
February 13, 2023



We look forward to working with you on this project and appreciate the opportunity to be of service to you. If you have questions or comments regarding the contents of this letter or the enclosed materials, please feel free to contact us.

Sincerely,

VERDANTAS LLC

Scott C. Hoffman, P.E.
So. Delaware Department Manager

SCH/SHL:acj
17388\Admin\Proposals-Contracts\Pro-17388-20230210.docx

Enclosures: Project Schedule

<p>SCOPE OF WORK AND COST ESTIMATE Sussex Central High School Irrigation Improvements Project No. 17388 26026 Patriots Way Georgetown, DE</p> <p>AUTHORIZATION:</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>

SCHS Irrigation Improvements

Vedranante LLC Project Number 17398

Project Schedule

Start: Mon 3/6/2023

End: Mon 6/12/2023

Today: Fri 2/10/2023

WBS Level	WBS Task	Assign To	Predecessors	Task Start Date	Work Days	Task Duration	End Date	Color	% Done	Priority	Show Overdue	Start	End	Work Days
1	Contract Signed/NTP			3/6/2023	1	1	3/6/2023	K	0%		Mon 3/6/23	Mon 3/6/23	1	
1	Kickoff Meeting			3/13/2023	1	1	3/13/2023	G	0%		Mon 3/13/23	Mon 3/13/23	1	
1	50% Design			4/14/2023	1	20	4/14/2023	G	0%		Tue 3/14/23	Wed 4/12/23	20	
2	Design Review Meeting			4/14/2023	1	1	4/14/2023	G	0%		Fri 4/14/23	Fri 4/14/23	1	
1	4.1 Prefinal Design			5/19/2023	1	20	5/19/2023	G	0%		Mon 4/17/23	Mon 5/15/23	20	
2	Design Review Meeting			5/19/2023	1	1	5/19/2023	G	0%		Fri 5/19/23	Fri 5/19/23	1	
1	5 Final Design			5/26/2023	1	5	5/26/2023	R	0%		Mon 5/22/23	Fri 5/26/23	5	
1	6 Final Documents			5/26/2023	1	1	5/26/2023	R	0%		Fri 5/26/23	Fri 5/26/23	1	
1	7 Permit Application			5/30/2023	1	10	5/30/2023	B	0%		Tue 5/30/23	Mon 6/12/23	10	

Display: Weekly

Week: 1

Weeks 1-7

Weeks 8-14

Weeks 15-21





DUFFIELD
ASSOCIATES
Soil, Water & the Environment

Duffield Associates, LLC
5400 Limestone Road
Wilmington, DE 19808
Phone: 302.239-6634
Fax: 302.239-8485
duffnet.com

March 6, 2023

Via Electronic Mail

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

RE: Duffield Associates, LLC Project No. 14308
Recommendation of Award
2023 Rapid Infiltration Basin Improvements
The Town of Millsboro, Delaware

Dear Ms. Kruger:

Sealed bids for the subject project were received on March 2, 2023 at 3:00 P.M. The bids were opened and publicly announced. A total of five (5) bids were received prior to closing time. Attached is a copy of the Minutes of the Bid Opening.

As instructed, we have reviewed the bidding documents to evaluate the bid responses, certify the bid amounts and evaluate the qualifications of the apparent low bidder, Kinsley Construction Inc. of Dagsboro, Delaware. A detailed bid tabulation is attached.

The bid of Kinsley Construction Inc., the apparent low bidder, was complete in all respects. A complete copy of the bidding submission of Kinsley Construction Inc. is attached.

We have little project experience with Kinsley; however, based on our evaluation we find no reason not to award the bid to them. Accordingly, we recommend that the Town of Millsboro accept the low bid of Kinsley Construction Inc. for the subject project in the amount of \$600,000.00 and award the project to them. As soon as an award is made, we will handle the administrative paperwork of this Contract Award, which relates to the Contract Form, Insurance Certificate, etc.

Please let us know if you have questions or require additional information.

Sincerely,

DUFFIELD ASSOCIATES, LLC

Gregory A. Freimuth
Project Manager

GAF:acj
14308.0323-AwardRecommendation.COR

Enclosures: Bid Opening Meeting Minutes

60

Ashleigh Sander

From: Dunmyer, Mike <m.dunmyer@uswindinc.com>
Sent: Tuesday, February 28, 2023 9:12 AM
To: Ashleigh Sander
Subject: Request for Agenda Item

Hello Ashleigh,

We've begun the planning process for our major summer event – Stars & Stripes, and as such, the Greater Millsboro Chamber of Commerce would like to:

- Request to use Cupola Park—Greater Millsboro Chamber of Commerce
- Request to display fireworks publicly pursuant to § 105-1 of the Code of the Town of Millsboro—Greater Millsboro Chamber of Commerce

I'll plan to attend the meeting and will be available for any questions. Thanks again for the great collaboration and partnership from the town!

Best,

Mike Dunmyer
President, Greater Millsboro Chamber of Commerce Board of Directors



Mike Dunmyer

Delaware Development Manager
312 W. Fourth St.
Lewes, DE 19958
302-745-9463



Memorandum

To: Mayor and Council
From: Matthew Hall, Director of Finance and Technology
Date: 3/3/2023
Re: Water Meters and AMR/AMI System Installation

Bids for the above-referenced project were opened at Millsboro Town Hall at 2:00 p.m. on February 28, 2023. A total of two (2) bids were received. Bids were submitted by VEPO Solutions and Envocore. A copy of the bid results table is enclosed.

The basis of award is to be made to the lowest, responsive, responsible bidder based on the total base bid. I have verified that VEPO Solutions is the lowest, responsive, responsible bidder based on the Total Base Bid in the amount of \$314,580.00.

In my opinion, the bids received on this project were competitive. A pre-bid meeting was held to discuss the project and outline the details. Accordingly, based on the review of the Bids, we recommend an award to the low bidder, VEPO Solutions, in the amount of \$314,580.00.

Thank you,
Matthew Hall
Director of Finance and Technology

Town of Millsboro
Building Permits
February 2023

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust#	Tax#	Work Cost	Permit Fee
B-010584	GIOVANNI FOCHE	35281 WRIGHT WAY	8x16 DECK, 6' WHITE PRIVACY FENCE	RPC	10946	05406	\$9,974.00	\$120.00
B-010585	DURAY SALMAN	35292 WRIGHT WAY	8x20 DECK	RPC	10337	05385	\$8,000.00	\$110.00
B-010586	DURAY SALMAN	35312 WRIGHT WAY	8x20 DECK	RPC	10337	05419	\$8,000.00	\$110.00
B-010587	DURAY SALMAN	35308 WRIGHT WAY	8x20 DECK	RPC	10337	05417	\$8,000.00	\$110.00
B-010551	RICHARD L. SPINKS	211 W STATE ST	24x24 GARAGE w/UNEFINISHED UPSTAIRS BONUS ROOM	MR	07695	04870	\$63,319.00	\$416.00
B-010595	JACLYN O'NEIL	21102 BRUNSWICK LN	DIVIDE ROOM IN BASEMENT INTO 2	RPC	10005	04724	\$5,250.00	\$130.00
B-010608	JEFFREY KEITH	26048 TULIP CRSSG	4' WHITE VINYL FENCE w/1 GATE	RPC	10873	05662	\$4,573.00	\$95.00
B-010609	JASON BARTOLOVIC	26056 TULIP CRSSG	4' WHITE VINYL FENCE w/2 GATE	RPC	10892	05664	\$4,933.00	\$95.00
B-010611	CALEB MILLSBORO, LLC	25039 ASPEN CIR	THE GRAND CAYMAN	RPC	08514	03930	\$296,574.44	\$1,151.00
B-010613	CALEB MILLSBORO, LLC	25205 SWEETGUM WAY	THE ARUBA BAY	RPC	08514	03825	\$230,121.14	\$953.00
B-010614	DAVID/MARIE KOEHLER	24858 MAGNOLIA CIR	REMOVE/REPLACE ROOF SHINGLES	RPC	04134	04134	\$17,200.00	\$160.00
B-010616	MARTIN FARRELL	26015 TULIP CRSSG	4' HIGH WHITE VINYL FENCE	RPC	10957	03927	\$4,493.00	\$95.00
B-010617	DEANA SIMONS	33432 HICKORY ST	4' HIGH WHITE VINYL FENCE	RPC	10955	05568	\$7,153.00	\$110.00
B-010618	ALENOOSH KOHL	33273 CLAREMONT CT	4x6 TRASH ENCLOSURE	RPC	10977	05558	\$882.00	\$50.00
B-010607	LENCRAFT, LLC	37028 HAVELock CT	10x12 SCREEN PORCH	RPC	03082	05810	\$7,000.00	\$105.00
B-010619	PETER HARRISON	28537 DUPONT BLVD	SIGN - FORREST FENCE	HC	10488	00537	\$500.00	\$50.00
B-010626	GORDON BAINES	24855 MAGNOLIA CIR	REMOVE/REPLACE ROOF SHINGLES	RPC	08637	02508	\$14,850.00	\$145.00
B-010631	DIANE KINYON	391 WINDFLOWER DR	10x12 DECK	RPC	11005	04983	\$4,950.00	\$95.00
B-010630	BEATRICE CAREY	213 N MORRIS ST	REMOVE GARAGE DOOR, FRAME OPENING, INSTALL PASSAGE DOOR	MR	01106	00333	\$2,050.00	\$85.00
B-010629	CALEB MILLSBORO, LLC	25012 ASPEN CIR	THE GRAND BAHAMA	RPC	08514	03900	\$262,019.27	\$1,049.00
B-010628	CLARENCE FIEDLER	241 WHARTON ST	ENCLOSE EXISTING PORCH w/WINDOWS & SLIDING GLASS DOOR	MR	00227	00500	\$31,507.00	\$230.00
B-010627	LENCRAFT, LLC	31315 BURKE CT	10x12 DECK	RPC	03082	05795	\$4,200.00	\$95.00
B-010624	LENCRAFT, LLC	37035 HAVELock CT	10x12 DECK w/STAIRS	RPC	03082	05762	\$6,770.00	\$105.00
B-010623	DOUGLAS KUNTZ	215 W BOURNE WAY	8x19 THERAPEUTIC POOLSPA ON CONCRETE PAD w/PRIVACY FENCE	RPC	10717	01938	\$4,700.00	\$95.00
B-010622	LENCRAFT, LLC	31314 BURKE CT	11x13 SCREEN PORCH	RPC	03082	05806	\$7,000.00	\$105.00
B-010621	LENCRAFT, LLC	31327 BURKE CT	11x13 DECK	RPC	03082	05799	\$5,000.00	\$95.00
B-010620	BRIAN DARBY	19158 JACKSTONE WAY	15x12 CONCRETE PATIO	RPC	10675	02339	\$3,000.00	\$85.00
B-010615	ROBERT MAYHEW	414 BAY TREE WAY	12x16 DECK w/PERGOLA	RPC	10459	05000	\$19,991.00	\$170.00
B-010637	LENCRAFT, LLC	31324 BURKE CT	10x12 DECK	RPC	03082	05803	\$4,200.00	\$95.00
B-010638	LENCRAFT, LLC	35410 WRIGHT WAY	8x20 DECK	RPC	03082	05476	\$5,600.00	\$100.00
B-010639	LENCRAFT, LLC	35406 WRIGHT WAY	8x20 DECK	RPC	03082	05475	\$5,600.00	\$100.00
B-010640	LENCRAFT, LLC	35404 WRIGHT WAY	8x20 DECK	RPC	03082	05474	\$5,600.00	\$100.00
B-010641	LENCRAFT, LLC	35402 WRIGHT WAY	8x20 DECK	RPC	03082	05473	\$5,600.00	\$100.00
B-010642	LENCRAFT, LLC	35400 WRIGHT WAY	8x20 DECK	RPC	03082	05472	\$5,600.00	\$100.00
B-010643	LENCRAFT, LLC	35398 WRIGHT WAY	8x20 DECK	RPC	03082	05471	\$5,600.00	\$100.00

Total Permits = 46
New Houses = 4
Renovations = 38
Commercial = 4

Town of Millsboro
 Building Permits
 February 2023

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-010644	LENCRAFT, LLC	35396 WRIGHT WAY	8x20 DECK	RPC	03082	05470	\$5,600.00	\$100.00
B-010645	LENCRAFT, LLC	35392 WRIGHT WAY	8x20 DECK	RPC	03082	05443	\$5,600.00	\$100.00
B-010646	SHANNON WRIGHT	20249 BRIDGEWATER RD	REMOVE/REPLACE ROOF SHINGLES	RPC	08957	04160	\$7,074.00	\$110.00
B-010647	WAWA INC/RED ROOF	28512 DUPONT BLVD	REIMAGING PYLON SIGN - WAWA	HC	00463	00463	\$27,000.00	\$205.00
B-010648	LENCRAFT, LLC	33233 CLAREMONT ST	THE LAUDERDALE	RPC	03082	05679	\$344,410.63	\$1,295.00
B-010625	LOU GIARDINO	353 WINDFLOWER DR	ENCLOSE PORCH w/VINYL WINDOWS	RPC	10678	04964	\$9,491.00	\$120.00
B-010610	TIMOTHY E DOTSON	25209 LUMBERTON DR	EXTEND EXISTING DECK 4' AND TURN INTO PORCH	RPC	09616	02787	\$19,000.00	\$165.00
B-010634	TRIPLE D RENTALS, LLC	1581 NORTHERN AVE	CHANNEL LETTER ON BLDG - SUNSHINE LAUNDRY	C	09537	04645	\$6,000.00	\$100.00
B-010636	LENCRAFT, LLC	37030 HAVELOCK CT	10x12 SCREEN PORCH	RPC	03082	05809	\$7,000.00	\$105.00
B-010649	CARLOS VAZQUEZ	31241 OLNEY WAY	PAVER PATIO w/RETAINING WALL, STEPS	RPC	10140	05586	\$14,500.00	\$145.00
B-010650	GLENN MOORE FARMS	28485 DUPONT BLVD	CHANGE EXISTING SIGN MONUMENTS - CFS SIGN	HC	05549	00218	\$1,380.00	\$80.00

Total Permits = 46
 New Houses = 4
 Renovations = 38
 Commercial = 4

MISC BILLINGS- NEW BALANCE					
2/28/2023					
Date	Acct	Name	Amount		Rpt Code
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
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	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	623	Mid Atlantic Commerical Group	-0.31	Interest	GenMis
12/2/2022	623	D,B&F	0.79	Interest	GenMis
1/6/2003	723	Buffalo Construction	0.11	Interest	GenMis
1/6/2003	723	Buffalo Construction	0.07	Interest	GenMis
1/6/2003	723	Millwood Acq	0.03	Interest	GenMis
1/6/2003	723	Millwood Acq	16.42	Interest	GenMis
1/6/2003	723	Knollwood Development	24.88	Interest	GenMis
1/6/2003	723	Davis, Bowen & Friedel, Inc	46.96	Interest	GenMis
2/2/2023	823	Alex Corpus	33.73	Uniforms	GenMis
2/2/2023	823	Sean O'Brien	54.20	Uniforms	GenMis
2/3/2023	823	Buffalo Construction	0.11	Interest	GenMis
2/3/2023	823	Buffalo Construction	0.07	Interest	GenMis
2/3/2023	823	D,B&F	7.76	Interest	GenMis
2/3/2023	823	D,B&F	58.99	Interest	GenMis
2/3/2023	823	D,B&F	46.96	Interest	GenMis
2/3/2023	823	Kenneth Adams	56.92	Interest	GenMis
2/3/2023	823	Knollwood Development	24.88	Interest	GenMis
2/3/2023	823	Millwood Acq	16.42	Interest	GenMis
		GEN MISC TOTAL	519.99		
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	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
		RENT FEE TOTAL	11,180.00		

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MISC BILLINGS- NEW BALANCE					
2/28/2023					
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
1/6/2023	723	Kenneth Adams	3,794.66	Patriot's Bluff	engineering fees
2/3/2023	823	Knollwood Development	312.40	Alderleaf Meadows	engineering fees
2/3/2023	823	Lennar	5,133.84	Plantation Lakes	engineering fees
2/3/2023	823	Lennar	6,446.39	Plantation Lakes	engineering fees
		ENGINEERING TOTAL	18,440.19		
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
		MTR/PRTS TOTAL	405.00		
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
		ON/OFF WTR TOTAL	240.00		
2/7/2020	820	Arcardis	708.45	Church St	Sewer Revenue
6/21/2021	1221	Tonald Trucking	226.71	Old Lanidng Rd & Mitchell	Sewer Revenue
		SEWER REVENUE TOTAL	935.16		
2/13/2023	823	Dawn Robinson	300.00	Slip# 1	Boat Slip
2/13/2023	823	Lingo Marine	360.00	Slip # 5	Boat Slip
2/13/2023	823	C Dale Lingo, III	300.00	Slip# 6	Boat Slip
2/13/2023	823	Dale Lingo	240.00	Slip # 9	Boat Slip
2/13/2023	823	Dale Lingo	240.00	Slip # 10	Boat Slip
2/13/2023	823	Dale Lingo	240.00	Slip # 11	Boat Slip
2/13/2023	823	Dave Prettyjohn	360.00	Slip # 13	Boat Slip
2/13/2023	823	Mark Tice	360.00	Slip # 13A	Boat Slip
2/13/2023	823	Kenna Murray	360.00	Slip # 14	Boat Slip
2/13/2023	823	Dave Jones, II	360.00	Slip # 15	Boat Slip
2/13/2023	823	Bruce Atkins	360.00	Slip # 16	Boat Slip
2/13/2023	823	Kelly Skrzec	360.00	Slip # 17	Boat Slip
2/13/2023	823	Al Brewington	360.00	Slip # 18	Boat Slip
2/13/2023	823	Lisa Graber	360.00	Slip # 19	Boat Slip
2/13/2023	823	Donald Hall	360.00	Slip # 20	Boat Slip
2/13/2023	823	Michael Wisnieski	360.00	Slip # 21	Boat Slip
2/13/2023	823	Keith Rogers	360.00	Slip # 22	Boat Slip
		BOAT SLIP TOTAL	5,640.00		
		GRAND TOTAL	37,360.34		
NEW BALANCE		DEBITS	CREDIT	write off	OLD BALANCE
37,360.34		549,498.77	537,345.58	4051.42	29,258.57
				ABC inv-per Kenny not their invoice to pay	

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