



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 April 24, 2023 at 2:40pm

A G E N D A

Town Council
Regular Meeting, Public Hearings and Executive Session
May 1, 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-minute limit)

Public Hearings:

TO CONSIDER THE TOWN COUNCIL'S RESOLUTION PROPOSING TO ANNEX CERTAIN TERRITORY, CONTIGUOUS TO THE PRESENT LIMITS OF THE TOWN OF MILLSBORO, OWNED BY 1-33 ASSOCIATES, LLC, IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NOS. 133-16.00-95.01 AND 100.01, CONTAINING 24,054 SQUARE FEET OR 0.55 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.

TO CONSIDER THE TOWN COUNCIL'S RESOLUTION TO REGARDING CHANGING THE STREET STRUCTURE WITHIN THE CORPORATE LIMITS OF THE TOWN OF MILLSBORO BY CLOSING AND VACATING PUBLIC USE OF THE ALLEY KNOWN AS "BARKER ALLEY" LOCATED ON A PART OF SUSSEX COUNTY TAX MAP AND PARCEL NO. 133-17.13-118.00 BETWEEN WASHINGTON STREET AND MAIN STREET.

Secretary's report
Minutes

MILLSBORO TOWN COUNCIL AGENDA
MAY 1, 2023
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Treasurer's report
Bank balances
Invoices

Millsboro Fire Company Update

Greater Millsboro Chamber of Commerce Update

Police Department's report
Change order #4

Building Status

Streets

Plantation Lakes Parking Study Draft (GMB)

Water and Sewer

Olney Way Field Change Directives (Kruger)

Olney Way Water Plant Change Order #16 (Burk)

Hydrant Water Flushing Update (Burk)

Parks and Recreation

Read Aloud Delaware Event Permit (Burk)

Dam Mill Run Jul 22, 2023 (Burk)

Mayor's Report

1-33 Associates Annexation regarding property located at Sussex County Tax Map and Parcel Numbers 133-16.00-95.01 & 133-16.00-100.01 (Burk)

Vacating and closing public use of "Barker Alley" located on p/o Sussex County Tax Map and Parcel Number 133-17.13-118.00 (Burk)

Preliminary site plan approval for Towne Lakes RPC, Sussex County Tax Map and Parcel No. 233-5.00-122.00. (Burk)

HR1 and HR2 proposed zoning code changes (Burk)

Community Reinvestment Fund grant application, authorization to submit, for an amount up to \$980,000.00 to replace Cupola Park bulkhead (Burk)

Supplemental Tax Appeals (Hall)

Annual Tax Appeals (Hall)

Plantation Lakes Section D lot line adjustment, lots 1717 and 1718 (Niblett)

Preston ADBM lot line adjustment (Niblett)

Plantation Lakes Section L final site plan (Kruger)

Olney Way Water Treatment Plant construction phase services proposal- Verdantas (Kruger)

M&T Bank design amendment number 3 (Verdantas)

Lead Service Line Inventory Drinking Water State Revolving Fund loan application (Kruger)

Lead Service Line Drinking Water State Revolving Fund loan application authorization to sign resolution (Kruger)

Delaware Water Pollution Control State Revolving Fund loan application authorization to sign Resolution regarding Indian River School District Reclaimed Water Irrigation Pivots (Kruger)

Delaware Water Pollution Control State Revolving Fund loan application authorization to sign Resolution regarding Indian River School District Reclaimed Water Irrigation Pump Station and Beneficial Reuse Main (Kruger)

Delaware Water Pollution Control State Revolving Fund loan application regarding Indian River School District Reclaimed Water Irrigation Pivots (Kruger)

Delaware Water Pollution Control State Revolving Fund loan application regarding Indian River School District Reclaimed Water Irrigation Pump Station and Beneficial Reuse Main (Kruger)

Lead service line inventory proposal - EBA Engineering (Kruger)

Lead service line inventory Environmental Information Document (EID) proposal - Verdantas (Kruger)

Indian River School District Spray Irrigation and Beneficial Reuse Main PER and ER proposal - Verdantas (Kruger)

House Bill 2 as it relates to Millsboro (Burk)

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.

Pursuant to 29 Del. C. §10004 (b) (9) the Town Council will be meeting in executive session related to personnel matters where individual employees are discussed.

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.

5/1		Town of Millsboro			
month		Account Balances			
		April 30, 2023			
Account					Interest
Type	Bank	Purpose		Book Balance	Earned
Checking/Money Market					
WSFS Bank					
	1	General Account		\$ 3,372,794.42	\$ 8,839.45
	2	Payroll		\$ 481.04	\$ 43.16
	3	Withholding		\$ 61,376.38	\$ 163.74
	4	Municipal Street Aid Fund (MSAF)		\$ 62,907.45	\$ 163.18
	5	Sewer Construction		\$ 2,472,263.54	\$ 5,801.62
	6	State Aid Local Law Enforcement (SALLE)		\$ 1,717.93	\$ -
	7	Emergency Illegal Drug Enforcement (EIDE)		\$ 4,970.89	\$ -
	8	Sewer Impact		\$ 3,589,602.67	\$ 8,445.79
	9	Water Impact		\$ 475,337.31	\$ 1,117.96
	10	Building Component Fee		\$ 4,124,980.79	\$ 9,659.12
	14	Transfer Tax 1% (3.75M in "set-asides")		\$ 10,000,949.47	\$ 22,571.81
	15	Fund to Combat Violent Crime (FCVC)		\$ 28,390.17	\$ -
	16	Police Protection Impact		\$ 129,970.26	\$ 8.52
	17	Transportation/Stormwater Impact		\$ 89,634.61	\$ 6.04
		Bicentennial Beautification Fund		\$ 11,325.79	\$ 26.58
		Total WSFS Bank		\$ 24,426,702.72	\$ 56,846.97
Citizens Bank					
	12	Transfer Tax Checking		\$ 3.85	
	11	Transfer Tax 1%		\$ 200,362.07	\$ 8.23
		Transfer Tax .5%		\$ 50,117.61	\$ 2.06
		Total Citizens		\$ 250,483.53	\$ 10.29
Total Checking/Money Market				\$ 24,677,186.25	\$ 56,857.26
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 - 3/31/2023		\$ 85,175.81	
		WWTP Membrane CD - 3/31/2023		\$ 51,813.03	
		Total PNC Bank		\$ 136,988.84	\$ -
Total Certificates of deposit				\$ 143,988.84	\$ -
Total on Hand Cash & CD's				\$ 24,821,175.09	\$ 56,857.26

		Town of Millsboro			
		Account Balances			
		April 30, 2023			
Account	Type/Purpose	March 31, 2023	April 30, 2023	Net Change	Interest Earned
Checking/Money Market					
WSFS Bank					
	1 General Account	\$ 3,591,975.73	\$ 3,372,794.42	\$ (219,181.31)	\$ 8,839.45
	2 Payroll	\$ 437.88	\$ 481.04	\$ 43.16	\$ 43.16
	3 Withholding	\$ 65,116.97	\$ 61,376.38	\$ (3,740.59)	\$ 163.74
	4 Municipal Street Aid Fund (MSAF)	\$ 70,300.61	\$ 62,907.45	\$ (7,393.16)	\$ 163.18
	5 Sewer Construction	\$ 2,466,461.92	\$ 2,472,263.54	\$ 5,801.62	\$ 5,801.62
	6 State Aid Local Law Enforcement (SALLE)	\$ 4,536.82	\$ 1,717.93	\$ (2,818.89)	\$ -
	7 Emergency Illegal Drug Enforcement (EIDE)	\$ 4,970.89	\$ 4,970.89	\$ -	\$ -
	8 Sewer Impact	\$ 3,800,808.88	\$ 3,589,602.67	\$ (211,206.21)	\$ 8,445.79
	9 Water Impact	\$ 492,679.35	\$ 475,337.31	\$ (17,342.04)	\$ 1,117.96
	10 Building Component Fee	\$ 4,119,064.22	\$ 4,124,980.79	\$ 5,916.57	\$ 9,659.12
	14 Transfer Tax 1% (3.75M in "set-asides")	\$ 9,422,858.94	\$ 10,000,949.47	\$ 578,090.53	\$ 22,571.81
	15 Fund to Combat Violent Crime (FCVC)	\$ 31,069.50	\$ 28,390.17	\$ (2,679.33)	\$ -
	16 Police Protection Impact	\$ 112,153.38	\$ 129,970.26	\$ 17,816.88	\$ 8.52
	17 Transportation/Stormwater Impact	\$ 80,128.57	\$ 89,634.61	\$ 9,506.04	\$ 6.04
	Bicentennial Beautification Fund	\$ 11,299.04	\$ 11,325.79	\$ 26.75	\$ 26.58
	Total WSFS Bank	\$ 24,273,862.70	\$ 24,426,702.72	\$ 152,840.02	\$ 56,846.97
Citizens Bank					
	12 Transfer Tax Checking	\$ 3.85	\$ 3.85	\$ -	\$ -
	11 Transfer Tax 1%	\$ 200,353.84	\$ 200,362.07	\$ 8.23	\$ 8.23
	Transfer Tax .5%	\$ 50,115.55	\$ 50,117.61	\$ 2.06	\$ 2.06
	Total Citizens	\$ 250,473.24	\$ 250,483.53	\$ 10.29	\$ 10.29
	Total Checking/Money Market	\$ 24,524,335.94	\$ 24,677,186.25	\$ 152,850.31	\$ 56,857.26
Certificates of Deposit					
M&T Trust - Formerly Wilmington Trust					
	Bicentennial Fund 0.03%	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
	Total M&T Trust	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
PNC Bank					
	WWTP Unrestricted General - 3/31/2023	\$ 85,068.13	\$ 85,175.81	\$ 107.68	\$ 107.68
	WWTP Membrane CD - 3/31/2023	\$ 51,777.28	\$ 51,813.03	\$ 35.75	\$ 35.75
	Total PNC Bank	\$ 136,845.41	\$ 136,988.84	\$ 143.43	\$ 143.43
	Total Certificates of deposit	\$ 143,845.41	\$ 143,988.84	\$ 143.43	\$ 143.43
	Total on Hand Cash & CD's	\$ 24,668,181.35	\$ 24,821,175.09	\$ 152,993.74	\$ 9

April 2023 Prepays

Bank	Check No	Date	Payee	Description	Total
Sum of					
GENE	22457	4/5/2023	BAKER BALLISTICS	RIFLE BALLISTIC SHIELDS	1,015.18
	22457 Total				1,015.18
	22458	4/5/2023	STEPHANI J. BALLARD,	ATTORNEY FEES/LEGAL ISSUE	1,740.00
	22458 Total				1,740.00
	22459	4/5/2023	GOODE CLEANING LLC	APR CLEANING/POLICE DEPT	585.00
				APR CLEANING/TOWN HALL	892.00
	22459 Total				1,477.00
	22460	4/5/2023	FUELMAN	MARCH/GENERAL	345.74
				MARCH/SEWER	1,297.69
				MARCH/STREET	414.01
				MARCH/WATER	735.91
	22460 Total				2,793.35
	22461	4/5/2023	FUELMAN	MARCH/POLICE	2,967.40
	22461 Total				2,967.40
	22462	4/5/2023	POSTMASTER	JAN-MAR WTR/SWR BILLING	1,471.74
	22462 Total				1,471.74
	22463	4/12/2023	GRANITE TELECOMMUNIC	BRANDYWINE/APR	29.45
				CUPOLA/APR	40.49
				MILLWOOD/APR	49.01
				PLANTATION LAKES/APR	35.99
				POLICE/APR	338.00
				RADISH FARM/APR	62.67
				RETREAT/APR	35.99
				SEWER/APR	6.79
				TOWN HALL CENTER/APR	1,112.09
				TOWN HALL/APR	119.67
				WATER/APR	51.22
				WHARTON'S BLUFF/APR	53.28
	22463 Total				1,934.65
	22464	4/12/2023	MAIL MOVERS	JAN-MAR WTR/SWR BILLING	264.89
	22464 Total				264.89
	22465	4/12/2023	MEDIACOM - DELAWARE	4/10-5/9/23 WWTP	245.58
	22465 Total				245.58
	22466	4/12/2023	SAM'S CONSTRUCTION L	WEST STATE ST PROJECT	184,997.62
	22466 Total				184,997.62
	22467	4/12/2023	TOUCH SCREENS, INC.	REPL BATTERIES/PMI EVIDENCE TRA	31.15
	22467 Total				31.15
	22468	4/12/2023	VERIZON WIRELESS	3/1-3/28/23 POLICE	707.90
				3/1-3/28/23 VAWA	79.98
				3/1-3/28/23 VOCA	39.99
	22468 Total				827.87
	22469	4/12/2023	VERIZON	SEWER/APR INTERNET	98.99
	22469 Total				98.99
	22470	4/12/2023	WASTE MANAGEMENT	MAR 2023 BILLING	677.76
				MAR 2023 CREDIT	(350.00)
	22470 Total				327.76
	22471	4/12/2023	WILMINGTON TRUST N.A	PL FY23 12/31/22-4/11/23	887.94
	22471 Total				887.94
	22472	4/19/2023	DHR FINANCIAL SERVIC	MAY/GENERAL	11,178.24
				MAY/POLICE	33,809.87
				MAY/SEWER	11,819.06
				MAY/WATER	4,871.21
	22472 Total				61,678.38
	22473	4/19/2023	ERIN JEAN PHOTOGRAPH	PHOTOS FOR DEPARTMENTAL MTG	300.00
	22473 Total				300.00
	22474	4/19/2023	DOMINION NATIONAL	MAY 2023 BILLING/POLICE	79.90
	22474 Total				79.90
	22475	4/19/2023	PRINCIPAL LIFE INSUR	MAY 2023 BILLING	1,112.78
	22475 Total				1,112.78

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April 2023 Prepaids

GENE	22476	4/19/2023	VERIZON	SWR DSL LINE	16.20
	22476 Total				16.20
	22477	4/19/2023	WSFS BANK VISA	ADOBE/VIDEOS, MARKETING	29.99
				BOULVDARD FORD/BURK VEHICLE RPR	303.81
				BOULEVARD FORD/BURK VEHICLE RPR	599.01
				CHAMBER/LUNCH & LEARN	15.00
				COFFEE CONNECT/HOSTED CHAMBER	71.95
				CRLEAA MEMBERSHIP DUES	25.00
				DE WTR LIC-WWTP/LYNN	50.00
				DEFENSE TRAINING-REFUND/ROGERS	(225.00)
				DNREC-NOTICE OF INTENT APPL FEE	195.00
				EASTSIDE CARWASH	6.00
				EYES INC/GASSAWAY	117.00
				EZ PASS/LOCAL GOV DAY TOLLS	20.00
				EZ WORK TRUCK/RPR '18 FORD 350	250.00
				GROTTO'S/ECONOMIC DEV	46.50
				INDEED	23.00
				INT'L TRANS FEE	13.06
				LOCAL GOV DAY/PARKING	21.00
				MSFT-SERVER EMAIL	221.49
				PAYPAL/YOUTH ACAD COINS	435.41
				USPS/RETREAT LETTER OF CREDIT	28.75
				VIGR/RED DOT INSTR TRAINING/ROG	400.00
				VISTA PRINT-LYNN/PLACK CARDS	83.99
				GROTTO'S/AXON REP LUNCH	47.23
	22477 Total				2,778.19
	22478	4/25/2023	BRIDGEVILLE, TOWN OF	SCAT DINNER (6)	180.00
	22478 Total				180.00
	22479	4/25/2023	DELAWARE DEPT OF LAB	98022-6 23-1	5,421.20
	22479 Total				5,421.20
	22480	4/25/2023	DELAWARE ELECTRIC CO	GRAVEL HILL-MAR/APR	23.73
				HARDSCRABBLE/15752561-MAR	86.80
				HARDSCRABBLE/PUMP WWTP-MAR	184.64
				HARDSCRABBLE/WTR TOWER-MAR	55.84
				WHARTON'S BLUFF-MAR	86.14
	22480 Total				437.15
	22481	4/25/2023	DELTA DENTAL OF DELA	MAY/GENERAL	473.58
				MAY/POLICE	1,439.96
				MAY/SEWER	615.61
				MAY/WATER	244.67
	22481 Total				2,773.82
	22482	4/25/2023	MEDIACOM - DELAWARE	BILLING 4/23/23-5/22/23	269.95
	22482 Total				269.95
	22483	4/25/2023	SUSSEX COUNTY ASSOC	SCAT BREAKFAST (2) 5/5/23	22.00
	22483 Total				22.00
	1791307	4/4/2023	WITHHOLDING, TOWN OF	PR WK 04-06-2023	27,603.58
	1791307 Total				27,603.58
	5367459	4/24/2023	PAYROLL, TOWN OF MIL	PR WK 04-28-2023	41,737.30
	5367459 Total				41,737.30
	5637919	4/24/2023	WITHHOLDING, TOWN OF	PR WK 04-28-2023	27,553.55
	5637919 Total				27,553.55
	5922188	4/26/2023	T.O.M. SEWER IMPACT	MAR 2023 BLDG PERMITS	113,848.00
	5922188 Total				113,848.00
	12188263	4/17/2023	PAYROLL, TOWN OF MIL	PR WK 04-21-2023	39,937.73
	12188263 Total				39,937.73
	12188264	4/17/2023	WITHHOLDING, TOWN OF	PR WK 04-21-2023	27,357.08
	12188264 Total				27,357.08
	21261007	4/26/2023	T.O.M. WATER IMPACT	MAR 2023 BLDG PERMITS	9,040.00
	21261007 Total				9,040.00
	21930485	4/26/2023	T.O.M. POLICE PRO IM	MAR 2023 BLDG PERMITS	17,808.36
	21930485 Total				17,808.36
	32235216	4/26/2023	T.O.M.BUILDING FD 02	MAR 2023 BLDG PERMITS	19,000.00
	32235216 Total				19,000.00

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April 2023 Prepaids

GENE	41746562	4/11/2023	WITHHOLDING, TOWN OF	PR WK 04-14-2023	26,863.76
	41746562 Total				26,863.76
	62183121	4/11/2023	PAYROLL, TOWN OF MIL	PR WK 04-14-2023	40,866.81
	62183121 Total				40,866.81
	76547609	4/4/2023	PAYROLL, TOWN OF MIL	PR WK 04-06-2023	40,748.13
	76547609 Total				40,748.13
	93888486	4/26/2023	T.O.M. TRANSP/SW IMP	MAR 2023 BLDG PERMITS	9,500.00
	93888486 Total				9,500.00
GENERAL Total					718,014.99
WITH	5331	4/19/2023	AFLAC	APRIL 2023 BILLING	2,932.80
	5331 Total				2,932.80
	5332	4/19/2023	LEGAL SHIELD	APR 2023 BILLING	283.15
	5332 Total				283.15
	664114	4/6/2023	DIVISION OF REVENUE	PR WK 04-06-2023	2,832.14
	664114 Total				2,832.14
	677891	4/14/2023	DIVISION OF REVENUE	PR WK 04-14-2023	2,811.79
	677891 Total				2,811.79
	698074	4/21/2023	DIVISION OF REVENUE	PR WK 04-21-2023	2,798.01
	698074 Total				2,798.01
	715841	4/28/2023	DIVISION OF REVENUE	PR WK 04-28-2023	2,904.07
	715841 Total				2,904.07
	4042023	4/4/2023	DPERS	MARCH/POLICE	22,963.75
				MARCH/TOWN	14,464.67
	4042023 Total				37,428.42
	22206551	4/13/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	22206551 Total				75.00
	24895380	4/14/2023	GF PASS THRU 941/CD	PR WK 04-14-2023	14,782.08
	24895380 Total				14,782.08
	31203849	4/21/2023	GF PASS THRU 941/CD	PR WK 04-21-2023	14,810.42
	31203849 Total				14,810.42
	40478184	4/28/2023	GF PASS THRU 941/CD	PR WK 04-28-2023	15,387.62
	40478184 Total				15,387.62
	43313777	4/6/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	43313777 Total				75.00
	44978531	4/26/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	44978531 Total				75.00
	59177383	4/19/2023	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	59177383 Total				75.00
	92175746	4/6/2023	GF PASS THRU 941/CD	PR WK 04-06-2023	14,909.80
	92175746 Total				14,909.80
WITHHOLDING Total					112,180.30
MSAF	1648	4/25/2023	DELMARVA POWER	APR/MAGNOLIA	608.00
				APR/MILL LANDING	253.32
				APR/STREETS	5,351.02
	1648 Total				6,212.34
MSAF Total					6,212.34
SALL	1315	4/5/2023	BAKER BALLISTICS	RIFLE BALLISTIC SHIELDS	4,486.82
	1315 Total				4,486.82
SALLE Total					4,486.82
BUIL	1273	4/5/2023	FORREST FENCE CO.	CHAIN LINK FENCE/NEW PD	7,199.00
	1273 Total				7,199.00
BUILDING COMP FEE Total					7,199.00
Grand Total					848,093.45

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April 2023 Bills

Sum of	Total		
Bank	Vendor	Description	Total
GENERAL	A.E. MOORE JANITORIAL	APRIL/CUPOLA PARK	115.18
		APRIL/SEWER	121.70
		APRIL/TOWN	90.15
	A.E. MOORE JANITORIAL Total		327.03
	A-LERT MOTIVATIONS	CLOTHING POLICE PERSONNEL	247.92
	A-LERT MOTIVATIONS Total		247.92
	AMAZON CAPITAL SERVICES	#7 COIN ENVELOPES (100 PK)	18.29
		4GB USB 2.0 FLASH DRIVE (10 PK)	21.09
		AVERY FILE FOLDER LABELS	31.38
		BINDER CLIPS 12/BOX (10 BXS)	19.90
		CCTV(16DVR) POWER SUPPLY TRANSFER SWITC	15.89
		CELL PHONE CASE W/GLASS PROTECTOR	11.99
		CYLINDERS & PLASTIC BEAKERS (2)	21.98
		DAB 'N SEAL ENVELOPE MOIST	13.06
		DIPPER/SAMPLE LADLE (2)	243.11
		FILE FOLDERS/STRAIGHT CUT TAB (5 BXS)	129.90
		FINGER PRINT INK PADS (2-6 PKS)	25.98
		HANGING FILE FOLDERS (25 PK)	16.65
		KITCHEN TRASH CAN (3)	120.00
		MAILING ENVELOPE 10X13 (50/PK)	49.89
		MAILING ENVELOPES 6X9 (100 BX)	41.40
		PAINT MARKING WAND (1)	20.11
		PARACHUTE CORD (1)	61.97
		PILOT PENS W/12 REFILLS	15.00
		POST-IT NOTES 3X3 POP UP (12 PADS)	14.42
		SLUDGE JUDGE	150.00
		SPRAY PAINT/WHITE	7.97
		STAPLES ONE TOUCH STAPLER	15.50
		WHEELED MARKING WAND	33.98
		WIRELESS MOUSE (2)	29.98
		WOOD BROOM HANDLE (6)	54.60
	AMAZON CAPITAL SERVICES Total		1,184.04
	AMERICAN PUBLIC SAFETY	BELT W/CHROME BUCKLE 1.5"	19.00
		BIKE PATROL POLO RET'D (4)	(204.00)
		COMBAT APPL TOURNIQUET	27.00
		DOUBLE MAG POUCH	36.00
		FRICTION BATON 26"	140.00
		NYLON LINER BELT-BLACK	19.00
		SNAP LOCK BELT LOOP 26"	55.00
		TOURNIQUET HARD CASE	30.00
	AMERICAN PUBLIC SAFETY Total		122.00
	ASHLEIGH SANDER	APR 2023 CELL PHONE REIMB	50.00
		FEB 2023 CELL PHONE REIMB	50.00
		JAN 2023 CELL PHONE REIMB	50.00
		MAR 2023 CELL PHONE REIMB	50.00
		MILEAGE TO/FROM WASHINGTON DC	147.63
	ASHLEIGH SANDER Total		347.63
	ATLANTIC TRACTOR, LLC	REPAIR TRACTOR/WWTP	535.28
		REPAIR TRACTOR-WTP	522.67
	ATLANTIC TRACTOR, LLC Total		1,057.95
	AXON ENTERPRISE, INC.	BELT CLIP (5)	156.50
	AXON ENTERPRISE, INC. Total		156.50
	BAKER'S HARDWARE CO.	APRIL/PARK	13.98
		APRIL/SEWER	245.48
		APRIL/SEWER EXP OTHER	14.90

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April 2023 Bills

GENERAL	BAKER'S HARDWARE CO.	APRIL/STR RPR MAINT-VEHICLE/EQUIP	13.18
		APRIL/SWR RPR MAINT-VEHICLE/EQUIP	89.98
	BAKER'S HARDWARE CO. Total		377.52
	BERZINS, RAY	CUPOLA PARK CONCERT-6/6/23	1,250.00
	BERZINS, RAY Total		1,250.00
	BFPE INTERNATIONAL	EXTINGUISHER RECHARGED/TH	100.00
	BFPE INTERNATIONAL Total		100.00
	BURK, JAMIE	APRIL CELL PHONE REIMB	50.00
	BURK, JAMIE Total		50.00
	CAPITOL CLEANERS	MARCH BILLING	329.70
	CAPITOL CLEANERS Total		329.70
	CENTURY ENGINEERING LLC	WF-WWTP FORCE MAINS	23,130.05
	CENTURY ENGINEERING LLC Total		23,130.05
	CMI INCORPORATED	INTOX PADDED CARRY CASE	46.11
	CMI INCORPORATED Total		46.11
	COASTAL POINT LLC	MUNICIPAL ELECTIONS-2023	153.00
		PUBLIC HEARING/BARKER ALLEY	195.50
		PUBLIC HEARING-5/1/23	46.75
		PUBLIC NOTICE/TAX ASSESSMENT LIST	29.75
	COASTAL POINT LLC Total		425.00
	COUNTY LINE CRANE SERVICE	INSTALL PUMP/WWTP	340.00
	COUNTY LINE CRANE SERVICE LLC Total		340.00
	COYNE CHEMICAL CO.	BLEACH	7,235.31
		BLEACH/14 DRUMS	3,337.28
		BLEACH/2 DRUMS	480.15
		BLEACH/4 DRUMS	955.18
		BLEACH/BULK	4,112.84
		CAUSTIC	11,914.03
		CES PACL	16,348.53
		CITRIC	4,919.75
		LIME	1,891.00
		POLYMER	4,387.44
	COYNE CHEMICAL CO. Total		55,581.51
	CROSS COMPANY	AWRK633/0619/US	1,496.53
		AWRK633/0619/US IRON KIT	1,496.53
		AWRK633/0619-ST	693.75
	CROSS COMPANY Total		3,686.81
	CRW FLAGS, INC.	US FLAGS 5X8 (4)	275.49
	CRW FLAGS, INC. Total		275.49
	CUMMINS - WAGNER	RPR AIR COMPRESSOR/WTP	1,941.00
	CUMMINS - WAGNER Total		1,941.00
	DATA OBSESSIONS LLC	MAY 2023 BILLING	80.00
	DATA OBSESSIONS LLC Total		80.00
	DAVID T. MURRAY CONSTRUCTION	REPAIR METAL/DRIVE THRU-TH	1,500.00
	DAVID T. MURRAY CONSTRUCTION, LLC Total		1,500.00
	DELAWARE COMMUNITY FOUNDATION	(5) FLAGS FOR HEROS	250.00
	DELAWARE COMMUNITY FOUNDATION Total		250.00
	DELAWARE RURAL WATER ASSOC	2023 CCR REPORTS	250.00
	DELAWARE RURAL WATER ASSOC. Total		250.00
	DELAWARE SOLID WASTE AUTH	471826/SLUDGE	533.80
		472981/SLUDGE	588.20
		473504/SLUDGE	612.00
		475315/TRASH WTP	12.32
		475315/TRASH WWTP	12.33
		475752/SLUDGE	572.90
		476295/SLUDGE	572.05
		476684/TRASH WTP	10.62
		476684/TRASH WWTP	10.63
		476872/SLUDGE	578.00

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April 2023 Bills

GENERAL	DELAWARE SOLID WASTE AUTH	479174/SLUDGE	612.85
		479686/SLUDGE	687.65
		480174/SLUDGE	572.05
		482309/TRASH	25.50
		482496/SLUDGE	557.60
		482979/SLUDGE	563.55
		483534/SLUDGE	533.80
	DELAWARE SOLID WASTE AUTHORITY Total		7,055.85
	DELMARVA POWER	APR/CIVIC	210.49
		APR/MEDIAN	122.88
		APR/PARK	142.21
		APR/POLICE	788.76
		APR/RR AVE GARAGE	62.82
		APR/SEWER	18,331.06
		APR/TOWN	1,685.64
		APR/WATER	4,948.32
		APR/WB ATKINS BALLPARK	587.12
	DELMARVA POWER Total		26,879.30
	DENNIS SALES & SERVICE, I	REBUILD KITS	514.08
	DENNIS SALES & SERVICE, INC. Total		514.08
	DUFFIELD ASSOCIATES, INC	89589R2/PLANTA LAKES SUB REV	9,963.00
		89590R1/CUPOLA PARK BULKHEAD HGT ASSESS	1,629.50
		89590R1A/WHITE ST WELL ALLOCA PERMIT	217.50
		89590R4/MILLSBORO MISC-GENERAL	918.75
		89590R4/MILLSBORO MISC-SWR	3,853.50
		89590R4C/SOMERTON CHASE	6,951.75
		89590R4D/TIDAL HEALTH	120.00
		89629R/MILLSBORO RIB-EXPANSION	11,509.97
		89749R/PLANTA LAKES SUB REV	10,559.29
		89750R2/MILLSBORO MISC-GENERAL	2,664.00
		89750R2/MILLSBORO MISC-WTR	90.50
		89750R2/MT BK PS#4 HYDRAULIC EVAL	838.75
		89750R2C/SOMERTON CHASE	4,391.25
		89750RA/RIBS CONTINGENCY PLAN	1,131.00
		89750RB/2021 TIER II REPORTS	96.75
		89751R/RAPID INFIL BASIN IMPROV	5,754.55
	DUFFIELD ASSOCIATES, INC Total		60,690.06
	EARLY DAWN REFRESHMENT SE	DELIVERY 4/18/23	15.32
		DELIVERY 4/4/23	9.66
	EARLY DAWN REFRESHMENT SERVICES, INC Total		24.98
	ENVIROCORP, INC.	MAR/SEWER	937.75
		MAR/WATER	846.00
	ENVIROCORP, INC. Total		1,783.75
	ENVIRONMENTAL SYSTEMS RES	ONLINE CREATOR ANNUAL SUB (5)	2,750.00
		ONLINE VIEWER ANNUAL SUBSCRIPTION	110.00
	ENVIRONMENTAL SYSTEMS RESEARCH INST Total		2,860.00
	EYE MED	MAY/GENERAL (HIGH)	206.00
		MAY/POLICE (HIGH)	278.69
		MAY/POLICE (LOW)	40.15
		MAY/SEWER (HIGH)	117.06
		MAY/SEWER (LOW)	7.82
		MAY/WATER (HIGH)	56.19
		MAY/WATER (LOW)	2.61
	EYE MED Total		708.52
	FISHER AUTO SUPPLY	HYDRAULIC FILTER/KUBOTA (2)	59.18
		POWER STEERING FLUID/BACKHOE	21.34
		V-BELT/CENTRIFUGE (8)	376.56
	FISHER AUTO SUPPLY Total		457.08
	FRANKIE MORAN	CUPOLA PARK CONCERT-6/13/23	500.00

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April 2023 Bills

GENERAL	FRANKIE MORAN Total		500.00
	GALLS, LLC,	CHUCKA BOOT-JUSTICE	89.15
		CHUCKA BOOTS-RIELEY	87.99
	GALLS, LLC, Total		177.14
	GEORGE & LYNCH, INC.	ATKINS PARK DRAINAGE IMPROV	171,909.93
	GEORGE & LYNCH, INC. Total		171,909.93
	GEORGE, MILES & BUHR, LLC	ATKINS PK DRAINAGE IMPROV	7,093.91
		FOSTER COMMONS/ON SITE INSPEC	815.04
		MID-ATLANTIC COMMERCIAL	15.00
		MISC CONSTRUC OBSERV SERVICE	18.34
		PARKING PLAN/PLANTA LAKES	4,500.25
		STATE ST SIDEWALK REPLAC	412.50
		TIGER BRANCH REST/HYDRAULIC ANALYSIS	700.00
		TIGER BRANCH REST/PRELIMINARY DESIGN	8,750.00
	GEORGE, MILES & BUHR, LLC Total		22,305.04
	GOVPILOT	ANNUAL MUNICIPAL SUBSCRIPTION	16,667.00
	GOVPILOT Total		16,667.00
	GRAVES UNIFORMS	CHUCKA BOOTS/CABEZAS	77.71
		LIFE SAVINGS PINS (3)	74.99
	GRAVES UNIFORMS Total		152.70
	HD SUPPLY, INC.	CAP KIT (2)	682.59
		DIGITAL ORP SENSOR PEEK CONVERT	1,595.00
		OXYGEN SENSOR	2,996.00
		SALT BRIDGE PEEK PHD SENSOR	118.00
		SOLENOID VALVES (2)	2,935.48
		VALVE BOX CLEANER 1.75" BLADE	252.34
		VALVE BOX CLEANER 4.5" BLADE	300.99
	HD SUPPLY, INC. Total		8,880.40
	HELENA AGRI-ENT., INC.	(6 CASES) ROUND UP	1,170.00
	HELENA AGRI-ENT., INC. Total		1,170.00
	HENNINGER PRINTING COMPAN	WINDOW ENVELOPES (10 BOXES)	486.00
	HENNINGER PRINTING COMPANY Total		486.00
	HILLS' ELECTRIC MOTOR SER	REPAIR PUMP	760.00
	HILLS' ELECTRIC MOTOR SERVICE Total		760.00
	HOME PARAMOUNT PEST CONTR	4/19/23 QTRLY PEST APPLI	193.00
	HOME PARAMOUNT PEST CONTROL CO Total		193.00
	HOPKINS CONSTRUCTION CO.	JETVAC - E. STATE ST	1,180.00
	HOPKINS CONSTRUCTION CO. Total		1,180.00
	ICMA	J.BURK MEMBERSHIP DUES	670.80
	ICMA Total		670.80
	IN & OUT CAR CARE	116309/2015 CHEV TAHOE	63.12
		116507/2019 CHEV IMPALA	100.70
		116582/2015 CHEV TAHOE	397.41
		116602/2022 FORD POLICE INTRCPTR	54.15
		116883/2017 FORD POLICE INTRCPTR	54.15
		REPAIR-2011 F250/LYNN	3,976.11
	IN & OUT CAR CARE Total		4,645.64
	JOHN HIOTT	MAINT INSPEC - 4/20/23	2,630.00
	JOHN HIOTT Total		2,630.00
	JONES, DARREN	CUPOLA PK CONCERT-6/20/23	400.00
	JONES, DARREN Total		400.00
	KCI TECHNOLOGIES, INC.	WHITE FARM WWTP FACILITY	77,000.00
	KCI TECHNOLOGIES, INC. Total		77,000.00
	KRANSON CLOTHES, INC.	CUSTOM CLASS A PANTS (2)	399.00
	KRANSON CLOTHES, INC. Total		399.00
	L/B WATER SERVICE INC	METERS-FOSTER COMMONS (9)	4,874.40
	L/B WATER SERVICE INC Total		4,874.40
	LAWN DOCTOR OF SUSSEX COU	FERTILIZE GRASS-DOG PARK	324.00
		FERTILIZE GRASS-TOWN HALL	194.00

April 2023 Bills

GENERAL	LAWN DOCTOR OF SUSSEX COUNTY Total		518.00
	LOWE'S	3 PC GROOVE JOINT PLIERS	18.99
		LANDSCAPE FABRIC/TOWN HALL	96.80
		LANDSCAPE PINS/TOWN HALL	47.49
		PIPE STRAP-HYDRANT/CUPOLA PARK	4.80
		REPL 2FT YARD HYDRANT/CUPOLA PARK	135.82
		TRASH CANS/CUPOLA PARK (2)	24.66
	LOWE'S Total		328.56
	LYWOOD AUTOMATION, LLC	REPAIR INFLUENT PUMP B/WWTP	7,882.19
		REPAIR RIB VALVES	3,037.56
	LYWOOD AUTOMATION, LLC Total		10,919.75
	LYWOOD ELECTRIC, INC.	RPR WTP-REWired CORD ENDS	296.51
	LYWOOD ELECTRIC, INC. Total		296.51
	MEDIACOM - DELAWARE	MAY BILL-TOWN HALL	135.90
	MEDIACOM - DELAWARE Total		135.90
	MILLSBORO FIRE CO.	01/01-03/31/23 BLDG PERMITS	84,208.28
	MILLSBORO FIRE CO. Total		84,208.28
	MOTOROLA	EVIDENCE LIBRARY 2/1/23-2/28/23	297.42
	MOTOROLA Total		297.42
	OLIPHANT BUILDERS, INC.	RPR METAL & RAFTER/SALT SHED	325.00
	OLIPHANT BUILDERS, INC. Total		325.00
	ONE CALL CONCEPTS, INC.	MAR 2023 BILLING	188.25
	ONE CALL CONCEPTS, INC. Total		188.25
	PITTSVILLE MOTORS	RPR '20 FORD EXPLORER #8411	610.15
		RPR 2019 FORD EXPLORER #8406	306.84
	PITTSVILLE MOTORS Total		916.99
	PROCOAT, LLC	PIPE COATING/MISC PAINTING-WTP	90,816.00
	PROCOAT, LLC Total		90,816.00
	PROFESSIONAL STARTUP &	ASST/EVAL MEMBRANE SYSTEM	8,842.40
	PROFESSIONAL STARTUP & Total		8,842.40
	PTA / DELVAL INC.	NEW DWELLINGS (198)	9,900.00
		RESIDENTIAL ADDITION (95)	2,375.00
	PTA / DELVAL INC. Total		12,275.00
	QUALITY EXTERIORS, INC.	ROOF REPAIR/TOWN HALL	547.00
	QUALITY EXTERIORS, INC. Total		547.00
	QUILL CORPORATION	COPY PAPER (3)	104.97
	QUILL CORPORATION Total		104.97
	SALISBURY DOOR & HARDWARE	GLASS & SLIDING DOORS	1,790.00
	SALISBURY DOOR & HARDWARE, INC. Total		1,790.00
	SELECTIVE INSURANCE CO.	POL S3207718/COMMERCIAL PKG	83.00
	SELECTIVE INSURANCE CO. Total		83.00
	SIRCHIE FINGER PRINT	EVIDENCE SUPPLIES	142.45
	SIRCHIE FINGER PRINT Total		142.45
	STEEN, WAEHLER & SCHRIDER	MAR 2023 BILLING	8,677.66
	STEEN, WAEHLER & SCHRIDER-FOX Total		8,677.66
	STOCKLEY MATERIALS	MULCH-4 YDS/MAIN ST	108.00
	STOCKLEY MATERIALS Total		108.00
	UNITED ELECTRIC SUPPLY-DAGS	CONNECTOR	19.23
	UNITED ELECTRIC SUPPLY-DAGS Total		19.23
	URS CORPORATION	2000737686/MILLSBORO GEN SERV	3,321.08
		2000739369/FALLBROOKE REVIEW	175.27
		2000745747/MILLSBORO BLDG INSPEC	25,365.61
		2000746436/TOWNE LAKE	763.56
		2000746440/PLANTA LAKES AMEND SITE PLAN	3,381.86
		2000746444/SOMERTON CHASE	2,431.14
	URS CORPORATION Total		35,438.52
	WILLIAM GALLIVAN	REFUND/WATER METER	260.00
	WILLIAM GALLIVAN Total		260.00
	XYLEM DEWATERING SOLUTION	REPAIR PUMP/WWTP	600.00

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April 2023 Bills

GENERAL	XYLEM DEWATERING SOLUTIONS, INC. Total	600.00
GENERAL Total		766,869.82
WITHHOLDING	TEAMSTERS LOCAL 326 MAY 2023 BILLING	1,078.00
	TEAMSTERS LOCAL 326 Total	1,078.00
WITHHOLDING Total		1,078.00
BUILDING CC	DAVIS, BOWEN & FRIEDEL, I2022A005.E01/PROCURE & CONSTRUC PHASE	19,405.50
	DAVIS, BOWEN & FRIEDEL, INC. Total	19,405.50
	DELMARVA VETERAN BUILDERS CONSTRUCTION PD-APPL #4	1,012,593.22
	DELMARVA VETERAN BUILDERS, LLC Total	1,012,593.22
	DUFFIELD ASSOCIATES, INC 89590R1E/POLICE STATION	2,538.00
	89750R2C/POLICE STATION	536.25
	DUFFIELD ASSOCIATES, INC Total	3,074.25
	GEORGE, MILES & BUHR, LLC POLICE DEPT ON CALL INSPECTION	935.00
	GEORGE, MILES & BUHR, LLC Total	935.00
	SELECTIVE INSURANCE CO. POL#S2627495/PD BLDRS RISK	10,135.00
	SELECTIVE INSURANCE CO. Total	10,135.00
BUILDING COMP FEE Total		1,046,142.97
WSFS TT 1%	BEARING CONSTRUCTION, INC PLANTA LAKES WTP CONTRACT	633,810.20
	BEARING CONSTRUCTION, INC. Total	633,810.20
	KINSLEY CONSTRUCTION, INC WHITE FARM RESERVE RIBS	159,334.00
	KINSLEY CONSTRUCTION, INC. Total	159,334.00
	L/B WATER SERVICE INC INSTALLED BASE STATIONS	50,000.00
	L/B WATER SERVICE INC Total	50,000.00
	RUMMEL, KLEPPER AND KAHL, WWTF FEASIBILITY STUDY	6,225.00
	WWTF FEASIBILITY STUDY CO 1	4,550.00
	RUMMEL, KLEPPER AND KAHL, LLP Total	10,775.00
	VERDANTAS LLC 104963R/WHITE FARM RIB EXPAN HSR	721.50
	105748E/WHITE FARM RIB EXPAN HSR	12,598.50
	VERDANTAS LLC Total	13,320.00
WSFS TT 1% Total		867,239.20
Grand Total		2,681,329.99

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

TRAINING

1. April 12th, Senior Corporal Jonathan Zubrowski received Taser Instructor Training hosted by the Oceanview Police Department.
2. April 18th, Chief Brian Calloway attended a leadership refresher training hosted by the FBI National Academy, in Dewy Beach.
3. April 27th Senior Corporal Seth Bullock attended Intro to Undercover Operations, hosted by the Delaware State Police.

CALEA UPDATE

There are no CALEA updates to report.

Personnel Update

1. Recruit Sean Gassaway started the Dover Municipal Police Academy on April 16th.

Community Event

There were no community events scheduled for the month of April. Below is a reminder of all upcoming Millsboro community events:

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

Grant Application

1. During this meeting a request will be made for approval to apply for funds (\$40,000) through the American Resue Plan Act (ARPA) to purchase items for the new police station.

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

Millsboro Police Station Update:

1. Community room concrete slab is completed.
2. Roof trusses have been installed, and the building is under roof.
3. * Change Order #4

Roadway Closures/ Updates

There was no road work to report for the month of April.



AIA® Document G701® – 2017

Change Order

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

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

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date: April 18, 2023

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

COR 05 - 2/22/2023

Relocate Manhole from basketball court. Add sanitary line and cleanouts. \$19,866.60

COR 06 - 3/6/2023

1" Conduit to serve basketball ball court. \$1,595.39

COR 07 - 3/8/2023

Delete Metal Ceiling and framing in Canopy 149. Replace with Acoustical Tile & Cloud Trim as detailed to allow sprinkler pipe and hanger to be installed. \$3,420.00

COR 08 - 3/13/23

SW Pond #2: Remove clay and replace it with concrete sand. \$5,292.00

COR 09 - 3/28/2023

Cost for conduit and high voltage cable from DP pole to building service per Delmarva Power. \$19,961.47

COR 10 - 4/6/2023

Remove rainscreen, framing and insulation from Fitness Center 148. Fill and Paint CMU Wall. (\$14,457.00)

COR 11 - 4/10/2023

Add a single swing full glass door in Canopy 149. \$4,557.82

COR 12 - 4/10/2023

Add 12" deep cabinets with solid surface counter & splash in Corridor 3, Room 120 to fill wall niche. \$4,889.35

The original Contract Sum was	\$	7,171,400.00
The net change by previously authorized Change Orders	\$	73,846.12
The Contract Sum prior to this Change Order was	\$	7,245,246.12
The Contract Sum will be increased by this Change Order in the amount of	\$	45,125.63
The new Contract Sum including this Change Order will be	\$	7,290,371.75

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

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

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

Davis, Bowen & Friedel, Inc.

ARCHITECT (Firm name)

SIGNATURE

Christopher Cullen, AIA

PRINTED NAME AND TITLE

DATE

4/18/2023

Delmarva Veteran Builders

CONTRACTOR (Firm name)

SIGNATURE

Rich Hertzog

PRINTED NAME AND TITLE

DATE

04.24.2023

Town of Millsboro

OWNER (Firm name)

SIGNATURE

Jamie Burk, Town Manager

PRINTED NAME AND TITLE

DATE

Plantation Lakes Water Treatment Plant Change Orders

Date Prepared: 4/24/2023

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
14	3/27/2023	\$ 64,342.49	\$ 15,132,628.17	NA	Vaneer support, stairwell alcove ceiling, north gable siding support
15	4/17/2023	\$ 25,158.95	\$ 15,157,787.12	NA	FRP cover change, wet well cover rebar, power overhead doors

TOTAL \$ 1,228,787.12

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April 25, 2023

Via Electronic Mail

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

RE: Project No. CB.02015.11; phase 5
Change Order No. 16
Plantation Lakes Water Treatment Plant
Town of Millsboro, Delaware

Dear Ms. Kruger:

For your consideration, I am sending Change Order No. 16 for the subject project. The basis for this change order is for the approval of Contract PCO Nos. 37R5, 41R4 and 55. Copies of each PCO included in this Change Order is attached for reference. The Contract Lump Sum Price hereby increases by **\$67,982.49** and the new Contract Lump Sum Price is **\$15,225,769.62**. The Contract Period(s) hereby increases by 53 days and the new Contract Substantial Completion date is June 20, 2023, and the new Contract Final Completion date is August 19, 2023.

If acceptable, please sign the Change Order **in color** where indicated, scan **in color** and return the scan (e.g., pdf file) to me in an email at gfreimuth@verdantas.com. We will forward the executed Change Order to the other stakeholders.

If you have any questions, please do not hesitate to contact us.

Sincerely,

DUFFIELD ASSOCIATES, LLC

Greg Freimuth
Project Manager

GAF/SHL:tm
\\02015.11 PLANTATION LAKES\Phase 5\Construction Admin\Change Orders\Change Order No. 16\2023-04-25_to Town\CB.02015.11.0423-TownChangeOrder 16. Ltr.doc

Enclosure: Change Order No. 16

Change Order (Form C-00 63 63)

No. 16

Date of Issuance: April 25, 2023 Effective Date: _____

Project: Plantation Lakes Water Treatment Plant	Owner: Town of Millsboro	Owner's Contract No.: n/a
Contract: n/a	Date of Contract: February 8, 2021	
Contractor: Bearing Construction, Inc.		Engineer's Project No.: CB.02015.11; Phase 5

The Contract Documents are modified as follows upon execution of this Change Order:

Description: See attached supporting documentation.

- Attachments (list documents supporting change):**
1. PCO #37R5 - RFP 9: Lime Pump Pressure Switch (\$27,154.98).
 2. PCO #41R4 - Time Extension Related to Step Footer (\$63,955.89 & 53 days).
 3. PCO #55 - Value Engineer Wire Lath Support Credit (-\$23,128.38).

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:
\$ 13,929,000.00

Original Contract Times: Working days Calendar days
Substantial completion (~~days or~~ date): April 25, 2022
Ready for final payment (~~days or~~ date): June 24, 2022

[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 15
\$ 1,228,787.13

[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 15 :
Substantial completion (days): 368
Ready for final payment (days): 368

Contract Price prior to this Change Order:
\$ 15,157,787.13

Contract Times prior to this Change Order:
Substantial completion (~~days or~~ date): April 28, 2023
Ready for final payment (~~days or~~ date): June 27, 2023

[Increase] [~~Decrease~~] of this Change Order:
\$ 67,982.49

[Increase] [~~Decrease~~] of this Change Order:
Substantial completion (days ~~or~~ date): 53
Ready for final payment (days ~~or~~ date): 53

Contract Price incorporating this Change Order:
\$ 15,225,769.62

Contract Times with all approved Change Orders:
Substantial completion (days ~~or~~ date): June 20, 2023
Ready for final payment (days ~~or~~ date): August 19, 2023

RECOMMENDED:
By: 
Engineer (Authorized Signature)
Date: 4/25/2023
Approved by Funding Agency (if applicable):
Date: _____

ACCEPTED:
By: _____
Owner (Authorized Signature)
Date: _____
Approved by Funding Agency (if applicable):
Date: _____

ACCEPTED:
By: 
Contractor (Authorized Signature)
Date: 25 APR 2023
Approved by Funding Agency (if applicable):
Date: _____

22



RECEIVED

MAR 30 2023

24432

MILLSBORO TOWN HALL

TOWN OF MILLSBORO
(APPLICATION FOR)
SPECIAL EVENT PERMIT

Name(s) of organization(s) (if applicable)

Read Aloud Delaware

Name(s) of officer(s)/person(s) responsible

Stacy Penaranda

Title(s)(if applicable)

Sussex County Director

Address(es) of above-named individual(s)

108 N. Bedford St, Georgetown, DE 19947

Description of proposed event

Volunteer Appreciation Food Truck "Laugh + lunch"

Date of, and time range for, proposed event*

5/17/23 1130-130 - raindate = 5/18/23 1130-130

Location of proposed event

Cupola Park, Millsboro

Estimated number to be in attendance

50

Would you like a mobile food vendor to be present?*

Yes - Smash Mouth Burgers Cup R Cone

Signature(s) of person(s) responsible

Stacy Penaranda

Date

3/16/23

Signature(s) of owner(s) of private property where event would be held (if applicable/different)***

Date

NOTE: Applicant(s) will be responsible for any reasonable fees charged by the Town or a third party.

- * This form should be submitted at least 30 days prior to the date of the proposed event.
** A mobile food vendor license application will need to be completed by the vendor.
*** By signing, owner(s) affirm(s) that he/she/they is/are aware of the nature of the event.

23

TOWN USE: Approved _____ Denied _____ Fee \$ _____ Deposit \$ _____ or N/A [circle one]



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 133-16.00-95.01 & 133-16.00-100.01

I-33 Associates, LLC.

February 2, 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 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 February 1, 2023 at 1:00 p.m. Committee members Brad Cordrey and Kimberley Kaan were present. Ron O'Neal was absent. Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander, Public Works Director Kenny Niblett, and Town Engineer Carrie Kruger also were present. Dr. Richard Carroccia, Kelly Otwell, Anna Bowers and Jeff Clark were present representing the applicant.

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

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

The committee has identified the following as some of the advantages associated with the possible annexation of the parcel:

- Expansion on the highway: Annexation of this parcel would increase the Highway Commercial (HC) District of the zoning code, which is a goal in the Town of Millsboro Comprehensive Development Plan.
- Trigger other highway locations: If this parcel is annexed into the Town, it may in turn, trigger additional surrounding businesses contiguous to the property to annex in, in the HC zoning district as well.
- Needed medical services: If the parcel is annexed in, the business conducted on the property is medical, and is a needed service within the Town.
- Decreased complaint response time: For liability-related reasons, Millsboro police officers must currently wait until dispatched by SusCom to respond to non-Town based complaints. If the parcel were located in Town limits, officers could instead respond immediately- which the committee assumes would lead to a slight decrease in average response time- which would, of course, benefit the public in general and patients and staff in particular.
- Department of Natural Resources (DNREC) is favorable to getting properties with the use of septic out of the watershed: With consideration of the parcel being in close proximity to a body of water, DNREC is typically favorable to properties with a septic system being annexed into town. The annexation would permit the parcel to utilize town utilities (water and sewer), rather than the use of septic within close proximity to the body of water.

The committee identified the following disadvantages associated with the possible annexation of the parcel:

- Create an enclave: If this parcel is annexed into the Town, an enclave may be created if the neighboring properties do not annex into the Town.

Recommendation of the Committee whether to proceed or not with the proposed annexation:

The Committee recommends the annexation process proceed to a Public Hearing for the proposed annexation of I-33 Associates, LLC.


Recommendation for zoning:

The property is currently located in the Sussex County zoning district of Commercial (CO) and the applicant is seeking the property to be located in the Town of Millsboro zoning district of Highway Commercial (HC) upon annexation. The Committee supports this request if the property becomes annexed into the Town of Millsboro.

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 April 3, 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.**

Ron O'Neal, Chair


Brad Cordrey


Kimberley Kaan



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

APPLICATION FOR QUIT CLAIM OF BARKER ALLEY

Sussex County Tax Map and Parcel Number 133-17.13-118.00

March 20, 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 March 6, 2023, the special committee on the Barker Alley Quit Claim is hereby submitting this report to the Town Council—and is doing so within the required time frame.

The committee met on March 16, 2022, 2022 at 1 p.m. Committee members Jim Kells (chair), Larry Gum and Kimberley Kaan were present. Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander, Public Works Director Kenny Niblett, and a representative of the applicant, Mark Davidson of Pennoni, were also present.

The purpose of the meeting was to identify advantages and disadvantages of making the proposed change, and to determine whether to recommend or disapprove of the proposed change in the report to Town Council.


The committee has identified the following as some of the “pros” associated with the possible approval of quit claim:

- Safety Benefit: Moving the drive aisle further from the building will be a safety benefit to prevent vehicles from passing through close to the building entrance and exit.
- Downtown Upgrade: Possible business revitalization to enhance downtown upgrades.
- Maintenance: The Town will no longer have maintenance responsibilities or liabilities of the Alley.
- Utility Impact: There are no utilities that would be impacted.
- Easement Removal: Removal of an easement that causes a split through a parcel.


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

- Loss of Municipal Street Aid: There will be a minimal amount of loss in Municipal Street Aid.

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 May 1, 2023, at 7:00 p.m.


Jim Kells, Chair


Larry Gum


Kimberley Kaan



Community Reinvestment Fund

Fiscal Year 2024 Guidelines

PURPOSE

The Community Reinvestment Fund, a capital grant program, shall be used for community redevelopment, revitalization and investment capital projects which will improve the economic, culture, historical, and recreational health of Delaware communities.

ADMINISTRATION

The Joint Committee on Capital Improvements (the Committee) may adopt further rules for applicant and project eligibility.

Upon the receipt and review of applications, the Committee shall select applicants for the award of funds from the Community Reinvestment Fund. The Office of the Controller General and the Office of Management and Budget will assist and provide staff support for the review of applications and award of funds.

The Committee reserves the right to make awards that vary from the amount of assistance requested and to attach special conditions to any awards.

JOINT COMMITTEE ON CAPITAL IMPROVEMENTS

Senator John Walsh, III, Chair
Representative Debra Heffernan, Co-Chair

Senator Spiros Mantzavinos
Senator Marie Pinkney
Senator Nicole Poore
Senator Bryant Richardson
Senator David Wilson
Representative William Bush
Representative Ronald Gray
Representative Sean Matthews
Representative Edward Osienski
Representative Michael Smith

**APPLICANT
ELIGIBILITY**

Eligible entities include county and local governments, community-based nonprofit and private sector nonprofit organizations. All nonprofit organizations must hold a 501(c)3 designation in order to be considered eligible.

State agencies, school districts, charter schools, private schools, institutions of higher education, childcare facilities, churches, fire companies, fiscal agents, and for-profit organizations **are not eligible** for funds from the Community Reinvestment Fund.

**PROJECT
ELIGIBILITY**

Eligible project funding requests include preconstruction costs, land acquisition, building construction or other capital costs.

Such projects may include, but are not limited to, the following:

- Preconstruction costs, to include development of plans and specifications for the capital project.
- The acquisition, construction, reconstruction, rehabilitation, or restoration of buildings.
- The acquisition or installation of apparatus or equipment permanently attached to the building.
- The acquisition of land required as sites for such buildings, including land or rights to land needed to provide access to sites, and the grading or other improvements of such sites, land or rights in land.
- The construction of sidewalks where authorized by law.
- The construction of any sewers or water mains needed to connect such buildings to any publicly owned sewer system or water system.

The following items are **not eligible** for Community Reinvestment Funds:

- Debt service on loans, costs associated with fundraising activities, programming, and operating costs.
- Costs involving the application for or administration of funds awarded through this grant program, or any operating expenses associated with the proposed project.

Community Reinvestment Fund – Fiscal Year 2024 Guidelines

APPLICATION PARAMETERS

Applications shall provide the following details on forms established by the Office of the Controller General:

1. Organization name and contact information
 - a. Primary contact name and telephone, email, address, etc.
 - b. Date of incorporation and federal tax identification information
 2. Project description/detail
 - a. Project purpose
 - b. Project location description
 - c. Estimated timeline for project completion
 3. Funding request
 - a. Funding amount requested
 - b. Total project cost
 - c. Other project funding sources (provide exact amounts and sources, i.e. federal grant, state funding, private contributor, etc.)
 4. Additional information
 - a. Description of project in regards to the organization's overall strategic plan and outlook
 - b. Anticipated benefits of the project to the community
-

APPLICATION SUBMISSION

All applications shall be addressed to the Joint Committee on Capital Improvements with electronic versions submitted to:

Office of the Controller General
Bond_Public_Comment@delaware.gov

APPLICATION DUE DATE: May 15, 2023

AWARDS

Any applicant receiving an award of funds must first:

1. Provide a copy of their most recent audit or financial statements to the Office of the Controller General.
2. Register and maintain a supplier profile through the state's accounting system before payments can be issued. Supplier profiles can be completed or reviewed at <https://esupplier.erp.delaware.gov>
3. Any organization receiving funds shall also provide to the Controller General and the Director of the Office of Management and Budget, a full report, within sixty days of the completion of the project receiving funding from the Community Reinvestment Fund, detailing the work that was done, the final cost, and providing an accounting of all funds that were used in the completion.

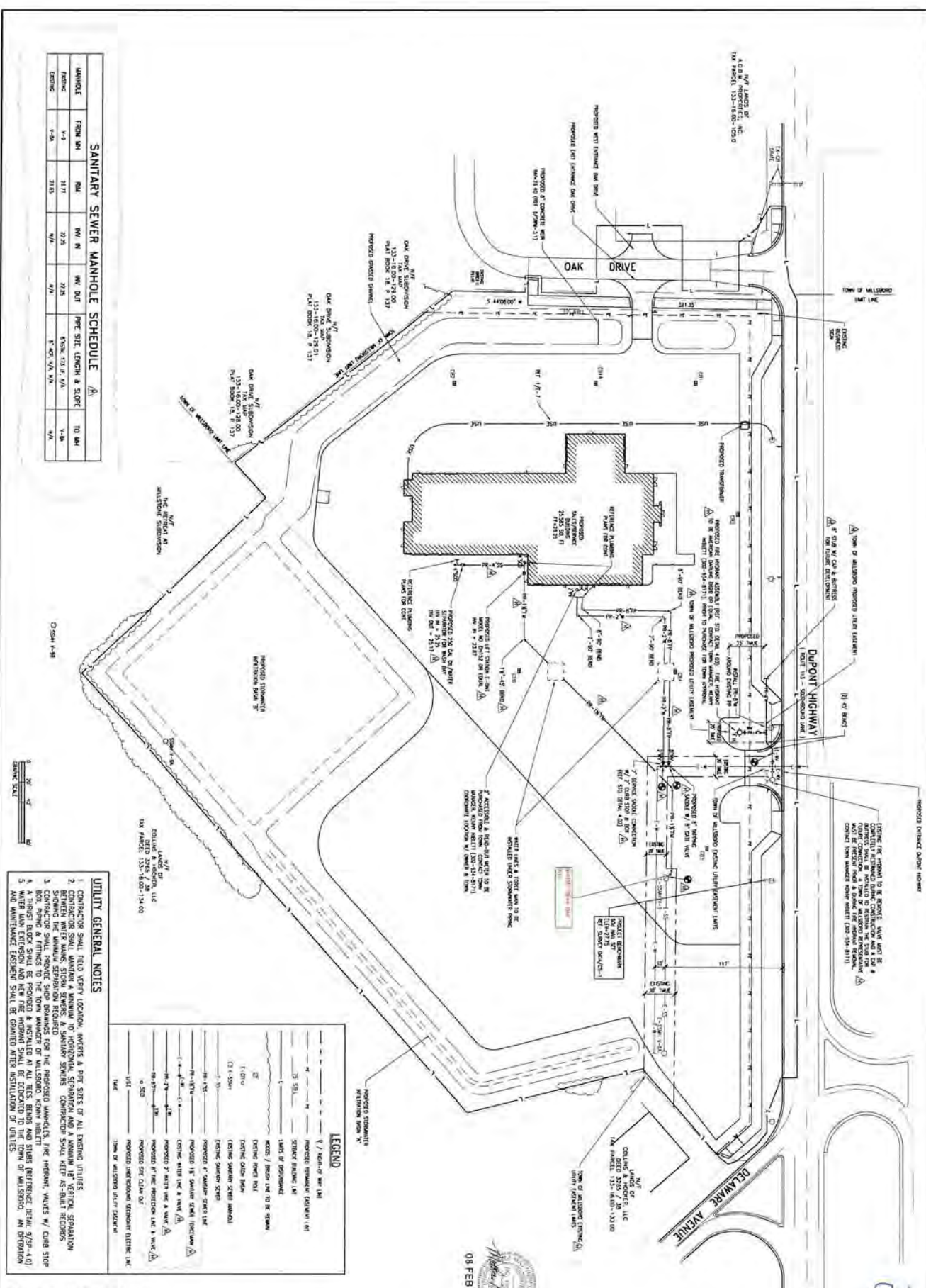
General Note: In accordance with Title 29, Chapter 69 of the Delaware Code, prevailing wage rates must be paid on new construction projects costing more than \$500,000 and on alteration, repair, renovation, rehabilitation, demolition or reconstruction projects costing more than \$45,000. For a project to be covered by this law, the State or any subdivision thereof must be a party to the public works contract; and, the State must have appropriated any part of the funds.

All questions and inquiries should be directed to:

Office of the Controller General
411 Legislative Avenue
Dover, DE 19904
Bond_Public_Comment@delaware.gov
(302) 744-4200

SANITARY SEWER MANHOLE SCHEDULE

MANHOLE	FROM IN	RAI	HW IN	HW DIA	PIPE SIZE, LENGTH & SLOPE	TO MH
EXISTING	1-3	21.0	21.0	18"	1' x 1' DIA. 1/4" S	1-3



- UTILITY GENERAL NOTES**
- CONTRACTOR SHALL FIELD VERIFY LOCATION, DEPT. SIZES OF ALL EXISTING UTILITIES.
 - CONTRACTOR SHALL MAINTAIN A MINIMUM 10' HORIZONTAL SEPARATION AND A MINIMUM 18" VERTICAL SEPARATION BETWEEN WATER MAINS, STORM SEWERS, & SANITARY SEWERS. CONSTRUCTION SHALL KEEP AS-BUILT RECORDS.
 - CONTRACTOR SHALL PROVIDE SLOPE INDICATORS FOR THE PROPOSED MANHOLES, PIPE, HORIZONTAL, VERTICAL, & CURB STOP BOX, PIPING & FITTINGS TO THE TOWN ENGINEER OF MILLSBORO, KENNY NICKELT.
 - A THRESH BLOCK SHALL BE PROVIDED & INSTALLED AT ALL TIE-INS AND STOPS (REFERENCE DETAIL 8/29-4-D).
 - AND MAINTENANCE DESIGNER SHALL BE GRANTED ACCESS TO ALL UTILITIES.

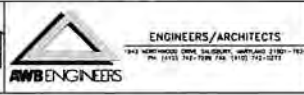
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1" DIA. 1/4" S	PROPOSED 828" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 834" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 840" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 846" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 852" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 858" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 864" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 870" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 876" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 882" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 888" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 894" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 900" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 906" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 912" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 918" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 924" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 930" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 936" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 942" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 948" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 954" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 960" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 966" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 972" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 978" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 984" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 990" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 996" DIA. 1/4" S
1" DIA. 1/4" S	PROPOSED 1002" DIA. 1/4" S

SEDIMENT & STORMWATER PROGRAM
 INDIAN RIVER BAY BELOW PONDS (WATERSHED)
 DAGSBORO HUNDRED
 COUNTY
 TAX MAP 133-16.00-(PARCELS) 130.00, 131.00, 132.00 & PART OF 105.

DATE: 13 JUN 16
 DRAWN: TTT
 CHECKED: MBS
 DATE: 15/11/10
 SHEET: MBS-1
 OF: SP-2.0

SITE UTILITIES PLAN
PRESTON CHRYSLER
 MILLSBORO, DELAWARE



ENGINEERS/ARCHITECTS
 ANDREW W. BOOTH & ASSOCIATES, INC.
 1000 N. MARKET STREET, SUITE 200
 MILLSBORO, DE 19966
 TEL: 302.438.1111
 FAX: 302.438.1112
 WWW.AMBENGINEERS.COM



REVISIONS

NO.	DATE	DESCRIPTION
1	08 FEB 2017	ISSUED FOR PERMIT

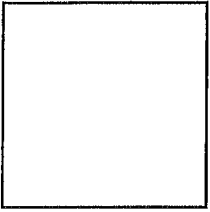
From: Teresa Cochrun <teresa@raucheng.com>
Sent: Monday, April 10, 2023 1:05 PM
To: Kenny Niblett <kennyn@millsboro.org>; Joanne Dorey <joanned@millsboro.org>
Cc: Bill Ewald <bill@raucheng.com>
Subject: Lot Line Revision submittal

Good Afternoon,

Please find attached a pdf for A.D.B.M. Properties, inc. lot line revision for your review. I understand there is a \$500 review fee, we will send that via USPS upon your acceptance of this submittal. Please let us know when this will be placed on the town council agenda for review.

Thank you, have a good afternoon

Teresa Cochrun
CST Level I



A 106 N. Harrison St.
Easton, MD 21601

P 410.770.9081

F 410.770.3667

W rauch-inc.com

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March 22, 2023

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

Re: **Plantation Lakes –Section “L”**
Revised Final Site Plan and Landscaping Plan

Dear Mr. Burk:

Our office has reviewed the revised final site and landscaping plans for Plantation Lakes Section “L”, dated February 21, 2023, prepared by Whitman, Requardt, and Associates, LLP. In view of the above, we offer the following comments:

Project Description

Plantation Lakes and Dukes Property is a planned residential community with a golf course. All together there are 2,494 proposed residential units. The project site is located on approximately 780 acres and located on both the north and south side of Betts Pond, West of US Route 113, East of Godwin School Road. The project includes a mix of residential units including single-family detached homes of various lot sizes and townhome units. Section “L” is comprised of 367 townhome, villa, and single-family units to be situated on 61.66 acres for a mean density of 5.95 units/acre.

Procedural/Administrative

1. Section 210-66(C) identifies the requirements for a final site plan. The site plan must include all the required information contained in this section.
2. Section 210-14 identifies the review standards and conditions for a High Density Residential (HR) District.
3. Section 210-20 identifies the review standards and conditions for a Residential Planned Community (RPC) district.
4. Section 210-41 identifies performance standard requirements for landscaping and lighting.
5. Prior to recordation of the Final Plan, the Town should assure that all the following approvals have been granted by the following agencies:
 - Sediment and Erosion Control Plans - Sussex County Conservation District
 - Stormwater Management Plans - Sussex County Conservation District
 - Fire Marshal Site Plan Approval - State Fire Marshal
 - Water and Sewer Service - Town Engineer
 - Grading Plan - Town Engineer
 - Landscaping Plan - Town Council
 - Condominium/Homeowners' Association Documents - Town Solicitor

All the following agreements below should be executed prior to Town approval of the record plan:

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

Planning/Technical Issues

1. A note has been included to Sheet SP-1 which states, "Private Road to be Maintained by HOA," clarifying the purpose of the two access streets off Bramble Drive for lots L63-L65 and L66-L69.

Comment: The two private roads will be used to provide safe access to the homes as for vehicles turning off Millsboro highway, enhance the entrance of the development and provide open space, and provide safe access to lots L63-L65 and L66-L69.

2. There are dead-end streets at Bramble and Oxford Drives which are noted as T-Turnarounds on Sheets SP-3 and SP-4. It is unclear if these dead-end streets are to remain as is or interconnect with Somerton Chase in the future. A note should be added to the plan clarifying whether these dead-end streets will remain or be interconnected with the proposed Somerton Chase development.

Comment: Whitman, Requardt and Associates, LLP are working with the engineering firm Davis, Bowen, and Friedel, Inc. on the future roadway connections with the adjacent residential housing development.

3. Sidewalks are included throughout the development on both sides of the street. The only section of road that does not include a sidewalk is on the east side of Bramble Drive from the entrance to the intersection with Oxford Drive. A sidewalk in that area would be encouraged, however, there are sidewalks and crosswalks for pedestrians to safely access the multi-use path on the west side of Bramble Road.

Comment: A 5-ft sidewalk has been added to the revised plan along Bramble Drive to provide pedestrian access for lots L66-L69 and is shown on Sheet CP-01.

4. Section "L" is mature forested land that will be cleared to develop this site. The Applicant should replant trees where possible and provide a reforestation plan.

Comment: The applicant has provided a landscaping and lighting plan for Section "L" of the development. A reforestation plan was provided by Morris & Ritchie Associates, Inc. for the Plantation Lakes neighborhood which includes the extent of Section "L."

5. The applicant will need to ensure that the proposed lighting will meet the requirements of Section 210-37 of the Town of Millsboro zoning code.

Comment: Additional streetlights have been added throughout the neighborhood. Lighting details have been incorporated into the plan set on sheet LP-01. Additionally lighting calculations have been submitted as part of the final submittal and were completed by WRA dated February 2, 2023.

6. Street lighting that is being provided within the development is shown primarily at intersections. No lighting is proposed along significant stretches of roadway such as the single-family homes to be constructed on lots L67-L49. Each of these dwellings will be situated on lots with a width of 52'. This means that for 988 linear feet of roadway there is no pedestrian street lighting provided on the southern side of the roadway. Three (3) lights are to be provided on the northern side of the roadway; however, they are to be located at uneven intervals.

Comment: Three (3) streetlights have been added to the southern side of Eastmeadow Road with additional lights being proposed throughout the neighborhood. The increase in streetlights at even intervals will provide residents with better illuminated areas.

7. The applicant is encouraged to include a lighting detail as part of the plan set in addition to the total number of streetlights to be installed within Section "L". It appears from the plan that the lighting provided may be insufficient in providing adequate illumination for residents to safely traverse the neighborhood.

Lighting details have been included within the latest submittal and includes 68 lights to be installed within Section "L" of the Plantation Lakes neighborhood.

After reviewing the revised Final Site and Landscaping Plans for Plantation Lakes Section "L", AECOM considers these revisions to be appropriate and in conformity with the Town of Millsboro code and recommends approval.

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

Very truly yours,

AECOM

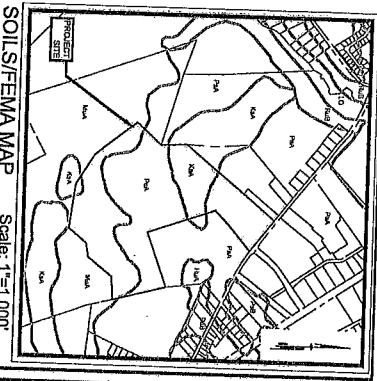
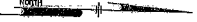
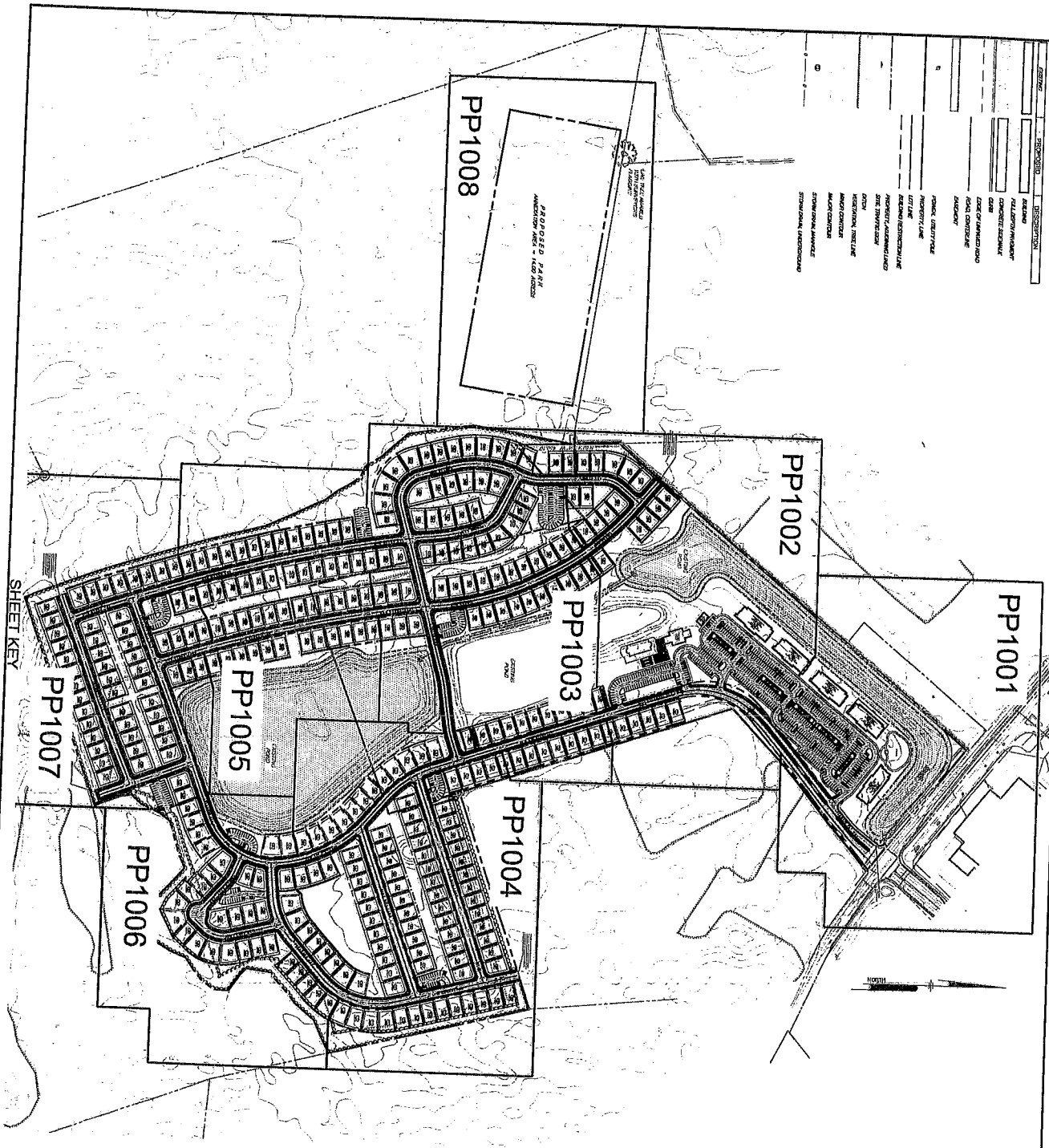


Kyle F. Gulbranson, AICP
Project Manager

Cc: Kenny Niblett, Town of Millsboro

LEGEND

SYMBOL	DESCRIPTION
(Symbol)	ASSEMBLY
(Symbol)	FIELD/STRAIGHT
(Symbol)	CORNER/SEMI-CIRCLE
(Symbol)	DAIRY
(Symbol)	EDGE OF UNIMPAVED ROAD
(Symbol)	PAVEMENT
(Symbol)	ALLEYWAY
(Symbol)	FENCE/POST/RAIL
(Symbol)	UTILITY
(Symbol)	PROPERTY LINE
(Symbol)	EXISTING PROVISIONAL LINE
(Symbol)	PROPERTY/ADJACENT LAND
(Symbol)	DATE OF SURVEY
(Symbol)	UNPAVED DRIVE/DRIVE
(Symbol)	PAVED DRIVE/DRIVE
(Symbol)	PAVED DRIVE/DRIVE
(Symbol)	PAVED DRIVE/DRIVE
(Symbol)	STANDARD DRIVE/DRIVE



SOILS		
TYPE	DESCRIPTION	HYDROLOGIC CODE
HU	HEAVY HEAVY SAND (S) (TYPICAL)	AND
HA	HEAVY HEAVY SAND (S) (TYPICAL)	AD
HA	HEAVY HEAVY SAND (S) (TYPICAL)	AD
HA	HEAVY HEAVY SAND (S) (TYPICAL)	AD
HA	HEAVY HEAVY SAND (S) (TYPICAL)	AD

DATE NO. REVISIONS BY

PROJECT: MYTLL 0001
 DATE: 2020-04-20
 DRAWING SCALE: AS NOTED
 SHEET NO.: 4 OF 12

TOWNE LAKES
 SUSSEX COUNTY TAX MAP: 213-530-122.00
 MILLSBORO/DAGSBORO (HUNDRED, SUSSEX COUNTY)
 HANCOCK ROAD (SQR-231) MILLSBORO, DE 19956
PRELIMINARY SITE PLAN AND NOTES
MILLSBORO TOWNE VILLAGE, LLC
 PO BOX 212
 LEWES, DE 19958

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK.



37



April 25, 2023

Town Council
Town of Millsboro
322 Wilson Highway
Millsboro, Delaware 19966

**RE: TOWNE LAKES – RPC PRELIMINARY SITE PLAN APPROVAL
450 TOTAL DWELLING UNITS ON 131.23 ACRES MORE OR LESS**

Dear Honorable Mayor Lingo & Council:

The Sussex Economic Development Action Committee (SEDAC) is composed of Sussex County citizens and members of the business community who are interested in taking action to strengthen economic development efforts and bring jobs and prosperity to our community.

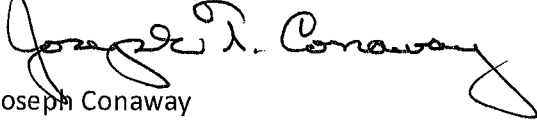
The applicant's representative presented before the Advocacy Committee for SEDAC the Town Lakes project which is proposing a Residential Planned Community utilizing residential mixed uses in the form of single family detached dwellings on individual lots and garden style apartment units.

As presented to the committee, the Towne Lakes project encourages residential development within the Town of Millsboro, that allows for well planned growth with logical extension of the Town's utilities and roadway system that offers an unlike matched style of living for all ages and income levels. We understand the Town's strategy to continue to seek housing at affordable rates to incoming populations and therefore is in keeping with the goals of the Town's Comprehensive Plan.

Our pro-growth support of this project supports the careful planning and design ingenuity that is presented in this application, which meets the growing demand for housing in the area as well as supports the economic benefit that this project will insert into the town and the surrounding community.

The Sussex Economic Development Action Committee provides our support for the Town Lakes project within the Town of Millsboro.

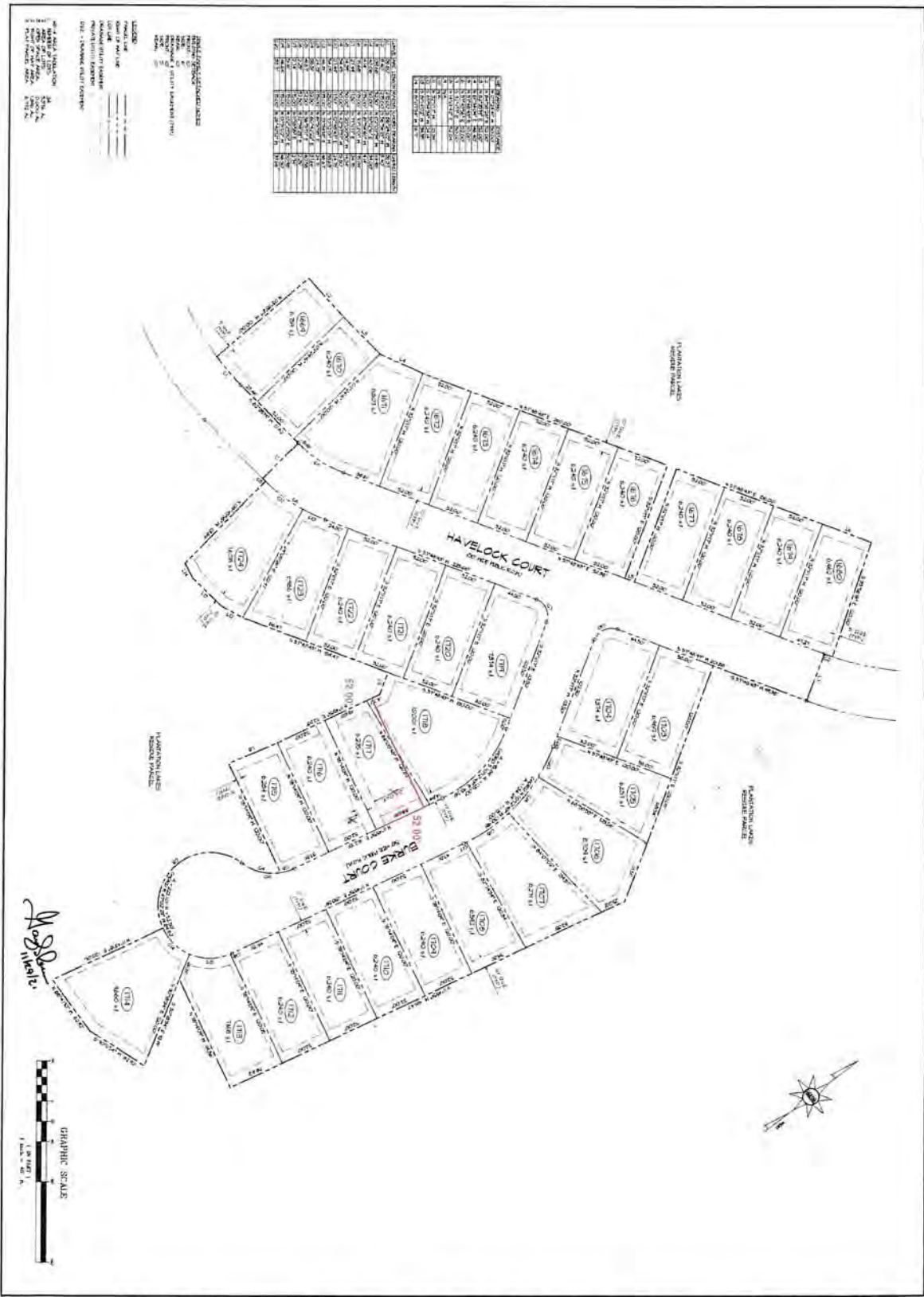
Respectfully Submitted,

A handwritten signature in black ink that reads "Joseph P. Conaway". The signature is written in a cursive style with a large, sweeping flourish at the end.

Joseph Conaway

Chairman

SEDAC



LEGEND

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

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

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

LOT NO.	AREA (SQ. FT.)	PERCENTAGE
1101	1,200	10.00%
1102	1,200	10.00%
1103	1,200	10.00%
1104	1,200	10.00%
1105	1,200	10.00%
1106	1,200	10.00%
1107	1,200	10.00%
1108	1,200	10.00%
1109	1,200	10.00%
1110	1,200	10.00%
1111	1,200	10.00%
1112	1,200	10.00%
1113	1,200	10.00%
1114	1,200	10.00%
1115	1,200	10.00%
1116	1,200	10.00%
1117	1,200	10.00%
1118	1,200	10.00%
1119	1,200	10.00%
1120	1,200	10.00%
1121	1,200	10.00%
1122	1,200	10.00%
1123	1,200	10.00%
1124	1,200	10.00%
1125	1,200	10.00%
1126	1,200	10.00%
1127	1,200	10.00%
1128	1,200	10.00%
1129	1,200	10.00%
1130	1,200	10.00%



<p>MIRA MORRIS & MITCHELL ASSOCIATES, INC.</p>	<p>RECORD PLAN SECOND AMENDED SECTION D - RECORD PLAN TOWN OF MILLSBORO, SUSSEX COUNTY STATE OF DELAWARE</p>	<p>RP-4</p>

5

**RESOLUTION AUTHORIZING TOWN REPRESENTATIVES TO
APPLY FOR AND SECURE FUNDS**

WHEREAS, the Town submitted a Lead Service Line Inventory Notice of Intent (NOI) in February 2023 to apply for a Drinking Water State Revolving Fund (SRF) loan to the Delaware Department of Health and Social Services (DHSS) under the Delaware Water Pollution Control and Drinking Water State Revolving Fund Loan Program (hereinafter “Program”); and

WHEREAS, the Program provides participating municipalities an opportunity to receive State Revolving Fund loans, some of which are subsidized; and

WHEREAS, the DHSS recommended that the Lead Service Line Inventory project be listed on the State’s Project Priority List (PPL) as a subsidized project and the Water Infrastructure Advisory Council (WIAC) voted to approve the PPL; and

WHEREAS, DHSS invited the Town of Millsboro to apply for a Drinking Water SRF loan on April 5, 2023 for the Lead Service Line Inventory project; and

WHEREAS, the funding application must include submission of a Preliminary Engineering Report (PER); and

WHEREAS, if the loan is approved under the Program and after the PER has been completed, one hundred percent (100%) of the cost of the reports will be reimbursed; and

WHEREAS, the Mayor and Town Council believe that it is in the best interest of the Town to submit an application for participation in the Program so that the Town might receive the funding and financial incentives described above.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND DETERMINED by the Mayor and Town Council of the Town of Millsboro, in session met, a quorum pertaining at all times thereto, that the preparation and submission of an application for participation in the Program to receive a loan for the Lead Service Line Inventory, is hereby authorized.

BE IT FURTHER RESOLVED, that the following Town employees are hereby authorized to apply for funding for the Lead Service Line Inventory project, and to transact and sign all documents necessary to secure such loan funds: Town Manager, Assistant Town Manager, and Director of Finance & Technology.

BE IT FURTHER RESOLVED, that, if a public referendum for the Town’s proposed DWSRF loan is required, pursuit of such public referendum is hereby authorized.

BE IT FURTHER RESOLVED, that the retention of the professional services of EBA Engineering, Inc. and Verdantas, to assist the Town with the preparation and submission of the necessary application for participation in the Program, is hereby authorized.

BE IT FURTHER RESOLVED, that the necessary application for participation in the Program shall be submitted at the earliest possible time.

BE IT FURTHER RESOLVED, that the Mayor, Faye L. Lingo, is hereby authorized and directed, on behalf of the Mayor and Town Council of The Town of Millsboro, to execute and deliver such documents, affidavits, agreements, certificates and instruments, including but not limited to this Resolution, as she shall deem necessary or appropriate to complete the application process herein described.

I, Faye L. Lingo, Mayor of The Town of Millsboro, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Mayor and Town Council of The Town of Millsboro at its Town Council meeting held on May 1, 2023, at which a quorum was present and voting throughout and that the same is still in full force and effect.

Dated: _____

Faye L. Lingo, Mayor

**RESOLUTION AUTHORIZING TOWN REPRESENTATIVES TO
APPLY FOR AND SECURE FUNDS**

WHEREAS, the Town submitted a Sussex Central School Reclaimed Water Irrigation Pump Station and Pivots Notice of Intent (NOI) in February 2023 to apply for a Clean Water State Revolving Fund (SRF) loan to the Delaware Department of Natural Resources and Environmental Control (DNREC), Environmental Finance under the Delaware Water Pollution Control and Drinking Water State Revolving Fund Loan Program (hereinafter “Program”); and

WHEREAS, the Program provides participating municipalities an opportunity to receive State Revolving Fund loans, some of which are subsidized; and

WHEREAS, the DNREC Environmental Finance recommended that the Sussex Central School Reclaimed Water Irrigation Pump Station and Pivots project be listed on the State’s Project Priority List (PPL) under the Green Project Reserve program and the Water Infrastructure Advisory Council (WIAC) voted to approve the PPL; and

WHEREAS, DNREC Environmental Finance invited the Town of Millsboro to apply for a Clean Water SRF loan on April 18, 2023 for the Sussex Central School Reclaimed Water Irrigation Pump Station and Pivots project; and

WHEREAS, the funding application must include submission of a Preliminary Engineering Report (PER) and Environmental Information Document (EID); and

WHEREAS, if the loan is approved under the Program and after the PER and EID have been completed, one hundred percent (100%) of the cost of the reports will be included in the Clean Water SRF loan; and

WHEREAS, the Mayor and Town Council believe that it is in the best interest of the Town to submit an application for participation in the Program so that the Town might receive the funding and financial incentives described above.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND DETERMINED by the Mayor and Town Council of the Town of Millsboro, in session met, a quorum pertaining at all times thereto, that the preparation and submission of an application for participation in the Program to receive a Clean Water SRF loan for the Sussex Central School Reclaimed Water Irrigation Pump Station and Pivots, is hereby authorized.

BE IT FURTHER RESOLVED, that the following Town employees are hereby authorized to apply for funding for the Sussex Central School Reclaimed Water Irrigation Pump Station and Pivots project, and to transact and sign all documents necessary to secure such loan funds: Town Manager, Assistant Town Manager, and Director of Finance & Technology.

BE IT FURTHER RESOLVED, that, if a public referendum for the Town’s proposed CWSRF loan is required, pursuit of such public referendum is hereby authorized.

BE IT FURTHER RESOLVED, that the retention of the professional services of Verdantas to assist the Town with the preparation and submission of the necessary application for participation in the Program, is hereby authorized.

BE IT FURTHER RESOLVED, that the necessary application for participation in the Program shall be submitted at the earliest possible time.

BE IT FURTHER RESOLVED, that the Mayor, Faye L. Lingo, is hereby authorized and directed, on behalf of the Mayor and Town Council of The Town of Millsboro, to execute and deliver such documents, affidavits, agreements, certificates and instruments, including but not limited to this Resolution, as she shall deem necessary or appropriate to complete the application process herein described.

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Dated: _____

Faye L. Lingo, Mayor

**RESOLUTION AUTHORIZING TOWN REPRESENTATIVES TO
APPLY FOR AND SECURE FUNDS**

WHEREAS, the Town submitted a Sussex Central School Reclaimed Water Irrigation Beneficial Reuse Main Notice of Intent (NOI) in February 2023 to apply for a Clean Water State Revolving Fund (SRF) loan to the Delaware Department of Natural Resources and Environmental Control (DNREC), Environmental Finance under the Delaware Water Pollution Control and Drinking Water State Revolving Fund Loan Program (hereinafter “Program”); and

WHEREAS, the Program provides participating municipalities an opportunity to receive State Revolving Fund loans, some of which are subsidized; and

WHEREAS, the DNREC Environmental Finance recommended that the Sussex Central School Reclaimed Water Irrigation Beneficial Reuse Main project be listed on the State’s Project Priority List (PPL) under the Green Project Reserve program and the Water Infrastructure Advisory Council (WIAC) voted to approve the PPL; and

WHEREAS, DNREC Environmental Finance invited the Town of Millsboro to apply for a Clean Water SRF loan on April 18, 2023 for the Sussex Central School Reclaimed Water Irrigation Beneficial Reuse Main project; and

WHEREAS, the funding application must include submission of a Preliminary Engineering Report (PER) and Environmental Information Document (EID); and

WHEREAS, if the loan is approved under the Program and after the PER and EID have been completed, one hundred percent (100%) of the cost of the reports will be included in the Clean Water SRF loan; and

WHEREAS, the Mayor and Town Council believe that it is in the best interest of the Town to submit an application for participation in the Program so that the Town might receive the funding and financial incentives described above.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND DETERMINED by the Mayor and Town Council of the Town of Millsboro, in session met, a quorum pertaining at all times thereto, that the preparation and submission of an application for participation in the Program to receive a Clean Water SRF loan for the Sussex Central School Reclaimed Water Irrigation Beneficial Reuse Main, is hereby authorized.

BE IT FURTHER RESOLVED, that the following Town employees are hereby authorized to apply for funding for the Sussex Central School Reclaimed Water Irrigation Beneficial Reuse Main project, and to transact and sign all documents necessary to secure such loan funds: Town Manager, Assistant Town Manager, and Director of Finance & Technology.

BE IT FURTHER RESOLVED, that, if a public referendum for the Town’s proposed CWSRF loan is required, pursuit of such public referendum is hereby authorized.

BE IT FURTHER RESOLVED, that the retention of the professional services of Verdantas to assist the Town with the preparation and submission of the necessary application for participation in the Program, is hereby authorized.

BE IT FURTHER RESOLVED, that the necessary application for participation in the Program shall be submitted at the earliest possible time.

BE IT FURTHER RESOLVED, that the Mayor, Faye L. Lingo, is hereby authorized and directed, on behalf of the Mayor and Town Council of The Town of Millsboro, to execute and deliver such documents, affidavits, agreements, certificates and instruments, including but not limited to this Resolution, as she shall deem necessary or appropriate to complete the application process herein described.

I, Faye L. Lingo, Mayor of The Town of Millsboro, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Mayor and Town Council of The Town of Millsboro at its Town Council meeting held on May 1, 2023, at which a quorum was present and voting throughout and that the same is still in full force and effect.

Dated: _____

Faye L. Lingo, Mayor



geographIT, a division of
EBA Engineering, Inc.
320 Granite Run Drive
Suite 200
Lancaster, PA 17601

☎ 717.399.7007
🌐 www.geographIT.com

April 14, 2023

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

RE: GIS Lead Service Line Inventory Support

Dear Ms. Kruger:

Thank you for inviting geographIT, a division of EBA Engineering Inc. (EBA), to submit a proposal to support the Town of Millsboro (the Town) with their GIS lead service line inventory. This proposal provides the Town with support identifying lead service lines through building permit data, routine field operations, from existing scanned construction drawings, and through customer engagement. This letter serves as a transmittal for the quote which requires a signature or purchase order for authorization. Please review the quote and if you have any questions or require any modifications, please contact Joe DeLuca at 410.979.3548 or by email at (joseph.deluca@ebaengineering.com).

Sincerely,
geographIT a Division of EBA Engineering, Inc.

Stacey Smith

Stacey Smith, GISP, Associate
Vice President



geographIT division of
EBA Engineering, Inc.
320 Granite Run Drive
Suite 200
Lancaster, PA 17601

717.399.7007
www.geographIT.com

GIS Lead Service Line Inventory Support

Town of Millsboro, DE

Overview

In preparation for the EPA's revised lead pipe rules set to take effect in October 2024, the Town has set a goal to get a complete inventory of the lead and galvanized service lines that are in their system. To support this effort, EBA will work with the Town to capture service line material data from four (4) sources: building permits, scanned construction plans, routine field operations, and customer engagement. For permit data, the installation date is important because lead pipes were not installed after July 1986, per federal regulations. Anything after that date is known to be lead free. Construction plans have been scanned by the Town and will be reviewed to pull the service line materials installed and update the GIS. An Esri Field Map application will be configured to enable field crews to capture service line material while doing routine maintenance, such as meter change outs. For all service lines that are still unknown after these sources were reviewed, EBA will work with the Town to configure a Survey123 application to be sent to the customers for direct input. A detailed review process will be implemented to help ensure the data provided by the customers is accurate. Since most service lateral's spatial information has not been captured in the Town's GIS data, the service line material, installation date, and lead yes/no information captured from the sources listed above will be mapped to a service location point feature.

An internal web map and dashboard will be developed in the Town's ArcGIS Online (AGOL) environment to display the relevant service line material information from the GIS. This will enable the Town to track progress, perform analysis, and export data captured for notification and reporting purposes.

Approach

The process below will be used to assist the Town with the development of a lead pipe solution, including processes for data collection, storage, planning, and reporting.

1. Prior to starting work on the lead pipe inventory, EBA will provide up to 40 hours to assist the Town with completion of the State Revolving Loan Fund (SRLF) application. This time will be provided as requested by the Town and will include meetings, data gathering, and documentation review.
2. An in-person kickoff meeting will be held in the Town's office. During this meeting we will gain the required access to the Town's environment, review their current GIS data, review the scanned construction drawings, discuss the data to be captured and tracked, request/gain access to permit data, discuss the information to be captured in the lead service line Survey123 application, review items to be captured in and who will have access to the Field Map application, discuss the requirements/functionality for the internal web applications, discuss the information to be displayed in the lead tracking



- dashboard, discuss reporting and notification requirements, and review the planned project schedule.
3. Following the kickoff meeting, EBA will review the current GIS data and environment in place at the Town. Information from the kickoff meeting and data review will be used to create a requirements document detailing the proposed workflow processes to be implemented related to capturing, reviewing, and displaying lead pipe data; any changes required to the GIS schema, and the applications to be configured during this project.
 - a. The requirements documents will be reviewed with the Town to confirm all proposed updates and apps match their needs and expectations.
 4. Once the requirements document is approved, EBA will move forward with integrating the current lead pipe data available. The source of each update made to the material will be tracked in the GIS. The material data to be captured includes the following steps:
 - a. Creating a service point layer in the Town's AGOL environment to store data being captured.
 - b. Loading the available building permit data into the GIS and associating it with the service location points.
 - c. Reviewing up to 1,000 construction drawings provided by the Town and using them to update service line attribute data.
 - d. 5% of the material attributes loaded from the permit and construction drawings will be reviewed to check for accuracy. Any issues identified during this review will be addressed prior to moving forward with the updated data. The Town will also be given an opportunity to review and comment on the data.
 5. The lead pipe internal application will be created using Esri's Experience Builder (ExB) software. The application will be developed based on the requirements gathered during the kickoff meeting.
 - a. Following EBA's internal QC, the Town will be given an opportunity to review and comment on the lead pipe application. EBA will address the Town's comments before the application is finalized.
 6. EBA will configure the service line material tracking dashboard. The dashboard will track items agreed upon during the kickoff meeting. The dashboard will include information such as the total number of known and unknown service lines, source of materials captured, and tracking identified lead line locations.
 - a. Following EBA's internal QC, the Town will be given an opportunity to review and comment on the lead pipe application. EBA will address the Town's comments before the application is finalized.
 7. An Esri Field Maps application will be configured according to the information discussed during the kickoff meeting. This Field Map application will enable the Town's field staff to



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Lancaster, PA 17601

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- easily capture service line material information through a form with dropdown menu items, while in the field performing other routine maintenance activities.
- a. Following EBA's internal QC, the Town will be given an opportunity to review and comment on the lead pipe application. EBA will address the Town's comments before the application is finalized.
 - b. Basic user instructions will be provided with the Field Map application to ensure the Town knows how to use the application.
8. EBA will configure a lead service line Survey123 application to be shared with the public. This will be sent to customers with unknown service line materials. The Survey123 form will be accessed through a QR code. The Survey123 form will guide customers through the lead service line identification and data submittal process.
- a. The Survey123 application will contain dropdown menus to avoid typos and will allow users to capture account number, service address, service line material, install date, size, and creation date.
 - b. EBA will work with the Town to develop a process for the Town to review information submitted through the public facing Survey123 application. The process will include a method to easily identify records to be reviewed and a process to sync the data following the Town's review and approval.
9. Administrator documentation will be developed detailing the data, applications, and processes configured during the project.
10. EBA will work with the Town to develop a process for easily exporting data from the GIS and displaying key datasets in the lead tracking dashboard. The exported and dashboard data will assist the Town in compiling the required lead service line reporting data.
- a. This data can also be used to help identify and notify clients that are found to have lead service lines in use.

Assumptions

- The Town will provide EBA with the required access and proper permissions to create content in their AGOL environment.
- The Town will provide the building permit data to be used for updating the building permit dates.
- The permit data will be submitted in CSV format or a similar GIS compatible dataset.
- The Town will provide EBA with scanned construction plans to be used for capturing service line material data. It is assumed that up to 1,000 plans will be reviewed during this project.
- Only legible plans will be used to capture service line material information.
- Two meetings will be held onsite at the Town's office. All other meetings will be virtual.
- EBA will not perform field work under this project.
- EBA will not review publicly submitted data captured during this project.



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Deliverables

- EBA will provide up to 40 hours to assist the Town with completion of the SRLF application.
- A requirements document detailing the integration process with the building permit data, the proposed workflow process to be implemented related to capturing, reviewing, and displaying lead line data; any changes required to the GIS database schema, the lead line Survey123 application to be configured, the Field Maps application, and the functionality of the public and internal lead pipe web applications.
- The creation of service locations point layer with schema for capturing lead service line data.
- Permit data loaded into Town's GIS data and associated to service location points.
- An Esri Field Map application for crews to capture service line material data while in the field.
- A user guide cheat sheet document to help field crews use the Field Map application.
- Review of up to 1,000 scanned construction plans and updates in the GIS data based on these plans.
- An internal Lead Pipe web application in the Town's AGOL environment.
- Development of a manual QC process for the Town to utilize to check and approve information entered through the public facing Survey123 application.
- A Survey123 application available to the Public to enter lead service line information.
- Admin documentation detailing the data, processes, and applications created during this project.
- A service line material tracking dashboard.
- Development of a process to export the lead service line data to help meet reporting requirements.
- Monthly project status meetings. 10 meetings will be virtual, and two meetings will be onsite at the Town's office.

Fees

The work will be performed as a Lump Sum effort for the amount of **\$79,000**. Invoices will be issued monthly based on the percent of work completed. Invoices shall be paid within 30 days of the invoice date. This contract term is from May 1, 2023, through November 1, 2024.



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Terms and Conditions

These Professional Services terms and conditions in conjunction with the statement of work (SOW) above form a Professional Services Agreement (Agreement) between EBA Engineering, Inc and the end user identified on the Statement of Work (Client).

Parties of the Agreement

The term "Client" within this Agreement refers to the **Town of Millsboro**, located at **322 Wilson Highway, Millsboro, DE 19966**.

The term "Consultant" within this agreement refers to **EBA Engineering, Inc.**, located at **6100 Chevy Chase Dr., Suite 200, Laurel, MD 20707-2917**.

Professional Services

The Client to this Agreement desires to receive the professional services and deliverables described in this statement of work, and the Consultant to this Agreement desires to provide these professional services and deliverables to the Client. Both parties agree to abide by the terms and conditions set forth herein.

Type of Agreement and Invoicing

Lump Sum

This is a lump sum Agreement with invoices issued according to the percent of work completed.

Term

The term of this Agreement will begin on the date that all parties have signed the Agreement and will remain in effect through **November 1, 2024**, unless the Agreement is terminated for reasons defined in the *Change of Condition, Termination, and Suspension of Services* sections of this Agreement, or unless the termination date is extended in writing by mutual agreement of both parties to the Agreement.

The obligation of both parties under Ownership of Deliverables shall survive the expiration or earlier termination of this agreement.



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Ownership of Deliverables

As a work for hire, all deliverables including documents, drawings, design specifications, data, software, reports, and digitized versions thereof, prepared and furnished by the Consultant under this Agreement shall be the material property of the Client subject to the following conditions:

1. Consultant shall retain intellectual property rights and rights of reuse of the methodology and deliverables prepared under this agreement for other projects and for the purpose of marketing. This clause excludes source code, data or other source materials provided by the Client to fulfill the terms of the contract.
2. All proprietary information contributed by the Consultant in fulfilling the terms of the contract, including formulae, calculations, standards and software used in the preparation of the deliverables, shall remain the property of the Consultant.
3. Deliverables furnished by the Consultant under this Agreement are provided with the understanding they were prepared for a specific intended use. Any reuse, misuse, or alterations of the deliverables without specific written certification, verification or adaptation by the Consultant will not be covered under Warranty and Remedy and shall be at the Client's sole risk. Furthermore, Client agrees to waive Consultant's liability in the event Client modifies or adapts Consultant's deliverables without Consultant's involvement.

Changed Conditions

The Consultant has used professional judgment and industry best practices in establishing the scope of services for this project, given the information provided by the Client or known to Consultant about the project's nature and risks and current laws, codes, regulations, standards and permit conditions in effect thirty (30) days prior to the date of this Agreement. Occurrences or discoveries that were not originally contemplated or known to the Consultant shall constitute changed conditions and may require an equitable adjustment in scope, schedule and/or fee under this Agreement. If the Consultant identifies a need to adjust the terms of the contract based on changed conditions, the Consultant shall identify the nature of changed conditions and the Client shall promptly and in good faith enter into renegotiations of this Agreement. If the Client refuses to renegotiate, the Consultant may terminate this Agreement following the Agreement procedures defined under Termination.

Warranty and Remedy

The Consultant warrants that it shall exert the degree of care and skill in the performance of its services normally exercised by similar professionals under similar circumstances. Deliverables provided under this Agreement are warranted for ninety (90) calendar days from date of final delivery of contracted deliverables.

If, during the ninety (90) calendar day warranty period, the Client discovers data errors or software bugs in the deliverables, the Client will document the error or bug and communicate the problem to the Consultant who will make a good faith effort to remedy the error or bug at no additional charge to the Client.



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Software bugs are defined as normally reproducible events resulting in software termination, suspended or hung processing, incorrect processing results, or incorrect output. Data errors are defined as errors of omission or commission when the agreed upon scope of work clearly states that all data are to be converted exactly as shown on the source materials.

Exclusions to this statement of warranty include, but are not limited to:

1. System or software bugs caused by commercial and third-party software products which the Consultant did not produce or modify.
2. Requests for enhancements to software that add to or modify the user interface, processing logic, functionality or outputs can be considered "change orders" if the request modifies the original software design specification that was accepted by the Client. Expenses incurred by the Consultant to accommodate change orders will be compensated by the Client at labor rates agreed to by the Client and Consultant.
3. Software errors caused by Client modifications to the system environment on which the software is dependent. Examples include Client upgrades to the operating system, network modifications, or upgrades to component commercial software versions. Expenses incurred by the Consultant to accommodate system environment modifications will be compensated by the Client at labor rates agreed to by the Client and Consultant.
4. Software errors caused by the corrupt, inconsistent, or nonstandard data that were undisclosed by the Client and unknown to the Consultant at the time the software was designed, coded, and tested. Expenses incurred by the Consultant to investigate and resolve the errors as being caused by corrupt, inconsistent, or nonstandard data will be compensated by the Client at labor rates agreed to by the Client and Consultant.
5. Data errors in source data, manuscripts, or documents provided to the Consultant that are propagated into a database or system as part of data conversion or migration unless the scope of services explicitly states that verification of existing data and correction of errors is a part of the contracted services.

This warranty is in lieu of and excludes all other warranties whether express or implied, by operation of law or otherwise, including warranty of fitness for particular purpose.

Suspension of Services

If payment of Consultant's invoices is not maintained as per the terms of payment set forth herein, Consultant may, after seven (7) days written notice to the Client, suspend further services without liability until the Client has paid in full all amounts due Consultant on account of services rendered and expenses incurred, including interest on past due invoices. Suspension of services exceeding ninety (90) days shall, at the option of the Consultant, make this agreement subject to renegotiation or termination.

Termination

This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party. In the event of termination, the Consultant shall be compensated for services performed and expenses incurred up to the date of termination, plus reasonable actual costs incurred by the Consultant as a result of a termination by the Client.



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Successors and Assigns

This Agreement shall be binding upon the parties and their respective successors and assigns. The Consultant may employ such independent consultants, associates, and subcontractors as it may deem appropriate, but the Consultant remains ultimately responsible for the work product. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties.

Separability and Reformation

Any provision of this Agreement held to be void or unenforceable under any law or order of court shall be deemed stricken, and all the remaining provisions shall continue to be valid and binding upon the Client and Consultant. In addition, the parties agree that this agreement shall be reformed to replace such stricken provision(s) or part(s) thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

Governing Law and Jurisdiction

This Agreement shall be governed by the laws of the United States and the substantive and procedural laws of the State of Delaware.

Force Majeure

Client and the Consultant agree that there shall be no liability on the part of either party for any failure or delay in the performance of any obligations hereunder resulting from any cause beyond their reasonable control, including but not limited to: acts of God; acts or omissions of civil or military authority; acts or omissions of contractors or suppliers; fires; floods; epidemics; quarantine restrictions; severe weather; strikes; embargoes; wars; political strife; riots; delays in transportation; compliance with any regulations or directives of any national, state, local, or municipal governments or department thereof; fuel, power, materials or labor shortages.

Entire Agreement

Upon signed acceptance by both parties, this Agreement shall constitute the entire and integrated understanding between the parties and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, with respect to the subject matter herein. This Agreement may be amended only by a written instrument signed by both parties.



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Authorization by Parties

The undersigned representing the Client and the Consultant accept the terms set forth in this Agreement. The Consultant is authorized to submit work orders and provide professional services according to the terms of this agreement.

On Behalf of the Town of Millsboro

Attest:

Date: _____

By: _____

Print Name: _____

Title: _____

Witness

Date: _____

By: _____

Print Name: _____

Title: _____

(SEAL)

On Behalf of EBA Engineering, Inc. (Consultant)

Attest:

Date: _____

By: _____

Print Name: _____

Title: _____

Witness

Date: _____

By: _____

Print Name: _____

Title: _____

(SEAL)

April 18, 2023

PROJECT NO. 17970

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

RE: Scope of Work and Cost Estimate
Environmental Information Document
Town of Millsboro Lead Service Line Inventory Project
Millsboro, Delaware

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 Consulting Services to support the Town's lead service line identification and replacement initiative. The services being offered in this proposal are intended to assist the Town in preparing its application for funding from the Delaware Drinking Water State Revolving Fund (DWSRF). According to information provided to Verdantas, the Town intends to use the DWSRF funding to update their Geographic Information System (GIS) database of lead water service lines within the current Town limits, and develop tools to assist with identifying, tracking, and reporting service line materials. This project is necessary for the Town to meet the Environmental Protection Agency's (EPA's) October 2024 deadline for preparing and maintaining an inventory of service line materials. The DWSRF application requires submission of an Environmental Information Document (EID), which is intended to evaluate the need for the proposed project, alternatives considered, and potential environmental impacts that may result from the proposed project.

Accordingly, Verdantas proposes the following scope of services.

SCOPE OF WORK

1. **Environmental Impact Document.** Verdantas will prepare an EID in accordance with the guidelines listed in Appendix C of the DWSRF application instructions. The document will be provided to the Town for inclusion in their DWSRF application.
2. **Project Meetings/Teleconferences.** Verdantas will participate in electronic meetings or teleconferences with the Town to discuss aspects of the assessment.

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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 by Verdantas and authorized by the Client.

PROJECT BUDGET

Verdantas has prepared an estimate of our probable fee that is based on our understanding of the above scope of services and experience with similar projects. We estimate the probable fee to complete the above-referenced scope of services as follows:

<u>TASK</u>	<u>COST</u>
Professional Services:	
Environmental Impact Document	\$ 6,400.00
Project Meetings/Teleconferences	\$ 2,300.00
TOTAL	<u>\$ 8,700.00</u>

Verdantas will provide these services on a Time and Materials basis, with labor being charged in accordance with the enclosed Hourly Rate Schedule. The estimated fee is based on information described in this Scope of Work and our familiarity with the anticipated requirements and objectives of the project. If project conditions are identified to be significantly different or more complex than described in this Scope of Work, we reserve the right to revisit our Scope of Work and fee estimate.

SCHEDULE

Verdantas is prepared to initiate the services described herein upon receipt of your written authorization to proceed. Assuming no delays in responses from regulatory agencies in responding to requests for information, we anticipate that our report will be submitted within four (4) weeks of authorization.

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.

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April 18, 2023
Project No. 17970
The Town of Millsboro



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

M. Richard Beringer, P.E.
Senior Consultant

David Small
Senior Consultant

KLS/MRB:mjr
17970\Admin\Proposals-Contracts\Pro-17970-20230418.docx

Enclosures: Hourly Rate Schedule

SCOPE OF WORK AND COST ESTIMATE
Environmental Information Document
Town of Millsboro Lead Service Line Inventory Project
Project No. 17970
Millsboro, DE

AUTHORIZATION:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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April 25, 2023

Via Electronic Mail

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

Re: Verdantas Project No. CB.2015.11
Plantation Lakes
Section L Final Site Plan

Dear Ms. Kruger:

Verdantas, LLC (Verdantas) has reviewed the following plans for the Plantation Lakes Section L Final Site Plan prepared by Whitman, Requardt and Associates, LLP. (WRA) for the above referenced project:

<u>Sheet Number</u>	<u>Sheet Title</u>
T-01	Title Sheet
T-02	Site Data and Typical Layouts
SP-01	Final Site Plan
SP-02	Final Site Plan
SP-03	Final Site Plan
SP-04	Final Site Plan
SP-05	Final Site Plan and Details
CG-01	Conceptual Grading Plan
CG-02	Conceptual Grading Plan
CG-03	Conceptual Grading Plan
CG-04	Conceptual Grading Plan
CG-05	Conceptual Grading Plan
E-01	Easement Plan
E-02	Easement Plan
LS-01	Landscape Plan
LS-02	Landscape Plan
LS-03	Landscape Plan
LS-04	Landscape Plan
LS-05	Landscape Plan
LS-06	Landscape Details
LS-07	Landscape Details
LS-08	Landscape Notes and Details
LP-01	Lighting Details
CP-01	Circulation Plan
KS-01	Construction Phasing Plan

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Ms. Carrie Kruger, P.E.
Plantation Lakes
Project No. CB.2015.11
April 25, 2023



The plans were issued on April 19, 2023, and received by Verdantas on April 20, 2023. Please be advised that Verdantas did not review the plans for compliance with the zoning requirements of the Code of The Town of Millsboro, including parking spaces and landscaping, as the Town relies on AECOM for these services.

Verdantas does not have any objection to Town Council's approval of "Plantation Lakes Section L Final Site Plan".

If we may answer any questions, please call.

Sincerely,

VERDANTAS, LLC

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

SKC:tm



March 23, 2023

Mr. Andrew Vail
Whitman, Requardt & Associates, LLP
avail@wrallp.com

**RE: Plantation Lakes - Parcels L & Q
Conditional Approval**

Mr. Vail:

The Sussex Conservation District has reviewed the sediment and stormwater management plans submitted for the above referenced project. The District has found the submittal to be acceptable, please provide the District with the following:

- Submit 5 sets of plans for approval.
- Submit 1 set scaled 12 x 18 for approval.
- Submit an electronic copy (PDF) of the project's complete construction set.
- Submit an electronic copy (PDF) of the Stormwater Report (and all exhibits). \$2,550
- Provide a check for inspection fee for \$53,510 (155.1 acres x \$345/acre) and maintenance fee for \$3,675 (3 WPs @ \$850/each). These fees can be combined on one check.

Please provide to SCD, the Town of Millsboro Agreement/Easements and DeIDOT Entrance Agreement and no objections letter (if applicable) for stamped approval before scheduling pre-construction site meeting.

Please note:

- Every plan sheet is to be signed and sealed by a qualified design professional. (Paper & Electronic copies)
- The SCD Owners Certification Statement is to be signed in ink on each set of plans.
- DeIDOT Entrance Permit is required prior to scheduling a Pre-Construction meeting. (if applicable)
- DNREC Drainage Section approval is required prior to SCD final approval. (if applicable)

If plans are submitted with any of the above items missing, they will **not** be approved. Be advised if there are any deficiencies which cannot be addressed within 72 hours the plans will be considered withdrawn and therefore, you will need to entirely resubmit. We appreciate your cooperation in this matter as we are trying to maintain a professional and structured office to better serve you.

If ownership is going to change, the District will require a new application and two sets of plans with the new owner's information and signed certification statement. In addition, the authorization to discharge stormwater under the regulations *Part 2 Special Conditions for Storm Water Discharges Associated with Construction Activities*, must be transferred by the original owner to the new owner, please contact DNREC at 302-739-9921 for assistance.

If you have any questions or concerns regarding the aforementioned, please do not hesitate to contact the District at 302-856-2105.

Sincerely,

Michael White

Michael White
Stormwater Plan Reviewer

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**OFFICE OF THE STATE FIRE MARSHAL
Technical Services**

22705 Park Avenue
Georgetown, DE 19947



SFMO PERMIT – SHALL BE POSTED ON JOBSITE UNTIL FINAL INSPECTION

Plan Review Number: 2022-04-211521-MJS-01

Tax Parcel Number: 133-16.00-73.00

Status: Approved as Submitted

Date: 09/06/2022

Project

Plantation Lakes Section L

Plantation Lakes Boulevard

Plantation Lakes Property - Millsboro

Millsboro DE 19966

Scope of Project

Number of Stories:

Square Footage:

Construction Class:

Fire District: 83 - Millsboro Fire Co Inc

Occupant Load Inside:

Occupancy Code: 9601;9602

Applicant

Andrew Vail
801 South Caroline Street
Baltimore, MD 21231

This office has reviewed the plans and specifications of the above described project for compliance with the Delaware State Fire Prevention Regulations, in effect as of the date of this review.

A Review Status of "Approved as Submitted" or "Not Approved as Submitted" must comply with the provisions of the attached Plan Review Comments.

Any Conditional Approval does not relieve the Applicant, Owner, Engineer, Contractor, nor their representatives from their responsibility to comply with the plan review comments and the applicable provisions of the Delaware State Fire Prevention Regulations in the construction, installation and/or completion of the project as reviewed by this Agency.

A final inspection is required.

This Plan Review Project was prepared by:

Desiree McCall

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FIRE PROTECTION PLAN REVIEW COMMENTS

Plan Review Number: 2022-04-211521-MJS-01

Tax Parcel Number: 133-16.00-73.00

Status: Approved as Submitted

Date: 09/06/2022

PROJECT COMMENTS

- 1002 A This project has been reviewed under the provisions of the Delaware State Fire Prevention Regulations (DSFPR) ADOPTED September 1, 2021. The Delaware State Fire Prevention Regulations are available on our website at www.statefiremarshal.delaware.gov. These plans were not reviewed for compliance with the Americans with Disabilities Act (ADA). These plans were not reviewed for compliance with any Local, Municipal, nor County Building Codes.
- 1040 A This site meets Water Flow Table 2, therefore the following water for fire protection requirements apply: Main Sizes: 6" minimum. Minimum Capacity: 1,000 gpm @ 20 psi residual for 1 hour duration. Hydrant Spacing: 800' on center.
- 1180 A This report reflects site review only. It is the responsibility of the applicant and owner to forward copies of this review to any other agency as required by those agencies.
- 1190 A Separate plan submittal is required for the building(s) proposed for this project.
- 1130 A Provide a water flow test on the subdivision hydrant(s) once they have been installed, and before they are placed into service (DSFPR Reg 701, Chap 4 and Reg 703, Chapter 3). Results are to be forwarded to this Agency for review.
- 1132 A Fire hydrants shall be color coded in accordance with the DSFPR, Reg 703, Chap 3. This includes both color coding the bonnet and 2" reflective tape around the barrel under the top flange.
- 1232 A All threads provided for fire department connections, to sprinkler systems, standpipes, yard hydrants or any other fire hose connections shall be uniform to those used by the fire department in whose district they are located. DSFPR Reg 703, Chap 1
- 1432 A The steamer connection of all fire hydrants shall be so positioned so as to be

facing the street or fire lane. (DSFPR Regulation 705, Chapter 5, Section 10). The center of all hose outlet(s) on fire hydrants shall be not less than 18 inches above finalgrade (NFPA 24)

- 1501 A If there are any questions about the above referenced comments please feel free to contact the Fire Protection Specialist who reviewed this project. Please have the plan review number available when calling about a specific project. When changes or revisions to the plans occur, plans are required to be submitted, reviewed, and approved.

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April 26, 2023

PROJECT NO. CB0201511, Phase 5

Via Electronic Mail

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

RE: Scope of Work and Cost Estimate
Amendment No. 1
Plantation Lakes Water Treatment Plant -Construction Services
Millsboro, DE

Dear Ms. Kruger:

Verdantas LLC (Verdantas) is pleased to present to The Town of Millsboro (the Town) the following amendment to our existing engineering services agreement for construction phase services for the Plantation Lakes Water Treatment Plant. This amendment is for Verdantas to perform an expanded role at the request of the Town and Lennar by performing construction review and part-time resident project representative services for the balance of the construction phase.

PROJECT DESCRIPTION

In the original work authorization, dated February 18, 2021, Verdantas (formerly Duffield) and the Town agreed that Duffield would support the project in an "auditing roll" as well as provide as-needed, as requested services to supplement the Town during construction of the Plantation Lakes Water Treatment Plant. A time and materials not to exceed limit of \$75,000.00 was established for Verdantas' construction phase support.

The developer (Lennar) hired the design engineer of record (GHD) to provide construction phase engineering services including submittals review, change order processing, RFIs processing, review of payment applications, monthly progress meetings, and acting as liaison between the Contractor, Lennar and the Town. GHD also was hired to provide a full-time resident project representative (RPR) to verify that the Work is being performed in accordance with the Contract Documents. The developer directly hired 3rd party services for the required "special inspections" as well as other routine construction testing.

In March 2023, the Town and Lennar requested that Verdantas provide the construction administration services that had been provided by GHD. Additionally, Verdantas has been asked to provide a part-time resident project representative for two (2) days on site each week. Verdantas has been providing its services in this expanded role since March. Verdantas' services are projected to exceed the original approved budget of \$75,000 in May 2023. This amendment increases the time and materials budget based on the projected final completion date of December 15, 2023.

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SCOPE OF WORK

Verdantas will provide the following services:

1. Attend and chair monthly progress meetings.
2. Review Contractor submittals, including schedules, shop drawings, and samples.
3. Review the Contractor's periodic estimates for partial payment and provide recommendation for payment to the Town.
4. Review change order requests by the Owner and Contractor, provide recommendations, and complete administrative paperwork to execute change orders to the Contract Documents.
5. Provide assistance in answering questions in relation to the work established in the Contract Documents to fulfill the contract and performance thereof.
6. Provide part-time Resident Project Representation (RPR) services. The RPR will provide a daily field report for each day of observation.

Verdantas will not direct the activities of the contractor at the site but will provide recommendations to the Town Engineer. Similarly, Verdantas will not be responsible for site safety issues, which are the responsibility of the Contractor performing the work at the site. It is required that the Contractor will provide safe access for our construction review activities.

When it is required, we will provide our written opinion in response to the Contractor's requests for information (RFIs) and our interpretation of the Contract Documents. As Verdantas was not privy to all the information and the basis of design decisions by GHD in producing the Contract Documents, there may be circumstances when our opinion includes a recommendation that the Town consult GHD for concurrence of our opinion.

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 Town.

Specific items not within the Scope of Work on this project include, but are not limited to the following:

1. Preparation of record drawings. Contractor is responsible for furnishing record drawings in accordance with the approved Contract Document requirements.
2. Special inspections and materials testing, including but not limited to, concrete testing, soils/compaction testing, and hot-mix testing.

PROJECT BUDGET

Based upon the information and assumptions listed in this Scope of Work, Verdantas prepared the following costs. Our fee for the "scope of services" outlined herein will be invoiced on a "time-and-materials" (T&M) basis as our involvement could change over time. Based on our experience, we have proposed a scope of services which, in our opinion, is adequate for the project. If additional fieldwork, testing or consulting services beyond those provided in our proposed scope are requested, they can be provided on a "time-spent" basis in accordance with the current Town of Millsboro Hourly Rate Schedule.

<u>TASK</u>	<u>COST</u>
Scope of Work (T&M): Construction Administration and Part-Time RPR	\$211,900.00
TOTAL INCREASE:	\$211,900.00
TOTAL ADJUSTED FEE TO DATE:	\$286,900.00

We believe our construction phase fee estimate of \$211,900.00 is a reasonable expectation of the possible work effort required based on the Contractor's current projected December 15, 2023, final completion schedule. Verdantas will not exceed this fee without prior authorization. This estimate includes 528 hours of part-time resident project representative services at a rate of \$160 per hour.

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 continue its activities for this project on a time and materials basis. Our timeline for completing the work is subject to the Contractor's actual progress during construction and 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 the current Town of Millsboro 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.

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Project No. CB0201511, Ph 5
The Town of Millsboro
April 26, 2023



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 time and materials 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.

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


Greg Freimuth
Project Manager


Steven H Lewandowski, PE
Sr. Project Manager

SHL/SHL:fm
02015.11 PLANTATION LAKES\Accounting\Proposals and Contracts\2023-04-19 PL WTP CA Proposal\Pro-0201511-20230419 Amendment.docx

Enclosures: Verdantas Hourly Rate Schedule

<p>SCOPE OF WORK AND COST ESTIMATE PLANTATION LAKES WATER TREATMENT PLANT – PHASE 5 - AMENDMENT NO. 1 Project No. 0201511 Millsboro, DE</p> <p>AUTHORIZATION:</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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Verdantas LLC
 HOURLY RATE SCHEDULE
 THE TOWN OF MILLSBORO
 Effective through July 1, 2023
 (includes 5% reduction from July 2022 Standard Rates)
 Applicable to all Millsboro Projects

Professional Services Hourly Rate

Administrative	\$66.00
Technician	\$78.00
Sr. Technician	\$105.00
Staff Engineer/Staff Scientist I	\$122.00
Staff Engineer/Staff Scientist II	\$129.00
Staff Engineer/Staff Scientist III	\$144.00
Project Manager/Scientist/Engineer I	\$160.00
Project Manager/Scientist/Engineer II.....	\$165.00
Project Manager/Scientist/Engineer III.....	\$172.00
Senior Project Manager/Senior Scientist/Senior Engineer I	\$174.00
Senior Project Manager/Senior Scientist/Senior Engineer II.....	\$181.00
Senior Consultant I.....	\$220.00
Senior Consultant II.....	\$231.00
Senior Consultant III.....	\$242.00

Night work and weekend work by result in higher rates due to shift differential.

Reimbursables and Direct Expenses

Mileage	Allowable IRS rate
Mailings	Cost plus 15%
Subconsultants	Cost plus 15%
Black & White Bond Prints	\$.50/SF
Color Bond Prints	\$2.00/SF
Color Photo Prints	\$5.00/SF
Mylar Prints	\$2.50/SF

NOTES:

1. Billing rates are reviewed no less than annually and may be adjusted at those times.
2. Please refer to Millsboro Verdantas Master Services Agreement



April 27, 2023

PROJECT NO. 11373BB

Via Electronic Mail

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

RE: Scope of Work and Cost Estimate
Amendment No. 3
M&T Bank Pump Station
Millsboro, DE

Dear Ms. Kruger:

Verdantas LLC (Verdantas) is pleased to present to The Town of Millsboro (the Town) the following amendment to our existing engineering services agreement for the M&T Bank pumping station. This amendment is for engineering and technical services 1) related to the project being located on a RCRA Superfund site; 2) design changes requested by the Town; and 3) additional construction administration services based on the expanded scope of improvements.

PROJECT DESCRIPTION

In the original engineering services agreement, dated September 4, 2018, Duffield's scope of work included design, bid, and construction phase services for a new pumping station to replace the existing M&T Bank Pumping Station. The proposed project included a new pumping station to be located out of the 100-year floodplain and the extension of the existing gravity sewer and force main to the new pumping station location.

In the 4th quarter of 2020, the project site was determined to be on the National Priority List (NPL). From 1981-1983, chromium, TCE, and other chlorinated volatile organic compounds (VOCs) were detected in the groundwater. The Environmental Protection Agency (EPA) added the site to the NPL in 1987 under the Comprehensive Environmental Response Compensation, and Liability Act (CERCLA). Remediation was performed at the site and groundwater monitoring continues to this day. The Town and Verdantas have been coordinating with DNREC and EPA since December 2020 on monitoring and permitting requirements to commence with the pump station replacement.

DNREC's Soil Reuse Policy (SRP) will apply to work performed at the site. The SRP requires that any non-reusable soils that were generated but cannot be reused as fill or cover on-site cannot be considered as "clean fill" and must be characterized prior to offsite reuse or disposal. Given these restrictions, Verdantas revised the site plan, including the proposed 1,000 LF driveway, to incorporate the net cut from the proposed work into the proposed grading.

The scope of improvements also calls for an existing 10-inch sanitary sewer interceptor to be replaced with a new, larger interceptor sewer that crosses beneath Irons Branch. A jack and bore installation was originally planned for the crossing. Under prior work approved by the Town, Verdantas performed soil borings and a geotechnical evaluation in the vicinity of the Irons Branch sewer crossing. The geotechnical evaluation revealed evidence of "running sands" and potential for caving below the groundwater table during excavation. The presence of running sands poses a risk to installing the sewer crossing by jack and bore as there is potential for loss of face control at the leading edge of the encasement, which could lead to undermining of the stratum above the encasement. Verdantas performed field services for detailed mapping of Irons Branch and evaluated alternate trenchless methods of installing the sewer crossing with face control; microtunnel boring machine was recommended.

In December 2022, the Town reviewed the flow design basis of the new pump station so that the basis more closely aligns with demand for service in the southern area of town. Verdantas was authorized to review the changes necessary to the current design by changing the pump station from a duplex to triplex configuration. The proposed scope of changes includes wet well, discharge piping, pumps, power and control, site plans, and sanitary sewer and are outlined in Verdantas' March 1, 2023, Design Evaluation Memorandum.

SCOPE OF WORK

1. **Civil Design and Contaminated Materials Management Planning** *(Completed)*. Verdantas will calculate cut/fill for the scope of improvements considering DNREC's Soil Reuse Policy. Verdantas will revise the site plan and profile, including grading along the proposed approximate 1,000 LF driveway, to target a balance cut/fill while maintaining the limit of disturbance less than 1 acre so the project may qualify for a Standard Permit in accordance with the Sediment and Stormwater Regulations.
2. **Irons Branch – Mapping**. *(Completed)*. Verdantas will provide field investigations of Irons Branch including:
 - a. Detailed topographic survey of Irons Branch to obtain cross sections of the creek capturing top of bank, bottom of bank, and centerline of stream.
 - b. Stereo digitization of planimetric features and digitizing a Digital Terrain Model to support generation of 1 ft. contours.
3. **Irons Branch Stream Crossing – Trenchless Design** *(Completed)*. Verdantas will prepare construction drawings, including plan and profile, for a trenchless stream crossing of Irons Branch by alternative method to jack and bore. Our services will include:
 - a. Two (2) hand augers on either side of Irons Branch by a geotechnical engineer to evaluate subsurface conditions.

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- b. Evaluation of alternate trenchless methods for installing proposed gravity sewer crossing of Irons Branch including ASCE Manuals and Reports on Engineering Practice No. 133 Pilot Tube and Other Guided Boring Methods.
- c. Meetings with a contractor (Spring Associates) and consultant (Brierty Associates) that specialize in underground trenchless installations.

Preparation of concept staging site plan for the selected alternative, Microtunnel Boring Machine (MTBM).

- d. Preparation of MTBM Technical Specification.
4. **Design Basis Updates and Permitting.** Verdantas will revise the construction drawings and Technical Specifications in accordance with our March 1, 2023, Design Evaluation Memorandum to the Town. The civil, mechanical, and electrical drawings will be updated to the triplex configuration requested by the Town and will include:
- a. One (1) additional pump for triplex configuration;
 - b. Larger wet well (10'-0" ID vs 12'-0" ID);
 - c. Larger valve vault to accommodate 3rd pump discharge;
 - d. Larger control building (for additional VFD) and spare space;
 - e. Smaller gravity sewer (15" vs 18");
 - f. Updated generator sizing;

The technical specifications will be updated to reflect the revised equipment selections. The functional description of the pump station control panel will be updated to reflect the triplex configuration and preferences of the Town. On behalf of the Town, Verdantas will update applications-in-progress and/or reapply for permits from DNREC and the Sussex Conservation District.

5. **Construction Phase – Construction Administration.** We will perform the scope of work outlined in our original agreement. Based on the scope of proposed improvements, we recommend a time and materials not to exceed budget of \$10,000 per month. The estimated construction schedule is 12 months. The fee for "Construction Phase – Construction Administration" under the Project Budget section of this proposal adds to the prior approved fee.

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

Based upon the information and assumptions listed in this Scope of Work, Verdantas

prepared the following costs. Our fee for the "scope of services" outlined herein will be invoiced as a "lump-sum" (LS) fee or for scope items as requested in the RFP, and on a "time-and-materials" (T&M) basis for the scope items where our involvement is unknown or could change over time. Based on our experience, we have proposed a scope of services which, in our opinion, is adequate for the project. If additional fieldwork, testing or consulting services beyond those provided in our proposed scope are requested, they can be provided on a "time-spent" basis in accordance with the approved 2023 Hourly Rate Schedule.

<u>TASK</u>	<u>COST</u>
Task 1 (lump sum): Civil Design/Contaminated Materials Management Planning	\$ 9,100.00
Task 2 (lump sum): Irons Branch - Mapping	\$ 20,200.00
Task 3 (lump sum): Irons Branch Stream Crossing – Trenchless Design	\$ 19,800.00
Task 4 (lump sum): Design Basis Updates	\$ 36,000.00
Task 5 (T&M): Construction Phase – Construction Administration	\$ 66,000.00
TOTAL INCREASE:	\$151,100.00
TOTAL ADJUSTED FEE TO DATE:	\$481,640.00

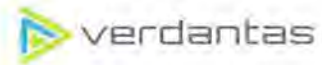
The proposed cost is based upon information provided to us regarding the property location and uses and the assumptions described in this Scope of Work. If conditions are discovered during performance of services under this Scope of Work that are not consistent with those known to Verdantas at the time 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. We anticipate that the design Scope of Work can be completed within 10 weeks. 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

Project No. 11373BB
The Town of Millsboro
April 27, 2023



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.

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

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

SHL/SHL:fm

11000\11373\BB\Accounting\Proposal\Amendment #3\Pro-11373-20230427 Amendment.3.docx

SCOPE OF WORK AND COST ESTIMATE
M&T BANK PUMP STATION - AMENDMENT NO. 3
Project No. 11373BB
Millsboro, DE

AUTHORIZATION:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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**ATTACHMENT A
FOR
MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES
VERDANTAS LLC**

TASK ORDER NO:	<u>Phase 76</u>
VERDANTAS PROJECT CODE:	<u>CB.02015.24</u>
CONTRACT NUMBER:	<u>11/04/22</u>

Subject to the terms and conditions of the above referenced Contract, the Consultant agrees to perform the following Scope of Work (briefly describe services and reference the proposal; for scope changes to existing proposals, a separate proposal may not be required unless requested by Client):

See attached Scope of Work

NUMBER OF COPIES OF DELIVERABLE: 3

ESTIMATED TOTAL COST: \$ 18,700

VERDANTAS PROJECT CONTACT: David Small

CLIENT PROJECT CONTACT: Carrie Kruger, P.E.

VERDANTAS AUTHORIZATION: _____ DATE: _____

CLIENT AUTHORIZATION: _____ DATE: _____

(Please return one signed original to Verdantas' Project Contact and retain one signed original for Client's records)

DS/SCH:acj
02015.24 MILLSBORO MISC\Phase 76 Sussex Central Reclaimed Water Irrigation System\MSA Task Order 76.docx

Scope of Work

Sussex Central School Reclaimed Water Irrigation System

This project includes the construction of spray irrigation systems at the Indian River School District (IRSD) Sussex Central High School, at both its existing location on Patriots Way, Georgetown and at the extension of the school. The existing school will be converted for use by middle school students when the high school students move into the building addition/extension. The project includes piped connection to the existing pop-up irrigation system for two areas known as the White zone and Green zone. The Green zone areas total 18.28 acres and the White zone areas total 12 acres. The irrigation system will include:

1. Popup irrigation pivots,
2. Irrigation laterals,
3. Connection of a reclaimed water main to the existing White Fields spray irrigation system,
4. Irrigation booster pumping station, and
5. Electrical and controls, including communication with the Town's SCADA system.

Scope of Work

1. Environmental Impact Document

Verdantas will prepare an Environmental Impact Document (EID) to support the Town's initiative to design and install a water reuse irrigation system on property owned by the Indian River School District.

The EID will be produced to support the Town's Clean Water State Revolving Fund (CWSRF) loan application to the Delaware Department of Natural Resources and Environmental Control (DNREC). The EID will be prepared according to guidance provided by the DNREC Environmental Finance Office.

Time and Materials Budget -- \$8,700.00

2. Preliminary Engineering Report

Verdantas will prepare a Preliminary Engineering Report (PER) to support the Town's initiative to design and install a water reuse irrigation system on property owned by the Indian River School District.

The PER will be produced to support the Town's Clean Water State Revolving Fund (CWSRF) loan application to the Delaware Department of Natural Resources and Environmental Control (DNREC). The PER will be prepared according to guidance provided by the DNREC Environmental Finance Office.

Time and Materials Budget -- \$10,000.00

**ATTACHMENT A
FOR
MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES
VERDANTAS LLC**

TASK ORDER NO:	<u>Phase 77</u>
VERDANTAS PROJECT CODE:	<u>CB.02015.24</u>
CONTRACT NUMBER:	<u>11/04/22</u>

Subject to the terms and conditions of the above referenced Contract, the Consultant agrees to perform the following Scope of Work (briefly describe services and reference the proposal; for scope changes to existing proposals, a separate proposal may not be required unless requested by Client):

See attached Scope of Work

NUMBER OF COPIES OF DELIVERABLE: 3

ESTIMATED TOTAL COST: \$ 21,750

VERDANTAS PROJECT CONTACT: David Small

CLIENT PROJECT CONTACT: Carrie Kruger, P.E.

VERDANTAS AUTHORIZATION: _____ DATE: _____

CLIENT AUTHORIZATION: _____ DATE: _____

(Please return one signed original to Verdantas' Project Contact and retain one signed original for Client's records)

DS/SCH:acj
02015.24 MILLSBORO MISC\Phase 77 Sussex Central Reclaimed Water Beneficial Reuse Main\CB 201524 Task Order 77.docx

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Scope of Work
Sussex Central School Reclaimed Water Irrigation Beneficial Reuse Main
and Stockley Force Main

This project includes the construction of a beneficial reuse main (BRM) that would be installed from the new White Farm Wastewater Treatment Plant (WWTP) to new turfgrass irrigation systems at the Indian River School District (IRSD) Sussex Central High School. The Town has an agreement with the Delaware Division of Health and Social Services (DHSS) that allows the sanitary sewer from the Stockley Center to be pumped into the Town's collection system. Currently the force main from Stockley discharges near the Route 24 Millsboro Pond bridge. The force main is antiquated, and the Town wishes to install a parallel sanitary sewer force main at the same time as the BRM for realization of economies of scale. The sewer force main will be extended to Stockley's property line, which will allow them to connect to the new force main and redirect Stockley sewer to the new White Farm WWTP. The parallel force main also is included in this project.

Scope of Work

1. Environmental Impact Document

Verdantas will prepare an Environmental Impact Document (EID) to support the Town's initiative to design and install a BRM and parallel sewer force main.

The EID will be produced to support the Town's Clean Water State Revolving Fund (CWSRF) loan application to the Delaware Department of Natural Resources and Environmental Control (DNREC). The EID will be prepared according to guidance provided by the DNREC Environmental Finance Office for CWSRF Loans

Time and Materials Budget – \$9,750.00

2. Preliminary Engineering Report

Verdantas will prepare a Preliminary Engineering Report (PER) to support the Town's initiative to design and install a Beneficial Reuse Main and sewer force main from the new White Farm WWTP to turfgrass irrigation systems at the Indian River School District Sussex Central High School at the Stockley Center.

The PER will be produced to support the Town's Clean Water State Revolving Fund (CWSRF) loan application to the Delaware Department of Natural Resources and Environmental Control (DNREC). The PER will be prepared according to guidance provided by the DNREC Environmental Finance Office for CWSRF Loans.

Time and Materials Budget - \$12,000.00

MISC BILLINGS- NEW BALANCE					
4/27/2023					
Date	Acct	Name	Amount		Rpt Code
1/6/2003	723	Buffalo Construction	0.11	Interest	GenMis
1/6/2003	723	Buffalo Construction	0.07	Interest	GenMis
1/6/2003	723	Buffalo Construction	7.03	Interest	GenMis
1/6/2003	723	Buffalo Construction	4.69	Interest	GenMis
1/6/2003	723	Buffalo Construction	7.03	Interest	GenMis
8/3/2022	223	Buffalo Construction	4.69	Interest	GenMis
9/6/2022	323	Buffalo Construction	0.11	Interest	GenMis
9/6/2022	323	Buffalo Construction	0.07	Interest	GenMis
9/6/2022	323	Buffalo Construction	0.11	Interest	GenMis
10/4/2022	423	Buffalo Construction	0.07	Interest	GenMis
10/4/2022	423	Buffalo Construction	0.11	Interest	GenMis
10/4/2022	423	Buffalo Construction	0.07	Interest	GenMis
10/26/2022	423	Buffalo Construction	0.11	Interest	GenMis
11/9/2022	523	Buffalo Construction	0.07	Interest	GenMis
11/9/2022	523	Buffalo Construction	0.11	Interest	GenMis
11/9/2022	523	Buffalo Construction	0.07	Interest	GenMis
12/2/2022	623	Millwood Acq	0.03	Interest	GenMis
1/6/2023	723	Millwood Acq	0.03	Interest	GenMis
2/13/2023	1023	Millwood Acq	16.42	Interest	GenMis
2/13/2023	1023	Millwood Acq	16.42	Interest	GenMis
2/13/2023	1023	Millwood Acq	16.42	Interest	GenMis
2/13/2023	1023	Sean O'Brien	54.20	GenMisc	GenMis
3/3/2023	923	Davis, Bowen & Friedel, Inc	33.44	Interest	GenMis
4/5/2023	1023	Lennar	77.01	Interest	GenMis
4/5/2023	1023	Lennar	96.70	Interest	GenMis
4/5/2023	1023	LENNAR - PLANTATION LAKES	77.01	Interest	GenMis
4/5/2023	1023	LENNAR - PLANTATION LAKES	96.70	Interest	GenMis
4/5/2023	1023	LENNAR - PLANTATION LAKES	6.93	Interest	GenMis
4/5/2023	1023	LENNAR - PLANTATION LAKES	14.27	Interest	GenMis
4/5/2023	1023	LENNAR - PLANTATION LAKES	101.93	Interest	GenMis
4/5/2023	1023	LENNAR - PLANTATION LAKES	216.40	Interest	GenMis
4/5/2023	1023	Mid-Atlantic Commercial Group	83.03	Interest	GenMis
4/5/2023	1023	Davis, Bowen & Friedel, Inc	33.44	Interest	GenMis
4/10/2023	1023	Millwood Acq	16.42	Interest	GenMis
4/10/2023	1023	Millwood Acq	2.14	Interest	GenMis
4/10/2023	1023	Millwood Acq	2.14	Interest	GenMis
4/10/2023	1023	Millwood Acq	2.14	Interest	GenMis
4/10/2023	1023	Millwood Acq	2.14	Interest	GenMis
		GEN MISC TOTAL	989.88		
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	July	Merck	1,080.00	Rent/Fee	Ellis St
		RENT FEE TOTAL	6,550.00		

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MISC BILLINGS- NEW BALANCE					
4/27/2023					
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
2/3/2023	823	Lennar	5,133.84	Plantation Lakes	engineering fees
2/3/2023	823	Lennar	6,446.39	Plantation Lakes	engineering fees
3/3/2023	923	Lennar	462.00	Plantation Lakes	engineering fees
3/3/2023	923	Lennar	951.47	Plantation Lakes	engineering fees
3/3/2023	923	Lennar	6,795.33	Plantation Lakes	engineering fees
3/3/2023	923	Lennar	14,426.98	Plantation Lakes	engineering fees
3/3/2023	923	Mid Atlantic Commerical Group	5,535.37	Mid Atlantic	engineering fees
4/5/2023	1023	LENNAR	11,205.71	Plantation Lakes	engineering fees
		ENGINEERING TOTAL	53,709.99		
5/28/2015	1115	Tana Simpson- Warren	180.00	1117 Houston Acres ser # 7	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 2/16/20	On/Off Wtr
		ON/OFF WTR TOTAL	100.00		
2/7/2020	820	Arcardis	708.45	Church St	Sewer Revenue
6/21/2021	1221	Tonald Trucking	226.71	Old Lanidng Rd & Mitchell	Sewer Revenue
		SEWER REVENUE TOTAL	935.16		
2/13/2023	823	Dave Jones, II	360.00	Slip # 15	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	Michael Wisnieski	360.00	Slip # 21	Boat Slip
2/13/2023	823	Keith Rogers	360.00	Slip # 22	Boat Slip
		BOAT SLIP TOTAL	1,800.00		
		GRAND TOTAL	64,490.03		
NEW BALANCE		DEBITS	CREDIT	ART LEAGUE PAID	OLD BALANCE
64,490.03		623,359.07	618,291.18	-1326.35	58,095.79

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Town of Millsboro
Building Permits
April 2023

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-010725	JAMES QUINE	31252 OLNEY WAY	14.5x29 PAVER PATIO w/FIREPIT, SITTING WALL, 4x6 TRASH ENCL	RPC	10194	05582	\$24,200.00	\$195.00
B-010726	THOMAS KIERNAN	382 WINDFLOWER DR	15x22 PAVER PATIO	RPC	10748	05819	\$5,000.00	\$95.00
B-010727	TERRY L SYLVANUS	29390 PEMBROKE LNDG	SCREEN IN EXISTING PORCH	RPC	09642	04467	\$2,500.00	\$85.00
B-010729	CALEB MILLSBORO, LLC	25023 ASPEN CIR	THE ARUBA BAY	RPC	08514	03935	\$230,121.14	\$953.00
B-010730	SAVRAE PROPERTIES	213 W STATE ST	CADENCE ACADEMY SIGN	MR	10845	04425	\$4,500.00	\$95.00
B-010731	MICHAEL MECHELLA	33431 HICKORY ST	12x30 STAMPED CONCRETE	RPC	11029	05570	\$5,400.00	\$100.00
B-010734	MARGARET A KERR	354 MORRIS ST	4' CHAIN LINK FENCE w/2 GATES	MR	09261	00145	\$6,000.00	\$100.00
B-010735	CLAYTON TAMM	36045 AUBURN WAY	6' WHITE VINYL PRIVACY FENCE w/1 GATE	RPC	11102	05052	\$1,949.00	\$80.00
B-010736	CALEB MILLSBORO, LLC	25206 SWEETGUM WAY	THE GRAND BAHAMA	RPC	08514	03905	\$227,909.39	\$944.00
B-010728	LARRY A BROWN	29514 GLENWOOD DR	INSTALL VINYL RAILINGS ON FRONT PORCH	RPC	09161	02860	\$5,441.21	\$100.00
B-010732	BARBARA HEMPSTEAD	31263 OLNEY WAY	15x28 PAVER PATIO w/2 SITTING WALLS	RPC	10193	05597	\$18,950.00	\$165.00
B-010737	RADFORD SKUDRNA	33264 CLAREMONT CT	30x14 PAVER PATIO, 4x6 TRASH ENCLOSURE	RPC	11085	05553	\$12,600.00	\$135.00
B-010118	CALEB MILLSBORO, LLC	27002 GREENLEAF DR	THE BIRCH	RPC	08514	03855	\$292,481.60	\$1,139.00
B-010747	LAURA PATTERSON	35256 WRIGHT WAY	14x20 DECK	RPC	10775	05367	\$13,720.00	\$140.00
B-010733	WENDY L SLOAN	35149 WRIGHT WAY	6' WHITE VINYL FENCE w/1 GATE	RPC	09791	05302	\$3,699.00	\$90.00
B-010738	CLAYTON HEIMBACH	514 MIFFLIN WAY	12x10 SCREEN IN PORCH	RPC	10441	05017	\$11,800.00	\$130.00
B-010739	CALEB MILLSBORO, LLC	26064 TULIP CRSG	THE BIRCH	RPC	08514	05666	\$292,481.60	\$1,139.00
B-010740	CALEB MILLSBORO, LLC	25238 SWEETGUM WAY	THE ELM	RPC	08514	03946	\$377,794.67	\$1,394.00
B-010741	CALEB MILLSBORO, LLC	25016 ASPEN CIRCLE	THE GRAND BAHAMA	RPC	08514	03898	\$262,019.27	\$1,049.00
B-010745	JOSEPH WRIGHT	32111 MADISON ST	365sf PAVER PATIO w/FIRE PIT, STEPS	RPC	09899	05204	\$23,102.00	\$190.00
B-010746	DAMON BATES	26069 TULIP CRSG	6' WHITE VINYL PRIVACY FENCE w/1 GATE	RPC	10679	03915	\$4,573.00	\$95.00
B-010742	CALEB MILLSBORO, LLC	25026 ASPEN CIRCLE	THE GRAND BAHAMA	RPC	08514	03894	\$262,019.27	\$1,049.00
B-010743	CALEB MILLSBORO, LLC	25034 ASPEN CIRCLE	THE DOMINICA SPRING	RPC	08514	03891	\$324,539.28	\$1,235.00
B-010744	STANLEY S GALUSKA	32099 MADISON ST	230sf PAVER PATIO	RPC	09645	05202	\$6,175.00	\$105.00
B-010750	LEMUEL FORREST	34361 BEAUFORT CT	4' BLACK ALUMINUM FENCE w/1 GATE	RPC	11068	05735	\$3,985.00	\$90.00
B-010748	CALEB MILLSBORO, LLC	25020 ASPEN CIR	THE GRAND BAHAMA	RPC	08514	03897	\$262,019.27	\$1,049.00
B-010749	CALEB MILLSBORO, LLC	25024 ASPEN CIR	THE GRAND CAYMAN	RPC	08514	03895	\$296,574.44	\$1,151.00
B-010751	CHRISTOPHER M UPMAN	26079 ST HAYES BLVD	FINISH BASEMENT	HR	09094	03200	\$6,962.00	\$105.00
B-010720	ORTIZ GUILLERMO	34254 RICHMOND RD	FINISH BASEMENT	RPC	10984	05696	\$20,000.00	\$170.00
B-009341	TIRADOR JULFORT T	20874 BRUNSWICK LN	12x18 DECK	RPC	07910	04615	\$5,500.00	\$100.00
B-010752	CHRISTIAN STOREHOUSE	149 MITCHELL ST	METAL ROOF OVER EXISTING LOADING/UNLOADING AREA	UB	00804	00580	\$6,800.00	\$105.00
B-010753	AZUR A. AFASHAGOV	20262 BRIDGEWATER RD	12x15 CONCRETE PATIO	RPC	09747	04146	\$500.00	\$50.00
B-010754	JEANNETTE L. HOLLAMON	323 HOLLY ST	REMOVE/REPLACE ABOVE GROUND POOL	MIR	00505	00600	\$0.00	\$0.00
B-010756	ROBERT ANTHONY	416 BAY TREE WAY	16x22 PAVER PATIO	RPC	10586	04999	\$8,986.00	\$115.00
B-010757	D K R INVESTMENTS	28632 DUPONT BLVD	RENOVATIONS/ADDITIONS	HC	00008	00001	\$48,000.00	\$310.00

Total Permits = 40
New Houses = 10
Renovations = 27
Commercial = 3

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Town of Millsboro
 Building Permits
 April 2023

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Permit #	Owner Name	Property/Address	Work Description	Zoning	Cust #	Tax #	Work Cost	Permit Fee
B-010758	FELIX TORRES	26081 TULIP CRSG	4' WHITE VINYL FENCE w/1 GATE	RPC	10648	03912	\$4,603.00	\$95.00
B-010760	ROBERT HAINES	35307 WRIGHT WAY	12x18 PAVER PATIO w/4x2 SHED BASE	RPC	10928	05444	\$3,000.00	\$85.00
B-010763	THOMAS OTT	34352 BEAUFORT CT	4' PICKET FENCE w/1 GATE	RPC	11121	05755	\$3,268.00	\$90.00
B-010755	BRIAN FURIO	25175 LUMBERTON DR	ADD 12x12 DECK EXT, MOVE BACK STEPS TO SIDE OF HOUSE	RPC	09923	02773	\$8,638.00	\$115.00
B-010761	DONALD PETERS	35377 WRIGHT WAY	6' WHITE VINYL PRIVACY FENCE w/1 GATE, 4x6 TRASH ENCL	RPC	11142	05469	\$4,136.00	\$95.00

Total Permits = 40
 New Houses = 10
 Renovations = 27
 Commercial = 3