

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

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



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

TOWN OFFICE  
PARKS/RECREATION  
STREETS  
WATER/SEWER

POLICE DEPT. 934-8174

### **Minutes**

**Millsboro Town Council  
Regular Council Meeting  
Millsboro Fire Hall  
109 E. State Street  
Millsboro, Delaware  
September 4, 2012**

**7:00 P.M. meeting called to order** in the Millsboro Fire Hall at 109 E State Street Highway, Millsboro, Mayor Robert Bryan presiding. Present were Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer Truitt, Council Persons, Jim Petruzella, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano, Town Solicitor Mary Schrider-Fox, Development Coordinator Linda Johnson, and Town Clerk Tammy Phillips. Council Person absent were Irene Keenan and Tim Hodges. Guest- see attached list.

### **Pledge of Allegiance**

**Public Comments** - None

**SCOUT - Chad Bensink**, Jim Petruzella introduced Chad as the scout that redid the mill replica at the Cordrey Garden site. The old mill that was originally placed there by the Lions Club was in need of repair and as part of his eagle scout work he undertook the project with great results. He did a very job and one that the town can be proud of. Congratulations and appreciation was expressed by all members of the council.

**SECRETARY'S REPORT** - Secretary Hastings presented the minutes from the August 6, 2012 council meeting for Council's approval. Thoroughgood moved Petruzella seconded to approve the minutes from the August 6, 2012 council meeting

as written. Motion approved unanimously with Keenan and Hodges absent.

**TREASURER'S REPORT** - Treasurer Truitt presented the bills and bank balances to Council for approval. Hastings moved Petruzella seconded to pay the bills from the designated accounts as presented. Motion approved unanimously with Keenan and Hodges absent.

**MILLSBORO FIRE COMPANY** - President O'Neal stated after months of advertising for the sale of the Millsboro Fire Company's old aerial apparatus very few inquiries were received. Even with the unit being in excellent condition, very few organizations were interested. So at the fire company's monthly meeting on August 14, members of the fire company voted to donate our retired ladder truck to the Bloxom Fire Company, Bloxom, Virginia. The Bloxom organization has had the misfortune of bad luck in the past years. In January 2006, their firehouse and 2 ambulances were lost to a blaze that occurred while the members were out fighting another house fire. Then in July of this year, they lost one of their members. He was killed while responding when their first run pumper was involved in a traffic accident that damaged the apparatus severely. When the motion was approved to donate; Bloxom was our first choice of where to donate the unit. On August 22, members of Bloxom Fire Company traveled to Millsboro to receive their "new" apparatus. Chief Matt Warrington, Deputy Chief Greg Short, Chief Engineer Robert Thieleman and Past Chief/Past President Norman Batchelor were on hand to turn over the keys to a grateful Bloxom crew.

The annual Delaware Volunteer Fireman's Association Conference and Convention is schedule for September 10-15 at the Dover Sheraton. A number of training sessions and seminars are schedule throughout the week, pertaining to both administrative and fire line officers, many of which are offered free of charge. The parade is scheduled for Saturday, September 15, in Dover beginning at 2 p.m.

I am sure every one has noticed the construction of the fire signals on State Street in front of the firehouse. These signals were propose to the Delaware Department of Transportation during their roll out of the proposed State Street-Iron Branch Road upgrade project in June of 2011. The fire company felt there was a safety issue with the increased traffic along State Street and our apparatus enter-

ing and exiting the firehouse onto State Street. We proposed the addition of the fire signal to DELDOT and then approached Senator Bunting and Representative Briggs-King and Representative Atkins concerning funding for the project. All three members were on board with the proposal and helped contribute the money necessary to relocate the lights from their old location on Railroad Avenue to State Street. The signal lights will be activated by our apparatus leaving and entering the station and will warn motorist in both east and west directions of apparatus movement. Signs will be in place as well as stop lines painted on the roadway itself to warn traffic of where to stop once the signals have been activated.

**GREATER MILLSBORO CHAMBER OF COMMERCE** - Amy Simmons, Chamber Coordinator, Absent

**MILLSBORO POLICE DEPARTMENT** - Chief Murphy stated training for the month of August 13<sup>th</sup> and 15<sup>th</sup>, Pfc. Morris and Pfc. Rogers attended field training officer training at DSPTA. There are no issues to report on Homeland Security. There are no issues to report on CALEA. Big Thursday, the 5k run and the Hispanic Festival were held as schedule with no issues to report. The two (2) new police vehicle has been titled, tagged and are being equipped with required equipment. The two (2) retired vehicles were taken to Wilson Auto Sales to be sold; received \$ 1855.00. The recruits will be graduating on September 21, 2012 at 2:00 p.m. in Dover. Trick n Treat is schedule for October 31, 2012 6:00 p.m. to 8:00 p.m., 12 under must be in costume. Sussex County Council Revenue Grant \$ 25000.00 is used to reimburse for the purchase of one (1) vehicle. Combat violent crime program \$ 18250.77 will be used for tactical training \$ 3300.00; three (3) day training and \$ 14950.77 will be used for upgrading glock pistols for tactical team \$ 2200.00; compact laptop \$ 2700.00; upgrade tasers; and sights for rifles \$ 3000.00. State Aid to Local Law Enforcement will be used for equipment for new vehicles \$ 4732.92. Emergency Illegal Drug Enforcement will be used for overtime, drug enforcement \$ 3900.16. Thoroughgood moved Truitt second to approve all expenses for the grants. Motion approved unanimously with Keenan and Hodges absent.

**PARK AND RECREATION REPORT** - Cupola Park - special needs swing request. The town has received a request from a family whose child enjoyed swinging at Cupola Park; which has since passed away. The family would like to install a spe-

cial needs swing in memory of their child. The family will pay for all expense with no cost to the town. We will need to find out the state regulations and a space to install the swing. Petruzella moved Truitt second to approve the special needs swing with the state regulations and a space to provide the swing in Cupola Park. Motion approved unanimously with Keenan and Hodges absent.

**STREET REPORT** - Truck Traffic- DELDOT has received a request to consider restricting truck traffic on State Street (S326) through Millsboro; the request specifically referencing concern of increased truck traffic between US Route 113/W. DuPont Boulevard (S113) and DE Route 24/Main Street (S24). DELDOT would like the Town of Millsboro to review and determine what truck prohibitions, if any, they may want to implement on this roadway. After discussions, the council had decided to encourage the by-pass the best option for the Town of Millsboro.

**WATER AND SEWER REPORT -**

Wastewater - Contract F - Mark Downes from CABA Associates, Inc. stated that Contract F irrigation system at Millsboro Middle School is finalizing testing and programming different zones to have different hours of operation. Last month the change order came through to add Fiber optic cable that will be providing for the SCADA system which Tieder is to finish this week. As soon as the "as-built drawings" are completed and submitted to DNREC for approval then the operating permits will be issued.

Contract G transmission main starting at W.B. Atkins Park (State Street) to White Farms on Hardscrabble Road has been awarded to Daisy Construction. Daisy Construction still needs to sign the contract and submit the required bonding, and certificate of insurance liability. Work should begin in Mid October.

Contract H -Aquifer Recharge facility bids open August 30, 2012 @ 3:00 p.m. at 322 Wilson Highway with 4 bids submitted Kuhn's Construction \$ 3,315,500; American Infrastructure \$ 3,443,000; Bearing Construction \$ 3,821,000 and Daisy Construction \$ 4,389,790. CABA recommends that the Town of Millsboro accept the low bid of Kuhn Construction on the subject project for \$ 3,315,500; which bidding documents determined that EPA Form 6100-3 was not included one of two (2) DBE subcontractors listed on EPA Form 6100-4. Since the bid, opening CABA Associates has received the

missing form, which was informality since it does not involve price, time, or changes in the work. Thoroughgood moved Petruzella second to approve the lowest bidder Kuhn's Construction \$ 3,315,500 on project Aquifer Recharge facility. Motion approved with Council Person Keenan and Hodges absent.

#### MAYOR'S REPORT -

Lennar - request to have permission to continue interest payments in the past. They have been making their payments without issue. Truitt moved Hastings second to approve Lennar to continue making interest payments each month. Motion approved by a vote 4 yeas - 1 abstention. Motion approved with Petruzella abstaining and Keenan and Hodges absent.

#### Building Improvements -Update

Schifano gave the progress on exterior and stone up the drive thru wall and interior metal, still on target for end of year completion.

#### Building Improvements - change orders -

- Entrance to council chambers closed off entrance from the Museum and make it to the hallway to council chambers.
- Coat closet outside council chambers.
- had to move electric transformer outside has been coordinated with DP & L
- Additional window in break room has been ordered.
- Exterior stone wall is all the way up
- Movable filing system allowing for growth cost \$ 7,000.

Thoroughgood moved Hastings second to approve the movable filing system as quoted from EOS of Delaware. Motion approved unanimously with Keenan and Hodges absent.

Millsboro Art League - building improvements projects. Ron Lightcap, President of Millsboro Art League would like to do some renovation improvements to the interior of their gallery. Specifically, we would remove and replace carpet in the gallery exhibit and classroom/workshop area and add tile to the washroom area that is currently carpeted; remove display/storage cabinets in the gallery exhibit and classroom/workshop area and remove current receptionist desk

and replace with a more modern modular desk. The cost of these changes will be absorb by the art league from money that the have already earmarked for these purposes and from a recent grant from the Sussex County Council. Thoroughgood moved Petruzella second to approve the Millsboro Art League renovation improvements to the interior of their galley. Motion approved unanimously with Keenan and Hodges absent.

Hazard Mitigation - Town Manager Faye Lingo advised that the action plan was not ready for council approval, tabled with no further action tonight.

Life Insurance - a change from Hartford to Humana; Faye explained that due to a rate study done by our broker it was found that the town could get the same insurance from Humana; so it has been transferred to them with a cost savings of approximately \$ 1,600 for the year.

Castrol Oil - Grand Opening, ribbon cutting, Saturday, September 22, 2012, 10:00 a.m.

Chimes - Grand Opening, Wednesday, September 12, 2012, 1:00 p.m.

7:45 p.m. Truitt moved Petruzella second to adjourn. Motion approved with Keenan and Hodges absent

Respectfully Submitted,



Greg Hastings,  
Secretary