

**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
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TOWN OFFICE
PARKS/RECREATION
STREETS
WATER/SEWER

POLICE DEPT. 934-8174

**Minutes
Millsboro Town Council
Regular Council Meeting
Millsboro Council Chamber
322 Wilson Highway
Millsboro, Delaware
October 7, 2013**

7:00 P.M. Meeting called to order by Mayor Robert Bryan in the Council Chambers located at 322 Wilson Highway Millsboro, DE. Present were Secretary Greg Hastings, Treasurer Michelle Truitt, Councilpersons Tim Hodges, Jim Petruzella, Irene Keenan, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano, Town Solicitor Mary Schrider-Fox, Development Coordinator Linda Johnson, and Town Clerk Tammy Phillips with Vice-Mayor John Thoroughgood absent. Guests - see attached list.

Pledge of Allegiance

Public Comments - none

SECRETARY'S REPORT -Secretary Hastings presented the minutes from the September 3, 2013 council meeting for Council's approval. Hodges moved and Keenan seconded to approve the minutes from the September 3, 2013 council meeting as written. Motion approved unanimously with Thoroughgood absent.

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

MILLSBORO FIRE COMPANY - President Ron O'Neal presented.

The Fire Company participated in the 19th Annual Delaware Volunteer Firefighter's Association Convention in Dover on September 11th thru 14th. The EMT's attended the in-house training sessions provided in order to obtain credit hours needed to maintain their certifications. Other members attended seminars and round-table discussions, focused on fire line operations as well as administrative topics, and the ladder truck represented the organization in the parade thru Dover on Saturday afternoon. During the Appreciation dinner on Wednesday evening, Mills-

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boro Fire Police Captain John Hall was sworn in as President of the Delaware State Fire Police Association.

Members of the Millsboro Fire Company participated against six other local fire company teams in a Vehicle Rescue Competition on Saturday, October 5. The event was held at the 16 Mile Brewery in Georgetown was open to the public and featured teams in multiple vehicle accident scenarios developed and judged by instructors from the Delaware State Fire School. Teams were judged and awarded points on speed, patient care, safety, scene awareness and tool handling. Morning and afternoon sessions were held for each team, and after the judging was completed, the team from Millsboro, consisting of Tim Finkbinder, Eric Myers, C.J. Talley, Dennis Swain, Greg Short, Matt Gilbert, Mark Skidmore and Matt Skidmore had finished second to the Georgetown Fire Company in the competition. The members are very proud of their guys and hopes the competition becomes an annual event.

This is a very busy time for their volunteers who are involved with Fire Prevention week activities. An event is scheduled for every day this week, from tours and demonstrations to fire truck rides and the mini-muster at East Elementary School. Countless hours are donated by their members for these events as between 800 and 900 elementary aged school children will participate during this period. County wide awards for Prevention poster and essay submissions will be distributed at the Sussex County Firefighter's meeting in November, and the State awards presented in January.

In continuing with their monthly training schedule, in-house sessions for the month of October will consist of self survival evolutions with an emphasis on fire attack using compressed air foam methods.

GREATER MILLSBORO CHAMBER OF COMMERCE - Amy Simmons, Executive Director stated the Millsboro Country Festival was a great success. Attendance exceeded all expectations. 1380 adults paid at the gate, over 600 tickets were given out to the kids for the inflatables and the car show had a huge attendance. The Chamber has received positive feedback from attendees and vendors. Planning for next year is already underway.

Little Miss Millsboro will be held Sunday, October 20 @ 2 p.m. @ the Millsboro Town Center. They are still looking for contestants ages 4-16 for Little Miss Millsboro, Junior Millsboro and Teen Miss Millsboro. Application deadline is Monday October 14.

Millsboro Christmas parade will take place on Wednesday, December 11th starting at 7 p.m. The chamber is talking with M&T Bank about using their parking lot again this year.

Millsboro Town Center Rentals are going well. Lots of dates for 2014 taken and inquires about the hall are just about daily.

Membership Luncheon will be held October 17, @ Pizza King.

MILLSBORO POLICE DEPARTMENT - Chief Murphy presenting

Training - Pfc. Forester attended Fraudulent Document training at the DSPTA. PFC. Rogers attended SWAT qualification. There were two de-

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partmental firearms qualifications, all officers' qualified daytime pistol and rifle.

Homeland Security - No issues

CALEA - No issues

Miscellaneous - The Country Festival was held as schedule with no significant issues to report.

The recruits are progressing with field training with no issues to report. They are scheduled to complete field training during the middle of November.

The police department has received their certificate from the state. This is automatically issued to agencies that are CALEA Accredited.

The police department mentioned that parking in front of their entrance on Main Street is being taken up with visitors of the local businesses. They are also parking along the side of the police department but the town can place signs there that will reserve police parking only as it is on private property. Main Street is public parking restricted to two hour parking so to restrict it there will need to be a resolution by council. Petruzella moved and Keenan seconded to approve 3 parking lots in front of the police department to be designated for the department visitors or officers. Motion approved unanimously with Thoroughgood absent.

Hastings moved and Truitt seconded to approve to continue with family night out/Trick or Treat on October 31 from 6 p.m. to 8 p.m. for kids under age 12 must be in costumes. Motion approved unanimously with Thoroughgood absent. Keenan moved and Truitt approved to give a monetary gift of \$ 200.00 for the family night out/Trick or Treat. Motion approved unanimously with Thoroughgood absent.

Corporal Promotion - Pfc. Evans is eligible to be promoted to the Corporal, as he has passed all criteria's for the position. Hastings moved and Petruzella seconded to approve to promote Pfc Evans to the corporal position. Motion approved unanimously with Thoroughgood absent.

WATER AND SEWER REPORT - Lingo presented the prepayment of State Revolving Fund Loan, the town has \$ 1,637,583.35 left in the Special Development District funding that has not been utilized. These funds are from the first bonds sold and need to be expended by January 2014. It was always listed that we could use towards wastewater improvements. The items listed cannot be completed in the time allowed but we have permission to add it to the land purchase. This will go to help pay part of the State Revolving Fund Loan, the borrowing allows for prepayment without penalty. Hodges moved and Petruzella seconded to approve to use the State Revolving Fund loan \$1,637,583.35 toward wastewater improvements and to add it the land purchase. Motion approved unanimously with Thoroughgood absent.

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MAYOR' S REPORT-

Millsboro Town Center- Open house November 17th @ 12 p.m. to 4 p.m. Mayor has appointed a committee Truitt (chairperson), Hastings and Bryan to work on details.

Farmland Lease for the White Farm - We had opened bids on September 30 for the beneficial reuse site. The bids were as follows: Magee Farms \$ 21,844.95; ABC Farms, Inc. \$ 23,684.00; GC Farms, Inc. \$ 16,810.00 and Johnson Heritage Farm, LLC \$ 18,752.00. Hastings moved and Hodges seconded to approve ABC Farms bid of \$ 23,684.00 for farming in the beneficial reuse site. Motion approved unanimously with Thoroughgood absent.

Resolution to borrow money - A new resolution needs to be drawn up with Mayor Bryan's signature as old documents had prior Mayor Gum's signature. This will extend the interim financing with PNC until May 2014. Hodges moved Petruzella seconded to approve authorizing Mayor Bryan to sign the new resolution with his signature. Motion approved unanimously with Thoroughgood absent.

Lennar - extension of final annexation payment -Lennar has been making monthly payments on their annexation payment which consist of \$590,599.00 with 6% APR., interest only charge payable in monthly interest payments. They are asking for a twelve month extension. Hodges moved and Hastings seconded to approve Lennar to make monthly payments as prior years. Mayor Bryan called for a roll call. Hastings-yes, Keenan -yes, Hodges-yes, Truitt-yes, and Mayor-yes, so the motion approved with councilperson Petruzella abstaining (resident of Plantation Lakes). Motion approved with Thoroughgood absent.

Plantation Lakes - conditional use - Plantation Lakes are requesting for a two year extension on signs in Plantation Lakes Sussex County Map No. 1-33-16.00 parcel 950. They are also asking if they could combine all directional sign to be renewed at one time. Second sign is located at Sussex County Map No. 1-33-20.00-037.00 zoned HR-RPC. Keenan moved and Truitt seconded to approve both signs located at Sussex County Map No. 1-33-16.00 parcel 950 and Sussex County Map No. 1-33-20.00-037.00 for two year extension expires 10/2015. Mayor Bryan called for a roll call. Keenan - yes, Hastings - yes, Hodges - yes, Truitt - yes, Mayor - yes, so the motion approved with councilperson Petruzella abstaining (resident of Plantation Lakes). Motion approved with Thoroughgood absent.

Monroe Square - Monroe Street and Northern Avenue, Sussex County Map No. 1-33-17.13-015.00 are requesting an extension of their final site plan approval. Hodges moved and Petruzella second to grant one-year (10/2014) extension at Monroe Street and Northern Avenue, Sussex County Map No. 1-33-17.13-015.00. Motion approved unanimously with Thoroughgood absent.

Otter Branch - BARR, LLC - Sussex County Map No. 1-33-17.00 parcel 67.00 is requesting an extension on preliminary site plan renewal. Hodges moved and Truitt second to grant one-year (10/2014) extension on preliminary site plan at Otter Branch on Old Landing Rd. Motion approved unanimously with Thoroughgood absent.

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Liborio -Louviers, LLC - Scott Labdell representing Liborio - Louviers, LLC presented that they would like to partitioning of Sussex County Tax Map No. 2-33-5.00-10.00. They have a portential buyer interest-ed in the front part of the parcel which is .8382 acres. Petruzella moved and Hodges seconded to grant partitioning of Lot 1 (.8382 acres) and Lot 2 (2.9567 acres). Motion approved unanimously with Thoroughgood absent.

Supplemental Tax Billing - July 1 thru September 30 for the balance of the fiscal year. These are properties that have had changes that resulted in their assessed values changing. Property Tax Associates has completed their computations and submitted the paperwork. Hodges moved and Truitt seconded to approve the Supplemental Tax Bill to property owners. Motion approved unanimously with Thoroughgood absent.

STREET REPORT - Hastings presented that the traffic downtown is horrendous. He believes an ordinance needs to be in place designating a truck route. Chief Murphy stated that when the officers' have an emergency call; they have to usually maneuver on other reliable streets in town to get out to the highway and around town area. Ron O'Neal from the fire department stated the traffic downtown is hard to deal with on Main Street and Washington Street to get out to the highway. Hastings asked the council process this information and to give some thoughts to help downtown traffic would like to further this discussion on the 11/4/13 council agenda.

Hodges moved and Keenan seconded to recess @ 8:15 Regular Council meeting and to enter at 8:25 into an Executive Session. Motion approved with Thoroughgood absent.

Regular Session
Reconvene @ 8:45 pm

Hodges moved and Petruzella seconded to proceed with Contract G as discussed in the executive session. Motion approved unanimously with Thoroughgood absent.

Keenan moved and Hodges second to adjourn the meeting @ 8:46. Motion approved unanimously with Thoroughgood absent.

Respectfully Submitted,


Greg Hastings
Secretary