

**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 Council Chamber  
322 Wilson Highway  
Millsboro, Delaware  
November 4, 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 Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer Michelle Truitt, Councilpersons Tim Hodges, Jim Petruzella, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano, Town Solicitor Mary Schrider-Fox, Development Coordinator Linda Johnson, Finance Director Bill Sauer and Town Clerk Tammy Phillips with Irene Keenan absent. Guests - see attached list.

**Pledge of Allegiance**

**Public Comments** - Chad Lingenfelder, Zoar Road, Georgetown, He spoke concerning the proposed truck bypass that was brought up last month. He presented several reasons why he thought it was an unsafe plan. Understanding there is a traffic problem but that the roads suggested were not built to handle the weight and size of trucks. He asked that council take all of that into consideration when they make any decisions.

**SECRETARY'S REPORT** -Secretary Hastings presented the minutes from the October 7, 2013 council meeting for Council's approval. Hodges moved and Petruzella seconded to approve the minutes from the October 7, 2013 council meeting as written. Motion approved unanimously with Keenan absent.

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

Regular Council Meeting – Town of Millsboro  
October 7, 2013

**Audit – Sheldon Forney from Jefferson, Urian, Doane and Sterner** reported that the annual has been completed and distributed. That he was pleased to report that the audit did not find any abnormalities. He reviewed the town's finances. Thoroughgood motion, Hastings second to accept the report as presented, approved unanimously with Keenan absent.

**MILLSBORO FIRE COMPANY** – President Ron O'Neal presented.

Fire Prevention activities for this year are wrapping up with the judging of essays and posters. "Preventing Kitchen Fires" was this year's topic, and the volunteers from Millsboro were extremely busy. Between the Safety House tours, fire truck rides and safety demonstrations, members spent just over 60 man-hours helping approximately 1530 school aged children the importance of fire prevention. Awards for local essays will be presented at the fire house on Saturday, November 16, with the County awards being presented at the Sussex County Volunteer Firefighters Association meeting in Laurel on November 26. State wide winners will be announced in January.

In order to review operational costs associated with Emergency Medical Services in Delaware, an EMS Service Task Force has been formed in conjunction with the State of Delaware Joint Finance Committee. All volunteer fire companies who operate ambulance services have been asked to submit budgets to the Task Force, who will in turn present the financials to Delaware Legislators with the goal of increased funding for these EMS operations.

Despite the government shutdown of the National Emergency Training Center in Emmitsburg, Maryland, the National Fallen Firefighter's Memorial was held on Sunday, October 6. This year's service, held at Mount St. Mary's University, honored 81 firefighters who have died in the line of duty, including that of Justin Townsend of Dagsboro, who passed away on September 28, 2012 while responding to an alarm.

Once again, Millsboro was fortunate to host the Northeast Rally Club 2013 Pumpkin Run the weekend of October 18-20. Their Ladies Auxiliary handled feeding the participants and members helped with duties such as manning the checkpoints and running the sweep vehicle in case anyone broke down or was unable to complete the course. Many thanks to Mayor Bryan for helping to bring this organization back to Millsboro.

**GREATER MILLSBORO CHAMBER OF COMMERCE** – Amy Simmons, Executive Director presented.

Family Night Out was a huge success! Cpl. Rogers did a fantastic job along with officers Rambo and DuFour. Chamber will like to thank you to Steve Gilbert from Millsboro Fire Company for bringing the rescue truck to provide lighting and give kids a chance to climb in the fire truck. Thanks to the Town of Millsboro's generous donation for candy, Mayor Bryan's donation and a few local businesses the kids all got plenty of treats. We had over 350 kids and a great time was had by all.

Regular Council Meeting – Town of Millsboro  
October 7, 2013

The new Millsboro Books are in. This publication lists all Chamber members as of October 1, 2013. There are articles on senior living, health care options, and general information about the areas that the Chamber encompasses along with events in the area. There is a tribute to Miss Alice Hudson in this edition.

Millsboro Christmas Parade will be held Wednesday, December 11 starting at 7pm. Ask and it shall be given, after last month's council meeting a local business, D&D Stained Glass stepped up to sponsor the Christmas Parade. We are so excited this year not to charge anyone an entry fee for the parade. She would publically like to thank D&D Stained Glass. Through another sponsorship by PNC Bank, the Chamber will be giving each band that participates in the parade money to help defray the cost of transportation for coming to the parade. Invitations have been sent to Indian River, Sussex Central, Sussex Technical High School, Cape Henlopen, Laurel and Seaford high school marching bands.

Volunteer Appreciation and Christmas Dinner will be held Thursday, December 5 at The Town Center. Invitations will be sent out.

Holt's Furnishings will hold their Grand Opening and Ribbon Cutting on November 16<sup>th</sup> at 10am. This ribbon cutting is very special to Audrey. She has taken over her father's business after his death last November. She has worked hard to downsize the store and add new furnishings and Amy thinks it would be great for as many of us as possible to be there to support her in her new endeavor.

MILLSBORO POLICE DEPARTMENT - Chief Murphy presented.

Training - Cpl Moyer and Cpl. Rogers attended Certified Instructors Course training at the DSPTA on October 7<sup>th</sup> - 11<sup>th</sup>.

Homeland Security - No issues to report.

CALEA - No issues to report.

Miscellaneous - The weather conditions for Trick or Treating/Millsboro Family Night Out were practically ideal, the turnout seemed to be better than past years. Even though traffic was relatively heavy for a few hours there are no issues to report.

The Christmas Parade is on the schedule and the Event Plan is being completed.

The road construction project should be complete later this week.

Over the holidays officers will be working OHS funded initiatives, we currently have a DUI Initiative and an Aggressive Driving Initiative scheduled. Currently there are 14 blocks scheduled.

Regular Council Meeting – Town of Millsboro  
October 7, 2013

Field Training Officer's completion and promotion to Patrolman, this is an automatic with the raises that come with the promotion. We just like to make it official at the council meeting and this scheduled for November 10<sup>th</sup>

Sgt. Wheatley requesting permission for education classes, he has submitted his request in advance and the Chief has approved the courses. It is Town policy that the courses have to be preapproved and if the employee receives an acceptable grade then the town reimburses the employee for his costs. The course is Organizational Management program and the cost is estimate of \$ 1200. Petruzella and Truitt approved Sgt. Wheatley to proceed with taking the course. Motion approved with Keenan absent.

Grant application recommendations The Chief has his formal proposals for the grant ready for your approval.

Violet Crime - 800 MHZ new Motorola radio \$ 22,236.61

EIDE - Overtime

SALLE - new server for office \$ 5,094

Sussex Block - Tahoe equipment, 2 laptops, jackets,

Calea training for 3 officers to attend class Winston-Salem, N.C. and not spending range portion.

Thoroughgood moved and Truitt approved all grant purchases and attending classing in Winston-Salem, N.C. Motion approved with Keenan absent.

**STREET -**

Committee report for engineer selection to inventory streets The committee has interviewed three engineering firms concerning the streets. Hodges (Chairperson) has made their decision to offer the jobs to URS, here in Millsboro. They will be doing an inventory of streets, condition, resurface, repairs and recommendations and grading system. Thoroughgood moved and Petruzella second to approve URS to inventory of streets, conditions, resurface, repairs and recommendations and grading system. Motion approved with Keenan absent.

**WATER AND SEWER REPORT -**

Contract G - no new upgrades per Town Manager Faye Lingo

Contract H - project is nearly done per Town Manager Faye Lingo.

**MAYOR'S REPORT-**

Dukes Manor - Sussex County Map No. 1-33-16.16 parcel 8.00 is requesting an extension on final site plan approvals. Petruzella moved and Truitt second to grant one-year (11/05/2014) extension on final site plan at Dukes Manor across from Mill Chase Apartments between Monroe Street and Northern Avenue. Motion approved with Keenan absent.

Plantation Lakes, amended site plan application Ken Usab, MRA presented changes the developer would like to see take place. Hodges motioned

Regular Council Meeting – Town of Millsboro  
October 7, 2013

Hastings second to hold a public hearing on December 2, 2013 at the regular council meeting, approved unanimously with Keenan absent.

Millsboro Town Center Open House November 17, 12:00 p.m. to 4:00 p.m. There will be to speakers will be attending and there will be tours of the building and the Museum will be open.

Conditional Use Renewal Sussex County Map No. 1-33-17.09 parcel 029.00 322 Main Street, Apartment 1 & 2 zoning UB, owner John H Parker Sr., is requesting for conditional use renewal for two years. Thoroughgood moved and Truitt second to grant two years (11/05/2015) renewal on a conditional use at Sussex County Map No. 1-33-17.09 parcel 029.00, 322 Main Street, Apartment 1 & 2 zoning UB. Motion approved with Keenan absent.

Liborio-Louviers, LLC - Mayor has appointed a committee to review site plan introduction. Chairperson Thoroughgood, Petruzella and Mayor.

Truck Traffic, Hastings reviewed the problems that Millsboro is facing withal traffic and if there is no bypass to be built then it is the responsibility of the Town to look for solutions. Thoroughgood explained that the roads as designed would not accommodate trucks. He also thought it would make sense until after the town meets with the legislators to see what they have to say. After we have heard from them the town can discuss further.

9:18 pm Hodges motion, Truitt second to enter into executive session after a ten minute break. Approved unanimously with Keenan absent.

**Reconvene regular session:**

9:50 pm regular session called to order.

Petruzella motion, Truitt second to adjourn the meeting with no council action to be taken. Approved unanimously with Keenan absent.

Respectfully Submitted,

  
Greg Hastings  
Secretary