

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



**Phone: (302) 934-8171  
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TOWN OFFICE  
PARKS/RECREATION  
STREETS  
WATER/SEWER

POLICE DEPT. 934-8174

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

**Minutes  
Millsboro Town Council  
Regular Council Meeting  
Millsboro Council Chamber  
322 Wilson Highway  
Millsboro, Delaware  
January 6, 2014**

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, Councilpersons Tim Hodges, 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 Treasurer Michelle Truitt, and council person Jim Petruzella absent. Guests - see attached sign in sheet.

**Pledge of Allegiance**

**Public Comments** - None

**SECRETARY'S REPORT** -Secretary Hastings presented the minutes from the December 2, 2013 council meeting for Council's approval. Thoroughgood moved and Keenan seconded to approve the minutes from the December 2, 2013 council meeting as written. Motion approved unanimously with Treasurer Michelle Truitt and Jim Petruzella absent.

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

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**MILLSBORO FIRE COMPANY** – President Ron O’Neal presented; the fire company closed out 2013 with a total of 363 fire calls, down from 437 in 2012. This represents a decrease of 17% or 74 emergency calls from last year. This also represents the lowest number of fire related emergency responses since 2006.

Unfortunately the number of EMS calls increased by 166 or 7.5% to 2215 versus 2049 for 2012. This is the highest number reached since 2006, eclipsing the previous high of 2088 in 2010. Some other numbers associated with the ambulance:

- The number of calls translates to an EMS response every 3.95 hours, that’s 24 hours per day, 365 days a year of EMS coverage.
- Total mileage in 2013 was 68,340 miles or an average of 31 miles per call
- Our volunteers, as either driver or EMT, responded to 491 of those calls.
- Payroll to cover all full and part time paid EMT’s was \$381,678.

Lastly, Mr. Ron O’Neal stated, he would like to thank Mayor Bryan and all of the Council members for their help and assistance over the last 5 years that he have served as President of the fire company. It has been a very rewarding experience to come before them each month and present news of their organization, something that he has been extremely proud to do. In 2014, he will be moving to a Trustee position on the Board of Directors. As of next Tuesday, Mr. Mike Mitchell will be sworn into the office of the President and in February will be representing the fire company before this Council, continuing to provide news and updates from our organization.

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

Millsboro Christmas Parade was a great success, largest parade we have record of. The feedback form the community has been positive. A big thank you to D&D Stained Glass for sponsoring the parade, PNC Bank for helping sponsor the bands, Evan Rogers and the Millsboro Police Department and Delaware State Fire Police for traffic control.

The Chamber will hold a Sock Hop on Saturday February 1 from 6 pm - 10 pm at The Town Center. Tickets are \$10 per person. A dinner platter will be included. DJ Pat Brown will be

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playing the best of the 50's - 60's. Tickets will be available Thursday from Board members or the Chamber office.

The 19<sup>th</sup> Annual Central Sussex Bridal Show will be held Sunday, March 2 from 11 am - 3 pm at The Millsboro Town Center.

There have been several inquiries for the center rentals and bookings for this year already.

**MILLSBORO POLICE DEPARTMENT** - Chief Murphy absent; his report is in the packet.

**STREETS** - Truck Traffic downtown Mayor appointed a committee Hodges (chair) Thoroughgood, Hastings and Chief Murphy.

**RECREATION - NONE**

**WATER AND SEWER REPORT** - Contract G, executive session

**MAYOR'S REPORT-**

HPRP, INC., Kamlesh Patel request to combine parcels 1-33-17.13 parcel 88.00 and 88.01, there is a building on both parcels. To combine into one parcel then one building is required to be demolished. Mr. Patel would like to relocate his package store business into the brick building and demolish the two story building that is currently the package store next to the sidewalk. Thoroughgood moved Hodges seconded to approve to combine parcels 1-33-17.13 parcel 88.00 and 88.01, and to demolish the two story package store on the corner 1-33-17.13 parcel 88.00. Motion approved unanimously with Treasurer Michelle Truitt, Jim Petruzella absent. Mr. Patel asked about the existing conditional use that he has for the two story building (an apartment). Ms. Schrider-Fox advised that it would be best to reapply for a new conditional use for the new building. The existing conditional use is non transferrable to a different building. Mr. Patel expressed concern about having the engineering and design done if it was not going to be granted. Ms. Schrider-Fox advised him to discuss with Kenny Niblett, Building Official about when best to make the application but that it would have to be a new application.

Rental Committee - lease amendment for the Art League The Committee met (Tim Hodges, chair) with a representative of the Art League (Debra Doucette) and agreed to put forward a proposal for council to consider. The current lease has a \$100.00 increase scheduled to take place July 2014 which would make the lease \$450/month. They are asking for the amount to remain at the \$350 for an extra year before the next increase, extending the lease

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from 5 years to six years. The committee made the following recommendation to the town council. They would amend the current five year lease into a six year lease and keep the current monthly rent amount (\$350/month) the same during year four (7/1/14/-6/30/15) and then during year five (7/1/15-6/30/16) to \$450/month and year six (7/1/16-6/30/17) to \$500/month. Keenan moved Thoroughgood seconded to approve to accept rent to stay at \$350/month for one more year and extend lease agreement to six years with increments of \$100/year starting (7/1/15-6/30/16). Motion approved unanimously with Treasurer Michelle Truitt and Jim Petruzella absent.

**Museum hours** Mayor stated looking for volunteers to work the museum maybe once a month or twice a month. Right now it is not available to the public except by appointment and there needs to be a schedule that visitors can plan around. If a schedule can be established with the help of volunteers it would be helpful. Peg Buzzeli, a member of the Millsboro Garden Club, volunteered that she will let the Garden Club know of the need. There is a possibility that some of them would like to help. Mayor Bryan thanked her and hopefully we can schedule it open soon.

**Museum organization,** Mayor suggested to give Michelle Truitt a token of appreciation for working on the museum and bringing it together. She spent many hours before school started back and then she was in here at nights and weekends trying to get it ready in time for the Open House. Thoroughgood moved and Keenan seconded to approve (3) gift certificates \$50 each from Georgia House, Bluewater Grill and The Pint and Pub. Motion approved unanimously with Treasurer Michelle Truitt and Jim Petruzella absent.

**MR Zoning,** request to amend the Medium Density Residential Zoning to include a day care; right now daycare is only allowed in MR if it is done out of a residence as a home occupation. Council is being asked to consider allowing it as a business. There is a property for sale that a prospective buyer believes will work out for daycare. The options are to amend the MR zoning making it a legal conforming use; possibly as a conditional use or to say no and leave the zoning as it is. There was a discussion about what the zoning for day care and early childhood development centers or conditional use. Thoroughgood moved Keenan seconded to approve to have tabled till February meeting. Motion approved with Treasurer Michelle Truitt and council person Jim Petruzella absent. Mayor decided to appoint a committee to study the options; Thoroughgood (chair), Truitt and Petruzella.

**The Great Race scheduled for June.** Some of you may be aware or heard of "The Great Race"; this year the race is scheduled to come through Millsboro in June. It begins in Main and ends up in The Villages, Florida. The race is scheduled to come into Mills-

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boro on a Tuesday, June 24 arriving at the Town Center for lunch their cars will be in the parking lot for everyone to see. The finish line will be on Monroe Street, the come to Town Center and then after a rest stop they proceed to out of town to begin the next leg of the race. When the race goes through other towns in past years they usually plan a big welcome with thousands of people to greet them. Some of the planning has already been done with the Fire Company supplying the meal. Sponsors have already been found but volunteers are still needed roughly 20 - 25.

**Parade Wagon,** Zack Riddle supplied his wagon and straw bales for council to sit on for the Christmas Parade. Hodges moved Keenan seconded to approve \$100 payable to Zack Riddle for providing his wagon and straw bales. Motion approved unanimously with Treasurer Michelle Truitt and Jim Petruzella absent.

**Thoroughgood moved and Hodges seconded to recess the Regular Council meeting at 8:05 and to enter into an Executive Session at 8:10. Motion approved unanimously with Treasurer Michelle Truitt and councilperson Jim Petruzella absent**

**Regular Session  
Reconvene @ 8:41 p.m.**

Mayor Robert Bryan called meeting to order. Hodges moved Hastings second to approve the "First Amendment to Agreement for Construction Contract between Owner & Contractor" and Change Order #4; between the Town and Daisy Construction Company. Motion approved unanimously with Treasurer Michelle Truitt and Jim Petruzella absent.

8:45 Keenan moved Hodges second to adjourn.

Respectfully Submitted,



Greg Hastings  
Secretary