

**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  
AUGUST 4, 2014  
MILLSBORO TOWN COUNCIL  
322 Wilson Highway  
Millsboro, Delaware**

7:00 pm meeting called to order with Mayor Robert H. Bryan presiding. Present were Vice Mayor John Thoroughgood, Secretary Joseph J. Brady, Treasurer Michelle Truitt, Council persons Irene Keenan and Tim Hodges, Town Solicitor Mary Schrider-Fox, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano, Development Coordinator Linda Johnson and Town Clerk Tammy Phillips. District 2 "vacant".

**PLEDGE OF ALLEGIENCE**

**PUBLIC COMMENTS:** (2 speakers reference low speed vehicles/golf carts)

**John Prehm of 22962 Surry Lane, Plantation Lakes, Millsboro;** would like for the Mayor and Council to pass an Ordinance which would concur with "TITLE 21" "Low-speed vehicles may be operated on such dual highways within incorporated cities and towns if the respective municipal government enacts an ordinance permitting such movement. His original intent was as it applies to Plantation Lakes but understands that it may be town wide and does believe there is a benefit to allowing throughout town.

**Neil Dickerson of 24873 Magnolia Circle, Plantation Lakes, Millsboro;** is asking for Mayor and Council to not entertain any type of change to Article 21 of the Delaware Code to include golf carts. Mr. Nickerson also introduced a petition with 29 signatures opposing any such ordinance.

**SECRETARY REPORT** - Secretary Brady reported that he has reviewed the July 7 minutes and motioned that they be approved as

written, Keenan second. Motion approved unanimously with District 2 "vacant".

**TREASURER REPORT** - Treasurer Truitt presented the bank balance and bills for August to be paid from the designated accounts. Hodges motioned, Keenan seconded to approve paying the bills from the designated accounts. Motion approved unanimously with District 2 "vacant".

Town Manager advised council that the bank needs in the minutes that all council persons are authorized signatures on all financial accounts. Secretary Truitt motioned, Keenan seconded to approve the current council has authorization to sign all checks and financial papers and to remove the names of those that are no longer on council (Hastings and Petruzella). Motion approved unanimously with District 2 "vacant."

**MILLSBORO FIRE COMPANY** - President Mike Mitchell presented the month of July that the fire company responded to 26 fire and rescue calls and 175 EMS calls.

The last phase of their construction projects should be winding up in August and they would like to thank the Town and our Councilmen for their support.

**GREATER MILLSBORO CHAMBER OF COMMERCE** - Amy Simmons, Director reported the Hispanic Festival is schedule on August 10, at the W.B. Atkins Park from noon to 6 pm. The Dirt Road Outlawz will be performing at the Millsboro Town Center August 16 from 7 pm to 11 pm BYOB. The Golf Tournament is being held August 19 at Bay Wood Greens. The Member luncheon will be August 21 at The Pint on Main Street at noon with Guest Speaker Debbie Campbell from Beebe Medical Center. Country Festival will be September 20 at the W.B. Atkins Park from 11 am to 9 pm.

Simmons requested the council to close east State Street from Washington Street to Delaware Avenue for the "bed races". Last year the bed races were held on Main Street early in the morning and the chamber received complaints that visitors did not get to see them. The festival at the ball park did not begin until 11:00 am. She believes it will be over in an hour and then the street can be opened back up. This way visitors can walk to that side of the park and watch the races. She has discussed it with Chief Murphy and he believes this is a good alternative and should actually be easier for the police department to manage. Thoroughgood motioned, Brady seconded to approve the closing of West State Street from Washington Street

to Delaware Avenue for the bed race on September 20 beginning at 1pm.

Simmons stated that the Town Center rentals are still going well.

**MILLSBORO POLICE DEPARTMENT** - Chief Murphy absent but his report is in packet for review. Lingo presented that Sgt. Wheatley has taken four (4) courses related to his position and would like to be reimbursed for them. The courses taken for Organizational Management at Wilmington University online courses back from spring 2014. Ptm. Dufour was requesting to be able to take college courses in the Behavioral Sciences at Wilmington University online courses starting September 2014. Truitt motioned, Hodges seconded to approve to reimburse Sgt. Wheatley for courses taken back from spring 2014 and Ptm. Dufour authorized to take the college courses starting September 2014. Approved unanimously with District 2 council seat vacant.

**STREET REPORT - NONE**

**RECREATION REPORT - NONE**

**WATER AND SEWER REPORT - Contract G** - Lingo stated the tank has been completed, filled and tested with a few minor leaks, nothing serious. The job is almost complete.

**Contract H** - Lingo stated SCADA system is not up and running waiting on new computer and software and this will be take the longest.

**MAYOR'S REPORT -**

**PUBLIC HEARING** - Millwood Phase 3 proposed amended plan, Sussex County Tax Map 2-33-5.00- Parcel 86.04 - Monika Sloan, North Point Engineering stated all changes that were requested by the committee have been made. They have received all approvals from the town engineering and the Fire Marshall, Soil Conservation and Deldot, Thoroughgood motioned, Brady seconded to approve to close the Public Hearing for Millwood Phase 3. Thoroughgood motioned, Truitt seconded to approve the proposed amended site plan eliminating 92 townhouses and replaces them with 34 single-family homes. Motion approved unanimously District 2 "vacant."

**COMPREHENSIVE PLAN** - Kyle Gulbranson, of URS, reported to the Council that the 2009 Comprehensive Plan is currently due for a review. Mr. Gulbranson went through the actions taken in 2009

when it was last done. The Town is required to review it every 5 years and can either leave as it is or make changes and update it. Every ten years the town is required to redo the plan and resubmit for approval. Faye Lingo advised that the plan has been gone through and everything there still applies. There are a few zoning changes left for the council to take care of but the annexation areas all still hold true as well as the direction of the town. Gulbranson agreed that it appeared to be on track to them and unless council had some new vision we can keep working with the existing plan. It would involve the town doing a letter to the Office of State Planning asking to continue with the existing plan. Thoroughgood motioned, Keenan seconded to approve to leave the Comprehensive Plan alone until 2019. Motion approved unanimously with District 2 "vacant."

**GOLF CART USE ON TOWN STREETS** - Mayor appointed a committee Hodges (chairperson) Thoroughgood, Brady and Chief Murphy. The committee will review the policies and prepare a report for council.

**FARM LEASE/HUNTING AGREEMENT** - Schifano, assistant town manager, reported that the agreement has been signed and is in place.

**FOIA, adoption of fee schedule** - Town Manager reported that the town is required to adopt its own fee schedule in the form of a resolution or they are required to use the one proposed by the state. At budget time it was discussed to charge \$25.00 application fee and then .25 a copy if needed. Hodges motioned, Brady seconded to approve a Resolution for FOIA adoption of \$25.00 for application fee and \$.25/each copy made. Motion approved unanimously with District 2 "vacant."

Keenan motioned, Brady seconded to adjourn @ 7:35 pm. Motion approved unanimously with District 2 "vacant. (No executive session)

Respectfully submitted,



Joseph J. Brady,  
Secretary