

**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
OCTOBER 6, 2014
MILLSBORO TOWN COUNCIL**

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, Tim Hodges and to be sworn in Ron O'Neal, Town Solicitor Mary Schrider-Fox, Assistant Town Manager Matt Schifano and Town Manager Faye Lingo.

Mayor Bryan led the Pledge of Allegiance.

Swearing in – town Solicitor Mary Schrider-Fox swore in new council person Ron O'Neal. Mr. O'Neal is filling the vacant district 2 council seat and his term will expire June 2017.

PUBLIC COMMENTS - Mayor Bryan reported that there is not any comment this evening.

SECRETARY'S REPORT- Secretary Joseph J. Brady presented and motioned for the minutes to be approved as written. Thoroughgood second, minutes approved unanimously as written.

TREASURER'S REPORT – Treasurer Truitt presented the bank balances and stated she has reviewed the bills and is submitting them for approval. Hodges motion, Keenan second to approve the paying the bills from the designated accounts, approved unanimously.

MILLSBORO FIRE COMPANY –President Mike Mitchell reported that Fire Prevention Week is upon us. They have had 33 fire/rescue calls and 193 EMS calls this month. The Punkin Run, Car Rally is in two weeks and this is always a welcome event for the fire company and the town. The cars are always fun to see and the group is a good group, fun to visit with.

Greater Millsboro Chamber of Commerce – Directory Amy Simmons could not be here tonight. She did report that they were pleased with the Country Festival and are working towards the Family Nite Out and the Christmas Parade.

MILLSBORO POLICE DEPARTMENT – Lt. Brian Calloway gave the report in Chief Murphy's absence. Training; the DART team completed their annual training and there were departmental firearms qualifications for all officers held at the new shooting range. The third CALEA reaccreditation has been scheduled for April 13 – 15, 2015. This is an onsite visit where the assessors review the operations and written procedures for the department. The Country Festival did not have any significant issues to report. Officer McDaniel is nearing the end of his field training. Office of Highway Safety has sponsored saturation patrols instead of the DUI check points that we once did. They believe this is more effective on getting officers on the road. Traffic accident reports are down for property accidents 164 in 2013 and 158 for 2014. Personal injury accidents have gone up, 5 in 2013 and 15 for 2014. Detective Legates is working with The Town of Georgetown on the armed robbery because they had a similar incident. MPD was the responder to the rabid fox in Hub Court and there has also been suspicious activity concerning a raccoon. The raccoon was also dispatched but the lab results have not returned so we do not know if it was rabid.

Grants – Lt. Calloway and Chief Murphy attended the Violent Crime Grant Committee Meeting and Millsboro was turned down for purchase of equipment for a patrol vehicle and they asked if there was other equipment that it could be used for. Chief dropped to plan B which was to update the vehicle camera system and the grant committee was agreeable with this purchase. So is asking permission to reallocate the Violent Crime Grant to go for updating with purchases of new vehicle camera system. This system will allow videos to be saved to a server and will allow us to forward to AG's office and will not have to go through process of copying information and then forwarding. We will be short funding to do it all but can use the Sussex County Block Grant for the balance. Truitt motion, Hodges second to approve the grant request, approved unanimously.

Community Event – The Department is working with the Chamber to coordinate donations and prepare for Family Nite Out. Last year council allocated \$200.00 to purchase decorations and candy for the event if it agreeable to do that again. Council is agreeable and asked if the Fire Company was going to be able to participate because the kids like the fire equipment there. Mike Mitchell agreed they would be joining the group. Lt. Calloway also said he would like to have the antique police car there.

STREET REPORT – Town Manager reported that the railroad track crossing on Wilson Highway is to take place this month and that the town is coordinating with Deldot and Norfolk Southern to replace a portion of a storm drain that goes under the railroad track. The Town will still have to bid out the rest of the storm water project but at least that section can be done while the track and road is cut open.

RECREATION REPORT- none

WATER AND SEWER REPORT – 417 Union Street, sewer has been adjusted by the town manager, due to water leak, as ordinance allowed.

MAYOR'S REPORT –

Barr L.L. C. is requesting a one year extension of their preliminary plan approval for the development named Otter Branch on Old Landing; Sussex County Map number 1-33-17.00 parcel 67.00. Town manager advised council that there is not anyone here this evening to represent the owner; however, council had decided to go ahead with the approvals for the rest of this year while they study the requirements for next year. Thoroughgood motion, Truitt second to approve extending the preliminary plan approval for one more year, approved unanimously.

Millsboro Properties is requesting a one year final site plan approval extension for the development known as Monroe Square on Monroe Street; Sussex County Map number 1-33-17.00 parcel 15.00. Thoroughgood motion, O'Neal second to approve the extension of the final site plan approval for one year, approved unanimously.

Healing Hearts Ministries is requesting to hold a Community Harvest Day at Cupola Park on Saturday, October 18th. Pastor Biamby approached council and explained that they would like to bring in a farm flatbed that would be used for a stage and there would be gospel music. They would be partnering with other church musicians for entertainment. They would like to use their own grills and serve hot dogs, chips, drinks to anyone that attended. Face painting for the kids. This would be open to the public and free for anyone that would like to attend. Mayor Bryan asked if they had an idea how many they thought might attend. Pastor Biamby said he thought maybe 50. Thoroughgood motioned, Brady second to allow the Harvest Day be approved for October 18th, approved unanimously.

Supplemental tax values, town manager advised that the charter allows the town to send out supplemental taxes, however, council needs to approve the assessments before they can be billed. These are properties that have recently been subdivided or received improvements since the annual assessments were completed. The Town can bill a tax prorated for the number of months left in the tax year. The following year the property would have a full value and billed at the annual tax billing. Thoroughgood motion, Brady second to approve the supplemental tax values as presented, approved unanimously.

Write off of capitation taxes; town manager presented a list that has been prepared that includes individuals that have been billed a capitation tax and have since moved out of town. These bills keep getting returned by mail as undeliverable or addressee unknown. Since we cannot find them the balance earns interest and we have no way to collect it. Town solicitor advised that it would cost more to try and collect than the town would lose by writing them off. The balance request to be written off is \$ 6,159.70. Thoroughgood motion, Brady second to approve writing off the capitation tax listing as presented, approved unanimously.

Conditional Use application, town manager advised that Bestfield Homes is requesting to place a sales trailer in Millwood that would be temporary. When a model home is complete they plan to use it as an office and that the owner of the development has given their permission. Keenan motioned, Hodges second to approve the conditional use of a temporary sales trailer, approved unanimously.

Town Manager reminded everyone that the museum is open every Wednesday from 9:00 am to 4:00 pm and the third Thursday morning of the month 9:00 am until 12:30 pm.

Mayor Bryan advised a brief executive is needed. Keenan motion, Thoroughgood second to take a ten minute recess and enter executive at 7:30 pm, approved unanimously.

REGULAR SESSION

7:50 pm meeting called to order. With no business to be discussed Keenan motion, Brady second to adjourn, approved unanimously.

Respectfully submitted,



Joseph J. Brady,
Secretary