

**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  
DECEMBER 1, 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, Tim Hodges, Irene Keenan, Town Solicitor Mary Schrider-Fox, Assistant Town Manager Matt Schifano and Town Manager Faye Lingo. Council person Ron O'Neal was absent.

Mayor Bryan led the Pledge of Allegiance.

No one has signed up for public comment.

**SECRETARY'S REPORT**

Secretary Joseph J. Brady motioned that the minutes be approved as written, Hodges second, approved unanimously with O'Neal absent.

**TREASURER'S REPORT**

Bank Balances, no action

Treasurer Michelle Truitt presented the bills for payment from the designated accounts. Keenan motion, Brady second to approve payment of the bills, approved unanimously with O'Neal absent.

**MILLSBORO FIRE COMPANY**

Mike Mitchell, President reported that November has been a difficult month for the department. They have one member that has been hospitalized and is now in rehab, another member that had his home destroyed by fire and then the department lost a charter member of the fire auxiliary Mrs. Daisy Outten who was 101 years of age. The department had 31 fire and rescue and 196 EMS calls. There was also a student of East Millsboro Elementary that finished second in the state essay contest.

**GREATER MILLSBORO CHAMBER OF COMMERCE**

Amy Simmons, Director reported that the chamber volunteer appreciation dinner and swearing in of officers is scheduled for tomorrow evening and Mayor Bryan is scheduled to

swear in the new officers. The Christmas Parade is December 10<sup>th</sup> and the deadline for applicants that want to participate is this Friday December 5<sup>th</sup>. The Art League is scheduled to have an open house 5:00 pm until 9:00 pm the same night. Santa's House hours are posted and Mrs. Claus will be with Santa again this year. If it rains Santa will not be in his house.

#### **MILLSBORO POLICE DEPARTMENT**

Lt. Calloway gave report; November 3<sup>rd</sup> Sgt. Wheatley attended FBI LEEDA training for Leadership Executives. His training was funded by the Delaware Chief's Association and took place at Dover PD. November 6<sup>th</sup> the department conducted a day shoot and this will be the last scheduled shoot for 2014. Also on November 6, Ptl. Zubrowski received Drug Investigation training at the DSP Academy. On November 7<sup>th</sup> Cpl. Rogers received Excel training at the DSP Academy and on November 14<sup>th</sup> Ptl. Rambo received Fraud Investigation training at the DSP Academy. There are not any Homeland Security issues and not any CALEA updates.

Detective Legates had investigated a burglary of a residence where items were stolen and then sold to a pawn shop. The items have been recovered and returned to the original owners. The Rite Aid robbery has been turned over to federal investigators. It appears that the suspects have committed several robberies and the investigation can best be coordinated through one agency rather than multiple agencies.

Cpl. Rogers is the Incident Commander for the 2014 Christmas Parade. We have a different commander for each event. He has sent letters to businesses on the parade route notifying them of the road closures.

Department awards for achievements were given for the annual health assessment test this month. They were Ptl. Melissa Baker, Ptl. Jonathan Zubrowski and Cpl. Even Rogers. They receive an award pin to be worn on their uniform and certificate of their achievement.

Grants: Lt. Calloway reported that he would like to close the EIDE grants by having the existing grants amended to purchase gun lockers. Right now all guns are locked in one locker. This new system would allow each officer to control his own locker for his gun. The lockers are fireproof and secured. The cost is \$4,953.52. The remainder of the grant would be used for patrols in high drug areas. Council approval is necessary. Truitt motion, Hodges second to approve the EIDE grant amendment as proposed by Lt. Calloway, approved unanimously with O'Neal absent.

#### **STREET REPORT**

The Town Manager reported that she has not found any other towns that have an ordinance addressing grass clippings being blown in the streets but has not completed her survey and will report back next month.

#### **RECREATION REPORT**

None

## **WATER AND SEWER REPORT**

The town manager adjusted the sewer portion on properties that had leaks that qualify for an adjustment and they were 123 Sandridge Court, 124 Wharton Street and 281 Old Landing Road.

## **MAYOR'S REPORT**

Newly elected Representative Rich Collins introduced himself to council. Explained that he is available if the town needs him and he will make a point to keep the town aware of any new legislation that is introduced that might affect the town to avoid the town getting caught by surprise.

Conditional Use amendment, Bestfield Homes applied for a conditional use in October for a 10 by 40 foot sales trailer. When they went to get the unit there was not one that size available so they are requesting that their approval be amended to allow for a 12 by 44 foot unit. Brady motion, Truitt second to approve the amendment to the conditional use for Bestfield Homes to allow for the 12by 44 foot unit, approved unanimously with O'Neal absent.

Floodplain Ordinance updates; the town manager reported that the committee has not had a chance to review so we will have on the agenda on January.

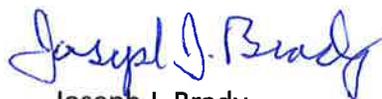
Christmas Bonus; in the past council has given the employees \$100.00 each as appreciation for work well done. Does council want to do the same this year? Thoroughgood motion, Brady second to continue with the \$100.00 per employee again this year, approved unanimously with O'Neal absent.

7:25 pm Hodges motion and Thoroughgood second to recess into executive session after a ten minute break, to discuss a legal agreement with the attorney, approved unanimously with O'Neal absent.

## **REGULAR SESSION**

8:05 pm meeting called to order with Mayor Brayan presiding. With no action to be taken Truitt motion, Keenan second to adjourn, approved unanimously with O'Neal absent.

Respectfully submitted,



Joseph J. Brady,  
Secretary