

**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 3, 2015
MILLSBORO TOWN COUNCIL**

7:00 pm meeting called to order with Mayor John Thoroughgood presiding. Present were Vice Mayor Michelle Truitt, Secretary James Kells, Treasurer Joseph J. Brady, Council persons Bradley Cordrey, Tim Hodges and Ron O'Neal, Town Solicitor Mary Schrider-Fox, Assistant Town Manager Matt Schifano and Town Manager Faye Lingo.

Mayor Thoroughgood led the pledge of allegiance.

PUBLIC COMMENTS: there were not any

SECRETARY'S REPORT

Secretary Kells motioned the minutes be approved as written, Brady second, approved as written.

TREASURER'S REPORT

Treasurer Brady reviewed the bank balances and motioned the bills be paid from the designated accounts, second by Cordrey and approved unanimously.

MILLSBORO FIRE COMPANY

John Hall gave the report for the fire company. HB 133 is to be signed by the governor. This is the legislation that requires builders of new one and two family residential dwellings, 3 stories or less to provide the purchasers a cost estimate for an automatic indoor fire sprinkler system. This is not mandatory for the homeowner but gives them the information to be able to make an informed decision. The new boat has been put in the water on near low tide conditions and they were able to get out which is something they were not able to do with their other boat. All three of the ambulances have been updated to meet the new regulations mandated by the Delaware State Fire Prevention Commission. This cost is approximately \$400 per ambulance and includes additions such as eye wash stations and updated trauma kits. The Recruitment and Retention booth at the Delaware State Fair was once again successful with close to 90 contacts being made. Millsboro received four applicants for the 14 – 18 junior programs. To be eligible junior members are required to bring their report cards to the station

to be sure they are in good standing academically. Millsboro Fire company has had three members graduate from the Delaware State Police Training Academy on Friday, July 31st. They are C.J. Talley and Chad Morris going to the State Police and Matt Skidmore going to the Bethany Beach Police Department.

GREATER MILLSBORO CHAMBER OF COMMERCE

Amy Simmons, Director reported that the next coffee networking session is scheduled for Thursday, August 6; 8:00 am – 9:00 am in meeting room 2. There have been approximately ten to fifteen that attend and everyone seems to enjoy the atmosphere. The next general membership meeting is scheduled for the Mill Pond and a representative from the Cruisers will be speaking. The BoroBash scheduled for September 19th is progressing with the Steel Drum Band from New Jersey scheduled to open the event. Southern Delaware School of the Arts, Dirt Road Outlaws, Bo Dickerson Band, the Back to the Future time machine the DeLorean and the hover board will be there along with the red neck challenge with new games and the kid's corner. If the weather will cooperate it should be fun for everyone. They do need volunteers and the food vendor is Messy Marvin's BBQ. The town center is rented three weekends in August and two in September.

MILLSBORO POLICE DEPARTMENT

Chief Murphy reported that Ptl. Baker and Ptl. Zubrowski attended the "Officer Involved Shooting" training at the DSP Training Academy this month. Det. Legates and Chief Murphy attended the FBI LEEDA training at the Dover Police Department and the department held the annual DPR recertification for all officers at the police department. No issues to report involving Homeland Security or with CALEA. The Dam Mill 5K Run was held without any issues and the Hispanic Festival is scheduled for August 9th. The department will have two officers covering the event which is the same as last year and there were not any problems.

Sussex County Block Grant: in order to go ahead and close out that grant we are requesting to transfer funds that have not been spent in the camera and taser line to the education line. The education expenses were greater this year than we anticipated and this will help offset those cost. Chief was not satisfied with the type cameras he could find and would like to do some more homework before he is satisfied and feels comfortable making any purchases. He may bring those items back in the future. Hodges motion, Truitt second to approve the transfer of \$1,554.00 from cameras and \$ 21.28 from Tasers to education, approved unanimously.

Hiring process - The Town Manager advised that the police department has been reviewing job applications for the new Delaware State Police Academy that is scheduled for mid-September and council may want to authorize the personnel committee to do the hiring of a new recruit. Assuming there are applicants that are qualified they will have to be interviewed and allow time to give notice and make preparations to enter the academy; the September 8th council meeting will be too late. If there is a new hire then it will come to council for them to ratify. The department is looking to fill the position that was vacated this spring when Morris

was hired by the Delaware State Police. Brady motioned Cordrey second giving the personnel committee authorization to make the hire if an applicant is qualified, approved unanimously.

Chief brought up also for the council to be thinking about a date for "trick or treat" and if the town would like to hold "family nite out" as we have in the past. It will be on next month's agenda but wanted council to have time to think about it.

STREET REPORT

Mitchell Street paving; the project has been advertised and the town manager asked council if they would like to wait until the September regular council meeting to award the contract or would they consider holding a special meeting on August 17th. This would allow the project to be completed two weeks earlier. The asphalt plants close when the temperature drops below a certain level and with a September 8 award that puts the completion date the end of November. November can be mild temperatures but we are at risk. Mayor Thoroughgood asked what is everyone's pleasure? Are they available August 17th? Consensus was that they are available and we should probably be on the safe side and do what we can to ensure the project can be completed early. Town Manager will post the agenda for August 17th, 7 pm.

Wilson Highway Storm water: Town manager reported that there is a conflict with a 4-inch water service/main and the inverts of the proposed storm drain or catch basins cannot be adjusted to resolve the conflict. The contractor is required to lower the water main so the proposed storm drain can be installed. This will increase the project cost by \$ 5,435.88. Hodges motioned and O'Neal second to approve the change order as presented, approved unanimously.

RECREATION REPORT

None

WATER AND SEWER REPORT

Town manager presented a service agreement with CABA Engineering to do the work involved with the water and sewer asset management grant that the town received. Their contract amount is the same as the grant. Mr. Kells asked if that was \$200,000 total or \$100,000 for water and \$100,000 for sewer? Faye advised it is one hundred thousand for each, a total of two hundred thousand. Mr. Kells asked if this would include studying the water tank at Plantation Lakes since we know there is a water pressure issue that has been on going and the cost of the software, does the town have to purchase it. Mr. Kells also mentioned that the town may need more wells in the future due to the growth of the town. Faye advised that these engineers would work with and review any issues with the water tank but this project was to identify inventory, show type maintenance done that may extend the life of piece of equipment and then ultimately get the water and sewer mains on a gis system that would eliminate the public works department having to carry paper maps around with them. Brady motioned Hodges second to approve the Caba Engineering Service Agreement for the water and sewer asset management program, approved unanimously.

Personnel: The Town Manager shared with the public that the Assistant Town Manager, Matt Schifano will be leaving the town and that this is his last council meeting. The position has been advertised in hopes of finding someone to fill his shoes. Mr. Schifano has been an asset to the town and a great office partner to have and wish him luck. Mayor Thoroughgood thanked Mr. Schifano and also shared that he has been a pleasure to work with.

Mayor Thoroughgood advised that there would not be an executive session needed so council may adjourn. Brady motioned, Cordrey second to adjourn 7:50 pm, approved unanimously.

Respectfully submitted,



James Kells,
Secretary