



**Town Council  
Town of Millsboro**

322 Wilson Highway  
Millsboro, Delaware 19966  
(302) 934-8171  
(302) 934-7682 (Fax)  
[town@millsboro.org](mailto:town@millsboro.org)

Mayor Faye Lingo  
Vice Mayor John Thoroughgood  
President Pro Tem Brad Cordrey  
Secretary Jim Kells  
Treasurer Larry Gum  
Councilman Ron O'Neal  
Councilwoman Kimberley Kaan

*Jamie Burk, Town Manager*

**A G E N D A**

Town Council  
Regular Meeting  
November 7, 2022  
7:00 p.m.

Millsboro Town Center  
322 Wilson Highway

**NOTE: There may be a vote and Council action taken on each and every agenda item set forth herein.**

Call to order

Pledge of allegiance

Former councilperson recognition

New employee introduction

Public comment (2 minutes limited to agenda items)

Public hearings:

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON NOVEMBER 7, 2022, AT 7:00 PM, AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE. NR & NR, LLC, IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NO. 133-20.00-40.00, 41.00, 41.01, AND 41.02, CONTAINING 69.412 ACRES, MORE OR LESS HAVE MADE AN APPLICATION AT THE TOWN OF MILLSBORO FOR A MAJOR SUBDIVISION IN THE MEDIUM-DENSITY RESIDENTIAL (MR) DISTRICT TO CONSIST OF 214 SINGLE-FAMILY HOMES.

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON MONDAY, NOVEMBER 7, 2022, AT 7:00PM, IN MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING § 210-13 THEREOF TO INCREASE THE MINIMUM LOT SIZE FROM 75 FEET (FRONTAGE) BY 100 FEET (DEPTH) TO 110 FEET (FRONTAGE) BY 130 FEET (DEPTH) FOR ALL LOTS IN THE TOWN'S MEDIUM-DENSITY RESIDENTIAL (MR) DISTRICT.

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON NOVEMBER 7, 2022, AT 7:00PM, AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, BY REVISING THE FOLLOWING CHAPTERS AND SECTIONS THEREOF TO INCLUDE A REQUIREMENT THAT PROPERTIES, THAT ARE THE SUBJECT OF CERTAIN LAND USE RELATED APPLICATIONS, BE POSTED WITH A NOTICE SETTING FORTH THE DATE AND TIME AT WHICH THE APPLICATION WILL BE HEARD, AS WELL AS OTHER INFORMATION RELEVANT TO THE APPLICATION: (1) CHAPTER 56, ANNEXATION OF LAND, BY ADDING A NEW § 56-2 THERETO; (2) CHAPTER 178, SUBDIVISION OF LAND, BY REVISING EXISTING §§ 176-7.B.(8) AND 176-7.C.(7) REGARDING MAJOR SUBDIVISION APPLICATIONS; (3) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH F. TO EXISTING § 210-51 REGARDING CONDITIONAL USE APPLICATIONS; (4) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH F. TO EXISTING § 210-58 REGARDING APPLICATIONS BEFORE THE BOARD OF ADJUSTMENT; AND (5) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH I. TO EXISTING § 210-70 REGARDING APPLICATIONS FOR A CHANGE IN ZONING DESIGNATION OR APPROVAL OF CERTAIN ZONING DISTRICTS.

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON MONDAY, NOVEMBER 7, 2022, AT 7:00PM, IN MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING § 210-40 THEREOF TO INCLUDE OVERFLOW PARKING REQUIREMENTS IN RESIDENTIAL SUBDIVISIONS AND TO REVISE THE FOLLOWING SECTIONS IN CHAPTER 178, SUBDIVISION OF LAND, AND CHAPTER 210, ZONING, TO REFER TO AND INCORPORATE THE NEWLY ESTABLISHED OVERFLOW PARKING REQUIREMENTS IN RESIDENTIAL SUBDIVISIONS: § 178-14, § 210-13, § 210-14, § 210-15, §210-20, AND § 210-25.

Secretary's report  
Minutes

Treasurer's report  
Bank balances  
Invoices

Millsboro Fire Company update

Millsboro Art League update

Police Department's report

Water and sewer

Water meter upgrade project (Hall)

Sewer adjustment– 10006 Iron Pointe Drive (Hall)

RKK services agreement (Niblett)

Mayor's report

Millsboro Police Station legal services agreement (Burk)

Millsboro Police Station funding sources (Hall)

Millsboro Police Station interim funding (Hall and/or WSFS)

Annexation request — annexation request for Tax Parcel ID 133-16.00-95.03 located west of U.S. Route 113 at the intersection of Kerlyn Drive — Schertle

Annexation request — annexation request for Tax Parcel ID 233-5.00-110.00 located along Dickerson Rd. — Sussex County EMS

Preliminary subdivision plan — Somerton Chase (Radish Road (SCR 338))

Posting of properties subject to public hearings— suggested changes to the *Code of the Town of Millsboro*:

Amend Chapter 56-2 Annexation of Land by adding a new § 56-2. Property posted with notice.,  
Amend § 178-7 Major subdivision, subsection B. Preliminary approval, subparagraph (8),  
Amend § 178-7. Major subdivision, subsection C. Procedures for final approval of major  
subdivision, subparagraph (5),

Amend § 210-51. Conditional Uses, by adding a new subsection F. Property posted with notice,  
Amend § 210-58. Meetings; rules and regulations, by adding a new subsection F. Property  
posted with notice.

Amend § 210-70. Amendments, by adding a new subsection I. Property posted with notice.  
(Burk and/or Schrider-Fox)

Revision to proposed change – §210-40 of the *Code of the Town of Millsboro* Overflow Parking  
Required (Niblett)

Request for tax exempt status – 29977 Plantation Drive (Homestead clubhouse) (Hall)

Annexation committee report – Parasram

Suggested changes to the *Code of the Town of Millsboro*: amend Chapter 12 Elections for Town Council  
to add § 12-7. Absentee voting (Burk and/or Schrider-Fox)

Update of potential change -- § 210-13 Medium Density (MR) of the *Code of the Town of Millsboro* -  
minimum lot size requirements (Burk and/or Niblett)

Conditional use request – Alderleaf Meadows (signage)

MILLSBORO TOWN COUNCIL AGENDA

NOVEMBER 7, 2022

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*Mayor's report (cont.)*

Merry Millsboro Holiday Market event at Town Hall – (Burk)

Christmas employee bonuses (Burk)

Recess

Executive session—real estate lease

Call to order

Business conducted in executive session

Adjournment

*NOTE: (1) This agenda is subject to change. Such changes may include the addition of items that arise at the time of the meeting and/or the deletion of items. In the case of additions related to items that arise prior to the meeting, the change will be posted with as much notice as practicable under the circumstances—but in no case will the notification be provided less than 6 hours prior to the meeting start time—and the associated item will be (a) of an emergency nature and/or (b) unable to reasonably be deferred for handling at a future meeting. (2) One or more of the items listed may not be considered in sequence.*

11/1		Town of Millsboro		
mth		Account Balances		
		October 31, 2022		
Account				Interest
Type	Bank	Purpose	Book Balance	Earned
Checking/Money Market				
WSFS Bank				
	1	General Account	\$ 5,163,331.62	\$ 4,532.44
	2	Payroll	\$ 264.93	\$ 12.86
	3	Withholding	\$ 26,818.35	\$ 55.97
	4	Municipal Street Aid Fund (MSAF)	\$ 57,924.75	\$ 49.10
	5	Sewer Construction	\$ 2,445,852.78	\$ 1,756.75
	6	State Aid Local Law Enforcement (SALLE)	\$ 50.00	\$ -
	7	Emergency Illegal Drug Enforcement (EIDE)	\$ 50.00	\$ -
	8	Sewer Impact	\$ 3,008,963.67	\$ 2,388.30
	9	Water Impact	\$ 295,139.62	\$ 253.36
	10	Building Component Fee	\$ 4,638,376.22	\$ 3,326.38
	14	Transfer Tax 1% (3.75M in "set-asides")	\$ 8,964,421.69	\$ 6,317.28
	15	Fund to Combat Violent Crime (FCVC)	\$ 40,189.82	\$ -
	16	Police Protection Impact	\$ 48,319.67	\$ 2.42
	17	Transportation/Stormwater Impact	\$ 27,762.82	\$ 1.41
		Bicentennial Beautification Fund	\$ 11,203.77	\$ 8.05
	Total WSFS Bank		\$ 24,728,669.71	\$ 18,704.32
Citizens Bank				
	12	Transfer Tax Checking	\$ 3.85	
	11	Transfer Tax 1%	\$ 200,312.40	\$ 8.51
		Transfer Tax .5%	\$ 50,105.18	\$ 2.13
	Total Citizens		\$ 250,421.43	\$ 10.64
Total Checking/Money Market			\$ 24,979,091.14	\$ 18,714.96
Certificates of Deposit				
M&T Trust - formerly Wilmington Trust				
		Bicentennial Fund 9/11/16 Mat 0.2%	\$ 7,000.00	
	Total M&T Trust		\$ 7,000.00	
PNC Bank				
		WWTP Unrestricted General - 9/30/22	\$ 84,478.38	
		WWTP Membrane CD - 9/30/22	\$ 51,582.39	
	Total PNC Bank		\$ 136,060.77	\$ -
Total Certificates of deposit			\$ 143,060.77	\$ -
Total on Hand Cash & CD's			\$ 25,122,151.91	\$ 18,714.96

11/1	Town of Millsboro									
Account	Purpose	September 30, 2022	October 31, 2022							
Typical Bank	Checking/Money Market	Book Balance	Book Balance	Net Change	Interest Earned					
Account Balances										
October 31, 2022										
September 30, 2022										
Book Balance										
Net Change										
Interest Earned										
WSFS Bank										
1	General Account	\$ 5,985,319.88	\$ 5,163,331.62	\$ (821,988.26)	\$ 4,532.44					
2	Payroll	\$ 252.07	\$ 264.93	\$ 12.86	\$ 12.86					
3	Withholding	\$ 58,190.71	\$ 26,818.35	\$ (31,372.36)	\$ 55.97					
4	Municipal Street Aid Fund (MSAF)	\$ 91,197.18	\$ 57,924.75	\$ (33,272.43)	\$ 49.10					
5	Sewer Construction	\$ 2,444,096.03	\$ 2,445,852.78	\$ 1,756.75	\$ 1,756.75					
6	State Aid Local Law Enforcement (SALIE)	\$ 50.00	\$ 50.00	\$ -	\$ -					
7	Emergency Illegal Drug Enforcement (EIDE)	\$ 50.00	\$ 50.00	\$ -	\$ -					
8	Sewer Impact	\$ 4,015,852.37	\$ 3,008,963.67	\$ (1,006,888.70)	\$ 2,388.30					
9	Water Impact	\$ 470,206.26	\$ 295,139.62	\$ (175,066.64)	\$ 253.36					
10	Building Component Fee	\$ 4,634,314.91	\$ 4,638,376.22	\$ 4,061.31	\$ 3,326.38					
14	Transfer Tax 1% (3.75M in "set-asides")	\$ 8,732,010.29	\$ 8,964,421.69	\$ 232,411.40	\$ 6,317.28					
15	Fund to Combat Violent Crime (FCVC)	\$ 40,189.82	\$ 40,189.82	\$ -	\$ -					
16	Police Protection Impact	\$ 19,648.25	\$ 48,319.67	\$ 28,671.42	\$ 2.42					
17	Transportation/Stormwater Impact	\$ 11,761.41	\$ 27,762.82	\$ 16,001.41	\$ 1.41					
	Bicentennial Beautification Fund	\$ 11,195.54	\$ 11,203.77	\$ 8.23	\$ 8.05					
	Total WSFS Bank	\$ 26,514,334.72	\$ 24,728,669.71	\$ (1,785,665.01)	\$ 18,704.32					
Citizens Bank										
12	Transfer Tax Checking	\$ 3.85	\$ 3.85	\$ -	\$ -					
11	Transfer Tax 1%	\$ 200,303.89	\$ 200,312.40	\$ 8.51	\$ 8.51					
	Transfer Tax .5%	\$ 50,103.05	\$ 50,105.18	\$ 2.13	\$ 2.13					
	Total Citizens	\$ 250,410.79	\$ 250,421.43	\$ 10.64	\$ 10.64					
	Total Checking/Money Market	\$ 26,764,745.51	\$ 24,979,091.14	\$ (1,785,654.37)	\$ 18,714.96					
Certificates of Deposit										
M&T Trust - Formerly Wilmington Trust										
	Bicentennial Fund 9/11/16 Mat 0.2%	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -					
	Total M&T Trust	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -					
PNC Bank										
	WWTP Unrestricted General - 9/30/22	\$ 84,477.69	\$ 84,478.38	\$ 0.69	\$ 0.69					
	WWTP Membrane CD - 9/30/22	\$ 51,542.99	\$ 51,582.39	\$ 39.40	\$ 39.40					
	Total PNC Bank	\$ 136,020.68	\$ 136,060.77	\$ 40.09	\$ 40.09					
	Total Certificates of deposit	\$ 143,020.68	\$ 143,060.77	\$ 40.09	\$ 40.09					
	Total on Hand Cash & CD's	\$ 26,907,766.19	\$ 25,122,151.91	\$ (1,785,614.28)						

October 2022 Bills

Sum of Bank	Total Vendor	Description	Total
GENERAL	A.E. MOORE JANITORIAL	OCTOBER/SEWER	151.59
		OCTOBER/TOWN	128.08
	<b>A.E. MOORE JANITORIAL Total</b>		<b>279.67</b>
	ADVANTECH	CARD SWIPES-50% DOWN	7,060.00
		SURVEILLANCE CAMERA-CUPOLA PARK	7,875.00
		VIDEO SURVEILLANCE-50% DOWN	7,375.00
	<b>ADVANTECH Total</b>		<b>22,310.00</b>
	A-LERT MOTIVATIONS	BACKPACK COOLER-CHRISTMAS GIFT	1,792.02
		PICNIC BLANKET-CHRISTMAS GIFT	1,340.49
	<b>A-LERT MOTIVATIONS Total</b>		<b>3,132.51</b>
	AMAZON.COM LLC	9 VOLT BATTERIES (24 PK)	26.80
		AA BATTERIES (48 PK)	16.49
		AAA BATTERIES (36 PK)	17.09
		APC UPS BATTERY (2)	87.66
		BINDER CLIPS-MEDIUM (6 BXS)	13.58
		BUSINES CARD HOLDER	16.88
		CALCULATOR RIBBONS (12 PK)	11.99
		CELL PHONE CASES (2)	21.97
		CELL PHONE COVERS	37.98
		CERTIFICATE FRAMES (4)	59.92
		D BATTERIES (24 PK)	21.34
		DESK CROMMET W/COVER	7.25
		FILE FOLDERS (GREEN)	20.88
		FILE FOLDERS 1/3 CUT	22.71
		HDMI SPLITTER	15.99
		HEPA FILTERS	33.99
		HP YELLOW CARTRIDGE	131.89
		LAPTOP BATTERY REPLACEMENT	38.99
		LATEX GLOVES/XL	83.72
		LATEX GLOVES-LARGE	69.97
		MECHANICAL PENCIL (2)	6.62
		MEMORY CARD W/ADAPTER	21.83
		NOTE PADS 3X3 (18 PK)	6.59
		PACKING TAPE	9.91
		PHONE CASE-RICHARD	17.97
		PHONE CELL CASES (2)	27.42
		PLASTIC SILVERWARE -(2 BXS)	43.98
		PLASTIC TABLECLOTHS (4-6PKS)	58.96
		POP-UP STICKY NOTES 3X3	6.90
		POST IT NOTES 4X6 (12 PK)	30.99
		POST IT NOTES LINED-(12 PK)	17.33
		REDI-TAG SELF-STICK TABS (4)	36.16
		RUNNING BOARDS/JOHN'S TRUCK	206.06
		SCREEN PROTECTOR	20.94
		STAPLER	5.59
		STENO BOOKS (12 PK)	17.85
		TABLECLOTH W/SKIRT (1 6PK)	29.99
		USB GEAR ADAPTER	17.24
		WALL MIRROR/OFFICE	26.87
		WRITING PADS 5X8 (1 DZ) PK	9.99
	<b>AMAZON.COM LLC Total</b>		<b>1,376.28</b>
	AMERICAN PUBLIC SAFETY	BOOTS - 12 PAIR	1,210.00
		FIRE EXTINGUISHER (10)	700.00
		FIRE EXTINGUISHERS (5)	700.00
	<b>AMERICAN PUBLIC SAFETY Total</b>		<b>2,610.00</b>

October 2022 Bills

GENERAL	ANGELIQUE RICCIO	REF OVERPAYMENT WTR/SWR	158.00
	<b>ANGELIQUE RICCIO Total</b>		<b>158.00</b>
	AQUIONICS, INC	UV PARTS-WWTP	227.25
	<b>AQUIONICS, INC Total</b>		<b>227.25</b>
	BAKER'S HARDWARE CO.	OCT/BALL PARK	16.00
		OCT/CHRISTMAS	211.52
		OCT/GEN MAINT MISC	8.59
		OCT/SEWER	365.84
		OCT/SEWER EXPENSE OTHER	16.41
		OCT/STR RPR MAINT-VEHICLE/EQUIP	66.76
		OCT/WATER	333.72
	<b>BAKER'S HARDWARE CO. Total</b>		<b>1,018.84</b>
	BELAIR ROAD SUPPLY	6FT LIGHTED MAIN KEY	215.00
		FITTINGS FOR MEMBRANES SKID	449.30
		HAND PUMP-WWTP	83.57
		HOSE CLAMPS	48.37
		QUICK CONNECTORS	418.67
		TRUMBULL CURB KEY 6'	121.59
	<b>BELAIR ROAD SUPPLY Total</b>		<b>1,336.50</b>
	BETHANY FLORIST	FLORAL ARRANGEMENT/SCHRIDER-FOX	72.00
	<b>BETHANY FLORIST Total</b>		<b>72.00</b>
	BLITZ, CONNOR	JEANS (1 PAIR)	17.49
		JEANS (PAIR)	17.50
	<b>BLITZ, CONNOR Total</b>		<b>34.99</b>
	BURK, JAMIE	CALEA CONF-1ST DAY 11/18/22	48.00
		CALEA CONF-LAST DAY 11/20/22	48.00
		CALEA CONF-M&IE 11/19/22	64.00
		CELL PHONE ALLOW-OCT 2022	50.00
	<b>BURK, JAMIE Total</b>		<b>210.00</b>
	CALLOWAY, BRIAN K.	CALEA CONF-1ST DAY 11/15/22	48.00
		CALEA CONF-LAST DAY 10/20/22	48.00
		CALEA CONF-M&IE 11/16/22	64.00
		CALEA CONF-M&IE 11/17/22	64.00
		CALEA CONF-M&IE 11/18/22	64.00
		CALEA CONF-M&IE 11/19/22	64.00
	<b>CALLOWAY, BRIAN K. Total</b>		<b>352.00</b>
	CAPITOL CLEANERS	SEPT BILLING	390.76
	<b>CAPITOL CLEANERS Total</b>		<b>390.76</b>
	CARDINAL SETTLEMENTS OF MD,	TAX OVERPAYMENT-HUNT	506.80
	<b>CARDINAL SETTLEMENTS OF MD, LLC Total</b>		<b>506.80</b>
	COASTAL POINT LLC	LEGAL AD SOMERTON SUBDIVISION AD	38.25
		PUBLIC HEARING AD/11/7/22	51.00
		PUBLIC HEARING-11/7/22	123.25
		PUBLIC NOTICE-SOMERTON CHASE	42.50
	<b>COASTAL POINT LLC Total</b>		<b>255.00</b>
	CORELOGIC	TAX OVERPAYMENT-BEAVER	57.00
		TAX OVERPAYMENT-BOWDEN	1,847.51
		TAX OVERPAYMENT-CAMPBELL	794.58
		TAX OVERPAYMENT-CHAMMINGS	1,566.47
		TAX OVERPAYMENT-CONNOLLY	2,234.51
		TAX OVERPAYMENT-CORNISH	57.00
		TAX OVERPAYMENT-CRAMER	1,719.99
		TAX OVERPAYMENT-DESANTIS	57.00
		TAX OVERPAYMENT-EARNHARDT	2,222.83
		TAX OVERPAYMENT-ERAZO	57.00
		TAX OVERPAYMENT-GRAY	20.00
		TAX OVERPAYMENT-GREENE	1,583.79
		TAX OVERPAYMENT-HARRIS	57.00
		TAX OVERPAYMENT-HEARN	67.95

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October 2022 Bills

GENERAL	CORELOGIC	TAX OVERPAYMENT-JONES	28.47
		TAX OVERPAYMENT-KELLY	442.44
		TAX OVERPAYMENT-LATSHAW	54.90
		TAX OVERPAYMENT-MILLER	180.94
		TAX OVERPAYMENT-MOONEY	57.00
		TAX OVERPAYMENT-NGUYEN	57.00
		TAX OVERPAYMENT-SCHMIDT	361.38
		TAX OVERPAYMENT-SHAKUR	57.00
		TAX OVERPAYMENT-SHIRE	984.58
		TAX OVERPAYMENT-SNYDER	4.16
		TAX OVERPAYMENT-SOLOMON	76.77
		TAX OVERPAYMENT-VETRERO	250.00
		TAX OVERPAYMENT-WAGNER	1,556.89
		TAX OVERPAYMENT-WHITE	1,762.01
		TAX OVERPAYMENT-WIRTA	51.21
		TAX OVERPAYMENT-XAVIOS	811.80
	<b>CORELOGIC Total</b>		<b>19,079.18</b>
	COUNTY LINE CRANE SERVICE I	INSTALL CIRCULATION PUMP	340.00
	<b>COUNTY LINE CRANE SERVICE LLC Total</b>		<b>340.00</b>
	COYNE CHEMICAL CO.	BLEACH	16,766.23
		CAUSTIC	10,291.96
		CES PACL	4,844.00
		CHLORINE (BULK)	3,080.00
		CHLORINE (DRUMS)	834.36
		CITRIC	4,803.73
		LIME	1,305.00
		POLYMER	2,473.50
		ZETAG/POLYMER	3,446.55
	<b>COYNE CHEMICAL CO. Total</b>		<b>47,845.33</b>
	CRYSTAL SPRINGS	DELIVERY 10/3,10/17	62.22
	<b>CRYSTAL SPRINGS Total</b>		<b>62.22</b>
	CUMMINS - WAGNER	BEARING FOR AIR COMPRESSOR	8,009.00
	<b>CUMMINS - WAGNER Total</b>		<b>8,009.00</b>
	DAVID G. HORSEY & SONS	REHAB EXISTING SEWER BASIN	106,301.53
	<b>DAVID G. HORSEY &amp; SONS Total</b>		<b>106,301.53</b>
	DE CRIMINAL JUSTICE COUNCIL	VF19-2813 DBLE PMT Q1	14,019.45
		VW21-2825 DBLE PMT Q1	8,214.41
	<b>DE CRIMINAL JUSTICE COUNCIL Total</b>		<b>22,233.86</b>
	DELAWARE ASSOC OF CHIEFS OF	DEC MTG/LUNCHEON (5)	105.00
	<b>DELAWARE ASSOC OF CHIEFS OF POLICE Total</b>		<b>105.00</b>
	DELAWARE SOLID WASTE AUTHOR	400547/SLUDGE	419.90
		400819/SLUDGE	452.20
		401145/SLUDGE	592.45
		403222/SLUDGE	319.60
		403575/TRASH POLICE DEPT	11.05
		403575/TRASH SWR PLANT	11.05
		404215/SLUDGE	600.10
		406193/SLUDGE	385.90
		406730/SLUDGE	455.60
		407185/SLUDGE	477.70
		409136/SLUDGE	425.00
		409590/SLUDGE	455.60
		410039/SLUDGE	481.10
		411668/TRASH WTR PLANT	7.50
		411756/TRASH WTR PLANT	7.50
		411858/TRASH WTR PLANT	7.50
	<b>DELAWARE SOLID WASTE AUTHORITY Total</b>		<b>5,109.75</b>
	DELTA DENTAL OF DELAWARE	NOV/GENERAL	473.58
		NOV/POLICE	1,402.52

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October 2022 Bills

GENERAL	DELTA DENTAL OF DELAWARE	NOV/SEWER	606.06
		NOV/WATER	241.48
	<b>DELTA DENTAL OF DELAWARE Total</b>		<b>2,723.64</b>
	DENNEY ELECTRIC SUPPLY OF D	LIGHT BULBS-WWTP	91.58
	<b>DENNEY ELECTRIC SUPPLY OF DEL. Total</b>		<b>91.58</b>
	DENNIS SALES & SERVICE, INC	CHLORINE PUMP	4,673.50
		CHLORINE ROLLERS (4)	1,011.20
	<b>DENNIS SALES &amp; SERVICE, INC. Total</b>		<b>5,684.70</b>
	DOC SUSSEX COMM CORRECTIONS	GRASS CUTTING 9/9,27	1,400.00
	<b>DOC SUSSEX COMM CORRECTIONS CTR Total</b>		<b>1,400.00</b>
	DOMINION AIR & MACHINERY CO	SERVICE RPR/COMPRESSOR WTP	532.08
	<b>DOMINION AIR &amp; MACHINERY CO. Total</b>		<b>532.08</b>
	DYNATEC SYSTEMS, INC.	DIFFUSER FREIGHT CHARGES	276.90
		DYNALIFT DIFFUSER 8" (144)	40,320.00
		DYNALIFT FLANGE-WWTP ENHAN FRT	276.89
		DYNALIFT FLANGE-WWTP ENHANCEMENT E	8,564.40
	<b>DYNATEC SYSTEMS, INC. Total</b>		<b>49,438.19</b>
	ENVIROCORP, INC.	SEPT/SEWER	4,303.75
		SEPT/WATER	440.50
	<b>ENVIROCORP, INC. Total</b>		<b>4,744.25</b>
	EYE MED	NOV/GENERAL (HIGH)	178.85
		NOV/POLICE (HIGH)	312.64
		NOV/POLICE (LOW)	40.15
		NOV/SEWER (HIGH)	133.25
		NOV/SEWER (LOW)	7.82
		NOV/WATER (HIGH)	59.32
		NOV/WATER (LOW)	2.61
	<b>EYE MED Total</b>		<b>734.64</b>
	FISHER AUTO SUPPLY	2 BATTERIES -GATOR & O TURN	139.80
		BATTERY F/MASSEY TRACTOR	117.93
		CORE DEPOSIT CREDIT	(18.00)
		GLOVES	57.81
		LATEX GLOVES-WTP	121.02
	<b>FISHER AUTO SUPPLY Total</b>		<b>418.56</b>
	FOGLE'S ENVIRONMENTAL SERVI	(8) HAND SANITIZER DISPENSERS	160.00
		(8) PORTABLE TOILETS	880.00
	<b>FOGLE'S ENVIRONMENTAL SERVICES, LLC Total</b>		<b>1,040.00</b>
	FOX ROTHSCHILD LLP	SEPT BILLING THROUGH 9/30/22	1,877.00
	<b>FOX ROTHSCHILD LLP Total</b>		<b>1,877.00</b>
	FP MAILING SOLUTIONS	10/01/22-12/31/22-GEN	17.72
		10/01/22-12/31/22-SWR	53.15
		10/01/22-12/31/22-WTR	17.71
	<b>FP MAILING SOLUTIONS Total</b>		<b>88.58</b>
	GALLS, LLC,	BOOTS RETURNED-RILEY	(128.80)
		BOOTS-RILEY	129.46
		LEG SHACKLES/VEHICLE#8408	50.55
	<b>GALLS, LLC, Total</b>		<b>51.21</b>
	GANNETT FLEMING	PER & EA NEW WWTP-WHITE FARM	27,500.00
		RT 24 SANITARY SWR REPLAC	1,435.00
	<b>GANNETT FLEMING Total</b>		<b>28,935.00</b>
	GARDEN CLUB OF MILLSBORO	FALL-2022 PLANTINGS REIMB	351.00
	<b>GARDEN CLUB OF MILLSBORO Total</b>		<b>351.00</b>
	GARY SEGAL	TAX OVERPAYMENT	519.08
	<b>GARY SEGAL Total</b>		<b>519.08</b>
	GEORGE, MILES & BUHR, LLC	ATKINS PK DRAINAGE IMPROV	700.00
		FOSTER COMMONS ONSITE INSPEC	4,681.25
		STATE ST SIDEWALK REPLAC	27.50
	<b>GEORGE, MILES &amp; BUHR, LLC Total</b>		<b>5,408.75</b>
	GIORDANO, DELCOLLO, WEBB &	REF OVERPAYMENT WTR/SWR	383.06

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GENERAL	GIORDANO, DELCOLLO, WERB &	REF OVERPAYMENT/TAXES	228.00
	GIORDANO, DELCOLLO, WERB & GAGNE Total		611.06
	GOODE CLEANING LLC	NOV CLEANING-POLICE DEPT	585.00
		NOV CLEANING-TOWN HALL	892.00
	GOODE CLEANING LLC Total		1,477.00
	HARRIS COMPUTER SYSTEMS	2023 MAINT AGREEMENT	20,872.58
	HARRIS COMPUTER SYSTEMS Total		20,872.58
	HILLS' ELECTRIC MOTOR SERVI	REPAIR CIRCULATION PUMP	25,430.92
		REPAIR PUMP/MILL LANDING PS	7,824.02
	HILLS' ELECTRIC MOTOR SERVICE Total		33,254.94
	HOME PARAMOUNT PEST CONTROL	10/12/22 QTRLY PEST APPLI	95.00
		10/31/22 QTRLY PEST APPLI	98.00
	HOME PARAMOUNT PEST CONTROL CO Total		193.00
	HOPKINS CONSTRUCTION CO.	JET VAC 10/11,12,13,14	11,200.00
		PUMP RENTAL 10/3/22-10/31/22	1,373.90
		PUMP RENTAL 9/29/22-10/27/22	764.94
		STORM DRAIN & CATCH BASIN-CUPOLA	13,265.00
	HOPKINS CONSTRUCTION CO. Total		26,603.84
	HR DIRECT	2023 ATTENDANCE CALENDAR	86.63
	HR DIRECT Total		86.63
	IN & OUT CAR CARE	112382/2017 FORD POLICE INTCPTR	872.82
		2015 FORD EXPLORER/BURK	977.97
	IN & OUT CAR CARE Total		1,850.79
	INTERNATIONAL INSTITUTE OF	MUNICIPAL CLERKS ANNUAL DUES	185.00
	INTERNATIONAL INSTITUTE OF Total		185.00
	JEFFERSON,URIAN,DOANE&STERN	ASSIST/USDA FUNDING APPLICATION	1,679.06
	JEFFERSON,URIAN,DOANE&STERNER Total		1,679.06
	JENNIFER LEFEBVRE	MILLSBORO HOLIDAY MARKET	500.00
	JENNIFER LEFEBVRE Total		500.00
	JONES, RANDOLPH	BOOTS	150.00
	JONES, RANDOLPH Total		150.00
	KCI TECHNOLOGIES, INC.	WHITE FARM WWTP FACILITY	38,500.00
	KCI TECHNOLOGIES, INC. Total		38,500.00
	KERSHNER ENVIROMENTAL	LIME SLURRY PUMPS-WTP	6,525.00
	KERSHNER ENVIROMENTAL Total		6,525.00
	KOLLOCK, GUNNER	BOOTS-KOLLOCK	150.00
	KOLLOCK, GUNNER Total		150.00
	L/B WATER SERVICE INC	5/8" HEX BOLT	78.00
		5/8" HEX NUT	58.20
		GASKET	393.00
		GASKET-FOSTER COMMONS	12.30
		IPERL TOUCHPAD	36.00
		METERS-FOSTER COMMONS (9)	4,874.40
		WATER METER 1 1/2"	1,817.30
	L/B WATER SERVICE INC Total		7,269.20
	LAWN DOCTOR OF SUSSEX COUNT	POWER SEEDING/DOG PARK	2,952.20
		POWER SEEDING/TOWN HALL	1,684.00
	LAWN DOCTOR OF SUSSEX COUNTY Total		4,636.20
	LOWE'S	ACRYLIC SHEETS	33.24
		CAR BATTERY CHARGER	47.50
		CHRISTMAS LIGHTS & WIRE	71.09
		HARD HAT	37.96
		HEATER/AIR CONDITIONER WTP	569.05
		HOSE & ROPE/WTP	192.76
		JIG SAW	13.29
		LEATHER GLOVES (1 PAIR)	23.73
		LIGHT BULBS (3 PKS)	36.99
		LUMBER/CHRISTMAS FLOAT	25.76
		PLIERS (2) WTP	13.74

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GENERAL	LOWE'S	PLYWOOD/CHRISTMAS FLOAT	98.76
		SAFETY VEST	37.08
		SCREW DRIVERS/PLUNGER	41.77
		SKIMMERS/PIPE/IRON REMOVAL	79.11
		TARP	43.69
		TIE WIRE (2)	39.68
		WALL MIRROR	38.00
		WALL MIRROR-RETURNED	(38.00)
	<b>LOWE'S Total</b>		<b>1,405.20</b>
	LYWOOD ELECTRIC, INC.	LIME FLUSHING CHGS/SCADA SYS	4,618.01
		RPR CENTRIFUGE-WWTP	1,893.82
	<b>LYWOOD ELECTRIC, INC. Total</b>		<b>6,511.83</b>
	MANLOVE AUTO PARTS	8403 WINDSHIELD WIPERS	21.14
	<b>MANLOVE AUTO PARTS Total</b>		<b>21.14</b>
	MARVEL'S PORTABLE WELDING,	AUGER REPAIR WWTP	610.00
	<b>MARVEL'S PORTABLE WELDING, INC. Total</b>		<b>610.00</b>
	MID SOUTH AUDIO LLC	SOUND PKG RENTAL/CHRISTMAS	850.00
	<b>MID SOUTH AUDIO LLC Total</b>		<b>850.00</b>
	MILLSBORO FIRE CO.	07/01-09/30/22 BLDG PERMITS	120,890.48
	<b>MILLSBORO FIRE CO. Total</b>		<b>120,890.48</b>
	MOTOROLA	EVIDENCE LIBRARY 9/1-9/30/22	255.54
	<b>MOTOROLA Total</b>		<b>255.54</b>
	NATALYA BUSKINA	TAX OVERPAYMENT	474.24
	<b>NATALYA BUSKINA Total</b>		<b>474.24</b>
	NVR, INC. T/A RYAN HOMES	TAX OVERPAYMENT	456.00
	<b>NVR, INC. T/A RYAN HOMES Total</b>		<b>456.00</b>
	ONE CALL CONCEPTS, INC.	OCT 2022 BILLING	210.63
		SEPT 2022 BILLING	174.47
	<b>ONE CALL CONCEPTS, INC. Total</b>		<b>385.10</b>
	PARSONS & ROBINSON	REF OVERPAYMENT WTR/SWR	134.25
	<b>PARSONS &amp; ROBINSON Total</b>		<b>134.25</b>
	PETTY CASH / MATT HALL	GATE FEE/W SIDE AUTO-O'BRIEN & KOI	4.00
		LIFESAVERS	10.99
		SCAT BREAKFAST 11/4/22-BURK	11.00
	<b>PETTY CASH / MATT HALL Total</b>		<b>25.99</b>
	PHH MORTGAGE SERVICES	TAX OVERPAYMENT-VARMON	1,302.59
	<b>PHH MORTGAGE SERVICES Total</b>		<b>1,302.59</b>
	POLICE AND SHERIFFS PRESS	ID CARD-PLACK	17.60
		ID CARDS-DUFOUR	32.58
	<b>POLICE AND SHERIFFS PRESS Total</b>		<b>50.18</b>
	POSTMASTER	JULY/SEPT WTR/SWR BILLING	1,544.54
	<b>POSTMASTER Total</b>		<b>1,544.54</b>
	POWER DMS	SDMS-AS SUBSCRIPTION FEE	2,426.83
	<b>POWER DMS Total</b>		<b>2,426.83</b>
	POWERBACK SERVICES LLC	INSTALLED OUTLETS (3)	545.00
	<b>POWERBACK SERVICES LLC Total</b>		<b>545.00</b>
	PROFESSIONAL STARTUP &	ASST/EVAL MEMBRANE SYSTEM	33,453.23
	<b>PROFESSIONAL STARTUP &amp; Total</b>		<b>33,453.23</b>
	QUALITY EXTERIORS, INC.	ROOF REPAIR/TOWN HALL	581.81
	<b>QUALITY EXTERIORS, INC. Total</b>		<b>581.81</b>
	QUILL CORPORATION	BINDERS RETURNED (2)	(29.48)
		COPY PAPER (2)	27.66
		COPY PAPER (2 CASES)	69.98
		COPY PAPER (2)	69.98
		POST IT FLAGS-5PK	0.39
	<b>QUILL CORPORATION Total</b>		<b>138.53</b>
	RILEIGHS OUTDOOR DECOR	CANDY CANES (20)	6,100.00
		PANEL TREE	16,908.00
		SPARKLE TREE (20)	10,700.00

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GENERAL	RILEIGHS OUTDOOR DECOR	WREATHS (20)	14,300.00
	<b>RILEIGHS OUTDOOR DECOR Total</b>		<b>48,008.00</b>
	ROGERS SIGN CO, INC.	LOGOS FOR NEW TRUCK (3)	330.00
	<b>ROGERS SIGN CO, INC. Total</b>		<b>330.00</b>
	ROGERS, EVAN	CALEA CONF-1ST DAY 11/15/22	48.00
		CALEA CONF-LAST DAY 11/20/22	48.00
		CALEA CONF-M&IE 11/16/22	64.00
		CALEA CONF-M&IE 11/17/22	64.00
		CALEA CONF-M&IE 11/18/22	64.00
		CALEA CONF-M&IE 11/19/22	64.00
	<b>ROGERS, EVAN Total</b>		<b>352.00</b>
	RSC LANDSCAPING	LIQUID FEED-RT 24	200.00
	<b>RSC LANDSCAPING Total</b>		<b>200.00</b>
	S&S REPAIR INC	2003 MINI VAN-WINDOW RPR	381.09
	<b>S&amp;S REPAIR INC Total</b>		<b>381.09</b>
	SERVICE TIRE TRUCK CENTERS	RPR TIRE/INT'L TRK(SLUDGE)	287.40
	<b>SERVICE TIRE TRUCK CENTERS Total</b>		<b>287.40</b>
	STEEN, WAEHLER & SCHRIDER-F	SEPT 2022 BILLING	6,216.14
	<b>STEEN, WAEHLER &amp; SCHRIDER-FOX Total</b>		<b>6,216.14</b>
	SUSSEX CONSERVATION DISTRICT	WB ATKINS PARK-DRAINAGE IMPROV	1,150.00
	<b>SUSSEX CONSERVATION DISTRICT Total</b>		<b>1,150.00</b>
	TEAMVIEWER GMBH	TEAM VIEWER-SEWER COMPUTER	2,458.50
	<b>TEAMVIEWER GMBH Total</b>		<b>2,458.50</b>
	THE GUN SHOP	AMMUNITION	6,872.70
		AMMUNITION-55GR FMJ BT FED	628.00
	<b>THE GUN SHOP Total</b>		<b>7,500.70</b>
	U.S. DIARY	(51) 2023 MONTHLY PLANNERS	121.25
	<b>U.S. DIARY Total</b>		<b>121.25</b>
	USA BLUEBOOK	ALKALINITY TEST STRIPS	63.40
		BEAKER	43.65
		BEAKERS	62.10
		CHLORINE F&T COLORIMETER	631.63
		CHLORINE HOSES (16)	1,194.20
		COLORIMETER TUBES	99.64
		FIRST AID KITS (14)	253.26
		HARNESS "D" RINGS	195.95
		HARNESS (2)	211.90
		HOSE	265.36
		HOSES (2)	1,604.43
		LOCATOR	804.82
		LOCKOUT/TAGOUT STATION	417.90
		NITRATE TEST STRIPS	110.36
		SAMPLE BOTTLES	85.50
	<b>USA BLUEBOOK Total</b>		<b>6,044.10</b>
	VERIZON WIRELESS	9/21-10/20/22 SEWER	712.58
		9/21-10/20/22 WATER	178.14
	<b>VERIZON WIRELESS Total</b>		<b>890.72</b>
	WARD & TAYLOR, LLC	REF OVERPAYMENT WTR/SWR	134.25
	<b>WARD &amp; TAYLOR, LLC Total</b>		<b>134.25</b>
	WATER TESTING LABORATORIES	BACTERIA COLLECTION 10/25/22	175.00
	<b>WATER TESTING LABORATORIES OF MD Total</b>		<b>175.00</b>
	WILMINGTON TRUST	21 REFINANCE ANNUAL FEE	750.00
	<b>WILMINGTON TRUST Total</b>		<b>750.00</b>
	WILMINGTON TRUST N.A.	PL FY23 10/01-10/31/22	53,624.01
	<b>WILMINGTON TRUST N.A. Total</b>		<b>53,624.01</b>
	WWOA	BUCKLER/2023 MEMBERSHIP	25.00
		MCGEE/2023 MEMBERSHIP	25.00
		NIBLETT/2023 MEMBERSHIP	25.00
	<b>WWOA Total</b>		<b>75.00</b>

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<b>GENERAL Total</b>			<b>792,699.67</b>
<b>WITHHOLDING</b>	<b>TEAMSTERS LOCAL 326</b>	<b>NOV 2022 BILLING</b>	<b>1,228.00</b>
	<b>TEAMSTERS LOCAL 326 Total</b>		<b>1,228.00</b>
<b>WITHHOLDING Total</b>			<b>1,228.00</b>
<b>BUILDING COMP</b>	<b>DAVIS, BOWEN &amp; FRIEDEL, INC</b>	<b>2022A005.D01-DESIGN DEV/POLICE STA</b>	<b>2,065.00</b>
		<b>2022A005.E01/PROCURE &amp; CONSTRUC PH</b>	<b>7,025.00</b>
	<b>DAVIS, BOWEN &amp; FRIEDEL, INC. Total</b>		<b>9,090.00</b>
	<b>DOVETAIL CULTURAL RESOURCE</b>	<b>ARCHAEOLOGICAL SURVEY</b>	<b>486.64</b>
	<b>DOVETAIL CULTURAL RESOURCE GROUP Total</b>		<b>486.64</b>
<b>BUILDING COMP FEE Total</b>			<b>9,576.64</b>
<b>WSFS TT 1%</b>	<b>BEARING CONSTRUCTION, INC.</b>	<b>PLANTA LAKES WTP CONTRACT</b>	<b>375,997.51</b>
	<b>BEARING CONSTRUCTION, INC. Total</b>		<b>375,997.51</b>
	<b>RUMMEL, KLEPPER AND KAHL,LL</b>	<b>WWTF FEASIBILITY STUDY</b>	<b>12,450.00</b>
	<b>RUMMEL, KLEPPER AND KAHL,LLP Total</b>		<b>12,450.00</b>
<b>WSFS TT 1% Total</b>			<b>388,447.51</b>
<b>Grand Total</b>			<b>1,191,951.82</b>

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October 2022 Prepays

Bank	Check No	Date	Payee	Description	Total
GENE	21828	10/4/2022	FUELMAN	SEPT/GENERAL	267.60
				SEPT/SEWER	3,580.00
				SEPT/STREET	561.45
				SEPT/WATER	666.89
	<b>21828 Total</b>				<b>5,075.94</b>
	21829	10/4/2022	FUELMAN	SEPT/POLICE	3,709.03
	<b>21829 Total</b>				<b>3,709.03</b>
	21830	10/4/2022	GOODE CLEANING LLC	OCT CLEANING-POLICE	585.00
				OCT CLEANING-TOWN HALL	892.00
	<b>21830 Total</b>				<b>1,477.00</b>
	21831	10/6/2022	MEDIACOM - DELAWARE	10/10-11/09/22-WWTP	215.57
	<b>21831 Total</b>				<b>215.57</b>
	21832	10/6/2022	MAIL MOVERS	JULY-SEPT WTR/SWR BILLING	273.47
	<b>21832 Total</b>				<b>273.47</b>
	21833	10/6/2022	WILMINGTON TRUST N.A	PL FY22 1/27/22-10/06/22	3,821.26
	<b>21833 Total</b>				<b>3,821.26</b>
	21834	10/6/2022	TAX-EXEMPT LEASING C	FORD F-350 BOOM TRUCK	3,495.81
				INTERCEPTOR #1	1,740.99
				INTERCEPTOR #2	1,740.99
				INT'L CAB & CHASSIS	6,173.44
	<b>21834 Total</b>				<b>13,151.23</b>
	21835	10/7/2022	WILMINGTON TRUST N.A	PL FY23 7/1/22-09/30/22	2,552,064.50
	<b>21835 Total</b>				<b>2,552,064.50</b>
	21836	10/19/2022	DELTA DENTAL OF DELA	OCT/GENERAL	473.58
				OCT/POLICE	1,326.11
				OCT/SEWER	512.15
				OCT/WATER	210.18
	<b>21836 Total</b>				<b>2,522.02</b>
	21837	10/19/2022	DELAWARE DEPT OF LAB	98022-6 22-3	739.00
	<b>21837 Total</b>				<b>739.00</b>
	21838	10/19/2022	DOMINION NATIONAL	NOVEMBER 2022 BILLING	79.90
	<b>21838 Total</b>				<b>79.90</b>
	21839	10/19/2022	GRANITE TELECOMMUNIC	BRANDYWINE/OCT	29.45
				CUPOLA/OCT	35.94
				MILLWOOD/OCT	44.23
				PLANTATION/OCT	32.69
				POLICE/OCT	332.05
				RADISH FARM/OCT	57.92
				RETREAT/OCT	31.44
				SEWER/OCT	6.69
				TOWN HALL/OCT	873.28
				WATER/OCT	46.83
				WHARTON'S BLUFF/OCT	48.46
	<b>21839 Total</b>				<b>1,538.98</b>
	21840	10/19/2022	VERIZON WIRELESS	8/29-9/28/22-POLICE	707.99
				8/29-9/28/22-VAWA	79.98
				8/29-9/28/22-VOCA	39.99
	<b>21840 Total</b>				<b>827.96</b>
	21841	10/19/2022	VERIZON	SEWER/OCT INTERNET	98.99
	<b>21841 Total</b>				<b>98.99</b>
	21842	10/19/2022	VERIZON CONNECT NWF,	SEPT 2022 BILLING	145.71
	<b>21842 Total</b>				<b>145.71</b>
	21843	10/19/2022	WASTE MANAGEMENT	SEPT 2022 BILLING	535.90
	<b>21843 Total</b>				<b>535.90</b>
	21844	10/24/2022	DELAWARE RURAL WATER	DRWA EXPO 10/7/22-GUNNER	45.00
				DRWA EXPO 10/7/22-O'BRIEN	45.00
				DRWA EXPO 10/7/22-SHORT	45.00
	<b>21844 Total</b>				<b>135.00</b>
	21845	10/24/2022	EZ FINANCE TRUCKS LL	PICKUP TRUCK W/PLOW	104,974.00

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GENERAL	21845	Total			104,974.00
	21846	10/24/2022	MEDIACOM - DELAWARE	BILLING 10/22/22 TO 11/22/22	269.95
	21846	Total			269.95
	21847	10/24/2022	OCEAN VIEW, TOWN OF	SCAT DINNER (2) 11/2/22	80.00
	21847	Total			80.00
	21848	10/24/2022	PEP-UP INC.	DELIVERY 10/13/22-203 MAIN ST	143.15
	21848	Total			143.15
	21849	10/24/2022	PEP-UP INC.	BALL PARK-W STATE ST/WELL#5	395.93
				BRANDYWINE/DOG PARK	294.22
				CUPOLA PARK-GENERATOR	130.84
				GEN PLANTA LAKES-GODWIN SCHOOL	136.97
				GENERATOR #1-CHURCH ST	1,120.26
	21849	Total			2,078.22
	21850	10/24/2022	PRINCIPAL LIFE INSUR	NOV 2022 BILLING	1,037.86
	21850	Total			1,037.86
	21851	10/24/2022	VERIZON	SWR-SEPT/OCT DSL LINE	27.51
	21851	Total			27.51
	21852	10/24/2022	WSFS BANK VISA	BJ'S-PAPER TOWELS (WWTP)	35.98
				CALEA-JAMIE BURK BANQUET ONLY	130.00
				CHECKSFORLESS	177.30
				CROWN TROPHY	60.00
				EASTSIDE CARWASH	32.30
				ENGRAVING AWARDS-(HODGES)	124.08
				EVENTBRITE-DLLG DINNER (5)	205.00
				GROTTO'S TOWN LUNCHEON	234.40
				HAMPTON INN DENVER-VALET CRED	(54.00)
				HILTON/CALEA (BURK)	483.68
				ICSC PARKING (BURK)	30.00
				ICSC TABLE RENTAL (BURK)	96.73
				INDEED	924.00
				MAIL STOP-RETURN TO GALLS & L	39.16
				MSFT-SERVER EMAIL	188.41
				PLANTATION LAKES-AWARDS BANQU	216.00
				SODA-TOWN HALL SODA MACHINE	39.98
				SOUTHWEST/CALEA (BURK)	324.96
				TRACTOR SUPPLY-PUMP/WWTP	439.98
				UD TRAINING	20.00
				VISTA PRINT/STICKERS	33.99
				VISTA PRINT-AWARDS BANQUET IN	18.18
				WAWA-EMPL OF THE MONTH-(WEATH	50.00
	21852	Total			3,850.13
	21853	10/25/2022	DELAWARE ELECTRIC CO	GRAVEL HILL RD-SEPT/OCT	24.02
				HARDSCRABBLE RD/PUMP WWTP-SEP	90.79
				HARDSCRABBLE/WTR TOWER-SEPT	22.75
				HARDSCRABBLE-15752561-SEPT	195.41
				WHARTON'S BLUFF-SEPT	72.51
	21853	Total			405.48
	21854	10/25/2022	DHR FINANCIAL SERVIC	NOVEMBER/GENERAL	10,415.18
				NOVEMBER/POLICE	31,992.85
				NOVEMBER/SEWER	14,135.49
				NOVEMBER/WATER	5,579.76
	21854	Total			62,123.28
	21855	10/25/2022	DELMARVA POWER	OCT/CHRISTMAS	308.38
				OCT/CIVIC	176.18
				OCT/MEDIAN	114.04
				OCT/PARK	130.26
				OCT/POLICE	779.42
				OCT/RR AVE GARAGE	43.50
				OCT/SEWER	16,789.44
				OCT/TOWN	1,444.40
				OCT/WATER	4,423.98
				OCT/WB ATKINS BALLPARK	325.40
	21855	Total			24,535.00



October 2022 Prepays

GENE	21856	10/27/2022	MEDIACOM - DELAWARE	NOV BILL-TOWN HALL	135.90
	21856 Total				135.90
	10047931	10/4/2022	WITHHOLDING, TOWN OF	PR WK 10-07-2022	26,269.26
	10047931 Total				26,269.26
	10574365	10/4/2022	PAYROLL, TOWN OF MIL	PR WK 10-07-2022	38,391.46
	10574365 Total				38,391.46
	45359138	10/24/2022	PAYROLL, TOWN OF MIL	PR WK 10-28-2022	41,936.58
	45359138 Total				41,936.58
	53181989	10/19/2022	T.O.M. TRANSP/SW IMP	SEPT 2022 BLDG PERMITS	16,000.00
	53181989 Total				16,000.00
	54254505	10/11/2022	PAYROLL, TOWN OF MIL	PR WK 10-14-2022	37,805.04
	54254505 Total				37,805.04
	57688529	10/19/2022	T.O.M. WATER IMPACT	SEPT 2022 BLDG PERMITS	20,480.00
	57688529 Total				20,480.00
	63241069	10/24/2022	WITHHOLDING, TOWN OF	PR WK 10-28-2022	27,614.83
	63241069 Total				27,614.83
	71248288	10/19/2022	T.O.M. SEWER IMPACT	SEPT 2022 BLDG PERMITS	186,123.00
	71248288 Total				186,123.00
	78476310	10/19/2022	T.O.M. BUILDING FD 02	SEPT 2022 BLDG PERMITS	31,474.00
	78476310 Total				31,474.00
	86473530	10/18/2022	PAYROLL, TOWN OF MIL	PR WK 10-21-2022	40,881.73
	86473530 Total				40,881.73
	91389644	10/11/2022	WITHHOLDING, TOWN OF	PR WK 10-14-2022	25,136.82
	91389644 Total				25,136.82
	91765616	10/18/2022	WITHHOLDING, TOWN OF	PR WK 10-21-2022	28,207.05
	91765616 Total				28,207.05
	96216252	10/19/2022	T.O.M. POLICE PRO IM	SEPT 2022 BLDG PERMITS	28,669.00
	96216252 Total				28,669.00
	<b>GENERAL Total</b>				<b>3,335,060.71</b>
WITH	5313	10/19/2022	AFLAC	OCT 2022 BILLING	2,504.64
	5313 Total				2,504.64
	5314	10/19/2022	LEGAL SHIELD	OCT 2022 BILLING	302.10
	5314 Total				302.10
	100722	10/7/2022	DPERS	SEPT/POLICE	21,647.17
	100722 Total				21,647.17
	103122	10/31/2022	DPERS	OCT/POLICE	17,769.26
	103122 Total				17,769.26
	420285	10/7/2022	DIVISION OF REVENUE	PR WK 10-07-2022	2,648.72
	420285 Total				2,648.72
	429454	10/14/2022	DIVISION OF REVENUE	PR WK 10-14-2022	2,579.28
	429454 Total				2,579.28
	441232	10/21/2022	DIVISION OF REVENUE	PR WK 10-21-2022	2,876.48
	441232 Total				2,876.48
	442158	10/28/2022	DIVISION OF REVENUE	PR WK 10-28-2022	2,852.20
	442158 Total				2,852.20
	2332350	10/20/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	2332350 Total				75.00
	10072022	10/7/2022	DPERS	SEPT/TOWN	13,117.48
	10072022 Total				13,117.48
	10312022	10/31/2022	DPERS	OCT/TOWN	10,954.34
	10312022 Total				10,954.34
	53593957	10/14/2022	GF PASS THRU 941/CD	PR WK 10-14-2022	14,043.38
	53593957 Total				14,043.38
	54461434	10/27/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	54461434 Total				75.00
	54963889	10/7/2022	GF PASS THRU 941/CD	PR WK 10-07-2022	14,469.54
	54963889 Total				14,469.54
	70848022	10/6/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	70848022 Total				75.00
	73706531	10/21/2022	GF PASS THRU 941/CD	PR WK 10-21-2022	15,736.10
	73706531 Total				15,736.10
	95340615	10/28/2022	GF PASS THRU 941/CD	PR WK 10-28-2022	15,627.60
	95340615 Total				15,627.60

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October 2022 Prepays

WITH	97117941	10/18/2022	MISSIONSQUARE RETIRE	457B CONTRIBUTIONS	75.00
	97117941 Total				75.00
<b>WITHHOLDING Total</b>					<b>137,428.29</b>
MSAF	1640	10/24/2022	DELMARVA POWER	OCT/MAGNOLIA	587.81
				OCT/MILL LANDING	244.92
				OCT/STREETS	5,188.80
	1640 Total				6,021.53
<b>MSAF Total</b>					<b>6,021.53</b>
SEWE	1209	10/4/2022	WILMINGTON TRUST COM	SWR INTEREST/PMT 11/1/22	350,400.00
				SWR PRINCIPAL/PMT 11/1/22	845,000.00
	1209 Total				1,195,400.00
<b>SEWER IMPACT Total</b>					<b>1,195,400.00</b>
WATE	1208	10/4/2022	WILMINGTON TRUST COM	WTR INTEREST/PMT 11/1/22	30,800.00
				WTR PRINCIPAL/PMT 11/1/22	165,000.00
	1208 Total				195,800.00
<b>WATER IMPACT Total</b>					<b>195,800.00</b>
<b>Grand Total</b>					<b>4,869,710.53</b>

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**MILLSBORO POLICE DEPARTMENT  
MONTHLY COUNCIL REPORT  
November 2022**

**TRAINING**

1. On October 5<sup>th</sup> –7<sup>th</sup>, Cpl. Christopher Ebke attended, “Basic Crime Scene Investigations”, at the Millsboro Town Hall.
2. On October 11<sup>th</sup> – 13<sup>th</sup>, Officers from Shift A-B conducted the annual Response to Resistance training.
3. On October 17<sup>th</sup>- 21<sup>st</sup>, Sgt. David Moyer and Cpl. Christopher Ebke attended the annual Homicide Conference, hosted by the Delaware State Police.

**CALEA UPDATE**

1. Town Council will be provided with proposed changes to the Millsboro Police Department Policies. These proposed policy changes are the following:
  - a. Policy # 3 Job Descriptions (Rotating Shift Requirement).
  - b. Policy #14 Patrol Procedures (Rotating Shift Requirement).
2. There are no accreditation updates to report.

**Community Events**

1. On October 5<sup>th</sup>, the Millsboro Police Department partnered with Starbucks for the annual “Coffee with a Cop” initiative.
2. On October 12<sup>th</sup>, the Millsboro Police Department partnered with the Millsboro Fire Department for a safety presentation at East Millsboro Elementary. During this event SRO/ Cpl. Zubrowski provided bicycle safety to elementary students.
3. On October 31<sup>st</sup>, the Millsboro Police Department participated in the annual Community Night Out event. Cpl. Jonathan Zubrowski organized this night out, and the details of this event will be provided during this meeting.

**MILLSBORO POLICE DEPARTMENT  
MONTHLY COUNCIL REPORT  
November 2022**

**Roadway Closures/ Updates**

There are no roadway closures or updates to report at this time.

**Grant**

There are no grants that will be presented during this meeting.

**Personnel Update**

There are no personnel updates at this time.

October 20, 2022

Ms. Carrie Kruger, PE  
Town Engineer  
Town of Millsboro  
Town Hall  
322 Wilson Highway  
Millsboro, DE 19966

**RE: Town of Millsboro Wastewater Treatment Facility Upgrade Feasibility Study  
Assessment of Flow Equalization Basin Expansion**

Dear Ms. Kruger:

In accordance with your request, Rummel, Klepper & Kahl, LLP (RK&K) is pleased to submit this proposal to modify the current Upgrade Feasibility Study for the Town of Millsboro's Wastewater Treatment Facility (WWTF) to include an assessment of expanding the influent flow equalization basin (EQ Basin) system. This assessment will provide recommendations for the expanded EQ Basin's size, interconnection with the existing EQ Basin, how the basin and associated pumps would be used in the upgraded WWTF, and its location. The work will be performed as an amendment to RK&K's June 27, 2022 Agreement with the Town.

#### Background

Raw wastewater enters the WWTF at the Raw Waste Lift Station (RWLS) which discharges flow to the mechanical screens and grit removal system. Wastewater then flows by gravity to the EQ Basin. The RWLS, the screens, grit removal and the EQ Basin are in the Headworks Building. Flow from the EQ Basin is pumped by the Feed Forward (FF) Pumps to the anoxic basin. Treatment in the anoxic basin is followed by treatment in the aeration tanks, membranes and UV disinfection.

An influent flow EQ Basin is desired to further equalize the flow rate and loadings to the membranes. The size needed for the EQ Basin is dependent on the actual influent flow rates. Unknown parameters in the influent flow EQ Basin system are: 1) the daily variation and peak in the influent flow rates, 2) the actual working volume of the existing EQ Basin, and 3) the actual discharge capacity range of the RWLS pumps and Feed Forward Pumps.

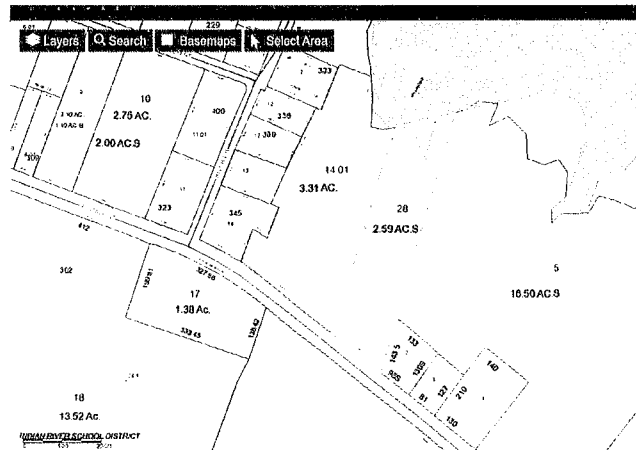
- The influent flow rate, its daily variation, and peak flow rates are uncertain. The Town has been unable to measure the true influent flow rate to the WWTF due to it not being able to separately measure in-plant recycle flow rates. Compounding the difficulty in measuring flow rates is the insertion flow meters do not work. RK&K's current evaluation includes repairing / replacing the flow meters.
- The actual **working volume** of the existing EQ Basin may be different than the volume of 480,000 gallons that is shown on the Equipment Inventory Drawing C-3 in Contract C. For instance, the hydraulic profile on Contract C indicates the EQ Basin high water level (HWL) is El. 23.50 which would equate to a volume of only 435,000 gallons. Also, Contract C, Drawing M-6 provides elevations for HWL (El. 17.00) and HWL alarm (El. 22.5) that would provide volumes significantly less than 480,000 gallons.



- The discharge flow meters on the RWLS pumps and the FF Pumps are questionable resulting in their actual flow rates being unknown. The actual capacity range of the FF Pumps during high flow events will be dependent on the actual water level range over which the EQ Basin is being operated and the manner that variable frequency drives (VFDs) are controlled.

Also relevant to the EQ Basin assessment is that treatment alternatives being evaluated in the Upgrade Feasibility Study contemplate re-purposing a section of the existing EQ Basin for treatment, such as using it for additional oxic reactor volume. If implemented, re-purposing would reduce the existing EQ Basin capacity. To date, the study has been based on the EQ Basin volume being 480,000 gallons.

The Town is interested in determining the feasibility of expanding the capacity of the EQ Basin system by constructing a tank on an adjacent parcel west of the WWTF. The parcel is No. 28 (2.59 acres) shown on the Sussex County GIS map in the figure below. The parcel is owned by the Town.

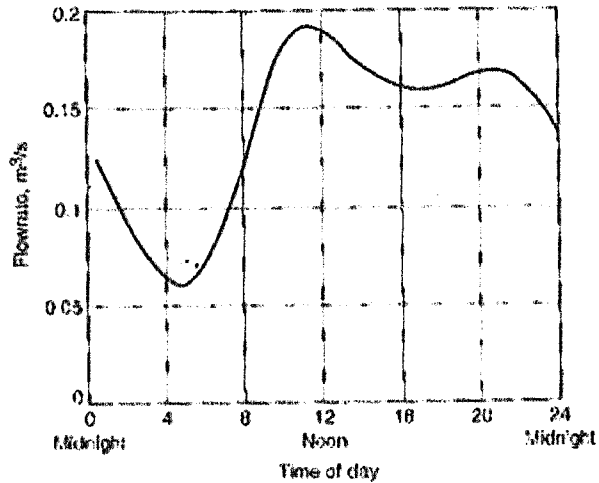


### Scope

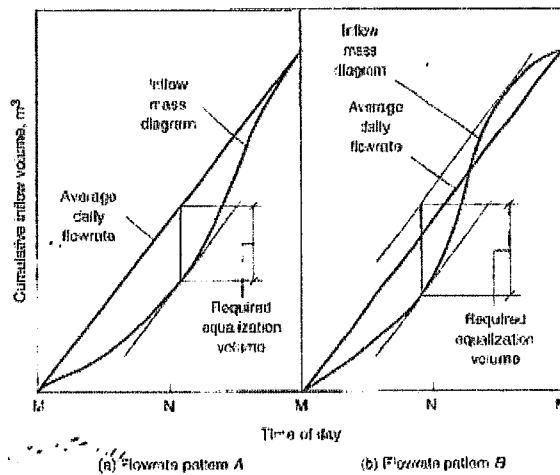
RK&K's work will focus on 1) identifying a representative influent flow rate pattern to the WWTF for the purpose of determining the EQ Basin volume needed for the upgraded treatment system, and 2) recommending a location and configuration of additional tankage on Parcel 28. The findings and recommendations will be included in the Upgrade Feasibility Study.



**Influent Flow Rate** - It is anticipated influent flow rates will be determined by measuring changes in the RWLS water levels over a period of time while the RWLS pumps are stopped and with the pumps in operation. Water levels will be determined using the existing level sensors and SCADA system and/or by manually measuring the water levels over a period of time. Pump operating times and operating speed will be tabulated. Level measurements will be made by WWTF staff. It is recognized that measurements may possibly need to be made outside of normal working hours. Pump operating information will be obtained from pump head-capacity-speed curves provided by the Town. RK&K will meet with the WWTF staff to decide on the most practicable approach based on a joint field inspection of the RWLS PS. RK&K will also obtain input from the Town regarding its understanding of any weekday/weekend, dry weather/wet weather, and seasonal flow variations. The goal is to obtain a representative hydrograph of influent flow rate over a period of time, as shown in the example in the accompanying graph.



The hydrograph will be used to determine the EQ volume needed using a cumulative influent volume vs. time graph similar to the graphs shown in the following example.



The hydrographs obtained and the EQ Basin size that is determined will be reviewed with the Town in the context of the recommended treatment upgrades. The review will be conducted in conjunction with a discussion of the Town's intended mode of operation of the EQ Basin system.



Fee

RK&K's lump sum fee to perform the assessment of the EQ Basin expansion is \$7,000.00 as an amendment to our current Agreement. This lump sum fee is predicated on RK&K meeting with the Town one time at the WWTF to determine the most feasible approach to obtaining level measurements and obtaining pump operating information. While at the site, RK&K will instruct the Operators on the approach for taking the measurements, i.e. location(s), technique, frequency, recording of data and providing contact information at RK&K for submitting the measurements.

Exclusions

The following tasks are excluded from RK&K's scope:

- Field work to obtain water level measurements after the initial one day meeting
- Investigation to determine sources of high flows in the collection system

Schedule

The revised schedule for the report will be based on:

- Submit draft report to Town for review and comments: Three weeks after plant influent flow hydrograph is determined
- Submit final report to Town: Within two weeks of receipt of comments/review meeting

RK&K greatly appreciates the opportunity to submit this Amendment to the Feasibility Study. If this Amendment is acceptable to the Town, please sign below and return. If you should have any questions or comments, please feel free to contact me at 410-462-9289.

Very truly yours,  
RUMMEL, KLEPPER & KAHL, LLP

Kelly, C. Duffy, PE  
Director, Wastewater

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Town of Millsboro  
Carrie Kruger, PE, Town Engineer

Date



**LEGAL SERVICES AGREEMENT**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, between The Town of Millsboro, 322 Wilson Highway, Millsboro, Delaware 19966 (hereinafter referred to as the "Town") and Mary R. Schrider-Fox, Esquire, Steen, Waehler & Schrider-Fox, LLC, P.O. Box 1398, 92 Atlantic Avenue, Unit B, Ocean View, Delaware 19970 (hereinafter referred to as the "Attorney").

**WHEREAS**, the Town is in the process of constructing a new one-story police station that is, according to the Invitation to Bid, approximately 12,426 square feet in size on a 2.077+/- acre site owned by the Town (hereinafter referred to as the "Police Station"); and

**WHEREAS**, the Attorney agrees to perform all legal services necessary to assist the Town in its efforts to secure funding and approvals for the construction of the Police Station.

**NOW THEREFORE**, in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed that:

**SECTION A – LEGAL SERVICES**

The Attorney will perform such services as are necessary to accomplish the above-described objectives, including, but not limited to, the following:

1. Furnish advice and assistance to the Town in connection with (a) the notice for and conduct of meetings as may be necessary in connection with the authorization, financing and construction of the Police Station; (b) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing and construction of the Police Station; (c) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through the Rural Utilities Service, U.S. Department of Agriculture; (d) entering into construction contracts; (e) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such elections or other related approvals as may be necessary; and (f) such other action as may be necessary in connection with financing and construction of the Police Station.

2. If and as necessary, assist the Town's specialized and recognized bond counsel with (a) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bond elections or other bond-related approvals as may be necessary; and (b) the preparation and completion of such bonds or other obligations as may be necessary to finance the system.

3. Review of construction contracts, bid-letting procedures, and surety and contractual bonds in connection therewith.

4. If and as necessary, preparation, negotiation or review of any agreements with State, Federal or other governmental or regulatory agencies concerning the Police Station.

5. If and as necessary, preparation and review of deeds, easements and other rights-of-way documents, and other similar instruments for the Police Station, rendering title opinions with reference thereto, and providing recordation thereof.

6. If and as necessary, cooperate with and assist the Town Engineer and/or other engineering consultants or firms retained by the Town in connection with (a) obtaining necessary permits and certificates from State, Federal or other governmental or regulatory agencies concerning the construction of the Police Station; and (b) preparing easements and/or other necessary title documents, construction contracts, or other instruments concerning the construction of the Police Station.

### SECTION B – COMPENSATION

1. The Town will pay the Attorney for professional services rendered in accordance herewith at the rate of \$200.00 per hour for time expended on the matters that are the subject of this Agreement. The paralegal rate will be \$75.00 per hour. With regard to time-based fees, the time spent performing services is measured in units of tenths of an hour (.10=6 minutes). All services have minimum time charges, ranging from .20 to 1.0 hours, even though the actual time may be less. Some examples of Steen, Waehler & Schrider-Fox, LLC's services and their minimums are the following:

<u>ITEM</u>	<u>Time</u>
Telephone calls	.20
Preparation of correspondence/e-mails or review of correspondence/e-mails	.20
Conferences with client or others	.30
Preparation of documents/agreements where there is no fixed fee by other other agreement	1.00
Attendance at off-site meetings or appearances before administrative, regulatory or other agency	1.50
Legal research	.50

The Town will be responsible for expense charges incurred. Expense charges may include filing fees, delivery charges, reproduction costs, computerized research, telefax and express mail costs and travel expenses. In the Attorney's discretion, she may forward vendor charges to the Town for direct payment at any time.

The Attorney will bill the Town at least monthly, and statements are due and payable upon receipt.

The total fees, exclusive of expense charges, to be paid by the Town to the Attorney for professional services rendered in accordance herewith shall not exceed \$15,000.00, unless otherwise agreed between the parties in writing, signed and dated by both parties to this Agreement.

**IN WITNESS WHEREOF**, the parties to this Legal Services Agreement have executed this Legal Services Agreement on the dates indicated below.

**THE TOWN OF MILLSBORO**

By: \_\_\_\_\_  
Faye Lingo, Mayor

Attest: \_\_\_\_\_  
James C. Kells, Secretary

Dated: \_\_\_\_\_

**STEEN, WAEHLER & SCHRIDER-FOX, LLC**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Mary R. Schrider-Fox, Esquire,  
Sole/Managing Member

Dated: \_\_\_\_\_

TOWN OF MILLSBORO

APPLICATION FOR ANNEXATION

1. Name of applicant: Charles W. Schertle, Jr.  
Mailing address: 27840 Crown Court, Millsboro, DE 19966  
\_\_\_\_\_  
Delivery address, if different \_\_\_\_\_  
Phone Number: (302) 228-4301  
Fax Number: \_\_\_\_\_  
Email address: schertle123@gmail.com  
Name of contact person/title Richard L. Abbott, Esquire

2. Name(s), addresses of owners of property (if different from applicant):  
\_\_\_\_\_

3. Copy of Deed. Enclosed.

4. Written consent of owner(s) (to be attached). Enclosed.

5. Tax map and parcel number(s) and location address of each parcel.

1-33-16.00-95.03

6. Written legal description of metes and bounds of property to be annexed and total property to be zoned pursuant to this application (to be attached).

See Deed Enclosed.

7. Five (5) copies of a recent survey of the property, including identification of that part to be annexed, as well as the entire parcel or part to be included in project/zoning request (to be attached). Enclosed.

8. Statement of reasons for annexation and grounds and support thereof.

See transmittal letter which enclosed this Application.

9. Zoning requested for annexed property and reasons therefor; mixed zoning will require separate metes and bounds descriptions of each parcel for the requested zoning district.

Highway Commercial (HC) based on Route 113 Frontage and similar zoning of nearby and adjacent lands.

10. General description of project, including proposed name of project.

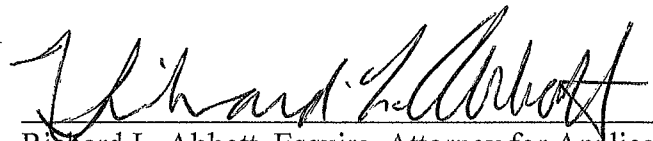
The project name is "Handy Storage." The project proposes Mini-Storage and Moving Company Storage uses.

11. Payment of fee due: See transmittal letter which enclosed this Application.

12. A. If any applicant is a partnership, the names and addresses of the individuals composing the partnership including all limited partners. (To be attached).

B. If any applicant is a corporation, the name and address of each stockholder owning more than ten percent (10%) of the stock of the corporation, the name and address of each officer, and the name and address of each member of the board of directors or other governing body. (To be attached).

C. If any applicant is a limited liability company, the names and address of the individuals composing the company. (To be attached).



Richard L. Abbott, Esquire, Attorney for Applicant  
724 Yorklyn Road, Suite 240  
Hockessin, DE 19707  
(302) 489-2529  
[rich@richabbottlawfirm.com](mailto:rich@richabbottlawfirm.com)

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**FOR TOWN USE ONLY:**

Received by Town Clerk/Building Official: \_\_\_\_\_ (date/time)

Fee received by Town: \_\_\_\_\_ (date/time)

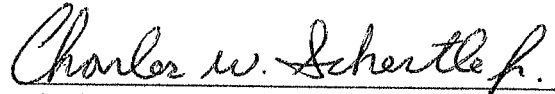
CHARLES W. SCHERTLE, JR.  
27840 Crown Court  
Millsboro, DE 19966  
(302) 228-4301

Town of Millsboro  
ATTN: Jamie Burk, Town Manager  
322 Wilson Highway  
Millsboro, DE 19966

Re: *Annexation Application*  
*Written Consent of Owner*

Ladies & Gentlemen:

Please accept this letter as confirmation that I, as owner of Sussex County Tax Map and Parcel No. 1-33-16.00-95.03, do consent to the Annexation of the said parcel of land into the Town of Millsboro limits. In addition, my attorney, Richard L. Abbott, Esquire, is authorized to make the Annexation Application and execute the said Application form.

  
Charles W. Schertle, Jr.

TAX MAP AND PARCEL #: 1-33 16.00  
95.03

PREPARED BY & RETURN TO:

Haller & Hudson  
101 S. Bedford St.  
P.O. Box 533  
Georgetown, DE 19947  
File No. 9975-HWH/

THIS DEED, made this 16th day of March, 2018,

- BETWEEN -

MICHAEL C. LASHER, of 28787 Evergreen Terrace, Millsboro, DE 19966, party of the first part,

- AND -

CHARLES W. SCHERTLE, JR., of 27840 Crown Court, Millsboro, DE 19966, as sole owner, party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of **One and 00/100 Dollar (\$1.00)**, lawful money of the United States of America, and other good and valuable consideration, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the party of the second part, and his heirs and assigns, in fee simple, the following described lands, situate, lying and being in Sussex County, State of Delaware:

ALL those certain lots, pieces and parcels of land, situate, lying and being in Dagsboro Hundred, Sussex County and State of Delaware, designated as Lots 3, 15, 16, 17, and 18 as shown on a plot of record in Plot Book 3, Page 2, and Plot Book 59, Page 130, in the Office of the Recorder of Deeds, at Georgetown, Delaware.

BEING the same lands conveyed unto Michael C. Lasher by deed of Lisa L. Simmons, f/k/a Lisa S. Lasher dated October 14, 2015 and recorded December 23, 2015 in the Office of the Recorder of Deeds, in and for Sussex County, Delaware, in Deed Book 4486, Page 245.

SD 1/5

3/55

SUBJECT to any and all restrictions, reservations, conditions, easements and agreements of record in the Office of the Recorder of Deeds in and for Sussex County, Delaware.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and seal the day and year first above written.

Signed, Sealed and Delivered in the presence of:

*[Handwritten signature]*

Consideration: 60,000.00

County	900.00
State	900.00
Town	1,800.00
Total	3,600.00

Received Mar 17 2018 (SEAL)

Michael C. Lasher

Consideration: 60,000.00

STATE OF DELAWARE, COUNTY OF SUSSEX: to-wit

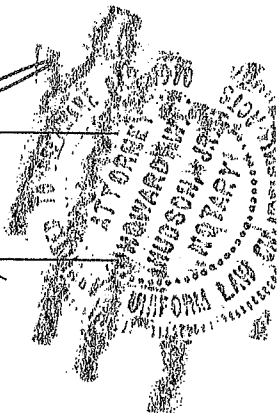
County	900.00
State	900.00
Town	1,800.00
Total	3,600.00

BE IT REMEMBERED, that on March 16, 2018, personally came before me, the subscriber, Michael C. Lasher, party of the first part to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his act and deed.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

*[Handwritten signature]*  
Notary Public

My Commission Expires: *A. Henry*  
Howard W. Hudson, Jr.  
101 South Bedford Street  
Georgetown, DE 19947



RECEIVED  
Mar 19, 2018  
ASSESSMENT DIVISION  
OF SUSSEX COUNTY

Recorder of Deeds  
Scott Dailey  
Mar 19, 2018 10:30A  
Sussex County  
Doc. Surcharge Paid

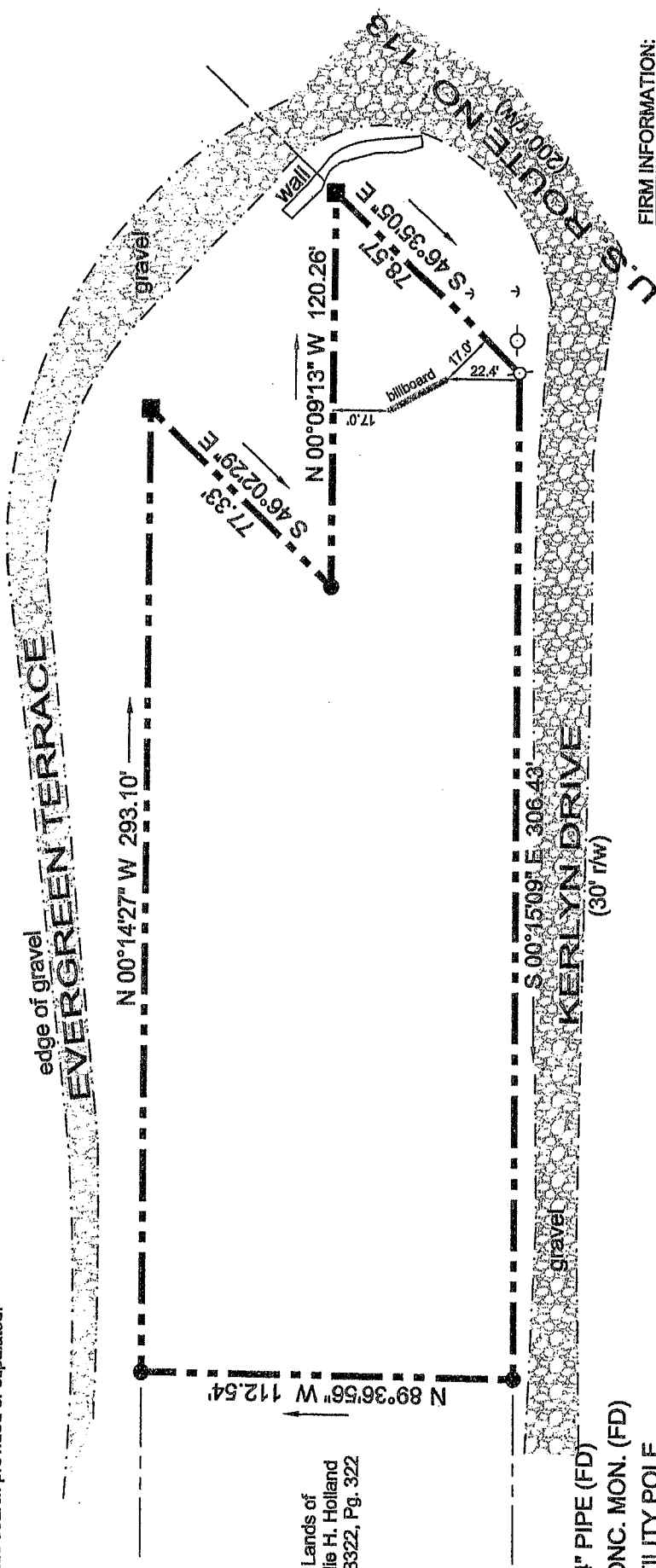


**NOTES:**

- Other than shown, this plat and survey does not verify the existence or nonexistence of right-of-ways and/or easements pertaining to this property. Including but not limited to Tax Ditch Easements.
- No title search provided or stipulated.

Lands of  
Michael C. Lasher & Dennis H. Lasher  
Db. 2318, Pg. 1

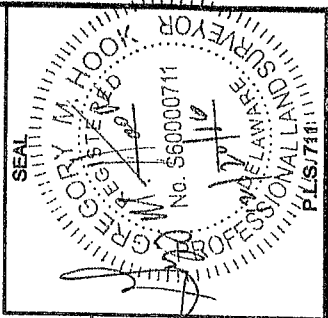
Lands of  
Leslie H. Holland  
Db. 3322, Pg. 322



- 3/4" PIPE (FD)
- CONC. MON. (FD)
- UTILITY POLE
- ⊗ 5/8" REBAR (SET)
- ↓ GUY WIRE

SCALE: 1"=50'  
AREA: 33,778 SQ. FT.  
TAX MAP NO. 1-33-16-95.03

FIRM INFORMATION:  
100029 - 0456 - K &  
100029 - 0458 - K  
MARCH 16, 2015  
ZONE: "X", Non-shaded  
CLASS "B" SURVEY



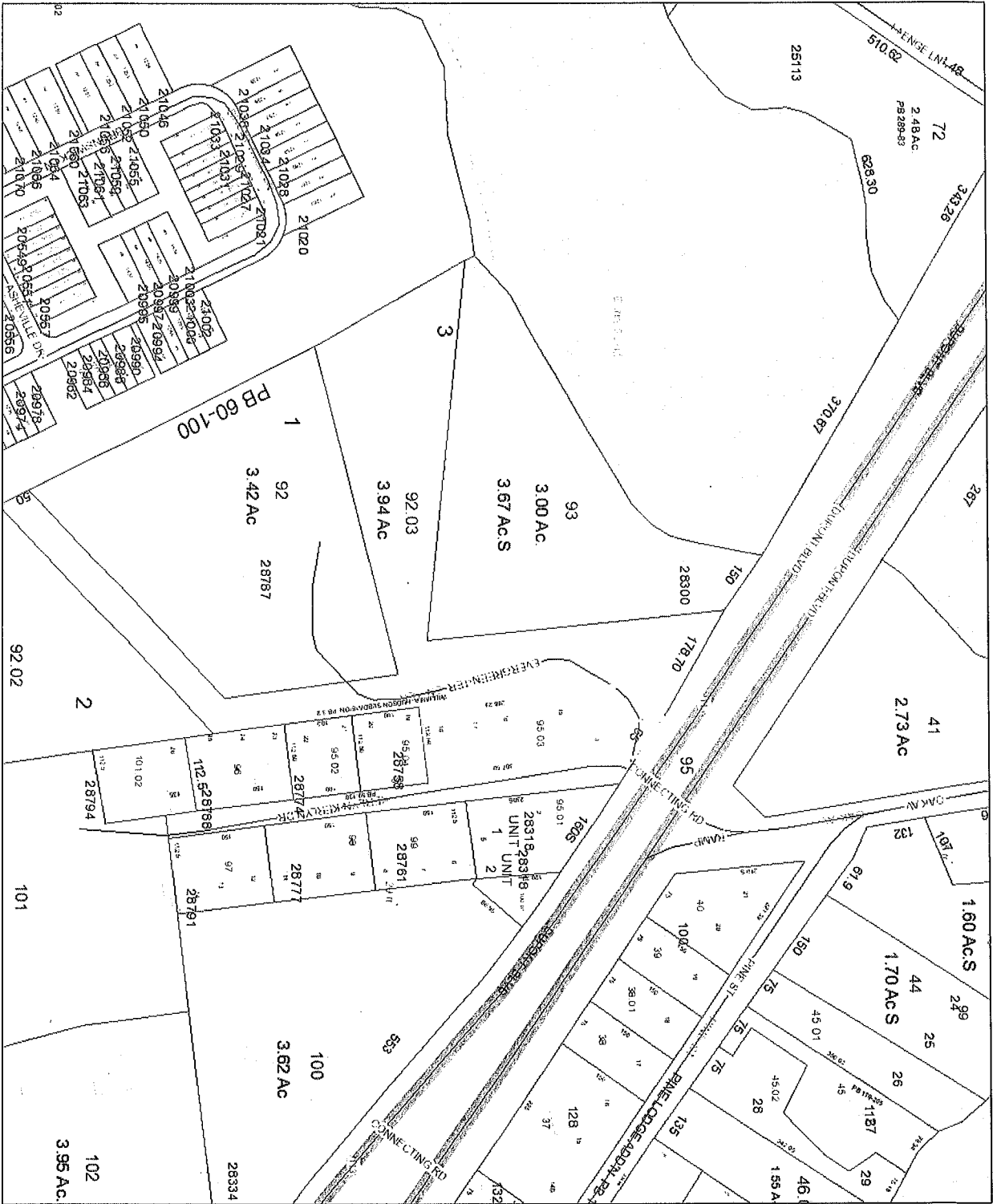
Lands of MICHAEL C. LASHER to be conveyed to CHARLES W. SCHERTLE, Jr. Being known as LOT NOS. 3, 15, 16, 17 and 18, WILLIAM A. HUDSON SUBDIVISION. Ref: Plat Book 3, Page 2.

HUNDRED: DAGSBORO  
COUNTY: SUSSEX  
STATE OF DELAWARE  
DATE OF ORIGINAL: 12/20/2016  
DRAWN BY: MICHAEL LOVELAND

**SIMPLER SURVEYING & ASSOCIATE, INC.**  
32486 POWELL FARM ROAD, FRANKFORD, DE 19945  
[www.delawaresurveyor.com](http://www.delawaresurveyor.com)  
PHONE: (302) 539-7873 FAX: (302) 539-4336



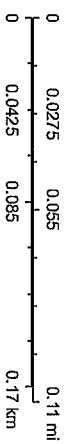
# Sussex County



**PIN:** 133-16,00-95,03  
**Owner Name:** SCHERTLE CHARLES W JR

Book	4855
Mailing Address	27840 CROWN CT
City	MILLSBORO
State	DE
Description	WMM A HUDSON SUBDIV
Description 2	SW INT 113 KERLYN
Description 3	LOTS 3 1518
Land Code	

- polygon:layer
- Override 1
- polygon:layer
- Override 1
- Tax Parcels
- 911 Address
- Streets
- County Boundaries



1:2,257

34


**TOWN OF MILLSBORO**  
**APPLICATION FOR ANNEXATION**

- 1.- Name of applicant: Sussex County Council  
Mailing address: PO Box 589  
Georgetown, DE 19947  
Delivery address, if different 2 The Circle  
Phone Number: 302-855-7728  
Fax Number: \_\_\_\_\_  
Email address: Hans.Medlarz@SussexCountyDE.gov  
Name of contact person/title Hans Medlarz, County Engineer
- 2.- Name(s), addresses of owners of property (if different from applicant):
- 3.- Copy of Deed
- 4.- Written consent of owner(s) (to be attached).
- 5.- Tax Map and parcel number(s) and location address of each parcel:
- 6.- Written legal description of metes and bounds of property to be annexed and total property to be zoned pursuant to this application (to be attached).
- 7.- Five (5) copies of a recent survey of the property, including identification of that part to be annexed, as well as the entire parcel or part to be included in project/zoning request (to be attached).
- 8.- Statement of reasons for annexation and grounds and support thereof.
- 9.- Zoning requested for annexed property and reasons therefor; mixed zoning will require separate metes and bounds descriptions of each parcel for the requested zoning district.
- 10.- General description of project, including proposed name of project.
- 11.- Payment of fee due; \$ \_\_\_\_\_.

12. A. If any applicant is a partnership, the names and addresses of the individuals composing the partnership including all limited partners. (To be attached).

B. If any applicant is a corporation, the name and address of each stockholder owning more than ten percent (10%) of the stock of the corporation, the name and address of each officer, and the name and address of each member of the board of directors or other governing body. (To be attached).

C. If any applicant is a limited liability company, the names and address of the individuals composing the company. (To be attached).

 6/24/22  
\_\_\_\_\_  
(Applicant's signature by authorized person)

---

**FOR TOWN USE ONLY:**

Received by Town Clerk/Building Official: \_\_\_\_\_ (date/time)

Fee received by Town: \_\_\_\_\_ (date/time)

**Town of Millsboro**  
**Application for Annexation**

**Supplemental Information**

2. Name(s), addresses of owners of property (if different from applicant):

- *Sussex County, a political subdivision of the State of Delaware, of 2 The Circle, Georgetown, DE 19947*

3. Copy of Deed:

- *Copy of deed attached dated February 12, 2020 as prepared by Moore & Rutt, PA.*

4. Written consent of owner(s) (to be attached).

- *Written consent of owner is attached, letter dated September 21, 2022.*

5. Tax Map and parcel number(s) and location address of each parcel:

- *2-33-5.00-110.00*
- *26930 Dickerson Rd, Millsboro, DE 19966*

6. Written legal description of metes and bounds of property to be annexed and total property to be zoned pursuant to this application.

- *Refer to "Parcel A" in attached "Minor Subdivision: Lands of Janie Thomasina Lewis & Deborah C. Fidderman, prepared by Lawrence R. Long, Professional Land Surveyor, dated December 2001, and recorded in the Office of the Recorder of Deeds, in and for Sussex County, Delaware, in Plot Book 74 Page 23.*

7. Five (5) copies of a recent survey of the property, including identification of that part to be annexed, as well as the entire parcel or part to be included in project/zoning request (to be attached).

- *Refer to No.6 above.*

8. State of reasons for annexation and grounds and support thereof.

- *Request the Town of Millsboro water and sewer services to support the EMS site.*

9. Zoning requested for annexed property and reasons therefor: mixed zoning will require separate metes and bounds descriptions of each parcel for the requested zoning district.

- *Highway Commercial based on Millboro's Future Land Use and Annexation Comprehensive plan update 2020*

10. General description of project, including proposed name of project.

- *Millsboro EMS Paramedic Station*

11. Payment of fee due; \$500.00. Parcel acreage is less than one acre. Payment will be made directly from Sussex County.

12. Applicant is not a partnership, corporation, or a limited liability company.

TAX MAP AND PARCEL #:  
2-33-5.00-110.00

PREPARED BY:  
Moore & Rutt, PA  
122 West Market Street  
P.O. Box 554  
Georgetown, DE 19947  
File No. 13166-30001/JEM

RETURN TO:  
Sussex County  
2 The Circle  
P.O. Box 589  
Georgetown, DE 19947

**THIS DEED**, made this 12<sup>th</sup> day of February, 2020,

- BETWEEN -

JANIE THOMASINA LEWIS, of 2 Brian Court, Cedar Pointe, New Castle, DE 19720,  
and DEBORAH C. FIDDERMAN, of 26897 Dickerson Rd, Millsboro, DE 19966, parties of  
the first part,

- AND -

SUSSEX COUNTY, a political subdivision of the State of Delaware, of 2 The Circle,  
Georgetown, DE 19947, party of the second part.

**WITNESSETH:** That the said parties of the first part, for and in consideration of the sum  
of ONE AND 00/100 DOLLARS (\$1.00), lawful money of the United States of America, the  
receipt whereof is hereby acknowledged, hereby grant and convey unto the party of the second  
part, and its heirs and assigns, in fee simple, the following described lands, situate, lying and  
being in Sussex County, State of Delaware:

All that certain lot, piece or parcel of land situate, lying and being in Dagsboro Hundred, Sussex  
County, State of Delaware, being known and designated as "Parcel A", containing 0.919 acres,

more or less, on a plot entitled "Minor Subdivision: Lands of Janie Thomasina Lewis & Deborah C. Fidderman" prepared by Lawrence R. Long, Professional Land Surveyor, dated December 2001, and recorded in the Office of the Recorder of Deeds, in and for Sussex County, Delaware, in Plot Book 74 Page 23, as reference thereto will more fully and at large appear.

SUBJECT to any and all restrictions, reservations, conditions, easements and agreements of record in the Office of the Recorder of Deeds in and for Sussex County, Delaware.

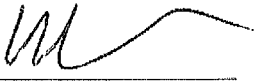
BEING the same property conveyed to Janie Thompasina Lewis and Deborah C. Fidderman from Janie Thomasina Lewis, Attorney-in-Fact for Frances A. Morris under a General Power of Attorney dated November 9, 1996, by Deed dated March 31, 1997, and recorded in the Office of the Recorder of Deeds in and for Sussex County, Delaware, in Deed Book 2232, Page 169.


ALSO BEING the same property bequeathed to Deborah C. Fidderman and Janie Thomasina Lewis under Last Will and Testament of Thomas R. Taylor filed in the Office of the Register of Wills, in and for Sussex County, Delaware, in Will Book 282 Page 94.

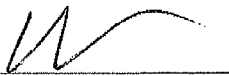
**REMAINDER OF PAGE LEFT BLANK INTENTIONALLY  
SIGNATURE PAGE FOLLOWS**

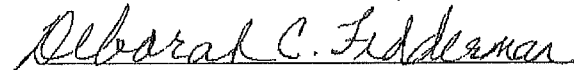
IN WITNESS WHEREOF, the parties of the first part have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered  
in the presence of:

  
\_\_\_\_\_

 (SEAL)  
Janie Thomasina Lewis


  
\_\_\_\_\_

 (SEAL)  
Deborah C. Fidderman

STATE OF DELAWARE, COUNTY OF SUSSEX: to-wit

BE IT REMEMBERED, that on February 12, 2020, personally came before me, the subscriber, Janie Thomasina Lewis and Deborah C. Fidderman, parties of the first part to this Indenture, known to me personally to be such, and acknowledged this Indenture to be their act and deed.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

  
\_\_\_\_\_  
Notary Public

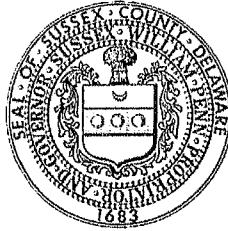
My Commission Expires: \_\_\_\_\_

WILLIAM SCHAB, ESQ.  
NOTARIAL OFFICER  
PURSUANT TO  
29 DEL CS4323(A)(3)



**ENGINEERING DEPARTMENT**

J. MARK PARKER, P.E.  
ASSISTANT COUNTY ENGINEER  
(302) 855-7370 T  
(302) 854-5391 F  
mark.parker@sussexcountycle.gov



**Sussex County**

DELAWARE  
sussexcountycle.gov

September 21, 2022

RE: ***Proposed Millsboro Paramedic Station  
Tax Parcel ID 233-5.00-110.00***

To Whom It May Concern:

This letter shall serve as written consent from Sussex County Government for annexation of Tax Parcel 233-5.00-110.00 situated on Dickerson Road (SC 337A) into the Municipal Boundaries of the Town of Millsboro. The annexation request is being made in connection with a Paramedic Station proposed by Sussex County to be built on the referenced parcel.

If you have any questions or require further information, please feel free to contact me.

Sincerely,

J. Mark Parker, PE  
Assistant County Engineer



COUNTY ADMINISTRATIVE OFFICES  
2 THE CIRCLE | PO BOX 589  
GEORGETOWN, DELAWARE 19947

41

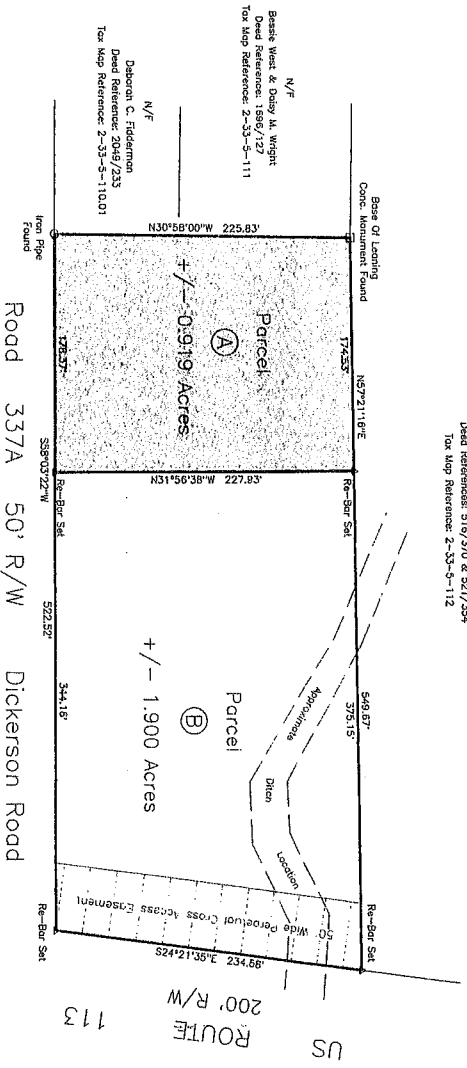
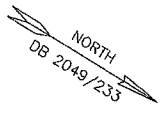
Minor Subdivision: Lands Of Janie Thomasina Lewis & Deborah C. Fidderman  
 Dagsboro Hundred Sussex County Delaware

RECORDED OF DEEDS:  
 FIGULAR 11  
 02 FEB 13 PM 2:54  
 SUSSEX COUNTY  
 DOC. SURCHARGE PAID

07232

Vol. 74 Page 23

N/F  
 Marie Hardy  
 Deed References: 516/370 & 521/354  
 Tax Map Reference: 2-33-9-112



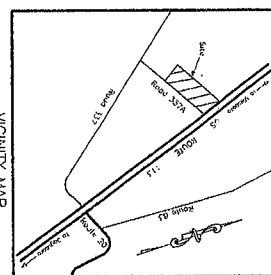
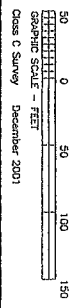
DELAWARE DEPARTMENT OF TRANSPORTATION STATEMENTS

1. NO ACCESS WILL BE ALLOWED FROM U.S. ROUTE 113 FOR PARCEL B.
2. ALL ACCESS FOR PARCELS A AND B WILL BE OFF SCR 337A.
3. AN ADDITIONAL 50' WIDE PERPETUAL CROSS ACCESS EASEMENT IS HEREBY DEDICATED TO PUBLIC USE AS PER THIS PLAT.
4. AN ENTRANCE PERMIT MUST BE OBTAINED FROM THE DISTRICT PERMIT SUPERVISOR PRIOR TO CONSTRUCTION.

P.O. BOX 490  
 GEORGETOWN, DE 19947

Total Area of Survey: +/- 2.819 Acres  
 Deed References: 2232/169 & W8 382/94  
 Tax Map Reference: 2-33-5-110  
 No Residual Area  
 No Residual Road Frontage

OWNERS  
 Deborah C. Fidderman  
 Janie Thomasina Lewis  
 Route 5 Box 151  
 Millsboro, Delaware 19966



LAWRENCE R. LONG  
 Professional Land Surveyor  
 DELAWARE #10961

ACS GOVERNMENT SERVICES

APPROVED  
 G. M. [Signature]  
 REGISTERED PROFESSIONAL LAND SURVEYOR  
 STATE OF DELAWARE

THIS PLATING WAS PREPARED BY THE SURVEYOR AND IS SUBJECT TO THE DELAWARE DEPARTMENT OF TRANSPORTATION STATEMENTS AND THE DELAWARE DEPARTMENT OF TRANSPORTATION STATEMENTS.

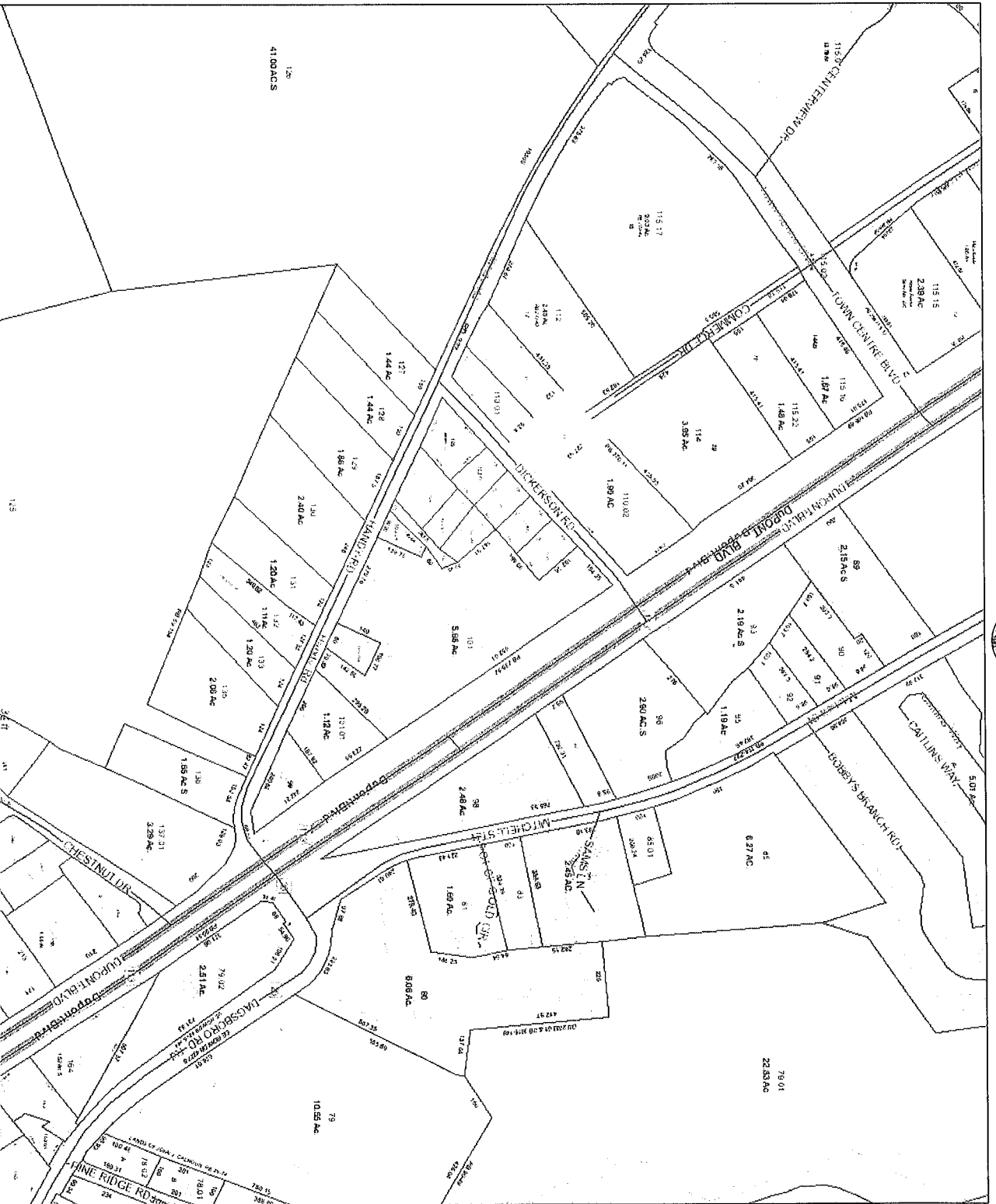
LAWRENCE R. LONG  
 Professional Land Surveyor  
 Route 2 Box 121-1  
 Frankford, DE 19845  
 PHONE: 302-438-8361

Land Surveying Services  
 DELAWARE / MARYLAND



# Sussex County

83



PIN: 233-5-00-110.00

Owner Name SUSSEX COUNTY

Book 5199

Mailing Address 2 THE CIRCLE

City GEORGETOWN

State DE

Description NW/RT 337A

Description 2 PARCEL A

Description 3 N/A

Land Code

polygonLayer

Overlay 1

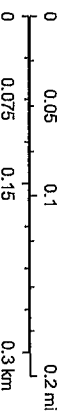
polygonLayer

Overlay 1

Tax Parcels

Streets

County Boundaries







A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON MONDAY, NOVEMBER 7, 2022, AT 7:00PM, IN MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, BY REVISING THE FOLLOWING CHAPTERS AND SECTIONS THEREOF TO INCLUDE A REQUIREMENT THAT PROPERTIES, THAT ARE THE SUBJECT OF CERTAIN LAND USE RELATED APPLICATIONS, BE POSTED WITH A NOTICE SETTING FORTH THE DATE AND TIME AT WHICH THE APPLICATION WILL BE HEARD, AS WELL AS OTHER INFORMATION RELEVANT TO THE APPLICATION: (1) CHAPTER 56, ANNEXATION OF LAND, BY ADDING A NEW § 56-2 THERETO; (2) CHAPTER 178, SUBDIVISION OF LAND, BY REVISING EXISTING §§ 176-7.B.(8) AND 176-7.C.(7) REGARDING MAJOR SUBDIVISION APPLICATIONS; (3) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH F. TO EXISTING § 210-51 REGARDING CONDITIONAL USE APPLICATIONS; (4) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH F. TO EXISTING § 210-58 REGARDING APPLICATIONS BEFORE THE BOARD OF ADJUSTMENT; AND (5) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH I. TO EXISTING § 210-70 REGARDING APPLICATIONS FOR A CHANGE IN ZONING DESIGNATION OR APPROVAL OF CERTAIN ZONING DISTRICTS.

WHEREAS, the Town of Millsboro receives various land use related applications from time to time; and

WHEREAS, such applications concern the annexation and initial zoning of new property into the Town, as well as the development, redevelopment and/or use of property already located within the Town's jurisdictional boundaries; and

WHEREAS, in all instances, whenever a land use related application is received, it is important that the public be provided with a meaningful opportunity to provide the Town with comments concerning the application; and

WHEREAS, in furtherance of the above-described goal, the Town Council has determined that posting properties, that are the subject of certain land use applications, with notice setting forth the date and time at which the application will be heard, as well as other information relevant to the application, will better advertise the pending application so that more public comment might be received; and

WHEREAS, the Town Council has reviewed proposed changes to several chapters and sections of the Town Code to add new requirements concerning the posting of properties and has concluded that said proposed changes will enhance the application process and

provide greater notice to the public concerning pending land use related applications; and

**WHEREAS**, 22 Del. C. § 304 provides that any amendment to any zoning ordinance shall only be after a public hearing following fifteen (15) days notice thereof by publication in an official paper or a paper of general circulation within the municipality; and

**WHEREAS**, the Town Council has determined that having a public hearing on both the proposed amendments to certain zoning ordinances, as well as the other affected ordinances of the Town, is desirable.

**NOW THEREFORE BE IT RESOLVED** that a Public Hearing shall be held on **Monday, November 7, 2022**, at 7:00PM, in Millsboro Town Center, 322 Wilson Highway, Millsboro, Sussex County, Delaware, to consider amending the Town Code of the Town of Millsboro, as follows:

**Item 1:**

Amend **Chapter 56, Annexation of Land** by adding a new § 56-2. Property posted with notice. thereto, which shall read as follows:

**§ 56-2. Property posted with notice.**

In addition to any public notice otherwise required as part of the annexation process, the Town Manager shall cause to be posted at one or more prominent and easily visible places on the property proposed to be annexed, on eighteen-inch by twenty-four-inch yellow cardboard, a public notice setting forth the date and time at which the Town Council has scheduled a public hearing on the annexation application, the name of the party who has requested annexation of property into the Town, the application number assigned to the annexation request (if any), a description of the property proposed to be annexed, and the zoning designation requested for the property proposed to be annexed. The notice shall also include Town Hall's address and telephone number for interested parties seeking further information on the public hearing and the proposed annexation. One such notice sign shall be posted for each street on which the subject property fronts. It shall be the responsibility of the party who has requested annexation, and not the responsibility of the Town, to maintain the notice signs in good condition during the posting period. Said notice sign or signs shall be posted at least 15 days prior to the public hearing and shall remain posted until the Town Council has taken a final action upon the requested annexation.

**Item 2:**

Amend § 178-7. **Major subdivision**, subsection B. Preliminary approval, subparagraph (8) thereof as follows (removed language is stricken through; new language is underlined):

- (8) Prior to preliminary approval of a major subdivision, Town Council shall hold a public hearing after 15 days' notice published in a newspaper of general circulation in the Town and posting of the property subject of the application. In addition to the foregoing notice, the Town Manager shall cause to be posted at one or more prominent and easily visible places on the property which is the subject of the major subdivision application, on eighteen-inch by twenty-four-inch yellow cardboard, a public notice setting forth the date and time at which the Town Council has scheduled a public hearing concerning preliminary approval of the major subdivision application, the name of the party requesting preliminary approval of the major subdivision application, the application number assigned to the major subdivision request (if any), a description of the property involved, and a statement, in plain language, of the nature of the major subdivision requested. The notice shall also include Town Hall's address and telephone number for interested parties seeking further information on the public hearing and the proposed major subdivision. One such notice sign shall be posted for each street on which the subject property fronts. It shall be the responsibility of the party who has requested the major subdivision, and not the responsibility of the Town, to maintain the notice signs in good condition during the posting period. Said notice sign or signs shall be posted at least 15 days prior to the public hearing and shall remain posted until the Town Council has taken a final action upon the requested preliminary approval of the proposed major subdivision.

**Item 3:**

Amend § 178-7. **Major subdivision**, subsection C. Procedures for final approval of major subdivision, subparagraph (5) thereof as follows (removed language is stricken through; new language is underlined):

- (5) Prior to final approval, Town Council will consider the application at a public hearing following at least 15 days' prior notice by publication in a newspaper of general circulation in the Town and posting of the property subject of the application. In addition to the foregoing notice, the Town Manager shall cause to be posted at one or more prominent and easily visible places on the property which is the subject of the major subdivision application, on eighteen-inch by twenty-four-inch yellow cardboard, a public notice setting forth the date and time at which the Town Council has scheduled a public hearing concerning final approval of the major subdivision application, the name of the party requesting final approval of the major subdivision application, the application number assigned to the major subdivision request (if any), a description of the property involved, and a statement, in plain language, of the nature of the major subdivision requested. The notice shall also include Town Hall's address and telephone number for interested parties seeking further information on the public hearing and the proposed major subdivision. One



such notice sign shall be posted for each street on which the subject property fronts. It shall be the responsibility of the party who has requested the major subdivision, and not the responsibility of the Town, to maintain the notice signs in good condition during the posting period. Said notice sign or signs shall be posted at least 15 days prior to the public hearing and shall remain posted until the Town Council has taken a final action upon the requested final approval of the proposed major subdivision.

**Item 4:**

Amend § 210-51. **Conditional Uses**, by adding a new subsection F. Property posted with notice. thereto, which shall read as follows:

- F. Property posted with notice. The Town Manager shall cause to be posted at one or more prominent and easily visible places on the property which is the subject of the conditional use application, on eighteen-inch by twenty-four-inch yellow cardboard, a public notice setting forth the date and time of the Town Council meeting during which the conditional use application will be considered, the name of the party requesting the conditional use, the application number assigned to the conditional use request (if any), a description of the property involved, and a statement, in plain language, of the nature of the conditional use requested. The notice shall also include Town Hall's address and telephone number for interested parties seeking further information on the Town Council meeting and the requested conditional use. One such notice sign shall be posted for each street on which the subject property fronts. It shall be the responsibility of the party who has requested the conditional use, and not the responsibility of the Town, to maintain the notice signs in good condition during the posting period. Said notice sign or signs shall be posted at least 15 days prior to the Town Council meeting during which the conditional use application will be considered and shall remain posted until the Town Council has taken a final action upon the requested conditional use. The foregoing property posting requirements shall apply to both initial conditional use applications and any applications for the renewal or extension of a previously approved conditional use.

**Item 5:**

Amend § 210-58. **Meetings; rules and regulations**, by adding a new subsection F. Property posted with notice. thereto, which shall read as follows:

- F. Property posted notice. The Town Manager shall cause to be posted at one or more prominent and easily visible places on the property which is the subject of the Board of Adjustment hearing, on eighteen-inch by twenty-four-

inch yellow cardboard, a public notice setting forth the date and time at which the Board of Adjustment has scheduled the hearing, the name of the party requesting the Board of Adjustment hearing, the application number assigned to the hearing request (if any), a description of the property involved, and a statement, in plain language, of the nature of the matter involved. The notice shall also include Town Hall's address and telephone number for interested parties seeking further information on the hearing. One such notice sign shall be posted for each street on which the subject property fronts. It shall be the responsibility of the party who has requested the hearing, and not the responsibility of the Town, to maintain the notice signs in good condition during the posting period. Said notice sign or signs shall be posted at least 15 days prior to the hearing and shall remain posted until the Board of Adjustment has taken a final action upon the requested hearing.

**Item 6:**

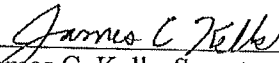
Amend **§ 210-70. Amendments**, by adding a new subsection I. Property posted with notice. thereto, which shall read as follows:

- I. In addition to any public notice otherwise required, prior to any public hearing concerning a request for a change in zoning designation or for approval of an RPC District, a PCD District or an LSCOD District, the Town Manager shall cause to be posted at one or more prominent and easily visible places on the subject property, on eighteen-inch by twenty-four-inch yellow cardboard, a public notice setting forth the date and time at which the Town Council has scheduled a public hearing on the zoning request, the name of the party who has submitted the zoning request, the application number assigned to the zoning request (if any), a description of the property involved, and the zoning designation requested. The notice shall also include Town Hall's address and telephone number for interested parties seeking further information on the public hearing and the zoning request. One such notice sign shall be posted for each street on which the subject property fronts. It shall be the responsibility of the party who has submitted the zoning request, and not the responsibility of the Town, to maintain the notice signs in good condition during the posting period. Said notice sign or signs shall be posted at least 15 days prior to the public hearing and shall remain posted until the Town Council has taken a final action upon the zoning request.

**AND BE IT FURTHER RESOLVED** that the Town Manager be and he is hereby authorized and directed to cause a Notice which shall consist of a true copy of this Resolution by title to be published in a newspaper of general circulation in the Town of Millsboro, at least fifteen (15) days prior to the date set forth in this Resolution for the Public Hearing.

SD

I, James C. Kells, Secretary of the Town Council of the Town of Millsboro, do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Town Council at its Regular Meeting held on October 3, 2022, at which a quorum was present and voting throughout and that the same is still in full force and effect.

  
James C. Kells, Secretary

A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON MONDAY, NOVEMBER 7, 2022, AT 7:00PM, IN MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING § 210-40 THEREOF TO INCLUDE OVERFLOW PARKING REQUIREMENTS IN RESIDENTIAL SUBDIVISIONS AND TO REVISE THE FOLLOWING SECTIONS IN CHAPTER 178, SUBDIVISION OF LAND, AND CHAPTER 210, ZONING, TO REFER TO AND INCORPORATE THE NEWLY ESTABLISHED OVERFLOW PARKING REQUIREMENTS IN RESIDENTIAL SUBDIVISIONS: § 178-14, § 210-13, § 210-14, § 210-15, §210-20, AND § 210-25.

WHEREAS, having an adequate amount of parking within a residential subdivision that will accommodate the needs of residents and their guests has been the subject of many complaints received from the public over the years and has been a challenging and difficult issue to resolve; and

WHEREAS, the Town's Code Official has presented the Town Council with proposed revisions to the Town Code that will require a certain amount of overflow parking, in addition to the minimum number of off-street parking spaces which are otherwise required by the Town's zoning ordinances; and

WHEREAS, the Town Council has reviewed the revisions proposed by the Code Official and believes that said revisions will be beneficial to the Town and the residents of future residential subdivisions in the Town; and

WHEREAS, 22 Del. C. § 304 provides that any amendment to any zoning ordinance shall only be after a public hearing following fifteen (15) days notice thereof by publication in an official paper or a paper of general circulation within the municipality; and

WHEREAS, the Town Council has determined that having a public hearing on both the proposed amendments to the Town's zoning ordinances, as well as the other affected subdivision ordinance of the Town, is desirable.

**NOW THEREFORE BE IT RESOLVED** that a Public Hearing shall be held on **Monday, November 7, 2022**, at 7:00PM, in Millsboro Town Center, 322 Wilson Highway, Millsboro, Sussex County, Delaware, to consider amending the Town Code of the Town of Millsboro, as follows:

**Item 1:**

Amend § 210-40. **Off-street parking and loading; driveways**, by adding a new subparagraph J. thereto, which shall read as follows:

- J. Overflow parking in residential developments. In residential developments, extra, overflow parking spaces interspersed within and throughout the development they serve, shall be required in addition to the minimum number of off-street parking spaces which are otherwise required by this Zoning chapter. Parking spaces within a garage shall not be included when determining compliance with the overflow parking requirement. The total number of required parking spaces shall be in accordance with the following:

<u>Number of Dwelling Units</u>	<u>Overflow Parking Required</u>
1-50	30% more than the minimum number of off-street parking spaces required
51-100	30% more than the minimum number of off-street parking spaces required
101-200	40% more than the minimum number of off-street parking spaces required
201-300	50% more than the minimum number of off-street parking spaces required
> 301	50% more than the minimum number of off-street parking spaces required

**Item 2:**

Amend § 210-13. **Medium-Density Residential (MR) District**, by revising subsection F. Minimum off-street parking, subparagraph (2) thereof as follows (removed language is stricken through; new language is underlined):

- (2) See also the additional parking requirements in § 210-40.5 Off-street parking and loading; driveways.

**Item 3:**

Amend § 210-14. **High-Density Residential (HR) District**, subsection F. Minimum off-street parking, by adding a new subparagraph (4) thereto, which shall read as follows:

- (4) See also the additional parking requirements in § 210-40. Off-street parking and loading; driveways.

**Item 4:**

Amend § 210-15. **Residential Mobile Home Park (MH) District**, subsection F. Minimum off-street parking, by adding a new sentence to the end thereof, which shall read as follows:

See also the additional parking requirements in § 210-40. Off-street parking and loading; driveways.

**Item 5:**

Amend § 210-20. **Residential Planned Community (RPC) District**, subsection K. Requirements regarding parking, street, and driveway, by adding a new sentence to the end thereof, which shall read as follows:

See also the additional parking requirements in § 210-40. Off-street parking and loading; driveways.

**Item 6:**

Amend § 210-25. **Traditional Neighborhood Development (TND) District**, subsection E. Design requirements, subparagraph (5) Parking requirements, by adding a new subparagraph (y) thereto, which shall read as follows:

- (y) See also the additional parking requirements in § 210-40. Off-street parking and loading; driveways.

**Item 7:**

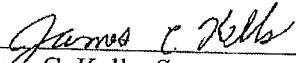
Amend § 178-14. **Design standards**, by revising subsection G. Parking areas, as follows (removed language is stricken through; new language is underlined):

Sufficient parking areas and parking spaces, as required by Chapter 210, Zoning, shall be provided.

**AND BE IT FURTHER RESOLVED** that the Town Manager be and he is hereby authorized and directed to cause a Notice which shall consist of a true copy of this Resolution by title to be published in a newspaper of general circulation in the Town of Millsboro, at least fifteen (15) days prior to the date set forth in this Resolution for the Public Hearing.

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I, James C. Kells, Secretary of the Town Council of the Town of Millsboro, do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Town Council at its Regular Meeting held on October 3, 2022, at which a quorum was present and voting throughout and that the same is still in full force and effect.

  
James C. Kells, Secretary



**MEMO TO:** Mayor & Council

**FROM:** Tammy Phillips

**DATE** 10/19/22

**SUBJECT:** 29977 PLANTATION DR

Mr. David Seaman, President of the HOA for Homestead is requesting that the Town of Millsboro waive the property tax invoice parcel p/o 1-33-21.00-3.00, 3.02 & 3.03 29977 Plantation Dr.



## Tammy Phillips

---

**From:** Kelly Willing <[kwilling@sussexcountyde.gov](mailto:kwilling@sussexcountyde.gov)>  
**Sent:** Wednesday, October 19, 2022 1:29 PM  
**To:** Tammy Phillips  
**Cc:** [dasear1@aol.com](mailto:dasear1@aol.com)  
**Subject:** Homestead Owners Assoc  
**Attachments:** Homestead Owners Association.pdf

Tammy,

I'm thinking you may be the person handling this exemption request. I have spoken with Dave and through much conversation looks like their was a deed missed to change this to the HOA in 2020. We had them exempt because of the Common Elements being transferred to the home owners by the declaration. I have now transferred this deed to the HOA and they are exempt as well now for Non-Profit. I have also attached the deed for your reference.

If you have any questions, please let me know.

*Kelly R. Willing*

Assessment Manager  
Sussex County Government  
P. O. Box 589  
Georgetown, DE 19947  
302-855-7825  
[kwilling@sussexcountyde.gov](mailto:kwilling@sussexcountyde.gov)



Report of the Special Committee on Annexation  
to the Town Council of the Town of Millsboro

APPLICATION FOR ANNEXATION

Sussex County Tax Map and Parcel Numbers 133-20.00-44.06

September 15, 2022

In accordance with the terms and conditions contained in the resolution adopted by the Town Council of the Town of Millsboro at its regular meeting on August 1, 2022, the special committee on annexation is hereby submitting this report to the Town Council—and is doing so within the required 90-day time frame.

The committee met on September 14, 2022 at 11 a.m. Committee members John Thoroughgood (chair), Brad Cordrey and Kimberley Kaan were present. Town manager Jamie Burk and public works director Kenny Niblett also were present.

The purpose of the meeting was to discuss the possible annexation of the property in question.

The parcels meet the requirement listed in § 4-1 of the *Code of the Town of Millsboro* that indicates that land under consideration for annexation must be contiguous to property already located within Town limits. These properties meet this requirement.

The committee has identified the following as some of the “pros” associated with the possible annexation of the parcel:

- Reduction of an existing enclave: This parcel is currently adjacent to several parcels located within the municipal boundaries of the Town of Millsboro. If the parcel in question were to be annexed, the existing enclave would be reduced. This is desirable from an urban planning perspective, as services could be delivered more efficiently.
- Other positive financial impacts: Property values in the area might further increase—which would, of course, be a benefit to nearby property owners. The Town would benefit from any increase as well. If the parcel were to be developed, Town water and sewer revenues would likely go up also.
- Preferred location for residential development: There are other residential properties located adjacent to the parcels.

In light of the preceding, the committee recommends that the Town Council pass a resolution scheduling a public hearing on the matter in question for December 5, 2022 at 7:00 p.m. However, **the committee suggests that Council only approve the annexation request once the property is clearly eligible for annexation and any possible map amendments are approved by the office of State Planning.**

\_\_\_\_\_  
John Thoroughgood, Chair

\_\_\_\_\_  
Brad Cordrey

\_\_\_\_\_  
Kimberley Kaan

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**AMENDMENT OF CHAPTER 12, ELECTIONS FOR TOWN COUNCIL, OF THE CODE OF THE TOWN OF MILLSBORO, BY ADDING A NEW § 12-7. ABSENTEE VOTING, TO ALLOW QUALIFIED VOTERS TO CAST AN ABSENTEE BALLOT IN THE TOWN'S ANNUAL MUNICIPAL ELECTION.**

**WHEREAS**, Section 8 (i) of the Charter for the Town of Millsboro provides that the Town Council may, by ordinance, allow for qualified voters to cast an absentee ballot if any such qualified voter is unable to appear and cast his or her ballot on the date of the annual municipal election; and

**WHEREAS**, after reviewing the absentee voting practices of other Sussex County jurisdictions and receiving input from Town staff, Town Councilmembers and Town citizens, the Town Council has determined that it is in the best interest of the Town to exercise its authority under Section 8 (i) of the Town's Charter to allow absentee voting in the annual municipal election.

**NOW THEREFORE BE IT ORDAINED** by the Town Council of the Town of Millsboro, in session met, a quorum pertaining thereto at all times, that **Chapter 12, Elections for Town Council**, of the Code of the Town of Millsboro, be and is hereby amended as follows:

- (1) Add a new **§ 12-7. Absentee voting**, which shall read as follows:

**§ 12-7. Absentee voting.**

Ballots may be cast in person or by absentee ballot in the annual municipal election. Absentee voting shall be in compliance with Title 15, Part V, Chapter 75, Subchapter V of the Delaware Code.

I, James C. Kells, Secretary of the Town Council of the Town of Millsboro, do hereby certify that the foregoing is a true and correct copy of an Ordinance passed by the Town Council at its Regular Meeting held on November 7, 2022, at which a quorum was present and voting throughout and that the same is still in full force and effect.

Dated: \_\_\_\_\_

\_\_\_\_\_  
James C. Kells, Secretary

**A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON MONDAY, NOVEMBER 7, 2022, AT 7:00PM, IN MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING § 210-13 THEREOF TO INCREASE THE MINIMUM LOT SIZE FROM 75 FEET (FRONTAGE) BY 100 FEET (DEPTH) TO 110 FEET (FRONTAGE) BY 130 FEET (DEPTH) FOR ALL LOTS IN THE TOWN'S MEDIUM-DENSITY RESIDENTIAL (MR) DISTRICT.**

**WHEREAS**, in recent months, Town Council members have expressed the desire to increase the minimum lot size for lots located in the Town's Medium-Density Residential (MR) District; and

**WHEREAS**, reasons given for increasing the minimum lot size for lots located in the Town's Medium-Density Residential (MR) District are that doing so will reduce density, create more open space between dwellings, and promote greater visual appeal in approved subdivisions moving forward; and

**WHEREAS**, for comparison purposes, the Town Manager presented the Town Council with information concerning minimum lot sizes in similar residential districts located in Sussex County and other municipalities in central and southern Delaware; and

**WHEREAS**, the Town Council has reviewed the information presented by the Town Manager and has concluded that minimum lot sizes vary greatly from one jurisdiction to the next, with no clear industry standard; and

**WHEREAS**, the Town Council has further concluded that increasing the minimum lot sizes in the Town's Medium-Density Residential (MR) District from 75 feet (frontage) by 100 feet (depth) to 110 feet (frontage) by 130 feet (depth), as suggested by a Town Council member during the Town's Regular Meeting held on October 3, 2022, will benefit the Town and its residents for all of the reasons mentioned above; and

**WHEREAS**, 22 Del. C. § 304 provides that any amendment to any zoning ordinance shall only be after a public hearing following fifteen (15) days notice thereof by publication in an official paper or a paper of general circulation within the municipality.

**NOW THEREFORE BE IT RESOLVED** that a Public Hearing shall be held on **Monday, November 7, 2022**, at 7:00PM, in Millsboro Town Center, 322 Wilson Highway, Millsboro, Sussex County, Delaware, to consider amending Chapter 210, Zoning, of the Town Code of the Town of Millsboro, as follows:

**Item 1:**

Amend § 210-13. **Medium-Density Residential (MR) District**, by revising Subsection E., Area and yard requirements, subparagraph (1), as follows (removed language is stricken through; new language is underlined):

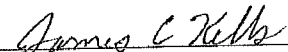
- (1) The following requirements shall apply to all uses in the zone, except for those enumerated under Subsection E(2) below:

**Minimum**

Lot area	<del>7,500</del> <u>14,300</u> square feet
Lot frontage	<del>75</del> <u>110</u> feet
Lot depth	<del>100</del> <u>130</u> feet

**AND BE IT FURTHER RESOLVED** that the Town Manager be and he is hereby authorized and directed to cause a Notice which shall consist of a true copy of this Resolution by title to be published in a newspaper of general circulation in the Town of Millsboro, at least fifteen (15) days prior to the date set forth in this Resolution for the Public Hearing.

I, James C. Kells, Secretary of the Town Council of the Town of Millsboro, do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Town Council at its Regular Meeting held on October 3, 2022, at which a quorum was present and voting throughout and that the same is still in full force and effect.

  
\_\_\_\_\_  
James C. Kells, Secretary

RECEIVED

AUG 08 2022

TOWN OF MILLSBORO

APPLICATION FOR CONDITIONAL USE

MILLSBORO TOWN HALL

Fee: \$ 300.00 First Application : \$ 200.00 Renewal (for two years)

Date of application: 8.2.22

Location of Property: Alderleaf Meadows

Tax Map # :

Name of Applicant: Ryan Homes

Mailing Address: 32445 Royal Blvd. Ste 1 Dagsboro DE 19939

Email address:

Work Phone: 302-732-9945 Cell Phone:

Title (or interest) in land and buildings (X) Owner ( ) Lessee ( ) Agent ( ) Purchaser subject to approval

Current zoning classification of property: Residential new construction

Use being requested as conditional use ( be specific): Community marketing signs within community

Current/former use of property: Residential new construction

Attached are the required documents for review:

Signature of Owner:

Print name: Lisa Hess

Address: 32445 Royal Blvd #1 Dagsboro, DE 19939

Phone: (727)-543-2899

Signature of Applicant ( if not Owner):

Print name:

IF THIS APPLICATION IS APPROVED, I AM AWARE THAT I MUST APPLY FOR AND OBTAIN THE APPROPRIATE BUILDING AND/OR LICENSING PERMITS. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS APPLICATION.

IF YOU ARE NOT THE RECORD OWNER OF THE PROPERTY, THIS APPLICATION MUST BE ACCOMPANIED BY A LETTER OF AUTHORIZATION BY THE OWNER.

FOR TOWN USE:

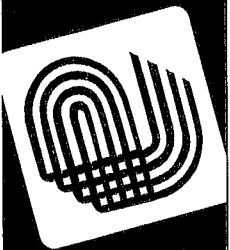
( ) Approved with conditions ( see attached)

( ) Disapproved

Date of disposition:



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# AD-ART

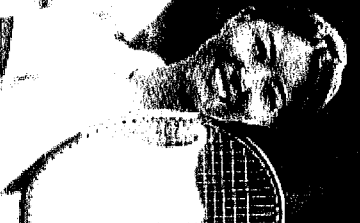
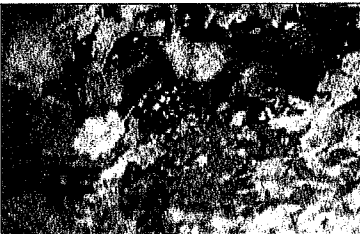



*Sign Company*

(302) 856-7446

PO BOX 750

AdArtSignsDE.com

Georgetown DE, 19947

	<b>Ryan Homes</b>	The Vines of Sandhill
	<b>Ryan Homes</b>	The Vines of Sandhill
	<b>Ryan Homes</b>	The Vines of Sandhill
	<b>Ryan Homes</b>	The Vines of Sandhill
	<b>Ryan Homes</b>	The Vines of Sandhill

Resort Style Amenities

Vineyard Inspired Community

Maintenance Free Living

Landscaping Included

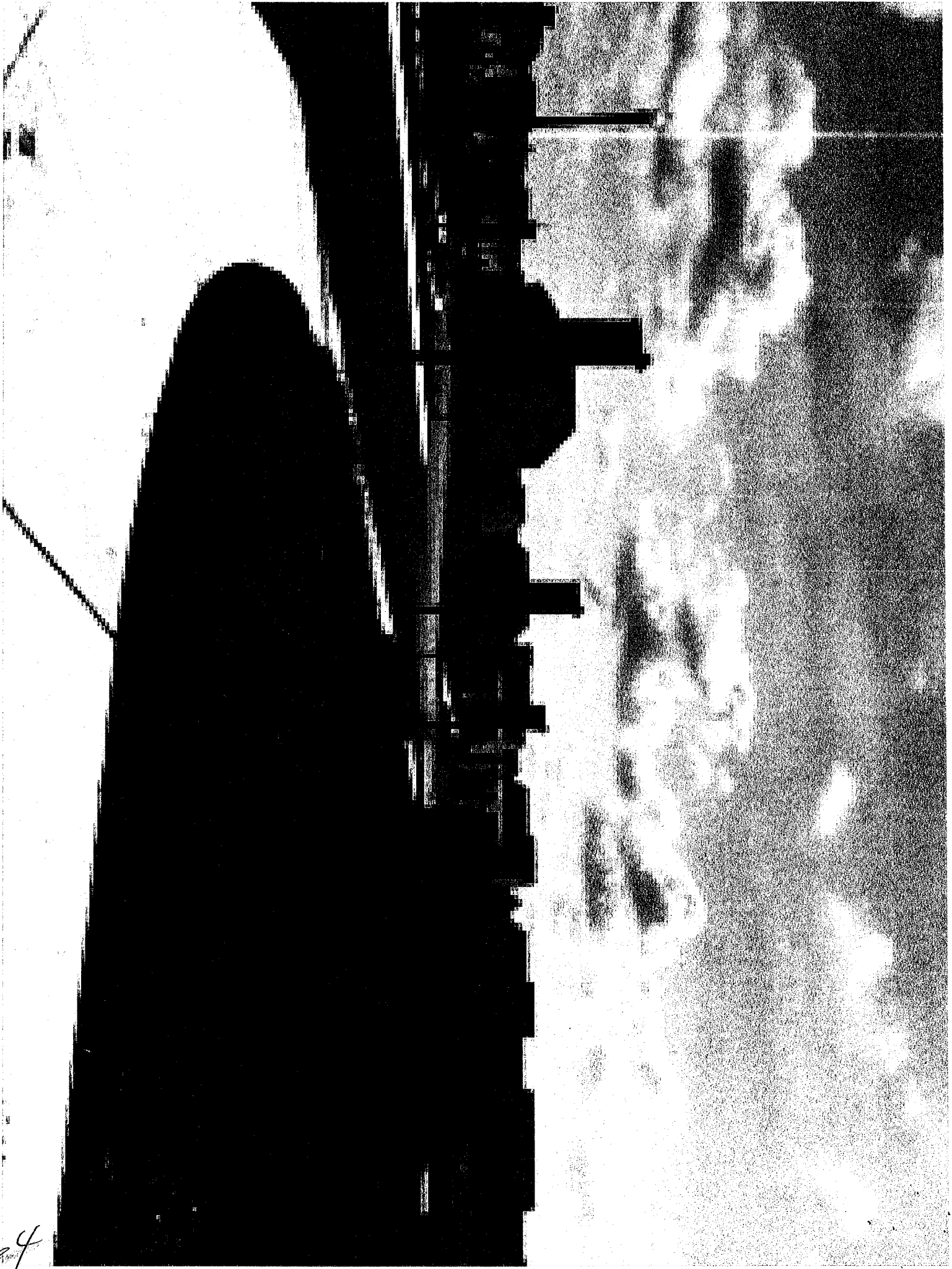
Convenient to Shopping

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

X

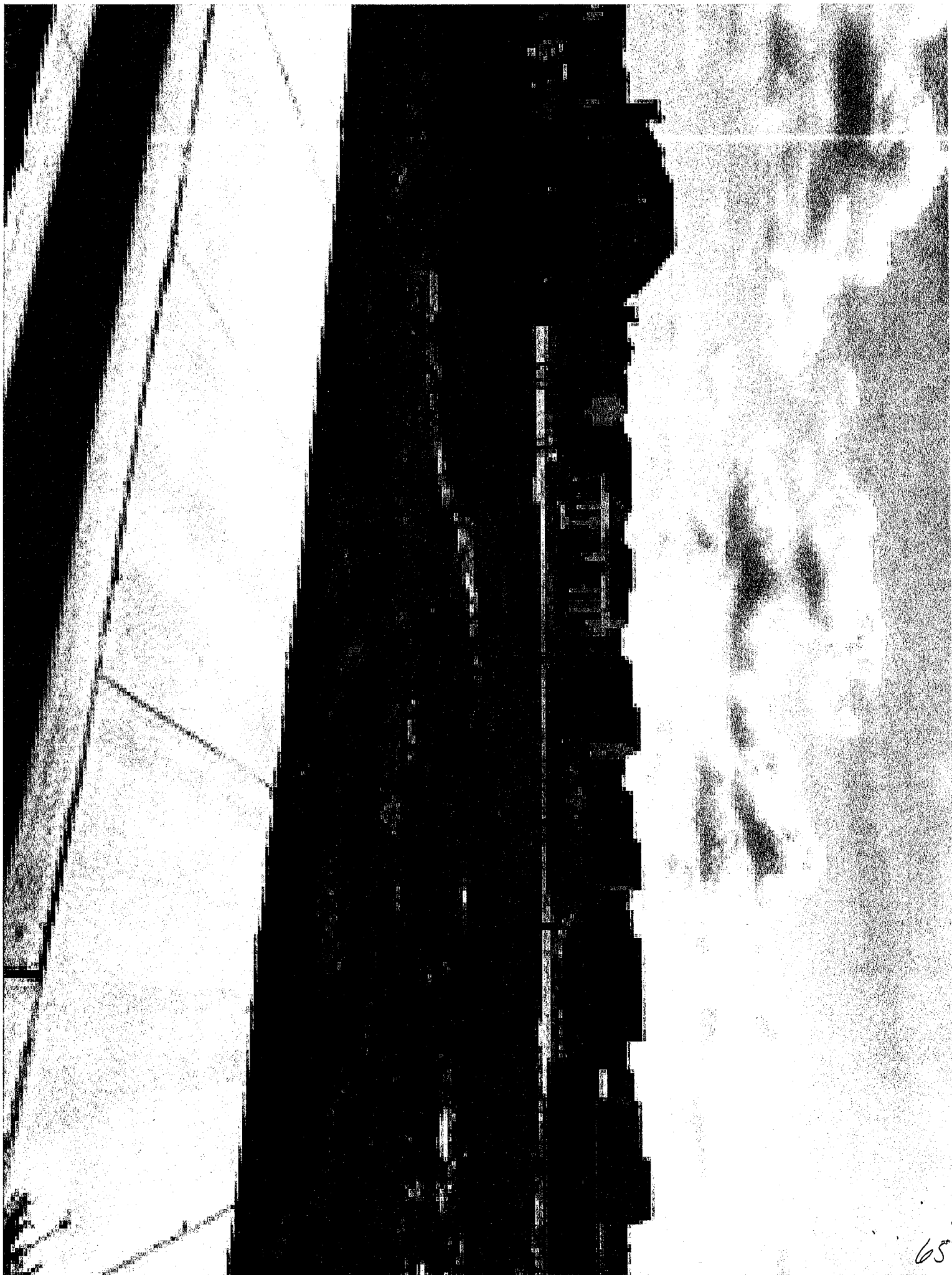
PLEASE REVIEW CAREFULLY! Check all spelling, phone numbers, websites, addresses, dates, etc. Also check for omissions.

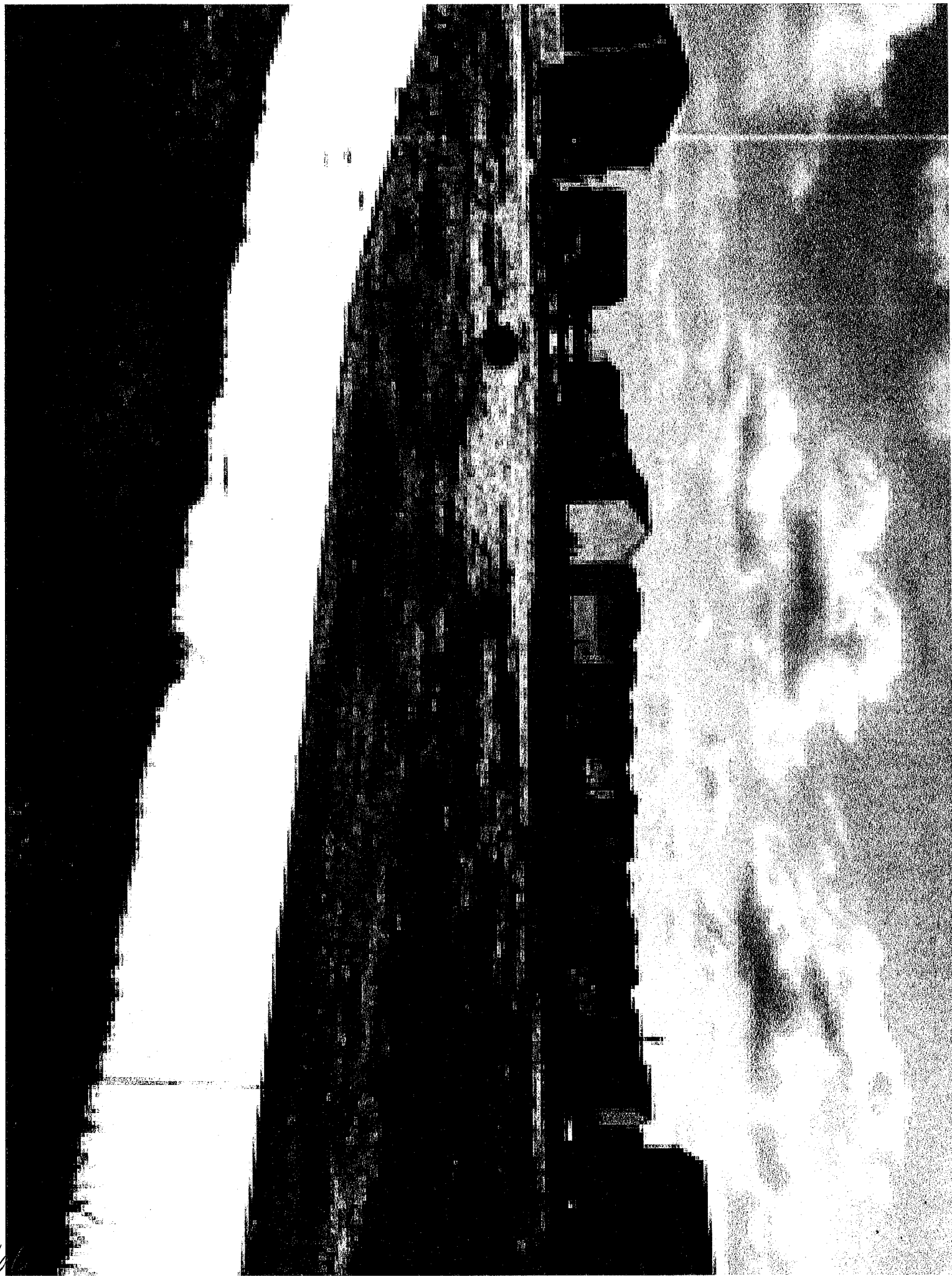
Ad Art Signs will not be responsible for any errors once this design has been approved

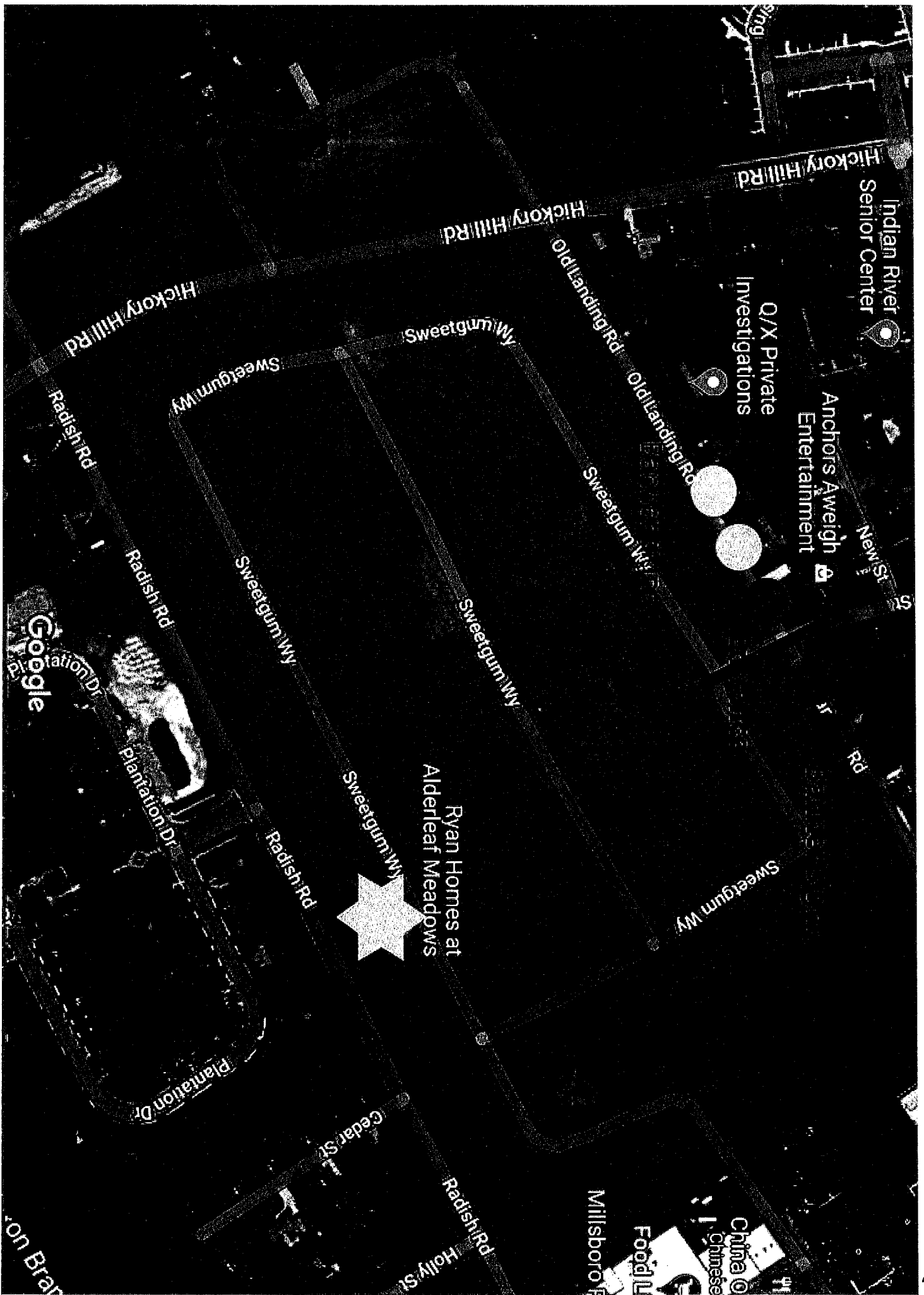


64

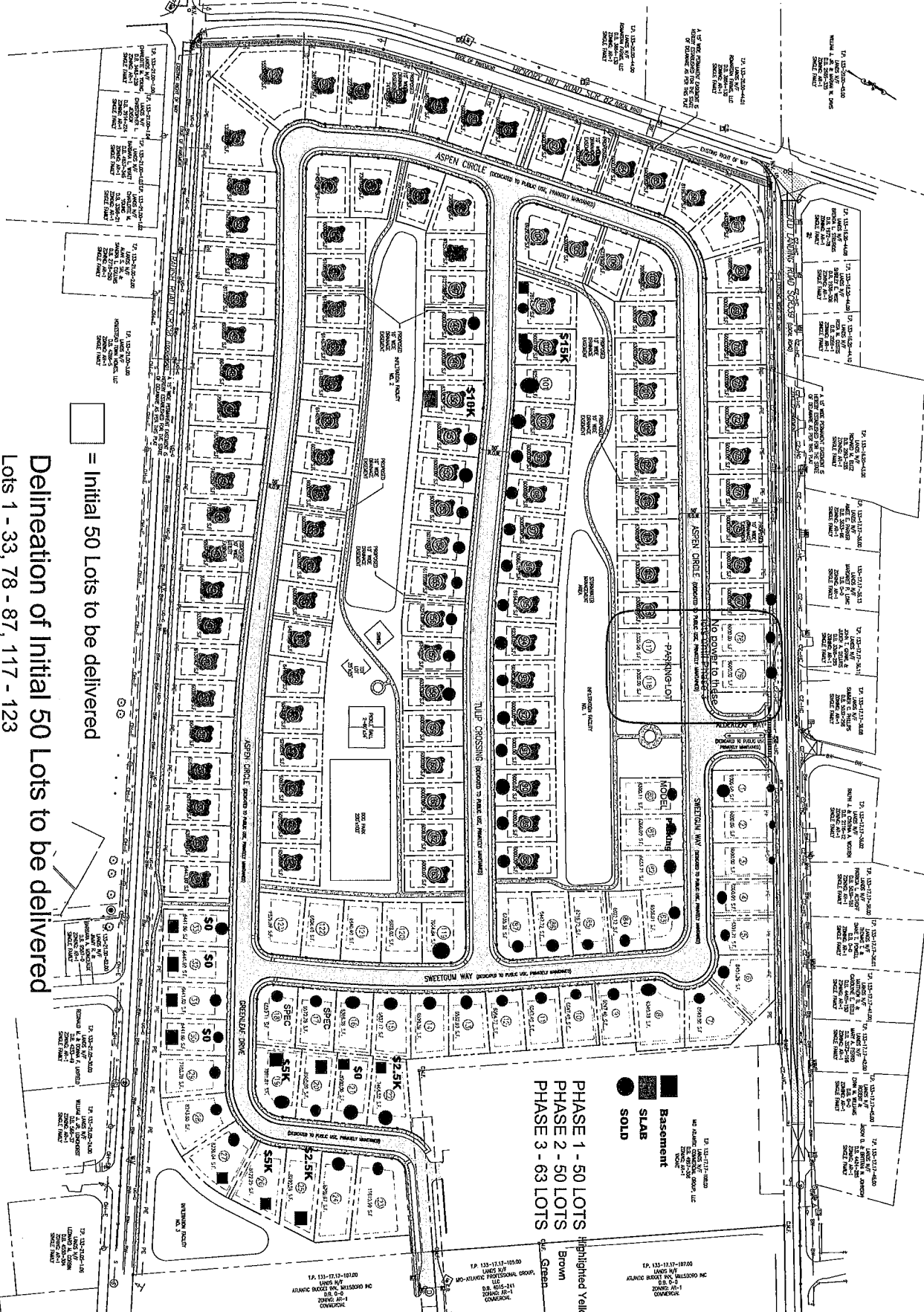








67



□ = Initial 50 Lots to be delivered

**Delineation of Initial 50 Lots to be delivered**

Lots 1 - 33, 78 - 87, 117 - 123  
August 10, 2020

PHASE 1 - 50 LOTS  
PHASE 2 - 50 LOTS  
PHASE 3 - 63 LOTS

Highlighted Yellow  
Brown  
Green

Basement  
SLAB  
SOLD



<p>PROJECT: ALDERLEAF MEADOWS SUBDIVISION FOR: CALEB MILLSBORO, LLC TOWN OF MILLSBORO DAGSBORO HUNDRED, SUSSEX COUNTY, STATE OF DELAWARE</p>		<p>DATE: 11/20/19</p>	
<p>SHEET TITLE: FINAL SITE PLAN</p>		<p>SCALE: 1" = 20'</p>	
<p>DATE: 8/10/20</p>		<p>SHEET NO.: SP000</p>	
<p>DRAWN: [Name]</p>		<p>CHECKED: [Name]</p>	

**CENTURY ENGINEERING**  
CONSULTING ENGINEERS ■ SURVEYORS

ADDRESS: 650 BAY ROAD  
DOVER, DE 19901  
P: (302) 734-9188 F: (302) 734-4589 www.centuryeng.com cel@centuryeng.com

WEBSITE: EMAIL:

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MISC BILLINGS- NEW BALANCE					
10/31/2022					
Date	Acct	Name	Amount		Rpt Code
3/11/2021	921	Knollwood Development	1,658.40	Alderleaf Meadows	engineering fees
5/17/2022	1122	Millwood Acq	142.53	Westtown Village	engineering fees
		<b>ENGINEERING TOTAL</b>	<b>1,800.93</b>		
5/28/2015	1115	Tana Simpson- Warren	180.00	1117 Houston Acres ser #	Mtr-parts
11/18/2016	517	Jam-Mar Enterprises	5.00	28555 DuPont Blvd	Mtr-parts
		<b>MTR/PRTS TOTAL</b>	<b>185.00</b>		
2/19/2015	815	Norman & Karen Laffey	100.00	23517 Tristan Lane 2/16/2	On/Off Wtr
		<b>ON/OFF WTR TOTAL</b>	<b>100.00</b>		
2/7/2020	820	Arcardis	708.45	Church St	GENMISC
6/21/2021	1221	Tonald Trucking	226.71	Old Lanidng Rd & Mitchell	GENMISC
		<b>SEWER REVENUE TOTAL</b>	<b>935.16</b>		
1/1/2022	722	Constance Eckert	360.00	13B	Boat Slip
1/1/2022	722	Laverne O'Neil	360.00	12	Boat Slip
		<b>BOAT SLIP TOTAL</b>	<b>720.00</b>		
7/1/2022	Nov	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Dec	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Jan	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Feb	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Mar	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Apr	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	May	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	June	Millsboro Art League	600.00	Rent/Fee	Main St
7/1/2022	Nov	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Dec	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Jan	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Feb	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Mar	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Apr	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	May	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	June	Danny Alo	575.00	Rent/Fee	Railroad Ave
7/1/2022	Jan	Merck	4,320.00	Rent/Fee	Ellis St
7/1/2022	Apr	Merck	4,320.00	Rent/Fee	Ellis St
7/1/2022	Jan	Merck	1,080.00	Rent/Fee	Ellis St
7/1/2022	Apr	Merck	1,080.00	Rent/Fee	Ellis St
7/1/2022	July	Merck	1,080.00	Rent/Fee	Ellis St
8/3/2022	223	Millwood Acq	2.14	Interest	GenMis
8/3/2022	223	Knollwood Development	24.88	Interest	GenMis
9/6/2022	323	Millwood Acq	2.14	Interest	GenMis
9/6/2022	323	Knollwood Development	24.88	Interest	GenMis
9/6/2022	323	Buffalo Construction	7.03	Interest	GenMis
9/6/2022	323	Buffalo Construction	4.69	Interest	GenMis
9/6/2022	323	Davis, Bowen & Friedel	52.66	Interest	GenMis
10/4/2022	423	Buffalo Construction	7.03	Interest	GenMis
10/4/2022	423	Buffalo Construction	4.69	Interest	GenMis
10/4/2022	423	Knollwood Development	24.88	Interest	GenMis
10/4/2022	423	Mid Atlantic Commerical Group	38.61	Interest	GenMis
10/4/2022	423	Mid Atlantic Commerical Group	7.58	Interest	GenMis
10/4/2022	423	Millwood Acq	2.14	Interest	GenMis
10/11/2022	423	Knollwood Development	-0.90	Interest	GenMis
10/26/2022	423	Mid-Atlantic Commercial Group	-0.01	Interest	GenMis
		<b>GENMISC TOTAL</b>	<b>21,482.44</b>		
		<b>GRAND TOTAL</b>	<b>25,223.53</b>		
<b>NEW BALANCE</b>		<b>DEBITS</b>		<b>CREDIT</b>	<b>OLD BALANCE</b>
25,223.53		460,972.32		476,216.10	40,467.31

**Receipt Book**  
**10/31/2022**

EDU Water				18,080.00		
EDU Sewer				125,832.00		
Court Fines				5,590.92		
Building Permits				35,640.00		
Building Fund Fee				21,000.00		
Fire Service				18,241.40		
Ambulance Service				20,241.28		
Transportation				10,500.00		
Police Protection				18,241.40		
Public Hearings						
W/S Parts				40,009.57		
W/S Taps				29,400.00		
W/S Cut Off-On						
Pool Water						
Business registration				1,040.00		
Rental Fees				5,470.00		
Boat Slips						
Grass Cutting				200.00		
Stamps, Copies, Fax						
Miscellaneous						
Civic Center						
Final				824.92		
Whiskers4Wishes				25.00		
SDD Legal Reimb				3,066.63		
SDD Admin Reimb				3,722.50		
18% Collection-				192.86		
18% Collection-				192.86		
18% Collection-				192.86		
RetCk				90.00		
Tax Refund-Overpayments				15,302.18		
t-shirt				5.00		
Interest on Pass Thru				84.81		
Pending Apps				150.00		
Reimb dbl pay				1,224.54		
Caswell inv				781.25		
ABC Farm				2,554.63		
Acc rpt				990.00		
JR Police Aca				250.00		
Other Special Duty	Allen Myers			49,150.00		
Other Special Duty	IRSC			400.00		
Police Grant				23,013.31		
MISC				-1,998.74		
URS/AECOM						
Mid Atlantic Comm				505.44		
Mid Atlantic Comm				2,574.30		
Hodge Prop	Fallbrooke			2,834.50		
CABE/DUFFIELD						
Knollwood	Alderleaf			732.95		
Lencraft	PL			4768.15		
Lencraft	PL			376.48		
D,B&F	Foster Commons			2486.69		
D,B&F	Foster Commons			7101.19		
D,B&F	Foster Commons			257.95		
D,B&F	Foster Commons			2936.87		
Hodge Prop	Fallbrooke			1690.70		
Hodge Prop	Fallbrooke			249.70		
<b>Grand Total</b>				<b>476216.10</b>		
Old Balance	Debits	Net PN Added	Adj Credits	New Bal		
W/S/	\$ 1,086,197.52	\$ 11,348.37	\$ (345.62)	\$ (901,829.76)	\$ 195,370.51	
Tax	\$ 1,350,402.91	\$ 28,874.40	\$ 6,317.56	\$ (999.76)	(1,099,701.62)	\$ 284,893.49

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Town of Millsboro  
Building Permits  
October 2022

Permit #	Owner Name	Property/Address	Work Description	Zoning	Dist #	Tax #	Work Cost	Permit Fee
B-010345	LUIS VEGA	31233 OLNEY WAY	21x28 PAVER PATIO W/SITTING WALL	RPC	10153	05584	\$16,000.00	\$90.00
B-010355	ROBERT COUCH	31290 OLNEY WAY	39x16 PAVER PATIO W/SITTING WALL	RPC	10176	05592	\$32,000.00	\$230.00
B-010356	LENCRAFT, LLC	35357 WRIGHT WAY	8x16 DECK	RPC	03082	05460	\$4,480.00	\$95.00
B-010357	LENCRAFT, LLC	35359 WRIGHT WAY	8x16 DECK	RPC	03082	05461	\$4,480.00	\$95.00
B-010358	LENCRAFT, LLC	35361 WRIGHT WAY	8x16 DECK	RPC	03082	05462	\$4,480.00	\$95.00
B-010359	LENCRAFT, LLC	35363 WRIGHT WAY	8x16 DECK	RPC	03082	05463	\$4,480.00	\$95.00
B-010364	SALMAN DURAY	24359 CASSVILLE LN	8x16 DECK	RPC	10337	05359	\$4,480.00	\$95.00
B-010365	SALMAN DURAY	24351 CASSVILLE LN	8x16 DECK	RPC	10337	05359	\$4,480.00	\$95.00
B-010366	PHILLIP MCNALLY	31352 OLNEY WAY	FINISH BASEMENT	RPC	10345	05627	\$42,140.00	\$285.00
B-010367	WENDELL RITTENHOUSE	47 KYLE CIR	REMOVE/REPLACE ROOF SHINGLES	MH	07076	00069	\$4,386.00	\$95.00
B-010372	ROBERT KINNEY	35259 WRIGHT WAY	6' WHITE VINYL FENCE W/1 GATE, 4X6 TRASH ENCLOSURE	RPC	10777	05396	\$5,085.00	\$100.00
B-010344	PINE BRICK, LLC	323 MORRIS ST	21x18 ADDITION	MR	10815	00150	\$28,000.00	\$210.00
B-010368	LENCRAFT, LLC	37019 HAVELOCK CT	10x12 DECK w/STAIRS	RPC	03082	5758	\$5,200.00	\$100.00
B-010369	LENCRAFT, LLC	37012 HAVELOCK CT	10x12 DECK w/STAIRS	RPC	03082	05691	\$5,200.00	\$100.00
B-010370	FRANK GAGLIARDI	35265 WRIGHT WAY	14x16 DECK, 6' WHITE VINYL PRIVACY FENCE W/1 GATE	RPC	10802	05399	\$15,166.00	\$150.00
B-010371	JOHN CROMAN	20816 BRUNSWICK LN	14x20 DECK	RPC	10375	04635	\$13,720.00	\$140.00
B-010379	MILLWOOD ACQUISITIONS, LLC	307 WINDFLOWER DR	THE GRAND BAHAMA	RPC	06091	04943	\$0.00	\$944.00
B-010383	ST MARK'S EPISCOPAL CHURCH	110 W STATE ST	REMOVE/REPLACE ROOF SHINGLES	MR	00242	00418	\$24,585.00	\$195.00
B-010381	ANNETTE H. BOUNDS	25359 SHELBY CT	4' WHITE VINYL PICKET FENCE W/1 GATE, 4X6 TRASH ENCE	RPC	08091	02628	\$8,078.00	\$115.00
B-010395	PORT FOLIO MANAGEMENT	209 MAIN ST/MINI MALL	REMOVE/REPLACE ROOF SHINGLES	UB	02561	00356	\$11,000.00	\$125.00
B-010390	CALEB MILLSBORO, LLC	27015 GREENLEAF DR	THE CEDAR	RPC	08514	03845	\$329,563.52	\$1,250.00
B-010389	CALEB MILLSBORO, LLC	27017 GREENLEAF DR	THE BIRCH	RPC	08514	03846	\$292,481.60	\$1,139.00
B-010388	CALEB MILLSBORO, LLC	26008 TULIP CRSG	THE ASPEN	RPC	08514	05653	\$241,424.80	\$986.00
B-010386	TATIANA V CAMPER	38219 ENFIELD DR	6' WHITE PRIVACY FENCE, PAVER WALKWAY	RPC	07217	04830	\$5,000.00	\$95.00
B-010393	MILLWOOD ACQUISITIONS, LLC	27014 GREENLEAF DR	THE CEDAR	RPC	06091	03849	\$329,563.52	\$1,250.00
B-010392	MILLWOOD ACQUISITIONS, LLC	389 WINDFLOWER DR	THE GRAND CAYMAN	RPC	06091	04982	\$258,054.20	\$1,037.00
B-010387	ROF MILLSBORO, LLC	26670 CENTERVIEW DR, #5	TENANT FIT-OUT - MARLEYS SMOKE SHOP	HC	10650	03583	\$8,000.00	\$110.00
B-010378	JOHN HEIDBREDER	25316 SHELBY CT	SOLAR PANELS	RPC	07353	02634	\$16,000.00	\$150.00
B-010377	DANNIE BROOKS	25312 SHELBY CT	SOLAR PANELS	RPC	07962	02635	\$26,000.00	\$200.00
B-010376	LINDA OLENICK	25332 SHELBY CT	SOLAR PANELS	RPC	07154	02647	\$18,800.00	\$165.00
B-010375	CHARLES W DRUMMOND	25335 SHELBY CT	SOLAR PANELS	RPC	08090	02616	\$15,750.00	\$150.00
B-010374	ROBERT MAYHEW	414 BAY TREE WAY	12x16 SCREEN PORCH	RPC	10459	05000	\$37,900.00	\$260.00
B-010382	ELIZABETH FARRELL	31313 OLNEY WAY	14x15 PAVER PATIO W/RETAINING WALL	RPC	10305	05610	\$7,200.00	\$110.00
B-010380	PHIL BRAY	26059 TULIP CRSG	10x12 SHED	RPC	10712	03917	\$1,440.00	\$80.00
B-010384	EDWARDINA A JOHNSON	30124 BLADEN DR	16x12 2ND FLOOR DECK	RPC	07898	04692	\$8,890.00	\$115.00
B-010373	LESLIE SCOTT	31336 OLNEY WAY	26x19 PAVER PATIO W/SITTING WALL AND WALKWAY	RPC	10330	05622	\$34,200.00	\$245.00
B-010394	JOHN KOGLER	31265 OLNEY WAY	12x20 PAVER PATIO W/RETAINING WALL	RPC	10195	05598	\$8,120.00	\$115.00

Total Permits = 72  
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Town of Millsboro  
 Building Permits  
 October 2022

Permit #	Owner Name	Property Address	Work Description	Zoning	Cust #	Tax#	Work Cost	Permit Fee
B-010396	THOMPSON & THOMPSON	28541 DUPONT BLVD	BAKER'S RENTAL LIGHTED CHANNEL LETTER WALL SIGN	RPC	00213	00535	\$9,555.00	\$120.00
B-010430	LENCRAFT, LLC	31314 BURKE CT	THE CAPTIVA	RPC	03082	05806	\$450,267.22	\$1,613.00
B-010431	LENCRAFT, LLC	37030 HAVELOCK CT	THE DOVER	RPC	03082	05809	\$404,536.61	\$1,475.00
B-010432	RANDY/CANDACE BETHKE	430 DELAWARE AVE	REMOVE/REPLACE ROOF SHINGLES	MR	00723	00696	\$15,200.00	\$150.00
B-010429	LENCRAFT, LLC	31325 BURKE CT	THE CAPTIVA	RPC	03082	05795	\$534,970.36	\$1,930.00
B-010427	LENCRAFT, LLC	31317 BURKE CT	THE NORWOOD	RPC	03082	05796	\$537,882.76	\$1,936.00
B-010426	LENCRAFT, LLC	33257 CLAREMONT CT	THE LAUDERDALE	RPC	03082	05560	\$344,410.63	\$1,295.00
B-010422	JOSEPH MIKELSKI	26045 TULIP CRSG	4' WHITE VINYL FENCE W/1 GATE	RPC	10697	03920	\$4,968.00	\$95.00
B-010420	LENCRAFT, LLC	35397 WRIGHT WAY	THE BAYLOR	RPC	03082	05506	\$307,754.31	\$1,184.00
B-010419	LENCRAFT, LLC	35395 WRIGHT WAY	THE BAYLOR	RPC	03082	05505	\$307,754.31	\$1,184.00
B-010418	LENCRAFT, LLC	35393 WRIGHT WAY	THE BAYLOR	RPC	03082	05504	\$307,754.31	\$1,184.00
B-010417	LENCRAFT, LLC	35391 WRIGHT WAY	THE BAYLOR	RPC	03082	05503	\$307,754.31	\$1,184.00
B-010415	LYDIA LOY	20281 BRIDGEWATER RD	14.6x13 PAVER PATIO	RPC	10424	04169	\$10,500.00	\$125.00
B-010414	LENCRAFT, LLC	37039 HAVELOCK CT	THE CANTON	RPC	03082	05763	\$335,606.02	\$1,268.00
B-010413	LENCRAFT, LLC	33414 HICKORY ST	THE JESSUP	RPC	03082	05564	\$376,621.21	\$1,391.00
B-010412	LENCRAFT, LLC	31315 BURKE CT	THE DOVER	RPC	03082	05795	\$537,011.35	\$1,936.00
B-010411	MILLWOOD ACQUISITION	378 WINDFLOWER DR	THE GRAND BAHAMA	RPC	06091	04995	\$227,909.39	\$944.00
B-010410	CALEB MILLSBORO, LLC	25119 ASPEN CIRCLE	THE CEDAR	RPC	08514	03947	\$329,563.52	\$1,250.00
B-010409	STEPHEN C KRALY, III	20507 ASHEVILLE DR	4x6 TRASH ENCLOSURE	RPC	08431	04658	\$1,500.00	\$80.00
B-010408	LENCRAFT, LLC	37040 HAVELOCK CT	11x13 DECK w/STAIRS	RPC	03082	05817	\$6,615.00	\$105.00
B-010407	LENCRAFT, LLC	37036 HAVELOCK CT	12x14 DECK w/STAIRS	RPC	03082	05807	\$5,880.00	\$100.00
B-010406	LENCRAFT, LLC	37016 HAVELOCK CT	10x12 DECK	RPC	03082	05813	\$4,200.00	\$95.00
B-010405	KEVIN LIEBER	29076 ST THOMAS BLVD	6' PRIVACY FENCE W/1 GATE	HR	09410	03161	\$6,000.00	\$100.00
B-010404	DOMINIC PACCAPANICIA	29496 GLENWOOD DR	20x30 CONCRETE PATIO	RPC	09679	02851	\$6,624.00	\$130.00
B-010403	LAURIE COLACCHIO	35434 WRIGHT WAY	10x17 PAVER PATIO, (2) 6' VINYL PRIVACY FENCE PANELS	RPC	10687	05484	\$3,500.00	\$90.00
B-010402	GAVIN ROBERTSON	35165 WRIGHT WAY	14x25 PAVER PATIO W/RIVER ROCK BORDER	RPC	10015	05310	\$8,408.00	\$115.00
B-010401	STEPHEN R. BUCHANAN	109 LAUREL RD	REMOVE/REPLACE ROOF, SIDING, 9 WINDOWS	MR	08502	00459	\$17,536.00	\$160.00
B-010397	HARVEY BAKER	35262 WRIGHT WAY	14x20 DECK, 4x6 TRASH ENCLOSURE	RPC	10799	05370	\$15,000.00	\$145.00
B-010428	PHIL BRAY	26059 TULIP CRSG	10x16 CONCRETE PATIO	RPC	1712	03917	\$400.00	\$50.00
B-010385	DANIELE ALO	20523 ASHEVILLE DR	4' BLACK ALUMINUM FENCE W/1 GATE	RPC	09979	04661	\$3,950.00	\$90.00
B-010423	WILLIAM HOFFMAN	387 WINDFLOWER DR	19x10 SCREEN PORCH, 21X10 PAVER PATIO	RPC	10756	03920	\$17,780.00	\$160.00
B-010424	ANGELA ROBINSON	386 WINDFLOWER DR	18.5X10 SCREEN PORCH, 21.5X10 PAVER PATIO	RPC	10755	04991	\$17,780.00	\$160.00
B-010425	JAY W WARD	25162 LUMBERTON DR	SOLAR PANELS	RPC	09741	02795	\$19,950.00	\$170.00
B-010400	RICHARD PRATT	402 BAY TREE WAY	11x15 SUNROOM	RPC	10645	05005	\$63,581.00	\$416.00
B-010398	PATRICK BRADY	31314 OLNEY WAY	FINISH BASEMENT	RPC	10450	05620	\$25,000.00	\$195.00

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