

**MAYOR and COUNCIL  
TOWN OF MILLSBORO**

**322 Wilson Highway  
Millsboro, Delaware 19966 - 1216**

OFFICE HOURS  
MONDAY – FRIDAY  
8:00 a.m. to 4:30 p.m.



**Phone: (302) 934-8171  
Fax: (302) 934-7682**

TOWN OFFICE  
PARKS/RECREATION  
STREETS  
WATER/SEWER

POLICE DEPT. 934-8174

**Minutes  
Millsboro Town Council  
Regular Council Meeting  
October 3, 2011**

7:00 P.M. meeting called to order in the Council Chambers at 322 Wilson Highway, Millsboro, Mayor Robert Bryan presiding. Present were Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer Michelle Truitt, Council Persons, Irene Keenan, James Petruzella, and Tim Hodges, Town Manager Faye Lingo, Assistant Town Manager Matt Schifano, Town Solicitor Mary Schrider-Fox, Development Coordinator Linda Johnson, and Town Clerk Tammy Phillips. Guest- see attached list.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** – No comments

**SECRETARY'S REPORT** – Secretary Hastings presented the minutes from the September 6, 2011 council meeting for Council's approval. Hodges moved Petruzella seconded to approve the minutes from the September 6, 2011 council meeting as written. Motion approved unanimously.

**TREASURER'S REPORT** – Treasurer Truitt presented the bills and bank balances to Council for approval. Keenan moved Thoroughgood seconded to pay the bills from the designated accounts as presented. Motion approved unanimously. August bills have been amended on TOM Sewer Impact Account from \$105,704.21 to \$ 150,704.21, due to a mis-key.

**MILLSBORO FIRE COMPANY** – Ron O'Neal president reported Fire and EMS calls as of the end of the 3<sup>rd</sup> quarter of 2011 are as follows: Fire calls number 318 as compared to 403 at the end of September 2010, which is a drop of approximately 20%. EMS calls are 1390 as compared to 1612 for the same time frame, a drop approximately 14%. Members of the Truck Committee traveled to Ocala, Florida on September 12<sup>th</sup> to visit E-One Apparatus for the pre-fabrication inspection of our new aerial apparatus. The committee spent two full days visiting and touring the manufacturing facilities and meeting

with representatives from E-One to being the finalization of details for the truck. The meetings proved extremely productive as a number of changes were discussed and made by the Committee and incorporated into the final design. This will be the first of three visits prior to completion of the apparatus in the March/April time frame of 2012. Nine of our members participated in the 9/11 stair climb at Dover Speedway on Sunday, September 11, in tribute to the 10 year anniversary of those events. Approximately 200 members of the fire service, along with Governor Markell and Senator Carper, turned out to participate and climb the 110 flights of stairs at the facility. Our team was one of the groups who started the event dressed in full turnout gear, complete with SCBA, and all completed the climb successfully. An entire slate of activities are scheduled for Fire Prevention Week, which officially runs the week of October 9 thru 15, 2011. Our volunteers will be visiting Millsboro area schools for the purpose of educating younger children on the hazards and prevention of fire, demonstrations, fire house tour and fire truck rides. At this time, at least 8 events are scheduled for that week. We are also in preparation for the arrival of the Northeast Rally Club's 10<sup>th</sup> annual Pumpkin Run activities, scheduled for October 28, 29 and 30, 2011. Last year's entry list included 32 cars and we're hoping for an even larger turnout this year. President O'Neal read a written request by Chief Engineer Matt Warrington requesting that Millsboro personnel be able to assist in all fire calls.

**GREATER MILLSBORO CHAMBER OF COMMERCE** - Amy Simmons Chamber Coordinator stated Sherri Scheef has resigned as the President of the Chamber and Chris Adams is the new President. The golf tournament was successful. Little Miss Millsboro Pageant will be held October 23 at 2:00 p.m. and rehearsal will be October 19 at 6:30. Membership Luncheon will be held October 20 at Pizza King. Family Night out will be held October 31. Christmas Parade is scheduled for December 3<sup>rd</sup> at 10:00 a.m. and the theme is "What I want for Christmas?"

**MILLSBORO POLICE DEPARTMENT** – Chief Murphy reported no training was scheduled in the month of September. Homeland Security no issues to report. Calea Update Lt. Calloway is organizing and building files in preparation for a mock assessment later this year. There is an Office of Highway Safety Checkpoint Strike Force checkpoint this weekend. Due to staffing issues we have reached out to other agencies for assistance. Officers from Milton, Blades, Laurel and Capitol Police and other local departments will be assisting. We will be holding the annual Millsboro Family Night out on Monday, October 31<sup>st</sup>. The GMCC is involved and we have reached out to the Millsboro Volunteer Fire Company. Truitt moved Petruzella approved the grant request. Motion approved unanimously.

**PARKS AND RECREATION - Cupola Park** – The town has received a request to use the stage for a wedding ceremony after discussion with Hodges and Bryan we allowed it for a donation (\$25.00). Mayor and Council decision is to have a formal application with clarification of events to hold at the stage and set a price and possible an overseer as the Civic Center has been done. Town Manager Lingo and Assistant Manager Schifano will work on a formal application with clarification of events to hold at the stage and set a price and bring it back to the Council.

**CUPOLA PARK** - We have received a letter from Precision Marine Construction, Inc in reference having access to town property to stage area for material and their construction trailer. They will be doing bulkhead work for Hunter's Pointe in early November. Hodges abstained due to conflict of interest. Thoroughgood moved Keenan second to approve to stage their material on town property and move construction trailer at end of each work day into Hunter's Pointe off the town property and give Precision Marine Construction, Inc four (4) weeks to use the property and anything after that will be charged \$100.00 a week extra; that way it gives us incentive to move along so it not six (6) months and should we have any events at the town property. Motion approved by a vote of 6 yeas – 1 abstention. Motion approved with Hodges abstaining.

#### **STREET REPORT – NO REPORT**

**WATER AND SEWER REPORT** – CABE Assoc., line item redistribution, ratify action taken to move \$110,000 from archaeological to the contract H that is in the budget, increasing it to \$ 929,665.00. Hastings moved Truitt approved to move \$ 110,000 from archaeological to the Contract H in the budget increasing it to \$ 929,665.00. Motion approved unanimously.

#### **MAYOR'S REPORT-**

Ordinance, street safety not ready for council will be back on November's council meeting agenda.

Millsboro Land Associates, LLC. Map No. 1-33-21.00 parcel 3.01 are requesting an extension of their final site plan approval. Thoroughgood moved Hodges second to grant one year extension on final site plan at vacant lot behind Food Lion Shopping Center Motion approved unanimously.

BARR, LLC - Otter Branch, Map No. 1-33-17.00 parcel 67.00 is requesting an extension on preliminary site plan renewal. Thoroughgood moved Keenan second to grant one year (10/03/2012) extension on preliminary site plan at Otter Branch on Old Landing Rd.. Motion approved unanimously.

Millsboro Downtown Partnership – street cleaning on October 15. They have been working and thought this was a project that would be a positive for the downtown area and at the same time make them visible to the residents and business that they are out there and working for Millsboro. They are starting from DuPont Boulevard (Route 113) down Washington Street, and Main Street to the bridge. they

Conditional Use Renewal - Sussex County Map No. 1-33-17.00 parcel 80.00 Old Town Hall Associates, LLC This pod was allowed as temporary structure for six months and now they are asking to leave it as a conditional use. Hastings moved Thoroughgood second to grant two years (10/03/2013) renewal on a conditional use at Old Landing Road. Motion approved unanimously. Town Manager Lingo is going to do research on the trailer storage shed, see if a permit has been issued.

Site Plan Renewal Dukes Manor, 1-33-16.16 parcel 8.00 is requesting an extension on final site plan approvals. Hastings moved Petruzella second to grant one year (10/03/2012) extension on final site plan at Dukes Manor across from Mill Chase Apartments between Monroe Street and Northern Avenue. Motion approved unanimously.

Conditional Use – signs in Plantation Lakes are requesting for two year extension on signs in Plantation Lakes Sussex County Map No. 1-33-16.00 parcel 950. Petruzella moved Keenan second to approve to grant two years (10/03/2013) extension on signs in Plantation Lakes.. Motion approved unanimously.

Committee appointments –

White farm lease agreement, Hastings (chairperson), Petruzella, and Keenan.

Peninsula Crossing site plan amendment and subdivision, Thoroughgood (chairperson), Petruzella and Mayor Bryan.

Plantation Lake plan amendment Hodges (chairperson), Thoroughgood and Truitt.

Supplemental Tax we make public and appeals must be filed by October 25<sup>th</sup>, with unresolved appeals schedule for November council meeting. Truitt moved Keenan second to approve supplemental tax to be public and appeals must be filed by October 25<sup>th</sup>. Motion approve unanimously.

8:00 p.m. Hodges moved Keenan second to recess till 8:10 p.m. to enter into executive session. Motion approved unanimously.

Regular Session

Reconvene @ 8:25 p.m., regular session called to order with Mayor Bryan presiding

Trutt moved Hastings second to authorize the Town Manager to proceed with Warren Mill as discussed in executive session. Motion approved unanimously.

8:26 p.m. Thoroughgood moved Keenan second to adjourn. Motion approved unanimously

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Greg Hastings", written in a cursive style.

Greg Hastings  
Secretary