

**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  
November 7, 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, Treasurer Michelle Truitt, Council Persons, Irene Keenan, James Petruzella, and Tim Hodges, Town Manager Faye Lingo, Town Solicitor Mary Schrider-Fox, Development Coordinator Linda Johnson, and Town Clerk Tammy Phillips. Secretary Greg Hastings, Assistant Town Manager Matt Schifano were absent. Guest- see attached list.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** – Rodney Layfield resident of Millsboro stated he is a hunter and hunts on J G Townsend, Melvin Joseph and Baxter land which is adjacent to the town property White Farm. Mr. Layfield asked the Mayor and Council if they would consider leasing the property for permission to hunt. Mayor stated that they would have to appoint a committee to review and the town would have to review insurance issues. The committee would report peer to next year.

**MILLSBORO DOWNTOWN PARTNERSHIP** - Jess Wiggins, President stated they are a non-profit organization. Their mission is to promote historic. The first fundraiser is Chinese Auction on November 8 at Bluewater Grill; along with a percentage of the meals. We also have volunteers to deliver lunches to businesses. Flyer will be around town for business holiday decoration display with proceeds will go to local charities. Millsboro Downtown Partnership had 60 volunteers for the clean day and collected 1 ton of trash. They have also been working on letters supporting the trucks by- pass.

**SECRETARY'S REPORT** – Town Manager Lingo presented the minutes from the October 3, 2011 council meeting for Council's approval. Thoroughgood moved Petruzella seconded to approve the minutes from the October 3, 2011 council meeting as written. Motion approved Secretary Hastings absent.

**TREASURER'S REPORT** – Treasurer Truitt presented the bills and bank balances to Council for approval. Hodges moved Keenan seconded to pay the bills from the designated accounts as presented. Motion approved Secretary Hastings absent. Resolution to authorize the annexation fees to be excused as part of a purchase agreement; when we purchased the White Farm council waived the annexation fees for the portion that was retained by the seller. Truitt moved Petruzella seconded to clarify our Resolution to authorize to waive annexation fees for the portion that was retained by seller on White Farm. Motion approved Secretary Hastings absent

**MILLSBORO FIRE COMPANY** – Ron O'Neal president the organization has been extremely busy over the past few weeks with Fire Prevention activities as our volunteers have spent many man hours, much of it on their own personal time, teaching area school aged children about the dangers of fire. This year we taught students from Pre-Kindergarten through 8<sup>th</sup> grade from Millsboro Elementary and Middle Schools, where every student was supplied with a fire prevention information packet. Activities throughout fire prevention week include Fire and EMS demonstrations, home escape drills with out safety house, fire house tours, a mini-muster where the students learned about the tools on the apparatus and use of the fire house and of course fire truck rides. The 5<sup>th</sup> grade students were given a tour of the Delaware State Fire School grounds in Georgetown where they learned about how a fire starts and how to stay low and avoid the smoke. The highlight of the week is the judging of the essay and poster contest. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners from each grade were awarded prizes at the fire house banquet hall on November 6, 2011 at a ceremony which included students, teachers and parents. All 1<sup>st</sup> place essay and poster award winners will now go the Sussex County Firefighters Association for judging, and winners at that level will go to the DVFA for state judging. Needless to say, we are very proud of all the children who participated in these events and also of the volunteers who take their time to be a part of the activities. Also, the end of Fire Prevention week marks the unofficial end to the season for our safety house as well. This year our volunteers transported the Safety House to 11 separate events from Camden to Seaford to Lewes, where approximately 1700 children of all ages were able to go through the facility. Volunteers from the Fire Company were on hand to pass out treats at Millsboro's Family Night Out on Monday, October 31<sup>st</sup>. From all accounts it was great success and we thank the Chamber of Commerce for asking us to participate this year. Jakes Wayback Burgers of Millsboro will be holding a fundraiser on Saturday, November 12<sup>th</sup> from 12 to 4 pm, where a portion of all proceeds during those will be donated to the Fire Company. Volunteers will be on hand with apparatus demos and fire truck rides.

**GREATER MILLSBORO CHAMBER OF COMMERCE** - Amy Simmons Chamber Coordinator stated Family Night out was a huge success. We had over 340 kids. We went thru 10 gallons of hot chocolate. A good time was had by everyone. Southern Delaware Tourism had travel writers doing a tour "Sussex County Made". They were at Slower Lower for lunch and to check out the Slower Lower Shirt Co and thought Millsboro was a great small town. They were amazed at the chicken trucks that went by while the tour was going on. The Chamber's Membership Luncheon will be held at Jake's Wayback Burgers on Thursday, November 17 at noon; Miss Faye is to speak. Christmas Parade and Santa Shop will be held on Saturday Dec. 3; events kick off at 10a.m. Breakfast sandwiches will be served at the Santa Shop before the parade. Mediacom is sponsoring free "Hot Chocolate with Santa" after the parade at the Santa Shop and the Millsboro Art League will be doing a free Christmas Craft with the kids. Our volunteer/Appreciation dinner will be held on December 15, more information will be available later.

**MILLSBORO POLICE DEPARTMENT – No Report**

**PARKS AND RECREATION – No Report**

**STREET REPORT – Street Safety Ordinance** tabled for the December meeting.

**Allen Alley** - Pastor Ed Kuhling of Grace United Methodist Church is requesting to close off Burton Alley. This is the alley that goes between Morris and Wilson sometimes called Allen Alley. They would like to square off the property from the parking lot to Burton Alley. Mayor has assigned a committee: Petruzella (chair person) Hodges and Keenan to review the request and come back to council with their recommendation.

**WATER AND SEWER REPORT – 206 River Drive**, sewer adjustment due to water leak, no council action required. Faye adjusted as ordinance allows.

**Clayton Homes** request for irrigation well; the ordinance allows for irrigation wells in residential and commercial areas if they qualify for the number of units. Their property does not have units but we might be able to look at it and compare number of acres to the ordinance and see what the number of units would allow. Mayor has assigned a committee: Thoroughgood (chair person) Truitt and Bryan.

**MAYOR'S REPORT- Plantation Lakes,** Ken Usab of MRA requesting for final approval of Phase 1 section F parts of G & H sub-phase 1.2 with 177 units. Petruzella abstained. Hodges moved Truitt second to approval final approval of Phase 1 section F parts of G & H sub phase 1 with 177 units. Motion approved by a vote of 5 yeas – 1 abstention. Motion approved with Petruzella abstaining and Hastings absent.

**Peninsula Crossing -** Pret Dyer of MTC I, II, and III, LLC and Mark Davidson of Pen-noni proposed sub-division plan –Phase 2 the most recent annexed properties (Handy/Mitchell) are shown on the plan as part of the proposed sub-division. Parcel 14, which was a part of the original sub-division plan in Phase 2, is shown as being partitioned to make 14 A & 15 B. Commerce Drive will reserve a 25 ft easement (drive isle) that access parcel 19 & parcel 20. This will be a decrease from the 50 ft easement (drive isle) shown on previous plans. Phase 2 has a total of 17.84 acres of build able area. The ditch on this phase had been relocated with Sussex Conservation approval. The original plan shows a portion of reserved area for the open space on Parcel 16 as well as the storm water to Parcel 16. Parcel 16 is in Phase 3 and is a part of the previously approved plan for overall open space and storm water for the entire project at Peninsula Crossing. Parcel 16 is using the park land that is to be dedicated to the town as part of this open space requirement on this proposed sub-division, as the previous plan shows. 17.59 acres on Phase 2 for open space exceeds what is required by code. Thoroughgood moved Keenan second approved to hold a Public hearing on December 5 for proposed sub-division plan –Phase 2 the most recent annexed properties. Motion approved with Hastings absent.

**Personnel Ordinance –** 3.5 Group Medical Insurance had been discussed for the town not to pay family medical insurance for new employees. The personnel policy needs to amend before new Accounts Payable position is hired. Thoroughgood moved Truitt second to approve that after November 7, 2011 the personnel policy not to pay family medical insurance for new employees. Motion approved with Hastings absent.

#### **White Farm -**

**Millsboro by- pass –** the eastern by-pass route crosses Millsboro Pond and Town Manager Lingo has been asked what council's opinion on this matter is. She has explained that council has always supported the blue by-pass knowing it crosses the pond. Before Town Manager Lingo miss speaks on the subject she wanted to make sure council was still okay with this. Mayor and Council gave Town Manager Lingo their blessing for the eastern by pass route crossing the Millsboro Pond.

8:00 p.m. Thoroughgood moved Petruzella second to recess till 8:15 p.m. to enter into executive session. Motion approved with Hastings absent.

Regular Session

Reconvene @ 8:38 p.m., regular session called to order with Mayor Bryan presiding.

Mayor Bryan stated he wanted to go ahead and appoint the committee to review the idea of allowing hunting on the White Farm. Committee as follows: Hodges (chair person) Petruzella and Thoroughgood.

Keenan moved Thoroughgood second to adjourn 8:39 p.m.

Respectfully Submitted,



Faye Lingo  
Town Manager  
Filling in for Sec Greg Hastings