

**MAYOR and COUNCIL
TOWN OF MILLSBORO
322 Wilson Highway
Millsboro, Delaware 19966 - 1216**



**Phone: (302) 934-8171
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TOWN OFFICE
PARKS/RECREATION
STREETS
WATER/SEWER

POLICE DEPT. 934-8174

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

**Minutes
Millsboro Town Council
Regular Council Meeting
January 3, 2012**

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, and Town Clerk Tammy Phillips. Guest- see attached list.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS – NO COMMENTS

PUBLIC HEARING – Sussex County Community Development Block Grant (CDBG) to allow Sussex County to include homes in the corporate limits of The Town of Millsboro, if there is need. Bill LeCates, Sussex County Community Development and Housing, Public Hearing is to allow the citizens of Millsboro opportunities to apply for Block Grant Application which is funded by HUD through Delaware State Housing Authority. There is an application process with scoring. Main criteria: housing rehabilitation, infrastructure project, water, and sewer. Home owner occupied and income guidelines, housing rehabilitation, demolition, infrastructure, streets, water and sewer match for that 10% less than \$ 100,000 and \$100, 000 – 200,000 15%, 20% by local jurisdiction for anything over \$200,000 matching for administration but county handles that for all the communities that's 50% match and that's salary per housing rehabilitation department. The infrastructure is based on the need and the way the infrastructure works is if there is a street that needs water and sewer lines they would have to be will over 51% low income in that area to meet the guidelines. Criteria housing rehabilitation basically their taxes have to be current, 62 years old; a 10 year lend, 65 years old and older will be 5 year lend that would go to zero balance, 9% interest, can not have 15,000 liquid asset. Hastings asked, are people in the rural areas allowed to apply? They can apply and there are about 1000

applicants. Lingo stated the grant process has helped some property owners connect to town water and sewer. The CDBG paid for the lines to be constructed connecting the property to the town system. The CDBG does not pay the impact fees so the town has allowed the property owner to make payments. Truitt moved Petruzella second to approve to allow Sussex County to do an application on behalf of Town of Millsboro for the community development block grant housing and housing urban development. Motion approved unanimously.

PUBLIC HEARING – sign ordinance amendment for major subdivisions in all zoning districts. Schrider-Fox revised the sign ordinance to add additional real estate signs for major subdivision; regardless which district they are located in and what type of major subdivision. That allows major subdivision to display additional real estate signage to advertise properties for sale. The additional real estate signage proposed to be permitted may be larger than what is otherwise permitted by the existing real estate signage provisions in the Zoning Code. The larger, additional real estate signage proposed to be permitted shall not exceed 36 square feet in size. The proposal is that each major subdivision shall be permitted to have either one (1) double-sided real estate sign, not to exceed the afore mentioned 36 square foot size requirement on either side, or in the alternative, to have two (2) single sided real estate signs, also not to exceed the aforementioned 36 square foot size requirement. Mayor Bryan called for any comments or questions from the public hearing none. Thoroughgood motioned, Keenan second to approve the amendment. Hodges stated he would abstain from the voting due to owning Hill Crest. The vote, Thoroughgood aye, Keenan aye, Hastings aye, Petruzella aye, Hodges abstain, Truitt aye, Bryan aye, motion approved.

SECRETARY'S REPORT – Secretary Greg Hastings presented the minutes from the December 5, 2011 council meeting for Council's approval. Truitt motioned, Petruzella second, to approve the minutes from the December 5, 2011 council meeting as written. Motion approved unanimously.

TREASURER'S REPORT – Treasurer Truitt presented the bills and bank balances to Council for approval. Thoroughgood motioned, Keenan second, to pay the bills from the designated accounts as presented. Motion approved unanimously.

MILLSBORO FIRE COMPANY – Ron O'Neal president stated the final emergency response numbers for 2011 have been tabulated. Fire calls totaled 399, down from 400 in 2010, a reduction of approximately 20%. EMS calls dropped from 2088 in 2010 to 1877 for the past year, a reduction of approximately 10%. After a review of a number of different chassis and body styles, the new ambulance committee presented their report to the company at our November meeting. Based upon their findings and recommendation, it was voted to purchase a new life line ambulance from Diamond State Ambulance of Newark, DE. This ambulance will replace the oldest unit in service, a 2006 Ford Econoline with approximately 96,000 miles. The new unit, with a life expectancy of 5 years and 300 k miles, will basically be a sister to the two units already in service and will be

equipped with the latest safety equipment, such as the lowering kit which aids in the removal and insertion of the stretcher, and a Stryker power stretcher which raises and lowers the height of the stretcher, which aids our EMS personnel with loading the patient. Delivery on the new ambulance should be August-September timeframe. The fire company will be working on points based membership system for 2012, versus the percentage system issued in the past. Points will be awarded to members for their participation with emergency calls, in-house and fire school training, work details, fundraising events, company meetings as well as State and County meetings or events. The points awarded will be weighed as per the event and each member must acquire a certain number of points to be considered an "active member". We hope this process will encourage more participation in all events and make it easier for member to meet their active status requirements. Fire company elections were held at the December Company meeting with a full slate of Administrative, EMS, and Fire Line Officers being elected. Installation of new offices will be at the January Company meeting.

GREATER MILLSBORO CHAMBER OF COMMERCE - Amy Simmons Chamber Coordinator reported on December 15, 2011 was the chamber's volunteer appreciation dinner and new officers were sworn in. The most valuable volunteer was Mitch Rogers and the most valuable business was Thoroughgood Concrete. Bridal Show is scheduled for February 26, 2012 from 11:00 a.m. to 3:00 p.m. at the Millsboro Civic Center.

MILLSBORO POLICE DEPARTMENT – Chief Murphy stated Pfc. Berrios and Pfc. Moyer attended Police Report Writing training at the DSPTA on December 12, 2011. Homeland security no issues to report. Calea update the end of the year report is ready and will be distributed soon. The Christmas Parade was held as scheduled with no issues to report. The DUI checkpoint scheduled for New Years Eve was cancelled due to staffing issues.

PARKS AND RECREATION – No Report

STREET REPORT – No Report

WATER AND SEWER REPORT – Beneficial reuse line – request to rebid the project to allow the work to be bid separate for the Millsboro Middle School athletic fields. In an attempt to use the grant money that was allocated it has been the recommendation to break the project into two parts to see if it will come in within budget. Thoroughgood motioned, Hodges second, to approve to rebid the project to allow the work to be done at Millsboro Middle School athletic fields. Motion approved unanimously.

MAYOR'S REPORT- Peninsula Crossing, dedication of water and sewer mains. There are two valve repairs that need to be made but there was a meeting today to discuss how it should be done. The development agreement was agreed upon last month and is waiting for Mr. Dyer's signature. Tabled until the February 5, 2012 council meeting.

Personnel, vacation leave carry over for employee out sick. You may remember Mary Ann Fulton fell and required surgery on her hip. She has since been out sick and during

that time she had vacation leave scheduled. She is requesting to be able to carry over an additional forty hours into the new year. Thoroughgood motioned, Hastings second to approve to allow Mary Ann Fulton to carry over forty hours of her vacation to the new year. Motion approved unanimously.

Assisting Living zoning amendment, Schrider-Fox process definition to pass Resolution. Public Hearing will be held February 6.

7:30 p.m. Petruzella moved Hodges second to recess till 7:40 p.m. to enter into executive session. Motion approved unanimously.

REGULAR SESSION

Reconvene @ 8:35 p.m., regular session called to order with Mayor Bryan presiding.

Keenan motioned, Hodges second. to amend the engineering contract with CABA Associates. Motion approved unanimously.

Thoroughgood motioned, Petruzella second, to adjourn 8:36 p.m.

Respectfully Submitted,



Greg Hastings
Secretary