

**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
Millsboro Fire Hall
109 E. State Street
Millsboro, Delaware
April 2, 2012**

7:00 P.M. meeting called to order by 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

PUBLIC HEARING –

Baker's Quit Claim 1-33-17.17-60.00, 28547 DuPont Blvd was approved by the Town of Millsboro for Baker's Hardware owners Robert W. and Teresa B. Ricker. Town releasing this property to Robert W. and Teresa B. Ricker with a permanent 15 ft utility easement will be required. Schrider-Fox stated a current survey has been received and approved. Thoroughgood moved Hastings seconded to approve to close the public hearing for Baker's Quit Claim. Motion approved unanimously. Thoroughgood moved Keenan seconded to approve Baker's Quit Claim 1-33-17.17-60.00, 28547 DuPont Blvd, Millsboro. Motion approved unanimously.

SECRETARY'S REPORT –

Secretary Greg Hastings presented the minutes from the March 5, 2012 council meeting for Council's approval. Hodges moved Thoroughgood seconded to approve the minutes from the March 5, 2012 council meeting as written. Motion approved unanimously.

TREASURER'S REPORT –

Treasurer Truitt presented the bills and bank balances to Council for approval. Keenan moved Hastings seconded to pay the bills from the designated accounts as presented. Motion approved unanimously.

MILLSBORO FIRE COMPANY –

Ron O'Neal president stated Millsboro Fire Company the first quarter run numbers have been calculated for the period of January 1 thru March 31. Total fire calls stand at 90, down from 95 this same time last year. EMS calls for March were 179, which brings the total to 488 for the first quarter as compared to 455 for the first quarter of 2011, a difference of 33 emergency calls or an increase of 7%. On March 17th, the Fire Company sold their 1998 Suburban to a private owner. And on March 7th, the Memorial Fire Company of Slaughter Beach purchased Engine 83-1 which had also been for sale. Their members took possession immediately in order to put the truck in service as their first run engine. The only remaining apparatus for sale remains the ladder truck. Our Dive Team has been very busy with training over the last few months. In March, they worked in conjunction with DNREC, Indian River Fire Company Marine Unit and the Selbyville and Dagsboro Dive Teams on vehicle location and retrieval at Massey's Landing. Bunting's Garage of Dagsboro demonstrated a number of techniques for hooking to a submerged vehicle, then proceeded to place a slightly used automobile into the water, enabling the divers to practice underwater rescue, finding and then bringing the vehicle to the surface. Due to the limited number of dive units and certified divers in Sussex County, working closely with our surrounding companies on water rescue and marine operations is extremely important in order to function as a team during water rescue situations. The Fire Company will be holding their annual Appreciation Banquet on Saturday, April 21st at the firehouse. The Ladies Auxiliary will be holding their annual Easter Flower sale on Friday, April 6th and Saturday, April 7th. Also for sale will be delicious, homemade Easter eggs.

GREATER MILLSBORO CHAMBER OF COMMERCE –

Amy Simmons Chamber Coordinator stated Chamber office will be moving temporary to 28436 DuPont Blvd. due to construction at Town Hall. Board of Directors will be held April 12th @ 8:00 at Luca. April 19th Membership meeting will be at Luca with County Administrator Tom Larson as guest speaker. April 7th Easter Egg Hunt @ 1:00 at Cupola Park. We have started planning on Big Thursday event.

MILLSBORO POLICE DEPARTMENT –

Chief Murphy stated no training for month of March. Homeland Security is Yellow. CALEA will be here April 16th, 17th, & 18.

PARKS AND RECREATION –

Parade permits for Opening Day of the Millsboro Little League. There is an application to hold a parade for the teams the same as last year. If Chief Murphy is okay with it and

can work with the league. April 21, 2012 line starts at 8:00 at Town Hall and ending at Ball Park. Vice Mayor Bryan asked Chief if that would

work for the police department and Chief stated it all went smooth last year and they would handle the same way. Hastings moved Truitt second to approve the parade permit for the Opening Day of the Millsboro Little League. Motion approved unanimously.

STREET REPORT – No Report

WATER AND SEWER REPORT –

Contract F 2012 Beneficial Reuse Project has been awarded to R & L Irrigation Systems on the project in the amount of \$123,500. Hodges moved Keenan second to approve to accepted R & L Irrigation System bid on Contract F 2012 Beneficial Reuse Project. Motion approved unanimously.

Clayton Homes requested to use well water for landscaping. Thoroughgood (chair) recommend is tie into the town water line and have a meter installed for a sprinkler system; abandon the existing well and provide the abandoned well documents to the Town. Pay the yearly sprinkler system rate (7500 gallons or usage shown on meter – whichever is greater) minimum rate of \$ 22.50. Thoroughgood moved Petruzella second to approve that Clayton Homes are to tie into town water line and have a meter installed for a sprinkler system; abandon the existing well. Motion approved unanimously.

MAYOR'S REPORT-

Conditional Use, renewal application, Plantation Lakes, to place two model home units on the existing single family residential lots 323 & 324; 1-33-16.00 parcels 504.00 & 505.00 Belmont Blvd Phase I for the next two years. Petruzella abstained. Hodges moved Keenan second to grant two years (3/5/2014) renewal on a conditional use at Plantation Lakes, to place two model home units on the existing single family residential lots 323 & 324; 1-33-16.00-504.00 & 505.00 Belmont Blvd Phase I. Motion approved by a vote 6 yeas – 1 abstention. Motion approved with Petruzella abstaining.

Conditional Use - new application, Plantation Lakes, to place signs on parcel 1-33-20.00 parcel 37.00 zoned Medium Density Residential. This is the parcel on the right of (Route 24) Millsboro Highway as you enter into town. They are asking to place a 16 feet by 8 feet sign. Petruzella abstained. Thoroughgood moved Hastings second to grant one year (3/5/2013) to place signs with size reduced to 5 feet by 10 feet on parcel 1-33-20.00 parcel 37.00 zoned Medium Density Residential; this is the parcel on the right of (Route 24) Millsboro Highway as you enter in town. Motion approved by a vote 6 yeas – 1 abstention. Motion approved with Petruzella abstaining.

Festival Hispano - requested to use W. B. Atkins Park on Sunday August 19, 2012 12:00 p.m. until 7:00 p.m. council action may be taken. They have used the park for several years with a lease agreement and a deposit paid should there be any problems. Hastings moved Hodges seconded to approve to have Hispanic Festival held August 19, 2012 at the W. B. Atkins Park. Motion approved unanimously.

Quarterly Assessment - final quarter for this past year. Notices and statements will be sent to property owners. Thoroughgood moved Petruzella second to approve to send final quarter tax notices and statements to property owners. Motion approved unanimously.

Annual Assessment - the changes to the assessment list are ready for acceptance by council. The notices have been sent to the property owners advising them of their changes. Petruzella moved Keenan seconded to approve the Public Hearing for appeals will be held at the regular council meeting in May 7, 2012. Motion approved unanimously.

Board of Elections - appointment renewal of existing board members upcoming election. Hodges moved Keenan second to appoint the existing board members. Motion approved unanimously.

Election Slate, the notice for candidates will appear in the local paper and be posted through out town as well as on Millsboro's web site. The slate will be posted April 25, 2012 thru May 15, 2012 and the election will be held the second Saturday in June 9, 2012 from 1:00 p.m. to 7:00 p.m. There is one seat from "District 1" Mayor Bryan, one seat from "District 3" Keenan.

Authorization for the Mayor to sign the loan contract and agreement to accept the letter of conditions as required for the loan closings with USDA and the State Revolving Fund. The first is for the transmission pipeline and disposal site. The \$ 6,336,800 is funded through the State Revolving Fund. The balance will be from USDA. Thoroughgood moved Hodges second to approve that Mayor Bryan has authorization to sign the loan contract and agreement to accept the letter of conditions as required for the loan closings with USDA and the State Revolving Fund. Motion approved unanimously.

Building Improvements - update and authorization to move forward. The bids were opened and Richard Y. Johnson and Sons has begun the scope of work with the low bidders. If they do not find any problem with the bids they will schedule construction to begin before the end of the month. The abatement of the asbestos is to begin on April 9th.

Matt and Bill have been working on the telephone and computer equipment which will be under a separate contract. There's not a need for a separate pager system in the building; upgrade phone lines for additional lines and add extra hand sets for extra office spaces. Communications system will be placed interior and exterior of the building in the main

lobby, Accounts Payables and Accounts Receivable area. Flat Screen will be purchased for the Chamber Council and one will be purchased for the other rooms.

Mayor Bryan has added Hodges on to the Building Committee with Thoroughgood, Mayor Bryan, and Petruzella.

7:40 p.m. Hastings moved Thoroughgood seconded to recess till 7:50 p.m. to enter into executive session. Motion approved unanimously.

REGULAR SESSION


Reconvene @ 8:45 p.m., regular session called to order with Mayor Bryan presiding.

Thoroughgood moved, Keenan second to hire (2) two new police officers Melissa Baker and Seth Bullock to enter the next D. S. P. Training Academy. Motion approved unanimously.

Thoroughgood moved Petruzella second to authorize the town solicitor, Schrider-Fox to draft the agreement as discussed in executive session. Motion approved unanimously.

Keenan moved Thoroughgood second to adjourn 9:05 p.m. Motion approved unanimously.

Respectfully Submitted,



Greg Hastings
Secretary