

**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
May 7, 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 - Tax Appeals. Any appeals that have been submitted have been resolved. Faye stated all tax appeals have been reviewed and solved before council meeting. Public Hearing was left open until later in the meeting.

SECRETARY'S REPORT - Secretary Greg Hastings presented the minutes from the April 2, 2012 council meeting for Council's approval. Truitt moved Petruzella seconded to approve the minutes from the April 2, 2012 council meeting as written. Motion approved unanimously.

TREASURER'S REPORT - Treasurer Truitt presented the bills and bank balances to Council for approval. Hodges moved Hastings seconded to pay the bills from the designated accounts as presented. Motion approved unanimously.

The contract with Jefferson, Urian, Doane and Sterner expired at the end of last year's audit. To renew the contract they have submitted for review a contract for an additional three years; 2012 \$ 19,485.00; 2013 \$ 20,100.00; 2014 \$ 20,700.00. The OMB-A-133 will be billed separately at the normal rates. This is the additional audit required by the state and federal government due to the town borrowing money from their financial assistance branches. Thoroughgood moved Hodges seconded to approve accepting the contract with Jefferson, Urian, Doane

and Sterner for another three years and additional audit required by state and federal government. Motion approved unanimously.

MILLSBORO FIRE COMPANY - Ron O'Neal president stated Millsboro Fire Company is very proud to announce that one of its' full time employees, EMT Robin Smith, was named as 2011 District 103 EMT-B of the year, at the annual Sussex County EMS banquet, held on Friday, April 20, 2012. Robin has been an employee with Millsboro for approximately 8 years, and is also Ambulance Captain with the Gumboro Volunteer Fire Company. We are very fortunate to have valuable personnel like Robin as part of the Millsboro family. In June 2010, our EMS Supervisor Tommy Berry also received this same award.

Four of our volunteers have joined in training to be members of the Dive Team, beginning the process that will accredit them as certified divers. The hopeful recruits are in their fourth week of classroom and pool training, which will end with open water quarry dive training in Pennsylvania sometime in late summer. Our Dive Team is working in conjunction with the team from Selbyville Volunteer Fire Company in this training session.

Members of the fire company attended the Del-Mar-Va Volunteer Firemen's Association and Ladies Auxiliary Convention, hosted by Ellendale Volunteer Fire Department on Thursday, Friday, and Saturday this past weekend. Approximately 175 members were present to handle the business of the Association, with the parade ending the festivities on Saturday. During the weekend, our own Pastor Bob Hudson was sworn in as 2nd Vice President for the organization. Pastor Hudson's administrative role will bring the Convention back to Millsboro in 2015, the year Bob will take the President's position.

As you may know, the fire company lost 60 year member Sam Timmons on Monday, April 30, 2012. Sam joined the fire service on September 9, 1952 and during his years with the organization, held the positions of Firefighter, 1st Asst Chief, Vice President and President, as well as being a volunteer with the VFW Ambulance. Sam had just received his 60 year Service Award along with Proclamations from the State Senate and House of Representatives at our banquet on Saturday, April 21.

GREATER MILLSBORO CHAMBER OF COMMERCE - Amy Simmons Chamber Coordinator stated Peninsula Crossing Sedation Center is having their Grand Reopening ribbon cutting May 15th and Mayor and Council are invited to attend. May 17 Membership Luncheon will be held at Bluewater Grill with Guest Speaker Susan Weidman. Cupola Park concerts start May 27 at 6:00 p.m.

MILLSBORO POLICE DEPARTMENT - Chief Murphy stated April 2nd Lt. Calloway attended State Accreditation Assessor training in PA. No issues to report for Homeland Security. CALEA Update on April 16th, 17th, and 18th CALEA sent two assessors to perform a scheduled on site assessment. Over the course of three days the assessors reviewed files, did an in depth tour of the facility, interviewed officers, did ride along with officers, interviewed officers from other municipalities, and numerous additional tasks. Overall the assessment was a success. The assessors have not completed their final report; it should be done with the next month.

PARKS AND RECREATION - NONE

STREET REPORT - Grace United Methodist Church came in a few months requesting to close Allen's Alley and at this time they are requesting to withdraw their request for an indefinitely period of time. There was a committee appointed at the time to review their request and they did meet with neighboring property owners. Since the request has been rescinded there will not be any further action by the committee.

WATER AND SEWER REPORT - 65 Kyle Circle, has requested a sewer adjustment to their water and sewer bill due to a leak. Faye has handled as ordinance allows.

MAYOR'S REPORT- Fire Service Ordinance- the Millsboro Fire Department has notified the town there is some question about the fire districts in relation to the town limits. After discussion with the fire commissioners office it was recommended that the town council take action designated that service would be handled by the Millsboro Fire Company by way of an ordinance. Tabled till June 4, 2012 council meeting.

Conditional use 317 Main Street - Hometown Properties is requesting a two year renewal of an apartment over a business in Urban Business Zoning District, for the use an apartment on the second floor of an existing commercial building to be used for residential living quarters as an accessory use and a shed at 317 Main Street., 1-33-17.09-26.01, Urban Business Zoning District. Thoroughgood moved Truitt seconded to approve the two year renewal May 7, 2014 of a conditional use for the premises at 317 Main Street, Town of Millsboro, Sussex County tax map number 1-33-17.09-26.01. Motion approved unanimously.

Conditional use 216 Ellis Street-James Schreppler is requesting a two year renewal to a conditional use for 216 Ellis Street. The property is zoned Urban Business and 216 Ellis is a residential use behind a business. Hodges moved Petruzella seconded to approve the two year renewal May 7, 2014 of a conditional use for James R. Schreppler for the use of a second structure, 216 Ellis St., as an accessory use adjacent to an existing commercial building located at 213 Washington St., Town of Millsboro, Sussex County tax map number 1-33-17.13-132, subject to conditions stated in the approved resolution. Motion approved unanimously.

Comprehensive Sign application - Mark Davidson from Pennoni and Gary McCrea from Peninsula Crossing are requesting approval of a comprehensive signage plan for all of Phase 2. Davidson explained that the parcels within Phase 2 of Peninsula Crossing are set back approximately eighty feet (80') from the highway; that the comprehensive signage plan will consist of different types of signs and that the proposed signage will be in harmony with the rest of Peninsula Crossing. Peninsula Crossing has signage needs that are not adequately addressed by the traditional sign regulations, due in part to its development as a commercial project and also due in part to the location of various parcels so far away from the nearest highway, and because the proposal is a comprehensive plan that will ensure that all signage in Peninsula Crossing is harmonious and compatible. Thoroughgood moved Hastings seconded to approve of comprehensive signage for all of Phase 2. Motion approved unanimously.

Wharton's Bluff - site plan amendment - Dennis Gilligan developer on Phase B they have a new contractor to finish the larger foot print of the last 23 dwelling units. The building will be similar to Parcel A with a slight dimension change of 6' wider over all; units on the end will be one story units. Thoroughgood moved Petruzella second to set a Public Hearing for the new site plan on Phase B at Wharton's Bluff; will be held at Millsboro Fire Hall, 109 E State Street, June 4th @ 7:00 p.m. Motion approved unanimously.

Public Hearing on tax appeal closed. Thoroughgood moved Keenan second to close the tax appeal public hearing and accept the assessments as presented. Motion approved unanimously.

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

REGULAR SESSION

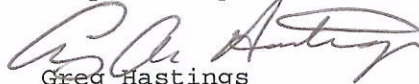
Called to order 8:50 pm

Thoroughgood moved Petruzella second to approve Tom Munro as the alternate for the police academy if there becomes an issue with the existing candidates. Mr. Munro replaces alternate Zubrowski due to an injury. Motion approved unanimously.

Hodges moved Petruzella second Faye Lingo to negotiate with the owners of 420 Old Landing Road as discussed in executive. Motion approved unanimously.

8:55 pm Hastings motion, Thoroughgood second to adjourn approved unanimously.

Respectfully Submitted,



Greg Hastings
Secretary