

**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
January 7, 2013**

7:00 P.M. meeting called to order in the Millsboro Fire Hall at 109 E. State Street, Millsboro, Mayor Robert Bryan presiding. Present was Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer Michelle Truitt, Council Persons, Irene Keenan, Tim Hodges, Jim Petruzella, 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 - NONE

Representative Atkins- Update on the Millsboro by-pass timeframe is approximately five (5) years away. DelDOT is applying for federal permits. Senator Hocker stated that this by-pass is the State's top priority. Hodges asked, have they made a decision on where they are starting the by-pass? Atkins replied, the Patriot's Landing property on Bark Pond Rd and Rt. 113 (DuPont Boulevard). Schifano asked if the by-pass was going to stop at Rt. 24 or continue south past Rt. 24. It was stated that it would stop at Rt. 24 as Dagsboro, Frankford and Selbyville are against the by pass continuing south of Rt. 24. Atkins stated it was unanimous with the town's, mayor's, council's, and the public hearing's and they never received phone calls to support it.

On another matter, DelDOT is planning to close the crossover just north of the Rt. 20 light. The issue is that dump trucks try to beat the light and use the crossover just north of the Rt. 20 light, crossing at Bark Pond Road and Sheep Pen Road.

Lastly, The Department of Agriculture Secretary and Governor have been communicating with a company from Taiwan to purchasing the Vlastic property and it looks very positive. The sale should become official around March 1, 2013. This company could provide approximately 700 new jobs to this area.

Atkins would like to extend his thanks to the Mayor and Town Manager Lingo for working with him and other senators for the Richard Cordrey

dedication. In addition, Atkins mentioned that The Department of Agriculture building has been named after Richard Cordrey.

PUBLIC HEARING - Ken Usab from Morris Ritchie & Associates, and Brian McManus the Operation Manager for Plantation Lakes, proposed a modification of three (3) groups of townhomes located on Ashville Drive and Brunswick Lane Section H 1.2 and specifically requested to modify the lot lines to allow for the new 28ft wide townhome referred to as "The Jefferson". The proposal will not affect any of the existing roadways. Most of the existing infrastructure that is currently in place will be able to be reused for these new proposed townhomes with the exception of needing to construct one new sewer and two new water lateral lines. In addition, a few lateral's will need to be abandoned. The units will be constructed in the same footprint of the original 18 foot wide units, and even though there will be fewer townhomes in this particular footprint than originally planned, the total number of units for the Plantation Lakes project will not be changed. The front and side yard setbacks and building spacing will remaining consist within the other units in the RPC. The new floor plan will have a first floor master bedroom.

There was a discussion regarding the committee report from the Dec 18th, 2012 committee meeting. One of the con's on the report stated that "Water & Sewer laterals in place for **all** previously planned units will be abandoned." It was agreed to change the word "all" to "approximately 10" when referring to the number of water and sewer laterals that will be abandoned.

Mr. Usab stated that the proposed amendment that was submitted included a section that referred to the parking in the section H residential townhouse alley with perpendicular parking - listing alley 1, alley 2, alley 3 and alley 4. Upon further review with the town attorney, we found that this was a leftover detail related to plotted townhome lots which existed in the original Phase 1 plot for the development. The original plans recorded in 2006 included the same cross section and specifically related to units locate in the north west area to traffic circle. The plan submitted before the council now show that there are no alleys, which means that this detail is not applicable to the proposed changes that they are making at this time. They have contacted their attorneys to potentially remove the note and detail which was on the original plan from 2006. They are in the process of reviewing it now and want to be sure that there isn't a legal issue with removing it. Hodges - Are you asking the town to approve it for you tonight with this condition or suggesting to table it for 30 days? Usab replied that they prefer to delete the note so they can keep things moving forward. Specifically the note that says section H residential (townhouse) alley with perpendicular parking minor street listing alley 1, alley 2, alley 3 and alley 4. Hodges, as committee chairperson, I'm o.k. with deleting it, but if there are any other notes that mention anything about town street maintenance, for that to be deleted as well. Schrider-Fox wanted to reiterate that the town does not want a final decision on whether or not the town will be maintaining streets... it is still under review and the town is not taking an official position one way or the another. Usab suggested that it might be the best plan to table this right now to have time to have additional conversations to make sure that he isn't missing anything. Usab said that he doesn't want to modify any previous agreements that

the town currently has. Bob Bryan agreed that he would feel more comfortable with tabling it for now.

John Prehm, 22962 Surry Lane, proposed a question as to how the bigger new townhomes could still have the same footprint of the smaller Belhaven models and how that was possible. Usab explained that because there will be fewer total units in this footprint, they are able to increase the width of the townhomes and still remaining in the same general footprint as the original townhomes and meet all of the setbacks. Thoroughgood moved and Hastings seconded to close the public hearing. Motion approved unanimously. Hodges moved and Truitt seconded to table the proposed site amendment plan until the committee meets again. This request will be on the agenda for the February council meeting. Motion approved unanimously.

SECRETARY'S REPORT - Secretary Hastings presented the minutes from the December 3, 2012 council meeting for Council's approval. Thoroughgood moved and Keenan seconded to approve the minutes from the December 3, 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 and Petruzella seconded to pay the bills from the designated accounts as presented. Motion approved unanimously.

MILLSBORO FIRE COMPANY - The Fire Company held its election of the 2013 Fire Line and Administrative officers at its December 2012 meeting. Matt Warrington retained the position of Chief while Ron O'Neal retained the position of President. All officers will be sworn in during the January 2013 meeting next week.

The numbers for 2012 have been calculated. EMS runs stood at 2017, an increase of 136 over 2011. Fire calls tallied 437, an increase of 38 over 2011.

The Millsboro Fire Company organization is currently working on the submission of a sub grant through the Delaware Volunteer Firefighters Association, which focuses on funding volunteer retention initiatives. Money is available to any volunteer company in the State that presents clearly defined retention initiatives including, but not limited to: uniforms, logo wear, reduced DMV fees, life insurance, housing assistance, and health club memberships. Preference will be give to fire companies with replicable programs and clear measurable results. This funding is available in the form of sub-grants from the SAFER (Staffing for Adequate Fire and Emergency Response) funding awarded to the DVFA in 2009. The purpose of the SAFER funding is to support increased efforts in fire company recruitment and retention.

One of our members, Colby Norwood, has successfully completed all the course requirements and testing and has been awarded his national certification as an EMT. Once Colby has completed his required number of supervised ambulance calls, he will be clear to ride as a certified Emergency Medical Technician. The national certification is an intense process and we are very proud of Colby for completing these course requirements.

Aaron Morgan, a kindergartner from East Millsboro, represented the Millsboro Fire Company and took home a 2nd place award yesterday at the State Fire Prevention ceremony held in Hartley.

GREATER MILLSBORO CHAMBER OF COMMERCE - Amy Simmons, Executive Director, stated that the Chamber held their annual Volunteer Christmas Dinner in December. At that dinner, Thoroughgood Concrete & Transport and Jennifer Antonelli was presented an award due to the amount of volunteer work they did for the chamber. The Christmas Parade was a great success. Some traffic issues that came up will be looked into for next year's parade. In addition, next year The Christmas Parade will be moved to a 7:00 PM start time. The word is out that the civic center is opening soon and there has been an increase in the interest for rental reservations.

MILLSBORO POLICE DEPARTMENT - Pfc. Forester attended Ethical Decision making training at the DSPTA on December 11th and attended Ground Fighting training at the DSPTA on December 14th. Homeland Security - no issues. Calea Update - no issues. The new date and time for The Christmas Parade worked fine, there were a few minor changes that could be made that would make traffic flow more efficiently. No issues were report through the holiday season. Melissa Baker and Seth Bullock have completed field training and will be introduce at the February 2013 council meeting.

The Highway Safety Grant of \$15,800.00 purchased three (3) car cameras by Watch Guard. Bridgeville Radio Shack will install all three (3) cameras for a flat fee of \$ 200.00. Petruzella moved and Truitt seconded to approve the highway safety grant of \$15,800 for three (3) car cameras. Motion approved unanimously.

PARK AND RECREATION REPORT - NO REPORT

STREET REPORT - NO REPORT

WATER AND SEWER REPORT - Greg Short has received his water operator's license and in the past council has always given \$.25 cent an hour raise for acquiring their license. Thoroughgood moved and Petruzella seconded to approve to give Greg Short \$.25 cent an hour raise. Motion approved unanimously.

Sewer adjustments - 206 River Drive and 311 Church Street; Town Manager adjusted the sewer charges and the customers paid for the water due to a leak.

MAYOR'S REPORT - Construction Hours- Change the ordinance to working hours between the hours of 7 a.m. & 7 p.m. Monday - Saturday. There shall be no working on Sunday's, Christmas Day or Thanksgiving Day except for emergency repairs. Thoroughgood moved and Keenan seconded to accept the new construction hours. Motion approved unanimously.

Civic Center/Town Hall renovations - Schifano stated there were five (5) expense and four (4) credit change orders this past month. We are still waiting on pricing on exterior lights for parking area. In addition, we are waiting on price on shutter doors over the kitchen roll down door. Sound FX plans to install two (2) 55" television. One would be wall mounted and the other would be on a roller so that we

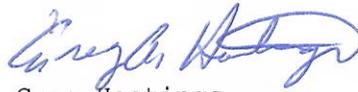
have the ability to move to different meeting rooms throughout the building. We are scheduled to move into Phase 1 on January 14th and abatement in phase 2 will start on January 15.

Civic Center/Town Hall cleaning personnel, we do not know when Mr. Simmons will be able to return to work. There has been discussion to use the same cleaning agency that the police department is currently using. We will price out different options but will make sure it is a month to month contract.

There is no executive session for this Jan 2013 council meeting.

8:05 p.m. Keenan moved and Petruzella seconded to adjourn. Motion approved unanimously.

Respectfully Submitted,



Greg Hastings
Secretary