

**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
Millsboro Council Chamber
322 Wilson Highway
Millsboro, Delaware
August 5, 2013**

7:00 P.M. Meeting called to order by Mayor Robert Bryan in the Council Chambers located at 322 Wilson Highway Millsboro, DE. Present were Vice-Mayor John Thoroughgood, Secretary Greg Hastings, Treasurer Michelle Truitt, Councilpersons Tim Hodges, Jim Petruzella, Irene Keenan, Assistant Town Manager Matt Schifano, Town Solicitor Mary Schridder-Fox, Development Coordinator Linda Johnson, and Town Clerk Tammy Phillips with Town Manager Faye Lingo absent. Guests - see attached list.

Pledge of Allegiance

Public Comments - none

SECRETARY'S REPORT - Secretary Hastings presented the minutes from the July 1, 2013 council meeting for Council's approval. Thoroughgood moved and Keenan seconded to approve the minutes from the July 1, 2013 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 - President Ron O'Neal stated that the Fire Company lost another one of its long time volunteers with the passing of 63 year member William Johnny Davis on July 26. Mr. Davis began as an ambulance crewman with the Millsboro VFW in 1949 and joined the Fire Company in June of 1950, serving in numerous positions during his years of service. Mr. O'Neal wanted to thank the Town of Millsboro, the council members as well as Chamber Exec. Director Amy Simmons, for their assistance and for allowing Mr. Davis services to be held at Town Center. The service was unable to be held at the fire station due to a prior rental commitment with their facility.

Fire Company has taken delivery of a new Thermal Imaging Camera, which was purchased by the Delaware State Fire School thru funding appropriated by the State of Delaware and the Delaware Emergency Management Au-

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thority. This device allows a firefighter to identify heat sources, such as body heat, in heavy smoke conditions where visibility is limited. The addition of this new device brings to a total of 3 and gives them the ability to carry a TIC on both their first run Engine and Ladder, as well as in their Command unit. Training on the new Camera as well as Imaging techniques will be held as part of their monthly training session in August.

Funding received through the Town of Millsboro Impact Fees allowed the fire company to recently purchase 5 "Toughbook" laptop computers. Three of these computers will be used to replace the existing outdated laptops in their three ambulances, with the other two being installed into our first run Engine and Ladder. These laptops are tied directly into the Emergency Operations Center in Georgetown and have become an essential tool in daily operations, with dispatch, emergency information and incident mapping location data being transmitted instantly to the responding crews.

GREATER MILLSBORO CHAMBER OF COMMERCE - Amy Simmons, Executive Director stated that their new website is up and running. Murder Mystery dinner has been cancelled due to lack of interest and the ones that purchased tickets will be reimbursed. The Member meeting will be held August 15, at the Millsboro Town Center with Georgia House catering and will cost \$ 10 person. 15th Annual Golf classic at Baywood Greens is being held August 27th and forms can be picked up at Chamber Office. Millsboro Country Festival will be held September 21 with Jimmy Grill as food sponsor and entertainment will be Dirt Road Outlawz, Ben Jones Cooter and the Garage Band, Randy Lee Ashcraft and The Saltwater Cowboys and Charles Paparella Band.

MILLSBORO POLICE DEPARTMENT - Chief Murphy presenting.

Training - Officer Moyer attend the field training officer course at the DSPTA. Officer Forester attended NHSTA refresher course at the DSPTA. Sergeant Legates and Sergeant Wheatley attended COPT firearms instructor course at the DSP range.

Homeland Security - No issues

CALEA - No issues

Miscellaneous - The following event has been schedule for this month Hispanic Festival August 18th at W.B. Atkins Park.

Promotion - Officer Moyer has passed all of the tests for corporal position. Petruzella moved and Truitt second to approve the corporal promotion and a pay increase as decided at budget. Motion approved unanimously.

New Officers - We have three new officers DuFour, Rambo, and Zubrowski that has finished the police academy and will start field training within the week.

PARK AND RECREATION REPORT - Schifano stated the special needs swing has arrived and the public works department will be installing.

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STREET REPORT – None

WATER AND SEWER REPORT –

Contract G – DeSimone from Cabe Associates presented change order request no. 2 for weather days (14 calendar days) and ARV (Air Release Valve) manholes (24 calendar days). Thoroughgood moved and Hodges second to ratify the vote that was previously made at the July 11th special meeting to allow a 38 day contract extension in total. Motion approved unanimously.

Contract G – DeSimone from Cabe Associates presented a claim letter from Daisy for time delay to test line due to railroad derailment. The claim letter is informing the town of the potential issue with the Norfolk Southern train accident that took place on Sunday, July 14th and that they didn't want to pressure test the line while all of the clean-up work by Norfolk Southern was taking place. It was discussed that train line was operational the following day after the accident (by Monday evening), and that there was other work (away from the train tracks) that could have been happening during the day on Monday, July 15th. Petruzella moved and Truitt second to approve a one day time extension to contract G. Motion approved unanimously.

Commons of Radish Farms – pump station dedication. The town received a formal request letter from Mandrin Homes requesting the town to accept the pumping station at The Commons of Radish Farms. We have received an "as-built" survey, deed and additional supporting documents. DeSimone from Cabe Associates, stated that they have reviewed everything and recommended to move forward with accepting the utilities. Mary Schrider-Fox stated that she, Kenny and Linda will get together and make sure that the description of the property and location of the pump station hasn't changed. Thoroughgood moved and Truitt second to approve the boundary survey and approve the utility dedication. Motion approved unanimously.

Peninsula Crossing – utility dedication. This is for the dedication of the utilities to the town and the easements that allow the town to maintain those utilities. The easement and dedication document has been reviewed by Mary, Kenny and Linda and it is ready for council's acceptance. Thoroughgood moved and Hodges second to approve that the utilities and the easements at Peninsula Crossing be maintain by the town. Motion approved unanimously.

MAYOR'S REPORT-

Conditional use renewal, Peninsula Crossing Shopping Center; 2-33-05.00 parcel 115.06 Unit #7 Jake's Wayback (David Wolfe) is requesting for conditional use renewal to hold the monthly classic car cruise – in. Preston Dyer, Member of Millsboro Towne Center, LLC, has given his consent for the classic car cruise – in. Hastings moved Petruzella seconded to approve conditional use renewal for classic car cruise – in which will be held monthly located at Sussex County Tax Map 2-33-05.00 parcel 115.06 Unit # 7; for two (2) years expiring August 2015. Motion approved unanimously.

Somerton Chase Sussex County Tax Map 1-33-20.00 parcels 040.00, 041.00 and 041.01, Tim Wentling, is requesting for one year extension in regards to the Somerton Chase preliminary plan approval. Thoroughgood

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moved and Hastings second to approve the extension of the preliminary plan located at Sussex County Tax Map Somerton Chase 1-33-20.00 parcels 040.00, 041.00, and 041.01 for one (1) year expiring August 2014. Motion approved unanimously.

The Journey a Wesleyan Church, Johns Masters presented a request for permission to install two separate underground lines across Burton Alley (aka Allen Alley). One is for an LP gas line to supply a new gas furnace at the church and the other is a wire conduit to supply computer line data connections between the two properties. Hodges moved and Petruzella second to approve an easement for the church to install two separate underground lines across Burton Alley (aka Allen Alley); Town Solicitor Schrider – Fox will prepare the easement document and the church will reimburse the town for the attorney fees; and the church will prepare and deliver to the town, an "as-built" drawing showing the exact location and depth of the underground lines and easement. Motion approved unanimously.

Plantation Lakes, Site plan amendment Brian McManus (Lennar) and Ken Usab (MRA) presented proposed townhome changes in phase 1.2 section F, G and H. These proposed changes would require the master RPC plan to be amended, which in return, would require a Public Hearing. Thoroughgood moved and Hastings second to approve to hold Public Hearing on Tuesday, September 3rd, regarding these proposed changes in phase 1.2 section F, G and H. Mayor Bryan called for a roll call. Thoroughgood-yes, Hastings-yes, Keenan -yes, Hodges-yes, Truitt-yes, and Mayor-yes, so the motion approved with councilperson Petruzella abstaining.

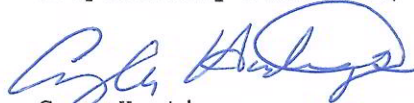
Truitt moved and Thoroughgood seconded to recess the Regular Council meeting and to enter into an Executive Session. Motion approved unanimously at 7:55 p.m.

Regular Session
Reconvene @ 8:40 p.m.

There was no discussion or action taken.

Truitt moved and Keenan second to adjourn the meeting @ 8:41 p.m.

Respectfully Submitted,



Greg Hastings
Secretary