

**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  
MARCH 2, 2015  
MILLSBORO TOWN COUNCIL  
7:00 PM  
322 WILSON HIGHWAY  
MILLSBORO, DE. 19966**

7:00 pm meeting called to order with Mayor Robert H. Bryan presiding. Present were Vice Mayor John Thoroughgood, Secretary Joseph J. Brady, Treasurer Michelle Truitt, Council persons Ron O'Neal and Tim Hodges, Town Solicitor Mary Schrider-Fox, Assistant Town Manager Matt Schifano and Town Manager Faye L. Lingo. Council person Irene Keenan was absent.

**Mayor Bryan led the pledge of allegiance.**

**Public Comments, there were not any.**

**Secretary's Report**

Secretary Joseph J. Brady submitted and motioned, Thoroughgood second to approve the minutes as written, approved unanimously with Keenan absent.

**Treasurer's Report**

Truitt stated that she has reviewed the bills and is presenting them for payment. Hodges motion, O'Neal second to approve paying the bills from the designated accounts, approved unanimously with Keenan absent.

**Millsboro Fire Company**

Matt Skidmore a Lt. in the Millsboro Fire Company gave the report. There were a total of 48 fire calls for the month of February for a total of 83 in 2015. A large number of these calls were due to the extreme cold weather and frozen and broken pipes and a large number of automatic fire alarms. The company has submitted an order for new self-contained breathing apparatus to replace a number of units that will reach their end of life in the summer of 2015. The \$70,450 order, which covers new MSA harness assemblies with bottles, masks and spare bottles for each unit, should be delivered sometime in April and will update 12 of the 28 units we have in house. Invisible Fence made a donation of pet oxygen mask kits to be carried in the

ambulances. Invisible Fence has set a goal to ensure that every fire department and rescue unit is equipped with these life-saving pet oxygen masks and to date have donated more than ten thousand of the units to fire stations throughout the US and Canada. The Millsboro Fire Company is sending three of its members to the Law Enforcement Training facility in Dover beginning Monday March 9<sup>th</sup>.

#### **Greater Millsboro Chamber of Commerce**

Amy Simmons, Director, reported that due to chamber member requests they are scheduling monthly coffee networking sessions. They will be held the first Thursday of the month 8-9 am at Town Center, beginning this Thursday, March 5<sup>th</sup>.

The 20<sup>th</sup> annual Bridal Show is scheduled for March 15, 2015 and is named a Platinum Affair. We have had some vendors that have participated every year so plan to acknowledge their participation. The hours are shorter this year and include two fashion displays from two different bridal stores.

The monthly membership meeting will take place at the Georgia House on March 19<sup>th</sup> and the speakers will discuss the Botanical Gardens that are proposed in Dagsboro.

The Business Expo is scheduled for April 23<sup>rd</sup> with thirty-one vendors and eight speakers scheduled.

The Millsboro Art League has a quilt display scheduled for March 12<sup>th</sup>

The Millsboro Country Festival scheduled in September will have a new name, "Boro-Bash" a family party. The Chamber felt they needed to do something to make them different from the Harrington and Dover Country Festivals that are planned this year. We have also heard there is a country festival planned for the Salisbury area as well.

The Chamber is also requesting to have the Easter Egg Hunt at the Cupola Park on Saturday, April 4<sup>th</sup> at 11:00 am. Brady motion, Truitt second to approve the date and use of the Cupola Park for the Easter Egg Hunt, approved unanimously with Keenan absent.

#### **Millsboro Police Department**

Chief Murphy reported that Pfc. Morris and Ptlm Rambo both attended the "You Can't Stop What You Don't Know" conference at the University of Delaware. The training was underage drug and alcohol abuse. Cpl. Moyer attended Taser Instructor Course in Salisbury. He will be replacing Sgt. Legates as our in house trainer. There are no Homeland Security issues to report. The CALEA on site assessment is scheduled for April 13, 14 and 15<sup>th</sup>. The assessors are Chief Randy Nichols (ret) and Chief Thomas Kulhawik, Norwalk Police Depart (CT). We do not anticipate any issues. During the course of the past month we have had several weather events including near record setting low temperatures. Millsboro's streets were clear; public

works had town streets as clear as possible. There were minor traffic issues but they were routine. One of the railroad crossing arms was down so I removed it and notified the company.

### **Water and Sewer Report**

Town Manager Faye Lingo reported that a sewer adjustment was done for 419 Union Street due to a leak as ordinance allows. No council action is necessary.

### **Mayor's Report**

Building Code Amendment, Town Manager reported that this is the final piece to amend the town's FEMA Ordinance. The FEMA portion of this was approved in February and this updates the references needed for the code. Town Solicitor also reported that the Public Works Director has reviewed and given it his blessing along with the FEMA consultant. Hodges asked if this includes the 12 inch free board that the town had approved and does the town still have the option to amend the building code if they so choose. Ms. Schrider-Fox explained that the freeboard was a part of the amendment last month and this does not alter that. Also, that the council standard operating procedures do not change. Example when the town opted not to do residential sprinkler systems the council can still make those decisions when needed. Hodges motion, Thoroughgood second to approve the resolution as presented, approved unanimously with Keenan absent.

Auditor's renewal contract – Town Manager explained that Jefferson, Urian, Doane and Sterner is the firm that has been conducting the town audits and their current contract expired when the last audit was completed. They have submitted a new three year contract. The cost for the first year is the same as last year and then the contract cost increases \$800.00 and \$900.00 for the second and third year. The cost increase is for the increased reporting required each year is mandated. Those standard requirements change as the town grows and additional accounting standards are incorporated each year. Brady motion, Hodges second to approve the contract as presented, approved unanimously with Keenan absent.

Plantation Lakes - Kenneth Usab from the engineering firm Morris, Ritchie and Associates explained to council that they have the Section I plans ready for council approval. The public was held months ago and they have both the construction plans and the amended plat plan submission ready for signatures. The consulting engineering firms for the town have all reviewed as well as the town staff and the town committee. Letters have been submitted from the engineers and he is available if there are any further questions. Mr. Usab advised council that Lennar had a recent meeting with the home owners explaining some of the changes and tried to answer some of the questions they may have. One of their main concerns was that some of the early home owners do not have Lennar homes and they would be excluded from the golf package program. They have amended that and word has been sent to the homeowners advising of that change. The new covenants have also been submitted to the town attorney for her approval. Hodges advised the committee report is in the packet and all of the concerns of the town and the town engineers have been addressed. Hodges motion, O'Neal second to approve the construction drawing for Section I, approved unanimously with

Keenan absent. Hodges motion, Truitt second to approve the seventh amended plat submission for section I, approved unanimously with Keenan absent. There is not any council action necessary for pump station 7C. Everything is in order with engineering approvals.

*Festival Hispano*

Allison Burris Castellanos addressed council explaining that she represents a non-profit organization that has worked with the festival for twenty years and the event has grown beyond their capabilities. They are a small organization and is now handing it off to another group that has the man power. She will be working with them the first year to insure that everything continues to move smooth. They have always been pleased with the facility in Millsboro and the different organizations that have worked with them. It is obvious the festival has been a success and has continued to grow. This year they are hoping to hold the festival on August 9<sup>th</sup>. Allison has been in contact with the Little League and to date they have not had any objection with the date. Mayor Bryan asked Chief Murphy if they have had any issues over the years. Chief Murphy advised they have not. The event is very well organized and when it is over and cleaned up you would not even know they have been in town. Brady motioned, O'Neal second to approve August 9<sup>th</sup> for the Festival Hispano at the W.B. Atkins Park, approved unanimously with Keenan absent.

7:33 pm Truitt motion, Brady second to recess and enter into executive session after a ten minute break.

**REGULAR SESSION**

8:07 pm regular session called to order. With no action to be taken Brady motioned, Thoroughgood second to adjourn, approved unanimously with Keenan absent.

Respectfully submitted,



Joseph J. Brady,  
Secretary

Town of Millsboro Monthly Meeting

March 2, 2015

Millsboro Fire Company, Inc.

The Fire Company had a very busy month in February, recording a total of 48 fire calls, giving us 83 calls thru the first two months of 2015. A large number of these calls were due to the extreme cold weather we've been experiencing, resulting in frozen and broken pipes and a large number of automatic fire alarms.

The Company has submitted an order for new self-contained breathing apparatus (SCBA) to replace a number of units that will reach their end of life in the summer of 2015. The \$70,450 order, which covers new MSA harness assemblies with bottles, masks and spare bottles for each unit, should be delivered sometime in April and will update 12 of the 28 units we have in house.

Justin Ward from Invisible Fence was on hand at our February company meeting with a donation of pet oxygen mask kits which will be carried on our ambulances. Invisible Fence has set a goal to ensure that every fire department and rescue unit is equipped with these life-saving pet oxygen masks, and to date have donated more than 10,000 of the units to fire stations throughout the U.S. and Canada. We thank Invisible Fence for the donation and their commitment to this project.

Our organization is very proud to be sending three of its members to the Law Enforcement Training facility in Dover this month. Beginning on Monday, March 9, Matt Skidmore will be attending the academy in preparation for his full time been hired by the Delaware State Police. We will definitely miss them around the firehouse during their time in Dover but wish all three gentlemen success with their training.

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