

**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  
DECEMBER 7, 2015**

7:00 pm meeting called to order with Mayor John Thoroughgood presiding. Present were Vice Mayor Michelle Truitt, Secretary James Kells, and Treasurer Joseph J. Brady, Council person Bradley Cordrey, Town Solicitor Mary Schrider-Fox and Town Manager Faye Lingo. Absent was council persons Tim Hodges and Ron O'Neal.

**PLEDGE OF ALLEGIANCE**, Mayor Thoroughgood led the pledge.

**PUBLIC COMMENTS**, there were not any.

**SECRETARY'S REPORT**, Secretary James Kells motioned the minutes be approved as written, Cordrey second, approved unanimously with Hodges and O'Neal absent.

**TREASURER'S REPORT**, Bank Balances; Brady motioned, Kells second to pay the bills from the designated accounts, approved with O'Neal and Hodges absent.

Audit report – Sheldon Forney from Jefferson, Urian, Doane and Sterner made the presentation. Mr. Forney went through the report explaining the different sections and what they represented. The end analysis is that the town's total net equity is strong. The Town budgets conservatively and this is good. Mr. Forney pointed out that the town council will need to look at the sewer user fee as the sewer accounts do not collect enough to cover the debt service. Without the one-time collection fees the town revenue will not cover the debt. Ideally the one time fees are invested and used for the next expansion of the wastewater facilities. Brady motioned, Cordrey second to accept the budget report as given, approved unanimously with O'Neal and Hodges absent.

**GREATER MILLSBORO CHAMBER OF COMMERCE**, Amy Simmons, Director, reported that she thought the tree lighting went well. Santa and Mrs. Claus were kept busy. December 3<sup>rd</sup> was the Chamber's volunteer appreciation night and the new officers were sworn in.

Santa's hours for Santa's House have been posted. The parade is this Wednesday night, the 9<sup>th</sup> and line up begins at 5:30 and the parade begins at 7:00 pm. She then wished everyone a Merry Christmas and Happy New Year.

**MILLSBOTO POLICE DEPARTMENT**, Lt. Calloway, Acting Chief, gave report. Calloway went through the training activities for the month of November. The recruit in the academy is still doing well. Officer Baker has resigned the department and relocated to New Hampshire as a counselor, no longer in law enforcement. There is an investigation taking place concerning theft of car batteries in the Delaware Avenue area. PFC Forester is handling the operations plan for the Christmas parade and the town's antique vehicle will be leading the parade. The department participated in two initiatives through the state which resulted in 39 tickets.

Grants – SALLE application for \$5,376.06 to include 1.-upgrade to C.A.L.E.A. program of Power DMS. 2.-Two officers to attend a C.A.L.E.A. conference in Baltimore and receive training in the DMS applications. 3.-Allow the Chief Officer to attend specialized training in Media and Public Relations through the F.B.I. LEEDA organization. 4.-Purchase two spike strips for two new patrol vehicles and one training spike to be used for training purposes. Brady motioned, Kells second approve as proposed, approved unanimously with O'Neal and Hodges absent.

Grants – E.I.D.E. application for \$ 4,216.75 to include 1.-purchase AR-15 rifle mounts for each patrol vehicle. These mounts will allow each officer issued an AR-15 to properly secure their firearm in a safe manner. 2. Purchase frisk gloves for all patrol officers to ensure officer safety from sharp objects. 3.-The remaining funds would be used to allow officers to conduct patrols in unmarked vehicles to conduct surveillance and make drug contacts in high drug areas. Brady motioned, Cordrey second to approve the grant as presented, approved unanimously with O'Neal and Hodges absent.

**STREET REPORT**, Wilson Highway and Mitchell Street projects have both been completed and have come in under contract with a savings for the Town. No council action necessary.

**RECREATION REPORT**, none

**WATER AND SEWER REPORT**, sewer adjustment was done on 21 Nash Circle and 28606 Dupont Blvd as ordinance allows, no council action.

**MAYOR'S REPORT**,

Monroe Square, Joe Moore explained that as owner they have a contract with another developer on the property and have begun the process of renewing expired permits with Soil Conservation. Property described as Sussex County Map No. 1-3-17.13 parcel 15.00. Brady motioned, Cordrey second to approve for one year, approved unanimously with O'Neal and Hodges absent.

Conditional Use Application, 28380 S. Dupont Boulevard, automobile sales. Town Manager explained that Millsboro Auto Mart owns property south of the entrance to Oak Drive and are asking to be able to park cars on those lots without a principle use. They are two separate lots. Council can make the conditional use good for one year and at that time they will have had to combine the parcels and or build a building for sales. Kells motioned, Brady second to approve the conditional use for one year.

Energy Building Code amendment, Mary presented the resolution to rescind the exception as originally approved. Brady motioned, Kells second to approve the resolution as written, approved unanimously with O'Neal and Hodges absent.

Personnel, Christmas bonus to employees, in the past council has designated \$100.0 for each employee. Brady motioned, Cordrey second to make it \$100.0 this year as well, approved unanimously with O'Neal and Hodges absent.

Personnel, leave time forgiveness, town manager explained that Richard Buckler and Kenny Niblet have had to cancel scheduled leave time due to issues that needed their attention. Since these were circumstances beyond their control and they had scheduled to use their leave time she asked if council would grant them permission to carry over the extra days. The policies say use or lose. Brady motioned, Kells second to allow each of them to carry over the extra days but they must use them this year, approved unanimously with O'Neal and Hodges absent.

Millsboro Historical Society, Mayor Thoroughgood explained that he had met with the officers of the group and they would like to give everything over to the Town. They originally formed their not for profit for the purpose of saving the Godwin School which they have done and since there are only two or three of them they thought it would be best if the town owned it. Some question was raised that if the town accepts ownership of the Godwin School will the not for profit status of the Millsboro Historical Society go away. We would not want to see that happen. Town Solicitor advised that some homework needs to be done before a decision can be made. Truitt motioned, Cordrey second to table the issue and do some research, approved unanimously with O'Neal and Hodges absent.

7:55 pm Cordrey motioned, Brady second to recess and enter into executive session after a ten minute break, approved unanimously with O'Neal and Hodges absent.

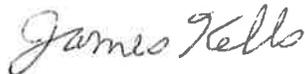
## **REGULAR SESSION**

8:45 pm meeting called to order. Hodges arrived in time for the executive session.

Brady motioned Hodges second to hire Sheldon Hudson on the terms discussed in executive session, approved unanimously with O'Neal absent.

Brady motion, Truitt second to adjourn, 8:46 pm, approved unanimously with O'Neal absent.

Respectfully submitted,

A handwritten signature in cursive script that reads "James Kells".

James Kells,  
Secretary