

**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
FEBRUARY 1, 2016
MILLSBORO TOWN COUNCIL
REGULAR COUNCIL MEETING**

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

Pledge of Allegiance, led by Mayor Thoroughgood

Public Comment, there are not any.

Secretary's Report

Secretary Kells motioned the minutes be approved as written, second by Brady approved unanimously.

Treasurer's Report

Treasurer Brady motioned the bills be paid from the designated accounts, second by Cordrey, approved unanimously.

Millsboro Fire Company

John Hall representing the Fire Company gave the report. There were 51 fire apparatus calls and 191 ambulance calls. The fire police assisted the Millsboro Police Department and the Delaware State Police during the bomb threat at East Millsboro Elementary. Sara Adkins the first place winner of Millsboro's Fire Prevention Essay, Special Category has also won the State contest.

Greater Millsboro Chamber of Commerce

No one was present to give report.

Police Report

Chief Brian Calloway reported that PFC Rambo and Dufour attended field officer training at the Delaware State Police Academy and he attended a Media and Public Relations class provided through the FBI LEAD organization and hosted by the Dover Police Department.

Homeland Security; recently there have been bomb threats in the Millsboro Middle School and East Millsboro Elementary. Millsboro assisted with the transporting of students and security. Right now we are continuing to have a presence in the morning and the afternoon.

Personnel; Recruit Michael Gorman is scheduled to graduate on February 12th and was sworn in already by Judge Graves. Chief Calloway actually spent the night at the academy and went through the physical exercises with the officers. We are still in the hiring process for the two new officers and will have them ready for personnel to interview.

Criminal investigations; there were two commercial night time burglaries. There have been reports in other jurisdictions and the departments are working together and hope to be able to make an arrest.

Roadway Closure updates; on January 14th Millsboro Police Department and the Millsboro Fire Police worked together at the intersections of Main and State Street due to a traffic light out of order. Again, on January 20th when there was a bomb threat. The Fire Police provided needed traffic control while the officers worked on clearing the school.

Town Manger asked when the next academy began and Chief thought it was March 14th. With the next council meeting scheduled on March 7th it was asked if council would authorize the personnel committee to hire the two new officers. They will need to be given notice prior to the March 7th meeting so they can make the necessary preparations. Cordrey motioned, O'Neal second to authorize the personnel committee to proceed with the hiring when they conduct their interviews and report back to council. Approved unanimously. Chief Calloway said it was his plan to have the new hire come to the council meeting so they could meet everyone prior to going to the academy.

Street Report

None

Parks and Recreation Report

None

Water and Sewer Report

Town Manger reported that there were four accounts adjusted due to leaks. 276 Triple J #1; 102 Washington Street; 53 Spencer Court and 25 Hunters Pointe. No council action necessary since the ordinance authorizes the town manager to make those adjustments.

Mayor's Report

Property Subdivision; Nicole McColgan presented the minor subdivision of Sussex County Map No. 1-33-16.16 parcel 4 into three parcels. The zoning is a Commercial Zoning District and is located between Monroe Street and Northern Avenue consisting of over four acres with an existing building. Kenny has reviewed for compliance with the code and it meets the setback and land requirements. The town code requires all partitions and subdivisions be approved by the town council. Ms. McColgan explained they have an interested buyer in the section with the existing building with plans to use for storage. The Town Solicitor mentioned a concrete slab that is shown on the plans and asked if it would stay. It appears to affect all three parcels. Ms. McColgan said she had no plans to remove it and it cannot actually be seen. Hodges commented that if one property owner decided to have it removed it could be a problem for one or both other owners. He motioned to approve the subdivision with recommendation to have the concrete slab removed, O'Neal second. Schrider-Fox asked that is a recommendation not a requirement: Hodges affirmed. Vote called for and approved unanimously.

Plantation Lakes subdivision plan revision; Kenneth Usab, of Morris & Ritchie Associates representing Lencraft on the Plantation Lakes project also present is Steve Frisina, site plan manager. Ken presented a revision of Section H sub-phase 2.1 and 2.2, sheets 18 and 19 of the record plat the townhome units on Enfield Drive and Bladen Drive. The proposal is to replace 28 "Kentwell" Townhome Units which are 22 foot wide with 32 "Bridgewater II" Townhomes which are 18 foot wide. To maintain the previously approved total number of units in Section H they are proposing to delete four townhome units in sub-phase 2.2, units 302, 304, 305 and 306 and add four townhome units to sub-phase 2.1.

By moving those four units it avoids a major plan revision; does not change the number of units permitted in section h and avoids any language change. They have approval of all agencies involved to be able to make the move if council is agreeable. Hodges asked Schrider-Fox if this could be done without a public hearing and she confirmed that this move did not require any changes that would require a hearing. Hodges motion, Brady second to approve as presented, approved unanimously.

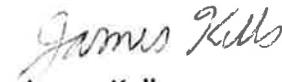
CPI, Consumer Price Index, impact fees; The town manager advised that the town ordinance requires the town to review any changes to the consumer price index each year and the impact fees the town charges are adjusted automatically to reflect the change. If the council feels it does not want to follow the change then a resolution is required to freeze the rates at their current amount. This year the price index went down .23% which totaled \$19.00 reduction for the impact fees that are paid at the same time as the building permit fees and \$ 25.00 for impact fees based on the per acre annexation. Hodges commented that we follow it when it increases so feels if it means a savings to the homeowner we should follow that as well. Others agreed. Cordrey motioned, Kells second to follow the new recommendation .23% reduction, approved unanimously.

Tax Assessment update; the town manager reported that the new assessment values have been sent to the property owners and they have had a chance to appeal or ask questions

of the assessor if they chose. The assessor had scheduled appointments in town hall for a week and met with several property owners. The second step is to allow anyone that did not like the results of the appeal to be able to file a second appeal to the town council. Rather than wait and hold those hearings at the May council meeting which is outlined in the town charter it was elected to hold a special public hearing for those property owners. It would mean a special meeting for town council and the assessor will be here to give his findings and reason for the assessment. The appellant would also give reasons why it should be changed. Right now we do not know if there will be zero or a room full of appeals but we did not want to put the May council meeting at risk of being monopolized with the hearing so a March 21 date was selected. A motion and a second is needed establishing that date as a public hearing date for tax appeals. Hodges motioned, O'Neal second to hold tax appeals on March 21st at 7:00 pm approved unanimously.

7:35 pm Cordrey motioned, Kells second to recess and enter into executive session after a five minute break, approved unanimously.

Respectfully submitted,


James Kells

REGULAR SESSION, RECONVENE
February 1, 2016

8:26 pm meeting called to order with Mayor Thoroughgood presiding. With no action required by council the Mayor asked for a motion to adjourn.

Brady motioned, Cordrey second to adjourn, approved unanimously.

Respectfully submitted,


James Kells