



Mayor and Council  
**The Town of Millsboro**

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Mayor John Thoroughgood, District 2

Vice Mayor Michelle Truitt, District 3

Pro Tem Tim Hodges, District 1

Secretary James Kells, District 3

Treasurer Joseph Brady, At Large

Councilperson Bradley Cordrey, District 1

Councilperson Ron O'Neal, District 2

*Sheldon P. Hudson, Town Manager*

**TOWN COUNCIL  
REGULAR MEETING  
SEPTEMBER 6, 2016**

**MINUTES**

Meeting was called to order at 7:00 p.m.—with Mayor John Thoroughgood presiding. Also present were Vice Mayor Michelle Truitt, Pro Tem Tim Hodges, Secretary James Kells, Treasurer Joseph J. Brady, Councilperson Bradley Cordrey, Councilperson Ron O'Neal, Town Manager Sheldon P. Hudson, and Town Solicitor Mary Schrider-Fox. No one was absent.

**Pledge of allegiance:** Mayor Thoroughgood led the pledge.

**Public comment:** None.

**Recommendation from Personnel Committee to promote Bill Sauer to position of assistant town manager:** Brady made a motion to accept the recommendation. Cordrey seconded. Approved unanimously.

**Secretary's report:** Kells submitted the minutes and made a motion that they be approved as written. Brady seconded. Approved unanimously.

**Treasurer's report:** Brady made a motion that the bills be paid from the designated accounts. O'Neal seconded. Approved unanimously.

**Millsboro Fire Company:**

John Hall presented the monthly update. There were 221 ambulance calls and 38 fire calls. Fire Police assisted the Police Department with the antique car show. No training was conducted due to hot weather, but extra training will be held this month.

Administration class took place; 5 from the Millsboro Fire Company attended. State Auditor Tom Wagner and an accountant with Sussex County government were the speakers. Focus was audit preparation.

Conference is coming up in 1 week in Dover. Fire prevention activities will take place next month. Road Rally, the Fire Company's biggest fund-raiser, is scheduled for October 14–16. The 2 ambulances are still running fine.

**Greater Millsboro Chamber of Commerce:** No update.

**Police Department's report:**

Chief Brian Calloway presented the monthly report.

No training was conducted last month. There is nothing new to report relative to CALEA [Commission on Accreditation for Law Enforcement Agencies]. There were no Homeland-Security-related threats during the month of August.

Chief thanked the Fire Police for their assistance with the car show.

On August 12, Chief attended Grace United Methodist Church's Out of the Box Conference and provided information on how to avoid becoming a victim of phone scams.

On September 10, Grace United Methodist Church will be hosting an event at Cupola Park. Chief has contacted the Fire Police regarding setting up traffic control on Truitt Alley.

Officer Jonathan Zubrowski will be handling the Halloween event this year.

There were several successful DUI initiatives through the Office of Highway Safety.

There is a road closure at US 113 and the former Food Lion crossover, and there is construction on SR 24. Chief contacted the contractor, George & Lynch, and asked if they needed assistance with traffic control on SR 24. George & Lynch has made no such request.

Combat to Fight Violent Crimes Grant:

Chief said he had applied for a Combat to Fight Violent Crimes grant. The Town is eligible for \$24,240 worth of funding.

About \$14,000 of the amount would be used to upgrade body cameras and the associated system. Currently, the microphone and camera are separate components. The monies would allow the Department to purchase combined microphone/camera units. In addition, the video and audio collected would be uploaded from the vehicles as opposed to at the station.

Kells asked if the system would be secure. Chief said yes.

The remaining funds would be used to cover drug enforcement overtime, rental vehicles for drug surveillance, and rifle mounts and a rifle vault.

Brady made a motion to approve the request. Cordrey seconded. Approved unanimously.

Personnel update:

Chief invited patrolmen Dallas Millner and Joseph Mulhern to come before Council. Millner and Mulhern completed the Delaware State Police Academy on August 5. They were on field training status and were scheduled to complete said training in early November. Field training officers had reported that both were doing an excellent job.

Mulhern got to go to the Academy and speak to the new recruit class. Millner led his class in a cadence.

Mayor Thoroughgood, Truitt, Hodges, Kells, Brady, Cordrey, O'Neal, Hudson, Sauer, and Schrider-Fox congratulated and shook hands with Millner and Mulhern. A picture of Millner and Mulhern with Mayor Thoroughgood was taken.

Chief asked to add 1 new officer—bringing the total number of officers to 15 (including the chief). Brady made a motion to approve the request. Hodges seconded. Approved unanimously.

Chief asked to hire Kyle Wharton, Liana Dodson, and Christopher Ebke. Brady made a motion to approve the request. Cordrey seconded. Approved unanimously.

Tattoo and appearance policy:

Chief asked Council to approve the Department's proposed tattoo and appearance policy. Schrider-Fox said the policy was acceptable.

Brady made a motion to approve the request. Truitt seconded. Approved unanimously.

Chief advised Council of the change to the Department's mission statement and indicated that the new statement would be placed on the wall in the officers' quarters.

**Streets:** No report.

**Parks and Recreation:** No report.

**Water and sewer:** Hudson advised that he would be adjusting the sewer bill for Mill Landing East, Building 12, Unit 10 as the town manager is permitted to under the ordinance.

**Mayor's report:**

Request from East-Side Developers, Inc. (Jim Parker) to annex the parcel with a tax map number of 133-16.00-23.00—zoned highway commercial:

Committee Chair Cordrey provided a written report and stated that the committee had met and was recommending that the parcel be annexed. Schrider-Fox indicated that a public hearing would need to be held before Council could consider approving the annexation request.

Truitt made a motion to hold a public hearing on October 3 at 7:00 p.m. Hodges seconded. Approved unanimously.

Request from Lewes Dairy via Long and Foster to erect buildings on the parcel with a tax map number of 133-17.00-72.00—zoned urban business:

Committee Chair Kells provided a written report and stated that the committee had met and visited the current Lewes Dairy facility and was recommending that the request be given further consideration.

Schrider-Fox said the section of the Town's zoning code that dealt with the urban business (UB) district would need to be amended in order to accommodate, at least in part, the request. She stated that distribution centers or dairy distribution centers would have to be added to the list of permitted principal uses and that ice cream parlors would have to be added to the list of permitted accessory uses. Schrider-Fox indicated that the parlor would have to be physically attached to the distribution center.

Schrider-Fox mentioned that the property would first need to be partitioned and self-storage facilities added to the list of permitted principal uses before said portion of the request would even possibly be approvable.

Brady made a motion to hold a public hearing on amending the zoning on October 3 at 7:00 p.m. Cordrey seconded. Approved unanimously.

Request from Blue Water Grill to lease former train station:

Josh and Jessica Wiggins of Blue Water Grill expressed a possible interest in renting the former train station. They asked what the lease amount would be; how much could be done in terms of renovating the facility; and if they could take a look at the inside of the building.

Mayor Thoroughgood appointed a committee composed of Hodges (chair), O'Neal, and Cordrey to study the request.

Request from The Commons at Radish Farm to release responsible parties from a maintenance bond:

Hudson said CABE [Duffield] and Kenny Niblett, public works director, had reviewed the request and did not have any objections.

Cordrey made a motion to approve the request. Hodges seconded. Approved unanimously.

Request from Lennar concerning Plantation Lakes Section H, Subphase 2.2:

Matthew Destino stated that Lennar was wanting to exchange some of the 28' units for 18' units in response to demand. Kells asked if the change would result in an increase in the number of units. Destino said the figure would increase by 10.

Schrider-Fox indicated that a public hearing would be required in order to approve the request because of the change in the number of units. Destino then presented an alternate request that appeared not to show such a change.

Truitt made a motion to approve the alternate request contingent upon confirmation from AECOM that the number of units would not increase. Hodges seconded. Approved unanimously.

Discussion concerning Warren's Mill:

Mayor Thoroughgood said the mill was given to the Town by the Warren family about 2 years ago. He asked Council to consider demolishing the structure due to its poor condition and to rebuild it on a new foundation. Mayor Thoroughgood suggested that the equipment that used to grind grist be replaced with a hydroelectric generator. He mentioned that the power that was generated could be sold to the electric company and that the money that was earned as a result could be used to offset the cost of the project.

Mayor Thoroughgood requested that Council designate Sauer to study the issue. Truitt made a motion. Kells seconded. Approved unanimously.

Discussion concerning Halloween-related events: Hodges made a motion that the Town celebrate Halloween 2016 on Saturday, October 29 from 6:00 to 8:00 p.m. and require that trick-or-treaters be age 12 or younger and in costume. Brady seconded. Approved unanimously.

Recommendation from Personnel Committee to promote Matt Hall to position of finance officer:

Cordrey made a motion to accept the recommendation. O'Neal seconded. Approved unanimously.

Mayor Thoroughgood, Truitt, Hodges, Kells, Brady, Cordrey, O'Neal, Hudson, Sauer, and Schrider-Fox congratulated and shook hands with Hall.

Authorization for town manager and Personnel Committee to begin advertising and hiring process for accounts receivable vacancy resulting from Hall's promotion: Brady made a motion to grant the authorization. Hodges seconded. Approved unanimously.

Request for “Welcome to Millsboro” signs to be installed: Hodges made a motion that a sign be designed and presented to Council for consideration and possible approval. Brady seconded. Approved unanimously.

Discussion concerning financial institutions used by the Town: Mayor Thoroughgood appointed a committee composed of Brady (chair), Cordrey, and Hodges to study the recommendation from Hudson and Sauer that the Town consider using a different financial institution.

Request from Delaware Department of Transportation for Town to send letter indicating that Department’s plan to have proposed SR 24 connector cross Millsboro Pond at currently-proposed location would have “de minimis” impact: Hodges made a motion that a letter be drafted and presented to Council for consideration and possible approval. Brady seconded. Approved unanimously.

Request from Sussex County concerning “Multi-Jurisdictional All Hazard Mitigation Plan”:

Brady made a motion that Hudson send an e-mail to the Sussex County Emergency Operations Center stating that the Town supports and endorses the 2016 update of the Plan and intends to participate in the update process. Truitt seconded.

Hodges asked if the Town would be required to use State contractors as a result. Hudson responded that he did not believe so but would check.

Motion approved by a vote of 5-2—with Hodges and O’Neal voting no.

Request from Stifel for Town to sign letter so as to allow company to make specific proposals concerning the refinancing of Plantation Lakes bonds: Schrider-Fox said both she and the Town’s bond counsel, Silvia Shin of Saul Ewing, found the letter to be acceptable. Kells made a motion authorizing Hudson to sign. O’Neal seconded. Approved unanimously.

Discussion concerning Eastern Shore Natural Gas Company’s planned pipeline extension and pressure control station construction: Brady made a motion to table the item until the next Council meeting. Truitt seconded. Approved unanimously.

With no further business, Mayor Thoroughgood asked for a motion to adjourn. Brady made such a motion. Truitt seconded. Approved unanimously at 8:46 p.m.

Respectfully submitted,



James Kells  
Secretary