

**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

**TOWN COUNCIL
REGULAR MEETING
JULY 5, 2016**

MINUTES

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

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Reorganization of Council:

Mayor Thoroughgood asked for nominations for the position of mayor. Kells motioned that Mayor Thoroughgood be nominated; O'Neal seconded. Mayor Thoroughgood asked if there were any more motions or nominations; there were none. Unanimous vote in favor of the nomination.

Mayor Thoroughgood asked for nominations for the position of vice mayor. Hodges motioned that Truitt be nominated; Brady seconded. Mayor Thoroughgood asked if there were any more motions or nominations; there were none. Unanimous vote in favor of the nomination.

Mayor Thoroughgood asked for nominations for the position of secretary. Truitt motioned that Kells be nominated; Brady seconded. Mayor Thoroughgood asked if there were any more motions or nominations; there were none. Unanimous vote in favor of the nomination.

Mayor Thoroughgood asked for nominations for the position of treasurer. Truitt motioned that Brady be nominated; Kells seconded. Mayor Thoroughgood asked if there were any more motions or nominations; there were none. Unanimous vote in favor of the nomination.

Committees:

Mayor Thoroughgood removed Lingo from the Teamsters negotiating committee and appointed Hodges to take her place. Council confirmed the appointment.

Art League and Atkins Produce rental committees: Mayor Thoroughgood removed his name and appointed Kells to take his place. Council confirmed the appointment.

President pro tempore: Mayor Thoroughgood reappointed Hodges to serve as president pro tempore for another 3-year term. Council confirmed the appointment.

4th of July: Dotty Lecates was not in attendance. No update.

Public comment: None.

Secretary's report: Kells submitted the minutes and motioned that they be approved as written; Cordrey seconded. Approved unanimously.

Treasurer's report: Lingo presented the bills and asked for approval to pay them from the designated accounts. Brady motioned to authorize payment; Kells seconded. Approved unanimously.

Millsboro Fire Company:

John Hall presented the monthly report. There were 203 ambulance calls—195 patients and 8,120 miles traveled. There were 44 fire calls; Fire Police had 3 extra calls with the Delaware State Police. Boat training was conducted with the dive team. Audit passed and submitted to Fire Commission and Sussex County. Juniors fixed fence that joins parking lots. State passed a bill providing funding for smoke detectors for low-income households.

Hands-only CPR training on July 30, 2016 at 9:00 a.m. at Millsboro Fire Hall—free but donations will be accepted for Good Ole Boy Foundation with proceeds to pay expenses of Garrett Rogers's mother as she hasn't worked for about a month/month and a half. Heartsaver with certificate for \$25. First aid training for day care providers for additional fee.

Greater Millsboro Chamber of Commerce: Amy Simmons was unable to attend; Lingo provided update in her absence. Coffee networking this Thursday from 8:00 to 9:00 a.m. at Chamber office. Membership meeting on July 21, 2016 at Captain's Pizza and Grill in Long Neck—a representative from Beebe Healthcare is scheduled to be in attendance. Chamber is still working on Boro Bash as well as the Golf Classic.

Police report:

Chief Calloway presented the monthly report.

Homeland Security: No threats.

CALEA update: Chief Calloway and Lieutenant Legates will be attending a SALLE-Grant-funded CALEA conference in Baltimore July 27–29.

Criminal investigations: Department used Wawa surveillance footage to capture a picture of an individual suspected of identity theft and stealing a person's credit card. The photo was then posted on the Department's Facebook page; suspect was later identified and, with the help of the Georgetown Police Department, arrested.

Office of Highway Safety: Department worked with the Office on 2 initiatives—motorcycle enforcement and DUI mobilization. 50 hours worked and hundreds of tickets issued. Department awarded 2 new radar units as a result of its participation.

Road closures: None.

Grant requests:

Chief Calloway asked Council for permission to use SLEAF funds to purchase 5 Narcan kits. Narcan is a drug that reverses the effects of opiates. Department is not currently equipped with Narcan, and there have been 2 instances where Narcan would have been a viable resource. Cost of each kit is about \$100. 5 kits would allow each officer to be equipped with one. Kits have a shelf life of 3–5 years. Millsboro Fire Company will be donating a few kits to Department as well as providing training.

Hodges asked if there would be any legal risk to the Town if and when an officer administered Narcan in cases where the officer is not also a medical professional. Cordrey said no as officers are covered as first responders.

Chief Calloway said he believes 22 other agencies are also applying for Narcan funding via SLEAF. He then stated that SLEAF administrators are asking agencies to use their SLEAF funds to purchase kits.

Motion to grant approval to use SLEAF funds to purchase Narcan kits made by Brady and seconded by Cordrey. Approved unanimously.

Personnel update:

Resignation of Lee McDaniel mentioned. Motion to accept resignation made by Brady and seconded by O'Neal. Approved unanimously.

Motion to begin hiring process to find replacement made by Brady and seconded by Cordrey. Approved unanimously.

Chief Calloway reported that the first phase of the hiring process would begin tomorrow and that 46 applicants will be running.

Recruits Dallas Millner and Joseph Mulhern are doing well. Chief Calloway will be spending the night with them on July 21, 2016. Police academy graduation is scheduled for August 5, 2016. Chief Calloway will bring the recruits with him to the September Council meeting.

Other: Mayor Thoroughgood expressed his thanks to Chief Calloway/Millsboro Police Department and John Hall//Fire Police for blocking off the roads for the July 4 parade.

Streets:

Delaware Department of Transportation (DelDOT) requested waiver to Town ordinance restricting night work so as to allow such work to be performed along and near State Street. Surveys were sent to residents in the area to gauge the level of support. No response was counted by DelDOT as being in favor of its request.

Lingo said some concerns have been expressed due to the fact that a portion of State Street is located within a residential area.

Truitt asked how long the work was estimated to take. Lingo stated that DelDOT had indicated 150 days.

Hodges asked if Council could request the results of the survey.

Motion made by Truitt and seconded by Cordrey to allow day work only. Voice vote was not unanimous, so roll-call vote was conducted. 6 yeas, 1 nay (O'Neal), no abstentions. Motion carried.

Parks and Recreation: Country band Dirt Road Outlawz will be performing at Cupola Park on July 17, 2016 at 6:00 p.m.

Water and sewer: No report.

Mayor's report:

Plantation Lakes Garden Club:

Margaret Woda of the Plantation Lakes Garden Club indicated that the Club is seeking to have a Blue Star memorial marker to honor veterans installed somewhere in or near the Town of Millsboro. No funds from the Town are being requested at this time. The Club is in the planning phase and is asking for Council's support and suggestions in terms of where exactly the marker could be located. Ms. Woda expressed some interest in a location on the north side of Town near Dupont Boulevard, but Mayor Thoroughgood mentioned that an interchange and/or connector are scheduled to be installed in the area in question. The marker is scheduled to be placed in 2020.

Motion made by Hodges and seconded by Kells to approve the project with the understanding that Council would determine where exactly the marker would be located. Approved unanimously.

Grace United Methodist Church: Church asked to change rain date for celebration concert from October 22, 2016 to September 24, 2016. Motion made by Hodges and seconded by Truitt to grant the request. Approved unanimously.

Annexation request: Mayor Thoroughgood appointed a committee to study the request from Jim Parker so that a plan of services can be completed. Committee is composed of Cordrey (chair), O'Neal, and Kells.

Lennar:

Lennar requested permission to proceed with Phase 2, Section H, Subphase 2.2 of Plantation Lakes. Steve Frisina of Lennar said all necessary approvals were in place. Mayor Thoroughgood asked if everything had been reviewed by the Town, and Lingo said the public works director, AECOM, and Duffield/CABE Associates were OK with the Town moving forward.

Motion made by Brady and seconded by Truitt to grant the request. Approved unanimously.

Millwood:

Mark Prata of Millwood Acquisitions requested a 1-year extension to preliminary plan approval. Said sales have picked up—9 sales all year last year but 12 so far this year with 12–15 more expected by year's end. Indicated that 2 national builders are interested in the property and that Millwood Acquisitions is communicating with them. Number of lots will be reduced from the current 123 as a result of changes in storm water regulations. Plans include in the building of a clubhouse and pool, so cemetery area will be maintained.

Motion made by Brady and seconded by Hodges to grant the request. Approved unanimously.

Supplemental tax list: Request for authorization to send supplemental tax bills. Motion made by Truitt and seconded by Brady—approved unanimously.

Facebook: Hodges, Facebook committee chair, reported that committee had met and was recommending, based on research that had been conducted and the Town's own experience, that the Town's Web site be updated more often and that the Town have greater control as to the content of its site as opposed to creating a Town Facebook page. Motion made by Kells and seconded by O'Neal to accept committee's recommendations—approved unanimously.

Resignation of Faye Lingo:

Lingo mentioned that, for a number of years, she had been working with Council to plan her retirement date. Said this would be her last meeting. She then read her letter of resignation. In it, she mentioned that she had worked for the Town for 38 years and as town manager for 23 years.

Said she had enjoyed her service with the Town and expressed thanks for the opportunity—specifically thanking the Council that gave her the title of town manager in June 1993. Stated that she had always had good councils with which to work and that her mind is filled with memories of good people and good times. Said she knows of no other job that would have given her the experience and education that the town manager position has given her—and that the level of variety has kept the job interesting. Said good-bye with sadness and indicated that her last day in the office would be July 29, 2016. Offered to make herself available for questions thereafter. Said she loved everyone and the Town and wished everyone luck. Lingo then received a standing ovation.

Lingo asked the public to move to the center of the room for a picture. She then asked if someone would take a picture of her with Mayor and Council, Hudson, Schrider-Fox, and Chief Calloway. Tripp Colonell of the *Coastal Point* took the photo.

Lingo passed ceremonial keys to the Town to Hudson and asked that he take care of the Town and Council.

Motion made by Brady and seconded by O’Neal to accept Lingo’s resignation. Approved unanimously.

Authorized officer: Lingo asked Council to give Hudson authority to sign documents authorizing appropriations. Motion made by Brady and seconded by Cordrey to grant the requested authority—approved unanimously.

Recess: Mayor Thoroughgood put the meeting into recess at 7:50 p.m. for 40 minutes so Council could attend Lingo’s retirement reception.

Executive session

Regular meeting

Mayor Thoroughgood called the meeting to order at 8:35 p.m. Schrider-Fox said a motion was needed to authorize Personnel Committee to negotiate terms of Hudson’s employment agreement. Motion made by Brady and seconded by Cordrey to grant the requested authorization—approved unanimously.

With no further business, Mayor Thoroughgood asked for a motion to adjourn. Said motion was made by Cordrey and seconded by Brady—approved unanimously.

Respectfully submitted,



James Kells
Secretary