



Town Council
Town of Millsboro
322 Wilson Highway
Millsboro, Delaware 19966
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town@millsboro.org

Mayor Jim Kells
Vice Mayor John Thoroughgood
President Pro Tem Ron O'Neal
Treasurer Robert Bryan
Secretary Kimberley Kaan
Councilman Matthew Davis
Councilman Marty Presley

Jamie Burk, Town Manager

Posted on March 25, 2024 at 11:05am

A G E N D A

Town Council Rules Workshop and Regular Meeting

Monday, April 1, 2024

Doors will open at 5:30pm

Rules Workshop portion of meeting will begin at 6:00pm;

Regular monthly business portion of meeting will begin at 7:00 p.m.

Millsboro Town Center

322 Wilson Highway

NOTE: Unless otherwise indicated, there may be a vote and Council action taken on each and every agenda item set forth herein.

Call to Order Town Council Meeting 6:00pm

Pledge of Allegiance/Council Roll Call

Rules Workshop:

- Process for Council members requesting to add items to the agenda (Presley & Kaan)
- Commissioner Liaisons for Town Staff, by Department (Presley)
- Council interaction with staff and vice versa (Kaan)
- Charter amendment; special election in the event of vacancy (Presley)
- Financial reporting (Kaan)
- Town Facebook page (Presley)
- Communication methods (Kaan)
- Mayor seat: Elected vs. Appointed (Presley)
- Etiquette (Kaan)
- A liberalization of the 2-minute comment rule when council agrees prior to meeting (Presley)
- A Town Council mission and expectation statement for Council, staff, and the public (Kaan)
- Monthly updates on outstanding issues to be provided to the council by either the Town Manager or Mayor (Presley)
- Explanation of how Council/Manager government works (Kaan)
- Receive the complete package of supporting documents at the same time that the Town Council agenda is posted (Presley)
- Defined individual Council roles based on the Charter (Kaan)
- Voluntary resident email database (Presley)
- Practical protocols (example: who signs easements/plats) (Kaan)
- Roll Order - when the vote isn't unanimous (Kaan)
- Improved communication with the town residents and town support for elections, committee openings, etc. (Presley)

Recess following Rules Workshop portion of Meeting

Reconvene Meeting for Regular Monthly Business 7:00pm

Public Comment (2-minute limit)* - No action

Secretary's Report

Minutes

Treasurer's Report

Bank balances

Invoices

Millsboro Fire Company Update- No action

Greater Millsboro Chamber of Commerce Update - No action

Sussex Conservation Presentation - regarding drainage easement clarification

Police Department's Report

Building Status

2023 JAG Byrne Grant

Water and Sewer

5 Scott Drive: Waiver Request for Penalties and Late Fees on Water, Sewer & Taxes

Mayor's Report

Millsboro Carpet Mart Final Site Plan

Board of Election Appointments (Kells)

Supplemental Water Easement and Dedication for a town water main along Route 24

Employee Holiday Schedule- Handbook Change (Burk)

Dam Mill Run Event; Sunday, July 28th at 7:30am (Burk)

Supplemental Tax List (Hall)

Annual Tax Roll (Hall)

Enterprise Fleet Management Agreement (Hall)

Town Code Amendments re: Definitions in Chapter 210, Zoning, and other related amendments to Chapter 210, Zoning, and Chapter 70, Building Construction, suggested by staff (Burk)

Adjournment

**20-minute time limit. Time limit is 2 minutes per speaker, not to exceed a total of 20 minutes. Time may not be ceded to another member of the public. Each person making Public Comment shall identify themselves by name and place of residence for the record and shall address all remarks to the Town Council a body and not to any member thereof. Individuals may submit their comment to Town Council members in writing up to 24 hours in advance of the Town Council Meeting to town@millsboro.org or delivering it to 322 Wilson Avenue, Millsboro, De. No one other than a member of the Town Council or Town Staff is permitted to enter discussions without approval of the Mayor. No members*

of the public are permitted to ask questions of any speaker while they are addressing the Town Council, without permission from the Mayor. All persons at the Town Council meeting should conduct themselves in an orderly fashion. All shall follow the direction of the Mayor, no disruptive behavior is permitted, and electronic devices shall be silent. Please be courteous to those who are speaking during public comment by refraining from commenting from the audience while others are speaking. NOTE: (1) This agenda is subject to change. Such changes may include the addition of items that arise at the time of the meeting and/or the deletion of items. In the case of additions related to items that arise prior to the meeting, the change will be posted with as much notice as practicable under the circumstances—but in no case will the notification be provided less than 6 hours prior to the meeting start time—and the associated item will be (a) of an emergency nature and/or (b) unable to reasonably be deferred for handling at a future meeting. (2) One or more of the items listed may not be considered in sequence.