



Town Council  
**Town of Millsboro**

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Mayor Michelle Truitt  
Vice Mayor Tim Hodges  
Pro Tem John Thoroughgood  
Secretary James Kells  
Treasurer Bradley Cordrey  
Councilperson Ron O'Neal  
Councilperson Larry Gum

*Sheldon P. Hudson, Town Manager*

**TOWN COUNCIL  
REGULAR MEETING  
April 6, 2020**

**MINUTES**

**Call to order:** The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. [The meeting was conducted by conference call as permitted by State law and in accordance with the state of emergency order issued by Governor John Carney.] Vice Mayor Tim Hodges, Council President Pro Tempore John Thoroughgood, Secretary James Kells, Treasurer Bradley Cordrey, Councilman Ron O'Neal, Councilman Larry Gum, Town Manager Sheldon P. Hudson, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present.

**Secretary's report:** Kells made a motion to accept March draft minutes and that Council approve them as written. Hodges seconded. Approved unanimously by roll call.

**Treasurer's report:** Cordrey made a motion that the Town pay the invoices as recommended. Gum seconded. Approved unanimously by roll call.

**Millsboro Fire Company update:** Gum stated the Millsboro Fire Company volunteer staff was working as cautiously as possible during the COVID-19 pandemic.

**Mayor's report:**

Hub Court—tax refund request: Matt Hall, director of finance and technology stated the property owner had paid delinquent taxes on an abandoned mobile home in order to pull a building permit to remove/demolish an abandoned mobile home and place a new mobile home on the lot. Gum made a motion to approve the refund to the property owner. Hodges seconded. Approved unanimously by roll call.

Proposed employee handbook change—postaccident policy: Gum made a motion to accept the proposed handbook change after making a grammatical correction to item number 1. Kells seconded. Approved unanimously by roll call.

COVID-19 emergency policy: Hudson requested the document header be changed to a policy not a procedure. Cordrey made a motion to accept the COVID-19 policy. Kells seconded. Approved unanimously by roll call.

*Mayor's report (cont.)*

Final site plans—Plantation Lakes subdivision “sections B and C”: Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request for Plantation Lakes “sections B and C” final site plan approval. Hodges made a motion to approve the final site plan with 3 caveats: that Lennar review the tot lot size for a possible expansion in the future; that the space located adjacent to the tot lot possibly be utilized for another purpose; and that Duffield review the stormwater report. Kells seconded. Approved unanimously by roll call.

Preliminary site plan approval—Plantation Lakes subdivision “Section E”: Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request for approval of the preliminary site plan for Plantation Lakes “Section E”. Hodges made a motion to grant preliminary site plan approval. Cordrey seconded. Approved unanimously by roll call.

Proposed modifications—Plantation Lakes—golf maintenance facility:

Kenneth Usab of Morris & Ritchie Associates, Inc. presented a proposed modification to the entrance of the golf maintenance facility. Hodges made a motion to approve the minor amendment to the previously-approved final site plan. Gum seconded. Approved unanimously by roll call.

Carrie Kruger of Duffield Associates, LLC stated that the comment letter on pages 48 and 49 did not pertain to the modification.

Proposed bond reductions—Plantation Lakes “Section A”: Matt Destino requested a bond reduction in the amount recommended by Duffield Associates Inc. Hodges made a motion to grant the bond reduction. Gum seconded. Approved unanimously by roll call.

**Police Department's report:**

Chief Brian Calloway stated that PFC Joseph Mulhern and PFC Kyle Wharton had attended Crisis Intervention training March 2–6 in Dover, Delaware.

All Office of Highway Safety patrols were suspended for the month of March.

Mayor Truitt expressed gratitude to all first responders during the crisis.

**Mayor's report (cont.):**

Road dedication—Alderleaf Meadows: Schrider-Fox presented deed documents for the road dedication that was approved at the November 2019 Council meeting. Hodges made a motion to approve the deed dedication documents. O'Neal seconded. Approved unanimously by roll call.

Preliminary site plan—Old Landing Road apartments: Ring Lardner, P.E. of Davis, Bowen & Friedel, Inc. presented the proposed preliminary site plan for a 60-unit apartment complex on Old Landing Road. Cordrey made a motion to approve the preliminary site plan as presented. Kells seconded. Approved unanimously by roll call.

*Mayor's report (cont.)*

Preliminary site plan—Texas Roadhouse: Jillian Janovsky, project manager from Greenberg Farrow, presented a preliminary site plan on behalf of Texas Roadhouse Holdings, LLC. Hodges made a motion to approve the preliminary site plan contingent upon receipt of a revised comment letter from Duffield Associates to reflect the preliminary site plan only, the public works director's review of the 3 proposed entrances, the potential establishment of cross access easement, and variances from the Board of Adjustment. Thoroughgood seconded. Approved unanimously by roll call.

Preliminary site plan—Advance Inc.: Robert J. Palmer, of Beacon Engineering LLC presented a proposed preliminary site plan for Advance, Inc.'s Millsboro showroom. Gum made a motion to approve the preliminary site plan. Hodges seconded. Cordrey, Gum, Hodges, Kells, O'Neal, and Thoroughgood voted yes by roll call. Mayor Truitt abstained.

Bid recommendation—"White Farm" elevated storage tank: Carrie Kruger of Duffield Associates, Inc. stated Caldwell Tanks, Inc. was the lowest responsible bidder for the "White Farm" elevated storage tank project. Hodges made a motion to accept Caldwell Tanks, Inc. contingent upon the contractors being accepted by the Town of Millsboro. Thoroughgood seconded. Approved unanimously by roll call.

Board of Election: Mayor Truitt nominated John Tonnessen, Sandee Brigandi, and Faye Lingo to serve on the Board of Election for a 1-year term. Thoroughgood made a motion to confirm the nominees. Gum seconded. Approved unanimously by roll call.

Supplemental tax list: Hall supplied Council with information on the proposed quarterly changes to tax assessments. Gum made a motion to invoice all increases greater than \$5.00. O'Neal seconded. Approved unanimously by roll call.

Annual tax roll: Hall stated that the tax roll would be posted no later than April 8 and that appeals would need to be received by Town Hall by April 30 if there were any to be heard at the May Council meeting.

Proclamation—Beatrice Carey: Gum made a motion to authorize Mayor Truitt to issue the proclamation for Beatrice Carey. Cordrey seconded. Approved unanimously by roll call.

Comprehensive plan: Savannah Edwards of AECOM stated the comprehensive plan would need to be adopted at the May Council meeting and said to e-mail her if there were any comments or questions.

MAYOR TRUITT EXPRESSED HER GRATITUDE TO THE PUBLIC WORKS STAFF FOR ALL THE HARD WORK ON THE SAND FILTER PROJECT THAT WAS RECENTLY COMPLETED.

IT WAS DECIDED TO HOLD ANOTHER VIRTUAL MEETING IN MAY IF NEEDED.

**Recess**: At 9:58 p.m., Gum made a motion that Council recess. Hodges seconded. Approved unanimously by roll call.

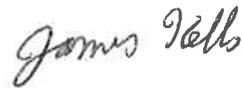
**Executive session**

**Call to order:** At 10:25 p.m., Cordrey made a motion to go back into regular session. Gum seconded. Approved unanimously by roll call.

**Business conducted in executive session:** Cordrey made a motion to pay the bonus as discussed in executive session. Hodges seconded. Approved unanimously by roll call.

**Adjournment:** With no further business, Mayor Truitt asked for a motion to adjourn. O'Neal made such a motion. Hodges seconded. Approved unanimously by roll call.

Respectfully submitted,



James Kells  
Secretary

JK:SH:JB:jd