



**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 2, 2018**

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, Councilperson Ron O'Neal, Councilperson Larry Gum, Town Manager Sheldon P. Hudson, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox. Treasurer Bradley Cordrey was absent.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Public comment: Comments concerning the Plantation Lakes water tower were made.

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

Treasurer's report: Truitt made a motion that the bills be paid from the designated accounts. Hodges seconded. Approved unanimously.

Schedule for raising of Plantation Lakes elevated storage tank:

Carrie Kruger of Duffield Associates presented the timeline and an overview of the process for the raising of the tower.

- The schedule is weather dependent.
- Draining of the tank scheduled for April 5.
- Tank raised on April 9.
- Tank will be washed out.
- No change in water pressure.
- Drained water not going back into distribution.
- Once tank is filled with treated water, the Office of Drinking Water will sample and give the Town approval to put tank back in operation.
- Disinfection scheduled for May 13.
- Worst-case scenario during the process would be similar to fire hydrant flushing.

Schrider-Fox stated the Town was actively negotiating with Lennar about the flushing of water hydrants.

Millsboro Fire Company: No report.

Greater Millsboro Chamber of Commerce: Hudson stated the Easter Egg Hunt on March 31 was well attended.

Police Department's report:

Lt. Robert Legates presented Council with an overview of the Commission on Accreditation for Law Enforcement Agencies (CALEA) on site agenda that is scheduled for April 15 through 17. Lieutenant Legates stated the mock assessment went well.

Lieutenant Legates stated John Wharton started the police academy on March 11 and was doing well.

On March 9, members of the Millsboro Police Department assisted with the Howard T. Ennis bowling competition at the Millsboro Lanes, and, on March 15, members of the Millsboro Rotary Club provided breakfast to the Department.

Lieutenant Legates stated the Special Law Enforcement Assistance Fund (SLEAF) grant was approved on March 13. The grant funds would be used for a camera system to be installed at Old Landing Apartments. The system would cost \$12,750.

With regard to Office of Highway Safety initiatives, in the month of March, officers issued 41 tickets and had a drug arrest.

Streets:

Speed limit signs—Magnolia Circle and Surry Lane: Kells made a motion to put 3 25-mile-per-hour speed limit signs on Surry Lane and Magnolia Circle. Hodges seconded. Approved unanimously.

Parks and Recreation:

Request from The Honeycombs to perform, for a fee, on Cupola Park stage: Hudson stated that he discussed with the Chamber whether or not it would want the group "The Honeycombs" to play at the Stars and Stripes event and that the Chamber declined the suggestion. The cost would be \$850 for a 6-piece band, \$750 for a 5-piece band and \$550 for a 4-piece band. Gum made a motion to table the request until the May Council meeting. O'Neal seconded. Approved unanimously.

Roadside memorials ordinance: Schrider-Fox looked at samples of what other towns had done concerning roadside memorials. In some places, memorials were limited to a certain time frame; in others, memorials took the form of markers, park benches, or plaques. Hodges agreed this was a very sensitive subject and made a motion to table so Council could talk to residents and get some public opinion. Gum seconded. Approved unanimously.

Fireworks ordinance (§ 105-1): Schrider-Fox presented the amended fireworks ordinance. Gum made a motion to accept the ordinance as written. O'Neal seconded. Approved unanimously.

Cupola Park stage rental request—Celina's Butterfly Swings: Hudson presented a request from Louise Whale to have a fund-raiser on June 23 to purchase playground equipment for children with physical limitations. Truitt made a motion to grant the request. Hodges seconded. Approved unanimously.

Christmas parade:

Hudson stated the Chamber would like to turn the Christmas Parade and the Easter Egg Hunt over to the Town. Gum made a motion to accept the Christmas Parade and revisit the Easter Egg Hunt in the fall. Hodges seconded. Approved unanimously.

Hodges mentioned he would talk with Delmarva Christian about getting singers again this year for the Town Christmas event. Hudson stated the Town would be bringing in “food trucks” this year.

Warren’s Mill project: Carrie Kruger of Duffield Associates stated the funding portion of the Warren’s Mill project had been completed. Duffield recommended the Town look into forming a 501(c)(3) corporation to partner with, and pursue funding through, the Longwood Foundation. Mayor Thoroughgood thanked Mrs. Kruger for her efforts on the project and stated Council needed to do some homework on its end.

Water and sewer:

Pumping stations 2 and 5—recommendation to award:

Carrie Kruger of Duffield Associates shared there were 2 bids received at closing time on March 15. The apparent low bidder was Kuhn Construction. Mrs. Kruger stated the bidder was experienced, qualified and of good reputation. Duffield recommended that the Town accept the low base bid from Kuhn Construction in the amount of \$727,000 and award the project to the company, subject to approval by the State of Delaware Department of Natural Resources and Environmental Control (DNREC) Environmental Finance Branch. Hudson stated that the project would need to start after the July Stars and Stripes event.

Hodges made a motion to award the project to Kuhn Construction. Gum seconded. Approved unanimously.

Pumping station 1—engineering proposal—bid and construction phase: Carrie Kruger of Duffield Associates stated the construction drawings were mostly complete for pumping station 1. Mrs. Kruger presented the Agreement for Bid and Construction Services for pumping station 1 in the amount of \$63,500. Hodges made a motion to approve the agreement. Gum seconded. Approved unanimously.

Mayor’s report:

Real property valuation appeals: No appeals.

Supplemental tax list:

Matt Hall presented the supplemental tax list. Gum made a motion to invoice the supplemental tax billings. Kells seconded. Approved unanimously.

Hall said the yearly tax list would be posted no later than April 4. Appeals would need to be received by Town Hall by April 30 if there were any.

Preliminary approval of proposed site plan for Ashley Furniture HomeStore—property with a Sussex County tax map and parcel number of 233-5.00-110.02:

Alan Decktor of Pennoni Associates, Inc. requested preliminary approval of the site plan for Ashley Furniture HomeStore. Mr. Decktor stated that the large ditch would be relocated to the property line. The entrance would be located on Dickerson Road at the request of the Delaware Department of Transportation.

Mayor Thoroughgood asked if anyone had considered establishing an easement behind Delmarva Health Pavilion. Mr. Decktor stated that at that time no easement had been considered.

Hodges made a motion to grant preliminary site plan approval. Truitt seconded. Approved unanimously.

Parking of house trailer and use thereof as temporary dwelling—property with a Sussex County tax map and parcel number of 133-17.10-2.00 (zoned MR): Schrider-Fox stated that a request was received inquiring as to whether or not a homeowner could live in an RV parked on property located in the MR district while his home was being built. Chapter 189 of the Town *Code* limited any approval to 6 weeks. Gum made a motion not to approve the request. Truitt seconded. Approved unanimously.

Artifacts found on Town-owned property: Hudson stated Town-owned artifacts had been found along Hardscrabble Road. Hodges made a motion that the Town get the artifacts to determine what the items were. O'Neal seconded. Approved unanimously.

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

Public events: Hudson stated that the Chick-fil-A grand opening was scheduled for April 5 and that a beef and dumpling dinner to benefit the Ladies Auxiliary was scheduled to take place at the Millsboro Fire Hall on April 28.

Recess: Truitt made a motion to go into recess until 8:25 p.m. Gum seconded. Approved unanimously.

Executive session

Call to order: At 9:12 p.m., Truitt made a motion to go back into regular session. Gum seconded. Approved unanimously.

Business conducted in executive session:

Truitt made a motion to hire an assistant town manager as discussed in executive session. Gum seconded. Approved unanimously.

Truitt made a motion to approve the Jefferson, Urian, Doane & Sterner contract. Hodges seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Truitt made such a motion. Kells seconded. Approved unanimously at 9:25 p.m.

Respectfully submitted,


James Kells
Secretary