



**Mayor and 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

**MAYOR AND COUNCIL
REGULAR MEETING
April 5, 2021**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. [The meeting was conducted in person and by conference call as permitted/required by State law and in accordance with the state of emergency order issued by Gov. John Carney.] Council Secretary James Kells, 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. Council Vice President Tim Hodges, Council President Pro Tempore John Thoroughgood, and Council Treasurer Bradley Cordrey were absent.

Public comment: Residents spoke in favor of and against Mayor and Council requesting that the State allow golf cart use on public streets.

Secretary's report: Kells submitted the March 2021 regular Mayor and Council meeting minutes and made a motion that they be approved as written. Gum seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Treasurer's report: O'Neal made a motion that the Town pay the invoices as recommended from the designated accounts. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Millsboro Fire Company update: John Hall stated the 2021 Pumpkin Run/Road Rally would take place May 21–23. Mr. Hall also mentioned the 37th Dam Mill Run would take place on July 24. Gum acknowledged the passing of Lynn Bullock who served the Millsboro Fire Department for 54 years.

Police Department's report:

Chief Brian Calloway stated the Department had completed 2 hours of online training during March.

Chief Calloway stated Sgt. Evan Rogers would be serving as the Department's Commission on Accreditation for Law Enforcement Agencies (CALEA) manager.

Police Department's report (cont.):

Chief Calloway requested permission to revise the allocation of the Sussex County fiscal year 2021 grant of \$1,473.60. The reallocation of this grant would be used for a gun locker, surveillance monitor mount, a monitor, and server hardware. Kells made a motion to approve the request as presented. Gum seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

The Department was notified by the Sussex County Council of an additional \$5,000.00 grant opportunity. This funding would be allocated to the upcoming 3 recruits going into the Delaware State Police Academy. Gum made a motion to approve the request as presented. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Chief Calloway requested authorization to draft a letter to the Delaware General Assembly to request funding for the construction of a new police station through "bond bill" legislation. Gum made a motion to approve the request. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

With regard to Office of Highway Safety, during the month of March, there were 2 initiatives.

Chief Calloway introduced Bryan Jones, Cole Revel, and Travis Shockley as the Department's newest recruits. O'Neal made a motion to increase the full-time equivalent (FTE) count and send all 3 recruits to the Delaware State Police Academy. Gum seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Special event request—St. Mark's Episcopal Church—4th of July Children's Parade: Gale White and Dottie Lecates requested approval for the church to hold its annual July 4 parade. Gum made a motion to approve the request. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Special event request—Memorial Block Party—Cupola Park May 22: No one presented the request. Gum made a motion to table the request. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Parks and recreation:

Concerts in the Park (Cupola Park): Burk mentioned there were 2 concerts scheduled in the park; Glass Onion would perform on July 13, and the Reunion Band would perform on July 27.

Water and sewer:

Wastewater facilities plan: Burk presented the wastewater facilities plan request. Gum made a motion to move forward with the plan as presented. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Design/build concept for proposed wastewater plant: Schrider-Fox stated she was researching the design/build concept.

Water and sewer (cont.):

New water plant update: Carrie Kruger, PE, town engineer stated the project submittals were under review.

Easement agreement—Manufacturers and Traders Trust Company: Burk stated that the easement agreements were still being reviewed by the other party.

Requests for utility adjustment and/or waiving fees/penalties—130 Bobby's Branch and 103 Nicole's Court:

Matthew Hall, director of finance and technology presented a request for a utility adjustment from 130 Bobby's Branch Road. Gum made a motion to approve a onetime credit of \$15.14. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Hall presented a request from 103 Nicole's Court to waive the penalties and late fees. Gum made a motion to deny the request. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Delmarva Power preannexation: Schrider-Fox stated she had been in communication with Delmarva Power's counsel.

Recommendation to award Dupont Boulevard (US 113) sanitary sewer contract: Ms. Kruger recommended the contract be awarded to Eastern States Construction Services, Inc.—the lowest responsive responsible bidder. O'Neal made a motion to award the project as recommended. Gum seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Streets:

Golf carts on public streets:

Chief Security Officer Brent Joyce of the Pot-Nets communities shared processes and experiences with golf carts.

Sherry Martin and Mark Kaupas spoke in opposition to the usage of golf carts in Plantation Lakes.

Warren's Mill: Ms. Kruger stated the Town was still waiting for the Delaware Department of Transportation to provide their guardrail installation project schedule.

Laurel Road streetlight project: Hudson mentioned new streetlights were being installed.

Plantation Lakes parking study: Burk stated AECOM was working on the proposed recommendations.

East side drainage improvements project: Ms. Kruger stated requests for qualifications (RFQ) had been received and were being evaluated.

Streets (cont.):

W. B. Atkins Park drainage: Ms. Kruger stated a proposal to complete the soil borings had been signed.

Main Street sidewalk and water line replacement project: Burk stated water lines and pavers had been installed along one side of the street and crews were now moving over to the other side of the street.

Mayor's report:

Art League lease: Mayor Truitt stated the Art League was interested in a long-term lease. There was not a representative of the Art League present. It was decided to table the item since no one representing the Art League was present.

Request to work on weekends and holidays—new water plant: Ms. Kruger stated Bearing Construction had requested to have the option to work on weekends and holidays through to the completion of the project. Gum made a motion to approve the request. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Request to work on weekends and holidays—Dupont Boulevard (US 113)/Laurel Road (SR 24) project: Burk presented a request from the Delaware Department of Transportation to work on nights and weekends through to the completion of the project. O'Neal made a motion to approve the request. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Final site plan—Foster Commons: Ring Lardner, PE of Davis, Bowen & Friedel, Inc. presented a request for Foster Commons final site plan approval. Kells made a motion to approve the request as presented contingent upon the receipt of all government agency approvals. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Atlantic General Hospital update: Michael Franklin and Andrea West McCabe presented a fiscal review and a "What's Coming in 2021" presentation for Atlantic General Hospital.

Proposed change to § 210-18(B) of the Code of the Town of Millsboro: Burk stated AECOM had presented Council with proposed changes to § 210-18(B). Gum made a motion to have Schrider-Fox prepare a draft ordinance for the next Council meeting. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Proposed change to § 206-21(C) of the Code of the Town of Millsboro, revising the equivalent dwelling unit (EDU) computation process and requirements: Hall presented the proposed language to amend § 206-21(C). Gum made a motion to approve the amendment as presented. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Farmer's market: O'Neal made a motion to proceed with the farmer's market from May 15 to September 25. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Landscaping requirements in Town zoning code: Burk stated AECOM was reviewing the current code.

Mayor's report (cont.):

Tax penalty waiver request—29977 Plantation Drive: Mr. Hall presented a request to waive the penalties and late fees for 29977 Plantation Drive. Gum made a motion to deny the request. Kells seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Trash removals write-off—315 East Church Street: Mr. Hall presented a request from Town staff to write off penalties from 2007. Kells made a motion to write off the penalties and late fees. Gum seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Supplemental tax list: Mr. 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. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Annual tax roll: Mr. Hall presented the annual tax roll. Kells made a motion to accept the tax roll as presented. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Board of Election appointments: Mayor Truitt nominated John Tonnessen, Sandee Brigandi, and Faye Lingo to serve on the Board of Election for a 1-year term. Kells made a motion to confirm the nominees. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Appoint committee—Patriot's Bluff: Mayor Truitt appointed a Patriot's Bluff committee and asked Thoroughgood, Hodges, and herself to serve thereon—designating Thoroughgood as chair.

Appoint committee—TidalHealth: Mayor Truitt appointed a TidalHealth committee and asked Thoroughgood, Hodges, and herself to serve thereon—designating Thoroughgood as chair.

Recess: At 9:53 p.m., Kells made a motion that Mayor and Council recess until 10:00 p.m. O'Neal seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

[Executive session]

Call to order: At 10:31 p.m., O'Neal made a motion to go back into regular session. Gum seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. O'Neal made such a motion. Gum seconded. The motion was carried with 4 voting yes; Hodges, Thoroughgood, and Cordrey were absent.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd