



**Town Council
Town of Millsboro**

322 Wilson Highway
Millsboro, Delaware 19966
(302) 934-8171
(302) 934-7682 (Fax)
town@millsboro.org

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
August 3, 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 in person and by conference call as permitted/required 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. No one was absent.

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

Treasurer's report: Cordrey made a motion that the Town pay the invoices as recommended. O'Neal seconded. Approved unanimously.

Millsboro Fire Company update: Gum stated the volunteers are doing a great job dealing with the COVID-19 pandemic and the heat. O'Neal mentioned the Department had taken possession of a new ambulance and was excited to put it in service.

Police Department's report:

Chief Calloway indicated that Patrolman John Wharton had met all requirements and was eligible to be promoted to the rank of Patrolman First Class. Hodges made a motion to promote Officer Wharton. Cordrey seconded. Approved unanimously. Chief Calloway also presented PFC Wharton with a lifesaving award for his actions on July 15.

On July 9, PFC Liana Dodson received DUI refresher training in Dover.

Chief Calloway mentioned the Commission on Accreditation for Law Enforcement Agencies (CALEA) would begin their annual web-based standards review for the Department August 21–29.

Police Department's report (cont.):

The Police Department was allocated \$35,310 from the fiscal year 2021 Fund to Combat Violent Crimes grant. Chief Calloway requested to allocate this funding for 4 cradle point modems; a WatchGuard 4RE in-car camera; a Motorola mobile radio; 2 LWRC rifles; 1 drone; overtime funding; and rental vehicles for patrols. Hodges made a motion to approve the request. Gum seconded. Approved unanimously.

Sussex County informed the Town that it was eligible to apply for \$30,000 in grant funding. Chief Calloway requested to allocate this funding for WatchGuard cloud service (\$6,125.00); WatchGuard warranty (body camera (\$3,150.00); 12 Axon TASER plans 1 (\$5,724.00); 1 Axon TASER plan 2 (\$501.00); 1 Dell server/tapes (\$6,210.22); Lexipol online training service (\$1,708.00); 2 AEDs (\$2,057.02); WatchGuard install (\$500.00); new station phones/install and licenses (\$1,300.00); Dell computer (\$1,089.73); and AdvanTech camera service plan (\$1,635.03). Hodges made a motion to approve the request. Gum seconded. Approved unanimously.

The Department was eligible for up to \$23,000 in grant funding from the Delaware Criminal Justice Council to ensure safety, coronavirus prevention, preparation, and/or response efforts. Chief Calloway requested to allocate this funding for a TRAFCON signage trailer and 100 traffic cones. Cordrey made a motion to approve the request. Gum seconded. Approved unanimously.

With regard to Office of Highway Safety, during July, there were 3 initiatives.

Mayor Truitt announced Debbie Weatherby would be transferring to the permit technician position.

Water and sewer:

Cost-sharing agreement for new water treatment plant: Schrider-Fox stated both parties had reviewed and signed the agreement.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated Town staff was still reviewing the necessary documents.

Engineering Services Agreement Amendment No. 2—Wastewater Operation Permit Renewal: Carrie Kruger of Duffield Associates, LLC presented an amendment to the original engineering agreement. Hodges made a motion to accept the amendment as presented. Kells seconded. Approved unanimously.

Water main and fiber optic interconnection recommendation to award: Carrie Kruger of Duffield Associates, LLC presented the bid results for the water main and fiber optic interconnection project. Hodges made a motion to accept the recommendation from Duffield for the Town to award the project to A-Del Construction. Thoroughgood seconded. Approved unanimously.

Streets:

Plantation Lakes parking study: Burk stated AECOM was reviewing the on-street parking situation within Plantation Lakes.

Street lighting and Christmas lighting: Hudson stated that Delmarva Power and the Department of Transportation had decided on cobra-style lights along Laurel Road (SR 24) from Kendall Street west to the Plantation Lakes subdivision.

Delaware Department of Transportation railroad detour and 24-hour work request: Bill Conaway presented a request for 24-hour work to complete the railroad crossing project at Main and Washington streets. Thoroughgood made a motion to authorize 24-hour work until the railroad crossing project was complete. Gum seconded. Approved unanimously.

Dodd St Drainage Improvement Project: George “Kenny” Niblett, director of public works presented the cost estimate to complete the drainage project on Dodd Street. Gum made a motion to approve the cost estimate. Thoroughgood seconded. Approved unanimously.

Speed limit—Dupont Boulevard (US 113): Gum made a motion to authorize Hudson to send a letter to the Department of Transportation expressing support for lowering the speed limit on Dupont Boulevard to 50 mph from Hardscrabble Road to Dickerson Road. Kells seconded. Approved unanimously.

Intersection of Washington and State streets: O’Neal stated, due to truck traffic at the intersection of Washington and State streets, the fence at the John and Elsie Williams Conference Center was damaged a couple of times per year. Hodges made a motion to authorize Hudson or his designee to contact the Department of Transportation to research the turn radii at Washington and State and also State and Main. O’Neal seconded. Approved unanimously.

Parks and Recreation:

“Dog park”: Councilman Kells recommended creating a team to oversee the “dog park.” Item was effectively tabled until a future Council meeting.

Water and sewer (cont.):

Adjustment requests (24830 Magnolia Circle, 1123 Houston Acres, & 19052 Jackstone Way): Matt Hall, director of finance and technology stated the property owner of 24830 Magnolia Circle received a water bill for their sprinkler system water bill. The billing was \$829.98. The invoice was actually for 3 years of irrigation usage. The customer had requested that 2 of the 3 years be invoiced at the old water rate and 1 year at the current water rate. Thoroughgood made a motion to approve the request. Kells seconded. Approved unanimously.

Mayor's report:

Final site plan—Advance Inc.: Hudson presented a final site plan request for Advance Inc. Thoroughgood made a motion to approve the final site plan as presented. Cordrey seconded. 6 approved by roll call; Truitt abstained.

Final site plan—Plantation Lakes “Section E”: Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request for Plantation Lakes “Section E” final site plan approval. Hodges made a motion to approve the final site plan as presented. Cordrey seconded. Approved unanimously.

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

Dunkin’ traffic management plan: Burk presented a traffic management plan that was sent in by Dunkin’. Hodges made a motion to approve the plan as presented with the recommendation that additional striping and signage be added. Thoroughgood seconded. Approved unanimously.

Farmer’s Market: Truitt stated the farmers market was open every Saturday from 8:00 a.m. to 12:00 p.m. and was going well. Cordrey made a motion to keep the farmer’s market open through September. O’Neal seconded. Approved unanimously.

Westtown Village—request for pump and haul for model home: Burk presented a request from Millwood Acquisitions, LLC to pump and haul from a model home at Westtown Village. Thoroughgood made a motion to grant the request. Hodges seconded. Approved unanimously.

Warren’s Mill: Burk stated the Town was waiting on a bid for traffic control.

Millsboro Art League lease agreement: Cordrey made a motion to table this item until the September Council meeting. Thoroughgood seconded. Approved unanimously.

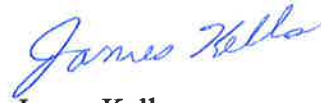
Town Code §140-3 and §140-15: Thoroughgood made a motion to amend both sections as presented. Kells seconded. Approved unanimously.

Granite telephone bundling proposal: Mr. Hall presented a plan from Granite Telecommunication LLC to bundle all Town voice lines into one billing. Gum made a motion to approve the plan as presented. Thoroughgood seconded. Approved unanimously.

Employee policy manual: Kells made a motion to approve the telework policy as presented. Gum seconded. Approved unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Gum seconded. Approved unanimously.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB;jd