



**Town Council
Town of Millsboro**

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Mayor Faye Lingo
Vice Mayor John Thoroughgood
President Pro Tem Brad Cordrey
Secretary Jim Kells
Treasurer Larry Gum
Councilman Ron O'Neal
Councilwoman Kimberley Kaan

Jamie Burk, Town Manager

**TOWN COUNCIL
REGULAR MEETING
December 5, 2022**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Faye Lingo presiding. Vice Mayor John Thoroughgood, President Pro Tem Bradley Cordrey, Council Secretary James Kells, Councilwoman Kimberley Kaan, Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present. Council Treasurer Larry Gum and Councilman Ron O'Neal were absent.

New employee introduction: Rich Plack was introduced to Council as the Assistant Director of Public Works.

Public hearing:

Mayor Lingo opened the public hearing. Lingo stated with no public comment she would leave the hearing opened until later in the evening.

RESOLUTION PROPOSING TO ANNEX CERTAIN TERRITORY, CONTIGUOUS TO THE PRESENT LIMITS OF THE TOWN OF MILLSBORO, ONE PARCEL THEREOF OWNED BY DANA S. PARASRAM AND DHARAMDAI PARASRAM, IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NO. 133-20.00-44.06, CONTAINING 33,000 SQUARE FEET, MORE OR LESS;

AND

PROPOSING TO AMEND THE ZONING MAP AND ZONING ORDINANCE OF THE TOWN OF MILLSBORO TO INCLUDE SAID TERRITORY IN THE MEDIUM-DENSITY RESIDENTIAL (MR) DISTRICT;

AND

ESTABLISHING THAT A PUBLIC HEARING BE HELD ON SAID ZONING AMENDMENT ON THE 5TH DAY OF DECEMBER, 2022, AT 7:00 O'CLOCK IN THE EVENING, PREVAILING TIME, AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE.

Secretary's report: Kells submitted the November regular meeting minutes and made a motion that Council approve them as written. Cordrey seconded. 5 approved; Gum and O'Neal were absent.

Treasurer's report: Thoroughgood made a motion that the Town pays the invoices from the designated accounts as recommended by staff. Kells seconded. 5 approved; Gum and O'Neal were absent.

Millsboro Art League update: Miranda Manelski stated the League is continuously working on recruiting volunteers so the league could be open more hours.

Police Department's report:

Chief Brian Calloway stated Cpl. Christopher Ebke attended Part 2 of Crime Scene Investigations hosted by the Delaware State Police on November 1—3.

Chief Calloway mentioned on November 10, Cpl. Christopher Ebke attended Fraud Investigations hosted by the Delaware State Police.

Chief Calloway mentioned on November 15—20, Chief Brian Calloway and Sgt. Evan Rogers attended the Commission on Accreditation for Law Enforcement Agencies (CALEA) Conference in St. Louis, Missouri.

Chief Calloway stated on November 16 Sgt. Matthew Dufour attended Case Law training hosted by the Ocean View Police Department.

Chief Calloway presented proposed changes to the Millsboro Police Department Policies for review during the November Council meeting. The proposed policy changes are:

- Policy # 3 Job Descriptions (Rotating Shift Requirement)
- Policy # 14 Patrol Procedures (Rotating Shift Requirement)

Cordrey made a motion to approve both Policy #3 Job Descriptions (Rotating Shift Requirement) and Policy # 14 Patrol Procedures (Rotating Shift Requirement). Thoroughgood seconded. 5 approved; Gum and O'Neal were absent.

Chief Calloway stated that during the Department's Commission on Accreditation for Law Enforcement Agencies (CALEA) conference the Department was awarded its 5th Law Enforcement Accreditation Award.

Chief Calloway stated the Department had held its annual awards banquet on November 9.

Water and Sewer:

IRSD Ingram Pond irrigation agreement: Carrie Kruger, PE, town engineer presented the beneficial reuse water service agreement. Thoroughgood made a motion to approve the agreement as presented. Kells seconded. 5 approved; Gum and O'Neal were absent.

Century Engineering force main extension agreement amendment #3: Kruger presented the force main extension agreement for \$42,500. Thoroughgood made a motion to approve the agreement as presented. Cordrey seconded. 5 approved; Gum and O'Neal were absent.

Mayor's report:

Villages of Millwood - Approval of developer's proposal, and the necessary documents therefore, to de-annex existing phases 7 through 14 from project and to immediately re-annex said existing phases back into project with a new condominium regime, all subject to the master association for Villages of Millwood:

Schrider-Fox presented the need to create a new condominium regime and to create this new regime the Villages of Millwood needs to de-annex phases 7 through 14 and immediately re-annex phases into the new condominium regime known as Concord Point II and will remain a part of the Master Association.

Thoroughgood made a motion to de-annex and re-annex phases 7 through 14 and both of these actions are dependent upon each other; the new condominium regime known as Concord Point II will remain a part of the Master Association. Kells seconded. 5 approved; Gum and O'Neal were absent.

Quitclaim request – Barker Alley: George (“Kenny”) Niblett, director of public works presented a request from Series J of Balsamo Real Estate, LLC for a Quitclaim of Barker Alley. After much discussion regarding the entrance, Thoroughgood made a motion to table the request until the January council meeting. Cordrey seconded. 5 approved; Gum and O'Neal were absent.

Conditional use renewal – 332 Main Street: Burk stated J & Y Parker Family, L.P. requested a renewal of the conditional use located at 332 Main Street. Thoroughgood made a motion to approve the conditional use as requested. Kells seconded. 5 approved; Gum and O'Neal were absent.

Annexation request – Parasram:

Mayor Lingo asked if there were any public comments; with no public comments, Cordrey made a motion to close the public hearing. Kaan seconded. 5 approved; Gum and O'Neal were absent.

With no further discussion regarding the Parasram annexation, Kaan made a motion to accept the annexation request as presented with a medium residential (MR) zoning designation. Cordrey seconded. 5 approved; Gum and O'Neal were absent.

On-call policy – Public Works: Burk presented the public works on-call policy to Council. Thoroughgood made a motion to approve the policy as presented. Cordrey seconded. 5 approved; Gum and O'Neal were absent.

Merry Millsboro Holiday Market and Christmas Parade recap: Burk stated the holiday market was a great success and surveys have been sent out to participants of the market Burk mentioned unfortunately the parade was canceled this year due to the rain. O'Neal sent an email and recommended a possible rain date in the future.

Recess: At 7:50 p.m., Thoroughgood made a motion that Council recess until 8:00 p.m. Cordrey seconded. 5 approved; Gum and O'Neal were absent.

[Executive session]

Call to order: Cordrey made a motion to go back into regular session. Kells seconded. 5 approved; Gum and O'Neal were absent.

Adjournment: With no further business, Cordrey made a motion to adjourn. Kaan seconded. 5 approved; Gum and O'Neal were absent.

Respectfully submitted,

A handwritten signature in blue ink that reads "James Kells". The signature is written in a cursive, flowing style.

James Kells
Secretary

JK:JB:jd