



**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
December 7, 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 submitted the November 2020 regular meeting minutes and made a motion that Mayor and Council approve them as written. Gum seconded. Approved unanimously.

Kells submitted the November 2020 special meeting minutes and made a motion that Mayor and 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 expressed gratitude for the support from the Town and community over the years. The Millsboro Fire Company had handled 247 EMS calls during the month of November. O'Neal mentioned the Fire Company would be placing wreaths on the veterans' graves on December 19 and also would be escorting Santa throughout the community.

Police Department's report:

Chief Brian Calloway stated that Sgt. Barry Wheatley had attended a homeland security seminar hosted by the Delaware State Police on November 5. Sgt. Evan Rogers had attended the same seminar on November 19.

On November 12, Sgt. Evan Rogers had attended an officer-involved shooting seminar hosted by the Delaware State Police.

Police Department's report (cont.):

On November 19, Chief Brian Calloway, Lt. Robert Legates, Sgt. Barry Wheatley, Cpl. Michael Gorman, and PFC Kyle Wharton had attended deescalation training hosted by the Selbyville Police Department.

Chief Calloway stated the Department had completed 4 hours of online training during November.

Hodges made a motion to approve the revised workplace violence policy. Cordrey seconded. Approved unanimously.

Hodges made a motion to approve the revised vehicle pursuit and emergency operations policy. Thoroughgood seconded. Approved unanimously.

The Department was allocated \$6,750 from the fiscal year 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Chief Calloway requested to allocate these funds toward a speed trailer. Thoroughgood made a motion to approve the request. O'Neal seconded. Approved unanimously.

With regard to Office of Highway Safety initiatives, during November, there were 32 tickets issued.

Chief Calloway mentioned Dunkin' was supposed to soon be starting their parking lot improvements.

Water and sewer:

M&T Bank pumping station railroad agreement: Thoroughgood made a motion to approve the license agreement as presented. Hodges seconded. Approved unanimously.

Proposed water plant: Burk stated bids were due December 7.

Amendment to proposed water plant cost share agreement: Thoroughgood made a motion to approve the amendment to the cost share agreement as presented. Hodges seconded. Approved unanimously.

Delmarva Power preannexation: Schrider-Fox stated agreements were still being reviewed.

Hub Court easement: Schrider-Fox presented Town staff draft easement documents for review.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated the easement agreements and exhibits had been completed and that the Town was awaiting a response.

Water and sewer (cont.):

Requests for utility adjustment—20419 Asheville Drive and 223 Washington Street:

Hall presented a utility adjustment request from 20419 Asheville Drive because of improper water meter installation resulting in a “double billing.” Gum made a motion to grant the request since the homeowner had corrected the problem. Hodges seconded. Approved unanimously.

Hall presented the request from 223 Washington Street to waive the penalties and late fees. Gum made a motion to deny the request. Thoroughgood seconded. Approved unanimously.

Parks and Recreation:

Request to use Cupola Park and display fireworks publicly—Greater Millsboro Chamber of Commerce:

Thoroughgood made a motion to table the request and possibly revisit in April. Cordrey seconded. Approved unanimously.

Streets:

Warren’s Mill: Carrie Kruger, town engineer was working with the Department of Transportation regarding a detour and project coordination.

Eastern drainage improvements project: Ms. Kruger stated a revised study from Davis, Bowen & Friedel, Inc. would be submitted to the Town.

Main Street sidewalk project: Ms. Kruger stated Davis, Bowen & Friedel, Inc. had been asked to arrange a preconstruction meeting so the project could begin the first of the year.

Mayor’s report:

Dunkin’ traffic management plan: Burk stated Dunkin’ had indicated that construction should begin the week of December 7 and that it would take approximately 5 weeks to complete the project.

Water service in areas north and east of State Street: Burk stated Ms. Kruger was waiting to get a meeting scheduled to discuss the certificate of public convenience and necessity.

Streets (cont.):

Plantation Lakes parking study: Burk stated, after discussion with AECOM, the Town might want to expand the study to include the entire community. Burk said he would get a quote to expand the study.

Street lighting and Christmas lighting: Hudson stated everything still appeared to be on track for additional street lighting to be added along Laurel Road (SR 24) from Kendall Street west to Godwin School Road—with the work hopefully taking place beginning in the spring of 2021.

Streets (cont.)

Dodd Street Drainage Improvements Project: Thoroughgood made a motion to authorize Hudson or his designee to sign the agreement for the installation of the “check valve” at the stormwater outfall at the river. Gum seconded. Approved unanimously.

Intersection of Washington and State streets: The Delaware Department of Transportation had requested more time to look into possible solutions for this intersection.

State Street improvements project: Burk mentioned comments had been addressed and the plan had been resubmitted to the Delaware Department of Transportation. Burk recommended this item be placed in the fiscal year 2022 budget.

Mayor’s report (cont.):

Financial audit report for Town fiscal year 2020:

Sheldon Forney, CPA of the accounting firm Jefferson, Urian, Doane & Sterner, PA presented the financial audit report for fiscal year 2020. On behalf of the firm, Mr. Forney thanked Mayor and Council and Town staff for their assistance in helping the firm complete the audit. He said the firm was pleased to be able to offer an unqualified opinion that the information in the report was fairly stated—the best opinion available.

Thoroughgood made a motion to accept the financial audit report as prepared. Cordrey seconded. Approved unanimously.

Art League lease: Hudson stated the Art League was on a month-to-month lease; no action was taken.

Millsboro Village Apartments partitioning plan: Stephen Rosenfeld, PE of Vandemark & Lynch, Inc. presented a partitioning plan for Millsboro Village Apartments. Hodges made a motion to approve the plan. Gum seconded. Approved unanimously.

Virtual meeting legislation: Hodges made a motion to authorize Hudson to communicate with the Delaware General Assembly regarding the fact that Mayor and Council would like to return to meeting solely in person. Gum seconded. Approved unanimously.

Preliminary site plan—Hub Court: Gum made a motion to approve the plan. Cordrey seconded. Approved unanimously.

Plantation Lakes “Section D” phasing plan: Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request for Plantation Lakes “Section D” phasing plan. Hodges made a motion to approve the plan. Thoroughgood seconded. Approved unanimously.

Pond algae growth management: Mayor Truitt stated she was working with the Delaware Department of Natural Resources and Environmental Control on the issue. She said public access to Betts Pond must be granted in order for state funding to assist with algae removal to be provided.

Mayor's report (cont.):

Comprehensive plan (2019): Burk stated the document had been sent to Mayor and Council for review.

Tax-exempt requests/reimbursements—19062 and 19064 Jackstone Way and 210 West Bourne Way:

19062 and 19064 Jackstone Way were where the clubhouse and pool at the Retreat at Millstone were located and had requested tax-exempt status. 210 West Bourne Way had also requested tax-exempt status and had also requested relief for the previous years' tax billings.

Gum made a motion that the properties be granted tax-exempt status moving forward but that the request for tax relief in the previous years be denied. Thoroughgood seconded. 6 voted yes (Cordrey had stepped out of the room and did not vote).

Christmas bonuses: Thoroughgood made a motion to approve a Christmas bonus for \$250 net for all Town employees contingent upon police union consent being given in cases involving members of the bargaining unit. Gum seconded. 6 voted yes (Cordrey had stepped out of the room and did not vote).

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. O'Neal seconded. 6 voted yes (Cordrey had stepped out of the room and did not vote).

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd