



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  
January 3, 2023**

**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, Council Treasurer Larry Gum, Councilman Ron O'Neal, Councilwoman Kimberley Kaan, Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander, and Town Clerk Joanne Dorey were present. Town Solicitor Mary Schrider-Fox was absent.

**New employee introduction:** Ashleigh Sander was introduced as the Assistant Town Manager.

**Secretary's report:** Kells submitted the December regular meeting minutes and made a motion that Council approve them as written. Gum seconded. The motion was carried unanimously.

**Treasurer's report:** Gum made a motion that the Town pays the invoices from the designated accounts as recommended by staff. Cordrey seconded. The motion was carried unanimously.

**Millsboro Fire Company update:** Gum stated that there had been 612 fire calls and 4,218 EMS calls in 2022.

**Millsboro Art League update:** Miranda Manelski stated the League had a blood drive in December and has a full calendar of events during January such as a writing workshop, paint parties, and many other fundraisers.

**Police Department's report:**

Chief Brian Calloway stated on December 12, Cpl. Michael Gorman and Ptlm. Travis Shockley received Ethical Decision Making training at the Delaware State Police Academy.

Chief Calloway mentioned on December 15, Cpl. John Wharton and Cpl. Christopher Ebke received Background Investigations training at the Delaware State Police Academy.

Chief Calloway mentioned on December 20 and 21, Cpl. Michael Gorman and Cpl. Christopher Ebke received Certified Field Training at the Delaware State Police Academy.

Chief Calloway said a total of \$8,022 had been raised through the Whiskers for Wishes fundraiser—with 13 families benefiting from the program.

Change Order #1 for Police Station: Carrie Kruger, PE, town engineer presented change order #1 for \$19,770.48. Thoroughgood made a motion to approve the change order as presented. Kells seconded. The motion was carried unanimously.

**Water and Sewer:**

Water Flushing Update: George ("Kenny") Niblett, director of public works stated the water flushing had been completed for certain sections of Town as planned. There will be another round of flushing in the Spring.

Plantation Lakes water plant change order #13: Kruger presented water plant change order #13 for \$600,654.61. Gum made a motion to approve the change order as presented. Cordrey seconded. The motion was carried unanimously.

Century Engineering force main extension agreement amendment #4: Kruger presented the Century Engineering force main extension agreement amendment #4 for \$0. This amendment is for the revision of insurance requirements and limits for the contract. O'Neal made a motion to approve the change order as presented. Kaan seconded. The motion was carried unanimously.

**Mayor's report:**

Adoption of the Sussex County Hazard Mitigation Plan: Kruger presented the Sussex County, Delaware All-Hazards Mitigation Plan resolution. Kaan made a motion to approve the resolution as presented in the packet. Gum seconded. The motion was carried unanimously.

Presentation and acceptance of annual audit report: Matthew Hall, director of finance introduced PKS & Company, P.A. to present the financial statements for the fiscal year ending June 30, 2022. The auditors issued a clean or unmodified opinion, which is the highest level of assurance that can be given.

1-33 Associates LLC Annexation Application: Lingo appointed an annexation committee and asked O'Neal, Kaan, and Cordrey to serve thereon—designating O'Neal as chair.

**Mayor's report (cont.):**

Craig Kormanik application for partitioning: Niblett presented the request for partitioning, and the application was received on December 6, 2022. Mr. Niblett stated currently the property is zoned High-Density Residential (HR), and there are 2 units on one lot. If partitioned the lots would then have one principal use per lot but the lot size would not conform. After much discussion Gum made a motion to approve the request acknowledging the parcel would still be non-conforming but would only have one principal use per parcel. Cordrey seconded. Kells, Gum, Cordrey, O'Neal, Thoroughgood, and Lingo voted yes, and Kaan was a no vote. Motion passed

Recommendation to award bid - police station generator: Burk presented the recommendation letter from Davis, Bowen & Friedel, Inc stating the lowest responsible bidder for the Millsboro Police Station Generator Bid was Fidelity Engineering Corp, LLC for \$95,909.00. Kells made a motion to award the construction contract to Fidelity Engineering Corp, LLC. Gum seconded. The motion was carried unanimously.

Patriots Bluff Residential Annexation Committee report: Burk presented the committee report, the committee does not recommend that the Town Council proceed with the annexation request due to increased traffic and water and wastewater infrastructure challenges. Gum made a motion to accept the committee's report and will not move forward with the annexation request. O'Neal seconded. The motion was carried unanimously.

Millsboro Towne Village Annexation Committee report: Burk presented the committee report, and the committee was favorable to this request. The "pros" were a reduction of an existing enclave, other positive financial impacts, and a preferred location for residential development. Lingo stated part of this property was annexed years ago and this request completes this project. Gum made a motion to accept the committee's report and schedule a public hearing for the February council meeting. O'Neal seconded. The motion was carried unanimously.

Quitclaim request – Barker Alley: Niblett, presented this request from Series J of Balsamo Real Estate, LLC for a Quitclaim of Barker Alley at the December council meeting. Mark Davidson of Pennoi Associates, Inc. stated the owner desires to be able to possibly expand the building and cannot with the alley in place. Kaan expressed concerns regarding the \$10.00 fee on the quitclaim deed. Cordrey made a motion to approve the request and close Barker Alley as requested. Gum seconded. Kells, Gum, Cordrey, O'Neal, Thoroughgood, and Lingo voted yes, and Kaan was a no vote. Motion passed.

Supplemental Tax List: Hall supplied Council with information on the proposed quarterly changes to tax assessments. Thoroughgood made a motion to invoice all increases greater than \$5.00. Kells seconded. The motion was carried unanimously.

Annexation committee reappointment —Robb: Lingo stated due to a change to an annexation property she would reappoint the Robb annexation committee. Lingo re-appointed the same committee made up of Thoroughgood, Kells, and, Gum, to serve thereon—stating Thoroughgood was appointed as the chair.

Request for Business License Refund: Hall presented a request from 20649 Albermarle Lane of \$90 due to an overpayment for a business license that she did not need due to a misunderstanding. Thoroughgood made a motion to approve the request and refund the \$90.00. Kells seconded. The motion was carried unanimously.

**Recess:** At 8:15 p.m., Gum made a motion that Council recess until 8:20 p.m. Cordrey seconded. The motion was carried unanimously.

**[Executive session]**

**Call to order:** Cordrey made a motion to go back into regular session. Kaan seconded. The motion was carried unanimously.

**Adjournment:** With no further business, Cordrey made a motion to adjourn. Kells seconded. The motion was carried unanimously.

Respectfully submitted,



James Kells  
Secretary

JK:JB:jd