



Town 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
January 4, 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.] Vice Mayor Tim Hodges, Council President Pro Tempore John Thoroughgood, Secretary James Kells, Councilman Ron O'Neal, Town Manager Sheldon P. Hudson, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present. Treasurer Bradley Cordrey and Councilman Larry Gum were absent.

Secretary's report: Kells submitted the December 2020 regular Mayor and Council meeting minutes and made a motion that Mayor and Council approve them as written. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Treasurer's report: Thoroughgood made a motion that the Town pay the invoices as recommended. O'Neal seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Millsboro Fire Company update: O'Neal stated the Millsboro Fire Company had handled 3,016 EMS calls and 529 fire-related calls in 2020.

Police Department's report:

Chief Brian Calloway stated that Cpl. Seth Bullock had attended Certified Field Officer Training hosted by the Delaware State Police Academy on December 15 and 16.

Chief Calloway mentioned the Department had completed 4 hours of online training during December.

Chief Calloway indicated that Patrolman First Class Dallas Millner had met all requirements and was eligible to be promoted to the rank of corporal. Hodges made a motion to promote Officer Millner. Kells seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Chief Calloway said a total of \$10,310 had been raised through the Whiskers for Wishes fundraiser—with a total of 14 families benefiting from the program.

Police Department's report (cont.):

Chief Calloway mentioned a road closure on Radish Road January 11–18.

Rep. Richard Collins recognized Sgt. Barry Wheatley for receiving the 2020 Officer of the Year award.

Mayor's report:

Community Development Block Grant application: Mike Jones presented the application on behalf of Sussex County. Hodges made a motion to authorize the mayor to sign the grant documents. Kells seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Water and sewer:

Amendment to proposed water plant cost share agreement: Carrie Kruger, PE, town engineer presented the proposed amendment. Hodges made a motion that the Town become the “customer” party to the agreement contingent upon a provision being added stating that Lencraft, Inc. would deposit \$1,000,000 per month into an escrow account as agreed to by Matthew Wineman of Lencraft, Inc.—with the caveat that the Town’s auditor would have to express that they had no issues with the proposed arrangement. Thoroughgood seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Water plant—recommendation to award: Ms. Kruger recommended the contract be awarded to Bearing Construction, the lowest responsive responsible bidder. Thoroughgood made a motion to award the project to Bearing Construction. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

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

Hub Court easement: Burk said the draft easement agreements had been sent to the owners of Hub Court for review.

Request for utility adjustment—34 Abby Road: Matthew Hall, director of finance and technology presented a utility adjustment request for 34 Abby Road. Thoroughgood made a motion to approve the request to waive the fees due to the circumstances presented. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Streets:

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

Plantation Lakes parking study: Savannah Edwards and Erik Hughes of AECOM evaluated (1) how to improve the parking situation in sections F, G, and H and (2) whether or not to expand the study to include the other Town-owned streets in the subdivision. Hodges made a motion to assess the newer sections during fiscal year 2022. Kells seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Streets (cont.):

Street lighting and Christmas lighting: Hudson stated the street lighting project still appeared to be on track to begin in the spring.

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

Main Street sidewalk/paver project: Hodges made a motion to request a change order estimate to replace the section of water main located along the portion of Main Street north and east of State Street—with the expectation of the associated budget amendment being adopted in February. O’Neal seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Golf carts on public streets: Thoroughgood made a motion to rescind the proposed *Charter* change request that had been sent to Sen. Gerald Hocker and Rep. Richard Collins. Hodges seconded. The motion was carried with 4 voting yes; Kells voted no, and Cordrey and Gum were absent.

Mayor’s report (cont.):

M&T Bank pumping station environmental services proposal: Steven Cahill, PG of Duffield Associates, Inc. presented a proposal to provide permitting and environmental services required to construct a new sewage pumping station. Thoroughgood made a motion to approve the proposal as presented. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Fire hydrant flushing plan proposal: Burk presented a proposal to finalize a fire hydrant flushing plan. After some discussion, it was decided that the item would be talked about during the fiscal year 2022 budget work session.

White Street hydrogeological testing proposal: Burk shared a proposal for hydrogeologic testing and groundwater model evaluation for the White Street area as required by the Delaware Department of Natural Resources and Environmental Control. Thoroughgood made a motion to approve the proposal as presented. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Dunkin’ construction: Burk stated work had begun on the former stormwater management pond.

Pond algae growth management: Mayor Truitt said she was working with the Delaware Department of Natural Resources and Environmental Control on the issue.

Conditional use renewal—Chimes Metro Inc.: Thoroughgood made a motion to approve the conditional use renewal request. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Request to work on weekends and holidays—Main Street sidewalk project: Hudson stated A-Del Construction had requested to have the option to work on weekends and holidays through Independence Day even though they had no plans to do so. Hodges made a motion to approve the request. Thoroughgood seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Mayor's report (cont.):

Westtown Village bond reduction:

Burk relayed a request for a bond reduction for Westtown Village. Hodges made a motion to approve the request. O'Neal seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Hodges made a motion to approve the Industrial Street conditional acceptance as recommended by Duffield Associates, Inc. O'Neal seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

"Open-end" engineering proposals—George, Miles & Buhr and Gannett Fleming: Thoroughgood made a motion to approve the two "open-end" engineering proposals. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Comprehensive plan: A public hearing for Mayor and Council to possibly adopt the new Town comprehensive plan was scheduled for February 1. Savannah Edwards of AECOM agreed to fulfill the public notice requirements on the Town's behalf.


"Bulk water" request: Thoroughgood made a motion to deny the "bulk water" request. O'Neal seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Supplemental tax list: Hall supplied Mayor and Council with information on the proposed quarterly changes to tax assessments. Thoroughgood made a motion to invoice all tax billings greater than \$5. O'Neal seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Board of Adjustment appointment: Mayor Truitt stated Reginald Brittingham and Matthew Revel had resigned from the Board of Adjustment and nominated Gary Moyle to fill one of the resulting vacancies. Thoroughgood made a motion to confirm the nomination. Kells seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Hodges seconded. The motion was carried with 5 voting yes; Cordrey and Gum were absent.

Respectfully submitted,


James Kells
Secretary

JK:SH:JB:jd