



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

**TOWN COUNCIL
REGULAR MEETING
July 6, 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.

Reorganization of Council:

Kells made a motion to elect Truitt as mayor. Hodges seconded. Approved unanimously.

Thoroughgood made a motion to elect Hodges as vice mayor. Cordrey seconded. Approved unanimously.

Cordrey made a motion to elect Kells as secretary. Thoroughgood seconded. Approved unanimously.

O'Neal made a motion to elect Cordrey as treasurer. Kells seconded. Approved unanimously.

Public comment: A resident expressed concerns about the lack of amenities for teenagers at Plantation Lakes.

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

Treasurer's report:

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

Budget:

Thoroughgood made a motion to adopt the fiscal year 2021 budget that was approved at the budget "workshop." Hodges seconded. Approved unanimously.

Cordrey made a motion to appropriate the funds for the fiscal year 2021 budget. Thoroughgood seconded. Approved unanimously.

Employee recognition: Gunner Kollock and Kory Moore were recognized for their participation and completion of the first year of the water apprenticeship program.

New employee introduction: Troy Coffelt was introduced as the Town's newest water operator.

Millsboro Fire Company update: Gum expressed gratitude to the EMS staff for their efforts during the COVID-19 pandemic. O'Neal stated meetings and trainings were back to normal.

Police Department's report:

Chief Calloway mentioned Joseph Mulhern had resigned from the Department.

On June 13, the Department had participated in a rally/march held at Cupola Park.

Chief Calloway mentioned warnings may be issued in the no parking zone located along Old Landing Road east of Dupont Boulevard (US 113).

Water and sewer:

Tidewater potential bulk water customer: Ray Ebaugh, director of planning and development for Tidewater Utilities, Inc. presented a concept plan expressing interest in becoming a Town "bulk water" customer. Thoroughgood made a motion to pursue the concept and authorize Hudson and/or his designee(s) to begin negotiations with Tidewater and their client. Gum seconded. Approved unanimously.

Cost-sharing agreement for new water treatment plant: Schrider-Fox stated both parties had reviewed and agreed with the agreement. Schrider-Fox was waiting on signatures to put together the fully-executed document.

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

Streets:

Street lighting and Christmas lighting: Hudson reported that the Town had informally secured funding from the State for street lighting along Laurel Road (SR 24) from Kendall Street west to the Plantation Lakes subdivision. Delmarva Power and the Department of Transportation were in the process of finalizing the design.

Parks and Recreation:

Free public concert night at Cupola Park: Burk stated Glass Onion would be performing in Cupola Park on July 7 from 7:00 to 9:00 p.m.

Mayor's report:

Farmer's Market: Truitt stated the farmers market was open every Saturday from 8:00 a.m.–12:00 p.m. and was going well.

Warren's Mill: Burk stated the Town was waiting on a barricade plan to be approved before dismantling and demolition work could begin.

Dam Mill Run:

The annual Dam Mill 5k Run was scheduled for August 1. Thoroughgood made a motion to allow the race. Hodges seconded. Approved unanimously.

Thoroughgood made a motion to authorize a \$700 donation to the Seashore Striders via the Millsboro Fire Company since there was no expense to the Town for the race this year. Cordrey seconded. Approved unanimously.

Oak Drive "Miniloop": George "Kenny" Niblett stated the Town had received the "as-built" plans. Cordrey made a motion to accept the water and sewer utilities on the Oak Drive "miniloop." Kells seconded. Approved unanimously.

Employee handbook: Hudson requested approval of the proposed telework policy language for the employee handbook. Thoroughgood made a motion to approve the language. Gum seconded. Approved unanimously.

Supplemental tax list: Hall supplied Council with information on the proposed quarterly changes to tax assessments. Thoroughgood made a motion to invoice all increases. Cordrey seconded. Approved unanimously.

East Millsboro Elementary School variance application fee refund request: Hudson presented a request from Ad-Art Sign Company on behalf of East Millsboro Elementary School to refund the variance application fee of \$700. Schrider-Fox stated the Board of Adjustment had heard and granted the variance as requested. The Board had recommended the variance fee be refunded. Thoroughgood made a motion to grant the refund. Hodges seconded. Approved unanimously.

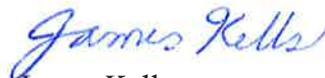
Mayor's report (cont.)

Conditional use renewal—207 North Morris Street: Hodges made a motion to approve the conditional use renewal request as presented. Kells seconded. Approved unanimously.

Millsboro Art League rent forgiveness April–June: Hudson presented a request from the Millsboro Art League for rent forgiveness for the months of April–June due to COVID-19. Thoroughgood made a motion to forgive the rent for the months of April–June. Gum seconded. Approved unanimously.

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

Respectfully submitted,


James Kells
Secretary

JK:SH:JB:jd