



**Mayor and Council
Town of Millsboro**

322 Wilson Highway
Millsboro, Delaware 19966
(302) 934-8171
(302) 934-7682 (Fax)
town@millsboro.org

Mayor Michelle Truitt
Vice President Tim Hodges
Pro Tem John Thoroughgood
Secretary James Kells
Treasurer Larry Gum
Councilman Ron O'Neal
Councilman Bradley Cordrey

Sheldon P. Hudson, Town Manager

**MAYOR AND COUNCIL
REGULAR MEETING
July 6, 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.] Council Vice President Tim Hodges, Council President Pro Tempore John Thoroughgood, Council Secretary James Kells, Council Treasurer Bradley Cordrey (arrived late), 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.

Swearing-in of councilperson for new term: Hudson swore in Councilman James Kells.

Reorganization of Council:

Kells made a motion to elect Truitt as mayor/president of Council. Hodges seconded. 5 approved by roll call; Truitt abstained, and Cordrey was not present for the vote.

O'Neal made a motion to elect Hodges as vice president of Council. Thoroughgood seconded. 5 approved by roll call; Hodges abstained, and Cordrey was not present for the vote .

Gum made a motion to elect Kells as secretary of Council. O'Neal seconded. 5 approved by roll call; Kells abstained, and Cordrey was not present for the vote .

Thoroughgood made a motion to elect Gum as treasurer of Council. O'Neal seconded. 5 approved by roll call; Gum abstained, and Cordrey was not present for the vote.

Public comment: Residents spoke regarding the election and the “dog park.”

Millsboro Art League:

Representatives supporting the Millsboro Art League stated:

- Membership was at 45 people; the goal was 160.
- Summer camps had started.
- Oil painting and quilting classes were to begin soon.
- The Art League would be working on grants in the fall.

Secretary's report: Kells submitted the June 2021 regular Mayor and Council meeting minutes and made a motion that they be approved as written. Gum seconded. 6 approved by roll call; Cordrey was not present for the vote.

Treasurer's report: Gum made a motion that the Town pay the invoices as recommended from the designated accounts. Thoroughgood seconded. 6 approved by roll call; Cordrey was not present for the vote.

Millsboro Fire Company update: Gum mentioned the EMS was running about 300 calls per month. Gum also mentioned fire hydrants around town were painted as an Eagle Scout project.

Swearing-in of councilperson for new term: Hudson swore in Councilman Bradley Cordrey.

Police Department's report:

Chief Calloway stated that patrol officers from shift B had received training on the 9 mm pistol on June 29 during the "day shoot."

Chief Brian Calloway stated the Department had completed 2 hours of online training during June.

The Police Department was allocated approximately \$35,000 from the fiscal year 2022 Fund to Combat Violent Crimes grant. Thoroughgood made a motion to approve the request. Hodges seconded. The motion was carried unanimously.

With regard to the Office of Highway Safety, during the month of June, there were 9 tickets issued.

The Department had raised \$5,542 for Special Olympics during the year.

Cpl. Jonathan Zubrowski gave an overview of the Youth Police Academy.

Mayor's report:

Retirement recognition: Mayor Truitt recognized Ralph Rogers for his years of service with the Town.

Parks and recreation:

Free public concert nights at Cupola Park: Burk stated there would be a band in the park Tuesday, July 20 beginning at 7:00 p.m.

Dog Park improvements: Burk mentioned town staff was looking at possible solutions to address the water concerns at, and shade options for, the “dog park.”

Dam Mill Run: The annual Dam Mill 5k Run was scheduled for July 24. Hodges made a motion to allow the race. Thoroughgood seconded. The motion was carried unanimously.

Streets:

Plantation Lakes parking study: Burk stated AECOM was still in the process of compiling location information to be submitted to the town solicitor.

Main, Washington, and State street improvements updates: Burk stated the Delaware Department of Transportation was working on approving a permit.

East side drainage improvements project: Burk stated the proposals were in and being analyzed.

W. B. Atkins Park drainage: Carrie Kruger, PE, town engineer stated that the soils report had been received and that Town staff would be getting 3 quotes for the work to be completed.

Christmas lights—Laurel Road: George (“Kenny”) Niblett, director of public works stated the electrical “drops” had all been installed. Mayor Truitt mentioned she would begin working on the frames.

Water and sewer:

New water plant update: Ms. Kruger stated the substantial completion date remained at July 12, 2022.

Easement agreement—pumping station #4: Schrider-Fox said she sent an email to a new contact person.

White Farm elevated storage tank: Ms. Kruger stated disinfection of the tank had not been completed and the substantial completion date of July 14, 2021 might not be achieved. Hodges made a motion requesting that Hudson or his designee write a letter on Town letterhead placing the contractor on notice. Thoroughgood seconded. The motion was carried unanimously.

Water and sewer (cont.):

Request for utility adjustment and/or waiver of fees/penalties—29607 Cobblestone Way and 107 East Bourne Way:

Matthew Hall, director of finance and technology presented a request for a utility adjustment from 29607 Cobblestone Way. Thoroughgood made a motion to deny the request. Hodges seconded. The motion was carried unanimously.

Mr. Hall presented a request from 107 East Bourne Way for the Town to waive returned check fees. Thoroughgood made a motion to deny the request. Gum seconded. Truitt, Thoroughgood, and Gum voted yes, and Hodges, Kells, O’Neal, and Cordrey voted no; the motion was not carried.

Hodges made a motion to grant the request to waive the returned check fee. Cordrey seconded. Truitt, Hodges, Thoroughgood, Kells, O’Neal, and Cordrey voted yes, and Gum voted no; the motion was carried.

Easement agreement—Erin Bradly Enterprises, LLC: Schrider-Fox presented the easement agreement. Hodges made a motion to approve the easement agreement as presented. O’Neal seconded. The motion was carried unanimously.

Request for beneficial reuse water for irrigation by Grace United Methodist Church properties: Thoroughgood presented the request. Hodges made a motion to research the possibility of beneficial reuse of water for irrigation at Grace United Methodist Church. Cordrey seconded. 4 voted yes, and Truitt, Thoroughgood, and Kells abstained due to their affiliation with the Church; the motion was carried.

Mayor’s report (cont.):

Proposed change to § 210-18(H) of the Code of the Town of Millsboro: Burk stated Schrider-Fox was compiling information on past Board of Adjustment decisions related to signage.

Proposed changes to § 189-1 and § 189-2 of the Code of the Town of Millsboro: Burk suggested possibly updating the sections of the code in question.

Final site plan amendment—Plantation Lakes Section “E”: Carrie Kruger, PE, town engineer presented the final site plan amendment request for Section “E.” Gum made a motion to approve the final site plan amendment as presented. Cordrey seconded. The motion was carried unanimously.

State Revolving Fund resolution: Ms. Kruger presented the resolution authorizing the submission of an application to the Delaware Department of Natural Resources and Environmental Control. Hodges made a motion to approve the State Revolving Fund resolution. Kells seconded. The motion was carried unanimously.

Potential debt refinancing: Mr. Hall presented information on opportunities to restructure the Town’s debt service.

Mayor's report (cont.):

Proposed RPC zoning amendment—Plantation Lakes Sections “L” & “Q”: Matt Destino, on behalf of Lencraft, LLC, requested a public hearing be scheduled for August 2, 2021 to rezone Section “Q” from medium-density residential to high-density residential. Hodges made a motion to approve the request to schedule the public hearing. O’Neal seconded. The motion was carried unanimously.

Farmer's market: Mayor Truitt stated the farmers market was going well—that a little over 300 people had been attending each week.

Landscaping requirements in Town zoning code: Town staff said they would do some research and come up with some suggestions to bring back to Mayor and Council.

Supplemental tax list: Matthew Hall, director of finance and technology supplied Mayor and Council with information on the proposed quarterly changes to tax assessments. Gum made a motion to invoice all increases. Cordrey seconded. The motion was carried unanimously.

Grass cutting fee waiver request—28541 Dupont Boulevard: Hall presented a request from 28541 Dupont Boulevard for a reduction of charges. Gum made a motion to reduce billing to \$150. Thoroughgood seconded. The motion was carried unanimously.

Town election hours: Hudson relayed a request from Town staff to review Town election hours. After some discussion, it was decided to leave election hours as is and to discuss the advertising of Town elections at the next Mayor and Council meeting.

Recess: At 9:47 p.m., Hodges made a motion that Mayor and Council recess until 9:51 p.m. Thoroughgood seconded. The motion was carried unanimously.

[Executive session]

Call to order: At 10:53 p.m., Hodges made a motion to go back into regular session. Cordrey seconded. The motion was carried unanimously.

Business conducted in executive session:

Cordrey made a motion to grant an exception to the employee handbook for an employee as discussed in the executive session. Gum seconded. The motion was carried unanimously.

Cordrey made a motion to purchase a gift for a retiring employee as discussed in the executive session. O’Neal seconded. The motion was carried unanimously.

Cordrey made a motion to approve the agreement related to Erin Bradley Enterprises, LLC as discussed in the executive session. Kells seconded. The motion was carried unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. O'Neal made such a motion. Thoroughgood seconded. The motion was carried unanimously.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd