



**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
June 7, 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, 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.

Public hearing:

A PUBLIC HEARING WILL BE HELD ON JUNE 7, 2021, AT 7:00 PM, AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE, CONCERNING THE TOWN COUNCIL'S RESOLUTION PROPOSING TO AMEND THE ZONING CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING AND UPDATING THE LIST OF DEFINED TERMS IN § 210-7.B. TO INCLUDE MORE DEFINITIONS RELATED TO HEALTH CARE AND MEDICAL USES; BY REVISING AND UPDATING THE LIST OF PERMITTED USES FOR THE HIGHWAY COMMERCIAL (HC) DISTRICT IN § 210-18.B. TO INCLUDE ADDITIONAL HEALTH CARE AND MEDICAL-RELATED USES; BY REVISING THE BUILDING HEIGHT REQUIREMENTS IN § 210-18.D. FOR HEALTH CARE AND MEDICAL-RELATED FACILITIES LOCATED IN THE HIGHWAY COMMERCIAL (HC) DISTRICT; BY REVISING THE MINIMUM OFF-STREET PARKING REQUIREMENTS IN § 210-18.F. FOR HEALTH CARE AND MEDICAL-RELATED FACILITIES LOCATED IN THE HIGHWAY COMMERCIAL (HC) DISTRICT; AND BY REVISING THE MINIMUM OFF-STREET LOADING REQUIREMENTS IN § 210-18.G. FOR HEALTH CARE AND MEDICAL-RELATED FACILITIES LOCATED IN THE HIGHWAY COMMERCIAL (HC) DISTRICT.

Schrider-Fox asked if anyone had any comments in favor or against. There were no public comments.

Thoroughgood made a motion to close the public hearing. Cordrey seconded. The motion was carried unanimously.

Secretary's report: Kells submitted the May 2021 regular Mayor and Council meeting minutes and made a motion that they be approved as written. Gum seconded. The motion was carried unanimously.

Treasurer's report:

Cordrey made a motion that the Town pay the invoices as recommended from the designated accounts. O'Neal seconded. The motion was carried unanimously.

Budget:

Thoroughgood made a motion to adopt the fiscal year 2022 budget that was discussed during the budget "work session." Kells seconded. The motion was carried unanimously.

Thoroughgood made a motion to appropriate the funds for the fiscal year 2022 budget. O'Neal seconded. The motion was carried unanimously.

Millsboro Fire Company update: Gum stated that the Department had lost an ambulance due to mechanical issues in the past month. The EMS was running two 24-hour crews. O'Neal mentioned the passing of Beatrice Carey at the age of 101. O'Neal said he would see if the Fire Police could assist with traffic control for the 38th-annual Dam Mill Run that was scheduled for July 24.

Millsboro Art League:

Representatives supporting the Millsboro Art League stated:

- Membership was over 30 people
- Corporate fundraising—over \$700.00 raised in May
- Family Fun Night scheduled—grand reopening event planned—planning a park day
- Social media was very active

Art League lease: Cordrey made a motion to approve the draft lease as presented. Thoroughgood seconded. The motion was carried unanimously.

Police Department's report:

Chief Calloway indicated that PFC Kyle Wharton had met all requirements and was eligible to be promoted to the rank of corporal. Hodges made a motion to promote Officer Wharton. Thoroughgood seconded. The motion was carried unanimously.

Chief Calloway stated that patrol officers from shift "A" had received training on the 9 mm pistol day shoot on May 20. Shift "B" had received the same training on May 27.

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

Chief Calloway mentioned the Department's Commission on Accreditation for Law Enforcement Agencies (CALEA) on-site (web-based) would be taking place August 20–28.

With regard to the Office of Highway Safety, during the month of May, there were 2 initiatives.

Streets:

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

SR 24 and State Street restriping: Mark Luszcz of the Delaware Department of Transportation presented several concept plans for the following:

- Proposed State Street restriping
- Proposed state route designations
- Upcoming Main and Washington street repaving project
- Signal phasing at US 113 and SR 24

East side drainage improvements project: Burk stated the Town was awaiting a purchase order from the State for the matching planning grant.

W. B. Atkins Park drainage: Carrie Kruger, town engineer stated the soil boring work had been completed and that the Town was awaiting the Geotech report.

Main Street sidewalk and water line replacement project: Burk stated the inspections were all scheduled.

Christmas lights—Laurel Road: George (“Kenny”) Niblett, director of public works stated the electrical contractor would begin work soon.

Water and sewer:

Temporary water plant cost share agreement amendment #3: Schrider-Fox presented the third amendment to the Plantation Lakes Water Treatment facilities cost share agreement. Hodges made a motion to approve the agreement as presented. Kells seconded. The motion was carried unanimously.

New water plant update: Carrie Kruger, PE, town engineer stated the excavation was ongoing.

Easement agreement—pumping station #4: Schrider-Fox said she was still having issues finding a contact person.

Mayor’s report:

Proposed changes to §§ 210-7, 210-18(B), 210-18(D), 210-18(F) and 210-18(G) of the Code of the Town of Millsboro to address health-care-/medical-related uses: O’Neal made a motion to approve the ordinance as presented. Cordrey seconded. The motion was carried unanimously.

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.

Mayor's report (cont.):

Patriots Bluff Commercial development agreement: Schrider-Fox stated the developer was working on the development agreement.

Pond algae growth management: Truitt stated there was no public access available.

Potential Town Charter change related to financing requirements: Hudson stated this item would likely not be presented to the Delaware General Assembly until 2022.

Revised final site plan approval—Plantation Lakes section D-1: Gum made a motion to approve the revised final site plan as submitted. Thoroughgood seconded. The motion was carried unanimously.

Farmer's market: Truitt stated the farmers market was going well—that about 300 people on average had been attending.

Landscaping requirements in Town zoning code: Burk stated AECOM was reviewing.

Tax appeals:

Matthew Hall, director of finance and technology presented a tax appeal request for 26680 Centerview Drive. Eric Piner of PTA/DelVal recommended leaving the value as it was. Thoroughgood made a motion to accept the recommendation. Gum seconded. The motion was carried unanimously.

Hall presented an appeal request for 26670 Centerview Drive. Mr. Piner recommended leaving the value as it was. Cordrey made a motion to accept the recommendation. Kells seconded. The motion was carried unanimously.

Hall presented an appeal request for 28404 Dupont Boulevard. Mr. Piner recommended adjusting the portion of the assessment with the deed restriction. Thoroughgood made a motion to accept the recommendation. O'Neal seconded. The motion was carried unanimously.

Public works staffing: Burk stated that the Town was actively recruiting.

Recess: At 9:00 p.m., Cordrey made a motion that Mayor and Council recess until 9:05 p.m. O'Neal seconded. The motion was carried unanimously.

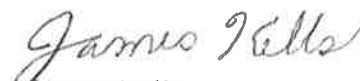
[Executive session]

Call to order: At 9:35 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 execute an agreement with Erin Bradl(e)y Enterprises, LLC as discussed in the executive session. Hodges seconded. The motion was carried unanimously.

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

Respectfully submitted,


James Kells
Secretary

JK:SH:JB:jd