



**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  
March 1, 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, 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. Treasurer Bradley Cordrey was absent.

**Public comment:** Residents spoke in favor of and against Mayor and Council requesting that the State allow golf cart use on public streets.

**Secretary's report:** Kells submitted the February 2021 regular Mayor and Council meeting minutes and made a motion that they be approved as written. Hodges seconded. 6 approved by roll call; Cordrey was absent.

**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 absent.

**Millsboro Fire Company update:** Gum stated that the Fire Company had handled 233 EMS calls during the month of February.

**Police Department's report:**

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

Chief Calloway stated the 2020 Millsboro Police Department Annual Report was available and would be published on the Department's website.

Chief Calloway stated Cody Jackson and Cody Justice had graduated from the Dover Municipal Police Academy on February 12. Both were introduced to Mayor and Council, and congratulations were offered.

*Police Department's report (cont.):*

Chief Calloway indicated that PFC Christopher Ebke had met all requirements and was eligible to be promoted to the rank of corporal. Thoroughgood made a motion to promote Officer Ebke. Hodges seconded. 6 approved by roll call; Cordrey was absent.

With regard to Office of Highway Safety initiatives, during February, there were 13 traffic stops.

Chief Calloway mentioned a road closure on Hickory Hill Road/Delaware Avenue between Radish Road and Old Landing Road February 15–17.

**Mayor's report:**

Employee retirement: Mayor Truitt recognized George Decker for his years of service with the Town.

**Streets:**

Intersection of Washington and State streets: Mark Luszcz of the Delaware Department of Transportation presented a concept plan to increase the turn radii to better allow trucks to make the right turn onto State Street.

Golf carts on public streets: Marty Presley presented a PowerPoint and spoke in favor of golf cart usage in Plantation Lakes. A member of the public then asked if he could speak in opposition to the concept. Mayor Truitt said she would afford him that opportunity during the April regular meeting in order to give both sides equal time.

**Parks and recreation:**

Concerts in the Park (Cupola Park): Burk stated there had been some interest in having concerts in the park this year. Thoroughgood made a motion to allow concerts on Tuesday evenings in the park. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

**Water and sewer:**

White Farm soils wastewater matching planning grant resolution: Ralph Downard Jr., CPSS of Duffield Associates, Inc. presented the proposed resolution for the "White Farm." Gum made a motion to approve the resolution as presented. Kells seconded. 6 approved by roll call; Cordrey was absent.

Water plant update: Carrie Kruger, PE, town engineer stated the project had been awarded and the notice to proceed had been issued on February 10.

Emergency supply well: Kruger mentioned the Environmental Protection Agency and the Department of Natural Resources and Environmental Control planned to use PW-2 as an emergency supply well.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated that the easement agreements were still being reviewed by the other party.

*Water and sewer (cont.):*

Requests for utility adjustment and/or waiving fees/penalties—204 Magnolia Drive, 28496 Dupont Boulevard, 20184 Whitaker Way, Mid Sussex Shopping Center, and 231 Washington Street:

Matthew Hall, director of finance and technology presented a request from 204 Magnolia Drive that Mayor and Council reconsider the denial of a previous request for an adjustment.

Hall presented the request from 28496 Dupont Boulevard to waive the penalties and late fees. Hodges made a motion to waive fees one time only. Thoroughgood seconded. 6 approved by roll call; Cordrey was absent.

Hall presented the request from 20184 Whitaker Way to waive the penalties and late fees. Thoroughgood made a motion to deny the request as presented. Hodges seconded. 6 approved by roll call; Cordrey was absent.

Hall presented the request from Mid Sussex Shopping Center to waive the penalties and late fees. Gum made a motion to deny the request as presented. Thoroughgood seconded. 6 approved by roll call; Cordrey was absent.

Hall presented the request from 231 Washington Street to waive the penalties and late fees. Thoroughgood made a motion to deny the request as presented. Gum seconded. 6 approved by roll call; Cordrey was absent.

Delmarva Power preannexation: Schrider-Fox stated all 3 agreements had been approved by Town staff and were under final review by Delmarva Power's counsel. O'Neal made a motion to approve the 3 agreements contingent upon Delmarva Power's acceptance of the documents. Thoroughgood seconded. 6 approved by roll call; Cordrey was absent.

**Streets (cont.):**

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

Plantation Lakes parking study: Burk stated he and Chief Calloway would be meeting with AECOM on site to evaluate the proposed recommendations.

East side drainage improvements project: Kruger stated requests for qualifications (RFQ) had been sent out and were due back by March 23.

Surface water matching planning grant resolution (east side drainage RFQ): Kruger presented the surface water matching planning resolution for approval. Gum made a motion to approve the resolution as presented. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

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

W. B. Atkins Park drainage: Brent Jett, PE, CFM, senior project engineer for George, Miles & Buhr, LLC presented a report on ponding in the parking areas of W. B. Atkins Park. Hodges made a motion to approve soil borings being done to evaluate the scope of work that needed to be done. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

Main Street sidewalk and water line replacement project: Burk stated water lines and curbing had been installed.

East side water extension: Kruger stated an engineer had been hired to conduct a water study and preliminary engineering.

Dunkin' construction: Kruger stated the paving work had been completed.

Pond algae growth management: Mayor Truitt said she was still working on the issue.

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

Simplifile electronic deed stamping agreement: Hudson stated staff were not recommending moving forward with electronic deed stamping.

**Recess:** At 9:50 p.m., Thoroughgood made a motion that Mayor and Council recess until 9:55 p.m. Hodges seconded. 6 approved by roll call; Cordrey was absent.

**[Executive session]**

**Call to order:** At 11:04 p.m., Gum made a motion to go back into regular session. Kells seconded. 6 approved by roll call; Cordrey was absent.

**Business conducted in executive session:**

Hodges made a motion to authorize Hudson to proceed with an employment offer in the public works department as discussed in executive session. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

Hodges made a motion to authorize Hudson to proceed with the easement offer as discussed in executive session. Gum seconded. 6 approved by roll call; Cordrey was absent.

Hodges made a motion to authorize Hudson to proceed with the proposed real estate transaction as discussed in executive session. Gum seconded. 6 approved by roll call; Cordrey was absent.

Hodges made a motion to authorize Thoroughgood and Gum to collaborate with Hudson to secure an easement as discussed in executive session. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

**Adjournment:** With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Kells seconded. 6 approved by roll call; Cordrey was absent.

Respectfully submitted,

  
James Kells  
Secretary

JK:SH:JB:jd