



**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
May 4, 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 by conference call as permitted 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.

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

Treasurer's report:

Cordrey made a motion that the Town pay Thoroughgood Transport as recommended. Gum seconded. Hodges, Kells, O'Neal, and Truitt voted yes; Thoroughgood abstained.

Cordrey made a motion that the Town pay the remaining invoices as recommended. Hodges seconded. Approved unanimously by roll call.

Millsboro Fire Company update: Gum stated the Millsboro Fire Company had handled 214 EMS calls and 31 fire-related calls during the month of April. O'Neal expressed his gratitude to the Millsboro Police department for all their support with the birthday celebration drive-bys.

Police Department's report:

Chief Brian Calloway stated that all members of the Department conducted the following training:

- dealing with a person with a mental illness
- detention room and prisoner processing/escape prevention training
- weaponless defense training

Chief Calloway stated that patrol officers from shift "B" received training on the 9mm pistol night shoot on April 15. Shift "A" received the same training on April 22.

Chief Calloway stated the Department partnered with the Millsboro Fire department in a brief appreciation parade at the Atlantic Shores Rehabilitation and Health Center on April 21.

Chief Calloway mentioned the Indian River School District approved the hiring of a school resource officer from the Department for East Millsboro Elementary and Millsboro Middle School.

Chief Calloway stated the hiring process for the Department will need to be opened back up for the upcoming class in September.

Mayor's report:

Special Event request – St. Mark's Church – 4th of July Children's Parade: Gale White requested approval for the church to hold its annual July 4 parade. Thoroughgood made a motion to grant the request contingent upon state law. Hodges seconded. Approved unanimously by roll call.

Water and sewer:

Cost-sharing agreement for new water treatment plant: Carrie Kruger of Duffield Associates, LLC stated Lennar was now reviewing the agreement.

Easement agreement—Manufacturers and Traders Trust Company: Burk indicated that the Town has purchased one of the parcels.

Streets:

Warren's Mill: Burk stated town staff has met with the Department of Transportation and two demolition contractors. Carrie Kruger of Duffield Associates, LLC stated a detour plan and barrier plans are in review.

Parks and Recreation:

"Dog park": Burk stated new signage has been posted; benches and watering stations have been ordered;and the parking lot has been paved.

Mayor's report (cont.):

Preliminary site plan—Gigglebugs: David Kuklish of Bohler Engineering presented a request for approval of the preliminary site plan for Gigglebugs. Hodges made a motion to grant preliminary site plan approval. Gum seconded. Approved unanimously by roll call.

Final site plan – Grotto Pizza: Ring Lardner, P.E. of Davis, Bowen & Friedel, Inc. presented a request for Grotto Pizza final site plan approval. Mayor Truitt verified there was cross access easements with both Royal Farms and Texas Roadhouse properties. Cordrey second. Approved unanimously by roll call.

Authorize Town Manager to hire new public works employee: Gum made a motion to authorize Town Manager approval to hire new public works employee at the rate discussed. Hodges seconded. Approved unanimously by roll call.

Airbnb-type rentals: Schrider-Fox initiated conversation concerning short-term rentals such as Airbnb. After much discussion, this item will be reviewed at the upcoming budget session. Town staff will invoice property owners that are engaged in short term rentals as per §140-3.

Conditional use - 201 Laurel Road (renewal): Gum made a motion to approve the conditional use as presented contingent upon fire marshal approval. Thoroughgood seconded. Approved unanimously by roll call.

Farmer's Market: Mayor Truitt suggested possibly having a farmers market in town.

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

Respectfully submitted,



James Kells
Secretary