



Town Council
Town of Millsboro

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

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
January 6, 2020**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. 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.

Pledge of allegiance: Mayor Truitt led the pledge.

Public comment: Supporters of the “Greater Millsboro Art League” expressed their support for the Art League being allowed to display artwork in the Millsboro Town Center.

Public hearings:

Annexation—Sussex County tax map and parcel number 133-17.00-41.00:

Mayor Truitt opened the public hearing for the proposed annexation of parcel number 133-17.00-41.00.

Joseph Booth of the Indian River School District shared the District’s desire for the property to be annexed. A resident expressed concerns about the cost of a school resource officer.

Thoroughgood made a motion to close the public hearing. Kells seconded. Approved unanimously.

Community Development Block Grant:

Mayor Truitt opened the public hearing for the Community Development Block Grant.

Brad Whaley, director, Sussex County Community Development presented information about the Community Development Block Grant. With no public comments or questions, Thoroughgood made a motion to close the public hearing. Kells seconded. Approved unanimously.

Secretary’s report: Kells submitted the draft December minutes and made a motion 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. Hodges seconded. Approved unanimously.

Millsboro Fire Company update: Gum stated the Millsboro Fire Company had handled 3,072 EMS calls and over 500 fire-related calls in 2019. Gum expressed his gratitude to the volunteers for their service to the community.

Police Department's report:

Chief Brian Calloway stated that Patrolman Kyle Wharton had attended training on criminal investigations at Wilmington University December 9–13.

On December 11, Sgt. Patrick Forester had attended training on background investigations at the Delaware State Police Academy.

December 17–19, Sgt. Evan Rogers and Cpl. Jonathan Zubrowski had attended ASP instructor training in Philadelphia.

Chief Calloway stated that Cpl. Seth Bullock had attended a homeland security conference hosted by the Delaware State Police on December 19.

Chief Calloway mentioned the hiring process for a new officer had begun.

On December 12, members of the Millsboro Middle School chorus, "Santa"/Burk, and members of the Department had sang Christmas carols to residents of the Atlantic Shores Rehabilitation and Health Center.

Chief Calloway indicated that a total of \$6,515.44 had been raised through the Whiskers for Wishes fundraiser—with a total of 10 families benefiting from the program.

With regard to the Office of Highway Safety, during the month of December, there were 2 initiatives—with 16 tickets written.

Mayor's report:

Display of artwork in the Millsboro Town Center: The Greater Millsboro Art League presented a request to display artwork in the Millsboro Town Center. After some discussion, Mayor Truitt appointed a committee to research options. Mayor Truitt, Kells, and Cordrey were named as the committee members—with Cordrey being designated as chair.

Water and sewer:

Cost-sharing agreement for new water treatment plant: Burk stated the Town was waiting for revisions from Lencraft.

Town-wide water and wastewater infrastructure improvements and associated budget amendment(s): Burk said the project was in the design phase.

Water and sewer (cont.):

Utility invoice late fees and penalties—141 Hudson Alley: Matthew Hall, director of finance and technology recommended reversing the late fees and penalties due to an administrative error involving addressing. Hodges made a motion to accept the recommendation but to maintain the Town's policy not to reverse fees and penalties in any and all other types of cases. Cordrey seconded. Approved unanimously.

Wastewater operation permit renewal application—amendment no. 1: Burk stated there would be a \$10,000.00 adjustment due to the Town not subcontracting out the work.

Easement agreement—Manufacturers and Traders Trust Company: Burk indicated that the Town was still in the process of attempting to secure easements.

“Chlorine analyzer” for the water main located southeast of town near Cricket Street: Hudson stated the Town of Dagsboro had indicated that they had not moved forward on a related item and, as such, recommended the item be tabled.

Streets:

Street lighting—Monroe Street, Old Landing Road, and/or Radish Road: Hudson said it appeared that the Town would be receiving funding from the State Community Transportation Fund for street lighting along portions of Monroe Street, Old Landing Road, and/or Radish Road in the future.

Operation of golf carts on public streets: Cordrey stated the golf cart committee had met and was recommending that Council authorize the town solicitor to draft a bill to amend the Town charter in such a way so as to provide Council with the option to adopt an ordinance authorizing certain individuals to use golf carts containing certain safety features on Town-maintained streets located within a residential subdivision. Thoroughgood made a motion to accept the recommendation. Kells seconded. Approved unanimously.

Parks and Recreation:

“Dog park”: Burk stated the contractor was working on the grading of the property.

Warren's Mill: Hudson said there was an on-site meeting scheduled with a contractor to discuss what items the Town would like to be salvaged.

Mayor's report (cont.):

Supplemental tax list: Matthew Hall, director of finance and technology supplied Council with the quarterly changes to assessments. Kells made a motion to invoice all tax billings greater than \$5.00. Gum seconded. Approved unanimously.

Annexation—Sussex County tax map and parcel number 133-17.00-41.00: Schrider-Fox stated all Charter requirements had been met for the annexation request. Gum made a motion to approve the request. O'Neal seconded. Gum, Hodges, Kells, O'Neal, and Thoroughgood voted yes; Mayor Truitt and Cordrey abstained.

Mayor's report (cont.):

Annexation—Sussex County tax map and parcel numbers 133-16.00-40.00, -41.00, -92.03, and -93.00: Hudson said the applicant had requested all 4 parcels be zoned highway commercial (HC) and had indicated that they had no objection to the annexation being finalized after the new comprehensive plan had been adopted.

Annexation—Sussex County tax map and parcel number 133-11.00-5.01: Mayor Truitt appointed an annexation committee and asked Gum, Hodges, and Thoroughgood to serve thereon—designating Hodges as chair.

Community Development Block Grant: Thoroughgood made a motion to again apply for the Grant. Cordrey seconded. Approved unanimously.

Main Street paver project: Burk said the Town was waiting on 3 property owners' signatures on the ADA compliance letters.

Easement agreement—Sussex County tax map and parcel number 133-17.13-124.00: Burk stated Schrider-Fox would be drafting the easement documents.

West State Street sidewalk project: Burk indicated that the agreement with the Delaware Department of Transportation had been signed and returned to the Department.

New public works employee: Burk said the Town was still in search of a wastewater operator III or II.

Lease agreement—ABC Farms: Schrider-Fox had prepared a draft lease agreement to be signed.

Airbnb-type rentals: Schrider-Fox indicated that she was still researching the short-term rental issue.

Preliminary site plan—Grotto Pizza: Burk presented a request for preliminary site plan approval for a Grotto Pizza. Gum made a motion to approve the plan contingent upon the Town's receipt of a favorable recommendation from AECOM. Hodges seconded. Approved unanimously.

Enhancing State and Local Involvement in Refugee Resettlement: Hodges made a motion to table the item. Thoroughgood seconded. Approved unanimously.

MAYOR TRUITT INVITED EVERYONE TO ATTEND AN "ASK THE MAYOR" EVENT BEING HELD AT THE MILLSBORO TOWN CENTER ON JANUARY 22 FROM 6:00 TO 8:00 P.M.

Recess: Cordrey made a motion that Council recess until 9:10 p.m. Hodges seconded. Approved unanimously.

Executive session

Call to order: At 10:12 p.m., Cordrey made a motion to go back into regular session. Hodges seconded. Approved unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Cordrey made such a motion. Hodges seconded. Approved unanimously at 10:13 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd