



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
February 3, 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 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. Councilman Ron O'Neal was absent.

Pledge of allegiance: Mayor Truitt led the pledge.

Public comment: A business owner shared suggestions concerning the sidewalk paver project.

Secretary's report: Kells made a motion to accept January draft minutes and that Council approve them as written. Cordrey seconded. 6 voted yes; O'Neal was absent.

Treasurer's report: Cordrey made a motion that the Town pay the invoices as recommended. Gum seconded. 6 voted yes; O'Neal was absent.

Millsboro Fire Company update: Gum stated the Millsboro Fire Company had handled 264 EMS calls and 46 fire-related calls during the month of January.

Police Department's report:

Chief Brian Calloway stated that patrol officers from shift "B" received training on the 9mm pistol on January 28. Shift "A" received the same training on January 29.

On January 11, the Department participated in the Special Olympics bowling tournament at Millsboro Lanes.

Sgt. Wheatley and Chief Calloway participated in the Polar Bear Plunge in January.

Chief Calloway showed Council the new 9mm pistol that the Department is now using.

Police Department's report (cont.)

With regard to the Office of Highway Safety, during the month of January, there were 4 patrols—with 18 tickets written.

Chief Calloway presented a concern with a stop sign at Monroe St. and Houston Ave. that keeps getting struck by vehicles. After much discussion it was decided that traffic delineators will be installed to help with visibility of the sign.

Chief Calloway presented concerns about newly dedicated roadways and possible traffic violations such as vehicles parked on sidewalks, vehicles blocking sidewalks and parking in posted no parking locations, etc. It was suggested to review Homeowners Association documents and look at proposed no parking zones and discuss at a future council meeting.

Water and sewer:

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

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

Lease agreement—ABC Farms: Burk stated farmer has reviewed and is requesting some minor changes. Burk recommended this item be tabled until March.

“Chlorine analyzer” for the water main located southeast of town near Cricket Street: Hudson stated the Town of Dagsboro had indicated that they had requested quotes for a chlorine injector. Hudson recommended the item be tabled.

Streets:

Dupont Boulevard/Laurel Road/Washington Street intersection improvements: Hudson stated staff is waiting on more information and suggest the item be tabled until this information is obtained.

Deeds and agreements relative to street (to be) located northeast of Alderleaf Meadows: Schrider-Fox stated town staff is still reviewing documents, no further update.

Operation of golf carts on public streets: Schrider-Fox stated draft amendment was sent to Council on January 24. Thoroughgood made a motion to approve the draft language and send the document to state legislature. Kells seconded. Cordrey, Truitt, Gum, voted yes; Hodges voted no.

Parks and Recreation:

“Dog park”: Burk stated fence installation should begin in 1–2 weeks.

Warren’s Mill: Burk stated the Department of Transportation is working on a detour plan.

Town-sponsored concert at Cupola Park—The Glass Onion Band: Burk mentioned the Glass Onion Band will perform on July 7 from 7:00 to 9:00 p.m.

Request to display fireworks publicly—Greater Millsboro Chamber of Commerce: Thoroughgood made a motion that the Town authorize the Greater Millsboro Chamber to display fireworks during the Stars & Stripes event. Hodges seconded. 6 voted yes; O’Neal was absent.

Cupola Park stage rental application—New Dimensions Family Ministries: New Dimensions Family Ministries had requested the use of the stage on July 4 from 11:00 to 3:00 p.m. Cordrey made a motion to allow the church to use the stage and park. Kells seconded. 6 voted yes; O’Neal was absent.

Mayor’s report

Annexation—Sussex County tax map and parcel number 133-11.00-5.01

Hodges stated the committee had met and identified “pros” such as economic development, other positive financial impacts, preferred location for commercial development and balanced commercial development.

Hodges made a motion to accept the annexation committee report, schedule a public hearing, and move forward with a comprehensive plan amendment March 2, 2020. Thoroughgood seconded. 6 voted yes; O’Neal was absent.

Conditional use—Sussex County tax map and parcel number 233-5.00-115.14: Hudson presented an application for a conditional use to install a “Coming Soon” sign at 30201 Commerce Drive for Grotto Pizza. Gum seconded. 6 voted yes; O’Neal was absent.

Main Street sidewalk/paver project: Hudson presented a request to authorize the consultant to begin the bid solicitation process for the Main Street sidewalk project. Cordrey made a motion to authorize Town Manager to authorize consultant to begin the bid solicitation process. Hodges seconded. 6 voted yes; O’Neal was absent.

Community Development Block Grant (2019): Burk stated AECOM is handling the bidding process.

New public works employee: Burk said the Town was still in search of a wastewater operator III or II. Town Staff will be set up at the Delaware Rural Water Association conference later this month.

Display of artwork in the Millsboro Town Center: Cordrey presented a verbal committee report and authorized the town solicitor to draft a policy for Council to review. Thoroughgood made a motion to authorize town solicitor to draft a draft policy for review. Kells seconded. 6 voted yes; O’Neal was absent.

Mayor's report (cont.)

Final site plans—Plantation Lakes subdivision “sections B and C,” “golf maintenance facility,” and/or “pumping station 7C”: Gum made a motion to approve the “golf Maintenance facility” site plan . Hodges seconded. 6 voted yes; O’Neal was absent.

§§ 210-7(B) and -50 of the Code of the Town of Millsboro: After some discussion; Schrider-Fox will work on some draft language for Council to consider updating this code.

Christmas tree recycling: Kells presented a request to offer Christmas tree recycling. It was decided to discuss further at budget discussions.

Adjustments related to consumer price index and building valuation data changes: Matthew Hall, director of finance and technology stated that the consumer price index adjustment percentage would be 2.71%. He said, per Town Code, this adjustment would automatically take effect unless Council voted to do otherwise. No action was taken by Council.

Recess: Cordrey made a motion that Council recess until 9:35 p.m. Hodges seconded. Approved unanimously.

Executive session

Call to order: At 9:50 p.m., Thoroughgood made a motion to go back into regular session. Hodges seconded. 6 voted yes; O’Neal was absent.

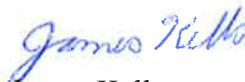
Business conducted in executive session:

Cordrey made a motion to approve the personnel policy exception for 3 employees as discussed in executive session. Kells seconded. 6 voted yes; O’Neal was absent.

Cordrey made a motion to authorize the town manager to negotiate an easement as discussed in executive session. Hodges seconded. 6 voted yes; O’Neal was absent.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Kells seconded. 6 voted yes; O’Neal was absent at 9:51 p.m.

Respectfully submitted,


James Kells
Secretary