

**MAYOR and COUNCIL
TOWN OF MILLSBORO
322 Wilson Highway
Millsboro, Delaware 19966 - 1216**

OFFICE HOURS
MONDAY — FRIDAY
8:00 a.m. to 4:30 p.m.



Phone: (302) 934-8171

Fax: (302) 934-7682

TOWN OFFICE
PARKS/RECREATION
STREETS
WATER/SEWER

POLICE DEPT. 934-8174

**MINUTES
APRIL 4, 2016
MILLSBORO TOWN COUNCIL**

7:00 pm – Mayor John Thoroughgood called the meeting to order. Present were Vice Mayor, Michelle Truitt; Secretary, James Kells; Treasurer, Joseph J. Brady; Council persons Bradley Cordrey, Tim Hodges and Ron O’Neal, Town Solicitor, Mary Schrider-Fox; Assistant Town Manager, Sheldon Hudson and Town Manager, Faye Lingo.

PLEDGE OF ALLEGIANCE, Mayor Thoroughgood led the pledge.

Public Comment – 2 minutes limited to agenda items

No comments

PUBLIC HEARING: To hear the subdivision request from Gary and Loretta Ewell for property on West State Street described as Sussex County Map No. 1-33-17.09 parcel 12.00.

Mayor called for comments from anyone having any questions concerning the subdivision that was proposed. Hearing none he decided to leave the hearing open until later in the meeting.

SECRETARY’S REPORT

Minutes, Secretary Kells presented the minutes and moved they be approved as written, second by Brady, approved unanimously.

TREASURER’S REPORT

Bank Balances

Bills, Treasurer Joseph J. Brady presented the bills to be paid from the designated accounts. Brady motioned, Cordrey second, approved unanimously.

MILLSBORO FIRE COMPANY

John Hall gave the report for the fire company. There were 187 EMS calls which included 38 fire calls for the month of March. There was training with a live burn at the Sussex

County facility at the airport in Georgetown. The junior members also had training in Bethany where they learned search and rescue techniques in a burning room. Seth Bullock helped conduct the training and Seth is also a police officer for The Town of Millsboro. A citizenship award was given to Jacob Klinger. Jacob helped a local church with their meal program. The Ladies Auxiliary made 500 Easter eggs and gave 100 to the Easter Egg Hunt sponsored by the Chamber. They were able to sell all other eggs as well as all of the flowers that they sell Good Friday and then again on Saturday. The Fire Company had their appreciation night and Mr. J. D. Gardner and Mr. Lynn Bullock received the Fire fighter and Fireman of the year award. Chad Morris and John Hall received awards as well.

GREATER MILLSBORO CHAMBER OF COMMERCE

Amy Simmons, Director, reported that the Bridal Show held on March 13th went well. They did more advertising this year and had more brides than ever before with vendors already interested in participating next year. There were over 400 kids for the Easter Egg Hunt, thank you to Michelle and her daughters for helping fill some of the eggs. Next year we plan to stuff 8000 eggs so that the hunt lasts a little longer. Millsboro Officer Patrick Forester came to the hunt and was on the field with the Bunny taking pictures interacting with the kids. That was a nice addition and presence to have with the kids. April 21 is the Expo at Town Center and the town is invited to set up a booth. May 7th is the Community Yard Sale to take place at the Millsboro Middle School with the honor students selling refreshments. Reminder the office will be closed April 6 thru April 13 but the "coffee networking" will take place as scheduled. The Art League will be holding an EBRU Scarf decorating event on April 16th at the Millsboro Fire Hall.

POLICE REPORT

Chief Brian K. Calloway gave his report to council. Training; March 3rd PFC Forester attended training at Kent County Superior Court involving court room procedures. March 2 and 3, PFC Zubrowski attended T.A.C. instructor training at Delaware State Police Academy. March 7 – 11, Cpl. Rogers attended training for Critical Incident Crisis Management at Wesley College. March 10, PFC Rambo attended training involving court room procedures at Kent County Superior Court. Homeland Security, nothing to report. CALEA update, Sgt Robert Legates has taken over the role as CALEA Accreditation Manager. Personnel, the new recruits Joseph Mulhearn and Dallas Millner are still in the academy and doing well. Criminal investigations, PFC Matthew Dufour has been assigned as the department's new detective beginning today. Community Events; mentoring program at Millsboro East Elementary is still going well. PFC Dufour attended two career expos at Del Tech. Cpl. Moyer and the chief attended the monthly Millsboro Village Board Meeting. The Millsboro Village Board is sponsoring a dinner to recognize students that received recognition from the school for doing well in school. Chief Calloway will speak to them acknowledging and congratulating for being recognized for showing a high level of respect to their fellow students and teachers. Cpl. Moyer and PFC Zubrowski assisted with the Millsboro Village Easter Egg Hunt. The Citizen's Academy began on the 29th with 25 students. Office of Highway Safety Review; There were two initiatives targeting speed enforcement and distracted driving. There were a total of 28 hours worked. Speed enforcement – 16 hours, 19 speed citations; 12 cell citations; 4 other. Distracted driving initiative – 12 hours; 13 cell citations; 1 speed and 11 other.

Grant application requests: FY 2017 Federal Byrne funds. Millsboro is eligible for \$6,400. Calloway would like to replace six computers that were purchased in 2010 with six desk top computers. These would replace lap top computers that are currently being used. Mayor Thoroughgood asked council if they had any questions on the request. With none, Hodges motioned, Kells second to approve the application for the Byrne funds, approved unanimously. .

Also, the SLEAF grant for funds to upgrade the evidence room software and evidence security for seized drugs and firearms.

1.- \$825 military combination storage cabinet (evidence gun locker). 2.- \$650 welded industrial storage cabinet (drug security cabinet). 3.- \$4,754 PMI Evidence Tracker Software System. A total of \$6,229. Mayor Thoroughgood asked if there were any questions. Hearing none Cordrey motioned, Hodges second to approve the grant as requested, approved unanimously.

STREET REPORT

No report

PARKS AND RECREATION REPORT

Dottie Lecates, request to hold Earth Day Ceremony at Cupola Park on Friday, April 22. Ms. Lecates is scheduling an event to promote protecting our environment. It is a school day but hope to have representatives there and maybe last for about an hour. The garden club is going to participate and hope to have opening ceremony. She asked Mayor Thoroughgood if he would do the honor of saying a few words in the opening and he agreed. O'Neal motioned Brady second to approve the event, approved unanimously.

Art League, request to hold "Art in the Park, (Cupola Park) June 18, 2016, council action may be taken. The event is regretfully cancelled for this year with hopes of scheduling for 2017.

WATER AND SEWER REPORT

Sewer adjustment due to water leak, 330 E. Church Street. The town manager authorized the adjustment as ordinance allows with no council action necessary tonight.

Engineering agreement amendment, add PS 2 (pump station), amendment no. 1; Carrie DeSimone updated council that all applications and reports have been submitted to DNREC to do with the refinancing and new projects that council agreed to earlier. This was part of a program that DNREC offered. The Town could refinance existing sewer debt at a lower interest rate through their office if the Town reinvested in sewer improvements. The scope of work includes planning, design and construction phases engineering services for installation of a standby generator at each of pumping station no. 1 and no. 5 for an additional \$ 27,000. The original contract was for \$210,000. Tim Hodges asked which pump stations are 1 and 5? One is Brandywine pump station and five is Mill Landing. Mayor Thoroughgood asked what council's

pleasure is. Hodges motioned, Kells second to approve the engineering agreement amendment 1 adding \$27, 000 for engineering of p.s. 1 and p.s. 5, approved unanimously.

MAYOR'S REPORT

Minor subdivision application, Gary and Loretta Ewell, Sussex County Map No. 1-33-17.09-12.00, West State Street. The hearing was opened earlier and with no one present to voice an opinion for or against the subdivision Mayor Thoroughgood asked to close the hearing. Cordrey motioned O'Neal second to close the hearing, approved unanimously. Mayor Thoroughgood asked if council was ready to take action. Mr. Ewell did his presentation last month describing the property and the intended use. With no further questions Brady motioned Kells, second to approve the minor subdivision has presented, approved unanimously.

Tax assessment list posting with new assessments; Bill Sauer, Finance Officer for The Town of Millsboro presented the new roster to council. He explained that with the town wide reassessment there was a chance for property owners to meet with the assessor to get questions answered and that was followed by a public hearing in March for those that were not satisfied. This listing does not include newly assessed properties but only those properties that have had changes from the previous year. Those properties have been sent notices that their values have changed and they have the opportunity to appeal, by Town Charter, at the May council meeting. Bill let everyone know that the new list will include all of the properties in town and will be sorted by street and also by the owner's name so there are two means of looking up a property. Notices will be posted throughout town as well as advertised in the newspaper that the list is available and the appeal date of May 2, 2016.

Spring Event, suggestion to hold a community spring event; Michelle Truitt explained that in talking the idea came about to hold an event similar to what the Town did for the Tree Lighting ceremony. Make it a family friendly event for kids and parents to come out and socialize. We began thinking spring but in looking at the calendar and dates when the facility would be available the first date is Sunday, June 26. She was thinking a couple of hours on a Sunday afternoon. Have children games; corn hole toss, pickle ball, skittle bowling, Frisbee golf, checkers, tic tac toe, Uno, connect four, go fish and old maids. Serve popcorn, water and canned sodas. Keep it simple. What does council think? Consensus was that it sounds like a good idea, promotes sense of community. A chance to have neighbors interact with one another. Hodges motioned, Cordrey second to approve the event as described by Truitt, approved unanimously.

Conditional Use renewal for 317 Main Street, an apartment over a retail space with a shed for storage. Town Manager explained that since the use has been in existence there have not been any complaints. With no issues with the property Hodges motioned Kells second to approve the renewal, approved unanimously.

Flags for Heroes, Georgetown-Millsboro Rotary; the town manager advised council that the organization was once again placing the flags in the lot next to Dairy Queen and then at the

Cordrey Garden. The Town has purchased four and if anyone from council would like the forms she has them in the office. No council action necessary.

Downtown Development District, planning grant application. The Town manager advised council that there is an opportunity for grants to do a planning document for the downtown area. AECOM will do the application for the grant at no charge if they are doing the actual plan. The plan would be paid for by the grant. This is not to be confused with the Main Street program that everyone is familiar with. This program is part of a new initiative to draw investors into the downtown area. If agreeable the Town Manager needs authorization from council. Hodges commented that is a good idea to begin something happening and does AECOM have experience with this document. Town manager explained that they do and are working with other towns. Hodges motioned, O'Neal second to authorize AECOM to apply for the Downtown Development Planning Grant with the understanding that they will be doing the final report, approved unanimously.

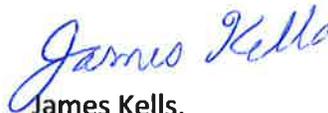
Town Manager reported that the Council Slate to be posted April 27th, for one seat in District 1 and one seat in District 2. Council needs to confirm the Board of Elections. Returning would be Sandee Brigandi, Helen Jackson and Peg Buzzelli. Mayor Thoroughgood asked if they were all three agreeable and the town manager advised that they were. Brady motioned Cordrey second to confirm the Board of Elections as presented, approved unanimously.

7:50 pm Cordrey motioned and Hodges second to recess and enter into executive session after a ten minute break, approved unanimously.

REGULAR SESSION

8:22 pm Mayor Thoroughgood called the regular session to order. With no action required asked for a motion to adjourn. Brady motioned, Cordrey second to adjourn, approved unanimously.

Respectfully submitted,



James Kells,
Secretary