

**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  
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TOWN OFFICE  
PARKS/RECREATION  
STREETS  
WATER/SEWER

POLICE DEPT. 934-8174

**MINUTES  
MILLSBORO TOWN COUNCIL  
JUNE 6, 2016**

7:00 pm meeting called to order with Mayor John Thoroughgood presiding. Present were Vice Mayor Michelle Truitt, Secretary James Kells, Treasurer Joseph J. Brady, council persons Bradley Cordrey, Ron O'Neal and Tim Hodges, Town Solicitor, Mary Schrider-Fox, Assistant Town Manager Sheldon Hudson, Finance Officer, Bill Sauer and Town Manager Faye Lingo.

**PLEDGE OF ALLEGIANCE-** Mayor Thoroughgood led the pledge.

**Public Comment** – 2 minutes limited to agenda items; Bob and Tina Latshaw, 24838 Magnolia Circle spoke about the Citizens Police Academy that the Millsboro Police Department conducted. They were very much impressed with the officers as well as well as the education. They thought it would be a way to learn about the community but got so much more out of it and learned more about the nature of police departments and the issues they deal with on a daily basis.

**4<sup>th</sup> of July** – Dottie Lecates and Gail White advised council that the annual celebration is in its tenth year and they are pleased with the direction it is going. They distributed invitations to all of council and asked Mayor Thoroughgood to say a few opening remarks at the "Yankee Doodle Celebration". They have food planned and the Chamber is doing trophies. She also asked council to appoint someone to serve as a judge the day of the event. She also advised that they had planned to stay on the church property; however, the Chief Calloway and Mr. Hall with the Millsboro Fire Police have both approached her about marching to Cupola Park as it once did. Right now it is planned on Church property but if council is okay with going to the park she will see if it can be worked out with the group preparing the food. With the assistance of the fire police council did not object to the parade beginning at Saint Mark's Church, crossing Washington and Main, proceeding down Morris Street to Cupola Park. The event is to begin at 10:30 am at Saint Mark's.

**SECRETARY'S REPORT**

Minutes, James Kells submitted the minutes for approval. Kells motioned, Cordrey second to approve the minutes as written, approved unanimously.

## **TREASURER'S REPORT**

### **Bank Balances**

Bills, Brady motioned, Hodges second to approve paying the bills from the designated accounts, approved unanimously.

Budget, Finance Officer, Bill Sauer reviewed the proposed budget and pointed out any changes. He explained that with the new tax reassessment the new property values are considered 2015 values and with the adjustment in the tax rate the new rate is 33 cents per one hundred dollars of assessed value. Prior years it was 56 cents per one hundred dollars but with the values changing we are required to lower the rate. The water and sewer rates as well as all other fees remain the same. This year has been a record year for building permits and we have had a couple of large commercial properties that have been sold that resulted in the transfer tax collected being significant. The Town originally was in the green but with the new capital projects that council would like to do we will be using the funds already collected and in the transfer tax accounts to balance the budget. We are not using future uncollected transfer tax funds to balance the budget. Because one of the items in the budget is replacing the membranes we will not be putting that \$50,000 in reserve since we are actually spending it. Other capital projects are street paving, Cupola Park, 203 Main Street. Brady motioned, O'Neal second to approve the budget as presented, approved unanimously.

## **MILLSBORO FIRE COMPANY**

John Hall gave the report for the Company. He reported that there were 41 fire alarms, 219 EMS calls and 8760 miles logged. They are scheduling to have one of their ambulances refurbished. Training this month involved hydrant testing on Morris Street and then the draft hydrant at the pond. The junior volunteers received instruction on wrapping hoses. They will be on hand for the June 26 Family Game Social. CJ Talley will be working a game and John will contact the Ladies Auxiliary to see if they can help out. There is a 5K scheduled on July 30<sup>th</sup> that usually takes place the second weekend in August and also on July 30<sup>th</sup> at the Fire Station there are free CPR classes offered. John's niece had her heart actually stop when she was ten and due to the quick action of a nurse they were able to bring her back and his niece wants to teach others to the same. Visitors will leave with a basic knowledge and understanding that if they call 911 someone will be able to walk them through the procedure and maybe make a difference in another life.

Mayor Thoroughgood then presented a check to the Fire Department for \$29,601.66, an annual contribution based on tax revenue which is over and above the money they receive from the building permit revenue.

## **GREATER MILLSBORO CHAMBER OF COMMERCE**

Amy Simmons, Director – Amy could not be here this evening but she wanted to let everyone know that the Chamber is working on the Boro Bash and the Golf Classic so everything should be as scheduled.

## **POLICE REPORT**

Chief Brian K. Calloway reported:

Training this month involved PFC Dufour receiving training for interview and interrogation; PFC Moyer and PFC Bullock attended an Officer Safety Conference; Sgt. Wheatley, PFC Rambo and Sgt. Rogers were trained regarding lights and optical sites for guns; Sgt. Wheatley firearms training; PFC Moyer, Cops in Court training; PFC Moyer, how to deal with the media; Det. Dufour, search warrants.

Homeland Security and CALEA nothing new to report.

Criminal investigations, Detective Dufour handled a home improvement fraud case involving New Image Landscaping.

Community Events: Citizen Police Academy - we were able to tour Suscom and the State Medical Examiner Center, Sussex Correctional Institution and the Delaware State Police Academy. We ended the program with an awards ceremony for the officers. The attendees arranged for a dinner at the end of the program. Millsboro Village BBQ is scheduled for July 16<sup>th</sup> and PFC Moyer and PFC Zubrowski will be participating.

Office of Highway Safety programs May 18 through May 31 included a "Click It or Ticket It" campaign which resulted in 56 seat belt arrests, 1 speeding arrests and 1 improper lane change, 26 cell phone arrests, 28 other traffic arrests. Then there was a DUI Saturation patrol campaign May 12 through May 14. There were 6 vehicle stops, 1 DUI, 1 cell phone, 1 other. No request for grant approvals but I attended the Sleaf Grant meeting and we were approved for additional equipment for drug firearm and drug storage. The new evidence software purchase was tabled due to the State Medical Examiner's office working on a universal evidence software program.

Officer awards: the first award ceremony since 2005.

Chief's Citation – Adrian Acri for her work on the call of the calendar; believe this reduced the department's overtime by approximately 25 %.

Performance Commendation – PFC David Moyer, for his work on Facebook that he does mostly on his own time.

Performance Commendation – Lt. Robert Legates, for his work on the accreditation program for CALEA. Preparing for the audit in July.

Life Saving Award – Ptl. Lee McDaniel

Life Saving Award – PFC Seth Bullock

Life Saving Award – Cpl. Patrick Forester, these three officers performed CPR for a gentleman until EMS arrived which resulted in saving this man's life.

Exceptional Performance Award – Sgt. Evan Rogers, for his work organizing the Citizens Police Academy

Officer of the year – PFC Matthew Dufour, for his investigation in a major felony case that he volunteered to handle.

## **STREET REPORT**

No report

## **PARKS AND RECREATION REPORT**

No report

## **WATER AND SEWER REPORT**

Sewer adjustment for 121 Washington Street due to a water leak was done as ordinance allows and there is not any council action needed.

As mentioned in the audit council approved the I & I Study, Inflow and Infiltration Study, to be done based on funding approval of the project. The intent was to originally apply for a State Revolving Fund Loan but since this is not a capital project the State Financial Assistance Branch has suggested their matching grant program. The study cost \$150,000 and the grant would be for \$50,000 with the town paying \$100,000 out of pocket. This would set up a three part financial plan with part 2 being a planning advance for the required engineering studies needed prior to physical work being done and the third would be the SRF loan to do the necessary repairs. If approved a motion and a second to approve the concept is needed. Brady motioned, Truitt second to approve the application for the matching grant, approved unanimously.

## **MAYOR'S REPORT**

Homestead Development, the builder is asking to change the sections of town homes to add a court yard. This will be a reduction of four units. We understand that AECOM has not had a chance to review the plans yet. It is considered a supplement for the fire marshal's office and soil conservation office. Kenny and Faye have reviewed the plan and were okay with the design; Kenny did require a two hour fire wall on the exterior walls next to the court yards. Hodges pointed out that we have allowed this concept in the Villages of Millwood. Faye agreed that it is the same. If council is agreeable then you can make a motion tonight approving contingent upon Fire Marshall and Soil Conservation approval, further comments from AECOM and that they do the two hour firewalls on the exterior walls abutting the court yard. Hodges motioned, Kells second as described, approved unanimously.

Conditional Use renewal application for the Tuesday night Cruz-In for parcel 1-33-17.13.143.1, Faye reported that this renewal that has been taking place for a number of years. The have approval from the owner of the Dairy Queen as well as the Post Master of the Post Office. The events have taken place without any incidents or complaints. Truitt motioned Brady second to approve the conditional use.

Conditional Use renewal application for a residential use behind a primary business, 213 Washington Street, Map no. 1-33-17.13 parcel 32.00. Dr. Schreppler was present to answer any questions. Faye reported that this too is a renewal and has taken place without any incident or

complaints. Brady motioned, Hodges second to approve the conditional use application, approved unanimously.

Creation of a "Town Facebook Page"; Sheldon reported that during a City Manager's Association meeting he asked if the other town's had experience with Facebook. There were both positive and negative comments with some of the issues being as we had already identified. The committee has not yet had a chance to meet so they will review the findings and return with a report.

Lennar interest payment request; Faye reported that Lennar has submitted their request to be able to make interest payments on their final annexation payment. They have done this for a few years now. Kells asked what the interest rate was. Mayor Thoroughgood advised it is six percent. Kells was concerned that this cost is passed on to the home owner's association. Bill Sauer advised that the payment has been coming directly from Lennar. Hodges motioned, O'Neal second to approve their request, approved unanimously.

Information – there is not any election this year. Tim Hodges, District 1 and John Thoroughgood, District 2 were unopposed so there is not any contest/election. Also the reorganization of council takes place at the July council meeting and due to the first Monday of the month being a holiday the July council meeting will take place on Tuesday, July 5.

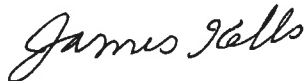
Also, the Family Game Social is scheduled for June 26 from 2 until 4 in the afternoon at town hall.

8:10 pm Brady motioned, Cordrey second to recess and enter into executive session after a ten minute recess, approved unanimously.

#### **REGULAR SESSION**

9:00 pm meeting called to order by Mayor John Thoroughgood. With no action to be taken Brady motioned, Kells second to adjourn, approved unanimously.

Respectfully submitted,



James Kells,  
Secretary