



**Mayor and Council
The Town of Millsboro**

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Mayor John Thoroughgood, District 2

Vice Mayor Michelle Truitt, District 3

Pro Tem Tim Hodges, District 1

Secretary James Kells, District 3

Treasurer Joseph Brady, At Large

Councilperson Bradley Cordrey, District 1

Councilperson Ron O'Neal, District 2

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
OCTOBER 3, 2016**

MINUTES

Meeting was called to order at 7:00 p.m.—with Mayor John Thoroughgood presiding. Also present were Vice Mayor Michelle Truitt, Pro Tem Tim Hodges, Secretary James Kells, Treasurer Joseph J. Brady, Councilperson Ron O'Neal, Town Manager Sheldon P. Hudson, Assistant Town Manager Bill Sauer, and Town Solicitor Mary Schrider-Fox. Councilperson Bradley Cordrey was absent.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Public comment: Karen Lessey of Grace United Methodist Church provided a cookie tray as an expression of thanks for Council allowing the Church to hold its event at Cupola Park on September 10.

Public hearings:

Resolution proposing to annex the parcel with a tax map number of 133-16.00-23.00 and include said parcel in the highway commercial (HC) district: No comments.

Resolution proposing that the zoning code be amended to include dairy distribution facilities as a principal permitted use and ice cream parlors as a related, accessory use in the urban business (UB) district: No comments.

Request from Lewes Dairy related to the parcel with a tax map number of 133-17.00-72.00—zoned urban business:

Hodges expressed a concern relative to the impact that large trucks going into, and coming out of, a distribution center would have on Mitchell Street and on traffic flow within the Town.

Brady made a motion that the zoning code be amended to include dairy distribution facilities as a principal permitted use and ice cream parlors as a related, accessory use in the Town's urban business (UB) zoning district. Kells seconded. Approved by a vote of 5-1—with Hodges voting no.

Secretary's report: Kells submitted the minutes and made a motion that they be approved as written. Brady seconded. Approved unanimously.

Treasurer's report: Brady made a motion that the bills be paid from the designated accounts. Hodges seconded. Approved unanimously.

Millsboro Fire Company:

John Hall presented the monthly update. There were 237 ambulance calls and 44 fire calls. Fire Police assisted the Delaware State Police on 3 occasions. Marine unit helped Oak Orchard with a boat accident. No training was conducted due to weather conditions.

Vehicle rescue participated in a competition with other fire companies at 16 Mile Brewery.

Road Rally, the Fire Company's biggest fund-raiser, is scheduled for October 14–16. 32 cars are participating at this point—about 8 more than usual.

Greater Millsboro Chamber of Commerce: Hudson relayed the Chamber's request to set the 2016 Christmas parade date as December 3 at 10:00 a.m. Brady made a motion that the request be approved. Truitt seconded. Approved unanimously.

Police Department's report:

Chief Brian Calloway presented the monthly report.

Officers participated in scenario-based Simunition training. Chief said he is interested in having Lieutenant Legates participate in training so the Department can establish a program to improve follow-up communication with victims regarding case status.

There were no Homeland-Security-related threats.

There was nothing new to report relative to CALEA [Commission on Accreditation for Law Enforcement Agencies].

Chief said the Department had received a lot of support from the community in recognition of law enforcement month in the form of candy, cookies, and prayer shawls.

PFC Zubrowski will be handling the Halloween event this year.

Corporal Forester will be the officer in charge at this year's Christmas parade as he was last year.

Chief asked if the Department could participate in "No Shave November." He said the Bridgeville Police Department had done so. Officers would contribute \$20 per month, October through December, in exchange for the "right" not to shave. Departmental grooming standards would temporarily be waived for participating officers, and the money would be used to purchase Christmas gifts for Millsboro families in need. Chief indicated that Grace United Methodist Church had expressed a willingness to assist by identifying needy families, doing the shopping, and wrapping the presents. The Department would present the gifts.

Kells made a motion that the request be approved. Truitt seconded. Approved unanimously.

There were 3 initiatives through the Office of Highway Safety—impaired driving, motorcycle safety, and distracted driving.

There is a road closure at US 113 and the former Food Lion crossover, and there is construction on SR 24.

There were no grant applications.

Patrolmen Millner and Mulhern are still doing fine. They remain on track to finish field training next month.

Recruits Dodson, Ebke, and Wharton are on week 3 and are doing well.

Chief advised Council that he had changed his schedule and was now working Monday through Friday from 8:00 a.m. to 4:30 p.m. daily as opposed to working 10-hour days Tuesday through Friday.

Chief indicated that both of the Department's new Ford Explorer SUVs had come in and were at Magnum Electronics for outfitting.

Streets:

Hudson informed Council that a letter had been received from Ginger Moore of 229 River Drive expressing a concern relative to the speed driven by some motorists when driving along River Drive. He said Ms. Moore had mentioned that a "children playing" sign was already in place near the State Street end of River Drive but that one was needed near the Morris Street end.

Brady made a motion directing the public works department to purchase a "SLOW" sign and to install it near the Morris Street end of River Drive. Hodges seconded. Approved unanimously.

Hudson shared that an interest had been expressed in possibly seeking to enter into a memorandum of understanding (MOU) with the Delaware State Police that would authorize the Millsboro Police Department to enforce speed limits in the area near Plantation Lakes but outside of Town limits. He said the Town of Laurel already had such an MOU in place.

Hudson stated that the idea could be mentioned to Senator Hocker and Representative Collins and that, if they were supportive, the scope could be broadened to include other areas near, but outside of, Town limits.

Brady made a motion that, contingent upon receiving support from Senator Hocker and Representative Collins, the Town seek to establish an MOU. Hodges seconded. Approved unanimously.

Parks and Recreation: No report.

Water and sewer: No report.

Mayor's report:

Connections:

Robert ("Bob") Pasquale of Doroshow, Pasquale, Krawitz & Bhaya provided an update on the Connections expansion project.

Truitt expressed a safety concern relative to the fact that, under the plan as currently designed, pedestrians, some of whom are young children, would be directed to walk through an area that was close to traffic. Mr. Pasquale said he would relay her feedback to Connections.

Mayor Thoroughgood said he had received complaints that Connections clients were roaming around town and asked if the project would help alleviate any issues in this regard.

Brady made a motion that the request for approval of the preliminary site plan for Connections be granted. Cordrey seconded. Approved unanimously.

Request from East-Side Developers, Inc. (Jim Parker) to annex the parcel with a tax map number of 133-16.00-23.00—zoned highway commercial: Hudson indicated that the Town had not yet received approval of the plan of services from the Office of State Planning Coordination (OSPC) or Sussex County. Schrider-Fox advised Council to wait to receive a response prior to taking any further action.

Request from Lewes Dairy related to the parcel with a tax map number of 133-17.00-72.00—zoned urban business (cont.): Schrider-Fox encouraged the applicant to meet with the director of public works regarding site plan and partitioning requirements prior to reappearing before Council.

Request from Blue Water Grill to lease former train station: Committee Chair Hodges said the owners of Blue Water Grill had taken a look at the inside of the old train station. Hodges stated that there were others who were interested in the building as well. He indicated that he would be working to set up a committee meeting during which all interested parties would be invited to share their ideas.

Warren's Mill:

Sauer said he had not yet worked on the Warren's Mill project. He mentioned that he had been out of town for 2 weeks.

Hudson mentioned that he had learned that the mill was listed on the National Register of Historic Places. Schrider-Fox stated that the Town would need to determine what the pros and cons of being listed are.

"Welcome to Millsboro" signs: Hudson said Ad-Art was in the process of working on sign designs.

Financial institutions used by the Town: Hudson indicated that the members of the bank committee had not yet gotten together but hoped to meet prior to the next Council meeting.

Request from Delaware Department of Transportation for Town to send letter indicating that Department's plan to have the proposed SR 24 connector cross Millsboro Pond at currently-proposed location would have "de minimis" impact: Brady made a motion to approve the letter included in the agenda packet. Kells seconded. Approved unanimously.

Eastern Shore Natural Gas Company's planned pipeline extension and pressure control station construction:

Hudson confirmed that the utility is currently planning on placing the new pressure control station next to the existing meter and regulator station that is located on the south side of SR 20. He said both stations would be located within Town limits.

Hudson mentioned that the pipeline would also be located on the south side of SR 20.

Advertising and hiring process for accounts receivable position: Hudson indicated that the Town had received about 10 applications thus far. He stated that the closing date for the position was October 7, 2016. Hudson said he hoped to be able to get the Personnel Committee together during the month of October to conduct interviews.

Authorization for town manager and Personnel Committee to begin advertising and hiring process for town clerk position: Brady made a motion to grant authorization. O'Neal seconded. Approved unanimously.

Request to approve supplemental tax list no. FY 2017-2: Sauer indicated that the Town's assessor had been experiencing some personal issues and, as such, had not yet provided a list to the Town.

Blue Star Memorial Marker: Kells said Margaret Woda of the Plantation Lakes Garden Club had expressed an interest in placing a marker in Plantation Lakes but was looking for feedback from Council in terms of a possible location. Truitt mentioned the possibility of placing the marker near the "Welcome to Millsboro" sign that is located across from the post office.

Town-sponsored Christmas events: Hodges made a motion to conduct the tree lighting and caroling events on December 3, 2016. O'Neal seconded. Approved unanimously.

Request for extension of final site plan approval for Homestead II: Hodges made a motion to approve the request. Kells seconded. Approved unanimously.

Request to add self-storage facilities to list of principal permitted uses in urban business zoning district:

Steven Fuller of Solutions (consultant) and Paul and Steven Hardy of Hardy Development presented the request. Truitt and Hodges suggested that the proposed use might be better suited for another zoning district.

Kells made a motion to schedule a public hearing. Brady seconded. Denied by a vote of 3-3—with Mayor Thoroughgood, Truitt, and Hodges voting no.

Request from Hub Court (Tim Johnson) for property-tax abatement for 41 Kyle Circle: Schrider-Fox indicated that she would need time to study the request.

Request from Delaware Department of Natural Resources and Environmental Control that Town ask to have its National Pollutant Discharge Elimination System permit eliminated: Hodges made a motion authorizing Hudson to request that the Town's permit be eliminated. O'Neal seconded. Approved unanimously.

Electronic sign for downtown:

Hudson explained that the signs being targeted for replacement were the "Welcome to Millsboro" sign located across from the post office as well as the accompanying "static display." Mayor Thoroughgood said he thought the cost of replacement signs could be recovered through advertising revenue.

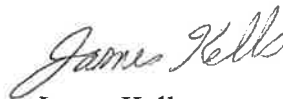
Brady made a motion to amend the fiscal year 2017 budget—adding a \$40,000 expense item to replace the signs. Truitt seconded. Approved by a vote of 5-1—with Hodges voting no.

Request from Horvath Communications to enter into lease agreement with Town and build tower on Town property: Mayor Thoroughgood appointed a committee composed of Hodges (chair), Cordrey, and O'Neal to study the request.

Royal Farms: Hudson said the preliminary site plan was not yet ready for consideration by Council as it was still under review by AECOM.

With no further business, Mayor Thoroughgood asked for a motion to adjourn. Brady made such a motion. Truitt seconded. Approved unanimously at 9:15 p.m.

Respectfully submitted,



James Kells
Secretary