



**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
Councilperson Bradley Cordrey, District 1
Councilperson Ron O'Neal, District 2
(Vacant), At Large

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
DECEMBER 5, 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, Councilperson Bradley Cordrey, Councilperson Ron O'Neal, Town Manager Sheldon P. Hudson, Assistant Town Manager Bill Sauer, and Town Solicitor Mary Schrider-Fox. The at-large seat was vacant.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Moment of silence in memory of Joseph J. Brady, councilperson and former mayor: Mayor Thoroughgood led the moment of silence.

Tributes to Mayor Brady: Mayor Thoroughgood read tributes from the Delaware Senate and Delaware House of Representatives. The Senate tribute was sponsored by Sen. Gerald Hocker, and the House tribute was sponsored by Rep. Rich Collins. Mayor Thoroughgood then returned the tributes to Mrs. Janet Brady and respectfully relieved Mayor Brady of his duties as councilperson and treasurer.

Partial reorganization of Council: Mayor Thoroughgood asked for nominations for the position of treasurer. Truitt made a motion that Cordrey be appointed. Mayor Thoroughgood asked if there were any more nominations, but there were none. Kells seconded the motion to appoint Cordrey. Approved unanimously.

Public comment: There was no public comment.

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

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

Millsboro Fire Company: No monthly update was presented.

Greater Millsboro Chamber of Commerce: No monthly update was presented.

Police Department's report:

Chief Brian Calloway presented the monthly report.

Most officers participated in firearms training—night “shoots.” Detective Dufour received crime scene evidence collection training at Sirchie.

On November 19, Chief and Corporal Moyer conducted a food drive in the BJ's parking lot. Chief estimated that the value of the food items collected was \$500 to \$800. The items were given to the Christian Storehouse. Chief reported that Corporal Moyer had donated his time and said the work that was done could be built upon next year.

\$1,616 has been donated toward the no-shave fund-raiser—\$600 from the Police Department and the rest from the community. The funds and a report have been given to the Town for audit purposes. Grace Church has vetted the families and will be purchasing the gifts. More than 3 families will be supported.

Chief expressed his appreciation to the Fire Police for their help with the Christmas parade. He said more than 15 individuals from the Fire Police provided assistance.

Distracted driving patrols were conducted through the State Office of Highway Safety.

The reengineered crossover near US 113 and Food Lion has not proven to cause an issue from a traffic incident perspective—at least not yet. Chief indicated that he would continue to monitor the situation.

The roadwork on Railroad Street was still under way. Chief said the project has only caused minor inconvenience.

Chief asked Council for permission to use EIDE [Emergency Illegal Drug Enforcement] grant funds in the amount of \$4,025.09 to purchase a fingerprint chamber and fume extractor and to fund overtime for drug patrols. Hodges made a motion that the request be approved. Cordrey seconded. Approved unanimously.

Patrolmen Millner and Mulhern have completed their field training.

The recruits are still at the Academy and doing well.

Mayor Thoroughgood asked that his appreciation be shared by Chief with those officers who participated in Mayor Brady's funeral as members of the honor guard.

Streets:

Hudson informed Council that the new “SLOW” sign for River Drive had been installed.

Schrider-Fox said she did not think that a Charter amendment was needed in order for the Town to secure additional speed enforcement authority. She stated that a State statute existed that gave the State Police the right to enter into agreements with municipal police agencies that granted the latter traffic law enforcement authority on State-maintained roads located within the municipality's limits.

Mayor Thoroughgood asked that Hudson and Chief Calloway submit to the State a list of the road sections over which the Town would like to have speed enforcement authority.

Parks and Recreation: No report.

Water and sewer: No report.

Mayor's report:

Request from East-Side Developers, Inc. (Jim Parker) to annex the parcel with a tax map number of 133-16.00-23.00: Hudson indicated that the plan of services had been accepted by the Office of State Planning Coordination [OSPC] and that a letter of no objection had been received from Sussex County. Schrider-Fox confirmed that all of the requirements to finalize the annexation had been met. Hodges made a motion to approve the annexation and the zoning designation of highway commercial. O'Neal seconded. Approved unanimously.

Request from Lewes Dairy related to the parcel with a tax map number of 133-17.00-72.00: Hudson said the Town had received a letter from John Manis, Hy-Point's realtor, indicating that his client would not be ready to present before Council again until January.

Former train station:

Committee Chair Hodges said the committee members had met with architects and designers and would be taking a "field trip" to view train stations located in Easton [Maryland] and elsewhere.

Kells made a motion to approve the spending of \$2,000 to \$5,000 for "destructive investigation" in order to better assess the condition of the old train station structure. Truitt seconded. Approved unanimously.

Warren's Mill: Sauer said he had visited the Warren's Mill site and found little water flowing through the secondary spillway. He stated that a report containing an observation from April 2015 that was made about a week after a 1.3" (+/-) rainfall indicated that the spillway was dry at said time as well. Sauer indicated that he had contacted DelDOT [Delaware Department of Transportation] to find out whether or not water could be diverted. He suggested that the project could move forward if so but, otherwise, perhaps not.

"Welcome to Millsboro" signs: Hudson indicated that he was still working with Ad-Art on the design.

Advertising and hiring process for town clerk position: Hudson said he hoped to start the advertising process in the next week or two and hoped that the Personnel Committee would be making a hiring recommendation to Council within a month or two.

Town-sponsored Christmas events: Mayor Thoroughgood expressed his thanks to Truitt and Hodges for their assistance with the Town Christmas tree lighting event. Hudson mentioned that the Millsboro Fire Company Ladies Auxiliary, Grace Church, Lighthouse Christian School, and Faye Lingo, former town manager, had also provided support.

Electronic sign for downtown: Hudson said he had received a design from Phillips Signs and would be working with the vendor on making some adjustments thereto at Mayor Thoroughgood's, and, possibly, Hodges's, request.

Request from Horvath Communications to enter into lease agreement with Town and build tower on Town property: Hudson indicated that he had not yet received responses to the committee's questions from Horvath.

Final site plan approval for Connections: Hudson said Kenny Niblett, director of public works had no objection to Council granting final site plan approval based on his discussion with the fire marshal's office so long as Council made the approval contingent upon the Town receiving written sign-off from the same. Hodges made a motion to grant final approval contingent upon any and all outstanding approvals being secured and the revised proposed entrance location being acceptable to Council. Kells seconded. Approved unanimously.

Preliminary site plan approval for Royal Farms: Hudson stated that neither AECOM nor Kenny Niblett objected to Council granting preliminary site plan approval. Cordrey made a motion to grant preliminary approval. O'Neal seconded. Approved unanimously.

Impact fees: Hudson mentioned that the impact fee committee had not met yet due to the passing of Committee Chair Brady. Mayor Thoroughgood designated Kells to serve as the new chair of the committee, and Mayor Thoroughgood appointed O'Neal to serve as a member thereof.

Request from American Legion Sussex Post No. 8 for a donation toward a World War I monument placed on The Circle in Georgetown: Hudson said no action needed to be taken as the organization had reported that the cost of the monument had already been paid.

Financial audit report:

Sheldon Forney, CPA of the accounting firm Jefferson, Urian, Doane, & Sterner presented the financial audit report for fiscal year 2016. On behalf of the firm, Mr. Forney thanked Council and Town staff for their assistance in helping the firm to complete its audit in a "timely" manner. He said the firm was pleased to be able to provide an "unqualified opinion."

Mr. Forney encouraged Council to evaluate the fee structure associated with recurring operating revenues in light of the Town's significant debt service obligations—which he said would be increasing to \$1.7 million in the next year or two. He stated that there would be no short-term issue if onetime fees continued to be collected but that, otherwise, the surplus would end up being reduced.

Mr. Forney mentioned that the estimated lives for various assets at the water and wastewater facilities had been adjusted due to information that had been provided. As a result, depreciation expense for the wastewater system increased by over \$100,000, and depreciation expense for the water system decreased by greater than \$57,000.

Mr. Forney indicated that the State-managed pension plans in which the Town participates were 99% or 100% funded.

Cordrey made a motion to accept the audit report. Kells seconded. Approved unanimously.

Preliminary site plan approval for Best Veterinary Solutions: Hudson pointed out that AECOM was recommending that a Board of Adjustment decision on the requested variances be provided prior to Council granting preliminary site plan approval.

Hall rental by family of Mayor Brady: Hodges made a motion to waive the hall rental fee associated with the reception that followed the funeral service for Mayor Brady. Cordrey seconded. Approved unanimously.

Recess: Truitt made a motion to go into recess until 8:25 p.m. O'Neal seconded. Approved unanimously.

Executive session

Call to order: At 10:25 p.m., Truitt made a motion to go back into regular session. O'Neal seconded. Approved unanimously.

Business conducted in executive session:

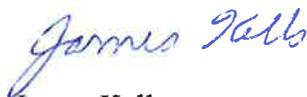
Hodges made a motion to grant Mayor Thoroughgood the authority discussed relative to possible land acquisition. Cordrey seconded. Approved unanimously.

Hodges made a motion that Council direct Sauer to issue bonus checks as discussed. Kells seconded. Approved unanimously.

Cordrey made a motion to confirm the new hire as discussed. O'Neal seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Cordrey made such a motion. Truitt seconded. Approved unanimously at 10:30 p.m.

Respectfully submitted,



James Kells
Secretary