



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 Bradley Cordrey, District 1

Councilperson Ron O'Neal, District 2

Councilperson Larry Gum, At Large

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
FEBRUARY 6, 2017**

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 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.

Acceptance of conditional letter of resignation from Mr. Larry Gum, Board of Adjustment member: Mayor Thoroughgood accepted Mr. Gum's resignation from his position on the Board of Adjustment.

Appointment of Mr. Gum as at-large councilperson:

Mayor Thoroughgood appointed Mr. Gum to serve as the at-large councilperson. Hodges made a motion to confirm the nomination. O'Neal seconded. Approved unanimously.

Hudson administered the oath of office to Mr. Gum. Mayor Thoroughgood, members of Council, Hudson, Sauer, and Schrider-Fox offered their congratulations.

Appointment of Mr. Matthew Revel as Board of Adjustment member:

Mayor Thoroughgood appointed Mr. Revel to fill the vacant seat on the Board of Adjustment. Cordrey made a motion to confirm the nomination. Hodges seconded. Approved unanimously.

Hudson administered the oath of office to Mr. Revel. Mayor Thoroughgood, members of Council, Hudson, Sauer, and Schrider-Fox offered their congratulations.

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

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

Indian River School District referendum: Mark Steele, interim superintendent of the Indian River School District, made a presentation encouraging the public to vote for the current expense referendum on March 2, 2017.

Millsboro Fire Company:

John Hall presented the monthly report.

There were 233 ambulance and 36 fire calls, and the dive team had 1.

There was a “station” for air mask recertification, and there were stations for LUCAS device, stair chair, stretcher, gas meter, and thermal energy training.

There was an election in December 2016. P. J. Mitchell is president; Chris Blackburn is vice president; Alex Myers is secretary; and D. J. Gardner is treasurer. Lew Talley, Dick Ward, and John Hall are the trustees.

3 ambulances are in service.

Mr. Hall thanked Council and townspeople for doing the paperwork necessary to get the Fire Company an ATV from the State at no cost to the Company.

A contract associated with the purchase of a new rescue vehicle has been signed. The current rescue vehicle is 21 years old, and the Fire Company believes they have located a buyer for it.

According to the Sussex County Volunteer Firefighter’s Association: In 1996, the Millsboro Fire Company had 262 fire calls; in 2016, they had 490—237 of which were for incidents that took place in town. In 1996, the Fire Company had 1,004 ambulance calls; in 2016, they had 2,473.

The Fire Company purchased 2 LUCAS devices about a month and a half ago at a cost of \$12,000 each. One of the devices has already been used by the Fire Company.

Greater Millsboro Chamber of Commerce:

Amy Simmons presented the monthly update.

The next membership meeting is scheduled for February 16 at noon at Georgia House. Mike Schwartz of LegalShield and Mr. Steele will be presenting.

Coffee networking will take place on March 2 at 8:00 a.m. at Pamela’s Coffee House & Cafe on Long Neck Road.

Ms. Simmons mentioned a new event that the Chamber would like to take the place of the Boro Bash—Millsboro Stars & Stripes. The celebration would take place on July 1 and would include fireworks, a DJ, and food trucks. The event would begin at 6:00 p.m.—with the fireworks starting at 9:00. The rain date would be July 2, and a group would meet to come up with a third date if it ended up raining on July 2 as well.

Ms. Simmons said the Chamber was planning on using southern-Delaware-based Brothers Pyro as the fireworks vendor. She stated that she had met with Mayor Thoroughgood and Hudson and Dale Magee of the fire marshal’s office and had spoken with Chief Calloway and the Chamber’s insurer concerning the event. Ms. Simmons said Mr. Magee had indicated that Millsboro Pond was the only viable location from which fireworks could be set off. She mentioned that Aaron Jackson, president of Brothers Pyro,

had measured the pond with a radar gun and had determined that the area was large enough to legally accommodate the launching of fireworks.

Ms. Simmons showed the event logo—which was created by the Sussex County Post. The cost of the event is \$20,000—a little less than the Boro Bash. Fund-raising ideas included event T-shirts, change buckets, and sponsorships.

Hodges asked about the viewing location. Ms. Simmons said she would be encouraging individuals to watch from Cupola Park. She stated that Chief Calloway had indicated that the sidewalk(s) on the SR 24 bridge could also be used. Ms. Simmons mentioned that the 2nd- and 3rd-tier fireworks could be viewed from the ball field.

Ms. Simmons said Brothers Pyro had asked that one of the boat ramps be closed.

O’Neal asked if the fireworks would ultimately take place even if the weather was inclement on the rain date as well. Ms. Simmons said they would. Hudson stated that the contract spoke about a rain date.

Kells asked if the Fire Company was going to be involved from a safety standpoint. Ms. Simmons said Mr. Jackson had indicated that he likes to communicate with the fire companies directly. Ms. Simmons stated that the fireworks would be detonated remotely.

O’Neal asked Ms. Simmons to clarify how much the event would cost. She said the \$30,000 mentioned in the letter included the cost of insurance, portable toilets, and T-shirts as well as the cost of fireworks.

Ms. Simmons asked to place one or two fund-raising “thermometer” signs near Dairy Queen. Mayor Thoroughgood did not express any objection.

Ms. Simmons thanked Mayor Thoroughgood and Hudson for their assistance.

Hudson mentioned that he had requested that the Chamber ask its insurer to list the Town as an additional insured and that the insurer had agreed to the Town’s request.

Hudson provided Schrider-Fox with a copy of the fireworks contract.

Kells made a motion to approve the request to conduct the event; utilize Cupola Park beginning at 4:00 p.m. on the day of the event; and provide Town funding. Cordrey seconded. Approved unanimously.

Police Department’s report:

Chief Brian Calloway presented the monthly report.

Chief Calloway expressed thanks to Council, his staff, and members of the community for their support after the passing of his father.

Sergeant Rogers participated in Simunition instructor training. Corporal Moyer attended public information officer training.

Lieutenant Legates has completed all applicable CALEA [Commission on Accreditation for Law Enforcement Agencies] standards for 2016. He is in the process of planning for his first “on site”—which is scheduled for 2018.

The recruits are scheduled to graduate from the Delaware State Police Academy on February 10 and to begin their field training on February 20. They will be attending the March Council meeting.

Detective Dufour went to Lighthouse Christian School on January 11 and read a book to their kindergarten students.

On January 21, Millsboro Police officers participated in a Special Olympics bowling tournament at Millsboro Lanes. The coordinator for the event indicated that the tournament would be taking place on an annual basis.

The AED [automated external defibrillator] grant application was withdrawn, as the grant would not have provided AEDs at no cost to the Town.

There were 335 Millsboro-Police-reported traffic crashes in 2016. The long-term average is about 220, and there were 257 crashes in 2015. The goal is to get the number below 300.

Chief Calloway showed how CrimeView works.

Streets: No report.

Parks and Recreation: No report.

Water and sewer: The sewer invoices for 48 Kyle Circle and 504 New Street will be adjusted by Hudson as permitted by ordinance.

Mayor's report:

Warren's Mill:

Sauer said he had heard a few concerns relative to the Town's possible plans for the mill. He suggested that the Town get an engineer involved given the complexity of the project, and Council seemed to be supportive of the idea. There was some mention of contacting the City of Dover since it has dealt with a similar situation.

Sauer indicated that he would contact some engineering firms.

Hudson asked if Council would have any interest in the Town installing some fencing for safety, security, and liability reasons—especially in light of the fact that, within the past month, one or more persons had visited the site without securing authorization from Town. Hodges suggested that no trespassing signs be posted. Hudson responded that Kenny Niblett [director of public works] had indicated that a sign or two was already being displayed.

Town signage: Hudson showed an example of what an electronic "Welcome to Downtown Millsboro" sign could look like. He said DelDOT [Delaware Department of Transportation] had indicated that the new sign could not be installed where the present sign was located [near Railroad Street]. Hudson indicated that he had recently asked Schrider-Fox to confirm that DelDOT's interpretation of the related regulations was accurate. Schrider-Fox said, assuming DelDOT's interpretation was, in fact, accurate, the Town might want to determine if it had the option to seek relief and appeal DelDOT's "decision."

Bank transition: Sauer indicated that the transition to WSFS would be completed by the time of the next Council meeting.

New accounts receivable specialist: Sauer reported that Debbie Weatherby had started and that everything was going well.

Advertising and hiring process for town clerk position: Sauer indicated that the closing date was January 31 and that about 240 applications had been received.

Recommended reduction in Building Fund fees:

Kells, chair of the Impact Fee Committee, provided a summary of the Committee's report. He indicated that the Committee was recommending that Council lower the Building Fund rate associated with the building permit fee from \$2,629 to \$500 per equivalent dwelling unit (EDU). The effective date would be March 1.

Gum made a motion to accept the Committee's recommendation and lower the rate. Hodges seconded. Approved unanimously.

Recommended sign ordinance revisions: O'Neal, chair of the Sign Ordinance Committee, provided an update. He indicated that the Committee and Board of Adjustment had met to discuss the ordinance and the changes that might need to be made thereto.

Supplemental tax list no. FY 2017-3: Sauer presented the supplemental tax list. Hodges made a motion to authorize the Town to send invoices for amounts of \$10.00 or greater. Cordrey seconded. Approved unanimously.

Revised preliminary site plan for Villages at Millwood, Expansion, Phase 2:

Roger Gross, PE of Merestone Consultants spoke on behalf of the developer of Villages at Millwood.

Mr. Gross asked that the roads in the subdivision be kept private.

Hudson stated that he and Kenny Niblett had reviewed the revised plan and did not have any concerns.

Hodges asked if all of the units in the new section would be single-family houses. Mr. Gross responded yes.

In response to a question from Hodges, Mr. Gross indicated that the new section would be accessible via the original portion of the subdivision and Industrial Street.

Hodges made a motion to approve the request contingent upon any guidance from AECOM being followed and all other approvals being secured. Gum seconded. Approved unanimously.

Renovation and/or lease of old post office building (203 Main Street): Mayor Thoroughgood appointed a committee composed of Truitt (chair), Kells, and Hodges.

Uncollected capitation taxes:

Schrider-Fox said landlords have no obligation to pay capitation taxes on behalf of their tenants.

On behalf of the accounts receivable department, Sauer asked for authorization to write off a portion of the accounts receivable related to the tax. Gum made a motion to grant the request. Kells seconded. Approved unanimously.

Annual CPI-related impact fee adjustments: Cordrey made a motion not to increase the Building Fund rate associated with the building permit fee. Truitt seconded. Approved unanimously.

Site plan for Best Veterinary Solutions: Gum made a motion to grant final approval. O'Neal seconded. Approved unanimously.

Site plan for Farmer's Bank of Willards: Hodges made a motion to grant preliminary approval. Truitt seconded. Approved unanimously.

Conditional use application from Chimes: Hodges made a motion to extend the conditional use approval. Cordrey seconded. Approved unanimously.

Hall rental by Delaware Department of Transportation: Kells made a motion to waive the rental fee for the February 7 event. Truitt seconded. Approved unanimously.

State mosquito control program:

Thoroughgood asked that the beekeepers be notified of the spraying.

Hudson requested authorization to execute the program agreement with the State on Council's behalf. Truitt seconded. Approved unanimously.

Town Museum: Hudson reported that the Museum was now generally open on Wednesday from 9:00 a.m. to 12:30 p.m. and was being "staffed" by Faye Lingo, former town manager.

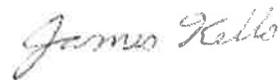
Recess: Cordrey made a motion to go into recess until 9:35 p.m. Hodges seconded. Approved unanimously.

Executive session

Call to order: At 10:05 p.m., Hodges made a motion to go back into regular session. Kells seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Hodges made such a motion. O'Neal seconded. Approved unanimously at 10:15 p.m.

Respectfully submitted,



James Kells
Secretary