



**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
MARCH 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, Councilperson Larry Gum, Town Manager Sheldon P. Hudson, Assistant Town Manager Bill Sauer, and Town Solicitor Mary Schrider-Fox.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

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

John Hall presented the monthly report.

Barbara Shultie, life member, passed away. There were 220 ambulance and 30 fire calls. Solar panel/windmill and CPR/AED/LUCAS training was received.

A local car club will be in town this coming Saturday. Breakfast will be served to around 300 people.

The following week, 5,000 Easter eggs will be made by the Ladies Auxiliary.

Greater Millsboro Chamber of Commerce:

The Chamber asked for permission to close Church Street on Saturday, May 27 for a yard sale. Gum made a motion to approve the request. Hodges seconded. Approved unanimously.

The Chamber requested approval to use Cupola Park on Saturday, April 15 from 8:00 a.m. to noon for the annual Easter egg hunt. Cordrey made a motion to grant the request. Truitt seconded. Approved unanimously.

Police Department's report:

Chief Brian Calloway presented the monthly report.

Corporal Moyer participated in TASER instructor recertification training.

Liana Dodson and Christopher Ebke, new officers, were introduced to Mayor and Council. Chief Calloway indicated that Officer Kyle Wharton was unable to attend the meeting due to a medical issue in his family. Mayor Thoroughgood, each councilperson, Hudson, Sauer, and Schrider-Fox congratulated and shook hands with officers Dodson and Ebke.

There were 3 vehicle-related criminal mischief complaints in Plantation Lakes, and a detective was sent out.

The Department participated in 2 Office of Highway Safety initiatives. 12 hours were worked. 34 tickets were issued—13 speeding, 5 cell phone, and 16 traffic.

Chief Calloway asked for permission for the Department to participate in Checkpoint Strikeforce. Gum made a motion to approve the request contingent upon one or more officers expressing an interest in signing up. Cordrey seconded. Approved unanimously.

A video demonstrating how the Department's new body camera system worked was shown.

Ms. Dixie Carlisle of the Magnolia Meadows community addressed Council and discussed the situation involving individuals throwing rocks at her home and others located in the subdivision. Ms. Carlisle spoke highly of the Department and Hudson.

A homeowners' association representative talked and made positive comments about the Department.

Streets: Hudson advised Council that Mr. Dick Ward had asked that the Town reduce the rental and labor charges associated with his past rental of a backhoe from the Town. Sauer did not recall the rates having changed in recent years. No motion was made to approve the request.

Parks and Recreation:

Hudson stated that Mr. Richard Spinks had requested permission to build a dock that would extend from his property located at 211 West State Street into Millsboro Pond. Hodges made a motion that approval be granted contingent upon certain insurance requirements being met and an agreement with the Town being signed indicating that the dock would only be used for private purposes and that Mr. Spinks would have a valid Department of Natural Resources and Environmental Control (DNREC) permit at all necessary times. Cordrey seconded. Approved unanimously.

Mayor Thoroughgood reorganized the committee tasked with making recommendations relative to the use of the Town-owned property with a Sussex County tax map and parcel number of 133-20.00-37.01. He (re)appointed Hodges (chair), Kells, and O'Neal to serve thereon.

Mayor Thoroughgood asked Hudson to send Mr. Donald Collins a letter reminding him that the land in question could no longer be farmed.

Hudson mentioned that he had received a request to use Cupola Park for a wedding ceremony on Saturday, June 17. He said the requester had indicated that a temporary archway and about 50 chairs would be set up in the open area near the small gazebo and that the ceremony would last for less than an hour.

Gum made a motion to approve the request. Truitt seconded. Approved unanimously.

Mayor Thoroughgood indicated that Grace United Methodist Church was asking to use Cupola Park on October 7 for its “God Is Good” event. Gum made a motion to approve the request with the exception of changing the rain date from October 14 to October 21. Kells seconded. Approved unanimously.

Water and sewer:

Hodges made a motion to approve the multiquarter sewer invoice adjustment request from M&T Bank. Kells seconded. Approved unanimously.

Gum made a motion to authorize Hudson to perform a multiquarter sewer invoice adjustment for 12 Mill Landing Road, No. 7. Cordrey seconded. Approved unanimously.

Mayor’s report:

Electronic sign: Schrider-Fox reported that there appeared to be no viable alternatives for appealing the decision from the Delaware Department of Transportation (DelDOT) not to allow the Town to install an electronic sign where the “Welcome to Millsboro” message sign was presently located. Mayor Thoroughgood then requested that Hudson ask Senator Hocker and Representative Collins for assistance in securing approval. Mayor Thoroughgood said Schrider-Fox could research the Town’s options relative to rehabilitating the existing Welcome to Millsboro sign and/or replacing, rehabilitating, and/or relocating the Millsboro Civic Center sign if no legislative assistance ended up being offered.

Hiring process for town clerk position: Sauer indicated that about 45 applications were being recommended for possible further consideration.

Final site plan for Farmer’s Bank of Willards: Hodges made a motion to grant final site plan approval. Truitt seconded. Approved unanimously.

Partitioning request and preliminary site plan—Hy-Point Dairy:

Mr. Jay Meany, president of Hy-Point, stated that a barn-style warehouse would be constructed during phase 1 and an ice cream parlor built and playground installed during phase 2. He said no improvements would be made to the 2nd parcel during phase 1 or 2.

Mr. Meany said his company had donated to an upstate little league for 61 years and would “come on board with” the Millsboro Little League.

Mr. John Manis, Hy-Point’s realtor, said trees could be planted along the railroad tracks as well if so desired by Council.

Hodges said the location in question was the wrong one in light of the associated truck traffic and that this was the reason why he was opposed to the project. He stated that the warehouse needed to be built in an industrial area/on the “outskirts” of town.

Cordrey echoed Hodges’s concerns and expressed reservations relative to the impact of the project on those living in residences located in Hub Court and elsewhere.

Schrider-Fox mentioned that the requested uses were permitted in the urban business (UB) zoning district. She said she agreed with the Town's building inspector (George "Kenny" Niblett) that a parking-related variance would, in fact, need to be requested and granted.

Kells made a motion to grant the partitioning request subject to Hy-Point adequately addressing AECOM's comments and a parking-related variance being granted by the Board of Adjustment. Truitt seconded. Approved by a vote of 4-3—with Mayor Thoroughgood, Truitt, Kells, and Gum voting yes and Hodges, Cordrey, and O'Neal voting no.

Truitt made a motion to approve the preliminary site plan subject to Hy-Point adequately addressing AECOM's comments and a parking-related variance being granted by the Board of Adjustment. Kells seconded. Approved by a vote of 4-3—with Mayor Thoroughgood, Truitt, Kells, and Gum voting yes and Hodges, Cordrey, and O'Neal voting no.

Site plan for Hall's Heritage/Village at Iron Branch: Cordrey made a motion to approve the site plan. Kells seconded. Approved unanimously.

Possible sale of properties with tax liens: Truitt made a motion to table the item until the next regular Council meeting. Cordrey seconded. Approved unanimously.

Possible revisions to portion(s) of Town Code related to impact fees: Gum made a motion to amend the Code in such a way so as to clarify that Council can decrease impact fees and to pass an associated confirming resolution. O'Neal seconded. Approved unanimously.

Request from Millsboro Towne Center/Village for extension of conditional use approval related to signage: Hodges made a motion to extend the approval. Cordrey seconded. Approved unanimously.

Previews of improved Town and Police Web sites: Chief Calloway and Mr. Matt Hall, a Town employee, provided previews of the improved sites.

Councilperson and Board of Adjustment member compensation: Mayor Thoroughgood suggested that the Town provide an annual salary of \$200 to each councilperson and Board of Adjustment member. Gum made a motion to grant such compensation. Cordrey seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Gum made such a motion. Hodges seconded. Approved unanimously at 9:00 p.m.

Respectfully submitted,



James Kells
Secretary