



**Mayor and Council
Town of Millsboro**

322 Wilson Highway
Millsboro, Delaware 19966
(302) 934-8171
(302) 934-7682 (Fax)
town@millsboro.org

Mayor Michelle Truitt
Vice Mayor Tim Hodges
Pro Tem John Thoroughgood
Secretary James Kells
Treasurer Larry Gum
Councilperson Ron O'Neal
Councilperson Bradley Cordrey

Sheldon P. Hudson, Town Manager

**MAYOR AND COUNCIL
REGULAR MEETING
November 1, 2021**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. Council Vice President Tim Hodges, Council President Pro Tempore John Thoroughgood, Council Secretary James Kells, Council Treasurer Larry Gum, Councilman Bradley Cordrey [arrived late], Town Manager Sheldon P. Hudson, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present. Councilman Ron O'Neal was absent.

Public comment: A resident commented on the agenda.

Secretary's report:

Kells submitted the revised September 2021 regular meeting minutes and made a motion that Mayor and Council approve them as written. Hodges seconded. 5 approved; Cordrey and O'Neal were absent.

Kells submitted the October 2021 regular meeting minutes and made a motion that Mayor and Council approve them as written. Thoroughgood seconded. 5 approved; Cordrey and O'Neal were absent.

Kells submitted the October 2021 special meeting minutes and made a motion that Mayor and Council approve them as written. Gum seconded. 5 approved; Cordrey and O'Neal were absent.

Treasurer's report: Gum made a motion that the Town pay the invoices as recommended from the designated accounts. Thoroughgood seconded. 5 approved; Cordrey and O'Neal were absent.

Millsboro Fire Company update: Gum mentioned the Department has a great volunteer staff.

Millsboro Little League: Mayor Truitt met with Jeremy Blades and is working on a list of past volunteers.

Police Department's report:

Chief Brian Calloway stated that Sgt. David Moyer attended Supervisor Leadership Institute training in Ocean City, MD on October 11–15.

On October 25–27, officers from shifts A & B conducted annual firearms training.

Chief Calloway mentioned Cpl. Christopher Ebke attended Computer Voice Stress certification training in Landover, MD on October 18–22.

Chief Calloway mentioned members of the Department participated in the Community Bike Rodeo event on October 9. On October 14, the Department partnered with the Millsboro Fire Department for a safety presentation at East Millsboro Elementary, and on October 31 the Department participated in the annual Community Night Out event.

With regard to the Office of Highway Safety, during the month of October, the Department participated in one initiative.

Parks and recreation:

Cupola Park resolution: Hudson mentioned the Town will need a resolution stating Cupola Park will remain zoned as open space.

Streets:

Parking study implementation: Amy Mendelson of AECOM stated contractor is waiting on the cost estimate.

State Street improvements: Burk mentioned waiting on the preconstruction meeting to be scheduled.

W. B. Atkins Park drainage: Carrie Kruger is working on a request for proposals.

Christmas lights—Laurel Road: Decorations will be going up in the upcoming week.

Water and sewer:

Water and sewer adjustment request—27947 Home Farm Drive: Matthew Hall, director of finance and technology presented a request for a utility adjustment from 27947 Home Farm Drive. Gum made a motion to deny the request. Thoroughgood seconded. 4 voted to deny the request; Hodges and Kells voted to approve the request; O'Neal was absent.

Easement agreement—pumping station #4: Schrider-Fox still working on.

Interconnection agreement with the Town of Dagsboro: Hodges made a motion to approve the interconnection draft agreement with revisions as previously discussed. Gum seconded. 6 approved; O'Neal was absent.

Water and sewer (cont.):

Resolution to apply for drinking water matching planning grant—White Street wells: Kruger presented a request for a resolution authorizing the preparation and submission of a matching planning grant to receive funds for the White Street wells. Hodges made a motion to approve the resolution as presented. Thoroughgood seconded. 6 approved; O’Neal was absent.

New water treatment plant change order: Kruger presented a 56-day change order to be considered by Council. Thoroughgood made a motion to approve the change order as presented. Kells seconded. 6 approved; O’Neal was absent.

Mayor’s report:

Borrowing referendum for capital projects and infrastructure improvements: Referendum is scheduled for November 20 from 1:00 pm-7:00 pm.

Continued Ventures—schedule public hearing: Hodges made a motion to schedule a public hearing on December 6 proposing annexing territory. Kells seconded. 6 approved; O’Neal was absent.

Proposed change to § 210-18(H) of the Code of the Town of Millsboro: After some discussion, Amy Mendelson of AECOM will continue to work on the draft language for review.

Landscaping requirements in Town zoning code: Amy Mendelson of AECOM stated town staff is reviewing the draft language.

Possible comprehensive plan amendment: Amy Mendelson of AECOM presented draft maps for review. After some discussion, it was decided that AECOM would provide revised draft maps and that this item would be discussed at a future council meeting.

Proposed changes to § 189-1 and § 189-2 of the Code of the Town of Millsboro: Schrider-Fox presented draft language for review and advise this item come back in December.

Possible leasing of former train station: Thoroughgood made a motion to proceed with the lease agreement as presented. Hodges seconded. 6 approved; O’Neal was absent.

Tax late fee and penalty waiver request—20429 Asheville Drive and 27536 Belmont Boulevard:

Mr. Hall presented a request from 20429 Asheville Drive to have the tax late fee and penalty waived. Kells made a motion to deny the request as presented. Gum seconded. 6 approved; O’Neal was absent.

Mr. Hall relayed a request from 27536 Belmont Boulevard is requesting to have the tax late fee and penalty waived. Thoroughgood made a motion to approve the request as presented. Kells seconded. 6 approved; O’Neal was absent.

Mayor's report (cont.):

ATM for Town Hall: Mr. Hall stated WSFS would place an ATM in the Town Hall for a 6-month trial basis. Thoroughgood made a motion to authorize Mr. Hall the authority to sign the ATM agreement. Cordrey seconded. 6 approved; O'Neal was absent.

Proposal for HR consulting services: Mr. Hall presented a proposal for human resources consulting services. It was decided to have Segal re-evaluate the proposal.

Christmas market: Mayor Truitt stated the Christmas market will be on December 11&12 from 9:00 am-2:00 pm at the Town Hall. One hundred vendors have been selected. Mayor Truitt requested funds for advertising of the market. Hodges made a motion to have revenue received from the market budget line be used for the market expenses up to \$1,500. Thoroughgood seconded. 6 approved; O'Neal was absent.

Town Christmas events—payments for services: Christmas parade and tree lighting event are scheduled for December 4. Hudson asked if Council would again be interested in paying for services rendered at the Town Christmas events. Hodges made a motion to pay for services rendered from the market revenue and the Christmas decorations line item. Thoroughgood seconded. 6 approved; O'Neal was absent.

Registration and insurance requirements for markets: A release will need to be signed by vendors participating in the market.

Christmas bonuses: Thoroughgood made a motion to approve a Christmas bonus for \$250 net direct deposit for all Town employees contingent upon police union consent being given in cases involving members of the bargaining unit. Gum seconded. 6 approved; O'Neal was absent.

Proclamation: Cordrey made a motion authorizing Mayor Truitt to proclaim the Saturday after Thanksgiving as Small Business Saturday 2021. Hodges seconded; 6 approved; O'Neal was absent.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Kells seconded. The motion was carried with 6 voting yes; O'Neal was absent.

Respectfully submitted,



James Kells
Secretary