



**Town 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 Bradley Cordrey
Councilperson Ron O'Neal
Councilperson Larry Gum

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
November 2, 2020**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. [The meeting was conducted in person and by conference call as permitted/required by State law and in accordance with the state of emergency order issued by Governor John Carney.] Vice Mayor Tim Hodges, Council President Pro Tempore John Thoroughgood, Secretary James Kells, Treasurer Bradley Cordrey, Councilman Ron O'Neal, Councilman Larry Gum, Town Manager Sheldon P. Hudson, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present. No one was absent.

Secretary's report: Kells submitted the October 2020 regular meeting minutes and made a motion that Council approve them as written. Hodges seconded. Approved unanimously.

Treasurer's report: Cordrey made a motion that the Town pay the invoices as recommended. Hodges seconded. Approved unanimously.

Millsboro Fire Company update: Gum stated the Millsboro Fire Company had handled 256 EMS calls during the month of October. O'Neal mentioned the Fire Company would be placing flags on the veterans' graves in honor of Veterans Day.

Police Department's report:

Chief Brian Calloway stated that Cpl. Dallas Millner had attended search warrant training at the Delaware State Police Academy on October 5 and 6.

On October 6, Sgt. Evan Rogers had attended Glock Armorer training at the Ocean View Police Department.

Chief Calloway stated that patrol officers from shift "A" had conducted the annual Response to Resistance training on October 13. Shift "B" had received the same training on October 15.

October 20–22, Sgt. David Moyer, Sgt. Barry Wheatley, and Cpl. Matthew Dufour had attended Computer Voice Stress recertification training in New Jersey.

Police Department's report (cont.):

Chief Calloway stated the Department had completed 4 hours of online training during October.

Chief Calloway stated the Halloween night drive-thru event had been a huge success.

With regard to Office of Highway Safety initiatives, during October, there were 12 tickets issued.

Chief Calloway stated the Department had held its annual awards banquet on October 7.

Water and sewer:

M&T Bank pumping station railroad agreement: Burk stated the agreement had been sent to the town solicitor for review.

Proposed water plant update: Burk stated the town engineer expected an award recommendation to be made in December.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated easement agreements and exhibits were complete and may be ready for final approval in December.

Hub Court easement: Burk stated the property owner had agreed to prepare documents.

Requests for utility adjustment—20455 North Charlotte Boulevard, 401 Amberly Court, 331 Holly Street, 29686 Cobblestone Way, 215 Laurel Road, 115 Bobby's Branch Road, and 325 Blossom Way:

Mr. Hall stated 20455 North Charlotte Boulevard had presented proof of lost payment. Thoroughgood made a motion to waive the late fees and penalties. Kells seconded. Approved unanimously.

Mr. Hall indicated that 401 Amberly Court's water service was cut off in error and that the customer had requested compensation. Thoroughgood made a motion to issue an \$80.00 credit. Hodges seconded. Approved unanimously.

Mr. Hall stated 331 Holly Street had requested late fees and penalties be waived due to not having received the invoice in a prompt matter. Hodges made a motion to waive late fees and penalties due to COVID-19 and the resulting slowdown in mail delivery. Kells seconded. Approved unanimously.

Mr. Hall presented a request from 115 Bobby's Branch Road requesting a credit for sewer usage. Gum made a motion to deny the request as presented. Thoroughgood seconded. Approved unanimously.

Mr. Hall relayed a request from 325 Blossom Way requesting a credit for sewer usage. Thoroughgood made a motion to deny the request as presented. Cordrey seconded. Approved unanimously.

Water and sewer (cont.):

Delmarva Power and Light preannexation: Burk stated Ms. Kruger was still working on agreements.

Utility on-and-off fees: Thoroughgood made a motion not to waive on-and-off fees for the delinquent October 2020 billing. Kells seconded. 6 voted yes (Cordrey had stepped out of the room and did not vote).

Easement agreement—Commons at Radish Farms: Schrider-Fox stated she was doing the legal review of 3 proposed easement agreements. Mark Beam presented the request for sewer easements. Hodges made a motion to approve the easement agreements as requested. O’Neal seconded. 6 voted yes (Cordrey had stepped out of the room and did not vote).

Streets:

Warren’s Mill: Burk stated Ms. Kruger was waiting on revised quotes.

Plantation Lakes parking study: Burk stated AECOM should have a draft report within the week.

Street lighting and Christmas lighting: Hudson stated everything still appeared to be on track for additional street lighting to be added along Laurel Road (SR 24) west of Kendall Street west to Godwin School Road—with the work hopefully taking place by the spring of 2021.

Dodd Street Drainage Improvements Project: Burk stated the project was close to completion.

Intersection of Washington and State streets: The Delaware Department of Transportation was looking into possible solutions for this intersection.

Eastern drainage improvements project: Burk stated Jason Loar, PE of Davis, Bowen & Friedel, Inc. was working on the redesign of the project.

Main Street paver project—recommendation to award: Thoroughgood made a motion to award the bid to A-Del Construction based on the historical information provided by the town engineer. Hodges seconded. 6 voted yes (Cordrey had stepped out of the room and did not vote).

State Street improvements project: Burk mentioned comments had been addressed and the plan resubmitted to Delaware Department of Transportation.

Plantation Lakes “Section I” street dedication and bond release: Requests related to “Section I” were approved at the October 2020 Council meeting.

Plantation Lakes “Section G” street dedication and bond release: Hodges made a motion to approve the requests related to “Section G” as presented. Gum seconded. Approved unanimously.

Community Development Block Grant: Burk stated there were no bidders.

Mayor's report:

Art League lease: Hudson stated the Art League was on a month-to-month lease; no action was taken.

Dunkin' traffic management plan: Burk stated Ms. Kruger had mentioned plans were resubmitted to Sussex Conservation District in October 2020.

Water service in areas north and east of State Street: Burk stated Ms. Kruger was waiting to get a meeting scheduled to discuss the certificate of public convenience and necessity.

Pond algae growth management: Mayor Truitt was working with Delaware Department of Natural Resources and Environmental Control.

Town Christmas events: Hudson stated the Christmas parade was scheduled for Saturday, December 5 at 5:00 p.m.—followed by a “tree lighting.” Hodges was making the arrangements for the music portion of the event.

Town Christmas events—payments for services: After some discussion, it was decided to table the item until the December 2020 Council meeting.

Signage tax waiver request—28524 Dupont Boulevard: Mr. Hall stated the request had been brought before Council in October 2020 but the vote was not clear so Town staff was requesting a new vote be taken. Thoroughgood made a motion to deny the tax waiver request. Cordrey seconded. 6 voted yes; Truitt abstained.

Comprehensive plan (2019): Burk stated AECOM was waiting on a letter of no objection from the Delaware Department of Agriculture.

Small Business Saturday proclamation: Hodges made a motion authorizing Mayor Truitt to proclaim the Saturday after Thanksgiving as Small Business Saturday 2020. Cordrey seconded. Approved unanimously.

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

Respectfully submitted,



James Kells
Secretary