



Mayor and Council
Town of Millsboro

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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
October 4, 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 Treasurer Larry Gum, Councilman Ron O'Neal, Councilman Bradley Cordrey [arrived late], Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present. Council Secretary James Kells and Town Manager Sheldon P. Hudson were absent.

Appointment of Council president pro tempore for new term: Gum made a motion to appoint John Thoroughgood as pro tempore. Hodges seconded. The motion was carried with 5 voting yes; Kells was absent and Cordrey was not present for the vote.

Public comment: A resident spoke regarding the amenities in Plantation Lakes, another resident spoke regarding the townhouse size being built in Plantation Lakes.

Public hearing:

A PUBLIC HEARING WILL BE HELD ON OCTOBER 4, 2021, AT 7:00 PM, PREVAILING TIME, AT THE MILLSBORO TOWN CENTER LOCATED AT 322 WILSON HIGHWAY, MILLSBORO, DELAWARE 19966, TO CONSIDER THE RESOLUTION PASSED BY THE TOWN COUNCIL OF THE TOWN OF MILLSBORO ON SEPTEMBER 7, 2021, AUTHORIZING THE ISSUANCE OF UP TO \$38 MILLION MAXIMUM PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS IN ORDER TO FINANCE THE CAPITAL IMPROVEMENT PROGRAM TO BE UNDERTAKEN BY THE TOWN OF MILLSBORO, INCLUDING VARIOUS CAPITAL PROJECTS AND IMPROVEMENTS, MODIFICATIONS, UPGRADES AND EXPANSION OF THE TOWN OF MILLSBORO'S WATER, WASTEWATER, LINES AND SYSTEMS, AND OTHER TOWN FACILITIES, AND ESTABLISHING THE TIME AND PLACE FOR A PUBLIC HEARING THEREON.

Mayor Truitt opened the above-mentioned public hearing. A town-produced video was shown and public comments were made.

Thoroughgood made a motion to keep the public hearing open and reconvene on October 18 at 6:30 pm. Hodges seconded. The motion was carried with 6 voting yes; Kells was absent.

Secretary's report: Gum made a motion to accept the September 2021 regular Mayor and Council meeting minutes as written. Cordrey seconded. The motion was carried with 6 voting yes; Kells was absent.

Secretary's report: Gum made a motion to accept the September 2021 regular Mayor and Council meeting minutes as written. Cordrey seconded. The motion was carried with 6 voting yes; Kells was absent.

Treasurer's report: Gum made a motion that the Town pay the invoices as recommended from the designated accounts. O'Neal seconded. The motion was carried with 6 voting yes; Kells was absent.

Millsboro Fire Company update: Gum stated the Department has 2 full-time EMTs and 2 ambulances around the clock. Gum also mentioned community service efforts, such as fire prevention week, the Bike Rodeo, and also the Community Day at Plantation Lakes.

Millsboro Art League:

Representatives supporting the Millsboro Art League stated that;

- The Millsboro Art League has 75 members;
- Children's Saturday art classes have started;
- The league has a quilt raffle currently in process.

Millsboro Little League: Little League representative presented ideas for a proposed memorial. Other items discussed were painting the dugouts, grass cutting, and lighting.

Police Department's report:

Chief Brian Calloway stated Bryan Jones, Cole Revel, and Travis Shockley had graduated from the Delaware State Police Academy on September 16 and were introduced to Mayor and Council; congratulations were offered.

Chief Calloway stated that Sgt. Evan Rogers attended Tactical Medicine training at the Delaware State Police Academy on September 8 & 9.

On September 16 & 18, members of the Department received annual firearms training.

Cordrey made a motion to approve the revised Millsboro police policy # 4 personal appearance, uniforms equipment regarding tattoos. O'Neal seconded. The motion was carried with 6 voting yes; Kells was absent.

Thoroughgood made a motion to approve the addition to the Millsboro police policy # 9 job descriptions. Cordrey seconded. The motion was carried with 6 voting yes; Kells was absent.

Chief Calloway mentioned members of the Department attended the Plantation Lakes Community day event on September 25 and will also be participating in the Community Bike Rodeo event in the Lowes parking lot on October 9 as well as Coffee with a Cop on October 7.

Police Report (cont.):

Chief Calloway stated the Department was requesting approval to participate in the “Whiskers for Wishes” program again this year. This would be a “no shave” event where officers could pay not to shave between November 1 and December 31. Last year, the Department had raised over \$10,310. The proceeds from this event would provide gifts to needy families within the Millsboro area.

Thoroughgood made a motion to approve the request. Hodges seconded. The motion was carried with 6 voting yes; Kells was absent.

With regard to the Office of Highway Safety, during the month of September, the Department participated in two initiatives.

Parks and recreation:

“Brandywine Park”: Burk stated staff is cleaning up this area.

“Dog park”: Burk stated the dog park has been reseeded.

Mayor’s report:

Proclamation: Truitt presented a proclamation, recognizing October as Breast Cancer Awareness month.

Streets:

Ordinance to amend § 200-31 of the Code of the Town of Millsboro to designate new no parking zones: Schrider-Fox presented the amendment to § 200-31 of the *Code of the Town of Millsboro* to designate new no parking zones. Thoroughgood made a motion to accept the amendment as presented. Gum seconded. The motion was carried with 6 voting yes; Kells was absent.

Main Street sidewalk replacement change order: Burk presented a change order request from Davis, Bowen & Friedel Inc. Hodges made a motion to accept the change order as presented. Cordrey seconded. The motion was carried with 6 voting yes; Kells was absent.

Christmas lights—Laurel Road: Mr. Niblett stated that staff would be installing brackets during October.

Road width design standards: Mr. Niblett presented a request to increase the road width within the subdivision code excluding rolled curb and gutter from the street design calculation. Thoroughgood made a motion to authorize this code change. Hodges seconded. The motion was carried with 6 voting yes; Kells was absent.

Water and sewer:

Interconnection agreement with the Town of Dagsboro: Schrider-Fox stated an interconnection draft agreement has been sent to Dagsboro for review.

White Farm tank amendment #5: Carrie Kruger presented a change order on behalf of Duffield Associates, LLC due to extended construction times. Gum made a motion to approve the change order as presented. Cordrey seconded. The motion was carried with 6 voting yes; Kells was absent.

Legal fee reimbursement request: Burk presented a request for legal fee reimbursement for an easement agreement with Erin Bradly Enterprises, LLC. Hodges made a motion to reimburse Erin Bradly Enterprises, LLC contingent upon the return of transfer tax affidavits to the Town to record the easement at the Recorder of Deeds. Thoroughgood seconded. The motion was carried with 6 voting yes; Kells was absent.

Mayor's report (cont.):

Lot combination request—Sussex County tax map and parcel numbers 133-17.09-21.00 and 133-17.13-129.00: Burk presented the lot combination request. Gum made a motion to approve the lot combination as presented. O'Neal seconded. The motion was carried with 6 voting yes; Kells was absent.

Supplemental tax list: Hall supplied Council with information on the proposed quarterly changes to tax assessments. Gum made a motion to invoice all increases greater than \$5.00 except for one billing of \$4.32 which was a correction to the last supplemental tax list. O'Neal seconded. The motion was carried with 6 voting yes; Kells was absent.

Appointment of Board of Election for special election on borrowing: Mayor Truitt nominated John Tonnessen, Sandee Brigandi, and Faye Lingo to serve on the Board of Special Election. Thoroughgood made a motion to confirm the nominees. Cordrey seconded. The motion was carried with 6 voting yes; Kells was absent.

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

Proposed changes to § 189-1 and § 189-2 of the Code of the Town of Millsboro: Schrider-Fox sent draft language to town staff for review.

Landscaping requirements in Town zoning code: The Town's consultant, AECOM, would be sending a draft of proposed changes to the code.

Possible leasing of former train station: Burk presented draft lease agreement to Council for review.

Mayor's report (cont.):

Request for approval of amended residential planned community site plan and amendment to development agreement—Plantation Lakes: David Hutt of Morris James Wilson Halbrook & Bayard presented the request for approval of an amended residential planned community site plan and the amendments to the development agreement. Hodges made a motion to approve the RPC 6 site plan with the revised RPC 6 conditions, as well as the 5th Amendment to the Plantation Lakes Development agreement. Cordrey seconded. The motion was carried with 6 voting yes; Kells was absent.

Possible comprehensive plan amendment: AECOM is working on maps for review.

Farmer's market: Mayor Truitt stated 300-350 people on average visited the farmer's market this season.

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.

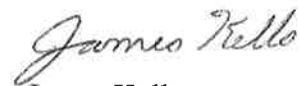
Recess: At 9:40 p.m., Thoroughgood made a motion that Mayor and Council recess until 9:45 p.m. O'Neal seconded. The motion was carried with 6 voting yes; Kells was absent.

[Executive session]

Call to order: At 10:20 p.m., Cordrey made a motion to go back into regular session. Hodges seconded. The motion was carried with 6 voting yes; Kells was absent.

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

Respectfully submitted,



James Kells
Secretary