



**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
September 8, 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, 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. Secretary James Kells, Treasurer Bradley Cordrey, and Councilman Ron O'Neal were absent.

Public comment: Resident requested utility on/off fee forgiveness.

Secretary's report: Thoroughgood made a motion to table approval of the August 2020 regular Council meeting minutes until the September 2020 regular Council meeting. Gum seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Treasurer's report: Gum made a motion that the Town pay the invoices as recommended. Hodges seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Millsboro Fire Company update: Gum mentioned the Department had voted to purchase a new engine. Gum also mentioned the fire police had assisted with traffic during an extended power outage.

Police Department's report:

Chief Calloway stated he and Sgt. Barry Wheatley had attended training on Civil Unrest on August 3. Cpl. Jonathan Zubrowski had attended Youth Mental Health and Basic School Resource Officer training during August.

Chief Calloway mentioned the Department had participated in a remote on-site through the Commission on Accreditation for Law Enforcement Agencies (CALEA) in August.

Chief Calloway mentioned Liana Dodson had resigned from the Department.

Police Department's report (cont.):

Chief Calloway introduced Cody Jackson and Cody Justice as the Department's newest recruits.

Chief Calloway stated the Department was working on plans for a drive-thru event to be held on Halloween night in the Millsboro Town Center parking lot from 6:00 to 8:00 p.m. Hodges made a motion to approve the drive-thru event on October 31 as well as trick-or-treating in town. Participants must be 12 years old or younger and must be in costume while trick-or-treating. Gum seconded. 3 approved by roll call (Mayor Truitt, Hodges, and Gum); 1 no vote (Thoroughgood); Cordrey, Kells, and O'Neal were absent.

With regard to Office of Highway Safety initiatives, during August, there were 6 patrols.

Mayor Truitt announced 3 new public works positions had been filled.

Water and sewer:

Proposed water plant update: Carrie Kruger, PE, town engineer stated the Town should be receiving plans for review shortly.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated Town staff was still reviewing the necessary documents.

Request for fee waiver—103 Nicole's Court, 138 Delaware Avenue, and 301 Amberly Court: Gum made a motion to waive all utility on/off fees for the current billing cycle only because of the COVID-19 pandemic. Late fees would still apply if payment was received after the due date. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Delmarva Power and Light pre-annexation: Ms. Kruger mentioned the agreement documents should be sent to the town solicitor for review shortly.

Streets:

Warren's Mill: Ms. Kruger stated the Town would be soliciting revised quotes.

Plantation Lakes parking study: Burk stated AECOM was reviewing the on-street parking situation within Plantation Lakes.

Street lighting and Christmas lighting: Hudson stated Delmarva Power and Light was finalizing the design phase of the street lighting project along Laurel Road (SR 24) from Kendall Street west to the Plantation Lakes subdivision.

Dodd Street Drainage Improvement Project: George "Kenny" Niblett, director of public works stated he was waiting to hear from the Sussex Conservation District.

Eastern drainage improvement project: Mr. Niblett had met with the property owners regarding some easements that were needed.

Streets (cont.):

Intersection of Washington and State streets: Hudson stated some of the property owners had expressed an openness to the idea of granting easements that would be needed at the intersection of Washington and State streets.

Recommendation to award—Main Street paver project: Jason Loar, PE of Davis, Bowen & Friedel, Inc. stated no bids had been received for the project. Hodges made a motion to put the project out to bid again as is. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

State street sidewalk project: Burk mentioned the Delaware Department of Transportation was still reviewing.

Millsboro railroad crossing replacement: Bill Conaway of Century Engineering presented the railroad crossing project at Main and Washington streets. Mr. Conaway stated the road closure would begin on October 1 at 9:00 p.m. and reopen October 12 at 5:00 a.m. with intermittent road closures possible thereafter. Hodges made a motion to authorize the plan as presented and discussed. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Parks and Recreation:

“Dog park”: Hudson mentioned staff had recommended that the status quo be maintained relative to the management of the “dog park.” Gum made a motion to maintain the status quo. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Cupola Park lighting: Hudson stated some additional lighting had been installed at Cupola Park.

Mayor's report:

Parade permit application—March for America: Hudson presented a parade permit application for the March for America. Hodges made a motion to approve the permit request. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Approving bond amounts—Westtown Village: Ms. Kruger presented the request for bond amounts for Westtown Village and Industrial Street. Gum made a motion to approve the bond amounts as presented. Hodges seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Final site plan—Alderleaf Meadows: Gary Rentsch of Knollwood Development Corporation presented a request for final site plan approval for Alderleaf Meadows. Hodges made a motion to approve the final site plan contingent upon a note being placed on the plans that the Town would not be responsible for repair or replacement of curb and/or sidewalk in the event the curb and/or sidewalk was damaged during Town maintenance or replacement of water mains and also the recommendations from Mr. Niblett concerning the inlet basins along Old Landing Road being addressed and that Phase 1 include two entrances. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Mayor's report (cont.):

Final site plan—Plantation Lakes subdivision-wide amenity plan: Sean Davis of Morris & Ritchie Associates, Inc. presented an amenities plan for the Plantation Lakes subdivision. Hodges made a motion to approve the amenities plan as presented. Gum seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Final site plan—Plantation Lakes "Section D": Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request for Plantation Lakes "Section D" final site plan approval. Mr. Usab mentioned additional picnic tables and benches would be incorporated in the final construction and landscape plans in the open space area. Gum made a motion to approve the final site plan as presented. Hodges seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Final site plan—Plantation Lakes "Community Center West": Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request for Plantation Lakes "Community Center West" final site plan approval. Gum made a motion to approve the final site plan as presented. Hodges seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Dunkin' traffic management plan: Ms. Kruger stated Dunkin' would be submitting a plan to Sussex Conservation District shortly.

Contract amendment—Sussex County tax map and parcel no. 133-17.00-61.00: Hodges made a motion to extend the closing date to October 15 and to authorize Hudson to be the attesting signature if the secretary was not available. Gum seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Water service in areas north and east of SR 24 bridge: Hodges made a motion to move forward with research/discussions as to if the Town could hold the certificates of public convenience and necessity in areas north and east of the SR 24 bridge. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Community "shred" event: Hudson presented a request from the Greater Millsboro Chamber of Commerce for a "shred" event at a cost of \$450. Hodges made a motion to follow up with WSFS to inquire as to if they were still interested in holding the free event that had been mentioned in the past. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Farmer's market: Truitt stated the farmers market was open every Saturday from 8:00 a.m. to 12:00 p.m. and was going well.

Town Christmas events: Thoroughgood made a motion to leave Town Christmas events as normal as possible. Hodges seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Employee policy manual: Gum made a motion to approve the revised tuition reimbursement policy as presented. Thoroughgood seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Gum seconded. 4 approved by roll call; Cordrey, Kells, and O'Neal were absent.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd