



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
December 2, 2019**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. 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.

Pledge of allegiance: Mayor Truitt led the pledge.

Secretary's report: Kells submitted the draft November 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. Gum seconded. Approved unanimously.

Millsboro Fire Company update: Gum stated the Millsboro Fire Company had handled 235 EMS calls and 47 fire-related calls during the month of November.

Police Department's report:

Chief Brian Calloway stated that Patrolman John Wharton had attended training on drug investigations at the Delaware State Police Academy.

On November 22, Cpl. Matthew Dufour and Cpl. Jonathan Zubrowski had attended training to be OC spray instructors.

On December 3, the Department would conclude its 5th Citizens Police Academy and, on December 12, members of the Department would join with students from Millsboro Middle School to sing Christmas carols to residents at Atlantic Shores.

Police Department's report (cont.):

Chief Calloway stated the 2019 "Whiskers for Wishes" campaign had raised over \$2,900 so far.

With regard to the Office of Highway Safety, during the month of November, there were 2 patrols—with 9 tickets written.

Water and sewer:

Town-wide water and wastewater infrastructure improvements and associated budget amendment(s): Hodges made a motion to authorize Hudson, as town manager, to request that Duffield Associates, Inc. prepare an opinion of probable cost and related materials to improve the water and wastewater infrastructure along the Dupont Boulevard (US 113) corridor on and near the north and south ends of town. Thoroughgood seconded. Approved unanimously.

Amendment no. 2 to the "M&T Bank" pumping station replacement engineering services agreement: Burk stated the amendment was still in the process of being prepared.

Cost-sharing agreement for new water treatment plant: Schrider-Fox indicated that a draft had been prepared and that the negotiations were ongoing.

Memorandum of understanding—Continued Ventures, L.L.C.: Schrider-Fox stated that, after discussions with the property owner's consultant, a memorandum of understanding may or may not, in fact, be needed.

Easement agreement—Manufacturers and Traders Trust Company: Burk indicated that the Town was still in the process of attempting to secure easements.

White Farm elevated storage tank engineering services agreement amendment: Burk presented "Engineering Services Agreement Amendment No. 2" on behalf of Duffield Associates, Inc. Cordrey made a motion to approve the amendment. Gum seconded. Approved unanimously.

"Chlorine analyzer" for the water main located southeast of town near Cricket Street: The discussion included a suggestion not to move forward until the Town of Dagsboro had taken action on a related item and to continue monitoring chlorine levels.

Engineering services proposal—Keystone Engineering Group, Inc.: Burk stated the proposal had been signed and sent to Keystone Engineering Group on November 18.

Utility invoices—205 Morris Street: Hudson stated he was recommending, based, in part, on staff's input, that the request to waive fees be denied. Hodges made a motion to deny the request. Gum seconded. Approved unanimously.

Streets:

Dedication of certain streets in Plantation Lakes to the Town:

Matthew Destino of Lencraft, LLC and Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request to have the streets and the water and sewer infrastructure located in “Section F” and “Section H” dedicated to the Town.

Kells made a motion to authorize the dedication contingent upon all comments from Duffield Associates, Inc. regarding a pumping station being addressed to the Town’s satisfaction. Hodges seconded. Approved unanimously.

Operation of golf carts on public streets: Hudson stated Rep. Richard Collins had mentioned the idea of a possible Charter change to allow the operation of golf carts on certain public streets. Mayor Truitt requested the existing committee reconvene and discuss possible Charter language as well as other options.

Street lighting—Old Landing and/or Radish roads: Hudson asked for authorization to request State Community Transportation Fund monies for street lighting via Sen. Gerald Hocker’s and/or Rep. Richard Collins’s offices. Thoroughgood asked that the portion of Monroe Street located near the St. Helen’s Crossing subdivision be included in the request as well. Thoroughgood made a motion to authorize Hudson to make the request. Hodges seconded. Approved unanimously.

Engine braking ordinance/signage: Hudson relayed a request from a resident requesting that the Town take additional action relative to engine braking and loud mufflers. After much discussion, a proposal was made that no signage be installed. Chief Calloway stated loud muffler complaints were already being addressed.

Parks and Recreation:

“Dog park”: Burk stated the Town had received an updated quote of \$19,174 to have a fence installed on the Brandywine pumping station property to accommodate larger and smaller dogs. Thoroughgood made a motion to approve the quote and authorize Hudson or his designee to request that the contractor proceed with construction. Hodges seconded. Approved unanimously.

Warren’s Mill: Hudson stated Duffield Associates, Inc. had been asked to begin the bid solicitation process.

Mayor's report:

Real property valuation appeals:

Matthew Hall, director of finance and technology relayed an appeal for 21028 Brunswick Lane. Mr. Hall said no action was required because the appeal was related to a square footage calculation issue and would be resolved administratively. Hodges asked that Hudson or his designee request that the assessor reevaluate all of the Jefferson-style homes to ensure that the square footage numbers were accurate.

Mr. Hall relayed an appeal for 30111 Plantation Drive—the homeowner was questioning the land value. Mr. Hall said no action was required because the comparison the homeowner was using was not accurate.

Electric bills—Millsboro Little League, Inc.: Thoroughgood made a motion to authorize Hudson or his designee to request that Delmarva Power change the payer from Millsboro Little League, Inc. to the Town. O'Neal seconded. Approved unanimously. Mayor Truitt asked that Hudson or his designee monitor usage.

Employee handbook:

Mr. Hall presented 2 proposed employee handbook changes. One was a technical amendment to Section 5:6 (“Compensatory Time Off for Hourly Personnel”); the other was a change to Section 7:3 (“Vacation Buyback”) to specify that employees must submit requests to “buy back” by December 1 of a given year.

Gum made a motion to approve the amendments. Thoroughgood seconded. Approved unanimously.

Final site plan—Arwill Landing: Schrider-Fox stated all necessary approvals had been obtained. Gum made a motion to approve the final plan. Cordrey seconded. Approved unanimously.

Annexation—Sussex County tax map and parcel number 133-17.00-41.00:

Hodges stated the committee had met and identified “pros” such as decreased complaint response time, improved geometric shape of the Town, and no additional utility-related costs.

Thoroughgood made a motion to accept the annexation committee report and schedule a public hearing for January 6, 2020. Gum seconded. Gum, Hodges, Kells, O'Neal, and Thoroughgood voted yes; Mayor Truitt and Cordrey abstained.

Community Development Block Grant: Burk stated that the funds should be released in the coming weeks.

Main Street paver project: Burk indicated that Schrider-Fox would be drafting a letter requesting signatures on the ADA compliance letters.

West State Street sidewalk project: Burk said an agreement indicating that the State would be providing \$373,296 toward the cost of the project had been received.

New public works employee: Burk stated that the Town was still in search of a wastewater operator III or II.

Mayor's report (cont.):

Lease agreement—ABC Farms: Schrider-Fox said she would prepare a draft lease agreement once she had spoken with Mr. George (“Kenny”) Niblett, director of public works regarding acreage information and notice requirements.

Airbnb-type rentals: Thoroughgood shared his concerns regarding Airbnb-type rentals. Schrider-Fox indicated that she would do some research in terms of how such rentals might be regulated at a municipal level.

Town Christmas events—payments for services and/or donations: Hodges requested the item be tabled until the December 12 meeting.

Christmas bonuses: Gum made a motion to approve a 2019 Christmas bonus in the amount of \$200 after taxes for all Town employees contingent upon police union consent being given in cases involving members of the bargaining unit. Thoroughgood seconded. Approved unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Hodges made such a motion. Kells seconded. Approved unanimously at 9:35 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd