



Mayor and Council  
**The Town of Millsboro**

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Mayor John Thoroughgood, District 2

Vice Mayor Michelle Truitt, District 3

Pro Tem Tim Hodges, District 1

Secretary James Kells, District 3

Treasurer Bradley Cordrey, District 1

Councilperson Ron O'Neal, District 2

Councilperson Larry Gum, At Large

*Sheldon P. Hudson, Town Manager*

**TOWN COUNCIL  
REGULAR MEETING  
January 2, 2018**

**MINUTES**

Meeting was called to order at 7:00 p.m.—with Mayor John Thoroughgood presiding. Also present were Vice Mayor Michelle Truitt, Pro Tem Tim Hodges, Secretary James Kells, Treasurer Bradley Cordrey, Councilperson Ron O'Neal, Councilperson Larry Gum, Town Manager Sheldon P. Hudson, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox. No one was absent.

**Pledge of allegiance:** Mayor Thoroughgood led the pledge.

**Public comment:**

Mr. Charles Spray of the National Wild Turkey Federation requested permission to conduct mentored hunts on Town-owned land. Mr. Spray had provided the Town with a certificate of insurance. A gentleman who worked for the Delaware Division of Fish and Wildlife also spoke in support of this initiative. Hudson stated the Town was waiting to hear back from its insurance provider.

Mr. Jack Prehm commented concerning the afforestation plan for Plantation Lakes. He inquired as to who was responsible for the replacing of trees. Ms. Cindy McAuliffe of Lennar stated there was an HOA meeting scheduled for January 10 and she would get an answer to Mr. Prehm's question.

**Secretary's report:** Kells submitted the minutes and made a motion that they be approved as written. O'Neal seconded. Approved unanimously.

**Treasurer's report:** Cordrey made a motion that the bills be paid from the designated accounts. Gum seconded. Approved unanimously.

Mayor Thoroughgood expressed his gratitude to Truitt for presiding over the December Council meeting in his absence.

Application for annexation—property with a Sussex County tax map and parcel number of 233-5.00-110.02:

Mr. Mark Davidson, principal land planner with Pennoni Associates Inc., represented Erin Bradly Enterprises LLC on its application for annexation. There was currently a billboard on this property. Erin Bradly Enterprises LLC is proposing to build an Ashley Furniture store on this site. The building would be approximately 22,000 square feet in size. Mr. Davidson stated they were working with the Delaware Department of Natural Resources and Environmental Control to relocate a ditch that was on the property.

Mayor Thoroughgood formed an annexation committee. Gum was named chairman; Truitt and Kells were named as committee members.

Retail recruitment: Mr. Rob Miller and Mr. Chris Gracela of Buxton were in attendance as a result of conversations with Hudson at the International City/County Management Association conference that was held in San Antonio, Texas. Mr. Miller and Mr. Gracela stated that Buxton was a leader in consumer analytics. If selected, they would help the Town develop a strategic plan—with their first goal being retail recruitment and their second being business retention. The annual investment to utilize Buxton would be \$50,000. This would be a possible FY 2019 budget item to be discussed in the spring.

**Millsboro Fire Company:** Mr. John Hall stated O’Neal had been voted in as the new Millsboro Fire Company president. Mr. Hall also mentioned the Department had been very busy assisting with other fires such as one in Slaughter Beach and one in Coverdale Crossroads.

**Police Department’s report:**

Chief Brian Calloway stated Patrolman Mulhern had attended training on ethical decision-making at the Delaware State Police Academy; Sergeant Wheatley had assisted with instruction on ALERT training in Milford; Patrolman Dodson had participated in training on Women in Leadership; and Corporal Zubrowski had attended Police Officer Field Training at the Delaware State Police Academy.

Chief Calloway indicated that a total of \$3,070 had been raised through the Whiskers for Wishes fundraiser—with a total of 6 families benefiting from this program.

With regard to Office of Highway Safety initiatives, in the month of December, officers issued 87 traffic tickets; made 3 DUI arrests; and made 4 drug arrests over a period of 84 hours worked.

Chief Calloway presented a traffic study report on Handy Road. Over a period of 7 days, a total of 21,000 vehicles traveled that roadway. There is a speeding issue in the area.

Chief Calloway stated in the beginning of 2017 the agency developed a patrol initiative to reduce traffic crashes by 10%. In 2016, the Department handled 332 crashes; 27 of these incidents involved personal injury. In 2017, there were 323 crashes, and 12 of these incidents involved personal injury. Chief Calloway said he would continue to pursue the crash-reduction goal through enforcement and education efforts.

## **Streets:**

Request to require that vehicles traveling on the one-way portion of Central Alley move southbound versus northbound: Mayor Thoroughgood recommended that traffic flow and speed stay as is. No changes were made.

State Street project: O'Neal expressed gratitude for the Delaware Department of Transportation representative addressing Council last month. O'Neal asked that Council possibly consider inviting the gentleman to come back in March for an update on the State Street project since there was still work to be done.

### Wells Alley traffic control:

O'Neal stated there were no traffic signs on this alley and there were also some speed issues. O'Neal recommended to Council possibly installing slow or stop signs along this roadway.

Hodges made a motion to place slow and stop signs at each end of Wells Alley. Cordrey seconded. Approved unanimously.

Low-speed vehicles: Chief Calloway stated there were a couple of roads in Plantation Lakes that had been "turned over" to the Town. The concern was whether or not golf carts were allowed on Town-owned roadways. Chief Calloway stated that, to be authorized to ride on such a roadway, a vehicle must have a vehicle identification number. Golf carts have serial numbers and, therefore, are not authorized to ride on Town-owned roadways. This is not an issue if a community is a private community; however, Section J in Plantation Lakes has been turned over to the Town. Chief Calloway cited § 2113A ("Low-speed Vehicles") of the *Delaware Code* in case anyone wanted to review the law. Hudson requested that this ongoing issue be communicated by the Plantation Lakes sales offices.

## **Parks and Recreation:**

Afforestation plan for Plantation Lakes: Hodges made a motion to table consideration of the afforestation plan until the February regular Council meeting. Gum seconded. Approved unanimously.

Future plans for property with a Sussex County tax map and parcel number of 133-20.00-37.01: Mr. Ken Usab of Morris & Ritchie Associates, Inc. stated there was a recorded boundary plat for this 10- to 12-acre parcel. Mr. Usab said he would forward this information to the Town. Kells recommended Council get ideas as to what to do with this parcel. Mayor Thoroughgood suggested asking the residents of the Town for their input in the next quarterly newsletter.

Town Christmas events date for 2018: Hudson stated Mr. Kevin Turner of the Greater Millsboro Chamber of Commerce had tentatively suggested that the Christmas parade take place on the Saturday after Thanksgiving weekend.

## **Water and sewer:**

Raising of the elevated water storage tank located in the Plantation Lakes subdivision: Gum made a motion for Council to hold a special meeting to award the contract on January 22, 2018 at 7:00 p.m. Kells seconded. Approved unanimously.

## **Mayor's report:**

Request for Town to change its policy relative to the allowance of "food trucks"/off-site sale of food items by nonprofits: Schrider-Fox presented a proposed new code chapter for "Special Events" for Council's consideration. Gum made a motion to accept the language as written. Kells seconded. Approved unanimously.

Request for final approval of proposed site plan for Plantation Lakes clubhouse: Duffield had only minor objections—all of which could be handled in the construction plans phase. Gum made a motion to grant final approval. O'Neal seconded. Approved unanimously.

Request for final approval of proposed site plan for Hardee's: This item was tabled.

Request for final approval of proposed site plan for Villages at Millwood, Expansion, Phase 2: This item was tabled.

## Community Development Block Grant application:

Ms. Savannah Edwards of AECOM stated she was in the process of applying for a Community Development Block Grant on the Town's behalf that was administered by the Delaware State Housing Authority. AECOM had identified a service area to do an infrastructure project to install sidewalks on Monroe Street, and the project would require a 10% match from the Town. If the grant were to be approved, funds would be distributed on July 1, 2018.

Gum made a motion to authorize AECOM to proceed with the application process. Truitt seconded. Approved unanimously.

Supplemental tax list: Mr. Matt Hall presented the supplemental tax list. Gum made a motion to accept the list as presented. Cordrey seconded. Approved unanimously.

Town employee meal allowance: Hudson stated the current meal allowance was \$25 per day and recommended increasing it to \$50 per day. Hodges made a motion to increase the meal allowance to \$60 per day effective retroactive to December 1, 2017. Kells seconded. Approved unanimously.

**Recess:** Gum made a motion to go into recess until 9:15 p.m. Cordrey seconded. Approved unanimously.

## **Executive session**

**Call to order:** At 10:35 p.m., Cordrey made a motion to go back into regular session. Gum seconded. Approved unanimously.

**Business conducted in executive session:**

Hodges made a motion to authorize the town manager to contact consultants as discussed in executive session. Gum seconded. Approved unanimously.

Hodges made a motion to grant Chief Calloway approval to start the hiring process for a new recruit. Cordrey seconded. Approved unanimously.

Hodges made a motion to authorize the town manager to start the hiring process for an assistant town manager. Gum seconded. Approved unanimously.

**Adjournment:** With no further business, Mayor Thoroughgood asked for a motion to adjourn. Kells made such a motion. Truitt seconded. Approved unanimously at 10:45 p.m.

Respectfully submitted,



James Kells  
Secretary

JK:sh:jd