



Mayor and Council
The Town of Millsboro

322 Wilson Highway
Millsboro, Delaware 19966
(302) 934-8171
(302) 934-7682 (Fax)
town@millsboro.org

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
December 3, 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, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Secretary's report:

Kells submitted the minutes for October and made a motion that they be approved as written. Gum seconded. Approved unanimously.

Kells submitted the minutes for November—with one change involving the “Delaware Department of Transportation” item found under “Streets”—and made a motion that they be approved. Hodges seconded. Approved unanimously.

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

Police Department's report:

Chief Brian Calloway stated members of the Department had completed a "night shoot" on November 7 and 13 as required by the Council on Police Training. On November 8, PFC Joseph Mulhern attended training on fraud investigations at the Delaware State Police Academy. November 7–11, Sgt. Barry Wheatley attended the International Special Olympics Conference in Las Vegas, Nevada—which was funded by the Delaware Special Olympics Chapter. Cpl. Seth Bullock, PFC Michael Gorman, and Patrolman Dallas Millner attended training on drug investigations at the Delaware State Police Academy on November 19. Patrolwoman Liana Dodson and Patrolman Christopher Ebke attended training on ground fighting at the Delaware State Police Academy on November 20. November 27–30, Sgt. David Moyer attended training on basic crime scene investigations at the Wilmington Police Department.

Chief Calloway requested that a member of Council make a motion to promote Patrolman Dallas Millner to the rank of patrolman first class. Hodges made a motion to promote Officer Millner. Gum seconded. Approved unanimously.

Officer John Wharton completed field training on November 14 and was assigned to patrol.

Chief Calloway stated he would be working on developing a chaplain's program to provide an ordained clergyman to assist personnel in the Department on a voluntary basis. Chief Calloway requested Reverend Dufour, a retired pastor from Georgetown, be sworn in by Mayor Thoroughgood.

Gum made a motion to approve the selection of Pastor Dufour as chaplain. Cordrey seconded. Approved unanimously.

At the Delaware chiefs' meeting on November 13, all allocated funds were approved from the State Aid to Local Law Enforcement (SALLE) and Emergency Illegal Drug Enforcement (EIDE) grants.

Chief Calloway mentioned that the funding for the Main Street camera project had been received.

With regard to Office of Highway Safety initiatives, in the month of November, there was a DUI initiative—which resulted in the identification of 19 traffic violations.

On November 13, the Department concluded its 2nd Business Academy. On November 14, the Department provided a tour of the station to the Georgetown Telamon children's center. On December 12, members of the Department would be joining students from Millsboro Middle School to sing Christmas carols for residents at Atlantic Shores.

Chief Calloway stated that the Christmas parade had been a huge success this year and that over \$5,000 had been raised through the "Whiskers for Wishes" campaign.

Mayor's report:

Downtown improvements projects (including State St. portions):

Joshua T. Elliott, EIT, graduate engineer, and Andrew Lyons, senior project engineer at George, Miles & Buhr (GMB), presented an update on the State Street project. GMB indicated that they had met with the Delaware Department of Transportation on November 22 and “walked” the entire State Street project area. The project should be ready to go to bid by March—with construction starting in the spring. The project would take approximately 120 days to complete. There would be no night work and no lane closures.

Burk stated Jason Loar, PE of Davis, Bowen & Friedel had said they were waiting for an update from the Delaware Department of Transportation on the sidewalk project.

Streets:

Lack of (improved) roads connecting parcels—properties with Sussex County tax map and parcel numbers of 233-5.00-115.03, -115.19, and -116.00: Schrider-Fox requested that this item be tabled.

Parks and Recreation:

Improvement of property with a Sussex County tax map and parcel number of 133-20.00-37.01:

Burk showed the conceptual drawings for the possible future Town park on the west side of town that had been presented at the November regular meeting by Matthew Spong of Landscape Architectural Services, LLC. Truitt stated her preference was plan “A.” Hodges suggested possibly doing away with the dog park and having the park be more “family oriented” by adding a large open area in which children could play. Kells indicated that he would instead like to see the park have a dog park component.

Hodges made a motion to set aside options “A” and “B” and to investigate another land option for a dog park. Gum seconded. Approved unanimously.

Mayor's report (cont.):

Bidder selection criteria:

Schrider-Fox stated that she had researched other municipal charters concerning their bidder selection criteria. Schrider-Fox mentioned a project did not have to be awarded to the lowest bidder if the particular charter contained written guidance in terms of how the municipality was to go about determining whether or not a vendor was qualified. The Town would have to have legitimate reasons to support its decision, such as past performance and history. Delaware *Code* indicated the Town would need to place an item on an agenda and, once passed, the resolution would need to be sent to the appropriate state legislators.

Schrider-Fox asked if Council wanted to consider changing the competitive bidding threshold from \$20,000 to a higher amount since the Town was already considering requesting a *Charter* change. Schrider-Fox said she would put together a draft and request that it be forwarded to Council for review.

Chapter 66 of the *Code of the Town of Millsboro*: Schrider-Fox presented a draft of a revised chapter 66 in which the registered mailing requirement had been removed. The written notice would instead be sent via Certified Mail with return receipt requested. If the mailing was refused or unclaimed, an agent of the Town may serve notice either by posting a notice at the property location or by mailing a notice to the owner or

occupant of the subject property. The October 1 deadline had been removed as well. Schrider-Fox asked Council to review the draft and advise if they wanted any other changes to be made.

Bonding requirements: Hudson stated that he had had a developer request (1) that the bonding requirement be changed from an amount equal to 150% of the estimated cost of the work to be performed to an amount equal to 125% thereof and (2) that a developer be allowed to perform initial site work (i.e., site work not related to the installation of infrastructure) without having to post a bond. Schrider-Fox said Council might want to review the comparable portion of the Sussex County code. Hudson indicated that Burk would be contacting some nearby municipalities to find out what percentage they were using.

Christmas pole decorations: Hudson asked Council what type of Christmas pole decorations they wanted to see used on Laurel Road in future years. Gum made a motion that the decorations match the ones that were being used on Main and Washington streets. (Truitt stated she was willing to make the additional decorations.) Kells seconded. Approved unanimously.

Burk stated that the Santa house hours had been posted.

Payments for musical services rendered: Hodges stated that Delmarva Christian High School and Lighthouse Christian School had performed at the Town's tree lighting event again in 2018. Hodges made a motion to pay \$2,000 to Delmarva Christian Schools and \$1,000 to Lighthouse Christian School for the services that had been rendered. Cordrey seconded. Approved unanimously.

Waivers of property-tax-related penalties—30141 Commerce Drive and Old Landing Road (Sussex Co. tax map & parcel no. 133-17.00-46.00):

Hudson relayed both requests for the Town to waive the property tax penalties. Hudson stated that such requests had been denied by the Town in the past.

Hodges expressed a concern relative to the billing system limitations that Matt Hall, the Town's finance officer, had indicated kept the Town from easily being able to send a property tax bill to multiple addresses. Mayor Thoroughgood and each councilperson other than Hodges indicated that he/she wanted to maintain the status quo and, as such, not grant waivers—on a onetime basis or otherwise—since the Town had made multiple attempts to contact the property owners. Cordrey and O'Neal did, however, express that they appreciated Hodges's perspective on the subject.

Recess: Truitt made a motion to go into recess until 8:30 p.m. Cordrey seconded. Approved unanimously.

Executive session

Call to order: At 10:00 p.m., Truitt made a motion to go back into regular session. Gum seconded. Approved unanimously.

Business conducted in executive session:

Cordrey made a motion to authorize the town manager to contact the architect in order to move forward with the building project as discussed in executive session. Gum seconded. Approved unanimously.

Cordrey made a motion to authorize the town manager and town solicitor to draft a contract for the land purchase on State Street as discussed in executive session. Hodges seconded. Approved unanimously.

Cordrey made a motion to extend the personnel contract as discussed in executive session. O'Neal seconded. Approved unanimously.

Cordrey made a motion to approve the Christmas bonuses as discussed in executive session. Truitt seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Truitt made such a motion. Gum seconded. Approved unanimously at 10:05 p.m.

Respectfully submitted,


James Kells
Secretary

JK:SH:jd