



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  
February 5, 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:** (None.)

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

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

**Millsboro Fire Company:** Mr. John Hall presented the monthly report. There were 50 fire calls in December for a total of 470 fire calls in 2017. Mr. Hall stated there were 45 fire calls in January. There were a total of 179 EMS calls in January. Eastern Shore Natural Gas came with a trailer to demonstrate what natural gas looks like when it comes out of the ground. The EMS staff is working toward their certification hours.

**Greater Millsboro Chamber of Commerce:** Hudson stated the Chamber had requested the use of Cupola Park for the annual Easter Egg Hunt on March 31. Truitt made a motion to grant the request. Cordrey seconded. Approved unanimously.

**Police Department's report:**

Chief Brian Calloway stated Detective Matt Dufour had attended training at Dover Downs on drug overdose investigations.

Chief Calloway stated the Department was scheduled to have its 4<sup>th</sup> Commission on Accreditation for Law Enforcement Agencies (CALEA) “on-site” April 15 through 17. The mock assessment was scheduled for the end of February.

Chief Calloway requested that Patrolman Michael Gorman be promoted to patrolman first class (PFC) as he had met all eligibility requirements. Hodges made a motion to promote Patrolman Gorman to PFC. Gum seconded. Approved unanimously.

Patrolman Christopher Ebke was unable to use all of his vacation time by the end of 2017 due to having been deployed. Chief Calloway requested that Patrolman Ebke be allowed to carry over 10.5 hours into 2018. Cordrey made a motion to allow Patrolman Ebke to carry over the vacation balance. Kells seconded. Approved unanimously.

On January 20, the Department participated in a Special Olympics bowling tournament at Millsboro Lanes. This is the 3rd year the Millsboro officers have participated with the Special Olympics.

Chief Calloway mentioned that in the month of March he will be presenting a Special Law Enforcement Assistance Fund (SLEAF) grant request to Council. If approved, these grant funds would be used for a camera system to be installed at Old Landing Apartments. Another possible grant that Chief Calloway is looking into is funding for a permanent camera monitoring system for the downtown area. Chief Calloway advised Council that the Criminal Justice Council (CJC) grant would be presented February 28.

With regard to Office of Highway Safety initiatives, in the month of January, officers issued 22 cell phone violations and 7 others over a period of 12 hours worked.

#### **Streets:**

Axle limit on State Street and/or other roads: Mayor Thoroughgood presented a recommendation to Council to allow only 4-axle trucks and less on State Street from Old Landing Road to Main Street. Gum made a motion to recommend this proposed restriction be presented to the Delaware Department of Transportation and to allow for signage stating this traffic change. Cordrey seconded. Approved unanimously.

Fines for use of Delaware Avenue, Mitchell Street, State Street, and/or other roads by through vehicles during certain times: Vice Mayor Truitt expressed concerns about heavy traffic on Delaware Avenue, Mitchell Street, and State Street. Mayor Thoroughgood formed a committee to determine if issuing fines during certain times of the day was an option the Town should consider. Truitt was named chairperson; O’Neal and Hodges were named as committee members.

#### **Parks and Recreation:**

##### Warren’s Mill project:

Carrie Kruger of Duffield Associates presented recommendations for the Warren’s Mill restoration project. Duffield’s opinion of probable cost for installing electricity-generating equipment and flow controls vary from approximately \$321,000 to \$384,000 depending on the type of turbine purchased.

It was Duffield’s professional opinion that the building was not stable in its present condition. If restoration were to be undertaken, Duffield recommended careful dismantling of the building, followed by construction of the foundation and reassembly of the structure. Reassembly could include replacement of certain structural elements of the building to maintain its historical look and integrity.

Ms. Kruger mentioned potential grant sources available for assisting in funding the restoration of the Warren's Mill structure and millrace including water resource, historical restoration, and renewable energy grants.

Ms. Kruger stated she would like to send the report to Eric Dawson of the Delaware Department of Natural Resources and Environmental Control, who was in charge of a similar restoration project in Dover called the Bell House.

Afforestation plan for Plantation Lakes: Cindy McAuliffe of Lennar requested that Council accept the planting of 185 larger trees instead of the originally-proposed smaller trees. Gum made a motion to accept the afforestation plan as presented. Hodges seconded. Approved unanimously.

Hunting on Town-owned lands: Hudson stated he had received one anonymous letter stating opposition to hunting on Town owned land. The Town did hear from its insurance company that the underwriter would not insure any hunting activity performed by a Town employee. According to §105-1 of the Town code, it is unlawful to discharge firearms within Town limits.

Future plans for property with a Sussex County tax map and parcel number of 133-20.00-37.01: Hudson recommended doing a survey in the next newsletter that would go out to residents in the spring.

Town Christmas events date for 2018:

Hudson stated Mr. Kevin Turner of the Greater Millsboro Chamber of Commerce had requested that the Christmas parade take place on the Saturday after Thanksgiving weekend - which would be December 1 this year. Chief Calloway expressed the desire of having the Fire Police at least cover Washington Street but that any and all assistance from the Fire Police was appreciated.

Hodges made a motion to have the parade the first Saturday after Thanksgiving weekend as a standing date each year. Gum seconded. Approved unanimously.

Request from Milford Community Band to rent Cupola Park stage: Hudson stated that the Milford Community Band had asked to play again this year at Cupola Park. The band would perform Broadway show tunes on June 24 and Big Band tunes on August 5. Gum made a motion that the band perform and be paid \$100.00 for each performance. Cordrey seconded. Approved unanimously.

**Water and sewer:**

Invoice dispute—Mill Crossing, Unit 5: Hudson stated that Town staff had performed some testing and there had been no indication of a leak. Hudson recommended that no credit be issued. The letter was addressed to the Town. No Council action taken.

Request for waiver of late fees and penalties—306 Holly Street: No Council action taken - information only.

Request for waiver of late fees and penalties—340 Main Street: Hudson stated due to a system issue the customer was not notified of penalties. Hudson recommended that \$39.70 in penalties be written off. Hodges made a motion to write off the \$39.70. O'Neal seconded. Approved unanimously.

Adjustment of sewer invoice amount as permitted by ordinance—104 Houston Circle: No Council action taken - information only.

**Mayor's report:**

Application for annexation—property with a Sussex County tax map and parcel number of 233-5.00-110.02: Chairman Gum stated the annexation committee was recommending approval of the annexation as it had identified no issues. A public hearing would be held during the March regular Council meeting. Hodges made a motion to schedule a public hearing. Cordrey seconded. Approved unanimously.

Request from Lencraft, LLC for Town to establish a list of items to be funded using monies associated with the 2nd tranche of Plantation Lakes special obligation bonds:

Hodges made a recommendation that some other items be added to the list of possible expenditures. The items discussed were downtown development work to include sidewalks and lighting, the 10+ acres of land located on the west side of town, ambulance, water tower, police station, and water/sewer capital projects. Schrider-Fox reminded Council that values (good faith estimates) would need to be assigned to each project.

Hodges made a motion to accept the list and that the items be weighted out. Gum seconded. Approved unanimously.

Adjustments related to consumer price index (CPI) and building valuation data changes: Hudson presented the CPI adjustment of 0.82%. As per Town Code, this adjustment automatically kicks in unless Council votes otherwise.

Handling of special issues related to certain Hub Court property tax accounts:

Matt Hall (finance officer) stated that lots 41 and 53 in Hub Court had delinquent tax bills because they were sold at about the same time as the invoices were sent. Hodges made a motion to write off the balances. Gum seconded. Approved unanimously.

Mr. Hall also stated there was another account that had a delinquent tax balance because the owner was now deceased. Cordrey made a motion to write off the past-due balance. O'Neal seconded. Approved unanimously.

**Adjournment:** With no further business, Mayor Thoroughgood asked for a motion to adjourn. Truitt made such a motion. Hodges seconded. Approved unanimously at 8:40 p.m.

Respectfully submitted,



James Kells  
Secretary

JK:sh:jd