



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
April 1, 2019**

MINUTES

Meeting was called to order at 7:00 p.m.—with Mayor John Thoroughgood presiding. Vice Mayor Michelle Truitt, Pro Tem Tim Hodges, 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.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Secretary's report: Kells submitted the minutes and made a motion that Council approve them as written. Gum seconded. Approved unanimously.

Treasurer's report: Cordrey made a motion that the Town pay the invoices as designated. Hodges seconded. Approved unanimously.

Police Department's report:

Chief Brian Calloway stated that Sgt. Evan Rogers had attended Patrol Critical Incidents training at the Ocean View Police Department on March 26 and 27.

On March 9, the Department had hosted a "Touch a Truck" event in the Tractor Supply parking lot. The event was well attended and allowed children to interact with a variety of emergency vehicles. Sgt. David Moyer and Patrolwoman Liana Dodson—as well as several organizations—helped to make the event a successful one.

Chief Calloway stated the new Main Street camera system had "gone live."

Chief Calloway requested approval to submit a grant application to CVS Pharmacy for prescription medication drop-off boxes to be placed in a secure location at the police station. Gum made a motion to authorize the submission of the grant application. Truitt seconded. Approved unanimously.

With regard to the Office of Highway Safety, in the month of March, there was 1 cell phone initiative—which resulted in 4 cell phone citations being issued.

Police Department's report (cont.)

Chief Calloway requested that the weight room be moved from the current police station to one of the meeting rooms at Town Hall to create more office space for the officers' use. Council informally approved the request.

It was mentioned that all of the police vehicles that had been ordered were expected to arrive by April 2.

Hudson mentioned a letter of appreciation had been received from the City of Seaford thanking Chief Calloway for participating in the selection process for the new Seaford chief of police.

Mayor's report:

Delaware Public Archives historical marker for Nanticoke Tribe at Cupola Park:

Natosha Norwood Carmine, chief of the Nanticoke Indian Tribe presented a request from the Nanticoke Indian Tribe Commemorative Committee to place a Delaware State Archives historical marker at Cupola Park to commemorate the Tribe's contributions, history, and culture.

Hodges made a motion authorizing the placement of a marker at Cupola Park. Kells seconded. Approved unanimously.

Mayor Thoroughgood formed a committee to work with the Nanticoke Indian Tribe Commemorative Committee in locating a suitable place for the marker. Truitt, Cordrey, and O'Neal were appointed to serve thereon.

St. Mark's Episcopal Church's "13th-annual July 4 Children's Parade and Celebration": Gale White and Dottie Lecates requested approval for the church to hold its annual July 4 parade. Cordrey made a motion to grant the request. O'Neal seconded. Approved unanimously.

Downtown Development Districts Program: Burk stated he had met with the Office of State Planning Coordination and members of other State agencies regarding the Downtown Development Districts Program application process.

Comprehensive plan (2019): Burk stated AECOM would be presenting information on the new comprehensive plan at the May regular Council meeting.

Community Development Block Grant: Burk stated that he had spoken with Brad Whaley and that Mr. Whaley had requested that the Monroe Street Extended sidewalk project proposal amount be lowered from \$91,000 to \$71,000.

Mayor's report (cont.)

Social media:

Hudson presented the results of a survey that had been conducted to find out to what extent other municipalities in the State were using social media. Most of the cities that had responded indicated that they had a Facebook page—if not more.

Hudson requested approval to start a Facebook page for the Town. Hudson stated he would be the one responsible for handling the page—at least initially. O'Neal inquired as to if the Town had a social media policy.

Gum made a motion authorizing the Town to have a Facebook page. Cordrey seconded. Approved unanimously.

Streets:

Lights and utility poles: Hudson stated the Town was working with the Delaware Department of Transportation and Delmarva Power to secure additional street lighting near the intersection of US 113 and SR 24 at little or no cost to the Town—with the exception of the cost of the electricity itself. Hudson also mentioned that Delmarva Power was making various lighting improvements throughout the Town.

Parks and Recreation:

Construction cost estimate for possible new multipurpose park—Sussex County tax map and parcel number 133-20.00-37.01: Burk stated the consultant should provide cost estimates in time for the May regular Council meeting. Kells said he would like Council to consider designating a portion of the park for use by children with special needs. Hodges recommended targeting Cupola Park for this.

Construction cost estimate for possible new “dog park”—Sussex County tax map and parcel number 133-16.00-75.03: Burk indicated that the consultant should provide cost estimates in time for the May regular Council meeting.

Donation of Town-owned equipment to Millsboro Little League: Hudson relayed the suggestion that the older backhoe be donated or sold to the Millsboro Little League. Schrider-Fox stated that the organization would need to provide proof of its nonprofit/tax-exempt status and that a bill of sale would need to be provided to the League at the time of sale. Hodges made a motion to extend the offer to the League. Gum seconded. Approved unanimously.

Free public concert nights at Cupola Park: Burk presented information on bands that were available to perform at Cupola Park in the summer of 2019. Hodges made a motion to have the Reunion Band perform on June 18 from 7:00 to 8:30 p.m. at a cost of \$700 and to have the Glass Onion Band perform on July 2 from 7:00 to 9:00 p.m. at a cost of \$1,500. Kells seconded. Approved unanimously.

Parks and Recreation (cont.)

Merchandise table at Stars & Stripes event—authorization for Town staff to set prices: Hudson asked for authorization for staff to sell “Town-branded” merchandise at Stars & Stripes and other events and to set prices. Cordrey made a motion to grant the request. Truitt seconded. Approved unanimously.

Water and sewer:

Water infrastructure “miniloop” in/near Plantation Lakes subdivision: Hudson stated the miniloop agreement had been signed by both parties (Lencraft, LLC and the Town). The prebid meeting was scheduled for April 10, and the bid opening was scheduled for April 25. The award recommendation would likely be made at the May regular Council meeting.

Cost-sharing agreement for possible new water treatment plant:

Burk stated meetings had been held discussing timelines, design, and what processes to use. He said the “ground breaking” could take place in about a year.

Schrider-Fox indicated that she was working with David Hutt on the cost-sharing agreement. She mentioned that a draft contract might be ready in June.

Mayor’s report (cont.):

Final approval of proposed site plan for avid™ hotel—Sussex County tax map and parcel number 233-5.00-112.00: Hudson said avid™ might be ready for final site plan approval come the time of the May regular Council meeting.

Downtown Improvements Project—demolition portion—Sussex County tax map and parcel numbers 133-17.09-25.00, -26.00, and -26.02: Hudson stated that a prebid meeting was scheduled to take place on April 18; that sealed bids were due by May 2; and that a bid award recommendation would likely be made during the May regular Council meeting.

Downtown Improvements Project—Main Street portion: One of the Town’s consultants, Davis, Bowen & Friedel, was still working with the Delaware Department of Transportation to ensure that the specifications met ADA requirements.

Downtown Improvements Project—West State Street sidewalk portion: Burk stated plans had been received for the West State Street sidewalk project and were being reviewed. There were some easements that would need to be obtained.

Development agreement for Westtown Village: Burk and Schrider-Fox had reviewed the draft agreement. A contract could be ready for approval at the May regular Council meeting.

Business licenses: Burk mentioned that he had spoken with Debbie Weatherby and that there were only 7 business rental licenses that had not been obtained. Weatherby would continue to work with property owners to address the situation.

Mayor's report (cont.)

Payroll: Burk mentioned he would be setting up some “webinars” to review other payroll systems.

Speed limit on Laurel Road: Hudson and Chief Calloway were still seeking to have a memorandum of understanding established for certain roads located close to Town limits.

Speed limit on Radish Road: Hudson stated the developer of the portion of the Homestead development located north of Radish Road was requesting that the speed limit on Radish Road east of Hickory Hill Road be reduced from 40 mph to 25 mph. Kells made a motion authorizing Hudson to ask the Delaware Department of Transportation to reduce the speed limit. Cordrey seconded. Approved unanimously.

Application for annexation—Sussex County tax map and parcel number 233-5.00-8.00: Hudson reminded Council there would be a public hearing on the subject on May 6 at 7:00 p.m.

Bicycle Master Plan Grant: Burk stated the grant application had been submitted by AECOM on March 1.

Code of the Town of Millsboro—distinguishing between civil- and criminal-law portions: When there were any minor civil issues arising outside of Town operating hours, the police officer would complete a field service report and Chief Calloway would forward information on the incident on the first Town operating day thereafter.

Change of zone—highway commercial (HC) to high-density residential (HR)—Sussex County tax map and parcel number 233-5.00-6.00: Burk stated the Town would be beginning the process to change the highway commercial (HC) zoning designation to high-density residential (HR) at the property owner's request. AECOM would be requesting from the State a change to the future land use map.

Authorization to hire wastewater operator: Gum made a motion to authorize the Personnel Committee to set a pay range for a new public works employee based on the results of an interview to be held later in the month. Cordrey seconded. Approved unanimously.

Variance application fee waiver—Sussex County tax map and parcel number 133-17.13-99.01: Hudson said Mr. Eric Clarke had indicated that he would like to do a marquee to replicate what was originally on the present-day Millstone Theatre. Town code may not allow for this type of sign. The idea was suggested that a variance fee waiver be granted since the building was on the National Register of Historic Places. Schrider-Fox stated that a variance could possibly be granted but recommended that the fee not be waived.

Supplemental tax list: Burk supplied Council with information on the proposed quarterly changes to tax assessments. Gum made a motion to invoice all increases greater than \$5.00. O'Neal seconded. Approved unanimously.

Board of Election appointments: Mayor Thoroughgood nominated John Tonnessen, Sandee Brigandi, and Faye Lingo to serve on the Board of Election for a 1-year term. Hodges made a motion to confirm the nominees. Gum seconded. Approved unanimously.

Mayor's report (cont.)


Tax assessment posting:

Burk presented the results of the change to the adjustment factor that had been approved at the November Council meeting and presented by Eric Piner of PTA/DeIVal.

Burk said the yearly tax list would be posted no later than April 3. Appeals would need to be received by Town Hall by April 30 if there were any. Kells made a motion to post the yearly tax list. Gum seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Truitt made such a motion. Cordrey seconded. Approved unanimously at 8:25 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd