



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
May 7, 2018**

MINUTES

Meeting was called to order at 7:08 p.m.—with Mayor John Thoroughgood presiding. Also present were Vice Mayor Michelle Truitt, Pro Tem Tim Hodges, 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. Secretary James Kells was absent.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Mayor Thoroughgood introduced and welcomed Jamie Burk as the new assistant town manager.

Secretary's report: Truitt 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. Hodges seconded. Approved unanimously.

Millsboro Fire Company: Chief Matt Warrington presented the monthly report. Chief Warrington stated that the Millsboro Fire Company handled 46 fire-related calls and 227 EMS calls during the month of April. The department conducted vehicle rescue training with 25 personnel in attendance. Chief Warrington mentioned the department sent a delegation to the Congressional Fire Services Institute in Washington, DC. Chief Warrington stated the department would be assisting the Millsboro Police Department on Saturday, May 12 with the Community Day Bike Rodeo at Lowe's.

Police Department's report:

Chief Brian Calloway stated Cpl. Patrick Forester and Ptlm. Christopher Ebke had attended traffic interdiction training at the Dover Police Department.

The Commission on Accreditation for Law Enforcement Agencies (CALEA) would be recommending the Millsboro Police Department for full reaccreditation on July 25.

Chief Calloway stated John Wharton was doing well at the police academy and had been voted class president.

On April 20, Cpl. Patrick Forester provided a tour of the Millsboro Police station for “Be the Light: Homeschool Students.”

On May 12, the Police Department and the Delaware Department of Transportation would be hosting the 1st annual Community Day Bike Rodeo in the Lowe’s parking lot. Free bicycle helmets would be provided to children ages 4–13. Several community businesses were sponsoring the event.

Chief Calloway stated the Criminal Justice Council (CJC) grant had been approved and initiated. The Town had been approved to receive \$50,000 a year for 3 years to fund a new detective position.

With regard to Office of Highway Safety initiatives, in the month of April, officers issued 27 traffic citations and had a drug arrest for a total of 11 hours.

Chief Calloway stated that, since the Town had assumed ownership of Magnolia Circle and Surry Lane, the Department would be beginning enforcement efforts. Initially, written warnings would be issued for traffic and parking violations as well as for slow-moving vehicles that were not registered.

Streets:

State Street project: Hudson stated that George Pierce from the Delaware Department of Transportation was unable to attend the meeting due to a scheduling conflict. Mr. Pierce e-mailed Hudson and indicated that the contractor should be back on site by the end of May.

Parks and Recreation:

Request from The Honeycombs to perform, for a fee, on Cupola Park stage: Hudson stated the cost to perform would be \$850 for a 6-piece band, \$750 for a 5-piece band and \$550 for a 4-piece band. Gum made a motion to pass on the request due to cost. Cordrey seconded. Approved unanimously.

Request from Dirt Road Outlawz to perform, at no cost, on Cupola Park stage: Hudson stated the Dirt Road Outlawz had offered to play at Cupola Park on Saturday, August 18 from 3:00 to 6:00 p.m. at no charge. O’Neal confirmed there were no objections as far as the Fire Department was concerned. Gum made a motion to approve the request. Truitt seconded. Approved unanimously.

Request from Delaware Center for the Inland Bays to use Cupola Park stage: Hudson relayed a request from the Delaware Center for the Inland Bays to utilize the stage at Cupola Park on May 10. Hudson said Council’s practice was to waive the rental fee in cases involving 501(c)(3) organizations. Gum made a motion to waive fee. Truitt seconded. Approved unanimously.

Roadside memorials ordinance: Hodges stated this was a very sensitive subject and memorials should be limited to a certain time frame. Schrider-Fox suggested reviewing each situation individually. No action taken.

Millsboro Pond boat ramp improvements: Hudson received an inquiry from the Delaware Division of Fish and Wildlife as to whether the Town wanted to add some lighting to the Millsboro Pond boat ramp area. The only cost to the Town would be monthly electric usage. In addition, it was stated that a new easement would need to be granted. Gum made a motion to approve the lighting and grant easement after final review of the lighting plan and easement agreement. Cordrey seconded. Approved unanimously.

Request from Greater Millsboro Chamber of Commerce to display fireworks: Hudson relayed a request from the Millsboro Chamber to allow a fireworks display at Cupola Park for the Millsboro Stars & Stripes event. Hodges made a motion to grant the request. O'Neal seconded. Approved unanimously.

Improvement of property with a Sussex County tax map and parcel number of 133-20.00-37.01: Hudson stated this property was staked out by True North. Hudson mentioned what some of the top recommendations from the survey were.

Water and sewer:

Water infrastructure "miniloop" in/near Plantation Lakes subdivision: Carrie Kruger of Duffield Associates presented a proposal for engineering and technical services associated with the construction of a new water main to serve the Oak Drive area. Hodges made a motion to approve the proposal. Gum seconded. Approved unanimously.

Second water meters: Hudson relayed a request from the accounts receivable department as to what to do with inactive second water meters. The affected customers were not being charged. Schrider-Fox stated the Town Code indicated that the minimum was a "ready-to-serve" charge. Gum made a motion to follow the "ready-to-serve" charge and invoice customers. Hodges seconded. Approved unanimously.

Mayor's report:

Real property valuation appeals: Fred Pearson and Eric Piner of PTA Delval stated there were 2 property tax appeals. Hudson stated the tax appeal hearing could be left open until the June Council meeting.

Preliminary approval of proposed site plan for Westtown Village: Hudson reminded Council that this was phase 2 of Millwood. Carrie Kruger of Duffield Associates stated she and Kenny Niblett had some safety concerns about the berm, privacy fence, and landscape buffering between the development and the railroad tracks. Duffield's recommendation was that the comments be addressed before preliminary approval was granted.

Final approval of proposed site plan for Tractor Supply—property with a Sussex County tax map and parcel number of 233-5.00-115.24: Brock Parker of Parker & Associates, Inc. was requesting final site plan approval contingent on outside agency approval. Mr. Parker was requesting that Council remove the requirement of connecting to Peninsula Crossing since many attempts to secure the cross-access easement had not been successful. Hodges made a motion to grant final site plan approval with the contingency that all comments from AECOM and Duffield Associates be addressed and all other outside agency approvals be obtained as well as Tractor Supply and / or Ezra Rickards agreeing to secure and build a cross-access easement on the north side of the property and to build one on the south side if and when an agreement with the adjacent property owner had been executed. Gum seconded. Approved unanimously.

Preliminary approval of proposed site plan for "Section A" of Plantation Lakes subdivision: Matt Destino of Lennar presented a request for preliminary site plan approval of "Section A" of Plantation Lakes. Ken Usab of Morris & Ritchie Associates presented the design of "Section A" which would consist of 299 housing units. Hodges made a motion to grant preliminary site plan approval contingent upon all comments from AECOM and Duffield Associates being addressed to the Town's satisfaction. Gum seconded. Approved unanimously.

Approval of proposed partitioning plan for one or more parcels located in Peninsula Crossing: Mark Davidson of Pennoni Associates Inc. presented a request to “partition” lots 15 and 17 in Phase 2 of Peninsula Crossing. The request was to reduce the size of parcel 17 to 2.45 acres and to relocate a lot line.

Schrider-Fox questioned the current utility easement shown on the partitioning plan. Mr. Davidson said he had spoken to Kenny Niblett and the water and sewer easement would get “cleaned up” and would go all the way to the boundary line on parcel 17. Mr. Davidson said this change would get recorded as an easement in favor of the Town of Millsboro.

Mr. Davidson shared with Council the proposed plan for the parcel was to build an Avid hotel which would be a 4-story building with 79 rooms.

Hodges made a motion to grant the partitioning request. Gum seconded. Approved unanimously.

Millstone Theatre: Eric Clarke presented an update on the Millstone Theatre. He stated there were a lot of challenges with meeting the ADA and plumbing requirements while still keeping it a historical building. Ms. Madeline Dunn, National Register coordinator/historian for the State of Delaware, was working with Mr. Clarke and Dr. Julie Hattier to develop a National Register nomination.

St. Mark’s Episcopal Church’s “12th-annual July 4 Children’s Parade and Celebration”: Dottie Lecates and Gale White expressed thanks to the Town for allowing St. Mark’s Episcopal Church to hold its annual July 4 parade on church property.

Request from Millsboro Middle School for Town to waive permit fee for greenhouse: Hudson relayed a request from the Millsboro Middle School to waive the permit fee to build a greenhouse. Cordrey made a motion to waive the fee. Truitt seconded. Approved unanimously.

Municipal Street Aid: Hudson stated there was a proposal being considered by the Delaware General Assembly to increase the Municipal Street Aid allocation from the State to \$6 million. Truitt made a motion to support the initiative. O’Neal seconded. Approved unanimously.

Public events: Hudson stated there would be a spring fashion show at the Indian River Senior Center on May 9; a free phone and tablet instruction class on May 11; a spring plant sale at Plantation Lakes Community Center on May 11 and 12; and the Celebrate Spring flower show, also at Plantation Lakes, on May 19. Hudson also mentioned to save the date for the Millsboro Stars & Stripes event scheduled for June 30.

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

Executive session

Call to order: At 10:59 p.m., Cordrey made a motion to go back into regular session. Truitt seconded. Approved unanimously.

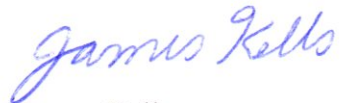
Business conducted in executive session:

Cordrey made a motion to change the credit card policy as discussed in executive session. Gum seconded. Approved unanimously.

Hodges made a motion to approve the utility easement as discussed in executive session. Cordrey seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Hodges made such a motion. Truitt seconded. Approved unanimously at 11:10 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd