



Mayor and Council 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 JUNE 5, 2017

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, and Town Solicitor Mary Schrider-Fox. Assistant Town Manager Bill Sauer was absent.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Public comment: Members of the public spoke about various agenda items—including “water-related concerns . . . in a portion of . . . Plantation Lakes” and the “‘golf clubhouse’ in Plantation Lakes.”

Public hearing: Kells made a motion to leave the public hearing for tax assessment appeals open until the next regular Council meeting in light of the fact that those who had filed appeals had not yet received a response from the assessor due to delays on the assessor's part. Cordrey seconded. Approved unanimously.

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

Treasurer's report:

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

Budget: Gum made a motion (1) to amend the fiscal year 2018 budget approved at the budget “workshop” by adding a \$15,000 allocation for air conditioners for the Town-owned building leased by the Greater Millsboro Art League and a \$500,000 set-aside for water meters and (2) to adopt the revised budget. O'Neal seconded. Approved unanimously.

Millsboro Fire Company:

John Hall presented the monthly report.

There were 227 ambulance and 32 fire calls.

The Fire Police assisted with traffic control at the Sussex Central High School graduation.

Boat-related training was received. The Juniors participated in automotive tool training.

Mr. Hall reported that the Road Rally fund-raiser would be returning to Millsboro in October for the 16th year. He said he was looking for assistance.

Greater Millsboro Chamber of Commerce: Hudson presented the monthly report on behalf of Amy Simmons, the executive director of the Chamber. He reminded everyone of the Stars & Stripes event scheduled for July 1 at 6:00 p.m. at Cupola Park—with fireworks taking place at dusk.

Police Department's report:

Chief Brian Calloway presented the monthly report.

On May 4 and 11, officers went through the pistol and patrol rifle requalification processes.

Chief attended his first chiefs of police conference from May 16 through 18 in Dewey Beach. During the conference, Lt. Robert Legates and Hudson attended a daylong presentation on risk management.

Chief and Lieutenant Legates attended a CALEA [Commission on Accreditation for Law Enforcement Agencies] PAC [Police Accreditation Coalition] meeting. The Department is up for CALEA reaccreditation in April.

All officers are off of field training status. The Department is now fully staffed with a total of 15 officers.

On May 8, on behalf of Mayor Thoroughgood, Cpl. David Moyer presented a proclamation to Mrs. Hazel Zimmerman in recognition of her 100th birthday.

7 of the Department's officers will be running in the upcoming Special Olympics event.

\$6,300 has been allocated to the Department through the Byrne Grant ("E-grant"). Of this amount, Chief requested approval to spend \$3,195 on a radar recorder, \$1,515 on a WatchGuard body camera "gang charger," \$995 on a WatchGuard body camera, and \$595 on 20 Neighborhood Watch signs.

The Department has 7 body cameras currently. Chief said his goal is for each officer to eventually have his/her own camera.

Cordrey made a motion to approve the request. Hodges seconded. Approved unanimously.

Officers issued 109 tickets over 14 4-hour shifts in association with patrols sponsored by the Office of Highway Safety. Areas of focus included impaired driving, Cinco de Mayo, motorcycle enforcement, and Click It or Ticket.

There is roadwork taking place along State Street that is causing some traffic delays—mainly during rush hour.

Parks and Recreation:

Unity Day event at Cupola Park: Mrs. Denise Blake requested that the rain date for the Unity Day event be set as September 10. Hodges made a motion to approve the request. Truitt seconded. Approved unanimously.

Garden Club of Millsboro update: Ms. Peg Buzzelli provided an update and thanked Council for its support.

Movie night at Cupola Park:

On behalf of Bethel Tabernacle Church, Ms. Judy Poole asked for permission to show the movie *Sing* at Cupola Park on July 22 at 6:30 p.m. She said free hot dogs, popcorn, and candy would be provided.

Ms. Poole indicated that the church would be willing to provide insurance coverage if needed. Hudson provided the e-mail address to which the insurance certificate could be sent.

Kells made a motion to approve the request. Hodges seconded. Approved unanimously.

Wedding at Cupola Park: Gum made a motion to approve the request from Mr. Rodney Lewis and Ms. Mary Johnson to have their wedding at Cupola Park on September 30 at 3:00 p.m. Cordrey seconded. Approved unanimously.

Milford Community Band concerts: Truitt made a motion to approve the request from Milford Community Band to play at Cupola Park on June 11 and July 16, at 5:00 p.m. on each occasion, for a fee of \$100 per performance. O'Neal seconded. Approved unanimously.

Water and sewer:

418 Delaware Avenue: Hodges made a motion to authorize staff to make the final determination in terms of whether or not to waive any late fees or penalties on the account. Kells seconded. Approved unanimously.

12 Kyle Circle: Gum made a motion to grant the request from Mr. Timothy Johnson to waive the late fees and penalties on the account in exchange for the "abandoned" home being cleaned up and the back taxes and water bills being paid. Hodges seconded. Approved unanimously.

Mayor's report:

Warren's Mill:

Richard Beringer, PE of Duffield Associates supplied a report and provided a summary thereof. He said there was the potential for the mill to generate \$5,000 to \$6,000 worth of power each year. Mr. Beringer indicated that there may be grants available to cover restoration costs.

Truitt made a motion to authorize Duffield to proceed with "Task 2" with the understanding that the consultant would provide Council with a progress report after the task's completion. Hodges seconded. Approved unanimously.

"Golf clubhouse" in Plantation Lakes subdivision: Kells made a motion to approve the request from "Lencraft, LLC" for a conditional use approval extension to allow a "golf trailer," golf cart storage tent, and temporary parking lot to continue to be utilized for a period of 1 year from the date on which the previous approval extension expired. Hodges seconded. Approved unanimously.

Application for annexation—Sussex County tax map and parcel no. 133-16.00-121.00: Mayor Thoroughgood appointed a committee composed of Truitt (chair), Gum, and Kells to study the request for annexation from “FOURSQUARE HOMES, LLC” via Lennar and to report back within 90 days as required by Delaware law.

Request from Lennar for additional extension of due date for its final annexation fee payment: Ms. Cindy McAuliffe of Lennar confirmed that the company did not want Council to consider the request until Council’s July regular meeting.

Final site plan approval—Lewes Dairy:

Hudson reported that Mr. Timothy Johnson, the owner of nearby Hub Court, had requested that Hy-Point d/b/a Lewes Dairy be required to install a fence. Hodges initially spoke in support of the request and later talked about the need to impose enhanced landscaping requirements as an alternative.

Gum made a motion to approve the final site plan for Lewes Dairy contingent upon any issues raised by Duffield being addressed to Council’s satisfaction. Kells seconded. Approved by a vote of 6 to 1—with Mayor Thoroughgood, Truitt, Kells, Cordrey, O’Neal, and Gum voting yes and Hodges voting no.

Mr. Jay Meany of Lewes Dairy projected that the ice cream parlor would be completed in a year.

Request from Gunshooter Enterprises to rent old train station:

Hudson said Mr. Roger Perry of Gunshooter had indicated that no weapons would be used on the property.

Hodges made a motion to direct Schrider-Fox to prepare a lease agreement on the Town’s behalf—with the agreement specifying that the term thereof would be 1 month in length and that the utilities would be placed in the tenant’s name. Cordrey seconded. Approved unanimously.

Capitation tax accounts receivable: Gum made a motion to write off all capitation tax accounts receivable in light of the fact that the capitation tax amount had been reduced to \$0. Cordrey seconded. Approved unanimously.

Prior-year tax assessments associated with property located at 41 Kyle Circle: Gum made a motion to write off the taxes and penalties associated with a demolished mobile home after Hudson reported that he had been advised that its owner had been out of town for an extended period of time. Cordrey seconded. Approved unanimously.

Request to begin advertising and hiring process for assistant town manager in training: Cordrey made a motion to grant the request. Hodges seconded. Approved unanimously.

Recess: Gum made a motion to go into recess until 9:20 p.m. Hodges seconded. Approved unanimously.

Executive session

Call to order: At 9:59 p.m., Truitt made a motion to go back into regular session. Hodges seconded. Approved unanimously.

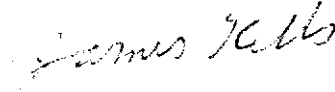
Business conducted in executive session:

Cordrey made a motion (1) to authorize Mayor Thoroughgood and Hudson to make offers and (2) to direct Schrider-Fox to prepare the necessary paperwork as discussed in executive session. Hodges seconded. Approved unanimously.

Cordrey made a motion to make a salary adjustment 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. Cordrey seconded. Approved unanimously at 10:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "James Kells".

James Kells
Secretary