



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
July 2, 2018**

MINUTES

Meeting was called to order at 7:06 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. No one was absent.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Mayor Thoroughgood requested a moment of silence due to the passing of Granville “Bozie” Leroy Holston.

Reorganization of Council:

Hodges made a motion to elect John Thoroughgood as mayor. Cordrey seconded. Approved unanimously.

Kells made a motion to elect Michelle Truitt as vice mayor. O'Neal seconded. Approved unanimously.

Kells made a motion to elect Bradley Cordrey as treasurer. Hodges seconded. Approved unanimously.

Hodges made a motion to elect James Kells as secretary. Cordrey seconded. Approved unanimously.

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

Treasurer's report:

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

Budget:

Gum made a motion to adopt the fiscal year 2019 budget that was approved at the budget “workshop.” O'Neal seconded. Approved unanimously.

Cordrey made a motion to appropriate the funds for the fiscal year 2019 budget. Hodges seconded. Approved unanimously.

Funds transfer: Hodges made a motion to transfer all but \$250,000 of the funds in the Citizens Bank account to one of the Town's WSFS bank accounts. O'Neal seconded. Approved unanimously.

Greater Millsboro Chamber of Commerce: Kevin Turner expressed his gratitude to the Police Department and also to the Town Council and Hudson for their support of the Stars & Stripes event.

Police Department's report:

Chief Brian Calloway stated Cpl. Matthew Dufour had attended training on NARCAN® administration, hosted by Brandywine Counseling in Milford. On June 20, Sgt. Evan Rogers and Patrolman Kyle Wharton received training from the Delaware Emergency Management Agency on the topic of School-based Incident Management.

The Commission on Accreditation for Law Enforcement Agencies (CALEA) conference is scheduled for July 25–28.

Chief Calloway stated John Wharton was doing well at the Police Academy. Academy graduation was scheduled for August 3.

Chief Calloway stated Lt. Robert Legates and Sgt. Barry Wheatley had conducted Civilian Response to Active Shooter Events (CRASE) training at Grace United Methodist Church. Another such event was scheduled to be held on July 11 at 6:00 p.m. at the Town Center.

On June 8, the Police Department participated in the Special Olympics event. The Department raised \$1,386 to benefit Special Olympics. Sgt. Barry Wheatley had been nominated to attend the annual conference in Las Vegas, Nevada representing the State of Delaware.

Chief Calloway attended the annual dinner for Millsboro Housing for Progress. Chief Calloway presented the Department's "Core Value" award to Millsboro Village resident Sequoi Eley.

With regard to Office of Highway Safety initiatives, in the month of June, officers issued 20 citations.

Chief Calloway mentioned the Stars & Stripes event was well thought out and that traffic had cleared out in 25 minutes.

Mayor Thoroughgood welcomed Sen. Gerald Hocker to the Council meeting.

Streets:

Iron Branch bridge project: Jason Hastings, state bridge engineer from the Delaware Department of Transportation, introduced Jonathan Karam, project engineer, and Nicolas Dean, project manager— all of whom were working on the Iron Branch bridge project. Mr. Karam presented a PowerPoint slideshow highlighting the condition of the encased beams on the southbound side of US 113. Council was informed of the traditional versus accelerated construction method as well as the detour plan. The project was expected to begin in the spring of 2019.

Street lights:

Burk stated he had been working with Jim Smith of Delmarva Power on the lighting project for Laurel and Old Landing roads.

Laurel Road: “Arlington” lights would cost approximately \$150,000 and would require easements. There were currently no poles in front of Plantation Lakes. Project could be broken into phases—would increase price.

Old Landing Road: Arlington lights would cost \$50,000-\$60,000 (monthly fees not included). Easements would need to be acquired, and 3,000+ feet of wire would have to be installed. Several properties would be impacted by light pollution. Poles were not currently in place. Cobra lights are of minimal cost; would not require easements; and would not impact adjacent properties.

Hodges requested Burk get more information from Delmarva Power regarding installing any decorative lighting on Laurel Road all the way to State Street.

Gum made a motion to move forward with the cobra lighting on Old Landing Road. Cordrey seconded. Approved unanimously.

Parks and Recreation:

Improvement of property with a Sussex County tax map and parcel number of 133-20.00-37.01: Hudson asked if Council wanted to proceed based on the results that were presented in June for the proposed park. Gum made a motion to move forward with getting some design ideas. Kells seconded. Approved unanimously.

“Movie nights” at Cupola Park: Burk presented a quote from Barton’s of \$750 per night which included the license. Quillen’s in Rehoboth quoted \$180 per night, but the price did not include license. Burk stated the Town was looking at a movie night in August. Hodges made a motion to proceed with one movie night, on a Tuesday night in August. Truitt seconded. Approved unanimously.

Mayor's report:

Approval of proposed site plan for Westtown Village—property with a Sussex County tax map and parcel number of 233-5.00-12.00:

Roger Gross, P.E. of Merestone Consultants, Inc. presented the proposed site plan for Westtown Village. The proposal was for 92 single-family units under declaration. Access would be from Industrial Street and Bobby's Branch Road in Millwood. Mr. Gross stated letters of no objection from the Sussex Conservation District, State Fire Marshal, and Delaware Department of Transportation—and approvals from Duffield—had been obtained. Mr. Gross mentioned the firm was currently working on final comments for AECOM. Schrider-Fox stated she was preparing a draft development agreement.

Gum made a motion to grant final site plan approval contingent upon all comments from AECOM and Duffield Associates being addressed to the Town's satisfaction. Cordrey seconded. Approved unanimously.

Application for annexation—properties with Sussex County tax map and parcel numbers of 233-5.00-7.00 and -6.00:

Hodges mentioned the committee had met and stated the project proposed was a project for which Council had been looking. The applicant was considering a plan to build a hotel and a restaurant pad on the site. The committee recommended approval with the understanding the applicant needed to enter into a cross-access easement at the earliest-possible opportunity.

Gum made a motion for the public hearing to be held on August 6 at 7:00 p.m. O'Neal seconded. Approved unanimously. Hudson stated the plan of services was ready.

Additional paid day off for Town employees: Mayor Thoroughgood presented a request to grant 12 hours of administrative leave to all employees to be taken in August 2018 on a onetime basis. Cordrey made a motion to grant the request. Kells seconded. Approved unanimously.

Bereavement leave for Town employees: Hudson presented a request to grant 1 day of paid bereavement leave in cases involving the death of an immediate aunt or uncle. Kells made a motion to grant request. Cordrey seconded. Approved unanimously.

Supplemental tax list: Matt Hall presented the supplemental tax list for the period of April-June 2018. Truitt made a motion to invoice the supplemental tax billings. Gum seconded. Approved unanimously.

Final approval of plans for "Section A" of Plantation Lakes subdivision:

Matt Destino of Lennar presented a request for final 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 approve site plan for "A-1" and "A-2" contingent upon all comments from AECOM and Duffield Associates being addressed to the Town's satisfaction. Gum seconded. Approved unanimously.

Hodges made a motion to approve record plan for Section A contingent upon all comments from AECOM and Duffield Associates being addressed to the Town's satisfaction. Cordrey seconded. Approved unanimously.

Hodges made a motion to approve Section A landscaping plans contingent upon all comments from AECOM and Duffield Associates being addressed to the Town's satisfaction. O'Neal seconded. Approved unanimously.

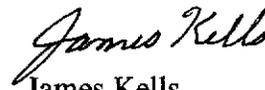
Broadband alternatives for Town residents and businesses: Matt Hall stated after discussions with Kenny Niblett it would be more economical to place the broadband antennas on the Plantation Lakes water tower. Mr. Hall was working with BridgeMAXX on the engineering aspect. Mr. Hall stated there would be a total of 6 antennas placed on the railing of the tower.

Proclamation for Rev. and Mrs. Ed Kuhling: Mayor Thoroughgood requested a proclamation be issued for Rev. Ed and Mrs. Linda Kuhling. They served the Millsboro community for over 10 years at Grace United Methodist Church.

Town Center hall/room rental end time: Gum made a motion to set the required end time for all future reception hall rental bookings as 11:00 p.m. Cordrey 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 8:50 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd