



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  
June 4, 2018**

**MINUTES**

Meeting was called to order at 7:00 p.m.—with Vice Mayor Michelle Truitt presiding. Also present were Pro Tem Tim Hodges, Secretary James Kells, Treasurer Bradley Cordrey, Councilperson Larry Gum, Town Manager Sheldon P. Hudson, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox. Mayor John Thoroughgood and Councilperson Ron O'Neal were absent.

**Pledge of allegiance:** Truitt led the pledge.

**Public comment:** A comment was made requesting the intersection of Atkins and Dodd streets become a 4-way stop instead of a 2-way stop.

**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. Hodges seconded. Approved unanimously.

Hudson requested a \$2,500 credit limit be assigned to the new credit cards being issued to the assistant town manager, lieutenant, and finance officer. Cordrey made a motion to accept the request to set the limit at \$2,500. Hodges seconded. Approved unanimously.

**Greater Millsboro Chamber of Commerce:** Hudson presented a request to rent a portable restroom trailer for the Stars & Stripes event. The rental cost would be approximately \$2,000. Hodges made a motion to accept the request and rent the portable trailer. Cordrey seconded. Approved unanimously.

## **Police Department's report:**

Chief Brian Calloway stated Sgt. Barry Wheatley and Lt. Robert Legates had attended Civilian Response to Active Shooter Events (C.R.A.S.E.) training in Clifton, New Jersey. On May 3 and 10, officers had conducted a departmental "shoot" for daytime requalification on pistol and patrol rifle. Chief Calloway had attended the annual Delaware Chiefs of Police conference that was held in Ocean City, Maryland.

The Commission on Accreditation for Law Enforcement Agencies (CALEA) conference was scheduled for July 25–28. At the conclusion of the conference, the Commission would be recommending the Millsboro Police Department for full reaccreditation.

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

On May 12, the Police Department and the Delaware Department of Transportation hosted their 1st-annual Community Day Bike Rodeo in the Lowe's parking lot. Donations from several local organizations made it possible for over 150 bicycle helmets to be provided to children ages 4–13.

Chief Calloway presented a status update on a case since the Criminal Justice Council (CJC) grant had been initiated. Because of this program, much more follow up with the victims was being done.

With regard to Office of Highway Safety initiatives, in the month of May, officers issued 228 citations including 2 drug arrests for a total of 75 hours.

Chief Calloway stated the Department was 2nd in the State for donations received for Special Olympics.

## **Streets:**

State Street project: George Pierce from the Delaware Department of Transportation stated the contractor was expected to start work the week of June 11. Mr. Pierce said he expected the work would be completed in approximately 6 weeks. Mr. Pierce mentioned he would have the equipment cleared out of the way for the Stars & Stripes event.

Permanent no parking signs for Truitt Alley: Hudson presented the request for permanent no parking signs to be installed along Truitt Alley from Main Street to Cupola Park. Chief Calloway stated a minimum of 3 signs would be needed. Gum made a motion to grant the request to purchase and place the no parking signs. Kells seconded. Approved unanimously.

Stop signs at the intersection of Dodd and Atkins streets: Gum made a motion to install 2 stop signs at the intersection of Dodd and Atkins streets. Kells seconded. Approved unanimously.

## **Parks and Recreation:**

Millsboro Pond boat ramp improvements: Hudson presented the placement and style of lighting to be installed at the Millsboro Pond boat ramp area by the Delaware Division of Fish and Wildlife. Hodges made a motion to approve the lighting installation contingent upon a lighting study being done with neighboring homes. Cordrey seconded. Approved unanimously.

Improvement of property with a Sussex County tax map and parcel number of 133-20.00-37.01: Burk presented the results from the survey for the proposed park. The top 5 recommendations were amphitheater, "dog park," garden, Splashpad® and walking trail.

Cycling Infrastructure Innovation Grant: Hudson presented a request to apply for the Cycling Infrastructure Innovation Grant focusing on the west side of town. Kells made a motion to authorize the Town to move forward with the grant application. Gum seconded. Approved unanimously.

**Mayor's report:**

Real property valuation appeals:

Matt Hall stated there were 2 property tax appeals. Eric Piner of PTA DelVal was able to resolve one issue. Mr. Piner attempted numerous times to reach out to the second homeowner with no success.

Gum made a motion to close the tax appeal hearing since no appellants were in attendance. Cordrey seconded. Approved unanimously.

Preliminary 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 for informational purposes only. The proposal was for 92 single-family condominium units. 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 had been obtained. Mr. Gross mentioned the firm was currently working on final comments for AECOM and Duffield Associates and intended to have all approvals before the July meeting.

Mark Prata representing Millwood Acquisitions inquired as to if the Town would supply a landscaping and development agreement template. Schrider-Fox stated she would see what she could find and send to him.

Public events: Hudson stated the Greater Millsboro Chamber of Commerce was sponsoring the 2<sup>nd</sup>-annual Millsboro Stars & Stripes fireworks event on June 30 from 6:00 to 9:30 p.m. at Cupola Park.

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

James and Kinsley Parker of Jim Parker Builders, Inc. presented an application for annexation. Jim Parker Builders, Inc. was considering a plan to build a hotel and a restaurant pad on the site.

Truitt formed an annexation committee. Hodges was named chairman; Cordrey and Gum were named as members.

Preliminary approval of proposed site plan for Taco Bell—property with a Sussex County tax map and parcel number of 233-5.00-115.12: The applicant was not in attendance. Hudson advised Council to review the comments included in the packet. Hudson stated Kenny Niblett had concerns with the dumpster placement and an additional curb cut on the site plan. Gum 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. Hodges seconded. Approved unanimously.

Application for conditional use—property with a Sussex County tax map and parcel number of 133-17.13-143.01: Hudson presented a conditional use renewal application for Cruz-In. Gum made a motion to grant the conditional use renewal. Cordrey seconded. Approved unanimously.

Additional paid day off for Town employees: Hudson stated Mayor Thoroughgood had requested an additional paid day off be given to all Town employees on a onetime basis as a thank-you. After some discussion, it was decided to table the item in order to gather additional information.

Bereavement leave for Town employees: Hudson presented a request to allow Town employees one day of paid bereavement leave in cases involving immediate aunts and uncles. The item was tabled so staff could speak with the labor attorney and gather additional information.

**Recess:** Cordrey made a motion to go into recess until 8:05 p.m. Gum seconded. Approved unanimously.

**Executive session**

**Call to order:** At 10:05 p.m., Cordrey made a motion to go back into regular session. Kells seconded. Approved unanimously.

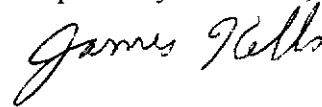
**Business conducted in executive session:**

Cordrey made a motion to authorize the carryover of comp. time into the next fiscal year in a specific case on a onetime basis. Gum seconded. Approved unanimously.

Cordrey made a motion to authorize the town manager and town solicitor to negotiate the easement for Millsboro Pond as discussed in executive session. Hodges seconded. Approved unanimously.

**Adjournment:** With no further business, Truitt asked for a motion to adjourn. Kells made such a motion. Cordrey seconded. Approved unanimously at 10:08 p.m.

Respectfully submitted,



James Kells  
Secretary

JK:SH:jd