



Town Council
Town of Millsboro

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Mayor Michelle Truitt
Vice Mayor Tim Hodges
Pro Tem John Thoroughgood
Secretary James Kells
Treasurer Bradley Cordrey
Councilperson Ron O'Neal
Councilperson Larry Gum

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
August 5, 2019**

MINUTES

Meeting was called to order at 7:02 p.m.—with Mayor Michelle Truitt presiding. Vice Mayor Tim Hodges, Secretary James Kells, Treasurer Bradley Cordrey, Councilman John Thoroughgood, 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. No one was absent.

Pledge of allegiance: Mayor Truitt led the pledge.

Honoring John Thoroughgood, first-past mayor/Council president: Mayor Truitt presented Thoroughgood with an engraved gavel and case in recognition of his years of service as mayor of the Town of Millsboro.

Appointment of Council president pro tempore: Mayor Truitt made a motion to appoint Thoroughgood as Council president pro tempore. Kells seconded. Approved unanimously.

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

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

Millsboro Fire Company report: O'Neal stated the Fire Department had attended a community event day at Plantation Lakes on July 20 and expressed his gratitude for the invitation.

Police Department's report:

Chief Brian Calloway stated that, July 15–19, Vonshea Wise had participated in on-the-job training on the topic of "Victim Services," hosted by the Georgetown Police Department.

On July 23 and 24, Vonshea Wise participated in on-the-job training on the topic of "Victim Services," hosted by Delaware State Police Troop 4.

Chief Calloway introduced Vonshea Wise to Council as the new victim services specialist.

Police Department's report (cont.):

Chief Calloway stated Cpl. Seth Bullock and PFC Liana Dodson would be receiving lifesaving awards for their actions on July 4.

On July 4, Chief Calloway attended the annual St. Mark's Episcopal Church July 4th celebration. On July 20, Chief Calloway and Vonshea Wise attended the Plantation Lakes community event day and promoted the Citizens Police Academy coming up October 15.

Chief Calloway mentioned the Dam Mill race had been a success and there had been no issues.

Sussex County informed the Town that it was eligible to apply for \$30,000 in grant funding. Chief Calloway requested to allocate this funding for WatchGuard cloud service (\$10,410.00); 12 Axon TASER plans (\$4,538.53); 4 Dell computers (\$4,358.92); 6 patrol desks/workstations (\$3,829.47); 14 flashlights (\$2,263.66); 15 patrol boots (\$1,485.00); PowerDMS annual fee (\$1,390.50); new vehicle markings (\$900.00); 8 first aid "go" bags (\$423.92); and 4 WatchGuard reinstallations (\$400.00). Hodges made a motion to approve the request. Cordrey seconded. Approved unanimously.

With regard to Office of Highway Safety initiatives, in the month of July, there was a speed enforcement initiative—which resulted in a total of 23 traffic arrests—and a DUI initiative—which resulted in 31 traffic arrests.

Schrider-Fox stated, after some review, there was a law at the state level prohibiting any drone ordinances.

Water and sewer:

Certificates of public convenience and necessity: Rick Warden, project engineer for Duffield Associates, presented a Millsboro-area water certificate of public convenience and necessity (CPCN) map. It was decided Council needed time to review and that the item would be discussed at the September regular meeting.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated the easement would need to be amended and had been sent to M&T for review.

Mayor's report:

Development agreement for Westtown Village: Schrider-Fox said she had reviewed the draft agreement. Hodges made a motion to accept the agreement as presented. Cordrey seconded. Approved unanimously.

Special advertising highway overlay district: Kyle Gulbranson, senior project manager for AECOM, presented some proposed language for a special advertising highway overlay district ordinance. After some discussion, it was decided to make some minor changes to the document and present the revised draft during the September regular Council meeting.

Comprehensive plan (2019): Gulbranson stated the plan was about 50% complete. The goal was to present the draft plan to Council by December.

Mayor's report (cont.):

Community Development Block Grant: Burk said there was no update.

Employee handbook, job descriptions, and performance management system and accompanying acknowledgment forms:

Matthew Hall, finance officer requested approval of the employee handbook, job descriptions, and performance management system and accompanying acknowledgment forms that had previously been sent to Council for review. Mr. Hall stated there would be a mock trial using the performance management system in about 3 months. Mr. Hall mentioned there was one change to the performance management document—replacing the “integrity” category with “fiscal responsibility.”

Thoroughgood made a motion to accept the employee handbook, job descriptions, and performance management system as presented and to make any “civilian” pay adjustments effective retroactive to July 5, 2019. Gum seconded. Approved unanimously.

Reallocation of special development district bond funds: Mr. Hall stated he had spoken with Silvia Shin about the process of reallocating bond-related funds.

“Memorandum of agreement” between the Town and State “for the aggregation of energy requirements into retail supply contracts for electricity”: Ed Jackson, sole proprietor of Affinity Energy Management, presented an overview of the State of Delaware electricity supply contract. After some discussion, it was informally decided Mr. Jackson would “shop some numbers” and present again at the September regular Council meeting.

Supplemental tax list: Mr. Hall supplied Council with information on the proposed fiscal year 2020 quarter 1 changes to tax assessments. Hodges made a motion to invoice all increases. Thoroughgood seconded. Approved unanimously.

Water and sewer (cont.):

Utility invoices—119 Irons Avenue: Thoroughgood made a motion (1) not to bill late fees or interest on a past due balance of \$1,403.28 since there had been a clerical error and (2) for Hudson or his designee to set up a payment arrangement indicating that the balance would have to be paid in its entirety by June 30, 2020. Kells seconded. Approved unanimously.

Mayor's report (cont.):

Residential planned community (RPC) revision for Plantation Lakes—relocate the golf maintenance facility and modify the lot configuration in Section B: Hodges made a motion to schedule a public hearing on September 3, 2019 to consider the proposed RPC changes for Plantation Lakes. Cordrey seconded. Approved unanimously.

Streets:

Permanent closure of Dodd Street northwest of Main Street (§ 31 of the Town Charter):

O'Neal stated the committee had met in July. A letter from the Millsboro Fire Department had been sent to Council requesting Dodd Street be left open. Chief Calloway had presented the committee with the results of a study that had been completed for Dodd Street regarding traffic volume.

The committee recommended making Dodd Street a one-way street. Schrider-Fox mentioned § 200-27 of the *Code* would need to be amended in order for this to occur.

§ 174-15 of the Code of the Town of Millsboro: Schrider-Fox said she would work with George "Kenny" Niblett, director of public works to prepare some draft language that would be presented to Council.

Parks and Recreation:

"Dog park": Burk recommended scaling back the project and, possibly, relocating the entrance. He reported that the project was still a work in progress.

Mayor's report (cont.):

Annexation—Sussex County tax map and parcel number 133-16.00-95.03: Committee chair Kells stated that, at this time, the parcel was not contiguous and, therefore, that the committee was recommending that no action be taken—at least not yet.

Annexation—Sussex County tax map and parcel numbers 133-16.00-40.00, -41.00, -92.03, and -93.00: Hudson reported that Town staff were still meeting with the applicant.

Nanticoke Indian Tribe historical marker: Hodges made a motion to authorize the placement of the Delaware State Archives historical marker at the site shown on the PowerPoint slide. Cordrey seconded. Approved unanimously.

Home and Builder Expo: Hudson relayed a request from the Women's Council of Realtors to hold a Home and Builder Expo for the 2nd year on September 21, 2019 from 11:00 a.m. to 2:00 p.m. at the Millsboro Town Center. Thoroughgood made a motion to grant the request and to have the Town cosponsor the Expo. Kells seconded. Approved unanimously.

Main Street paver project: Burk and Schrider-Fox indicated that they were still working through some Americans-with-Disabilities-Act-related issues.

West State Street sidewalk project: Burk stated the project was still under review by the Delaware Department of Transportation.

Monroe Street stormwater study: Burk mentioned Davis, Bowen & Friedel, Inc. was working on the design phase of the project.

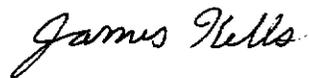
Mayor's report (cont.):

Bicycle Master Plan Grant: Burk stated the Town was still looking for volunteers to serve on the required committee.

New public works employee: Gum made a motion to accept the recommendation of the Personnel Committee and to extend an offer for the wastewater operator III position. Thoroughgood seconded. Approved unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Hodges seconded. Approved unanimously at 9:15 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd