



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
September 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, Assistant Town Manager Bill Sauer, Town Solicitor Mary Schrider-Fox and Town Clerk Joanne Dorey. No one was absent.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Public comment: Member of the public spoke about the extension of the conditional use for the Golf Shop at Plantation Lakes.

Public hearing: Application for annexation for property with a Sussex County tax map and parcel number of 133-16.00-121.00. Hudson stated that it was his understanding that Duffield had not yet received a response from the county or the Office of State Planning Coordination (OSPC). Mary Schrider-Fox asked if there were any public comments. Cindy McAuliffe of Lennar stated she would like the public hearing to remain open. Hodges made motion to close the public hearing. Cordrey seconded. Approved unanimously.

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

Treasurer's report: Cordrey made a motion that the bills be paid from the designated accounts. Hodges seconded. Approved unanimously.

Sauer stated the transfer tax account made additional interest as a result of moving accounts to WSFS.

Millsboro Fire Company: No report.

Greater Millsboro Chamber of Commerce: Hudson stated that he had spoken with the president of the Chamber, Kevin Turner, and the Christmas parade would be on December 2nd at 5 p.m. with the tree lighting and caroling to follow. The Chamber and the Town might be meeting in the upcoming month or so to work out details.

Police Department's report:

Chief Brian Calloway stated Ptlm. Joseph Mulhern had attended training on Fitness in Law Enforcement at the Delaware State Police Academy.

On August 5th, Cpl. David Moyer participated in "Hero Day" at the Peninsula Golf and Country Club. On August 13th, Millsboro officers, with the assistance of the Delaware Fire Police, conducted traffic control during the 34th annual Dam Mill Run; Chief Calloway mentioned considerable overtime was needed for this event. On August 26th, Sgt. Evan Rogers participated in the Grace United Methodist Church Open the Box Conference.

The Millsboro Police Department will be hosting a Neighborhood Watch program on September 12th at 6 p.m. at the Millsboro Town Center.

With regard to Office of Highway Safety initiatives, in the month of August, officers issued 13 speeding tickets over a period of 12 hours worked.

The road work on State Street is still causing some minor delays, but this roadway is now open.

All police vehicles now have AEDs due to funding from the Sussex County Block Grant.

The Police Department was allocated \$33,620 from the FY 2018 Combat to Fight Violent Crime Grant. Chief Calloway has requested to allocate these funds towards the following items:

- 17- LWRC patrol rifles
- 1- Watch Guard vehicle and body camera system
- Drug enforcement and overtime hours
- Rental vehicles and drug surveillance

Hodges made the motion to approve this grant allocation. O'Neal seconded. Approved unanimously.

Chief Calloway presented a traffic study report that was performed on Mitchell Street during the period of August 18 - August 27. During this period, a total of 70,931 vehicles traveled this stretch of roadway.

Parks and Recreation:

Future plans for property with a Sussex County tax map and parcel number of 133-20.00-37.01:

Kells said he would like the Council to consider allocating a portion of this parcel for use for a Blue Star Memorial. The committee, which is made up of Hodges (chairperson), Kells, and O'Neal will regroup in the fall.

Christmas lights on utility poles located along Laurel Road west of Kendall Street:

Hudson said he spoke with Jim Smith of Delmarva Power and was told this project was possible at least up to Plantation Lakes Boulevard. The cost of this project could be around \$100,000. Hudson recommended this be discussed during the FY19 budget session.

Request from Louise Whale to use the Cupola Park bandstand for a fund-raiser on November 11 (November 18 rain date):

Truitt made motion to allow this fundraiser to benefit the repairs of playground equipment for children with physical limitations. Cordrey seconded. Approved unanimously.

Establishment of Town-recognized “trick-or-treating” date for 2017:

Gum made motion to have trick-or-treating on Tuesday, October 31 during the hours of 6 p.m.-8 p.m. for children ages 12 and under. Children that are trick or treating must be in costume. O’Neal seconded. Approved unanimously.

Mayor’s report:

Possible amending of zoning code for the highway commercial (HC) zoning district:

Committee met and is reviewing increasing the building height from 35 feet to 60 feet in the HC zoning district to potentially accommodate 5- story hotels. AECOM has been asked to review the permitted use list (example: possibly change “bowling alleys” to “recreation centers”).

Final site plan—portion of property with a Sussex County tax map and parcel number of 233-5.00-115.00 and preliminary site plan—another portion of property with a Sussex County tax map and parcel number of 233-5.00-115.00:

Brock Parker of Parker & Associates, Inc. addressed Council on behalf of the applicant. This property is behind the Farmer’s Bank of Willards and would consist of 3 leasable spaces: a national paint store, a quick-service coffee-style shop, and one other open space. There is another site directly behind this property which might be a Tractor Supply. All of these parcels have cross-access and utility easements. The lawyers are still working on the cross-access easement between BJ’s and the property. Mr. Parker stated no DelDOT (State Department of Transportation) approval was needed for this property but would be needed for Tractor Supply. Soil Conservation and storm water approval has been obtained. Mr. Parker was looking for final site plan approval. Mary Schrider-Fox stated that final subdivision would need to be approved before final site plan approval. Hodges made motion for preliminary site plan approval for both parcels, DuPont Plaza and Tractor Supply, contingent upon major subdivision approval, all other necessary agency approvals, and the cross-access easement. Gum seconded. Approved unanimously.

Preliminary site plan—property with a Sussex County tax map and parcel number of 133-16.16-23.00:

Hudson stated that Mid-Atlantic Animal Hospital was seeking preliminary site plan approval for this parcel. Gum made motion to grant preliminary site plan approval. Cordrey seconded. Approved unanimously.

Request from Lennar to reduce the bond amount associated with Plantation Lakes Subphase 2.2:

Cindy McAuliffe requested a reduction of letters of credit for Plantation Lakes. Hodges made motion to reduce the bond based on recommendations from Duffield. Truitt seconded. Approved unanimously.

Request from Lennar to grant a 1-year renewal of the conditional use approval to allow a “golf trailer,” golf cart storage tent, and temporary parking lot to be utilized in the Plantation Lakes subdivision:

Gum motioned to approve the 1 year conditional use renewal. Truitt seconded. Approved unanimously. Hudson stated that conditional use application still needed to be submitted and payment of \$200 made.

Downtown Delaware Commercial District affiliate renewal application:

Hudson reminded Council that the Town was a Downtown Delaware Commercial District affiliate and that the application had come up for renewal. Hudson recommended keeping this active. Hodges made motion to renew this application. Kells seconded. Approved unanimously.

Purchase of new vehicle and/or sale of existing vehicle:

Hudson advised Council about possibly replacing one of the maintenance vehicles that was in pretty bad disrepair. It was suggested purchasing the new vehicle for Town Hall use and giving the grey Caravan to the Public Works Department. Mayor Thoroughgood inquired as to if the purchase could go through Millsboro Chrysler so as to buy local. Schrider-Fox said she would look into from where the Town could purchase this

vehicle. Gum made motion to sell the white Caravan and purchase a new vehicle at a cost of \$20,000 or less. Hodges seconded. Approved unanimously.

Constitution Week proclamation:

Constitution Week was to be recognized by the Delaware State Daughters of the American Revolution on September 16 at the Marvel Museum in Georgetown, Delaware. Hodges made motion for the mayor to prepare a proclamation to be presented by Vice-Mayor Truitt. O'Neal seconded. Approved unanimously.

Retirement of William R. ("Bill") Sauer, assistant town manager and former finance officer:

Mayor Thoroughgood presented retirement gift to Sauer and expressed his gratitude to Sauer for his years of service and dedication to the Town.

Recess: Truitt made a motion to go into recess until 8:20 p.m. Cordrey seconded. Approved unanimously.

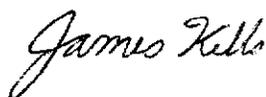
Executive session

Call to order: At 8:45 p.m., Cordrey made a motion to go back into regular session. O'Neal seconded. Approved unanimously.

Business conducted in executive session: Hodges made motion to approve the employee gift as discussed in executive session. Cordrey seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Truitt made such a motion. Hodges seconded. Approved unanimously at 8:50 p.m.

Respectfully submitted,



James Kells
Secretary

JK:sh:jd