



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
September 3, 2019**

MINUTES

Meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. Vice Mayor Tim Hodges, Council President Pro Tempore John Thoroughgood, Secretary James Kells, Treasurer Bradley Cordrey, 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.

Public comment: Debra Doucette expressed the desire of providing building improvements in lieu of rent for the Millsboro Art League.

Mayor Truitt stated the resale fee for Plantation Lakes would not be discussed at the Council meeting.

Public hearing:

Matt Destino of Lennar and Sean Davis of Morris & Ritchie Associates presented the proposed “RPC 5” revisions. Mr. Davis stated the 4 specific elements that created this revision were the relocation of the maintenance facility, the adjustments to Community Center West, some adjustments to the townhome layout in sections B and C, and an additional shared-use pathway on Sheep Pen Road. The proposed changes would result in a net loss of 2 homes in the subdivision.

Ken Usab of Morris & Ritchie Associates stated the maintenance facility would have a temporary holding tank until the connection to the public water system was completed.

Mayor Truitt left the public hearing open and said public comments were welcomed.

Thoroughgood made a motion to close the public hearing. Hodges seconded. Approved unanimously.

Hodges made a motion to approve the RPC 5 revisions presented. O'Neal seconded. Approved unanimously.

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

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

Millsboro Fire Company report: Gum stated the fire department had 10 full-time EMS personnel and was running 2 ambulances. The EMS staff had handled 270 calls during the month of August.

Police Department's report:

Chief Brian Calloway stated that Sgt. Evan Rogers and Sgt. Barry Wheatley had attended firearms instructor recertification training on August 21 at the Delaware State Police Academy.

On August 22, PFC Michael Gorman had attended Advanced Roadside Impairment Driving Enforcement (ARIDE) training.

On August 27, shift B and on August 29, shift A/administrative staff had attended CPR/AED and NARCAN® recertification training.

During the month of August, the Department participated in its first departmental review of all standards through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since last being reaccredited. Chief Calloway presented 2 policies that were recommended to be revised: Policy #36, Use of Force—Fleeing Offender and Policy #40, Unbiased Enforcement. Cordrey made a motion to approve both policies as presented. Hodges seconded. Approved unanimously.

Chief Calloway presented a new Police Policy #52, Limited Duty/Temporary Disability to be added to the *Standard Operating Procedures and Directives Manual* per the Police/union contract. Thoroughgood made a motion to accept the policy as presented. O'Neal seconded. Approved unanimously.

Chief Calloway presented a revised Police Policy #9, Job Descriptions for Chief of Police and Police Clerk in response to changes to the employee handbook. Hodges made a motion to accept the revisions as presented. Cordrey seconded. Approved unanimously.

Chief Calloway stated the Department was working on plans for Halloween night in the Millsboro Town Center parking lot from 6:00 to 8:00 p.m. Those trick-or-treating in town must be 12 years old or younger and must be in costume. Cordrey made a motion to approve the item. Hodges seconded. Approved unanimously.

The Citizens Police Academy would be starting on October 15.

With regard to the Office of Highway Safety, during the month of August, there were 3 initiatives.

Police Department's report (cont.):

The Police Department was allocated \$36,896 from the fiscal year 2020 Fund to Combat Violent Crimes grant. Chief Calloway requested to allocate this funding for 18 GLOCK Gen5 9 mm pistols (\$4,379); 16 BLACKHAWK® T-Series™ duty holsters (\$1,708); 16 Streamlight TLR mounted weapon lights (\$1,856); 16 upgraded duty magazines—9 mm (\$468); 16 off-duty 9 mm holsters (\$160); 16 BLACKHAWK® SERPA® quick “disconnects” (\$468); a computer voice stress analyzer laptop/CVSA III (\$5,995); approximately 25 patrols' worth of overtime funding (\$20,362); and rental vehicles for approximately 25 patrols (\$1,500). Hodges made a motion to approve the request. Gum seconded. Approved unanimously.

PFC Christopher Ebke would be away on military leave with the Delaware National Guard September 4–26.

Mayor's report:

Millsboro Art League—building improvements in lieu of rent: Hudson presented the request from the Millsboro Art League asking if the organization could perform building improvements in lieu of paying rent. Council asked Ms. Doucette to provide the Town with information on the work that had been, and was being, performed and that still needed to be done to the building. Mayor Truitt asked George “Kenny” Niblett, director of public works to stop by and perform a walk-through.

Water and sewer:

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated she was waiting to receive a list of concerns from the company.

Certificates of public convenience and necessity: Hudson mentioned that the new comprehensive plan was in the process of being prepared and said the Town needed to decide in which directions it wanted to grow. Mayor Truitt asked Council to digest the discussion and said Council would revisit the topic at the October regular Council meeting.

Cost-sharing agreement for new water treatment plant: Schrider-Fox stated the initial draft of the cost-sharing agreement had been prepared and was being reviewed by Town staff.

Mayor's report (cont.):

Comprehensive plan (2019): Burk stated AECOM was preparing an extension letter to be sent to the State. The extension was being requested, in part, due to all of the map changes associated with recent, pending, and possible future annexations.

Community Development Block Grant: Burk stated the application was being reviewed by the Delaware State Housing Authority.

Conditional use—Sussex County tax map and parcel number 133-17.13-132.00: Burk indicated that the applicant had submitted a renewal application for what he thought was an existing conditional use. The original approval, however, had, in fact, expired. Council stated applicant would need to apply for a new conditional use.

Mayor's report (cont.):

"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. Thoroughgood made a motion to wait until the current contract had expired and renegotiate at that time. Gum seconded. Mayor Truitt, Thoroughgood, Kells, O'Neal, and Gum voted yes. Hodges and Cordrey voted no.

Preliminary plan for the Plantation Lakes golf maintenance facility: Sean Davis and Ken Usab of Morris & Ritchie Associates presented a preliminary plan for the Plantation Lakes golf maintenance facility. Hodges made a motion to approve the preliminary plan for the facility. Cordrey seconded. Approved unanimously.

Preliminary plan for Plantation Lakes sections B and C: Sean Davis and Ken Usab of Morris & Ritchie Associates presented the preliminary plan for sections B and C. Hodges made a motion to approve the preliminary plan contingent upon the 12-inch water lines being extended. Kells seconded. Approved unanimously.

Preliminary plan for the Plantation Lakes North Shore Community Center: Sean Davis and Ken Usab of Morris & Ritchie Associates presented a preliminary plan for the North Shore Community Center. Hodges made a motion to approve the preliminary plan. Cordrey seconded. Approved unanimously.

Streets:

One-way street—Dodd Street northwest of Main Street (§ 200-27 of the Code of the Town of Millsboro): Schrider-Fox presented a draft amendment to § 200-27 of the Code to designate a portion of Dodd Street as a one-way street. Gum made a motion to accept the resolution as presented. Thoroughgood seconded. Approved unanimously.

Chapter 174 of the Code of the Town of Millsboro: Schrider-Fox presented a draft amendment to § 174-15 of the Code to reflect modern standards for road construction and repair and to replace all town clerk references with references to the town manager or his/her designee. Thoroughgood made a motion to accept the resolution as presented. Gum seconded. Approved unanimously.

Parks and Recreation:

"Dog park": Burk stated he had spoken with Matthew Spong of Landscape Architectural Services and requested a reconfiguration of the entrance that could be presented to the Delaware Department of Transportation.

Town-sponsored recreational offerings: Kells said there was a need to have a place within Town limits that teenagers could use to play basketball. Hudson suggested that Kells and others who had such an interest could possibly contact a nonprofit like The Y to find out if there was any interest in building such a facility in the Town.

Parks and Recreation (cont.):

Warren's Mill: Hudson again presented a request from Thoroughgood and others to demolish and, possibly, rebuild Warren's Mill. Hodges made a motion requesting that Hudson or his designee secure informal quotes—one to "document" the structure and a second to demolish the structure. Cordrey seconded. Approved unanimously.

Mayor's report (cont.):

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 that, after discussions with the Delaware Department of Transportation (DelDOT), it was determined that the stormwater lines in the project area needed to be replaced. DelDOT was drafting an agreement for the Town to consider that would state that DelDOT would pay the additional engineering costs; would pay the cost to install the stormwater pipes; and would be responsible for handling the paving internally.

O'Neal made a motion to approve the plan to have Council consider a draft agreement with DelDOT. Thoroughgood seconded. Approved unanimously.

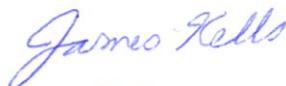
Monroe Street stormwater study: Burk mentioned Davis, Bowen & Friedel was working on the design phase of the project.

Bicycle Master Plan Grant: Burk stated the Town was in search of volunteers to serve on the required committee.

New public works employee: Burk stated an offer of employment had been presented to an individual for a wastewater operator III position but was declined.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Kells made such a motion. Thoroughgood seconded. Approved unanimously at 9:30 p.m.

Respectfully submitted,



James Kells
Secretary