



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
October 7, 2019**

MINUTES

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

Pledge of allegiance: Mayor Truitt led the pledge.

Public comment: Debra Doucette and supporters of the “Greater Millsboro Art League” expressed their desire for the Art League to provide building improvements in lieu of paying rent.

Secretary's report: Cordrey made a motion to table approval of the September 2019 regular meeting minutes until the November 2019 regular meeting. Gum seconded. Approved unanimously.

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

Millsboro Fire Company report: O'Neal stated the department was gearing up for Fire Prevention Week and the shred event scheduled for November 2.

Police Department's report:

Chief Brian Calloway stated that Cpl. Matthew Dufour had received training as the Department's TASER instructor on September 5.

September 16–27, PFC Joseph Mulhern had attended “Basic Narcotics Investigator” training at the Bethany Beach National Guard Center.

Chief Brian Calloway stated that Sgt. Patrick Forester had been working on plans for Halloween night.

The Department had partnered with the Millsboro Starbucks for the “National Coffee with a Cop” program.

Police Department's report (cont.):

The Citizens Police Academy had 27 people enrolled and would be starting on October 15.

Chief Calloway stated the Department was requesting approval to participate in the "Whiskers for Wishes" program again this year. This was a "no shave" event where officers could pay not to shave between October 15 and December 31. Last year, the Department had raised over \$5,500.00. The proceeds from this event would provide gifts to needy families within the Millsboro area.

Thoroughgood made a motion to approve the request. Cordrey seconded. Approved unanimously.

Thoroughgood made a motion to approve the selection of Rev. Roderick Dufour as chaplain. Cordrey seconded. Approved unanimously. Mayor Truitt then swore in Rev. Dufour.

On October 2, Chief Calloway and George "Kenny" Niblett, director of public works attended a meeting at the Delaware Department of Transportation South District Office to discuss the Iron Branch bridge construction project. The projected start date was October 14.

The Police Department was allocated \$5,894.91 from the State fiscal year 2020 State Aid to Local Law Enforcement (SALLE) grant. Chief Calloway requested these funds be allocated toward the following items: patrol laptop, pocket jet printer, and Motorola portable radio/carry case.

Gum made a motion to approve the request. Cordrey seconded. Approved unanimously.

The Department was also allocated \$4,495.11 from the State fiscal year 2020 Emergency Illegal Drug Enforcement (EIDE) grant. Chief Calloway requested to allocate these funds toward drug and bike patrol overtime.

Cordrey made a motion to approve the request. O'Neal seconded. Approved unanimously.

Lastly, Chief Calloway requested to reallocate a portion of the Combat Violent Crimes funds designated to pay overtime and to rent vehicles. The monies would instead be used to purchase 4 Cradlepoint router modems for patrol vehicles.

Gum made a motion to approve the request. Cordrey seconded. Approved unanimously.

Water and sewer:

Cost-sharing agreement for new water treatment plant: Schrider-Fox stated David Hutt was still reviewing the draft agreement.

Parks and Recreation:

“Dog park”: Burk stated the Town was considering a different location for a possible dog park.

Warren’s Mill: Hudson mentioned that there were already some pictures of the interior layout of Warren’s Mill on file.

Mayor’s report:

Property combination—Sussex County tax map and parcel numbers 133-16.16-13.00 and -15.00: Tim Pulice, president of First Class Heating & Air Conditioning, Inc., presented a request to have the 3 parcels combined into 1 larger parcel. Thoroughgood made a motion to approve the request. Gum seconded. Approved unanimously.

Millsboro Art League lease agreement—Sussex County tax map and parcel number 133-17.13-120.00: Hudson said one option was for the Town to also cover the cost of electric and heat at the building occupied by the “Greater Millsboro Art League” instead of reducing the rent amount. Thoroughgood made a motion to select the option and authorize Mayor Truitt and Hudson to finalize and execute a 1-year lease agreement at a rate of \$550.00 per month. O’Neal seconded. Approved unanimously.

Wetland restoration project: Alison Rogerson, program manager from the Delaware Department of Natural Resources and Environmental Control, Division of Watershed Stewardship presented a PowerPoint on the project.

Letter of credit (“bond”) amount reductions—transportation, wastewater, and water infrastructure improvements—Plantation Lakes Section A: David Steele requested a bond reduction in the amount recommended by Duffield Associates. Cordrey made a motion to grant the bond reduction. Gum seconded. Approved unanimously.

Supplemental tax list: Matthew Hall, director of finance and technology supplied Council with the quarterly changes to assessments. Thoroughgood made a motion to invoice all tax billings greater than \$5.00. Gum seconded. Approved unanimously.

Property taxes—Sussex County tax map and parcel number 233-5.00-86.04: Mr. Hall stated the property owner had requested a write-off of the taxes for 2017, 2018, and 2019 since the development had been built out. Mr. Hall said the owner had filed for an abatement with Sussex County in February 2018. Thoroughgood made a motion to write off the amounts for 2018 and 2019 and only collect the 2017 amount. Gum seconded. Approved unanimously.

Comprehensive plan (2019): Burk stated AECOM had requested an extension letter 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.

Conditional use—Sussex County tax map and parcel number 133-17.13-132.00: James Schreppler submitted an application for a conditional use at 216 Ellis Street. Gum made a motion to grant the conditional use for 1 year. Thoroughgood seconded. Approved unanimously.

Mayor's report (cont.):

Conditional use—Sussex County tax map and parcel number 133-17.09-29.00: J & Y Parker Family Limited Partnership submitted an application to renew a conditional use at 332 Main Street, apartments 1 and 2. Thoroughgood made a motion to grant the renewal for 2 years. O'Neal seconded. Approved unanimously.

Annexation—Sussex County tax map and parcel number 133-17.00-41.00: Hudson presented a request from the Indian River School District to waive the fees associated with the possible future annexation of the East Millsboro Elementary School property. Thoroughgood made a motion to approve the request. Cordrey seconded. Cordrey, Gum, O'Neal, and Thoroughgood voted yes. Mayor Truitt abstained.

Bicycle Master Plan Grant: Burk stated no award had been given to the Town.

New public works employee: Burk stated the Town would be placing an advertisement seeking a wastewater operator.

Sign easement agreement—Sussex County tax map and parcel number 133-16.00-73.06: O'Neal made a motion to authorize Mayor Truitt and Hudson to sign the agreement. Thoroughgood seconded. Approved unanimously.

Small Business Saturday proclamation: Thoroughgood made a motion authorizing Mayor Truitt to proclaim the Saturday after Thanksgiving as Small Business Saturday 2019. O'Neal seconded. Approved unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. Cordrey seconded. Approved unanimously at 8:40 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd