



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
July 1, 2019**

MINUTES

Meeting was called to order at 7:00 p.m.—with Mayor John Thoroughgood presiding. Vice Mayor Michelle Truitt, Council President Pro Tem Tim Hodges, 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 Thoroughgood led the pledge.

Reorganization of Council:

Kells made a motion to elect Truitt as mayor. Hodges seconded. Approved unanimously.

O'Neal made a motion to elect Hodges as vice mayor. Gum seconded. Approved unanimously.

Cordrey made a motion to elect Kells as secretary. Thoroughgood seconded. Approved unanimously.

Gum made a motion to elect Cordrey as treasurer. O'Neal seconded. Approved unanimously.

Public comment: A resident expressed concern about the entrance/exit plan for Alderleaf Meadows.

Secretary's report:

Kells submitted the May minutes and made a motion that Council approve them as written. Cordrey seconded. Approved unanimously.

Kells submitted the June minutes and made a motion that Council approve them as written. Gum seconded. Approved unanimously.

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

Budget:

Thoroughgood made a motion to adopt the fiscal year 2020 budget that was approved at the budget "workshop." Cordrey seconded. Approved unanimously.

Cordrey made a motion to appropriate the funds for the fiscal year 2020 budget. Kells seconded. Approved unanimously.

Mayor's report:

Employment agreements:

Hodges made a motion to approve the employment agreement for Hudson dated July 1, 2019. Thoroughgood seconded. Approved unanimously.

Hodges made a motion to approve the employment agreement for Chief Brian Calloway dated July 1, 2019. Gum seconded. Approved unanimously.

Collective bargaining agreement: Gum made a motion to approve the collective bargaining agreement dated July 1, 2019. Cordrey seconded. Approved unanimously.

Millsboro Fire Company report: O'Neal expressed gratitude for the Fire Department volunteers. The Department just added 3 new members and 1 new junior member. There were 19 members that assisted with the Stars and Stripes event.

Police Department's report:

Chief Brian Calloway stated that, on June 4, PFC Michael Gorman had attended training at the Seaford Police Department on the topic of "Cops in Court." On June 11, Cpl. Matthew Dufour and PFC Kyle Wharton attended training on "Law Enforcement Medical" at the Delaware Fire School.

Chief Calloway asked for approval to hire a victim services specialist. Hodges made a motion to approve the request. Gum seconded. Approved unanimously. Upon acceptance of the offer, Vonshea Wise would be starting employment on July 5.

On June 13, the Police Department participated in the Special Olympics event. The Department raised \$5,000 to benefit the organization. On June 24, the Department partnered with Epworth Christian School for the "Cop for a Day" program. On June 29, the Department participated in the annual Stars and Stripes event. Chief Calloway mentioned the traffic was cleared in 25 minutes.

Chief Calloway mentioned there would be a traffic count of Dodd Street starting July 2.

Mayor's report (cont.):

Comprehensive plan (2019): Burk stated the Town's consultant, AECOM, was still working on the plan.

Community Development Block Grant: Burk stated funds had been approved and that the Town was just waiting for the monies to be allocated.

Employee handbook:

Matthew Hall, finance officer presented a request to revise the employee handbook and, specifically, to change the medical insurance coverage percentage for employees hired on or after November 7, 2011. Under the new policy, the Town would pay 80% of the total premium for employees who elected employee plus spouse, employee plus child(ren), or family coverage. The employee would be responsible for the remainder of the premium.

Thoroughgood approved the request to amend the handbook. Hodges seconded. Approved unanimously.

Final site plan for avid™ hotel—Sussex County tax map and parcel number 233-5.00-112.00: Alan Decktor of Pennoni Associates, Inc. requested final site plan approval of the site plan for avid™ hotel—which he said would be a 4-story building with 79 rooms. Thoroughgood made a motion to grant final approval. Cordrey seconded. Approved unanimously.

Revised and amended final site plan—Alderleaf Meadows: Hudson stated the developer was asking that Council approve a new conceptual site plan for Alderleaf Meadows that would supersede the approved final site plan. The new plan showed a single entrance/exit. Council informally requested that the plan contain 2 entrances/exits.

“Preannexation”—Sussex County tax map and parcel numbers 233-5.00-125.00, -135.00, -136.00, and -137.01: Hudson stated Delmarva Power had requested to connect to Town water and sewer via “preannexation.” Gum made a motion to allow the company to begin moving forward with the process. Hodges seconded. Approved unanimously.

Streets:

Iron Branch bridge project: Jonathan Karam, project engineer for the Delaware Department of Transportation, updated Council on the temporary closure of Bridge 3-507 starting in October 2019. Mumford and Miller had been awarded the contract, and George Pierce would be the construction manager for the project.

Operation of golf carts on public streets: Cordrey stated the golf cart committee had spoken to Rep. Richard Collins and there would possibly be a bill introduced in the state legislature next year that might address the issue.

Permanent closure of Dodd Street northwest of Main Street: O'Neal stated the Dodd Street committee had not yet met but that a traffic study had been scheduled.

Streets (cont.):

§ 174-15 of the Code of the Town of Millsboro: George “Kenny” Niblett, director of public works had requested this section of code be reviewed and amended to require a larger section of pavement be restored. Hodges made a motion to request that the town manager prepare draft language and present it to Council. Gum seconded. Approved unanimously.

Parks and Recreation:

Free public concert nights at Cupola Park: Burk stated the concerts were going well.

Cupola Park stage rental application—Bay Shore Community Church: Bay Shore Community Church had requested to use the Cupola Park stage on August 23 from 7:00 to 9:00 p.m. for a concert. Thoroughgood made a motion to allow the church to use the stage. Hodges seconded. Approved unanimously.

Mayor’s report (cont.):

Annexation—Sussex County tax map and parcel numbers 133-16.00-40.00, -41.00, -92.03, and -93.00: Schrider-Fox suggested staff contact the applicant to find out which zoning designation the applicant was seeking for each parcel prior to the Town moving forward.

Annexation—Sussex County tax map and parcel number 133-16.00-95.03: Mayor Truitt appointed an annexation committee and asked councilpersons Gum, Hodges, and Kells to serve thereon—and designated Kells as chair.

Certificates of public convenience and necessity: Hodges made a motion to authorize staff to proceed with seeking to expand the Town’s utility service area. Cordrey seconded. Approved unanimously.

Bike rack—Main/Washington/State municipal lot: Hudson stated a bike rack had been donated by Ace Cycle. Thoroughgood made a motion for the bike rack to be installed in the Main Street municipal parking lot. Hodges seconded. Approved unanimously.

Conditional use—Sussex County tax map and parcel number 133-16.20-32.00: Hudson presented a new conditional use application for 201 Laurel Road. Thoroughgood made a motion to grant the request with the understanding the business’s hours of operation would be 9:00 a.m. to 7:00 p.m. at the latest and that the business would always have a retail component. Cordrey seconded. Approved unanimously.

Conditional use—temporary signage—K. Hovnanian Homes/Retreat at Millstone: Burk presented a new conditional use application for temporary freestanding marketing signage. Hodges made a motion to grant the request. O’Neal seconded. Approved unanimously.

Main Street paver project: Burk stated the project was still under review by the Delaware Department of Transportation.

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

Mayor's report (cont.):

New public works employee: Burk stated the Town would be scheduling an interview for a wastewater operator candidate.

Monroe Street stormwater study: Burk mentioned the proposal from Davis, Bowen & Friedel, Inc. had been signed and returned to the engineer.

Engineering services agreement—wastewater permit renewal applications: Burk presented the agreement for engineering services for the Millsboro wastewater operation permit renewal applications. Cordrey made a motion authorizing the town manager to sign the agreement. Gum seconded. Approved unanimously.


Development agreement for Westtown Village: Burk stated the agreement was still under review.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated easements needed to be obtained and memorialized.

Proclamations: Hodges made a motion authorizing Mayor Truitt to issue proclamations to certain police officers for their actions and to a resident celebrating her 100th birthday. Gum 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 8:55 p.m.

Respectfully submitted,


James Kells
Secretary

JK:SH:jd