



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
November 4, 2019**

MINUTES

Call to order: The 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: Mayor Truitt expressed her gratitude to the Council for their service to the Town of Millsboro.

Secretary's report:

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

Kells submitted the October 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.

Millsboro Fire Company update: Gum stated the Millsboro Fire Company had handled 259 EMS calls and 49 fire-related calls during the month of October. O'Neal stated a citizens CPR/AED class had been held in the Plantation Lakes subdivision and was well attended.

Police Department's report:

On October 15, shift A and, on October 17, shift B conducted the annual use of force training, including simulation training.

The Department partnered with the Millsboro Starbucks on October 2 for the "National Coffee with a Cop" program. On October 27, Sgt. Evan Rogers attended Trunk or Treat at Lowe's and Chick-fil-A. On October 31, the Department participated in the annual Community Night Out event organized by Sgt. Patrick Forester. Chief Brian Calloway expressed gratitude to Mayor Truitt for bagging 800 bags of candy and otherwise assisting with the event.

With regard to the Office of Highway Safety, during the month of October, there were 2 patrols—with 10 tickets written.

Chief Calloway was working with the Delaware Department of Transportation to discuss the detouring of traffic during the Iron Branch bridge construction project. More police staff had been added to keep traffic flowing during the road closure.

The Department was allocated \$6,750 from the fiscal year 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Chief Calloway requested to allocate these funds toward bicycle helmets, bicycle safety equipment, and the first Millsboro Police Youth Academy.

Hodges made a motion to approve the grant allocation. Kells seconded. Approved unanimously.

Chief Calloway stated the Department had held its annual awards banquet on October 9.

No stopping, standing, or parking—eastbound Old Landing Road east of Dupont Boulevard (Town Code §§ 200-31, -32, and -33): Chief Calloway requested that a no stopping, standing, or parking zone be created from Mitchell Street to Dupont Boulevard (US 113) due to an ongoing issue with vehicles stopping on the roadway. Thoroughgood made a motion to amend Town Code §§ 200-31, -32, and -33 to establish a no stopping, standing, or parking zone along Old Landing Road from Mitchell Street to Dupont Boulevard (US 113) on both sides of the roadway. Cordrey seconded. Approved unanimously.

Water and sewer:

Utility invoices—205 Morris Street: After some discussion, it was decided that George ("Kenny") Niblett, director of public works would revisit the home and inspect the meter. The item was tabled until the December Council meeting.

"Chlorine analyzer" for the water main located southeast of town near Cricket Street: Mr. Niblett stated he was having operators test 2–3 times weekly to monitor the chlorine level at the "interconnect." After much discussion, it was decided to table the item until the December Council meeting.

Streets:

Deeds and agreements relative to street (to be) located northeast of Alderleaf Meadows: Gary Rentsch of Knollwood Development Corporation presented a request to have a 410-foot section of roadway dedicated to the Town as described in a 1990 agreement and a 90-foot extension to the Alderleaf development once constructed. Gum made a motion to grant the request. Cordrey seconded. Approved unanimously.

New speed limit sign—eastbound Laurel Road east of Delaware Avenue: Hudson relayed a request for the Town to ask the Delaware Department of Transportation to install a 25-mph speed limit sign on eastbound Laurel Road (SR 24) east of Delaware Avenue and west of Dupont Boulevard (US 113). Thoroughgood made a motion to approve the request. Hodges seconded. Approved unanimously.

Parks and Recreation:

“Dog park”: Burk stated the Town had received a quote of \$9,000 to have a fence installed on the Brandywine pumping station property. Thoroughgood made a motion to accept the quote and proceed with construction. Hodges seconded. Approved unanimously.

Town-sponsored recreational offerings: Kells said he had spoken with the director of the Dagsboro Boys and Girls Club and stated there was a meeting scheduled with a high-level Boys and Girls Clubs official to discuss potential sites.

Warren’s Mill: Cordrey made a motion to begin the bid solicitation process to demolish the mill. Thoroughgood seconded. Approved unanimously.

Mayor’s report:

Annexation—Sussex County tax map and parcel number 133-17.00-41.00: Mayor Truitt appointed an annexation committee and asked councilpersons Gum, Hodges, and O’Neal to serve thereon—and designated Hodges as chair.

Main Street paver project: Burk mentioned he was still in the process of contacting property owners to request signatures on the ADA compliance letters.

West State Street sidewalk project: Burk stated that the agreement was under review by the Delaware attorney general’s office and that he would provide an update once the agreement had been received.

New public works employee: Burk stated the Town was still in search of a wastewater operator III or II.

Mayor's report (cont.):

Financial audit report:

Sheldon Forney, CPA of the accounting firm Jefferson, Urian, Doane & Sterner, P.A. presented the financial audit report for fiscal year 2019. On behalf of the firm, Mr. Forney thanked Council and Town staff for their assistance in helping the firm complete the audit. He said the firm was pleased to be able to offer an unqualified opinion that the information in the report was fairly stated—the best opinion available.

Kells made a motion to accept the financial audit report as prepared. Thoroughgood seconded. Approved unanimously.

Preliminary site plan—Sussex County tax map and parcel number 133-17.17-108.00: Hudson relayed a preliminary plan for medical offices. Cordrey made a motion to approve the plan. Kells seconded. Approved unanimously.

Property combination—Sussex County tax map and parcel numbers 133-16.16-20.00 and -23.00: Hudson relayed a lot line abandonment request. Thoroughgood made a motion to grant the property combination request. Kells seconded. Approved unanimously.

Lease agreement—ABC Farms: Burk stated the current lease was set to expire at year end. Hodges made a motion to authorize Schrider-Fox to prepare a draft lease agreement to be presented at the December Council meeting. Gum seconded. Approved unanimously.

Town Christmas events—payments for services and/or donations: Hudson asked if Council would again be interested in paying for services rendered at the Town Christmas events. Hodges made a motion to pay for services rendered. Thoroughgood seconded. Approved unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Hodges made such a motion. Thoroughgood seconded. Approved unanimously at 8:30 p.m.

Respectfully submitted,



James Kells
Secretary

JK:SH:jd