



**Mayor and Council  
Town of Millsboro**

322 Wilson Highway  
Millsboro, Delaware 19966  
(302) 934-8171  
(302) 934-7682 (Fax)  
town@millsboro.org

Mayor Michelle Truitt  
Vice President Tim Hodges  
Pro Tem John Thoroughgood  
Secretary James Kells  
Treasurer Larry Gum  
Councilman Ron O'Neal  
Councilman Bradley Cordrey

*Sheldon P. Hudson, Town Manager*

**MAYOR AND COUNCIL  
REGULAR MEETING  
August 2, 2021**

**MINUTES**

**Call to order:** The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. Council Vice President Tim Hodges, Council President Pro Tempore John Thoroughgood, Council Secretary James Kells, Council Treasurer Larry Gum, Councilman Ron O'Neal, Councilman Bradley Cordrey [arrived late], 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.

**Public comment:** Residents spoke regarding the Plantation Lakes zoning change requested by the developer.

**Public hearing:**

*A PUBLIC HEARING WILL BE HELD ON AUGUST 2, 2021, AT 7:00PM, AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE, CONCERNING THE REQUEST THAT PROPERTY OWNED BY LENCRAFT, LLC, IDENTIFIED AS TAX MAP & PARCEL NUMBER 133-20.00-37.00, CONTAINING 100.386 ACRES (+/-) BE REZONED FROM MEDIUM-DENSITY RESIDENTIAL-RESIDENTIAL PLANNED COMMUNITY (MR-RPC) TO HIGH-DENSITY RESIDENTIAL-RESIDENTIAL PLANNED COMMUNITY (HR-RPC), AND TO CONSIDER LENCRAFT, LLC'S REQUEST FOR APPROVAL OF AN AMENDED RPC SITE PLAN FOR THE PLANTATION LAKES DEVELOPMENT LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF MILLSBORO.*

Mayor Truitt opened the above-mentioned public hearing. Some residents made comment regarding the proposed rezoning. Matt Destino of Lencraft; David Hutt of Morris James Wilson Halbrook & Bayard; and Sean Davis and Ken Usab of Morris & Ritchie Associates presented.

Thoroughgood made a motion to close the public hearing. Kells seconded. The motion was carried unanimously.

Kells made a motion to table the proposed zoning amendment and the proposed amended site plan for Plantation Lakes until the September 2021 regular Mayor and Council meeting. O'Neal seconded. The motion was carried unanimously.

**Secretary's report:** Kells submitted the July 2021 regular Mayor and Council meeting minutes and made a motion that they be approved as written. O'Neal seconded. The motion was carried unanimously.

**Treasurer's report:** Gum made a motion that the Town pay the invoices as recommended from the designated accounts. Thoroughgood seconded. The motion was carried unanimously.

**Millsboro Fire Company update:** Gum said EMS had answered 346 calls the month of July and the fire department volunteers had responded to 53 calls. The department had identified a parcel of property located west of town that could potentially be used as a temporary substation to reduce response time.

**Millsboro Art League:**

Representatives supporting the Millsboro Art League stated that

- the grand reopening had been scheduled;
- the summer camps had been completed;
- they were now offering fabric art and therapeutic art; and
- they would begin to cut the grass on the property they rent from the Town.

**Millsboro Little League:** Little League representatives spoke regarding issues involving W. B. Atkins Park. The items discussed were grass cutting, parking, bathrooms, drainage, and lighting.

**Police Department's report:**

Chief Brian Calloway stated the Department had completed 2 hours of online training during July.

Chief Calloway mentioned the Commission on Accreditation for Law Enforcement Agencies (CALEA) would begin their annual web-based standards review for the Department August 20–28.

Chief Calloway mentioned the Department had participated in the annual St. Mark's July 4 celebration and assisted the Millsboro Fire Department with the 35th-annual Dam Mill 5k run.

The Department was allocated an additional \$1,522.00 from the fiscal year 2022 Fund to Combat Violent Crimes grant that was previously approved. Thoroughgood made a motion to approve the additional funds. Cordrey seconded. The motion was carried unanimously.

Sussex County had informed the Town that it was eligible to apply for \$30,000.00 in grant funding. Chief Calloway requested to allocate this funding for 12 Axon TASER plans 1 (\$5,724.00); 3 Axon TASER plans 1 (\$1,570.65); 1 printer (\$4,972.50); WatchGuard installation (\$950.00); 6 office chairs (\$1,583.04); vehicle markings (\$875.00); 12 Motorola batteries (\$1,619.28); 1 AED (\$1,028.51); 2 Motorola handheld portable radios (\$9,379.98); 1 Motorola battery charger (\$1,125.00); 2 Pistols—9 mm service (\$1,051.00); and 1 pistol light (\$121.04). Hodges made a motion to approve the request. O'Neal seconded. The motion was carried unanimously.

**Parks and recreation:**

Free public concert nights at Cupola Park: Burk stated there would be a band in the park every Tuesday in August beginning at 7:00 p.m.

“Dog park” improvements: Burk presented shade options for the dog park. After some discussion, George (“Kenny”) Niblett, director of public works offered to do some research and determine the exact amount needed for the park shade options.

Cupola Park stage rental request—Democratic committee (September 17): Burk relayed a request to rent the Cupola Park stage on September 17. Cordrey made a motion to approve the request. Kells seconded. The motion was carried unanimously.

**Streets:**

Plantation Lakes parking study: Kyle Gulbranson of AECOM stated his staff would be meeting to finalize the study and submit it for review.

Main, Washington, and State street improvements updates: Andrew Lyons Jr., PE of George, Miles & Buhr LLC presented plans for the sidewalk replacement project. Cordrey made a motion to authorize Hudson or his designee to start the bidding process. O’Neal seconded. The motion was carried unanimously.

East side drainage improvements project: Staff recommended the contract be awarded to KCI Technologies. Thoroughgood made a motion to award the contract as recommended. O’Neal seconded. The motion was carried unanimously.

W. B. Atkins Park drainage: Carrie Kruger, PE, town engineer stated town staff was working to get quotes for the work to be completed.

Christmas lights—Laurel Road: Mr. Niblett stated Delmarva Power would begin hooking up the electrical “drops” immediately after Labor Day.

**Water and sewer:**

New water plant update: Ms. Kruger stated the contractor submitted a change order requesting a 54-day extension.

Potential out of town water customer billed at customary out of town rate: Casey Kenton of DEStorage.com presented a request to purchase water for fire suppression at an out-of-town rate. Hodges made a motion to grant the request. Thoroughgood seconded. The motion was carried unanimously.

**Mayor’s report:**

Preliminary site plan—Sunshine Laundry/Triple D Rentals: John Derrickson, owner of Sunshine Laundry, presented a preliminary site plan request. Gum made a motion to approve the plan as presented. Cordrey seconded. The motion was carried unanimously.

**Water and sewer (cont.):**

Easement agreement—pumping station #4: Schrider-Fox said she sent an email to a new contact person.

White Farm elevated storage tank: Carrie Kruger, PE, town engineer stated there were some issues with filling the tank.

White Farm rapid infiltration basins soil investigation report proposal: David Small of Duffield Associates, LLC presented the proposal from Duffield for the White Farm rapid infiltration basins soil investigation. Hodges made a motion to approve the proposal as presented. Gum seconded. The motion was carried unanimously.

Referendum to borrow for wastewater treatment plant and sanitary sewer pipe extensions: After some discussion, Hudson indicated he or his designee would add the item to the September 2021 regular Council meeting agenda.

**Mayor's report (cont.):**

Debt refinancing: Jamie Schlesinger of PFM Financial Advisors, LLC and Christopher Hoffert of Steifel Public Finance presented a debt restructuring plan. Thoroughgood made a motion to adopt a resolution to authorize the debt refinancing. Cordrey seconded. The motion was carried unanimously.

Proposed change to § 210-18(H) of the Code of the Town of Millsboro: Schrider-Fox had compiled a list of past Board of Adjustment decisions related to signage and forwarded that information to AECOM.

Proposed changes to § 189-1 and § 189-2 of the Code of the Town of Millsboro: Burk stated staff was reviewing the sections of the code.

Farmers market: Mayor Truitt stated the farmers market was going well.

Landscaping requirements in Town zoning code: The Town's consultant, AECOM, would be sending a draft of proposed changes to the code.

Credit card payments at Town Hall: Matthew Hall, director of finance and technology was pursuing possible credit card options for Town residents.

Town election advertising: After some discussion, no action was taken—meaning no changes to the process would be made.

**Recess**: At 11:15 p.m., Cordrey made a motion that Mayor and Council recess until 11:17 p.m. Thoroughgood seconded. The motion was carried unanimously.

**[Executive session]**

**Call to order**: At 11:50 p.m., Cordrey made a motion to go back into regular session. Hodges seconded. The motion was carried unanimously.

**Business conducted in executive session:** Cordrey made a motion to authorize Hudson or his designee to contact the Public Service Commission as discussed during the executive session. Hodges seconded. The motion was carried unanimously.

**Adjournment:** With no further business, Mayor Truitt asked for a motion to adjourn. Cordrey made such a motion. Hodges seconded. The motion was carried unanimously.

Respectfully submitted,



James Kells  
Secretary

JK:SH:JB:jd