



Town Council  
**Town of Millsboro**  
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Mayor Jim Kells  
Vice Mayor John Thoroughgood  
President Pro Tem Ron O'Neal  
Treasurer Robert Bryan  
Secretary Kimberley Kaan  
Councilman Matthew Davis  
Councilman Marty Presley

*Jamie Burk, Town Manager*

**TOWN COUNCIL  
REGULAR MEETING  
August 7, 2023**

**MINUTES**

**Call to order:** The meeting was called to order at 7:00 p.m.—with Mayor James Kells presiding. Vice Mayor John Thoroughgood, Council Secretary Kimberley Kaan, Council Treasurer Robert Bryan, Councilman Ron O'Neal, Councilman Matthew Davis, Councilman Marty Presley, Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were present.

**Public comment:**

- Theresa Barrett, 106 Bobby's Branch Rd- has concerns about the bonds and the paving of the roads at the Villages of Millwood.
- Larry Gum, 123 Millers Run – stated that Council usually hears negative comments from the public and he wanted to take the opportunity to highlight some of the Town's positives.
- John Lapps, 29915 Mountain Laurel Dr. Burton Acres, what is happening with the sewage spill?
- Robert McKee, 29516 Glenwood Drive- expressed comments regarding the Comprehensive Plan and how the survey was completed.

**Secretary's report:** Kaan submitted the July regular meeting minutes and made a motion that the Council approve them as written. Bryan seconded. The motion was carried unanimously.

**Treasurer's report:** Bryan stated the invoices had been reviewed. Thoroughgood made a motion that the Town pay the invoices from the designated accounts as recommended. O'Neal seconded. The motion was carried unanimously.

**Millsboro Fire Company Update:** O'Neal stated the department has been very busy. The Substation has been working under a temporary permit, the department is seeking a final permit at the end of August.

## **Mayor's Report**

Presentation to Kenny Niblett for years of service: Mayor Kells acknowledged George K. Niblett for his 47.5 years of service to the Town of Millsboro with a proclamation, a plaque, and gratitude from all of Council.

### **Greater Millsboro Chamber of Commerce update:**

Anne Angel, Executive Director for the Greater Millsboro Chamber of Commerce, stated the annual Stars and Stripes event was postponed until September 30 from 6:00 p.m. to 9:30 p.m. due to the weather. There are 2 ribbon cuttings scheduled in July. There are 27 new members since mid-March. Ms. Angel stated the Chamber would be moving into the former Art League building on August 9.

Thoroughgood made a motion to authorize changing the date to Sept 30, 2023 for the Stars and Stripes event. O'Neal seconded. The motion was carried unanimously.

### **Police Department's report:**

Chief Brian Calloway stated on July 11 officers from Shift B received CPR and AED training hosted by the Millsboro Fire Department. On the same date, the officers received in-service training on handcuffing.

Chief Brian Calloway stated on July 13 officers from Shift A received CPR and AED training hosted by the Millsboro Fire Department. On the same date, the officers received in-service training on handcuffing.

Chief Calloway mentioned on August 8 that the department's annual Commission on Accreditation for Law Enforcement Agencies (CALEA) review is scheduled.

Chief Calloway indicated that Senior Corporal Jonathan Zubrowski had met all requirements and was eligible to be promoted to the rank of Sergeant. Bryan made a motion to promote Officer Zubrowski. Kaan seconded. The motion was carried unanimously.

Sussex County had informed the Town that it was eligible to apply for \$35,000.00 in grant funding. Chief Calloway requested to allocate this funding for taser plans, office supplies, laptops, and fitness equipment for the new Police Station. Thoroughgood made a motion to approve the request. Bryan seconded. The motion was carried unanimously.

The Police Department was allocated approximately \$39,421.68 from the fiscal year 2024 Fund to Combat Violent Crimes grant. Chief Calloway requested to allocate this funding for 10 Axon Fleet management (\$17,880.00) and upgraded antenna (surveillance cameras) (\$21,541.68). Kaan made a motion to approve the request. O'Neal seconded. The motion was carried unanimously.

Chief Calloway mentioned the roof is almost complete, and hopes to have drywall started by late August at the new Police Station.

### **Streets:**

Parking Committee Appointment: Kells appointed a parking committee and asked Thoroughgood, Kaan, and Presley to serve thereon—designating Thoroughgood as chair.

**Water and Sewer:**

Olney Way Water Plant Change Order #25: Burk presented change order # 25 for \$60,019.59 as presented in the packet. Thoroughgood made a motion to approve the change order as presented. Bryan seconded. The motion was carried unanimously.

2023 Rapid Infiltration Basin Improvements Project Change Order #2: Burk presented a change order # 2 for \$48,857.38 as presented in the packet to be paid from transfer tax. Bryan made a motion to approve the change order as presented. Kaan seconded. The motion was carried unanimously.

Utility bill adjustment requests:

201 State St.- Matthew Hall, director of finance stated a request came in from a property owner requesting forgiveness for their second water meter invoice. After much discussion, Bryan made a motion to have the meter removed at the property owner's expense and brought into town hall to have sent away to be tested and then reinstalled. Kaan second. Roll call vote all "yes" votes. The motion was carried unanimously.

1102 Caitlin's Way- Hall stated this property was a sheriff sale and an inspector called and requested to have water turned on but was left on resulting in a high water bill. The property owner is requesting a refund. Thoroughgood made a motion to deny the request. Kaan second. The motion was carried unanimously.

**Mayor's report:**

Policy Change: Health Reimbursement Arrangement for Retirees: Burk presented the proposed employee handbook change to Section 20: Medical Coverage to include a Health Reimbursement Arrangement (HRA) for retirees that have completed 30 years of service to the Town. Kaan made a motion to accept the handbook change for the HRA for retirees. Bryan second. The motion was carried unanimously.

Policy for filling Board and Council vacancies: Burk presented data that has been collected from other municipalities regarding vacancies. After some discussion possibly consider advertising vacancies for 30 days for any future vacancies.

Christmas Market event at Town Hall: Burk presented having the Christmas market on November 18 for one day only at the Town Hall. The vendor cost will be \$25.00 for the event and \$30.00 for a business license. Thoroughgood made a motion to approve the event. O'Neal seconded. The motion was carried unanimously.

Comprehensive Plan/Future Growth Workshop date: Burk presented possible dates to hold a comprehensive plan/future growth workshop. It was decided to hold the public workshop on August 30 at 6:00 p.m.

**Recess:** At 8:51 p.m., Thoroughgood made a motion that Council recess until 8:55 p.m. O'Neal seconded. The motion was carried unanimously.

**[Executive session]**

**Call to order:** Thoroughgood made a motion to go back into regular session. O'Neal seconded. The motion was carried unanimously.

**Adjournment:** With no further business, Thoroughgood made a motion to adjourn. Bryan seconded. The motion was carried unanimously.

Respectfully submitted,

Kimberley Kaan  
Secretary

KK:JB:jd