



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  
December 4, 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:**

- Mary Anderson, 111 Wilson Hwy – asked that the Council consider not including speakers' addresses in the minutes.
- Robert Doughty, 325 Church Street – asked the Council to reconsider the licensing fees for one day crafting events.
- Robert McKee, 29516 Glenwood Drive– questioned why Municipal District Voting, Municipal Redistricting, possible charter change, and municipal redistricting were on the agenda again.
- Tim Hodges, 27138 Crest Hill – advocates for in-district voting.

**Open Public Hearing**

A Public Hearing to discuss the Parking Committee Report and consider the recommendations for possible amendment of the Town Code.

**Public comment regarding the public hearing:**

- Robert McKee, 29516 Glenwood Drive– mentioned he disagrees with “giving the roads back” to Plantation Lakes as mentioned in the report.

Bryan made a motion to close the public hearing. O'Neal seconded. The motion was carried unanimously.

**Secretary's report:** Kaan submitted the revised November regular meeting minutes and motioned that the Council approves them as written. Presley seconded. The motion was carried unanimously.

**Treasurer's report:** Bryan stated the invoices had been reviewed and motioned that the Town pay the invoices from the designated accounts as recommended. Kaan seconded. The motion was carried unanimously.

**Millsboro Fire Company Update:** Ron O'Neal stated the controlled burn on Wilsom Hwy went very smoothly. O'Neal mentioned the parade was a huge success. O'Neal inquired about possibly considering a day parade or possibly a different night for the parade to avoid conflict with other parades.

**Greater Millsboro Chamber of Commerce update:** Anne Angel, Executive Director for the Greater Millsboro Chamber of Commerce, stated the Chamber looks forward to assisting more with the parade next year. Ms. Angel stated there have been 47 new members since mid-March. Ms. Angel also mentioned upcoming events which are also posted on their website.

**Police Department's report:**

Chief Brian Calloway mentioned officers attended several training events in November as stated in the packet.

Chief Calloway stated the Department had held its annual awards banquet on November 15 to recognize the work our officers do. Senior Corporal Seth Bullock was nominated as Officer of the Year.

Chief Calloway indicated that Christopher Ebke had met the requirements and was eligible to be promoted to the rank of Senior Corporal. Thoroughgood made a motion to promote Ebke to the rank of Senior Cpl. Kaan seconded. The motion was carried unanimously.

On November 11, Sgt. Forester and Cpl. Millner participated in a food drive in BJ's parking lot, all the food was donated to a local food pantry.

Chief Calloway thanked the Fire Police for their help with the parade.

Chief Calloway presented the status of the new Police Station; there have been some delays such as natural gas. The seal is up and looks great.

Chief Calloway mentioned Change Order #20 for \$3,469.62 for conduits.

Thoroughgood made a motion to approve the change order for \$3,469.62. O'Neal seconded. The motion was carried unanimously.

Chief Calloway presented the balance of Change Order #20 for \$76,249.69 for the basketball court, which will be covered by a donation.

Thoroughgood made a motion to approve the balance of Change Order # 20. Kaan seconded. The motion was carried unanimously.

**Streets:**

Request for stop sign- N. Morris Street and Cupola Street- revision of Section §200-28 of the Town Code: Burk presented the draft ordinance adding a new stop sign at the intersection of Morris and Cupola Street to make this a 4-way stop. Bryan made a motion to approve the ordinance as presented in the packet. Kaan seconded. The motion was carried unanimously.

**Mayor's report:**

Parking Committee Report and Recommendations: Thoroughgood presented the committee's report. Davis made a motion to accept the report as presented in the packet. Thoroughgood second. Kaan mentioned §200-31 would need to be on a future agenda to clean up this section of the code. The motion was carried unanimously.

Somerton Chase Major Subdivision Final Approval- Schedule Public Hearing: Ring Lardner, PE of Davis, Bowen & Friedel, Inc. presented the request for a public hearing to be held on January 2 for Somerton Chase. Bryan made a motion to schedule the public hearing for January 2 at 7:00 pm. O'Neal seconded. The motion was carried unanimously.

Preston Final Site Plan: Burk presented the request for Preston Final Site Plan approval. Bryan made a motion to approve the final site plan submission. Presley seconded. The motion was carried unanimously.

ROF Millsboro LLC Minor Subdivision and Lot Line Adjustment: Kimberly Hoffman, Esq from Morris James, LLP presented the minor subdivision and lot line adjustment request for 30164 and 30166 Commerce Drive. Bryan made a motion to approve the request as in the packet. Presley seconded. The motion was carried unanimously.

Vendor Business Licenses: Burk presented a possible one-day business license for crafters at 25% of the current business license fee. Presley made a motion to move forward with drafting an ordinance and putting this item on a future agenda. Bryan seconded. The motion was carried unanimously.

Amendment to Town Code §210-20J – Residential Planned Community (RPC): Burk presented draft language for §210-20 Residential Planned Community (RPC) District in the packet for the Council to review. After some discussion, Thoroughgood made a motion to proceed with scheduling a public hearing at the January 2 Council meeting to amend the zoning code and strike "In no case shall a detached single-family lot be created with an area of less than 6,000 square feet or a lot width of less than 60 feet", and add "Setback shall not be reduced for detached single-family dwellings". Kaan seconded. The motion was carried unanimously.

Ordinance to amend the Town Code by creating a new Chapter 136, Marijuana; and by revising existing Chapter 140, Mercantile Licensing, §140-14: Schrider-Fox stated the action taken last month only changed the zoning code. This proposed ordinance is creating Chapter 136 and revising Chapter 140. Thoroughgood made a motion to approve the ordinance as presented in the packet. Bryan seconded. The motion was carried unanimously.

Hiring Incentives/Employment sign on bonus: Burk presented the suggestion of giving the town manager the authority to offer a sign-on bonus for select positions. Bryan made a motion to move forward and get more information and bring this item back to the Council. O'Neal seconded. The motion was carried unanimously.

Create a second full-time Police Administrative Position: Burk proposed hiring a second full-time police administrative position to include weekend coverage. Bryan made a motion to authorize the position. Thoroughgood seconded. The motion was carried unanimously.

**Mayor's Report (cont):**

Lodging Tax- Possible Charter Change: Burk presented the draft charter change to Chapter 457 as presented in the packet. After much discussion, O'Neal made a motion to proceed with the proposed Charter Change. Bryan seconded. Davis and Presley voted no. 5 yes votes and 2 no votes; the motion passed.

Municipal District Voting- Possible Charter Change: No action was taken, after much discussion this item was tabled.

Municipal Redistricting- Possible Charter Change: No action was taken, after much discussion, this item was tabled.

Municipal Redistricting- Vendor Technical Assistance: No action was taken, after much discussion this item was tabled.

**Recess:** At 9:17 p.m., Thoroughgood made a motion that Council recess until 9:25 p.m. Bryan seconded. The motion was carried unanimously.

**[Executive session]**

**Call to order:** Thoroughgood made a motion to go back into regular session at 9:40 pm. Bryan seconded. The motion was carried unanimously.

Bryan motioned to authorize Burk to proceed with the item as discussed in the executive session. O'Neal seconded. The motion was carried unanimously.

**Adjournment:** With no further business, Thoroughgood made a motion to adjourn at 9:41 p.m. Davis seconded. The motion was carried unanimously.

Respectfully submitted,

Kimberley Kaan  
Secretary

KK:JB:jd