



**Mayor and 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

**MAYOR AND COUNCIL
REGULAR MEETING
February 1, 2021**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. [The meeting was conducted in person and by conference call as permitted/required by State law and in accordance with the state of emergency order issued by Gov. John Carney.] 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.

Public hearing:

Mayor Truitt opened the public hearing “to review and possibly adopt the Town of Millsboro 2020 comprehensive plan.” Ms. Savannah Edwards of AECOM stated the plan had been reviewed and approved by all appropriate state agencies and was now awaiting certification by the governor.

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

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

Treasurer's report: Cordrey made a motion that the Town pay the invoices as recommended. O'Neal seconded. The motion was carried unanimously.

Millsboro Fire Company update: Gum stated that the Fire Company had handled 289 EMS calls during the month of January and that a new EMS unit had been ordered.

Police Department's report:

Chief Brian Calloway stated that Cpl. Matthew Dufour had attended firearms instructor training hosted by the Delaware State Police Academy January 25–29.

Chief Calloway mentioned the Department had completed 2 hours of online training during January.

Police Department's report (cont.):

Chief Calloway mentioned the new police recruits were scheduled to graduate from the City of Dover municipal police academy on February 12.

Mayor's report:

Board of Adjustment appointment: Mayor Truitt stated Reginald Brittingham and Matthew Revel had resigned from the Board of Adjustment and nominated Denise Blake to fill the last remaining vacancy. Cordrey made a motion to confirm the nomination. Gum seconded. The motion was carried unanimously.

Annexation application and scheduling a public hearing—Continued Ventures: Hodges made a motion to proceed with scheduling a public hearing with the date thereof to be determined based on the timing of the governor's certification of the new comprehensive plan. Cordrey seconded. The motion was carried unanimously.

Comprehensive plan: Thoroughgood made a motion to adopt the new Town comprehensive plan. O'Neal seconded. The motion was carried unanimously.

Water and sewer:

"White Farm" soils investigation amendment: Ralph Downard Jr., CPSS of Duffield Associates, Inc. presented the proposed addendum no. 1 for the "White Farm" on-site wastewater system. Hodges made a motion to approve the amendment as presented. Cordrey seconded. The motion was carried unanimously.

Water plant update: Carrie Kruger, PE, town engineer stated all comments had been reviewed and addressed and that the contract was ready for execution.

Escrow agreement with Lenkraft for water treatment facility contract: Schrider-Fox presented the escrow agreement with Lenkraft, Inc. Hodges made a motion to approve the agreement as presented. Thoroughgood seconded. The motion was carried unanimously.

Amendment to proposed water plant cost share agreement: Schrider-Fox presented the proposed amendment to include the escrow agreement language. Hodges made a motion to approve the amendment as presented. Thoroughgood seconded. The motion was carried unanimously.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated that the easement agreements were still being reviewed.

Hub Court easement: Burk said the easement agreement had been signed by all parties.

Water and sewer (cont.):

Requests for utility adjustment—134 Laurel Road, 204 Magnolia Drive, and 130 Bobby’s Branch Road:

Matthew Hall, director of finance and technology and George (“Kenny”) Niblett, director of public works presented a utility adjustment request for 134 Laurel Road. Gum made a motion to deny the request for reimbursement of expenses. Thoroughgood seconded. 6 voted yes; Kells did not vote.

Hall presented a request for a utility adjustment for 204 Magnolia Drive. Thoroughgood made a motion to deny the request. Cordrey seconded. 6 voted yes; Kells did not vote.

Hall presented a request for a utility adjustment for 130 Bobby’s Branch Road. Thoroughgood made a motion to table the request until the end of the quarter. O’Neal seconded. 6 voted yes; Kells did not vote.

Delmarva Power preannexation: Schrider-Fox stated agreements were still being reviewed.

Streets:

Warren’s Mill: Burk stated the Town was waiting for the Delaware Department of Transportation to provide their guardrail installation project schedule.

Plantation Lakes parking study: Burk stated he and Chief Calloway would be meeting with AECOM to discuss how to proceed with the study.

East side drainage improvements project: Kruger stated she would like to submit a surface water matching planning grant application.

Main Street sidewalk and water line replacement project: Kruger stated the contractor was on schedule.

Mayor’s report (cont.):

Tax exemption request—Commons at Radish Farm: Hall presented the request to refund the tax payment for the Commons at Radish Farm. Hodges made a motion to approve the request as submitted. Gum seconded. 6 voted yes; Kells did not vote.

Final site plan—Hub Court: Niblett presented the request for final site plan approval. Hodges made a motion to approve the final site plan contingent upon receipt of the signed easement agreement. Gum seconded. 6 voted yes; Kells did not vote.

Dunkin’ construction: Kruger stated construction was underway.

Pond algae growth management: Mayor Truitt said she was still working on the issue.

Landscaping requirements in Town zoning code: Hudson presented the request to possibly review landscaping requirements in town to help with site issues. After some discussion, it was decided to request a quote from AECOM to evaluate developments in town and review the current code.

Mayor's report (cont.):

Community Development Block Grant: Burk stated Community Development Block Grant funds from previous years that had not been used could be reallocated if Mayor and Council voted to do so. Thoroughgood made a motion to reallocate the previous year's grant funds to the current year. O'Neal seconded. 6 voted yes; Kells did not vote.

Adjustments related to consumer price index and building valuation data changes: Hall stated that the consumer price index adjustment percentage would be 0.78%. He said, per Town *Code*, the adjustment would automatically take effect unless Mayor and Council voted to do otherwise. No action was taken.

Simplifile electronic deed stamping agreement: Hall stated staff would like to view a demo of the process.

Recess: At 8:20 p.m., Thoroughgood made a motion that Mayor and Council recess until 8:30 p.m. O'Neal seconded. 6 voted yes; Kells did not vote.

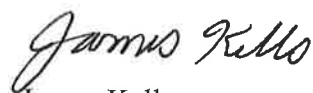
[Executive session]

Call to order: At 9:17 p.m., Hodges made a motion to go back into regular session. Thoroughgood seconded. 6 voted yes; Kells did not vote.

Business conducted in executive session: Hodges made a motion to authorize Hudson to proceed with the proposed real estate transaction as discussed in executive session. Thoroughgood seconded. 6 voted yes; Kells did not vote.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Cordrey made such a motion. Hodges seconded. 6 voted yes; Kells did not vote.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd