

**TOWN COUNCIL
REGULAR MEETING
February 5, 2024
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 D’Silva, 230 River Drive – Spoke regarding decorum / Council rules. She described an incident that took place in the parking lot after the last meeting where she was confronted by a council member who she perceived as being angry and aggressive.

Secretary’s report: Kaan submitted the January regular meeting minutes and motioned that the Council approve them as written. Bryan 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. Thoroughgood seconded. The motion was carried unanimously.

Millsboro Fire Company Update: Ron O’Neal stated there were 664 fire calls, 4,230 EMS calls, and 103,836 miles driven for the year.

Greater Millsboro Chamber of Commerce update: Anne Angel, Executive Director for the Greater Millsboro Chamber of Commerce, mentioned several grand openings including Planet Fitness and ribbon cuttings which included Kaisy’s Delights. Ms. Angel stated the Chamber added 9 new members in January. The Chamber is also working on a casino night in March to benefit the Millsboro Little League.

Police Department's report:

Chief Brian Calloway mentioned Lucretia Bradley will be starting the Dover Police Academy in April.

Chief Calloway mentioned Millsboro Officers presented awards to athletes during the Special Olympics event at Millsboro Lanes on January 26.

Chief Calloway presented the status of the new Police Station and the below change orders.

Chief Calloway mentioned Change Order #28 for \$1,040.69 for an additional supply air register.

Thoroughgood made a motion to approve Change Order #28. Bryan seconded. The motion was carried unanimously.

Chief Calloway presented Change Order #27 for \$2,766.76 for a pass-through install.

O'Neal made a motion to approve Change Order # 27. Presley seconded. The motion was carried unanimously.

Chief Calloway presented Change Order #32 for \$2,885.85 to modify/install prison cell drain covers, modify cuff benches, and fabricate and install cuff hooks.

Thoroughgood made a motion to approve Change Order # 32. Bryan seconded. The motion was carried unanimously.

Chief Calloway presented Change Order #31 for \$3,174.19 to install a gate on the existing fence.

Bryan made a motion to approve Change Order # 31. O'Neal seconded. The motion was carried unanimously.

Mayor's report:

Dedication of Public Roads and Utility Infrastructure in Plantation Lakes, Section D, Beaufort Court, Fayetteville North and Fayetteville Court: Kaan made a motion to accept the dedication documents as presented in the packet. Presley seconded the motion. The motion was carried unanimously.

Town Code Amendments and possibly schedule a Public Hearing re: Definitions in Chapter 210, Zoning and other related amendments to Chapter 210, Zoning and Chapter 70, Building Construction, suggested by staff: After much discussion, Burk requested Council members provide input regarding proposed amendments.

Personnel Committee Recommendation: Hiring Incentives/Employment sign-on bonus: Burk stated the personnel committee met in January and during that meeting, it was decided to recommend extending the \$5,000 sign-on bonus to non-police employees for select positions. Kaan motioned to allow the Town Manager the authority to offer up to a \$5,000 sign-on bonus for select positions. Bryan seconded. The motion was carried unanimously.

2024 Christmas Parade date and time: Burk presented the possibility of holding the parade on the first Tuesday in December at 7 pm. After some discussion, it was decided Burk would do some more research.

Mayor's Report (cont):

Adjustments related to consumer price index ad building valuation data changes: Matthew Hall, director of finance stated that the consumer price index (CPI) adjustment percentage would be 3.9%. He said, per the Town *Code*, the adjustment would automatically take effect unless the Council voted to do otherwise. Thoroughgood made a motion to accept the CPI recommendation. Bryan seconded. The motion was carried unanimously.

Supplemental Tax Appeals: None

Proposed Council Rules Workshop: Councilwoman Kaan presented this request. Burk requested the Council send suggestions to him and possibly set a workshop up in April.

Adjournment: With no further business, Thoroughgood motioned to adjourn at 8:21 p.m. O'Neal seconded. The motion was carried unanimously.

Respectfully submitted,

Kimberley Kaan
Secretary

KK:JB:jd