



**Town Council  
Town of Millsboro**

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

Council Vice President & Acting President Tim Hodges  
Council President Pro Tem & Acting VP John Thoroughgood  
Council Secretary Jim Kells  
Council Treasurer Larry Gum  
Councilman Ron O'Neal  
Councilman Brad Cordrey  
Councilwoman Faye Lingo

*Sheldon P. Hudson, Town Manager*

**TOWN COUNCIL  
REGULAR MEETING  
February 7, 2022**

**MINUTES**

**Call to order:** The meeting was called to order at 7:00 p.m.—with Council President Pro Tempore and Acting Vice President John Thoroughgood presiding. Council Secretary James Kells, Council Treasurer Larry Gum, Councilman Ron O'Neal, Councilman Bradley Cordrey [arrived late], Councilwoman Faye Lingo, Town Manager Sheldon P. Hudson, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present. Council Vice President and Acting President Tim Hodges was absent.

**Swearing-in of new councilperson:** Hudson administered the oath of office to Mrs. Faye Lingo to serve as a councilperson from District 3.

**Public hearing:**

*A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON MONDAY, FEBRUARY 7, 2022 AT 7:00 PM IN THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE TO CONSIDER AMENDING THE ZONING CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING THE SIGN REGULATIONS IN § 210-18(H)(4) FOR STRUCTURES AND PARCELS LOCATED IN THE HIGHWAY COMMERCIAL (HC) DISTRICT; BY REDESIGNATING EXISTING SUBPARAGRAPHS (5) THROUGH (8) AS SUBPARAGRAPHS (12) THROUGH (15) TO ACCOMMODATE THE REVISIONS MADE TO SUBPARAGRAPH (4); AND BY REVISING THE DEFINITIONS OF FREESTANDING SIGN, GROUND SIGN, MONUMENT SIGN, AND POST OR PYLON SIGN IN § 210-44(A)(2).*

Thoroughgood opened the public hearing regarding amending the zoning code in Chapter 210.

Gum made a motion to close the public hearing. Kells seconded. The motion was carried unanimously. 5 approved; Hodges and Cordrey were absent.

**Secretary's report:** Kells submitted the January 2022 regular meeting minutes and made a motion that Council approve them as written. Gum seconded. 5 approved; Hodges and Cordrey were absent.

**Treasurer's report:** Gum made a motion that the Town pay the invoices as recommended from the designated accounts. O'Neal seconded. 5 approved; Hodges and Cordrey were absent.

**Millsboro Fire Company update:** Gum mentioned there had been 323 EMS calls in January and there were 4 ambulances currently in service.

**Millsboro Art League update:** Debra Doucette announced her resignation and introduced Jon Bandish as the incoming president of the Millsboro Art League.

**Police Department's report:** Chief Calloway stated the Department's 5th Commission on Accreditation for Law Enforcement Agencies (CALEA) annual report was in process and would be provided to Council once completed.

**Parks and recreation:**

Request to use Cupola Park—Greater Millsboro Chamber of Commerce: Kells made a motion that the Town allow the Greater Millsboro Chamber of Commerce the use of Cupola Park for the Stars & Stripes event on June 25. O'Neal seconded. 5 approved; Hodges and Cordrey were absent.

Request to display fireworks publicly pursuant to § 105-1 of the Code of the Town of Millsboro—Greater Millsboro Chamber of Commerce: Gum made a motion that the Town authorize the Greater Millsboro Chamber to display fireworks during the Stars & Stripes event. Lingo seconded. 5 approved; Hodges and Cordrey were absent.

**Mayor's report:**

Conditional use application—332 Main Street, apartments 1 and 2: Gum made a motion to approve the conditional use for 332 Main Street. O'Neal seconded. 5 approved; Hodges and Cordrey were absent.

Proposed changes to § 210-18(H) of the Code of the Town of Millsboro (AECOM): Gum made a motion to approve the zoning code changes as presented. Kells seconded. 5 approved; Hodges and Cordrey were absent.

Possible comprehensive plan amendment: Hudson and other Town staff were scheduled to meet with State officials to discuss the requested amendment to the comprehensive plan.

Final site plan—Sunshine Laundry/Triple D Rentals: Ronnie Carpenter, PE presented the final site plan request for Sunshine Laundry/Triple D Rentals. Gum made a motion to approve the plan as presented. O'Neal seconded. 4 voted yes; Lingo abstained; and Hodges and Cordrey were absent.

**Streets:**

Plantation Lakes parking update: Calloway indicated there were never plans for on-street parking throughout Plantation Lakes.

Town-wide no on-street parking where designated: George (“Kenny”) Niblett, director of public works requested the ordinance be revised and simply indicate parking was prohibited wherever designated. Niblett and Schrider-Fox said they would review the language and update Council at a later date.

Dedication of certain Retreat at Millstone streets and utilities:

Niblett and Schrider-Fox presented the request dedicating Jackstone Way and Millrace Lane streets and utilities to the Town of Millsboro. Niblett mentioned there was an omission of a 50-foot sidewalk and 2 park benches from the plan. Capson Millsboro-305, LLC was contacting the homeowners association to obtain approval of this omission. Documentation of this agreement between the developer and the homeowners association would be forwarded to the Town.

Gum made a motion to approve the dedication documents for Jackstone Way and Millrace Lane streets and utilities in the Retreat of Millstone subdivision contingent upon the above-mentioned omission being resolved with the developer as promised. Kells seconded. 5 approved; Hodges and Cordrey were absent.

West State Street improvements project: Burk stated this project was slated to begin in mid-February.

Town-wide no-street-parking-where-designated ordinance: Schrider-Fox presented draft language for Council to review. After much discussion, it was decided this item would be placed on a future agenda.

**Water and sewer:**

W. B. Atkins Park stormwater project—GMB proposal: Brent Jett, PE, CFM, senior project engineer for George, Miles & Buhr, LLC presented a report on ponding in the parking areas of W. B. Atkins Park. Kells made a motion to table this item until March. Lingo seconded. 6 approved by roll call; Hodges was absent.

Water/sewer renewable energy update: Carrie Kruger, PE, town engineer presented the opportunity of applying for a grant for renewable energy authorizing Blue Sky Power to perform a feasibility study. Gum made a motion authorizing staff to apply for the grant. Cordrey seconded. 6 approved by roll call; Hodges was absent.

Northern water treatment plant fire suppression change order: Kruger presented a change order from GHD for the Plantation Lakes Water Treatment Plant for \$25,711.50 for the sprinkler design change and engineering. Lingo made a motion to approve the change order as presented. Gum seconded. 6 approved by roll call; Hodges was absent.

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

State mosquito control program: Gum made a motion that the Town authorize mosquito spraying within Town limits. Cordrey seconded. 6 approved by roll call; Hodges was absent.

Police station USDA funding resolution: Kruger presented the United States Department of Agriculture resolution authorizing the assistant town manager and/or director of finance and technology to sign documents related to the USDA Rural Development loan and/or grant. Kells made a motion to grant the assistant town manager and/or director of finance and technology authorization to sign documents related to the USDA Rural Development loan and/or grant. Gum seconded. 6 approved by roll call; Hodges was absent.

Annexation application update—Betts Commons:

Thoroughgood stated the committee had met and identified “pros” such as reduction in the size of an existing “near-enclave” and potential for more apartment housing in the Town.

Gum made a motion to accept the annexation committee report as presented and to schedule a public hearing for March 7, 2022. Kells seconded. 6 approved by roll call; Hodges was absent.

Proposed Charter change—“principally-forgiven loans”: Schrider-Fox presented a proposed change to § 34 “Power to borrow money and issue bonds” of the Town *Charter*. Kells made a motion to accept the draft language and to forward it to state representatives. Gum seconded. 6 approved by roll call; Hodges was absent.

Proposed Charter change—§ 24 (“Annual Audit”): Matthew Hall, director of finance and technology presented a proposed change to § 24 “Annual Audit” of the Town *Charter*. Lingo made a motion to accept the draft language striking “on or before the expiration of 90 days from the end of the fiscal year” and replacing it with “by the date of the January regular Council meeting following the end of the fiscal year.” Gum seconded. 6 approved by roll call; Hodges was absent.

Supplemental tax list: Hall supplied Council with information on the proposed quarterly changes to tax assessments. Gum made a motion to invoice all increases greater than \$5.00. O’Neal seconded. 6 approved by roll call; Hodges was absent.

Adjustments to consumer price index and building valuation data changes: Hall stated that the consumer price index adjustment percentage would be 6.6%. He said, per Town *Code*, the adjustment would automatically take effect unless Council voted to do otherwise. No action was taken.

Proclamation: Gum made a motion authorizing the issuance of a proclamation declaring Millsboro a Purple Heart City. Kells seconded. 6 approved by roll call; Hodges was absent.

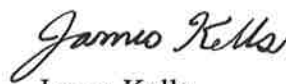
**Recess**: At 9:00 p.m., O’Neal made a motion that Council recess until 9:10 p.m. Cordrey seconded. 6 approved by roll call; Hodges was absent.

**[Executive session]**

**Call to order:** At 9:21 p.m., Kells made a motion to go back into regular session. Cordrey seconded. 6 approved by roll call; Hodges was absent.

**Adjournment:** With no further business, Thoroughgood asked for a motion to adjourn. Cordrey made such a motion. Kells seconded. 6 approved by roll call; Hodges was absent.

Respectfully submitted,



James Kells  
Secretary

JK:SH:JB:jd