



**Town Council
Town of Millsboro**

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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

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
January 6, 2022***

MINUTES

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

Public hearing (*A RESOLUTION PROPOSING THAT A PUBLIC HEARING BE HELD ON MONDAY, JANUARY 3, 2022, AT 7:00 PM, IN 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)*): Gum made a motion to reschedule and readvertise the public hearing for February 7, 2022 at 7:00 p.m. Cordrey seconded. The motion was carried unanimously.

Secretary's report: Kells submitted the December 2021 regular meeting minutes and made a motion that Council approve them as written. O'Neal seconded. The motion was carried unanimously.

Treasurer's report: Gum made a motion that the Town pay the invoices as recommended from the designated accounts. Cordrey seconded. The motion was carried unanimously.

Millsboro Fire Company update:

Gum mentioned the department had made out extremely well during the last snowstorm. The substation on the west side of town had been working out well for the department. Gum said the new engine had arrived.

O'Neal stated that there had been 539 fire calls and 3,747 EMS calls in 2021.

Police Department's report:

Chief Calloway stated Sgt. Evan Rogers and Cpl. Matthew Dufour had received realistic de-escalation instructor training in New Britain, Connecticut on December 16 and 17.

On the same date, PFC John Wharton had received certified field officer training at the Delaware State Police Academy.

Chief Calloway stated the Department's 5th Commission on Accreditation for Law Enforcement Agencies (CALEA) process was scheduled for April 11 and 12.

Chief Calloway said a total of \$23,417.44 had been raised through the Whiskers for Wishes fundraiser—with several families benefiting from the program.

With regard to the Office of Highway Safety, during the month of December, the Department had participated in 3 initiatives.

Chief Calloway introduced the new "recruits." He stated Matthew Hooker and James Rieley would be attending the Dover Municipal Police Academy beginning on January 9. He indicated that Justin Guevarez was a certified police officer in the Commonwealth of Pennsylvania and would be receiving his training from the Millsboro Police Department. All were introduced to Town Council, and congratulations were offered.

Parks and recreation:

New Dimensions stage rental and park policy waiver (Cupola Park): New Dimensions Family Ministries had requested the use of the stage on July 4. Gum made a motion to allow the stage rental. Kells seconded. The motion was carried unanimously.

"Brandywine park" and "dog park": Based on input from Thoroughgood and staff, Hudson said picnic tables with umbrellas and pergolas (versus canopies) would be considered as possible shading options for the "dog park" during the fiscal year 2023 budget discussions.

Streets:

Warren's Mill: Carrie Kruger, PE, town engineer stated the demolition of the mill had been completed and some of the items that were salvaged were in storage.

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.

Water and sewer:

Interconnection agreement with the Town of Dagsboro: Schrider-Fox stated the agreement had been approved by both parties and was in effect.

Plantation Lakes field change directives: Kruger presented a request for staff to be authorized to approve change orders/field change directives with an amount of \$50,000 or less in cases involving the northern water treatment plant project. Thoroughgood made a motion to approve the request. Kells seconded. The motion was carried unanimously.

Mayor's report:

Council vacancy appointment: Hodges nominated Faye Lingo to fill the Council vacancy. Thoroughgood made a motion to confirm the nomination. Gum seconded. The motion was carried unanimously.

Preliminary site plan—ALDI: Niblett stated a "review letter" was in the packet. Cordrey made a motion to approve the preliminary site plan as presented. O'Neal seconded. The motion was carried unanimously.

Possible comprehensive plan amendment: Amy Mendelson of AECOM stated that the Preliminary Land Use Service (PLUS) application had been received at the state level and that the request was on the PLUS committee's agenda for January.

Streets (cont.):

Parking study implementation: Erik Hughes of AECOM presented the bid results from Straight Line Striping, LLC. Gum made a motion to accept the bid as presented. Thoroughgood seconded. The motion was carried unanimously.

Water and sewer (cont.):

Water and sewer adjustment request—116 Bobbys Branch: Burk relayed the request from 116 Bobbys Branch for the Town to waive the on/off fees. Thoroughgood made a motion to deny the request. Gum seconded. The motion was carried unanimously.

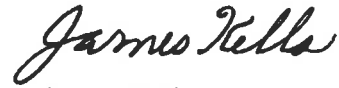
Mayor's report (cont.):

Annexation request and possible zoning amendment—Continued Ventures: Schrider-Fox stated both parties were still working on the draft development agreement.

Final site plan approval—Meineke: Roger Gross, PE of Merestone Consultants, Inc. presented the proposed final site plan for Meineke Car Care Center. Thoroughgood made a motion to approve the final site plan contingent upon comments made by staff and consultants being addressed. Cordrey seconded. The motion was carried unanimously.

Adjournment: With no further business, Hodges asked for a motion to adjourn. Thoroughgood made such a motion. Kells seconded. The motion was carried unanimously.

Respectfully submitted,



James Kells
Secretary

* Rescheduled due to inclement weather

JK:SH:JB;jd