



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
July 3, 2023**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Faye Lingo presiding. Vice Mayor John Thoroughgood, Council Secretary James Kells, Council Treasurer Larry Gum, Councilman Ron O'Neal, Councilwoman Kimberley Kaan, Councilman Robert Bryan, Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were present.

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

Treasurer's report: Gum made a motion that the Town pays the invoices from the designated accounts as recommended by staff. O'Neal seconded. The motion was carried unanimously.

Swearing in of Councilmembers for new term: Town Clerk Joanne Dorey swore in Matthew Davis, Ron O'Neal, and Marty Presley.

Reorganization of Council:

Thoroughgood made a motion to elect Kells as mayor/president of the Council. Bryan seconded. The motion was carried unanimously.

O'Neal made a motion to elect Thoroughgood as vice mayor/president of the Council. Bryan seconded. The motion was carried unanimously.

Thoroughgood made a motion to elect O'Neal as president pro tem of the Council. Kaan seconded. The motion was carried unanimously.

Thoroughgood made a motion to elect Kaan as secretary of the Council. Bryan seconded. The motion was carried unanimously.

Thoroughgood made a motion to elect Bryan as treasurer of the Council. Kaan seconded. The motion was carried unanimously.

Personnel Committee Appointments: Mayor Kells appointed Bryan, Thoroughgood, and himself to serve on the personnel committee.

Public comment:

- Faye Lingo expressed her gratitude for serving as Mayor. Mrs. Lingo told the story of the old gavel and presented the Mayor with an engraved new gavel.
- Robert McKee of 29516 Glenwood Drive expressed concerns about growth and expects transparency.
- Gary Mack of 20463 Charlotte Blvd Burk inquired as to if a request for two 15-minute parking spaces in front of 226 Main Street the Nectar Café & Juice Bar could be revisited.
- Jack Prehm of 22962 Surry Lane expressed concern about the growth and inquired as to if council Districts could be reallocated and also if the position of Mayor could be elected by the residents.

Millsboro Fire Company Update: O'Neal stated the department has been very busy. The department has run 307 fire calls and 1935 EMS calls so far this year.

Greater Millsboro Chamber of Commerce update: Anne Angel, Executive Director for the Greater Millsboro Chamber of Commerce, stated the annual Stars and Stripes event was postponed until September 30 due to the weather. There are 2 ribbon cuttings scheduled in July. There are 23 new members since mid-March. Ms. Angel stated the Chamber would be moving into the former Art League building on August 1.

Police Department's report:

Chief Brian Calloway stated on June 5 & 6 Cpl. Millner and Sgt. Rogers attended Law Enforcement Wellness training hosted by the Delaware State Police.

Chief Calloway mentioned on June 12–16, Senior Cpl. Bullock attended Law Enforcement Supervision hosted by the Dover Police Department.

Chief Calloway stated on June 13, Ptlm. Guevarez attended Drug Investigations training hosted by the Delaware State Police.

On June 20–22, Cpl. Millner, Ptlm Guevarez, and Ptlm. Revel attended Interview and Interrogations training hosted by the Delaware State Police.

On June 27, Cpl. Wharton and Cpl. Gorman attended Problem-Oriented Policing hosted by the Delaware State Police.

Chief Calloway stated the Millsboro Police Youth Academy is scheduled for July 13-21.

Chief Calloway mentioned the majority of the windows are in, stud walls are up at the new Police Station. The HVAC system has been installed and the building is on schedule to be closed in by the end of July.

Change Order #14: Callaway presented change order #14 for \$ 242.78, for a commemorative date pre-cast stone to be installed on the building. Thoroughgood made a motion to approve the change order as presented in the packet. O'Neal seconded. The motion was carried unanimously.

Change Order #13: Callaway presented change order #13 for \$ 9,940.52, which encompasses 6 different changes as described in the packet. Thoroughgood made a motion to approve the change order as presented. Bryan seconded. The motion was carried unanimously.

Streets:

Plantation Lakes Section L Model Home Parking Plan: George ("Kenny") Niblett, director of public works presented the Section L Model Home Parking Plan. Presley made a motion to accept the model home parking plan as presented. Davis seconded. The motion was carried unanimously.

Water and Sewer:

Olney Way Water Plant Change Order #21: Burk presented change order # 21 for \$6,689.25 as presented in the packet. Thoroughgood made a motion to approve the change order as presented. Bryan seconded. The motion was carried unanimously.

Write off of interest for passthrough invoices: Matthew Hall, director of finance presented a request for a write-off of interest for a passthrough expense billed to Buffalo Construction of Louisville, KY. Davis made a motion to write off the accumulated interest. Presley seconded. Thoroughgood, Davis, Bryan, Presley, O'Neal, and Kells voted yes, and Kaan was a no vote. Motion passed.

Connection to water and sewer for remaining annexed properties on South Oak Drive: Kaan made a motion to have staff contact the remaining property owners and set up a meeting before the final notice is sent. Presley seconded. The motion was carried unanimously.

Parks and Recreation:

Bandstand Rental Request- Hometown Hero Banner Dedication: Burk presented the request from the Daughters of the American Revolution to utilize the bandstand for a Hometown Hero Banner Dedication ceremony to be held at Cupola Park on August 19 at 10:00 am. Thoroughgood made a motion to waive the fee for the use of the bandstand. Kaan seconded. The motion was carried unanimously.

Mayor's report:

Tax Map and Parcel 133-21.00-4.03 Lot Line Adjustment: Niblett presented the request for a lot line adjustment for the Airbase Carpet Mart that was previously approved but not recorded due to a change in design. Niblett

mentioned a parking variance had previously been approved by the Board of Adjustment. Thoroughgood made a motion to approve the lot line adjustment. Presley seconded. The motion was carried unanimously.

Mayor's report (cont):

Plantation Lakes Bond Reductions: Niblett presented the bond reduction request that has been reviewed by town staff. Presley made a motion to approve the bond reduction. Kaan seconded. The motion was carried unanimously.

Lions Club Expansion Request: Dave Mitchell of the Lions Club presented a request to add another 12ft to the existing building on Railroad Street. Mr. Mitchell is requesting the Town's blessing of the proposed addition before making the request of the railroad. Thoroughgood made a motion to authorize Mr. Mitchell to make this request of the railroad. Bryan seconded. The motion was carried unanimously.

Board of Adjustment Appointment: Burk presented the vacancy on the Board of Adjustment since Matthew Davis was voted onto Town Council. After some discussion, Davis recommended Gary Mack to fill the seat on the Board of Adjustment. Mr. Kells appointed Gary Mack to the Board of Adjustment. Davis made the motion to appoint Mr. Mack. Presley seconded. The motion was carried unanimously.

Supplemental Tax List: Hall supplied Mayor and Council with information on the proposed quarterly changes to tax assessments. Thoroughgood made a motion to invoice all increases. O'Neal seconded. The motion was carried unanimously.

Christmas Market: Burk presented having the Christmas market again this year. After some discussion, Thoroughgood made a motion to approve having the Christmas market this year. Kaan seconded. The motion was carried unanimously.

Recess: At 8:35 p.m., O'Neal made a motion that Council recess until 8:40 p.m. Thoroughgood seconded. The motion was carried unanimously.

[Executive session]

Call to order: Thoroughgood made a motion to go back into regular session. O'Neal seconded. The motion was carried unanimously.

Adjournment: With no further business, Thoroughgood made a motion to adjourn. Bryan seconded. The motion was carried unanimously.

Respectfully submitted,

Kimberley Kaan
Secretary