



**Town 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*

**TOWN COUNCIL  
REGULAR MEETING  
June 1, 2020**

**MINUTES**

**Call to order:** The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. [The meeting was conducted by conference call as permitted by State law and in accordance with the state of emergency order issued by Governor John Carney.] Vice Mayor Tim Hodges, Council President Pro Tempore John Thoroughgood, Secretary James Kells, 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. Treasurer Bradley Cordrey was absent.

**Secretary's report:** Kells made a motion to accept May draft minutes and that Council approve them as written. Hodges seconded. 6 approved by roll call; Cordrey was absent.

**Treasurer's report:** Hodges made a motion that the Town pay the invoices as recommended. Kells seconded. 6 approved by roll call; Cordrey was absent.

**Millsboro Fire Company update:** Gum expressed gratitude to the EMS staff during the COVID-19 pandemic. O'Neal expressed his gratitude to the Millsboro community for all the donations received.

**Police Department's report:**

Chief Calloway stated that patrol officers from shift "B" received training on the 9mm pistol during day shoot on May 14. Shift "A" received the same training on May 21.

Chief Calloway requested approval to amend the Lateral transfer policy giving authority to the Chief of Police to laterally transfer to the Millsboro Police Department at the level of Patrol Officer First Class. Thoroughgood made a motion to approve the request. Hodges seconded. 6 approved by roll call; Cordrey was absent.

Chief Calloway mentioned the Bike Rodeo scheduled for May 9 had been postponed.

Chief Calloway stated a portion of Old Landing Road was closed while the railroad tracks were repaired.

**Water and sewer:**

Cost-sharing agreement for new water treatment plant: Schrider-Fox stated both parties had reviewed the agreement and it was ready for approval. Kells made a motion to approve the agreement contingent upon the Community Center's building permit being in addition to the 400 building permits already stated in the agreement. Gum seconded. 6 approved by roll call; Cordrey was absent.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox was working on the necessary easement.

Hub Court easement: After some discussion, Kenny Niblett, director of public works requested a meeting with the owner of Hub Court.

**Streets:**

Warren's Mill: Burk stated the Town was in receipt of a contract for dismantling and demolition. Burk mentioned another contractor may be needed for any asbestos removal if needed.

**Parks and Recreation:**

"Dog park": Burk stated new watering stations were in the process of being installed.

**Mayor's report:**

Dunkin' traffic management plan:

Property owner has requested permission to encroach upon the right of way on Division Street.

Hodges made a motion that staff make the following suggestions to the property owner:

- Use pervious storm water solutions which will allow them to use the existing plans keeping the turn on own property
- Add directional markings on the pavement:
  - So traffic knows where to begin traffic flow around existing pond
  - Also to prevent vehicles from blocking intersection

Kells seconded. 6 approved by roll call; Cordrey was absent.

Final site plan—Texas Roadhouse: Jillian Janovsky, project manager from Greenberg Farrow, presented a final site plan on behalf of Texas Roadhouse Holdings, LLC. Hodges made a motion to approve the final site plan as presented. Gum seconded. 6 approved by roll call; Cordrey was absent.

Rental of former train station – 101 Railroad Street: Michael Oxbrough, owner of Café on the Circle, presented a request to possibly lease the former train station to locate a similar location in Millsboro.

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

Farmer's Market: Thoroughgood made a motion to approve the Farmers Market with no trash cans provided. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

Housing standards: Mayor Truitt stated she has received several complaints concerning numerous people cohabitating in a single residence. It was decided that code enforcement would address the issue.

Supplemental tax appeals: Matt Hall stated there was 1 property tax appeal. Hall will do some more research and report back to Council next month.

Fees and penalties: Hodges made a motion that commercial tax customers be treated the same as residential customers relating to fees and penalties during COVID-19 pandemic. Gum seconded. 6 approved by roll call; Cordrey was absent.

Cupola concert schedule: Thoroughgood made a motion to allow Glass Onion to perform as scheduled on July 7 at 7:00 p.m. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

Educational assistance policy: Hudson asked Schridder-Fox to submit a revised draft.

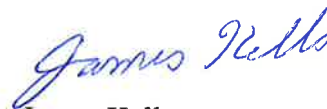
Seating capacity options for restaurants in relation to COVID-19:

Hodges made a motion to approve outdoor seating for Blue Water Grill and not require property owner to take down the temporary fencing and cones daily during any COVID-19-related restrictions. Thoroughgood seconded. 6 approved by roll call; Cordrey was absent.

Hodges made a motion to allow staff to approve any future request for outdoor seating that was submitted with a diagram of seating and/or parking during COVID-19-related restrictions. Town staff will notify Hodges of any request during this time as well. Thoroughgood seconded. 6 approved by roll call; Cordrey was absent.

**Adjournment:** With no further business, Mayor Truitt asked for a motion to adjourn. Gum made such a motion. O'Neal seconded. 6 approved by roll call; Cordrey was absent.

Respectfully submitted,



James Kells  
Secretary