



Town Council
Town of Millsboro
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Mayor Faye Lingo
Vice Mayor John Thoroughgood
Secretary Jim Kells
Treasurer Larry Gum
Councilman Ron O'Neal
Councilwoman Kimberley Kaan
Councilman Robert Bryan

Jamie Burk, Town Manager

**TOWN COUNCIL
REGULAR MEETING
June 5, 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, Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were present.

Public comment:

- Gary Mack of 20463 Charlotte Blvd looking for general information regarding the Police Dept and requested the appointment of a new council member be delayed until after the election.
- Jack Prehm of 22962 Surry Lane expressed concern about appointing a new council member before the election.
- Robert McKee of 29516 Glenwood Drive expressed concern about appointing a new council member before the election.
- Trinh Nguyen of 27018 Greenleaf Dr. expressed concerns regarding the speeding within the Alderleaf Development as well as the construction vehicles parking on his property.
- Ron Mason of 27907 Roanoke Rapids expressed concern about appointing a new council member before the election.
- Charlie Kincius of 27921 Roanoke Rapids Landing expressed concern about appointing a new council member before the election.

Council vacancy appointment: Lingo nominated Robert Bryan to fill the Council vacancy for Dist. 1 because of his experience as a Council member and as a past Mayor. Gum made a motion to confirm the nomination. O'Neal seconded. Kells, Gum, O'Neal, Thoroughgood, and Lingo voted yes. Kaan voted no. In summary, there were 5 yes votes and 1 no vote, motion passed. Kaan stated she would have liked to see the position advertised.

Joanne Dorey, Town Clerk administered the oath of office to Mr. Robert Bryan to serve as a councilperson for District 1.

Secretary's report: Kells submitted the May 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.

Budget:

Kaan made a motion to adopt the fiscal year 2024 budget that was discussed during the budget "work session." Kells seconded. Kells, Gum, Kaan, O'Neal, Thoroughgood, and Lingo voted yes. Bryan abstained. Motion carried.

Kaan made a motion to appropriate the funds for the fiscal year 2024 budget. Gum seconded. Kells, Gum, Kaan, O'Neal, Thoroughgood, and Lingo voted yes. Bryan abstained. Motion carried.

Millsboro Fire Company Update: Gum stated the department has been very active. The department recently ordered a new ambulance.

Greater Millsboro Chamber of Commerce update:

Anne Angel, Executive Director for the Greater Millsboro Chamber of Commerce, mentioned the Chamber is gearing up for the annual Stars and Stripes event on June 24. The next coffee connect is on June 13 at the Botanic Gardens, and a business after-hours event on June 8 as well as a lunch and learn. There are 17 new members since mid-March.

Chamber lease 203 Main Street: Burk presented the Agreement of Lease for the Greater Millsboro Chamber of Commerce. Thoroughgood made a motion to approve the lease as presented in the packet. Kells seconded. The motion was carried unanimously.

Police Department's report:

Chief Brian Calloway stated on May 1–4 he attended the Delaware Chief's conference in Dewey Beach.

Chief Calloway mentioned on May 8–11, Senior Cpl. Bullock attended Commercial Vehicle training hosted by the Delaware State Police.

Chief Calloway stated on May 18, Cpl. Gorman and Ptlm. Rieley attended Officer Involved Shooting training hosted by the Delaware State Police.

On May 31, Lt. Moyer and Cpl. Wharton attended Gun Shot Wound and Strangulation training hosted by the Christina Hospital.

Chief Calloway stated the Department participated in the Northeast Car Rally on May 19 and raised \$500 for the Whiskers for Wishes program and \$10,000 for the Millsboro Fire Department. The bike rodeo was held on June 3 and the Millsboro Police Youth Academy is scheduled for July 13-21.

Chief Calloway mentioned the detention room walls, and the interior stud walls are completed 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 June.

Streets:

Yield signs on Plantation Lakes Boulevard: Burk presented the resolution required to install yield signs in designated areas on Plantation Lakes Blvd. Kells made a motion to approve the resolution as presented in the packet. Gum seconded. The motion was carried unanimously.

Two 15-minute parking spaces in front of 226 Main Street: Burk presented a request from Nectar Café & Juice Bar requesting two 15-minute parking spaces in front of 226 Main Street. After some discussion, Thoroughgood made a motion to deny the request because of the availability of parking alongside and in front of the restaurant and if it is enforceable. Gum seconded. Kells, Gum, Bryan, O'Neal, and Thoroughgood, voted yes to deny the request. Kaan voted no. In summary, there were 5 yes votes, 1 no vote, Lingo did not vote, motion passed.

Water and Sewer:

Olney Way Water Plant Change Order #19: Burk presented change order # 19 for \$237,722.82 and increased the completion date by 197 additional days as presented in the packet. Thoroughgood made a motion to approve the change order as presented. Gum seconded. The motion was carried unanimously.

36008 Auburn Way Refund Request: Matthew Hall, director of finance presented a request for a refund of on/off and late fees for the quarterly water/sewer bill. Gum made a motion to deny the request for reimbursement. Bryan seconded. The motion was carried unanimously.

RIB Improvements change order #1: Burk presented change order # 1 for \$1,468.48 as presented in the packet. Kaan made a motion to approve the change order as presented. Gum seconded. The motion was carried unanimously.

Water and Sewer (cont.)

Century Amendment Godwin School Road Force Main:

Andrew Jakubowitch, PE for Century Engineering, LLC presented amendment # 5 for the revision of the Environmental Report as a result of an alignment change for \$6,000.00 Gum made a motion to approve the change order as presented in the packet. Kaan seconded. The motion was carried unanimously.

Change order #6 is for the revision of the Preliminary Engineering Report because of the alignment change for \$7,500.00. Gum made a motion to approve the change order as presented in the packet. O'Neal seconded. The motion was carried unanimously.

Parks and Recreation:

Josephine Whale Cupola Park Event Date Change: Burk stated the event was approved at the April council meeting to be held on Sunday, June 18. Josephine Whale has requested the event now be held on Saturday, June 17. Thoroughgood approved the date change as presented in the packet. Kaan seconded. The motion was carried unanimously.

Mayor's report:

Reaffirmation of annexation of Towne Lakes, Sussex County Tax Map and Parcel No. 233-5.00-122.00: Schrider-Fox presented the need to reaffirm the previous decision to annex Towne Lakes, tax map and parcel 233-5.00-122.00. Kells made a motion to reaffirm the previous decision of Towne Lakes annexation. Thoroughgood seconded. The motion was carried unanimously.

All4Him Engineering, LLC, proposal for services: Burk presented a proposal for services from All4Him Engineering, LLC to be used on an as needed basis. Gum made a motion to approve the proposal for services as presented in the packet. O'Neal seconded. The motion was carried unanimously.

Lot combination for 326 Holly Street, formerly identified as tax map and parcel numbers 1-33-21.05-29.00 and 1-33-21.00-63.00: George ("Kenny") Niblett, Director of Public Works presented the request for a lot line adjustment. The combination had already been approved and changed by Sussex County but not with the town. O'Neal made a motion to approve the lot combination to clean up the tax roll. Thoroughgood seconded. The motion was carried unanimously.

Proposed MR-RPC Zoning Code Amendment: Mr. Niblett presented the request to increase the lot size in the Medium-Density Residential (MR) Residential Planned Community (MR-RPC) district from 6,000 sq. ft minimum to 8,000 sq. ft minimum lot size. No action taken; this item will be discussed in more detail at a future meeting.

Plantation Lakes Water Maintenance Agreement: Schrider-Fox presented the Reciprocal Access Utility, Drainage, and Landscape Easement, and Maintenance Agreement was discussed as in the packet. No action taken; this item will be discussed in more detail at a future meeting.

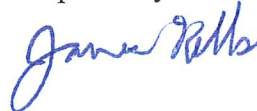
Recess: At 8:20 p.m., Thoroughgood made a motion that Council recess until 8:25 p.m. Kells seconded. The motion was carried unanimously.

[Executive session]

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

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

Respectfully submitted,



James Kells
Secretary

JK:JB:jd