

**TOWN COUNCIL
REGULAR MEETING
March 4, 2024
MINUTES**

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

Councilman/President Pro Tem O’Neal – Statement in Response to February Public Comment – No action- Councilman O’Neal spoke regarding the comment mentioned at the February 5 Regular Council Meeting during the public comment portion of the meeting.

Public comment:

- C. Harvey, 35166 Wright Way – Spoke in favor of proposing bike striping on public streets within Plantation Lakes.

Secretary’s report: Kaan submitted the February regular meeting minutes and motioned that the Council approve them as written. Bryan seconded. The motion was carried unanimously.

Treasurer’s report: Bryan stated the invoices had been reviewed and motioned that the Town pay the invoices from the designated accounts as recommended. O’Neal seconded. The motion was carried unanimously.

Millsboro Fire Company Update: Ron O’Neal stated the Department had acquired a home on Rt 24 just before Mountaire Farms; this home will be used for training. O’Neal also mentioned an ambulance was almost ready to go out to Station 2.

Greater Millsboro Chamber of Commerce update: Anne Angel, Executive Director for the Greater Millsboro Chamber of Commerce, mentioned the Chamber is extremely busy with grand openings and ribbon cuttings during March. Ms. Angel also mentioned the casino night in March will benefit the Millsboro Little League. The Chamber now has 65 members.

Police Department's report:

Chief Brian Calloway mentioned officers attended several training events in February, as stated in the packet.

Chief Brian Calloway stated the Millsboro Police Department 2023 annual report was presented to the Council and will be posted to the website.

Chief Calloway presented a revision to Policy # 4 Personal Appearance, Uniforms, and Equipment. Bryan made a motion to approve the revision as presented. Thoroughgood seconded. The motion was carried unanimously.

Chief Calloway indicated that Justin Guevarez had met the requirements and was eligible to be promoted to the rank of Patrolman First Class. Thoroughgood made a motion to promote Guevarez to the rank of Patrolman First Class. O'Neal seconded. The motion was carried unanimously.

Chief Calloway stated Melissa Torrente's first day with the Millsboro Police Dept as an Administrative Assistant is March 25.

The tentative ribbon cutting date is March 27 for the new Station.

Water and Sewer:

100 Kendall Street Water and Wastewater Fees Waiver Request: Matthew Hall, director of finance presented the request for a reduction for water and sewer. After much discussion, Thoroughgood motioned to table this item until March. Bryan seconded. Kaan opposed. The motion passed with 6 yes votes.

20581 Overman Way Refund and Waiver Request: Hall presented the request for returned check fees and penalties. Kaan made a motion to deny the request. Thoroughgood seconded. The motion was carried unanimously.

DEWARN Mutual Aid Organization Agreement: Burk presented the Delaware Mutual Aid and Assistance Agreement for Intrastate Water/Wastewater Agency Response Network (Warn). Kaan made a motion to approve the agreement as presented in the packet. Davis seconded. The motion was carried unanimously.

Mayor's report:

Preliminary site plan approval for the property located at tax/map/parcel #233-5.00-7.00, owned by James and Mary Beth Parker: Burk presented the request as in the packet. Kaan made a motion to deny the request until comments were addressed. Thoroughgood seconded. The motion was carried unanimously.

Enterprise Fleet Management Agreement: Hall introduced the Enterprise Fleet Management Representative who presented the agreement. After some discussions, it was decided to do some more research.

Congressionally Directed Spending (CDS) Application support for fiscal year 2025 to obtain funding for Town Hall renovations: Sander presented the request to apply for the CDS funding for renovations to the town hall, extend council chambers, upgrade security and to improve the AV system in the council chambers. Davis requested equipment to live stream the council meetings be included in the application as well. Davis made a motion to authorize applying for the CDS funding. O'Neal seconded. The motion was carried unanimously.

Mayor's Report (cont):

2024 Christmas Parade date and time: After some discussions regarding staging at the M&T center Bryan made a motion to move the Christmas parade to the 1st Tuesday of December at 7:00 pm, staging at 5:00 pm. Presley seconded. The motion was carried unanimously.

Millsboro Chamber of Commerce Annual Stars and Stripes Event: Thoroughgood made a motion that the Town allow the Greater Millsboro Chamber of Commerce the use of the Millsboro Little League Park for the Stars & Stripes event. Bryan seconded. Kaan opposed. The motion passed with 6 yes votes.

Millsboro Chamber of Commerce Annual Fireworks for the Stars and Stripes Event: Thoroughgood made a motion that the Town authorize the Greater Millsboro Chamber to display fireworks during the Stars & Stripes event. Kaan seconded. The motion was carried unanimously.

Town Code Amendments re: Definitions in Chapter 210, Zoning and other related amendments to Chapter 210, Zoning and Chapter 70, Building Construction, suggested by staff: After much discussion, Burk recommended having a representative from Sussex Soil Conservation District to provide input.

Recess: At 9:31 p.m., Kaan motioned that the Council recess until 9:36 p.m. Davis seconded. The motion was carried unanimously.

[Executive session]

Call to order: Thoroughgood motioned to go back into regular session at 9:50 pm. O'Neal seconded. The motion was carried unanimously.

Adjournment: With no further business, Bryan made a motion to adjourn at 9:50 p.m. Davis seconded. The motion was carried unanimously.

Respectfully submitted,

Kimberley Kaan
Secretary

KK:JB:jd