



**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 & Acting President Pro Tem Larry Gum
Councilman Ron O'Neal
Councilman Brad Cordrey
Councilwoman Faye Lingo

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
March 7, 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 [arrived late], Councilwoman Faye Lingo, Town Manager Sheldon P. Hudson, Assistant Town Manager Jamie Burk, Town Clerk Joanne Dorey, and Town Solicitor Mary Schrider-Fox were also present.

Appointment of Council president pro tempore: Thoroughgood made a motion to nominate Larry Gum as the acting Council president pro tempore. Kells seconded. 6 approved; Cordrey was absent.

Public hearing:

A PUBLIC HEARING WILL BE HELD ON MARCH 7, 2022 AT 7:00 PM AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE CONCERNING THE TOWN COUNCIL'S RESOLUTION PROPOSING TO ANNEX CERTAIN TERRITORY, CONTIGUOUS TO THE PRESENT LIMITS OF THE TOWN OF MILLSBORO, OWNED BY PRESTON L. PARKER, LOCATED AT 29509 MILLSBORO HIGHWAY, IDENTIFIED AS TAX MAP AND PARCEL NO. 133-16.00-143.00, CONTAINING 5.256 ACRES OF LAND, MORE OR LESS AND TO AMEND THE ZONING MAP AND ZONING ORDINANCE OF THE TOWN OF MILLSBORO TO INCLUDE SAID TERRITORY IN THE HIGH-DENSITY RESIDENTIAL (HR) DISTRICT

Ring Lardner, PE of Davis, Bowen & Friedel, Inc. presented the annexation request for Betts Commons.

One public comment was made regarding traffic in the area of the proposed annexation.

Thoroughgood made a motion to leave the public hearing open until the April meeting. O'Neal seconded. 6 approved; Cordrey was absent.

Secretary's report: Kells submitted the February regular meeting minutes and made a motion that Council approve them as written. Gum seconded. 6 approved; Cordrey was absent.

Treasurer's report: Gum made a motion that the Town pay the invoices from the designated accounts as recommended by staff. Lingo seconded. 6 approved; Cordrey was absent.

Millsboro Fire Company update: Gum stated response times were lower because of having 2 locations running.

Millsboro Art League update: Jon Bandish stated there was a member meeting scheduled. Mr. Bandish also stated the Art League would like to proceed with a lease agreement renewal with the Town.

Police Department's report:

Chief Brian Calloway stated that Sgt. David Moyer had received Command Leadership training February 7–11, hosted by the Ocean City Police Department.

February 9 and 10, Patrolman Cody Jackson had received Advanced Roadside Impaired Driving Enforcement (ARIDE) at the Delaware State Police Academy.

Chief Calloway mentioned February 21–25 Det./Cpl. Christopher Ebke had received Crime Scene 1 training hosted by the Delaware State Police.

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

Chief Calloway said Lt. Robert Legates had announced his intention to retire from the Department on July 28 after 20 years of service.

Chief Calloway stated the Department was requesting approval to apply for a Hazard Mitigation Grant through the Delaware Emergency Management Agency (DEMA). If the grant was awarded, the funds would be allocated toward the purchase of a generator for the new police station. Gum made a motion to proceed with the application. O'Neal seconded. 6 approved; Cordrey was absent.

Chief Calloway stated several community events had been scheduled. May 7, the Millsboro Bicycle Rodeo would be held in the Lowe's parking lot. On May 21, the Plantation Lakes Community Day was scheduled. May 20–22, the Northeast Car Rally was scheduled to take place. Lastly, June 27–July 1, the Millsboro Police Youth Academy was scheduled to be held at the Millsboro Town Center.

With regard to the Office of Highway Safety, during the month of February, 20 traffic tickets were issued.

Chief Calloway made a presentation regarding the parking situation within the Plantation Lakes subdivision.

Mayor's report:

Appointments to fill vacancies—Patriots Bluff, personnel, and TidalHealth committees: Hodges asked O'Neal to fill the vacancy on the Patriots Bluff and TidalHealth committees, and O'Neal agreed. Lingo was asked to fill the vacancy on the Personnel Committee, and she agreed.

Appointment to fill Board of Adjustment vacancy: Hodges nominated Matthew Davis to fill the Board of Adjustment vacancy. Gum made a motion to confirm the nomination. Cordrey seconded. Approved unanimously.

Streets:

Dedication of Plantation Lakes and Belmont boulevards: David Steele of Lennar presented a request for Plantation Lakes and Belmont boulevards street dedication. Lingo made a motion to approve the deed of dedication and bill of sale as presented. Thoroughgood seconded. Approved unanimously.

West State Street improvements project: Burk stated the project was proceeding as planned.

Water and sewer:

Dupont Boulevard (US 113) sanitary sewer extension change order #2: Burk presented a change order for work that was not included in the original scope. Gum made a motion to approve the change order for \$6,294 as presented. Kells seconded. Approved unanimously.

Water and sewer adjustment requests—320 Grace Street and 31178 Olney Way:

Matthew Hall, director of finance and technology stated 320 Grace Street was a standard adjustment because the water did not go through the sewer; no council action was needed.

Hall relayed a request from 31178 Olney Way requesting a reduction of their water and sewer bill. After much discussion, Thoroughgood made a motion to issue a onetime-only credit of \$125. Kells seconded. Approved unanimously.

Mayor's report (cont.):

Proposed Charter change—"principally-forgiven loans": Hudson stated draft language had been sent to the state legislators for the districts in which the Town was located.

Proposed Charter change—§ 24 ("Annual Audit"): Hudson stated draft language had been sent to the state legislators for the districts in which the Town was located.

Proposed lot partitioning—Pasco: George ("Kenny") Niblett, director of public works relayed the request to partition the Pasco property. Gum made a motion to approve the request. Thoroughgood seconded. Approved unanimously.

Landscaping requirements in zoning code: Niblett introduced a possible change to § 210-35 of the Town code. The discussion was for the proposed changes to be put in writing after the meeting and then presented to Council for consideration.

Markets: Thoroughgood made a motion for the Town to discontinue managing the farmers market for liability-related reasons. Gum seconded. Approved unanimously.

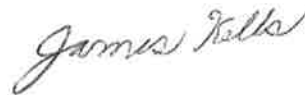
Mayor's report (cont.):

Employee "COVID"-related-leave policy revision: Hudson presented the draft revised COVID leave policy. Cordrey made a motion to approve the revised policy. Kells seconded. Approved unanimously.

Juneteenth as 2022 Town holiday for employees: Cordrey made a motion to designate Juneteenth as a Town holiday for 2022 only—to be observed on Monday, June 20. Kells seconded. Approved unanimously.

Adjournment: With no further business, Hodges asked for a motion to adjourn. Cordrey made such a motion. Thoroughgood seconded. Approved unanimously.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd