



**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

**MAYOR AND COUNCIL
REGULAR MEETING
May 3, 2021**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. [The meeting was conducted in person and by conference call as permitted/required by State law and in accordance with the state of emergency order issued by Gov. John Carney.] Vice Mayor Tim Hodges, Council President Pro Tempore John Thoroughgood, Secretary James Kells, Treasurer Bradley Cordrey, 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. No one was absent.

Public comment: Attendees spoke in support of the Millsboro Art League. Residents spoke in favor of Mayor and Council requesting that the State allow golf cart use on public streets.

Secretary's report: Kells submitted the April 2021 regular Mayor and Council meeting minutes and made a motion that they be approved as written. Cordrey seconded. The motion was carried unanimously.

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

Millsboro Fire Company update: Gum stated that there were no major fires to report and that the Department was working on rebuilding its junior program. Gum stated new equipment would be coming in later in the year.

Police Department's report:

Chief Brian Calloway stated the Department had completed 2 hours of online training during April.

With regard to the Office of Highway Safety, during the month of April, there were 2 initiatives.

Chief Calloway stated the road improvements at US 113 and SR 24 would be wrapping up soon.

Streets:

Golf carts on public streets:

Kells stated he would be recusing himself from a vote concerning the issue of golf carts on public streets in Plantation Lakes.

Thoroughgood made a motion *not* to request an amendment to the *Charter* that would allow Mayor and Council to later adopt an ordinance to permit the operation of golf carts on certain Town-owned streets. Hodges seconded. The motion was carried with 6 voting yes; Kells recused himself.

Warren's Mill: Burk stated the Town was still waiting for the Delaware Department of Transportation to provide its guardrail installation project schedule.

Laurel Road streetlight project: Hudson mentioned the streetlight project had been completed.

Mayor's report:

Art League lease: Mayor Truitt stated the Art League was interested in a long-term lease. Hodges made a motion to authorize a 1-year lease to include 3 months of rent forgiveness for May, June, and July 2021 and to request that the Art League provide monthly progress updates to Mayor and Council. Thoroughgood seconded. The motion was carried unanimously.

Annual tax appeals:

Matthew Hall, director of finance and technology stated Eric Piner of PTA/DelVal had requested more time to review the appeals that had been submitted.

Gum made a motion to close the appeal period for any new appeals and to table the 3 existing appeals until the June regular Mayor and Council meeting. Cordrey seconded. The motion was carried unanimously.

A representative for PetSmart presented supporting information for the tax appeal request for 26680 Centerview Drive.

Public works staffing: Burk stated that the Town was actively recruiting.

Lot combination request—Sussex County tax map and parcel numbers 133-17.13-140.00 and 133-17.13-141.00: A request was presented to combine parcel numbers 133-17.13-140.00 and -141.00. Hodges made a motion to approve the request as presented. O'Neal seconded. The motion was carried unanimously.

Financial relief for businesses directly affected by Main Street sidewalk project: Hudson relayed a request for financial relief for those businesses that front on Main Street and that may have been directly impacted by the sidewalk project. No action was taken.

Mayor's report (cont.):

Proposed changes to §§ 210-7, 210-18(B), 210-18(D), 210-18(F) and 210-18(G) of the Code of the Town of Millsboro to address health-care-/medical-related uses: Schrider-Fox stated a draft ordinance had been emailed to Mayor and Council for review. Gum made a motion to move forward with the scheduling of a public hearing during the month of June. O'Neal seconded. The motion was carried unanimously.

Proposed change to § 210-18(H) of the Code of the Town of Millsboro: Hudson presented possibly reviewing the signage code for the Highway Commercial District. Schrider-Fox said she would compile information on past Board of Adjustment decisions related to signage.

Patriots Bluff Commercial development agreement: Schrider-Fox stated the developer was working on the development agreement.

Potential Town Charter change related to financing requirements: Hudson presented a request to obtain authorization to draft a letter to Senator Hocker and Representative Collins requesting a charter change to bypass the referendum process in cases where the loan principal would be entirely "forgiven." Hodges made a motion to authorize town staff to draft the letter as presented. Kells seconded. The motion was carried unanimously.

Farmers market: Truitt stated the farmers market would be open from May 15 to September 25 with 19 confirmed vendors.

Landscaping requirements in Town zoning code: Burk stated AECOM had sent over a draft for review.

Streets (cont.):

Plantation Lakes parking study: Burk stated the parking study would need to be discussed during the budget process.

East side drainage improvements project: Burk stated that the meetings with the engineering firms had wrapped up and that more information would be shared as it became available.

W. B. Atkins Park drainage: Ms. Kruger stated the utilities were being marked in preparation for the soil boring work to begin.

Main Street sidewalk and water line replacement project: Burk stated the pavers had been installed on both sides of the street.

Parks and recreation:

Request to use Cupola Park—Greater Millsboro Chamber of Commerce: Hudson relayed a request from the Greater Millsboro Chamber of Commerce to use Cupola Park for its annual Stars & Stripes event tentatively scheduled for June 26. Thoroughgood made a motion that the Town grant the request as presented. Hodges seconded. The motion was carried unanimously.

Request to display fireworks publicly—Greater Millsboro Chamber of Commerce: Hodges made a motion that the Town authorize the Greater Millsboro Chamber of Commerce to display fireworks during the Stars & Stripes event. Cordrey seconded. The motion was carried unanimously.

Thoroughgood made a motion to authorize Town staff to decide what level of involvement the Town would have in the Stars & Stripes event based on State Division of Public Health feedback. Hodges seconded. The motion was carried unanimously.

Water and sewer:

Budget amendment for Dupont Boulevard (US 113) sanitary sewer extension: Hodges made a motion to approve the budget amendment as presented. O'Neal seconded. The motion was carried unanimously.

White Farm tank addendum #4: Scott Hoffman, PE of Duffield Associates, LLC presented addendum #4. Gum made a motion to approve the addendum. Hodges seconded. The motion was carried unanimously.

New water plant update: Carrie Kruger, PE, town engineer stated the excavation was scheduled to begin soon.

Easement agreement—pumping station #4: Schrider-Fox said she was still having issues finding a contact person.

Requests for utility adjustment and/or waiver of fees/penalties—10 Nash Circle, 28511 Dupont Boulevard, 28516 Dupont Boulevard, and 20873 Brunswick Lane:

Matthew Hall, director of finance and technology presented a request for a utility adjustment from 28511 Dupont Boulevard and 28516 Dupont Boulevard. Gum made a motion to deny the request. Kells seconded. The motion was carried unanimously.

Mr. Hall presented a request from 20873 Brunswick Lane to waive the penalties and late fees. Gum made a motion to grant the request. Thoroughgood seconded. The motion was carried unanimously.

Delmarva Power preannexation: Schrider-Fox presented fully-executed copies of the preannexation agreement and said she would continue to work on the easements.

Gannett Fleming “White Farm” wastewater treatment plant proposal: Carrie Kruger, PE, town engineer presented the proposal. Gum made a motion to approve the proposal. Kells seconded. The motion was carried unanimously.

Recess: At 10:33 p.m., Hodges made a motion that Mayor and Council recess until 10:38 p.m. Cordrey seconded. The motion was carried unanimously.

[Executive session]

Call to order: At 11:41 p.m., Cordrey made a motion to go back into regular session. Kells seconded. The motion was carried unanimously.

Business conducted in executive session: Cordrey made a motion to authorize Mayor Truitt, Hodges, Thoroughgood, and Hudson to enter into discussions to grant the easement for water and sewer as discussed in executive session. Kells seconded. The motion was carried unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Cordrey made such a motion. Hodges seconded. The motion was carried unanimously.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd