



**Mayor and Council
The Town of Millsboro**

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Mayor John Thoroughgood, District 2

Vice Mayor Michelle Truitt, District 3

Pro Tem Tim Hodges, District 1

Secretary James Kells, District 3

Treasurer Bradley Cordrey, District 1

Councilperson Ron O'Neal, District 2

(Vacant), At Large

Sheldon P. Hudson, Town Manager

**TOWN COUNCIL
REGULAR MEETING
JANUARY 3, 2017**

MINUTES

Meeting was called to order at 7:00 p.m.—with Mayor John Thoroughgood presiding. Also present were Pro Tem Tim Hodges, Secretary James Kells, Treasurer Bradley Cordrey, Councilperson Ron O'Neal, Town Manager Sheldon P. Hudson, Assistant Town Manager Bill Sauer, and Town Solicitor Mary Schrider-Fox. Vice Mayor Michelle Truitt was absent. The at-large seat was vacant.

Pledge of allegiance: Mayor Thoroughgood led the pledge.

Secretary's report: Kells submitted the minutes and made a motion that they be approved as written. O'Neal seconded. Approved unanimously.

Treasurer's report: Cordrey made a motion that the bills be paid from the designated accounts. Hodges seconded. Approved unanimously.

Millsboro Fire Company: No monthly update was presented.

Greater Millsboro Chamber of Commerce:

Amy Simmons presented the monthly update.

Ms. Simmons indicated that the Santa House was busy with over 300 children visiting. She thanked Bunting's Garage for sponsoring it and thanked the anonymous donor of the candy canes that "Santa" handed out.

A coffee networking is scheduled for January 5 at the Chamber office. The February networking is to take place at Tidemark Federal Credit Union.

On January 14, the Millsboro Art League is starting illustration and cartooning classes for children.

~~The next membership meeting is scheduled for January 19 at Mio Padre.~~

On January 26 from 6:00 to 7:30 p.m., the One School One Book kickoff will take place at Millsboro Middle School. Students will be showing illustrations, and the school is looking for support from the community.

Police Department's report:

Lt. Robert Legates presented the monthly report.

Sergeant Wheatley participated in ALERT instructor training.

The 3 recruits are still at the Delaware State Police Academy and doing well.

Sergeant Wheatley and Detective Dufour completed the annual evidence purge. The Department has acquired new evidence room software.

The Department participated in the Millsboro Christmas Parade.

The gifts that were purchased using monies collected through the no shave fund-raiser were distributed to the selected families. Lieutenant Legates thanked Council for its support of the event as well as those who had made donations.

Lieutenant Legates indicated that Chief Calloway was seeking permission to apply for an AED [automated external defibrillator] grant so the Department could acquire 7 additional AED units. The 7, when combined with the 2 the Department has currently, would mean one unit for each vehicle.

Hodges made a motion to approve the request. Cordrey seconded. Approved unanimously.

Lieutenant Legates provided a list of the road sections over which the Department would like to have enforcement authority if and when the Town and Delaware State Police enter into an MOU [memorandum of understanding] with each other: Millsboro Highway [SR 24/30] west to Godwin School Road, Dupont Boulevard [US 113] south to Town Center Boulevard, Godwin School Road from Millsboro Highway to Sheep Pen Road, Iron Branch Road east to Possum Point bridge, West State Street west to its intersection with Delaware Avenue, and Old Landing Road from State Street to Mitchell Street.

During 2016, the Department responded to 294 property damage and 26 personal injury crashes—for a total of 320. Of the 320, 112 occurred on the northbound side of Dupont Highway north of Washington Street [SR 24/30]. The majority of these crashes occurred between the months of May and August. During these months, the majority of the crashes took place on Friday, Saturday, or Sunday between 12:00 and 3:00 p.m. Chief Calloway is considering strategies to reduce the number of crashes.

Streets: No report.

Parks and Recreation: No report.

Water and sewer: No report.

Mayor's report:

Former train station: Committee Chair Hodges indicated that he hoped to have information to share during the February Council meeting.

Warren's Mill: Sauer said he had spoken with the State about the dam. He indicated that the State had not expressed an objection to the Town using the secondary outflow to get water to flow into the mill. The State mentioned that residents who live near the pond might have a concern, however, as the water level would drop by about 2 feet as a result of any diversion.

Town signage: Hudson showed an example of what the town limit signs could look like.

Financial institutions used by Town: Sauer indicated that the bank conversion to WSFS was on track to take place in early February. There may be a delay related to the receipt of new checks since the Town has not yet been provided with the account numbers.

Advertising and hiring process for accounts receivable specialist position: Sauer stated that the selected candidate has accepted the Town's employment offer and is scheduled to begin work on January 23.

Advertising and hiring process for town clerk position: Sauer indicated that the opening was being advertised.

Blue Star Memorial Marker: Margaret Woda, president of the Plantation Lakes Garden Club, spoke. She indicated that the Club had decided to go with a byway marker. Ms. Woda said the marker would likely be located within Plantation Lakes. She mentioned that an invitation-only fund-raiser would be taking place on February 11 at the Williams Conference Center, and she invited members of Council to attend.

Final site plan approval for Royal Farms: Hodges made a motion to grant final site plan approval to Royal Farms contingent upon a copy of a letter of no objection from soil conservation being received by the Town. Cordrey seconded. Approved unanimously.

Requests from Lennar related to Sections H and/or I of Plantation Lakes:

Kenneth Usab of Morris & Ritchie Associates presented the requests from Lennar. He indicated that the net open space amount after taking both of the proposed sets of changes into account would actually increase slightly.

With regard to Section H, 2.2, Lennar requested that units be added to, and some of the previously-platted units deleted from, the existing plan—with no changes being made to the unit count. Hodges made a motion to grant approval. O'Neal seconded. Approved unanimously.

Relative to Section I ("The Greens"), Lennar asked for permission to move the rear lot line into the current open space area with the understanding that the existing 20-foot easement would be maintained. Mr. Usab stated that, otherwise, the back steps on various units would encroach by 4 feet. Hodges made a motion to grant approval to adjust the location of the line in just those cases where Lennar currently owned the lot and with the understanding that the approval would not set a precedent relative to any future requests of a similar nature. Cordrey seconded. Approved unanimously.

Cindy McAuliffe of Lennar expressed her thanks to Hudson, Sauer, and Kenny Niblett [public works director] for their assistance throughout the process.

Request to combine parcels and/or request for plan approval from Preston Chrysler:

Representatives of Preston Chrysler requested that parcels 130 and 131 be combined. Hodges made a motion to grant approval. Kells seconded. Approved unanimously.

Representatives of Preston asked for approval of the final site plan. Cordrey made a motion to grant approval. O'Neal seconded. Approved unanimously.

Possible sign ordinance revisions: Mayor Thoroughgood appointed a committee composed of O'Neal (chair), Cordrey, and Hodges to review the Town's sign ordinance and report back to Council.

2017 Christmas parade and tree lighting date(s): Hudson said the Chamber of Commerce had expressed an interest in doing joint Christmas events with the Town in 2017. The suggested date was December 2—with the parade starting at 5:00 p.m. and the tree lighting and caroling taking place thereafter. Cordrey made a motion to grant approval. Hodges seconded. Approved unanimously.

Request to approve supplemental tax list no. FY 2017-3: Sauer indicated that the supplemental tax list was not yet ready for approval due to a delay on the part of the Town's vendor.

National School Choice Week proclamation: Mayor Thoroughgood read a proclamation declaring January 22–28 as School Choice Week in the Town of Millsboro.

Recess: Cordrey made a motion to go into recess until 8:15 p.m. O'Neal seconded. Approved unanimously.

Executive session

Cordrey left after the executive session.

Call to order: At 8:55 p.m., Hodges made a motion to go back into regular session. Kells seconded. Approved unanimously.

Business conducted in executive session: Hodges made a motion to grant pay raises as discussed. O'Neal seconded. Approved unanimously.

Adjournment: With no further business, Mayor Thoroughgood asked for a motion to adjourn. Hodges made such a motion. O'Neal seconded. Approved unanimously at 8:56 p.m.

Respectfully submitted,


James Kells
Secretary