



**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

**TOWN COUNCIL
REGULAR MEETING
October 5, 2020**

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 Governor 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.

Secretary's report:

Kells submitted the August minutes and made a motion that Council approve them as written. Hodges seconded. Approved unanimously.

Kells submitted the September regular meeting minutes and made a motion that Council approve them as written. Gum seconded. Approved unanimously.

Kells submitted the September special meeting minutes and made a motion that Council approve them as written. Cordrey seconded. Approved unanimously.

Treasurer's report: Cordrey made a motion that the Town pay the invoices as recommended. Hodges seconded. Approved unanimously.

Millsboro Fire Company update: Gum stated the Millsboro Fire Company had handled 261 EMS calls and 45 fire-related calls during the month of September.

Police Department's report:

Chief Calloway stated the Department had completed 4 hours of online training during September.

Thoroughgood made a motion to approve the revised Use of Force policy. Cordrey seconded. Approved unanimously.

Police Department's report (cont.):

Chief Calloway stated the plan for a drive-thru event to be held on Halloween night at the Millsboro Town Center parking lot from 6:00 to 8:00 p.m. had been approved by the Delaware Division of Public Health.

Chief Calloway stated the Department was requesting approval to participate in the "Whiskers for Wishes" program again this year. This would be a "no shave" event where officers could pay not to shave between November 1 and December 31. Last year, the Department had raised over \$6,500.00. The proceeds from this event would provide gifts to needy families within the Millsboro area.

Hodges made a motion to approve the request. O'Neal seconded. Approved unanimously.

With regard to Office of Highway Safety initiatives, during September, there were 17 tickets issued.

The Police Department was allocated \$5,718.45 from the State fiscal year 2021 State Aid to Local Law Enforcement (SALLE) grant. Chief Calloway requested these funds be allocated toward the following items: patrol laptop, pocket jet printer, and overtime.

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

The Department was also allocated \$4,495.11 from the State fiscal year 2021 Emergency Illegal Drug Enforcement (EIDE) grant. Chief Calloway requested to allocate these funds toward drug and bike patrol overtime.

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

Mayor's report:

Final site plan—Advance Inc.: Robert J. Palmer of Beacon Engineering LLC presented a proposed final site plan for Advance, Inc.'s Millsboro showroom. Gum made a motion to approve the final site plan. Hodges seconded. Cordrey, Gum, Hodges, Kells, O'Neal, and Thoroughgood voted yes by roll call. Mayor Truitt abstained.

"Memorandum of agreement" between the Town and State "for the aggregation of energy requirements into retail supply contracts for electricity": Ed Jackson, sole proprietor of Affinity Energy Management, presented an overview of the State of Delaware electricity supply contract. Gum made a motion to include all remaining small- and medium-rate ACs in the State of Delaware contract. Hodges seconded. Cordrey, Gum, Hodges, Kells, and O'Neal voted yes. Mayor Truitt and Thoroughgood voted no.

New electric bidding: Hodges made a motion to bid the wastewater treatment facility's and the 2 Church Street wells' electric using Affinity Energy Management for a period of 3 years. Gum seconded. Approved unanimously.

Water and sewer:

Proposed water plant update: Carrie Kruger, PE, town engineer stated the project should be going out to bid in October.

Easement agreement—Manufacturers and Traders Trust Company: Schrider-Fox stated Town staff was still reviewing the necessary documents and exhibits.

Hub Court easement: Burk stated the property owner was working out some details.

Delmarva Power and Light pre-annexation: Ms. Kruger stated a utility permit had been submitted to the Delaware Department of Transportation.

Route 113 southern sewer extension/budget amendment: Ms. Kruger presented a proposal submitted by George, Miles, and Buhr LLC for engineering services for a sewer main extension along Route 113. Hodges made a motion to approve the proposal and to amend the budget—with the costs to be paid out of the transfer tax account. Kells seconded. Approved unanimously.

White Farm preliminary soil investigation proposal: Ms. Kruger presented a proposal submitted by Duffield Associates, Inc. for an on-site wastewater system preliminary soils investigation at the White Farm. Hodges made a motion to approve the proposal as submitted. O'Neal seconded. Approved unanimously.

White Farm water main fiber optic interconnection amendment no. 3: Ms. Kruger presented an amendment submitted by Duffield Associates, Inc. for water main and fiber optic alignments at the White Farm. Gum made a motion to approve the amendment as submitted. Hodges seconded. Approved unanimously.

Streets:

Pave and rehab Sussex IV project: Hudson presented a draft agreement from the Delaware Department of Transportation for paving Main and Washington streets (SR 24) from Dupont Boulevard (US 113) to the Millsboro Pond bridge. Thoroughgood made a motion to authorize the mayor to sign the agreement. Cordrey seconded. Approved unanimously.

Pave and rehab Sussex IV project—24-hour work authorization:

Thoroughgood made a motion to authorize 24-hour work for the pave and rehab Sussex IV project. Gum seconded. Approved unanimously.

Thoroughgood made a motion to request the removal of 2 parking spaces along Washington Street (WB SR 24) to allow for 3 lanes of traffic adjacent to the police station property and the moving of the stop bar back on State Street at Washington Street. Hodges seconded. Approved unanimously.

Warren's Mill: Ms. Kruger was waiting on revised quotes.

Main Street paver project: Ms. Kruger stated the bid opening was scheduled for October 27.

Mayor's report (cont.):

Dunkin' traffic management plan: Ms. Kruger stated the applicant had submitted a plan to the Sussex Conservation District for approval.

Water service in areas north and east of State Street: Ms. Kruger was waiting to get a meeting scheduled to discuss the certificate of public convenience and necessity.

Water and sewer (cont.):

Fee schedule correction: Gum made a motion to change the bulk water rate listed on the fee schedule to \$0.27 per 100 gallons. Hodges seconded. Approved unanimously.

Streets (cont.):

Plantation Lakes parking study: Burk stated AECOM was reviewing the on-street parking situation within Plantation Lakes.

Street lighting and Christmas lighting: Hudson stated a quote for "drops" to install Christmas pole lighting along Laurel Road (SR 24) west of Kendall Street had been received by staff.

Dodd Street Drainage Improvements Project: George "Kenny" Niblett, director of public works stated the project was on schedule to begin by the end of October.

Intersection of Washington and State streets: The Delaware Department of Transportation was looking into possible solutions for this intersection.

East side drainage improvements project: Burk stated Jason Loar, PE of Davis, Bowen & Friedel, Inc. was working on the redesign of the project.

State Street improvements project: Burk mentioned comments had been addressed and resubmitted to the Delaware Department of Transportation.

Millsboro railroad crossing replacement: Chief Calloway stated Main and Washington streets (SR 24) should be open by October 12.

Plantation Lakes "Section I" street dedication: Kenneth Usab of Morris & Ritchie Associates, Inc. presented a request for Plantation Lakes "Section I" street dedication. Thoroughgood made a motion to approve the street dedication for Plantation Lakes "Section I"—consisting of Pembroke Landing and Roanoke Rapids Landing—contingent upon Mary Schrider-Fox's review of the dedication documents. Kells seconded. Approved unanimously.

Community Development Block Grant: Burk stated the project would be going out for rebid.

Parks and Recreation:

Cupola Park stage rental request—Democratic committee (October 9): Hudson relayed a request to rent the Cupola Park stage on October 9. O’Neal made a motion to approve the request. Cordrey seconded. Approved unanimously.

Cupola Park lighting: Hudson stated some additional lighting had been installed at Cupola Park.

Millsboro west side park: Kells mentioned the desire to allow children to play in the park area on the Town-owned parcel on the west side of town.

Mayor’s report (cont.):

Development agreement—Alderleaf Meadows: Hodges made a motion to ratify the previous decision made to approve the revised language in the development agreement for Alderleaf Meadows. Thoroughgood seconded. Approved unanimously.

Town Christmas events: Burk and Chief Calloway had been working with the State of Delaware Division of Public Health to develop a plan for the Town Christmas events.

Signage tax waiver request—28524 Dupont Boulevard: Mr. Hall presented a request for a waiver of tax. [The nature of the motion was unclear to Ms. Dorey. Ms. Dorey will ask Council to “revote” during its November regular meeting.]

Comprehensive plan (2019): Burk stated AECOM was waiting on a letter of no objection from the State of Delaware Department of Agriculture.

Supplemental tax list: Hall supplied Council with information on the proposed quarterly changes to tax assessments. Gum made a motion to invoice all tax billings greater than \$5.00. Hodges seconded. Approved unanimously.

New hires: Lauren Shockley would be joining the Town as an accounting technician I on October 13.

Recess: Cordrey made a motion that Council recess until 9:50 p.m. Hodges seconded. Approved unanimously.

Executive session

Call to order: At 10:37 p.m., Gum made a motion to go back into regular session. Cordrey seconded. Approved unanimously.

Adjournment: Hodges made a motion to adjourn. Thoroughgood seconded. Approved unanimously.

Respectfully submitted,



James Kells
Secretary

JK:SH:JB:jd