



Mayor and Council
Town of Millsboro

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Mayor Michelle Truitt
Vice Mayor Tim Hodges
Pro Tem John Thoroughgood
Secretary James Kells
Treasurer Larry Gum
Councilperson Ron O'Neal
Councilperson Bradley Cordrey

Sheldon P. Hudson, Town Manager

**MAYOR AND COUNCIL
REGULAR MEETING
September 7, 2021**

MINUTES

Call to order: The meeting was called to order at 7:00 p.m.—with Mayor Michelle Truitt presiding. Council Vice President Tim Hodges, Council President Pro Tempore John Thoroughgood, Council Secretary James Kells, Council Treasurer Larry Gum, Councilman Ron O'Neal, Councilman Bradley Cordrey [arrived late], 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 2021 regular Mayor and Council meeting minutes and made a motion that they be approved as written. Gum seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Treasurer's report: Gum made a motion that the Town pay the invoices as recommended from the designated accounts. Kells seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Millsboro Fire Company update: Gum stated; EMS answered approximately 300 calls during August.

Millsboro Art League:

Representatives supporting the Millsboro Art League stated that;

- The Millsboro Art League has over 70 members;
- Instructor Night is scheduled for September 9.

Kells suggested the Art League consider attending local fairs in the area. Hudson mentioned the flower beds in front of the Art League building needed attention.

Police Department's report:

Chief Brian Calloway stated the Department had completed 2 hours of online training during August. On August 11, Cpl. Matthew Dufour received certification as a Taser instructor. Also during August, all sworn members of the Department received CPR/AED and naloxone training.

Chief Calloway mentioned the department completed its annual web-based standards review during August.

Chief Calloway mentioned members of the Department will attend the Plantation Lakes Community day event on September 25 and will also be participating in the Community Bike Rodeo event in the Lowes parking lot on October 9.

The Police Department was allocated \$5,987.04 from the State fiscal year 2022 State Aid to Local Law Enforcement (SALLE) grant. Chief Calloway requested these funds be allocated toward the following items: Dell laptop, Motorola Radio, and a pocket jet printer.

Hodges made a motion to approve the request. O'Neal seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

The Department was also allocated \$4,562.24 from the State fiscal year 2022 Emergency Illegal Drug Enforcement (EIDE) grant. Chief Calloway requested to allocate these funds toward drug and bike patrol overtime.

Lastly, the Department was allocated \$14,069.97 from the State fiscal year 2022 Special Law Enforcement Assistance Fund (SLEAF) grant. Chief Calloway requested to allocate these funds toward Motorola handheld radios.

Hodges made a motion to approve both the EIDE and SLEAF grants as requested. Thoroughgood seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

With regard to the Office of Highway Safety, during the month of August, the Department participated in two initiatives.

Chief Calloway stated Cpl. Michael Gorman would be receiving a lifesaving award.

Lastly, Chief Calloway presented Sgt. Barry Wheatley with a retirement award and thanked him for his 20 years of dedicated service to the Town of Millsboro.

Parks and recreation:

Free public concert nights at Cupola Park: Burk stated concerts have concluded for this year.

"Brandywine Park": Truitt stated staff is cleaning up this area.

Parks and recreation (cont.):

“Dog park” improvements: Concrete pad had been poured; town staff still needs to work on water fountain issues. Burk presented shade options for the dog park. Canopy quotes without shipping are approximately \$7,000; some more research on the type of canopy needs to be done.

Streets:

Plantation Lakes parking study: AECOM stated the parking study report had been submitted to staff for review.

Town-wide on-street parking—no parking where posted: Schrider-Fox presented “no parking” ideas for updating the code to start the discussion.

Main, Washington, and State street improvements updates: Hudson stated the bid opening is scheduled for September 29.

East side drainage improvements project: Carrie Kruger, PE, town engineer stated kickoff meeting is scheduled for September 15.

W. B. Atkins Park drainage: Kruger will be providing information to contractors so quotes for the work can be provided.

Christmas lights—Laurel Road: Mr. Niblett stated he would contact Delmarva Power about hooking up the electrical “drops”.

Water and sewer:

New water plant update: Ms. Kruger stated concrete walls are going up.

Easement agreement—pumping station #4: Burk stated there is a meeting scheduled for September 10.

Utility adjustment request—331 Holly Street: Matthew Hall, director of finance and technology presented a request for a utility adjustment from 331 Holly Street. Gum made a motion to deny the request. Thoroughgood seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

White Farm elevated storage tank: Carrie Kruger stated substantial completion date was August 26, 2021, which is 43 days past the agreement. Gum made a motion to prepare a change order request for the 43-day extension. Hodges seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Proposal to assess silt layer at “M&T Bank pumping station”: Steven Lewandowski, P.E., of Duffield Associates, LLC presented the proposal for the soil borings. Hodges made a motion to approve the proposal as presented. O’Neal seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

White Street production well project update: Kruger presented possibly obtaining a matching grant for half of the engineering fees. Hodges made a motion to apply for the matching planning grant. Gum seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Water and sewer (cont.):

White Street production well proposal: Lewandowski, presented a proposal for the design, permitting, and construction phase of the proposed White St. production well facilities. Hodges made a motion to accept the proposal as presented. Gum seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

White Farm rapid infiltration basins soil investigation report proposal: This proposal had previously been approved; a purchase order from the state has been received.

Interconnection agreement with the Town of Dagsboro: Kruger stated a new interconnection agreement will be needed.

Mayor's report:

Supplemental tax appeals: No tax appeals.

Proposed change to § 210-18(H) of the Code of the Town of Millsboro: Burk stated some draft information has been received from AECOM and staff needs to review.

Proposed changes to § 189-1 and § 189-2 of the Code of the Town of Millsboro: Schrider-Fox still reviewing these sections of the code.

Landscaping requirements in Town zoning code: The Town's consultant, AECOM, would be sending a draft of proposed changes to the code.

Villages at Millwood site plan phase 7-14 revision: Joseph Calabro, Apennine Development Co., LLC presented the revised site plan for the Villages at Millwood phase 7-14. Gum made a motion to accept the revised final site plan. Thoroughgood seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Conditional use renewal request—216 Ellis Street: Thoroughgood made a motion to approve the conditional use for 216 Ellis Street. Hodges seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Retreat at Millstone—minor residential planned community amendment—sidewalks: Niblett presented the revised and amended final site plan for the Retreat at Millstone. Hodges made a motion to approve the site plan as presented. Thoroughgood seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Possible leasing of former train station: Truitt presented a request from an applicant to lease the former train station and to be used as an Italian Grocery Store. Hodges made a motion to move forward with a commercial lease agreement of the former train station and the tenant is responsible for any cost involved. Thoroughgood seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Mayor's report (cont.):

Lot line adjustment request—O'Neal and Warrington properties: Niblett presented a request for a lot line adjustment. Gum approved the lot line adjustment be approved. Kells seconded. 5 approved by roll call; O'Neal abstained, and Cordrey was not present for the vote.

RESOLUTION AUTHORIZING THE ISSUANCE OF UP TO \$38 MILLION MAXIMUM PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS IN ORDER TO FINANCE THE CAPITAL IMPROVEMENT PROGRAM TO BE UNDERTAKEN BY THE TOWN OF MILLSBORO, INCLUDING VARIOUS CAPITAL PROJECTS AND IMPROVEMENTS, MODIFICATIONS, UPGRADES AND EXPANSION OF THE TOWN OF MILLSBORO'S WATER, WASTEWATER, AND OTHER TOWN FACILITIES, LINES AND SYSTEMS AND ESTABLISHING THE TIME AND PLACE FOR A PUBLIC HEARING THEREON.

Schrider-Fox presented a draft borrowing resolution authorizing the issuance of up to \$38 million maximum principal amount of general obligation bonds in order to finance the capital improvement program to be undertaken by the Town of Millsboro and establish a public hearing be held October 4, 2021, at 7:00 pm. Gum made a motion to approve the resolution as presented. O'Neal seconded. 6 approved by roll call; Cordrey was not present for the vote.

Resolution for authorization to sign funding request: Schrider-Fox presented a draft resolution authorizing town representatives to apply for and secure grant funding. O'Neal made a motion to approve the resolution as presented. Hodges seconded. The motion was carried with 6 voting yes; Cordrey was not present for the vote.

Patriots Bluff Commercial annexation fees: Hall stated the second annexation payment was due March 2021 and payment had not been received. After some discussion, Hodges made a motion to table and review at the October council meeting. Thoroughgood seconded. The motion was carried unanimously.

Proposed residential planned community zoning amendment—Plantation Lakes sections "L" and "Q": Gum made a motion to approve the rezoning of section "Q" to high-density residential –residential planned community (HR-RPC). Kells seconded. The motion was carried with 6 voting yes; Thoroughgood voted no.

Possible comprehensive plan amendment: Hudson presented possibly amending the comprehensive plan to expand the growth area in all areas particularly South and East of the current plan. Thoroughgood made a motion to move forward with AECOM. Cordrey seconded. The motion was carried unanimously.

Council chambers sound system—possible budget amendment:

Hall presented a quote for \$9,152 to have a sound system installed in the council chambers.

Cordrey made a motion to reallocate \$5,000 from the repair and new Christmas decorations budget to the General capital budget for the new sound system. Hodges seconded. The motion was carried unanimously.

O'Neal made a motion to accept the proposal for the sound system as presented with an option to look at an external speaker to not exceed \$10,000. Thoroughgood seconded. The motion was carried unanimously.

Credit card payments at Town Hall: After some discussion, it was decided that Hall will begin looking into an ATM to be installed at Town Hall.

Mayor's report (cont.):

Millsboro Fire Company fire whistle: Thoroughgood stated he was approached about an issue with the fire siren being loud.

Trick-or-treating date for 2021: Cordrey made a motion; that the Town of Millsboro will observe trick-or-treating on Sunday, October 31 from 6:00 to 8:00 pm. Participants must be 12 years old or younger and must be in costume while trick-or-treating. O'Neal seconded. The motion was carried unanimously.

Farmer's market: Mayor Truitt stated the farmer's market was going well.

Christmas market: Mayor Truitt presented possibly having a Christmas market on December 11&12 from 9:00 am-2:00 pm at the Town Hall. The vendor cost will be \$30.00 total for both days and proof of a Town of Millsboro business license would be required. Gum made a motion to approve the event. Thoroughgood seconded. The motion was carried unanimously.

Indian River dredging: Hudson presented a request to draft a formal resolution to have the Indian River channel dredged. Hodges made a motion to authorize a resolution to be drafted. Thoroughgood seconded. The motion was carried unanimously.

Proclamations: Hodges made a motion authorizing Mayor Truitt to issue proclamations for the Daughters of the American Revolution for Constitution Day and also recognizing October as Breast Cancer Awareness month. Kells seconded. The motion was carried unanimously.

Recess: At 10:00 p.m., Cordrey made a motion that Mayor and Council recess until 10:02 p.m. Kells seconded. The motion was carried unanimously.

[Executive session]

Call to order: At 10:51 p.m., Cordrey made a motion to go back into regular session. Hodges seconded. The motion was carried unanimously.

Business conducted in executive session:

Cordrey made a motion to authorize Hudson and Councilman Thoroughgood to proceed with the proposed real estate transaction as discussed in executive session. Hodges seconded. The motion was carried unanimously.

Cordrey made a motion authorizing a budget amendment of \$90,000 from existing transfer tax funds for the land purchase as discussed in executive session. O'Neal seconded. The motion was carried unanimously.

Adjournment: With no further business, Mayor Truitt asked for a motion to adjourn. Thoroughgood made such a motion. O'Neal seconded. The motion was carried unanimously.

Respectfully submitted,


James Kells
Secretary

JK:SH:JB:jd