

**Town of Milton**  
**Town Council Meeting Minutes**  
**December 1, 2003**

**6:45 p.m. – 7:00 p.m. --OPEN FLOOR:** There was no one present to speak during this portion of the meeting.

**PUBLIC HEARING** in cooperation with Sussex County Council and the Delaware State Housing Authority to allow citizens an opportunity to participate in the development of an application to the State of Delaware Community Development Block Grant Program. The primary objective of the Community Development Program is to develop viable urban communities.

Bill LeCates, Director of Community Development and Housing for Sussex County talked about grants for low and moderate incomes. He went over the criteria and reviewed the hand-outs.

There were no questions from the audience.

**PUBLIC HEARING** – Merriweather Subdivision (Parcel 2-35 20.08 59 & 60), Phoebe Sachs

Jessica Nichols of Meridian stated that they have received all their approvals from the Fire Marshal, Soil Conservation, and Town engineers, with the exception of DNREC regarding the sewer. She noted that Planning & Zoning gave final site plan approval.

Mr. Willard stated that the Declaration of Covenants seem okay. There were no comments from the audience.

Mayor John F. Bushey called the meeting to order at 7:30 p.m. at the Fire Hall on Front Street.

Councilwoman Betts offered the opening prayer.

Mayor Bushey called the roll.

PRESENT: Mayor John Bushey  
Councilman Charles Fleetwood  
Councilwoman Leah Betts  
Councilwoman Ronda Melson  
Councilwoman Stephanie Parker  
Councilman Jerry Hudson

Others Present: Jocelyn Jenkins, Town Clerk  
Stephanie Coulbourne, Finance Clerk  
Dawn Johnson, Administrative Assistant  
Allen Atkins, Town Maintenance  
Robin Davis, Town Maintenance  
Eric Evans, Code Enforcer  
Tim Willard, Town Attorney  
Bob Kerr, Town Engineer

**Presentation and Approval of Minutes**

Councilman Hudson made a *motion* to approve the minutes of the November 3, 2003 regular meeting, seconded by Councilwoman Parker.

Motion carried – “Aye”

**Approval of Treasurer’s Report**

Councilwoman Parker made a *motion* to accept the treasurer’s report, seconded by Councilman Hudson.

Motion carried – “Aye”

**Presentation and Approval of Monthly Bills**

Councilman Hudson made a *motion* to pay the monthly bills as money becomes available, seconded by Councilwoman Betts.

Mayor Bushey asked a question about the bill for the skid loader. Mr. Atkins stated that it was for the bobcat.

Councilwoman Parker asked a question about the bill for travel. Mrs. Coulbourne stated that it was for software training, car rental, etc.

The question was called on the motion.

Motion carried – “Aye”

Stephanie Coulbourne presented a bill for Shea Concrete for repair of sidewalk and curb at 305 Federal Street. Payment arrangements were made with the resident - \$100 for 36 months. The Town used street aid monies to pay for the curbing and the resident is responsible for the sidewalk portion.

Councilwoman Parker made a motion to pay the bill, seconded by Councilwoman Melson.

Motion carried – “Aye”

## **Committee Reports**

### Sewer & Water Committee – Councilwoman Melson

Councilwoman Melson reported that on November 10, the Committee will go over the guidelines for the interviews for the 3 chosen engineers.

Mayor Bushey reported that DeIDOT will be meeting with Mr. Atkins on Wednesday at 9 a.m. to look at the problems with the storm sewers.

It was noted that smoke testing is still scheduled to be conducted as soon as possible.

Mr. Atkins reported that it was too costly to repair the snowplow, so a new one with salt spreader was purchased.

### Ordinance Committee – Eric Evans

A workshop will be held on December 9 regarding the Zoning Ordinance. Public hearings regarding re-zoning will be held in January.

### Personnel Committee – Councilwoman Parker

Councilwoman Parker stated that the Committee met with Department Heads. Councilman Hudson has made a personnel flowchart. An executive session is needed tonight.

### Pension Committee – Councilwoman Betts

Councilwoman Betts reported that we are now with the State Pension Plan.

### Parks & Recreation Committee – Councilman Fleetwood

No report.

### Economic Development Committee – Councilman Fleetwood

No report.

### Planning & Zoning Committee – Dean Sherman

No report.

### Milton Development Corporation – Councilwoman Betts

Councilwoman Betts reported that on Friday, Saturday, and Sunday there will be a double feature play at the theater. She encouraged all to come.

### Board of Adjustment – Larry Savage

No report.

### Finance Committee – Gene Dvornick

No report.

### 200<sup>th</sup> Anniversary – Jocelyn Jenkins

Planning is on schedule.

## **Written Reports**

### Maintenance Report

Mr. Atkins reported that the centrifuge will be delivered on December 5.

Councilwoman Betts made a ***motion*** to approve the maintenance report as written, seconded by Councilwoman Betts.

Motion carried – “Aye”

### Code Enforcer Report

Councilwoman Parker made a ***motion*** to approve the Code Enforcer’s Report, seconded by Councilman Hudson.

Motion carried – “Aye”

### Police

Councilwoman Parker made a ***motion*** to approve the report of the Police Department, seconded by Councilwoman Betts.

Councilman Hudson made a suggestion that the report be gotten to Council earlier than the night of the meeting.

Councilwoman Parker commended the Police Department on their diligent response on the situation at Bodies (the robbery).

The question was called on the motion.

Motion carried – “Aye”

### Town Clerk

Councilwoman Betts made a ***motion*** to approve the Town Clerk’s report, seconded by Councilwoman Parker.

Motion carried – “Aye”

## **Correspondence**

1. Letter from Gene Dvornick of the Lions Club regarding dumpsters for the smorgasbord.
2. Letter from Tom Worley of Comcast Cable stating that there will be a new line-up beginning January 7.
3. Letter from the Henlopen Project requesting donation money.
4. Letter from Noble Prettyman stating interest in council vacancy.
5. Letter from Herbert Dutt stating interest in council vacancy.

## **Old Business**

It was noted that the Memorandum of Understanding with Cannery Village has been tabled.

## **New Business**

### Handbook Updates – Personnel

Councilwoman Parker stated that with regard to the Inclement Weather Policy, the Committee recommended an addition to the existing policy.

Also, a deletion was made to the Jury Duty policy.

Councilwoman Parker made a ***motion*** to accept the changes, seconded by Councilman Hudson.

Motion carried – “Aye”

### Conditional Use and Zoning Ordinance – David Nutter

Mr. Nutter stated that a splendid job was done on the Comprehensive Plan. Milton can take pride in it.

### Adoption of Comprehensive Plan

Councilwoman Parker made a ***motion*** to approve the Comprehensive Plan, excluding Exhibit I, seconded by Councilman Hudson.

Motion carried – 5 Aye

1 Abstain (Betts)

1 Absent (Fleetwood, left early)

### Adoption of Chapter 17, Subdivision

Councilman Hudson made a ***motion*** to adopt Chapter 17. The motion was seconded by Councilwoman Parker.

Motion carried – “Aye”

A ***motion*** was made by Councilwoman Betts and seconded by Councilman Hudson to make the subdivision effective date January 1, 2004.

Motion carried – “Aye”

### CDBG

Councilwoman Betts made a ***motion*** to apply for money for housing rehabilitation. Councilwoman Parker seconded the motion.

Motion carried – “Aye”

Councilwoman Melson read the resolution.

Councilwoman Parker made a **motion** to accept the resolution, seconded by Councilman Hudson.

Motion carried – “Aye”

**Final Site Plan Approval – Merriweather Subdivision**

Councilman Hudson made a **motion** to approve the subdivision. Councilwoman Parker seconded the motion.

Motion carried – “Aye”

**Letters of Interest for Vacant Council Seats**

Councilman Hudson stated that both interested men are great assets to the Town. Both would be fine candidates. He stated that a petition was received in support of Noble Prettyman.

On that basis, Councilman Hudson made a **motion** to appoint Mr. Prettyman for the unexpired term, seconded by Councilwoman Melson.

Motion carried – “Aye”

Mr. Prettyman is on the Election Committee and on Planning & Zoning. Those seats will have to be filled. The Mayor will appoint someone to fill those vacancies with Council approval.

Councilwoman Betts made a **motion** to appoint Mr. Dutt to fill the Planning & Zoning vacancy until April 1, 2005, seconded by Councilman Hudson.

Motion carried – “Aye”

**Other Business**

Mayor Bushey and Mr. Evans reported that workshops by Planning & Zoning will be held on the Zoning Ordinances on December 9 at 7 p.m. at Town Hall. Public Hearings will be held in January by Planning & Zoning. In February, Town Council can adopt the ordinances and map and re-zonings.

Councilwoman Parker stated that Friday, December 26, 2003 has been declared a State Holiday. Councilwoman Parker made a **motion** to give Town employees off as well, seconded by Councilwoman Betts.

Motion carried – “Aye”

Administrative Assistant Dawn Johnson swore in Noble Prettyman as Councilman.

**Executive Session**

Councilwoman Melson made a *motion* to go into Executive Session at 8:12 p.m. The motion was seconded by Councilman Hudson

Motion carried – “Aye”

Respectfully submitted,

Dawn Johnson  
Administrative Assistant

dmbj:12/31/03