Town Council
Town of Millsboro
322 Wilson Highway
Millsboro, Delaware 19966
(302) 934-8171
(302) 934-7682 (Fax)

town@millsboro.org

Mayor Robert McKee
President Pro Tem Ron O'Neal
Treasurer Ron Mason
Secretary Mary D'Silva
Councilman Marty Presley
Councilwoman Kimberley Kaan
Councilman Gary Mack

Jamie Burk, Town Manager

MINUTES

Town Council Meeting, Public Hearing and Executive Session
Monday, June 1, 2026
7:00PM
Millsboro Town Center
322 Wilson Highway

This meeting will also be livestreamed on YouTube

With the option to participate via Zoom
Zoom Meeting ID: 830 5503 6210
Passcode: 044005

NOTE: Unless otherwise indicated, there may be a vote and Council action taken on each and every agenda item set forth herein.

Call to Order Town Council Meeting

Pledge of Allegiance/Council Roll Call: Present: Mayor McKee, President Pro Tem O'Neal, Treasurer Mason, Secretary D'Silva, Councilman Presley, Councilwoman Kaan, Councilman Gary Mack, Town Manager Jamie Burk, Assistant Town Manager Ashleigh Sander, Town Solicitor Mary Schrider Fox.

Adoption of the Agenda: Motion by Councilwoman Kaan to adopt the agenda as presented. Second by President Pro Tem O'Neal. The motion passed.

Public Comment (3-minute limit)*

- Mark & Lori Kaupas – 21026 Brunswick Lane- expressed concerns regarding land and water erosion at Plantation Lakes.
- Tim Walsh – 360 Main Street – expressed his gratitude to the Town Council and is excited about what is happening in Town.
- Diane Sury – 106 Laura's CT – mentioned the potholes at Villages of Millwood have been filled, and paving still needs to be completed.
- Mary Anderson – concerns about chatter regarding Cupola Park being developed.

Secretary's Report

- May 4, 2026 Town Council Meeting Minutes
  Motion by Secretary D'Silva to approve May 4, 2026, Town Council Meeting Minutes. Seconded by Councilman Mack. The motion passed.

Treasurer's Report

Bank balances
Invoices
Treasurer Mason motioned that the Town pay the invoices from the designated accounts as recommended. Councilman Presley seconded. The motion passed.

Millsboro Fire Company Update: President Pro Tem O'Neal mentioned that the department has been extremely busy, which included participating in the USA 250th Anniversary and Firefighters Parade, a Rally for First Responders at Hudson Fields, and some members were at the Touch a Truck at Clayton Homes on May 30.

Greater Millsboro Chamber of Commerce Update: no report

Police Department's Report

- Chief Moyer introduced Katelyn Taylor as the new Victim Services advocate.
- Chief Moyer recapped the monthly enforcement data report, as presented in the packet.
- Chief Moyer presented a brief overview of the CALEA reports.
- Chief Moyer mentioned there were 15 teams at the 3V3 Basketball tournament and commended Officers Harvey and Mullen for all their hard work on this event.

Approval to add two additional Sergeants:

Councilwoman Kaan motioned to approve the addition of two sergeants with a phased approach. July 1 for one sergeant and Jan 1 for the second sergeant. Seconded by Councilman Mack. The motion passed.

Open Public Hearing: Councilman Mack made a motion to open the public hearing. Seconded by President Pro Tem O'Neal. The motion passed.

The Town of Millsboro, Delaware, in cooperation with the Sussex County Council (SCC), and the Delaware State Housing Authority (DSHA), will hold a public hearing so that all citizens can have an opportunity to participate in the development of an application to the State of Delaware Community Development Block Grant Program for a grant under the provisions of the Community Development Act of 1977.

Joe Douglas from Sussex County presented the grant opportunity.

Close Public Hearing: Councilman Mack made a motion to open the public hearing. Seconded by Councilwoman Kaan. The motion passed.

Mayor's Report

Participate in the development of an application to the State of Delaware Community Development Block Grant Program: Councilman Presley motioned to participate in the Sussex County Community Development Block Grant program this year. Seconded by Secretary D'Silva. The motion passed.

Stage Rental request in Cupola Park on September 5th from 9:00am – 5:00pm for a "Praise in the Park" Event: Treasurer Mason made a motion to approve the community event to be held from 11:00-3.00pm on September 5, 2026. Seconded by Councilman Mack. The motion passed.

43rd Dam Mill Run on Sunday, July 12th at 7:30am: John Hall presented this as the oldest 5K in Delaware. Profits will benefit the Millsboro Fire Dept. Councilwoman Kaan made a motion to allow the run to take place. Secretary D'Silva seconded. The motion passed.

Addition of Suzanne Worrall to the Board of Election: President Pro Tem O'Neal motioned to appoint Suzanne Worrall to the election board. Councilman Mack seconded. The motion passed.

Annexation Committee creation for the application request submission for the property located at 29494 Millsboro Highway, formally known as tax map and parcel number 133-16.00-138.04: Property owner Gloria Duffy expressed her desire to annex into the town.

- Councilman Presley motioned to authorize the formation of an annexation committee. Seconded by Treasurer Mason. The motion passed.
- Councilman Mack motioned to appoint the committee, which consists of himself, Mason, and Presley. Second by President Pro Tem O'Neal. The motion passed.

Deed and Bill of Sale for dedication of Well Sites and Water Treatment Facility System in Plantation Lakes located on Tax Map & Parcel Nos. 133-16.00-73.11, 73.12 and (p/o) 73.00 (to be combined with and become a part of 73.08): Treasurer Mason made a motion to accept the deed and bill of sale documents as presented in the packet. Seconded by Councilwoman Kaan. The motion passed.

Cadence Academy Final Site Plan for the property located at tax map and parcel # 133-17.09-12.01: Ken Christenbury, P.E., Axiom Engineering, LLC presented the final site plan request for Cadence Academy. Treasurer Mason motioned to approve the request as presented in the packet. Councilman Mack seconded. The motion passed.

Holiday Market approval to take place on November 14th from 9 am – 3 pm, and spot fee: Burk proposed November 14 from 9:00-2:00 to hold the Holiday Market at the Town Hall. President Pro Tem O'Neal made a motion to move forward with November 14 as suggested and a spot fee of $25.00. Treasurer Mason seconded. The motion passed.

Budget FY27: Finance Director Matt Hall presented the budget.

- Treasurer Mason made a motion to adopt the Fiscal Year 2027 budget as presented. Councilman Presley seconded. The motion passed.
- Treasurer Mason made a motion to appropriate the funds as presented. Councilman Mack seconded. The motion passed.

Approval for the possible creation of an RFP for potential sale and/or lease and/or development of town owned properties: Burk presented the concept of possibly creating the above-mentioned RFP. Councilwoman Kaan made a motion to create an RFP to include the old Police Station, the current Chamber of Commerce building, and the old Depot building. Secretary D'Silva seconded. The motion passed with 4 "yes" votes and 3 "no" (McKee, Presley, and Mason) votes.

Senate Bill 23 Update: Burk gave an update on Senate Bill 23

Identification of incentives for the potential Downtown Development District: Burk mentioned possible incentives, including a building permit fee waiver, property tax abatement, and expedited permitting. Secretary D'Silva made a motion to approve the incentives mentioned. Treasurer Mason seconded. The motion passed.

Resolution Authorizing and Supporting the Town of Millsboro's Application to the State of Delaware for Downtown Development District Designation and Pledging to Adhere to the Downtown Development Districts Program Authorized by the Downtown Development Corridors and Districts Act: Treasurer Mason made a motion to approve the resolution as presented in the packet. Seconded by Councilwoman Kaan. The motion passed.

Resolution: All-way stop control at Sheep Pen Road and Claremont Court: Treasurer Mason made a motion to approve the resolution as presented. Councilman Mack seconded. The motion passed.

Ordinance to amend Chapter 183. Taxation, of the Town Code of the Town of Millsboro, by adding a new Article II, Lodging Tax, Thereto, to establish a local Lodging Tax of 3% of the cost of the rent, in addition to the amount imposed by the State under Chapter 60 of title 30 of the Delaware Code, for any room or rooms in a hotel, motel or tourist home within the boundaries of the Town of Millsboro: Councilwoman Kaan made a motion to approve the ordinance as presented in the packet. Secretary D'Silva seconded the motion. The motion passed.

Possible amendment of the time of Monthly Town Council Meetings: After some discussion, Treasurer Mason made a motion to amend the start time of the monthly Town Council meetings from 7:00 pm to 6:00 pm. Councilman Mack seconded. The motion passed.

Convene Executive Session

At 8:58 p.m., Councilwoman Kaan motioned that the Council recess into executive session. Councilman Mack seconded. The motion passed.

Pursuant to 29 Del. C. § 10004(b)(4), Strategy session, including legal advice or opinion from an attorney-at-law, with respect to pending or potential litigation, where an open meeting would adversely affect the litigation position of the Town.

Close Executive Session

Treasurer Mason made a motion to close the executive session. President Pro Tem O'Neal seconded. The motion passed.

Adjournment: With no further business, Councilman Mack made a motion to adjourn at 9:13 p.m. Secretary D'Silva seconded. The motion passed.

Respectfully submitted,

Mary D'Silva

Secretary

MS:JB:jd