

The regular meeting of Mayor and Council was held on the above date with Council members Aaron Blythe, Drew Chas, Jim Royston, Craig Sherman, Bruce Orr and David Thomas present. Mayor Kenneth Branner presided. Town Manager Morris Deputy and Town Solicitor Scott Chambers were also present.

1. Call to Order**2. Pledge of Allegiance**

3. Minutes Approval: Moved by Mr. Orr and seconded by Mr. Blythe to approve the Minutes for October 6, 2025 as presented in printed form. Motion Carried Unanimously.

4. Treasurer's Report: Moved by Mr. Chas and seconded by Mr. Royston to approve the Treasurer's Report as presented in printed form. Motion Carried Unanimously.

5. Bills Payable: Moved by Mr. Chas and seconded by Mr. Blythe to approve the Bills Payable as presented in printed form and pay as funds become available. Motion Carried Unanimously.

6. Police Report: Chief William Texter

The MPD responded to 1,155 calls for service during the period of September 15 to October 15.

- 1 District: Nothing significant to report.
- 2 District: 9/29/25 – E. Lake St. – shots fired
- 3 District: Nothing significant to report.
- 4 District: Nothing significant to report.
- Dispositions: Traffic Summonses: 178 - 1/DUI; Criminal Arrests: 60 - 9/felony, 51/misdemeanor; Warnings: 117; Reports Written: 279; FSR/CPC: 321
- Calls for Service: 1 District: 173; 2 District: 126; 3 District: 87; 4 District: 87.
- Community Services: Various collaborative meetings: Appo. School District; DEA Takeback meeting; SN4C monthly meeting; Recruitment Planning Process and Oral Board meeting; Non-profit and business checks; Coffee with a Cop; Citizens Police Academy; MOT Sr. Center Police Picnic; Appoquinimink Community of Wellness Fair and Spring Arbor Health Fair.
- TAC Report: Levels Road – speed: 2-C/3-W; E. Cochran St. – Speed: 7-C; Redden Lane – Speed: 1-W; Willow Grove – Parking on sidewalk: 8-C.
- 53 crashes for the reporting period – inattentive driving the main issue.

Moved by Mr. Thomas and seconded by Mr. Royston to approve the Police Report as presented by Chief Texter. Motion Carried Unanimously.

7. Middletown Main Street Update: Kate Rokosz

- The lamp post decorating contest starts Saturday, November 22nd; all lamp posts from E. Main Street to the railroad tracks have been “sold” for decorating. Voting for the best lamp post will begin on Small Business Saturday, November 29th; votes may be cast on the website www.middletownmainstreet or MMS Facebook.
- The Christmas Tree Lighting Ceremony is scheduled at 5:30 p.m., November 28th, with Mayor Branner doing the honors. Council and the community are invited; caroling will be performed by local schools; hot chocolate will be available.
- The Holiday Parade will be held December 6th.

Moved by Mr. Chas and seconded by Mr. Orr to accept the Middletown Main Street Update as presented by Executive Director Kate Rokosz. Motion Carried Unanimously.

8. Public Hearings:

8-A. Motion to approve the January 1, 2026 Hummer's Parade.

Jack Schreppler requested approval for the Annual Middletown Hummer's Parade, New Year's Day. DelDOT's application for street closure approval has been submitted. The parade will start approximately 1 p.m. at S. Cass and Cochran Streets. The parade route will continue on S. Cass to Park Place, north on Broad Street to the Four Corners, west on Main to Scott Street and back to Cochran Street.

Mr. Schreppler reminded everyone to be mindful of the safety guidelines, including not to throw candy or anything in the streets that would entice children to run out.

Moved by Mr. Royston and seconded by Mr. Chas to approve the request for the 2026 Hummer's Parade on January 1st, starting at 1 p.m. Motion Carried Unanimously.

8-B. 27-29 E. Main Street – Historic Review of building exterior renovations.

Justin Sauerwine requested approval to replace the deteriorating cedar siding with vinyl (sample provided). The brick will remain the same; only the cedar siding will be replaced. Gray was chosen because it is a neutral color.

Mayor Branner noted Planning & Zoning recommended approval.

Joann Armstrong suggested the color be "Cedar Red" instead of gray and asked for the sample to be shown to the audience.

Mr. Sauerwine explained the gray shown on the siding sample is not the color proposed. The color proposed is "Silver Gray" as shown on the color chart. Mostly all of the houses on the street are either white or gray.

Moved by Mr. Royston and seconded by Mr. Blythe to approve the request for 27-29 E. Main Street for exterior renovation as requested. Motion Carried Unanimously.

8-C. 119 Patriot Drive, Suite D – Conditional Use Permit request for a construction company (T & G Construction, LLC) to locate in an M-I zoned area. CU-13-25. Tax Parcel No. 23-041.00-019.

Lauren Green, owner of T&G Construction, requested approval to use the space for an office and store materials. Customers will come in occasionally to sign contracts and view material. No biohazardous products will be stored.

Planning & Zoning recommended unanimous approval.

Moved by Mr. Sherman and seconded by Mr. Thomas to approve 119 Patriot Drive, Suite D, Conditional Use Permit request for T&G Construction, LLC to locate in an M-I zoned area. CU-13-25. Motion Carried Unanimously.

8-D. 1035 Industrial Drive – Preliminary Major Land Development Plan for seven (7) one-story buildings for flex-space use, totaling 315,000 square-feet of gross floor area with associated site improvements to be constructed on 42.33+/- acres in an M-I zoned area. Tax Parcel No. 23-012.00-011.

Steve Woodin with Apex Engineering presented the Preliminary Plan for 1035 Industrial Drive.

- Seven (7) one-story buildings totaling 315,000 square-feet are proposed. Six buildings will be 50,000 square-feet each; one building will be 15,000 square-feet.
- Traditional truck loading spaces will be located on the back of each building.
- 255 total parking spaces are proposed.
- The project was presented to PLUS and the Town's Engineer for review.
- Construction and finished product renderings were presented.
- Additional stormwater ponds will be constructed.

Mayor Branner explained the project is located across the street from the Town's substation and a similar project on Industrial Drive.

Mr. Chas commented on the safety of the entrances being near the curve on Industrial Drive and the speeding issue.

Mayor Branner noted Chief Texter is aware of the speeding issue. He asked if the top entrance is perpendicular or directly across from the entrance across the road; if the existing stormwater pond would stay "as is", and if additional ponds will be added.

Mr. Woodin indicated the entrance is perpendicular; it was slightly off-set so trucks could make their movements work internally. He said the existing stormwater pond would remain and several ponds will be added.

Short discussion on the easement along the property line for the Town's lift station in the back.

Mr. Woodin indicated they will pave the existing easement, make it a little larger and maintain it.

Mr. Orr suggested the handicap parking location for building 4 be reviewed. Handicap parking is usually in front of a building and those spaces appear to be a distance away from the entrance.

Mr. Woodin said, at this time, they envision about 5 separate entrances for the building. He noted it might be better to space them. He also indicated, depending on the tenants, additional handicap spaces could be provided.

Planning and Zoning voted unanimously to approve the plan.

Moved by Mr. Orr and seconded by Mr. Thomas to approve the 1035 Industrial Drive, Preliminary Major Land Development Plan for seven (7) one-story buildings for flex space use, totaling 315,000 square-feet of gross floor area with associated site improvements in an M-I zoned area. Tax Parcel No. 23-012.00-011. Motion Carried Unanimously.

8-E. 1023 Bunker Hill Road – Record Major Land Development Plan for five (5) flex-space buildings totaling 215,520 square-feet in an R-3/C-3 zoned area. Tax Parcel No. 23-024.00-287.

Annie Luttrell with St. John Properties requested Record Plan approval for the 1023 Bunker Hill Road project. Approval was previously received for the Preliminary Plan and a Revised Preliminary Plan.

Mayor Branner asked if the plan was the same as the Preliminary Plan presented in August. Ms. Luttrell said yes.

A resident questioned the location of the warehouses and the residential portion. Mayor Branner said the plan shows the businesses on the right side when entering the project, separated from the residential section, as discussed at the Spring Arbor meeting. The residential development would be on the other side. The road will connect to Middletown Village for an exit.

Moved by Mr. Thomas and seconded by Mr. Sherman to approve 1023 Bunker Hill Road Record Major Land Development Plan for five (5) flex-space buildings totaling 215,520 square-feet in an R-3/C-3 zoned area. Tax Parcel No. 23-024.00-287. Motion Carried Unanimously.

8-F. Motion to adopt Ordinance 25-10-01 to amend Chapter 145 of the Town of Middletown Code of Ordinances to adopt Article II Sediment and Stormwater Management and Article III Stormwater Management Facility, Watercourse and Drainage System Maintenance.

Morris Deputy: During the Re-Delegation Review, DNREC requested the Town to codify the current Sediment and Stormwater Regulations and Stormwater Management Maintenance Guidelines for enforcement. This Ordinance will place those regulations actually into the Town's Code of Ordinances, per their recommendation.

Moved by Mr. Blythe and seconded by Mr. Royston to accept the Town Manager's and DNREC's recommendation to adopt Ordinance 25-10-01 to amend Chapter 145 of the Town of Middletown Code of Ordinances to adopt Article II Sediment and Stormwater Management and Article III Stormwater Management Facility, Watercourse and Drainage System Maintenance. Motion Carried Unanimously.

8-G. Motion to Adopt Resolution 25-11-01 to authorize entry into a master equipment lease with M&T Bank.

Morris Deputy: A bid was let for a Master Equipment Lease for the capital items budgeted and approved in July. The recommendation is to award the bid to M&T Bank for the amount of \$1,130,000 to finance those pieces of equipment.

Moved by Mr. Chas and seconded by Mr. Royston to adopt Resolution 25-11-01 to enter into a Master Equipment Lease with M&T Bank totaling \$1,130,000 as recommended by the Town Manager. Motion Carried 5-0. Councilman Sherman abstained.

8-H. Motion to Adopt Resolution 25-11-02 for declaring the intent for tax exempt borrowing.

Morris Deputy: The Resolution allows the Town to issue Tax Exempt Bonds to reimburse the Town for the purchase of the property at 10-12 W. Green Street. The amount, \$700,000, includes the purchase price of the house, cost of demolition and any site stabilization expenses.

Moved by Mr. Blythe and seconded by Mr. Orr to adopt Resolution 25-11-02 for declaring the intent for tax-exempt borrowing as recommended by the Town Manager, Morris Deputy. Motion Carried Unanimously.

9. Unfinished Business:

- Resident Linea Bradshaw asked if the trees between the Y and the neighborhood can be planted before the end of the year. The matching grant was applied for in January 2025; the government pulled the funding so the grant did not come through. She noted the Town committed to spend \$5,000 for 25 trees and she would like the trees planted. Mayor Branner indicated the condition of the Town matching the grant was based on the state approving the \$5,000 grant. Ms. Bradshaw said the number of trees was reduced from 50 to 25 to meet the Town's contribution, since the additional \$5,000 wasn't received from the state. Mayor Branner said the Town will check on the wording of the motion. He explained, if the Town's condition for providing \$5,000 was to match the state's \$5,000 grant and the grant wasn't received, Council cannot vote on giving \$5,000 for trees under "Old Business" tonight. The request will have to be listed as a separate item on next month's agenda.

10. New Business (Public Comment Section):

- Aaron Blythe announced the last day for yard waste pick-up by Casella will be Monday, November 24th. Yard waste pick-up will resume in April.

11. Executive Session:

Moved by Mr. Orr and seconded Mr. Chas to move into Executive Session to discuss personnel matters pursuant to 29 Del Code 29 §10004(b)(9), and the content of documents excluded from the definition of "public records" in §10002 of this title where discussion may disclose such documents, pursuant to §10004(b)(6) of 29 Del Code. Motion Carried Unanimously.

Moved by Mr. Blythe and seconded by Mr. Thomas to exit the Executive Session and return to the regular meeting. Motion Carried Unanimously.

A. Discuss personnel matters in which the names, competency and ability of individual employees or students are discussed, pursuant to 29 Del Code §10004(b)(9).

No votes were taken on this item.

B. Discussion of the content of documents, excluded from the definition of "public records" in §10002 of this title where discussion may disclose such documents, pursuant to §10004(b)(6) of 29 Del Code.

No votes were taken on this item.

Moved by Mr. Thomas and seconded by Mr. Royston to adjourn. Motion Carried Unanimously.

The meeting adjourned at 10:30 p.m.