MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
March 12, 2013 @ 7:00PM

In attendance were Mayor Gerry Hocker, Deputy Mayor Jon Subity (absent until item #5 of the agenda), Council Members Robert Gordon, Joan Bennett and Harry Kent; Town Solicitor Seth Thompson, URS representative Kyle Gulbronson, Town Manager Debbie Botchie, Town Financial Administrator Betsy Christian and Town Clerk Matt Amerling.

1. **CALL TO ORDER:**
Mayor Gerry Hocker called the meeting to order at 7:00 p.m.

2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
Mayor Hocker led the pledge of allegiance.

3. **SWEARING-IN OF TOWN COUNCIL MEMBERS:**
Town Solicitor Seth Thompson swore in Council Members Joan Bennett, Bob Gordon, and Harry Kent.

4. **TOWN COUNCIL APPOINTMENTS:**
Council Member Gordon nominated Mayor Gerry Hocker to continue as Mayor. There were no other suggestions for Mayor. Mr. Gordon motioned to appoint Gerry Hocker as Mayor. Mr. Kent seconded his motion. Motion carried 4-0.
Council Member Kent nominated Deputy Mayor Jon Subity to continue as Deputy Mayor. There were no other suggestions. Mr. Kent motioned to appoint Jon Subity as Deputy Mayor. Mr. Gordon seconded his motion. Motion carried 4-0.
Council Member Bennett nominated Council Member Bob Gordon to continue as Secretary. There were no other suggestions. Ms. Bennett motioned to appoint Bob Gordon as Secretary. Mr. Kent seconded her motion. Motion carried 4-0.
Council Member Gordon nominated Council Member Joan Bennett as Treasurer. Mr. Gordon motioned to appoint Joan Bennett as Treasurer. There were no other suggestions. Mr. Kent seconded his motion. Motion carried 4-0.

5. **SELECTION OF COMMITTEES:**
For the role of Event Coordinator, Mayor Hocker reappointed Deputy Mayor Subity. At this point, Deputy Mayor Subity joined the meeting. Mayor Hocker reappointed Council Member Gordon as the Volunteer Group Liaison.

Mayor Hocker stated he wanted to form and appoint a new, two-person committee called the Salary & Benefit Study for Town Employees. Mayor Hocker appointed Deputy Mayor Subity and Council Member Kent to the committee. Ms. Bennett motioned to approve the formation of the committee entitled Salary & Benefit Study for Town Employees. Mr. Gordon seconded her motion. Motion carried 5-0.

6. **ADOPTION OF TOWN COUNCIL MINUTES AND NOTES:**
Council Member Joan Bennett motioned to approve the Council minutes of February 12, 2013, the Workshop minutes of February 26, 2013, and the Executive Session minutes of February 26, 2013. Council Member Kent seconded her motion.
Motion carried 5-0.

7. **TREASURER'S REPORT:**
Council Member Bennett presented the Financial Report for month ending 2/28/13.

February 28, 2013:

General Revenue:	$ 66,606.	General Expenses:	$ 26,136.
Restricted Revenue:	16,939.	Restricted Expenses:	320.

Ms. Bennett stated there was a correction to the monthly run on the second page of all revenue expenses under the "Grants" section, "Year to Date May '12-Feb '13" column, which starts with the figure of $3192. Ms. Bennett stated the Town's financial administrator Betsy Christian had just pointed out to Ms. Bennett the column had been revised. Ms. Bennett stated she did not know what the correction was and requested to know. Ms. Christian stated in the revised box, the original first line item was accidentally originally reported as the second line item so the numbers were shifted down so Ms. Christian had to shift the numbers back up and add one at the bottom of the column.

Deputy Mayor Subity motioned to accept the Treasurers Report for February 2013. Council Member Bob Gordon seconded his motion. Ms. Bennett voted yes. Deputy Mayor Subity voted yes. Council Member Kent voted yes. Council Member Gordon voted yes. Mayor Hocker voted yes. Motion carried 5-0.

8. **ADMINISTRATIVE REPORT:**
Town Manager Debbie Botchie stated there would have to be an amendment to the financial report the same line item Ms. Bennett was referring to under "Grants & Other Expenses." Ms. Botchie stated the $22,977 would have to be changed to $26,250, and the 86.90% changed to 99.28% of budget. Ms. Botchie further stated the transfer tax received in February was reported as a gross of $4898, which would have to be changed to $15,994 Ms. Bennett asked regarding the transfer tax gross, why the figure was changed to $15,994. Ms. Botchie stated the Town had not received the transfer tax bank statement at the time the report was written. Ms. Bennett asked under the Administrative section, the paragraph starting "February 4, 2013," the report talks about the Millville Volunteers doing work at Camp Barnes and the campers "in desperate need of new mattresses," and Ms. Bennett wanted to know if the funding from the Town will be used for this purchase of mattresses. Ms. Botchie stated no, it is from the Volunteers and while the Volunteers have not approached Council yet, they have approached the Council liaison to the Volunteers (Council Member Gordon) with how they plan on obtaining the money for the mattresses. Deputy Mayor Subity stated the second sentence in that paragraph stated "The facility is in need of more repairs which the volunteers will be able to take off," and wanted to confirm the volunteers being able to take care of the repairs. Ms. Botchie stated yes and the Volunteers' first clean-up day is going to be April 20, 2013, and some of the repairs that

Volunteer coordinator Linda Kent has got the volunteers to do them on their own time, and the Volunteers get materials donated to them so the Town does not fund anything.

9. **PUBLIC HEARING:** Deputy Mayor Subity motioned to open the **Public Hearing** at 7:17 p.m. Council Member Bennett seconded his motion. All present voted in favor. Motion carried 5-0.

PUBLIC HEARING

A. To consider for approval the final site plan application submitted by Millville Town Center LLC, located within the Millville by the Sea (MBTS) master plan known as Phase 2C-2 on Tax Map Parcel p/o 134-12.00-380.00. The applicant is proposing a Life Style Center Campus which will include a Community Center, Wellness Center and exercise lawn, Pavilion, lawn sports areas, a dock for the Stormwater management area, and a Pool Building and Life Style Center Pool. *Synopsis:* The site plan application was reviewed by the Planning & Zoning Commission at their July 9, 2012, meeting and again at their February 11, 2013, meeting. The Commission voted 3-0, with Commissioner Maneri abstaining, in favor of recommending the site plan approval by the Town Council subject to the following conditions:

1. All URS comments are addressed; and
2. The buildings can be constructed and opened in sequence, but no building can be used until the emergency access road and walking trail from Sand Dollar Village to the amenity center are complete.

Council Member Gordon read the Public Notice which was posted in the local newspaper. Mayor Hocker asked Town Manager Debbie Botchie if she read or received any written comments and she stated no. Mr. Chuck Ellison, of Miller & Smith, introduced himself and stated he was presenting the first rendition of the site to give the Council an idea of what was being proposed. Mr. Ellison stated Miller & Smith proposed early on constructing a 4-building campus which they had decided purely from a marketing standpoint to differentiate Millville by the Sea (MBTS) from other communities, as well as lots of opportunities for interior and exterior activities. Mr. Ellison stated the four buildings are the pool building and the pool; the wellness building, which is for exercise; the community building, which is a gathering place for different kinds of functions; and the pavilion, which is a small, screened-in, three-season building close to the lake for various functions. Mr. Ellison stated Miller & Smith are proposing a lawn area at this time that will be set up for lawn games (i.e., bocce ball, badminton, etc.) as well as some type of structure in the middle to provide shade. Mr. Ellison stated Miller & Smith do have the Mill Pond, which was approved by Council, and within that area there is an island which will be a destination, so Miller & Smith will be working to put some seating areas there, but they are debating on whether to put a recreational play structure because Miller & Smith do not want kids traveling to the island unsupervised, raising concern. Mr. Ellison stated Miller & Smith will have a trail system that will go out to the island as well as a dock on the lake. Mr. Ellison further stated Miller & Smith hope to provide lake activities (such as paddleboats, kayaks, etc.) and they are currently in negotiations with the insurance company to make sure they can afford the insurance. Mr. Ellison stated there is adequate parking in the front and one of the unique

aspects of these buildings is "they really don't have a back." The front is either on the road where a person drives in or overlooking the lake. Mr. Ellison stated from an architectural standpoint, Miller & Smith have worked very hard to insure that all four sides of all the buildings look good. Mr. Ellison stated there was a little bit of a challenge when it comes to trash pick-up so Miller & Smith decided to not go with the traditional dumpster because hiding it would be difficult and the enclosures for the dumpster get beat up pretty quickly. Mr. Ellison stated because of this, Miller & Smith decided to go with traditional residential trash containers and Miller & Smith have created some enclosed areas that are a part of the building and will blend in.

Mr. Ellison stated one of the features Miller & Smith have built in between the community building and the wellness building is a central courtyard area which will help to "tie the buildings together," and it will be completed with street furniture and other features so it will become more of a "living walkway," or activity corridor, so people can come in and have a place to sit, talk, meet, etc. Mr. Ellison stated Miller & Smith do have plans for some kind of coffee center or refreshment service. Mr. Ellison stated the elevations presented are two of the faces of the community building with the green space elevation from the side where the lawn area is located. Mr. Ellison stated the other two elevations were the views if someone was on the lake looking toward the building. Mr. Ellison presented the floor plan for the community building which shows a general feel for how the interior will look and how the building can be used. Mr. Ellison stated the courtyard had a lot of glass all the way around it and all of the buildings had a lot of porch space. Mr. Ellison stated the building had two main rooms – one called the "great room" which is set up with a kitchen area, but not a full-service kitchen, and an entertainment room with a large-screen TV and bar system (albeit not a full-service bar). Mr. Ellison further stated the community building has other smaller rooms located in the back for small meetings as well as a reception area in which Miller & Smith expects in the summer season to have a person staffed there. Mr. Ellison stated Miller & Smith have learned over time there is a need for space for small groups or parties, so there is a plan to place a sliding partition to separate the entertainment area. Mr. Ellison stated the color selection showcased was selected by a professional colorist, who came up with a palette of colors which Miller & Smith thinks will work nicely.

Mr. Ellison showed the pool building and stated there is the same color on the roof as on the other buildings' roofs but different colors on the building sides. Mr. Ellison stated the pool entrance had a check-in area. Mr. Ellison stated the pool had a covered porch area so people could get out of the sun, and a screened-in area to get out of the sun and away from the insects. Mr. Ellison stated Miller & Smith would wire the two areas for plumbing and electricity in case the public wanted to use the area as a concession stand in the future. Mr. Ellison showed Council the floorplan of the pool building, featuring a patio area which is about 18 inches above the pool, a lifeguard area, mechanical room space, and conveniently-located restrooms for men and women. Mr. Ellison stated regarding the pool, Miller & Smith identified and retained a firm out of Beaver Dam, Wisconsin, who specializes in swimming pools of all sizes and the company is very knowledgeable about what is best for pool use. Mr. Ellison stated Miller & Smith wants to get the most uses out of the pool as possible because of the variety of people and family sizes. Mr. Ellison further stated the pool has a large entry area with zero depth entry so people can walk in to the pool very easily as well as a number of spray toys for different age groups. Mr. Ellison stated there is

an area set up for multi-use such as water exercise or swimming laps. Mr. Ellison stated the Wisconsin consultants informed Miller & Smith those who swim for exercise tend to do so more in the morning than other parts of the day so the area is also for water volleyball or basketball. Mr. Ellison stated there is a "current area" which is a "circular lazy river," to be used for exercise in walking against the current and may also be used by younger children to float around. Mr. Ellison further stated in the center of the current there is a vortex, which "bounces" around the person. Mr. Ellison stated there was another separate entrance called "the quiet area" which is an adult area – helping cut back on Adult Swim time in the main pool – with benches. Mr. Ellison stated even though this pool is a private pool under the Delaware requirements, Miller & Smith have designed the pool with one small exception, meeting the standards of a public pool with the number of sinks in the restrooms. Mr. Ellison stated, in respect to the Planning & Zoning (P&Z) Commission recommendations, he felt Miller & Smith had met all of the URS comments and suggestions, and all of the approval letters were in place. Mr. Ellison further stated Miller & Smith do have plans for connecting a trail up to Sand Dollar Village as well as an emergency access road leading to the Miller & Smith's existing building on Roxana Road, which is all a part of the revised site plan.

Council Member Gordon stated regarding the four buildings, would they be staffed by being leased out, wholly owned by somebody else, or would it eventually be the responsibility of the Home Owners Association (HOA) to fund and staff it. Mr. Ellison stated it would be up to the HOA to staff it as it is a privately-owned facility. URS representative Mr. Gulbronson stated URS had been working closely over the past couple of months getting all the engineering and planning issues resolved and all of the agency and utility requirements had been met, the engineering concerns had been addressed, and the plans were in good shape to move forward. Council Member Kent stated because of the emergency road he requested, would Miller & Smith or the Town need any state agency requirements. Mr. Gulbronson stated there are no agency approvals necessary for the road and MBTS is good to move forward with the emergency road.

Council Member Bennett stated she wanted clarification for P&Z condition #2 regarding the construction, opening and emergency access road. Mr. Gulbronson stated he believed the intent of the P&Z Commission was the Town would withhold any certificate of occupancy until the emergency access road was in place. Mayor Hocker asked the public if they had any questions.

Richard Shoobridge, of Tybee Street, asked if it would be required to take a shower before entering the pool. Mr. Ellison stated Delaware – unlike most other states – does not require one to enter a shower room before going out to the pool. Mr. Ellison stated there are showers in the pool building and in the wellness building.

Maureen Walker, of Ogelthorpe Lane, asked what the initials "URS" mean. Mr. Gulbronson stated URS Corporation was the Town's engineering firm.

Linda Kent, of Cypress Point Trail, asked if the pool will be ADH compliant. Mr. Ellison stated yes. Ms. Kent asked if there will be a lift. Mr. Ellison stated Miller & Smith is currently putting in a revision to put in a lift so Miller & Smith can put one in if they need

to in the future, but it was not a part of the initial plan. Ms. Kent asked if the portico height on the building will be high enough for an ambulance to drive under. Mr. Ellison stated yes.

Sally Griffin, of Huntington Street, asked the length of the actual lap swimming lanes. Mr. Ellison stated he could not recall and would have to check and get the information to her. Ms. Griffin asked if there was a sketch of the connecting trail. Mr. Ellison stated yes, it is a part of the updated proposed site plan.

Town Solicitor Seth Thompson stated there was a note #4, in terms of expanding the pavilion, would the expansion of the pavilion depend on how much use it gets. Mr. Ellison stated yes and the pavilion may eventually be used for a wedding or other large event. Mr. Gulbronson asked if there was an area for future additional parking. Mr. Ellison stated yes. Deputy Mayor Subity asked, regarding the stormwater management pond, since it so close to the lifestyle amenities, what would be the buffer between the amenities and the pond. Mr. Ellison stated the buffer will be lawn with sitting areas. Mr. Ellison stated the pool pretty much goes up to the edge of the lake and the pool has to have a 6-foot fence around it for safety. Mr. Ellison further stated Miller & Smith may put the fence a little down slope so the average person can look over the fence and onto the lake. Mr. Ellison stated the wellness building and the social/community building have about 25 to 30 feet of lawn area, and Miller & Smith envision it being used for something like outdoor cocktail parties. Mr. Ellison stated Miller & Smith are planning outside of the wellness building to put a "putting green lawn" and space for yoga or pilates. Mr. Ellison further stated the pavilion was pushed out to the edge of the lake because it is part of the attraction to be close to the water.

Council Member Bennett motioned to close the Public Hearing at 7:48 p.m. Deputy Mayor Subity seconded her motion. Ms. Bennett voted yes. Deputy Mayor Subity voted yes. Mr. Kent voted yes. Mr. Gordon voted yes. Mayor Hocker voted yes. Motion carried 5-0.

10. <u>NEW BUSINESS:</u>

A. To consider for approval the application submitted by Millville Town Center, LLC.

Mayor Hocker stated based on the comments from the P&Z as well as URS, he made a motion to approve the application submitted by Millville Town Center, LLC, for a Life Style Center Campus. Council Member Kent seconded his motion. Ms. Bennett voted yes. Deputy Mayor Subity voted yes. Mr. Kent voted yes. Mr. Gordon voted yes. Mayor Hocker voted yes. Motion carried 5-0.

B. Discuss and possible vote on Purchase Agreements, Easements, and affiliated documents for Town's parcel nos. 1-34-12-156.00 and 158.02. *<u>Synopsis:</u>* DelDOT has forwarded its appraisal and requested documents for its proposed purchase of portions of the above parcels from the Town in conjunction with the State Route 26 widening project.

Town Solicitor Seth Thompson stated the Council went through the process of coming to an agreement with DelDOT so the Town would be compensated for the portions of its parcels being taken due to the Route 26 expansion. Mr. Thompson stated at one point DelDOT gave an indication they were going to do a new appraisal; however, they elected not to do so and are providing the sales figures for the old appraisal from 2010. Mr. Thompson stated the

reason this is coming before Council is because a part of the Council's agreement with DelDOT was to make sure there were no issues going forward in terms of a single person providing authorization on behalf of the Council in its entirety. Mr. Thompson stated the Council's alternative would be to reject the appraisal and get the Town's own appraisal if Council thinks the sales numbers are not fair.

Mayor Hocker stated the 2010 appraisal was very fair when it was originally done and it would be a major gamble to ask for another appraisal. Council Member Bennett stated Town Manager Debbie Botchie and Town Code & Building Administrator Eric Evans had sketched onto an earlier drawing what portion of the road it was going to take, but, looking at the current DelDOT drawings, the lines seem to match up to what Ms. Botchie and Mr. Evans presented. Ms. Bennett asked Ms. Botchie if she had compared the lines presented by DelDOT with the lines Ms. Botchie and Mr. Evans had previously presented to Council. Ms. Botchie stated yes, what she printed off was the color version of DelDOT's plans.

Ms. Bennett motioned to approve the January 2013 Purchase Agreements, Easements, and affiliated documents presented to the Town of Millville by DelDOT comprising parcel nos. 1-34-12-156.00 and 158.02. Mr. Kent seconded her motion. Ms. Bennett voted yes. Deputy Mayor Subity voted yes. Mr. Kent voted yes. Mr. Gordon voted yes. Mayor Hocker voted yes. Motion carried 5-0.

C. Request Council to move $1,000 from budget line item 55001 Capital Building Improvements, to budget line item 50400 Building & Ground Maintenance. *Synopsis*: $1,000 was added to 55001 for new gravel for the back parking lot. The price came down to $970 which is under the capital improvement requirement of $1,000.

Town Manager Debbie Botchie stated in this fiscal year the Town had budgeted for $1,000 in the 55001 line item for gravel in the back parking lot, but when the proposal came in, the price was under $1,000, and the Town's policy is it has to be a $1,000 or over to use as a capital asset or improvement, so the Town is requesting to move those monies of $1,000 to the Town's General Funds to pay for the invoice. Town Financial Administrator Betsy Christian stated the Town is not moving the money, but moving the budget from a capital line item to a general operating line item.

Deputy Mayor Subity motioned to amend the budget to move $1,000 from budget line item 55001 Capital Building Improvements, to budget line item 50400. Ms. Bennett seconded his motion. Ms. Bennett voted yes. Deputy Mayor Subity voted yes. Mr. Kent voted yes. Mr. Gordon voted yes. Mayor Hocker voted yes. Motion carried 5-0.

D. Review and discuss first draft of the FY14 Budget – Town Manager & Financial Administrator

Town Manager Debbie Botchie stated she had a question on the revenue assumption page, item 4, where it states "the Town Council will attempt to annex only properties that have established homes," which was added by a previous Council member to the revenue assumptions a few years ago. Ms. Botchie stated she felt the Town should not be so

restrictive on those types of annexations, and she would like to see it removed but wants Council's opinion. Ms. Christian stated it is not actually written as a restriction but a budget assumption in that to the best of the Town's knowledge, they would not annex any undeveloped land. Council Member Bennett questioned if this item would bond future Councils. Mr. Thompson stated these items were assumptions and would not be binding. Council Member Kent questioned if these assumptions were approved, is the Town saying it could not accept a petition for annexation if it were vacant land? Mr. Thompson stated it would not foreclose the opportunity but it would not likely occur. It was the consensus of Council to remove item 4 from the revenue assumptions.

Ms. Botchie stated she and Ms. Christian continued with their same methodology to calculate each revenue line item. Ms. Botchie stated she contacted each developer to question them on how many homes they expected to build in this fiscal year; however, she still used her conservative approach. Ms. Botchie gave an overview of the current fiscal year's revenue stating several line items were over what was estimated and several line items received revenue with which had not been budgeted. Ms. Botchie stated she felt good about the calculations and she remains conservative about budgeted items. Ms. Bennett stated regarding the note about discontinuing the transfer of 25% of Gross Rental Receipt (GRR) taxes to the restricted Police Fund, Ms. Botchie had previously expressed to Ms. Bennett regarding the Council's decision to not go forward with an exploratory police force and that is why Ms. Botchie was requesting to discontinue the 25% transfer. Ms. Botchie stated yes and the police fund is already being funded monthly with 10% of the transfer tax revenue. Ms. Bennett stated her concern is she thinks Council should consider when Council enacted the GRR tax, under Section 132 of the Code, there are uses to which the collected money can be used by the Town, and it is her impression that after the 25%, the other 75% of GRR is not dedicated to any one thing. Ms. Botchie stated the GRR goes to general operating expense and then the Town takes out 25% and placing it in the restricted police fund. Ms. Botchie further stated to date, the Town has put in over $50,000 of general funds in the police fund. Mr. Kent questioned if the monies placed in a restricted fund from unrestrictive revenue, should the Town need those funds in the future, could the Town do so? Mr. Kent asked how the Town currently pays the State Police. Ms. Botchie stated the Town pays the police out of transfer tax and two years ago, the Town started receiving the Sussex County revenue sharing grant, in which the Town pays out of its funds and gets reimbursed. Mr. Kent stated the Town has two sources in which it can pay the State Police out of unrestricted funds; however, the Town is funding the Police Fund with unrestricted funds, and could the Town legally get those monies back if needed? Mr. Thompson stated he would want to double-check but his gut reaction would be as long as the Town can account for the restricted funds, the comingling is more of an accounting issue. The discussion continued among Council, Mr. Thompson, Ms. Christian and Ms. Botchie regarding restricted funds versus unrestricted funds. Council decided to discontinue funding the Start Up Police Fund with 25% of the Gross Rental Receipts revenue.

Ms. Botchie stated regarding operating expense the Town pulls a detailed report on each expense line item from the current fiscal year and attempts to set a monetary expense under each line item for the next fiscal year. Ms. Christian stated Council should review the color-coded operating expense budget and reference the following two pages which show how

each line item is comprised. Ms. Botchie stated she is adding $1000 to the education line item, which would be $500 for Ms. Christian and $500 for Town Accounting Clerk Anna Scarola. Ms. Christian stated the only expense which did not make the draft budget was $75 for two Delaware flags. Council had no objection to the purchase of flags. Ms. Bennett stated she wanted to discuss a concern regarding line item 53700, the contingency comp plan reserve issue. Ms. Bennett read her email to Ms. Botchie and Ms. Christian, stating: "For line item 53700, entitled Contingency Comp Plan Reserve, after hearing the history of how that line item was created, I suggest that T.C. (Town Council) might promulgate a specific resolution allocating a certain dollar amount to this line item every year, or it [Town Council] may choose to discontinue this line item." Ms. Bennett stated when she talked with Ms. Botchie and Ms. Christian, Ms. Botchie explained to Ms. Bennett that a prior Council put this money in as a line item – 53700 – dedicating $2500 to the idea that there needed to be a fund established to achieve an approximate $12,000 anticipated expenditure over a five-year period. Ms. Bennett asked if there was a resolution or any vote passed by Council to make this line item happen. Ms. Bennett stated from her recollection there was no formal action to do so. Ms. Bennett asked Council if they wanted to formally adopt a resolution to fund this line item or do they want to continue funding the line item. Ms. Christian stated it was an excellent idea at the time Council decided to put these monies aside for the next comp plan; however, due to the Town's current financial position at the moment, it is not necessary. Mr. Kent asked if these funds were in a separate account and Ms. Christian answered no. Mr. Kent asked if it was a line item and in the general funds. Ms. Christian stated if the Town's general funds got down to a certain amount, she would remind Council that they have a certain amount of monies; however, they have a fixed amount to spend on the comp plan. Mr. Kent stated this is money put away for future expense and Ms. Christian replied yes. Mr. Kent stated would the Town be binding future Councils should a formal resolution be approved. Mr. Thompson stated he believes this is more of an accounting issue because over the course of five years, there needs to be approximately $2500 set aside. After much discussion, Council decided to continue to fund the line item as a reserve going forward.

Ms. Botchie stated the 1.5% transfer tax is a domino effect from the amount of building permits that were calculated. Ms. Botchie stated the figure – $290,302 – represents the sum of an estimate number of sales multiplied by an average transfer tax per home. Ms. Botchie stated the building improvement expense was a roll-over from last fiscal year, which consisted of the sprinkler system, a chair lift, gravel for the parking lot, and window treatments upstairs. Mayor Hocker stated the Town will need to address the Town Hall's parking lot situation once the Town gets more information from DelDOT on DelDOT's timing for the construction at the Club House Road entrance. Council Member Gordon stated the Town should hold off on the paving of the parking lot until the Council decides to have a water tank installed on Town Hall property. After much discussion regarding the Town's parking lot, the loss of parking spaces in the front of Town Hall and installing sidewalks from the current parking lot to Town Hall, the Council decided to work on these issues in FY14.

Ms. Botchie continued with review of the transfer tax budget, stating if the Town receives the Sussex County Revenue Sharing Grant, these monies will cover the Town's police

coverage and neighborhood watch car, which includes gas, insurance and maintenance. Ms. Botchie further stated $200 was placed under Public Safety expense should the Delaware State Police need to utilize the Town's facility during a weather event. Ms. Botchie highlighted the $513 expenditure, reminding Council they approved the Millville Volunteer Group (MVG) policy and procedures manual, which states the Town will pay for background checks and required training.

Regarding economic development, Ms. Botchie stated she and Deputy Mayor Subity had previously discussed the Pumpkin Festival revenue and expenses, and are requesting Council approve funding the Pumpkin Festival with $6000 from the Town's economic development account, which currently has a balance of $44,000. Ms. Botchie stated these monies will help alleviate the Town's businesses contributions towards the festival. Deputy Mayor Subity stated in order for Council to understand where he and Ms. Botchie came up with the figure was when he and Ms. Botchie discussed the 2012 festival and considered asking Council for two-thirds (2/3) of that festival's expenses. Council Member Gordon suggested adding additional funds to the business breakfast line item in an effort to entice local business owners to come in for information on the Town's new sign ordinance and also updates on the SR26 Project. Council Member Gordon suggested an additional $250 to the business breakfast line item for a total of $350. Ms. Christian asked Council if they would like to continue funding the economic development bank account with 5% of the transfer tax. Ms. Botchie stated to Council she wants to continue to fund this account for future Town events. Council concurred. Ms. Botchie stated there is a new line item for a Holiday Market, which she reminded Council she had spoken to them individually regarding the same. Ms. Botchie explained the Market would be for the Town's current vendors of the Farmer's Market and for the Town's businesses. Ms. Botchie stated she and Deputy Mayor Subity had a conversation regarding the Holiday Market and felt it would be another community outreach event and it would be no charge to the vendors or commercial businesses and would only need pay for the advertising of the event. Council decided on $500 for the Holiday Market line item. Ms. Botchie began the conversation regarding the Holiday Decorations, stating she had placed $3600 in the line item based on the information she had from the former Council Member Mike Jeffers. Ms. Botchie stated these monies did not include the new addition to Town Hall. Ms. Botchie stated this amount did not include installation and Mayor Hocker had previously asked her to contact Tanger Outlets to inquire on the company who installs their holiday lights. Ms. Botchie stated since the drafting of this budget, she had spoken with the company who gave the original quote and was told items had increased in cost and monies were added for 500 lights for the 25-foot Christmas tree she was looking to get donated. Council Member Bennett asked Ms. Botchie what the new price of $4622 will include. Ms. Botchie stated a wreath, 500 Christmas tree lights, 5 decorated garlands, 45 strings of pro-grade 5mm wide-angle conical lights, 69 light spools, 12-inch spacing, 1000 retrofit bulbs for the perimeter of Town Hall, and lights for the bushes. Council Member Bennett stated the $4622 would not be a reoccurring expense and the Town would have to include monies for installation and de-installation. Ms. Bennett further stated she had a problem with this item as she once did as a Town resident. Ms. Bennett stated she appreciates the Town residents wanting holiday decorations, but this expenditure is a lot of money to her. Ms. Botchie stated the line item would be funded through the economic development budget and this kind of item is what that budget is for.

Ms. Bennett stated she realized the Town had the money; however, she still has a problem spending an amount of $4600 for this item. Mayor Hocker stated this expenditure is a one-time occurrence and the lights and decorations should last for a very long time and stated he has no problem with this expenditure due to its coming out of the transfer tax. After much discussion among Council members regarding the cost and installation, it was decided Ms. Botchie would continue her research on the holiday decorations and tree. Council Member Gordon asked where the funds would be placed that the Town will receive from DelDOT for the purchase of the Town's property. Ms. Botchie and Mayor Hocker stated the monies would be placed in general funds.

11. PROPERTY OWNERS/AUDIENCE COMMENTS:

Linda Kent, of Cypress Point Trail, stated for the Farmer's Market, the Town is down to 9 vendors and the MVG will be assisting on April 20, 2013, for clean-up. Ms. Kent stated Mr. Kent would stay at Town Hall so Ms. Botchie would not have to stay the entire time, and the rest of the volunteers will be at Camp Barnes. Ms. Bennett asked about the social trips and how they would be funded. Ms. Kent stated they are not funded by the Town and will be paid for by the volunteers themselves.

12. ANNOUCEMENT OF NEXT MEETING:

Mayor Hocker announced the next meeting of the Council would be a workshop on March 26, 2013.

13. ADJOURNMENT:

Council Member Kent motioned to adjourn the meeting at 9:48 p.m. Council Member Gordon seconded his motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Clerk