

**TOWN MANAGER'S REPORT**  
**June 7, 2013 – July 2, 2013**

➤ **Financial Report YTD 2013**

- General Funds Balance \$1,746,996; Restricted Funds Balance \$3,280,250
- General Revenue \$386,463; Budget \$626,063; 61.73% of budget
- General Expenses \$65,170; Budget \$626,061; 10.41% of budget
- Restricted Revenue \$106,855; Budget \$319,437; 33.45% of budget
- Restricted Expenses \$5,434; Budget \$290,849; 1.87% of budget
- Grants/Other Expenses \$5,434; Budget \$290,849; 1.87% of budget
- Total Assets \$5,180,203; Total Liabilities \$22,423

**Notes:**

- Transfer tax received in June (gross) \$104,059
- Eric issued 16 building permits in June \$54,678.90 (report attached)
- The Town's general fund checking account had an excess of \$1 million dollars; therefore, the Treasurer and I decided to open a Certificate of Deposit in the amount of \$360,000, at WSFS Bank to lower the Town's checking account balance. These are unrestricted funds.

➤ **Administration**

- Planning & Zoning, Kyle Gulbranson of URS Corp, and I met on June 10 to review the Town's current comprehensive plan. The State requires that the plan gets reviewed after 5 years of adoption. All parties felt the plan needed no revisions. However, it was discussed that the State agencies, particularly DelDOT was not working with the Town as stated in item 3.2 of the plan. This information was noted in the letter to the Office of State Planning Coordination (OSPC) and also in our annual report submitted to OSPC. The group also discussed writing a letter to Governor Markel and Senator Hocker regarding the wetland mitigation across the street that DelDOT deeded to the Army Corp of Engineers.
- I met with Rich Polk of Vista Designs to review the annexation process for Ms. Jean Athan who owns property located on RT 17 known as the "Nip-Tuck" Horse Farm, and lies in the center of MBTS. The property consists of 36.05 acres; only of which 11.99 acres are buildable due to the remaining 22.60 acres are non-tidal wetlands. I heard back from Mr. Polk and Ms. Athan wishes to move forward with the annexation process. Ms. Athan will have to go through the Preliminary Land Use Service process before submittal to the Town.
- The Smithsonian Exhibit ended Sunday, June 23<sup>rd</sup>. All the Towns involved were very pleased with the number of visitors that dropped in at the exhibit. The total was over 500. We had our wrap-up meeting on June 26<sup>th</sup> and we would like to engage in another event in the future.

- Eric Evans, Kyle Gulbronson and I met with the board members of the Millville United Methodist Church (MUMC) on June 26<sup>th</sup> to discuss their plans for a new social hall. During the conversation, I was informed by Mr. Skinner, that parcel 134-12.00-146.00, the church's parking lot, will be deeded to the Town of Millville should the MUMC no longer wish to continue to operate as a church. Mr. Skinner provided me with a copy said deed.

Respectfully submitted,  
Deborah Botchie  
Town Manager