

**MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
May 13, 2014 @ 7:00PM**

In attendance were Mayor Gerry Hocker, Deputy Mayor Bob Gordon, Council Members Joan Bennett, Harry Kent, and Steve Maneri; Town Solicitor Seth Thompson, URS representative Kyle Gulbranson; and Town Manager Debbie Botchie and Executive Assistant Matt Amerling.

1. CALL TO ORDER:

Mayor Gerry Hocker called the meeting to order at 7:03 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Hocker led the pledge of allegiance.

3. ADOPTION OF TOWN COUNCIL MINUTES

A. Adoption of Town Council Minutes – April 8, 2014

B. Adoption of Town Council Workshop Minutes – April 22, 2014

C. Adoption of Town Council Executive Session Minutes – March 11, 2014

Council Member Joan Bennett motioned to approve the minutes for April 8, 2014, April 22, 2014, and March 11, 2014. Deputy Mayor Bob Gordon seconded the motion. Motion carried 5-0.

4. ACCEPTANCE OF TREASURER'S REPORT

Council Member Bennett read the Financial Report for the month ending 4/30/14.

April 30, 2014:

General Revenue: \$ 41,100. General Expenses: \$ 37,502.

Restricted Revenue: 83,690. Restricted Expenses: 8,900.

Council Member Harry Kent motioned to approve the Treasurer's Report for the month ending April 30, 2014. Council Member Steve Maneri seconded the motion. Motion carried 5-0.

5. ADMINISTRATIVE REPORT

Town Manager Debbie Botchie stated she spoke with Mr. Kyle Gulbranson, of URS, and Mr. Gulbranson started the engineering inspection of Town Hall where the cracks are located. Mr. Gulbranson stated he filed a report stating that the cracks are not the result of a foundation issue but rather a load issue on the top beam in the ceiling in the Town meeting room, which is much better than a foundation issue.

6. NEW BUSINESS

A. Discuss and possible vote on an application submitted by Millville Town Center, LLC, in Millville by the Sea (MBTS), for a minor subdivision. The applicant is requesting to subdivide tax parcel 134-12.00-3292.00 into two (2) lots; Lot 2 is Lake Summerwind and Lot 3 is the

Lifestyle Center Campus. Lot 1 as shown on the plans is being subdivided from the parent parcel 134-12.00-380.00 for future development. The Planning & Zoning (P&Z) Commission voted 3-0 recommending Town Council to approve the minor subdivision.

Council Member Steve Maneri recused himself from this item of business. Mr. Chuck Ellison, of Miller & Smith, stated Miller & Smith would like to subdivide a lot of land in Summerwind Village into two (2) parcels: one of which would be for stormwater management for the lake itself, and the other would be for the lifestyle center itself so it can be identified as a single parcel for any possible future work.

Mr. Gulbranson stated URS reviewed the plan and did not find any issues. Mr. Gulbranson stated this is basically a “housekeeping issue” to assign parcel numbers to the individual properties and the revision meets the Town’s requirements. Council Member Joan Bennett asked if at the current time the parcel is assessed, and taxed in one way, and will be split into separate parcel numbers, will that be noticed to Sussex County thereby allowing the Town to also tax as separate parcels and receive taxation monies separately. Mr. Ellison stated yes, that is correct.

Mayor Hocker motioned to subdivide tax parcel 134-12.00-3292.00 into two (2) lots. Council Member Harry Kent seconded the motion. Ms. Bennett voted yes. Mr. Kent voted yes. Mr. Gordon voted yes. Mr. Hocker voted yes. Mr. Maneri recused himself. Motion carried 4-0.

B. Mayor Hocker to appoint Standing Committee for “Charter and Ordinance Review” and confirmed by Town Council.

1. Councilmember/Secretary Harry Kent
2. Councilmember Steve Maneri
3. Town Manager Debbie Botchie
4. Code & Building Administrator Eric Evans
5. Kyle Gulbranson, URS Corp.

Mayor Hocker motioned to appoint the five individuals as read to the Standing Committee for “Charter and Ordinance Review.” Deputy Mayor Gordon seconded the motion. Council Ms. Bennett voted yes. Mr. Maneri voted yes. Mr. Kent voted yes. Deputy Mayor Gordon voted yes. Mayor Hocker voted yes. Motion carried 5-0.

C. Mayor Hocker to appoint two (2) new members to the Planning & Zoning (P&Z) Commission; Holly Wingate and Paul DuCott and confirmed by Town Council.

Mayor Hocker stated he wished to publicly thank Ms. Christine West for her six (6) years of service to the Town P&Z Commission. Mayor Hocker motioned to appoint Holly Wingate and Paul DuCott as members to the P&Z Commission. Council Member Kent seconded the motion. Motion carried 5-0.

D. Swearing in of new Planning & Zoning Commission members - Executive Assistant Matt Amerling

- E. Discuss and possible vote on Resolution 15-01 to authorize the Town Manager Deborah Y. Botchie to Serve on the Coastal Towns Museum Committee – Town Solicitor Seth Thompson

Town Solicitor Seth Thompson stated Town Manager Debbie Botchie approached him with the possibility of Ms. Botchie serving on the standing committee and he recommended that if the Council chose to do so, they should approve it through a resolution, which will encourage the committee to appoint Ms. Botchie. Mr. Thompson stated the other purpose is for Council to authorize Ms. Botchie to serve on the committee as part of her functions as Town Manager. Mr. Thompson stated if Council wanted to place a time limit on the amount of service to the committee, that would be fine and at Council's discretion. Council Member Kent asked if because Ms. Botchie is a contract employee is there any issue relative to that term issue that would create a problem. Mr. Thompson stated Mr. Kent is correct in that Ms. Botchie is in contract with the Town, but this would not be considered outside employment because Ms. Botchie is not getting compensated for her service. Mr. Thompson stated Council could take out the language of "a term" and simply rather state "to serve on the Coastal Towns Museum Committee," which implies that Ms. Botchie will continue to just serve for as long as the committee has her and as long as she is serving as Town Manager. Mayor Hocker stated the intention of this is so someone from the Town is representative on the committee.

Deputy Mayor Gordon motioned to approve Resolution 15-01 as amended to authorize the Town Manager Deborah Y. Botchie to serve on the Coastal Towns Museum Committee. Council Member Maneri seconded the motion. Motion carried 5-0.

7. PROPERTY OWNERS/AUDIENCE COMMENTS:

There were no comments.

8. ANNOUNCEMENT OF NEXT MEETING: The next meeting will be the Town's workshop on May 27, 2014.

MOTION TO GO INTO EXECUTIVE SESSION

Council Member Bennett motioned to exit the normal Council session and enter into Executive Session at 7:22 p.m. Deputy Mayor Gordon seconded the motion. Motion carried 5-0.

9. EXECUTIVE SESSION – Preliminary discussions on site acquisitions for any publicly-funded capital improvements.

MOTION TO COME OUT OF EXECUTIVE SESSION AND RECONVENE OPEN MEETING.

Deputy Mayor Gordon motioned to come out of the Executive Session at 8:35 p.m. Council Member Kent seconded the motion. Motion carried 5-0.

10. ADDITIONAL NEW BUSINESS

A. Discussion and possible vote on Executive Session matters.
There was no vote.

11. ADJOURNMENT:

Deputy Mayor Bob Gordon motioned to adjourn the meeting at 8:35 p.m. Council Member Harry Kent seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Executive Assistant