

**MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
April 14, 2015 @ 7:00 PM**

In attendance were Mayor Gerry Hocker, Deputy Mayor Bob Gordon, Council Members Harry Kent, Steve Maneri and Susan Brewer; Town Solicitor Seth Thompson; Town Manager Debbie Botchie, and Executive Assistant 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

3. ADOPTION OF TOWN COUNCIL MINUTES

A. Adoption of Town Council Minutes – March 10, 2015

B. Adoption of Town Council Workshop Minutes – March 24, 2015

C. Adoption of Town Council Executive Session Minutes – March 24, 2015

Deputy Mayor Bob Gordon motioned to approve the Council minutes for March 10, 2015, the Workshop Minutes for March 24, 2015, and the Executive Session Minutes for March 24, 2015. Council Member Harry Kent seconded the motion. Motion carried 5-0.

4. FINANCIAL REPORT – Treasurer

A. March 2015

Treasurer Harry Kent read the Financial Report for the month ending 3/31/15.

March 31, 2015:

General Revenue: \$ 54,643. General Expenses: \$ 34,318.

Restricted Revenue: 63,380. Restricted Expenses: 10,942.

Mr. Gordon motioned to approve the Treasurer's Report for the month ending March 31, 2015. Council Member Susan Brewer seconded the motion. Motion carried 5-0.

5. ADMINISTRATIVE MATTERS

A. Administrative Report for March 2015 – Town Manager

Town Manager Debbie Botchie stated the Town's revenue, as of the end of March, is 136.03%, so kudos to the Town. Ms. Botchie stated the expenses are only at 55% and there is only one more month to go in the Town's fiscal year, so the Town is way under budget on its expenditures due to the fact that the Town's administrative staff is so frugal. Ms. Botchie further stated she, Town Code & Building Administrator Eric Evans, and Mayor Hocker met with Captain Sean Moriarty and Major Hawkins, of the Delaware State Police, regarding the draft for the Town municipal building, and there was much discussion on the design regarding the second floor. Ms. Botchie stated GMB sent the changes over to the Town yesterday, and Ms. Botchie sent them on to the State Police, but Ms. Botchie thinks these revisions will work. Ms.

Botchie further stated the next step will be to come before Council with GMB to discuss and possibly vote on the plans.

6. NEW BUSINESS

A. Resolution 15-03 - Discuss and possible vote on Resolution 15-03. *Synopsis:* If approved, Resolution 15-03 establishes the fee schedule for FY16.

There were no changes to the prior year's (FY15) fee schedule. Ms. Brewer motioned to approve Resolution 15-03. Mr. Gordon seconded the motion. Motion carried 5-0.

B. Discuss and possible vote on FY16 Budget draft.

Ms. Botchie stated there were no adjustments for expenditures, but one of the adjustments to the budget was the treatment to phragmites located on the left side of the Town Hall building, which includes having to have the phragmites cut down three times during the year. Ms. Botchie stated on page 4, the Town put in an increase of ten (10) percent for state health insurance for Town administration staff, and the premium is still \$400.00 lower than what it was before. Ms. Botchie stated, under office equipment, the Town is adding \$400.00 in for phones for Town staff for the Samsung Galaxy 6, which is Microsoft-friendly, whereas the iPhone is not, and the staff has a difficult time putting events on the Town calendar because the current phones do not have the ability to do so. Ms. Botchie further stated the Galaxy phone will also sync with her tablet – which is the Microsoft Surface – so, along with her computer, all three (the computer, phone and tablet) will all sync and she can telecommute if need be.

Ms. Botchie stated, for line item 50600, “copier repairs/installations,” the company the Town is currently with – Hilyard’s – will include 10 hours of block time at \$100 per hour so the Town will get a discounted rate. Ms. Botchie stated she asked for Hilyard’s to prepare an executive summary of their “essentials IT program.” Ms. Botchie stated this means the Town will have “24/7 IT protection” and monitoring activity and providing support for any incidents which may happen to the Town administration’s computers. Council Member Harry Kent stated he thinks the time and money the Town spent last year on down time was a waste, and he thinks this will make the Town’s administration’s jobs easier since they will not have to worry about what to do when a computer goes down. Mr. Kent stated this “essentials IT program” makes complete sense and it is a good proposal after hearing from Hilyard’s, as well as them having backup on two off-sites. Council Member Steve Maneri asked if Hilyard’s will be proactive in finding any problems and if they will install any new, needed software. Mr. Kent stated yes.

Ms. Botchie stated on the revenue side, as of April 8, 2015, the Town’s property tax revenue was around \$324,319.00, but keep in mind the Town still has a few weeks remaining in the current fiscal year. Ms. Botchie stated on the Town’s transfer tax restricted income, for capital improvements, Council approved \$106,000.00 to hire GMB, but the Town only expended about \$6000.00 on that. Ms. Botchie further stated, under capital land improvements, for demolition and removal of existing garage, the Town added some pod/storage rentals in the sum for when the existing garage needs to come down and the Town can store its garage items in the pods.

Ms. Brewer motioned to approve the FY16 Budget draft amendments as discussed. Mr. Maneri seconded the motion. Motion carried 5-0.

7. PROPERTY OWNERS/AUDIENCE COMMENTS AND QUESTIONS

Mrs. Valerie Faden, of Beach Plum Drive, asked about the proposed Banks Wines & Spirits store expansion project and the current status on said project. Ms. Botchie stated the Town Council has approved the preliminary site plan for the project, and for Banks to come back to get the final site plan approved, Banks has a host of State agency approvals they need to obtain, which have to be a part of the application packet in order to get on the Town Council's agenda. Ms. Botchie stated the Town has not seen the final plan with the State agency approvals as of yet. Mrs. Faden asked what she would need to do in order to get a copy of the preliminary or final site plan. Ms. Botchie stated residents can come to see Ms. Botchie in the Town Hall during business hours, and anyone interested in obtaining their own copies of the plans and/or documents will have to fill out a Freedom of Information Act (FOIA) request, and the full plans can be viewed in the conference room, and Ms. Botchie can go over the plans with residents.

Mr. Glen Faden, of Beach Plum Drive, asked about what exactly is the new municipal building the Town is looking to build. Ms. Botchie stated the new municipal building is going to be an extension of the Town Hall building, and currently the second floor of this Town Hall building is being utilized by the Delaware State Police. Ms. Botchie further stated the Town wanted to come up with ideas to get the State Police to have more presence in Town. Ms. Botchie stated Town officials spoke Captain Moriarty of the State Police, who said it would help if the State Police had a training facility. Ms. Botchie stated she spoke with Town Council, who voted to move forward with adding a new addition, which will be two stories with four garage bays (three for the Town, and one for the State Police), as well as two interview rooms, a training room, two bunk rooms to spend the night in case of emergency events, and a kitchenette. Ms. Botchie stated she would love for Mr. and Mrs. Faden to come visit her so she could give them more information on the project as well as other goings-on in the Town.

Mrs. Linda Kent, of Cypress Point Trail, stated, speaking as the chairman of the Millville Volunteer Group, this year the volunteers put in 1,086.75 total hours of volunteer time. Mrs. Kent stated, regarding Camp Barnes, on March 28, 2015, four (4) volunteers were there for about five (5) hours to work on and clean up the camp (including kitchen and mess hall), and helped spruce it up for the new season. Mrs. Kent further stated the next clean-up day will be the Saturday before Mother's Day, and the volunteers will be at Ocean View's Homecoming celebration. Mrs. Kent stated, regarding the Farmer's Market, the Town currently has around fourteen (14) vendors scheduled for this year's market.

- 8. ANNOUNCEMENT OF NEXT MEETING** – The next meeting will be the Town Council Workshop meeting on April 28, 2015.

MOTION TO GO INTO EXECUTIVE SESSION

Mr. Gordon motioned to enter into Executive Session at 7:42 p.m. Mr. Kent 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.

Mayor Hocker motioned to come out of Executive Session at 9:02 p.m. Mr. Kent seconded the motion. Motion carried 5-0.

10. ADDITIONAL NEW BUSINESS

A. Discussion and possible vote on Executive Session matters.

Mayor Hocker motioned to authorize Town Manager Debbie Botchie to engage in negotiations pertaining to land with any proposal being subject to Council approval. Ms. Brewer seconded the motion. Motion carried 5-0.

11. ADJOURNMENT

Mr. Kent motioned to adjourn the meeting at 9:04 p.m. Mr. Gordon seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Executive Assistant