

ADMINISTRATIVE REPORT FOR THE MONTH OF SEPTEMBER 2011

➤ **Financial Report YTD SEPTEMBER 2011**

- General Funds Balance \$894,431; Restricted Funds Balance \$2,559,556
- General Revenue \$423,976; Budget \$480,846; 88.17% of budget
- General Expenses \$161,794; Budget \$480,846; 33.65% of budget
- Restricted Revenue \$157,875; Budget \$146,736; 107.59% of budget
- Restricted Expenses \$14,774; Budget \$20,103; 73.49% of budget
- Grants/Other Expenses \$4,744; Budget \$20,210; 23.48% of budget
- Total Assets \$3,466,217
- Total Liabilities \$17,780

Notes:

- Transfer tax received in September; 2 Re-sales, Reba RD & Creekside; 4 MBTS; 1 Coventry = \$35,036.50.
- Eric issued 8 building permits in September; \$24,016.50 (report attached)

➤ **Administrative Department**

- Mayor Hocker and I met with representatives from McDonald's USA, LLC; Katerina Kulikova, Area Real Estate Manager and Lee May, Area Construction Manager; representatives from Solutions Engineering & Management, LLC; Hollis A. Hearne, Design Engineer and Jason Palkewicz, Vice President of Engineering. We discussed with the group the procedures they would have to follow should they purchase property in Millville to open a McDonald's fast food restaurant. The property of interest to them is currently zoned C1, which does not allow a fast food restaurant with a drive in; therefore, they would have to apply for a re-zone to C2 prior to the submission of a site plan.
- Eric met with Rob Shearer from the Zaremba Group, developers for Dollar General. Discussion was on the possible issues on the site as well as minimum site requirements. Possible issues included wetlands, flood plan, setbacks, DelDOT taking along Route 26 and the leaking oil tank found on the property by the developer. After discussion, the Developer was clear that a wetlands delineation and base flood elevation was needed to be completed and if no wet lands were found then there would be no setback issues because the building could be moved back on the lot. Developer thought he may need a parking variance from the BOA which will be determined when the application is submitted for the site plan. Developer is waiting on the soil test from the leaking oil tank prior to moving forward on the rest of the site.

- The Millville Great Pumpkin Festival was a success. The committee is meeting here on the 11th to do a re-cap of the festival and discuss issues that we felt could have been better. I talked to people that were in attendance and also some of those who participated in the event and was told it was great to see town festivals again; great community event with fun all around; low cost so families could enjoy the day with the kiddies. We ended up with more participation from our businesses and non-profits than ever before. The mini farmer's market was also a hit along with the pony rides and petty zoo. The committee consisted of Kami Banks, Caitlyn McCarthy, Zach McCarthy, Ray Berzins, Don Minyon and myself. Looking forward in planning next year's festival.

Respectfully submitted,
Deborah Botchie
Town Manager