

**MINUTES OF THE MILLVILLE  
TOWN COUNCIL MEETING  
February 11, 2014 @ 7:00PM**

In attendance were Mayor Gerry Hocker, Deputy Mayor Jon Subity, Council Members Joan Bennett, Robert Gordon and Harry Kent; Town Solicitor Seth Thompson, Town Manager Debbie Botchie 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. ADOPTION OF TOWN COUNCIL MINUTES**

Council Member Joan Bennett motioned to adopt the Council minutes from January 14, 2014. Council Member Harry Kent seconded the motion. Motion carried 5-0.

**4. ACCEPTANCE OF TREASURER'S REPORT**

Council Member Bennett read the Financial Report for the month ending 1/31/14.

**January 31, 2014:**

General Revenue:	\$ 89,230.	General Expenses:	\$ 39,474.
Restricted Revenue:	48,420.	Restricted Expenses:	8,518.

Deputy Mayor Jon Subity motioned to approve the Treasurer's Report for the month ending January 31, 2014. Council Member Bob Gordon seconded the motion. Motion carried 5-0.

**5. ADMINISTRATIVE REPORT**

Town Manager Debbie Botchie had no comments.

**6. NEW BUSINESS**

**A.** Discussion and possible vote on a request from Millville by the Sea (MBTS) to reduce the bond PB0301040058. *Synopsis:* The bond has been inspected by URS Representative Kyle Gulbranson and he finds the reduction acceptable for the Sand Dollar Village II project.

There were no comments from Mr. Chuck Ellison, of Miller & Smith, representing MBTS. There were no questions or comments from Council. Council Member Bennett motioned to approve the request from MBTS to reduce the bond PB0301040058. Council Member Kent seconded the motion. Motion carried 5-0.

**B.** FY14 Budget Review – Town Manager

Town Manager Debbie Botchie stated after reviewing the Town's budget, she found that the Town would need to increase the line item entitled "professional services" due to the fact that

the Town has had URS representative Kyle Gulbranson doing more work for the Town this year than anticipated, as well as more work amendments to the zoning code for the remainder of the fiscal year. Ms. Botchie further stated she is asking Council to increase that line item by \$7500 out of the Town's \$193,899 carry-over.

Deputy Mayor Jon Subity motioned to increase the professional services by \$7500 out of the \$193,899 carry-over. Council Member Bob Gordon seconded the motion. Motion carried 5-0.

**C. Discussion and possible vote on Sidewalk Maintenance in areas involving Transportation Enhancement funds – Town Solicitor Seth Thompson**

Town Solicitor Seth Thompson stated the Town has been working with DeIDOT with regards to re-engaging the transportation enhancement funds and installing sidewalks. Mr. Thompson stated the project had an issue in terms of installing sidewalks and who would be held accountable for maintaining the sidewalks, so DeIDOT agreed to secure the rights-of-way from the property owners, but certain owners stated they did not want to be held responsible for maintaining the sidewalks. Mr. Thompson further stated the Town's Code would typically have property owners be held responsible for maintaining the sidewalks, so the Council is now faced with a decision if the Town wants to install sidewalks, is the Town comfortable with agreeing to some responsibility for maintenance of the sidewalks (i.e., shoveling). Mr. Thompson stated the Town does not have a Public Works department so the Town can contract for those maintenance services (the Charter does give Council that authority), so this will be a new area of municipal services the Town has not had to enter yet. Mr. Thompson stated the alternative is for the Council to use its eminent domain condemnation powers to force property owners to give the right-of-way but then compensate the property owners for it, and the property owners are then responsible for the maintenance. Mr. Thompson stated this issue is limited to the Transportation enhancement's streetscape project, and the Town can enter into a contract to simply deal with that specific area if that is what the Council wants, but this is a policy decision for Council.

Mr. Thompson stated as far as logistics, if the Council wants to go forward with the project, knowing that presumably if one person is offered the opportunity to not shovel their sidewalk then seemingly others are going to ask for that same accommodation, and if Council decides that makes sense, then the next step would be to authorize either the Mayor, Town Manager Debbie Botchie or Mr. Thompson to draft a letter with DeIDOT expressing that and DeIDOT will take on the negotiation elements as well as the logistics of acquiring the rights-of-way from the property owners. Mr. Thompson stated Council needs to discuss whether they want to move forward with the "big picture" of installing sidewalks and then Council can further discuss logistics. Mr. Thompson further stated from a legal standpoint, Mr. Thompson is here to make sure any sort of agreement with DeIDOT and the property owners makes it abundantly clear that the Town is not waiving its municipal court immunity, but the Town will agree to provide the maintenance service if that is what Council wants to do. Town Manager Debbie Botchie asked if the maintenance would be only for the sidewalks installed with the federal funds. Mr. Thompson stated yes, only for those sidewalks installed with the transportation enhancement package, so it would not be for everyone who has sidewalks. Mr. Thompson stated the upside is the Town is more walkable but if the Town wants more sidewalks, it will need some more money to maintain the sidewalks. Mr. Thompson stated the alternative would be if the Town or

Council did want the sidewalks but did not want to resort to paying for the maintenance is condemnation and basically paying people for their right-of-way.

Council Member Joan Bennett stated she had a question about liability and the transportation enhancement act funding. Ms. Bennett stated regarding the enhancement act funding, it has been several months since Council has visited this issue and, at that time, were there not certain funds that the Town would have to come up with even though there was a federal match. Ms. Bennett further stated before she even thinks in terms of sidewalks, liability, etc., she needs a picture at this current time which indicates to her whether or not the Town's financial share to make this happen is larger than it used to be, and Ms. Bennett would like a comfort level to know that this transportation enhancement funding is solidly in place and not teetering on having a deficit and going away. Ms. Bennett further stated the reason she wants to be more certain is because Ms. Botchie spends a great deal of time on this as does the Council and the Town Solicitor, and Ms. Bennett does not feel comfortable with the Town staff spending an inordinate amount of time going forward on this subject any longer if at first we do not have a real comfort level as to what is currently available to the Town anymore for these funds. Ms. Bennett stated she would like to know the Town has a notion of what the Town's financial share will be this day because in the past the Town was going to have to throw in money, and if that has changed substantially or Ms. Bennett cannot get a strong feeling that these transportation enhancement funds are for real this day and going forward for the next fiscal year or so, the discussions about liability and whether or not the Town is going to condemn or maintain sidewalks does not even come into her thinking at this moment. Ms. Bennett further stated when the liability does come to the forefront, Ms. Bennett does have additional concerns regardless of the scenario of which Mr. Thompson has described regarding Town liability and property owners maintaining their sidewalks versus the Town maintaining the sidewalks. Ms. Bennett stated that is currently not her concern and she will reserve those discussions for another day, but what she needs to know right now is what the Council may or may not have tonight in terms of feasibility. Mayor Hocker stated DelDOT has said that their percentage has changed but DelDOT has not disclosed that exact percentage. Mr. Thompson stated that from reading the emails, DelDOT has mentioned that costs may have gone up, but DelDOT did not expressly provide that the Town would owe a higher percentage. Ms. Bennett asked if the costs are going up so much that the Town is in such a deficit situation that it is no longer feasible for the Town anymore. Mr. Thompson stated it is always difficult whenever it comes to DelDOT funds because DelDOT tends to do the ranking and wherever the Town is on the hierarchy, if the Town is below where DelDOT runs out of money, then typically the Town's project will not get funded. Ms. Botchie stated four or five years ago the Town budgeted \$200,000 of Town money for phase one, two and three of the overall project, and Secretary Bhatt (of DelDOT) explained to the Town that once Council was in agreement – nothing signed – to go forward with the streetscape project, DelDOT would give the Town more solid numbers from Jeff Nescoda. Ms. Botchie further stated this is all a “work-in-progress,” and regarding the three different phases, the first phase was \$75,000 because that was the largest sum due to the sidewalks on Cedar Drive, Old Mill Road, and the focal point area in Food Lion. Ms. Botchie stated the Town budgeted \$200,000 for the remaining two phases as well, and that was five years ago. Ms. Botchie stated there is still many questions Ms. Botchie has with going forward with this, but until Council decides that they want to go through the streetscape project and put in sidewalks in Millville and use the federal funds as well as agreeing to maintain the sidewalks,

the Council has to get to that point before going to the next step. Mr. Thompson stated DelDOT did indicate they would adjust the scope of the project based on the Town's availability of homes. Mr. Thompson further stated if costs have gone up exponentially, it could be that the Town just adjusts the scope of the streetscape project to the more immediate areas of concern. Ms. Bennett stated she wanted to reiterate that "x" that money right now Mr. Thompson has been on the clock and that kind of expenditure is used by the Town's funds, as well as Ms. Botchie's time to be working on this as opposed to other issues, so, yes, there is money that has to match or come into the project when the project actually comes to some kind of fruition and starts to solidify. Ms. Bennett stated she also wanted to reiterate her point that the Town is expending funds, doing exploratory work, which could go into thousands and thousands of dollars, which had gone into thousands and thousands of dollars three or four years ago at another time, and here the Council is, which is something that needs to be considered.

Ms. Botchie stated she hopes that Council considers this project because Cedar Drive is in desperate need of a sidewalk. Ms. Bennett asked if sidewalks were not placed on Cedar Drive the last time because a majority of the residents declined. Ms. Botchie stated it was rejected because only two residents declined due to the fact they did not want to maintain the sidewalk due to the residents' age. Ms. Botchie further stated only one person has to say no to stop the project. Ms. Bennett asked if the supposition is that these residents may or may not say no this time. Ms. Botchie stated yes but hopefully the Town will have more contact with the residents, explaining to them the importance of a walkable community in Town. Mayor Hocker stated it may be a case of DelDOT not putting the time and effort into approaching the property owners until DelDOT knows the Town is willing to take care of the maintenance. Ms. Botchie stated this is a circular process but the Town has to start somewhere.

Deputy Mayor Jon Subity asked if the connection to Old School Lane part of the project. Ms. Botchie stated yes, the property which corners on Cedar Drive and Old School Lane did not want a sidewalk going down Old School Lane. Ms. Botchie further stated the Town was talking about the kids walking down from Lord Baltimore Elementary School and having a safe sidewalk to travel on down that road, but with the road widening, those sidewalks (going out to Route 26) are going to be put in by DelDOT. Ms. Botchie stated this project would allow individuals to walk on Route 26, go down Cedar Drive, cross over and go down Old Mill Road, and the next phase will be Windmill Drive which would connect into the Town's current developments, and a sidewalk down Club House Road. Ms. Botchie stated as Mr. Thompson said if you look into the money and see the expense of the project in total, then you can cut back on what sidewalk you feel is not best to put in. Mayor Hocker asked if this is not binding the Town to the project whatsoever. Mr. Thompson stated yes, it is not binding, and the way he envisions the letter is the Town is willing to agree to maintain the sidewalks that will eventually be created so the Town still ends up with its control over what sidewalks are put in, so, in other words, this won't be "the last stop on the train" for the Council to look at the project, but is rather the "first stop." Ms. Bennett stated if the Town decides it is going to have maintenance responsibility and contracting out the work, then Ms. Bennett is going to go to liability. Ms. Bennett stated what if the contractor does not get to the sidewalks in time – according to a resident's standards – and someone falls and gets hurt, and the Town has asked the contractor to provide proof of insurance, then the liability will come to the Town. Ms. Botchie stated she spoke with Mr. Dave Wilgus, of Wilgus Associates, today to explain to him what the Town was

looking to do, and Wilgus would add a clause for sidewalks to the Town's existing insurance policy. Ms. Botchie further stated she asked Mr. Wilgus how much that would be and Mr. Wilgus told her it would be charged by the mile – \$200 to \$250 per mile sidewalk – and that would be the Town's insurance. Mr. Thompson asked if that price would be per year. Ms. Botchie stated yes, and if someone were to trip and fall, and they were to sue the Town because the Town owns the sidewalk, then the person would have to prove that the sidewalk was damaged or frozen, etc., and Mr. Wilgus said then the insurance would cover it; however, the Town does not hire subcontractors without proof of insurance.

Council Member Harry Kent stated he knows in the Town's Charter, there is a law that the sidewalk must be maintained, but now with the new sidewalk situation being created, would everyone else in Town still need to maintain their own sidewalks, and the only maintenance the Town would be responsible for are the new sidewalks put in under this project. Mr. Thompson stated basically the Town's Charter allows Council to contract for sidewalk repair and installation, and Council would end up contracting to maintain the sidewalks essentially in exchange for people who donate the land with which the sidewalk is going on. Mr. Kent asked if the Code would have to be changed to address this. Mr. Thompson stated the Town would not have to change the Town Code so it would break the Town up into different sections or zones. Council Member Bob Gordon stated he does not care where the money comes from – if it is federal or state money – but the property owners on Route 26 are going to have a sidewalk put in front of their property whether they like it or not, and, as a homeowner and taxpayer, Mr. Gordon would be kind of mad if “up the street is getting a free ride” because they don't have to shovel their sidewalk and the Town will do it for them, the Town is going to take on the responsibility for those sidewalks, whereas if it goes all the way up to Route 17, he is going to have to go out and shovel his sidewalk. Mr. Gordon stated he is in complete agreement with the sidewalk concept for the Town, but Mr. Gordon does not think the Town should spend its money to maintain simply to have a sidewalk put in. Ms. Botchie stated the individuals who have given their property have gotten financially compensated, but the individuals being discussed tonight are donating that property, which are two different things. Mr. Gordon stated it does not change the fact that he would be out shoveling his sidewalk and have a heart attack. Ms. Botchie stated there would have been compensation for that land. Mr. Gordon stated it does not matter because the Town is maintaining someone else's sidewalk and not mine simply based on the location. Mr. Gordon further stated he is trying to look at this so Council is fair to all of the Town residents and not special favors for someone based on where their property is located.

Mr. Thompson stated if Council wanted to end up so all property owners are on the same “plane” in terms of sidewalk maintenance, then it goes into the condemnation and eminent domain realm. Mr. Thompson further stated in other words, the people get paid for that right-of-way instead of having it donated, and then they end up with the responsibility of maintaining the sidewalk. Mr. Thompson stated either the property owner is giving up the money which the property owner would be given for the right-of-way in exchange for the sidewalk being maintained, or the property owner gets paid for the right-of-way but the property owner also has to maintain his sidewalk. Mayor Hocker stated if that scenario is the case, his opinion is the Town will never see sidewalks, but this project being discussed is not a part of the Route 26 expansion project. Mr. Gordon stated he knows DeIDOT is hoping for the Town to say it is “on board” with this or for everyone to agree the Town will have a maintenance department, but is

there any way to find out what kind of money the Town is talking for prior to moving forward? Mayor Hocker stated he thinks the first step is for DeIDOT to be involved and contact each property owner so the owner knows that the Town is willing to do the maintenance. Mayor Hocker further stated if every property owner says yes, and there is a possibility to have a sidewalk, then DeIDOT will put the proposal together, but the Town can still say no. Mr. Kent asked if one property owner said no, would DeIDOT back off. Mayor Hocker stated DeIDOT has to back off. Ms. Botchie stated that is correct. Mr. Thompson stated he does not know if one person could kill the entire project but more likely just that particular sidewalk. Ms. Botchie stated no, one person could kill it.

Mr. Kent asked if all Council was doing at this point was giving an assurance that if DeIDOT moves ahead – assuming DeIDOT does not get resistance from anyone. Mr. Thompson stated the commitment is that if DeIDOT moves ahead – and gets everyone to agree to donate the land – then the Town is committed to maintain the sidewalks installed. Mr. Gordon asked what the legal ramifications would be if others who have been compensated point out that their sidewalks are not being maintained by the Town. Mr. Thompson stated he believes it is a distinguishable set of circumstances because Council is currently talking about sidewalks being installed at no cost to the owner and based on the Town’s Charter, Council could attempt to charge the owners to have those sidewalks installed after the Town exercises its eminent domain, which Mr. Thompson believes goes over “like a lead balloon.” Mayor Hocker stated the sidewalks on state property are not the responsibility of the property owner anyway. Mr. Thompson stated the sidewalks are normally on the state right-of-way and it is important to think of it as a layer in which the property owner owns the property underneath the right-of-way sidewalk. Mayor Hocker stated if Council does move forward, and the Town will receive a quote and the Town’s percentage of that quote is beyond what the Town is willing to pay, then Council still has the option to say no. Mr. Thompson stated yes, the Council controls the “purse strings.” Ms. Botchie asked if the Town wants a walkable community or not, because if the Town does want a walkable community, then the Town can move forward and start doing research. Ms. Bennett asked if Council were to take a vote on this agenda item tonight, the way the agenda item is phrased, the Council would be voting on the notion of sidewalk maintenance in areas involving the transportation enhancement funds and as much as Council has been assessing the allocations of the transportation enhancement fund and the possibility of resurrecting those project areas, the agenda item is to decide on whether the Town wishes to engage in sidewalk maintenance in those areas. Mr. Thompson stated that is correct, and would be one of the lines stating the Town would be responsible for sidewalk maintenance.

Deputy Mayor Subity stated Council has been talking a lot about snow tonight – because of recent snowfall, it is fresh in everyone’s minds – but what other things should Council be considering in regards to maintenance of a sidewalk. Mr. Thompson stated the most common scenario for a sidewalk is when construction vehicles are driving over top of the sidewalk, but as far as other issues, the sidewalk is concrete and at one time it will break down over time; however, snow removal is the annual cost that goes along with it. Mr. Subity stated he feels like Council is getting too focused on the exception to the rule as opposed to the other 91 percent of the days – the other 360 days out of the year – that it does not snow and the sidewalk is completely clear. Mr. Subity further stated if there is a sidewalk there, there is going to be a liability issue no matter what, but Mr. Subity does not think the Town is exceptional to any

other Town that has sidewalks or an agreement to maintain those sidewalks. Mr. Subity stated he would hate to see Council sidestep or lose focus on the bigger picture because Council is not able to figure out what to do with maintenance fees. Mr. Gordon asked if one of the issues was flooding on Cedar Drive, and would the Town be held accountable for any flooding due to the sidewalks. Ms. Botchie stated this sidewalk design fixes that problem because the individuals who had issues with flooding went with engineer Jill Frye, of Century Engineering, and her design fixes the current drainage problem on Cedar Drive. Ms. Bennett stated like Mr. Thompson stated, if there is a slip and fall in other Towns or there is a damage in the sidewalk, that may occur here and there so it is not simply a limited discussion about snow and ice but more so about maintenance, repair, replacement, etc., where the Town may find itself as a defendant. Mr. Thompson stated the other element which is common is on older sidewalks where new small trees are planted and the trees grow larger, that can pose problems and is a common maintenance. Ms. Bennett stated yes, and in other Towns, there is a Public Works department which can keep up with said maintenance, but that is not the case here.

Mr. Subity stated in terms of liability, any time one has liability, there is also insurance and that is what insurance is for. Mr. Subity stated the Town is not going to be perfect and there is no way for it to ever be in terms of accidents. Ms. Botchie stated in the scheme of things, the amount of sidewalk being considered is not that much, but what would Council like to see for the citizens of this Town. Mr. Thompson stated the other element is the Town does have the municipal court immunity which a private property owner does not have, and that will not name someone from naming the Town as a defendant but that will just get an offense that gets asserted. Mayor Hocker stated he thinks with having this in the Charter, the Town can contract out and put in place a maintenance agreement with whomever may win the contract. Mr. Kent stated if he is following this correctly, he thinks this is not a final commitment but a place to start the conversation, and if Council decides, the Town would be taking responsibility for maintenance of the sidewalks Ms. Botchie mentioned. Mr. Kent further stated he is a property owner who has 130 feet of sidewalk he is responsible for maintaining, and yes, he does not like it, but when he bought the house, he knew it was part of the Code and what he had to do. Mr. Kent stated a consideration of this sidewalk would also be in areas around the center of Town where they are needed as well as near the elementary school, and if someone were to get hurt because of no sidewalk, then someone in our Town is getting hurt and that is not acceptable. Mr. Subity stated the greatest liability is having a bunch of kids walking home from school every day with no sidewalk and walking on the side of the road. Mr. Kent further stated he is a big advocate of what Mr. Gordon was saying earlier about everyone being treated the same in terms of maintenance, but in this case, because of the way this thing plays out, the Town has to go through condemnation, which Mr. Kent thinks would be obscenely costly versus having DelDOT deal with it. Mr. Kent stated he does not think the things Council is talking about are insurmountable and he thinks the cost is something the Town could maintain and the Town would not need a department of public works, but Council needs to at least put it to a vote.

Mayor Hocker motioned for the Council to approve that the Town of Millville maintain the sidewalks in the area involving the Transportation Enhancement funds. Deputy Mayor Subity seconded the motion. Ms. Bennett voted no. Deputy Mayor Subity voted yes. Mr. Kent voted yes. Mr. Gordon voted no. Mayor Hocker voted yes. Motion carried 3-2.

Mr. Thompson stated in terms of protocol, DelDOT is looking for a letter to be hashed out indicating what the Town is willing to commit, and Mr. Thompson is fine with drafting the letter, but he is looking for Council to authorize him to draft the letter. Ms. Bennett motioned to authorize Town Solicitor Seth Thompson to author a letter to the appropriate authorities at DelDOT advising them of tonight's action regarding the Town's sidewalk maintenance in areas involving possible Transportation Enhancement funds. Deputy Mayor Subity seconded the motion. Motion carried 5-0.

Ms. Bennett asked Mr. Thompson that once this letter is authored and received by DelDOT, will this letter put DelDOT's start in motion with regards to what funds will be used and/or taken. Mr. Thompson stated yes.

**7. PROPERTY OWNERS/AUDIENCE COMMENTS:**

Mr. Richard Shoobridge, of Tybee Street, stated the sidewalk issue makes him a little aggravated. Mr. Shoobridge asked how many homes does it benefit because there are 400 homes off Substation Road and they get no benefit at all from this decision. Mr. Shoobridge further stated he still has to shovel his sidewalk, and he does not think his tax dollars should go toward somebody getting their sidewalk shoveled; everyone should have to shovel, and if they cannot, they can hire a young person to shovel. Mr. Shoobridge stated he does not see any benefit for Millville by the Sea (MBTS) residents who are "stuck over there on an island" with no way to get anywhere without a car because you are in danger of getting hit by a car if you wish to walk or ride a bike. Town Manager Debbie Botchie stated it is her understanding that on Substation Road, there are going to be bike trails and some sidewalks. Ms. Botchie further stated with the phases of this plan, Mr. Shoobridge could eventually have Burbage Road and Windmill Road to walk on a sidewalk. Mr. Shoobridge asked if he would be alive by then. Mr. Shoobridge further asked what the benefit is to have taxpayer money used for maintenance of sidewalks on a few houses as opposed to an area with 400 homes. Ms. Botchie stated it is a safety benefit. Mayor Hocker stated Mr. Shoobridge's taxes go Lord Baltimore school, and does Mr. Shoobridge go to that school? Mr. Shoobridge stated no. Ms. Botchie stated the whole purpose is safety and not just for school children but for any resident or visitor. Mr. Shoobridge stated he never sees anyone walking along Route 26. Deputy Mayor Jon Subity stated the reason Mr. Shoobridge is not seeing anyone walking is because there are no sidewalks. Mr. Subity stated he personally walks up Route 26 almost every day, and sometimes with his young son, and Mr. Subity is hugely in favor of sidewalks, both up and down Route 26 as well as on Cedar Drive and besides the school. Mr. Subity stated as far as he sees it, nobody is going to walk through Town right now the way it is, but giving the people the ability to do that – and doing it safely – is the Town's responsibility.

Ms. Penny McCormick, of Tybee Street, stated about the sidewalks in Ocean View and how they make the roads so narrow that two cars cannot go on the road at the same time, so how much roadway will be taken away from Millville's roadway. Ms. Botchie stated no roadway will be taken and it will only be property donated by the property owners.

- 8. MOTION TO GO INTO EXECUTIVE SESSION:** Council Member Joan Bennett motioned to go into the **Executive Session** at 8:01 p.m. Council Member Kent seconded the motion. All present voted in favor. Motion carried 5-0.



**EXECUTIVE SESSION**

- A. Discussion of personnel matters in which the names, competency, qualifications and abilities of individual employees will be discussed.

**MOTION TO COME OUT OF EXECUTIVE SESSION AND RECONVENE MEETING:**

Council Member Bennett motioned to come out of the Executive Session at 8:52 p.m. Council Member Gordon seconded the motion. Motion carried 5-0.

9. **ADDITIONAL NEW BUSINESS:** Discussion and possible vote on Executive Session matters.

Mayor Hocker stated at this time there will be no matters to be voted on so no motion will be made.

10. **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be the Town's workshop on February 25, 2014.

11. **ADJOURNMENT:** Council Member Bob Gordon motioned to adjourn the meeting at 8:52 p.m. Deputy Mayor Jon Subity seconded the motion. Motion carried 5-0.

Respectfully submitted,  
Matt Amerling, Town Clerk