

**NOTES OF THE MILLVILLE
TOWN COUNCIL WORKSHOP
March 25, 2014 @ 7:00PM**

In attendance were Mayor Gerry Hocker, Deputy Mayor Robert Gordon, Council Members Joan Bennett, Harry Kent, and Steve Maneri; Town Solicitor Seth Thompson, Town Manager Debbie Botchie, Town Clerk Matt Amerling, and Town Financial Administrator Betsy Christian.

1. CALL TO ORDER:

Mayor Hocker called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. NEW BUSINESS:

A. Discuss and possible vote to have Town Manager research logistics for building a New Garage for Town Hall – Mayor and Town Manager.

Town Manager Debbie Botchie read the attached memo regarding her update of the garage to Council. Ms. Botchie stated the current garage will have to be taken down due to DeIDOT's Route 26 road widening project and the garage – if kept in place – will be directly in front of the road with no pullover shoulder space, so this is why a new garage is being discussed. Ms. Botchie further stated she had the opportunity to speak with Council members to discuss this possibility, and Council Member Steve Maneri comes from Monroe, New York, which implemented this same idea of a housing office for police and it is still working in that town today.

Council Member Harry Kent stated there is a building structure (garage) out front right now that is going to be a problem for the Town soon due to structural issues – due to its age – and its proximity to the road would be deadly once the Route 26 project would be done. Mr. Kent stated with the items Ms. Botchie has outlined in her memo, Mr. Kent could potentially see taking a garage and utilizing it the way Ms. Botchie described – with police being able to pull in and have a satellite office – so the Town administration would have more room, which would include the upstairs of Town Hall. Mr. Kent stated he was wondering if the police would consider – if they move forward with this process – putting a breezeway between the facilities to allow the Town proper access to the second floor for the ADA compliance which the Town struggled with for some time now; this would allow the Town to have second-floor activity for any number of purposes but mainly for public access to the second floor through an elevator system or that type of thing. Mr. Kent further stated the breezeway would also probably make it easier for the State Fire Marshal's office because using a breezeway connector would probably allow the Town the liberty of having to get a sprinkler system for the entire building, and the State Police could have a separate alarm system from Town Hall's alarm.

Council Member Joan Bennett asked Ms. Botchie if Ms. Botchie was describing a building with four (4) parking bays and an upstairs, and would the Town have any use of the four (4) bays. Ms. Botchie stated two bays would be for the Town neighborhood watch car and the Town truck, and the third bay may be

for storage, but when Ms. Botchie and Mayor Hocker met with the State Police, the Police stated they would like an area where the troopers can drive through and wash their patrol cars. Ms. Botchie further stated after this meeting with the State Police, Mr. Kent came up with a thought which involved having a five-bay garage, with the Town using four bays for its use, and the fifth being built as a room so the police would have use of it. Mr. Kent stated the reason for the fifth space is if the police one day don't come here anymore and the Town would have an extra office space. Ms. Bennett asked regarding the concept of a garage, if the Town had anything in writing from the Delaware State Police (DSP) stating the DSP is interested in this concept. Ms. Botchie stated she simply had emails between Captain Moriarty and Major Hawkins stating the idea. Ms. Bennett stated in order for her to be comfortable with moving forward with this concept, she would like to request the DSP make a formal statement of needs assessment directly addressed to the Town to begin this process. Ms. Bennett further stated she would also like Council to consider her concern regarding the usage by Maryland and Virginia police usage because cross-jurisdictional usage could be a potential problem, specifically with interviews. Ms. Botchie stated Maryland and Virginia police would not be using the office for interviewing, but rather for training sessions with DSP. Ms. Bennett stated she would also like to see a general statement where the Town set out general parameters for financial obligations for the building of the facility and the future use of maintenance with the facility. Ms. Bennett stated she only asks this so if this wonderful concept goes forward there would be no false impressions which could create hard feelings and missteps, as well as other hardships for Ms. Botchie. Mayor Hocker stated he thinks the way the State and the Department of Homeland Security runs, they would want to have those guidelines in place as well and he thinks that division of State runs a lot tighter than others. Ms. Botchie stated the Town has to do its own research on how this will be put together before presenting it to Council; the Town has to see what size it can even build before moving forward. Ms. Bennett stated even if the size doesn't accommodate the DSP's needs, the Town still needs it. Ms. Botchie agreed and stated the Town would move forward on this project for its own purposes if necessary. Mayor Hocker stated if the DSP would use the building, it would be dedicated to their use, with their own keycards.

Deputy Mayor Gordon stated he thinks this building is overdue but he also thinks Council is "putting the cart before the horse" tonight because the Town has not even figured out if there is size for the structure, so some more logistical research will definitely be needed. Town Solicitor Seth Thompson stated at some point Council will have to look at a memorandum of understanding (MOU) for due diligence but that is "further down the road." Ms. Botchie stated right now she is just looking to get the "go ahead" from Council to go forward and start researching for this project. Ms. Bennett asked if the Council decides to give Ms. Botchie the "go ahead," does Council need to put money in the upcoming budget for anything such as consulting fees. Ms. Botchie stated this is why she wanted to discuss this item before the budget tonight, because she is not a fan of "pulling numbers out of thin air," Ms. Botchie would prefer that Council do not put anything in the line item and wait to see what is going to transpire, and then come back and revisit the budget and revise it at that time. Ms. Bennett asked if it might be a good idea if she were to plug in an example of \$10,000 for this upcoming fiscal year for whatever exploratory fees. Mr. Kent stated he does not think it is unreasonable to put a sum of money out there so Ms. Botchie has a working capital to do research and develop a strategy or plan, because there will be issues that are going to have to be addressed and it would give her an idea of what she has some funding to use under her discretion to see what she can do. Ms. Botchie stated she did not want a sum of money in the line item for the building. Ms. Bennett stated she knows that and thinks if Council does allocate some money and there are some things which are found out, then this is illuminating and educational for Council. Ms.

Botchie asked Town Financial Administrator Betsy Christian if the Town puts monies in the budget for the types of items Council is discussing, could that be under capital improvements. Ms. Christian stated it depends on how much the items are and whether or not items are leaning toward a project or not. Ms. Botchie stated the Town put monies in the general fund this year for a study on the roof. Ms. Christian stated the Town could put anything it wants in the general fund. Ms. Botchie stated this year the Town budgeted \$2500 and placed it in the Town's general funds to do a study, and if this has to have major work, those funds could possibly be transferred back to restricted funds. Ms. Botchie further stated the funds Council is talking about now would have to go in the general fund line item.

Deputy Mayor Gordon motioned to authorize the Town Manager to research the logistics for building a new garage for the Town Hall. Council Member Steve Maneri seconded the motion. Council Member Bennett voted yes. Council Member Maneri voted yes. Council Member Kent voted yes. Deputy Mayor Gordon voted yes. Mayor Hocker voted yes. Motion carried 5-0.

4. OLD BUSINESS:

A. Draft of FY15 Budget – Town Manager

Town Manager Debbie Botchie stated she wanted to thank Town Financial Administrator Betsy Christian for her reviewing the budget and going over it at the last Town Council meeting. Ms. Botchie stated there were no change requests on the revenue side. Ms. Botchie further stated when getting to the expense side, there were some changes Ms. Christian and Ms. Botchie made since Council last met, and it is very minimal – not even a \$1000-worth increase in the budget. Ms. Botchie stated the first line item is under “accountant audit,” and Ms. Christian reached out to the Town's firm and the Town did get a three-year commitment for this coming year of \$12,750, so that has increased \$250. Ms. Botchie stated she and Ms. Christian also discussed mileage reimbursement, since the Town will most likely have more people driving to Dover, Delaware (for training), and the price of gas is going up, Ms. Botchie increased that sum from \$500 to \$750. Ms. Botchie stated the Town's office supplies she only increased by \$110 and that is for the Town to purchase recommended power surge strips for each office in Town Hall. Ms. Botchie further stated payroll was added, along with payroll taxes; and Ms. Christian received a propane bill so Ms. Christian did another average which increased that item. Ms. Christian stated the original draft figure for propane was based on the anticipated estimate of \$400 for the Town's second and final billing for the season, and it came in at \$1660, so she adjusted that item based on estimated average to actual.

Ms. Botchie stated the items under economic development that Council was waiting on Ms. Botchie for had a line item added by Ms. Botchie for the newsletter postage due to the fact that there will be increased mailing numbers and postage has increased since the Town last mailed newsletters. Ms. Botchie stated regarding the holiday decorations line item, which is \$2500. Ms. Botchie stated in Council's packet there is a proposal from Christmas Décor, which they sent to Ms. Botchie, and on the proposal, what she is asking Council to approve is the Town Hall “balance of new building facing parking lot and side of building roof line.” Ms. Botchie further stated when the Town first discussed putting the lights on the roof line, the Town thought it was not necessary to do cover the back space of the building, but if someone is to come from east to west, it is very noticeable the space is not lit; and also coming from north to south on Club House Road, the Town did not have that portion of the building lit. Ms. Botchie stated the price on the Christmas Décor invoice provided is what it would cost to install

lights on those empty spaces, but the lights would remain on the building year-round. Ms. Botchie stated it was discussed that a wreath would look nice on the road-facing side of the building and Mayor Hocker agreed so the Town now owes Christmas Décor for that wreath. Ms. Botchie stated she is asking Council to approve \$2500 to complete the Town Hall with lights and to pay for the wreath which was already provided.

Council Member Bennett stated she is having a hard time with this \$2500 and it is because in the last couple of weeks, the Town Hall's electric bills have gone up substantially, and surely it has been a tough winter and part of Town Hall's heating is electric, and Ms. Bennett knows there has been discussion about curbing the hours regarding keeping the Town Hall lit so Council may see if that makes a difference and brings the monthly electric bills down by a few hundred dollars. Ms. Bennett stated she thought Council was all poled and asked whether or not they wanted to try to curb the electric use of the outside lights by only lighting for certain hours, and yet, if this budget includes another \$2500 to light the rest of the portion of the building – and this budget goes through – and in June, the Town has funding so it can have this company come and light the rest of the building, how will Council determine whether or not these lights are costing the Town an extra two- to three-hundred dollars per month; and is it the pleasure of this Council to continue to pay \$700 per month in electric bills before a suitable amount of time is given to determine whether or not it is the lights which are driving up the bill or heating plus the lights, etc. Council Member Kent asked if the Town has changed the lighting process at all. Ms. Botchie stated she was going to have Town Code & Building Administrator Eric Evans change the timers so the lights would not come on until 7:30 p.m., but she had not yet gotten a chance to speak with him. Mr. Kent stated he would play the devil's advocate and say that he would leave the timers as they are and the Town can determine with the next bill what the Town's usage is really like. Mr. Kent stated from what he remembers the lights are LEDs, which are very low-usage bulbs, and what he personally knows about this past winter and the cold is his electric bill increased dramatically. Mr. Kent stated because of this, what his gut says to him is the lion's share of the electric bill increase came from the heating of the building, so before Council gets too far ahead of itself, he thinks Council needs to understand that piece of it. Mr. Kent stated what he is saying is that even though Council puts a dollar amount in a line item in budget, it does not mean the Town has to spend that amount, and if the Town notices the bill looks the way Council thought it should look, then the Town will have the money and won't have to go back and try to rework the process. Ms. Botchie stated she did have concerns about the lighting bill and she spoke with all of Council about it, and she also knows the Town had a harsh winter, but this line item is only for installing the remaining lights. Ms. Botchie stated if Council wants to decide if it only wants to use the lights during the holiday season, or keep the lights on from 8 p.m. to 12 a.m., what Ms. Botchie is asking for is just to have the lights installed on the building so it will be complete. Mr. Kent stated he would rather resolve the issue in Council's minds so everyone is comfortable with what they're doing. Mr. Kent stated he thinks this string of lights Ms. Botchie is proposing is not going to significantly add to the electric bill. Deputy Mayor Gordon stated with Delaware-mandated smart meters, which this building is on, Delmarva Power can almost sit there and tell someone when their high usage is during the day, how much of it is weather-related and how much of it is lights. Deputy Mayor Gordon stated the manufacturer should be able to tell anyone how much it is going to cost to run however many lights. Ms. Botchie stated the power company did tell the Town and they were very low figures. Deputy Mayor Gordon stated what the Council needs to do is decide when the lights should come on and when they should turn off and during what seasons, if not all year. Deputy Mayor Gordon stated he cannot think that just because lights are being put up on the roof that it is the reason the electric bill has gone up so

high. Mr. Gordon stated Ms. Christian said about the propane that it is bad enough in of itself on power, as well as the power rates increasing, so the only thing Mr. Gordon would say is to get this done to have the entire building lit and then, after it's done, everyone can see it, and then it can be decided when to set up the light time. Ms. Christian stated the rate actually does not go up because the Town has a three-year contract through the Chamber of Commerce. Ms. Botchie asked Council if everyone was OK with leaving the figure in. Mayor Hocker stated yes. Ms. Bennett stated yes.

Ms. Botchie stated there is a new line item for Town volunteers for new shirts and jackets with the new Town seal included, and Ms. Botchie thinks \$200 will cover the costs. Ms. Christian reminded Ms. Botchie there are two blank items in the budget which need to be addressed by Council: capital building improvements and capital land acquisition. Ms. Botchie asked Council what figure they would feel comfortable with putting in transfer tax. Ms. Bennett stated she would like to have \$10,000 put in line item 5501 (capital building improvements) for the purpose of investigatory needs of the Town Manager. Deputy Mayor Gordon asked why not put \$15,000 in because then the Town would have a little more because there is already \$5000 in there, plus the \$10,000 Ms. Bennett suggested. Ms. Bennett stated \$15000 for line 5501 sounds fine to her. Ms. Botchie stated the Town has nothing for line 5507 at this time, so it will be left out. Ms. Botchie stated the approval of the FY2015 budget will be set for the April Town Council meeting.

5. PROPERTY OWNERS/AUDIENCE COMMENTS:

Linda Kent, of Cypress Point Trail, stated, regarding the Millville Volunteers, her thanks to Council for the money for the shirts and jackets. Ms. Kent stated she has two possible volunteers to interview and this Saturday, March 29, from 9 a.m. to 2 p.m., is the clean-up at Camp Barnes, but it is too early to do any planting. Ms. Kent stated as of right now, she has 7 vendors for the Millville Farmer's Market, and is trying to bring in another 7 or 8 different vendors for this season.

6. MOTION TO GO INTO EXECUTIVE SESSION: Council Member Joan Bennett motioned to go into the **Executive Session** at 7:58 p.m. Deputy Mayor Bob Gordon seconded the motion. All present voted in favor. Motion carried 5-0.

7. 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 Harry Kent motioned to come out of the Executive Session at 8:14 p.m. Council Member Maneri seconded the motion. Motion carried 5-0.

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

Mayor Hocker stated there were no further matters to vote on.

9. **ANNOUNCEMENT OF NEXT MEETING** – April 8, 2014 – Mayor Hocker announced the next meeting of the Town Council would be a Town Council Meeting on Tuesday, April 8, 2014, at 7:00 p.m.

10. **ADJOURNMENT:**

Council Member Kent motioned for adjournment at 8:14 p.m. Council Member Bennett seconded the motion. All present voted yes. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Clerk