

**MINUTES OF THE MILLVILLE
TOWN COUNCIL WORKSHOP
May 31, 2017 @ 7:00 PM**

In attendance were Mayor Bob Gordon, Deputy Mayor Steve Maneri, Secretary Valerie Faden, Council Member Peter Michel, Town Solicitor Seth Thompson, and Town Manager Debbie Botchie. Treasurer Susan Brewer was absent.

1. CALL TO ORDER:

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

2. ROLL CALL

Treasurer Susan Brewer was absent but everyone else was in attendance.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Gordon led the pledge of allegiance.

4. CITIZENS' PRIVILEGE, VISITORS, PRESENTATIONS & APPOINTMENTS

There were no comments.

5. NEW BUSINESS

A. Discuss and possible vote on the Community Sustainability grant funding. – Secretary Valerie Faden

Mayor Bob Gordon asked if this will all be tied into one proposal or will it be split into the community sustainability grant and the facilitator part. Ms. Faden stated it is all one piece. Ms. Faden stated she has attached the PowerPoint presentation, which she will go through tonight, as well as other supporting documentation. Ms. Faden stated there is also included a scope of work, which gives a schedule of what will be worked out over the next twelve (12) months as well as the draft of the application. Ms. Faden stated she spoke with a point of contact at the State's Division of Energy and Climate, and has received their approval so far.

Ms. Faden stated, beginning with her presentation, the Town's mission statement clearly states, "To ensure a sufficiently high quality of life for current and future residents; grow in a manner consistent with current Town values; protect the environmental quality of resources located within Millville and in the surrounding area; provide for and protect existing open space areas within the community; and target development in areas where services can be provided at the least cost and in the shortest time possible." Ms. Faden stated the definition of sustainability is "a community's ongoing capacity and resolve to work together to establish, advance, and maintain effective strategies that continuously improve health and quality of life for all." Ms. Faden stated she thinks these two things are very compatible with each other and this particular grant is a competitive grant so an applicant gets scored by how the proposal is submitted. Ms. Faden further stated with this grant, she spoke with Town Clerk Matt Amerling and they believed the Community Sustainability grant would most help the Town. Ms. Faden stated under this type of grant, there are at least two (2) selections out

of eight (8) components which must be chosen to focus on in your proposal; and Ms. Faden chose to focus on energy reduction, renewable energy use, and green infrastructure and green buildings. Ms. Faden stated she chose renewable energy use because she wanted to tie that into the Town park; and this proposal is only funding for planning purposes, but does not fund actual equipment. Ms. Faden stated if a town receives this grant, in the future it could get funded for implementation. Ms. Faden stated in regards to the green infrastructure and green buildings, knowing the Town just did some construction at Town Hall, there are aspects the Town already knows of, such as water run-off being done a certain way, catch basins and rain gardens, there can be a policy but also maybe have a policy giving incentive for people to do more when it comes to green infrastructure.

Ms. Faden stated besides choosing at least two (2) components, the grant would like the Town to also have external partnerships, community outreach, capacity building, and equity. Ms. Faden stated equity ties to vulnerable populations, which are people such as the elderly, ethnic populations, and low income. Ms. Faden stated when she looked at the 2010 Census, Millville was ninety-three percent (93%) white, had a very small ethnic population, about twenty-five percent (25%) of the population was sixty-two (62) or older; but, after speaking with the Delaware Department of Natural Resources and Environmental Control (DNREC), she was told that contiguous areas that may have this population would be acceptable for the grant consideration as they would benefit from the Town's services. Ms. Faden stated capacity building is defined as the "process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive in the fast-changing world." Ms. Faden stated, to her, this means there are things happening in the fast-paced world that are maybe not happening in a small, rural town like Millville, and there's a way to leverage some of this grant to help the Town get some of this stuff. Ms. Faden stated from going through a facilitated workshop people haven't done before, from a planning perspective, is going to create more skilled building for the people who are participating, because they will be educated about sustainability, group processes, planning, etc., all helping them be better servants of the Town of Millville in the future.

Ms. Faden stated, regarding the scope of work, she looked at ways to touch upon the three (3) components mentioned before, by looking at a very long 2015 questionnaire put out by the Environmental Protection Agency (EPA) and includes strategies from other municipalities on different areas such as revitalizing the community. Ms. Faden further stated her idea was to take pieces of this questionnaire and answer one-hundred-thirty (130) questions she's picked out which apply to the three (3) components chosen for this grant. Ms. Faden stated after going through the questions and picking out what is best for Millville, there will be an action plan to be put in place as to how the Town can achieve some of these programs, ordinances, etc., which would be beneficial to the Town. Ms. Faden stated she has been a facilitator in the past, so is experienced with what is involved; and she has looked at a professional facilitator with certifications who has worked in some government organizations as well, and is close by, to help working on this grant. Ms. Faden stated the facilitator will plan the questions and how the workshop is set up so there is some planning time in the proposal. Ms. Faden stated she scheduled six (6) days for the workshop as it will take about two (2) days to go through the questions, and then a couple of days to prioritize them as well

as hear out how the Town will put those into an action plan. Ms. Faden stated the facilitated workshops help the team complete the self-assessment to identify strategies responding to unique goals, challenges and needs. Ms. Faden further stated the facilitated workshop will help the team prioritize and document goals and strategies; document the action plans for each high-priority strategy identified; and establish the targets and timelines for achievement. Ms. Faden stated the grant gives the recipient two (2) years to complete the task, but Ms. Faden thinks the Town will only need one (1) year. Ms. Faden further stated after applying the self-assessment results, the team will document the action plans for each high-priority strategy identified, as well as establishing targets and timelines for achievement. Ms. Faden stated the items which go into an action plan include which official or staff person will take the lead on advancing the strategy, which documents need to be amended, which decision-making bodies need to adopt the strategy, and what is a reasonable timeframe to adopt the strategy.

Ms. Faden stated with this grant, which awards up to forty-thousand dollars (\$40,000.00), the Town may purchase an annual subscription to SurveyMonkey.com, which Ms. Faden thinks will be beneficial to the Town, as well as collaboration and/or database software so it may be easy for the staff to track some of this information. Ms. Faden stated if the grant is awarded to the Town, then Town Solicitor Seth Thompson will review the contract to make sure everything is legally good. Ms. Faden stated it looks like the State is not asking the recipient to do much but pay for the services up front, and to save the receipts so you can be reimbursed. Ms. Faden stated she knows there was a concern about the use of staff time, and if the Town gets this grant, maybe the State can tell the Town something about that to maybe reduce or better divide up the time.

Ms. Faden stated, for the proposed budget, she asked the facilitator to overestimate because Ms. Faden thinks it may take longer and the Town will need more help, so the facilitator estimated for six (6) days. Ms. Faden stated she also added in the money for travel, food, and expenses, for the facilitator as well as the fifteen (15) members, which is all included in the cost of thirty-four-thousand-one-hundred-seventy dollars (\$34,170.00). Ms. Faden stated when she looked at the hours, she looked at the six (6) days of facilitation, which would be forty-eight (48) hours, and she looked at four (4) hours per month for meetings, bringing it to a total of ninety-six (96) hours of meeting time, rounding it up to one-hundred (100) hours. Ms. Faden stated she looked at two staff members – maybe one-hundred (100) hours for Ms. Botchie; one-hundred (100) hours for Town Code & Building Official Eric Evans; and, for clerical support, Mr. Amerling will attend the meetings so he will do the transcribing of minutes of the workshops (the facilitator will take notes) as well as a lot of other background stuff such as logistics. Ms. Faden further stated she also put in monies for using the meeting room, printing and handouts, publishing in the newspaper, and purchasing computer software. Ms. Faden stated the sum is all there on the budget sheet.

Ms. Faden stated when it comes to why the Town should do this, she believes it will promote Millville's mission, promotes sustainability and growth, will help the administration grow the Town in a sustainable way, and the education piece will build capacity because people will go through the facilitator process and understand a little more about community sustainability, have people collaborate together, the planning piece will support and enhance

review of the Town's ten (10)-year comprehensive plan, the low cost makes this budget neutral and if the Town is successful getting this grant, it may lead to more funding. Ms. Faden asked if there were any questions.

Council Member Peter Michel asked if June 2, 2017, is the due date for the grant. Ms. Faden stated yes, it has to be submitted by 4:30 p.m. on this Friday, June 2, 2017. Mr. Michel asked if Ms. Faden has been working on this with someone else. Ms. Faden stated yes, she has been working with Mr. Amerling. Mr. Michel asked when Ms. Faden received the grant information. Ms. Faden stated she received it sometime in February/March, and there was a webinar in March, which Ms. Faden attended. Mr. Michel stated he received all of this information two (2) days ago so he's having to "play catch-up." Mr. Michel asked how much money the Town is getting for its time and money. Ms. Faden stated, if the Town won the grant, the Town would receive the thirty-six-thousand-six-hundred-seventy dollars (\$36,670.00) for maybe five-hundred (500) hours of work. Mr. Michel asked who will do the five-hundred (500) hours of work. Ms. Faden stated Mr. Amerling will do three-hundred (300) hours, Ms. Botchie will maybe do one-hundred (100) hours, and Mr. Evans will maybe do one-hundred (100) hours. Mr. Michel asked who will be doing the employees' hours of work while they're doing these hours of work. Ms. Faden stated she thinks it's up to Ms. Botchie to say whether or not over a year's time, Ms. Botchie thinks there's enough room for the employees to spend that amount of time on this grant. Mr. Michel asked Ms. Faden if she will be the lead on this project. Ms. Faden stated yes, and any Council member can join, if they like. Mr. Michel asked what the benefits are to the Town's residents and businesses, because, from what Mr. Michel understands, the Town already has a zoning ordinance, will do the Comprehensive Plan, and what is under the scope of this grant seems like stuff the Town is already doing. Mr. Michel asked Ms. Faden to further explain the capacity building. Ms. Faden stated the capacity building means growth, so it's kind of more where the Town will develop in strength and the skills and resources within the Town. Ms. Faden stated participating in this grant will grow people's skills and give them some education relative to community sustainability and facilitated processes, and people will be exposed to at least one-hundred-thirty (130) different policies other Towns have implemented for growth. Mr. Michel asked if insurance was considered for the facilitator and employees and participants. Ms. Faden stated there is no insurance requirement. Town Solicitor Seth Thompson stated there is really only insurance necessary for people who get hurt during work, which is unlikely during a meeting. Mr. Thompson stated the grant agreement is a standard document DNREC uses and the insurance the Town already has meets the criteria. Mr. Thompson stated the planning grant is one step but implementing or carrying out the action plan is another step. Ms. Faden stated yes, there would be questions in this grant which may benefit the Town but the Town would have to review them and decide on what's best for the Town, and the team has to incentivize it and try to figure out the best way to implement the actions. Mr. Michel asked how many people would be on this team. Ms. Faden stated it would be a maximum of fifteen (15), and Ms. Faden was thinking there may be three (3) staff people and three (3) Council people, and the rest would be comprised maybe of Sierra Club members, local business owners, members of the community, etc., but nothing is cast in stone at this point.

Deputy Mayor Steve Maneri stated the Town is looking at a grant of the thirty-six-thousand-

six-hundred-seventy dollars (\$36,670.00) and Mr. Maneri thinks the Town is putting in a lot of time to just get that amount of money. Mr. Maneri stated five-hundred (500) hours of the Town's staff working on this when there are other duties which have to be done at Town Hall, it's just too much time. Mr. Maneri stated Mr. Evans is already busy with the park plus his inspections. Ms. Faden stated it's one-hundred (100) hours of Mr. Evans' time. Mr. Maneri stated one-hundred (100) hours is a lot of time. Ms. Faden stated it's two-and-a-half (2 ½) weeks over a year. Mr. Maneri stated that is a lot of time, and Ms. Faden is talking more time for Mr. Amerling at three-hundred (300) hours; it's just too much time. Ms. Faden stated she can cut back the time. Mr. Maneri stated if Ms. Faden cuts back the hours, then she's doing away with the thirty-one percent (31%) match on the budget. Ms. Faden stated she thinks what the Town will get for its comprehensive plan will be worth a lot more than thirty-six-thousand dollars (\$36,000.00). Mr. Maneri asked Mr. Thompson if Mr. Thompson has read the grant agreement before Council tonight and if it's "up to par." Mr. Thompson stated yes, he's read it and it's a pretty standard agreement, setting up the fact the Town has to set up a purchase order and then get the purchase order approved, the Town pays for the item, then the Town asks for a reimbursement. Mr. Thompson stated he's not too concerned about the agreement because it's not too complicated except if the division runs out of funding, and the Town will still be on the hook to pay someone even if the funding goes away. Mr. Maneri stated, with the green buildings, will the Town start forcing people to "build green," because a lot of buildings are already done. Ms. Faden stated the Town doesn't have to do anything because what the grant is doing is proposing to look at policies other places have implemented and determine whether or not those growth policies are something the Town would benefit from; and if the team says yes, the Council would still have to vote on whether to approve it or not, so there is no forcing anyone to do anything. Mr. Maneri stated if this is not forcing people to do something, or not even showing the Town which way to go, the Town is wasting money and time, and there is plenty going on right now in Town Hall. Mr. Maneri stated Council has all this paperwork and he also has had only about less than one (1) week to look this over. Ms. Faden stated she tried to contact Council individually via phone to discuss this grant so there wouldn't be that burden tonight, and Ms. Faden contacted Mr. Maneri about it. Mr. Maneri stated Ms. Faden did not contact him to discuss this grant. Ms. Faden stated yes, by phone. Mr. Maneri stated Ms. Faden only informed him she was going to start applying for it and never discussed what the grant would do.

Mr. Thompson stated, with this grant, one implementation or incentive techniques other Towns have used is if a person builds a "green building," building permits are less money, so that is an example of what the Town could do; but this is only implementing the research for such techniques. Ms. Botchie stated the Town already has in its commercial zoning code there is incentive if a builder does more landscaping, the Town will give them a larger building envelope. Mr. Thompson stated the end result of this grant is the report informing Council what may be implemented to improve upon these items, and Council will have to consider whether they want to accept the recommendations. Mr. Maneri stated he thinks the Town has too much going on right now to commit these staff hours to this grant.

Mayor Gordon asked how many people or towns in Sussex County have applied for this grant. Ms. Faden stated she didn't know. Mayor Gordon stated he knows he saw bigger

towns in Maryland with bigger populations apply for this grant, but the one thing Mayor Gordon is stuck on is the “low-cost budget neutral” for Town employees, because he can’t see how it would be budget neutral since employees have to be paid. Mayor Gordon stated if the Town’s volunteers were doing this, it would be budget neutral because they’re doing the work and there are no fees; but, with Town employees, Council would be taking five-hundred (500) hours away from what those employees are doing for the Town on a daily basis so they could sit in on these meetings. Ms. Faden stated when she spoke with Ms. Botchie the other day about the hours, Ms. Botchie didn’t say any concern over it, so Ms. Faden didn’t think it would be taxing on the staff to participate in this project. Mr. Thompson stated when looking at the hours, it appears as if Ms. Botchie and Mr. Evans will dedicate, on average, about two (2) hours per week to this and Mr. Amerling will have to dedicate about six (6) hours. Ms. Faden stated this is over a year’s time so when it comes to scheduling the workshops and meetings, it can be done to convenience the staff and Town and she doesn’t have specific days in mind. Mr. Thompson stated, from what he knows, the Town is pretty busy throughout the whole year now, as opposed to even a few years ago when it was quieter in the winter. Mayor Gordon and Ms. Botchie agreed the Town is more of a year-round community now so things are busier year-round. Mayor Gordon stated the Town is lucky to run on five (5) full-time employees but there will come a day in the near future when there will have to be consideration of opening positions for the park or public works, and hiring an individual to do that. Mayor Gordon stated he doesn’t see applying for a grant requesting money but having to cost the Town five-hundred (500) hours to bring extra people in to have meetings, and tell the Town what would be the best way to run its business. Mayor Gordon stated he also would like to know if any other Towns in Sussex County or Delaware have applied for this grant. Ms. Botchie stated she had Mr. Amerling reach out to all of the town clerks in Delaware and the response was nobody else applied for it except for Frederica. Ms. Faden stated she knows towns such as Lewes have already applied for it. Ms. Botchie stated yes, but towns like Lewes have separate divisions like a public works, which does most of the grant writing as well as maintaining streets and their parks. Mayor Gordon stated if the Town had more employees, he wouldn’t have such a problem with this grant, but with the five (5) full-time employees the Town has, those individuals have essential daily duties to perform and not so much for working for a proposed group.

Mr. Thompson stated the one concern he has is getting participants from the general public to volunteer for this body because participation at meetings is mostly low. Ms. Faden stated she understands but after reading the park survey and seeing that half of the people who took the survey were interested in community sustainability, she thinks there would be people volunteering. Ms. Botchie stated she just thought about the fact that AECOM has been budgeted to be involved with the Town’s comprehensive plan and Ms. Botchie wonders if the Town will be paying two different people to be doing the same job. Ms. Faden stated she doesn’t know what the planner – AECOM – is engaged to do, but if the Town gets this grant, it may result in a reduction of tasks for AECOM because this grant group would do the work beforehand. Ms. Botchie stated AECOM is made up of professional municipal planners and any volunteers coming in would not be educated in up-to-date municipal ordinances and laws. Ms. Faden stated she doesn’t know what AECOM’s task is. Mr. Thompson stated the comprehensive plan does have to address sustainability, but it’s also broader than sustainability, and Mr. Thompson thinks the grant group would produce more of a consensus

on what they think would be good strategies. Mr. Thompson stated AECOM is also capable of possibly coming up with the same strategies. Ms. Faden stated she doesn't think it would be duplicative but it would dovetail into the comprehensive plan, and while Ms. Faden doesn't think Mr. Gulbranson's (of AECOM) experience "goes across the nation," this group may come up with something he hasn't thought of, something new and different. Mr. Thompson stated he thinks the comprehensive plan – although it requires public hearings – might not address as much in sustainability.

Ms. Faden motioned to approve the funding for the Community Sustainability grant based on the proposed budget presented in tonight's PowerPoint presentation. Ms. Faden stated she understands what Mr. Maneri's perspective is on this matter but she hasn't heard from Mayor Gordon or Mr. Michel. Mayor Gordon stated he is not in favor of the grant because of the amount of employee hours being used, and Mayor Gordon doesn't consider those hours as "free time" or "neutral." Mayor Gordon stated there are salaries the Town pays for and if there were more employees, maybe he would consider it. Ms. Faden asked if Mayor Gordon would consider the grant if there were a change to the number of hours. Mayor Gordon stated no, because he doesn't think the timing is right and the Town being the size it is simply doesn't necessitate this grant. Mayor Gordon further stated he thinks this is a good grant but, to him, now is not the time and he doesn't want AECOM to butt heads with a group who will move forward under this grant. Mr. Michel stated he is not in favor of this grant because he's learned quite a bit about this grant and it may have been more helpful if he had this packet – even "bare bones" – back in February, but with the Town business with the park and everything else going on, he has to vote no. Mr. Thompson stated it seems as if there won't be a second to the motion. Mayor Gordon stated Ms. Faden did a good job with this grant application and he appreciates her time on it, but maybe it would be best for a later time. Motion was dropped and not approved.

6. CITIZENS' PRIVILEGE

There were no comments.

7. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL MTG., JUNE 13, 2017

8. ADJOURNMENT

Mr. Maneri motioned to adjourn at 8:20 p.m. Mr. Michel seconded the motion. Motion carried 4-0.

Respectfully submitted,
Matt Amerling, Town Clerk