

**MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
November 14, 2017 @ 7:00 PM**

In attendance were Mayor Bob Gordon, Deputy Mayor Steve Maneri, Treasurer Susan Brewer, Secretary Valerie Faden, Council Member Peter Michel, Town Manager Debbie Botchie, Town Solicitor Seth Thompson, Code & Building Official Eric Evans, and Town Clerk Matt Amerling.

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Mayor Gordon stated everyone was present.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. ADOPTION OF TOWN COUNCIL MINUTES AND NOTES

A. Adoption of Town Council Minutes – October 10, 2017

B. Adoption of Town Council Workshop Minutes – October 24, 2017

Council Member Valerie Faden stated in the October 10, 2017, minutes the word “komacell” should have one “l” instead of two. Ms. Faden motioned to adopt the October 10, 2017, Town Council meeting minutes with the corrections, and the October 24, 2017, Workshop meeting minutes. Deputy Mayor Steve Maneri seconded the motion. Motion carried 5-0.

5. FINANCIAL REPORT – Treasurer

A. October 2017

Treasurer Susan Brewer read the Financial Report for the month ending 10/31/17.

October 31, 2017:

General Revenue: \$ 160,286. Restricted Revenue: \$ 167,458.

General Expenses: 42,728. Restricted Expenses: 192,951.

6. ADMINISTRATIVE MATTERS

A. Administrative Report for October 2017 – Town Manager

Town Manager Debbie Botchie stated the Town has received another grant for its park in the amount of fifty-three-thousand dollars (\$53,000.00). Ms. Botchie stated she and Town Clerk Matt Amerling applied for the grant and Mr. Amerling was informed last Monday

by the Delaware Department of Natural Resources and Environmental Control (DNREC) the Town had received the grant, which will go towards the payment of the park's Challenge Course; and, to this day, the Town has received two-hundred-fifty-three-thousand dollars (\$253,000.00) to go toward the park.

Ms. Botchie stated she's also pleased to announce Tri-County Electrical has recently finished installing electrical equipment on fourteen (14) poles to ready for Christmas light decorations to go up along Route 26. Town Clerk Matt Amerling stated he contacted the decoration provider Christmas Décor and asked about putting the decorations up the Monday before Thanksgiving and was told it's the company's most busy time of the year, so Mr. Amerling will have to check again and get a date. Ms. Botchie stated Christmas Décor knows the Town is very excited to get these decorations up so installation will be soon.

Ms. Faden stated with regards to the crime mapping, Ms. Faden spoke with Delaware State Police Captain Layfield and talked to him about getting more information regarding the Town, comparing data from year to year, and getting a better analysis to address the funding of how the DSP can be better utilized. Ms. Faden stated Capt. Layfield said he would look into those items but she's not sure if anything's been done. Ms. Botchie stated she has not heard anything. Ms. Faden stated maybe the Town can get back in touch with Capt. Layfield about these issues.

7. CITIZENS' PRIVILEGE, VISITORS, PRESENTATIONS & APPOINTMENTS

There were no comments.

MOTION TO ENTER PUBLIC HEARING

Council Member Valerie Faden motioned to enter public hearing at 7:10 p.m. Council Member Susan Brewer seconded the motion. Motion carried 5-0.

8. NEW BUSINESS

A. Public Hearing Notice – Secretary

B. Written Comments – Town Manager

There were no written comments.

C. Discuss a final subdivision site plan submitted by Millville Town Center, LLC, for Section 3 of Sea Star Village, located in Millville by the Sea. The preliminary plan was approved for the entire Sea Star Village; this submittal is the final subdivision site plan for Section 3 only, and consists of 6 cottage lots, 27 estate lots, and 32 perimeter lots for a total of 65 lots. *Synopsis:* The applicant is proposing six (6) cottage lots, twenty-

seven (27) estate lots, and thirty-two (32) perimeter lots for a total of sixty-five (65) lots in this section. The preliminary subdivision site plan was reviewed and approved 4-0 at the Town Planning & Zoning (P&Z) Committee meeting on March 1, 2016. At its March 9, 2016, Town Council meeting, Council voted 3-0 (with 2 abstentions) to approve the preliminary subdivision site plan for Sea Star Village. At its November 8, 2016, Town Council meeting, Council voted 3-0-1 recusal to approve Section 1 of Sea Star Village. At its January 10, 2017, Town Council meeting, Council voted 5-0 to approve Section 2 of Sea Star Village.

Deputy Mayor Steve Maneri and Council Member Susan Brewer recused themselves from the dais. Mr. Ken Christenbury, of Axiom Engineering, stated the preliminary plan was not substantially changed since it's been approved so it is just being detailed now with how the drainage works, how deep is the sewer, roads, stormwater management, and a landscaping plan which was submitted with Section One covered all three (3) sections, so that is done. Mr. Christenbury stated he doesn't believe there are any complicated matters to discuss but if there are any questions, he'd be happy to address them; and he believes the Town has all of the necessary agency approvals. Ms. Botchie stated since AECOM representative Kyle Gulbranson is not present, Ms. Botchie referenced Mr. Gulbranson's comment letter, stating AECOM recommends approval of the final plans for Millville by the Sea, Sea Star Village Section Three.

Ms. Faden stated in Mr. Gulbranson's letter, he makes a couple of recommendations which should be done prior to approval and Ms. Faden wants to make sure these recommendations have been executed. Town Solicitor Seth Thompson stated it is typical Town procedure to have a public works agreement, a landscaping agreement, and a stormwater management agreement, and per the Town Code, these agreements must be in place before recordation. Ms. Faden asked if there is any traffic study in place. Ms. Botchie stated there are no traffic studies required for Section Three of Sea Star Village. Mr. Al Ruble, of Millville by the Sea (MBTS) LLC, stated he thinks Ms. Faden's concerns were over the construction traffic which would be coming down Huntington Street and Pembroke Lane, but that has all been completely resolved and MBTS LLC has an existing construction road coming in to Sea Star Section Three, totally independent of Huntington, Pembroke or anywhere else at this time. Mr. Ruble stated MBTS LLC has started installing the traffic calming devices which Council approved; the new speed limit signs are up, as well as children-at-play signs. Mr. Ruble stated MBTS LLC is getting ready to work on the speed hump and the stop signs, with the paving for Lakeside coming up in the near future. Mr. Ruble further stated he thinks everything Ms. Faden was concerned with has been addressed and it has been in full operation for the past two (2) weeks. Mayor Bob Gordon asked Mr. Ruble how long the traffic calming will take to be completed. Mr. Ruble stated right now, he's due to walk Lakeside tomorrow with Town Code & Building Official Eric Evans for road repairs and those repairs will be

made immediately, so he'd like to get the paving done right after Thanksgiving, put the topping in at Lakeside, go right into the speed humps immediately with that paving operation. Mayor Gordon asked if Mr. Ruble is looking at some time around the first of the new year. Mr. Ruble stated yes, that is what he's aiming for, as long as the weather holds up and the repairs aren't too extensive at Lakeside, which he doesn't expect them to be.

Ms. Faden asked about the walking trail. Town Code & Building Official Eric Evans stated he, the Town engineer, and Ms. Botchie are reviewing Section One right now and it's getting ready to go to the Planning and Zoning (P&Z) Committee. Mr. Evans stated in doing that, they recommend to Council that the walking trail at Sea Star Village stop at spur one (1) and do not extend past that so P&Z can address it in the Village One (1) preliminary review process. Mr. Christenbury stated they have no objection to that process.

D. Residents/Property Owner Comments & Questions

There were no comments.

MOTION TO CLOSE PUBLIC HEARING

Ms. Faden motioned to close the public hearing at 7:18 p.m. Council Member Peter Michel seconded the motion. Motion carried 3-0.

9. NEW BUSINESS

- A.** Discuss and possible vote on a final subdivision site plan submitted by Millville Town Center, LLC, for Section 3 of Sea Star Village, located in Millville by the Sea.

Mayor Gordon requests individual vote.

Ms. Faden motioned to approve the final subdivision site plan of Sea Star Village Section 3 as all the prerequisites have been met and with the notation the walking trail will be stubbed and the extension will be reviewed within Village One (1). Mayor Gordon seconded the motion. Ms. Faden voted yes. Mayor Gordon voted yes. Mr. Michel voted yes. Motion carried 3-0-2 recusals. Mr. Maneri and Ms. Brewer rejoined the dais.

10. PARK AND RECREATION COMMITTEE REPORT – Deputy Mayor Steve Maneri

Mr. Maneri stated trees along the north side of the park will be removed beginning on November 27, 2017. Mr. Maneri stated the Town still doesn't have final on the Sussex Conservation District (SCD). Mr. Evans stated the Town has DelDOT's approval but the Town doesn't have a permit because you can't get the permit without SCD's permit. Mr. Maneri

asked how long the Town is from obtaining that permit. Mr. Evans stated he doesn't know. Mr. Maneri stated his thanks to everyone who applied for the fifty-three-thousand-dollar (\$53,000.00) grant because that will be a big help. Mr. Maneri stated all of the building decisions and logistics are done and the Town needs a picture of it from GMB, then, once Council OKs it, the bid process can begin.

11. CITIZENS' PRIVILEGE

There were no comments.

**12. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL WORKSHOP MTG.,
NOVEMBER 28, 2017**

13. ADJOURNMENT

Ms. Faden motioned to adjourn at 7:23 p.m. Ms. Brewer seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Clerk