

**MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
March 13, 2018 @ 7:00 PM**

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

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 except Council Member Steve Maneri.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. SWEARING-IN OF COUNCIL MEMBER – Town Clerk

A. Ronald Belinko

5. TOWN COUNCIL APPOINTMENTS – Selection of Mayor, Deputy Mayor, Treasurer & Secretary

Council Member Susan Brewer motioned to nominate Bob Gordon as Mayor. Council Member Peter Michel seconded the motion. Motion carried 4-0.

Mayor Bob Gordon motioned to nominate Steve Maneri as Deputy Mayor, reading a letter received from Mr. Maneri stating his acceptance of the position if he were to be nominated. Ms. Brewer seconded the motion. Motion carried 4-0.

Mayor Bob Gordon motioned to nominate Susan Brewer as Treasurer. Mr. Michel seconded the motion. Motion carried 4-0.

Treasurer Susan Brewer nominated Peter Michel as Secretary. Mayor Gordon seconded the motion. Motion carried 4-0.

6. ADOPTION OF TOWN COUNCIL MINUTES AND NOTES

A. Adoption of Town Council Minutes – January 9, 2018

B. Adoption of Town Council Executive Session Minutes – January 9, 2018

C. Adoption of Town Council Workshop Minutes – January 23, 2018

Treasurer Susan Brewer motioned to globally adopt the January 9, 2018, Town Council meeting minutes, the January 9, 2018, Town Council Executive Session minutes, and the January 23, 2018, Town Council Workshop meeting minutes. Council Member Peter Michel seconded the motion. Motion carried 4-0.

7. FINANCIAL REPORT – Treasurer
A. February 2017

Treasurer Susan Brewer read the Financial Report for the month ending 2/28/18.

February 28, 2018:

General Revenue: \$ 49,673. Restricted Revenue: \$ 47,606.
 General Expenses: 48,034. Restricted Expenses: 5,100.

8. ADMINISTRATIVE MATTERS

A. Administrative Report for January and February 2018 – Town Manager

Town Manager Debbie Botchie stated Volunteer Chairperson Patty Moulder wanted Council to know that volunteers put together six-hundred-fifty (650) Easter eggs for the Sussex County Foster Children program, which is the same program the volunteers made backpacks for this past early autumn.

9. CITIZENS' PRIVILEGE, VISITORS, PRESENTATIONS & APPOINTMENTS

A. Appointment and Confirmation of Board of Adjustment (BOA) Commission Member Sharon Brienza – Town Council

Mayor Gordon motioned to approve Sharon Brienza as a BOA Commission member. Ms. Brewer seconded the motion. Motion carried 4-0.

B. Swearing-in of new BOA Commission Member Sharon Brienza – Town Clerk

10. NEW BUSINESS

A. Discuss and possible vote on the approval to go to bid on the park community building and maintenance building – Morgan Helfrich, GMB

Synopsis: If approved, the bid will go out to general contractors for just the park community building and the park maintenance building.

Ms. Morgan Helfrich, of GMB, stated GMB has been working with the Town's Parks and Recreation Committee to design two (2) buildings for the Town's park, the community building which is about 4,200 to 4,300 square feet, wood construction, slab on grade, housing a warming kitchen, a banquet hall, bathrooms, an office area, and lots of storage. Ms. Helfrich stated the outside would be made of all maintenance-free materials. Ms. Helfrich stated the other structure is an 800-square-foot maintenance building, masonry construction, consisting of just a mens' and womens' bathroom facility as well as a storage area. Ms. Helfrich stated the same outside materials are being used for this building as for the community building. Ms. Helfrich stated GMB are about 99% complete on the construction documentation for the buildings themselves so they may go to bid to get pricing from general contractors. Ms. Helfrich stated GMB would help the

Town with the bid process because there is likely to be lots of questions from general contractors on the construction documentation, which GMB can answer. Ms. Botchie stated the Committee has worked very hard on this so the staff is very well-acquainted with the buildings and the Town is excited for the next step.

Mr. Michel motioned to go to bid on the park community building and maintenance building. Mayor Gordon seconded the motion. Motion carried 4-0.

B. Discuss and possible vote on FY19 Organizational Chart.

Ms. Botchie stated Mayor Gordon is filling the vacancies left by Ms. Valerie Faden on the Annexation Committee and the Comprehensive Plan Committee, while Council Member Ronald Belinko will take over on the Parks and Recreation Committee. Ms. Brewer motioned to approve the FY19 Organizational Chart. Mayor Gordon seconded the motion. Motion carried 4-0.

C. Discuss and possible vote on amendment to the personnel manual, item #4-5, Hours and Days of Work.

Ms. Botchie stated this change is merely changing the Town Hall's hours of operation from 9 a.m. to 4 p.m., closing from 12 p.m. to 1 p.m. for lunch, to being open from 8:30 a.m. to 4:30 p.m., and not closing for lunch. Mayor Gordon motioned to accept the amendment to the personnel manual, in item #4-5, regarding Hours and Days of Work. Ms. Brewer seconded the motion. Motion carried 4-0.

11. PARK AND RECREATION COMMITTEE REPORT

Town Code & Building Official Eric Evans stated the plans have been resubmitted back to the Soil Conservation District (SCD) for the stormwater reviews, so SCD now has an additional thirty (30) days to review those plans, and there were only about eight (8) comments to be corrected on the plans.

12. CITIZENS' PRIVILEGE

Mr. David Moeller, of Blue Heron Drive, stated he would like to see some kind of clean-up of the litter around Town, specifically down Route 17. Mayor Gordon and Ms. Botchie agreed it would be a good idea to have the Town organize a clean-up. Mr. Moeller stated he would be happy to be a lead in the event. Mr. Evans stated his suggestion to get in touch with DelDOT, get a hold of Adopt-a-Highway, and maybe the Town can get some orange trash bags for the event. Ms. Botchie asked for Mr. Moeller's contact information to talk with him more about this event. Mr. Moeller stated yes.

**13. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL WORKSHOP
MTG., MARCH 27, 2018**

14. ADJOURNMENT

Ms. Brewer motioned to adjourn at 7:25 p.m. Mr. Michel seconded the motion. Motion carried 4-0.

Respectfully submitted,
Matt Amerling, Town Clerk