

**MINUTES OF THE MILLVILLE
TOWN COUNCIL WORKSHOP
April 3, 2018 @ 7:00 PM**

In attendance were Mayor Bob Gordon, Deputy Mayor Steve Maneri, Treasurer Susan Brewer, Secretary Peter Michel, Council Member Ronald Belinko; Town Manager Debbie Botchie, Town Solicitor Seth Thompson, GMB Representative Andrew Lyons Jr., Town Clerk Matt Amerling, and Town Finance Director Lisa Wynn.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Gordon led the pledge of allegiance.

3. ROLL CALL

All Council members are present and Town Solicitor Seth Thompson is running a little late but will be here momentarily.

4. CITIZENS' PRIVILEGE, VISITORS, PRESENTATIONS & APPOINTMENTS

There were no comments.

5. OLD BUSINESS

A. Discuss and possible vote on mural options for municipal building – Artist John Donato.

Synopsis: At the December 12, 2017, Town Council Meeting, Council postponed a vote on the mural until January, after Council could see some of Mr. Donato's other works. At the January 23, 2018, Town Council Workshop meeting, Council agreed to commission Mr. Donato for the project and to meet with Council Members Susan Brewer and Peter Michel to review the Town's possible goals regarding the mural.

Mr. John Donato stated he went over the mural with Council members Susan Brewer and Peter Michel as well as gained input from others, which was extremely helpful. Mr. Donato displayed a mock-up on the screen and stated he tried to incorporate as many historical Millville town items as possible, and every item can easily be resized, removed, replaced, readjusted, or moved around. Mr. Donato stated he also placed little places for labels to explain why the items are there. Mr. Donato stated he could also paint books on shelves with spines showing paintings of actual old Millville buildings and book titles featuring the name of the place and/or who owned it. Mr. Donato further stated one of the significant draws to the mural would be that people can look at it and get curious enough to read the labels and/or go research more. Mr. Donato stated anything can be removed, replaced or resized, and he wanted to show Council what the mural might and could look like. Mr. Donato stated the colors would be bright but toned down in terms of the shading and how light would affect it, making this a little more on the realistic side than the whimsical. Town Solicitor Seth Thompson entered the meeting. Mr. Donato stated he's gone to other sites and noticed the type of paint he's used on drywall has held up extremely nicely, so he's not worried about the paint wearing out over time. Town Finance Director Lisa

Wynn asked how sun might affect the paint. Mr. Donato stated this type of paint is designed to be used outside – such as the Bottle & Cork (Dewey Beach) and the Bethany Boathouse (Bethany Beach) – in direct sunline, so it will hold up well. Mr. Donato further stated there is also the option to leave some space open for future painted entries, so the Town can add more items as the history moves along. Mr. Donato stated the idea behind this mural and its items is that there's always something new to notice and it never gets boring.

Town Manager Debbie Botchie stated Mr. Donato had mentioned replacing the birds in the window with an airplane pulling a banner, and the banner could read the Town's motto: "A beautiful way of life." Mr. Donato stated yes, that would be no problem. Mr. Donato stated he would recommend Council keep their design drafts he handed out, and make comments on them, then he can collect them and put their ideas into the design. Council Member Susan Brewer stated she would like to have something in the mural to represent the Town's park. Council Member Ronald Belinko stated he likes the idea of saving space for future item entries. Ms. Botchie asked if the pictures in the Town Hall lobby can be incorporated onto the books in the mural. Mr. Donato stated yes, he can do a rendering of the building, and title the book with the person who lived there as the author. Ms. Brewer asked Mr. Donato when he would need the comments. Mr. Donato stated most of April is booked up for him, so he's not in a rush to get it back and would like Council to take their time with it. Ms. Brewer stated Council needs a deadline. Mr. Donato stated to take two (2) weeks and he can come pick them up.

Mayor Bob Gordon asked how much trouble it would be to place what Mr. Donato has done in this sketch and place it on another wall/location, because Mayor Gordon thinks art is something to be shared and the mural would be better served to the community if it were someplace where it would be seen more by the public. Mr. Donato stated it wouldn't be difficult at all, and he can fit this image on big PVC board, which is very lightweight and "lasts forever," and the PVC can be removed and relocated to other locations. Mr. Donato stated there is a little bit of cost with the PVC – Mr. Donato thinks they're about \$125 per sheet, but they're four (4) foot by eight (8) foot and you can add on to them.

6. NEW BUSINESS

- A.** Discuss and possible vote on the Millville by the Sea (MBTS) sewer extension from Sea Star Village, Section 3, to Roxana Road and the Beebe site. *Synopsis:* MBTS would like to run the sewer line from the manhole connecting Sea Star Village, Section 3, and Village 1, extending through Village 8 to Route 17 and north to the Beebe site. If approved by Council, MBTS would proceed further with Sussex County permitting a sewer extension to the proposed Beebe site.

Mr. Al Ruble, of Millville by the Sea (MBTS), stated MBTS has Beebe relocating to the other side of Route 17 and the improved site, which MBTS will be coming in to Town Council for approval consideration next Tuesday. Mr. Ruble stated at this time, one of the big dilemmas MBTS had when Beebe preferred to relocate was how MBTS would get utilities to the site. Mr. Ruble stated MBTS originally had utilities for Beebe at its former site, coming out of Summerwind, since 2007; but, by moving over to the other side, MBTS had a major problem. Mr. Ruble stated MBTS looked at the map pretty hard and figured where future Village 8 is located, which still won't be done until five (5) or six (6) years down the road, MBTS gave some

thought into fixing this new proposed road so it will always remain the way it is and still give MBTS development flexibility on either side of it. Mr. Ruble further stated MBTS designed it initially from a concept standpoint to establish the road and put in – what MBTS thought would be – the maximum of EDUs, or product – in this case, townhouses – and approach Sussex County and the Town with it, saying it is always easier to reduce EDUs or lots rather than to increase them after the fact. Mr. Ruble stated MBTS designed a “worst case” here, knowing the road, no matter what, would run the sewer and there would be a twenty-four (24) inch in progress now, which is coming over to Sea Star Village and going into MBTS future areas. Mr. Ruble stated County has approved this plan and MBTS will be going from a 24-inch to an eighteen (18)-inch, and the 18-inch is going into a deep sewer, probably about fifteen (15) feet deep, running out to Route 17, crossing at the intersection and transitioning into a ten (10)-inch to bring it up to the Beebe site. Mr. Ruble stated the line will also be stubbed for future sewer to pick up all of the other lands of MBTS and other future County developments. Mr. Ruble further stated this major collector sewer can probably serve, technically, close to ten-thousand (10,000) houses, but now it definitely serve Beebe and the rest of MBTS in the future.

Mr. Ruble stated MBTS is asking the Town’s consideration to allow MBTS to go ahead and get this permit with the County to run this sewer, and the reason is that Beebe is stating their goal is to try and get this site plan and site work going in October, November of this year (2018), and Beebe is asking MBTS to have the sewer up there by sometime later this year. Mr. Ruble stated as slow as the sewer is going back in the other section because of the weather, MBTS wanted to get in to the Town early to get the necessary approvals so MBTS can get the construction going by this summer. Mr. Ruble stated Council has approved this plan, of which the stamped version has been provided to Council. Mr. Ruble stated this has been well thought out and MBTS likes it because it gives them flexibility. Mr. Ruble further stated it’s important to emphasize there will be connectivity due to the stubbing at Sea Star Village, and it doesn’t matter what product is there, there will be connectivity. Mr. Ruble stated the other nice thing to consider is maybe having some estate lots, some larger lots, to make sure there is connection and there is no dead end. Mr. Ruble stated Tidewater was originally off of Substation Road, where MBTS was allowing Tidewater land to put a future elevated water tank, but in 2014, Mr. Chuck Ellison came back in and had the master plan revision done, Mr. Ellison didn’t take any consideration of it, and MBTS had an agreement with Tidewater dating back to 2005. Mr. Ruble stated when he came back on board MBTS, Mr. Ruble realized there was a problem, Tidewater stopped all the reviews of everything MBTS was doing because their site was gone. Mr. Ruble stated MBTS met with Tidewater to work things out, and there is an ideal spot where the old sales office is on Route 17 to place the water tank, which will come before Council at the April 10 meeting, and the area is ideal because it’s a highly wooded area and doesn’t cast shadow on homes.

Mayor Gordon asked Mr. Ruble if he thinks the ten (10)-inch line is going to support the Beebe site will suffice if Beebe decides to add more or more comes in the future. Mr. Ruble stated Beebe is getting three-hundred-fifty (350) EDUs which is about six (6) inch of the line and when MBTS returns before Council next week to discuss the revised master plan, there will be a request to Council to consider, for the property to the south to go to a mixed commercial use. Mr. Ruble stated that will be another three-hundred (300)-something EDUs, and this ten (10)-inch will basically serve close to nine-hundred (900), which will be all its picking up and it will still have capacity. Mr. Ruble further stated down at the intersecting manhole, coming in the other direction will be a lot bigger situation. Mr. Ruble stated Mayor Gordon’s concern is with the 10-

inch, and MBTS originally sized it with a twelve (12)-inch, but Sussex County, despite knowing there is potential growth and expansion, restricted it to ten (10), and MBTS went with the County's restriction.

Deputy Mayor Steve Maneri asked what the timeline would be for this whole line to be put in if the weather is good. Mr. Ruble stated if MBTS gets approval tonight, MBTS will have the engineer go to final design on the sewer for all the approvals needed, and if it was started next week, hopefully all permits would be in hand by July. Mr. Ruble stated from July, it should be done by November, early- to mid-December. Mr. Maneri asked if the line is all gravity. Mr. Ruble stated yes.

Council Member Peter Michel asked what structurally goes with the water tower? Mr. Ruble stated there will be the tower itself, which might have a seven-hundred-thousand (700,000) to seven-hundred-fifty-thousand (750,000)-gallon tank, as well as a utility building at the base, housing pumps, and the building is small, indiscreet, and the site is secure.

Mr. Andrew Lyons Jr., of George, Miles & Buhr LLC (GMB), stated he has looked at everything, the bigger lots, made comments, and MBTS has addressed all comments, so everything looks good for what MBTS is asking. Town Solicitor Seth Thompson asked Mr. Ruble once the County gives MBTS final approval, does MBTS record the right-of-way. Mr. Ruble stated MBTS gives the County the easement through there and MBTS records it. Mr. Thompson asked if it will be a separate document. Mr. Ruble stated yes. Mr. Ruble stated when MBTS comes back and puts the road right-of-way in for the Town and everything else, it's another process; but, in the meantime, everything is protected by those first steps with the County. Mr. Ruble stated the way the sewer route is presented is the only timely way MBTS could get the project done. Mayor Gordon asked where the electric is coming from, Route 17 and 26? Mr. Ruble stated from the original phase, down Route 17.

Mr. Maneri motioned to accept the sewer extension from Sea Star Village, Section 3, to Roxana Road and the proposed Beebe site. Council Member Ronald Belinko seconded the motion. Motion carried 5-0.

B. Review and discuss the draft FY19 Budget – Town Manager Debbie Botchie & Finance Director Lisa Wynn

Ms. Botchie stated the percentage this upcoming year is only a five-point-five-nine percent (5.59%) increase from last year, but there will be a little bit of adjustment in here after doing a little more review. Ms. Wynn stated the building ground maintenance and landscaping item was reduced by one-thousand dollars (\$1000.00), and when Council looks at the detail, they will see the Town got more specific on each item so Council can see the miscellaneous was reduced from two-thousand dollars (\$2000.00) to one-thousand dollars (\$1000.00); and when you look at water, it was reduced as well. Ms. Botchie stated the bottom line on the expenses is the Town reduced from six-eighty-two (\$682,000) to six-seventy-six-two-eighty-one (\$676,281). Ms. Wynn stated the amount is a four-point-seventy-one percent (4.71%) increase from the prior year and it looks a little higher because of GL53175, the resite review, which is offset by the revenue, which is really a wash but that doesn't make the increase a little bit higher. Ms. Botchie stated the resite review topo has to do the fee of two-hundred dollars (\$200) will be added onto the building permit for the lot to be visited and reviewed once graded to the original plans of what

was approved. Ms. Botchie stated once the house is built, there will be a topo to make sure everything is built to grade and site plan, and the onus will be on the building contractor and not the developer.

Ms. Botchie stated the payroll processing taxes is contingent on Council's approval and what is listed is what Ms. Botchie recommended to Council. Mr. Maneri asked, regarding the topo, why the Town is adding the expense. Ms. Botchie stated the Town needs to show it because the Town is paying it out, but it will be a wash, no expense to the Town. Ms. Botchie stated Town Code & Building Official Eric Evans feels the Town will have a decrease with building permits this year, but when talking with the developers, Ms. Botchie doesn't think it will be as big a decrease as the Town thinks, but the Town is conservative with the estimate. Ms. Botchie stated Peregrine Bay is not in this equation because they are looking at January 2019 when it comes to breaking ground, and they most likely won't be ready for us to collect permits. Mr. Michel asked if Dove Landing is included. Ms. Botchie stated yes, it's included but they will not be pulling any building permits this year, as far as the Town knows, but, again, that is the Town being very conservative. Ms. Botchie stated if there is some kind of economic crisis or change this year, the Town is not overbudgeting itself. Ms. Botchie stated the property taxes are based on what has already been assessed and appraised at the time Ms. Wynn did this report, but the Town will receive a lot more income in April when the Town receives the Sussex County tax rolls, but, for right now, this is the assessment. Ms. Botchie stated the revenue is up five-point-three-eight percent (5.38%) from last year.

Ms. Botchie stated, regarding the municipal street aid, this is an assumption for now, as hopefully the figure will be granted to the Town by the general assembly, our figures are based on the population, and while the Town doesn't own any streets, the Town is responsible for paying for the street lights along Route 26. Ms. Botchie stated the Sussex County grants are something the County offers municipalities which contract with the Delaware State Police (DSP) and don't have their own police department. Ms. Botchie stated the grant is twelve-thousand-five-hundred dollars (\$12,500.00), and this is also an assumption as the Town won't know whether it will get the money until County approves it budget at the end of June, but the Town has been getting this grant for quite a few years now.

Ms. Botchie stated, regarding economic development, hopefully the Town will have a pumpkin festival this year; Ms. Botchie is going to speak with the Millville Volunteer Fire Company (MVFC) and ask if the Town can use their property since the park will be under construction. Ms. Botchie stated the Town will still do its holiday market and the Town has received so many calls about what may be done with the park, and Ms. Botchie would like to do an Easter parade and egg hunts, but that will not be going into this present budget. Ms. Botchie stated the Christmas lights the Town got this past year were not what the Town ordered so the company is replacing the Town's lights with what Council approved. Ms. Botchie further stated the figure shown is a rollover from last year as the Town said we wanted to do twenty-five (25) per year to fill Route 26, and go down the streets: Cedar, Windmill, Burbage, Substation. Ms. Botchie stated this will have to be revisited after Ms. Botchie meets with the light provider company.

Ms. Botchie stated, regarding the transfer tax, she forgot to add the mural in here, but whatever Council decides to do with it, the Town can go back and readjust the budget to add the amount. Ms. Botchie stated, with capital improvements, she budgeted nothing and she hopes the Town needs nothing for the Town Hall building. Ms. Botchie stated for the police coverage, the Town

currently has twenty (20) hours of coverage per week, and the Mayor wanted to bump it up to twenty-four (24) hours, because the Town does have the funds to pay for it, not that there is any rise in crime, but that is for Council's consideration. Ms. Botchie stated, regarding the Dukes Drive Town park, the Town will soon go out to bid for the park buildings, and the Town is up for another grant, so the Town can apply for that when it's time.

Ms. Wynn stated, regarding the MVFC impact fees and ambulance fee, the Town could budget this cost because the Town can base it on the permits but it will ultimately come out as a wash. Council stated to keep the cost out since it will come out as a wash.

7. CITIZENS' PRIVILEGE

There were no comments

MOTION TO GO INTO EXECUTIVE SESSION

Ms. Brewer motioned to go into Executive Session at 8:20 p.m. Mr. Maneri seconded the motion. Motion carried 5-0.

- 8. EXECUTIVE SESSION** – 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 OPEN MEETING

Mr. Belinko motioned to come out of Executive Session at 10:03 p.m. Mr. Maneri seconded the motion. Motion carried 5-0.

9. NEW BUSINESS

- A.** Discuss and possible vote on Executive Session matters.

Ms. Brewer motioned to approve the discussion and results of the discussion during the Executive Session. Mayor Gordon seconded the motion. Motion carried 5-0.

10. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL MTG., APRIL 10, 2018

11. ADJOURNMENT

Ms. Brewer motioned to adjourn at 10:05 p.m. Mayor Gordon seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Clerk