

**MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
January 8, 2019 @ 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, and Town Clerk Matt Amerling.

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

Mayor Gordon stated everyone was present.

4. ADOPTION OF TOWN COUNCIL MINUTES AND NOTES

A. Adoption of Town Council Minutes – December 11, 2018

Council Member Ronald Belinko motioned to adopt the December 11, 2018, Town Council minutes. Treasurer Susan Brewer seconded the motion. Motion carried 5-0.

5. FINANCIAL REPORT – Treasurer Susan Brewer

A. December 2018

Treasurer Susan Brewer read the Financial Report for the month ending 12/31/18.

December 31, 2018:

General Revenue:	\$ 69,485.	Restricted Revenue:	\$ 71,967.
General Expenses:	43,181.	Restricted Expenses:	5,113.

6. ADMINISTRATIVE MATTERS

A. Administrative Report for December 2018 – Town Manager

There was no comment.

7. OLD BUSINESS

A. Discuss and possible vote on Ordinance 19-08, which will amend the Town Code at Chapter 33, entitled “Planning and Zoning Committee.” Ordinance 19-08 was previously discussed at the November 27, 2018, Town Council Workshop meeting, and the December 11, 2018, Town Council meeting.

Council Member Ronald Belinko motioned to adopt Ordinance 19-08 as worded. Secretary Peter Michel seconded the motion. Motion carried 5-0.

8. NEW BUSINESS

A. Review and possible vote on revisions to the FY19 Budget – Town Manager Debbie Botchie & Finance Director Lisa Wynn

Town Manager Debbie Botchie stated with regards to the general fund, the Town had some unexpected expenditures regarding the Town Hall building and grounds, specifically having an issue with the irrigation system, which staff thought was tied to the water system but it was not; so the Town had to pay to get it rerouted. Ms. Botchie stated there were also the water iron stains needing to be cleaned so there is a request for a one-thousand dollar (\$1000) boost for that item. Ms. Botchie stated, regarding educational training, the Town put in one-thousand dollars (\$1000) in this budget, and once the Town can get a Planning & Zoning Commission (P&Z) going, there will be monies in the budget for those P&Z people for training in the next fiscal year. Ms. Botchie further stated the Town has to increase the Millville Volunteer Fire Company's (MVFC) portion of their six percent (6%) for supplemental billing, which, as of today, is eleven-thousand dollars (\$11,000), which is the largest the Town has ever had; and it will increase the percentage to the MVFC. Ms. Botchie stated the Town had to increase postage by two-hundred dollars (\$200) due to the fact the supplemental billings being mailed out. Ms. Botchie stated professional services are requesting to be increased at fifteen-thousand dollars (\$15,000) due to the fact Council directed Ms. Botchie to have the Town engineer do the road inspections since they are licensed engineer. Ms. Botchie stated, going forward, the Town has a new development agreement where the developer is required to put seven-and-a-half percent (7 ½%) into escrow to cover future costs with this issue. Ms. Botchie further stated service charges for transfer taxes because these taxes are higher than anticipated. Ms. Botchie stated for the general operating fund, the Town is asking to bump up the amount to twenty-two-thousand-seven-hundred dollars (\$22,700), which the Town already had two-hundred-eighteen-thousand dollars (\$218,000) in contingency. Ms. Botchie stated on the restricted side, the Town never budgeted for the mural because it was approved after the budget was voted on, as well as having to have wiring for the lights for the Town sign to be rewired; so the Town is bumping up the amount twelve-thousand-five-hundred dollars (\$12,500).

Ms. Botchie stated Dukes Park expense, which is not the park project but rather the expense of grass cutting, lights, etc., the Town had to have all of the trees which were cut down to stumps, removed and additional weed sprays, so that will be bumped up three-thousand dollars (\$3000), which will be a total restrictive funds of fifteen-thousand dollars (\$15,000). Ms. Botchie stated after the twenty-two-seven, it will take the Town's contingency for the remainder of the year at one-hundred-ninety-five-thousand-six-hundred-sixty-five dollars (\$195,665), and Ms. Botchie doesn't think the Town will have any further expense. Mayor Bob Gordon asked if these amounts will take the Town up to the end of the fiscal year (April 30, 2019). Ms. Botchie stated yes.

Ms. Brewer motioned to approve the FY19 revisions as stated. Mr. Michel seconded the motion. Motion carried 5-0.

B. Review and possible vote on Resolution 19-04. *Synopsis:* If passed, Resolution 19-04 would amend Resolution 19-01, a fee schedule for fiscal year 2019, as amended, regarding building permit fees, namely new residential and commercial construction the Town determines will require a third party building inspection, and the building inspector having to be approved by the Town's engineer.

Ms. Botchie stated the Town hires a building inspector on staff which is for residential (single family homes, townhomes, etc.), but he doesn't do commercial; so when Beebe came on board, Beebe had to be responsible for getting the third party which the Town "didn't see a dime from it." Ms. Botchie stated working with other municipalities which have a third party, Ms. Botchie adopted those municipalities' cost, which is twelve-and-a-half cents (\$0.125) per square foot versus what the Town charges at one dollar and twenty-five cents (\$1.25) per square foot. Ms. Botchie stated the Town cannot charge commercial buildings the Town can't inspect one dollar and twenty-five cents (\$1.25) because the Town is a non-profit. Ms. Botchie further stated the Town "knows coming down the pike," the Town will have more commercial construction which is larger and residential construction which is larger, and this amendment will have the Town covered regarding third party inspectors.

Mr. Michel motioned to adopt Resolution 19-04. Mr. Belinko seconded the motion. Motion carried 5-0.

9. CITIZENS' PRIVILEGE

Mr. Glen Faden, of Beach Plum Drive, stated he has a concern about the Resolution 19-04, and the third party building inspector to be approved by the Town's engineer. Mr. Faden stated if there is a contract engineer by the Town who's going to approve the building inspector, it may be a bit unethical, imprudent and perhaps a conflict of interest. Town Manager Debbie Botchie stated the Town's attorney Seth Thompson has approved this Resolution, and the Town's engineer is the most qualified to choose a third party licensed inspector and there's only a few in our area who can do commercial. Mr. Faden stated he still thinks having a contract engineer selecting a building inspector would be unethical. Ms. Botchie stated she thinks the Town's attorney would know if this is unethical, and the attorney is the one who approved this Resolution, and such an action is done in other municipalities, not just Millville. Mr. Faden stated he still is not sure what would prevent a conflict of interest from taking place. Ms. Brewer asked who Mr. Faden would recommend to select the inspector. Mayor Gordon stated when Beebe came in, they needed to hire their inspector to make sure the phases are built correctly; so the Town wants to make sure the person Beebe brought in is licensed and legit. Mayor Gordon stated this aspect will keep the Town involved in the process.

Mr. Dave Moeller, of Blue Heron Drive, stated he thinks what Mr. Faden is asking is, "how does the Town know the contract engineer isn't getting a kickback from the inspector

to look the other way?" Ms. Botchie stated she understands the question but there is no way to prevent that in any situation, and Ms. Botchie thinks with all of the people in Town Hall, and with the Town's trustworthy engineer, Ms. Botchie doesn't think the Town will get into that issue; however, if the Town does, it will be taken care of.

Mr. Michel asked Mr. Faden what his solution would be. Ms. Valerie Faden, of Beach Plum Drive, stated her solution would be to have the Town engineer recommend a list to the Town Council, and the Council makes the approval. Ms. Faden stated certainly the engineers are the experts and Ms. Faden understands Council is trying to solve a different problem, but the way Council writes things up sometimes may create another problem which is unintended. Ms. Faden stated if the governance is left in the hands of staff or paid people, it's different than governance being left in the hands of Council. Ms. Faden stated to the Town could say these are the credentials these inspectors should have then the engineers could provide recommendations. Ms. Faden further stated if the Town so desired, Council could interview a bunch of inspectors and decide who should be on the list, which would be a more impartial process of who gets on the list versus getting some people to take care of it behind the scenes.

Mr. Belinko asked if the Town's solicitor looked this Resolution over and approved it. Mr. Michel, Ms. Botchie and Mayor Gordon stated yes. Ms. Botchie stated it was Ms. Botchie's suggestion to have Council approve the inspector, but it was Mr. Thompson's suggestion to have the Town's engineer approve because the engineer is qualified and Council is not. Mayor Gordon stated yes, Council are not experts.

**10. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL WORKSHOP MTG.,
JANUARY 22, 2019**

11. ADJOURNMENT

Ms. Brewer motioned to adjourn at 7:19 p.m. Mayor Gordon seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Clerk