

**MINUTES OF THE MILLVILLE  
TOWN COUNCIL WORKSHOP  
April 23, 2019 (5:00 p.m. Executive Session; 7:00 p.m. Open Meeting)**

In attendance were Mayor Bob Gordon, Deputy Mayor Steve Maneri, Treasurer Peter Michel, Secretary Ronald Belinko, Council Member Sharon Brienza, Town Manager Debbie Botchie, Town Finance Director Lisa Wynn, and Town Clerk Matt Amerling.

**MOTION TO GO INTO EXECUTIVE SESSION.**

Council Member Sharon Brienza motioned to go into Executive Session at 5:00 p.m. Treasurer Peter Michel seconded the motion. Motion carried 5-0.

4. **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.**

Secretary Ronald Belinko motioned to come out of Executive Session at 6:04 p.m. Ms. Brienza seconded the motion. Motion carried 5-0.

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 were present.

5. **NEW BUSINESS**

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

Secretary Ron Belinko motioned to approve the matters as discussed in Executive Session. Deputy Mayor Steve Maneri seconded the motion. Motion carried 5-0.

- B. Discuss and possible vote on Resolution 19-11.

*Synopsis:* If approved, Resolution 19-11 establishes the fee & fine schedule for FY20.

Town Manager Debbie Botchie stated this resolution gets passed prior to the budget every year, and this year, the Town had no raises to taxes or fees; however, this year, the Town will be adding fines to the schedule to let people know how much they could get fined for property maintenance, re-inspection, and bandit sign violations. Ms. Botchie stated the Town is very proud of its not having to raise taxes or fees, and is asking Council to approve for this upcoming fiscal year.

Mayor Bob Gordon motioned to approve Resolution 19-11. Treasurer Peter Michel

seconded the motion.

Deputy Mayor Steve Maneri asked if the Town could raise the amount of impact fees charged due to the roads and growth in the area and eventually police. Ms. Botchie asked Mr. Maneri what he would like to raise the amount to. Mr. Maneri stated fifteen-hundred dollars (\$1500.00), with five-hundred dollars (\$500.00) of it still going to the Millville Volunteer Fire Company (MVFC), and one-thousand dollars (\$1000.00) going toward some kind of reserve for a police study. Ms. Botchie stated in the future, there will be studies the Town will need to do and maybe the onus should be put on the developer for these impacts because all of the building will impact the Town. Mayor Gordon asked if the fee could be for infrastructure. Ms. Botchie stated the Town doesn't own any infrastructure. Mayor Gordon stated he gets that but this should go toward a study – not improvements – because it will take some time to get done and, in the meantime, there'd be money for any studies, if necessary. Ms. Botchie stated the impact fee is only charged for new construction of a new home or a building, but not toward decks, pavers, etc. Ms. Botchie stated the Town has to justify the cost of the fee, so the \$500 goes into a grant for the MVFC, and if the Town charges \$1000 more on each building permit, the Town could collect ten-thousand dollars (\$10,000.00) in one week and Ms. Botchie is not sure the Town could justify that cost. Ms. Botchie asked if she can do some research on this fee increase because the Town can always amend the fee schedule any time throughout the year. Mr. Maneri stated yes, Ms. Botchie can research but he would like her to please start working on it as soon as possible. Ms. Botchie stated yes. Mayor Gordon asked if the police study money can come out of the same money the Town saves for a police force. Ms. Botchie stated the money can come from there, but that money is best kept as a reserve should the Town start a police department. Ms. Botchie stated she will have to research the legalities of raising the fees because the Town can't raise fees just because it can, and the Town has to justify such an increase.

Motion carried 5-0.

**C. Discuss and possible vote on FY20 Organizational Chart.**

Town Manager Debbie Botchie stated this chart is for the auditors, who requested this chart one year, loved it, and have requested it every year since. Ms. Botchie stated this chart shows everyone's positions within the Town as well as who is on the boards and commissions.

Council Member Sharon Brienza motioned to approve the FY20 Organizational Chart. Mayor Gordon seconded the motion. Motion carried 5-0.

**6. OLD BUSINESS**

**A. Discuss and possible vote on the draft FY20 Budget – Town Manager Debbie Botchie & Finance Director Lisa Wynn**

Ms. Botchie stated she and Council reviewed the budget at the March 26, 2019, Council workshop meeting and staff did some amending and tweaking per Council's request, and all of the payroll items are now listed as well as salaries. Ms. Botchie stated the total budgeted expense increase for FY20 is only at three-point-five-two percent (3.52%) over last year,

which is something we're very proud of. Ms. Botchie stated the total budgeted revenue increase for FY20 is at three-one-point-two-eight percent (31.28%) over last year's budget, and this is still conservative and is due to the number of houses which are projected to build in the next fiscal year. Ms. Botchie stated developments such as Parkside and Southern Landing were not budgeted into this but will be happening, so the numbers will go up.

Ms. Botchie stated the Delaware State Police (DSP) coverage was increased so the hours would be increased to thirty-six (36) hours per week during the summer until September 30. Mr. Belinko stated he has observed police presence going through the neighborhood during Easter weekend and he has pointed it out to his fellow residents, so they know there is coverage and the Town can always increase that coverage. Ms. Botchie stated yes, and it brings peace of mind to residents and business owners.

Ms. Brienza motioned to adopt the FY20 budget. Mayor Gordon seconded the motion. Motion carried 5-0.

#### **7. CITIZENS' PRIVILEGE**

There were no comments.

#### **8. ANNOUNCEMENT OF NEXT MEETING –TOWN COUNCIL MEETING, TUESDAY, MAY 14, 2019, AT 7 P.M.**

#### **9. ADJOURNMENT**

Ms. Brienza motioned to adjourn at 7:19 p.m. Mr. Belinko seconded the motion. Motion carried 5-0.

Respectfully submitted,  
Matt Amerling, Town Clerk