

**MINUTES OF THE MILLVILLE  
TOWN COUNCIL BUDGET MEETING  
March 9, 2020 @ 6:00 PM**

In attendance were Mayor Steve Maneri, Secretary Ronald Belinko, Treasurer Peter Michel, Council Member Sharon Brienza, Council Member Barbara Ryer, Town Solicitor Seth Thompson, Town Manager Debbie Botchie, and Town Finance Director Lisa Wynn. Treasurer Peter Michel and Town Clerk Matt Amerling were absent.

**1. CALL MEETING TO ORDER**

Mayor Steve Maneri called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. ROLL CALL**

Mayor Steve Maneri stated everyone was present except Treasurer Peter Michel.

**4. NEW BUSINESS**

- A.** Discuss and possible vote on the draft FY21 Budget – Town Manager Debbie Botchie & Finance Director Lisa Wynn

Town Finance Director Lisa Wynn stated the first page of the budget is the general administration expenses, and the detail is on the next five (5) pages. Ms. Wynn stated there is a point-two-one (.21) increase in the budget numbers due to the decrease in health insurance which Town Clerk Matt Amerling declined; as well as the eighteen-thousand dollars (\$18,000) professional planning for the comprehensive plan, which is every ten (10) years. Council Member Sharon Brienza asked, regarding planning services, if the Town has no need for planning services at all this year. Town Manager Debbie Botchie stated no, there is no need. Council Member Barbara Ryer asked if there are bids on most of the contracts. Ms. Wynn stated yes. Ms. Ryer asked, in regards to the snow removal and ice melt, it's unlikely that money will get used, so how will it show as going back into the budget? Ms. Wynn stated the Town does not show it going back in because if it's not used for the fiscal year, it "goes away" as there are no "carry-overs." Ms. Botchie stated the money is in the Town's general fund so the unused money will stay in the general fund. Secretary Ronald Belinko asked how often the Town replaces its truck. Ms. Botchie stated the Town received its current truck on a United States Department of Agriculture (USDA) grant and it's been here about twelve (12) or thirteen (13) years. Ms. Wynn stated the Town doesn't see the need to replace the truck as it's a perfectly good truck and runs fine, and doesn't need to go very far. Mayor Steve Maneri stated he thinks Town Code & Building Official Eric Evans needs to start taking more care of the truck – especially since the Town now has a wash garage bay – so the Town doesn't have to pay to get it detailed. Ms. Brienza asked if the truck is the only Town vehicle. Ms. Botchie stated yes.

Ms. Botchie stated on the expense detail sheet, staff and council shirts, the Town has

expended eight-hundred-eighty dollars (\$880) which is a ballpark figure; and the reason the Town is asking for this amount is because staff needs to know how many specific shirts need to be ordered. Mayor Maneri stated he thinks Council doesn't really need any shirts except for Ms. Ryer, who doesn't have one yet. Ms. Brienza stated she would like to have a jacket like the ones the volunteers have. Ms. Botchie stated she likes her pullover. Ms. Brienza stated she would like something with a full zipper. Ms. Botchie stated it has been mentioned about getting shirts for the Planning & Zoning (P&Z) Commission members but that is up to Council. Mr. Belinko stated he has no problem with getting pricing for all of it and if people from P&Z or Council want to buy shirts, they can. Ms. Botchie stated it states in the Town personnel manual that staff can only wear their shirts at work and at a Town-sponsored event, but not when going out to a bar, or running errands or going over to someone's house. Ms. Botchie stated should the Town give shirts to a Commission or Board member, they need to know they're representing the Town. Ms. Brienza stated she's thinking she doesn't want to open it up as an option. Mr. Belinko stated he can get some pricing. Mayor Maneri stated he just wants to lower the number rather than the \$880.

Ms. Botchie stated for the Delaware League of Local Governments (DLLG), the Town has budgeted one-thousand-four-hundred-forty dollars (\$1,440.00), and the Town has only spent seventy dollars (\$70.00) this year. Ms. Botchie stated these meetings are up in Dover and are more costly than the Sussex County Association of Towns (SCAT) meetings. Ms. Ryer stated if the DLLG meetings aren't very educational, it may not be worth attending. Ms. Botchie stated some may like to attend but it's a far drive, the attendees are mostly from the Dover area or more upstate, and it depends heavily on who the speaker is. Ms. Botchie stated the SCAT meetings are more social and it's great because we're the only county which has this. Mr. Thompson asked if there is information you can get through DLLG that you don't get through SCAT. Ms. Botchie stated yes, and while SCAT has a liaison named Jamie Nutter, the DLLG pays Lincoln and it's basically all about General Assembly legislation. Ms. Botchie further stated Mr. Nutter is more geared to what's happening or what could affect Sussex County whereas Lincoln is for the whole state. Ms. Botchie stated a lot more diverse people go there – even developers and big corporations. Mr. Belinko stated they have a full-time executive director and the meeting he went to, they had a speaker from the State's Homeland Security, as well as discussing grants for streetscapes in different towns, and the DelDOT Secretary was supposed to attend but couldn't. Mr. Belinko stated these DLLG meetings are the opportunity for Sussex County representatives to express their concerns. Ms. Botchie stated her suggestion is to ask if the Town can budget for three (3) Council people to attend the DLLG rather than five (5) and the attendees can rotate relating to who attends. Council agreed.

Ms. Botchie stated the Millville Volunteer Fire Company's (MVFC) monies – the six percent (6%) the Town gives the MVFC – will go up once the Town gets its tax rolls, but this reflects what is currently in the system. Mayor Maneri stated now the Town will have its own community building at the park, will the amount for the events such as the staff holiday dinner, volunteer appreciation dinner, etc., be cut down on? Mayor Maneri stated these events can be catered at the building and it might save on the expense of eating out. Ms. Botchie stated the Town can do so, but the price will depend on which caterer you

choose. Ms. Wynn stated it will still cost per plate and on the restaurant side, it will be more work for them to come out, set up, tear down, and have service on-site; but Ms. Wynn likes the idea of the Town having its own space.

Ms. Wynn stated the Town park has been separated into expenses and capital improvements, and the Town decided to wait until the fall – probably September – to really look at the hard figures and see what expenses are there. Ms. Wynn stated for general revenue, the Town has eleven-point-four-three percent (11.43%) increase over the budgeted fiscal year twenty (20). Ms. Wynn stated Mr. Evans provided a chart showing what the Town thinks is going to be built in the upcoming fiscal year, so this is for building permits and review. Ms. Botchie stated the number is done on an average square-footage and this method has worked for the Town over the years. Ms. Wynn stated they've added business license revenue, the quarterly check for the franchise agreement, Town-issued fines, permits, and unrestricted income which comes from the CDs and WSFS Bank checking accounts. Ms. Wynn stated property taxes have an actual as of March 4, 2020, which Ms. Wynn can go in and run a report which shows how many homes the Town has and how many have assessed with taxes. Ms. Wynn stated the Town is going to stay conservative with the gross rental receipts (GRR) at eighty-five-thousand dollars (\$85,000.00). Ms. Botchie stated the Town keeps a conservative revenue because you don't want to set a number you can't meet so you have to go back and cut expenses because you're not meeting your revenue. Ms. Botchie stated the Town doesn't "cushion this revenue" to make it like "look what the Town of Millville is getting." Ms. Wynn stated municipal street aid is from the State of Delaware and there's a possibility it might go up. Ms. Botchie stated she notified Council right now the State gets six-million dollars (\$6,000,000.00) and the Governor is proposing ten-million dollars (\$10,000,000.00) for a one-time shot. Ms. Botchie stated the neighboring towns which own roads, this is very important to them; and, for the Town of Millville, it helps with the street lights because the Town has to pay for them on the Route 26 corridor, which is usually about six-thousand dollars (\$6,000.00). Ms. Wynn stated she thinks it's about six-hundred dollars (\$600.00) per month. Ms. Botchie stated the number may increase though as it goes with the number of Town population and this number is going off the five-hundred-forty-four (544) population number from the 2010 census.

Ms. Wynn stated the Sussex County grant is fifteen-thousand dollars (\$15,000.00), which goes toward the Delaware State Police (DSP) Town coverage. Ms. Wynn stated with economic development, which is for the Great Pumpkin Festival and Yuletide Festival and tree lighting, for those two (2) revenues, the Town will be looking for sponsors like the Town did two (2) years ago for the pumpkin festival. Ms. Brienza stated she spoke with Ms. Botchie about how when the Town has an event, and the Town has a table at said event, there is always something there geared towards kids, but the Town table also needs something geared toward adults. Ms. Botchie stated, regarding the economic development, the holiday pole light decorations have been finished along Route 26, but what would Council like to see at the Town park? Ms. Botchie stated she has Mr. Mike Grey, of Christmas Décor, looking for a lit Christmas tree to put up at the park and it's a lot of money. Ms. Botchie stated we have electricity running out so the tree can be put up in the

middle of the park open space, and asked whether Council would be interested in having a tree lighting. Ms. Ryer asked if a real tree could be put in the ground. Ms. Botchie stated the Town wants to keep the open space open the rest of the year for sports and if movies are shown. Ms. Ryer asked if the tree could be planted off to the side. Ms. Botchie stated she's not sure where we could get such a large tree and the Town wouldn't want a "Charlie Brown Christmas tree" for its first lighting ceremony. Ms. Botchie stated the buildings at the park also aren't like the Town Hall in that they don't have railings, pillars or things like that to hang lights, but there are decorations such as wreaths and lights on the top which can be hung. Mayor Maneri stated the Town shouldn't put too many lights up because most people don't drive down Dukes Drive or know where it is. Ms. Botchie asked if Council would like her to look up the pricing for the decorations which can be put up. Mayor Maneri stated he would like her to get pricing on the lights going around the top of the buildings, and at least two (2) wreaths.

Ms. Wynn stated with the transfer tax, things are pretty much the same and the Town has one (1) CD and the rest is from the WSFS Bank. Ms. Wynn stated on the next page, with the calculation, for Millville by the Sea (MBTS) and Bishop's Landing, the Town does an average of how many properties are sold, how much transfer tax, and how many properties the Town thinks will sell. Ms. Wynn further stated with Sea Edge, Southern Landing, and Parkside, the Town contacted the builder for each and worked out an average sale price, put the calculation on the transfer tax, and how many homes the Town thinks they will sell. Ms. Botchie stated the average sale price for Parkside is five-hundred-twenty-five-thousand dollars (\$525,000.00). Ms. Botchie stated they haven't gotten to that item yet, but the Town still has deck repairs outside Town Hall to do, as well as a flag pole added with three (3) flags. Ms. Botchie asked if the flag pole would fit now at the park. Mayor Maneri stated we can probably find an area at the park to put the pole but Mayor Maneri wasn't sure about a new pole for Town Hall. Ms. Botchie stated they talked about getting a new pole at Town Hall long before the park. Ms. Ryer asked if the flag needs to be lit at night. Mayor Maneri stated it should. Ms. Ryer asked if a solar light would work. Ms. Brienza stated the solar lights don't always come on. Mayor Maneri stated if there is already electric there at the park, the Town should utilize it. Ms. Botchie stated it was discussed about using microphones for Town Hall because the Council and Ms. Botchie cannot hear people in the audience when they address Council. Ms. Botchie stated the pricing for a whole new system came in at seven-thousand-two-hundred-seventeen dollars (\$7,217.00). Mr. Belinko stated he knows it's not just Council who has a hard time hearing the audience but also the audience has a hard time hearing Council and/or the presenter. Ms. Botchie stated she will talk to Mr. Josh Willey about the system. Ms. Botchie stated the next item was from the request from Ms. Brienza and Treasurer Peter Michel for Council to go paperless, so the Town is looking into purchasing Microsoft Surface Pro X tablets and the Town would have to email the agenda packet information because the Town can't do it via its website. Ms. Botchie stated the Town would email the information in PDF format and Council would have to download the items to their tablets. Ms. Botchie stated the tablets will not be for personal use, Council cannot download other documents which do not pertain to Town business on them, and the tablets need to be set up with internet as well as programs to create documents if necessary. Ms. Botchie stated as soon as she gets pricing,

she can let Council know so they may think about it. Ms. Brienza stated she had requested having PDF so it can be marked on. Mayor Maneri asked, with what's going on with the park and other things, if the Town really needs to spend the money on tablets right now. Ms. Brienza stated she wants to go paperless. Mayor Maneri stated he has no problem with paper and likes having it. Ms. Ryer stated she could wait until the hard figures come in for the park and Ms. Ryer doesn't think it's an urgency to have the tablets tomorrow but down the road, eventually, the tablets will pay for themselves. Mayor Maneri stated what also needs to be considered is that all of Council will know how to use the tablets and will actually use the tablets. Mr. Belinko stated he thinks a professional should come in and give the Council a training session. Mr. Belinko stated he thinks the Town should be preparing for going paperless but it should be more gradual as the park and other things are coming together. Mayor Maneri stated there are still things going on within Town which Council needs to consider and it doesn't hurt to look into going paperless but it just may not be something which is done right away. Ms. Botchie stated she will look into prices.

Ms. Botchie stated she is looking into littering signs and is trying to determine the right sign sizes for visual so people can see them; and Mr. Dave Moeller is marking up a map of Town to show Ms. Botchie where he walks and picks up trash. Ms. Wynn stated with the DSP coverage, the Town is doing fifty-two (52) weeks, with thirty-six (36) hours per week, as well as coverage for any Town events. Ms. Wynn stated one-hundred-seventy-five-thousand-seven-hundred-sixty-three dollars (\$175,763.00) is what is put in, and fifteen-thousand dollars (\$15,000.00) is the Sussex County revenue sharing grant, so the Town put in one-hundred-sixty-thousand-seven-hundred-sixty-three dollars (\$160,763.00). Ms. Botchie asked if anyone on Council would like to see coverage go up to forty (40) hours per week. Ms. Brienza stated she would like to see forty (40). Council agreed. Mayor Maneri asked to have the speed indicator sign moved from the corner of Substation Road and Burbage Road to another location further down near Bishop's Landing, because no one will break the speed limit at that intersection. Ms. Wynn stated the Town budgeted three-point-five million dollars (\$3,500,000.00) for the park and to date, we have expenses two-million-twelve-thousand-eight-hundred-eleven dollars (\$2,012,811.00) and we have one draw here for one-hundred-eighty-nine-thousand-nine-hundred-two dollars (\$189,902.00) from Whyland, so what the Town has remaining is five-hundred-fifty-three-thousand-one-hundred-fifty-seven dollars (\$553,157.00). Ms. Wynn stated the bottom line is, out of the three-point-five million dollars (\$3,500,000.00), the Town has five-hundred-fifty-three-thousand-one-hundred-fifty-seven dollars (\$553,157.00). Ms. Botchie stated the pickleball courts, furniture, phones, computers and all such materials still need to be paid for out of that amount. Ms. Botchie stated what we need to finish the park comes out of transfer tax; and going forward with all the expenses – maintenance, electric, etc. – that is coming out of the general funds. Ms. Wynn stated the Town doesn't want to rely on transfer tax for maintenance costs. Ms. Wynn stated, in relation to impact fees, the Town did do the calculation with the number of apartments the Town thinks will be pulled; and the revenue is fifty-eight-thousand-five-hundred dollars (\$58,500.00) and the Town did get the request from the MVFC for ninety-thousand-four-hundred-twelve dollars (\$90,412.00), which shows a deficit and we have ninety-five-thousand dollars (\$95,000.00) in the actual cash account. Ms. Wynn stated the ambulance fee again the

Town based on properties with improvements, and as of March 4, 2020, the Town has fifty-eight-thousand-one-hundred dollars (\$58,100.00). Ms. Botchie stated they would continue the budget discussion at the March workshop meeting.

## **5. CITIZENS' PRIVILEGE**

There were no comments.

## **MOTION TO GO INTO EXECUTIVE SESSION.**

Mayor Maneri motioned to go into Executive Session at 7:06 p.m. Council Member Barbara Ryer seconded the motion. Motion carried 4-0.

- 6. 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.**

Mayor Maneri motioned to come out of Executive Session and reconvene the open meeting at 7:56 p.m. Ms. Ryer seconded the motion. Motion carried 4-0.

## **7. NEW BUSINESS**

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

Mr. Belinko motioned to accept the matters discussed during Executive Session. Ms. Ryer seconded the motion. Motion carried 4-0.

Mayor Maneri motioned to review the evaluation system and get a recommendation by December with Councilman Belinko to chair that review. Ms. Brienza seconded the motion. Motion carried 4-0.

Mayor Maneri motioned to approve the Town Manager's increase as discussed in Executive Session. Ms. Ryer seconded the motion. Motion carried 4-0.

## **8. ANNOUNCEMENT OF NEXT MEETING - Town Council Mtg., March 10, 2020**

## **9. ADJOURNMENT**

Mayor Maneri motioned to adjourn at 7:58 p.m. Ms. Brienza seconded the motion. Motion carried 4-0.

Respectfully submitted,  
Matt Amerling, Town Clerk