

**MINUTES OF THE MILLVILLE  
TOWN COUNCIL TELECONFERENCE MEETING  
June 9, 2020 @ 7:00 PM**

In attendance were Mayor Steve Maneri, Deputy Mayor Ronald Belinko, Treasurer Sharon Brienza, Secretary Barbara Ryer, Council Member Peter Michel, Town Solicitor Seth Thompson, GMB Representative Andrew Lyons Jr., Town Manager Debbie Botchie, and Town Clerk Matt Amerling.

Town Manager Debbie Botchie stated this open meeting of the Millville Town Council is being conducted remotely consistent with Governor Carney's Executive Order of March 13, 2020, due to the current State of Emergency regarding the Coronavirus pandemic. Ms. Botchie stated in order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, the Town has been advised and directed by the Governor to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Freedom of Information Act (FOIA) to have all meetings in a publicly accessible physical location. Ms. Botchie further stated all members of public bodies are allowed and encouraged to participate remotely. Ms. Botchie stated the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting and hear the comments of the Councilmembers, who must in turn be able to hear the comments of all those participating. Ms. Botchie stated the other rules and procedures applicable to open meetings, including public hearings, remain in effect. Ms. Botchie stated ensuring public access does not mandate public participation unless the opportunity for such participation is otherwise required by law. Ms. Botchie stated this meeting will feature agenda items that do not require a public hearing and one item that does require a public hearing during which public comments will be received. Ms. Botchie stated for matters that are not listed on the agenda with public comment, the Town Council's Policies and Procedures give discretion to the Mayor whether to permit public comment before or during consideration of such matters. Ms. Botchie stated even if members of the public do not provide comment on any given agenda item, participants are advised that people may elect to still listen, and those persons are not required to identify themselves. Ms. Botchie stated for this meeting, the Millville Town Council is convening by teleconference, as posted on the Town's website identifying how the public may join, and to please note that this meeting is being recorded. Ms. Botchie stated all supporting materials of this body are available on the Town's website and the public is encouraged to follow along using the posted agenda.

**1. CALL MEETING TO ORDER**

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

**2. ROLL CALL**

Mayor Steve Maneri stated everyone was present.

**3. ADOPTION OF TOWN COUNCIL MINUTES**

A. Adoption of Town Council Workshop Minutes – May 7, 2020

**B. Adoption of Town Council Minutes – May 12, 2020**

**C. Adoption of Town Council Workshop Minutes – May 26, 2020**

Treasurer Sharon Brienza motioned to approve the May 12, 2020, Town Council meeting minutes and the May 26, 2020, Town Council Workshop minutes. Mayor Steve Maneri asked about the May 7, 2020, Town Council Workshop minutes. Ms. Brienza stated an email was received from Ms. Botchie stating those minutes were being taken off tonight's agenda. Town Manager Debbie Botchie confirmed those minutes were removed. Mayor Maneri stated he was not aware of that decision. Secretary Barbara Ryer seconded the motion. Motion carried 5-0.

**4. FINANCIAL REPORT – Treasurer Sharon L. Brienza**

**A. May 2020**

Treasurer Sharon Brienza read the Financial Report for the month ending 5/31/20.

**May 31, 2020:**

General Revenue:	\$ 158,882.	Restricted Revenue:	\$ 77,504.
General Expenses:	52,220.	Restricted Expenses:	230,386.

**5. ADMINISTRATIVE MATTERS**

**A. Administrative Report for May 2020**

Deputy Mayor Ronald Belinko asked if the Delaware State Police (DSP) crimemapping report for May only consisted of four (4) small crimes within Town limits. Town Manager Debbie Botchie stated yes.

**6. NEW BUSINESS**

**A.** Discuss and possible vote on Resolution 21-02. A Resolution to release performance bond #K08626261 prepared by Westchester Fire Insurance Company, in the amount of \$2,016,955.30 in the name of Dove Barrington LLC, the developer of Bishop's Landing Phase 1A and 1B. The developer is required to have in place a warranty bond in the amount of \$201,699.53. The Resolution will also approve the transfer of improvements to the Bishop's Landing Home Owners Association.

Mr. Belinko and Council Member Peter Michel abstained from the vote. Mr. Andrew Lyons, Jr., of GMB, stated he has walked the site with Mr. Steve Frisina, of Beazer, numerous times, they created their first punch list January 2019 to get started on this process, and they have completed all items. Mr. Steve Frisina, of Beazer Homes, stated it was a pleasure doing this and getting it done and moving forward with it. Mr. Frisina stated working with Mr. Lyons was a good experience and Mr. Frisina thinks together they got done what really needed to be done; and the phases look real good.

Ms. Ryer stated she has read Mr. Lyons comment letter stating Beazer Homes has completed all the items and Mr. Lyons has inspected it; so Ms. Ryer is confident it was

done properly. Ms. Brienza stated she feels the same as Ms. Ryer and has no problem releasing the bond. Mayor Maneri stated he agrees too, he has no problem releasing the bond. Mr. Lyons stated once the maintenance bond is approved by the Town, that date is when the maintenance bond goes into effect, and everything gets forwarded to the bonding company to release the existing bond.

Ms. Brienza motioned to approve Resolution 21-02. Ms. Ryer seconded the motion. Motion carried 3-0-2 abstentions.

- B.** Discuss and possible vote on Resolution 21-03. A Resolution to release performance bond #S1901793 prepared by Capitol Indemnity Corporation, in the amount of \$640,266.00 in the name of Dove Barrington LLC, the developer of Bishop's Landing Phase 5. The developer is required to have in place a warranty bond in the amount of \$64,026.60. The Resolution will also approve the transfer of improvements to the Bishop's Landing Home Owners Association.

Mr. Lyons stated he has nothing additional as this work was done at the same time as the last item Council just reviewed. Mr. Frisina stated he is confident and thinks the work was done correctly. Council stated they were fine with this resolution.

Ms. Ryer motioned to approve Resolution 21-03. Ms. Brienza seconded the motion. Motion carried 3-0-2 abstentions. Mr. Frisina stated his thanks to Council and the Town staff for all of their hard work on this. Mr. Belinko and Mr. Michel rejoined the meeting.

- C.** Discuss and possible vote on Resolution 21-04. A Resolution to increase the Town Councilmember's compensation from \$600.00 which equates to \$50.00 per month, to \$800.00 which equates to \$66.75 per month for each month in which the Councilmember attends a meeting. The Town Councilmember's last increase was in 2007. The cumulative rate of inflations since 2007 is in excess of twenty percent (20%).

Mayor Maneri stated item C has been taken off of the agenda this evening.

- D.** Discuss and possible vote on an amendment to the FY21 Town of Millville Organizational Chart

Mayor Maneri stated as Council may remember, the organizational chart came out and it only had Mayor Maneri and Mr. Michel on it, along with Ms. Botchie. Mayor Maneri stated Ms. Botchie cannot be on it so Mayor Maneri would like to motion to have Ms. Brienza be on it. Ms. Brienza stated she has no problem serving on that.

Ms. Ryer motioned to nominate Ms. Brienza. Mr. Belinko seconded the motion.

Ms. Brienza asked if Council was done with the organizational chart. Town Solicitor Seth Thompson stated there still needed to be a full vote on the chart. Ms. Brienza stated there

is also the removal of the Parks & Rec Committee to review as well. Mayor Maneri stated he doesn't have that on his stuff and Mayor Maneri stated he thought that issue was going to come up on the next one. Ms. Brienza stated on the crib sheet agenda she was given by Ms. Botchie, it states "Mayor to appoint Sharon Brienza to annexation committee and to remove the park and recreation committee." Ms. Ryer and Mr. Belinko stated they only are looking at the agenda online. Ms. Brienza stated she is reading from the crib sheet agenda Ms. Botchie circulated via email to all of Council. Ms. Botchie stated with the organizational chart, the Mayor notified Ms. Botchie to put Ms. Brienza on the annexation committee and he wanted to remove the park and recreation committee at this time. Ms. Brienza stated her placement on the annexation committee, and the removal of the park and recreation committee shows on the organizational chart which is in their electronic agenda packets on the Town website. Mr. Thompson stated Council can approve the chart as posted on the Town website. Mayor Maneri asked if on the Town website the organizational chart has the park and recreational committee already off. Mr. Thompson, Ms. Botchie and Council stated yes, as the chart on the website agenda packet is what is being reviewed for a vote tonight.

Mr. Belinko motioned to approve the FY21 organizational chart as posted on the Town website. Ms. Ryer seconded the motion. Motion carried 4-1.

#### **E. Town Park Expense Report – Town Manager Debbie Botchie**

Ms. Botchie stated she wanted to share with Council the first sheet which shows Council what was expended for fiscal year (FY) 2016 to FY21, where the Town is today. Ms. Botchie stated the second sheet is going to show the expenses for the cost summary Whayland balance to finish and the remaining items which are going to need to be purchased. Ms. Botchie stated some of the items have been purchased and delivered, and some things the Town cannot get purchased at this time because we don't have a place to store it. Ms. Botchie stated it leads out of the three-point-five million (\$3,500,000.00) which was budgeted a cushion of two-hundred-fifty-six-thousand-seven hundred dollars (\$256,700.00), but, mind you, out of that money, the Town still needs to be looking at the pavilion which the Town has a local builder doing some drafts on it; picnic tables; and some possible landscaping. Ms. Botchie stated she's sure there will be some odds and ends to come about once the Town gets the park opened, but, to date, Ms. Botchie is very pleased to see where the Town is and the Town had unexpected, very expensive permitting processes which the Town had to go through. Ms. Botchie stated hopefully the Town will be doing a "walk-through" on Thursday (June 11, 2020) with Whayland and she imagines it will be the first of a few; and she is very excited about where the Town is.

Mayor Maneri asked Ms. Botchie if she added in the Millville flag for the three (3)-prong flagpole for the park. Ms. Botchie stated yes. Mr. Belinko asked the status on the pickleball court bid. Mr. Lyons stated he has contacted Matt with Sports Builders and Matt is getting the bond information to Mr. Lyons; and once they have that, Matt will get started on the pickleball courts. Mr. Belinko stated having visited the park a couple of weeks, the park is going to be the "gem of Millville." Mayor Maneri asked Ms. Botchie if he gave her the

price of what the Millville flag would cost. Ms. Botchie stated because it has to be the first-time design, the Millville flag will cost one-hundred-ten dollars (\$110.00), which is normal. Ms. Botchie stated on the three-prong flagpole, the Town will have the American flag, state of Delaware flag, and the Millville flag. Mayor Maneri stated the Millville flag is going to be one-hundred-twenty-five dollars (\$125.00) – ninety dollars (\$90.00) for the flag and thirty-five dollars (\$35.00) for the one-time template. Mayor Maneri asked, regarding the Kawasaki Mule, if what is shown just an estimate. Ms. Botchie stated the Town had an estimate of fourteen-thousand dollars (\$14,000.00) but what is shown tonight is the actual cost. Ms. Botchie stated the Mule is a four (4)-seater with a snowblade attachment.

## **7. CITIZENS' PRIVILEGE**

Mr. Peter Michel, of Longs Chapel Lane, asked in regards to the Bishop's Landing Phase 5 resolution, did Council look at the lines on the roads because they are terribly fading, and can Beazer fix that before this is all released? Mr. Lyons stated that issue of fading road lines would be under the maintenance bond, so it would have to be something Beazer would have to fix before the one (1)-year warranty period ends, but Mr. Lyons will look at those lines again. Mr. Michel asked, also in Phase 5, where the volleyball court/community garden was going to be located, is Beazer looking at putting sod in that location or are they going to leave this other stuff which doesn't look very good? Ms. Botchie stated that area was first approved as a volleyball court, then Beazer came back to have it changed into a community garden, but came back and had the community garden removed. Ms. Botchie stated the Town does not require developers to install irrigation, and such an aspect is their own decision to make if the developer wishes to do so. Ms. Botchie stated once the home owners association (HOA) takes over, the HOA can do what they want to do in that area. Mr. Michel stated his whole point is the HOA will have to pay for all of that work. Ms. Botchie stated if the community or HOA wants it, they will have to pay because it is not a requirement of the site plan and it is not a part of the bonded improvement. Mr. Michel stated he guesses everyone who voted on these resolutions has looked at that because it's a mess back there.

## **8. ANNOUNCEMENT OF NEXT MEETING - Town Council Workshop Mtg., June 23, 2020**

## **9. ADJOURNMENT**

Mr. Belinko motioned to adjourn at 7:27 p.m. Ms. Brienza seconded the motion. Motion carried 5-0.

Respectfully submitted,  
Matt Amerling, Town Clerk