MINUTES OF THE MILLVILLE
TOWN COUNCIL WEBINAR WORKSHOP
January 26, 2021 (7:00 p.m.)

In attendance were Mayor Steve Maneri, Deputy Mayor Ronald Belinko, Treasurer Sharon Brienza (via Webinar), Secretary Barbara Ryer, Council Member Peter Michel, Town Solicitor Seth Thompson (via Webinar), Town Manager Debbie Botchie, and Town Clerk Matt Amerling.

1. **CALL TO ORDER**
   Mayor Steve Maneri called the meeting to order at 7:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   All Council members were present.

4. **NEW BUSINESS**
   A. Discussion, Consideration, and Possible vote on Resolution 21-19. – Secretary Barbara Ryer *Synopsis:* If approved, Resolution 21-19 will establish stipends for the Millville Planning & Zoning (P&Z) Commission and the Millville Board of Adjustment (BOA).

Secretary Barbara Ryer stated the idea for this stipend for the Town Planning & Zoning Commission (P&Z) and the Board of Adjustment (BOA) came up at a recent Charter Review Committee meeting back in November. Ms. Ryer stated at the recent IPA training courses on land-use law, attorney Mr. Max Walton said if you have a great P&Z Commission, they are one of the most important bodies for a town. Ms. Ryer stated this Town's P&Z does a lot of the "footwork" when it comes to reviewing a project before it comes to Council, and they put in just as much time as Council does; plus, other towns pay their P&Z members. Ms. Ryer stated Town Manager Debbie Botchie came up with the suggestion to compensate the P&Z and BOA members, and the full Charter Review Committee approved the idea, so Ms. Ryer figured they would present it to Council. Ms. Ryer stated the payment should be equal to what Council members receive – twenty-five dollars ($25.00) per meeting – and it should be paid per meeting, so if there is no meeting of either of these two (2) bodies, the members don't get paid. Town Manager Debbie Botchie stated it used to be Council makes twenty-five dollars ($25.00) per meeting and the Town would have to keep track of who was present and absent for Council meetings and workshop meetings. Ms. Botchie stated in 2012, Council approved a resolution which established the rate of compensation for Council members to be fifty dollars ($50.00) per month, for each month they are in office, regardless of the total number of meetings and workshops they attended. Ms. Botchie stated with this stipend for P&Z and the BOA, we are only talking about members getting paid per meeting, so if a member doesn't attend a meeting, they will not receive the stipend pay. Ms. Botchie stated the P&Z is a very important commission to any town, especially when we have the land-use development which is going on in Millville; so she thinks they should get a stipend for what they offer this Town.

Mayor Maneri asked why Council can't wait until the annual raises come before Council for review and possibly vote on it then rather than now. Ms. Botchie stated this item is simply a

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resolution to give permission for the Town to provide a stipend but it doesn't give an exact dollar amount, which would come up during the budget process. Ms. Botchie stated this resolution sets that Council may approve a stipend.

Deputy Mayor Ronald Belinko stated it's been about two (2) years since the Town sort of revamped the P&Z and he asked Ms. Botchie how many times they've met since then. Ms. Botchie stated the P&Z has met pretty much every month, sometimes twice a month, depending on what's on the Town's docket. Mr. Belinko asked how many Town projects are sitting on Ms. Botchie's desk right now. Ms. Botchie stated about ten (10). Mr. Belinko stated this is going to be a very active P&Z who will be making a lot of important recommendations, and this isn't like the P&Z of five (5) or six (6) years ago where it wasn't as busy in Town. Mr. Belinko stated he thinks a stipend is not unreasonable for the members' time and effort. Ms. Botchie stated the P&Z will also be having more meetings as they are to review the Town's Comprehensive Plan to see what recommendations may be done as well as revamping the Town's zoning code.

Mayor Maneri asked if a member misses a meeting, will they get paid for it. Ms. Botchie stated no. Council Member Peter Michel stated he's fine with the P&Z getting their stipend but asked if the BOA consists of two (2) Council members. Ms. Botchie stated no, the BOA is made up of three (3) Town residents. Ms. Botchie stated this stipend is only for the P&Z and BOA, and not for any ad-hoc committees or volunteers. Treasurer Sharon Brienza stated the only thing she has is she would prefer if the language was changed in the last paragraph to read, "that a stipend for the members....*may be* approved in an amount to be determined via the Town Budget process" (emphasis added), rather than "is hereby approved." Town Solicitor Seth Thompson stated this is a resolution which Council will determine how the stipend works and at the appropriate time, which Mr. Thompson believes would be Council's budget process. Mr. Thompson stated he thinks it's justified the Council receive more money as the members are there for any constituents who want to reach out with a question and/or concern; whereas the P&Z and BOA have a more defined role. Ms. Botchie stated if Council approves this tonight, the Town will have to do an amendment to its Code, under the P&Z Commission chapter because it currently says the P&Z will serve without compensation.

Mr. Belinko motioned to adopt Resolution 21-19 with the amendment to change language in the last paragraph to read, "…that a stipend for the members....may be approved in an amount to be determined via the Town Budget process." Ms. Ryer seconded the motion. Motion carried 5-0.

B. Discussion, Consideration, and Possible vote on the purchase of CodeRED mass notification software. – Town Manager Debbie Botchie

Ms. Botchie stated this CodeRED software will help bring the Town into the twenty-first (21st) century and help the Town engage more with connecting to the community. Ms. Botchie stated property owners currently are signed up to a system called "Call-Em-All." Ms. Botchie stated with this system, the Town can type in any messages the Town deems necessary for the residents to receive, and the residents can receive the messages via email, text, or phone call. Ms. Botchie stated the sign-up for the program will be on the Town website so the property owner can go on there and sign up themselves; however, the Town is uploading its current Call-Em-All customer list to the CodeRED system. Ms. Botchie stated the CodeRED weather

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warning will be built into the Town's notification system should there be a severe storm coming, and it would come through CodeRED. Ms. Botchie stated she has reached out to other local municipalities and spoke with them about the CodeRED system and it has been vital for them, especially when COVID first hit. Ms. Botchie stated she's excited about this option and thinks it's "money well spent."

Ms. Ryer stated she agrees with Ms. Botchie and it's good for the Town to "keep up with technology." Ms. Ryer stated most people have cell phones nowadays and to be able to get notifications right away is wonderful. Mr. Belinko stated he agrees with Ms. Ryer, and as he reviews the invoice, he sees it costs a flat rate of two-thousand dollars ($2,000.00) for a year. Mr. Belinko asked if there were several notifications which needed to go out within a year, would the cost be different. Ms. Botchie stated no, the two-thousand dollar ($2,000.00) fee includes unlimited data so the Town can use the system as much as we want and the cost won't change. Mr. Michel stated he has reviewed the information and thinks this system is a great thing for the Town. Mayor Maneri asked if there are any update fees. Ms. Botchie stated no. Mayor Maneri stated he has used this system through the fire department and it is a "fantastic sell; and the money the Town will save from the Call-Em-All system is "going to be a wash." Town Clerk Matt Amerling stated, from a logistical standpoint, Call-Em-All was a bit frustrating and annoying because if you want to make a message longer than thirty (30) seconds, you have to go back and deduce how many points you need and purchase those points in order to get a longer time. Mr. Amerling stated the pricing could go up and fluctuates; but with CodeRED, there is no time limit on each message or how many messages in general the Town puts out. Mayor Maneri asked if the CodeRED accepts payment through Venmo. Ms. Botchie stated the payments would go through the Town's Edmunds software. Ms. Brienza stated she is completely in agreement with purchasing this software as she is a big proponent of keeping the public informed, and this is a tool which will come in handy for all the residents.

Ms. Ryer motioned to approve the purchase of the CodeRED mass notification software. Mr. Michel seconded the motion. Motion carried 5-0.

C. Discussion, Consideration, and Possible vote on whether to have Millville host the April 2021 SCAT dinner meeting.

Mr. Belinko stated the April date has been the traditional date for Millville to host the Sussex County Association of Towns (SCAT) dinner meeting, but there hasn't been an improvement in terms of opening up places as far as having a large gathering. Mr. Belinko stated it was initially thought maybe the Town's community building (at the park) would be open and the Town could host the event there, but that is "out of the question" now since the Town hasn't opened the community building yet. Mr. Belinko stated the only place he could see the Town hosting this event – although he's not advocating it – is at The Den at Bear Trap. Mr. Belinko stated Ocean View hosted their SCAT meeting there and they had to limit the attendance in order to meet the COVID requirements. Ms. Botchie asked if Ocean View's meeting was in early November. Mr. Belinko stated yes. Ms. Botchie stated the capacity limitation then was sixty percent (60%), but it is currently thirty percent (30%), so Millville's seating limitations would be greater. Ms. Ryer stated she thinks at this time maybe it's better to cancel this April meeting and wait. Mr. Belinko stated he thinks with the combination of the restrictions, plus all the Town has going

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on, it would be best for the Town not to pursue holding this April meeting and let SCAT know Millville will not be able to host it. Mr. Michel stated he thinks with the restrictions being down to thirty percent (30%), they should hold off on hosting the meeting. Ms. Brienza stated she agrees with what everyone has been saying, and with everything going on right now, she thinks it's best to let it go for this year. Mayor Maneri stated he also agrees the Town should let it go and he understands it's a night when the Town hosts and other towns want to get together; but it's not worth the risk. Mayor Maneri stated he thinks the Town should wait until the seating capacity is higher so we can seat more people in a meeting, and maybe hold it at the Town's community building.

Mr. Michel motioned to cancel Millville's hosting of the April 2021 SCAT dinner meeting. Mr. Belinko seconded the motion. Motion carried 5-0.

5. CITIZENS' PRIVILEGE

There were no comments.

6. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL WEBINAR MEETING, TUESDAY, FEBRUARY 9, 2021

7. ADJOURNMENT

Ms. Brienza motioned to adjourn at 7:32 p.m. Ms. Ryer seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Clerk

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