

**MINUTES OF THE MILLVILLE
TOWN COUNCIL WEBINAR MEETING
April 13, 2021 (7:00 p.m.)**

In attendance: Mayor Ron Belinko, Deputy Mayor Sharon Brienza, Treasurer Barbara Ryer, Secretary Robert Wisgirda, Council Member Steve Maneri, Town Manager Debbie Botchie, Town Treasurer Lisa Wynn, Town Engineer Andrew Lyons, Code Enforcement Supervisor Eric Evans, Town Solicitor Seth Thompson and Code Enforcement and Building Admin Jennifer Ireland

1. Call Meeting to Order

Mayor Ron Belinko called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

Mayor Ron Belinko stated everyone was present.

4. Adoption of Town Council Minutes - March 23, 2021

Motion to approve by Ms. Ryer, seconded by Ms. Brienza, motion carried 5-0.

5. Financial Report - Treasurer Barbara Ryer

Ms. Ryer read the March Treasurer's report and explained the comparison to February's Treasurer's report and why there was such a big difference. In February, the General Fund Revenue was about \$100,000 more due to more sub-division permits, building permits and a quarterly payment from Media Com which is about \$10,000. Moving on to Restricted Revenue we were more than double because we collected so much transfer tax. If it is not a big variation, I will not comment unless someone wants to know.

6. Administrative Matters - Town Manager Debbie Botchie

Ms. Botchie stated on behalf of the town staff, they would like to thank Ms. Ryer for transcribing the meeting minutes for the Town during the last few months. Ms. Botchie also reported that Finance Assistant Anna Scarola had collected all of the Town's property taxes for FY21

7. Citizens' Privilege

There were no comments.

Town Manager Debbie Botchie report technical difficulties, Town Solicitor Seth Thompson recommended Council take a recess. Motion made by Ms. Ryer to recess, seconded by Bob Wisgirda. Motion carried 5 - 0 Recess started at 7:07 PM. Ms. Ryer made a motion to re-enter Council Meeting and seconded by Bob Wisgirda at 7:09 PM. Motion carried 5 -0

MOTION TO ENTER PUBLIC HEARING

Ms. Ryer motioned to enter the public hearing at 7:05 p.m. Ms. Brienza seconded the motion. Motion carried 5 - 0.

8. New Business

- A. Public Hearing Notice - Mr. Wisgirda read the Public Hearing Notice.
- B. Written Comments - Mayor Belinko asked Ms. Botchie if she received any written comments. Ms. Botchie replied no sir.
- C. Discuss on a preliminary schematic development plan for a Master Planned Community (MPC) submitted by Christopher at Millville LLC for Hudson's Reserve, formerly known as Summer's Edge Reserve, located at Tax Map Parcel #134-15.00-115.00, consisting of 41.51 acres, and currently zoned MPC.
Synopsis: At its February 11, 2021 meeting, the Town Planning & Zoning Commission voted 5-0 to recommend to Town Council for approval of the preliminary schematic development plan for Hudson's Reserve.
- D. Mayor Belinko asked if applicant was online to speak. Mr. Craig Havenner stated he was the applicant. Mr. Havenner stated this was the same plan Council had reviewed previously and he pointed out some minor changes that have been made since the last time. He stated some minor lot adjustments were made as some lots were a little tight. This adjustment improved the overall circulation. He modified the upper part of the site by the Wetlands beginning with Lot 1 and running down the street by the amenities.
- E. Mayor Belinko asked Town Engineer Andrew Lyons for comments. Mr. Lyons stated he had reviewed the preliminary schematic plans of the latest revision. This was a stand-alone Master Planned Community and that was why we are here tonight as part of the code, it requires three Public Hearings, one for each stage by Town Council. On February 11, 2021, the Planning and Zoning Commission met and reviewed this plan. They had minor recommendations which have been addressed on this plan. Some of the changes and recommendations that they had were the mail kiosk that was now shown on the plan with a seating area. Mr. Lyons stated that the only comment that he had that was still outstanding was one crosswalk needed to be added in. They meet all of the preliminary plan requirements for this set of plans.
- F. Mayor Belinko asked for comments/questions from Council. Ms. Ryer stated she liked the fact that the builder added a little more green space. She stated the trails that go into Sea Breeze Village in Millville by the Sea were very nice and should be a nice place to walk and observe wildlife. Mr. Lyons stated this was for the residential section of the development, the commercial areas are

on hold until DelDOT was done with their traffic study. From what he had heard from the developer, DelDOT was giving them the Letter of no Objection (LONO) and permissions for the residential area entrances. The whole intersection at Pepper's Corner was being looked at by DelDOT for the numerous developments that are in the area. Mr. Wisgirda asked for clarification if power, telecommunications, water, and gas goes through the curb boxes. Mr. Havenner stated he was having conversations with Chesapeake Power, the provider of gas to the Beebe, as they are intending to have gas along with the other utilities. The other dry utilities would be in the utility strip behind the curb as was typical, water and sanitary would be in the street. Mr. Wisgirda asked if the main utilities would be under the strip of grass between the sidewalk and curb. Mr. Havenner responded yes and there would be some distance in as he believes there was a 10-foot easement. Mr. Wisgirda stated his only comment was he realized everybody loves to have a tree lined avenue but from his experience having a home here for 12 years, there were a few issues with the trees in the curb boxes, many times someone has had to replace the trees. Mr. Havenner stated the Planning & Zoning had asked to take another look at the landscaping plan and that he would. Mayor Belinko asked for any further comments. Ms. Brienza asked Mr. Lyons if the applicant complied with Council's request to keep the sidewalks on both sides of the street and keep the length at 5' across. Mr. Lyons replied yes. Mr. Maneri stated he agreed with Mr. Wisgirda about the trees. Mr. Havenner thanked Council for comments and said he would take these comments to heart and will address the concerns. Mayor Belinko stated this was a walkable and bikeable community and liked the bike rack placed in the area. Mayor Belinko asked for any other comments. No comments.

G. Residents/Property Owner Comments & Questions.
No comments.

MOTION TO CLOSE PUBLIC HEARING

Mayor Belinko asked for a motion to go out of Public Hearing at 7:31PM. Motion made by Ms. Brienza and seconded by Mr. Wisgirda. Motion carried 5-0

H. Mayor Belinko asked to discuss, consider and possible vote on the preliminary schematic development plans for a master planned community submitted by Christopher at Millville LLC for Hudson's Reserve. Ms. Ryer made a motion to approve the preliminary plans, Mr. Wisgirda seconded. Mr. Lyons stated the landscaping plan that was approved was code requirements at this time, if there was a reduction, it might be appropriate to put a waiver in to reduce the number of trees if that was Council's wish. Mayor Belinko said that was a good point, and he was not sure of any type or number of trees that have to go in. Mr. Lyons stated it was one for approximately every 60' of street. Mr. Wisgirda stated you had

approximately 124 residents there, so he thought there were more than enough residents to accommodate. He stated everyone would like a tree in front of their resident. Mayor Belinko said he thought it was just something Mr. Lyons pointed out for them to look at and a suggestion and Mr. Havenner said he would take a look at this. Craig commented was that something that should be on record from this evening's meeting, a revised landscaping plan for the next meeting that may not meet the code but with the minimal for Council's approval, would that force them into another meeting after that if they did act on the waiver tonight. Seth Thompson commented it would be possible if they wanted to have the waiver considered separately. The Council could either decide tonight or if you wanted to come to Council with purely a revised landscape plan and include the waiver, you could just do that and then be prepared to file. But the issue tonight is if Council wanted to give you a waiver, the difficulty I supposed is that contours that waiver seem a little vague currently. Craig said would it be possible to bring back the record plat approval that the landscape plan with the waiver request prior to record plat and if the landscaping was acceptable and the waiver was granted as necessary can we conduct all that business at the same meeting. Seth Thompson replied that was right, you would have the waiver on the agenda first and then at that point and once the waiver was granted then your final would meet requirements at that point. Craig replied that worked for him. He stated he thought they could come up with something that was acceptable, and he would check with staff first. Mayor Belinko confirmed the motion on the vote carried 5-0.

I. Discuss, consider, and possible vote on the FY22 Town Budget.

Town Manager Debbie Botchie stated staff was ready to present to them the first go around of the FY22 Town Budget. She stated the overall financial picture for the Town was very good. Ms. Botchie informed Council that during COVID, the Town maintained the revenue streams as budgeted for FY21, and the expenses were down due to COVID; however, with incorporating the park budget, hiring of two park employees, Town Clerk, Code & Building Asst, and the promotion for Ms. Ireland, the expenses would be increased by 18.19%. She stated the expenditures are \$909,991 dollars and the revenue was \$1,429,140 million dollars which leaves the Town with a contingency of \$520,049. Mr. Wisgirda inquired if Council could table this vote until he completed his due diligence. Ms. Botchie replied stated this was a draft and she would be back April 27th asking Council for a vote at that time. Mayor Belinko stated he thought this budget, as presented by staff, was very reasonable. Ms. Wynn stated the figures shown for the park are what we know right now; however, we foresee having more expenses once the park was fully up and running. Mayor Belinko stated he anticipates a lot more than, but we really do not know due to the unknown. He also stated the Town had not finalized the facility use/rental fee documents which will offset some of the expenses. Ms. Botchie stated once again the

staff remained conservative with the predicted revenue. She stated the balance of the previous park budget was \$181,693 from the \$3.5 million that was budgeted which was earmarked for the pavilion; however, due to the cost construction materials, the pavilion remained on hold. Ms. Botchie reviewed the Economic Development budget and asked Council if they wanted to move forward with hosting the Pumpkin Festival and Yuletide Festival. Mayor Belinko stated at this time he felt planning a festival would be an additional burden on the staff. Ms. Brienza said she agreed with what the Mayor said; her heart said yes but her gut said no. Ms. Ryer commented that she too agreed; too much uncertainty. Mr. Maneri stated he was in favor of holding it off until next year and do a better job next year. Mayor Belinko stated it appeared the consensus of the Council was to cancel the festival this year. Ms. Botchie discussed with Council the possibility of getting pricing on a tree from Christmas Décor along with pole light decorations. After much discussion, Council asked Ms. Botchie to get the prices and come back to Council. Mr. Maneri said he was in favor of the tree but not putting things on the post. Mayor Belinko stated that Council was not making any decisions at this time. Ms. Brienza asked Ms. Botchie the status of the long-term reserve study. Ms. Botchie replied that she had already reached out to GMB for an update. Ms. Brienza said she would like to also bring up to Council that maybe we could increase our Police coverage to more than 40 hours. Ms. Ryer replied this police report shows two times for petty larceny, shoplifting, this month it has gone up to three. I have not seen crime increasing to warrant adding more police. Ms. Brienza said I do not want them just for the crimes, god forbid, I do not want any more crime, I think its good to have them in the development and just cruising around the Town.

9. Citizen's Privilege

Mayor Belinko asked if there were any citizens on the line for citizen's privilege. No comments.

10. Announcement of next meeting

Mayor Belinko announced next meeting of the Town Council would be on April 27th.

11. Adjournment

Ms. Brienza made the motion, Mr. Wisgirda seconded. Motion carried 5-0

Respectfully submitted,
Secretary Barb Ryer