

**MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
May 25, 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, Administrative Assistant Jennifer Ireland, Pat Plocek, and Town Solicitor Seth Thompson (via Webinar)

1. Call Meeting to Order

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

2. Roll Call

Mayor Ron Belinko stated everyone was present.

3. Pledge of Allegiance

4. Citizens' Privilege:

The Mayor invited members of the public to address the Council concerning any topic *not* listed on the agenda. If someone chooses to speak at the first Citizen's Privilege, she/he may *not* speak on the same topic at the second Citizens' Privilege. There were no comments.

5. New Business:

A. Discuss and possible vote on "Facility Use" application and supporting documents-Mayor Ronald Belinko. Mayor Belinko gave a brief background on the process of developing the "Facility Use" documents for the Town of Millville Facilities (TMF). He stated Ms. Botchie compiled them based on input from various councilmembers. He then introduced Pat Plocek, Chairman of the Planning & Zoning Commission, stating Mr. Plocek had a background in Parks & Recreation and had offered his expertise in the creation of the TMF. Mayor Belinko noted there were a few concerns to keep in mind during discussion, parking, noise, gambling policy, and enforcement of the rules and Town Code. He also mentioned pickleball tournaments, and the need for possible additional personnel to cover activities and clean up. Mr. Plocek explained the documents starting with the "Facility Use Application Rules". He stated section 1.02 #1 paragraph was to be omitted at the request of the Town Solicitor, and #5 requires a separate list to be created for reasons to deny an application. Mr. Thompson stated it was acceptable to deny someone use, if they had previously violated the facility use rules, and/or caused damages, or had outstanding obligations to the Town. It was determined the statements in numbers 2-4 covered those concerns, and numbers 1 and 5 would be removed. Numbers 2-4 would become 1-3. It was determined the language for section 1.03 would be "an applicant must be at least 21 years of age, and one of the following:", then list the various types of applicants. Next submission dates were discussed. Ms. Brienza felt there should only be one date requirement to keep things simple. Mr. Belinko and Mr. Plocek stated 30 days seemed inappropriate for smaller events that had little set up requirements. Mr. Maneri felt the submission

date should be 10 business days for all events. Mr. Belinko said the community should be given more notice for large events, and Mr. Wisgirda agreed. Mr. Plocek said the 30 days was when the application was submitted, there may be negotiations regarding parking, security, vendor requirements, etc. before the application was approved. The section regarding cancellation of an event due to weather needs to be rewritten to state the applicant would be refunded, or may be used at a future date. Payments will be made in full, so “down” needs to be stricken. There would also be a deposit required as stated on the fee schedule. For section 1.06, it was determined alcohol would be limited to the community center, with approval and proper permitting only. Signs would be posted stating “No Alcohol Beyond this Point” in the community center.

For gaming and games of chance, it was determined that would be permitted at the discretion of the Town Manager and would be stated on the application. Parking was discussed. Ms. Ryer asked about parking along Dukes Rd, or in other areas. Mr. Plocek stated the roads were State property and would be up to them whether or not parking would be allowed. The hours of each facility were discussed. Mr. Plocek suggested the Town Hall facilities should be offered only during the normal business of M-F 8:30-4:30. Ms. Botchie explained the HOAs utilized them on Saturdays, provided there was staff or a councilmember available to open and close. Ms. Brienza said she would prefer not to use the Town Hall building at all. Ms. Ryer disagreed, stating the smaller room would be more beneficial to many communities. The final agreement was the Town Hall facility would be available as approved by the Town Manager. The second-floor meeting room was determined to be open during regular business hours only. Everyone agreed the Millville Community Center would open at 8:30 and close at 10:30 which included cleanup time. It was agreed upon the pickleball courts would be open sunrise to sunset, with the possible exception for tournaments. Mayor Belinko stated we were still going through “growing pains” and could revisit that topic at a later date. Mr. Plocek explained numbers 11-15 under section 1.06. There was no discussion on those items. Under section 1.08 payments, Ms. Brienza expressed she preferred we did not accept cash. There was some discussion about holding credit cards for potential damages, but it was decided it would be too difficult at this time. Mr. Plocek continued to go over sections 1.11 through 1.18 of the rules. Mr. Plocek explained the Facility Use Application. The term “open hard surface recreation area” was changed to “plaza.” Ms. Brienza questioned if the current Zumba group would be required to complete an application and obtain insurance. Mr. Thompson said our current insurance would most likely cover us. He mentioned if we required them to fill out an application, they would be limited to once per month. Ms. Brienza expressed concern about liability. Ms. Botchie said we have security cameras. Ms. Botchie stated it would be no different than someone using the exercise equipment. Mr. Plocek said it was more of a “pick-up” situation, and it would be no different than a group of youngsters meeting to play games. Mr. Maneri asked about pickleball leagues. He was concerned that communities would come to use the public facility. It was settled that use was first come, first serve, and the rules stated that play was limited to one hour if others were waiting. The exception would be approved

tournaments. Mr. Plocek suggested an application number be used on the application and supporting documents, as well as add a version date at the bottom.

Mr. Plocek discussed the fee schedule next. On the current fee schedule, the Town Hall Chamber fee was zero for residents and \$100 for non-residents. Ms. Brienza felt residents and non-profits should be charged. The fee was changed to \$50.00 for residents and non-profits. When the fee discussion resumed, Ms. Ryer felt the \$50.00/hr. and \$100/hr. fees were too high. The final determination for fees was \$50.00 per every 2 hours for residents, and \$100.00 for every 2 hours for non-residents (example, a 3-hour event for residents would be \$100.00). The second-floor meeting room would have the same fees. For the Millville Community Center the fees on the schedule were listed as \$50.00/hr. for residents, and \$70/hr. for non-residents. Ms. Brienza and Ms. Ryer felt those fees were too low. Ms. Brienza suggested \$100/hour for a minimum of 2 hours for residents, and \$150/hr. for non-residents. Mr. Maneri felt the rates should stay the way they were on the form, especially for tax payers in the community. Mayor Belinko agreed. The final decision was \$75/hr. for residents/non-profits, and \$150/hr. for non-residents. Both require a minimum of two hours. A motion was made by Ms. Ryer to accept those fees, Ms. Brienza seconded the motion. Mr. Maneri objected. The motion carried 4-1. For the small conference room within the community center the fees agreed upon were \$25/hr. for residents/non-profits, and \$50/hr. for non-residents, with a 2-hour minimum. Moving on to the pavilion, the fees were agreed to be no charge for residence and \$25/hr. for non-residence. It was noted to guarantee use, residents would still have to fill out an application, and put down a deposit. Regarding pickleball, it was decided to create a separate application for tournament use. General use of the pickleball courts would be free of charge on a first come, first serve basis, following all court rules. Ms. Botchie asked about the fees for open spaces (green recreation area and plaza). She stated she had been approached by groups wanting to use the open area for sports camps, etc. Mr. Maneri stated to Ms. Botchie he thought, when they discussed the park previously, the park would be kept for public use and not be rented. Ms. Botchie stated she had not entered any fees on the application forms for open spaces, she was asking if Council wanted to because it was listed on the fee schedule, and she had been approached for its use. It was decided to keep the outdoor open areas free of charge, and no application necessary. It was determined that all applications would be subject to a \$100 refundable deposit. Mr. Plocek then asked to make several suggestions:

- 1) He stated that parking was going to be an issue, and suggested the town purchase land for additional parking.
- 2) He recommended electric locks be installed on the community center. Then an employee could inspect the area in the morning.
- 3) He said the current wood chips under the swings were not sufficient, and recommended rubber chips.
- 4) He stated the “whale’s tail” in the playground was a hazard, and needed to be removed or repaired. Ms. Botchie stated it was ordered.

Mayor Belinko thanked Mr. Plocek for his input, and assistance. Ms. Botchie stated she received the new information to apply for the new state park grant, and rubber chips was the first on her list. She intended to send it to council to ask if she could apply. Ms. Ryer made the motion for Ms. Botchie to apply for the grant. Ms. Brienza seconded the motion. Motion carried 5-0. Mayor Belinko suggested a “clean” copy of the documents, and they would vote on the final document at the next meeting. Mr. Wisgirda motioned for the final decision to be made at the next Town Council meeting. Ms. Brienza seconded the motion, motion carried 5-0.

9. **Citizens Privilege:** No comments. Mayor Belinko stated the council needed to consider items in the Comprehensive Plan, and it was time to move forward on some of the objectives that would benefit the citizens.

10. **Announcement of next meeting:** Town Council Meeting- June 8, 2021 at 7:00 p.m.

11. **Adjournment:** Ms. Brienza motioned to adjourn at 8:50 p.m. Mr. Wisgirda seconded the motion. Motion carried 5-0.

Respectfully submitted,
Jennifer Ireland
Administrative Assistant