TOWN MANAGER’S REPORT  
February 2022

- Unrestricted General Funds Balance $9,190,905; Restricted Funds Balance $3,997,198
- General Revenue $1,878,441; Budget $1,429,140; 131.44% of budget
- General Expenses $712,553; Budget $1,429,140; 49.86% of budget
- Restricted Revenue $2,212,399; Budget $778,271; 284.27% of budget
- Transfer Tax Expenses $3,946,303; Budget $4,233,885; 93.14% of budget
- Grants/Other Expenses $211,561; Budget $149,800; 141.23% of budget
- Total Cash Assets $13,237,378; Total Cash Liabilities $209,605
- Total Income $4,168,993; Budget $2,207,411; 188.86% of budget
- Total Expense $4,870,417; Budget $5,812,825; 83.79% of budget

➢ Evans Park at Millville:
  - The Park & Recreation Commission meeting minutes from March 2, 2022, are attached for your review.
  
  - Morgan Helfrich, GMB, received a sample of an acoustic sound panel which we need installed at the Millville Community Center. Ms. Helfrich will attend your 3/22 meeting to discuss with Council why the need for these panels.

➢ Fire & Ice Festival:
  - The festival was an overall success. The park was jammed packed Friday, Feb 11 and residents and community members were rocking out with the “Funsters”. Rigo the Clown was a huge hit with children of all ages. There was a constant line of children and adults to go down the ice slide.

  - The Millville Volunteer Fire Company’s first annual Chili-Cook-Off was a HUGE success! I have not been told the amount of money that was raised, but I would say it was well over $10,000.

➢ FY23 Budget:
  - Finance Director Lisa Wynn has begun the process of drafting FY23 budget along with the other departments. Lisa and I will be working everyday next week on the budget and will present the first draft to Council at the 3/22/2022 meeting.

Attached are the following reports:
  1. Park & Recreation Commission Meeting Minutes (draft) March 2, 2022
  2. Code & Building Department Report- February
  4. Crime Mapping- February

Respectfully submitted,
Deborah Botchie
Town Manager
1. **Call To Order:** P&Z Chairman Pat Plocek called the meeting to order at 10:00 a.m. with the Pledge of Allegiance. **Present:** Chairman Pat Plocek; Commissioner Cathy Scheck; Commissioner Wally Kohl and Town Clerk Wendy Mardini

2. **Approval of Minutes:**
   Chairman Plocek motioned to approve the December 1, 2021 minutes. Ms. Scheck seconded the motion. The motion carried unanimously 3-0.

3. **Old Business:**
   A. Commission will continue to review and discuss job descriptions for a “Facility Coordinator,” and potential other positions at Evans Park in Millville, and for other events and facilities.

   Chairman Plocek continued the discussion about the job description for main position for the Facility Coordinator. Commissioner Scheck noted that the level of education and title has been scaled back from the original suggestion to start at a lower salary, thinking that the person hired could grow into the position. Mr. Plocek stated for the main position, this person would have to do things like preparing budgets, going after sponsorships, and grant opportunities. Ms. Scheck confirmed with Mr. Plocek that no salary would be discussed and that would be up to the Town Manager and Council.

   Mr. Plocek commented that it will be difficult to get any certified Parks and Recreation professionals to apply for this position who are qualified. They would probably be looking for higher paying jobs than what we are offering. Mr. Plocek wants to include that the first aid certification and playground safety certifications need to be acquired since they will be the first ones answering a first aid call on the playground and inspecting the play equipment. Ms. Scheck suggested that the job description go before Council for approval. Mr. Plocek agreed and suggested the starting salary begin at $20.00 per hour. Ms. Scheck also said that based on a 37.5 hr. work week that the salary would be approximately $39,000.00 to $40,000.00, but that the hours would probably be more.

   **Commissioner Scheck moved to recommend to the Town Council approval of this position with a salary recommendation of approximately $40,000.00. Motion seconded by Chairman Plocek. Motion carried 3-0.**
Mr. Plocek requested any maps of Millville showing subdivisions that may provide individual playground equipment and recreational spaces. Mr. Plocek suggested that the Park and Recreation Commission recommend to the Town Council that they investigate providing pocket parks where there are no playgrounds available, such as in the older communities. Mr. Plocek asked if the Commission could get those maps before the next meeting so they can be split up between the 3 of them and start surveying the area.

Mr. Plocek spoke about community garden plots on the land that was recently purchased by the Town of Millville providing an area for individuals to plant vegetables and flowers. Ms. Scheck agreed and stated that some people do not have space where they live to plant a garden and added that irrigation would have to be installed for watering. Mr. Kohl advised that he and Mr. Pete Mitchel tried to get a community garden in Bishops Landing but the community did not want it, however, he thinks building one at the park would make people happier. Mr. Plocek suggested that the space would maybe be a 20 x 20-foot lot and be assigned to one individual or a group of residents who would be responsible for maintaining it and if they do not take care of it, the Town could take it back. He said that they will be suggesting this to the Town sooner rather than later since spring is coming and this will have to be decided on soon.

Mr. Plocek will speak to Debbie Botchie to reschedule the next meeting since Ms. Scheck will be out of the country on June 1st until the 15th and would like to be at the meeting.

3. **Citizens’ Privilege** - none

4. **Adjournment**

  *Mr. Plocek motioned to adjourn the meeting at 10:23 a.m. Ms. Scheck seconded the motion. The motion carried unanimously 3-0.*

Respectfully submitted,

Wendy Mardini
Town Clerk
Code & Building Department  
Monthly Report for February 2022

BUILDING PERMITS
Total BP Issued: 53
- Single Family Homes 18
- Townhouse Units 0
- Minor 34
- Commercial 0
- Signs 1

Certificates of Occupancy/Completion Issued: 42

Total Revenue $103,442.41
- BP SFH $93,679.50
- BP SFTH $0.00
- BP Commercial $0.00
- BP Minor $9,362.91
- Sign Permits $150.00
- BP Violations $250.00

DEVELOPMENT ACTIVITY

BL2: Work continues. No more permits are being issued at this time until Route 17 improvements are done and released by DelDOT. Best Guess for the new starts will be end of March.

MBTS Sea Breeze: Site work is almost completed. The home construction is in full force. I think Christopher Homes has pulled their last lot for building permits in Sea Breeze. Should be wrapping this site up and doing the walks on infrastructure August September time frame if I was guessing.

PARKSIDE: Construction underway and infrastructure in phase 2 in process. Their phase 1 is almost completed, they may have a couple lots left to permit but that’s all.

SEA EDGE: All buildings completed. Just need to do the infrastructure walks, final paving and then turn over.

SOUTHERN LANDING: Building construction well on its way. Walking infrastructure March 10 for final black top.

MBTS PENINSULA VILLAGE: Infrastructure i.e. Storm water pipe and drainage being worked on, as well as starting to dig in the pond area plus water and sewer in their next phase. Black top is down for the 1st 40+ lots and Permits being issued.

MBTS SCHOONER COVE: Should start work in March waiting on material before starting. This should be a fast project not much there once they get started.

EGRET SHORES: Had our first pre-con meeting. Not sure when they are starting but I anticipate before mid April.

CODE ENFORCEMENT: VIOLATIONS

TOTAL VIOLATIONS: $250.00

March 4th Employee Appreciation Day.
# January 2022 Activity Report

<table>
<thead>
<tr>
<th></th>
<th>January-21</th>
<th>January-21</th>
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<tbody>
<tr>
<td><strong>EMS Calls</strong></td>
<td>185</td>
<td>172</td>
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<tr>
<td><strong>Fire Calls</strong></td>
<td>26</td>
<td>21</td>
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<tr>
<td><strong>Total Calls</strong></td>
<td>211</td>
<td>193</td>
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## Types of Fire Calls

- Assist other Fire Companies: 5, 4
- Automatic Fire Alarms: 10, 2
- Carbon Monoxide Detector Activation: 2, 0
- Gas Leaks: 0, 0
- Medical Assist: 1, 5
- Motor Vehicle Accident: 1, 3
- Other Type Alarms: 2, 1
- Outside Fires: 2, 1
- Structure Fires: 3, 4
- Vehicle Fires: 0, 1

## Types of EMS Calls

- Assist: 14, 5
- Cancellation: 13, 9
- DOA: 3, 2
- Patient Refusals: 23, 25
- Public Service: 4, 3
- Stand By: 4, 10
- Transfer of Care: 0, 1
- Transports: 123, 117
- Unable to locate: 1, 0

## Geographic Locations of Calls

- County In District, out of town(s): 132, 109
- Millville, town of: 26, 24, MMC-4
- Ocean View, town of: 31, Fire-3, EMS-25
- Out of District: 19, 8

## Personnel, Hours, Miles

- Hours in Service: 319.83, 285.75
- Personnel in Service: 814, 591
- Personnel Hours: 924.79, 656.57
- Miles Traveled: 5856.2, 6135.84

## Incidents of Notable Interest
January 2022 Activity Report

1/2/22, 1850 hours, 34000 block of Omar Road, garage fire with subject trapped, one fatality at the scene.

1/10/22, 1444 hours, 30000 block of Armory Road, assisted the Dagsboro VFD with a house fire.

Millville Medical Center - 2
Traffic Contact Totals for Millville Contract Policing Patrols

- Total Traffic Stops: 56
- Traffic Warnings: 19
- Traffic Charges: 38

56 Total Traffic Stops; 19 Traffic Warnings and 38 Traffic Charges issued.

Contract Hours Worked
- January: 172
- February: 160
Millville Reporting – February 2022

Year-to-date Traffic Totals

Traffic Stops | Citations | Warnings
--- | --- | ---
45 | 37 | 14
56 | 38 | 19

Traffic Totals

<table>
<thead>
<tr>
<th>Year-to-date Traffic Totals</th>
<th>Traffic Stops</th>
<th>Citations</th>
<th>Warnings</th>
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<tbody>
<tr>
<td>JANUARY</td>
<td>45</td>
<td>37</td>
<td>14</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>56</td>
<td>38</td>
<td>19</td>
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Crime Mapping - [www.dsp.delaware.gov](http://www.dsp.delaware.gov)
Public has access to this site for greater details if needed

Crime Categories

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>DAMAGE PRIVATE PROPERTY</td>
<td>31000 BLOCK TOWN CENTER DR</td>
<td>2-22-2022 12:56 PM</td>
</tr>
<tr>
<td>LARCENY FROM VEHICLE NOT ATTACHED</td>
<td>36000 BLOCK RIDGE SHORE LA</td>
<td>2-2-2022 6:36 PM</td>
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