



MINUTES OF THE MILLVILLE TOWN COUNCIL MEETING

June 13, 2023 @ 7:00 P.M.

Regular Meeting

1. **Call to Order:**

Mayor Belinko called the meeting to order at 7:00 p.m. with the **Pledge of Allegiance**. **Present:** Mayor Ronald Belinko, Deputy Mayor Sharon Brienza, Secretary Joseph Parent, Treasurer Peter Michel, Council Member Robert Wisgirda, Asst. Town Manager Eileen Scerra, Town Clerk Wendy Mardini and Code Enforcement Officer Eric Evans. Town Manager Deborah Botchie was absent.

Mayor Belinko requested a moment of silence in honor of the loss of Ms. Botchie's mother.

2. **Citizens' Privilege:** Mr. David Holmes, 33701 Tudor Place, Millville, DE 19967. Mr. Holmes handed out an updated Interest Earnings Analysis for May 1, 2022 to April 30, 2023 that he prepared for Councils' reference. Attached to minutes.

Mr. Michel asked Mr. Holmes if he was a CPA in Delaware, Mr. Holmes said "No, he is not a CPA."

3. **Approval of Town Council Meeting Minutes and Executive Session**

- A. May 9, 2023
- B. May 23, 2023, Executive session
- C. May 23, 2023

Ms. Brienza has made a motion to approve the regular business minutes dated May 9, 2023 and May 23, 2023. Mr. Wisgirda seconded the motion. Motion carried 5-0.

Ms. Brienza has made a motion to approve the executive session minutes dated May 23, 2023. Mr. Michel seconded the motion. Motion carried 5-0.

4. **Financial Report:** Report read by Treasurer, Pete Michel.

5. **Administrative Matters:** Report received by Council Members – Ms. Botchie was not

present to read the report. Mayor Belinko mentioned the activities that are going on at the park namely the concerts and a book library for children.

3. **New Business:**

A. Mayor opened the Public Hearing at 7:09 p.m.

B. Discuss Resolution 24-02 - a Resolution requesting amendments to the Charter of the Town of Millville, including Section 5 (a)-(4), entitled “Qualifications for Town Council Member,” Section 6 (a) & (b), entitled “Method of Making Nominations for Town Council Member.”

Town Solicitor Seth Thompson, Esq. gave a detailed explanation of the amendments in Resolution 24-02 regarding qualifications for town council member, nomination, background checks, disqualification, what paperwork would need to be filed, what the candidate is required to complete. He then entertained questions from the Council.

Mr. Dave Holmes had a question regarding qualifications for town council member, he asked “If one of the elected council moves out of town, do they lose the office?” Mr. Thompson said if they move out of town, they are no longer qualified.

Mayor Belinko closed the public hearing at 7:18 p.m.

Ms. Brienza made a motion to adopt Resolution 24-02. Mr. Wisgirda seconded the motion. Motion carried 5-0.

D. Vote to amend the Municipality-Wide Discount Ambulance Subscription Service Agreement between Millville Volunteer Fire Company Inc. and the Town of Millville to add line item 4 under coverage.

It was discussed and confirmed that insurance will be billed for services rendered by Millville Volunteer Fire Company. However, any patient liability after insurance will be forgiven for covered properties.

Mr. Wisgirda made a motion to approve the amendment to the Ambulance Subscription Service Agreement. Ms. Brienza seconded the motion. Motion carried 5-0.

E. Discuss, consider and possible vote on bid #24-01 for demolition of structures at 32550 Dukes Dr. - Code & Building Official, Eric Evans

Mr. Eric Evans spoke regarding this subject. He explained that there were two bids for demolition. The lowest bid came in from Scott Hitchens Enterprises of Frankford, DE. The home will cost \$12,500.00 and the garage will cost \$5,500.00 for demolition.

Ms. Brienza asked what the second bid was. Mr. Evans said that the house was

\$14,896.00 and the garage was \$8,990.00.

Ms. Brienza made a motion to approve the demolition bid from Scott Hitchens Enterprises. Mr. Michel seconded the motion. Motion carried 5-0.

F. Discuss, consider and possible vote on Resolution 24-01 which will amend the Personnel Manual. -Assistant Town Manager, Eileen Scerra

Ms. Scerra pointed out that the Personnel Policy needed updating and the sections that were amended are as follows: pay plan, hours and days of work, compensatory time, holidays for full and part-time workers and emergency closing conditions. Mr. Thompson went into detail regarding compensatory time and Fair Labor Standards Act.

Ms. Brienza made a motion to approve the amendments to the Personnel Manual. Mr. Wisgirda seconded the motion. Motion carried 5-0.

G. Discuss, consider and possible vote on Resolution 24-03 which will amend the Millville Town Council Policies & Procedures Manual – Assistant Town Manager Eileen Scerra

Ms. Scerra pointed out the updating of the Town Council Policies and Procedures such as adding a Whistleblower Policy, attendance section and how citizens' privilege functions. Mr. Thompson went into detail about the citizens' privilege function. He explained that if you are going to speak on an item, which is subject to a public hearing, you must do it during that item's public hearing. If you just want to interact with the council, the way that citizens privilege has worked in the past, you're free to do that. If you are going to speak on an item that is subject to a later public hearing, you must wait for that public hearing.

Ms. Brienza made a motion to approve the amendments to the Millville Town Council Policies & Procedures Manual. Mr. Michel seconded the motion. Motion carried 5-0.

H. Discuss, consider and possible vote on Town of Millville Whistleblower Policy.

Mr. Thompson explained the Whistleblower Policy and that it largely tracks the State policy. Mr. Thompson recommended that everyone including staff, council, volunteers, etc. get a copy of the Policy to review and sign it.

Mr. Wisgirda made a motion to adopt the Whistleblower Policy. Mr. Michel seconded the motion. Motion carried 5-0.

4. **Citizens' Privilege:** Mr. Dave Holmes, 33701 Tudor Place, Millville, DE 19967. Mr. Holmes had a follow-up to the last meeting regarding his question of HOA's paying the ambulance fee of \$50.00. Ms. Botchie was handling that, and she is not in attendance

this evening, so Ms. Scerra will follow up on it. Mr. Holmes also commented on the accounts receivable for the Town, however, no one was there to answer his question at that time. It was suggested that he meet with Lisa Wynn for answers.

Mr. James Holmes, 23828 Pembroke Lane, Millville, DE 19967. Mr. Holmes had a question regarding sanitary sewerage problems in Millville by the Sea. Mr. Evans gave him an answer that there were blockages and the county had to vacuum them out and afterwards, they take charge of them.

5. **Announcement of next meeting** – June 27, 2023, at 7:00 p.m.

6. **Adjournment**

Ms. Sharon Brienza made a motion to adjourn the meeting at 7:56 p.m. Mr. Joe Parent seconded the motion. Motion carried 5-0.

Respectfully submitted,

Wendy Mardini
Town Clerk