



MINUTES OF THE MILLVILLE TOWN COUNCIL MEETING

January 23, 2024

Executive Session at 5:30 p.m.

Reconvene to Regular Meeting @ 7:00 p.m.

1. **Call to Order:**

Mayor Belinko called the meeting to order at 6:00 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, Town Manager Deborah Botchie, Asst. Town Manager Eileen Scerra and Wendy Mardini Town Clerk.

2. **Motion to enter Executive Session**

A motion was made by Ms. Brienza to move into Executive Session. The motion was seconded by Mr. Michel. The motion was carried 5-0.

Executive Session ended at 6:45 p.m.

3. **Motion to Reconvene the Regular Meeting**

A motion was made by Ms. Brienza to reconvene the meeting at 7:00 p.m. The motion was seconded by Mr. Wisgirda. The motion was carried 5-0.

Present: Mayor Ronald Belinko, Deputy Mayor Sharon Brienza, Secretary Joseph Parent, Treasurer Peter Michel, Council Member Robert Wisgirda, Town Manager Deborah Botchie, Asst. Town Manager Eileen Scerra, and Town Clerk Wendy Mardini, Parks and Recreation Administrator Liz Kain-Bolen, Code Enforcement Officer Eric Evans, and Will Mumford Finance Administrator.

4. **Citizens' Privilege:** Mr. Dave Holmes, 33701 Tudor Place, Millville, DE 19967. Mr. Holmes voiced his concern about Citizens' Privilege being restrictive with the 3-minute time limit for questions. He suggested putting the second Citizens' Privilege back on the agenda.

Ms. Brienza commented that a lot of the items listed have already been voted on and the time for the public to discuss those items would be now, during the first Citizens Privilege before Council discusses them.

Jean Hanley, 32305 Peregrine Way, Millville, DE 19967. Ms. Hanley wanted to know what the Town has planned for Dukes Drive since her house abuts against it. She was advised that nothing was planned for Dukes Drive at the moment.

5. **Approval of Town Council Meeting Minutes** –

- A. December 12, 2023
- B. December 12, 2023 – Executive Session

Ms. Brienza made a motion to approve the December 12, 2023 regular session minutes and December 12, 2023 Executive Session minutes. The motion was seconded by Mr. Michel. Motion carried 5-0.

6. **Administrative Matters**

- A. Town Manager Report – Deborah Botchie, Town Manager – Read and entered. Specifically addressing the zip code issue.
- B. Code & Building Report- Eric Evans, Code & Building Official - Read and entered.
- C. Financial Report- Will Mumford, Finance Administrator – Read and entered.
- D. Parks & Recreation Report- Liz Kain- Bolen, Parks & Rec Administrator – Read and entered – The Mayor suggested creating some type of rotating schedule for the pickleball courts to allow more people to utilize them. Suggested more programs at the Park.

7. **New Business:**

A. Discuss, consider and possible vote on Town FY’23 Audit presented by Herb Geary UHY LLP.

Mr. Geary presented comments regarding the most recent audit and audit communications he prepared. He went on to say that the financial statements referred to present fairly in all material respects and that is what the US Council likes to see every time which it has occurred here for four years. Also, there are no instances of non-compliance. Mr. Geary pointed out some highlights that may be of interest to the Town Council.

Ms. Brienza made a motion to accept and approve of the Town FY ’23 Audit presented by Herb Geary UHY LLP. Mr. Wisgirda seconded the motion. Motion carried 5-0.

B. Discuss, consider and possible vote on Atlantic Auto Restaurant Building Addition Final Site Plan as submitted by Plitko, LLC on behalf of Timbuku, LLC. The site is located at 35282 Atlantic Ave on Tax Map Parcel 134-12.00-352.00.

Mr. Ray Blakeney, with Plitko, LLC, presented his comments. The addition they are submitting is for an additional 220 square feet to expand their kitchen to the west and a proposed reduction of a storage structure at the rear of the property.

He advised that they also want to make a screen fence along the western property line. Mr. Andrew Lyons commented that everything is in order.

Ms. Brienza made a motion to approve Atlantic Auto Restaurant Building Addition Final Site Plan. Ms. Michel seconded the motion. Motion carried 5-0.

- C. Discuss, consider and possible vote on Resolution 24-11, regarding the release of Amenity bond for Sea Breeze Village in development Millville By The Sea.**

Ms. Brienza and Mr. Wisgirda recused themselves from this discussion and left the room.

Mr. Lyons explained that they did a bond walk a couple of times earlier last year, creating a list and that list was finalized and the last bond release walk was in May of 2023. Regarding Resolution 24-11, which is the gazebo and the mail kiosk, they were completed and inspected again in May of 2023.

Mr. Parent made a motion to release the Amenity bond for Sea Breeze Village. Mr. Michel seconded the motion. Motion carried 3-0-2 abstentions.

- D. Discuss, consider and possible vote on Resolution 24-12, regarding the release of ROW bond for Sea Breeze Village in development Millville By The Sea.**

Mr. Lyons commented that the SCD has released all their bonds and Sussex County has taken ownership of the sewer, which is usually one of the other big items at the end to make sure that the county takes ownership of that since it is their system. There is a one-year maintenance bond, a three-year asphalt bond for the topcoat surface and a one-year warranty for landscaping. Mr. Lyons said that the landscaping will be looked at again in the spring and summer for a final inspection.

Mr. Michel made a motion to approve Resolution 24-12 regarding the release of ROW bond for Sea Breeze Village in development Millville By The Sea. Mr. Parent seconded the motion. Motion carried 3-0-2 abstentions.

Ms. Brienza and Mr. Wisgirda have re-entered the Town Council meeting.

- E. Discuss and possible vote on Executive Session matters A & B held on December 12th, 2023.**

Ms. Brienza made a motion to approve the Executive Session matters A & B that were discussed on December 12, 2023. Mr. Michel seconded the motion. Motion carried 5-0.

Mayor Belinko announced that Debbie Botchie, Town Manager, will be retiring as of May 31, 2024 and that Eileen Scerra, Assistant Town Manager, will be promoted to Town Manager as of March 1, 2024. Ms. Botchie will function as a consultant until May 31, 2024.

F. Discuss and possible vote on Executive Session matters held on January 23, 2024.

Ms. Brienza made a motion to approve the Executive Session matters that were discussed on January 23, 2024. Mr. Parent seconded the motion. Motion carried 5-0.

G. Discuss, consider and possible vote on FY'24 Budget Amendments.

Ms. Botchie explained the budget and why some items needed to be adjusted. One of the items that was approved by the Council was the new LED sign that will be located on the corner of Dukes Drive and Atlantic Avenue. The sign will be able to display all activities and meetings for the Council, Planning and Zoning boards, as well as activities in the park. She continued to explain that they were increasing the economic development budget since the Town hosted the Blue and Gold Memorial event. Ms. Botchie is asking for an increase of \$50,346.00.

Ms. Brienza made a motion to approve the FY '24 budget amendments. Mr. Michel seconded the motion. Motion carried 5-0.

G. Code and Building Official Eric Evans to discuss the acquisition of Dukes Drive and storm water pond currently owned by the State of Delaware.

Mr. Evans gave a brief history of the storm water pond located at the corner of Windmill Road and Atlantic Avenue. Mr. Evans supported the fact that since the State has cleaned out the pond recently, it would be a good time for the Town to attempt to take ownership since they would only have to maintain it now. Ms. Botchie explained that Mr. Evans is at this meeting to see if Council wants Mr. Evans to go forward and do his due diligence to see what is involved in acquiring the pond.

Mr. Michel made a motion authorizing Eric Evans to move forward to gather information on the cost and maintenance for acquiring the storm water pond located at the corner of Windmill and Atlantic Avenue currently owned by the State of Delaware. Ms. Brienza seconded the motion. Motion carried 4-1.

The Mayor requested a roll call as follows:

Sharon Brienza	Yes
Bob Wisgirda	No
Pete Michel	Yes
Joe Parent	Yes
Ron Belinko	Yes

Mr. Evans continued to speak about acquiring Dukes Drive. He pointed out that Council reviewed a concept plan for the park which included the relocation of Dukes Drive, rerouting the road inside the park to possibly lead to a parking lot within. Mr. Evans added that if DelDOT gets involved there will have to be a pond installed, the plans will have to go to DelDOT who will say that the road must be wider, it will have to be repaved, sidewalks will have to be installed and give them an additional right-of-way. He further explained the benefits of owning that road for the Town and the park. Mr. Lyons also explained that if the Town did take it over, they would decide when the improvements will happen, and it would be cost effective because you are not doing things repeatedly which DelDOT could force them to do.

Ms. Brienza made a motion authorizing Eric Evans to move forward to gather information on the cost and maintenance for acquiring Dukes Drive currently owned by the State of Delaware. Mr. Parent seconded the motion. Motion carried 5-0.

8. Announcement of next meeting – February 13, 2024.

7. Adjournment –

Ms. Brienza made a motion to adjourn the meeting at 8:40 p.m. Mr. Parent seconded the motion. Motion carried 5-0.

Respectfully submitted,

Wendy Mardini
Town Clerk