



MINUTES OF THE MILLVILLE TOWN COUNCIL MEETING

March 12, 2024

Regular Meeting @ 7:00 p.m.

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, Town Manager Eileen Scerra, Town Clerk Wendy Mardini, Consulting Manager Deborah Botchie and Town Solicitor Seth Thompson, Esq.

2. **Citizens' Privilege:** None.

Presentation of Appreciation Gift to Pete Michel – Mayor Belinko.

3. **Swearing in of new Town Council Members** – The two council members sworn in were Ronald Belinko and Deborah Sosnoski by Town Clerk Wendy Mardini.

4. **Town Council Appointments:**

- A. Mayor
- B. Deputy Mayor
- C. Treasurer
- D. Secretary

Ms. Brienza nominated Ronald Belinko for Mayor. Mr. Wisgirda seconded the motion. Roll call followed:

<i>Sharon Brienza</i>	<i>Yes</i>
<i>Robert Wisgirda</i>	<i>Yes</i>
<i>Joseph Parent</i>	<i>Yes</i>
<i>Deborah Sosnoski</i>	<i>Yes</i>
<i>Ronald Belinko</i>	<i>Yes</i>

Mr. Belinko nominated Sharon Brienza for Deputy Mayor. Ms. Sosnoski seconded the motion. Roll call followed:

<i>Sharon Brienza</i>	<i>Yes</i>
<i>Robert Wisgirda</i>	<i>Yes</i>

Joseph Parent *Yes*
Deborah Sosnoski *Yes*
Ronald Belinko *Yes*

Ms. Brienza nominated Joseph Parent for Treasurer. Mr. Belinko seconded the motion. Roll call followed:

Sharon Brienza *Yes*
Robert Wisgirda *Yes*
Joseph Parent *Yes*
Deborah Sosnoski *Yes*
Ronald Belinko *Yes*

Ms. Brienza nominated Robert Wisgirda for Secretary. Mr. Belinko seconded the motion. Mr. Wisgirda refused the nomination and nominated Deborah Sosnoski. Ms. Brienza seconded the motion. Roll call followed:

Sharon Brienza *Yes*
Robert Wisgirda *Yes*
Joseph Parent *Yes*
Deborah Sosnoski *Yes*
Ronald Belinko *Yes*

Mr. Thompson advised that there were two optional positions available, Assistant Secretary and Assistant Treasurer. Mr. Belinko made a motion to not accept the two optional positions. Ms. Brienza seconded the motion. Motion carried 4-1.

Roll call followed:

Sharon Brienza *Yes*
Robert Wisgirda *Abstain*
Joseph Parent *Yes*
Deborah Sosnoski *Yes*
Ronald Belinko *Yes*

5. **Resolution 24-13 To Set Regular Town Council Meetings:** Town Mgr. Eileen Scerra Discussion, consideration, and possible vote on Resolution 24-13. The Town of Millville's Section 9 of the Charter entitled "Regular and Special Meetings" states: (a) Regular Meetings. The Town Council shall meet regularly during the year. The time and place of each regular meeting shall be set by Council each year at their organizational meeting, but Council shall not hereby be prohibited from rescheduling such meetings from time to time during the year as need arises. **Synopsis:** If approved, Resolution 24-13 will set the second Tuesday of the month for the Town Council's regular meeting.

Ms. Brienza made a made a motion to approve Resolution 24-13. Mr. Belinko seconded the motion. Motion carried 5-0.

Mr. Wisgirda made mention of having more workshops so residents could be more involved. Mr. Thompson advised that the workshop is not really a defined term but still is a meeting for purposes of FOIA and felt that the ordinance covered that saying the fourth Tuesday of the month could be a meeting. Mayor Belinko commented that the Town did have several workshops this year and he did not recall at any time not allowing the residents to come up to comment.

6. **Reappointment of Planning & Zoning Commissioners** – Mr. Gevinson and Mr. Burgo were out of town. They were appointed and will be sworn in at a later date.

Ms. Brienza made a made a motion to approve the appointments. Mr. Parent seconded the motion. Motion carried 5-0.

7. **Official Check Signatures of Town of Millville Accounts**
- A. Treasurer Joseph Parent
 - B. Town Manager Eileen Scerra
 - C. Mayor Robert Belinko

Mr. Wisgirda made a made a motion to approve the check signatories. Ms. Sosnoski seconded the motion. Motion carried 5-0.

Mr. Wisgirda wanted to clarify how many signatures are needed for a check. It was in fact clarified by Eileen Scerra that the Town Manager and Treasurer need to sign all checks. If one or the other were not available, then the Mayor would be needed to sign.

8. **Approval of Town Council and Executive Session Meeting Minutes**
- A. February 13, 2024, Town Council Meeting
Mr. Wisgirda advised that the elections being held at the Community Center in Evans Park are suspended.
 - B. February 13, 2024, Town Council Executive Session Meeting
 - C. February 27, 2024, Town Council Meeting

Ms. Brienza made a motion to approve all three sets of minutes. Mr. Wisgirda seconded the motion. Motion carried 4-1. Deborah Sosnoski was exempt from this vote.

9. **Administrative Matters**
- A. Town Manager Report – Eileen Scerra – Read and entered.
 - B. Code & Building Dept – Eric Evans – Read and entered.
 - C. Financial Report – Will Mumford - Read and entered.

10. **New Business**

A. Discuss, consider, and possible vote on a final site plan submitted by True North Land Surveying on behalf of Miken Builders, located at 32769 Cedar Drive, TMP# 134-12.00-419.05, and zoned C-1 Town Center Commercial.

Synopsis: The Planning and Zoning Commission reviewed the preliminary site plan at their meeting on October 12, 2023 for the proposal to construct a two-story medical building. The vote was carried at 4-0 recommending the Town Council approve the final site plan.

Mr. Sean Cummings of Miken Builders addressed the Council. He explained that Miken bought the property with the intention of building a medical facility of approximately 6,000 – 7,000 square feet for rental. Mr. Lyons explained that this is the commercial piece of the Southern Landing development that was approved a couple of years ago and located at the end of Cedar Drive and Old School Lane. He stated that upon his review of this project they have their two permits required at this time, one from the Conservation District and the other from the Fire Marshall and DelDOT has already approved the entrance.

Mr. Wisgirda made a motion to approve the final site plan submitted by True North Land Surveying on behalf of Miken Builders. Ms. Brienza seconded the motion. Motion carried 5-0.

B. Discuss, consider, and possible vote on a bid prepared by GMB to renovate the Town Hall. – Morgan Helfrich, GMB

Ms. Helfrich spoke on behalf of GMB. She gave a brief synopsis of the renovation, creating a ballistic lobby (in conjunction with Homeland Security opportunities) and a small renovation to the upstairs adding a wall for a break room area from the open office area. Ms. Helfrich advised that there was a public bid submitted and advertised for 30 days and three bids were received.

Three bids were received as follows:

GGI Builders, Inc. submitted a low bid of \$145,693.00.

Whayland Company submitted the second low bid of \$164,500.00.

Regional Builders, Inc. submitted the high bid of \$172,864.31.

Ms. Helfrich said that after a review of the bids, it was realized that the bidders included more HVAC, they felt it was needed because of the two different levels. The Town went back to all three bidders, advising that there was no need for more HVAC and gave them the opportunity to review their submission one more time, further reducing the bids by two of the bidders.

The revised bids were received as follows:

GGI Builders, Inc. submitted a low final bid of \$141,671.00.

Whayland Company submitted the second low final bid of \$145,620.00.

Regional Builders, Inc. elected not to revise its initial bid resulting in a formal final bid of \$172,864.31.

Ms. Helfrich recommends giving the low bid to the approved responsive bidder, which was Gillis Gilkerson. She also pointed out that the bid did not include replacing flooring and painting since the Town has their own contractors for that. If that were included, the low bid would be \$160,000.00.

Mr. Wisgirda wanted clarification that the total price of \$160,000.00 would be the total price to the taxpayers. He also wanted to know if the Town received a grant toward that amount. The answer from Ms. Scerra was “no we did not.” Ms. Helfrich explained that it was missed for this fiscal year and that if we wanted the grant money, they would make you wait to start construction for another year and there is no guarantee that you will even get those dollars and that you would just be sitting on bids, likely having to rebid. She continued by saying that there still might be a chance to receive any leftover money that the government has not used from the previous fiscal year. Ms. Helfrich explained that we would not know if that money were available until August of 2024, so our thought is to stay connected with the gentleman who has that information, Mr. Joe Hughes. Mr. Wisgirda stated that he would rather wait and apply for that grant next fiscal year.

Mr. Parent questioned the 105 calendar days before construction can begin. Ms. Helfrich explained that there is an exceptionally long lead time for a ballistic door and some of the other items needed and the plan would be to begin construction once all the materials have been received so as minimize disruption in the day-to-day operations to approximately one month.

Ms. Brienza made a motion to accept the low bid of Gillis Gilkerson for the renovation of the Town Hall, adding that the Town does not waive the payment and performance bond when the contract is awarded. Mr. Wisgirda seconded the motion with discussion. Motion carried 4-1.

11. **Announcement of next meeting** - March 26, 2024

12. **Adjournment**

Ms. Brienza made a motion to adjourn the meeting at 7:55 p.m. Mr. Wisgirda seconded the motion. Motion carried 5-0.

Respectfully submitted,

Wendy Mardini
Town Clerk