

DRAFT: 10-14-2025

APPROVED:



TOWN OF MILLVILLE

Town Council Meeting Minutes 7:00 p.m.

Executive Session held prior at 6:30 p.m.

October 14, 2025

Council Present: Mayor Ronald Belinko, Deputy Mayor Sharon Brienza, Secretary Deborah Sosnoski, Treasurer Joseph Parent, Council Member/Co-Treasurer Robert Wisgirda. **Town/Trade Employees Present:** GMB Andrew Lyons, Town Solicitor Seth Thompson, Town Manager Eileen Scerra, Code & Building Officer Eric Evans, William Mumford Finance Administrator and Town Clerk Trish Marcules. **Absent:** None.

1. CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

Mayor Ronald Belinko called the meeting to order at 6:30 p.m. with **Pledge of Allegiance** to the Executive Session Members.

2. MOTION TO ENTER EXECUTIVE SESSION

- A. **Strategy sessions, involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, when an open meeting would have an adverse effect on the bargaining or litigation position of the public body.**
- B. **Personnel matters in which the names and abilities of individual employees are discussed.**

Mr. Wisgirda made a motion to enter executive session. Ms. Brienza second the motion. Motion carried unanimously 5-0.

3. MOTION TO CLOSE EXECUTIVE SESSION

Ms. Brienza made a motion to close executive session. Ms. Sosnoski second the motion. Motion carried unanimously 5-0.

4. PUBLIC COMMENT – (A.k.a Citizen’s Privilege) – May be subject to 3-minute limit.

NOTE: Zoom participant arrived 7:07 p.m. till 7:20 p.m. (name on file)

Mr. Derrick Craig – Chesapeake Utilities Corporation – Mr. Craig introduced himself as the new representative for the gas utilities company for the area.

DRAFT: 10-14-2025

APPROVED:

He handed his business card to all council members. Council members welcomed him into the area.

5. **APPROVAL OF TOWN COUNCIL MEETING MINUTES**

A. **September 23, 2025**

Ms. Brienza approved the September 23, 2025, Town Council Meeting Minutes. Ms. Sosnoski second the motion. Motion carried unanimously 5-0.

6. **MAYOR AND TOWN COUNCIL COMMENTS**

Council agreed to move this to the end of the agenda before announcing the next meeting. Going forward, this will be changed.

7. **PRESENTATION**

A. **Millville Volunteer Fire Company representative will be present to accept ambulance fee check presented by Town Council.**

Guy Rickards from the Millville Fire Company was presented with a check for \$128,050.00 to pay for the Town of Millville's resident ambulance fees for May 1, 2025- April 30, 2026 fiscal year. Mr. Rickard thanked the town.

8. **TOWN REPORTS**

- A. **Town Manager Report – Eileen Scerra** – Reviewed and Entered
- B. **Code & Building Department – Eric Evans** – Reviewed and Entered
- C. **Finance Report – Will Mumford** - Reviewed and Entered
- D. **MVFC Report** - Reviewed and Entered
- E. **DSP Report** - Reviewed and Entered
- F. **ADHOC Meeting Minutes – 07-22-2025** – Reviewed and Entered
- G. **Charter Meeting Minutes – 09-11-2025** – Reviewed and Entered
- H. **Planning and Zoning Meeting Minutes – 07-10-2025** – Reviewed and Entered

Mr. Andrew Lyons presented a quick 3-minute video presentation showing the current developments/subdivisions that are under construction using drone footage for a bird's eye view.

9. **NEW BUSINESS**

A. **Public Hearing Notice – Secretary: Notice of the following three public hearing items were posted on the Town's website and printed in Coastal Point on September 26, 2025.**

Mayor Belinko opened the Public Hearing # 1 at 7:30 p.m. He introduced the final subdivision site plan submitted by Land Tech Land Planning, LLC on

DRAFT: 10-14-2025

APPROVED:

behalf of ASF Millville by the Sea Isle Bay Village (FKA West Village B). Three council members recused themselves from the public hearing discussion and left the chamber room.

Mr. Steven Marsh (Freeman Co.) was present for Jeff Clark from Land Tech. He presented the final site plan for a 64-unit village (32 single family 40' wide and 32 single family 30' wide) located on Powell Farm Road and Roxana Road, Tax Map Parcel 134-15.00-16.00, zoned Master Planned Community (MPC).

Mr. Marsh discussed the Beaver Dam canal, tax, ditch, and a portion of the prong being realigned as an upland ditch. The West Village is gaining momentum with approvals dating back two years, delayed by shared infrastructure agreements. Construction was lagged due to the county's requirement to run the main sewer down Route 17 to the intersection with Powell Farm Road.

Mr. Parent inquired about the size of the units and Mr. Marsh explained they were a mix of 30-foot and 40-foot wide with a variety of price ranges and affordability options. Mr. Parent asked about the street trees and their width. Mr. Marsh and Mr. Lyons stated they were about 5-6 feet wide. Mr. Parent then inquired about the stormwater management system, and Mr. Marsh confirmed it drains into Beaver Dam Creek.

Mr. Lyons from GMB stated he reviewed the plan, and all approvals are in hand. Mayor Belinko opened the floor for written or public comments. Ms. Scerra received no written comments.

Public Comment – None

Mayor Belinko Closed the Public Hearing #1 at 7:38 p.m.

- B. Discuss, consider and possible vote on a Final Subdivision Site Plan submitted by Land Tech Land Planning, LLC on behalf of ASF Millville By The Sea Isle Bay Village (FKA West Village B)**

Mr. Parent made a motion to approve the final subdivision site plan submitted by Land Tech Land Planning, LLC on behalf of ASF Millville by the Sea Isle Bay Village (FKA West Village B) for a 64-unit village located on Powell Farm Road and Roxana Road, Tax Map Parcel 134-15.00-16.00, zoned Master Planned Community (MPC). Mayor Belinko second the motion. Motion carried 2-0-3. (3 recused Mr. Wisgirda, Ms. Sosnoski, and Ms. Brienza)

- C. Mayor Belinko opens Public Hearing # 2 – 7:41 p.m.**

Three recused members returned to the chamber.

DRAFT: 10-14-2025

APPROVED:

Mayor Belinko presents Public Hearing #2 – Resolution 26-11 to accept annexation territory into the Town of Millville with certain territory contiguous with Town limits owned by Mr. and Mrs. Barnett, Tax Map Parcel 134-12.00-138.01 and Club House Crossing, LLC Tax Map Parcel 134-12.00-151.00.

Town Solicitor, Seth Thompson, explained the process and conditions for approving the annexation, including a 30-day hold period for a potential referendum. He said process includes a public hearing giving public opportunity to make comments. Under the Charter, to approve the annexation you need two thirds vote of members of Council. Then, as noted in resolution but also in Charter, there is the ability for the requisite number of residents to file a petition to warrant a referendum on the annexation. The annexation must wait at least 30 days to give people the opportunity to petition for referendum. Mr. Thompson said with respect to the annexation then taking effect, there then must be a description and a plot that gets recorded. That is the final step in putting the property into the town.

Mr. Parent asks about listing a zoning for annexed parcels and Mr. Thompson explained that it is the next agenda item, because every piece of property in town must be assigned a zoning district. Once annexed in, the town will have to amend their zoning map to apply the zoning district that's been requested.

Mr. Thompson noted he did put together separate annexation agreements because of the two properties being two different owners. The Town Manager forwarded those and there will be a 30-day hold.

Written comments - None

Public comment – None

Mayor Belinko Closed Public Hearing #2 – 7:46 p.m.

D. Mayor Belinko Opens Public Hearing #3 – 7:46 p.m.

Mayor Belinko presents Public Hearing # 3 – Ordinance 26-02 to amend the Town Zoning Map to include Tax Map Parcel 134-12.00-151.00 with an R2 zoning classification and 134-12.00-138.01 with an R1 zoning classification.

Mayor Belinko and Mr. Thompson discussed the ordinance to amend the Town zoning map to include the annexed parcels. The ordinance includes the same conditions as the annexation resolution, including a 30-day hold period.

Written comments – None

Public comment - None

Mayor Belinko Closed the Public Hearing # 3 – 7:48 p.m.

- E. **Discuss, consider and possible vote on Resolution 26-11 to accept annexation territory into the Town of Millville with certain territory contiguous with Town limits owned by Mr. and Mrs. Barnett, Tax Map Parcel 134-12.00-138.01 and Club House Crossing, LLC, Tax Map Parcel 134-12.00-151.00 located on Club House Road into the Town of Millville.**

Ms. Brienza made a motion to accept Resolution 26-11. Mr. Wisgirda second the motion. Motion carried unanimously 5-0.

- F. **Discuss, consider and possible vote on proposed Ordinance 26-02 to amend the official Town Zoning Map to include Tax Map Parcel 134-12.00-151.00 with an R2 zoning classification and 134-12.00-138.01 with an R1 zoning classification.**

Ms. Brienza made a motion to accept Ordinance 26-02. Mr. Wisgirda second the motion. Motion carried unanimously 5-0.

- G. **Discuss, consider and possible vote on Resolution 26-12 for Town of Millville Facility Use Reservation Fee form.**

SYNOPSIS: Park fees were discussed at 7/22/25 ADHOC Meeting and approved to send to Town Council.

Ms. Scerra discussed the facility use agreement, fee schedule and forms for renting Town Hall and other facilities.

Ms. Scerra suggests having a workshop to review and analyze each section of the registration fees and facility packet. Ms. Scerra highlighted discrepancies in the current forms and the need to streamline the process to make it easier for those using. The Council agreed to set a date for the workshop to review the facility use agreement and registration fees.

Council agreed to no vote on the resolution 26-12 at this time, as this was just an informational discussion to have a workshop.

- H. **Discuss, consider and possible vote on proposed updated Reservation forms for Town facilities and Community Center.**

Council agreed to move this into a workshop and then proceed later with a vote.

- I. **Discuss changes to Facility Use Packet.**

Ms. Scerra briefly discussed the reason for changes to the facility use packet. Few areas of concern, 18 pages, time consuming to fill out the packet, confusion with repeated fields and fees needing increased.

DRAFT: 10-14-2025

APPROVED:

J. Discuss and possible vote on Executive Session items.

Ms. Brienza made a motion to approve the Town Managers' recommendations at Executive Session. Mr. Parent second the motion. Motion carried unanimously 5-0.

10. MAYOR AND TOWN COUNCIL COMMENTS (changed from #6 on agenda)

Ms. Brienza announced that after months of review, the Charter Commission completed their revisions to the Town's Charter. It was sent to the Town Solicitor for review and when completed will be given to Council for final review and/or approval. Ms. Brienza mentioned that when Council receives the revisions, they will notice that the format has changed. The committee mirrored the layout to other towns so it's more concise and flows better. Ms. Brienza thanked Ms. Sosnoski, Ms. Scerra, and Ms. Marcules for all the work and assistance on the project. Ms. Brienza gave special thanks to Ms. Debbie Botchie who did most of the laborious work on the document. Ms. Brienza mentioned that the project couldn't have been done without Ms. Botchie's knowledge she has of the Town.

Mayor Belinko discussed the upcoming position opening on the Planning and Zoning Committee as of January 1st and the need to diversify representation. He mentioned receiving interest from a highly qualified candidate from another neighborhood to fill the vacancy. The Council supported the mayor's efforts to include representation from all neighborhoods in the town. The mayor followed up noting the importance of outreach and representation for the community's future planning and zoning needs.

Major Belinko thanked everyone for participating at the meeting.

11. ANNOUNCEMENT OF – Tuesday, October 28, 2025, at 7:00 P.M.

12. ADJOURNMENT

Ms. Brienza made a motion to adjourn the meeting, Ms. Sosnoski second the motion. Motion carried unanimously 5-0.

Mayor Belinko closed the meeting at 8:03 P.M.

Respectfully submitted,

Trish Marcules
Town Clerk