



**TOWN OF MILLVILLE
Town Council Meeting Minutes
March 11, 2025**

1. **Call Meeting to Order/Pledge of Allegiance/ Roll Call**

Mayor Ronald 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 Deborah Sosnoski (via Zoom), Treasurer Joseph Parent, Council Member Robert Wisgirda, Town Manager Eileen Scerra, Finance William Mumford, Code & Building Officer Eric Evans, and Town Clerk Wendy Mardini; ***Absent:*** None

2. **Citizens Privilege** - None

3. **Swearing-in of Town Council Members** – Town Clerk Wendy Mardini

Town Clerk, Wendy Mardini, did the swearing-in of Sharon Brienza, Joseph Parent, and Robert Wisgirda for another new term.

4. **Town Council Appointments**

Town Council Member appointments were discussed and voted on.

Deputy Mayor Sharon Brienza made a motion to keep Mayor Ronald Belinko as Town Mayor. Debbie Sosnoski second the motion. Vote 5-0

Mayor Ronald Belinko made a motion to keep Deputy Mayor Sharon Brienza as Town Deputy Mayor. Joseph Parent second the motion. Vote 5-0

Deputy Mayor Sharon Brienza made a motion to keep Treasurer Joseph Parent as Town Treasurer. Mayor Ronald Belinko second the motion. Vote 5-0

Mayor Ronald Belinko made a motion to keep Secretary Debbie Sosnoski as Town Secretary. Council Member Robert Wisgirda second the motion. Vote 5-0

Mayor Ronald Belinko nominated Council Member Robert Wisgirda to new position of Assistant Treasurer. Joseph Parent second the motion. Vote 5-0

APPROVED: 04-08-2025

5. **Resolution 25-19 To Set Regular Town Council Meetings**

Discuss, consideration, and possible vote on Resolution 25-19. 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 25-19 will set the second Tuesday of the month for the Town Council’s regular meeting.*

The resolution was done to set a consistent meeting schedule on the second Tuesday of every month.

Ms. Brienza motioned to accept Resolution 25-19 to set regular Town Council Meetings. Mr. Parent second the motion. Vote 5-0.

6. **Reappointment of Planning & Zoning Commissioners**

Discuss Pat Plocek and Tim Roe 3 year terms expiring March 2028.

Mayor Belinko recommended appointing Pat Plocek and Tim Roe to another three-year term.

Ms. Brienza made a motion to confirm the appointment of Pat Plocek and Tim Roe for another 3-year term. Mr. Wisgirda second the motion. Vote 5-0.

7. **Official Check Signatures of Town of Millville Accounts**

Discussion on having A. Treasurer B. Town Manager C. Mayor sign checks for Town of Millville.

Mr. Wisgirda mentioned being Assistant Treasurer, if he should be included with the check signature. Seth Thompson agreed upon visiting the bank to add his signature onto the account. Ms. Brienza added D. Assistant Treasurer to the official check signatures motion. Mayor Belinko noted that Assistant Treasurer, Bob Wisgirda, cannot sign checks until completing the signature authorization through the bank. His signature would be needed in the event Treasurer is unavailable to sign.

Ms. Sosnoski made a motion to accept the Official Check Signatures A. thru D. for the Town of Millville Accounts. Ms. Brienza second the motion. Vote 5-0.

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

A. February 25, 2025 – TC Executive Session

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Ms. Brienza mentioned a change with the Executive Session minutes. Sixth paragraph down, second line, add the word “sections” after the word policy.

Ms. Brienza made a motion to approve the February 25, 2025 Town Council Executive Meeting Minutes after amendment was made. Ms. Sosnoski second the motion. Vote 5-0.

B. February 25, 2025 – Town Council Meeting

Ms. Brienza made a motion to approve the February 25, 2025 Town Council Meeting Minutes. Mr. Wisgirda second the motion. Vote 5-0.

9. Administrative Matters

- A. **Town Manager Report** – Read and entered.
- B. **Code & Building Department** – Read and entered.
- C. **Financial Report** – Read and entered.

Ms. Brienza noted a few items 100% over. They will be addressed by Finance for the upcoming budget FY 26.

- D. **MVFC Report** – Read and entered.
- E. **DE State Police Report** – Read and entered.

Mayor Belinko mentioned MVFC and DE State Police Reports important to see what’s happening in Millville. April 3, 2025, DE State Police Troop 4 having a meeting in Evans Park Community Center at 6pm to discuss Lower Sussex County in the Troop 4 area. Mayor Belinko also addressed the Millville Fire Company and what all the volunteers do for our area. Reminding everyone that some of the volunteers recently recognized have been doing this for 40 and 60 years. Mayor Belinko thanked them for their service.

10. New Business

Public Hearing Notice – Secretary Debbie Sosnoski: Notice of the following public hearing was posted on the Town’s website and printed in the Coastal Point on February 21, 2025. Discuss final subdivision site plan submitted by Land Tech Land Planning, LLC on behalf of ASF Millville By the Sea Village 5, for an 84-unit village (44 single family lots and 40 townhomes) located SW of the intersection Coastal Living Lane and Endless Summer Drive, Tax Map Parcel 134-15.00-120.01, zoned Master Planned Community (MPC).

Mayor Belinko opened the Public Hearing discussion at 7:32 pm. He introduced the final subdivision site plan.

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Lawton Myrick with RLM Designs, LLC (filling in for Jeff Clark) and Rod Hart, representing the development team for Millville by the Sea, presented the final site plan for Village 5, consisting of 84 lots in total. (44 single family homes and 40 townhomes) Discussion on the landscape plan.

Public Comment - **Steve McCully**, MBTS, 36118 Huntington St, Millville DE 19967. Concerned about traffic and wondering if there has been discussion on a second connector for traffic flow instead of residents having to travel north to Roxanna Road.

Per Andrew Lyons, there was a build up Master Agreement on when that connector has to go in and based on how many units are sold is the mark. The mark is part of the DELDOT master agreement.

Mr. McCully asked Mr. Lyons to email him details about the number of units that mark is.

Mayor Belinko closed the public hearing at 7:42 pm.

- A. **Discuss, and possible vote on a final subdivision site plan submitted by Land Tech Land Planning, LLC on behalf of ASF Millville By the Sea Village 5, for an 84-unit village (44 single homes and 40 townhomes) located SW of the intersection Coastal Living Lane and Endless Summer Drive, Tax Map Parcel 134-15.00-12.01, zoned Master Planned Community (MPC).**

Mr. Parent made a motion to approve and accept the final subdivision site plan for MBTS Village 5. Mayor Belinko second the motion. Vote 2-0-3. (Sharon Brienza, Bob Wisgirda, and Debbie Sosnoski recused from voting)

- B. **Discuss, consider, and possible vote on a grant request from the Millville Volunteer Fire Company (MVFC) in the amount of \$47,350.00, which comes from impact fees collected by the Town FY25. The sum of the project is \$47,350.00 and the funds will be utilized to enhance our fire and rescue capabilities.**

Guy Rickards (Chief Scott in Florida) from Millville Fire Co was present for discussion on the need for new equipment such as rescue tools, thermal imaging cameras, and a gas meter. \$40,000 for rescue tools, \$5,850 for two thermal cameras, and gas meter \$1,500. That total would be \$47,003.

Ms. Sosnoski questioned the extra batteries, and Mr. Parent questioned what happens with the old tools. (sold/inventory/shared) MVFC wasn't sure about the extra batteries, but felt they could provide those if not included in price. The old

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tools usually are a “trade-in” feature, sometimes also given to other companies or training networks.

Ms. Sosnoski made a motion to approve the grant request from the MVFC in the amount of \$47,350.00. Ms. Brienza second the motion. Vote 5-0.

C. Discuss concept plan for Evans Park with possible vote to request 30% proposal for preliminary engineering. Andrew Lyons, Engineer.

Katja Kalinski presented the new concept plan for Evans Park including a reconfigured Duke Street for pedestrian safety and additional parking spaces. Mr. Parent had a discussion on the number of proposed parking spaces suggesting there was a need for more for large events. Ms. Brienza agreed. Tracking for upcoming events will be done on the number of vehicles arriving at large events. Mr. Evans explained the feasibility of expanding the parking area and the need for stormwater management ponds as well.

Mr. Wisgirda brought up discussions about the layout of the parking and making sure emergency personnel can easily get to the park, seniors having to walk too far, fishing ponds, etc. A better explanation of what 30% proposed was also discussed.

Ms. Brienza made a motion to request 30% of the proposed preliminary engineering drawing for Evans Park. Mr. Parent seconded the motion. Vote 4-1.

D. Discuss and review proposed draft FY 26 budget. William Mumford, Finance Administrator.

William Mumford presented the proposed budget for FY 26 highlighting a 7% increase in revenue and a 7% increase in expenses.

Ms. Sosnoski questioned the elevator maintenance for \$200. Will be increased to \$2,000.

Mr. Wisgirda would like verbiage changed on item 0154101 voter registration.

Mr. Parent discussed line item 0153535 Evans Park Landscaping. He feels the main turf field needs lawn renovation. He would like to see quotes given for aeration, seeding, fertilization and soil test. Project to be taken in fall, not spring. Mr. Evans said line item 53521 includes \$5,000 already for rental for aerator.

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Wendy Mardini mentioned under Economic Development, that Yuletide Marketplace and Holiday Marketplace were the same thing. One of them needs to be removed.

Mayor Belinko emphasized the importance of the budget. A public hearing will be held March 25 for the budget. He added that there would be no property tax increase for FY 26. Ms. Brienza noted that it's been several years since there was a tax increase for the town property taxes.

11. **Announcement of next meeting** – Tuesday, March 25, 2025, at 7:00 P.M.
12. **Adjournment** – Meeting was adjourned at 8:25 P.M.

Ms. Brienza made a motion to adjourn the meeting, Mr. Wisgirda second the motion. Vote 5-0.

Respectfully submitted,
Trish Marcules
Administrator to the Town Manager