



TOWN OF MILLVILLE
Charter Committee Meeting Minutes
June 16, 2025 @ 10:00 A.M.

Committee Present: Town Deputy Mayor/Chairperson Sharon Brienza, Committee Contract Member Deborah Botchie (Attended via Zoom), Town Council Secretary Debbie Sosnoski. **Town Employees Present:** Town Manager Eileen Scerra, Administrator to Town Manager Trish Marcules. Absent: None

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

Deputy Mayor/Chairperson, Sharon Brienza, called the meeting to order at 10:00 A.M. with the Pledge of Allegiance.

2. Citizens' Privilege – None. Zero online citizens attended via Zoom.

3. Approval of Charter Committee Meeting Minutes

A. April 10, 2025

A motion was made by Ms. Sosnoski to approve April 10, 2025, Charter Committee Meeting Minutes. Ms. Botchie second the motion. Motion carried unanimously.

4. New Business

A. Discuss and review the Reconstruction of the new Charter into Articles and Sections.

SYNOPSIS: It was voted at the Charter Committee April 10, 2025, meeting to recommend the reconstruction of the Charter by town contractor into Articles and Sections, presented and approved by Town Council Meeting on May 20th.

Ms. Botchie began with Section 1 of the charter and continued through until Section 26 updating and highlighting revisions and comments on the committee's working document. She confirmed that each section was correct with the committee

before proceeding to the next section.

Things were noted in the below sections that still need researched.

- Section 3; paragraph I., that the Town Solicitor would be looking over.
- Section 9 – Ms. Botchie will be researching the 96 hours to determine if DE law, or if other towns have this.
- Section 13 - #4 – Ms. Botchie will look what other towns do.
- Section 21 – Discussed to remove Board of Health.
- Section 22 – Town Solicitor will be reviewing.

5. New Business

A. Discuss and review charter revisions, recommendations, and other items.

Ms. Botchie stated that Section 27 through 38 still needs to be completed by her.

Ms. Botchie discussed with Ms. Scerra to meet with Finance on the 3% assessments, making sure the percentage is accurate and up to date with the town's needs. This percentage should be monitored as it may need amended.

The committee reviewed provisions for borrowing money, issuing bonds and the need for a special election. Ms. Brienza highlighted the need to research the requirement for a special election to borrow money.

The committee agreed that a lot of work had been done by Ms. Botchie and would meet in July to see the new edits for sections 27 through 38 and discuss any other changes at that time.

6. Announcement of next meeting – July 21, 2025, at 10:00 AM.

7. Adjournment – Meeting was adjourned at 11:22 A.M. by Chairperson/Deputy Mayor Ms. Brienza.

Ms. Sosnoski made a motion to adjourn the meeting. Ms. Botchie second the motion. Motion carried unanimously.

Respectfully submitted,
Trish Marcules
Assistant to the Town Manager