



**TOWN OF MILLVILLE**  
**Charter Committee Meeting Minutes**  
**September 11, 2025 @ 10:00 A.M.**

**Committee Present:** Town Deputy Mayor/Chairperson Sharon Brienza, Committee Contract Member Deborah Botchie, Town Council Secretary Debbie Sosnoski. **Town**

**Employees Present:** Town Manager Eileen Scerra, Town Clerk 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 10:04 A.M. with the Pledge of Allegiance, followed by a brief silence for September 11<sup>th</sup>.

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

**3. Approval of Charter Committee Meeting Minutes**

**A. June 16, 2025**

***A motion was made by Ms. Sosnoski to approve June 16, 2025, Charter Committee Meeting Minutes. Ms. Botchie second the motion. Motion carried unanimously.***

**4. Old Business**

**A. Discuss and review recommendations/edits on Section 1 through 26.**

Ms. Botchie discussed items that were pending from previous meeting minutes. Section 1 – Seth reviewing. Section 9 – Did research and made changes after reviewing other towns. Section 13 - #B4 – Still up for discussion. Nothing was found in research from other towns with a procedure. Committee agreed there should be a procedure listed. Ms. Botchie is directing this to Seth. Section 21 removing. Section 22, added new information after speaking with Seth.

## **5. New Business**

### **A. Discuss and review Sections 27 through 38.**

Ms. Brienza discussed a section prior to #27, Under Qualifications for Town Council Member article 3C, that a person must submit ethics form. She thought it was agreed this had to be done when they filed paperwork. Ms. Botchie felt the wording may need to be changed. They agreed that something is under B, section six, so it was agreed to remove it from C.

Ms. Botchie asked wording of Finance Director or Finance Administrator to Ms. Scerra in Section #30. Ms Scerra said wording should be Finance Administrator. Ms. Botchie is changing so it is consistent throughout the charter.

Ms. Botchie discussed the enumeration of powers and the need to clarify sections regarding money. Ms. Scerra mentioned that the assessments have come out, and there is a need to discuss the 3% tax limit. The committee decides to leave the 3% limit in place for now and revisit it after further discussion with Seth.

A discussion was held on special elections and voting procedures. They discussed need for special elections for certain issues and the potential for all property owners to vote. Examples were annexation, borrowing money, etc. Ms. Brienza suggested that all property owners should be able to vote in special elections. Ms. Botchie will be researching other town charters to see how they handle special elections and if there is a whole section listed for them. Possible section for Special Elections to be added after Annual Municipal Elections section.

The committee reviewed the final draft of the revised charter, making sure all changes were reflected and making edits they saw as they went along. Discussion (tax levy 5.6, #4 tax limit) was had on taxation of real estate to use another town's language so the charter wouldn't need to be constantly changed. Discussion of using language "quoting state code" would eliminate revising charters when not necessary. Ms. Brienza suggested one more meeting to go over final draft before submitting it to Town Solicitor.

DRAFT: 09-11-2025

APPROVED:

6. **Announcement of next meeting** – September 29, 2025, at 10:00 AM.
7. **Adjournment** – Meeting was adjourned at 11:27 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  
Town Clerk