DRAFT: 10-12-2026
APPROVED:

TOWN OF MILLVILLE – FINANCE COMMITTEE MEETING MINUTES
Regular Meeting at 10:00 A.M.
October 12, 2026

Council Present*:** Chairperson Joseph Parent (Via Zoom), Barbara Ryer, and Gary Manion. ***Town/Trade Employees Present: Town Manager Eileen Scerra, Finance Administrator William Mumford, and Town Clerk Trish Marcules. ***Absent***: None.

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

Town Manager Ms. Scerra opened the meeting at 10:00 A.M. She announced everyone present, including Mr. Parent via Zoom. Ms. Scerra continued with the **Pledge of Allegiance**.

2. INTRODUCTION OF NEW FINANCE COMMITTEE – Town Manager

Ms. Scerra outlined the committee's advisory rule in reviewing financial information, discussing budget priorities, and making recommendations to Town Council.

A brief introduction of each committee member was given by Ms. Scerra.

3. SWEARING-IN OF FINANCE COMMITTEE – Town Clerk, Trish Marcules

A. **Joseph Parent**
B. **Gary Manion**
C. **Barbara Ryer**

Ms. Marcules completed the swearing-in of Barbara Ryer and Gary Manion. Mr. Parent will be sworn-in at the next meeting.

4. APPOINTMENT OF COMMITTEE

A. **Chairperson**

Ms. Ryer made a motion to appoint Joseph Parent as the Chairperson of the Finance Committee. Mr. Manion second the motion. Motion carried unanimously.

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

No Zoom Comments. (3 pre-registered; 3 showed, names on file; one was testing system of Zoom)

Bob Wisgirda – 23765 Pembroke Lane, Millville DE 19967 – Mr. Wisgirda thanked all the new committee members for stepping up to the plate for the committee.

6. **NEW BUSINESS**

A. **Review and Discuss Finance Committee Binder**

The committee reviewed a 12-tab Finance binder covering organization, contacts, meeting procedures, budgets, revenues, expenditures, reserves, investments, debt, annual budget process, policies, capital improvements, grants, financial reporting, and future recommendations.

Ms. Ryer questioned TAB 3, Reserve. She mentioned the last update was June 2021 and generally updated every 5 years. Ms. Ryer questioned if it was targeted to be updated. Mr. Mumford stated it goes into the comprehensive plan which he knows they are updating. Mr. Mumford stated the main building is a reserve fund. Mr. Mumford mentioned if there was increase in infrastructure to the building, would reserve funds need to be updated, or investigate that with comp plan.

Ms. Scerra mentioned one is being worked on for the park, so that should be seen soon to inform future funding needs.

Ms. Scerra mentioned that PFM is scheduled to return with a financial forecast and future project discussion.

It was discussed that the town has no debt but has reserves and investments. Key capital priorities include an estimated $5 million parking lot and a vehicle maintenance pole barn planned near the bocce ball courts.

Grants discussed included Evans Park cameras, $150,000 parking lot planning phase, $20,534 in municipal street aide, and $20,000 from Sussex County for law enforcement funding with goes to DSP. Ms. Ryer applauded town for always doing a great job at getting grants.

Ms. Scerra mentioned the committee will help strengthen financial policies and procedures covering investments, purchasing, debt, budgeting, cash handling, credit cards, and travel.

Ms. Scerra discussed with the committee the budget cycle, beginning with fall planning, continuing through late-winter review and spring refinement. Everything applies to May 1st through April 30th fiscal year for the town.

The Finance Administrator, Will Mumford, will provide the committee with monthly reports and assist the committee with locating policies if needed.

B. **Review and Discuss Meeting Frequency / Future Meeting Topics / Work Plan**

The committee discussed frequency of meetings, and to start, agreed to a monthly meeting, and at 10:00 AM. Ms. Scerra and the Chairperson would arrange date in November and alert committee.

7. COMMITTEE COMMENTS

Mr. Parent stated he is looking forward to working with the committee, helping the town, and working with Will.

Mr. Manion stated he is looking forward to this committee. He appreciated the time and effort staff spent on the binder and materials and looking forward to working with everyone for the betterment of the community.

8. ANNOUNCEMENT OF NEXT MEETING – TBA

9. ADJOURNMENT

Ms. Ryer made a motion to adjourn the meeting. Mr. Manion second the motion. Motion carried unanimously 3-0.

Town Manager, Ms. Scerra, closed the meeting at 10:23 A.M.

Respectfully submitted,

Trish Marcules
Town Clerk