

**TOWN OF MILLVILLE
TOWN COUNCIL WORKSHOP NOTES
Tuesday, October 27, 2009 (7:00 PM)**

Attendance

Mayor Donald Minyon, Council Members: Mike Jeffers and Jon Subity
Town Manager: Deborah Botchie
Council Members' Hocker and Thomas not in attendance.

Call Meeting to Order (Item #1 & #2)

Mayor Minyon called the Workshop to Order at 7:00 PM and opened with the Pledge of Allegiance to the Flag.

Announcements (Item #3)

- A. Art Brewer has finished painting the outside of town hall and the meeting room. In the next couple of weeks he will do the hallway and the offices.
- B. Mr. Minyon reported that he has heard positive comments on the Dumpster Day that was held on October 24, 2009.
- C. Mayor Wood has contacted the Town Manager about our new recycling program. Mayor reported that currently 55 residents have signed up, which is about half of the current recyclers, however, he expects more to sign up in the coming month.
- D. There will be a new Verizon Wireless store in the Town Center Shopping Center soon.
- E. Steve Brodbeck said Beazer Homes bought out Dove Barrington and will be building on the location soon.
- F. Millville Town Center, Phase III was given a letter of no objection from DELDOT for an entrance off of Cedar Drive. They are planning to build 28 townhouses behind the Giant. When Council gets the new site plan they will have to decide whether to let them use old regulations or new regulations.
- G. The finals are almost complete for the H & D Subdivision; this will bring in additional \$20,500.
- H. Debbie Botchie also reported two calls from the Whayland Company who are very interested in the Town codes.
- I. Mr. Goldstein has been talking to a design firm about developing a site on Rt. 26 and Railway Road.

New Business (Item #4)

A. Six Month Budget Review: Town Manager Debbie Botchie proposed the following changes

<i>Revenue Item</i>	<i>Current Budget \$</i>	<i>Actual \$</i>	<i>Proposed Change \$</i>	<i>New Budget \$</i>
Building Permits	62,500	179,325	26,116	205,441
Building Review/ Inspections	12,500	39,510	5,223	44,733
Site Plan Review	1,500	2,925	2,925	4,425
Business License	23,750	26,525	3,025	26,775
Recycling			3,185	3,185
Sign Permits			100	600
Interest Income	3,500		-2,830	670
Earnings Prior Year			-18,052	
New Total	308,886			472,583

Councilman Subity questioned why the drop in interest income which Ms. Botchie explained was a result of lower interest rates given by the banks due to the economy.

<i>Expense Item</i>	<i>Current Budget \$</i>	<i>Actual \$</i>	<i>Proposed Change \$</i>	<i>New Budget \$</i>
Building & Ground Maintenance	5,750	2,293	+1,500	7,250
Cable & Internet	2,184	790	-600	1,584
Truck Maint/Ins/Gas	3,000	1,373	-1,400	1,600
Insurance	271	258	-13	258
Ins Flood	547	561	+14	561
Ins General	3,245	3,098	-147	3,098
Health (begin December)	14,135	6,360	+3,039	17,174
Legal Counsel	15,000	2,449	-5,000	10,000
Office Supplies	3,000	951	-800	2,200
Payroll Tax	11,011	4,419	+731	11,742
IRA	3,036	470	+398	3,343
Professional Service	25,000	3,700	-5000	20,500
Professional Planning	13,000	561	0	15,150
Code Enforcement	2,525	1,394	+675	3,200
Building & Plan review	13,857	9,080	+35,733	49,590
Trash Collection	1,052	123	-240	812
Electric	5,761	2,904	+500	6,261
Recycling	0	0	2,496	2,496
Street Lights	3,940	3,194	+2,413	6,353
Telephone	3,384	1,892	+682	4,066
Sewer	0	177	+350	580
Reserves carry over			+106, 734	472,583

The Councilmembers had a rather lengthy conversation on the amount of donation the Town should give the Millville Fire Company and no final conclusion was reached between them. Town Manager Debbie Botchie will investigate further and report back to the Council and discussion will continue at the November 10, 2009 Council Meeting. An email regarding this matter and the discussion at the workshop will be sent to Councilmembers Hocker and Thomas who were not present.

B. Discussion on Staffing

Town Manager Debbie Botchie proposed hiring a part-time financial assistant for three days a week to help with the processing of revenue, data input, spread sheets, URS billing, transfer tax etc. This additional help will allow Betsy Christian, the Finance Administrator, the time needed to do grant applications. Ms. Christian will continue to do payroll. All three Councilmembers were in agreement and advised Ms. Botchie to go forward with the employment advertisement.

C. Discussion on Town Hall and grounds

Mayor Minyon opened discussion on using the Realty Transfer Tax money for some improvements to the Town Hall building and grounds:

- Enlarging Town Hall office areas by adding additional rooms and a second story, a fire safe file room and emergency operations center.

- Installing an electric outlet on the half wall under the Town Seal
- Installing a mounted ceiling remote controlled video screen
- Purchasing the necessary equipment to run Power Point programs
- Public Address system.

The Mayor said that he will get estimates from different companies on the electronic equipment and the discussion will continue at the next meeting.

Mayor Minyon commented on the possible expansion of Town Hall, saying that right now construction costs were excellent and it was a wise time to think of the future of Millville and prepare for the growth that is coming. He would like to see the addition of a second floor, which could remain unfinished until needed, copy room, town manager's office, a conference room, new financial office, and a fire-proof file and storage area. Mayor Minyon is concerned that the State is going to take away the money the Town's get from the Realty Transfer tax. He feels that an addition could be built for \$350,000 - \$400,000. Councilman Subity said, he is okay with leaving the upstairs unfinished, but doesn't like the basic design of these drawings. Mr. Subity said he would be a "hard" sell on spending this amount of money. Councilman Jeffers commented that he agrees with the Mayor, however, he would rather see the upstairs completed. "Do it and do it right," Mr. Jeffers said.

Mayor Minyon asked the two Councilmen to look over the plans and make some notes for further discussion at the next workshop.

Unfinished Business (Item #5)

No items

Property Owners/Audience Comments and Questions (Item #6)

No comments.

Adjournment (Item #7)

Councilman Jon Subity made a motion to adjourn the regular meeting at 9:17PM. Councilman Mike Jeffers seconded the motion. The motion was unanimously carried.

Respectfully submitted by,
Donna M. Schwartz,
Town Clerk