

MILFORD CITY COUNCIL
MINUTES OF MEETING
August 27, 2012

The Milford City Council held a Public Hearing on Monday, August 27, 2012 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Honorable Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager Richard D. Carmean, Police Chief E. Keith Hudson, City Clerk/Recorder Terri Hudson and City Solicitor David Rutt

Mayor Rogers called the Public Hearing to order at 7:36 p.m.

A hearing was scheduled for the purpose of taking public comment and to make a determination on the following matter:

Annexation/Lands belonging to the City of Milford
Tax Parcel 1-30-6.00-094.00 P/O (Former)
Tax Parcel 1-30-6.00-099.02 (Revised-Current)
3.23 +/- Acres (entire Parcel is 4.23 +/- Acres)
Current Zone AR-1/Proposed Zone C-3

Ordinance 2012-15

An Ordinance to Amend the Zoning Designation of the parcel of land, under the legal ownership of the City of Milford, Tax Parcel 1-30-6.00-94.00 (P/O)*, situated west of US Route 113, south of the Delaware Solid Waste Authority Transfer Station, approximately 1.38 miles south of the Cypress Hall entrance, Sussex County, upon its annexation into the City of Milford, by resolution as adopted by the City Council of Milford, Delaware.

City Planner Gary Norris was not in attendance. Planning Commission Chairman Rini spoke on his behalf reporting that the planning commission met for a Public Hearing on Thursday, August 23, 2012 to discuss the proposed annexation described above. The planning commission voted unanimously to rezone the property to C-3.

When asked if this was the former Geyer property, Mr. Rini advised it is owned by the city which is the reason it went before the planning commission.

The city manager said that because the parcel is owned by the city, it can be zoned any district though the C-3 zone is more appropriate considering the use being proposed.

Mayor Rogers then opened the floor to public comment. Mr. Rini then stated that no one spoke at the planning commission's public hearing. No one from the public responded. Mayor Rogers then closed the hearing.

Ms. Wilson moved to approve Ordinance 2012-15 which zones this property C-3 upon its annexation, to be effective the date State Planning accepts the amended comprehensive plan, seconded by Mr. Brooks. Motion carried with no one opposed.

With no further business, Mayor Rogers adjourned the public hearing at 7:43 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder

*Parcel Number Changed to 1-30-6.00-099.02 (by Sussex County)

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City Manager Richard D. Carmean, Police Chief E. Keith Hudson,
City Clerk/Recorder Terri Hudson and City Solicitor David Rutt

CALLED TO ORDER

Mayor Rogers called the Council Meeting to order at 7:05 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

RECOGNITION

No special guests in attendance.

COMMUNICATIONS & CORRESPONDENCE

None.

UNFINISHED BUSINESS

Annexation Committee Recommendation/City of Milford Property

Chair Katrina Wilson reported the Annexation Committee met last week to discuss the petition. Following a review of the annexation proposal, the committee agreed to proceed with the annexation of the parcel owned by the City of Milford.

The following report was submitted:

A public meeting was held in Council Chambers on August 20, 2012 to consider the annexation request for lands described as:

*Annexation/Lands belonging to the City of Milford
Tax Parcel 1-30-6.00-094.00 P/O (Former)
Tax Parcel 1-30-6.00-099.02 (Revised-Current)
3.23 +/- Acres (entire Parcel is 4.23 +/- Acres
Current Zone AR-1/Proposed Zone C-3*

The Annexation Committee of the City of Milford City Council recommends approval of the application, with the following comments:

- 1. Annexation is consistent with the "Comprehensive Land Use Plan."*
- 2. Property is contiguous to existing City Limits.*
- 3. Any changes to the property would be subject to review by the City of Milford Planning Commission and/or City Council.*

4. Property will be served by City Electric, Sewer, and Water.
5. The property will house a new Milford substation, which would be in city limits, giving us complete control over the parcel.
6. The construction of the substation will enhance the City electric capacity, prevent outages and modernize the City's overall system.
7. The City will benefit through additional revenues, including taxes and the sale of water, sewer and electric.
8. Upon Council approval, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: C-3

Ms. Wilson moved to accept the favorable Annexation Committee Report and proceed with the annexation, seconded by Mr. Pikus. Motion carried by unanimous roll call vote with no one opposed.

Adoption/Ordinance 2012-13/Water Code/Removal of Permitted Wells

The city manager then reviewed the proposed ordinance which removes city councils' discretion when approving public, industrial and irrigation wells:

Whereas, the City of Milford operates a municipal utility company which provides water, sewer and electrical services to properties within the City of Milford and beyond; and

Whereas, water services are available to businesses and residences within the City of Milford; and

Whereas, it is necessary that these services be utilized and that for health and safety purposes, persons within the City of Milford not be allowed to build and maintain separate water wells for public, industrial or irrigation purposes; and

Whereas, wells will only be permitted for those specific uses described in the ordinance and only after a permit has been issued by the Delaware Department of Natural Resources and approval has been granted by the City of Milford.

NOW, THEREFORE, the City of Milford hereby ordains:

§222-32 shall be amended by rescinding subparagraph §222-32B(6) as shown below:

§ 222-32 - Wells.

A. Except as provided in this section, no person shall install, construct, develop, maintain, or use any type of well within the City limits and/or the area served by the City's water system.

B. Upon the issuance of a permit by the City, the following types of wells are allowed to be installed, constructed, developed, maintained and used within the City limits and/or the area served by the City's water system.

(1) Any well lawfully in existence at the time of enactment of this section, provided, however, the size of such wells shall not be expanded.

(2) Agricultural wells on properties of three or more acres (The intended use of agricultural wells in the City of Milford is for irrigation of open space, public grounds, school grounds, parks and recreational playing fields).

(3) Domestic wells when the property is not located within 200 feet of the City's water system.

(4) Heat pump wells are permitted for the conservation of natural resources and energy.

(5) Dewatering, observation, monitoring and test wells are permitted in accordance with State regulations.

~~(6) Public, industrial or irrigation wells are permitted upon approval of City Council.~~

Dates.

Introduction: August 13, 2012

Adoption: August 27, 2012

Effective: September 6, 2012

Mr. Carmean recalled at the last meeting, council determined that wells should be prohibited in the city. Though there are many people who wish to install a well to irrigate their lawn, there are also a number of people who would install a well to tie into the existing system of their home or business. Should that occur, the balance of our customers would end up paying for their sewer treatment charges. He said it is unusual for a municipality with public utilities to allow wells be installed. Therefore, he recommends paragraph B(6) be removed.

Mr. Brooks moved to adopt Ordinance 2012-13, seconded by Ms. Wilson.

Mr. Gleysteen asked how many wells presently exist in the city; Mr. Carmean stated that Perdue has two wells that are grandfathered though the city meters them. They are currently not used as much as they were in the past because of their iron content. Despite that, Perdue is charged the sewer treatment fee on the water that is pumped there.

He noted there is also one home with a well that was annexed. Joseph Warnell has two wells at his property though both are capped.

Motion then carried by unanimous roll call vote.

Meadows at Shawnee HOA Property Tax Exemption Request

It was determined that Sussex County has recognized the 503C tax status of Meadows at Shawnee HOA lands. As a result, the City of Milford can legally act on the exemption.

Mr. Carmean noted that HOA's have only existed in the city the past fifteen years or so. At the time they were annexed, the developers established HOA's. He said that in most cases, they are helpful to the city because they police themselves and our code officials spend very little time in these developments. He feels that because they pay for their stormwater management maintenance fees, the tax abatement is appropriate because they are saving the city a great deal of money because they do not require our other services.

The city manager said they have also requested the city reimburse the taxes they paid for the previous fiscal year which was approximately \$1,000.

Mr. Pikus asked if the other HOA's pay city taxes. Chuck Rini of Knotts Landing responded by stating his subdivision paid city and county taxes for approximately five years before requesting the tax exemption. He emphasized that Knotts Landing did not receive a refund from either prior to the approval of their exemption.

Mr. Pikus moved to make the two parcels owned by Meadows of Shawnee HOA tax exempt in conjunction with Sussex County and because the Knotts Landing HOA did not receive reimbursements, the exemption will be effective beginning fiscal year 2012-2013 and is therefore, not retroactive. Mr. Johnson seconded motion. Motion carried by unanimous roll call vote.

Mr. Carmean will contact the other HOA's to determine their tax status. Council gave the city manager permission to exempt any HOA who has obtained their 503C and is recognized by the county without coming back to them.

NEW BUSINESS

Introduction/Ordinance 2012-14/Property Tax Rollback and Increase

Mr. Carmean stated that we recently completed our ten-year reassessment as is required by our charter. In addition, state law prohibits municipalities from collecting more tax revenues than received the previous year as a result of the revaluations. As a result, a rollback rate must be calculated. An ordinance is required to announce the rollback rate and

the eight-cent tax increase approved by council in June. The ordinance is a way to confirm there was a tax increase and the higher bills are not the result of the reassessment.

The following ordinance was then introduced by Mr. Pikus:

WHEREAS, the 2011/2012 fiscal year property tax rate for the City of Milford is \$.46 per hundred of assessed value and the total assessed value of property as of July 1, 2011 was \$778,980,803; and

WHEREAS, upon the completion of the 2012 citywide reevaluation, the total assessed value in 2012/2013 is found to be \$1,003,188,103; and

WHEREAS, Delaware State Law 22 Delaware Code Section 1105 (b) requires municipalities to calculate a "rolled-back" tax rate so as to provide the same tax revenue as was levied during the prior fiscal year and to state that the percent, if any, by which the property tax rate to be levied exceeds the "rolled-back" property tax rate.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF MILFORD:

That the City of Milford "rolled-back" tax rate is \$.38 per hundred of assessed value, and the 2012/2013 tax rate is to be set at \$.46 per hundred of assessed value, the increase over the rolled-back tax rate being 21%.

Dates:

Introduction: August 27, 2012

Adopted: September 10, 2012

Effective: September 20, 2012

Adoption of City of Milford Tax Warrant/FY 2012-2013

Mr. Pikus moved to adopt the FY 2012-2013 tax warrant, seconded by Mr. Gleysteen:

GREETINGS:

The Charter of the City of Milford provides the following:

"Article VII, Section 7.12: Attached to said tax list shall be a warrant, under the Seal of the City of Milford, Signed by the Mayor and Attested to by the Secretary, commanding the City Manager to make collection of Taxes as stated in the Tax Lists."

THEREFORE, YOU, THE CITY MANAGER, DULY APPOINTED BY THE COUNCIL OF THE CITY OF MILFORD, ARE HEREBY COMMANDED TO COLLECT THE TAXES AS LEVIED IN THE FOUR WARDS AS FOLLOWS:

<i>Assessed Per Billing Register</i>	<i>\$1,003,188,103</i>
<i>Exemptions</i>	<i>[212,645,500.00]</i>
<i>TOTAL ASSESSED VALUE</i>	<i>\$790,542,603.00</i>
	<i>x .0046</i>
<i>ESTIMATED TAX PER PROPERTY VALUES</i>	<i>\$3,636,496.00</i>
<i>Senior Citizen Discount</i>	<i>[28,888.00]</i>
<i>TOTAL TAXABLE (Fiscal Year 2011-2012)</i>	<i>\$3,607,608.00</i>

Adopted this 27th day of August 2012.

Motion carried.

Purchase and/or Authorize Condemnation of Sewer Easement for Additional Public Utility Easements on Key Property Parcel

City Solicitor Rutt advised that Pamela Bursler, a certified appraiser with W.R. McCain & Associates in Salisbury reviewed the documents and has since visited the site. He recommends the discussion for authorization to purchase be deferred until council receives the final number. He expects to receive the appraisal early next week.

Mr. Pikus moved to postpone action and add this item to the September 10, 2012 agenda, seconded by Mr. Grier. Motion carried.

FY2012-13 Budget Adjustment/Hearthstone Manor Easement Appraisal

Ms. Bursler submitted a proposal in the amount of \$1,950 to prepare a new appraisal to determine the value of the remaining rights of the two Hearthstone easements.

Mr. Pikus moved to approve \$1,950 be transferred from electric reserves to pay for the appraisal fee as discussed. Mr. Grier seconded motion. Motion carried by unanimous roll call vote.

Black Dot Wireless LLC Lease Agreement (AT&T)

Mr. Carmean recalled several years ago, the city entered into a lease agreement with Cingular Wireless for space on our Tenth Street Water Tower. A few years ago, AT&T bought out Cingular. Black Dot Wireless has been hired by AT&T to negotiate cell tower agreements.

They have requested the city reduce the lease agreement by more than \$4,000 a year and indicate that at the same time, they will be upgrading. Our current contract is \$16,000 a year.

He does not recommend lowering our lease agreement when considering what our residents pay for cell service. In addition, as we do regular maintenance on our water towers, we are required to work around their equipment. It was confirmed that Sprint and Verizon also lease space on our tower.

Mr. Pikus moved to deny request, seconded by Mr. Gleysteen. Motion carried by unanimous roll call vote.

Approval of St. John's Oktoberfest & Alcohol Sales

The following request was received:

The St. John's Oktoberfest will be held Friday, October 5th from 6 p.m. to 10 p.m. and Saturday, October 6th from 10 a.m. to 6 p.m.

In the past the city has graciously allowed us to block off a portion of School Place in front of the church and down toward the Middle School. May we have your permission to do that again this year? By doing this we are able to eliminate congestion in front of the church.

In keeping with the tradition of German Oktoberfests we will have a beer booth. In addition, we have applied for the appropriate license from the state to do that.

Mr. Pikus moved to approve the request as submitted, seconded by Mr. Gleysteen. Motion carried by the following 7-1 vote:

Yes-Johnson, Grier, Pikus, Gleysteen, Brooks, Morrow, Wilson

No-Starling

Economic Development Advisory Panel Appointments

Due to some recent vacancies, Mr. Grier recommended and submitted the following names for appointment to the Advisory Panel:

Pastor Phillip Ruiz, Clergy
Bryan Shupe, Media
Jo Schmeiser, Chamber of Commerce
Phyllis Kohel, Milford School District

Mr. Grier moved for approval; Mr. Pikus seconded motion. Motion carried.

City of Milford Planning Commissioner (Re)Appointments

Mayor Rogers announced the terms of the following three planning commissioners expire on August 31, 2012:

Marvin Sharp (Ward 3)
James Burk (Ward 2)
William Lane (Ward 1)

Planning Chairman Chuck Rini confirmed all three commissioners have agreed to return.

Mr. Grier moved to reappoint Mr. Sharp, Mr. Burk and Mr. Lane for a three-year term to expire August 31, 2015, seconded by Mr. Pikus. Motion carried with no one opposed.

Adoption/Resolution 2012-11/Extending Payment Deadline for Property Taxes

Mr. Carmean advised that because of the additional time needed to obtain the final revaluation numbers from the recent reassessment and to determine the rollback and new tax rate, the payment deadline needed to be extended. The city code requires a resolution be adopted if the payment date is after September 30th. He is recommending an additional month for property owners to pay their taxes.

He confirmed the additional month will not impact our annual budget.

Mr. Pikus moved to adopt the following resolution, seconded by Mr. Brooks:

Whereas, §204-10 of Chapter 204 of the City of Milford Code states that City of Milford Property Taxes are due and payable on or prior to September 30th of each year; and

Whereas, the City of Milford has undergone and completed a City-Wide Revaluation Project in 2012; and

Whereas, Milford City Council adopted a tax warrant that included a newly calculated tax rate resulting from the recent computation of a rolled back rate and increase, as was approved by City Council on June 11, 2012; and

Whereas, additional time was required to ensure the correctness of the numbers as well as meet the publication requirements for Ordinance 2012-14; and

Whereas, the City Manager of the City of Milford is requesting an extended deadline to allow sufficient time for tax bills to be processed and received by property owners; and

Whereas, City Council agrees it is in the best interest of the property owners in the City of Milford to provide an additional time for payments; and

Whereas City Council recommends an extension of the due date for real property taxes owed for Fiscal Year 2012-2013 from September 30, 2012 to October 31, 2012.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Milford hereby authorizes the City Manager to defer the deadline for the payment of property taxes in the City of Milford for Fiscal Year 2012-2013 by extending the due date from September 30, 2012 to October 31, 2012.

AND BE IT FURTHER RESOLVED that payments received after the close of business on October 31, 2012 shall be considered delinquent and a one-percent penalty assessed on any unpaid balance.

Motion carried.

Adoption of Resolution 2012-12/Fall Clean-Up Week

Mr. Brooks moved to adopt the following resolution, scheduling Fall Clean-Up Week October 22nd to October 26th, seconded by Mr. Morrow:

Now, Therefore, Be It Resolved by the Mayor and Council of the City of Milford, in Council met:

WHEREAS, it is desirous to promote the general cleaning of the City of Milford and improve its overall beauty to the maximum enjoyment and benefit of all citizens and visitors; and

WHEREAS, we are fortunate to live in a community so abundantly blessed with natural assets that we have a continuing responsibility to preserve our environment by keeping it clean, healthy and in order by organizing and carrying out clean-up and fix-up projects which will enhance, restore and maintain the beauty of all properties; and

WHEREAS, all maintenance and clean-up debris, including large and bulk items, shall be placed for curbside pickup in order to exemplify cleanliness and beauty.

NOW, THEREFORE, I, Joseph R. Rogers, Mayor of the City of Milford, by the power vested in me, do hereby proclaim the week of October 22, 2012 to October 26, 2012 "Fall Clean-Up Week" in the City of Milford.

Motion carried.

Introduction of Ordinance 2012-19/Sewer Code/Chapter 185/Impact Fee Exemption

Introduction of Ordinance 2012-20/Water Code/Chapter 222/Impact Fee Exemption

Introduction of Ordinance 2012-21/Electrical Standards/Chapter 192/Impact Fee Exemption

Mr. Grier recalled the previous discussion regarding impact fees and asked if those recommendations were incorporated into the ordinances.

Mr. Carmean said this will not apply to new construction but only to rehabs and renovations. However, the current ordinance is unclear. Mr. Gleysteen agreed the ordinances do not specify residential rehabs. He recommends adding that wording.

Mr. Grier said that was the intent as was stated at the last meeting.

Mr. Carmean advised the only change he had made since that meeting was the waivers/exemptions would be citywide versus targeted areas as originally proposed.

Mr. Pikus asked for a clarification because he was under the impression this only applied to new construction. Mr. Gleysteen disagreed noting it will only apply to rehabilitations.

Ordinance 2012-19, 2012-20 and 2012-21 will be amended to reflect that only rehabs were eligible for impact fee waivers and not new construction.

Introduction of Ordinance 2012-22/Taxation/Chapter 204/Exemption

Mr. Grier asked that this ordinance also be amended and that any tax exemption would apply to rehabs and not new construction.

Ordinance 2012-22 will be amended accordingly.

ADJOURN

With no further business, Mr. Pikus moved to adjourn, seconded by Mr. Johnson. Motion carried.

The meeting was adjourned by Mayor Rogers at 7:36 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terri K. Hudson". The signature is written in black ink and is positioned above the typed name.

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
August 27, 2012

The City Council of the City of Milford met in Workshop Session on Monday, August 27, 2012 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Honorable Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager Richard D. Carmean, Police Chief E. Keith Hudson, City Clerk/Recorder Terri Hudson and City Solicitor David Rutt

The Workshop Session convened at 7:43 p.m.

Milford Food Bank/Branch Director Chad Robinson

Chad Robinson introduced himself as the new Director of the Milford Food Bank. He also introduced Patricia Beebe, President and CEO of the Food Bank of Delaware.

President Beebe then provided some background on the food bank. She advised the Milford branch is currently in the process of doubling its size at a cost of approximately \$3 million. This will help leverage new partnerships, increase program efficiency and provide more resources to Delawareans.

The food bank has a staff of almost fifty employees and is very pleased to have brought Mr. Robinson on board as of July 1st. She noted that Mr. Robinson is a Harrington native, has many contacts through his previous positions with the State of Delaware and will be a tremendous asset to the organization.

Ms. Beebe emphasized that all the programs offered through the Food Bank will now be offered through the Milford Branch.

She then referred to the following presentation:

Feeding our Future

A campaign to bring more food assistance and services to low-income Delawareans in Kent and Sussex Counties by nearly doubling the current size of our Milford facility.

The Food Bank of Delaware is more than just a warehouse that accepts and distributes food donations. We're fighting hunger on all fronts – learn more about how our programs are feeding hungry Delawareans:

Hunger Relief Programs:

After-School Nutrition Program (Children and Adult Care Food Program/Kids Café): The Kids Café is a community-based program that provides nutritious meals and snacks to after-school and other enrichment programs. All meals are served to children in an environment that is safe, accessible and convenient. Food for the program is prepared in the Food Bank's Culinary School kitchen. All prepared meals meet or exceed nutritional standards outlined by the Child and Adult Care Food Program.

Backpack Program: This program provides food to at-need children for weekends and holidays when school is not in session or federal school meal programs are not available. Backpacks are stocked with kid-friendly, nutritious food including shelf-stable milk, juice, peanut butter and jelly, granola bars, apple sauce, cereal and more.

Commodity Supplement Food Program: The Commodity Supplemental Food Program (CSFP) is a federal food program that is designed to improve the health of senior citizens. Food for the program is provided by the United States Department of Agriculture's agency of Food and Nutrition Service. Eligible seniors must meet income requirements, live in Delaware and be at least 60 years of age.

Culinary School at the Food Bank of Delaware: The Culinary School provides valuable job training to unemployed and underemployed individuals. This 14-week program includes 12 weeks of hands-on training in basic and high-end kitchen skills, safe food handling and life skills. The 12-week training culminates with a two-week internship at a food service company, restaurant or catering business.

Supplement Nutrition Assistance Education Program: Funded by the United States Agriculture Department's Supplemental Nutrition Assistance Program (formerly Food Stamp Program), this program aims to educate food stamp recipients on healthy eating decisions within a limited budget. Educational workshops are presented by the Food Bank's Community Nutritionist on four focus areas – dietary quality, food resource management, food security and food safety.

Fresh Produce Distribution: Fresh fruits and vegetables, that would otherwise be wasted, are donated by the food industry, including the Port of Wilmington, and made available to member agencies. Members may order fresh produce from a weekly menu and either pick it up at the Food Bank or have it delivered.

Kid CHEF (Cooking, Healthy, Easy Foods): Kid CHEF is a skills and knowledge-building program adapted from the University of Delaware's Extension module Exploring MyPlate. This program focuses on teaching children about healthy eating and how they can learn to prepare nutritious easy foods on their own.

School Pantry Program: At-risk families with children enrolled at the participating school are able to access emergency food and hygiene products by visiting a food pantry within the school. Twenty-five to thirty families are discretely identified by school officials. Families select food based on their household's needs each week. Food for the pantries are provided by the Food Bank of Delaware and school-wide food drives or community donations.

Mobile Pantry: This program allows partners to efficiently serve a large amount of clients in a short period of time. Thirty-pound meal boxes are filled with enough nutritious food staples to feed four people for several meals. The Mobile Pantry program was designed to provide convenient locations and times for people to receive nutritious food.

Summer Nutrition Program (Summer Food Service Program): "Food that's in when school is out." Our Summer Nutrition Program provides low-income children with nutritious meals during the summer months. Funded by the United States Department of Agriculture's Summer Food Service Program, meals are prepared daily in The Culinary School kitchen. Volunteers package meals and extra staff is hired to transport meals.

Supplemental Nutrition Assistance Program (SNAP) Outreach: The SNAP Outreach team at the Food Bank of Delaware conducts outreach activities to individuals who are eligible to receive SNAP benefits. By increasing SNAP usage in the state, more families have access to healthy foods and more dollars are available to stimulate the local economy.

The Market at the Food Bank of Delaware: This retail store, open to the public, is a for-profit venture of the Food Bank.

Profits from The Market help fund other hunger-relief programs. Wholesale items available at significantly reduced prices.

The Food Bank of Delaware is a statewide organization serving more than one in four Delawareans. Our hunger-relief programs focus on low-income families, children, adults with disabilities, the unemployed and underemployed and senior citizens.

In the year 2011, the Food Bank of Delaware impacted Milford's constituents in the following ways:

Traditional Food Bank Programs
(Food pantries, on-site feeding, HOPE, mobile pantries)

POUNDS DISTRIBUTED: 93,193.5

Commodity Supplemental Food Program
(monthly food program for seniors)
MEAL BOXES DISTRIBUTED: 1,905

Child Nutrition Programs
(CACFP/SFSP)
MEALS SERVED: 32,747

Backpack Program
BACKPACKS DISTRIBUTED: 2,021

SNAP-Education Program
(Supplemental Nutrition Assistance Program,
formerly Food Stamps)
CLASSES PRESENTED: 7

Our Vision

Our vision is a community free of hunger.

Expansion is Needed

The demand for food assistance services, children's nutrition programs and job training in Kent and Sussex Counties is increasing at a startling rate. The expansion of our current facility addresses existing limitations at our Milford Branch and will allow us to leverage new partnerships to create sustainable programs to help feed hungry Delawareans. The Food Bank of Delaware provides not only immediate relief, but needed resources to empower and lift individuals out of poverty.

Milford Director Robinson then addressed council stating that since coming on board in July, he is overseeing the daily operations of the branch and is cultivating relationships with members of the community. They continue to work diligently on the expansion and hope to have shovels in the ground in approximately a week. The project is expected to take one year and will provide an opportunity for a number of jobs for the men and women of this area.

The purpose of the expansion will help with their mission to make this community free of hunger. From the statistics related to Milford, they are working to ebb that tide here. Half of the people they serve through these programs are children.

They know there is a lot of work to be done and the key reason for the expansion. Providing nutritious foods to Delawareans and long-term solutions to the problems of hunger and poverty is essential.

He said that some of their programs will be growing downstate. The one they are most excited about is the Culinary School. The Culinary School provides job training in food service to unemployed, underemployed, ex-offenders and those in career transition. Our goal is to empower students to lift themselves out of poverty through education and obtain employment that will allow them to make a living wage.

This 14-week program includes ten weeks of classroom and kitchen training and a two-week internship. There is an active recruit program and they also partner with the Department of Labor and Division of Vocational Rehabilitation to help identify students looking for career skills in this field. In Newark, classes fill very quickly. There is a waiting list of prospective students as calls are being fielded from students in Kent and Sussex counties who wish to enter the program.

Because the distance is a deterrent, a kitchen is needed in Milford to house the program in order to train the residents of Kent and Sussex counties.

Abbotts Grill has already come on board as a partner and they will continue to pursue restaurants and caterers in the beach and other areas.

The second key area is to expand the children's nutrition programs. It is known that good nutrition is directly tied to a child's performance in school and overall well being. To help address these inadequacies, there are three nutrition programs for at-risk children. These include the CACFP (Child and Adult Care Food Program), SFSP (Summer Food Service Program) and the Backpack Program which sends food home to more than 3,000 children each week on weekends and school holidays. Currently, food for these programs is prepared in the Newark kitchen and shipped daily to Milford. It is then distributed to the children's feeding sites. In New Castle County, children who are fed through CACFP receive hot meals; in Kent and Sussex counties, children receive sandwiches and other cold meals because of the temperature concerns during transport.

This expansion will allow for volunteer space at the Milford site:

Volunteers are the Heart and Soul of the Food Bank in Delaware. There were 15,639 volunteer visits last year for a total of 50,433 donated hours - the equivalent of 24 full-time staff members. This number of people of people could not be fed without the support of our volunteers and the strength of our program.

The addition of a strong volunteer coordinator in our Milford facility has put our organization on the map as a volunteer destination for Kent and Sussex counties.

The biggest challenge is space. The addition of space to house the volunteer program is critical to our ability to provide more food and services to communities in need in the southern part of our state.

Sustainable Technology

The Food Bank of Delaware will be working with consultants during the design phase to incorporate as much environmentally-friendly sustainable technology as possible. The new building is being designed to exceed the current Delaware energy code with wall and roof R-values higher than required to reduce utility costs.

Plans include:

- Building construction to accommodate solar panels when funding becomes available
- Concrete exterior walls filled with foam insulation and metal siding to maximize the efficiency of the HVAC system
- High efficiency doors and windows
- Strategically placed windows to maximize sunlight and reduce the need for electric lighting.
- Air-cooled variable refrigerant volume heat pump systems
- Light sensors that turn off lights when space is not occupied

Mr. Robinson concluded by stating that all of this is important because it provides the opportunity to serve more people. Their mission is to do what is necessary to make the greatest impact.

Ms. Beebe then explained that they were expecting a \$2.8 million campaign though the campaign is currently at \$2.6 million. Presently, they have raised \$1,639,800.

Last year, there were 25,000 Delawareans who volunteered at the Food Bank in Delaware. They became advocates and many became donors.

She said they are hoping to have the same kind of interest once they expand the volunteer room in Milford. The total of volunteers hours is equivalent to forty additional full-time paid employees. These volunteers are a good source of information about areas of need that the food bank staff may be unaware of. Having as many people involved in the organization as possible is one of the reasons for their success.

Ms. Beebe then invited Mayor, City Council and city officials to their Groundbreaking Ceremony on Monday, September 17th at 11 a.m.

Mayor Rogers thanked Mr. Robinson and Ms. Beebe for their work in making this our community a much better one.

Sign Code Ad-Hoc Committee Recommendations/Zoning Code/Amendments to Sign Ordinance

City Manager Carmean recalled this being discussed during several meetings. He said we are still receiving comments, recommendations and concerns from our business community. He feels our businesses cannot exist without advertising and signage.

Chuck Stanko of Dolce Bakery was present to represent the Downtown Merchants' Association. He feels that signage is very important to the businesses. In this economy, it is very difficult to get the word out without them. He is not privy to the details of the new ordinance but wants to make sure the micro businesses have been represented.

Mr. Carmean recalled that an adhoc committee was appointed to review the issue. Because of economic development, Mr. Grier was put on the committee.

Mr. Grier stated that the ad hoc committee has only met once. At that time, a new ordinance was not drafted. When that is done, he will take that to his Economic Development Committee for review and a recommendation to council. There has been nothing done since that meeting.

Mr. Pikus recommends that DMI/Downtown Merchants and the Chamber of Commerce have some input before a new ordinance is drafted. City Solicitor Rutt suggested the city planner meet with these groups.

Ad Hoc Committee Member Chuck Rini said that when you ride around town and look at all the different signs, it is apparent that writing an ordinance with a list of prohibited signs would be impossible, harmful to the businesses and impractical to enforce. They did a starting point by removing the terms 'allowance shall be determined by code officials' because that it recommended by the city solicitor. He wants a statement that all the signs are prohibited unless otherwise stated because there is language in the C-2 zone that provides the liberty and freedom to advertise outside their buildings. Trying to figure out each type of sign, whether it is a sandwich sign or another type of sign, then to force them to get rid of a sandwich sign by prohibiting it by law. He said then someone could stand and hold the sign on their chest which is protected by the freedom of speech. It becomes counterproductive if you start nitpicking. When Mr. Norris gets back, they will meet with Mr. Grier again so they can present a final document to council.

Mr. Grier said he will then take it to the Economic Development Committee though Mr. Norris should be meeting with the DMI and chamber as Mr. Pikus suggested.

Mr. Carmean confirmed that the committee met one time; Mr. Rini stated yes, then they went home and read the codes. He then explained that Mr. Grier recommends that when the city planner comes back, the committee draft something they can present to Ms. Wilson's committee.

Mr. Grier stated he is flexible but asked Mr. Rini to allow him more than a one hour notice as was done when he was notified of the last meeting which was canceled.

Mr. Rini said he will inform the city planner to contact Ms. Wilson and get this to her committee so it can be moved faster because it has been dragged out for several months.

With no further business, the Workshop Session concluded at 8:18 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder