

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
July 28, 2014

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, July 28, 2014.

PRESIDING: Mayor Bryan Shupe

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

City Manager Richard Carmean, Police Chief Keith Hudson and City Clerk/  
Recorder Terri Hudson

Solicitor David Rutt, Esquire

#### PUBLIC HEARING

Matthew and Jennifer Feindt  
Minor Subdivision & Conditional Use  
303 Pierce Street, Milford, Delaware  
Tax Map MD-16-183.10-04-012.00

Mayor Shupe reported that the public hearing, originally scheduled for June 23, 2014, was postponed and rescheduled. During a follow-up review of this application, it was determined that some additional items need to be addressed before it is sent through the approval process.

City Solicitor Rutt explained there was a question regarding the way the setbacks were shown on the plot. The plot needed revising and then represented to the planning commission. After the planning commission makes their recommendation, the public hearing can be scheduled for council.

#### CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:03 p.m.

#### INVOCATION AND PLEDGE

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

#### RECOGNITION

No special guests present.

#### COMMUNICATIONS

*Reminder/FOIA Workshop-August 11, 2014*

Mayor Shupe reminded council that DAG Edward Black of the Attorney General's Office will be here at 5:30 p.m. on August 11, 2014 for FOIA training. Milford's Planning Commission and Board of Adjustment have also been invited.

Mr. Rutt encouraged council to submit questions or areas of concern so the DAG can be prepared for the meeting.

#### *Fourth Ward Community Meeting*

Councilwoman Wilson announced a community meeting is scheduled at 7:00 p.m. on Tuesday, August 12<sup>th</sup> at Carlisle Fire

Company. She asked that council and community leaders attend the meeting. She explained that it began as a fourth ward meeting but after being contacted by other residents, it has, more or less, turned into a community meeting based on the fact we are all one community in Milford. She feels the items being addressed impact the entire community and welcomes all interested parties.

She encouraged council to attend and would like to discuss some topics that have been raised. Ms. Wilson then asked Mayor Shupe to convene the meeting that evening.

It was confirmed the meeting has been publicly noticed well in advance of FOIA requirements.

She explained that if Mayor Shupe is unable to attend, she will ask someone else to oversee the meeting as the intent is to keep things on track. Ms. Wilson would like to be able to answer questions as a councilperson and prefers not to run the meeting.

Ms. Wilson asked city staff to copy flyers which she has distributed.

When asked by Mayor Shupe what items are on the agenda, Ms. Wilson explained that she asked the police department to attend to answer any questions regarding the new ordinance which prohibits playing ball in city streets. In addition, there were some code issues and citation concerns so she has also asked the city code officials to attend.

Mr. Brooks asked if Solicitor David Rutt should attend noting he could be needed for a legal interpretation if questions were asked about specific laws and citations.

Mayor Shupe asked why this had not been brought to the mayor's office or to council before it was scheduled. Ms. Wilson explained that it started out as a fourth ward meeting and in the past, she has never had to bring that to the mayor or the city manager.

On July 7<sup>th</sup>, Ms. Wilson sent an e-mail to the city manager and city clerk to inform them of the meeting. She felt if there were any problems, it would have been mentioned at that time. With none, she proceeded with her plans as she has done in the past.

The city clerk confirmed that Ms. Wilson did request the information be provided to the mayor and city council. With two council meetings before the August 12<sup>th</sup> meeting, the city clerk felt that announcing it at those meetings would ensure the entire mayor and council were informed.

#### *West Clarke Avenue Parking*

Mr. Pikus asked that the Public Works Committee, with the assistance of Chief Hudson, review the parking on the south side of West Clarke Avenue. He reported that some segments of the area are designated no parking as you travel east on the street. Recently, there has been an excessive amount of parking on the street even though there is more than sufficient parking areas designated for LD Caulk and Milford Hospital.

Mr. Pikus advised the parking is creating a problem for residents trying to exit their driveways. Specifically, the area starts at the location of the sign that states 'no parking' and continues eastward toward Walnut Street. He asked that 'two-hour parking only' signs be considered versus the unlimited parking that is now allowed.

Mr. Brooks recalled this being done several years ago; Mr. Pikus agreed it was done during the time a construction project was occurring at LD Caulk Company. Since that time, the employees have sufficient off-street parking and in his opinion, there is no need to park on West Clarke Avenue. Bayhealth also purchased several parcels in the area that were turned into parking lots and provides more than adequate areas for their employees to park.

#### UNFINISHED BUSINESS

*Adoption of Ordinance 2014-07/Matt Feindt & Jennifer Feindt/Conditional Use*

Mayor Shupe announced that no action is needed on this item because the public hearing was canceled this evening.

*Appointment of Planning Commissioner*

The mayor recalled this matter being discussed by council at a previous meeting. While he considered some possible applicants, he felt Mike Yosifon was the most suitable. The mayor, along with Planning Commission Chairman Jamie Burk, met with Mr. Yosifon and both agree he is well qualified.

As a result, Mayor Shupe is recommending Mike Yosifon be appointed. Mayor Shupe confirmed Mr. Yosifon lives in Knotts Landing in the fourth ward.

Ms. Wilson stated she has not met Mr. Yosifon and she and Mr. Starling are unfamiliar with him. However, she has no objections if this is the mayor's recommendation.

Mr. Grier moved to appoint Mr. Yosifon to the City of Milford Planning Commission to fill the remaining term of the vacant position which expires August 31, 2016, seconded by Mr. Pikus.

Ms. Wilson said she has no problem as long as he is a qualified individual, citizen of Milford and follows the rules and regulations of the planning commission.

The motion carried.

NEW BUSINESS

*Alcohol Permit Requests/Special Events/Downtown Milford, Incorporated (Change of Dates)*

Mayor Shupe informed council that the alcohol waiver request to allow beer tastings has been changed from the previously approved dates of July 19, 2014 and August 23, 2014 to:

Changed to August 2, 2014 -- 11 a.m. to 1 p.m.

and

Changed to October 18, 2014 -- 11 a.m. to 1 p.m.

The same setup, as described in the initial request, will continue to apply where beer tastings will be provided on Saturday mornings at the Farmers Market in a confined area as required by Delaware Law.

Mr. Pikus moved to approve the amended two dates presented, seconded by Mr. Grier. Motion carried with Councilman Starling casting the dissenting vote.

*Greater Kent Committee/Semi-Annual Dues*

Mr. Brooks asked what the Greater Kent Committee does. The city manager advised that we have been a member since he was appointed city manager in the late 1990's. He explained that they deal with economic development issues.

Mr. Carmean reported that Judy Diogo, who is the former Executive Director of the Milford Chamber of Commerce, is very involved in the organization. The City of Dover is a member and the Town of Smyrna recently became a member.

It was confirmed that the Central Delaware Chamber of Commerce is a member of this organization but a separate entity.

Annual dues are \$1,500 a year.

Mr. Pikus asked what benefits Milford receives from this committee. Mr. Carmean explained it is mostly informational and everyone gets together and discusses matters. For example, the Kent County planner is there and each town is given an opportunity to announce what is occurring in their municipality. Questions are also asked about towns accommodating

a certain type of business who may be interested in available open space, empty buildings, etc. All matters addressed relate to economic development.

Mr. Carmean confirmed the city has not utilized the committee as well as we did before our planner retired. He was the one involved with the group though the city manager has attended a couple meetings since.

Mr. Carmean advised that he was the board member for the city.

He recalled that the Greater Kent Committee assisted getting a couple new businesses to Delaware and Mr. Carmean was able to speak with them about their interests.

Mr. Pikus confirmed that we already paid the first half; Mr. Carmean stated yes, this would cover the second portion due this year.

Mr. Pikus agrees that as long as they are encouraging business here in Milford, we should remain members. However, they should be providing that information to the mayor and city managers' offices. However, if we are not receiving any benefits, it should not be reconsidered.

Mr. Carmean verified that Mayor Shupe receives correspondence from the committee. Mayor Shupe then added that this group keeps Milford informed of all the economic development and infrastructure projects occurring in Kent County. He said there is a group from Milford, Smyrna and Middletown that work together on larger projects. One of their major projects is the Kent County Sports Complex planned in Frederica. Other projects include a new runway for Dover Air Force Base and a business route that goes through Smyrna where a lot of infrastructure was needed.

He emphasized that the committee works on projects that help with economic development throughout Kent County.

Mr. Pikus then moved to pay the second half of the dues but to evaluate any benefits Milford receives before next year's dues are paid. He stated that if we are not getting a benefit, we should not be using taxpayers' money.

Mayor Shupe suggested having them talk to council before the next budget is prepared.

Motion seconded by Mr. Gleysteen and carried.

*Adoption of Resolution 2014-11/Authorizing Signatures for Banking Services*

Mayor Shupe advised council this resolution is required so our finance director has the ability to wire funds, within a day, from the WSFS Money Market Account to the Citizens bank checking account to cover checks when needed. Related paperwork was submitted though the bank has asked that a formal resolution be adopted by council.

After the city manager confirmed this resolution is required every year, Mr. Pikus moved to adopt the following resolution, seconded by Ms. Wilson:

*Authorizing Signatures for Banking Services on Behalf of the City of Milford*

*WHEREAS, the City of Milford Investment Policy includes the investment of funds with banking institutions and investments in the State of Delaware Investment Pool, and the purchase and sale of U.S. Treasury and Agency Securities; and*

*WHEREAS, the banking institutions, brokerage firms, trust companies and other various financial institutions require an Authorizing Resolution for the opening of accounts and for purchasing, selling, transferring, assigning and handling securities.*

*NOW, THEREFORE IT RESOLVED, by the Mayor and Council of the City of Milford, that the Finance Director is hereby authorized to open accounts with banking institutions and purchase, sell, transfer, assign and handle securities and that he is authorized to sign all related forms.*

*BE IT FURTHER RESOLVED that the transactions in these accounts be carried out with one signature; and that the following office holder is authorized for such purposes, until further notice:*

*Jeffrey Portmann, Finance Director*

*Approved and adopted this 28rd day of July 2014 by a majority vote of Milford City Council.*

*s/Mayor Bryan W. Shupe*

Motion carried.

*Comcast Cable Television Franchise Agreement*

As reported by Mayor Shupe, Comcast has requested city council consider the renewal of their franchise agreement which expires in November of 2014.

Mr. Pikus noted that the franchise funds increased from \$90,000 to \$95,000 in this year's budget. He then pointed out the pole rental fee has not increased since the mid to late 2000's and has remained at \$6,835. He questioned how that is possible considering we have seen substantial growth in the city and an increase in customers.

The city manager is unsure if we expanded a great deal during this time. Instead, we replaced many old poles with the new 138kV which Comcast does not lease. He does not believe we have had an expansion on our overheads since that time.

He pointed out that when we develop east of Route 1, the pole rental fee will increase substantially.

Mr. Pikus asked if it is possible to increase the Comcast fees; Mr. Carmean said the pole fee can be increased. Mr. Pikus noted that the city is supposed to receive \$3.50 per pole and if we increase by 200 poles, that will bring some additional revenues into the city.

It was then pointed out that if the city increases Comcast fees, they will, in turn, increase the customer bills. Mr. Pikus noted that they have continuously increased their bills though he does not believe it is a good theory to stand back and do nothing because of that reason. He feels it then becomes a game where the customers still end up paying more even without an increase by the city.

Mr. Pikus emphasized concern that the pole fee has not increased for a number of years. Mr. Carmean agrees that if the city increases the pole fee by a dollar, they will increase his bill \$1.

Solicitor Rutt reported that the agreement was not in the packet when he reviewed it; Ms. Hudson agreed it was on the agenda though the actual contract was omitted in error.

Mr. Gleysteen moved to postpone any action until Mr. Rutt has time to review the contract, seconded by Mr. Pikus. Motion carried.

*Independence Commons & Business Park Land Sale Proceeds/General Fund Reserves/Economic Development Funds-Restricted Uses*

Mayor Shupe advised that for a number of years the City of Milford has had an account, known by many as the Wawa account that was started when the city sold the property. It was set up for use by the city council and the city manager for economic development needs. This account has decreased over time as more money was spent. There has been little done to find an ongoing source of revenue for economic development to replenish that money.

Mayor Shupe wants to find a way to keep economic development money coming in versus always drawing down on it. He wants to set up an appropriate source of revenue for this fund, so we can continue to look at ways to strengthen the city's economic development efforts.

Currently, the land sale proceeds from Independence Commons and Greater Milford Business Park, proposed to serve the economic development needs in Milford, are rolled into the general fund. He noted that those properties are currently being sold at \$125,000 per acre.

The mayor recommends that we use our Independence Commons and business park land sale funds to generate a source of revenue for the economic development account.

Mr. Pikus pointed out the business park parcel currently being sold is a property that was purchased back from its original owner. The money was paid from the general fund reserves with the intention to replenish the account at the time of settlement. From this point on, he has no problem putting any additional proceeds into an economic development account.

Mr. Carmean reported that he is presently working with two buyers. He also feels the money from the property repurchased should be placed back into the general fund reserves, particularly because that fund is close to being depleted. After that, he is willing to put it into an economic development account.

Mr. Grier said he and Mayor Shupe discussed this today on the telephone and Mr. Grier supports the idea. However, he feels there is a need to establish some guidelines for this money. He does not want \$300,000 (for example) in proceeds being deposited into an account that can be used for miscellaneous items when needed. He wants some rules established that would prohibit random spending and will outline specific items it can be used for.

Mr. Grier wants this addressed by his Economic Development Committee.

Mayor Shupe agrees the purpose of appropriating those funds is for economic development and we have a responsibility to safeguard and protect the money.

Mr. Grier then asked the time line for hiring a planner/economic development person; Mr. Carmean said it will be done in September. Mr. Grier would like for that person to be part of the conversation regarding these funds. He hopes they have the appropriate background for this type work and can make logical recommendations in this matters.

Ms. Wilson agrees adding that putting this money back into the fund will secure that position. It only makes sense to her and believes by doing this, it will save the city money in the long run and allow the position to pay for itself.

Mr. Brooks asked how much money is in the Wawa account; Mr. Carmean stated \$800,000. Mr. Brooks recalled that being designated for economic development since it was established.

The city manager will see that perimeters are created to prevent it from being an open account. He also concurs with Councilman Grier that the planner/economic development position be funded from this account which was always the plan. He did warn council that down the road, they should consider a more sustainable source.

Mr. Brooks foresees the need for a planner and an economic development person when our growth picks up again.

Mr. Pikus verified that the proceeds from the sale of the business park parcel would reimburse the general fund reserves.

Mr. Grier moved that the remaining sales, after the reimbursement from the one lot, from our business park and Independence Commons lots be placed into an economic development fund, seconded by Mr. Pikus. Motion carried.

#### *Bid Award/Valve Exerciser Unit/Water Department*

Sealed bids for a Trailer Mounted Valve Exercising Machine, approved in last year's budget, were properly advertised, then publicly opened on June 17, 2014. Three bids were received ranging from \$46,170 to \$49,750, not including the alternates.

The city manager advised that Davis, Bowen and Friedel (DBF) Engineer Randy Duplechain reviewed the bids and recommends the award to low bidder, T H C Enterprises of Easton, Maryland, in the amount of \$57,390.

Erik Retzlaff of DBF explained his firm oversaw the bids. The alternate bids were options that would be considered based on the pricing. Some were more costly than their worth and not recommended as a result. However, three of the five are recommended and include an aluminum job box, auxiliary light bar and GPS valve locator.

Mr. Pikus asked if this will be paid from water reserves; Mr. Carmean said the item is included in the budget and confirmed that \$65,000 was budgeted. Mr. Retzlaff recalled \$50,000 being budgeted last year and an additional \$25,000 approved this year.

Mr. Brooks moved to award the bid to T H C Enterprises of Easton, Maryland in the amount of \$57,390, seconded by Ms. Wilson. Motion carried.

*Bid Award/North Washington Street Improvements Project*

Mayor Shupe recalled this project was initially bid in April as part of the Miscellaneous 2014 Street Improvements Project. At that time, only asphalt prices were received. On April 28th, council awarded five of the seven street projects to Jerry's Incorporated. Two streets were not bid at the time; one was the North Washington Street job.

The request for proposal was then readvertised and sealed bids accepted. Two bids were received on July 17<sup>th</sup> from Shea Concrete and Sam's Construction. Sam's Construction came in at \$72,062.50 and Shea Concrete was the low bidder at \$49,855.

DBF has reviewed and recommends award of the bid to the low bidder Shea Concrete.

Mr. Brooks moved to award the North Washington Street Improvements Project to Shea Concrete in the amount of \$49,855, seconded by Ms. Wilson. Motion carried.

Mr. Brooks asked when the project will begin; Mr. Carmean said he spoke with Jerry's, Incorporated last week. Mr. Kovach assured him that as soon as the sidewalk bid was accepted, they would begin.

ADJOURN

With no further business, Mr. Pikus moved to adjourn the Council Meeting, seconded by Mr. Grier. Motion carried.

The Council Meeting adjourned at 7:50 p.m.

Respectfully submitted,



Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
July 28, 2014

The City Council of the City of Milford met in Workshop Session on Monday, July 28, 2014 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson  
  
City Manager Richard Carmean, Police Chief Keith Hudson and City Clerk/  
Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

The Workshop Session convened at 7:50 p.m.

*DBF/Washington Street Water Treatment Facility Relocation*

Erik Retzlaff of Davis, Bowen and Friedel was also present.

City Manager Carmean reported that all plans to rebuild the Washington Street Treatment Plant involved its current location. When work began, some contaminated soil was discovered and the well was unable to be installed there. It was then relocated further down the street on the South Washington Street lot behind city hall that was purchased a few years ago. In the meantime, the PNC Bank property was purchased for use as a billing/customer service office.

During a meeting to finalize the plans for the Washington Street Treatment Plant, the parking area by the South Washington Street Water Tank was considered. It was agreed that would be a more appropriate location for the water plant and reservoir. This would result in additional park land and would move the water plant off the river.

Last week, the Public Works Committee met at which time Chairman Brooks and Mayor Shupe attended. At that meeting, they discussed an alternative location and specifically, the parking area beside the water tank between Walnut and Washington Streets.

Mr. Brooks explained that he was uncomfortable making the decision to relocate the plant and felt it was more appropriate for the other seven council members to voice their opinion.

Mr. Brooks also asked Mayor Shupe to appoint another person to his committee to fill the vacancy left when he was elected as mayor.

Mr. Pikus referenced the two sites noting the original location is down by the basketball court and at the site of the old police department. He referenced the grassy area and asked if additional parking could be added due to the need in the downtown area. Mr. Carmean agreed to add parking though the park area will also be expanded. He said at this point, the focus is whether to relocate the plant or not.

Mr. Pikus confirmed that if it is relocated, additional parking can be added and recalled that being discussed several years ago. Mr. Carmean stated yes, parking can be included. Mr. Pikus stressed the need in the area for additional parking, particularly by people who utilize the riverwalk. If the plant is relocated, he recommends additional parking be added on the site of the old police department.

Mr. Retzlaff then explained that before they met with Mr. Carmean, DBF had finalized the majority of the design of the plant. They were working out a few last minute details relating to the retaining wall and what needed to be done with

the dilapidated berm that was paved and formerly used as a street. They were unaware of the plans to relocate the plant and were informed at the meeting.

He explained the site includes a 7 x 7 x 15 feet tall aerator which was part of the original plant. In order for that to work, the water that falls through the aerator has to be collected in a reservoir or concrete area underneath. The treatment plant building can then be built on top.

Mr. Retzlaff advised that one of the big differences between the two sites is the contaminated soil at the existing site which prevents burying a portion of the reservoir. Almost all of that would have to be above grade. At the proposed site next to the tank, most of the reservoir could be recessed.

He recalled that the wooden slats in the aerator at the Tenth Street Water Plant recently failed due to deterioration with age. The newer designs use PVC instead of wood and are held in place with a fine mesh grid which makes them much easier to replace.

At the original site, Mr. Retzlaff said the power from the water plant actually powers the pumping station. That is the reason for the temporary pole line that will be removed. A large generator will also be purchased to operate both facilities.

He referenced a rendering of what the site would look like as currently planned. The retaining wall will need to be replaced because all of the drainage from the Salvation Army roof that dumps across the property. A wall of two-blocks would be installed as a grade separation from the park space.

Mr. Pikus asked how tall the plant building would be; Mr. Retzlaff said not quite as tall as the Salvation Army building. The higher portion of the property has an elevation of eleven; the elevation by the pumping station is approximately eight. There would be a minimum of six feet of reservoir exposed and another fifteen by the time the railing was added for a total of twenty-five feet above the ground.

There is no privacy fence tall enough to hide it.

Mr. Gleysteen asked the cost difference between the construction above ground versus below ground. He also asked if the city is under some obligation to remediate contaminated soil at the site.

Mr. Retzlaff referenced the contaminated area where they attempted to drill the production well between the Salvation Army parking lot and the basketball court. They hit a gasoline smell after they reached ten feet and abandoned it.

Unaware of where the smell came from, Mr. Retzlaff said it is not the city's responsibility to remediate. He further advised that when they did the excavation for the demolition, they discovered some coal and other materials though they have not done any testing to determine the condition of the soils. Without an identifiable, responsible party, it is hard to determine whose responsibility it is to clean it up.

When asked who put the retaining wall around the Salvation Army, Mr. Carmean stated he believes the city or the Acme market many years ago.

The city manager said that along the bottom retaining wall against the Salvation Army, there were troughs built to store materials such as gravel, dirt and other fill material which he assumes the city did.

Mr. Retzlaff said the intention was always to replace the retaining wall. The city has an easement from the Salvation Army to replace it and fill the back of their area to collect water from the down spouts and channel it to one spot to keep it from undermining the retaining wall.

Mr. Carmean explained that the green area that states 'retaining wall' is where the old reservoir was removed and the old plant removed. They found a nasty mess beneath it that contained a lot of old materials from a power plant which even included coal residue and quite a bit of trash. He believes it is best to leave it alone.

Mr. Pikus asked if we can add some parking there; Mr. Carmean stated yes though we will be able to get a better idea of how parking can be added once the rendering is shown without the plant.

Mr. Retzlaff advised the purpose of the workshop is to determine whether to move the plant. Any lands remaining can later be reviewed for parking.

Mr. Retzlaff recalled the plan for the South Washington site that included a large administrative building. Soil borings were done and approximately eight feet of ground had to be removed that included rubbish and other materials. He then presented a photo rendering of what the plant would look like at the newly proposed site from the corner of the South Washington Bridge looking toward the Salvation Army.

It was confirmed that the majority of the reservoir would be hidden with a knee wall, approximately two-foot and the addition of a six-foot stockade privacy fence.

When asked how much noise would be produced, Mr. Retzlaff said the only sound would be a low sound similar to a roof exhauster. If someone was within ten feet of the aerator, there would be a waterfall noise. He confirmed it would run as long as the water from the wells is pumping and he estimates between fourteen and sixteen hours.

Mr. Mergner said he has considered the proposed location which now puts this in a residential area. Mr. Retzlaff explained that the noise will not be heard from more than thirty feet away. Mr. Carmean added that is the reason DBF will place the aerator on the Walnut Street side.

Mr. Retzlaff advised that the design building would match the pump station that already exists. Both would match the surrounding architecture in the area and in particular, Milford Library.

He noted that even with the plant at the existing location, some work would still be required at the tank site. One project was to rerun a water line to reconnect the tank to the system. Right now it runs diagonal and is in the middle of the parking lot and they do not know if the valves will hold.

He also pointed out the location of well 2 and the control house. However, it is wall to wall with electrical controls right now and the controls still need to be added for the new well installed behind city hall. Therefore, that building is no longer large enough so he would need to demolish the existing building and replace it which is what is shown as a small red block on the rendering.

The new replacement well has already been drilled behind city hall and only needs a pump, electric controls and power fed to it to make it operational. Mr. Retzlaff noted the raw water main project already includes the installation of main from the tank site to the new well site. As a result, the relocation of the plant does not impact the raw water main project because, prior to that, we were pumping from the new well site across from city hall to the tank site where it combines with well 2, then goes to the original plant site.

With the relocation, more land could be available for a water or larger park. The reservoir can be buried though a generator will need to be added to the existing site to power the pumping station and well 1. Previously, with the tank where it is, the tank and well 1 would be on a backup generator. Now, well 1 and well 2 will be at the plant.

Mr. Pikus asked the cost of the generator; Mr. Retzlaff advised approximately \$80,000.

Mr. Retzlaff then presented a rendering of the modifications at the plant location. He referenced the location of well 2 and the new plant in the parking area next to the water tower with the aerator facing Walnut Street.

Mr. Pikus confirmed we would lose that parking lot. Mr. Retzlaff stated yes adding that there very few vehicles that park there though one has parked there for the past couple months. In and out traffic does not function well there.

Mr. Carmean explained that there is a chance they could place the plant closer to the water tower. Mr. Retzlaff pointed out the opening needs to be large enough to accommodate large trucks and equipment so a 24-foot gate is needed with no obstruction. That will align with the current access. He tried to move the plant closer to the other side but that is prohibited by well 2.

It was confirmed the top of the building will not be taller than the florist shop.

Mr. Retzlaff then presented a rendering of what the plant would look like from the Washington Street side. He said because there are no brick buildings in this area, the cost would be reduced by \$45,000 to \$50,000.

Mr. Carmean believes this will be an overall improvement to the area. Mr. Retzlaff noted that the whole compound can then be enclosed, including the water tower and well.

The city manager pointed out that removing the parking will only impact some of the residents because visitors do not park at that location. He also noted that the residents have on-street and off-street parking.

Mr. Pikus asked the time frame of the project; Mr. Retzlaff advised that he was almost done with the initial plan and was preparing to finalize the documents which they had expected to be under construction by this fall.

Mr. Pikus asked if test borings have been done for water quality. Mr. Retzlaff stated that one test boring was done to try and relocate one of the wells but it proved to be similar to the one that failed. That is the reason it was moved to the lot behind city hall.

Mr. Retzlaff emphasized there will still be some impact to the original site if the plant is relocated behind the florist shop. The pole line coming into the one corner and power would still have to be run to a small control building; the wires would need to be run back to well 1 and all feeds to the pumping station and over to the generator. The balance of the area would become green space for parks and/or parking with the exception of the basketball courts and existing middle parking lot.

When asked if there was a motion to put the plant at the original location, City Solicitor Rutt confirmed that this was part of the 2011 referendum approved by the public. Therefore, it needs to be added to the next agenda for a formal vote.

Mr. Retzlaff summarized by stating the plan has significantly changed from that original presentation. The original project in late 2011 consisted of a well between the basketball court and the parking lot of Salvation Army. The treatment facility was to be built on the site with the billing office/building which completed the scope.

The contamination found on the site and the purchase of the PNC property completed changed the project. He referenced the locations of well 1 and well 3.

Mr. Carmean said he asked DBF to come up with some type of covering of the well at the original site on Washington Street to make it more aesthetically pleasing. He confirmed there is money available to cover the additional costs.

Mr. Retzlaff then pointed out that with the removal of the billing office/building, that money was needed to relocate the well and the additional raw water main. However, there is still money within the original budget (approved by referendum) to cover the cost of the treatment plant.

He said there were other things added along the way though the driver of the project was the treatment plant.

Mr. Pikus pointed out the city saved a lot of money by not building the billing officer/building at this location and instead purchasing the PNC building. Mr. Carmean agreed we are way ahead on that project. Mr. Pikus asked if we have saved more than a half million dollars savings; the city manager stated yes, more than that.

Mr. Retzlaff said there may be some additional costs by moving it but that is because another well on back-up power and an additional generator is needed. Aside from that, the additional costs are minimal.

Mr. Carmean confirmed that DBF has contacted the lender involved in the referendum and they concur that it can be legally moved to another location.

The item will be added to the August 11<sup>th</sup> council meeting for a formal vote.

*DBF/USDA Borrowing Possibilities/Sewer Projects/Referendum*

The city manager announced the city has an opportunity to borrow \$2 million for 40 years at 2.375% for sewer projects. This comes with an additional \$2 million grant. However, this will require a referendum.

He presented the opportunity to the Public Works Committee who felt it should be addressed by city council.

Mr. Carmean said he already has DBF working on this. He feels if it does not work out and the city does not receive the grant, we will simply turn down the loan and stop the work.

Mr. Brooks asked if Mr. Retzlaff was able to determine the increase in sewer rates to our customers. Mr. Retzlaff advised the annual debt service would be about \$77,500. Mr. Carmean feels that sewer rates will need to be increased in order to pay this debt service. He emphasized that at some point, council will have to increase both sewer and water rates but not at the time of the referendum.

Mr. Brooks then requested confirmation that the increase would not be because of this project; Mr. Carmean said definitely not because of this project. He added that the I&I work included will result in a savings that would offset the debt service.

Ms. Wilson asked why a referendum is needed if we are receiving a grant and do not have to increase sewer rates; Mr. Carmean explained that USDA requires that.

Mr. Retzlaff advised the charter also requires a referendum. The city is able to borrow the \$2 million without going to referendum though it would have to be paid back in five years.

The city manager noted that this is a forty-year term and the reason for the referendum for; to pay it back in five years would be a revenue impact and forty years will not.

Mr. Retzlaff advised that under the USDA program, the city will borrow \$2 million and the other \$2 million is given as a grant. What would be offered in the referendum is a \$2 million loan.

In addition, he said there are no prevailing wage rates which reduce construction costs by 20 to 30%.

Mr. Retzlaff noted that this will be broken out over two separate years; one year to maximize the amount of the grant the city would receive in the first year. If broken out into a second year, the city would receive an additional \$1 million. He recommends the \$2 million loan be presented to the voters at the referendum only one time.

He reported there are several older pump stations that are more than 35 years old and need some improvements. The proposed plan in year one will include a systemwide SCADA instrumentation and programming upgrades (\$400,000), North Street Pump Station Rehabilitation (\$525,000), Fisher Avenue Pump Station Rehabilitation-Phase One (\$325,000), South Milford/Shawnee Acres Pump Station Upgrade (\$450,000) and Lighthouse Estates Pump Station Improvements (\$300,000).

Year two includes Phase Two of the Fisher Avenue Pump Station Rehabilitation (\$850,000), North Shore Pump Station Rehabilitation (\$400,000) and I&I System Repairs (\$750,000).

Mr. Carmean feels it is important to proceed with the application. In the meantime, council can review the proposed projects. The engineers can also later provide reasons why the projects need to be done.

Ms. Wilson agrees with the plan noting that improvements are scheduled citywide or in every ward.

Mr. Carmean pointed out that numerous water improvement projects have been completed over the past few years. This provides an opportunity to address some major sewer improvements.

With no further business, the Council Workshop concluded at 8:23 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri K. Hudson". The signature is fluid and cursive, with the first name "Terri" and last name "Hudson" clearly legible.

Terri K. Hudson, MMC  
City Clerk/Recorder

Attachment:

DBF Presentation (dated 07-28-14)

**City Council**  
**Meeting**

**City of Milford**

July 28, 2014



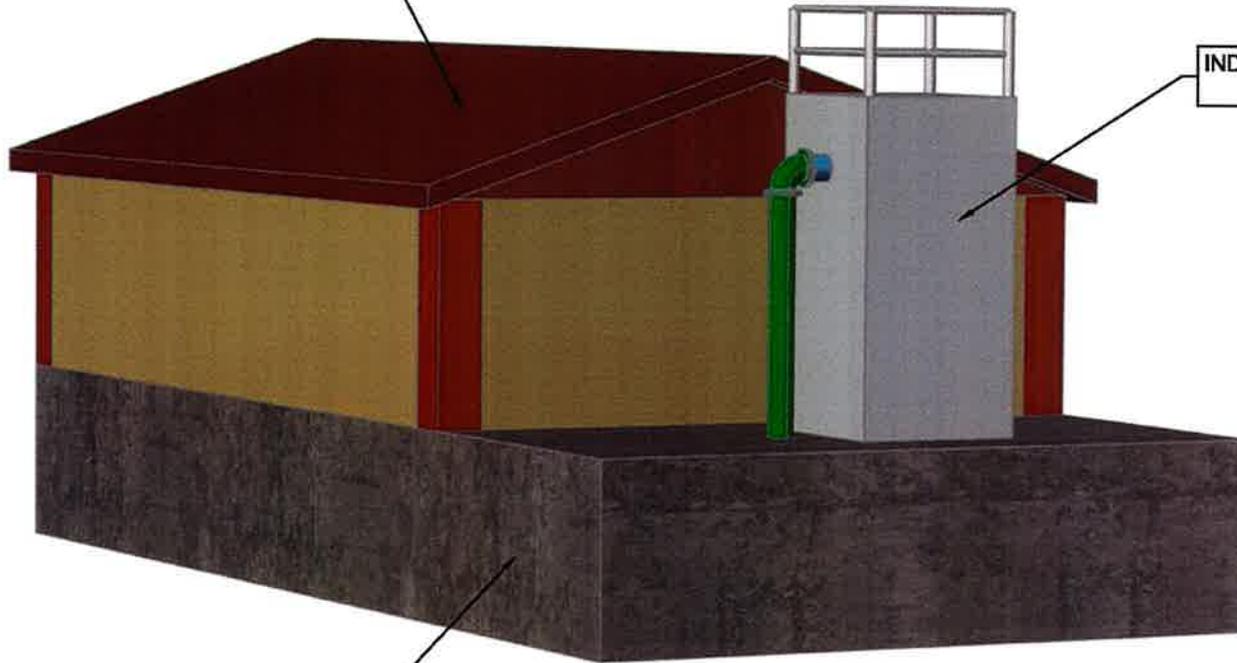
# Washington Street Water Treatment Plant Replacement Project

Potential Relocation Discussion



# Plant Schematic

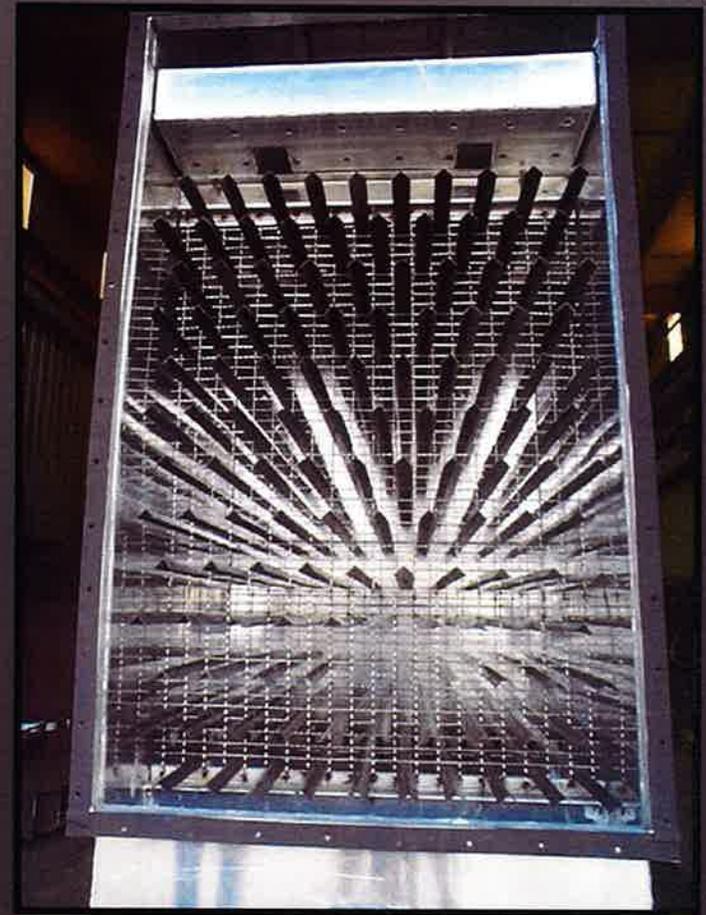
TREATMENT BUILDING  
FOR PUMPS, PIPING, ELECTRICAL,  
CHEMICAL TREATMENT STORAGE  
& INJECTION EQUIPMENT  
25' WIDE x 30' LONG  
x 9.5' WALL HEIGHT  
APP. 13.5' TALL AT ROOF PEAK



INDUCED DRAFT AERATOR  
7' x 7' x 15' TALL

CONCRETE RESERVOIR  
APPROXIMATELY 25' WIDE  
x 45' LONG x 8' TALL

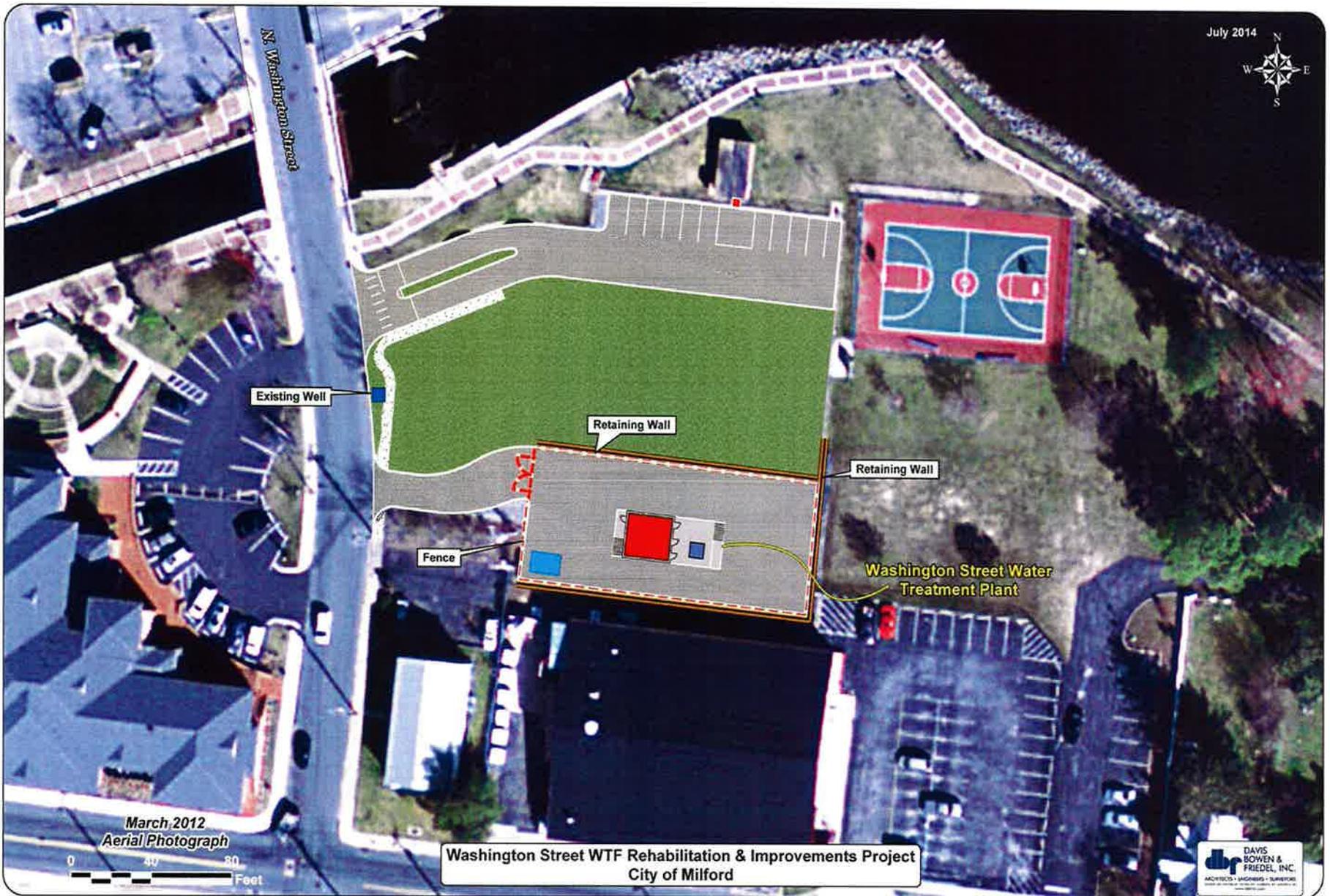
# Aerator Equipment



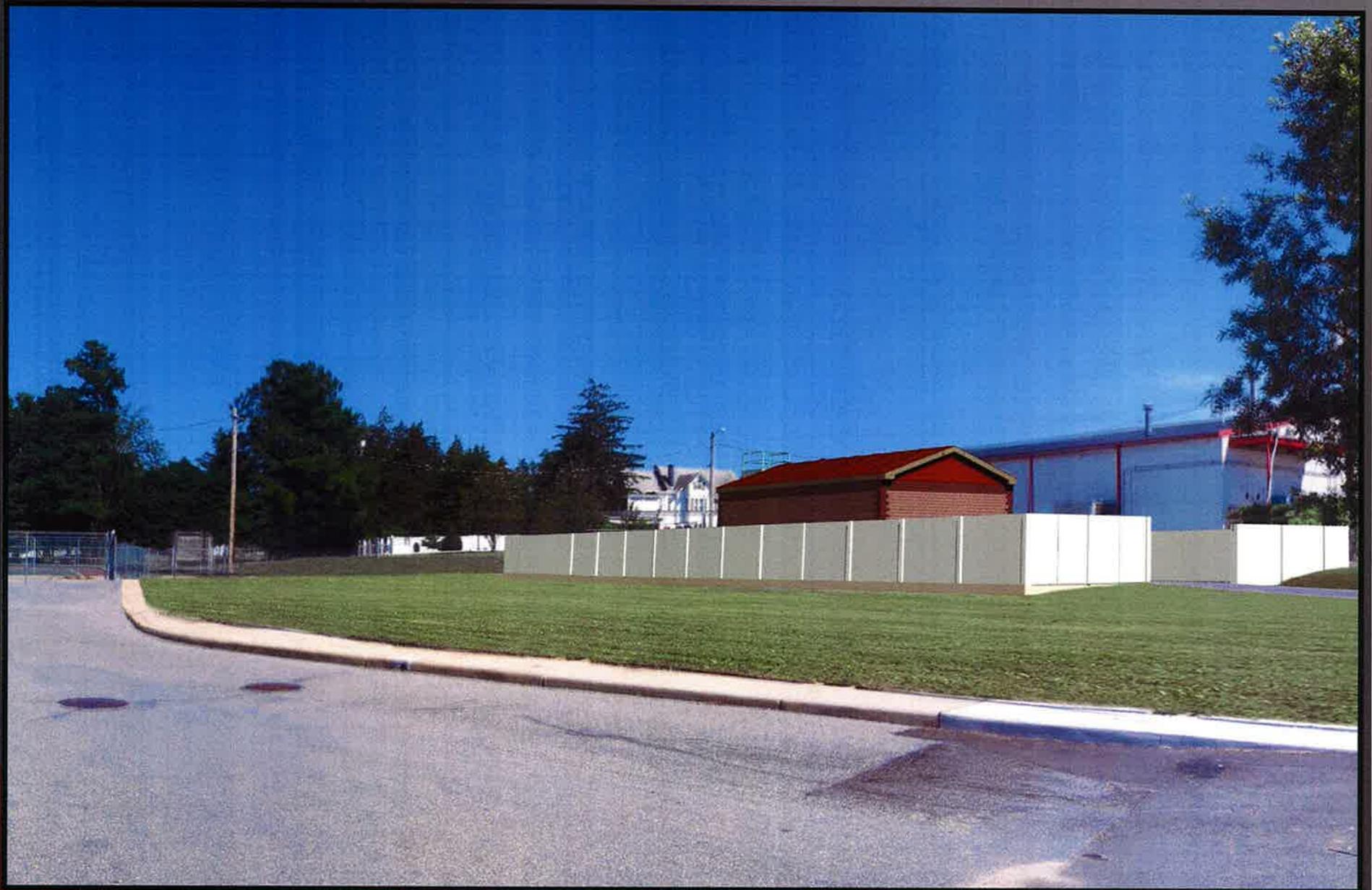
# Location as Originally Proposed

- Plant at same location as the existing
- Electrical Service & Emergency Generator at Site to Serve New Water Plant & Sewage Pumping Station

# PLAN VIEW RENDERING – PLANT AT PREVIOUS SITE



# BUILDING RENDERING – PLANT AT PREVIOUS SITE



# PLAN VIEW RENDERING - PLANT AT PREVIOUS SITE - TANK SITE IMPROVEMENTS



# Proposed Relocation

- Plant at Elevated Storage Tank Site
- Existing Site already used for Water Facility
- Larger Park
- Reservoir can be buried, unlike at other site
- Additional Generator Needed at Old Plant Site for Power to Well 1 & Sewage Pumping Station

# PLAN VIEW RENDERING – PLANT AT TANK SITE



BUILDING RENDERING - PLANT AT TANK SITE - VIEW FROM WASHINGTON STREET



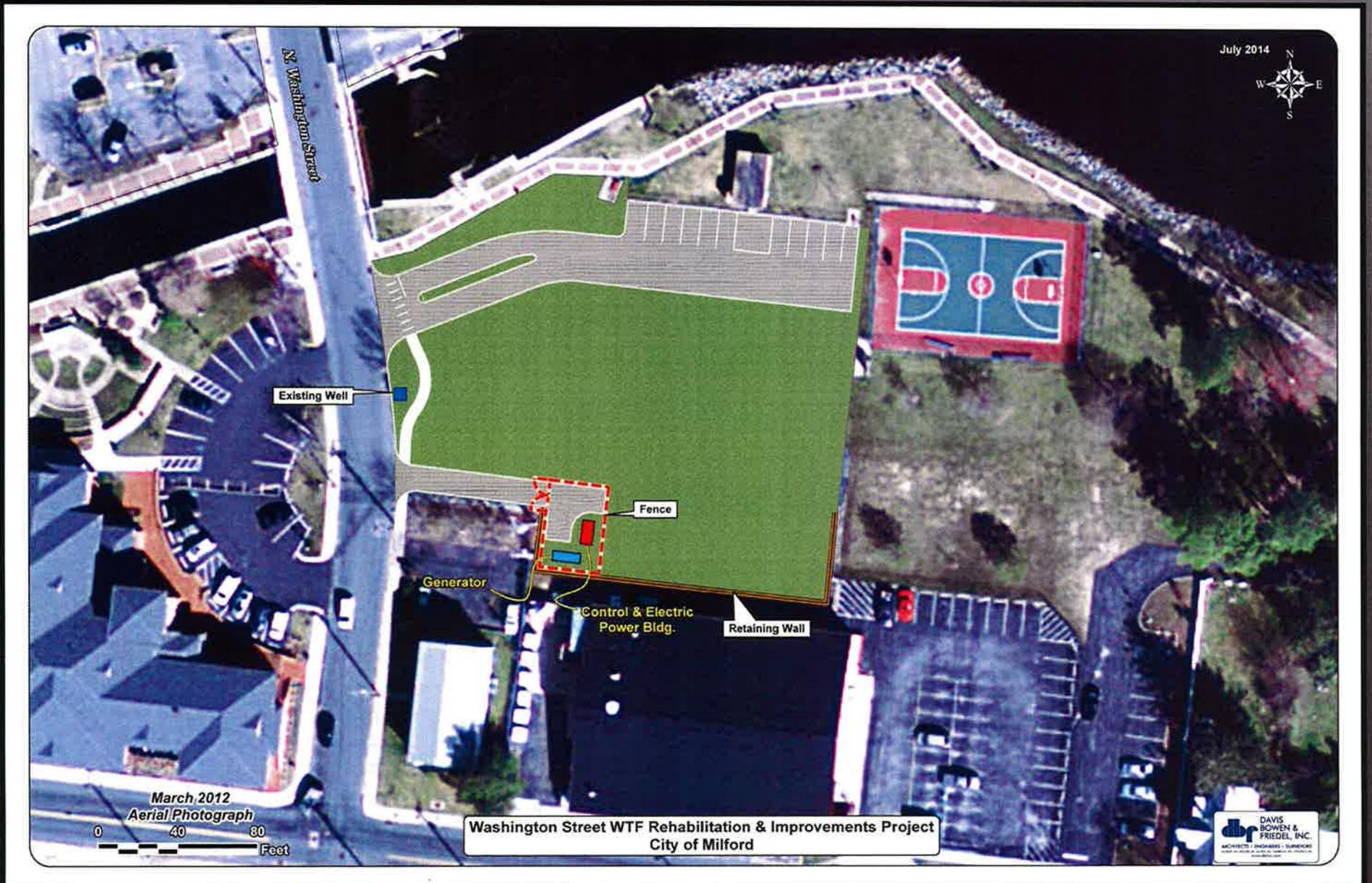
BUILDING RENDERING - PLANT AT TANK SITE - VIEW 1 FROM WALNUT STREET



BUILDING RENDERING - PLANT AT TANK SITE - VIEW 2 FROM WALNUT STREET



# PLAN VIEW RENDERING - PLANT AT TANK SITE - PREVIOUS SITE IMPROVEMENTS



# Original Project Scope

- Replacement Well at Existing Plant Site
- Administration Building

# OVERALL PROJECT SCHEMATIC – ORIGINAL APPLICATION



# Modified Project Scope including Relocation of Plant

- Production Well at Remote Site due to Contamination
- Additional Raw Water Main to New Well Location
- No Administration Building
- Replacement of Existing Well House at Tank Site
- Relocation of Water Main feeding Elevated Storage Tank

# OVERALL PROJECT SCHEMATIC – AS CURRENTLY PROPOSED



# USDA Funding Possibilities



# USDA Funding Possibilities

- ▶ USDA Rural Development approached DBF as they have funding but not enough projects
- ▶ USDA willing to provide grant funds to entice Milford to pursue improvements projects
- ▶ Projects to be funded over 2 years to maximize Grant
- ▶ Based on the Affordability of City Utility Rates, only the Sewer Utility is eligible for Grant Funds. Water Utility is not.
- ▶ \$2,000,000 Grant
- ▶ \$2,000,000 Loan – 40 Year Term, 2.375% Interest Rate (Currently)

# Proposed Year 1 Projects

<b>\$2,000,000</b>	<b>Total Project Costs</b>
\$ 400,000	System-Wide SCADA Instrumentation & Programming Upgrades
\$ 525,000	North Street Pump Station Rehabilitation
\$ 325,000	Fisher Avenue Pump Station Rehabilitation – Phase 1
\$ 450,000	South Milford Pump Station Upgrades – Phase 1
\$ 300,000	Lighthouse Estates Pump Station Improvements

# Proposed Year 2 Projects

<b>\$2,000,000</b>	<b>Total Project Costs</b>
\$ 850,000	Fisher Avenue Pump Station Rehabilitation - Phase 2
\$ 400,000	N. Shores Pump Station Rehabilitation
\$ 750,000	I & I Sewer System Repairs

# System-Wide SCADA Instrumentation & Programming Upgrades

- SCADA (Supervisory Control And Data Acquisition)
- City has a SCADA System in Place – Not Integrated for Best Use with Sewer System
- Annunciate Alarms For Pump Malfunctions to Avoid Overflows or Burning Up Pumps
- Monitor Amount of Water Pumped, Time Pumps Run Each Day
- Utilize Data to Identify Average (Dry) Day Amounts for Flow & Run Time
- Any Deviation from Average Day Signifies Issue at Station, i.e. Check Valve Not Closing, Debris Clogging Pump
- Compare Against Wet Day Amounts to Identify Areas Greatest Impacted by Inflow & Infiltration

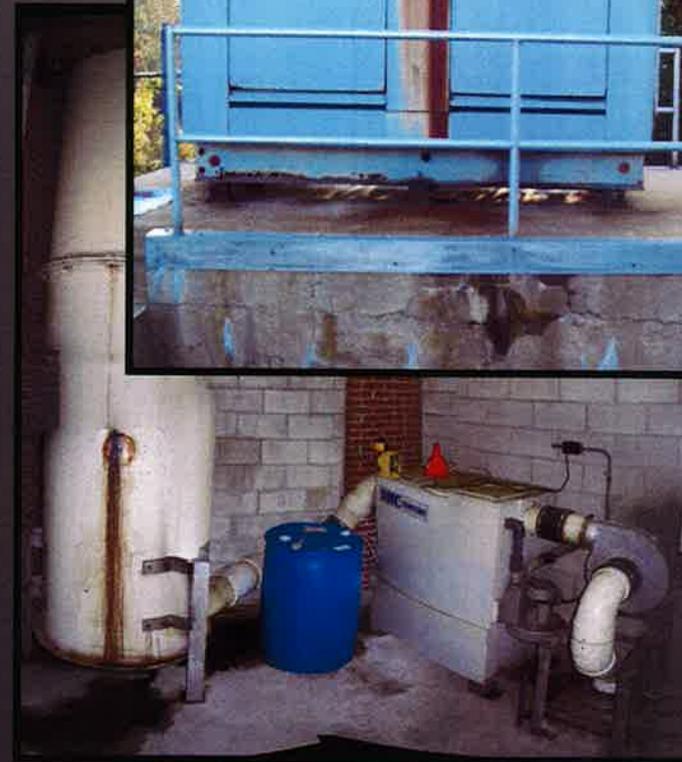
# North Street Pump Station Rehabilitation



- ▶ Located at Intersection of Rte. 113 & North St. (Opposite old Dickinson Medical Center)
- ▶ 37 Years Old
- ▶ Constructed Circa 1977
- ▶ Valves Inside Wet Well with Raw Sewage
- ▶ No Means of Bypassing Flow in Case of Pump Failure
- ▶ Project Initiated in 2007
- ▶ Project Placed on Hold Due to Lack of Funding

# Fisher Avenue Pump Station Rehabilitation – Phase 1

- 25 Years Old
- Constructed circa 1989–90
- City's Largest Pumping Station
- Phase 1 Includes Replacement of Existing Generator & Odor Control System (which is obsolete & no longer serviceable)



# South Milford Pump Station Upgrades – Phase 1



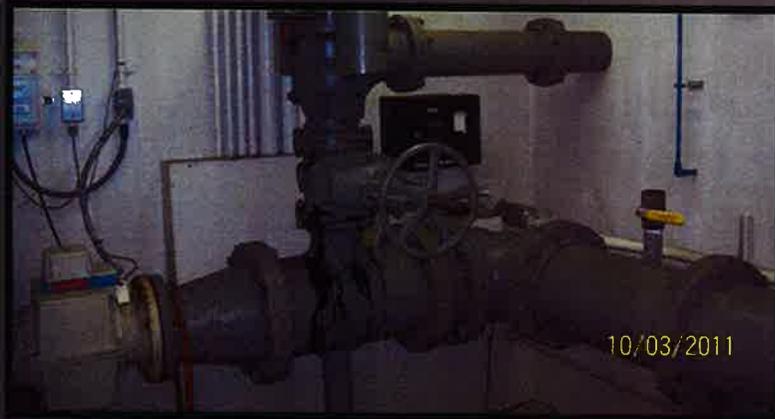
- ▶ First Step in Expansion of Sewer System to Accommodate Growth in SE Area
- ▶ Additional Capacity to be Added Via Larger Pump Impellers & Associated Upgrades

# Lighthouse Estates Pump Station Improvements

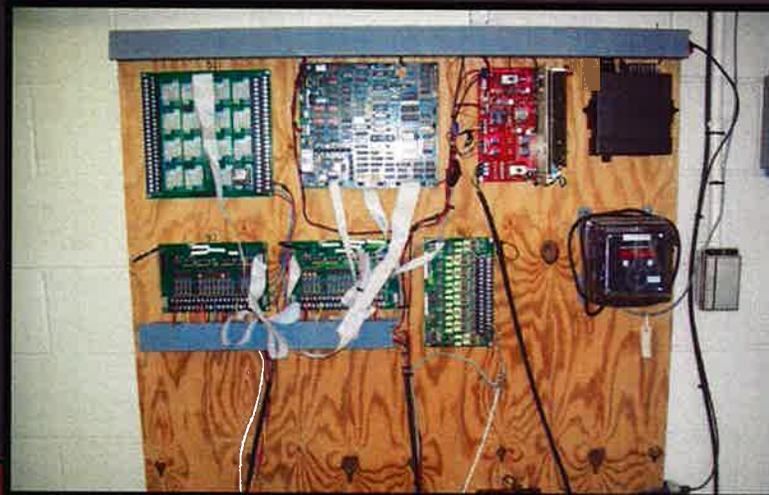
- Constructed circa 2007
- Station Discharges Directly into Main from Milford to Kent County WWTP
- During Periods of Heavy Rain, Pumps are NOT Large Enough to Overcome Pressure in County Forcemain & Station Overflows



# Fisher Avenue Pump Station Rehabilitation – Phase 2

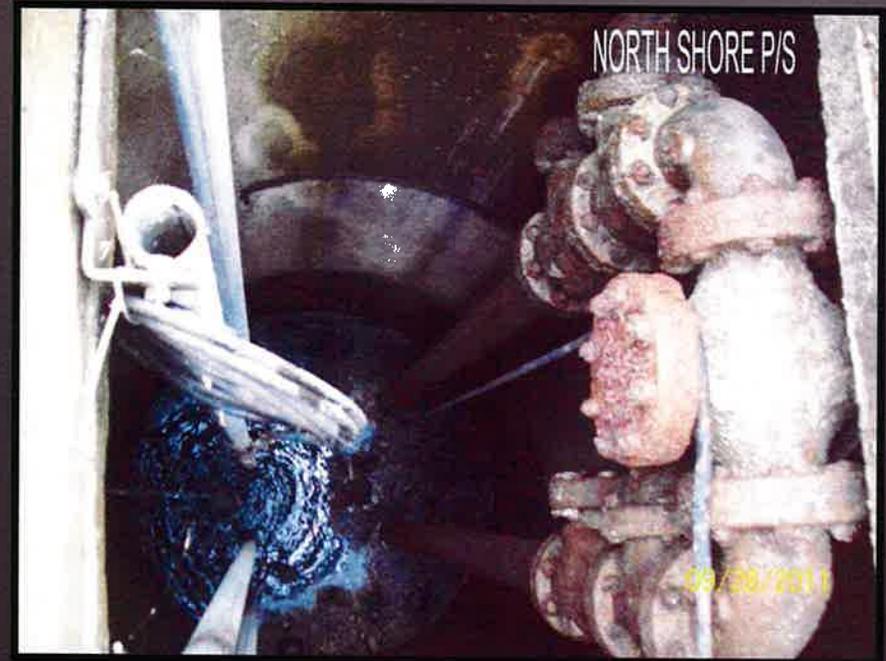


- ▶ 25 Years Old
- ▶ Constructed circa 1989–90
- ▶ City's Largest Pumping Station
- ▶ Phase 2 Includes Remainder of Rehabilitation Work Including Replacement of Pumps, Valves, Electrical, Etc.



# N. Shores Pump Station Rehabilitation

- 38 Years Old
- Constructed circa 1976
- Located at Entrance Off of Rte. 113 to North Shores Development
- Only Serves Annexed Property in Development
- Shut-Off & Check Valves Located Inside Wet Well with Raw Sewage
- No Means of Bypassing Flow in Case of Emergency



# I & I Sewer System Repairs



- ▶ First Phase of Recommended Repairs Complete With Significant Amount of I & I Still Entering System
- ▶ Estimated Annual Cost of Infiltration & Inflow to System = \$150,000