

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 11, 2015

The Monthly Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, May 11, 2015.

PRESIDING: Mayor Bryan W. Shupe

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

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:04 p.m.

INVOCATION & PLEDGE

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

APPROVAL OF MINUTES

Motion made by Mr. Pikus, seconded by Mr. Burk to approve the minutes of the April 13, 2015 Economic Development Committee, April 13, 2015 Council Meeting and April 20, 2015 Police Committee Meeting. Motion carried.

RECOGNITION

No special guests in attendance.

MONTHLY POLICE REPORT

Police Committee Chair Morrow presented the monthly police report on behalf of Chief Hudson, noting they have been extremely busy this month, and in particular this past weekend. Mr. Pikus moved to accept the monthly police report, seconded by Ms. Wilson. Motion carried.

Mr. Pikus thanked Chief Hudson noting this was a very busy weekend on the highways and there was a good presence of our police department. Chief Hudson and Lieutenant Bailey were both on site and it was a job well done.

CITY MANAGER REPORT

Mr. Medlarz presented the following report:

Administration:

- * *Made additional contacts with key business (KSI)*
- * *Presented Bayhealth campus planning efforts at DelDOT*

He said that planning with Bayhealth and DelDOT is moving along. Right-of-way acquisitions are still being considered with a meeting scheduled this week.

- * *Continued public works agreement effort for Southeast Utility Expansion*

- * *Continued electric tariff reviews for introduction to council in May*

The tariff will be presented at the workshop in May for review and discussion.

- * *Continued negotiations with First State Manufacturing associated with the potential land exchange*

The city manager met with FSM Representative Dave Hitchens at which time a new plan was submitted. More information is needed on the parcel they are trying to create because it has become a non-conforming lot.

Mr. Medlarz recalled that FSM and he had reached a consensus though it had been changed since it was voted on. Because council is unable to create a non-conforming parcel, he will follow up with additional information.

Mr. Rutt agreed that because this is contrary to the city's zoning law and cannot be approved.

- * *Continued Parcel Consolidation/Rezoning effort for Perdue*

He continues to work on the Perdue issue with Christine Crouch and the new Planning Coordinator Rob Pierce. He and Mr. Pierce met with State Planning today because their requested zone does not comply with the Comprehensive Plan. As a result, a plan amendment is needed and is being prepared.

State Planning Director Connie Holland and he agreed the plan amendment could be reviewed by council in conjunction with the change of zone. She indicated we could proceed with the lot consolidation as long as the zoning issue is cleaned up.

- * *Started Watergate Force Main Construction for Sewer Transmission capacity increase*

The force main construction is proceeding and is a couple weeks away from final completion. This will help the capacity on the SE side of Milford.

- * *Continued settlement efforts with regards to the Watergate adjoins and their counsel*
- * *Attended DEMEC strategic planning and Route 113-flyover DelDOT meetings*
- * *Concluded the hiring process of the Public Works Superintendent position*

Electric Department:

- * *Assisted IT in setting up new server in city hall*
- * *Attended a Bayhealth meeting discussing electric extensions to Southeast Campus*
- * *Prepared FY16 Budget Request to Finance Director*
- * *Participated in a conference call with DEMEC & AMP in reference to the Smart Grid project*
- * *Attended Watergate Subdivision pre-construction meeting for buildings 3 & 4*
- * *Participated in DEMEC Strategic Planning Session #1*
- * *Developed first quotation from VoiceNet Communications in reference to central system*
- * *Assisted in the relocation of planning to public works complex*
- * *Supervised tree trimming by Asplundh on North Street, 4th Street, Church Street, Lakeview and Hi-Line across river*
- * *Installed new feeders to Watergate's new buildings*
- * *Rewired South Washington Street well 2 power feed*
- * *Crews spent two days getting electric in parks ready for Bug & Bud Festival*

Streets and Solid Waste Department:

- * *Solid waste crews are improving communication between trucks and the office*

The implementation of the solid waste ordinance is taking place. The city manager has received some calls in recent weeks

as a result of enforcing the fact that customers with extra bulk items are being noticed. Overall, it is working well.

- * *Spring cleanup was completed successfully with Fall Clean-Up scheduled 11/30 - 12/4*
- * *Street Department crews are in the process of repairing concrete post on Southwest Front Street*
- * *Several Departments cooperated in the completion of Front Street Bridge project*
- * *Street Crews have been working on cold patching Airport Road*
- * *Street Crews repaired sidewalks with previous utility damages caused by city*

The city manager started to implement a plan that the street crews are assigned repair duties as a result of a city project. For years, if a utility pole is pulled, a hydrant moved or a water meter changed, the city has left the sidewalks in disarray.

He has been making a list of the problems. Crews have handled about twelve to fifteen so far. He noted that sidewalks in general are the responsibility of the property owners. However, if it is a problem created by the city, the city needs to make the repairs.

- * *Crews repaired storm drain pipe behind BayHealth & in the public works complex*
- * *Crews started hot mix patching of potholes*
- * *Additional trash pickups are declining since the implementation of the new ordinance*
- * *New informational solid waste door tags are printed and will be distributed stating next week*
- * *Crews are seeing a lot of brush piles and staff is responding with noncompliance letters*
- * *Commingling of trash and yard waste is creating a problem for disposal since Blessings Greenhouse will not accept co-mingled loads forcing more expensive disposal at DSWA. Staff will remove container for repeat offenders*

Water and Sewer Department:

- * *Repaired storm drain on S. Washington Street*
- * *Repaired water leak on Mispillion St*
- * *Installed temporary system tie-in at well2 on South Washington Street*
- * *Replaced air release valve on Lighthouse pumping station force main*
- * *Assisted AC Schultes with well 12 repairs at the Seabury Avenue water plant*

Mr. Medlarz confirmed that work has begun on Washington Street and should be completed in the near future.

Mr. Brooks moved to accept the city manager report, seconded by Mr. Burk. Motion carried.

COMMITTEE & WARD REPORTS

No reports provided.

COMMUNICATIONS & CORRESPONDENCE

Mayor Shupe advised that the City of Milford is hosting the next SCAT meeting on June 3rd at the Rookery North. Please RSVP by the May 26th Council Meeting.

He also advised that a number of religious groups and community leaders gathered in the Bicentennial Park to worship on National Day of Prayer.

On May 16th, the NAACP will be recognizing Douglas Gibson with a Lifetime Achievement Award and the Milford Seven who were the first African Americans to graduate from Milford High School.

UNFINISHED BUSINESS

Alcohol Waiver/Milford Code Chapter 77/Downtown Milford, Inc./Riverwalk Farmers Market (Corrected Date)

Mayor Shupe recalled that at the last council meeting, DMI had submitted a letter with incorrect dates. Council approved what they thought was the correct date though it was wrong. The letter has been resubmitted with the corrected date and reads as follows:

— Mispiration River Brewing Company has requested the following two dates to offer a beer tasting, free to the public at the Downtown Farmers Market on May 30th and July 25th from about 10:00 A.M. to noon.

Motion made to approval the waiver by Mr. Pikus, seconded by Mr. Morrow. Motion carried.

NEW BUSINESS

Discussion Facility Utilization

Mr. Medlarz submitted the following report:

The City Planning Coordinator has started the first week in May. Part of the duties in addition to planning services are the oversight of Code Enforcement and Mapping activities. All three functions are closely linked to Public Works. It is hence in the best interest of staffing efficiency to co-locate these function in the Public Works Complex. The move has been initiated and should be complete by the end of May.

The City phone system is fractured with each building on a separate system. This approach is extremely inefficient and cumbersome for external as well as internal users. The Electric Superintendent and I have solicited the first consolidation quote which is still being refined but appears to be less than \$40,000. Once it is fully developed, we will seek a second quotation for the exact same scope in order to obtain competitive pricing. If such a system were implemented, it should either be housed at the Customer Service Center or the Public Works Complex. Both locations would allow the central phone system operation with a full-time receptionist without the need for backfill personnel. The backfill expense in the current fiscal year approaches \$7,000. Avoiding this cost alone would pay for the system in less than six years. Part of the proposed Electric Tariff changes are extended hours of the Customer Service Center prior of disconnect days. This would allow the receptionist to conduct voter registration efforts while the Center is staffed during these extended hours. In addition cross training will allow the reduction of the personnel in the future. I am seeking Councils' approval to continue the pursuit of the central phone system implementation at the Customer Service Center location to be presented later on for final Council approval.

Staff Location

Mr. Medlarz reported that he has already spoken with some of council about why he chose the public works facility for planning and code inspections staff versus any other location. He recalled when council reviewed the organization charts and who works with what other departments on a daily basis.

According to the city manager, the majority of the interactions on the mapping side involve public works though it also involves code enforcement and building permits in addition to planning. It made the most sense to have the close interaction at public works. If customer service is needed, today a permit would be issued and documents placed in the interoffice mail. It could then be picked up by the applicant at the customer service center downtown where the applicant would pay their fees.

He said that even when the billing/customer service department was at public works, it would be rare an applicant would receive a same-day permit. Most permits require a couple reviews before the final papers can be sent to the customer. The applicant is notified of the fees including possible impact fees. At that point, the applicant goes to the customer service center to pay and pick up the permit.

— Mr. Medlarz said he discussed that with the finance director at length about the advantages of accepting payments at public works. They both decided that having a cash reconciliation on a daily basis for an occasional payment would not work. Therefore, it makes more sense for that to be centralized.

Mr. Morrow said his only concern is the fact that people and services are being moved out of city hall. He referenced the time, effort and money that is being spent to get more activity and foot traffic in the downtown area. He feels that will send a negative message that our city government is moving staff out of the downtown area. He feels there is a need to utilize this building especially considering the almost \$3 million that was spent to renovate it.

Mr. Grier asked who would be left at city hall if these employees were moved to public works; Mr. Medlarz said that is up to council. Mr. Grier said it sounds like it would only be the city manager and city clerk. The city manager said it makes sense to take the best efficiency in the government and place the staff in such a way they can work with each other. Placing them in city hall creates a difficult working environment. He said it is councils' decision but not something he recommends.

Mr. Burk referenced the code official aspect. He asked the correlation between code enforcement and utilities. From his experience as a code official, he had little interaction. The city manager said that because we have our own utilities, Don Williams (Building Inspector) deals with water meter placement and sewer clean-out placement. He also discusses impact fees, EDU calculations and electric availability. On every new construction permit, he meets with all three utilities. He has to calculate how much the electric hookup will be and all those things come back to him. The applicant does not meet with the electric, water or sewer department. The building permit official oversees that process.

Mr. Burk asked about the code enforcement aspect and what type of interaction he has with public works. He said that hypothetically if someone has their water or electric disconnected, code enforcement is notified. However, that is typically done with a phone call or e-mail.

Mr. Medlarz said that disconnects have nothing to do with the code official and are actually handled by the meter technician. The meter technicians are housed at the customer service center and work closely with that staff.

He explained that the code enforcement official is the person that issues grass notices or informs someone that their house does not meet our code or that there are untagged cars in the yard. He said that this employee also deals with other aspects that need to be combined such as billing for licenses. If council decides to implement a business license, that would be another function that would take away from his normal duties. When you put it together, public works makes the most sense according to Mr. Medlarz.

Mr. Burk believes that the process for obtaining a license is a very quick process. He confirmed that the person would apply for the license on Airport Road, then has to come in town to the customer service department to make payment. Mr. Medlarz said most of the licenses are renewals and it is uncommon to get a new one. However, if someone was applying for a new rental license, that scenario could play out.

Mr. Burk feels that someone with a first experience would come in, fill out the paperwork and then be sent quite a distance to pay for it. He feels it would be to the applicant's advantage and look better on the city if we could streamline the process as much as possible. He believes the hardship should be on us and not on the applicant or the new customer. To him, it is all about customer service.

Mr. Medlarz said if it is all about customer service and is why we should have a better phone system.

Mr. Grier suggests working on the phone system instead of moving everyone out of city hall.

Mr. Starling agrees adding that the city manager is proposing moving a number of employees out of city hall; he recalled all the money that was spent on renovations including the downstairs. It does not make sense to him that we are now going to move everyone out and only end up with two offices. He asked if something occurred that caused the operations to not run smoothly; he has been on council a long time and has not seen a problem at city hall. All of sudden, everyone is being moved to public works. It does not make sense to him to only leave two employees here.

Mr. Medlarz said no one except one person was moving so he does not know who council is referring to because the other employees are already at public works. He said that Christine Crouch is the only one that will be moving and she is assigned as the Administrative Assistant to the Planner.

Mr. Morrow explained that there is little activity at city hall right now. He recalled when the other employees were downstairs and there were people going in and out of city hall all the time. But because of the lack of supervision at city hall, the city manager temporarily moved them to public works under the Public Works Director Brad Dennehy. He questions why they were not moved back sooner and that is what he pushed for. His goal is to utilize city hall as close as we can to 100%. That way the public works facility can be used for what it was intended.

Mr. Morrow also agrees with Mr. Burk it should be more convenient to the customer and residents versus having them go out to the business park and then come back downtown.

The city manager pointed out that our staff needs to be used in the most efficient manner. If we do not have the efficiency we are seeking, we will not get eight hours of work done because we spend time creating and helping out inefficiencies. However, if it is councils' desire to do that, he will not stand in councils' way to be inefficient.

Mr. Mergner asked Mr. Medlarz to clarify the inefficiency. The city manager explained on a daily basis, especially on the building permit side, to have mapping here makes zero sense. He said that mapping deals with public works on a continuous basis. The GIS position will be also supervised by the city planner.

Mr. Medlarz said he does not want to move the code enforcement and building official to city hall without supervision and leave the planning coordinator to only oversee mapping because planners work with mapping hand in hand.

He is bringing this to council because he thinks this is the way we should; if council feels differently, he will not feel bad about it.

Mr. Pikus said he talked with Mr. Medlarz last week about these things in depth. He feels he approached it with an open mind and this was discussed. But the City of Milford is promoting downtown big time. We have even hired a firm to do a downtown master plan that we are spending money on. The whole idea behind the plan is to bring attention and people to our downtown area. We already have a building here. As Mr. Morrow stated, we spent \$3 million on the last renovations at city hall. He recalled when our staff was moved to public works when the building was renovated. When people think of Milford, they think of city hall. Mr. Medlarz had stated to him that we can put a city hall sign on any building. But to him, city hall is what people think about when they talk about the City of Milford. It is our main building and there should be activity here. Moving people out of here and making it inconvenient to our public does not make sense to him.

Mr. Pikus reiterated that this is the center of town. He feels city hall needs to house the planner and planning department as was done previously. He recalled when Gary Norris was here and Christine Crouch both worked here. The code official and building inspector also here and it worked well.

Mr. Pikus touched base with Mr. Burk who is a code official and knows the job. He understands mapping, but feels that all those services need to be in city hall. It is much more convenient for the public to get their building permit at city hall. They can then walk across the street and pickup their building permit at the customer service center. All those reasons bring people to our downtown. That is in addition to the fortune that was spent remodeling the PNC building. It is so much more convenient for people to apply for their permit here at city hall and pay for it only two doors away.

He reemphasized that we continue to spend money and time promoting the downtown area and taking people away from city hall makes no sense. He feels their business should be done in downtown Milford where they also have the opportunity to patronize other businesses and restaurants.

Mr. Medlarz said that Mr. Pikus is talking about foot traffic. At any given 30-minute time period, he said there are more people at customer service than will be in an eight-hour day at code enforcement or permits. He agrees that it sounds good that the city wants to promote downtown, but we are only talking about two or three people.

Mr. Pikus reiterated it is the center of the downtown.

Mr. Medlarz argued we are not talking about thirty or forty people. Mr. Pikus said he is talking about the planner, code official and building inspector. Mr. Medlarz said no, Mr. Pikus was referring to creating foot traffic and he was talking

about customers. He said if that is what council wants, and every foot counts meaning boots on the steps, then it should be done.

Mr. Grier noted it is not just that issue, but he feels it is important for the city to have a presence of staff in this building. He recalled when we moved people out of here which was only supposed to be temporary. The majority never returned which is not what council wanted.

Mr. Medlarz stated that the city never had anyone looking at the proximity and how we should operate our business. He feels council made these type decisions in a vacuum. He told Mr. Grier that as a businessman, he would not have made a decision of how city hall was laid out for that amount of money without a plan even though it was done.

Mr. Pikus said there was a plan; Mr. Medlarz said there was an architectural plan. He referenced programming which means how certain sections of the business work with each other. It is how people are placed in proximity to one another. However, that was never done.

Mr. Pikus wants to make it easy for our residents and feels keeping as many people downtown will do that; Mr. Medlarz said his feelings will not be hurt adding that five votes will bring them back downtown.

Mr. Burk asked the plan for city hall. The city manager said there is plenty of room for the mayor, the city clerk and the city manager. Mr. Pikus asked if that is a waste of money.

Mr. Burk asked how many people per square foot is that; Mr. Medlarz said in his vision of creating value for the citizens, to operate city hall in its current form is well over \$60,000.

Mr. Grier recalled when planning, IT, code enforcement, building inspection, city engineer and the administration was here. He felt it worked out well.

Mr. Mergner asked if there is another use of this building that will keep some sort of presence and foot traffic on a regular basis. He agrees it needs to be used; Mr. Grier reiterated the public used this building when everyone was here.

The city manager said if council would like to make decisions based on feelings, because that is what this is because council has a feeling about the building, then they should do that.

Mr. Starling reiterated that city operations were working with everyone here. Mr. Medlarz said he is here to tell council the most effective way to do it but council does not have to follow his advice.

Mr. Burk asked the plan for the lower level and if vacating that will be cost effective. He said the building requires heat and air conditioning, plumbing and electrical, and asked if that is cost effective for only three people. Mr. Medlarz said the same holds true for public works. The complex costs the same whether it is occupied 50% or 100%.

Mr. Pikus pointed out that the electric, water and sewer departments are at public works. Mr. Medlarz said it is not saving one dime to move the planner, code and building inspector out of public works.

Mr. Morrow feels that as stewards of taxpayer dollars, there is also a need to look at the perception.

The city manager said to call for a vote. Mr. Morrow said to put this to rest, he will make a motion to move everyone else back to city hall that was originally housed here. Mr. Medlarz asked if everyone means mapping and the planning coordinator. Mr. Morrow said yes, if there is room.

Mayor Shupe reminded council this was not just done to do it. He said that council asked the city manager to look at more efficient ways to use our facilities and to do this work and report back to council. This is not something Mr. Medlarz just came up with.

Mr. Pikus seconded the motion.

Mr. Starling asked when council asked for this because he did not recall that; Mayor Shupe said it was asked for Mr. Medlarz to look at how we can make our buildings more efficient.

The mayor asked if council had requested that; Mr. Medlarz said he thought he had a request to make things move.

Mayor Shupe then asked for more discussion. Mr. Rutt noted that a second has been made, so the motion can be discussed.

Mr. Medlarz emphasized that first of all, no money was spent. No city money was spent though city time was spent. He is very careful about that. Before a final decision is made on mapping and planning, he feels there is a big IT aspect to this. The servers go with that particular function. And there is a big licensing issue with the mapping aspect. That is all he will say; however, that does not mean it cannot be done from city hall.

He added that money does a lot. Right now the servers, which each runs certain aspects, are sitting at public works, not that they cannot be tied together. But at this point, we are spending some money.

Mr. Mergner confirmed there will be an expense to move the servers from public works back to city hall; Mr. Medlarz stated yes.

Mr. Brooks asked if we need to talk about this more as a group instead of just throwing it on the table. Mr. Pikus believes that is what we are doing now. Mr. Mergner suggests some type of committee meeting or more extensive discussion than how this is being talked about now. He emphasized that anytime departments move from one building to another, there is an expense and some things are not being considered. Not to say he thinks this building should be used but he does not have the history to state which is the best way to handle. However, city hall needs to be operating and there should be a presence to the public. He is unsure how to do that at this point.

Mr. Brooks said we removed all the walls here and then put them back in. He said that council was very surprised when the ground floor ended up with only three offices and a very small office for the mayor.

Mr. Brooks and Ms. Wilson agreed there was a definite lack of office space when we moved back. Mr. Brooks said he will walk in here to find only three employees and sometimes the city manager. It looks to him like we spent almost \$3 million for a showcase.

Mr. Mergner asked about parks and recreation; council said they have their own building. Mr. Mergner asked how many people work in the parks and recreation building and stressed that he is not saying they need to be here. He is just considering other options.

The city manager said if council were to entertain something different, we need someone who does programming analysis for a living handle it. He has been through a few of these and has built a lot of buildings for the state and knows how it works. If council does not trust that Mr. Medlarz is doing the right thing, he recommends hiring someone who does it for a living to tell them. If the end result is this person backs up what he has said and council still does not like it, then we should vote and get it over with.

Ms. Wilson pointed out that will create yet another expense created by the issue.

Mr. Morrow said it worked before and it was certainly utilized in a better manner. Mr. Pikus feels that if Mr. Medlarz says there were not expenses for our employees to remove and move everything to public works, then there will be no expense to having them bring it back to city hall.

Mr. Medlarz stated that there were too many offices anyway, so we are not going to bring them back. Depending on which employees' council wants to move back, there are still three cubicles left then noted that four were taken out.

Ms. Wilson believes there is a consensus that the majority of council members want city hall to be active with as many employees housed here as possible. She believes that is the message. If the mapping is not conducive, we may need to look at that in a different way. Maybe Mr. Medlarz should come back with his plan, but she feels it is clear that council wants

our employees here. She recalled that after the renovations were done, the goal was to have all of our employees return.

Mr. Morrow said he will amend his motion to move back all the employees who were previously housed here including code official, building inspector and planning and those that are here will remain. Mr. Rutt said the motion can be amended, but it needs a second.

Mr. Pikus moved for approval of the amendment to the motion.

Council agreed that those at public works need to be the public works' departments.

Mayor Shupe asked the city clerk to read the motion:

Ms. Hudson clarified the motion on the floor by Mr. Morrow, seconded by Mr. Pikus, is for all employees who worked here previously to move back to city hall including code enforcement, building inspection and planning and that all employees currently working here will remain.

Motion carried by the following 6-2 vote:

Mr. Mergner said he will have to vote no based only on the fact he does not know the history of everything that happened prior to the move. His suggestion would be to hold up, amend the motion and take a step back and come to an agreement on a solution or game plan. He feels that moving these people back and then every six months is a problem though we need to find the best use of this building. He said he does not have enough information to vote whether or not to move people and because of that, votes no.

Mr. Grier said this is a tough vote because he does want people back in this building. He preferred the way it was used when we had all the employees that have been mentioned downstairs. The building and code departments would be downtown next to the customer service building. Everything would be available to the public within walking distance with the exception of public works and parks. He absolutely does want those employees back here and votes yes. In terms of mapping, he is not knowledgeable enough to speak on that. But he wants as much activity here as possible, in the way of employees and services, and votes yes.

Mr. Pikus said he will echo Councilman Grier and Morrows' comments. He wants this building used as it was intended at the time the funds were spent. He thinks our employees should be downtown. There will always be a chance for a move as progress occurs and we may have to move more people back here. However, we cannot forecast the future and he votes yes.

Mr. Burk pointed out we are constantly trying to encourage other businesses to invest and be involved in our downtown. He thinks the city should as well and votes yes.

Mr. Brooks said he feels that public works should be a public works building. He asked if there was another employee needed at public works. The city manager clarified the motion is for all employees that used to be here to return; he added that it sounds to him like the mapping position would be up to the city manager. Mr. Brooks votes no.

Mr. Morrow votes yes. He thinks this is not etched in stone and can be changed in the future if our needs change. But having these employees working here where they worked before he believes will work into the future. He said the city has made a big effort and is spending a lot of money, with Mayor Shupe spearheading it, to keep activity downtown. He feels we need to set an example as city leaders though it may be at a small cost.

Mr. Starling votes yes. He said it worked before and it can work again with some changes. Down the line, if something else is needed, that is fine. But it can work now and he votes yes.

Ms. Wilson votes yes.

Mr. Medlarz then asked for clarification. He said as staff works with each other within the building, does council have any

desires. He is going to ask Ms. Crouch to move downstairs with the planner because she is the planning assistant.

Ms. Wilson said she thought Ms. Crouch had a dual role. Mr. Medlarz said there is no dual role in the budget. Ms. Wilson asked if she does handle dual duties. Mr. Medlarz said if that is the case, then it should be funded differently.

Mr. Grier asked what we are talking about and said there is no sense being hardheaded. He feels that if she is working out upstairs, that is where she should be left. Mr. Medlarz said she is supposed to be the assistant to the planner and not the assistant to the city clerk.

Mr. Grier asked if that is what Mr. Medlarz really thinks or if he is using that to make a point because he is not happy about moving everyone back to city hall. Mr. Medlarz asked if he looked unhappy; Mr. Grier answered yes.

Mr. Starling agrees with Mr. Grier.

Ms. Wilson said she is asking because she works as an assistant to the city clerk and she does the planning as well. She asked if that was correct adding that is why she was in a dual role.

Mr. Pikus said it might be safe to say dual trained or multi-trained.

Mr. Starling asked if she can work from up here; Mr. Grier said it is not our decision to make but he wants to make sure the reason behind it is the right one. Mr. Starling said he is asking why suddenly she needs to be downstairs.

Mr. Pikus said that Ms. Crouch was downstairs before; Mr. Starling asked if she is doing something different that would prevent her from working upstairs.

Mr. Mergner said in corporate America people have multiple hats they wear. In his opinion, with e-mails, phones and everything else that is available to communicate, there is no need to be down there. He reiterated that e-mails and everything else available today makes it possible to do a job so he does not understand that. He said he does not need to sit right next to the person or be within ten feet of a person to accomplish his job. The question is whether or not Ms. Crouch's job entails working with Ms. Hudson 25%, 50% in addition to the planner or is it 100% planning; he feels there was a question of that role and where she should move or not move in this building.

Mr. Medlarz said it now becomes a budget question because right now it is not reflected in the council budget.

Mr. Burk asked if there is a job description for Ms. Crouch; Mr. Medlarz said there is a job description for the assistant planner.

Mr. Morrow pointed out the budget is a wash because you just take less out of one pot and put in another in the general fund. To him it is a neutral financial situation.

Mr. Grier does not even understand why it was brought before council. Mr. Pikus does not think we need to discuss it. Mr. Grier recommends we move on because council does not need to talk about where Ms. Crouch sits.

Mr. Medlarz said he will make the decision and go from there and asked if council agreed; Council stated yes.

Central Phone System

Mr. Medlarz said that because council is in the vein of making big decisions, anyone that has experienced the phone system knows where we are and where we should be. He said council is talking about customer service and he is sure council has called and experienced how the phones work.

The city manager said that he and Electric Superintendent Rick Carmean have worked hard on how to accomplish this in the most cost effective way. Right now there is a cost of over \$6,000 for backup for Katrina White's position to answer only a few phone calls. It makes the most sense to him to have a central phone system where all the phone calls roll in.

This person would handle finance, parks and recreation, customer service and public works' calls. It would include all city calls with the exception of police calls.

The city manager explained that this employee would answer basic questions and inquires and be 'the voice of Milford'. This would relieve other employees from these duties and responsibilities freeing them up to do more productive things than answering the phone, not that answering the phone is not productive. If this is done, council needs to consider where the central operations should be located. He wants it to be in a place with cross-trained staff who can take over this task. He said that taking all the phone calls that used to go to the 6616 number, becomes a job. Especially if the job was expanded and information provided for parks and recreation sign ups, parade information, etc. If council agrees and they want that position kept at city hall, we would have to backfill it when that person was unavailable.

Mr. Medlarz said that this is the worst phone system he has ever worked with. According to the city manager, we are unable to transfer anyone and callers receive voice mails all the time because there is no live person. Mr. Brooks recalled a similar situation he pointed out to the Comcast representative.

The city manager said he envisions a phone system where a person calls the 6616 number and receives a live person at any given time. That live person then has the capability to connect the caller to anyone in the phone system with the exception of the police department.

Mr. Mergner explained that a live person does not answer the majority of our transferred calls.

Mr. Mergner asked how many calls the city receives a day; the city manager said a few hundred calls and confirmed that number is only for non-police calls. The city manager said this makes sense for internal and external calls, and pointed out that he spends more than fifteen minutes each day calling public works and getting no one. He said that is because he cannot see who he is dialing and he has to go through the entire voice mail tree. He said he would like to save fifteen minutes of his time each day by just going to a switchboard. He would then ask the switchboard to see if x, y or z are picking up their phones.

The city manager said he cannot imagine how our customers feel about calling the City of Milford. If council wishes, he would like to continue the steps to implement this. Because there was a difficult discussion about employee placement, he wants council to know it should be placed in the location where we have built-in cross trained backup.

Mr. Burk asked if that would be at city hall; Ms. Wilson asked if he was referring to the customer service department. Mr. Medlarz said his preference is the customer service center.

Ms. Wilson said that appears to be the most logical place because there is plenty of staff there and individuals who are familiar with customer service. She asked if someone would be hired to handle those duties here. Mr. Medlarz explained that Ms. White was hired as a receptionist and her job description is a receptionist.

Mr. Burk asked if the city manager's plan is to move her to customer service. Mr. Medlarz said if council authorizes him to present a second price for the phone system. Council would then have a choice to award it or not and if awarded, council would decide where to place it.

Mr. Burk asked if this is a voice over IP service. According to the city manager, that would be much more expensive. However, this will be a combination because we have to tie five systems together. He said they started with the voice over IP, with a server in each building and the main server at public works. The cost was \$200,000 which is what he presented originally. At that point, he did not feel it was worth that amount because the handsets purchased for customer service were very expensive and would be no good and could be thrown away. However, what he is now proposing would put us in the latter part of the 20th Century but not yet in the 21st Century.

When asked the cost, Mr. Medlarz said he can accomplish this for less than \$40,000.

Mr. Morrow suggests the city manager obtain the facts and figures for it to be discussed at a later workshop. Mr. Medlarz said this is a lot of work that he and Electric Superintendent Rick Carmean have already done. He reported that they have

had numerous meetings with the original phone system provider. He now has a good work scope so he will contact another firm and get a second price.

Mr. Grier made a motion to get the additional price to bring back to council, seconded by Mr. Pikus.

Mr. Morrow then asked if Mr. Medlarz moves Katrina White to customer service, who would be at the front desk of city hall; Mr. Medlarz said at this point, because council gave him some authority to move people around, he would put Christine Crouch out front.

Council expressed a need for someone to be at the front desk to prevent people from walking into what would appear as an empty building with no one to greet or help them.

Mr. Starling asked if someone else would be hired to replace Ms. White at city hall; Mr. Medlarz said that is completely contrary to what he has said in the last forty-five minutes. That would create another inefficiency and he is trying to do away with inefficiencies. He said that Ms. Crouch could move up front so she is not sitting in the hallway. She would occupy the front desk because we only have a few people come in during a day. The only people that come into city hall are those requesting a building permit. He said there will be no mad rush at city hall.

Mr. Pikus asked if Ms. Crouch will be able to do her work at the front desk because he knows she handles several duties. Mr. Medlarz pointed out she is sitting in a hallway. Mr. Pikus agreed but noted that she has sufficient room for her computers, printers and a number of other things she uses.

Mr. Medlarz said if Mr. Pikus really wants to engage in the full scope of micro-managing, then let's get it done. Mr. Pikus said he only asked a question; Mr. Medlarz said he is only giving Mr. Pikus an answer.

Mayor Shupe said there is motion on the floor to obtain costs.

Motion carried.

Milford Public Library/Parking Overflow/Designation of Site/Executive Director Kay Hudson

Mayor Shupe asked if council would consider amending the agenda and moving up the library item to prevent the Library Director and Board Member from waiting any longer.

Mr. Burk moved to amend the agenda to address the library parking item at this time, seconded by Mr. Mergner. Motion carried.

Mr. Medlarz referred to his report which stated that in 2008, the PNC Bank Corporation and Milford Public Library had executed a Revocable License Agreement for a shared parking lot lease arrangement on one of the three tax parcels owned by PNC. Subsequently, the library paid for improvements to the parcel.

The original lease terms were modified by PNC and Milford Library when the First Amendment to the Revocable License Agreement was exercised in July of 2010. In August of 2013, the City of Milford signed an Assignment and Assumption of Revocable License Agreement with PNC for the improved parcel in question. Since then, the library unintentionally let the lease lapse by not following the extension steps as outlined in the Amendment to the Revocable License Agreement. Library Director Kay Hudson has requested consideration of ten marked spaces in the yet-to-be-constructed parking lot on South Washington Street. That project is funded through Water SRF Funds and two options are being provided for consideration.

Director Hudson was present and responded by stating she never asked for ten marked spaces.

Mr. Medlarz said he must have misunderstood. However, if council would consider the two parking options presented, he would support providing some parking spaces for the library.

Director Hudson then explained that when the PNC Bank was sold to the city, the library was under the impression from PNC that the lot could still be used by the library. When customer service moved to the building, their staff began to park on this lot which was no problem. However, she pointed out it is the lot the library paved and leased for use as overflow parking when they had meetings, special events and for patrons in general.

Mrs. Hudson pointed out the library serves more than 500 people every day. Therefore, additional parking is needed above and beyond what is available on the library property. In addition, they have at least eight staff members working each day. The library staff was parking on this lot to provide available space for the public to use next to the building.

Once the city staff moved to the PNC building, they began parking there. She said on a normal day, it is not a problem. However, three weeks ago, they were having a very large event along with two other meetings. At that time, she went to customer service and requested as a friendly gesture, that we all, including the library staff, park around the tower so that the public could use that lot. That did occur and the parking lot was made available for the public that day.

Since that time, a meeting was held. They discussed how additional parking spaces would be eliminated behind the florist shop because the city was moving their water treatment plant to that location.

Mrs. Hudson asked if the library could work out an agreement with the city on the days the library was expecting a large number of people. She also asked if city staff could park somewhere else so that lot could be used for library patrons. Mr. Morrow confirmed Mrs. Hudson meant both the library and city staff park elsewhere; Mrs. Hudson stated yes adding that in the case of a large event, she was willing to call customer service and inform them in advance.

Mrs. Hudson explained they have three meeting rooms and the potential to have one hundred additional visitors as a result. She noted that if the people park in the two side lots, there would be no parking spaces for library patrons.

She said a lot of people feel that Milford Library is the foundation of downtown Milford. If this discourages people from going to library, the downtown Milford businesses could lose them as well.

The director recalled that in 1999, the big push was to put Milford Library in the downtown area to help with revitalization. Over the years, the number of people using the library has increased and parking has become a real problem which she hears from other people as well.

Mr. Medlarz said he is trying to provide some additional options. Mrs. Hudson said she appreciates that, but she did not request parking behind the Salvation Army as Mr. Medlarz stated. She recalled the city manager mentioning that would provide some additional spaces for the library. For safety and security reasons, she does not want her staff parking there. She asked why the city parking lot behind city hall can't be used by the customer service staff.

Mr. Medlarz then asked if the library director is disputing the other facts; she stated no but reemphasized that she did not request any parking spaces behind the Salvation Army and is not in favor of that. She understands it will provide extra parking for large events and noted that in July, their Music in the Parks program starts. That event brings in approximately 200 people to the downtown area each night.

Mr. Brooks feels there is a need to work with the library on this issue. Mr. Medlarz said that is why he brought it before council. Mr. Brooks wants a plan that will work for them; Mr. Pikus agreed.

Mr. Mergner said what Mrs. Hudson has stated involves a bigger concern about downtown Milford and the lack of parking in the area. He feels it is a deterrent for visitors to some potential businesses. Mr. Brooks is aware of the problem noting that he goes downtown on Wednesdays and has to park in the lot adjacent to the skating rink.

Mr. Mergner agreed noting that he wants to go to Dolce but there is never any parking in the area. As a result, he does not go there even though he wants to support the local businesses. The lack of parking prevents him from doing that. He also agrees with Councilman Brooks that we need to do whatever we can to help the library. He, too, feels the library is an integral part of Milford and we need to encourage people to continue patronizing it.

Mr. Mergner stated that Mr. Medlarz has attempted to solve this problem, but he does not think the library director is in favor of the options presented. He would like it revisited and other options considered.

The city manager believes that this can be easily fixed but in light of the earlier discussion, he is afraid to make a few decisions. One decision council can support is to direct all city staff, including customer service staff, to park in the city hall parking lot.

Mr. Morrow said he does not want the city manager to take offense to something the council feels is appropriate. He noted that Mr. Medlarz is making innuendos toward council. He said we all work together in hopes of doing the best thing for the city. However, he is a little disturbed about these little jabs the city manager is making and stated this is about the third one since the first vote. He wants his statement to be made part of the record.

Mr. Medlarz agreed adding he is a little gun shy. Mr. Morrow responded by stating that someone that is gun shy does not say anything or very little, but in this case Mr. Medlarz is making jabs.

Mr. Brooks then asked the city manager how many employees work at customer service; Mr. Medlarz said eight or nine.

Mr. Brooks feels those eight or nine employees should be able to find eight or nine parking spaces somewhere else. He reemphasized the fact that we need to work with the library. Mr. Starling agrees that we need to work with Mrs. Hudson on her original proposal instead of coming up with a completely different plan.

Mrs. Hudson said she was willing to inform our staff of when that parking lot was needed to hopefully work this out.

Ms. Wilson said she definitely wants to work with the library but she does not want to create an inconvenience for our employees. She had to leave the meeting for a few minutes and is unsure if she missed something. Her intent is not to offend anyone. However, she feels our employees should also be considered and she does not want them to have to walk a long distance either. In addition, there may be someone with a disability that would prevent that. Inclement weather also needs to be considered. She feels that everyone must be considered which includes our employees as well.

Mr. Grier feels this is just a communication problem. He said that Mrs. Hudson has already stated that when there is an event at the library, she is willing to contact customer service and inform them of their need for those parking spots. In turn, we will accommodate the library by using another parking area on those dates. It does not sound very complicated to him and there appears to be a simple solution.

Mrs. Hudson agreed that is all she is asking for. She will simply contact customer service in advance of a big event to inform them that parking area is needed. Council agreed that is how it should be handled.

Mr. Medlarz then asked if any parking is wanted in addition to this. If council authorizes nothing, the plan will go down as shown with a few spaces by the basketball court and the balance being grass.

Mr. Brooks recalled former City Manager Carmean was planning more parking in this area of the downtown and believed it was across the street from the library. He feels we might want to act on that. Mr. Morrow said from the drawings presented, it appears there is sufficient room for another semicircle that could be used for parking on the opposite side. Mr. Medlarz said the whole thing could be made a parking lot though that was not the intent.

Mr. Brooks feels it would be advantageous for everyone if we created some additional parking. He said it has been needed for years. Mr. Mergner agrees there are problems during special events such as the farmers market. If this area could be used for parking, he agrees we should entertain that idea.

Mayor Shupe said there is a bigger concern regarding the lack of parking the downtown area. He feels that can be addressed through the downtown master plan while working with Library Director Hudson to ensure their needs are addressed in addition to the downtown businesses.

Mr. Pikus moved that the site of the old police department be reviewed for additional parking, that the city manager be

authorized to work with the library to address the lack of parking in the downtown and that he consult with the Muldrow group working on the downtown master plan and to return to council with a report. He agrees there are a number of areas that can be turned into parking areas. Motion seconded by Mr. Grier and carried.

Discussion/Facilities Maintenance

Mr. Medlarz said he has determined that the city spends \$45,000 for cleaning of our facilities which does not include the police department. This does not include any assistance in minor repairs or similar duties.

He noted that the cleaning contracts have all expired and if council chooses, a facilities' person could be hired. He feels it would not be difficult for a full-time person to handle these duties though it would not work for a part-time person. This person could also do other routine tasks not associated with janitorial services such as changing light bulbs, filters, cleaning gutters or any other task that may be needed.

The city manager asked this decision be made quickly because our cleaning contracts have either expired or will be expiring, our cleaners will be working on a month-by-month basis until council reviews the budget.

Mr. Brooks asked how many people clean the buildings now; Mr. Medlarz said two to three though a full-time person would clean all city facilities eight hours a day. He confirmed it would be less than the \$45,000 we are currently spending adding that is strictly labor costs because the city provides all supplies and equipment.

Mr. Pikus asked if this employee would become a city employee; Mr. Medlarz said we may want to hire a temp person to test them and prevent us from having to go through the hiring process.

Mr. Morrow said we need to consider the cost of insurance, liability and cleaning solutions. Mr. Medlarz said the temp agency would handle that; Mr. Morrow said there will also be a temp agency fee/mark-up. He questions whether it can be done cheaper in-house.

Mr. Mergner prefers seeing some type of comparison. He thinks it should be approached with different options and would prefer seeing something in writing before a decision is made. Council agrees it is a difficult decision to make without having the numbers.

The city manager envisions a \$15 an hour position with benefits. There would be some savings in comparison to the initial costs though we would gain additional services.

He will talk to Human Resources Manager Lisa Carmean and come back with some numbers. Mr. Medlarz will also inform our cleaning contractor that we will only extend their contract on a month-to-month basis.

He advised that presently, there are two different companies involved though each building has its own contract. There is a total of five buildings involved.

When asked the deadline of the contracts, Mr. Medlarz said the majority were signed in April with one signed in May.

Mayor Shupe confirmed the consensus is to pursue the options and costs and return to council with those numbers.

Introduction Ordinance 2015-05/Mispillion Street Partners/Conditional Use/Planned Unit Residential Development

City Manager Medlarz advised this application was withdrawn by the petitioner following the planning commission hearing.

Authorization/Fisher Avenue Pump Station Improvements

The city manager recalled discussing this at the last council meeting and he has since received the quotations.

He then reported the Fisher Avenue pump station was constructed in 1988 and the original pumps are still in place. One

pump is completely inoperable, one is in a compromised condition with only one fully functional. The original pumps have proven to be extremely resilient and are still being manufactured. We contacted the manufacturer Xylem Water Solutions USA and obtained a quotation of \$43,512 for two complete pumps and one motor. Kent County has Xylem pumps so he is familiar with the factory direct pricing. Xylem has extended the same arrangement to the City of Milford. In addition to the purchase, he is requesting installation assistance through the Kent County on-call contract, not to exceed \$20,000 in labor and miscellaneous parts on a time and material basis, at the County awarded rates.

Funding for the upgrades will be through the Sewer Fund Reserves. This project is part of the USDA-funded Sewer Upgrade Project with a city contribution of \$400,000 and the expenses can be rolled into the project if so approved.

The city manager's plan is for city staff to work with an on-call contractor unless the city solicitor states otherwise. Mr. Rutt stated it is good to have someone familiar with a specialty unit on call that knows what they are doing.

Mr. Medlarz said it is his intent to work with the on-call contractor using the same rates the county agreed to. Our staff would then work with them and a not-to-exceed price established. This is a cost effective approach to an undesirable problem according to the city manager.

He said even if we do not proceed with the overall sewer project, the city had committed \$400,000. The pump station must be upgraded and the pumps need repair. Therefore, it is Mr. Medlarz' recommendation to award the purchase order to Xylem for two new pumps and one motor and to retain the services of the on-call contractor not to exceed \$20,000.

Mr. Brooks moved to approve as stated by the city manager, seconded by Mr. Starling. Motion carried.

Authorization/Interim Water Supply Improvements Expense

City Manager Medlarz reported that early on Tuesday, April 21st, the city lost use of well 12 at the Seabury Avenue water plant. This caused the ground level reservoir to be low which was picked up by the SCADA system. Staff alerted the well drilling contractor A.C. Schultes who responded within 36 hours. The emergency repair was completed late on Friday, April 24 with the assistance of Milford's largest industries. The elevated storage tank levels were never below 70% of capacity and since the repair, all systems were working properly.

He noted that in December, he listed the city priorities for 2015 and number one was improvements to the water supply. It is essential for the city to keep focus on this issue until the South Washington Street and southeast water plants are completed. Full completion of these facilities is not expected for another fifteen months. In the interim council will have to consider a number of action items.

1. The failed motor from well 12 is at Hills Electric for a complete overhaul giving us a future spare for immediate deployment in case of another motor failure. We were advised that the motor windings were burnt and thrust bearings needed replacing. The cause of the failure cannot be determined exactly but the type of damage was not consistent with past failures indicating an installation issue. The cost to complete the rewinding of the motor, repair the bearings and delivery is \$1,964. Request council approval with funding from water fund reserves.

2. The city's largest water producers are wells 13 and 14. Both have identical column pipes and shafts. At the last meeting, council, in principal, approved the procurement of one new pump that will temporarily fit both applications. AC Schultes' pricing for the back-up bowl assembly is \$9,387 delivered. Request council approval with funding from water fund reserves. Spare motors for these wells are already on hand.

3. Council had previously approved funding for well 11R. The city has now obtained a DNREC permit for the drilling of that well. This well replaces well 11 because of its significant drop off in production. The screen material has arrived. However, we are still waiting on the shipping confirmation for the casing pipe. The drilling will start no later than May 18th. Once completed we will have to fund the tie-in into the raw water system and transfer of the pump unit. Request authorization to complete this work out of water fund reserves immediately to avoid any delays up to a not-to-exceed limit of \$17,500.

4. Council previously approved the purchase of a submersible well pump and motor for temporary installation in well 2 at South Washington Street. The well pump and motor are now installed and temporarily tied to the distribution system. The disinfection system is installed and the well is ready to be used in an emergency. Please note this only supplies 50% of the one of the largest producers and we are still exposed until the other plants are completed

The city manager was advised this morning that one of the motors for well pump 13 had failed due to a locked rotor. The majority of the time, that indicates a problem below. Fortunately, the city engineer reported that the unit is back in operation. According to Mr. Medlarz, he had to contact our large industries because we were in a situation where we may have needed their help by reducing operations. In the meantime, it worked out.

He said he exceeded his authority this afternoon by signing a purchase order related to item number 2 and the spare pump is on order. However, council has the authority to have the city manager cancel it.

He said council had, in principal, agreed we needed a spare pump.

Mr. Medlarz referenced item number one for the failed well pump well 12. He feels this is worthwhile and though we do not have a delivery date, believes it would be prudent to spend the \$1,964 to have a spare motor on hand.

He said item three is an update and recalled council authorizing the drilling for replacement well 11R. He does not feel today's situation would have been as critical had that been in place.

Mr. Pikus moved that \$1,964 be allocated from water fund reserves to pay for the rewinding of the motor, repair the bearings and delivery for well 12, seconded by Mr. Grier. Motion carried.

Mr. Pikus moved that \$9,387 be all allocated from water fund reserves for one spare pump, seconded by Mr. Burk. Motion carried.

Mr. Pikus moved that up to \$17,500 be allocated from water fund reserves to pay the cost of the tie-in into the raw water system and the transfer of the pump unit for well 11R, seconded by Mr. Brooks. Motion carried.

Approval/Fire Siren Relocation

Mr. Medlarz recalled that we are pursuing a change in elevation to the top of the water tower which would eliminate some of the sound wave reflections off the downtown buildings due to complaints from area residents and Downtown Milford. The current siren sits at a 65-foot level.

Southern Corrosion the city's maintenance company, has provided us with a quotation for the relocation of \$7,451. Electric Department Rick Carmean has agreed to assist with the power feed extension, control system relocation and pole removal. We will also need crane services to lift the siren to the top of the tower.

In order to accomplish the tasks, the city manager is requesting council approve the award to Southern Corrosion and an additional amount not to exceed allocation for \$3,500 for ancillary services and materials.

He said it will essentially cost the city approximately \$11,000 to complete this project. He reported that the Carlisle Fire Chief supports the project but is unwilling to use fire company funds. By relocating the siren to the top, the chief believes he may be able to eliminate the Marshall Street siren.

When Mr. Pikus asked if this was to be paid from water reserves, Mr. Medlarz said it was to be paid from general fund because this is not an enterprise fund-related project.

Mr. Burk moved for approval to allocate \$7,451 for Southern Corrosion to relocate the fire siren and a not-to-exceed \$3,500 to cover the costs for ancillary services and materials to be paid from general fund reserves, seconded by Ms. Wilson. Motion carried.

2015 Sewer Borrowing/Issuance of Bonds Timeline

City Manager Medlarz reminded council the latest letter of conditions has been issued by USDA and council authorized the mayor to sign the obligating documents. At this point, both phases of the sewer improvement projects are on the table. The total project is \$4 million of which the city contribution is \$400,000.

He believes the sewer impact fees will carry the debt service with a loan of both phase 1 and phase 11 funds, to a point where no rate increase is necessary. However, this still requires a referendum vote.

Council will need to determine the timeline though our commitment only comes into play once the bond document is prepared. Prior to that we can always back out.

He feels the timing is good which is the reason the city clerk and he put together the steps though council must decide whether to start now or in the near future. Mr. Medlarz pointed out we are not asking our citizens to shoulder any additional costs and feels it will be a successful referendum and advantageous to our residents and industrial customers.

Mr. Brooks moved to proceed with the sewer borrowing process as presented, seconded by Mr. Pikus. Motion carried.

Mr. Grier asked if when the voters go to the polls, the ballot will specifically state there will be no rate increase. Mr. Medlarz said the write up can include that.

City Solicitor Rutt suggests that language be included in the resolution stating there will be no rate increase. Mr. Pikus suggests it state 'no anticipated rate increase' to protect ourselves should something occur in the future. Mr. Medlarz feels the numbers are good based on five years of building permits during a downturn in the economy. Therefore, he is comfortable adding the language but the word anticipated seems more appropriate.

MONTHLY FINANCE REPORT

Through the ninth month of Fiscal Year 2014-2015 with 75% of the fiscal year having passed, 79% of revenues have been received and 73% of the operating budget expended.

Finance Chairman Pikus noted that we just received a reimbursement check from DelDOT for the Southeast Front Street project for \$325,000 which can be added to our general improvement funds.

Mr. Pikus moved to accept the March finance report, seconded by Mr. Morrow. Motion carried.

EXECUTIVE SESSION

Mr. Pikus moved to go into Executive Session reference below reasons, seconded by Mr. Grier:

Pursuant to 29 Del. C. §10004(b)(9) Personnel matters in which the names, competency and abilities of individual employees or students are discussed (New Employee)

Pursuant to 29 Del. C. §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation (Union Contract-Mediation Update)

Motion carried.

Mayor Shupe recessed the Council Meeting at 8:39 p.m. for the purpose of an Executive Session as permitted by Delaware's Freedom of Information Act.

RETURN TO OPEN SESSION

City Council returned to Open Session at 9:11 p.m.

New Employee

Mr. Pikus moved to authorize the city manager to continue negotiating a contract for a potential enterprise-funded position, in the city, seconded by Mr. Grier. Motion carried.

Union Contract-Mediation Update

Mr. Grier made a motion to reject the union contract offer as discussed in executive session and authorize the city manager to move forward with negotiations, seconded by Mr. Mergner. Motion carried.

ADJOURN

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

The Council Meeting adjourned at 9:14 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri K. Hudson". The signature is fluid and cursive, with a large initial "T" and "H".

Terri K. Hudson, MMC
City Clerk/Recorder