

MILFORD CITY COUNCIL
MINUTES OF MEETING
February 22, 2010

A Meeting of the Public Works Committee of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, February 22, 2010.

PRESIDING: Chairman Owen Brooks, Jr.

IN ATTENDANCE: Committee Members-Councilmen Michael Spillane and Jason Adkins

ALSO: City Manager David Baird and City Clerk Terri Hudson

Chairman Owen Brooks called the Committee Meeting to order at 6:03 p.m. and turned the meeting over to City Manager David Baird. The City Manager said he requested the meeting to provide committee members with an overview of ongoing projects in the city.

Public Works Director Brad Dennehy and City Engineer Mark Mallamo were also present.

Mr. Baird explained the update will provide information on the status of these projects both physically and financially. Many of these capital projects are ready to begin and he feels the committee needs to be regularly updated on the various steps. A number of contracts will be presented throughout the process which will keep the committee informed. They can then provide some direction for the final recommendations to city council.

Water Projects

He then referred to the water project breakdown (see attached).

The city manager noted that those projects shown on the gray shaded areas, and in particular, the Washington Street Water Plant Project, will not move forward at this time. There was an effort to combine the projects from a financial standpoint though it was slowing the process on the other two. There are also some financial issues that need to be addressed from a borrowing standpoint. That is why the three projects are being separated and the well and tank project and tank rehab project will proceed. Because the need still exists, the intent is not to eliminate the Washington Street water plant project but to allow the other two to move forward.

He reported the well and tank project (Southeast Milford) and tank rehab project total \$5.78 million. Previously approved was a borrowing authorization from the public for \$5 million and funding commitments from USDA for water projects totaling \$8.56 million. With the funding in place for those two projects, they will move forward. Easement negotiations are underway for some of the water lines for the well and tank project. Locations are also being identified for test wells for the permanent drinking wells and a location for the treatment plant and the tower.

Mr. Baird explained that currently the water tower is planned on the west side of Route 1 in the area of the Nelson Hall property. The water treatment facility and new wells will be located on the east side of Route 1 on either the Dugan property or the Innovation Park site. Water capacity is needed on the east side of Route 1 and this is the most cost effective way of moving forward.

The city manager then asked City Engineer Mark Mallamo to discuss the tank rehab project. Mr. Mallamo recalled the previous work done by Mumford-Bjorkman Associates who inspected the inside and outside of Milford's three water tanks and made recommendations. He explained the plan was to follow their recommendation and begin some maintenance such as painting at the Tenth Street tank in the dry zones and possibly jet clean the bottom of the bowl on the Caulk Tower.

Mr. Mallamo explained that a tank cannot be taken out of service at this time, so the wet zones are unable to be done because of capacity issues needed for fire backup and pressure. Once the proposed tank is placed on line, those wet areas

can be addressed. Mr. Mallamo is hoping for a ten to fifteen-year maintenance interval on paint if we achieve good paint services and good results.

He advised they are considering using Mumford-Bjorkman Associates to provide some additional guidance to get some specifications together and provide some additional inspection services for the rehabilitation. They have certified paint inspectors and divers that can go into the tank on a regular basis. They believe that is the most economical way to handle it.

Mr. Mallamo noted there are tank service companies that want to come in with long term maintenance contracts. Typically, those contracts are somewhat front loaded with spaced out payments over a five, ten, etc., year contract (depending on the contract). He feels financially, the city will benefit by managing it in house though experts will also be needed.

Mr. Baird stated the proposal from Mumford-Bjorkman is expected in the next thirty to forty-five days. He will provide that proposal to this committee before it is presented to city council.

He also recalled the contract awarded to DBF on the well and tank project noting that work continues with that firm.

He then asked the committee to acknowledge the fact we are separating the Washington Street Tank Project for financing purposes.

When questioned about the Caulk and Tenth Street maintenance, City Engineer Mallamo confirmed that no work will be done on the wet zone, however, minimal work can be done inside though the tank needs to remain on line. Painting on the outside will also be done. Additional storage capacity with the new tank is needed before the tanks can be drained and the work completed on the inside. They are not total-failed though work is needed and must be added to the schedule.

When asked for the estimated time frame for construction of the new tank, Mr. Baird said the new plant and treatment plant on the southeast side of town will take eighteen months from the time the work begins with the design and permitting. He added it could also slightly vary depending on the availability of the steel.

The Dugan property was confirmed to be the Red Cedar Farm property.

The city manager then explained the current water line goes as far south as Hearthstone Manor. The connection point will be from the tower or treatment plant to our system to tie back into that. He added that it will most likely be fed back through one of the subdivisions in place.

Mr. Baird asked for the committee's support to proceed as scheduled and separate the Washington Street water plant from the other projects. The committee complied.

Mr. Brooks asked if the Washington Street project was included in the bond referendum; Mr. Baird explained the referendum was for water improvements in general and could have qualified. However, there is only \$5 million available to borrow which will be utilized with the well and tank project along with the rehab projects for the existing tanks. Any additional money for the Washington Street water plant will have to be requested from the public.

Mr. Spillane asked how the new tank planned for southeast Milford will affect the new residential subdivision that is unable to tie into our current system because of an ongoing law suit.

Mr. Baird stated there will be no impact because that is only a sewer connection between two properties. Overall, this will be an improvement for that area, whether developed or undeveloped.

Sewer Projects

PROJECT

Estimated Amount

North Front Street Sewer Replacement (In Progress)	\$1,301,872.00
Inflow & Infiltration Study Phase 1 (Completed)	\$68,800.00
Inflow & Infiltration Study Phase 2 (Completed)	\$152,400.00
Inflow & Infiltration Study Phase 3 (Proposed)	\$291,500.00
Total	\$1,814,572.00
Borrowing Authorization	\$4,500,000
DNREC SRF Funding (2.0% for 20 years)	\$1,301,872
City Funded (Bonds and/or Reserves)	\$3,198,128

Mr. Baird explained that on the sewer projects, the North Front Street Sewer Replacement is underway and bonds have been issued from the DNREC-SRF Program in the amount of \$1.3 million. They have also completed the first two phases of the I&I study which is slightly more than \$200,000. A proposed Phase 3 of the I&I study will address some of the final engineering and specific projects targeted and move us into the construction phase. A proposal from URS has been received to review that and is being built off the first two phases. Presently, a time has been requested to get more specifics about the URS proposal while attempting to negotiate a fee. He said he will bring a plan before this committee based on the surveying, sanitary sewer evaluations, map and camera work to show specific projects needed to address the I&I project. In that manner, the committee will recommend the city move forward with those specific projects. Additional engineering is also needed and once that is received, the committee can forward the matter to city council.

Mr. Mallamo explained that the study to date has identified problem regions though the actual problems have not been determined. They began by looking at the entire city and at the sewer system areas shown on the map (see attached). Additional studies are now needed, including camera work, smoke testing and visual inspections, to determine the cause of the higher flow rate. We have identified zones that have flow in excess of normal rates and once the problem is identified, it can be fixed. Until that point, it is only a guess.

The city engineer explained that once it is determined, bid packages will be prepared to make the repairs. URS who are the consultants on this project, have a great deal of experience in these repairs and will make the proper recommendations once the video and other services confirm the source of the problem.

Mr. Mallamo reported there is a three-block area around the hospital that was identified as a high flow area particularly during the middle of the night. Typically, the flows are very low during that time period. Another area identified is Masten Circle in the area of LD Caulk West.

He referred to the map pointing out the areas of Walnut Street, Washington Street, the hospital, Southeast Second and Southeast Front Street down Fisher Avenue to the pump station identified as high flow areas. Those areas will be the focus of smoke testing and camera work to determine what is occurring.

Mr. Mallamo verified the study included the setup of rain gauges and a comparison to the flows to determine if there was a corresponding increase after a rain event.

Mr. Brooks asked about Northeast Front Street noting that was identified in the past as a problem area. Mr. Mallamo said that area was expected to be a problem area but was videoed in Phase One but found to be in good shape. Mr. Brooks recalled our former engineer Hans Medlarz felt the area behind the Fisher pumping station being a problem. Mr. Mallamo agreed there are flows coming into the Fisher Avenue region but by the time it gets to Front Street and Pump Station 7, nothing was identifiable.

Mr. Baird added that this needs to be evaluated before any street construction begins. This would allow any sewer work to be completed before the improvements are done to Southeast Second and Southeast Front Streets.

Mr. Mallamo also advised a GIS map was developed in Phase Two that will allow the future growth of the system to be managed. There is a lot of data on the map that was previously inaccessible and is now readily available. Someone can click on a manhole and the inspection information will pop up and applicable information including maintenance records.

Mr. Baird explained that once the details of the proposal are worked out with URS, they will be asked to make a presentation to the committee or to city council on what is expected of I&I study. It was confirmed that all the information from previous studies were provided to URS.

Mr. Mallamo said there were still some questions from the previous study where problems were identified but no clear documentation found on the repairs. Several were checked that were found to have been repaired but additional information was needed to confirm what was done. This will be included in Phase Three.

He feels that if the problems are identified and repaired, the payback for the studies and construction costs should involve a relatively short period though it is difficult to say exactly how long at this point.

Mr. Baird said that since July 1st, the city has spent more than \$600,000 in I&I costs to Kent County which is partially due to this being an exceptionally wet year.

The city manager referenced the \$4.5 million borrowing authorization adding that to date, we have only obligated \$1.3 million. Therefore, there is still room for engineering work and repairs to the sewer system.

He reiterated the next step is to work this out with URS and have them come in to make a presentation.

Electric Project

PROJECT	Estimated Amount
Substation/Transmission/Distribution	\$8,500,000.00
Total	\$8,500,000.00
Borrowing Authorization	\$5,000,000.00
Electric Reserves	\$3,500,000.

Mr. Baird recalled councils' action at the last meeting to approve the construction agreement with Delmarva Power for the electric system improvements. He noted the \$8.5 million budget for electric improvements for the substation, transmission and distribution costs. There is a \$5 million borrowing authorization and \$3.5 million in electric reserves that will be used.

Discussions have begun with property owners on land acquisition for the south Milford ring bus in the area of the Solid Waste Authority Transfer Station and a site for the substation closer to town.

The city manager pointed out the snow has slowed things down because the surveyors have been unable to do their work. They hope to begin again next week and will proceed with property acquisitions to be brought back before city council.

The formal design of the substation can then be done with work being pretty rigorously over the next three months.

He added the city is very fortunate our system held up the past couple of weeks which is the result of improvements made in the past which has improved reliability and service.

Street Projects

PROJECT	Estimated Amount
N.E. Front Street Streetscaping	\$1,747,951.00
S.E. Front Street	\$1,369,208.00
Miscellaneous Street Paving (City Wide-Annual Maintenance Program)	\$125,000.00
Miscellaneous Sidewalk Repairs (City Wide-Annual Maintenance Program)	\$125,000.00
Total	\$3,367,159.00

Available Funds

State Community Redevelopment Fund Grant (N.E. Front Street)	\$250,000
City Match for State Community Redevelopment Fund Grant (N.E. Front Street)	\$375,000
Del DOT Funds (S.E. Front Street)	\$894,208
Total Available Funds	\$1,519,208
Total Shortfall	\$1,847,951

Mr. Baird advised there are two main projects underway or in the planning phase. One is Northeast Front Street Streetscaping Project and Southeast Front Street which is part of the DELDOT improvements. He said the goal is not only for miscellaneous street paving but sidewalk repairs as well.

The total estimated cost of projects is almost \$3.4 million with the Northeast Front Street Streetscaping Project at \$1.75 million and Southeast Front Street just under \$1.4 million.

The city manager advised that funding is in place of \$1.5 million though that leaves a shortfall of \$1.85 million. He said we do have \$450,000 in our municipal street aid fund though no funding was received this current year. Only two-thirds of last year's allocation is included in the governor's budget for the upcoming year. Either way, there will be significant reductions in our municipal street aid situation.

He noted the high demand for street repairs with many the result of the effects of the freezing and thawing. Those streets were being postponed may need to have the work done now.

The city manager continued by saying we are trying to take advantage of the state putting forward \$894,000 for paving and ADA access at curves and intersections on Southeast Front Street. Recognizing the need for sidewalk improvements from Walnut or Washington Street to Rehoboth Boulevard, the plan is to replace everything needing repair. Some of those numbers were presented in the past and it appears it can be done for approximately \$400,000 to 500,000.

He added that while we are doing this work, the sewer work needs to be considered. We already proposed to do some water line expansions to get them out of the pavement on some of the side streets including Fisher, Charles, Columbia and McColley. Water lines will be extended outside of the pavement so those improvements are already made and when we do have future water connections, Southeast Front Street will not have to be torn up again. In addition, a lot of money will be spent replacing sidewalks and curbing in this area. One of the reasons it is in bad shape is because of the parking situation on some of those streets.

Sudler Lofland of 6 Columbia Street was present to advocate the creation of a no parking zone on either side of the street from Charles Street to Montgomery Street. He explained this involves a seven-block area which is very narrow. It is a two-way street and is too narrow to have two-way parking and travel. The cars parking along that street are jumping the curb and parking partially on the sidewalk. He did a seven-block survey and found there was one property that did not have either a back area or driveway for parking. That was an abandoned store next to 600 Southeast Front Street. He believes that is the only property that would be inconvenienced by having no parking in that area.

Mr. Lofland is also requesting that the city try to incorporate a bike trail from the trail head at the park out to Route 1. He is referencing Business Route 1 right now though he would like it incorporated all the way to State Route 1.

He noted that in this month's Delaware magazine, Milford and its park system is highlighted which is a draw for people. He complimented the city on developing the Goat Island section which he feels will be very lovely.

Mr. Brooks said that he often travels that area and there are only certain sections where vehicles park. However, he agrees they repeatedly park over the curb on the sidewalks.

Mr. Baird advised that City Planner Gary Norris just informed him that he will be working with Parks and Recreation Gary Norris to create an overall trail/bike path and master plan which was just funded.

Mr. Lofland added if Milford can extend their bike trail to Route 1, we could easily advocate the extension all the way

to Slaughter Beach. It would be something that tourism and Downtown Milford could promote. The city manager reported their ultimate goal is to connect from Abbotts Mill to Slaughter Beach.

Mr. Spillane expressed some concern about the city funding sidewalk repairs and believes it should be the responsibility of the property owners. He feels making them responsible for payment of the repairs would help alleviate parking on the curbing and sidewalks which is creating a lot of the damage. However, if it were made a no parking street, he would support the city repairing the sidewalks if that eliminated parking on the sidewalks.

Mr. Spillane is very much in favor of the bicycle path and agrees with Mr. Lofland it would promote tourism.

Mr. Brooks then commented that a lot of the sidewalks are brick and have been there since the 1800's.

Mr. Baird said the funding situation for the sidewalk repairs will need to be considered. The city will have to get creative on this project in order to move forward. He expects it may cost approximately \$200,000 which is hard pressed to come by right now.

Mr. Spillane reiterated that he will support it if prevents any future parking on the sidewalks. Mr. Brooks agreed with the no parking request.

Mr. Baird recalled the previous discussions of relocating overhead utilities underground for that section of road though it was not promoted because of the costs involved. He agrees that from a visual impact, it will benefit the area though it will be very costly. He asked the committee if that is something they want to consider and reminded them of the impact to the downtown area when it was done a few years ago. He noted that any new construction is required to have underground utilities installed. The city manager added that when construction begins, there may be some water improvements and also some extensive sewer work depending on what is found during the evaluation.

Mr. Brooks remembered Mr. Baird providing an extremely large number just for telephone utilities. Mr. Baird said that number has gone down on the Northeast Front Street side though the cost is still large. The total overhead utility relocation on the Northeast Front Street side is over a half million dollars. Mr. Spillane agreed it will improve the look but as important will provide the ability to have continued service during storms and related events after being placed underground. He added this does provide the opportunity noting the city will be here forever. Therefore, long term, the cost may be worth it.

Mr. Baird asked for a consensus of whether to consider that as part of the option; the committee agreed it should be added.

Mr. Baird explained it will be an added option for the engineers to consider. He said if it is not done now, it may be another thirty to fifty years before another opportunity may arise.

Mr. Brooks suggested the work be done from Northeast Front and up and mirrored on Southeast Front Street. He also agrees with Mr. Spillane that there would be less utility outages and other problems if it were underground.

Irvin Ambrose of 210 Southeast Front Street said he is speaking from two different perspectives, one being Vice President of Downtown Milford, Incorporated. He said that one of the things they are planning to do in the near future is to purchase and mount signs through a grant, which will direct people to the downtown area. In speaking with people throughout the area, many are not familiar with Milford and only travel through on the way to the beach. The downtown group is trying to get people off the highways and into town. He believes having a really nice way to direct them in would help and feels that Southeast Front Street would be ideal.

He added their southeast homeowner's group has worked with the city manager and code officials to target this area and are actually beginning to see some improvements.

Mr. Ambrose finds the concept of coming off Route 1 with a monument sign directing visitors to take this exit to

downtown Milford is very appropriate. He agrees with Mr. Spillane this is a long term project and we need to move forward by making these investments now for the future.

Aesthetically, he sees a big difference coming in from Route 113 down Northwest Front Street into town because of the period type street lighting that was added and no overhead wires. He noted the portions of Southeast Front Street that are part of the three historic districts and the shipbuilding area. He added that the state of the art library being built will also enhance his suggested route when coming into town.

Mr. Ambrose then asked Mr. Baird to consider painting the back end of the Washington Street water treatment plant facility and believes that would greatly enhance the riverwalk and park areas.

He concluded by encouraging the committee to consider making Southeast Front Street a gateway into the downtown area.

Mr. Spillane agrees it would be a good way to bring people into town and by removing the parking as was previously discussed would also be an asset.

Mr. Baird then addressed the Northeast Front Street Streetscaping Project and the money needed for the project. He said he is concerned about discussing the expansion of the Southeast Second Street Project that we do not have enough money for now.

He agrees both roads coming into town are critical to Milford's future and a decision should be made on their priority.

He then asked Public Works Director Dennehy to share his thoughts on the sidewalks.

Mr. Dennehy said he does not disagree with Mr. Spillane that the homeowners should be responsible for the sidewalks. However, in his experience in building inspection and code enforcement, he is aware that the residents are not maintaining their sidewalks. Since he has worked for the city, he has not seen anyone voluntarily take care of an existing sidewalk. He and his wife walk their baby in a carriage and he constantly hears complaints about the condition of the sidewalks.

In his opinion, this is a low priority on a person's repair list and very seldom hears anyone say they need to repair their sidewalk. He agrees the city needs to be creative on how to deal with it.

Mr. Dennehy personally feels the city needs to take care of it and believes we have the personnel to do it. He said we can contract it out and get better rates, but the question is how to pay for it. He asked if we should consider levying a sidewalk fee though that is a political issue. He offered to do some research to obtain some numbers on what it should be. However, he, as a homeowner in Milford, is very willing to pay an extra \$10 a year to ensure his sidewalk would be prioritized and eventually replaced.

The public works director does not think that people should be responsible and have to pay for it.

He walks down Lakeview which is a very nice street, but on any street, there are broken sidewalks, tree issues and problems with the brick sidewalks. However, the bottom line is they are not being taken care of. He is unsure how it should be handled and is unsure if fines being assessed would be the answer.

Mr. Dennehy feels the city should take them over though a lot more debate is needed.

Mr. Spillane understands but does not feel that is the answer to encouraging people to maintain their sidewalks. He liked the idea of a sidewalk fund which homeowners could borrow money from if repairs were needed. If people would then follow up and take care of their sidewalks, then some of the money being paid back could be discounted. Or if the sidewalk lasted ten years and did not need any additional repairs, it may not have to be paid back at all. He emphasized the need for the property owners to continue ownership and if not, we will continue to have vehicles parked on the

sidewalks and other damage.

Mr. Baird said this is why we need to rely on the public works committee and ultimately city council to make some of these decisions in order to move forward. He added that he, along with Mr. Dennehy and Mr. Mallamo want to have regular meetings with the public works committee for future feedback and direction.

Mr. Spillane recalled earlier discussions about some projects and noted that the maintenance project on the water tower has been given to a specific contractor. He expressed concern that these projects are not be publicly bid which is necessary to get the best prices and to ensure we are using taxpayers money in the best possible manner.

Mr. Baird explained that some of the preliminary numbers received from them prompted them to look further. Mr. Spillane asked the projects continue to be bid.

Mr. Baird will schedule the next meeting with Chairman Brooks and arrange some future meetings on a regular basis.

With no further business, Chairman Brooks adjourned the meeting at 7:03 p.m.

Respectfully submitted,



Terri K. Hudson, CMC
City Clerk/Recorder

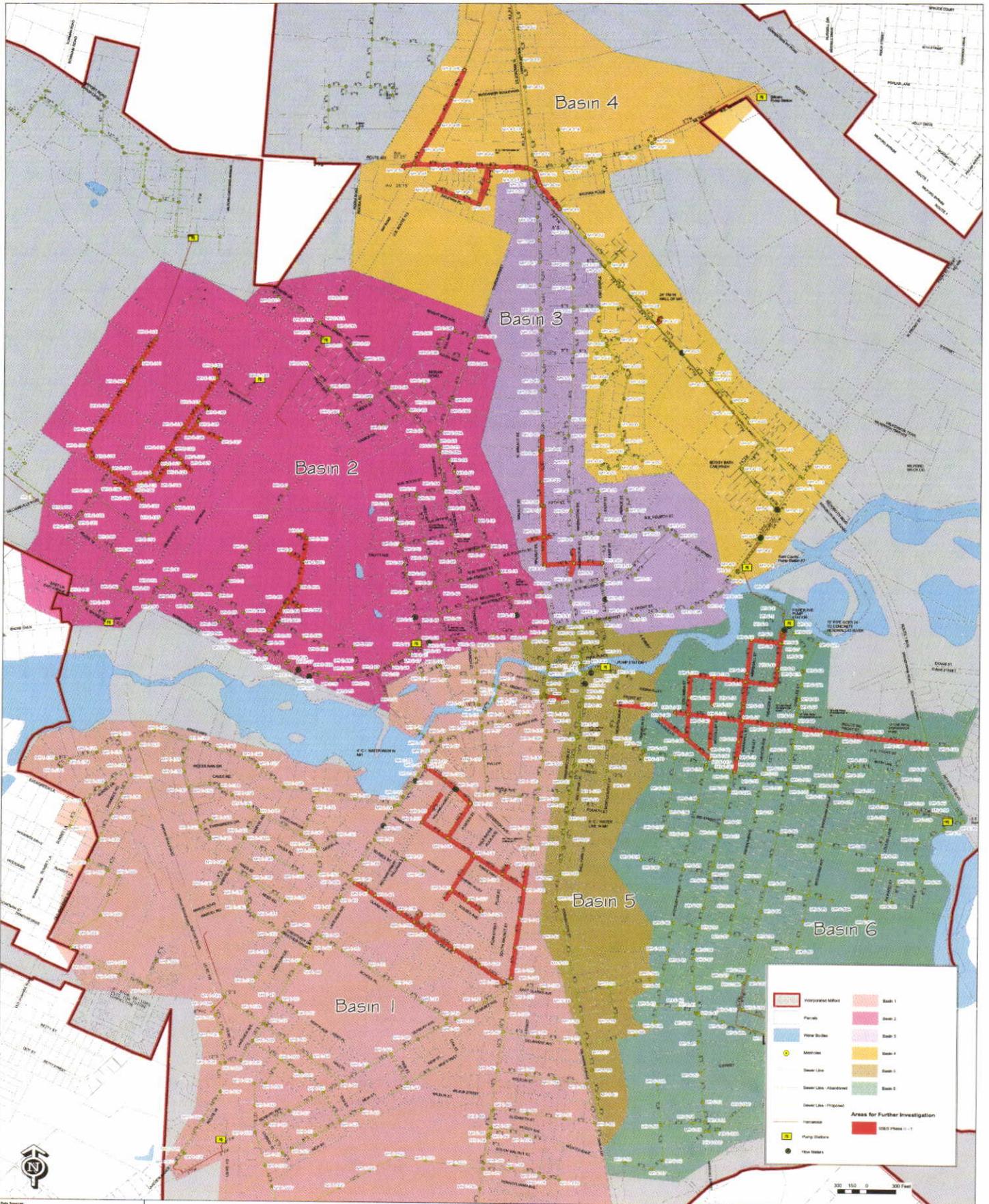
Attachments:

Water Project Breakdown
Sanitary Sewer Project Map

MILFORD WATER PROJECTS BREAKDOWN CITY OF MILFORD February 22, 2010					
Description	Well & Tank Project	Tank Rehab. Project	Total USDA Combined Water Appl.	Wast. - Street Water Plant USDA Appl.	Total of Milford Water Projects
Prelim. Eng.	\$12,000.00	\$8,500.00	\$20,500.00	\$19,000.00	\$39,500.00
Design	\$153,500.00	\$46,350.00	\$199,850.00	\$148,050.00	\$344,850.00
Bid Coord.	\$6,800.00	\$6,800.00	\$13,600.00	\$8,800.00	\$20,400.00
Contract Admin	\$63,400.00	\$16,500.00	\$79,900.00	\$31,500.00	\$111,400.00
Const. Inspection Est.	\$117,000.00	\$28,000.00	\$145,000.00	\$52,000.00	\$197,000.00
Eng. Sub-Total	\$352,700.00	\$104,150.00	\$456,850.00	\$253,300.00	\$710,150.00
Addl. Services					
Survey	\$12,500.00	\$6,500.00	\$19,000.00	\$12,500.00	\$31,500.00
Geotechnical Est.	\$10,500.00		\$10,500.00	\$6,500.00	\$17,000.00
Test Well Installation	\$29,500.00		\$29,500.00	\$29,500.00	\$59,000.00
Full Time Plant Insp. Services Est.	\$49,500.00	\$55,000.00	\$104,500.00		\$104,500.00
Aerial Mapping	\$168,000.00		\$168,000.00		\$168,000.00
Water Sys. Mapping	\$135,000.00		\$135,000.00		\$135,000.00
Water Modeling	\$42,000.00		\$42,000.00		\$42,000.00
Engineering Total	\$799,700.00	\$165,650.00	\$965,350.00	\$391,800.00	\$1,267,150.00
Legal Est.	\$10,000.00	\$10,000.00	\$20,000.00	\$27,600.00	\$47,600.00
Interim Financing Estimate	\$164,000.00	\$47,000.00	\$211,000.00	\$88,000.00	\$297,000.00
Const. Est.	\$2,968,000.00	\$898,100.00	\$3,866,100.00	\$1,647,400.00	\$5,533,500.00
Mobilization	\$89,640.00	\$26,943.00	\$116,583.00	\$49,422.00	\$166,005.00
Contingency	\$448,200.00	\$134,715.00	\$582,915.00	\$347,110.00	\$830,025.00
Grand Total	\$4,499,540.00	\$1,282,408.00	\$5,781,948.00	\$2,359,412.00	\$8,141,360.00

Borrowing Authorization \$5,000,000

USDA Funding (2.625 % for 40 yrs) \$8,560,000



Date: 08/11/2011 Scale: 1" = 100'	
Date Prepared: 08/11/2011 Sheet Number: 1 of 1	Date Plotted: 08/11/2011 Sheet Number: 1 of 1

City of Milford Sanitary Sewer System
SSES Phase III - 1

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