

City of Milford



CITY COUNCIL AGENDA

April 10, 2017

Joseph Ronnie Rogers Council Chambers
Milford City Hall
201 South Walnut Street
Milford, Delaware

6:45 P.M.

View/Vactor and Solid Waste Trucks
(City Hall Front Driveway)

WORKSHOP-7:00 P.M.

Call to Order - Mayor Bryan Shupe

Strategic Planning Presentation
Feedback on Process
Next Steps

Adjourn

COUNCIL MEETING

Call to Order - Mayor Bryan Shupe

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Jefferson Awards Foundation/MHS/Santa's Workshop Grant Program

Proclamation 2017-09/Chamber of Commerce for Greater Milford Week

Proclamation 2017-10/National Service Recognition Day

Monthly Police Report

Monthly City Manager Report

Monthly Finance Report

Committee & Ward Reports

Communications & Correspondence

Unfinished Business

New Business

Certification/2017 City of Milford Voter Registration List

Introduction/Ordinance 2017-11/Amending Chapter 168/Peddling, Soliciting and Transient Merchants

DBF Proposals/Engineering Services*:

NE & NW Front Street Sanitary Sewer Rehabilitation Project #P0052A17.021

NE & NW Front Street Waterline Replacement Project #P0052A17.022

Shawnee Acres Sewage Pump Station Replacement Project #P0052A16.019

EXECUTIVE SESSION

Recess into Executive Session

{Pursuant to 29 Del. C. §10004(b)(4)} Collective Bargaining Matters

{Pursuant to 29 Del. C. §10004(b)(9)} Personnel Matters

Return to Open Session

IBEW Local Union 126 Matter

Personnel Matter-Police Chief Evaluation

Adjourn

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING;
NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.

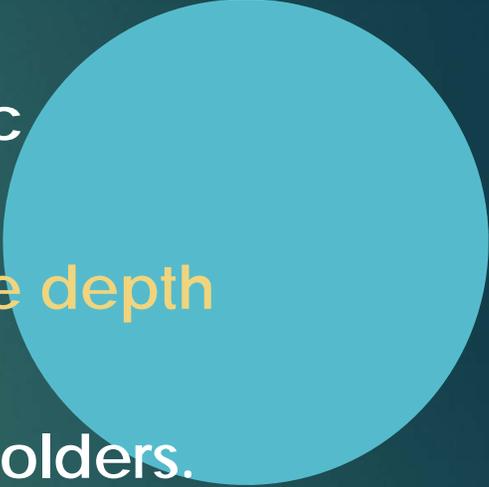


Strategic Planning: Overview, Options and Considerations

PRESENTED BY THE UNIVERSITY OF DELAWARE'S
INSTITUTE FOR PUBLIC ADMINISTRATION

Purpose of Presentation



- ▶ To share basic information about strategic planning processes and plans.
 - ▶ To give Council options to consider re: the depth and breadth of the ideal plan for Milford.
 - ▶ To review various ways to engage stakeholders.
 - ▶ To answer questions.
- 

What is Strategic Planning?



Strategic planning is a systematic process that identifies:

- ▶ why your local government exists,
 - ▶ who it serves,
 - ▶ what benefits will be derived from the services it provides, and
 - ▶ the vision your administration has regarding how citizens can best be served.
- 

What is a Strategic Plan?

A strategic plan serves as a blueprint for how a city will achieve its vision, mission, goals.

A strategic plan addresses four major questions:

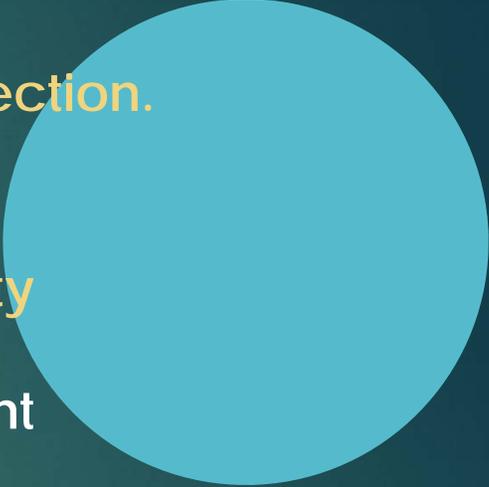
1. **Where are we now?**
2. Where do we want to be in the future?
3. **How will we get there?**
4. How do we measure our progress?

A Strategic Plan Will

- ▶ Clarify future direction.
- ▶ Establish priorities and align financial & human resources.
- ▶ Develop effective strategies toward desired goals.
- ▶ Provide a basis for more detailed planning.
- ▶ Explain priorities to others in order to inform, motivate & involve.
- ▶ Assist benchmarking & performance monitoring.

Benefits of Strategic Planning



- ▶ **Applies proactive planning toward a unified direction.**
 - ▶ Promotes inclusiveness, accountability and transparency.
 - ▶ **Builds and nurtures collaboration with community partners.**
 - ▶ Encourages effective policy making and efficient government planning.
 - ▶ **Improves the confidence of the citizens in the capability of city leaders.**
 - ▶ Used to guide budget decision-making and performance appraisals.
- 

Pre-Planning Considerations



- ▶ What does Council hope to gain from a strategic plan?
- ▶ How will the City of Milford use a strategic plan?
- ▶ Is there governing body and departmental support?
- ▶ Does Milford have the resources - personnel, financial, time, technology - to create a solid strategic plan?
- ▶ Who should be involved?

Components of Strategic Planning

Looking Outside

- *SWOT Analysis*
- *Environmental Scan*
- *Priority Issues*
- *Priority Themes*
- *Focus Areas*
- *Strategic Initiatives*
- *Strategic Issues*

Looking Within

- *Vision*
- *Mission*
- *Core Values*
- *Guiding Principles*

Looking Ahead

- *Goals – what result do we want?*
- *Objectives - what are the anticipated outcomes / deliverables?*
- *Action Plan – how are we going to do it?*
- *Monitor – how are we doing?*

What City of Milford Already Has



- ▶ **SWOT Analysis (Council & Mayor)**
 - ▶ City Charter
 - ▶ **Updated Comprehensive Plan**
 - ▶ Rivertown Rebirth Plan
 - ▶ **Planning for Complete Communities in Delaware
Summary Report to the City of Milford 2012**
- 

Given all these things, why does Milford need a Strategic Plan too?

- ▶ Strategic Plans bring all these other plans and analyses together into a single stream of consciousness.
- ▶ This plan would unite the different pieces outlined in the variety of plans into one plan.

Why is planning important right now?



❖ New Businesses

- ❖ Bay Heath Campus
- ❖ Nationwide Healthcare reuse of Milford Memorial Hospital Site

❖ Transition Planning

- ❖ City staff retirements
- ❖ Hiring for future priorities

❖ Budget Constraints

- ❖ Help in making the difficult budget decisions

Who Contributes to the Strategic Plan

Consider involving those who will:

- implement the plan,
- be affected by it*
- monitor implementation

Possible Stakeholders*

- landlords
- healthcare providers
- environmental groups, i.e., Abbotts Mill
- community groups, i.e., DMI
- mayor
- council,
- city staff
- school district
- legal counsel
- Chamber of Commerce
- political leaders
- developers, realtors, etc. residents
- small & large businesses

Participation Formats

- Interviews (individual and/or group)
- Meetings (in house and/or existing meetings)
- Surveys (paper and/or online)
- Community workshops (detailed explanation)
- Social media (website, Facebook, etc.)
- Also:
 - Sporting events (adults and children)
 - Farmer's market
 - Park concerts & other downtown events
 - School art contest (paint the future)



Q & A

Presented by
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STRATEGIC PLANNING PROCESS

SWOT ANALYSIS and/or **ENVIRONMENTAL SCAN**: *assess the internal and external environment by identifying strengths, weaknesses, opportunities and threats.*

CRITICAL ISSUES: *critical issues are the issues/priorities generated through the SWOT or Scan.*

- Identify critical/strategic issues
- Clarify critical/strategic issues by answering:
 - Are we doing the right things?
 - Are we doing things right?
 - What are we doing well?
 - What should we do differently?
 - What should we stop doing?
 - What should we do that we are not doing now?
- Prioritize if necessary.

VISION: *a brief statement of a possible and desirable future for the group.*

- Review, revise or reaffirm the vision statement.
- The vision is...
 - a guidepost.
 - a target that beckons.
 - a bridge from the present to the future.

STRATEGIC PLANNING PROCESS

MISSION: *is clear, understandable, attainable statement of purpose that is brief enough to remember.*

- Review, revise or reaffirm the mission statement.
- The mission statement...
 - reflects the fundamental reason for existing.
 - is broad enough to allow flexibility in implementation.
 - is narrow enough to provide focus.
 - guides decision making.
 - reflects the values, beliefs, philosophy and culture of the group.
 - energizes the group and serves as a rallying point.
 - is not bound by time.

GOALS: *set the direction of the organization and answer "where do we want to be?"*

- Create goals that are broad, general, long-range statements.
- Goals should...
 - be in harmony with your vision and mission statements.
 - reflect your strategic issues and priorities.
 - focus on a single issue.
 - provide a clear direction for action.
 - be long-range and unrestricted by time.
 - be kept to a minimum.

STRATEGIC PLANNING PROCESS

OBJECTIVES: *are expected accomplishments along the way to reaching a goal. Objectives emphasize the result of actions at the end of a specific time period.*

- Identify SMART objectives for each goal.
- Objectives should be SMART:
 - Smart
 - Measurable
 - Aggressive (but attainable)
 - Results-oriented
 - Time-bound

ACTION PLANS: *are the building blocks to fulfilling an objective.*

- Establish action plans for each objective.
- To develop an action plan for an objective:
 - Create a list of what needs to be done to fulfill the objective.
 - Put the list in order by time.
 - Decide who will do what, when, and how.
 - Assign a leader(s) or champion(s) to this plan.
 - Who is responsible for monitoring progress?
 - How will we know we've been successful?



"Be the **CHANGE** you
want to **SEE** in the **WORLD**."
--Gandhi



JEFFERSON
AWARDS
FOUNDATION

LEAD360 Awards Ceremony



City of Milford
April 10, 2017



The LEAD360 Challenge, an initiative of the Jefferson Awards Foundation, is one of the largest youth service contests in America. The Challenge taps into the energy and idealism of young people, encouraging and facilitating them to share their stories of service with millions.



LEAD360 will become the platform that powers youth service ideas:
to realize their vision, act as the megaphone for their voices, and empower them and the country to **ACT** with
MAXIMUM IMPACT.



To date LEAD360 has seen:

- ✓ More than 6,500 projects and BIG IDEAS
- ✓ Engaged 1 Million young people
- ✓ Worked with over 40 National Partners
- ✓ More than 1 Million impressions on Twitter and Instagram
- ✓ Impacted more than 12 Million lives





Congratulations!



3B Braes Brown Bags-
Braeden Mannering

9,000 Lives Impacted
700 Hours Generated
550 People Activated

The Inspiring Project-
Chase Marvil

91,000 Lives Impacted
2,000 Hours Generated
2,000 People Activated

LEAD 360



This year we had 7 Mayors in Delaware commit to host and promote the LEAD360 Challenge in their city.

City of Dover: Mayor Robin Christiansen

Town of Georgetown: Mayor Bill West

City of Lewes: Mayor Ted Becker

City of Milford : Mayor Bryan Shupe

City of Newark: Mayor Polly Sierer

City of Seaford: Mayor David Genshaw

City of Wilmington: Mayor Mike Purzycki





2016-2017 State of Delaware Phase 1 Results

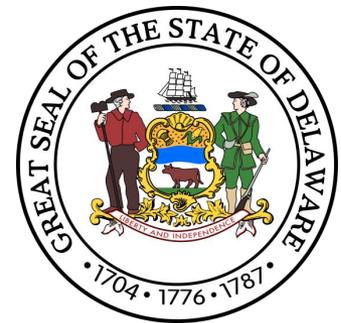
104 Projects

16,619 Volunteers

39,829 Volunteer Hours

150,014 Lives Impacted

Over \$938,000 Financial Impact



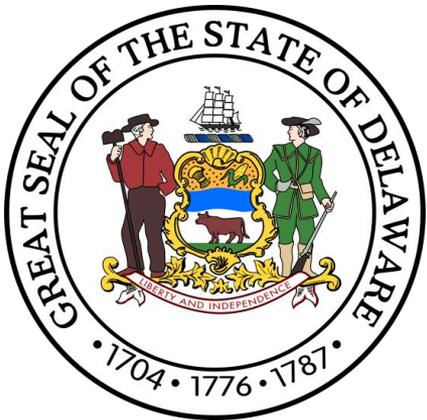


2016-2017 State of Delaware Phase 2 Results

16 Activation Projects Completed
Delaware LEAD360 Impacted Lives 7,455

=

Over \$49,000 Value





Greater Milford Boys & Girls Club

Hope for Haiti Donation Drive





Lake Forest High School Interact Club

Project Hope





Lake Forest High School JDG

Salvation Army Red Kettle



LEAD 360

Mayor's Top Project



Milford High School JDG

Santa's Workshop Grant Program





City of Milford Phase 1 Results

5 Projects

281 Volunteers

2,223 Volunteer Hours

870 Lives Impacted

Over \$52,000 Financial Impact





Thank you for participating!

- University of Delaware Parking Services
- MOT Charter 2nd & 3rd Grades
- Braeden Mannering
- St. George's High School
- Greater Newark Boys & Girls Club
- Western Sussex Boys & Girls Club
- Martina Duffy
- Nor Enterprises
- Laverty Lane Housing
- Seaford High School JDG
- Delmarva Christian School
- William Henry Middle School Stars Program
- Delaware SIA Student Leaders



2016 Phase 2 Delaware Winners! Congratulations!

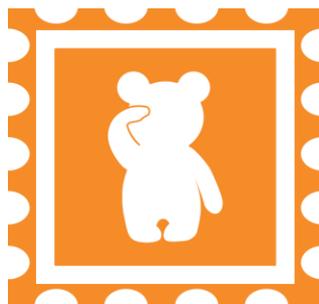


Score on Hunger



UD Parking Services

3,289 lbs of food = **\$11,487**
Financial Value



Teddy-Grams For Troops



William Henry Middle School Stars
Program

155 stuffed animals = **\$2,325**
Financial Value



Survivor Packs



Seaford High School JDG

61 packs = **\$915** Financial
Value



Art Carts

Health & Wellness

Emma Stumpf



Over the course of an entire year, we will track the collective impact of these projects all over the country.

Emma Stumpf

**Health &
Wellness**

**Emma's
Art Cart**

We invite individuals, organizations, schools, companies, and communities to participate in LEAD360! Jefferson Awards will be given to those who make the biggest impact.



"Be the **CHANGE** you
want to **SEE** in the **WORLD**."
--Gandhi



**JEFFERSON
AWARDS
FOUNDATION**

LEAD360

**Thank you to all of our participants,
and to Mayor Shupe for supporting the Challenge.**

City of Milford



PROCLAMATION

2017-09

Chamber of Commerce for Greater Milford Week

Whereas, the Chamber of Commerce for Greater Milford, Incorporated has contributed to the civic, industrial, commercial, educational, agricultural, social and quality of life interests in our community since its founding in 1989; and

Whereas, the Chamber of Commerce serves its business community as a resource information center, referral source and networking base to facilitate actively promoting Milford as an outstanding location for business growth and relocation; and

Whereas, serving as a forum to address contemporary issues facing the Greater Milford area, the Chamber of Commerce and its 324 members are dedicated to strengthening the business community and helping the economic climate thrive to ensure the City of Milford continues to be a great place to live and work; and

Whereas, the Chamber of Commerce Office has recently relocated into the historic Windsor Building in the Downtown Development District at 24 Northwest Front Street; and

Whereas, it is with great pride that we join the Chamber of Commerce for Greater Milford in celebrating their new location with an Official Ribbon Cutting on Thursday, April 13, 2017 followed by an Open House.

Now, Therefore, I, Bryan W. Shupe, Mayor of the City of Milford, do hereby proclaim April 10-15, 2017 as Chamber of Commerce for Greater Milford Week and call its significance to the citizens of Milford by reminding them to support local businesses within our community, many of whom are joining in the festivities by offering specials and discounts throughout this week in observance of this momentous occasion.

IN WITNESS WHEREOF,, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 10th day of April 2017.

Mayor Bryan W. Shupe

Attest:

City Clerk

City of Milford



PROCLAMATION

2017-10

National Service Recognition Day

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with city officials and mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and city officials across the country for the Mayor and County Recognition Day for National Service on April 4, 2017.

THEREFORE, BE IT RESOLVED that I, Bryan W. Shupe, Mayor of the City of Milford, do hereby proclaim April 4, 2017, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 10th day of April 2017.

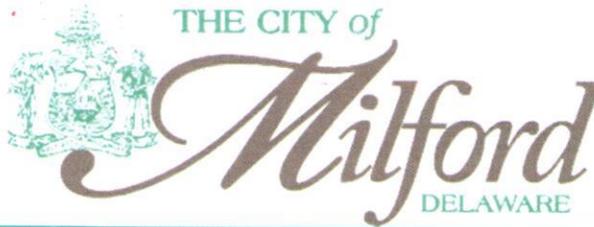
Mayor Bryan W. Shupe

Attest:

City Clerk Teresa K. Hudson



OFFICE OF THE CHIEF OF POLICE
KENNETH L. BROWN
kenneth.brown@cj.state.de.us



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Kenneth L. Brown, Chief of Police
DATE: April 5, 2017
RE: Activity Report/March 2017

Monthly Stats:

A total of 522 arrests were made by the Milford Police Department during March 2017. Of these arrests, 141 were for criminal offenses and 381 for traffic violations. Criminal offenses consisted of 22 felonies and 119 misdemeanors. Traffic violations consisted of 72 Special Duty Radar, 6 Drunk-Driving charges, 303 other.

Police officers investigated 49 accidents during the month and issued 116 written reprimands. In addition, they responded to 1135 various complaints including city requests and other agency assistance.

Monthly Activities:

Department Administration continues to work on the Body Worn Camera Program.

All officers and five civilian employees attended In-Service training at the Department during the month of March. This training is required by the Council on Police Training for all officers and includes Basic Life Support and First Aid.

Two officers attended a week long Crisis Intervention Training (CIT) course held at Wesley College in Dover.

Two Officers attended a week long Illicit Drug Lab Response Course held at Dover Fire School.

Chief Brown, Capt. Bailey & Sgt. Masten attended three meetings with an area family who wish to host a free fishing clinic for area youth that will include instruction from a professional angler (Kurt Mitchell FLW Tour). This event will also include an evening fundraiser that will benefit some of our holiday outreach efforts.

Chief Brown, along with many other members of the department, attended the opening of an exhibit at the Milford Museum that promoted the history of the City of Milford Police Department.

SRO:

Sgt. Masten and Pfc. Stanton attended the 10th Annual National Organization of Black Law Enforcement Executives Job Fair at Delaware State University as part of our recruiting efforts.

Sgt. Masten has been asked to sit on a committee that's reviewing Milford School District discipline code. This committee had its 3rd meeting in March with the hopes of having the review finished for Milford School Board review this summer.

Cpl. Bloodsworth participated in a Car Seat Check events at Sling With Me and Nurses and Kids.

Cpl. Bloodsworth gave a bullying presentation to students at the Kids First Academy.

Cpl. Bloodsworth attended the Family Night at Mispillion Elementary.

Pfc. Stanton attended a Special Olympics of Delaware meeting that kicked off an advertising campaign for this year's events.

K9 Unit:

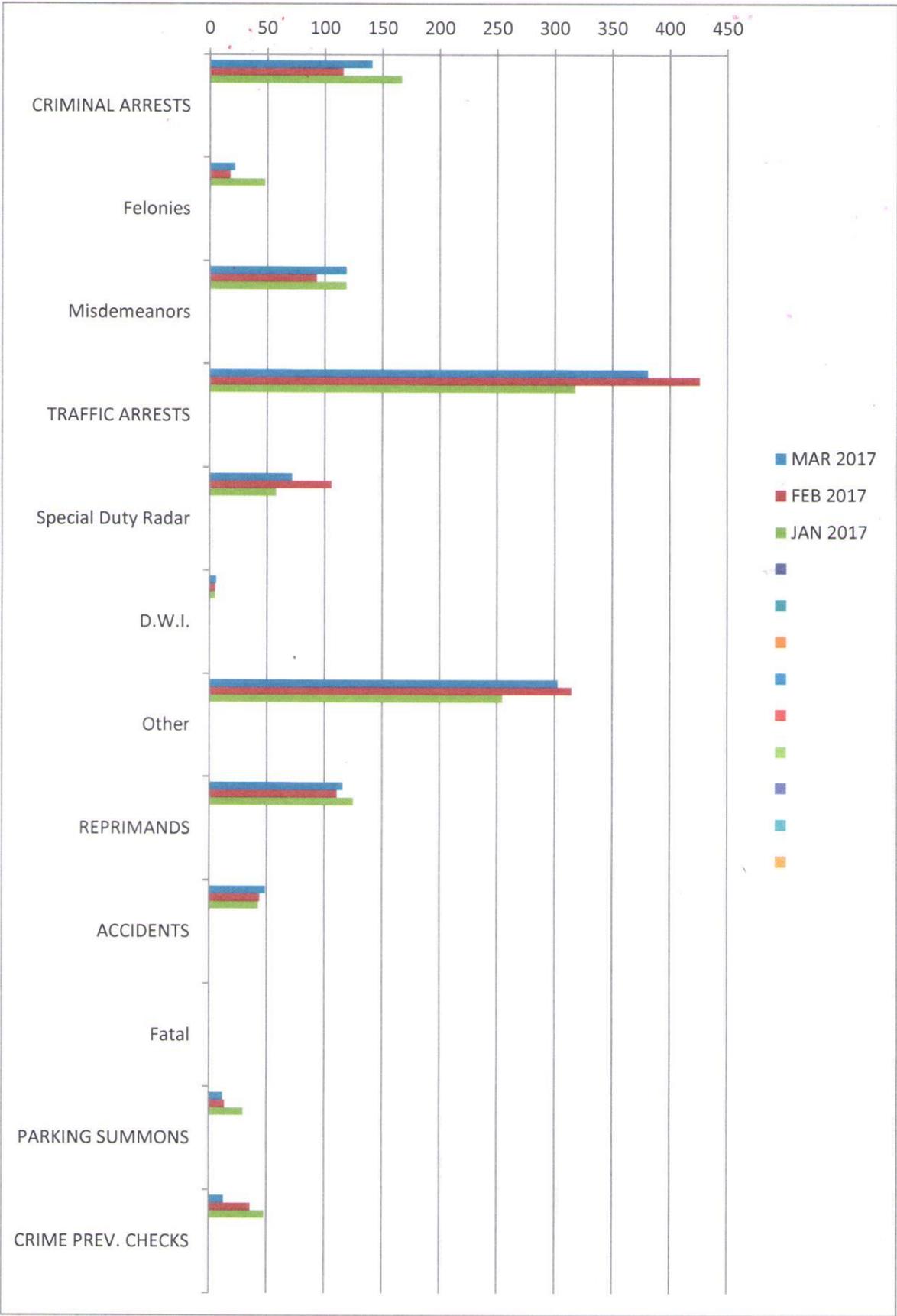
For the month of January 2017 the Milford Police Department K9 unit had the following stats:

- Utilized 23
- Drugs 5
- Crowds 0
- Assist Other Agencies 4
- Building Searches 2
- Deployed as Precaution 2
- Area Search 0
- Article Search 0
- Bite Apprehensions 0
- No Bite Apprehensions 3
- Tracks 2
- Demo 5

<u>Seized Items</u>	<u>Amount</u>	<u>Value</u>
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MAR 2017 ACTIVITY REPORT

	MAR 2017	TOTAL 2017	MAR 2016	TOTAL 2016
COMPLAINTS	1135	3403	1263	3430
CRIMINAL ARRESTS	141	424	161	499
Felonies	22	88	25	174
Misdemeanors	119	331	136	325
TRAFFIC ARRESTS	381	1125	416	1190
Special Duty Radar	72	236	133	315
D.W.I.	6	16	0	15
Other	303	873	314	891
REPRIMANDS	116	352	102	316
ACCIDENTS	49	136	45	150
Fatal	0	0	0	0
PARKING SUMMONS	12	56	4	19
CRIME PREV. CHECKS	13	97	38	81
FINES RECEIVED	\$9,078.67	\$ 23,087.42	\$ 8,111.90	\$ 19,980.29



City Manager's Report April 10, 2017

ADMINISTRATION

Parks & Recreation

- Park staff assisted with the DMI Pub Crawl by clearing up loose limbs in the park, replacing flood lights with green bulbs, turning the low voltage LED lights green, cleaning up parking lots along the route, and putting out extra trash cans along the crawl route.
- Staff oversaw a community clean up with volunteers from the Lighthouse Christian center Church on Saturday, 03/18 that involved 50 volunteers and park staff collecting approximately a 150lbs of trash and debris from alongside the river and out of right of ways.
- A new park technician was hired 03/01 thereby being fully staffed.
- Seasonal park workers came back mid-March and a coordinated cleanup of both cemeteries was undertaken.
- The bathroom at the Tony Silicato Park was re-opened after being shut down for the winter and after minor repairs is now operational.
- A new yard hydrant was installed at the Dog Park and water fountains are due to be operational by the beginning of April.
- Park staff began on weeding flower beds and landscape areas in preparation for applying mulch.
- A yard drain in front of the Jesus Love Temple became packed with dirt and debris. With the assistance of the Water Division, park staff cleaned this out and it is now operational. (see photos)
- Indoor soccer concluded on 03/05 and was well attended with 16 teams ranging from 6-13 year olds.
- Spring program registration began on 03/11 and we have had good sign ups for our spring programs. Programs include soccer league and clinics, tennis, and a spring break trip.
- One of the new programs we began in the spring is a 6 week Yoga program. This is a new addition to and reached capacity numbers.
- Some additional survey work was undertaken on Goat Island for the Education pavilion and work will resume in the near future to complete the final grading and installation of benches.
- Work continues on a new park rental brochure which highlights all of our parks with color photos and new GIS addresses to make it easier for people to locate.
- Many flower beds around town have tulips blooming and look great. (see photos)

FINANCE DEPARTMENT

Customer Service Division

- No report.

Information Technology Division

- No report.

PLANNING DEPARTMENT

Code Enforcement & Licensing Division

- Case Activity

New Cases: 27
Closed Cases: 11
Open at Start of Month: 90
Open at End of Month: 107

Violation Activity
Abandoned Vehicle: 0
Dangerous Tree: 0
Furniture: 1
Generic: 2
Property Maintenance: 7
Rubbish & Garbage: 3
Weeds & Grass: 14
Zoning Use: 0
Total: 27

Rental Inspections Performed: 0
Rental Licenses Issued: 15
Vendor Licenses Issued: 1
Contractors Licenses Issued: 41

Building Inspections & Permitting Division

Building Permits Issued
Commercial Foundation: 0
Commercial Building Permit: 3
Demolition: 2
Residential New Construction: 18
Residential Renovation/Accessory Structure: 13
Roof/Siding: 7
Solar Panels: 4
Utility (Electric/Water): 3
Total: 50

-Staff received H.T.E. software training for the building permit, code enforcement and licensing modules and will implement new best management practices and new Quality Assurance/Quality Control measures to improve department data.

Planning & Zoning Division

- Planning Commission approved the Preliminary Site Plan submission for the demolition and reconstruction of the existing McDonalds located on N. DuPont Boulevard.
- Planning Commission continued its work to update the Comprehensive Plan. The March workshop wrapped up discussions on future land use, implementation and intergovernmental coordination. A draft plan will be presented to the Commission at April meeting seeking authorization to release the plan for public comment. If released, public meetings will be held on Wednesday, May 3, 2017 from 1:30 pm to 3:00 pm and 4:30 pm to 6:00 pm at the Milford Public Library.
- Met with representatives from the Public Service Commission and Chesapeake Utilities to explore ways to provide natural gas service to downtown Milford and other municipalities.
- Met with the Sussex County's Comprehensive Plan team regarding land use and development goals in and around Milford. The meeting was part of mandatory intergovernmental coordination effort for both the City and County. Additional meetings will be scheduled once draft plans are developed.

- Participated in the Kent County Regional Bike Plan working group, developing plan goals and objectives and evaluating proposed projects.

Economic Development Division

- The Mayor, City Manager and myself met with a group of local realtors, bankers and interested parties at the Milford Public Library regarding the City's Downtown Development District Program. The meeting emphasized program highlights, including \$3,000,000 in private investment committed within the district and \$500,000 of state grant reservations since September 2016. The City also unveiled an online interactive Downtown Development District mapping tool that allows the public to view the program boundary, zoning districts, assessment information and monitor the status for various projects.
- The Milford Housing Development Corporation was awarded \$500,000 in Strong Neighborhood grant funds from the Delaware State Housing Authority for new construction and residential rehabilitation work within the City's Downtown Development District.
- Met with representatives from Nationwide Healthcare to discuss the adaptive reuse of the Bayhealth Clarke Avenue facility.
- Proposals for the Washington Street Property – Land Development RFP were due at the beginning of the month and the City received one written proposal. The proposal has been reviewed and will be presented to the Economic Development Committee at an upcoming meeting.

PUBLIC WORKS DEPARTMENT

- Met with DBF and DELDOT regarding truck traffic on N Walnut Street.
- Met with DELDOT and Mayor regarding the state's plans for paving in the city.
- Attended APWA Facility and Grounds spring meeting in Baltimore.
- Finalized make up and charge of Safety Committee.

Electric Division

Power Outages: None.

Poles replaced due to either age, rot or damage: 2

Closed Work Orders: 9

Trouble Service Calls: 27

New Electric Services Installed: 9

Preventative Maintenance/Trees Trimmed: 5

Miss Utility Locates: 121

-Replaced five lights on SE Front Street due to poor lighting and age/deterioration.

-Attended Annual Oil Spill Training put on by Val DiRocili of Compliance Environmental.

Water & Wastewater Division

-Flushed waterlines in Southeast section of city. Southeast tower is back on line and chlorine problems have been resolved. Flushing was very successful and have had no calls for discolored water from that section of town since the flushing was completed.

-Flushed water mains in Walnut Village.

-Replaced sewer line on Charles Street.

Streets & Solid Waste Division

Bulk Pick Ups: 21

Additional Containers: Trash-3; Recycle-2; Yard Waste-0

Service Terminated: 0

Change Container Size: 7

Damaged/Replaced Container: 7

After Hours Calls: 0

-Removed blacktop from Touch of Italy parking lot for fuel tank removal.

-Hand delivered flyers to all businesses and residents along Airport Road regarding public information meeting.

-Crews removed snow plows and salt boxes off trucks. All salt has been moved back to the salt building.

-The new automated trash truck was delivered on 03/22. It should be ready to be put in service within the next two weeks.

-Staff has been creating holiday solid waste schedule for second half of year and new solid waste routes to be implemented mid-June.

SOLID WASTE/RECYCLING MONTHLY DIVERSION REPORT

March 2017

	<u>SOLID WASTE TONNAGE</u>	<u>CURBSIDE RECYCLING</u>	<u>DROP-OFF CENTER RECYCLING</u>	<u>YARD WASTE</u>	<u>TOTAL</u>	<u>DIVERSION</u>
<i>Dec-16</i>	253.19	72.99	36.27	36.27	398.72	36.5%
<i>Jan-17</i>	262.81	51.05	34.26	16.34	364.46	27.9%
<i>Feb-17</i>	218.05	44.12	26.63	14.41	303.21	28.1%

	<u>SOLID WASTE TONNAGE</u>	<u>CURBSIDE RECYCLING</u>	<u>DROP-OFF CENTER RECYCLING</u>	<u>YARD WASTE</u>	<u>TOTAL</u>	<u>DIVERSION</u>
2014	3206.04	645.88	243.90	472.08	4567.90	29.8%
2015	3077.95	642.20	259.49	446.27	4425.91	30.5%
2016	3104.05	651.45	415.39	462.27	4633.16	33.0%
**2017 (YTD)	480.86	95.17	60.89	30.75	667.67	28.0%

**CITY OF MILFORD
FUND BALANCES REPORT**

Date: FEBRUARY 2017

Cash Balance - General Fund Bank Balance	\$3,715,581
Cash Balance - Electric Fund Bank Balance	\$3,913,269
Cash Balance - Water Fund Bank Balance	\$2,357,956
Cash Balance - Sewer Fund Bank Balance	\$1,597,718
Cash Balance - Trash Fund Bank Balance	\$315,595

	General <u>Improvement</u>	Municipal <u>Street Aid</u>	Real Estate <u>Transfer Tax</u>	Solid Waste <u>Reserves</u>
Beginning Cash Balance	387,218	1,246,588	1,869,786	0
Deposits			52,735	
Interest Earned this Month	143	493	744	
Disbursements this Month	(24,624)		(41,667)	
Investments				250,000
Ending Cash Balance	\$362,737	\$1,247,081	\$1,881,598	\$250,000

	GF Capital <u>Reserves</u>	Water Capital <u>Reserves</u>	Sewer Capital <u>Reserves</u>	Electric <u>Reserves</u>
Beginning Cash Balance	1,596,179	7,212,367	3,509,440	6,939,552
Deposits				
Interest Earned this Month	1,552	6,940	3,411	6,640
Disbursements this Month	(40,410)		(70,857)	
Investments	250,000			
Ending Cash Balance	\$1,807,321	\$7,219,307	\$3,441,994	\$6,946,192

	Water <u>Impact Fee</u>	Sewer <u>Impact Fee</u>	Electric <u>Impact Fee</u>	Economic Development <u>Fund</u>
Beginning Cash Balance	\$1,591,449	1,016,470	468,665	453,804
Deposits	5,252	2,776	1,800	
Interest Earned this Month				
Disbursements this Month				
Investments				
Ending Cash Balance	\$1,596,701	\$1,019,246	\$470,465	\$453,804

INTEREST THROUGH THE EIGHTH MONTH OF THE FISCAL YEAR:

General Fund	15,330	Water Fund	5,680
GF Capital Reserves	10,692	Water Capital Reserves	47,767
Municipal Street Aid	3,412	Sewer Fund	4,565
Real Estate Transfer Tax	5,136	Sewer Capital Reserves	23,483
Electric Fund	11,040	Trash Fund	5,155
Electric Reserves	45,698		

TOTAL INTEREST EARNED TO DATE \$177,958

REVENUE REPORT

Page Two

67% of Year Expended

Date: February 2017	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	201,255	0	98,000	48.69%
General Fund Reserves	421,000	40,409	57,089	13.56%
Realty Transfer Tax-Police	500,000	41,666	333,333	66.67%
Real Estate Tax	3,762,970	1,670	3,766,350	100.09%
Business License	106,250	5,500	29,925	28.16%
Rental License	85,000	26,800	76,000	89.41%
Building Permits	75,000	4,727	70,190	93.59%
Planning & Zoning	15,000	300	12,526	83.51%
Grasscutting Revenue	16,000	0	16,000	100.00%
Police Revenues	440,000	10,032	303,640	69.01%
Misc. Revenues	272,820	50,067	178,870	65.56%
Transfers From	3,300,000	275,000	2,200,000	66.67%
Total General Fund Revenues	\$9,195,295	\$456,171	\$7,141,923	77.67%
Water Revenues	2,730,500	61,132	1,723,606	63.12%
Sewer Revenues	2,506,500	63,447	1,581,107	63.08%
Kent County Sewer	1,850,000	32,229	1,103,380	59.64%
Solid Waste Revenues	1,360,440	97,813	897,669	65.98%
Electric Revenues	24,935,790	1,032,448	16,520,859	66.25%
TOTAL REVENUES	\$42,578,525	\$1,743,240	\$28,968,544	68.04%
YTD Enterprise Expense		40,246		
YTD Enterprise Revenue		55,880		
LTD Carlisle Fire Company Building Permit Fund		243,116		

EXPENDITURE REPORT

Page Three

Date: February 2017

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	461,930	\$37,180	303,415	65.68%	158,515
O&M	259,095	\$11,488	85,673	33.07%	173,422
Capital	0	\$0	0		0
Total City Manager	\$721,025	\$48,668	\$389,088	53.96%	331,937
Planning & Zoning					
Personnel	184,400	\$14,076	115,434	62.60%	68,966
O&M	67,975	\$15,741	48,641	71.56%	19,334
Capital	0	\$0	0		0
Total P, C & I	\$252,375	\$29,817	\$164,075	65.01%	88,300
Code Enforcement & Inspections					
Personnel	215,210	\$15,638	99,888	46.41%	115,322
O&M	79,290	\$1,841	28,023	35.34%	51,267
Capital	25,000	\$0	0	0.00%	25,000
Total P, C & I	\$319,500	\$17,479	\$127,911	40.03%	191,589
Council					
Personnel	31,225	\$2,818	19,535	62.56%	11,690
O&M	54,650	\$10,845	31,617	57.85%	23,033
Council Expense	17,000	\$1,133	15,202	89.42%	1,798
Contributions	206,000	\$0	206,000	100.00%	0
Codification	9,500	\$0	6,196	65.22%	3,304
Employee Recognition	11,000	\$0	9,656	0.00%	1,344
Insurance	21,740	\$0	19,636	90.32%	2,104
Christmas Decorations	15,000	\$0	10,355	69.03%	4,645
Economic Development	15,000	\$0	1,096	7.31%	13,904
Resident Survey	15,000	\$0	0	0.00%	15,000
Armory Expenses	10,000	\$172	11,453	114.53%	(1,453)
Total Council	\$406,115	\$14,968	\$330,746	81.44%	75,369
Finance					
Personnel	418,395	\$22,114	248,641	59.43%	169,754
O&M	62,270	\$2,583	36,556	58.71%	25,714
Capital	0	\$0	0		0
Total Finance	\$480,665	\$24,697	\$285,197	59.33%	195,468
Information Technology					
Personnel	148,680	\$11,501	90,173	60.65%	58,507
O&M	177,450	\$5,770	62,921	35.46%	114,529
Capital	55,000	\$0	51,855	94.28%	3,145
Total Information Technology	\$381,130	\$17,271	\$204,949	53.77%	176,181

EXPENDITURE REPORT**Page Four**

Date: February 2017

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	3,944,180	\$298,791	2,578,909	65.39%	1,365,271
O&M	507,360	\$37,974	310,635	61.23%	196,725
Capital	71,600	\$1,200	66,942	93.49%	4,658
Total Police	\$4,523,140	\$337,965	\$2,956,486	65.36%	1,566,654
Streets & Grounds Division					
Personnel	476,960	\$20,232	253,484	53.15%	223,476
O&M	407,905	\$18,524	211,216	51.78%	196,689
Capital	211,000	\$0	0	0.00%	211,000
Debt Service	16,475	\$0	15,523	94.22%	952
Total Streets & Grounds	\$1,112,340	\$38,756	\$480,223	43.17%	632,117
Parks & Recreation					
Personnel	605,635	\$33,672	390,506	64.48%	215,129
O&M	267,370	\$20,785	160,929	60.19%	106,441
Capital	126,000	\$170	41,099	32.62%	84,901
Total Parks & Recreation	\$999,005	\$54,627	\$592,534	59.31%	406,471
Total General Fund					
Operating Budget	\$9,195,295	\$584,248	\$5,531,209	60.15%	3,664,086

EXPENDITURE REPORT

Page Five

Date: February 2017

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	314,350	\$19,782	203,549	64.75%	110,801
O&M	1,111,675	\$113,492	674,560	60.68%	437,115
Capital	402,730	\$0	9,407	0.00%	393,323
Debt Service	901,745	\$13,401	303,210	33.62%	598,535
Total Water	\$2,730,500	\$146,675	\$1,190,726	43.61%	1,539,774
Sewer Division					
Personnel	314,350	\$19,782	203,541	64.75%	110,809
O&M	1,144,955	\$48,272	610,833	53.35%	534,122
Capital	434,725	\$118,647	118,647	0.00%	316,078
Debt Service	612,470	\$0	199,635	32.60%	412,835
Sewer Sub Total	\$2,506,500	\$186,701	\$1,132,656	45.19%	1,373,844
Kent County Sewer	1,850,000	\$157,933	1,229,084	66.44%	620,916
Total Sewer	\$4,356,500	\$344,634	\$2,361,740	54.21%	1,994,760
Solid Waste Division					
Personnel	401,470	\$24,688	221,548	55.18%	179,922
O&M	697,970	\$44,957	445,995	63.90%	251,975
Capital	261,000	\$0	0	0.00%	261,000
Total Solid Waste	\$1,360,440	\$69,645	\$667,543	49.07%	692,897
Total Water, Sewer Solid Waste	\$8,447,440	\$560,954	\$4,220,009	49.96%	4,227,431
Electric Division					
Personnel	1,254,300	\$95,672	787,088	62.75%	467,212
O&M	1,785,045	\$148,814	1,137,874	63.74%	647,171
Transfer to General Fund	2,500,000	\$208,334	1,666,667	66.67%	833,333
Capital	450,000	\$0	31,291	6.95%	418,709
Debt Service	346,445	\$0	0	0.00%	346,445
Electric Sub Total	\$6,335,790	\$452,820	\$3,622,920	57.18%	2,712,870
Power Purchased	18,600,000	\$1,310,472	12,543,265	67.44%	6,056,735
Total Electric	\$24,935,790	\$1,763,292	\$16,166,185	64.83%	8,769,605
TOTAL OPERATING BUDGET	\$42,578,525	\$2,908,494	\$25,917,403	60.87%	16,661,122

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: February 2017

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	67% of Year Expended	UNEXPENDED BALANCE
				YTD%	
Garage					
Personnel	89,850	6,853	57,136	63.59%	32,714
O&M	78,135	5,514	50,376	64.47%	27,759
Capital	0	0	0		0
Total Garage Expense	\$167,985	12,367	\$107,512	64.00%	60,473
Public Works					
Personnel	199,550	16,462	123,530	61.90%	76,020
O&M	185,772	16,742	130,422	70.21%	55,350
Capital	21,708	0	21,708	100.00%	0
Total Public Works Expense	\$407,030	33,204	\$275,660	67.72%	131,370
Billing & Collections					
Personnel	532,230	41,311	339,959	63.87%	192,271
O&M	225,530	20,638	139,097	61.68%	86,433
Capital	0	0	0		0
Total Billing & Collections	\$757,760	61,949	\$479,056	63.22%	278,704
City Hall Cost Allocation					
Personnel	0	0	0		0
O&M	61,000	3,373	40,813	66.91%	20,187
Capital	0	0	0		0
Total City Hall Cost Allocation	\$61,000	3,373	\$40,813	66.91%	20,187

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.



**DELAWARE LEAGUE OF LOCAL GOVERNMENTS
MONTHLY DINNER MEETING
THE DUNCAN CENTER
500 W. LOOCKERMAN STREET, 5TH FLOOR, DOVER**

THURSDAY, APRIL 27, 2017

REGISTRATION/SOCIAL HOUR: 5:30 P.M. - 6:15 P.M.

DINNER: 6:30 P.M. – 7:15 P.M.

PROGRAM: 7:15 P.M.

PROGRAM:

The subject of this month’s program is personnel and labor relations. Public employers must navigate a sea of complex laws and regulations created by the State and Federal governments, regulatory agencies, and the courts. Over the last year, managing personnel has become more challenging as additional protections have been provided to public employees. William Bowser, partner in the law firm of Young Conaway Stargatt & Taylor, will update members on these changes, and what we can expect in the coming year. He will also review steps that all governments, large and small, should take to avoid legal claims and liability from employees.

DLLG Lobbyist Lincoln Willis will report on the latest activities in Legislative Hall, including Bills impacting local governments.

Next Meeting: Thursday, May 25, 2017

WE MUST HAVE YOUR RESERVATIONS NO LATER THAN APRIL 21, 2017

Mail To/Make Payable to: Delaware League of Local Governments • P.O. Box 484 • Dover, DE 19903-0484
Phone: 302-678-0991 • Email: cfluft@udel.edu

_____ will have _____ attendees
(Municipality/County/Agency)

PLEASE LIST THE NAMES OF THOSE ATTENDING

<u>Name</u>	<u>Title</u>
_____	& _____
_____	& _____
_____	& _____
_____	& _____
_____	& _____
_____	& _____

- () Check enclosed for () dinners @ \$30 each
- () Payment will be made at the door
- () Check mailed for () dinners @ \$30 each

MOORE & RUTT, P.A.

ATTORNEYS AT LAW

GEORGETOWN OFFICE
P.O. BOX 554
122 W. MARKET STREET
GEORGETOWN, DE 19947
302-856-9568
FAX 302-856-4518

MILFORD OFFICE
P.O. BOX 612
830 SO. DUPONT HWY.
MILFORD, DE. 19963
302-424-2240 FAX 302-424-0468
(Wed. & Thurs. & By Appointment)

J. EVERETT MOORE JR.*
DAVID N. RUTT**
JAMES P. SHARP***
DORIAN ROWE KLEINSTUBER
DOREY L. COLE
JASON W. ADKINS

* DE and DC
** DE and PA
*** DE and MD

April 5, 2017

Reply To ___ Georgetown
___ Milford

Honorable F. Gary Simpson
Senator, State of Delaware
Delaware General Assembly
411 Legislative Avenue
Dover, DE 19901

RE: Amended Charter of the City of Milford

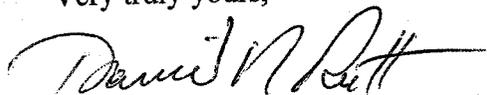
Dear Senator Simpson:

As Solicitor for the City of Milford I am forwarding to you proposed Charter Amendments for consideration by the General Assembly. I am enclosing the documents in both hard copy and electronic form. Specifically, enclosed is the original of the Resolution of the City of Milford, the synopsis of the Charter Amendments, the Amended Charter with the changes underlined or stricken as the case may be, and a clean copy of the Amended Charter.

On behalf of the City of Milford, I am requesting that the Charter Amendments be considered by the Senate during this legislative term. I am available to answer any questions that you or your staff may have with regard to the Amendments.

Thank you for your consideration of the enclosed, and speaking for the Mayor, City Council and City Manager of the City of Milford, we extend our gratitude to you for guiding us through this process.

Very truly yours,



David N. Rutt

DNR:mes

Encls.

cc: Mayor Brian W. Shupe
Eric Norenberg, City Manager

MOORE & RUTT, P.A.

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DOREY L. COLE
JASON W. ADKINS

April 5, 2017

* DE and DC
** DE and PA
*** DE and MD

Reply To _____ Georgetown
_____ Milford

Honorable Harvey R. Kenton
Representative, State of Delaware
Delaware General Assembly
411 Legislative Avenue
Dover, DE 19901

RE: Amended Charter of the City of Milford

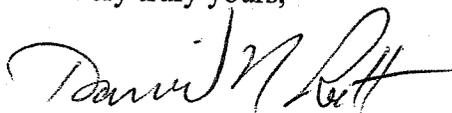
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Very truly yours,



David N. Rutt

DNR:mes

Encls.

cc: Mayor Brian W. Shupe
Eric Norenberg, City Manager

VOTER REGISTRATION LIST

Last Name	First Name	Ward	Street Number	Street Name	Development
Aaron	Edna	4	202	S Landing Drive	Knotts Landing
Aaron	Thomas A.	4	202	S Landing Drive	Knotts Landing
Abbott	Kathleen VanVorst	3	702	N Washington Street	
Abel	April Allyson	1	4101D	Fullerton Court	Hearthstone Manor
Abel	Patrick Whitaker	2	5	Sunset Lane	
Abrams	Martha Ann	4	714	Parson Thorne Apartments	
Adams	Gregory W.	3	811	N Walnut Street	
Adams	John Joel	1	313	Fisher Avenue	
Adkins	Glenda Denise	2	421	Kings Highway	
Adkins	William C.	2	421	Kings Highway	
Alban	Elizabeth Bounds Davis	1	5	Fairway Court	Orchard Hill
Alexander	Roger S.	2	308	Lakeview Avenue	
Allen	Christine A.	1	702	Lindsay Lane	Matlinds Estates
Allen	Dennis E.	1	4101C	Fullerton Court	Hearthstone Manor
Allen	Ernest Jr	1	200	Matthew Circle	Matlinds Estates
Allen	Linda Ann	1	27	Little Birch Drive	Hearthstone Manor
Allen	Robert Dale	1	27	Little Birch Drive	Hearthstone Manor
Altman	James E.	1	134	Rock Ledge Court	Hearthstone Manor
Ambrose	Marilyn M.	2	210	SE Front Street	
Ament	Patricia C.	1	3701D	S Sagamore Drive	Hearthstone Manor
Amory	Bridget R.	2	604	S Walnut Street	
Andersen	Harry C.	1	501	Maple Street	Marshall Commons
Anderson	Barbara J.	1	309	Matthew Circle	Matlinds Estates
Anderson	Carl Martin	4	600	N Walnut Street	
Anderson	Elizabeth A.	2	32	McCoy Street	
Anderson	Lauren Oliver	2	412	NW Front Street	
Andrews	Ann Lee	1	205	Matthew Circle	Matlinds Estates
Andrews	Kathryn J.	1	702	Lindsay Lane	Matlinds Estates
Andrews	Terry M.	1	205	Matthew Circle	Matlinds Estates
Antonik	Carol Susan	2	415	Woodland Drive	Lakelawn Estates
Antonik	Christopher G.	2	415	Woodland Drive	Lakelawn Estates

VOTER REGISTRATION LIST

Argenio	Armand	1	401	Marshall Street	
Artis	Odessa P.	4	102	Bright Way	Brightway Commons
Atkins	James D.	4	600	N Walnut Street	
Austin	Christine	3	610	SE Second Street	
Austin	Gladys A.	1	4201B	Summer Brook Way	Hearthstone Manor
Austin	Keith A.	1	304	Matthew Circle	Matlinds Estates
Austin	Veronica D.	1	304	Matthew Circle	Matlinds Estates
Awayes	Maha	2	511	Kings Highway	
Azzanesi	Margaux Fischer	1	9	E Green Lane	Orchard Hill
Azzanesi	Steven	1	9	E Green Lane	Orchard Hill
Bacon	Kathleen L.	2	903	S DuPont Boulevard	
Bacon	Paul W. Jr.	2	903	S DuPont Boulevard	
Bacon	Paul W. Sr.	2	903	S DuPont Boulevard	
Bailey	J. Patrick	2	602	Marvel Road	Lakelawn Estates
Bailey	James C.	1	607	S Washington Street	
Bailey	Jay E.	2	602	Marvel Road	Lakelawn Estates
Bailey	Patricia L.	2	999	S DuPont Boulevard	
Bailey	Sharon Jean	2	602	Marvel Road	Lakelawn Estates
Bailey-Brown	Helen	1	103	Barksdale Court	Hearthstone Manor
Baker	Donna Louise	1	108	Marlin Court	Orchard Hill
Baker	George R.	1	607	S Washington Street	
Baker	James L.	4	4	Salevan Place	
Baker	James Lynn	1	108	Marlin Court	Orchard Hill
Baker	Lester Samuel	4	126	NW Second Street	
Baker	Patricia M.	2	515	Lakeview Avenue	
Baker	Robert E. Jr.	1	7	E Thrush Drive	Meadows at Shawnee
Baker	Ronald R.	2	515	Lakeview Avenue	
Baker	Sally F.	1	7	E Thrush Drive	Meadows at Shawnee
Baksany	George	1	4	Delores Court	Orchard Hill
Baksany	Judith J.	1	4	Delores Court	Orchard Hill
Baney	Jacquelynn P.	3	507	SE Front Street	
Banks	John Lewis	2	302	Kent Place	
Banks	Mark Robin	2	801	S Walnut Street	

VOTER REGISTRATION LIST

Barker	Barbara A.	1	165	Hickory Branch Court	Hearthstone Manor
Barnes	Paige B.	1	5	Hickory Branch Lane	Hearthstone Manor
Barr	Clare Heafey	2	226	Jefferson Avenue	
Barr	Linda K.	2	226	Jefferson Avenue	
Barr	Robert T.	2	226	Jefferson Avenue	
Bason	Claudia	1	400	Matthew Circle	Matlinds Estates
Bason	Frank J.	1	400	Matthew Circle	Matlinds Estates
Bausch Jr	John W	2	100	Sussex Avenue	
Baylis	Kathleen Marie	3	213	East Street	
Baynard	Bertha J.	4	611	North Street Ext	
Baynard	Shelly Althea	3	17	General Torbert Drive	Sawmill Village
Baynard	Tamara D.	3	401A	SE Front Street	
Beach	Janet D.	2	5879	Old Shawnee Road	
Bechtold	John Donald	2	507	Caulk Road	Lakelawn Estates
Beckett	Vivi V.	4	114	Bright Way	Brightway Commons
Becton	Marcella Dayan	4	606	N Church Street	
Becton	Sherron C.	4	606	N Church Street	
Beeson	Linsey J.	1	4001A	Fullerton Court	Hearthstone Manor
Beideman	Ruth Ann	2	605	Lakeview Avenue	
Bellia	Margaret Mary	1	101	Aspen Court	Hearthstone Manor
Bellia	Matthew J.	1	101	Aspen Court	Hearthstone Manor
Benedict	Richard	2	603	Lakelawn Drive	Lakelawn Estates
Benedict	Ruth Ellen	2	603	Lakelawn Drive	Lakelawn Estates
Beneventano	Steven	1	10	Big Pond Drive	Meadows at Shawnee
Benham	Joselyn R.	1	500	S DuPont Boulevard	The Heritage
Benn	K. Gwenn	1	701	Beechwood Court	Marshall Commons
Bennett	Gina R.	3	19	Columbia Street	
Benson	Nancy	4	105	N Landing Drive	Knotts Landing
Benton	Laura S.	3	211	East Street	
Bernadzikowski	Donna L.	1	13	E Bullrush Drive	Meadows at Shawnee
Bernadzikowski	Walter R.	1	13	E Bullrush Drive	Meadows at Shawnee
Berry	Kyle Ryan	2	422	S Walnut Street	
Better	Barbara P.	3	1	Governor Burton Court	Sawmill Village

VOTER REGISTRATION LIST

Betts	M. Dean	3	47	Cedar Beach Road	
Betts	Mary Colleen	3	47	Cedar Beach Road	
Betts	Nancy J.	1	403	Ballpark Lane	
Bilger	Christine M	1	3	Hickory Branch Lane	Hearthstone Manor
Bilger	Frank	1	3	Hickory Branch Lane	Hearthstone Manor
Bilger	Glenn Richard	1	33	Little Birch Drive	Hearthstone Manor
Bilger	Joan Linda	1	33	Little Birch Drive	Hearthstone Manor
Billings	Audrey J.	1	133	Hickory Branch Court	Hearthstone Manor
Billings	Clarence	1	133	Hickory Branch Court	Hearthstone Manor
Black	Helene M.	3	218	N Walnut Street	
Blackson	W. Scott	1	412	Marshall Street	
Blackston	Eloise C.	4	704	Truitt Avenue	
Blackston	Samuel A.	4	704	Truitt Avenue	
Blakely	Sheila G.	2	404	Lakeview Avenue	
Bleadow	Cheryl Y.	2	901	S DuPont Boulevard	
Bleadow	Kenneth A.	2	901	S DuPont Boulevard	
Bleshman	Rachel	3	119	N Walnut Street	
Blessing	Joel F.	2	608	New Street	
Boddy	Mitzi H.	2	9	Elizabeth Street	
Boddy	William L.	2	9	Elizabeth Street	
Bodie	Louis A.	4	120	N Landing Drive	Knotts Landing
Boehm	Richard D.	4	1036	N Walnut Street	
Bond	Daniel L.	4	101	NW Front Street	
Bond	Rhonda Sue	4	101	NW Front Street	
Bonner	Joanne E.	1	18	Kingston Terrace	Hearthstone Manor
Bonner	John E.	1	18	Kingston Terrace	Hearthstone Manor
Bontrager-Thomas	Sherrie M.	2	314	NW Front Street	
Boone	Karen F.	3	402	NE Fourth Street	
Boone	Kayla Janay	3	107	NE Fourth Street	
Boone	Linda Jean	1	12	Meadow Lark Drive	Meadows at Shawnee
Booz	Sally T.	4	312	Silver Lake Estates	
Born	Cynthia	1	314	Matthew Circle	Matlinds Estates
Boutin	Amy Clare	2	308	S Walnut Street	

VOTER REGISTRATION LIST

Boutin	Edward H.	2	308	S Walnut Street	
Boutin	Theresa M.	2	308	S Walnut Street	
Boutin	Virginia L.	2	308	S Walnut Street	
Bowe	Ethel T.	4	216	North Street	
Bowen	Gary Allen	4	235	S Landing Drive	Knotts Landing
Bowen	Helene Phyllis	4	235	S Landing Drive	Knotts Landing
Bowers	Donna C.	2	435	S Walnut Street	
Bowers	Kevin R.	2	435	S Walnut Street	
Bowers	Marian Claire	4	127	N Landing Drive	Knotts Landing
Bowers	Norman J.	4	127	N Landing Drive	Knotts Landing
Bowman	Joan M.	2	611	Marvel Road	Lakelawn Estates
Boyle	Geraldine K.	1	43	Meadow Lark Drive	Meadows at Shawnee
Boyle	Michael Joseph	1	43	Meadow Lark Drive	Meadows at Shawnee
Bradley	Carrie Beth	3	507	N Washington Street	
Bradley	Jimmy R. Jr.	3	705	SE Front Street	
Bradley	Michael John	3	507	N Washington Street	
Brady	Ellen M.	3	111	Brady Drive	
Brady	Norman Jr.	3	111	Brady Drive	
Brady	Tracey Nadine	3	111	Brady Drive	
Bray	D. Aileen	1	305	Columbia Street	
Breedlove	Larry A.	2	420	Kings Highway	
Breedlove	Linda	2	420	Kings Highway	
Brennan	Carole Irene	1	1	Hickory Branch Lane	Hearthstone Manor
Brennan	Gregory T.	1	1	Hickory Branch Lane	Hearthstone Manor
Brenneman	Patricia	2	507	Crestview Drive	Lakelawn Estates
Brenneman	Wayne M.	2	507	Crestview Drive	Lakelawn Estates
Brereton	William S.	4	103	Silver Hill Apartments	
Brickley	Robert J.	1	4	Fairway Court	Orchard Hill
Briggs	Mary	2	1019	S DuPont Boulevard	
Brijmohan	Bijai Latchmin	1	208	Montgomery Street	
Brink	Mary Ellen	1	11	Homestead Boulevard	Hearthstone Manor
Brittingham	Carol Lee	1	317	Fisher Avenue	
Brittingham	Michael Anthony	1	317	Fisher Avenue	

VOTER REGISTRATION LIST

Brittingham	Staci Renee	1	317	Fisher Avenue	
Brittingham	Thomas R.	1	313	Matthew Circle	Matlinds Estates
Brockett	Ronald E.	3	201	North Street	
Brooks	Devon J.	1	218	Beaufort Lane	Orchard Hill
Brooks	Dion S.	3	707	N Washington Street	
Brooks	Owen S. Jr.	3	301	NE Tenth Street	
Brooks	Rose Anne	3	301	NE Tenth Street	
Broulik	Jan Keren-Happuch	2	2	Causey Avenue	
Brown	Barbara C.	3	408	Pierce Street	
Brown	Beverly Anne	1	127	Hickory Branch Court	Hearthstone Manor
Brown	Carole Ann	1	706	Lindsay Lane	Matlinds Estates
Brown	Carrie P.	3	413	NE Front Street	
Brown	Daniel Michael	1	706	Lindsay Lane	Matlinds Estates
Brown	Helen L.	3	102	Lovers Lane	
Brown	Howard Lee	4	408	North Street	
Brown	Jane R.	4	26	NW Tenth Street	
Brown	Kevin	1	509C	Marshall Street	
Brown	Lorraine E.	1	135	Hickory Branch Court	Hearthstone Manor
Brown	Mary	3	700	N Washington Street	
Brown	Merlyn Edward	4	702	North Street Ext	
Brown	Newton W.	3	700	N Washington Street	
Brown	Richard T.	1	4	E Bullrush Drive	Meadows at Shawnee
Brown	Sandra June	1	4501C	Summer Brook Way	Hearthstone Manor
Brown	Sharon R.	1	4	E Bullrush Drive	Meadows at Shawnee
Brozefsky	Adrienne Billings	3	807	N Walnut Street	
Brozefsky	Jesse Dominic	3	807	N Walnut Street	
Bruce	Frank George	1	11	Fairway Street	Orchard Hill
Bruce	Marta	1	11	Fairway Street	Orchard Hill
Buczek	Carl F.	3	19603	Drummond Drive	Fork Landing
Buczek	Linda L.	3	19603	Drummond Drive	Fork Landing
Bullock	Beverly G.	2	6	Delaware Avenue	
Bullock	William E. Jr.	2	6	Delaware Avenue	
Bumbrey	Daphne C.	2	18508	Thelma Lane	Walnut Village

VOTER REGISTRATION LIST

Bunselmeyer	Frances B.	2	109	School Place	
Bunselmeyer	Louis Richard	2	109	School Place	
Burk	Albert J.	2	423	Kings Highway	
Burk	Amanda S.	2	423	Kings Highway	
Burk	Blanche A.	4	5	Linstone Lane Apt 101	Silver Lake Apartments
Burk	James Frederick	2	129	School Place	
Burke	Agnes N.	4	602	Truitt Avenue Ext	
Burke	Dorothy J.	1	40	Meadow Lark Drive	Meadows at Shawnee
Burke	Gowens Ashley	4	602	Truitt Avenue Ext	
Burke	Neil A.	1	40	Meadow Lark Drive	Meadows at Shawnee
Burkett	Nancy J.	2	1035	S DuPont Boulevard	
Burlingame	Robert Matthew	1	318	Matthew Circle	Matlinds Estates
Burns	Brenda M.	2	414	Kings Highway	
Burris	Janice H.	2	602	Reed Road	Lakelawn Estates
Burris	Michael W.	2	420	Kings Highway	
Burrows	Samuel C. III	1	500	Gilcrest Street	
Burton	Ann	2	208	Grier Lane	
Burton	Carla J.	1	3402H	S Sagamore Drive	Hearthstone Manor
Burton	David G.	2	208	Grier Lane	
Butcavage	Lorraine D.	1	9	Little Pond Drive	Meadows at Shawnee
Butcavage	Nicholas J.	1	9	Little Pond Drive	Meadows at Shawnee
Buttofoco	Rocco	4	112	Starland Way	Knotts Landing
Butz-Miller	Melissa K.	2	503	Crestview Drive	Lakelawn Estates
Byer	William B.	1	8	Homestead Boulevard	Hearthstone Manor
Byerly	Richard M.	3	805	SE Second Street	
Cahall	Arthur B. III	2	446	Kings Highway	
Caiola	Debra M.	2	107	S Church Street	
Caiola	Robert M.	2	107	S Church Street	
Calhoun	Robin L.	3	205	North Street	
Callahan	Billy B.	2	439	Kings Highway	
Callaway	Dorothy J.	4	203	Parson Thorne Apartments	
Callaway	Kenneth Price	2	202	Grier Lane	
Callaway	Robert E.	3	520	Cedar Beach Road	

VOTER REGISTRATION LIST

Callaway	Ruth L Melott	1	3502F	N Sagamore Drive	Hearthstone Manor
Callaway	Shirley Deats	2	202	Grier Lane	
Callaway	Thomas E.	4	203	Parson Thorne Apartments	
Calvert	Carol T.	1	702	SE Fifth Street	
Calvert	James Bishop	1	702	SE Fifth Street	
Campagaini	Anthony R.	1	805	SE Fifth Street	
Campagaini	Lori Jean	1	805	SE Fifth Street	
Campana	Betsy Ann Raymond	2	506	Kings Highway Ext	
Campana	Kenneth Arthur	2	506	Kings Highway Ext	
Campaniello	Joseph L.	1	4	E Thrush Drive	Meadows at Shawnee
Campaniello	Tammi L.	1	4	E Thrush Drive	Meadows at Shawnee
Campbell	Arthur James	1	6	Little Pond Drive	Meadows at Shawnee
Campbell	Charles A.	1	113	Hickory Branch Court	Hearthstone Manor
Campbell	David C.	3	15	NW Second Street	
Campbell	Veronica	1	6	Little Pond Drive	Meadows at Shawnee
Cannon	Alicia Lynne	3	606	SE Second Street	
Cannon	James Edward Jr.	3	23	NW Second Street	
Cannon	John W.	3	606	SE Second Street	
Cannon	Justin R.	2	806	S Walnut Street	
Cannon	Stephen Gregory	2	806	S Walnut Street	
Canti	Juan J.	2	104	SE Second Street	
Cantwell	Timothy D.	2	14	Pennsylvania Avenue	
Caputo	Joanne L	1	9	Windy Drive	Meadows at Shawnee
Caracappa	Janice Lynn	4	210	S Landing Drive	Knotts Landing
Cardell	Margery A.	1	3301A	S Sagamore Drive	Hearthstone Manor
Carmean	Chelsea Amanda	1	102	McCoy Street	
Carmean	Jacqueline W.	1	102	McCoy Street	
Carmean	Richard Dennis	1	102	McCoy Street	
Carpenter	Louis H. Jr.	3	9	General Torbert Drive	Sawmill Village
Carr	Ann T.	1	1	Little Birch Drive	Hearthstone Manor
Carr	Brenda K.	3	700	SE Second Street	
Carr	Leonard G. Sr.	1	1	Little Birch Drive	Hearthstone Manor
Carr	Rachel Helen	2	308	S Washington Street	

VOTER REGISTRATION LIST

Carr	Raymond Richard	2	308	S Washington Street	
Carroll	George Lee	2	26	NW Front Street	
Carter	JoAnn	2	13	Delaware Avenue	
Carter	Judy K.	3	303	Pierce Street	
Carter	Kim C.	2	13	Delaware Avenue	
Carter	William R.	2	511	Seabury Avenue	
Cartwright	Rita C.	4	711	Truitt Avenue Ext	
Cartwright	Sydney A.	4	711	Truitt Avenue Ext	
Cartwright	Theron E.	4	711	Truitt Avenue Ext	
Cassase	Robert J.	2	405	Mispyllion Apartments	
Cassedy	Gary R.	3	705	N Walnut Street	
Cavanaugh	Linda E.	1	7	E Green Lane	Orchard Hill
Cavanaugh	Michael M.	1	7	E Green Lane	Orchard Hill
Cephas	Sharon Y.	4	4	Lucia Circle	
Cephas-Morris	Felicia E.	4	606	North Street	
Chamberlin	Sharon S.	2	8	W Clarke Avenue	
Chapman	Diane	4	5	Linstone Lane Apt 319	Silver Lake Apartments
Chapman	Domeka W.	4	602	Truitt Avenue Ext	
Chapman	James J. Jr.	4	443	North Street	
Chasanov	William M.	2	300	S Walnut Street	
Chen	Byron G.	2	709	N Shore Drive	North Shores
Chen	Kitty R.	2	709	N Shore Drive	North Shores
Chilton	Henrietta I.	1	38	Meadow Lark Drive	Meadows at Shawnee
Chilton	Thomas J.	1	38	Meadow Lark Drive	Meadows at Shawnee
Chodkowski	Jean C.	2	314	Lakelawn Drive	Lakelawn Estates
Christensen	Kathryn Elaine	2	6	S Maple Avenue	
Christensen	Robert Mark	2	6	S Maple Avenue	
Churilla	David John	4	166	Church Hill Road	
Cilano	Charles	1	103	Barksdale Court	Hearthstone Manor
Cilano	Kristine Schuster	1	103	Barksdale Court	Hearthstone Manor
Cimo	Mary E.	3	410	East Street	
Cinelli-Miller	Jennifer	2	715	New Street	
Cioni	Albert	1	34	Meadow Lark Drive	Meadows at Shawnee

VOTER REGISTRATION LIST

Clark	Karen A.	1	8	Delores Court	Orchard Hill
Clark	Mary Edna	4	612	North Street Ext	
Clark	Michael Andrew	1	34	Clearview Drive	Hearthstone Manor
Clarke	Barbara A.	1	1	E Bullrush Drive	Meadows at Shawnee
Clarke	Brian G.	1	9	Fairway Street	Orchard Hill
Clarke	Charles Wilson	1	1	E Bullrush Drive	Meadows at Shawnee
Clarke	Katina Letrice	1	9	Fairway Street	Orchard Hill
Clark-Thompson	Sara Martha	1	34	Clearview Drive	Hearthstone Manor
Clauges	Frank T. Jr	3	815	SE Second Street	
Clauges	Sylvia M	3	815	SE Second Street	
Clayville	John Mark	2	628	NW Front Street	
Clendaniel	Anna	2	700	Marvel Road	Lakelawn Estates
Clendaniel	Cheryl Lynn	2	22	Nelson Street	
Clendaniel	Deborah W.	2	302	S Walnut Street	
Clendaniel	F. Brooke	2	302	S Walnut Street	
Clendaniel	Henry L. Jr.	3	919	SE Second Street	
Clendaniel	Lawrence E.	2	300	Hall Place	
Clough	Louis Curtis	1	802	Joshua Drive	Matlinds Estates
Coherd	Jeanne Marie	2	211	Lakelawn Drive	Lakelawn Estates
Coherd	Richard W.	2	211	Lakelawn Drive	Lakelawn Estates
Cole	Trudy G.	1	618	Cedarwood Avenue	Marshall Commons
Coleman	Andrew L.	1	14	Clearview Drive	Hearthstone Manor
Coleman	Carol Susan	4	234	S Landing Drive	Knotts Landing
Colletti	Johanna C.	1	13	Homestead Boulevard	Hearthstone Manor
Collins	Cynthia H.	3	66	Cedar Beach Road	
Collins	Joseph E.	1	22	W Bullrush Drive	Meadows at Shawnee
Collins	Katherine	4	5	Linstone Lane	Silver Lake Apartments
Collins	Kenneth W.	3	66	Cedar Beach Road	
Collins	Mary Catherine	1	22	W Bullrush Drive	Meadows at Shawnee
Comstock	Helen Mae	2	604	Marvel Road	Lakelawn Estates
Comstock	Janice L.	2	442	Kings Highway	
Comstock	Richard D.	2	604	Marvel Road	Lakelawn Estates
Comstock	Richard D. Jr.	2	442	Kings Highway	

VOTER REGISTRATION LIST

Condiff	Violet M.	4	107	West Street	
Connelly	Norma P.	2	1203	Mispillion Apartments	
Connelly	Rosemary	1	107	Barksdale Court	Hearthstone Manor
Corder	Ida S.	2	560	S DuPont Boulevard	
Cornwell	Leika Lewis	3	350	Shore Lane	Lighthouse Estates
Cornwell	Terrell Wayne Jr.	3	350	Shore Lane	Lighthouse Estates
Cortright	Laura M.	2	500	Caulk Road	Lakelawn Estates
Cortright	Paul Hanford	2	500	Caulk Road	Lakelawn Estates
Corwin	Joe-Anne H.	1	704	Cedarwood Court	Marshall Commons
Corwin	Kevin Robert	1	704	Cedarwood Court	Marshall Commons
Cotton	Thomas G.	1	16	E Bullrush Drive	Meadows at Shawnee
Coulbourne	Gary L.	2	512	Crestview Drive	Lakelawn Estates
Coulet	Dominique R.	3	15	Marshall Street	
Coverdale	Charles A.	2	7	Donovan Street	
Coverdale	Clifford Keith	3	515	N Washington Street	
Coverdale	Clifford Wilson	2	111 1/2	School Place	
Coverdale	Cynthia R.	4	1022	N Walnut Street	
Coverdale	Donna Lee	3	515	N Washington Street	
Coverdale	Earl A.	3	203	Bridgeham Avenue	
Coverdale	Jeffrey C.	3	42	Fisher Avenue	
Coverdale	Marcia A.	2	7	Donovan Street	
Coverdale	Noela M.	3	203	Bridgeham Avenue	
Coverdale	Tara J.	2	111 1/2	School Place	
Covington	David	2	431	S Walnut Street	
Cox	James Abram	2	18543	Eleanor Lane	Walnut Village
Cox	Marguerite Josephine	1	13	Windy Drive	Meadows at Shawnee
Cox	Patricia A.	2	18543	Eleanor Lane	Walnut Village
Crabb	Patricia H.	2	430	Kings Highway	
Crabb	Richard B.	2	430	Kings Highway	
Crawford	Dolly M.	4	503	Ashley Way	Milford Crossing
Crawford	Robin L.	1	303	Lovers Lane	
Cripps	Gary D.	1	26	Fairway Street	Orchard Hill
Cromer	Darrell R.	3	507	N Walnut Street	

VOTER REGISTRATION LIST

Cromer	Debra S.	3	507	N Walnut Street	
Crossley	Eric Edward	1	26	Kingston Terrace	Hearthstone Manor
Crossley	Loretta	1	26	Kingston Terrace	Hearthstone Manor
Croteau	Camille	1	134	W Green Lane	Orchard Hill
Croteau	Wilfred J. III	1	134	W Green Lane	Orchard Hill
Crouch	Clifford T.	2	510	Crestview Drive	Lakelawn Estates
Crouch	Vaughn P.	2	510	Crestview Drive	Lakelawn Estates
Culotta	Charles R.	2	6	E Clarke Avenue	
Culotta	Francis Todd	2	211	S Walnut St	
Culotta	Kalle Anne	2	211	S Walnut Street	
Culp	Anna M.	2	5	Delaware Avenue	
Curiel	Christine	1	315	McColley Street	
Currie	Jack Daniel	3	200	NE Fourth Street	
Currie	Jack Daniel	4	5	NW Fourth Street	
Currie	Jack Daniel	2	1031	S Walnut Street	
Curtin	Carol A.	2	402	Lakeview Avenue	
Daino	Alice	1	24	Fairway Street	Orchard Hill
Daino	Edward	1	24	Fairway Street	Orchard Hill
Daisey	Ronald	2	510	Lakeview Avenue	
Dakin	Janet Lillian	1	6	Clearview Drive	Hearthstone Manor
Dale	Donna M.	3	1006	SE Second Street	
Dalik	David W.	1	138	Rock Ledge Court	Hearthstone Manor
Dalik	Geraldine	1	138	Rock Ledge Court	Hearthstone Manor
Daly	Joanne M.	1	4	Little Pond Drive	Meadows at Shawnee
Daly	Patrick Pearse	1	4	Little Pond Drive	Meadows at Shawnee
Daly	Robert E.	1	4	Little Pond Drive	Meadows at Shawnee
Daniels	Cynthia L.	4	100A	Moyer Circle West	
Daniels	Wauneti J.	4	102	Parson Thorne Apartments	
David	Kathleen A.	2	204	S Walnut Street	
David	Lauren E.	2	7	Nelson Street	
David	Luis L.	2	204	S Walnut Street	
Davila	Antonio	1	12	Meadow Lark Drive	Meadows at Shawnee
Davis	Adam Ryan	2	714	New Street	

VOTER REGISTRATION LIST

Davis	Betty L.	2	11	SE Second Street	
Davis	Carol Joann	2	723	Seabury Avenue	
Davis	Claretta	3	804	N Washington Street	
Davis	Debra A.	3	911	Berry Lane	
Davis	Donna J.	1	701	Lindsay Lane	Matlinds Estates
Davis	Gordon P.	3	601	N Walnut Street	
Davis	Helen E.	4	1020	N Walnut Street	
Davis	Jehu M. Jr.	1	113	Barksdale Court	Hearthstone Manor
Davis	Jerry K.	2	216	NW Front Street	
Davis	Jo Ann W.	2	5	W Clarke Avenue	
Davis	Jo Ann W.	3	8	NE Fourth Street	
Davis	Jonathan Tyler	1	701	Lindsay Lane	Matlinds Estates
Davis	Kathryn W.	3	9	NE Sixth Street	
Davis	Kenneth C.	1	701	Lindsay Lane	Matlinds Estates
Davis	Laura A.	2	103A	S Washington Street	
Davis	Marie R.	1	113	Barksdale Court	Hearthstone Manor
Davis	Marjorie J.	1	7	Windy Drive	Meadows at Shawnee
Davis	Mark Charles	2	5	W Clarke Avenue	
Davis	Patricia Ann	1	1	Misty Vale Court	Meadows at Shawnee
Davis	Raleigh Jr.	3	911	Berry Lane	
Davis	Redmond	1	1	Misty Vale Court	Meadows at Shawnee
Davis	Richard James	2	723	Seabury Avenue	
Davis	Robert J.	1	7	Windy Drive	Meadows at Shawnee
Davis	Sadie M.	4	207	NW Third Street	
Davis	Sherry Lee	4	443	North Street	
Davis	Susan L.	2	216	NW Front Street	
Davis	Sylvester	4	104	N Church Street	
Davis	Victoria L.	1	305	Fisher Avenue	
Davis	William H.	2	11	SE Second Street	
Davis-Western	Latricia E	4	104	N Church Street	
Dawson	Earl Jesse Jr	1	15	E Bullrush Drive	Meadows of Shawnee
Dawson	Janet Elaine	1	1	Lenape Lane	Meadows at Shawnee
Dawson	Maria A.	1	15	E Bullrush Drive	Meadows of Shawnee

VOTER REGISTRATION LIST

Day	George E.	2	412	S Walnut Street	
De Vastey	Yvonne Vance	1	161	Aspen Court	Hearthstone Manor
Deeney	Joshua Steven	3	324	SE Second Street	
Dellinger	Bradley Jay	3	605	SE Third Street	
Dellinger	Lynn Elaine	3	605	SE Third Street	
Delorme	Dorothy	1	143	Barksdale Court	Hearthstone Manor
Delrossi	Jeannine	1	4	Windy Drive	Meadows at Shawnee
Delrossi	Kent C.	1	4	Windy Drive	Meadows at Shawnee
DeMartin	Peggy J.	3	39	N Walnut Street	
Dennehy	Bradley A.J.	2	305	Hall Place	
Dennehy	Kristin Yvette	2	305	Hall Place	
Denneny	Colleen M.	3	42	Fisher Avenue	
Dennis	Donald M. Jr.	3	201	Bridgeham Avenue	
Densten	Marilyn A.	1	7	E Bullrush Drive	Meadows at Shawnee
Densten	Paul L.	1	7	E Bullrush Drive	Meadows at Shawnee
Deputy	Margarett A.	4	614	Parson Thorne Apartments	
Derrickson	Susan L.	2	2	Sunset Lane	
DeRue	Barbara E.	1	17	E Bullrush Drive	Meadows at Shawnee
DeRue	John III	1	17	E Bullrush Drive	Meadows at Shawnee
Deshaies	Jeanne M	2	500	S DuPont Boulevard	The Heritage
Devan	Constance Marie	1	13	Kingston Terrace	Hearthstone Manor
Devaughn	Carrie Leona	1	137	Rock Ledge Court	Hearthstone Manor
Devita	Judith Elaine	2	304	Regent Road	Lakelawn Estates
Devita	Louis J.	2	304	Regent Road	Lakelawn Estates
Dick	Linda L.	1	158	Rock Ledge Court	Hearthstone Manor
Dickerson	Derrick J.	2	7	Delaware Avenue	
Dickerson	Doris L.	4	502	N Church Street	
Dickerson	Frances M.	3	901	SE Third Street	
Dickerson	Jack N.	3	609	N Walnut Street	
Dickerson	Nancy K.	3	609	N Walnut Street	
DiCostanzo	Kevin L.	1	310	Matthew Circle	Mattlinds Estates
Dill	Carolyn E.	3	212	N Walnut Street Apt A	
Dillon	April Marie	1	22	Fairway Street	Orchard Hill

VOTER REGISTRATION LIST

Diogo	Teresa Toni	3	222	NE Second Street	
Diskau	Helene A.	2	431	Kings Highway	
Diskau	John R.	2	431	Kings Highway	
Dohring	Nancy W.	4	5	Linstone Lane Apt 3	Silver Lake Apartments
Donnellan	Hubert J.	4	103	Starland Way	Knotts Landing
Donnelly	James M.	3	802	SE Front Street	
Donnelly	Patricia A.	3	802	SE Front Street	
Donovan	George R.	3	913	SE Third Street	
Donovan	Jay R.	3	1020	SE Second Street	
Donovan	Meta M.	3	711	N Washington Street	
Donovan	Phyllis A.	1	102	Rock Ledge Court	Hearthstone Manor
Doran	Andrew Daniel	2	409	S Walnut Street	
Doran	Anne L.	4	133	N Landing Drive	Knotts Landing
Doran	Beverly W.	2	409	S Walnut Street	
Doran	Charles L.	4	133	N Landing Drive	Knotts Landing
Doran	Katie Brown	2	409	S Walnut Street	
Doran-Beutler	Elizabeth R.	2	409	S Walnut Street	
Dorler	Nancy-Ellen Marie	1	601	Maple Street	Marshall Commons
Dottoli	Donna Jo	2	1401	Mispyllion Apartments	
Downes	Betty	3	306	S Rehoboth Boulevard	
Downes	Gary Wayne	2	510	Kings Highway	
Downes	Lena Mae	1	303	Richard Street	
Downes	Victoria A.	2	510	Kings Highway	
Doyle	Catherine C.	4	111A	NW Third Street	
Draper	Anne L.	4	503	Parson Thorne Apartments	
Duffy	Frederick A.	4	509	West Street	
Dula	Andrea M.	1	115	W Green Lane	Orchard Hill
Duncan	Carol A.	3	509	N Walnut Street	
Duncan	Lorraine E.	1	408	Marshall Street	
Duncan	Nicole Mae	3	214	Charles Street	
Duncan	Philip L.	3	214	Charles Street	
Duncan	Richard R.	3	509	N Walnut Street	
Dunlap	Dwayne David	1	4	Costabella Lane	Orchard Hill

VOTER REGISTRATION LIST

Dunlap	Susan Claire	1	4	Costabella Lane	Orchard Hill
Duphily	Francis Jane	2	15	Nelson Street	
Dutton	Ruth Ann	2	328	Lakelawn Drive	Lakelawn Estates
Eastburn	Anna L.	2	405	Lakelawn Drive	Lakelawn Estates
Eaton	John Robert	1	4403K	Summer Brook Way	Hearthstone Manor
Eck	Dennis Thomas	1	3103L	W Brookmeyer Drive	Hearthstone Manor
Eck	Shirley Louise	1	3103L	W Brookmeyer Drive	Hearthstone Manor
Edmondson	Guy Mitchell	2	208	Lakeview Avenue	
Edmondson	Loretta I.	2	208	Lakeview Avenue	
Edwards	Doris J.	1	312	Marshall Street	
Egan	Melinda Larimore	1	602	McColley Street	
Egan	Trevor J	1	602	McColley Street	
Ehrmann	Ann Sonetto	2	817	Seabury Avenue	
Ehrmann	George H.	2	817	Seabury Avenue	
Ehrmann	George H. Sr.	2	817	Seabury Avenue	
Eickman	Kevin James	2	721	New Street	
Eisenbrey	Joan Louise	2	16	Delaware Avenue	
Eisenbrey	John C.	3	801	SE Front Street	
Eisenbrey	John C. III	2	16	Delaware Avenue	
Eisenbrey	Michelle L.	3	801	SE Front Street	
Eitelbach	Elaine M.	1	303	Columbia Street	
Elliott	Dodson Edward	2	203	Lakelawn Drive	Lakelawn Estates
Elliott	Granville A.	3	604	SE Front Street	
Elliott	Ronald N.	1	310	McColley Street	
Ellison	Abraham L.	2	604	Marvel Road	Lakelawn Estates
Ellison	Betty	2	604	Marvel Road	Lakelawn Estates
Ellison	James J	1	163	Rock Ledge Court	Hearthstone Manor
Elton	Richard Alan	1	111	W Green Lane	Orchard Hill
Elton	Suzanne L.	1	111	W Green Lane	Orchard Hill
Emory	Alice M.	3	500	S DuPont Boulevard	Heritage
Emory	Donald M.	2	4	Pennsylvania Avenue	
Emory	Hunter Jacob	2	110	Old Shawnee Rd	
Emory	Janna Kay	1	7403	Cedar Creek Road	

VOTER REGISTRATION LIST

Emory	Judy L.	2	110	Old Shawnee Rd	
Emory	Judy L.	1	7403	Cedar Creek Road	
Emory	Patrick Jason	2	110	Old Shawnee Rd	
Emory	Patrick Jason	1	7403	Cedar Creek Road	
Ennis-Jopp	Joyce E.	1	23	Kingston Terrace	Hearthstone Manor
Erickson	David Paul	2	20	W Clarke Avenue	
Erickson	Vivian L.	2	20	W Clarke Avenue	
Ermer	Marguerite Mary	1	3302H	S Sagamore Drive	Hearthstone Manor
Ermer	William Douglas	1	3302H	S Sagamore Drive	Hearthstone Manor
Ernsberger	Donna Kay	1	109	Marlin Street	Orchard Hill
Ernsberger	James Clifford	1	109	Marlin Street	Orchard Hill
Escalante	Rosa Luz	4	200	Valley Drive	Valley Run Apts
Evans	Betty A.	4	121B	NW Front Street	
Evans	Edward B.	3	705	N Walnut Street	
Evans	Laconda Sue	1	16	Clearview Drive	Hearthstone Manor
Evans	Martha Lee	2	313	Hall Place	
Evans	Ronald T.	1	315	Fisher Avenue	
Evans	Rosellen G.	2	121	School Place	
Evans	Veronica K.	3	705	N Walnut Street	
Evans-Keesler	Rebecca A.	1	315	Fisher Avenue	
Evers	Eric Wayne	1	16	Big Pond Drive	Meadows at Shawnee
Evers	Paige Geraldine	1	16	Big Pond Drive	Meadows at Shawnee
Ewadinger	Maureen E.	1	5	Little Pond Drive	Meadows at Shawnee
Fader	Doris	2	30	McCoy Street	
Fair	Susan E.	4	113	Bright Way	Brightway Commons
Fannin	Todd Matthew	1	514	Matthew Circle	Matlinds Estates
Fantozzi	Anthony J.	4	107	Alexa Court	Knotts Landing
Fantozzi	Christine A.	4	107	Alexa Court	Knotts Landing
Farrell	Colleen Ann	4	11	Rogers Drive	
Farrell	Dorothy A.	1	16	W Bullrush Drive	Meadows at Shawnee
Farrell	Robert J Jr.	1	16	W Bullrush Drive	Meadows at Shawnee
Farrell	Robert John	1	16	W Bullrush Drive	Meadows at Shawnee
Farrell	Thomas Francis	4	11	Rogers Drive	

VOTER REGISTRATION LIST

Faulkner	Sharon S.	3	406A	SE Front Street	
Fearn	Ann Elizabeth	1	7	Royal Drive	Orchard Hill
Fearn	Kenneth Brian	1	7	Royal Drive	Orchard Hill
Feehan	John S.	1	103	Beaufort Lane	Orchard Hill
Feehan	Marion C.	1	103	Beaufort Lane	Orchard Hill
Feindt	Sharon A.	2	4	Lakelawn Drive	Lakelawn Estates
Feindt	Walter G.	2	4	Lakelawn Drive	Lakelawn Estates
Felder	Brian C.	2	105	Lakelawn Drive	Lakelawn Estates
Felder	Marianne L.	2	105	Lakelawn Drive	Lakelawn Estates
Fenton	Susan Catherine	1	6	E Green Lane	Orchard Hill
Ferracci	Evelyn R.	1	3401A	N Sagamore Drive	Hearthstone Manor
Ferrell	Janet Williams	3	19592	Drummond Drive	Fork Landing
Ferrell	John E	3	19592	Drummond Drive	Fork Landing
Fildes	Robert R	2	215	S Walnut Street Apt A	
Fioca	Starr J	4	818	Warner Road	
Fischer	Joanne T.	2	12	Lakelawn Drive	Lakelawn Estates
Fisher	Carlton	2	202	Cherry Street	
Fisher	Donald	2	502	Crestview Drive	Lakelawn Estates
Fisher	Lenore Jean	1	300	Matthew Circle	Matlinds Estates
Fisher	Patricia M.	2	502	Crestview Drive	Lakelawn Estates
Fister	Holly K.	3	509	Carlisle Lane	
Fitz	Norman Alonzo	1	161	Aspen Court	Hearthstone Manor
Fitzcharles	Carl D.	1	3	Little Birch Drive	Hearthstone Manor
Fitzgerald	Lisa M.	2	506	Caulk Road	Lakelawn Estates
Fitzgerald	Mary L.	2	1031	S Walnut Street	
Flanary	Sandra Schwartz	1	6177	Kirby Road	Meadows at Shawnee
Flanary	Willard Oland	1	6177	Kirby Road	Meadows at Shawnee
Fleishman	Michael C	1	9	Windy Drive	Meadows at Shawnee
Fogel	Stuart Marshall	1	10	W Thrush Drive	Meadows at Shawnee
Fondren	Carl J.	4	140	N Landing Drive	Knotts Landing
Forbes	Gordon S.	1	2	Fairway Court	Orchard Hill
Forbes	Margaret A.	1	2	Fairway Court	Orchard Hill
Fort	Delores L.	4	518	Truitt Avenue	

VOTER REGISTRATION LIST

Foster	JoAnn	2	38	N Walnut Street	
Fountain	Alfredia	4	602	North Street Ext	
Fountain	Cleo H.	4	510	Truitt Avenue	
Fountain	Franklin A.	4	516	N Church Street	
Fountain	Gwendolyn M.	4	608	Truitt Avenue Ext	
Fountain	Janice L.	4	604	Truitt Avenue Ext	
Fowler	Alisa Charlene	3	82	Shore Lane	Lighthouse Estates
Fowler	Anthony Lee	3	129	Star Light Lane	Lighthouse Estates
Fowler	Charlene Patricia	3	329	S Rehoboth Boulevard	
Fowler	Fayette Leroy	3	331	S Rehoboth Boulevard	
Fowler	Natalie Ryan	3	129	Star Light Lane	Lighthouse Estates
Fox	Charlotte D.	3	802	SE Second Street	
Fox	Connie	2	809	New Street	
Fox	Phyllis M.	1	200	E Clarke Avenue	
Fox	William J.	1	200	E Clarke Avenue	
France	Richard W.	1	612	Beechwood Avenue	Marshall Commons
Francis	Kay O.	2	118	NW Front Street	
Franklin	Teresa E.	4	5	Lucia Circle	
Franklin	Teresa M.	4	604	N Church Street	
Frazier	Allen R	3	513	N Walnut Street	
Frederick	John Martin	2	405	S Walnut Street	
Frederick	Suzannah Martin	2	405	S Walnut Street	
Freebery	Mark	1	2	E Bullrush Drive	Meadows at Shawnee
Freebery	Nancy Bennett	1	2	E Bullrush Drive	Meadows at Shawnee
French	Alvin W.	2	512	Kings Highway	
French	Beverly A.	3		N Washington Street (MD-16-174.18.02-30.00)	
French	Cynthia W.	2	512	Kings Highway	
French	M. Russell	3		N Washington Street (MD-16-174.18.02-30.00)	
Frey	Sonja M.	3	208	Lovers Lane	
Frith	Viola H.	4	111	NW Third Street Apt B	
Frost	Thaddeus W.	2	108	Lakelawn Drive	Lakelawn Estates

VOTER REGISTRATION LIST

Fry	Holly M.	2	501	S Walnut Street	
Fry	Kerri Burton	2	501	S Walnut Street	
Fullman	Dorothy	3	19	Columbia Street	
Fullman	Sadie	3	21	Columbia Street	
Fullman	Yvonne Denise	4	427	North Street	
Fulton	Amanda Marie	2	15	E Clarke Avenue	
Fulton	Andrew Paul	2	15	E Clarke Avenue	
Furlong	Edward	1	10	W Bullrush Drive	Meadows at Shawnee
Furlong	Lois M.	1	10	W Bullrush Drive	Meadows at Shawnee
Furnish	Dorothy P.	2	508	Kings Highway	
Furry	Adam Richard	1	409	Fisher Avenue	
Furry	Kristen Steen	1	409	Fisher Avenue	
Gaffney	Daniel M.	2	307	S Walnut Street	
Gagne	Roger	2	1	Gagne Lane	
Gallego	Margaret K.	3	803	N Washington Street	
Garbutt	Ella F.	2	105	Wilbur Street	
Garbutt	John W.	2	105	Wilbur Street	
Garner	Glenn L.	1	144	Rock Ledge Court	Hearthstone Manor
Garner	Martha E.	1	632	Marshall Street	
Garner	Robert L.	1	632	Marshall Street	
Geise	Ellis W.	2	7	W Clarke Avenue	
Geise	Marian M.	2	7	W Clarke Avenue	
Genco	David Thomas	1	17	W Thrush Drive	Meadows at Shawnee
Genco	Lisa Maire	1	17	W Thrush Drive	Meadows at Shawnee
George	Diane S.	3	9	Governor Burton Court	Sawmill Village
Gerber	Ronald Dale	3	36	General Torbert Drive	Sawmill Village
Getz	Eric A.	2	603	Reed Road	Lakelawn Estates
Giannone	Julieann E.	1	3	W Thrush Drive	Meadows at Shawnee
Giannone	Riccardo Giovanni	1	3	W Thrush Drive	Meadows at Shawnee
Gibson	Douglas A.	4	704	North Street Ext	
Gibson	Evelyn Mary	1	155	Rock Ledge Court	Hearthstone Manor
Gilbert	Gerri L.	1	3401C	S Sagamore Drive	Hearthstone Manor
Gilbert	Lisette C.	1	25	E Green Lane	Orchard Hill

VOTER REGISTRATION LIST

Gilewski	Diane	3	310	S Rehoboth Boulevard	
Gilewski	Teresa J.	4	2	Archers Way	Archers Knoll
Gill	Charles E. Jr.	3	209	McColley Street	
Gill	Dora J.	3	209	McColley Street	
Gillespie	Brenden Patrick	3	508	Mispyllion Street	
Gillespie	David A.	3	505	N Washington Street	
Gillespie	Harvey D.	3	508	Mispyllion Street	
Gillespie	Laraine J.	3	508	Mispyllion Street	
Gillespie	Margaret A.	3	505	N Washington Street	
Gillespie	Steven D.	2	1025	S Walnut Street	
Gillette	Betty J.	1	304	Richard Street	
Gilliss	Andrew Glenn	3	41	Shore Lane	Lighthouse Estates
Ginn	Vivian Fowler	1	20	Clearview Drive	Hearthstone Manor
Givens	Gary F.	2	608	S Walnut Street	
Gladstone	John R.	1	1	E Green Lane	Orchard Hill
Gladstone	Sheila M.	1	1	E Green Lane	Orchard Hill
Gleason	Charles O.	3	301	SE Second Street	
Gleysteen	Diana M.	2	426	S Walnut Street	
Gleysteen	Dirk Graham	2	426	S Walnut Street	
Godwin	Dawn M.	3	811	SE Second Street	
Godwin	Milton B.	3	811	SE Second Street	
Goldstein	Marsha	1	15	W Thrush Drive	Meadows at Shawnee
Goldstein	Paul R.	1	15	W Thrush Drive	Meadows at Shawnee
Gonzalez	Elaise	3	803A	SE Second Street	
Good	Christopher Alexander	3	411	East Street	
Good	Joan Silvers	3	411	East Street	
Gooden	Jayne Nicole	1	310	Fisher Avenue	
Goodman	D. Corrine	1	803	Joshua Drive	Matlinds Estates
Goodman	James P.	1	803	Joshua Drive	Matlinds Estates
Goodwin	Shirley E.	3	204	Charles Street	
Goracci	Marie	1	404	Matthew Circle	Matlinds Estates
Goracci	Robert	1	404	Matthew Circle	Matlinds Estates
Gordon	Georgia Dillon	1	9	Hickory Branch Lane	Hearthstone Manor

VOTER REGISTRATION LIST

Gordon	Pamela Geneen	4	114	Bright Way	Brightway Commons
Gordon	Robert Elton	1	9	Hickory Branch Lane	Hearthstone Manor
Gorrin	Ann R.	2	125	School Place	
Gorrin	Daniel Peter	2	125	School Place	
Gorrin	Paul E.	2	125	School Place	
Gosnell	Elaisa Sanchez	1	16	Little Pond Drive	Meadows at Shawnee
Gosnell	Peter J.	1	16	Little Pond Drive	Meadows at Shawnee
Goswick	Charles E.	1	5	Little Birch Drive	Hearthstone Manor
Gottfried	Benjamin F.	1	14	Royal Court	Orchard Hill
Gottfried	Nancy L.	1	14	Royal Court	Orchard Hill
Gottstein	Kim Louise	1	13	Royal Drive	Orchard Hill
Gough	Nicole F.	4	135	NW Front Street	
Grabowski	Henry	2	14	W Clarke Avenue	
Grabowski	Linda L.	2	14	W Clarke Avenue	
Graham	Pamela J.	3	26	General Torbert Drive	Sawmill Village
Graham	Susannah C.	2	511	S Walnut Street	
Grammer	Brian L.	1	4	Royal Court	Orchard Hill
Green	Barbara Jean	4	239	S Landing Drive	Knotts Landing
Green	Katsuyo S.	3	617	N Walnut Street	
Green	Priscilla J.	2	415	Kings Highway	
Green	Richard A.	2	415	Kings Highway	
Greenage	Paul W.	3	218	N Walnut Street	
Greenwood	Anna E.	1	139	Hickory Branch Court	Hearthstone Manor
Gregory	Eleanor S.	1	304	Bridgeham Avenue	
Gregory	Ida Mae	3	104	Brady Drive	
Gregory	Maynard R. Jr.	1	304	Bridgeham Avenue	
Grier	Garrett Layton III	1	203	Matthew Circle	Matlinds Estates
Grier	Rebecca Killen	1	203	Matthew Circle	Matlinds Estates
Griffin	Earl B.	1	22	E Green Lane	Orchard Hill
Griffin	Emma Jane	4	220	North Street	
Griffin	James D.	1	2	Kingston Terrace	Hearthstone Manor
Griffin	Luther J.	4	220	North Street	
Griffin	Rachel G.	1	22	E Green Lane	Orchard Hill

VOTER REGISTRATION LIST

Griffith	Nancy Jo	1	35	Little Birch Drive	Hearthstone Manor
Griffith	Thomas Calvin	1	35	Little Birch Drive	Hearthstone Manor
Grimanelis	Gary D.	1	33	Meadow Lark Drive	Meadows at Shawnee
Griner	Donna Lynn	4	166	Church Hill Road	
Guerke	Gwen F.	2	709	S Walnut Street	
Gunning	Emma W.	2	317	S DuPont Boulevard	
Haack	Audrey H.	2	814	New Street	
Haack	Clifford W.	2	814	New Street	
Hall	David William	1	106	Marlin Court	Orchard Hill
Hall	Janice L.	1	106	Marlin Court	Orchard Hill
Halstead	Ward B.	4	226	S Landing Drive	Knotts Landing
Hamer	Patricia E.	1	135	Aspen Court	Hearthstone Manor
Hamer	Thomas H.	1	135	Aspen Court	Hearthstone Manor
Hamilton	Mary M.	3	701	SE Front Street	
Hammond	Charles T. Jr.	4	608	North Street	
Hammond	Eunice Regina	4	608	North Street	
Hangstefer	Priscilla Lynn	1	14	W Thrush Drive	Meadows at Shawnee
Hansen	Anna Marie	3	417	N Walnut Street	
Hardy	Alice S.	1	604	McColley Street	
Hardy	Sandra E.	1	521	McColley Street	
Hardy	William A. I.	1	604	McColley Street	
Hardy	William A. II	1	521	McColley Street	
Harkins	Ada E.	1	3103I	E Brookmeyer Drive	Hearthstone Manor
Harmon	Diana C.	4	304	Truitt Avenue	
Harmon	Theresa Y.	4		Truitt Avenue	
Harrington	Jean F.	4	800	Parson Thorne Apartments	
Harris	Anthony	2	101	Montgomery Street	
Harris	Dorothy S.	2	835	S DuPont Boulevard	
Harris	Fernando O.	2	200	SE Front Street	
Harris	John D.	3	25	McColley Street	
Harris	John T.	2	835	S DuPont Boulevard	
Harris	Ronald Dale	4	309	N Church Street	
Harris	Tina Y.	4	106	Bright Way	Brightway Commons

VOTER REGISTRATION LIST

Harris	William R.	2	835	S DuPont Boulevard	
Harrison	Beverly Rhodes	1	141	Barksdale Court	Hearthstone Manor
Hart	Darcel D.	1	18	Little Pond Drive	Meadows at Shawnee
Hart	Kevin A.	2	404	S Washington Street	
Hart	Samuel	1	18	Little Pond Drive	Meadows at Shawnee
Hastings	Bonnie J.	1	312	Fisher Avenue	
Hastings	Granville E. Jr.	1	312	Fisher Avenue	
Hastings	Rorie S.	3	41	Fisher Avenue	
Hatch	Timothy Albert	1	1002	Lemuel Street	
Hauck	John D.	1	5	Hickory Branch Lane	Hearthstone Manor
Haug	Laura Kristin	1	614	Beechwood Avenue	Marshall Commons
Hauser	Charles A.	1	302	McColley Street	
Hauser	Karen Renee	1	302	McColley Street	
Haverkamp	Howard F.	2	5	Donovan Street	
Hawk-Jarman	Jody Jeanette	2	316	Lakelawn Drive	Lakelawn Estates
Hayes	Karolyn S.	2	10	Causey Avenue	
Hayes	Paul D.	2	10	Causey Avenue	
Hazzard	Carla J.	1	703	Lindsay Lane	Matlinds Estates
Hazzard	Dennis S.	2	503	Caulk Road	Lakelawn Estates
Hazzard	Richard M.	1	703	Lindsay Lane	Matlinds Estates
Hazzard	Roy L.	4	108	N Church Street	
Hazzard	Vivian J.	2	503	Caulk Road	Lakelawn Estates
Heinold	Mary Ann	2	607	Lakelawn Drive	Lakelawn Estates
Heller	Betty M.	3	18	General Torbert Drive	Sawmill Village
Heller	David S.	3	18	General Torbert Drive	Sawmill Village
Hemshrot	Alva W.	1	101	W Green Lane	Orchard Hill
Hemshrot	Gene A.	1	101	W Green Lane	Orchard Hill
Henderlong	Shirley A.	3	44	Fisher Avenue	
Henderson	Carol S.	3	8	NW Second Street	
Henderson	Eugene W.	3	8	NW Second Street	
Hendley	Milton Francis	4	130	N Landing Drive	Knotts Landing
Hendley	Shari Ann	4	130	N Landing Drive	Knotts Landing
Hennelly	Michael J.	3	101	NE Tenth Street	

VOTER REGISTRATION LIST

Hennelly	Sally Ann	3	101	NE Tenth Street	
Henry	Sophonra	3	107	Brady Drive	
Hepford	Sharon R.	1	139	Aspen Court	Hearthstone Manor
Hepford	Walter J.	1	139	Aspen Court	Hearthstone Manor
Herholdt	Thomas S.	2	603	New Street	
Herring	Carri Ann	3	215	Columbia Street	
Herring	Garrett W.	3	215	Columbia Street	
Herring	James B.	2	308	Regent Road	Lakelawn Estates
Herron	Christine Marie	4	10	Rogers Drive	
Herron	Dale Marie	4	106	Ginger Lane	Knotts Landing
Herron	David William	4	106	Ginger Lane	Knotts Landing
Hess	Nancy H	2	601	Seabury Avenue	
Hicks	Harold E	4	400	N Church Street	
Hicks	Robert Wayne	1	311	Marshall Street	
Higgins	James L.	1	20	Meadow Lark Drive	Meadows at Shawnee
Higgins	Karyn J.	1	20	Meadow Lark Drive	Meadows at Shawnee
Hill	Mary	3	47	General Torbert Drive	Sawmill Village
Hill	Robert S.	4		Silver Lake Estates	
Hill	William D.	3	906	SE Second Street	
Hinex	Larry Jr.	1	26	Meadow Lark Drive	Meadows at Shawnee
Hinton	Carolyn E.	4	100	Bright Way	Brightway Commons
Hochstedler	Lois S.	2	428	S Washington Street	
Hoey	Amy L.	2	802	New Street	
Hoey	Conor Adrian	2	802	New Street	
Hoey	Walter J. III	2	802	New Street	
Hoie	Christine E.	1	22	Kingston Terrace	Hearthstone Manor
Holden	Claudia H.	4	100	Drew Street	
Holden	Elroy S.	4	100	Drew Street	
Holleger	Helen M.	2	401	Crestview Drive	Lakelawn Estates
Holleger	Hilda M.	3	101	Charles Street	
Holleger	Julia L.	1	3901B	Fullerton Court	Hearthstone Manor
Holleger	Richard J. Jr.	3	101	Charles Street	
Hollingsworth	Robert C.	2	719	S DuPont Boulevard	

VOTER REGISTRATION LIST

Hollingsworth	Shirley A.	2	719	S DuPont Boulevard	
Hollis	Alicia	3	611	N Washington Street	
Holmes	Theresa C.	4	715	N Church Street	
Hood	Jana M.	4	30	NW Tenth Street	
Hood	Vernon J.	4	30	NW Tenth Street	
Hoomans	Claudia A.	2	213	S Walnut Street	
Hoomans	Richard P.	2	213	S Walnut Street	
Hooper	Michael Lee	2	7	Mill Street	
Hooper	Rebecca M.	2	7	Mill Street	
Hopkins	Brenda D.	4	3	Lucia Circle	
Hopkins	Edith Z.	3	18	Marshall Street	
Hopkins	Harmon R.	3	18	Marshall Street	
Hopkins	Steven E.	4	3	Lucia Circle	
Horney	Edward H.	2	3	W Clarke Avenue	
Horney	Maryvone A.	2	3	W Clarke Avenue	
Hosbach	Norman A.	2	425	S Washington Street	
Houser	Doreen L.	3	403	N Walnut Street	
Houser	Lawrence J. Jr.	3	403	N Walnut Street	
Howard	Caleb Jr.	4	441	North Street	
Howard	Dena I.	1	114	Rock Ledge Court	Hearthstone Manor
Howard	Eli Jeremy	2	801	New Street	
Howard	Ernest J.	3	105	Bridgeham Avenue	
Howard	Jerald W.	2	707	Seabury Avenue	
Howard	Kevin E.	2	19	Nelson Street	
Howard	Lynn M.	2	19	Nelson Street	
Howard	Maxine R.	2	707	Seabury Avenue	
Howard	Megan Hudson	2	801	New Street	
Howard	Melva L.	3	105	Bridgeham Avenue	
Howell	Bonnie Lee	3	68	Cedar Beach Road	
Howell	Bruce	3	68	Cedar Beach Road	
Howell	Constance L.	2	317	S Walnut Street	
Hoyer	Michael W.	3	605	N Walnut Street	Apt 1/2
Hubbard	Kathleen Laremore	3	17	McColley Street	

VOTER REGISTRATION LIST

Huckemeyer	Robin M	4	210	S Landing Drive	Knotts Landing
Hudson	Curtis J.	2	504	Marvel Road	Lakelawn Estates
Hudson	Donald Walter	4	122	N Landing Drive	Knotts Landing
Hudson	George W.	1	15	E Green Lane	Orchard Hill
Hudson	Heather Marie	2	307	Hall Place	
Hudson	Judith K.	4	122	N Landing Drive	Knotts Landing
Hudson	Rebecca K.	2	504	Marvel Road	Lakelawn Estates
Hudson	Sandra Kay	1	15	E Green Lane	Orchard Hill
Hudson	Sara Thomas	1	26	Clearview Drive	Hearthstone Manor
Hudson	Scott James	2	307	Hall Place	
Hudson	Sean A.	1	26	Clearview Drive	Hearthstone Manor
Hudy	Anthony W.	3	811	N Washington Street	
Hudy	Mary Jo	3	811	N Washington Street	
Huey	Jennifer Michelle	3	601	SE Second Street	
Huff	JoAnn H.	1	119	Hickory Branch Court	Hearthstone Manor
Huff	Warren R.	1	119	Hickory Branch Court	Hearthstone Manor
Hugg	Margaret R.	4	708	Parson Thorne Apartments	
Hughes	Frederick A. Jr.	3	206	NE Fourth Street	
Hughes	John M.	3	701	SE Second Street	
Hughes	Nancy M.	1	6	Fairway Court	Orchard Hill
Hughes	Shirley J.	3	206	NE Fourth Street	
Hughes	William A.	1	601	Montgomery Street	
Hughes	William S.	1	6	Fairway Court	Orchard Hill
Humes	Alan Wesley	2	513	Caulk Road	Lakelawn Estates
Humes	Benjamin Ryan	3	605	N Walnut Street	
Humes	Carolyn M.	2	102	Lakelawn Drive	Lakelawn Estates
Humes	Harry E.	2	102	Lakelawn Drive	Lakelawn Estates
Humes	Thomas H.	2	510	Caulk Road	Lakelawn Estates
Hundley	Katherine Elizabeth	1	600	Maple Street	Marshall Commons
Hundley	Victor Linwood 3rd	1	600	Maple Street	Marshall Commons
Hunt	Christine A.	1	147	Barksdale Court	Hearthstone Manor
Hunt	Peter J.	1	147	Barksdale Court	Hearthstone Manor
Hunter	Corry M.	2	103	S Church Street	

VOTER REGISTRATION LIST

Hunter	Elsie R.	2	816	New Street	
Hunter	Gary M.	3	203	Charles Street	
Hunter	Rebekah J.	2	103	S Church Street	
Hunter	Sharon L.	3	203	Charles Street	
Hurd	Daniel Wayne	4	12	Rogers Drive	
Hurd	Jennifer L.	4	12	Rogers Drive	
Hurst	John S.	4	205	S Landing Drive	Knotts Landing
Hurst	Mary Carol	4	205	S Landing Drive	Knotts Landing
Hutchman	Jean S.	4	111	Ginger Lane	Knotts Landing
Hutchman	Merry Lynn	4	111	Ginger Lane	Knotts Landing
Hutson	Kurt M.	2	6493	Shawnee Road	
Hutson	Sandra Watson	2	6493	Shawnee Road	
Inie Richards	Kate Sarah	2	12	NW Front St Apt 301	
Irons	Charles G. Jr.	2	3	Elizabeth Street	
Irons	Sandra F.	2	3	Elizabeth Street	
Irwin	Dorothy H.	2	510	NW Front Street Apt 1	
Irwin	Selma R.	2	8	Pennsylvania Avenue	
Irwin	Willard J. Jr.	2	8	Pennsylvania Avenue	
Isenbarger	Dennis L.	3	810	East Street	
Iturriaga	Joseph C.	2	7	Pennsylvania Avenue	
Jackson	Carol A.	1	151	Hickory Branch Court	Hearthstone Manor
Jackson	John L. Jr.	1	151	Hickory Branch Court	Hearthstone Manor
Jackson	Virginia L.	4	805	N DuPont Boulevard	
Jackson	Virginia L.	1	306	Marshall Street	
Jackson	William P.	4	805	N DuPont Boulevard	
Jackson	William P.	1	306	Marshall Street	
James	Agusta G.	2	305	S Walnut Street	
James	Jason L. Sr.	4	1	Games Drive	
James	Joseph E.	2	305	S Walnut Street	
James	Pamela T.	4	1	Games Drive	
Jarman	Harry E. III	2	316	Lakelawn Drive	Lakelawn Estates
Jarrell	Joyce Mae	2	420	S Washington Street	
Jecen	John Anthony	2	11	McCoy Street	

VOTER REGISTRATION LIST

Jefferson	Justin C.	3	314	S Rehoboth Boulevard	
Jefferson	Kim M.	3	314	S Rehoboth Boulevard	
Jenary	Rose Marie	1	151	Aspen Court	Hearthstone Manor
Jenkins	Clarence E.	3	316	S Rehoboth Boulevard	
Jenkins	Daniel O.	3	5	Governor Watson Court	Sawmill Village
Jenkins	Patricia A.	3	5	Governor Watson Court	Sawmill Village
Jenkins	Tammy S.	3	316	S Rehoboth Boulevard	
Jensen	Robert J.	3	104	Bridgeham Avenue	
Jenson	Moses M.	4	604	N Church Street	
Jester	Alan R.	3	809	N Walnut Street	
Jester	Allen S. Jr.	3	401	N Rehoboth Boulevard	
Jester	Diane L.	3	415	East Street	
Jewell	Margaret W.	2	705	S DuPont Boulevard	
Johansson	Patrica C.	1	703	Beechwood Court	Marshall Commons
Johansson	William F.	1	703	Beechwood Court	Marshall Commons
Johnson	Carole Ann	1	619	Beechwood Avenue	Marshall Commons
Johnson	Cindy Lynn	1	23	E Bullrush Drive	Meadows at Shawnee
Johnson	Cynthia A.	2	624	NW Front Street	
Johnson	Darron R.	4	605	North Street Ext	
Johnson	Dorothy S.	4	102	Parson Thorne Apartments	
Johnson	George W. Jr.	1	23	E Bullrush Drive	Meadows at Shawnee
Johnson	Grace	3	104	NE Tenth Street	
Johnson	Linda Louise	1	129	Aspen Court	Hearthstone Manor
Johnson	Steven L.	1	3703L	S Sagamore Drive	Hearthstone Manor
Johnson	Teresa M.	4	700	Truitt Avenue Ext	
Johnson	Wayne Brian	4	604	N Church Street	
Johnson	William	4	700	Truitt Avenue Ext	
Johnston	Stuart Douglas	1	601	Maple Street	Marshall Commons
Jones	Bessie	1	315	Fisher Avenue	
Jones	Betty R.	1	509	Marshall Street Apt A	
Jones	Jesse A. Jr.	2	5	Elizabeth Street	
Jones	June	2	5	Maple Avenue	
Jones	Kathleen Callahan	1	28	Kingston Terrace	Hearthstone Manor

VOTER REGISTRATION LIST

Jones	Margaret Ann	2	500	S DuPont Boulevard	
Jones	Margarette C.	3	801	N Washington Street	
Jones	Paul Sevier Jr.	1	28	Kingston Terrace	Hearthstone Manor
Jones-Warfield	Deirdre Aileen	3	110	Brady Drive	
Joseph	Anita B.	1	179	Hickory Branch Court	Hearthstone Manor
Joseph	John W.	3	921	SE Front Street	
Joseph	Ronnie M.	1	179	Hickory Branch Court	Hearthstone Manor
Judd	Laurie Lee	1	307	Richard Street	
Kalesis	Panagioti	1	3	E Green Lane	Orchard Hill
Kaur	Charanjit	1	3	E Thrush Drive	Meadows at Shawnee
Kean	David B.	4	5	Linstone Lane Apt 409	Silver Lake Apartments
Keen	Donald	1	5	Iroquois Avenue	Orchard Hill
Keen	Michele Stevens	1	5	W Thrush Drive	Meadows at Shawnee
Kehler	Harry C. Jr.	4	103	Parson Thorne Apartments	
Kehler	Sarah B.	4	103	Parson Thorne Apartments	
Keith	Craig Allan	2	510	Lakeview Avenue	
Kellam	Patsy Lea	4	201	Church Street	
Kelly	James Edward	4	205	NW Front Street	
Kelly	Raymond H.	4	205	NW Front Street	
Kelso	Peter Daniel	3	903	SE Second Street	
Kemp	Barbara S.	2	8	Maple Avenue	
Kemp	Ronald J.	2	305	Regent Road	Lakelawn Estates
Kemp	Roy B. Jr.	2	305	Regent Road	Lakelawn Estates
Kemp	Ruth Ann	2	305	Regent Road	Lakelawn Estates
Kemper	Carmen V.	2	13	McCoy Street	
Kemper	Robert E.	2	13	McCoy Street	
Kenton	David W.	2	200	Lakeview Avenue	
Kenton	Dawn D.	2	200	Lakeview Avenue	
Kenton	Elouise B.	2	309	S Washington Street	
Kenton	G. Nelson	2	309	S Washington Street	
Kenton	George Nelson Jr.	2	302	Kent Place	
Kenton	Karen L.	2	302	Kent Place	
Kenton	Mariam E.	4	415A	Silver Lake Estates	

VOTER REGISTRATION LIST

Kiefer	Carol A.	1	312	Matthew Circle	Matlinds Estates
Kiefer	Jane Mary	1	312	Matthew Circle	Matlinds Estates
Kiefer	John M.	1	312	Matthew Circle	Matlinds Estates
Kijewski	Robert John	3	30	Fisher Avenue	
Killian	Kevin Patrick	1	44	Meadow Lark Drive	Meadows at Shawnee
Killian	Patricia Marie	1	44	Meadow Lark Drive	Meadows at Shawnee
Kimbrough	Kathy A.	4	308	North Street	
Kimmel	Doris	2	300	Lakelawn Drive	Lakelawn Estates
Kimmey	JoEllen	2	600	New Street	
Kimmey	Ted M.	2	600	New Street	
King	Alton Clarence	3	710	N Washington Street	
King	Deborah Faye	3	710	N Washington Street	
King	Gary D.	2	10	Sunset Lane	
King	Gifford P	3	406	N Walnut Street	
King	John F.	1	1	Costabella Court	Orchard Hill
King	Nancy L.	1	1	Costabella Court	Orchard Hill
Kingsley	Joann Ellen	1	3602F	N Sagamore Drive	Hearthstone Manor
Kinkle	Barbara R.	1	160	Rock Ledge Court	Hearthstone Manor
Kinkle	Carol Ann	1	160	Rock Ledge Court	Hearthstone Manor
Kinports	Donna Marie	1	32	Clearview Drive	Hearthstone Manor
Kinports	Richard Martin	1	32	Clearview Drive	Hearthstone Manor
Kinzer	Barbara A.	3	203	North Street	
Kirby	Alyce Louise	1	2	W Bullrush Drive	Meadows at Shawnee
Kirby	Robert J. Jr.	2	406	Evergreen Circle	Lakelawn Estates
Kirby	Russell Rudy II	2	206	Cherry Street	
Kirby	Thomas Ray	1	2	W Bullrush Drive	Meadows at Shawnee
Kirk	Rita Jacqueline	1	105	Delaware Avenue	
Kitzmiller	Arthur L.	2	4	W Clarke Avenue	
Kitzmiller	Colleen M.	2	4	W Clarke Avenue	
Klein	John Richard	1	5	Royal Court	Orchard Hill
Kline	Beverly J.	1	3	Briar Court	Meadows at Shawnee
Kline	Harvey Eugene	1	3	Briar Court	Meadows at Shawnee
Kling	Anne C	1	4401A	Fullerton Court	Hearthstone Manor

VOTER REGISTRATION LIST

Knapp	Nancy Frances	3	805	N Walnut Street	
Knapp	Robert Lawrence	3	805	N Walnut Street	
Knorr	Barclay Alan	1	130	W Green Lane	Orchard Hill
Knutsen	Dean S.	1	15	Meadow Lark Drive	Meadows at Shawnee
Knutsen	Jenny Andrea	1	15	Meadow Lark Drive	Meadows at Shawnee
Koetz	Jacqueline	1	136	Manor Lane	
Kooner	Kalwant S.	1	3	E Thrush Drive	Meadows at Shawnee
Kopack	Elvira Marie	1	17	W Bullrush Drive	Meadows at Shawnee
Koropka	Stanley J. Jr.	2	611	Marvel Road	Lakelawn Estates
Kotwas	Alexander E.	1	145	Barksdale Court	Hearthstone Manor
Kovack	Jerry F.	2	17776	Oak Hill Drive	
Kramlich	Essie E.	3	300	SE Front Street	
Kramlich	Fred S.	3	300	SE Front Street	
Krumm	Larry Martin	4	906	N Church Street	
Krumm	Norma Jean	4	906	N Church Street	
Kufahl	Sharon Annette	2	715	Seabury Avenue	
Kulhanek	Stephanie M.	1	416	Marshall Street	
Kunkel	Kenneth Christopher	1	152	Rock Ledge Court	Hearthstone Manor
Kurtz	Eleanor Frances Burnet-	1	3903I	Fullerton Court	Hearthstone Manor
Labajo	Nila B.	1	6	W Bullrush Drive	Meadows at Shawnee
Labajo	Pike G.	1	6	W Bullrush Drive	Meadows at Shawnee
Lacaillade	Henry E.	1	4402F	Fullerton Court	Hearthstone Manor
Lacaillade	Rafaela M.	1	4402F	Fullerton Court	Hearthstone Manor
Lane	Janet Virginia	1	6	Crown Circle	Orchard Hill
Lane	Lula M.	3	118	Marshall Street	
Lane	Richard Alan Sr.	1	3	Fairway Court	Orchard Hill
Lane	Rufus G.	1	6	Crown Circle	Orchard Hill
Lane	Shirley J.	1	3	Fairway Court	Orchard Hill
Lank	Diane J.	2	13	Sunset Lane	
Lank	Robert B.	2	13	Sunset Lane	
Lankford	Patricia L.	3	106	NE Tenth Street	
Lanzano	Dee Ann	4	216	S Landing Drive	Knotts Landing
Lanzano	Michael Dominic	4	216	S Landing Drive	Knotts Landing

VOTER REGISTRATION LIST

Lardner	Janet M.	4	228	S Landing Drive	Knotts Landing
Lardner	Ring William	4	228	S Landing Drive	Knotts Landing
Larue	Eric Todd	3	207	NE Fourth Street	
Lavallee	Troy Alan	2	425	S Walnut Street	
Lawhorn	Samuel N.	4	435	North Street	
Lawrence	Nancy J.	2	454	Kings Highway	
Lawrence	Ronald W.	2	454	Kings Highway	
Layfield	Anita L.	2	900	S DuPont Boulevard	
Layton	James Floyd	2	620-624	NW Front Street	
Layton	Jane H.	2	113	School Place	
Lear	Mary Jo	1	616	Cedarwood Avenue	Marshall Commons
Lear	Norman J. Sr.	1	616	Cedarwood Avenue	Marshall Commons
LeBright	Daniel T	3	511	N Washington Street	
LeBright	Daniel T.	1	400	Marshall Street	
LeBright	Daniel T.	3	704	SE Second Street	
LeBright	Joyce G	1	400	Marshall Street	
LeBright	Joyce G	3	511	N Washington Street	
LeBright	Joyce G	3	704	SE Second Street	
Lee	Jamie Marie	2	409	S Washington Street	
Lee	Mary S.	3	617A	SE Front Street	
LeGree	Ellen A.	4	103	Bright Way	Brightway Commons
Leith	Marikate McIver	1	32	Meadow Lark Drive	Meadows at Shawnee
Leithmann	Theodor	4		Silver Hill Apartments A-3	
Lenet	Elizabeth Ann	4	252	S Landing Drive	Knotts Landing
Lenet	Howard Alan	4	252	S Landing Drive	Knotts Landing
Lerch	Jane L.	1	308	Matthew Circle	Matlinds Estates
Lessner	Gabrielle Margaret	1	1	E Thrush Drive	Meadows at Shawnee
Lessner	Timothy B.	1	1	E Thrush Drive	Meadows at Shawnee
Leuthauser	Joanne	4	509	Ashley Way	Milford Crossing
Leutz	Clara M.	4	5	Linstone Lane Apt 201	Silver Lake Apartments
Leutz	Henry P.	4	5	Linstone Lane Apt 201	Silver Lake Apartments
Levenson	Louis Elliott	1	17	Fairway Street	Orchard Hill
Levin	Harold P.	1	704	Beechwood Court	Marshall Commons

VOTER REGISTRATION LIST

Lewis	Arthur William	1	9	Little Birch Drive	Hearthstone Manor
Lewis	Bessie M.	4	103B	Moyer Circle	Milford Crossing
Lewis	Bobby Lee	3	16	General Torbert Drive	Sawmill Village
Lewis	Caroline A.	3	218	N Walnut Street	
Lewis	Lawrence Edward Jr.	4	5	Linstone Lane Apt 202	Silver Lake Apartments
Lewis	Leroy	4	103B	Moyer Circle	Milford Crossing
Lewis	Lillian Elizabeth	3	16	General Torbert Drive	Sawmill Village
Lewis	Linda A.	4	5	Linstone Lane Apt 212	Silver Lake Apartments
Lewis	Linda Spare	1	4502H	Summer Brook Way	Hearthstone Manor
Limardi	Joseph N.	4	23	Linstone Lane Apt 2	Silver Lake Apartments
Lindale	Nicholas B.	2	11	Mill Street	
Lindale	Sheila D.	2	11	Mill Street	
Littleton	Beatrice L.	4	5	Linstone Lane Apt 414	Silver Lake Apartments
Littmann	Helmut K.	1	3301A	N Sagamore Drive	Hearthstone Manor
LoBiondo	Jon R	1	3	Iroquois Avenue	Orchard Hill
LoBiondo	Stephanie Lynn	1	3	Iroquois Avenue	Orchard Hill
Lodge	H. Patricia	3	905	N Walnut Street	
Loeffler	Adam E.	3	1002	SE Second Street	
Lofland	Barbara B.	2	711	S DuPont Boulevard	
Lofland	Joan W.	3	6	Columbia Street	
Lofland	Joseph Sudler	3	6	Columbia Street	
Lofland	Medford R.	2	711	S DuPont Boulevard	
Long	Curtis C.	1	612	McColley Street	
Long	Deborah Kenton	1	612	McColley Street	
Long	Gary R.	1	201	Matthew Circle	Matlinds Estates
Long	Sydell R.	1	201	Matthew Circle	Matlinds Estates
Lopez	Jose Martin	3	703	SE Second Street	
LoPresti	Thomas J.	4	123	N Landing Drive	Knotts Landing
Lorenz	Bruce R.	2	306B	S Walnut Street	
Louis	Duvanel Richard	4	401	N Church Street	
Love	Catherine W.	2	901	Seabury Avenue	
Love	Cynthia B.	4	108	Truitt Avenue	
Love	Michael J.	4	108	Truitt Avenue	

VOTER REGISTRATION LIST

Loveland	Margaret	3	701	SE Front Street	
Lucas	A.C. Houston	2	430	S Walnut Street	
Luchinsky	Alan Lee	1	154	Rock Ledge Court	Hearthstone Manor
Luchinsky	Sharon L.	1	154	Rock Ledge Court	Hearthstone Manor
Luiken	Dharma A.	2	403	Lakeview Avenue	
Luiken	Richard C.	2	403	Lakeview Avenue	
Lurwick	Mary E.	2	102	Pine Street	
Lush	Elizabeth Ann	1	31	E Green Lane	Orchard Hill
Lush	Mary Ann E.	1	31	E Green Lane	Orchard Hill
Lush	Richard M.	1	31	E Green Lane	Orchard Hill
Lynch	John T.	1	118	Rock Ledge Court	Hearthstone Manor
Lynch	Judy Ann	1	3702 H	S Sagamore Drive	Hearthstone Manor
Lynch	Raymond E.	1	3702H	S Sagamore Drive	Hearthstone Manor
Mace	Angel S.	3	807	N Washington Street	
Mackie	Audrey M	2	12	E Clarke Avenue	
Mackie	George P III	2	12	E Clarke Avenue	
MacMillan	Donald D.	2	18	W Clarke Avenue	
MacMillan	Molly R.	2	18	W Clarke Avenue	
MacMillan	Teri R.	2	18	W Clarke Avenue	
Madden	Jane Nunnally	2	29	N Church Street	
Mahammitte	Charles V.	1	3202E	Brookmyer Drive	Hearthstone Manor
Mahammitte	Sandra	1	3202E	Brookmyer Drive	Hearthstone Manor
Maire	Kathleen E.	3	701	SE Front Street	
Majoch	Kaye M.	2	504	Crestview Drive	Lakelawn Estates
Majoch	Ladislav V.	2	504	Crestview Drive	Lakelawn Estates
Maloney	Gladys D.	1	1006	Lemuel Street	
Maloney	Thomas A.	1	1006	Lemuel Street	
Mancini	Sally Ann	1	145	Barksdale Court	Hearthstone Manor
Mansolf	George Bradley	1	16	Meadow Lark Drive	Meadows at Shawnee
Mansolf	Kathleen Ann	1	16	Meadow Lark Drive	Meadows at Shawnee
Mantineo	Gail A.	4	218	S Landing Drive	Knotts Landing
Mantineo	Salvatore Jr.	4	218	S Landing Drive	Knotts Landing
Marabello	Daniel	1	1	Windy Drive	Meadows at Shawnee

VOTER REGISTRATION LIST

Marabello	Licinia	1	1	Windy Drive	Meadows at Shawnee
Marcavage	Joseph E.	1	22	Clearview Drive	Hearthstone Manor
Marcavage	Josephine M.	1	22	Clearview Drive	Hearthstone Manor
Marcial-Nieves	Querube Khasi	3	101	NE Sixth Street	
Marcouillier	Larry J.	2	106A	Causey Avenue	
Marino	Dorothy	4	102	Ginger Lane	Knotts Landing
Marino	Salvatore J. Jr.	4	102	Ginger Lane	Knotts Landing
Markowitz	David H.	1	8	E Thrush Drive	Meadows at Shawnee
Markowitz	Gloria K.	1	8	E Thrush Drive	Meadows at Shawnee
Marsh	Barbara J.	4	303	NW Second Street	
Marsh	Steve	4	303	NW Second Street	
Marshall	David W.	4	417	North Street	
Marshall	Donnell M.	2	601	New Street	
Marshall	Lisa M.	2	601	New Street	
Marth	Anne Marie Donna	1	31	Meadow Lark Drive	Meadows at Shawnee
Marth	Michael Paul	1	31	Meadow Lark Drive	Meadows at Shawnee
Martin	Betty Louise	1	149	Aspen Court	Hearthstone Manor
Martin	Katherine L.	3	701	N Washington Street	
Martin	Ralph A.	3	211	SE Front Street	
Martin	Willam J. Jr.	3	509	Carlisle Lane	
Marvel	David H. Jr.	2	6525	Shawnee Road	
Marvel	Harvey G. Jr.	2	409	Woodland Drive	Lakelawn Estates
Marvel	Kate	2	409	Woodland Drive	Lakelawn Estates
Marvel	Linda M.	4	4	Archers Way	Archers Knoll
Marvel	Patricia Ann	2	6525	Shawnee Road	
Marvel	Randy E.	4	4	Archers Way	Archers Knoll
Mason	Carole G.	1	153	Barksdale Court	Hearthstone Manor
Mason	George A.	1	153	Barksdale Court	Hearthstone Manor
Mason	Sheila G.	3	401	N Washington Street	
Masten	A. Robert	2	8	Lakelawn Drive	Lakelawn Estates
Masten	Charles R. Jr.	2	106	Causey Avenue	
Masten	Elizabeth	2	8	Lakelawn Drive	Lakelawn Estates
Masten	Kathy	2	106A	Causey Avenue	

VOTER REGISTRATION LIST

Masten	Lise N.	2	103	Lakelawn Drive	Lakelawn Estates
Masten	Patricia Ann	2	406	Lakeview Avenue	
Masten	Robert Wesley	2	103	Lakelawn Drive	Lakelawn Estates
Masten	Stephen T. Sr.	2	406	Lakeview Avenue	
Matthews	Tony M.	4	115	Bright Way	Brightway Commons
Mayoral	Angelo	1	3	Lenape Lane	Meadows at Shawnee
Mayoral	Beatriz Medina	1	3	Lenape Lane	Meadows at Shawnee
Mays	John J.	4	615	Parson Thorne Apartments	
Mazzeo	Marie Elizabeth	1	9	Little Birch Drive	Hearthstone Manor
McAllister	Albert	1	1008	Lemuel Street	
McBane	William J. III	3	70	Cedar Beach Road	
McCarthy	Donna Reel	1	4001B	Fullerton Court	Hearthstone Manor
McColley	Karen K.	3	416	NE Tenth Street	
McColley	Lynn A.	3	416	NE Tenth Street	
McCollough	Virginia W.	3	106	NE Fourth Street	
McCrea	Stacey Lyn	4	105	Bright Way	Brightway Commons
McDonough	Donald T.	2	601	Reed Road	Lakelawn Estates
McDonough	Stephanie	2	601	Reed Road	Lakelawn Estates
McDowell	Jon Ray Scott	1	3201A	E Brookmyer Dr	Hearthstone Manor
McDuff	John Dix	1	23	E Green Lane	Orchard Hill
McDuff	Zelda Arlene	1	23	E Green Lane	Orchard Hill
McFall	James I.	3	406	SE Front Street	
McFarland	Lisa S	4	602	Silver Hill Apartments	
McFassel	Lexie Shelton	2	433	S Walnut Street	
McGalagly	Gloria Marie	1	13	Little Pond Drive	Meadows at Shawnee
McGalagly	John J.	1	13	Little Pond Drive	Meadows at Shawnee
McGill	Christopher R.	2	9	Delaware Avenue	
McGill	Corey Christopher	2	9	Delaware Avenue	
McGill	Karla L.	2	9	Delaware Avenue	
McGill	Sarah V.	2	9	Delaware Avenue	
McGrath	Ronald T.	1	3102H	W Brookmeyer Drive	Hearthstone Manor
McGrath	Rosemarie	4	116	Ginger Lane	Knotts Landing
McGrath	Timothy P.	4	116	Ginger Lane	Knotts Landing

VOTER REGISTRATION LIST

McGriffin	James G.	2	200	SE Second Street	
McIlvain	Dennis L.	3	331A	S Rehoboth Boulevard	
McIlvain	JoAnn	3	331A	S Rehoboth Boulevard	
McKain	Michael D.	1	705	Cedarwood Court	Marshall Commons
McLeod	Barbara A.	1	6	Kingston Terrace	Hearthstone Manor
McLeod	Robert Harry	1	6	Kingston Terrace	Hearthstone Manor
McMillan	Michael W.	4	711	Parson Thorne Apartments	
McMillian	Douglas	4	118	NW Third Street	
McMillian	Jeanne V.	4	118	NW Third Street	
McMurray	Charlayne Wood	1	161	Barksdale Court	Hearthstone Manor
McMurray	Thomas Milton	1	161	Barksdale Court	Hearthstone Manor
McNulty	Ryan M	3	2	General Torbert Drive	Sawmill Village
McPherson	Kevin Scott	1	4	E Green Lane	Orchard Hill
Mctheny	Patricia Ilene	2	18	Elizabeth Street	
McVeigh	Juanita F.	1	24	Clearview Drive	Hearthstone Manor
Meade	Andrew S.	2	604	Lakelawn Drive	Lakelawn Estates
Meade	Kay Lynn	2	604	Lakelawn Drive	Lakelawn Estates
Meade	Robert J.	2	604	Lakelawn Drive	Lakelawn Estates
Meding	Henry	3	617	N Washington Street	
Mees	Gary Lynn	1	25	E Green Lane	Orchard Hill
Merchant	Donna L.	2	108	Franklin Street	
Mergner	Christopher Henry	1	1	Delores Court	Orchard Hill
Mergner	Henry H.	4	134	N Landing Drive	Knotts Landing
Mergner	Leslie A.	1	1	Delores Court	Orchard Hill
Mergner	Louise G.	4	134	N Landing Drive	Knotts Landing
Merkel	Lee L.	1	7	Homestead Boulevard	Hearthstone Manor
Merkel	Theresa D.	1	7	Homestead Boulevard	Hearthstone Manor
Merrell	James Harry B.	2	506	Mispillion Apartments	
Mesh	Lora A.	1	10	E Bullrush Drive	Meadows at Shawnee
Mesh	Thaddeus Joseph Jr.	1	10	E Bullrush Drive	Meadows at Shawnee
Messick	Amber Nicole	1	204	E Clarke Avenue	
Messick	Bryant Alden	2	709	S DuPont Boulevard	
Messick	Faith H.	3	220	NE Second Street	

VOTER REGISTRATION LIST

Messick	Harold G.	3	220	NE Second Street	
Messick	Sheri Lynn	1	204	E Clarke Avenue	
Messick-Coulbourn	Catherine A.	2	512	Crestview Drive	Lakelawn Estates
Messick-Klensch	Lew A.	2	709	S DuPont Boulevard	
Messick-Klensch	Rachel Frances	2	709	S DuPont Boulevard	
Meszaros	Christina Graviet	1	21	E Green Lane	Orchard Hill
Meszaros	Joseph John	1	21	E Green Lane	Orchard Hill
Metzner	Heather Lynn	1	9	Royal Drive	Orchard Hill
Metzner	Timothy M.	1	9	Royal Drive	Orchard Hill
Meushaw	Jean Ann	1	12	Clearview Drive	Hearthstone Manor
Meushaw	Ronald Wayne	1	12	Clearview Drive	Hearthstone Manor
Mihaylo	Andrew J.	2	412	S Walnut Street	
Miller	Christine A.	1	707	Lindsay Lane	Matlinds Estates
Miller	Christine Beebe	1	3502E	N Sagamore Drive	Hearthstone Manor
Miller	Christopher Ryan	2	503	Crestview Drive	Lakelawn Estates
Miller	Ellen E.	1	8	Big Pond Drive	Meadows at Shawnee
Miller	Jennifer Marie	1	1008	Lemuel Street	
Miller	Marianna Gail	2	28	W Clarke Avenue	
Millman	Pamela M.	1	110	Rock Ledge Court	Hearthstone Manor
Mills	David Douglass	2	210	S Walnut Street	
Mims	Rae Meredith	1	4802E	Summer Brook Way	Hearthstone Manor
Mingo	Donna Ann	2	424	Kings Highway	
Mingo	Lindon Forbes	2	424	Kings Highway	
Minor	Carol S.	2	405	Lakeview Avenue	
Mintzer	Betty Lou	3	509	SE Front Street	
Mitchell	Alan J.	3	109	Fisher Avenue	
Mitchell	Helen P.	4	1036	N Walnut Street	
Mitchell	John E. Sr.	4	1036	N Walnut Street	
Mitchell	Myra Kay	1	300	Columbia Street	
Mitchell	Myra Kay	3	213	Charles Street	
Mitchell	Myra Kay	2	605	Marvel Road	Lakelawn Estates
Mitchell	Randy Clark	3	213	Charles Street	
Mitchell	Randy Clark	1	300	Columbia Street	

VOTER REGISTRATION LIST

Mitchell	Randy Clark	2	605	Marvel Road	Lakelawn Estates
Mojica	Benito	4	201	Allen Way Apt 32	Brightway Commons
Mollura	Brenda M.	1	3	Little Pond Drive	Meadows at Shawnee
Mollura	John A.	1	3	Little Pond Drive	Meadows at Shawnee
Moore	Denise C.	2	6502	Shawnee Road	
Moore	Leroy	4		Silver Lake Estates	
Moorman	Laurie Kobasa	1	637	Beechwood Avenue	Marshall Commons
Moorman	Travis C.	1	637	Beechwood Avenue	Marshall Commons
Morecroft	Janet Angela	1	105	Aspen Court	Hearthstone Manor
Morgan	Charles E	2	720	New Street	
Morgan	Dale Anne	2	321	S DuPont Boulevard	
Morgan	Jacqueline Marie	1	1000	Lemuel Street	
Morgan	Joan K.	1	25	Kingston Terrace	Hearthstone Manor
Morgan	Myron E.	2	510	S Walnut Street	
Morgan	Woodrow W.	1	25	Kingston Terrace	Hearthstone Manor
Morole	Michelle A.	1	206	Matthew Circle	Matlinds Estates
Morole	Nicholas P.	1	206	Matthew Circle	Matlinds Estates
Morole	Peter A.	1	206	Matthew Circle	Matlinds Estates
Morris	Chelsea M.	1	9	E Thrush Drive	Meadows at Shawnee
Morris	Clarence William	4	606	North Street Ext	
Morris	Debra Lynn	1	9	E Thrush Drive	Meadows at Shawnee
Morris	Edward S.	1	9	E Thrush Drive	Meadows at Shawnee
Morris	James C.	3	103	Bridgeham Avenue	
Morris	John E.	2	34 ½	McCoy Street	
Morris	Judy C.	2	34 ½	McCoy Street	
Morris	William B.	2	211	S Walnut Street	
Morrow	Douglas E. Sr.	3	803	N Walnut Street	
Morrow	Linda Lee	3	803	N Walnut Street	
Morrow	Robert A.	3	42	General Torbert Drive	Sawmill Village
Morse	John R. Jr.	4	701	North Street Ext	
Moses	Charles	2	106	Lakelawn Drive	Lakelawn Estates
Moses	Dorothy McQuaid	2	106	Lakelawn Drive	Lakelawn Estates
Mosley	Michael L.	3	401A	SE Front Street	

VOTER REGISTRATION LIST

Mott	Linda J.	3	31	General Torbert Drive	Sawmill Village
Moyer	Michael Wayne	2	507	Caulk Road	Lakelawn Estates
Muldrow	Leigh Ann (Nagy)	2	513	Seabury Avenue	
Mullan	Gloria Jean	3	501	East Street	
Mullaney	Ann B.	1	1	W Thrush Drive	Meadows at Shawnee
Mullaney	Joseph A. II	1	1	W Thrush Drive	Meadows at Shawnee
Mumford	Clifton Daniel	2	723	New Street	
Mumford	Granville Jr.	4	24	NW Tenth Street	
Mumford	Katie Ann	2	723	New Street	
Mumford	Wilson A.	4	113	West Street Apt 1	
Mumma	Patrick J.	1	141	Hickory Branch Court	Hearthstone Manor
Mundorf	Cathy Lynne	2	505	S Walnut Street	
Mundwiler	Christopher S.	3	214B	N Walnut Street	
Murphy	Jean W.	2	815	New Street	
Murphy	Robert Lee	1	149	Aspen Court	Hearthstone Manor
Murphy	Rosa Marie	1	5	Fairway Street	Orchard Hill
Murphy	Thomas Dennis	2	400	S Washington Street	
Murray	Patricia E.	2	516	NW Front Street Apt 3	
Musgrove	David Brian	2	420	S Washington Street	
Myers	Geneva	1	133	Rock Ledge Court	Hearthstone Manor
Myers	Lynn Ethel	3	202	NE Eighth Street	
Myers	Patricia J.	4	27	Linstone Lane Apt 8	Silver Lake Apartments
Nagy	Scott M.	2	2	W Clarke Avenue	
Nakhai	Behnam	1	12	Homestead Boulevard	Hearthstone Manor
Nash	Ann Marie C.	1	21	Fairway Street	Orchard Hill
Natonick	Marlys-Jean	1	157	Aspen Court	Hearthstone Manor
Nelson	Gregory	4	304	Truitt Avenue	
Newhouse	Edna A.	3	110	Lovers Lane	
Newhouse	Theodore M.	3	110	Lovers Lane	
Nichols	James F. Jr	2	6	Donovan Street	
Nichols	John H. III	3	13	General Torbert Drive	Sawmill Village
Nichols	Judith A.	2	6	Donovan Street	
Nieli	Anthony Leonard	4	209	S Landing Drive	Knotts Landing

VOTER REGISTRATION LIST

Nieli	Eileen Frances	4	209	S Landing Drive	Knotts Landing
Nieves	Carmen Lydia	3	101	NE Sixth Street	
Nixon	Russell Ray	3	201	NE Fourth Street	
Noble	George Henry	3	110	NE Second Street	
Noll	Daniel M.	1	300	Bridgeham Avenue	
Norman	Henry Jr.	4	430	North Street	
Norris	Richard David	1	171	Hickory Branch Court	Hearthstone Manor
Nosher	Rose Ann	4	203	S Landing Drive	Knotts Landing
Nosher	Stephanie R.	4	203	S Landing Drive	Knotts Landing
Nowakowski	Bernard J.	1	504	Matthew Circle	Matlinds Estates
Nowakowski	Brandi M.	1	504	Matthew Circle	Matlinds Estates
Nowell	James Robert Jr.	1	8	Crown Circle	Orchard Hill
Nowell	Melissa Ann	1	8	Crown Circle	Orchard Hill
O'Boyle	Charles M.	1	24	Kingston Terrace	Hearthstone Manor
O'Boyle	Lorraine M.	1	24	Kingston Terrace	Hearthstone Manor
O'Day	Beverly L.	3	919	SE Third Street	
O'Day	Louis S.	3	919	SE Third Street	
Ochs	Anne M.	1	4	Pond Drive	Orchard Hill
Ochs	Bryan Jason	1	4	Pond Drive	Orchard Hill
Oechsler	Andrew James Stothers	2	127	School Place	
Oechsler	James A. Jr.	2	127	School Place	
Oechsler	Tracy D.	2	127	School Place	
Oestreich	Allan D.	2	302	Kent Place	
Oestreich	Carol J.	2	302	Kent Place	
Olivera	Dorothy M.	4	106	West Street	
Olivera	Pablo C.	4	106	West Street	
Olson	Kenneth C.	3	9	NE Fourth Street	
O'Neill	Deborah	2	612	Lakelawn Drive	Lakelawn Estates
O'Neill	James	2	612	Lakelawn Drive	Lakelawn Estates
O'Neill	Maire Blaise	2	612	Lakelawn Drive	Lakelawn Estates
O'Neill	Robert J.	2	612	Lakelawn Drive	Lakelawn Estates
Orkin	Ellan J.	2	16	Nelson Street	
Orta	Emanuel	2	305	S Washington Street	

VOTER REGISTRATION LIST

Orta	Mary Ann	4	104	Bright Way	Brightway Commons
Osborne	Eugene M.	2	409	S Washington Street	
Osborne	William E.	2	910	Lakeview Avenue	
Osterholm	Albert V.	2	508	Caulk Road	Lakelawn Estates
Ostroski	Lenora V.	1	3801C	S Sagamore Drive	Hearthstone Manor
Ostruska	Margot P.	1	806	Joshua Drive	Matlinds Estates
Ouge	Gladys M.	1	54	Meadow Lark Drive	Meadows at Shawnee
Ouge	Joseph M.	1	54	Meadow Lark Drive	Meadows at Shawnee
Owens	Mary-Jo Christine	1	4502F	Summer Brook Way	Hearthstone Manor
Owens	William D.	1	4502F	Summer Brook Way	Hearthstone Manor
Pakech	Christopher J.	4	103	Ginger Lane	Knotts Landing
Palermo	Joseph George	1	5	Misty Vale Court	Meadows at Shawnee
Palumbo	Joseph V. III	3	1019	SE Second Street	
Palumbo	Roberta M.	3	1019	SE Second Street	
Panico	Frank Michael	1	105	Marlin Court	Orchard Hill
Panico	Maureen Theresa	1	105	Marlin Court	Orchard Hill
Paradis	Mildred Anne	3	509	SE Second Street	
Paradis	Roger Emile	3	509	SE Second Street	
Paradis	Theresa J.	3	919	SE Second Street	
Parker	Beverly Ennis	1	105	Beaufort Lane	Orchard Hill
Parker	Bonnie S.	2	8	Delaware Avenue	
Parker	Bremante R.	2	1403	Mispillion Apartments	
Parker	Charles	3	119	N Walnut Street	
Parker	Claude McKinley Jr.	4	401	Truitt Avenue	
Parker	Della M	4	606	Truitt Ave Ext	
Parker	Eva	4	401	Truitt Avenue	
Parker	Gordon Otis Jr.	1	105	Beaufort Lane	Orchard Hill
Parker	Keith Weston	2	8	Delaware Avenue	
Parker	Lillian M.	4	211	NW Second Street	
Parkhouse	Edward Patrick	1	322	Matthew Circle	Matlinds Estates
Parkhouse	Elise L.	1	322	Matthew Circle	Matlinds Estates
Parks	Dan Barnett	1	8	Little Pond Drive	Meadows at Shawnee
Parnell	Jennifer Ellen	3	113	Lovers Lane	

VOTER REGISTRATION LIST

Parnell	Michael J.	3	113	Lovers Lane	
Parseghian	Edward C.	1	508	Matthew Circle	Matlinds Estates
Parson	Titania S	1	200	Matthew Circle	Matlinds Estates
Parsons	Donna R.	3	216	McColley Street	
Parsons	Lisa K.	3	415	East Street	
Parsons	Ronald David	3	216	McColley Street	
Passwaters	David A. Jr.	2	436	Kings Highway	
Passwaters	Judith Ann	2	436	Kings Highway	
Passwaters	Samuel J. III	1	315	Columbia Street	
Passwaters	Thomas W.	2	600	NW Front Street	
Passwaters	Crystal R Roosa	4	913	Roosa Road	
Passwaters	David A. IV	4	913	Roosa Road	
Patel	Chunilal M.	1	7	Misty Vale Court	Meadows at Shawnee
Patel	Hiren Chunilal	1	7	Misty Vale Court	Meadows at Shawnee
Patel	Mayuri Kanubhai	1	7	Misty Vale Court	Meadows at Shawnee
Patel	Vinay	1	3	Misty Vale Court	Meadows at Shawnee
Patillo	Janet	4	109	N Landing Drive	Knotts Landing
Patillo	Robert D. Sr.	4	109	N Landing Drive	Knotts Landing
Pattillo	Barbara Joslin	4	105	Alexa Court	Knotts Landing
Payne	Ronald V.	4	403	Ashley Way	Milford Crossing
Payne	Stella A.	2	509	Kings Highway	
Pedersen	Gordon Keir	2	300	Lakeview Avenue	
Pedersen	Mildred K.	2	300	Lakeview Avenue	
Peel	Joseph Jason	2	408	Lakeview Avenue	
Peel	Lisa Ingram	2	408	Lakeview Avenue	
Peifer	Jacquelyn	1	5	Little Birch Drive	Hearthstone Manor
Pelen	Paul Thomas	2	2	Sunset Lane	
Pena	Ray	3	601	SE Second Street	
Penland	Troy M.	4	303	Truitt Avenue	
Pensel	Charles H. Jr.	4	237	S Landing Drive	Knotts Landing
Pensel	Virginia A.	4	237	S Landing Drive	Knotts Landing
Perdue	David P.	1	19	Fairway Court	Orchard Hill
Perdue	Deborah L.	1	19	Fairway Court	Orchard Hill

VOTER REGISTRATION LIST

Perez	Danny Garcia	3	29	General Torbert Drive	Sawmill Village
Perez	Janet A.	3	307	Carlisle Lane	
Perez	Lisette Ramona	3	29	General Torbert Drive	Sawmill Village
Perez	Roberto	3	307	Carlisle Lane	
Perry	Edith J.	1	8	Royal Drive	Orchard Hill
Perry	Roger Gayle	1	8	Royal Drive	Orchard Hill
Persia	Patricia Charm	2	129	School Place	
Peterman	Barry L	4	519	West Street	
Peterman	Wendy L.	4	519	West Street	
Peters	Michelle A.	1	611	S Washington Street	
Peterson	Alger L.	1	614	Cedarwood Avenue	Marshall Commons
Peterson	Elizabeth C.	1	614	Cedarwood Avenue	Marshall Commons
Petranto	Frank S.	1	6	E Bullrush Drive	Meadows at Shawnee
Petranto	Laura	1	6	E Bullrush Drive	Meadows at Shawnee
Phalen	Paul S.	2	507	Reed Road	Lakelawn Estates
Phelps	Gloria Jean	1	11	Hickory Branch Court	Hearthstone Manor
Phelps	Timothy Edwin Sr.	1	11	Hickory Branch Court	Hearthstone Manor
Phillips	James	3	10	Salevan Place	
Phillips	Joseph	2	2	Causey Avenue	
Phillips	Vernon Joseph Sr.	1	500	Maple Street	Marshall Commons
Philmore	David W	4	407	Ashley Way	Milford Crossing
Philmore	Elsie M.	4	407	Ashley Way	Milford Crossing
Phipps	Ty D.	2	405	S Washington Street	
Piazza	Joe	4	108	Starland Way	Knotts Landing
Piazza	Merle R.	4	108	Starland Way	Knotts Landing
Pickrell	David Lee	2	8	S Walnut Street	
Pierce	Barbara C.	3	408	Pierce Street	
Pierce	Thomas S. Jr.	2	38	N Walnut Street	
Pileggi	Martha V.	3	607	SE Second Street	
Pilla	Elaine M.	4	238	S Landing Drive	Knotts Landing
Pilla	George R.	4	238	S Landing Drive	Knotts Landing
Pingue	Elizabeth A.	1	305	Richard Street	
Pink	Gertrude	2	109	S Church Street	

VOTER REGISTRATION LIST

Piper	Lorraine R.	1	21	W Bullrush Drive	Meadows at Shawnee
Piper	Stephen M.	1	21	W Bullrush Drive	Meadows at Shawnee
Plack	Kathryn Jean	1	1000	Lemuel Street	
Plack	William F. Jr.	1	1000	Lemuel Street	
Plank	Kenneth P	1	23	Meadow Lark Drive	Meadows at Shawnee
Plank	Sharon Rhoades	1	23	Meadow Lark Drive	Meadows at Shawnee
Pletcher	Marianina S.	2	428	S Walnut Street	
Pletcher	Sara Marin	2	8	Elizabeth Street	
Plummer	Carlton L.	2	802	Seabury Avenue	
Plummer	Shirley E.	2	802	Seabury Avenue	
Polite	Jo H.	3	5	General Torbert Drive	Sawmill Village
Polite	Richard L.	3	5	General Torbert Drive	Sawmill Village
Polk	Kristyn Ilene	2	303	S Washington Street	
Polk	Rebecca S.	2	303	S Washington Street	
Poole	Beverly A.	1	38	Clearview Drive	Hearthstone Manor
Poole	Joseph John	1	38	Clearview Drive	Hearthstone Manor
Pope	Jerrie R.	4	919	Roosa Road	
Porter	Christine Ann	3	509	SE Second Street	
Porter	Hilda Jane	1	11	Little Pond Drive	Meadows at Shawnee
Powell	Carol Ann	1	310	Fisher Avenue	
Powell	Derek J.	3	505	SE Front Street	
Powell	Dwayne Edward	3	114	East Street	
Powell	Peggy Ann	1	4301D	Summer Brook Way	Hearthstone Manor
Powell	William M. Sr.	1	4301D	Summer Brook Way	Hearthstone Manor
Powers	Betty J.	1	14	E Green Lane	Orchard Hill
Powers	Robert D.	1	14	E Green Lane	Orchard Hill
Predmore	Pamela M.	4	209	NW Front Street	
Pressman	Martin Daniel	4	212	S Landing Drive	Knotts Landing
Prettyman	Martha M.	4	510	Parson Thorne Apartments	
Price	Carolyn A.	2	611	Seabury Avenue	
Price	Elaine C	2	613	Seabury Avenue	
Price	John D.	2	611	Seabury Avenue	
Price	Larry Lee	2	613	Seabury Avenue	

VOTER REGISTRATION LIST

Primos	Andrea L.	4	144	Church Hill Road	
Primos	Noel Eason	4	144	Church Hill Road	
Prince	Richard Alfred	1	3	Windy Drive	Meadows at Shawnee
Prince	Veronica	1	3	Windy Drive	Meadows at Shawnee
Priola	Mike A.	1	3801D	S Sagamore Drive	Hearthstone Manor
Pritchett	Vickie L.	1	107	Hickory Branch Court	Hearthstone Manor
Progar	Gary A.	2	11	Causey Avenue	
Progar	Leslie A. W.	2	11	Causey Avenue	
Prouse	Donald M. Jr.	4	7	Archers Way	Archers Knoll
Prouse	Judith A.	1	311	Matthew Circle	Matlinds Estates
Purcell	James A.	2	102	Kings Highway	
Pusey	Cheryl	3	800	SE Second Street	
Pusey	Eric Matthew	3	800	SE Second Street	
Pusey	Larry	3	800	SE Second Street	
Quent	Jeanne L.	1	104	Matthew Circle	Matlinds Estates
Quent	Ronad Kenneth	1	104	Matthew Circle	Matlinds Estates
Quetel	Joseph Thomas Victor	2	318	Hall Place	
Quetel	Melena Elizabeth	2	318	Hall Place	
Rambo	Eric M.	2	23	Elizabeth Street	
Rambo	Tina R.	2	23	Elizabeth Street	
Ramos	Isaura	4	601	North Street Ext	
Ramos	Louis	4	601	North Street Ext	
Ramos	Tony	4	601	North Street Ext	
Randolph	Robert A	1	116	Rock Ledge Court	Hearthstone Manor
Randolph	Valerie P	1	116	Rock Ledge Court	Hearthstone Manor
Ranney	Roberta A.	1	640	Beechwood Avenue	Marshall Commons
Raspberry	Joseph T.	1	29	E Green Lane	Orchard Hill
Raspberry	Mary Christine	1	29	E Green Lane	Orchard Hill
Rash	Steven C.	2	514	NW Front Street	
Rathbun	Leslie Ann	4	1036	N Walnut Street	
Rawl	Mary Jane	1	17	E Green Lane	Orchard Hill
Rawl	Michael John	1	17	E Green Lane	Orchard Hill
Ray	Patricia Ann	1	218	Columbia Street	

VOTER REGISTRATION LIST

Raymond	Melinda	2	219	S Walnut Street	
Redden	Lang G	2	107	S Washington Street	
Redden	Thomas H.	2	429	S Walnut Street	
Reed	Carolyn C.	2	307	Woodland Drive	Lakelawn Estates
Reed	Christine Marie	2	607	S Walnut Street	
Reed	Florence H.	2	103	Kings Highway	
Reed	Helene	2	405	Marvel Road	Lakelawn Estates
Reed	Jacqueline Kemp	4	210	Parson Thorne Apartments	
Reed	Marcia R.	2	8	S Walnut Street	
Reedy	Myrtle H.	3	37	Fisher Avenue	
Reichelt	Shirley P.	4	5	Linstone Lane Apt 422	Silver Lake Apartments
Reilly	James J.	1	13	E Green Lane	Orchard Hill
Reilly	Karen M.	2	904	Lakeview Avenue	
Reilly	Peggy C.	1	13	E Green Lane	Orchard Hill
Renk	Dorothy P.	4	105	Ginger Lane	Knotts Landing
Renk	Ronald E.	4	105	Ginger Lane	Knotts Landing
Retzlaff	Erik Franz	2	101	Lakelawn Drive	Lakelawn Estates
Reyes	Dean G.	2	105	Pine Street	
Reynolds	Charlie J.	4	107	Allen Way	Brightway Commons
Reynolds	Gertrude M.	2	18	W Clarke Avenue	
Reynolds	Ralph C.	3	6	General Torbert Drive	Sawmill Village
Reynolds	Sandra L.	2	616	NW Front Street	
Reynolds	Suzanne D.	3	6	General Torbert Drive	Sawmill Village
Reynolds	Toshi D.	4	1	Games Drive	
Rhodes	Jerry W.	3	206	Marshall Street	
Rhodes	Linda	3	7	Marshall Street	
Rhodes	Rebecca T.	3	206	Marshall Street	
Rhodes	Velma M.	4	5	Linstone Lane Apt 24	Silver Lake Apartments
Richardson	Brynn L.	3	805	SE Second Street	
Richardson	Clyde N.	1	123	W Green Lane	Orchard Hill
Richardson	Dianne J.	1	123	W Green Lane	Orchard Hill
Richardson	Thomas L.	4	514A	N Church Street	
Richmond	Barbara J.	3	8	Governor Tharp Court	Sawmill Village

VOTER REGISTRATION LIST

Riecke	Carolyn S.	4	801	N DuPont Boulevard	
Riehl	William	1	108	SE Fourth Street	
Rienzi	Dorothea H.	1	320	Matthew Circle	Matlinds Estates
Rienzi	Leonard J.	1	320	Matthew Circle	Matlinds Estates
Rini	Beverly A.	4	119	Ginger Lane	Knotts Landing
Rini	Charles	4	119	Ginger Lane	Knotts Landing
Rinker	Connie L.	1	8	Fairway Court	Orchard Hill
Rinker	William Elwood	1	8	Fairway Street	Orchard Hill
Ripley	Guy Joel	3	108	Charles Street	
Rittershofer	Priscilla J.	1	20	Kingston Terrace	Hearthstone Manor
Rivera	Michael R.	3	200	N Walnut Street	
Rivera	Michael Robert	3	119	N Walnut Street	
Riviello	Gerald Joseph	1	705	Beechwood Court	Marshall Commons
Roark	Donald Raymone	1	141	Hickory Branch Court	Hearthstone Manor
Roark	Ruth Virginia	1	141	Hickory Branch Court	Hearthstone Manor
Roberts	Constance Marie	1	101	Marlin Court	Orchard Hill
Roberts	Harold Everett	2	409	Lakeview Avenue	
Roberts	Janet S.	4	1024	N Walnut Street	
Roberts	Kathleen L.	1	6	Big Pond Drive	Meadows at Shawnee
Roberts	Mary L.	2	409	Lakeview Avenue	
Roberts	Richard	1	12	Kingston Terrace	Hearthstone Manor
Roberts	Richie D.	4	1024	N Walnut Street	
Roberts	Wayne H.	1	6	Big Pond Drive	Meadows at Shawnee
Roberts	William D.	1	101	Marlin Court	Orchard Hill
Robertson	Lilly E.	3	803	SE Front Street	
Robinson	Phyllis	1	314	Bridgeham Avenue	
Robinson	Verie L.	4	207	NW Fifth Street	
Rockwell	Nancy M.	3	507	N Washington Street	
Rodenberg	Robert Thomas	1	6	Briar Court	Meadows at Shawnee
Rodenberg	Wanda L.	1	6	Briar Court	Meadows at Shawnee
Rodgers	Douglas Edward	1	8	Briar Court	Meadows at Shawnee
Rodriguez	Alicia S.	3	106	Charles Street	
Rodriguez	Ernesto Jr.	3	106	Charles Street	

VOTER REGISTRATION LIST

Rogers	Ann B.	2	806	S Walnut Street	
Rogers	Charles J.	1	105	E Clarke Avenue	
Rogers	Dennis A.	1	311	Marshall Street	
Rogers	Diane C.	2	301	Lakeview Avenue	
Rogers	Grace D.	4	126	NW Second Street	
Rogers	Jessica Rae	2	806	S Walnut Street	
Rogers	John R. Reynolds III	2	301	Lakeview Avenue	
Rogers	Joseph R.	2	504	Caulk Road	Lakelawn Estates
Rogers	Joseph R. II	2	806	S Walnut Street	
Rogers	Lucille E.	1	105	E Clarke Avenue	
Rogers	Perry W.	2	301	Lakeview Avenue	
Rogers	Ruth D.	2	504	Caulk Road	Lakelawn Estates
Romano	Alison L.	1	7	Costabella Lane	Orchard Hill
Romano	Cheryl Susan	1	21	E Bullrush Drive	Meadows at Shawnee
Romano	Dominic	1	7	Costabella Lane	Orchard Hill
Romano	Joseph Sr	1	21	E Bullrush Drive	Meadows at Shawnee
Rooks	Frances	4	500	N Church Street	
Roosa	Glenda Kay	4	903	Roosa Road	
Roosa	J. Heyman III	4	903	Roosa Road	
Roosa	Mildred S.	4	917	Roosa Road	
Rosembert	Peterson	3	57	General Torbert Drive	Sawmill Village
Rosengren	Emily K.	1	630	Beechwood Avenue	Marshall Commons
Rosenquist	Glen T.	1	300	Charles Street	
Rosenquist	Shelby E.	1	300	Charles Street	
Ross	James E.	4	411	North Street	
Ross	Oneida S.	1	3403J	N Sagamore Drive	Hearthstone Manor
Ross	Robert L.	1	3403J	N Sagamore Drive	Hearthstone Manor
Rossi	Catherine	1	3502H	S Sagamore Drive	Hearthstone Manor
Rossi Jr	Eugene B.	1	3502 H	S Sagamore Drive	Hearthstone Manor
Rottman	Edward A.	1	23	W Bullrush Drive	Meadows at Shawnee
Rottman	Lewis DeSimone	1	23	W Bullrush Drive	Meadows at Shawnee
Rowe	Robert Landon	2	603	Marvel Road	Lakelawn Estates
Roxby	Arthur T. III	4	6	NW Salevan Place	

VOTER REGISTRATION LIST

Ruffin	Marcealeate S.	4	515	Truitt Avenue	
Ruhl	Nancy Elayne	1	5	Little Pond Drive	Meadows at Shawnee
Ruiz	Christopher Michael	4	105	N Landing Drive	Knotts Landing
Ruiz	Gervasio Jr.	4	105	N Landing Drive	Knotts Landing
Rumley	I. Helen	4	5	Linstone Lane Apt 419	Silver Lake Apartments
Rupp	Hildegard S.	1	143	Aspen Court	Hearthstone Manor
Russ	Danesha Shakia	4	446	North Street	
Russ	Denice E.	3	54	Shore Lane	Lighthouse Estates
Russ	Kathryn Kimmel	2	300	Lakelawn Drive	Lakelawn Estates
Russell	Bonnie D.	2	321	Hall Place	
Russo	Joan K.	3	513	N Washington Street	
Ryan	Danahey	1	163	Barksdale Court	Hearthstone Manor
Ryan	Patricia N.	1	163	Barksdale Court	Hearthstone Manor
Sabia	Eleanor R.	1	155	Barksdale Court	Hearthstone Manor
Sabia	Mauro A.	1	155	Barksdale Court	Hearthstone Manor
Sacks	Lewis W.	1	9	W Thrush Drive	Meadows at Shawnee
Saldana	Luis A.	4	306	West Street	
Salevan	David A.	2	816	New Street	
Sames	Carolyn J	2	7	Sunset Lane	
Sames	Richard C.	2	7	Sunset Lane	
Sammons	Cynthia Alice	2	321	S Walnut Street	
Sammons	John H.Jr.	2	321	S Walnut Street	
Sanburn-Rogers	Julia E.	4	308	Ashley Way	Milford Crossing
Sanchez	Eva	1	403	McColley Street	
Sandifer	Charlene Kay	3	914	SE Second Street	
Sapp	Jane Savin	3	204	McColley Street	
Sapp	John Foster	3	204	McColley Street	
Sarro	Regina	3	26	Cedar Beach Road	
Sauls	Antoinette Yvonne	1	2	E Thrush Drive	Meadows at Shawnee
Sauls	David R.	1	2	E Thrush Drive	Meadows at Shawnee
Savage	Cynthia L.	3	403	N Washington Street	
Savage	Harry R.	3	403	N Washington Street	
Savage	Samuel Robert	3	403	N Washington Street	

VOTER REGISTRATION LIST

Savage	Sara Louise	1	125	Hickory Branch Court	Hearthstone Manor
Savage	Stephanie Marie	3	403	N Washington Street	
Saxon	Dana M.	3	611	SE Second Street	
Saxon	Nancy Harper	4	113	NW Front Street	
Saxon	Warren R.	3	611	SE Second Street	
Sayer	Charlotte Anne	3	203	SE Front Street	
Sayer	Priscilla Jane	3	203	SE Front Street	
Sbona	Georgiann	1	19	Homestead Boulevard	Hearthstone Manor
Sbona	Samuel Ralph	1	19	Homestead Boulevard	Hearthstone Manor
Schaap	Lucinda	3	1012	SE Second Street	
Schaap	Robert	3	1012	SE Second Street	
Schauer	Lloyd John	1	14	Big Pond Drive	Meadows at Shawnee
Scheetz	Timothy Edward	1	3601A	N Sagamore Drive	Hearthstone Manor
Schiedenhelm	Betty Lou	4	140	N Landing Drive	Knotts Landing
Schlabach	Jay E.	2	303	Woodland Drive	Lakelawn Estates
Schleigh	David William	1	2	W Thrush Drive	Meadows at Shawnee
Schleigh	Mary Anne	1	2	W Thrush Drive	Meadows at Shawnee
Schmidt	Carl R. Jr.	1	4	Clearview Drive	Hearthstone Manor
Schmidt	Eric G.	2	416	S Washington Street	
Schmidt	Lonnie Richard	2	434	Kings Highway	
Schmidt	Olivia L.	1	4	Clearview Drive	Hearthstone Manor
Schofield	Cindy L.	1	300	Matthew Circle	Matlinds Estates
Scott	Aleathea K.	4	454	North Street	
Scott	Gloria A.	4	110	NW Third Street	
Scott	John C.	3	280	N Rehoboth Boulevard	
Scott	Virginia B.	3	280	N Rehoboth Boulevard	
Scotton	Carol V.	3	905	SE Front Street	
Scotton	Leslie II	3	905	SE Front Street	
Sender	Carole Louise	1	3601D	S Sagamore Drive	Hearthstone Manor
Sender	John Bernard Jr.	1	3601D	S Sagamore Drive	Hearthstone Manor
Sentman	Douglas B.	2	104	Pine Street	
Session	Linda	4	114	Allen Way Apt 21	Brightway Commons
Seth	Lolita C.	4	108	Allen Way Apt 11	Brightway Commons

VOTER REGISTRATION LIST

Shafer	Harriett W.	4	135	N Landing Drive	Knotts Landing
Shafer	Julian R.	4	135	N Landing Drive	Knotts Landing
Shaffer	Scott E.	4	806	Parson Thorne Apartments	
Shaffer	Sherry A.	1	12	W Bullrush Drive	Meadows at Shawnee
Shah	Bindesh B.	1	1	W Bullrush Drive	Meadows at Shawnee
Sharp	Brenda Lee	3	838	NE Front Street	
Sharp	Delema E.	1	149	Hickory Branch Court	Hearthstone Manor
Sharp	Donna Marie	3	844	NE Front Street	
Sharp	Eugene M. III	2	706	N Shore Drive	North Shores
Sharp	Kelly Lynn	1	617	Beechwood Avenue	Marshall Commons
Sharp	Marvin C.	3	844	NE Front Street	
Sharp	Mary Ann	4	9	Rogers Drive	
Sharp	Michael S.	1	617	Beechwood Avenue	Marshall Commons
Sharp	Rebecca L.	2	706	N Shore Drive	North Shores
Sharp	Regina A.	4	108	Allen Way Apt 21	Brightway Commons
Sharp	Ronald H.	1	305	Marshall Street	
Sharp	Sheila M.	1	305	Marshall Street	
Sharp	William H. Jr.	4	606	Truitt Avenue Ext	
Shea	Bonnie W.	2	12	Delaware Avenue	
Shea	Elizabeth H.	2	10	Delaware Avenue	
Shea	Gary D.	2	12	Delaware Avenue	
Shea	Kathy J.	3		Cedar Beach Road (3-30-7.18-040.00	
Shea	Kathy J.	1	306	Montgomery Street	
Shea	Michael J.	1	306	Montgomery Street	
Shea	Michael J.	3		Cedar Beach Road (3-30-7.18-040.00	
Sheaffer	John B.	2	432	Kings Highway	
Sheaffer	Mary Lou	2	432	Kings Highway	
Shear	Crystal	2	1	Sunset Lane	
Shear	Marilyn C	4	207	Ashley Way	Milford Crossing
Shearer	Jeanette Theresa	4	502	Parson Thorne Apartments	
Shearer	Raymond Lee	4	502	Parson Thorne Apartments	

VOTER REGISTRATION LIST

Sheffy	Virginia L	3	308	S Rehoboth Boulevard	
Shelborne	Demarcus Daniel	3	10	NE Salevan Place	
Shelton	Geraldine E.	4	109	Valley Drive	Valley Run Apts
Sherwood	Carol C.	2	13	E Clarke Avenue	
Sherwood	Nancy Gaye	3	805	N Walnut Street	
Sherwood	Richard M.	2	13	E Clarke Avenue	
Shields	Columbus N.	1	5	E Green Lane	Orchard Hill
Shields	John William	1	13	Big Pond Drive	Meadows at Shawnee
Shields	Mary Florena	2	421	S Washington Street	
Shifflett	Willis R.	1	804	Joshua Drive	Matlinds Estates
Shimizu	Helena Bernice	1	39	Little Birch Drive	Hearthstone Manor
Shinholt	Hazel A.	1	4	W Bullrush Drive	Meadows at Shawnee
Shinholt	Robert	1	4	W Bullrush Drive	Meadows at Shawnee
Shockley	Brandi Lynn	3	210	NE Fourth Street	
Shockley	David A.	3	614	SE Front Street	
Shockley	Debbie A.	3	210	NE Fourth Street	
Shockley	John D.	3	210	NE Fourth Street	
Shockley	Myrna S.	3	614	SE Front Street	
Shockley	Tricia A.	1	2903I	Heather Drive	Hearthstone Manor
Short	Scott Douglas	2	7	Nelson Street	
Short	Thomas C.	3	42	Fisher Avenue	
Shorter	Thelma R.	3	509	Carlisle Lane	
Showell	Anita L.	2	18546	Eleanor Lane	Walnut Village
Showell	Gregory Levaunt Sr.	3	20	NE Tenth Street	
Showell	Linda J. Sharpe	3	20	NE Tenth Street	
Shreeve	Anne Ridgely	1	4403J	Fullerton Court	Hearthstone Manor
Shupard	Howard D. Jr.	3	405	N Washington Street	
Shupard	Rosanne T.	3	405	N Washington Street	
Shupe	Bryan William	1	12	W Bullrush Drive	Meadows at Shawnee
Shupe	Sheridan Allayne	1	805	Joshua Drive	Matlinds Estates
Shupe	William J.	1	805	Joshua Drive	Matlinds Estates
Silbereisen	Albert J.	1	301	Marshall Street	
Simon	Edward L.	1	117	Barksdale Court	Hearthstone Manor

VOTER REGISTRATION LIST

Simon	Patrica A.	1	117	Barksdale Court	Hearthstone Manor
Simpson	Deborah K.	2	6	W Clarke Avenue	
Simpson	F. Gary	2	6	W Clarke Avenue	
Simpson	Olive P.	2	1000	S Walnut Street	
Siok	Joseph F.	2	404	S Walnut Street	
Siok	Leslie G.	2	404	S Walnut Street	
Skinner	Danny M.	3	907	N Walnut Street	
Skinner	Kathryn M.	3	907	N Walnut Street	
Sleva	Jodie H.	3	801	N Walnut Street	
Sleva	Morgan T.	3	801	N Walnut Street	
Sloan	Nancy Banta	1	21	Little Birch Drive	Hearthstone Manor
Sloan	William Douglas	1	21	Little Birch Drive	Hearthstone Manor
Slonacher	Frances A.	3	1020	SE Second Street	
Smith	Ann H.	2	407	S Walnut Street	
Smith	Bernice	2	615	Seabury Avenue	
Smith	Bobby M.	4	15	Rogers Drive	
Smith	Borden E. II	4	203	Truitt Avenue	
Smith	Daniel Alan	2	615	Seabury Avenue	
Smith	Debra Lynn	3	23	NW Second Street	
Smith	Dorothy S.	4	709	Truitt Avenue Ext	
Smith	Frank M.	2	407	S Walnut Street	
Smith	Gary W.	3	211	SE Front Street	
Smith	Iva A.	2	111	School Place	
Smith	Jeannine Marilyn	4	239	S Landing Drive	Knotts Landing
Smith	Jeremiah David	2	211	S Walnut Street	
Smith	Jessica Lynn	4	10	Rogers Drive	
Smith	Mabel C.	3	708	SE Front Street	
Smith	Mary A.	2	505	Caulk Road	Lakelawn Estates
Smith	Maude	3	109	McColley Street	
Smith	Melvin E.	4	709	Truitt Avenue Ext	
Smith	Mina J.	2	921	S DuPont Boulevard	
Smith	Neil R.	2	111	School Place	
Smith	Norman T.	2	921	S DuPont Boulevard	

VOTER REGISTRATION LIST

Smith	Paul Phillip	1	18	Meadow Lark Drive	Meadows at Shawnee
Smith	Robert D. III	2	100	Lakelawn Drive	Lakelawn Estates
Smith	Robert Raymond	2	207	S Walnut Street	
Smith	Rosie L.	4	1	Lucia Circle	
Smith	Roy L.	2	505	Caulk Road	Lakelawn Estates
Smith	Shelton Lee Sr.	4	1	Lucia Circle	
Smith	Stephanie S.	2	100	Lakelawn Drive	Lakelawn Estates
Smith	Thelton T.	4	114	Silver Lake Estates	
Smith	Verda M.	3	211	SE Front Street	
Smith	Wayne E.	2	615	S DuPont Boulevard	
Smith-Merrell	Victoria	2	506	Mispillion Apartments	
Snead	Natasha C.	1	511	McColley Street	
Snook	Iver Vincent	1	107	Marlin Court	Orchard Hill
Snook	Linda G.	1	107	Marlin Court	Orchard Hill
Snyder	Donna J.	3	54	General Torbert Drive	Sawmill Village
Sobolewski	Leonard S.	4	109	Ginger Lane	Knotts Landing
Sobolewski	Margaret B.	4	109	Ginger Lane	Knotts Landing
Sockrider	David W.	2	112	Old Shawnee Road	
Sockrider	Linda Dianne	2	112	Old Shawnee Road	
Soden	Matthew A.	2	5	Nelson Street	
Soden	Penny D.	2	5	Nelson Street	
Sodergren	C. Robert	3	212	N Walnut Street	
Sorden	Violet Elaine	4	505	Truitt Avenue	
Sottile	John V.	1	13	Little Birch Drive	Hearthstone Manor
Southard	Alan R.	2	502A	NW Front Street	
Southard	Jeanette A.	3	201	Marshall Street	
Spady	David M.	4	104	Bright Way	Brightway Commons
Spady	Marvin D.	4	104	Bright Way	Brightway Commons
Spain	Dorothy R.	3	620	N Washington Street	
Spain	Ralph E.	3	620	N Washington Street	
Spence	Mary K.	4	607	North Street Ext	
Spence	Wayne Edward	4	607	North Street Ext	
Spigone	Elizabeth Anne	3	30	General Torbert Drive	Sawmill Village

VOTER REGISTRATION LIST

Spigone	Joseph Edmund	3	30	General Torbert Drive	Sawmill Village
Spillane	Michael David	1	20	Clearview Drive	Hearthstone Manor
Spina	Alfred M.	1	4	Briar Court	Meadows at Shawnee
Spina	Joyce Marion	1	4	Briar Court	Meadows at Shawnee
Spivey	Arlene Y.	4	108	Bright Way	Brightway Commons
Spurio	Ernest J. Jr.	1	3001D	S Heather Drive	Hearthstone Manor
Spurio	Joan C.	1	3001D	S Heather Drive	Hearthstone Manor
Staats	Kathryn B.	1	202	Matthew Circle	Matlinds Estates
Staats	Russell T.	1	202	Matthew Circle	Matlinds Estates
Stack	Juanita Kay Bedo	3	207	Charles Street	
Stack	Kenneth A	3	207	Charles Street	
Stanton-Hinex	Angela R.	1	26	Meadow Lark Drive	Meadows at Shawnee
Starkey	Kathleen S.	2	13	W Clarke Avenue	
Starkey	Robert G.	2	13	W Clarke Avenue	
Starling	James O. Sr.	4	713	Truitt Avenue Ext	
Starling	Jeanel D.	4	713	Truitt Avenue Ext	
Staton	Cecil Oulds	1	10	Misty Vale Court	Meadows at Shawnee
Stayton	Lisa Dawn	2	14	Pennsylvania Avenue	
Stayton	Nicholas N	3	210	East Street	
Steele	Barbara J.	2	402	S Washington Street	
Steele	Doris I.	4	600	Parson Thorne Apartments	
Steele	Paul	2	402	S Washington Street	
Steiner	Anthony L.	1	21	Meadow Lark Drive	Meadows at Shawnee
Steiner	Donald L.	2	7	Lakelawn Drive	Lakelawn Estates
Steiner	Linda J.	1	21	Meadow Lark Drive	Meadows at Shawnee
Steiner	Marie	2	7	Lakelawn Drive	Lakelawn Estates
Steinhauer	Karen L.	4	124	N Landing Drive	Knotts Landing
Steinhauer	Robert A.	4	124	N Landing Drive	Knotts Landing
Stenaka	Joan D.	1	629	Beechwood Avenue	Marshall Commons
Stenaka	Leo J.	1	629	Beechwood Avenue	Marshall Commons
Stetson	Kathryn A.	1	147	Hickory Branch Court	Hearthstone Manor
Stevens	Andrew Vanzant	3	21	General Torbert Drive	Sawmill Village
Stevens	Angela	1	601	McColley Street	

VOTER REGISTRATION LIST

Stevens	Charlene E.	4	119	Bright Way	Brightway Commons
Stevens	Cynthia Ann	4	119	Bright Way	Brightway Commons
Stevenson	Gloria E.	4	404	W Moyer Circle A	Milford Crossing
Stradford	Jeffrey P.	4	609	North Street Ext	
Strahle	Albert	4	500	Parson Thorne Apartments	
Strahle	Dorothy G.	4	500	Parson Thorne Apartments	
Straub	Ruth B.	2	103	Pine Street	
Stuchlik	M. Susan	4	203	Parson Thorne Apartments	
Studte	Lois	1	402	Charles Street	
Studte	Michael E.	1	402	Charles Street	
Studte Jr.	Walter H.	1	402	Charles Street	
Stutzman	James Lynn	2	111	School Place	
Stutzman	Norma Jean	2	111	School Place	
Sudler	Marion A.	4	700	Truitt Avenue Ext	
Sullivan	Frances A.	4	5	Truitt Avenue	
Sullivan	Lawrence	1	6	E Thrush Drive	Meadows at Shawnee
Sullivan	Susan C.	1	6	E Thrush Drive	Meadows at Shawnee
Swain	Dana Suzanne	3	35	Fisher Avenue	
Swain	G. Walter	3	5899	S Rehoboth Boulevard	
Swain	Janet R.	3	5899	S Rehoboth Boulevard	
Swain	Scott Thomas	3	35	Fisher Avenue	
Swain	Susan Kaye	3	35	Fisher Avenue	
Swank	Carol L	1	11	Homestead Boulevard	Hearthstone Manor
Swank	William C. Jr	1	11	Homestead Boulevard	Hearthstone Manor
Swanson	Wilbur M.	3	218	N Walnut Street	
Sweeney	Edward J.	1	9	Misty Vale Court	Meadows at Shawnee
Sweeney	Elizabeth A.	1	9	Misty Vale Court	Meadows at Shawnee
Sylvanus	Ross Mills III	1	7	W Thrush Drive	Meadows at Shawnee
Sylvester	Marianne W	1	4201A	Summer Brook Way	Hearthstone Manor
Symons	Helga	1	202	Beaufort Lane	Orchard Hill
Symons	Irwin Jay	1	202	Beaufort Lane	Orchard Hill
Szczesay	Eileen J.	4	122	Ginger Lane	Knotts Landing
Szczesay	Richard Joseph	4	122	Ginger Lane	Knotts Landing

VOTER REGISTRATION LIST

Taylor	Mary I.	4		Silver Lake Estates	
Teagle	Walter	4	409 ½	Church Street	
Temparali	Charles J.	1	2	E Green Lane	Orchard Hill
Temparali	Patricia Phyllis	1	2	E Green Lane	Orchard Hill
Thawley	Beverly A.	3	6	NE Sixth Street	
Thigpen	William Christopher	1	6383	Tabard Drive	Watergate
Thomas	Cynthia P.	2	609	Lakelawn Drive	Lakelawn Estates
Thomas	Elizabeth S.	1	310	Charles Street	
Thomas	Renate	2	609	Lakelawn Drive	Lakelawn Estates
Thompson	Charles P.	2	414B	NW Front Street	
Thompson	Gary L.	1	34	Clearview Drive	Hearthstone Manor
Thompson	Winford	4	107	Allen Way Apt 22	Brightway Commons
Thoms	Paula A.	1	601	Maple Street	Marshall Commons
Tisdell	Kevin C.	3	54	General Torbert Drive	Sawmill Village
Tobin	Anna Patricia	4	201	Parson Thorne Apartments	
Tobler	Ruth Ann	1	3501C	S Sagamore Drive	Hearthstone Manor
Todd	Joyce R.	3	3	Governor Watson Court	Sawmill Village
Todd	Michael L.	3	3	Governor Watson Court	Sawmill Village
Tonwe	Tutse D.	3	1011	N Walnut Street	
Torbert	Carol A.	4	706	North Street Ext	
Torbert	George E.	4	706	North Street Ext	
Torres	Maribel F.	1	21	McColley Street	
Tosques	Vicki A.	2	5	Causey Avenue Apt 4	
Tough	Donald M.	2	511	S Walnut Street	
Towers	Howard Chester	1	42	Clearview Drive	Hearthstone Manor
Towers	Jane E.	2	2	Lakelawn Drive	Lakelawn Estates
Towers	Myrtle Jean	1	42	Clearview Drive	Hearthstone Manor
Towers	William Edward	2	2	Lakelawn Drive	Lakelawn Estates
Townsend	John R.	1	4003L	N Sagamore Drive	Hearthstone Manor
Treaster	Edna Irene	1	169	Hickory Branch Court	Hearthstone Manor
Trivits	Courtney R.	1	100	Beaufort Lane	Orchard Hill
Troisi	Carol A.	1	707	Cedarwood Court	Marshall Commons
Troisi	Gilbert Gene	1	707	Cedarwood Court	Marshall Commons

VOTER REGISTRATION LIST

Trotman	Audrey L.	4	110	NW Fourth Street	
Truitt	William C.	1	312	Fisher Avenue	
Tschantre	Joyce M.	2	815	Seabury Avenue	
Tschantre	Leon E.	2	815	Seabury Avenue	
Tucker	Atwood Jr.	1	507	Marshall Street	
Tucker	Deborah H.	3	805	SE Second Street	
Tucker	Eileen M.	4	112	N Landing Drive	Knotts Landing
Tucker	Francis	4	112	N Landing Drive	Knotts Landing
Tucker	Jason K.	4	112	N Landing Drive	Knotts Landing
Tucker	John D.	1	315	McColley Street	
Tucker	Mary F.	1	507	Marshall Street	
Tucker	Samuel D.	3	106	Lovers Lane	
Tucker	William Fred	1	706	Cedarwood Court	Marshall Commons
Tunnell	Frances M.	4	708	Truitt Avenue Ext	
Tunnell	Harvey Jr.	4	708	Truitt Avenue Ext	
Turner	Cynthia Ann	4	107	Starland Way	Knotts Landing
Turner	George W.	3	103	Charles Street	
Turner	Jane J.	3	103	Charles Street	
Turner	Paul A.	4	107	Starland Way	Knotts Landing
Turner	Verna L.	1	303	Matthew Circle	Matlinds Estates
Uffner	Martin J.	2	8	E Clarke Avenue	
Van Tine	John William	4	901	Roosa Road	
Van Tine	Virginia Roosa	4	901	Roosa Road	
VanAlstine	Robert I.	4	104	Ashley Way	Milford Crossing
Vanaman	Charles P.	3	217	McColley Street	
Vanaman	Susan B.	1	700	SE Fifth Street	
VandenDries	Jody N.	3	324	SE Second Street	
VanGorder	Joan J.	2	301	S DuPont Boulevard	
VanGorder	Robert F.	2	301	S DuPont Boulevard	
Vann	Mary Ann	4	108	Allen Way Apt 31	Brightway Commons
VanVorst	Gladys E.	2	14	Elizabeth Street	
VanVorst	Richard E.	2	14	Elizabeth Street	
VanVorst	Robert E.	2	14	Elizabeth Street	

VOTER REGISTRATION LIST

Vaughn	George H.	4	233	S Landing Drive	Knotts Landing
Vaughn	John C. Sr.	3	503	NE Fifth Street	
Vaughn	Nancy F.	3	503	NE Fifth Street	
Vaughn	Patricia G.	4	233	S Landing Drive	Knotts Landing
Vazquez	Cesar M.	1	3201D	W Brookmeyer Drive	Hearthstone Manor
Vazquez	Linda L.	1	3201D	W Brookmeyer Drive	Hearthstone Manor
Veals	Thelma Judy	1	8	Briar Court	Meadows at Shawnee
Vehlow	Karen Marcy	1	41	Meadow Lark Drive	Meadows at Shawnee
Vehlow	Richard Herbert	1	41	Meadow Lark Drive	Meadows at Shawnee
Venett	Ashley Rose	2	509	S Walnut Street	
Venett	Emmett	1	304	Charles Street	
Venett	Emmett	3	504	N Washington Street	
Venett	Emmett	2	421	S Washington Street	
Venett	Emmett	1	610	McColley Street	
Venett	Patricia M.	1	304	Charles Street	
Venett	Patricia M.	3	504	N Washington Street	
Venett	Patricia M.	2	421	S Washington Street	
Venett	Patricia M.	1	610	McColley Street	
Venett	Steven Emmett	2	509	S Walnut Street	
Verkade	David W.	2	604	New Street	
Verkade	Dianne	2	604	New Street	
Vezmar	Lorraine N.	3	27	General Torbert Drive	Sawmill Village
Vezmar	Michael W.	3	27	General Torbert Drive	Sawmill Village
Vican	Anthony J. Jr.	2	602	NW Front Street	
Vican	Barbara	2	602	NW Front Street	
Vican	Denise Kaye	1	414	Fisher Avenue	
Vican	Richard A.	1	414	Fisher Avenue	
Vicino	Jean	1	8	E Bullrush Drive	Meadows at Shawnee
Vicino	Michael J.	1	8	E Bullrush Drive	Meadows at Shawnee
Villalobos	Anne Layton	1	2	Royal Court	Orchard Hill
Villalobos Martinez	Osiel	1	2	Royal Court	Orchard Hill
Vincent	Calvin Lenwood	1	11	Crown Circle	Orchard Hill
Vincent	Patricia Carolyn	1	11	Crown Circle	Orchard Hill

VOTER REGISTRATION LIST

Vinzant	Susan Jane	4	113	NW Front Street	
Viohl	Donald L.	3	105	Franklin Street	
Viramontes	Eric B	2	408	Evergreen Circle	Lakelawn Estates
Viramontes	Felicia B.	2	408	Evergreen Circle	Lakelawn Estates
Viramontes	Robert	2	408	Evergreen Circle	Lakelawn Estates
Viramontes	Rose E.	2	408	Evergreen Circle	Lakelawn Estates
Voshell	Joyce A.	2	506	Reed Road	Lakelawn Estates
Voshell	Robert J.	2	506	Reed Road	Lakelawn Estates
Wachel	Georgeana	1	511F	Marshall Street	
Waddler	Michele D.	2	501	Lakelawn Drive	Lakelawn Estates
Wadkins	Pearl B.	2	11	W Clarke Avenue	
Wadkins-Berry	Gaillyn	2	422	S Walnut Street	
Wagamon	James A	4	113	NW Front Street	
Wagner	Benjamin E.	3	19591	Drummond Drive	Fork Landing
Wagner	Catherine A.	3	19591	Drummond Drive	Fork Landing
Walch	Diana L.	2	406	Marvel Road	Lakelawn Estates
Walch	Vernon H.	2	406	Marvel Road	Lakelawn Estates
Waldorf	Anne T.	1	103	Marlin Court	Orchard Hill
Waldorf	Louis J. Jr.	1	103	Marlin Court	Orchard Hill
Walker	Cassie Lawn	3	39	Fisher Avenue	
Walker	David B.	3	37	General Torbert Drive	Sawmill Village
Walker	James Peter	3	39	Fisher Avenue	
Walker	Paul E. Jr.	4	8	Archers Way	Archers Knoll
Walker	Phyllis E.	4	8	Archers Way	Archers Knoll
Walker	Ronda D.	3	511	SE Front Street	
Wallace	Elizabeth Kelly	1	4402F	Fullerton Court	Hearthstone Manor
Wallace	Jon Robert	2	413	Woodland Drive	Lakelawn Estates
Walls	Blanche Jefferson	1	630	Marshall Street	
Walls	Charles A.	1	630	Marshall Street	
Walls	Daniel J.	3	208	Marshall Street	
Walls	Harold Lewis	1	630	Marshall Street	
Walls	James Jay	1	809	SE Fifth Street	
Walls	John W.	1	805	SE Fifth Street	

VOTER REGISTRATION LIST

Walls	Lauren Marie	1	809	SE Fifth Street	
Walls	Patricia G.	1	314	Fisher Avenue	
Walls	Robert O.	1	314	Fisher Avenue	
Walls	Sara E.	3	708	N Washington Street	
Walls	Shirley M.	1	809	SE Fifth Street	
Walls	Tina Sue	1	630	Marshall Street	
Walls	Colin W. Sr	1	805	SE Fifth Street	
Walls-Culotta	Sandra L	2	6	E Clarke Avenue	
Walsh	Florence K.	2	809	Seabury Avenue	
Walter	Stephen C.	2	404	Woodland Drive	Lakelawn Estates
Walter	Tiffany	2	404	Woodland Drive	Lakelawn Estates
Walters	Darrell Andrew	2	603	Lakeview Avenue	
Walters	Kristin M.	2	603	Lakeview Avenue	
Walther	Joan D.	1	3203I	E Brookmeyer Drive	Hearthstone Manor
Waltman	Albert	2	14-22	NW Front Street Apt 12	
Waltman	Norma F.	3	919	SE Second Street	
Waples	Charlene A.	1	307	Charles Street	
Ward	Carlos Everado Sr.	1	2	Briar Court	Meadows at Shawnee
Ward	Maria Tomasa	1	2	Briar Court	Meadows at Shawnee
Warfel	Anthony Brooks	3	61	General Torbert Drive	Sawmill Village
Warfel	Brendon T.	3	960	NE Front Street	
Warfel	Cynthia L.	3	960	NE Front Street	
Warfel (Davis)	Margaret T.	3	61	General Torbert Drive	Sawmill Village
Warren	Catherine D.	3	503	NE Front Street	
Warren	Cecelia M.	2	1031	S DuPont Boulevard	
Warren	Mary Ann	2	400	Sussex Avenue	
Warrington	Carole A.	4	803	N DuPont Boulevard	
Waters	Andrea R.	4	615	North Street Ext	
Waters	William Jr.	4	615	North Street Ext	
Watford	Bonnie K.	2	1	Donovan Street	
Watford	Stroman T. Jr.	2	1	Donovan Street	
Watson	Katie T.	2	709	New Street	
Watts	Sandra J.	4	308	North Street	

VOTER REGISTRATION LIST

Webb	Aileen R.	3	909	Berry Lane	
Webb	Diane D.	3	5	NE Sixth Street	
Webb	Harold L.	3	101	NE Eighth Street	
Webb	Jesse C.	3	19858	Beaver Dam Road	
Webb	John D.	3	610	SE Second Street	
Webb	Joyce L.	3	19858	Beaver Dam Road	
Webb	Melissa P.	3	101	NE Eighth Street	
Webb	Michele Renee	3	805	N Walnut Street	
Webb	Philip R.	4	248	S Landing Drive	Knotts Landing
Webb	Thomas E.	3	909	Berry Lane	
Weber	Bobby	1	112	Marshall St	
Weeks	Deborah Carol	1	116	W Green Lane	Orchard Hill
Weeks	Robert E.	1	3502F	N Sagamore Drive	Hearthstone Manor
Welch	Linda B.	2	714	New Street	
Welch	Linda Kay	1	4501C	Summer Brook Way	Hearthstone Manor
Wells	Joseph W.	3	52	General Torbert Drive	Sawmill Village
Wells	Michael S.	3	603	N Walnut Street	
Wells	Pamela Anne	3	603	N Walnut Street	
Wells	Rita F.	3	52	General Torbert Drive	Sawmill Village
Wendland	Ann Eileen	1	157	Hickory Branch Court	Hearthstone Manor
West	B. Agnes	1	514	Marshall Street	
West	Esther Catherine	1	606	Montgomery Street	
Western	Lillian M.	2	431	Kings Highway	
Western	Paul W.	4	104	N Church Street	
Whalen	Deborah S.	2	800	S Walnut Street	
Whalen	Joseph P.	2	800	S Walnut Street	
Whaley	Cory M.	1	6	Fairway Court	Orchard Hill
Whaley	Jeremiah K.	4	110	N Church Street	
Whaley	Latanya J.	4	110	N Church Street	
Wheatley	Bruce D.	1	11	W Bullrush Drive	Meadows at Shawnee
Wheatley	Mary Lou	1	11	W Bullrush Drive	Meadows at Shawnee
White	Ernestine Helene	1	143	Hickory Branch Court	Hearthstone Manor
White	James	4	514B	N Church Street	

VOTER REGISTRATION LIST

White	Kathleen E.	2	26	McCoy Street	
White	Katrina L.	4	203	Allen Way Apt 13	Brightway Commons
White	Michael R.	1	308	Fisher Avenue	
White	Pedro T.	4	105	Bright Way	Brightway Commons
White	Peter W.	2	5	Delaware Avenue	
White	Susan Marie	1	1002	Lemuel Street	
White	Wallace A.	4	512	N Church Street	
Whitney	Wayne B.	1	403	Marshall Street	
Whyte	Carol Jean	1	406	Marshall Street	
Wiegman	Kathleen A.	2	427	Kings Highway	
Wiessner	Gilbert William Jr	2	18516	Thelma Lane	Walnut Village
Wilcox	Shana Le Ann	4	400	N Walnut Street	
Wilcutts	Mary L.	2	624	NW Front Street	
Wilcutts	Roy	2	624	NW Front Street	
Wiley	David A.	3	511	SE Front Street	
Wiley	Jessica Leigh	2	202	Lakeview Avenue	
Wiley	Joseph E.	2	202	Lakeview Avenue	
Wiley	Mary E.	3	404	SE Front Street	
Wiley	Renate K.	2	202	Lakeview Avenue	
Wilkerson	David A.	4	209	Truitt Avenue	
Wilkins	Audie M.	2	308	Hall Place	
Wilkins	Bernice J.	2	418	Kings Highway	
Wilkins	Carol Ann	2	608	New Street	
Wilkins	Howard C. II	1	410	Bridgeham Avenue	
Wilkins	James M.	4	6	Archers Way	Archers Knoll
Wilkins	Julia A.	2	19	W Clarke Avenue	
Wilkins	Sandra Lee	1	807	SE Fourth Street	
Wilkinson	David Wayne	3	911	SE Third Street	
Wilkinson	Floyd H. Jr.	1	503	McColley Street	
Wilkinson	Janet	1	503	McColley Street	
Wiley	Ruth E.	3	214	Charles Street	
Williams	Ann C.	3	108	Charles Street	
Williams	Ann C.	1	655	Beechwood Avenue	Marshall Commons

VOTER REGISTRATION LIST

Williams	Bernadette J.	2	5	Wilbur Street	
Williams	Daniel C.	2	5	Wilbur Street	
Williams	Debra Lewis	1	111C	Barksdale Court	Hearthstone Manor
Williams	Donald E.	1	20	E Bullrush Drive	Meadows at Shawnee
Williams	Grant A.	2	127	School Place	
Williams	John R.	4	408	Church Street	
Williams	Linda L.	2	32	Elizabeth Street	
Williams	Nolan Stafford	1	111C	Barksdale Court	Hearthstone Manor
Williams	Tonya R.	2	810	New Street	
Williamson	James Richard	3	209	Lovers Lane	
Williams-Terrell	Maxine	1	20	E Bullrush Drive	Meadows at Shawnee
Willis	Dawn L.	2	304	Hall Place	
Willis	Doris M.	2	500	S DuPont Boulevard	
Willis	Hilda B.	2	1001	Misphillion III	
Wilson	Adelaide E.	4	408	North Street	
Wilson	Bonnie L.	3	506	SE Front Street	
Wilson	Carlene	2	11	Nelson Street	
Wilson	Charmaine A.	3	5	Cedar Beach Road	
Wilson	Joshua M.	2	11	Nelson Street	
Wilson	Katrina J.	4	605	North Street	
Wilson	Michael L.	2	11	Nelson Street	
Wilson	Nakiema Danica	4	200	Valley Drive, Apt 33	Valley Run Apts
Wilson	R. Darrell P.	4	605	North Street	
Wilson	Richard A.	2	11	Nelson Street	
Wilson	Richard C.	3	5	Cedar Beach Road	
Wilson	Shayla Michele	2	11	Nelson Street	
Winder	Diane A.	4	201	N Church Street	
Windsor	Joan Marie	2	11	McCoy Street	
Winkler	Carol Anne	1	4201D	Fullerton Court	Hearthstone Manor
Wintjen	Barbara Jean	4	606	N Walnut Street	
Wisniewski	Frank A. Jr.	1	313	McColley Street	
Wisniewski	Therese M.	1	313	McColley Street	
Witman	Frances L.	3	45	General Torbert Drive	Sawmill Village

VOTER REGISTRATION LIST

Witman	Russell G. III	3	2	Governor Tharp Court	Sawmill Village
Wolf	Mary E.	2	308	Regent Road	Lakelawn Estates
Wolfe	Joseph Ashley	2	18	Delaware Avenue	
Wolfe	Kenneth W.	3	505	SE Front Street	
Wolhar	Angela Marie	1	214	Beaufort Lane	Orchard Hill
Wolhar	Robert C III	1	214	Beaufort Lane	Orchard Hill
Wood	Constance Downes	2	718	New Street	
Wood	Davis H.	2	520	NW Front Street	
Wood	Denise Y.	2	520	NW Front Street	
Wood	Donna O.	4	106	N Landing Drive	Knotts Landing
Wood	Josephine H.	1	162	Rock Ledge Court	Hearthstone Manor
Wood	Lois A.	1	510	McColley Street	
Woods	Antonio Lee	4	110	West Street	
Woods	James E.	4	110	West Street	
Wooters	Lois J.	3	709	N Washington Street	
Worrall	John A.	2	514	NW Front Street Apt 5	
Worthy	Bradie	3	217	NE Fourth Street	
Worthy	Ivery L.	3	217	NE Fourth Street	
Wothers	Mary C.	2	303	Mispyllion I	
Wright	Curtis E.	3	40	General Torbert Drive	Sawmill Village
Wright	Irvin.W.	4	222	North Street	
Wright	Lois A.	4	222	North Street	
Wright	Manuela Manenti	3	40	General Torbert Drive	Sawmill Village
Wyatt	James Henry	1	117	Aspen Court	Hearthstone Manor
Wyatt	Kathi Lynn	2	113	School Place	
Wyatt	Susan R.	2	502	Caulk Road	Lakelawn Estates
Wyatt	Tiffany	3	213	Marshall Street	
Xiques	Michele Lee	1	119	Aspen Court	Hearthstone Manor
Yeich	Paula Renee	2	509	Reed Road	Lakelawn Estates
Yeich	Stephen Paul	2	509	Reed Road	Lakelawn Estates
Yonker	Janet W.	2	304	Woodland Drive	Lakelawn Estates
Yordy	Michael K.	1	6165	Kirby Road	Meadows at Shawnee
Yosifon	Meir Michael	4	126	N Landing Drive	Knotts Landing

VOTER REGISTRATION LIST

Young	J. Gardner	4	501	NW Front Street	
Young	Lucille I.	4	601	Parson Thorne Apartments	
Young	Naomi M.	3	204	N Rehoboth Boulevard	
Young	Roger Graham Sr.	4	131	N Landing Drive	Knotts Landing
Young	Russel W.	1	153	Aspen Court	Hearthstone Manor
Young	Terrie V.	4	111	Church Street	
Young	Terry L.	2	601	Lakelawn Drive	Lakelawn Estates
Zaferis	Marjorie M.	1	115	Manor Lane	
Zang	George W.	3	210	Charles Street	
Zang	Karen R.	3	210	Charles Street	
Zarraga	Antonio D.	2	505	Kings Highway	
Zarraga	Cynthia Gonzales	2	505	Kings Highway	
Zencak	Daniel Lee	2	7	Delaware Avenue	
Zicarelli	Cynthia J.	2	601	S Walnut Street	
Zicarelli	Frank A.	2	601	S Walnut Street	
Zimmerman	Joseph C. Jr.	2	306	S Washington Street	
Zurzolo	Joseph S.	3	919	SE Front Street	
Zurzolo	Karen Lynn	3	919	SE Front Street	
Zychal	Craig	2	303	S Walnut Street	
Zychal	Nadia Maria	2	303	S Walnut Street	

**PUBLIC NOTICE
ORDINANCE 2017-11**

CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 168
PEDDLING, SOLICITING AND TRANSIENT MERCHANTS

WHEREAS, there is a need to adjust regulations for certain services from time to time and incorporate adjusted and/or new fees for licensing and permitting services; and

WHEREAS, it is found appropriate to update the language in Chapter 168 by which the City reviews, evaluates and acts upon applications for Peddling, Soliciting and Transient Merchants.

NOW THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Chapter 168 - PEDDLING, SOLICITING AND TRANSIENT MERCHANTS

Section 1. Chapter 168 “Peddling, Soliciting and Transient Merchants” of the Code of the City of Milford is hereby amended as set forth below.

Section 2. Section 168-1 “Definitions and Word Usage” is hereby amended by adding Subparagraph 3c shown as underlined and bold (red):

§ 168-1. - Definitions and Word Usage.

SOLICITING and PEDDLING

- (1) SOLICITING — The seeking or taking of contracts or orders for any goods, wares, merchandise or services for future delivery or for subscriptions or contributions upon any streets or sidewalks or from house to house within the City.
- (2) PEDDLING — The selling or offering for sale of any goods, wares, merchandise or services for immediate delivery which the person selling or offering for sale carries with him/her in traveling or has in his/her possession or control upon any of the streets or sidewalks or from house to house within the City.
- (3) Neither the word "soliciting" nor "peddling" shall apply to:
 - a. Farmers seeking or taking orders for or selling or offering for sale their own produce.
 - b. Vendors at farmer’s markets or special events that are approved by the City to use public streets, parks and facilities for their event.
 - c. Mobile Food Vehicles (as defined below) that are parked at a Special Event, a Private Party (as defined below), or otherwise permitted to operate at a fixed location in accordance with this Chapter.**

Section 3. Section 168-3(A) “Information to be Supplied’ is hereby amended by adding new text shown as underlined and bold (red) and removing text indicted by striking through:

§ 168-3. Information to Be Supplied.

- A. Every solicitor, peddler or transient merchant desiring to conduct business ~~person~~ desiring to engage in soliciting or peddling in the City shall first register, under oath, with the Code Official. Upon such application, such person shall give his/her name, address and age; ~~undergo his previous a criminal background check through the Delaware State Bureau of Identification record, with the report sent to the Code Official any;~~ the name and address of the person for whom he/she works and a letter appended to the application authorizing the applicant to represent the firm the applicant purports to represent, if any; the type or types of article, device, subscription, contribution, service or contract which he/she desires to sell or for which he wishes to solicit within the City; the length of time he wishes to be registered; the type of vehicle he/she uses, if any, and its registration number; and the name, address and title of a company officer upon whom process or other legal notice may be served, if the applicant is a corporation or company. Solicitors and peddlers shall be required to undergo a criminal background check through the Delaware State Bureau of Identification, with report sent to the Code Official.

Section 4. Section 168-5 “Issuance of License or Permit; List of Vendors” is hereby amended by adding new text shown as underlined and bold (red) and removing text indicted by striking through in Paragraph A and Paragraph B:

§ 168-5. Issuance of License or Permit; List of Vendors.

- A. Upon registering with the City as aforesaid, each solicitor, ~~or~~ peddler or transient merchant shall be issued, unless he shall have been convicted of a crime involving moral turpitude, a license or permit and may, unless he shall have been convicted of a crime involving moral turpitude, be permitted to solicit or peddle or act as a transient merchant within the City for the licensed period beginning on the date such license or permit is issued and ending on the expiration date thereof. Such license or permit shall not be transferable.
- (1) No license or permit shall be issued to any person or business unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.
- B. Notwithstanding the provisions of Subsection A. hereof, organizers of special events that are approved by the City to use public streets, parks and facilities for their event may restrict or select the vendors or transient merchants that can participate at their farmer’s market or event, provided that any Mobile Food Vehicles are properly permitted by the Delaware Department of Health and Social Services Division of Public Health and the Delaware Department of Transportation ~~in accordance with the provisions of this Chapter.~~ Event organizers shall provide a list of the approved vendors (including Mobile Food Vehicles) to the City no less than one week prior to the event.

Section 5. Section 168-13 “Exemptions from License Requirements” is hereby amended by adding Paragraphs D and E and text shown as underlined and bold (red).

§ 168-13. - Exemptions from License Requirements.

The following persons/activities are exempt from the license requirements of this chapter:

- A. Farmers engaged in selling only produce of their own farms from a truck or other vehicle.
- B. Persons engaged in the sale of goods, wares and merchandise, the proceeds whereof are to be applied to any charitable or philanthropic purpose.
- C. Persons 16 years of age or under.
- D. Persons attempting to enlist support for or against a particular religion, political party, candidate, cause or issue.**
- E. Solicitations, sales, or distributions made by a charitable organization recognized as tax exempt under the Internal Revenue Code, a religious organization recognized as such under the laws of the State of Delaware, or an organization authorized by any school within the Milford School District.**

Section 6. Dates.

City Council Introduction: April 10, 2017

City Council Adoption: April 24, 2017

Effective (Projected): May 4, 2017

This ordinance shall take effect and be in force ten days after its adoption.

To review the entire chapter or a complete list of the City of Milford ordinances, please access the City website at www.cityofmilford.com or contact the City Clerk's Office at 302.422.1111.

Advertised: Beacon 04/12/17



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Award Professional Contracts for Various Waterline and Sewer Projects
Date: April 6, 2017

The Public Works Committee reviewed three professional services contracts for three needed projects: Shawnee Acre Pump Station Replacement, Northeast and Northwest Front Street Waterline Replacement, and Northeast and Northwest Front Street Sewer Line Rehabilitation. The Shawnee Acre Pump Station Replacement is necessitated by the projected flow from the new Bayhealth Hospital, as well as anticipated flow from planned new development. DELDOT plans a TAP (Transportation Alternatives Project) for Northeast and Northwest Front Street, that will include resurfacing the roadway. Prior to the roadway work, staff recommends the replacement of transite and ductile iron waterlines, with lead goose-neck service connections, as well as the rehabilitation of various sewer lines within the roadway.

On November 7, 2016, the Public Works Committee recommended awarding a contract to Davis, Bowen and Friedel, Inc for the Shawnee Acre Pump Station Replacement. Cost of the professional services contract is \$188,350. The project will be funded through a USDA Grant/Loan.

On February 13, 2017, the Public Works Committee received a report outlining the costs for the needed work on NE & NW Front Street for both the waterline and sewer projects. The sewer portion of the project can also be funded through the USDA Grant/Loan, however approximately \$211,781 in additional needed funding is needed. The Public Works Committee recommended moving forward with the project, with the additional needed money coming from Sewer Reserve Fund. The waterline project is not eligible for grant or loan money; however, the Finance Director recommends the work be funded using Water Reserve Funds, and there are sufficient funds within the reserves to cover the project.

Recommendation

I recommend Council award the following professional services contracts for Davis, Bowen and Friedel, Inc:

Shawnee Acre Pump Station Replacement	\$188,350
NW & NE Front Street Sanitary Sewer Rehab	\$230,100
NW & NE Front Street Waterline Replacement	\$202,500



PUBLIC WORKS DEPARTMENT
302.422.1110, FAX 302.422.1119

180 VICKERS DRIVE
MILFORD, DE 19963

www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: NE and NW Front Street
Date: February 10, 2017

As requested, DBF's engineers have completed a preliminary estimate for needed sewer line and water line work to be completed ahead of DELDOT's Front Street paving project, slated to begin in 2018. The replacement/rehabilitation of sewer lines includes \$475,790 to replace (via open cut) the 15" sewer from N Church to North Street. The second estimate for \$1,005,340 is to slip line the 21" and 24" sewer from North Street to Brady Drive. The estimated cost for slip lining was based on a CCTV survey that was completed several years ago, and it is recommended that prior to final design, the line is re-televised. The CCTV work is estimated to cost \$40,000.

Funding for the sewer line work is eligible under the USDA-RD Loan/Grant awarded in 2016 for I&I work (inflow and infiltration). However, approximately \$211,781 additional funds will be needed from Sewer Reserves to complete all the work.

USDA-RD Grants	\$2,000,000
USDA-RD Loans	1,600,000
Sewer Reserves	<u>400,000</u>
Total	\$4,000,000

Fisher Avenue Pump Station	\$1,287,436
Shawnee Acre Pump Station	1,403,215
NW & NE Front Street Sewer	1,481,130
CCTV Front Street Sewers	<u>40,000</u>
Total	\$4,211,781

September 22, 2016

City of Milford
Public Works Facility
180 Vickers Drive
Milford, Delaware 19963

*Michael R. Wigley, AIA, LEED AP
Randy B. Duplechain, P.E.
Charles R. Woodward, Jr., LS
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Gerald G. Friedel, P.E.*

Attention: Mr. Mark Whitfield
Public Works Director

Re: Shawnee Acres Pump Station Evaluation
City of Milford
Sussex/Kent County, Delaware
DBF# 0052A167.F01

Dear Mr. Whitfield:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to present this letter report which summarizes our findings from the recent evaluation of the existing Shawnee Acres sewage pump station. Our evaluation was to include as a minimum the following.

- Determine the current capacity of the existing pump station with the recent upgrade to a portion of the pump station forcemain.
- Calculate the required size of the pump station needed to meet the demand from both short and long term future development in the southeast portion of the City.
- Incorporate the findings and recommendations of previous Southeast sewer system analyses performed between 2008 and 2014.
- Assess the ability of the existing pump station to meet the above short and long term area demands and provide our recommendation for future upgrades.
- Prepare a design and construction cost estimate to implement the recommended improvements.
- Evaluate a means of equitably distributing the cost of the pump station upgrades between the City and the area developments impacting the station.

Results of our evaluation are as follows.

A. PUMP STATION HISTORY:

The Shawnee Acres sewage pump station is located adjacent to Lexington Drive within the residential development of Shawnee Acres. This facility was constructed in early 2002 and was designed to accommodate the sewage flow from 1,280 Equivalent Dwelling Units (EDU's) including a portion of the existing Shawnee Acres Residential Development (126 EDU's), new residential developments of Orchard Hills (187 EDU's), Hearthstone at New Milford (784 EDU's) and Meadows at Shawnee (183 EDU's).

The pump station was designed using an above grade duplex Smith and Loveless Vacuum Primed Non Clog system with each 7.5 horsepower (HP) pumps each capable of pumping 450 gallons per minute (gpm) thru approximately 5,000 feet of 8-inch diameter PVC forcemain. The 8-foot square, 18-foot deep pump station wet well was constructed of cast in place concrete and has a maximum wet well capacity from pump off to invert-in of 2.5 feet. The City presently operates the pumps with a range of pump on to pump off of 1.0 foot. The pump station forcemain alignment was to extended from the pump station north under Deep Branch, behind a number of Orchard Hill residential lots and under Herring Branch where it was to terminate into a gravity system within the property now known as Watergate. Total pump head conditions at the time of design was calculated to be 32.5 feet. For unknown reasons the proposed 8-inch forcemain was lengthened during construction by about 600 feet and connected to an existing 6-inch forcemain of approximately 1,500 feet being utilized by the Marshal Commons pump station. This change resulted in an increase in the pump station head conditions and thus a decrease in the pumping capacity of the station. Based on field measurements obtained in July of 2014 the capacity of the station with the above forcemain configuration was determined to be approximately 240 gpm.

B. SOUTHEAST AREA PLANNING:

Since 2002, when the Shawnee Acres pump station was completed, the southeast area of the City has seen significant land use activity including annexations, land development approvals for both residential and commercial development, and master planning efforts. However, except for the developments originally included in the Shawnee Acres pump station service area, none of the new southeast development activity has resulted in actual construction. Between approximately 2008 and 2014, our office has performed several analyses to determine how to best handle future growth in this area of the City. A phased master sewer service plan has been developed to accommodate sewer needs as this area grows. This phased master plan includes the upsizing of the Shawnee Acres pump station to serve the northern portion of the area west of Route 1, construction of a new S.W. Regional Pump Station to serve the southern portion of the area west of Route 1, and construction of a second Regional Pump Station to serve the properties east of Route 1. The phasing of this plan is to first upgrade the Shawnee Acres pump station to its maximum capacity and direct all sewage flow from this entire area thru this facility until such time as it can no longer accommodate the flow. When the upgraded Shawnee Acres pump station reaches capacity, it is proposed that a large diameter interceptor forcemain be installed from the location of the S.W. Regional Pump Station approximately 18,000 feet north along the general alignment of Route 30 and Rehoboth Boulevard where it would connect to the existing 24-inch gravity sewer in N.E. Front Street. Sewage from the two regional pump stations would be directed to this interceptor forcemain freeing up capacity in the Shawnee Acres station. Please refer to the sewer service concept plan found at the end of this report.

The following includes an estimate of current and future EDU's presently allocated to each facility by project or property name. Next to each EDU total in parenthesis is an equivalent peak design flow using an average sewage flow of 250 gallons per day (gpd)/EDU and the minimum City Peaking factor of 2.0.

EDU INFORMATION:

1. Estimate of Current EDU's to Shawnee Acres Pump Station:

Shawnee Acres	124
Orchard Hills	150 (estimated)
Hearthstone Phase 1	400 (estimated)
Meadows at Shawnee	<u>183</u>
Total	857 (298 gpm)

2. Proposed Northern Area EDU's:

Shawnee Acres	235
Orchard Hills	187
Hearthstone I	1,130 (784 Originally Approved)
Meadows at Shawnee	183
West Shores	112
Matlinds Estates	61
Hearthstone II	1,187
15 Acre Commercial	<u>15</u>
Total	3,110 (1,080 gpm)

3. Proposed Southern Area EDU's:

Phase 1 Bayhealth	350
Phase 2 Bayhealth	800
Wilson Property	75
Hall Property (City of Milford)	100
Emory Property	125
Wickersham	<u>200</u>
Total	1,650 (573 gpm)

4. Proposed Eastern Area EDU's:

Isaac's Property	502
Fannin Medical/Office Project	1,445
Dugan Property	307
McColley Property	<u>210</u>
Total	2,464 (856 gpm)

C. CURRENT CONDITIONS:

In the spring of last year, the City moved forward with the first phase of improvements to the Shawnee Acre pump station which was to replace approximately 2,100 feet of 6-inch and 8-inch forcemain within the Watergate Residential development with a new 10-inch PVC forcemain. According to recent field measurements, the above forcemain improvements increased the capacity of the station to approximately 375 gpm (Pump No. 1) and 350 gpm (Pump No. 2). Please note that these flows are presented as approximations since the pump station currently does not contain a flow meter. It should also be noted that when using conventional pump station design calculations to define the system curve and then overlaying the system curve onto the known pump curve for the size and

type pump currently installed we would anticipate pump station flows to be approximately 320 gpm.

As shown in Item B1 above, we estimate the peak flow currently being directed to the Shawnee Acres pump station to be in the range of 300 gpm. With the recent forcemain improvements, the Shawnee Acres pump station is presently capable of meeting this demand. However, near term planned area development, as discussed in the next section of this report, will increase sewage flow to the station in the next few years. This as well as the potential for possible development east of Route 1 should be carefully considered when determining the timing of the next upgrade to this facility.

D. ANTICIPATED NEAR TERM DEVELOPMENT:

Based on recent discussions with area developers it is anticipated that several developments will be moving forward over the next few years. Most notable of these is the first phase of the Bayhealth Health Campus project which has recently broken ground and is scheduled for completion by January 2019. In addition to the new hospital, several area residential developers have shown recent interest in moving forward with construction of at least a portion of their projects. A list of these near term projects and their anticipated EDU's is found below.

Projected Additional Near-Term EDU's:

Orchard Hills	37
Hearthstone I (Phases 7&9)	290
West Shores	112
Hearthstone II (Phase 1)	240
Bayhealth Phase 1	350
Wickersham	200
Wilson Property	75
Total	1,304 (453 gpm)

Adding the current Shawnee Acres pump station estimated peak flow requirement of 298 gpm to the above projected near term additional projected flow yields a total estimated near term flow of approximately 750 gpm.

Although hard to predict, it is possible that over the next 5 to 10 years the Shawnee Acres pump station could see the need to more than double its current pumping capacity. With this in mind we used the projected near term design capacity of 750 gpm and the ultimate design capacity of approximately 1,080 gpm in our upgrade analysis of the pump station.

E. PUMP STATION ANALYSIS

As previously discussed, the existing Shawnee Acres pump station consists of two (2) 7.5 HP pumps with 9-5/8 inch impellers each capable of pumping in the range of 320 to 360 gpm. The pumps are mounted above an 8-foot square, 18 foot deep wet well. The pumps and associated valves are enclosed in a fiberglass weatherproof hood. The facility also includes a backup emergency generator capable of operating both pumps during a power outage. Two (2) 6-inch diameter suction lift pipes (one for each pump) extend to within 6-inches of the bottom of the wet well (elevation 4.5'). Sewage enters the wet well from both the north and south sides of the station via two 10-inch PVC gravity mains. Both 10-inch

gravity lines are set at an invert elevation of 7.75 feet. The pumps are controlled by a pressure transducer which activates each pump individually when the liquid level in the wet well reaches the pump on wet well elevation and shuts off when the liquid level is lowered by the pump to the pump off wet well elevation. The pumps alternate as lead pump between pump on to pump off cycles.

The pump station appears to be in good shape however there are several issues that make the facility difficult to operate and maintain as well as upgrade. They include

- The suction/lift type pumping system is the only pump station of this type in the City. All of the City's other smaller pump stations utilize submersible pumps. This makes this station an oddity to operate and maintain.
- Although the facility contains a forcemain bypass connection, there is no easy means of bypassing the station since there are two separate gravity feeds into the station and no common onsite manhole to use to pump around the station should it need to be taken off line.
- The pump station does not contain a flow meter to obtain accurate flow measurements or a means of conveniently installing one.
- The maximum usable wet well depth is only 2.5 feet. This shallow depth will make it difficult to continue to utilize the current wet well structure as part of the facilities upgrade project to increase the pumping capacity.

There are several options available to increase the pumping capacity of the existing station. Each option is discussed as follows.

Option 1: Utilize the existing pumps and motors and upsize the pump impeller from the existing 9-5/8 inch to 11-inch. This change would result in an increase in the pumping capacity of each pump to approximately 420 gpm (1,210 EDU's). This revision would also require the adjustment of the pump on to pump off setting to 1.6 feet to maintain a minimum recommended 7 minutes of run time for each pump. Anticipated cost of these improvements is in the \$25,000.00 range. Advantages and disadvantages of this option are as follows:

Advantages:

- Cost of the impeller upgrade would be minimal.
- Current pump station capacity would be increased by approximately 40%.

Disadvantages:

- The upgrade would not meet the projected near term or long term needs of the area.
- It will be necessary to upgrade or replace this facility sometime in the not too distant future.
- There is no easy way to bypass the station should it need to be

taken out of service.

- Public Works staff will need to continue to operate a facility that is unlike any other pump station facility in the City.

Option 2:

Keep the existing pumps but upsize the pump impellers to 12-inch and pump motors from 7.5 to 10 HP. This upgrade would also require increasing the size of the suction pipes from 6-inch to 8-inch. Based on preliminary review of the existing electrical service it appears the motors could be upsized to 10 HP without having to replace the electrical service or emergency generator. This option would result in an increase in the pumping capacity of each pump to approximately 515 gpm (1,480 EDU's). The pump on to pump off setting would need to be adjusted to 1.8 feet to maintain a minimum recommended 7 minutes of run time for each pump. Estimated cost for these improvements would be in the range of \$100,000.00. Advantages and disadvantages of this option are similar to Option 1 as follows:

Advantages:

- Cost of motor, impeller and drop pipe upgrade would be minimal.
- Current pump station capacity would be increased by approximately 70%.

Disadvantages:

- The upgrade would not meet the projected near term or long term needs of the area.
- It will be necessary to upgrade or replace this facility sometime in the not too distant future.
- There is no easy way to bypass the station should it need to be taken out of service.
- Public Works staff will need to continue to operate a facility that is unlike any other pump station facility in the City.

Option 3:

To increase capacity of the existing pump station beyond the flow listed in Option 2 would require major changes to the pump station including replacing both the pumps and motors with larger equipment, upsizing the suction pipes to 8-inch and recessing the pumps below the existing top slab by approximately 2.5 feet to meet the maximum allowable suction lift required for the new pumps. In addition, to the above revisions, upsizing of the pump station controls, electrical service and emergency generator would be required. The existing pump station wet well depth of 2.5 feet would limit the size of the pumps to a maximum of approximately 685 gpm (1,973 EDU's). To implement the upgrade would require the installation of a forcemain bypass connection on the Orchard Hill side of the branch and extensive bypass pumping from two separate locations while the station is off line. Estimated cost for these improvements, as shown in the appendix of this report, would be in the range of \$600,000.00. Advantages and disadvantages of this option are as follows:

Advantages:

- Current pump station capacity would more than double.

Disadvantages:

- The upgrade would not meet the projected near term or long term needs of the area. It will therefore be necessary to replace this facility sometime in the future.
- Significant structural changes will need to be made to lower the setting of the pumps in the wet well.
- Existing wet well capacity limits further upgrade to the station.
- High level pump alarms would need to be set above the invert of the influent pipes.
- The cost of the upgrades in relationship to the capacity gained does not appear to be economical.
- There is no easy way to bypass the station should it need to be taken out of service.
- Public Works staff will need to continue to operate a facility that is unlike any other pump station facility in the City.

Option 4:

Replace the existing pump station with a new submersible sewage pump station of the size necessary to meet both projected short and long term needs. This option would include the installation of a new 8-foot diameter or square, approximately 24-foot deep, wet well on the east side of the existing pump station entrance drive. The new wet well would include two (2) 70 HP or three (3) 50 HP variable frequency drive (VFD) controlled submersible pumps with new electrical, controls, and emergency generator. The two pump option would be designed for full buildout with each pump capable of pumping approximately 1,080 GPM against 168 feet of Total Design Head (TDH). The three (3) pump option would allow for the installation of only two (2) of the three (3) pumps, in the first phase, with each 50 HP pump capable of pumping approximately 825 gpm against 117 feet TDH. At such future time when incoming flow exceeds the 825 gpm capacity of each pump, the third pump can be installed and used as a redundant pump to the other two pumps with two pumps operating in parallel to meet the ultimate demand of 1,080 GPM. We anticipate cost of the new pump station to be in the range of \$1,425,000.00. Please refer to the appendix of this report for a breakdown of the estimated construction cost.

In an effort to reduce the size of the pumps we also analyzed the possibility of installing approximately 2,800 feet of parallel 8-inch forcemain in the area of the Shawnee Acres golf course. This potential change had minimal impact on the pump selection, reducing the two pump scenario from 70 to 60 HP and the three pump scenario from 50 to 45 HP.

Advantages:

- This option would provide the pumping capabilities needed to

meet both near and long term projected flows and can be implemented in a phased approach as area growth occurs.

- The new facility would be designed using non-clog VFD controlled submersible pumps similar to most of the sewage pumping stations operated and maintained by the City.
- The station would include all new electrical and controls, emergency generator, pump station metering capabilities, and sewage grinder unit necessary to handle large solids entering the station.
- The existing wet well can be converted to a combined upstream manhole capable of providing a means of easily bypassing the pump station should this be necessary in the future.
- The pump station can be constructed without taking the existing pump station out of service until such time as the pump station is ready for startup and conversion of the existing wet well to the upstream common manhole.

Disadvantages:

- Pump station replacement cost is higher than the other three interim options.

E. RECOMMENDATION:

Based on the above analysis, only Option 4 is capable of meeting both short and long term growth needs of the area. The other options could be implemented as interim improvements while growth occurs however this facility will need to ultimately be replaced should area grow as anticipated. Since the City has the means to fund the new pump station project using a portion of the grant and loan money available under the United States Department of Agriculture-Rural Development (USDA-RD) sewer improvements project, it is our recommendation that the City implement Option 4. This option will allow unrestricted growth to occur without major restrictions until such time as the sewer interceptor project is found to be necessary. It is also our recommendation that the City implement and collect a special area wide sewer infrastructure assessment fee to help offset some of the cost to replace the Shawnee Acres facility. A discussion of the area wide sewer assessment is included in the next section of this report.

F. EQUITABLE COST DISTRIBUTION:

Of the proposed S.E. Milford developments listed in Section B of this report we understand several of these developments have entered into utility agreements thereby already contributing or agreeing to contribute to area wide improvements and are therefore excluded from this discussion. These include:

Portion of Shawnee Acres	124 EDU's
Orchard Hills	187 EDU's
Hearthstone 1	784 of the 1,130 approved EDU's
Meadows at Shawnee	183 EDU's
West Shores	112 EDU's
Phase 1 Bayhealth	350 EDU's

Wilson Property	75 EDU's
Wickersham Development	200 EDU's

Please note that of the above listed developments only Shawnee Acres, Hearthstone I, Orchard Hills, West Shores, and Meadows at Shawnee will discharge long term to the Shawnee Acres Pump Station facility.

Based on the master area sewer service plan previously discussed the following developments will ultimately discharge into the Shawnees Acers pump station but have either not contributed to area wide improvements or are not a part of a previous sewer service agreement.

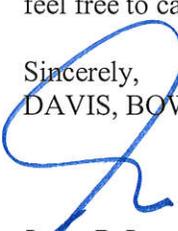
Shawnee Acres	111 EDU's
Hearthstone I	346 EDU's (Not a part of the originally approved project.)
Matlinds Estates	61 EDU's
Hearthstone II	1,187 EDU's
15 Acre Commercial	<u>15 EDU's</u>
Total	1,720 EDU's (598 gpm)

As discussed previously, we recommend the Shawnee Acres pump station be designed to discharge a maximum 1,080 gpm. The above 598 gpm flow represents approximately 55% of the ultimate design flow. It is therefore recommended that the City include in the development agreement for each of the above developments a special sewer assessment to cover their share of the cost for the upgrades to the Shawnee Acres facility. Based on the \$1,425,000.00 estimate project cost for Option 4 this assessment would equal to approximately \$460.00 per EDU.

Although not a part of this evaluation we also recommend that a similar assessment be developed for projects which will discharge into the Route 30 sewer interceptor so that project costs are assessed on an equitable basis to the developers who will be utilizing the future forcemain interceptor.

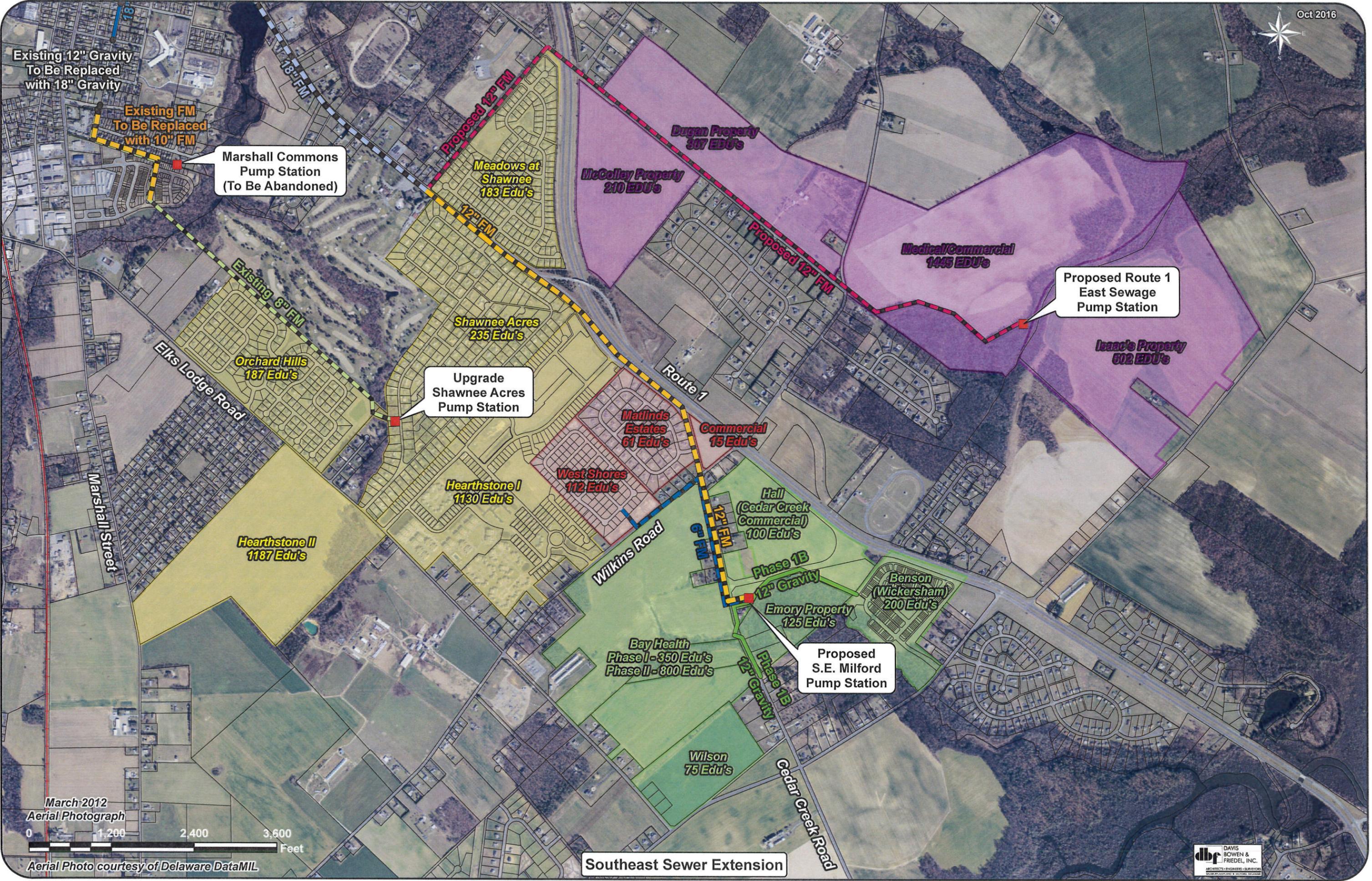
Should you have any questions, comments, concerns, or would like to discuss this further, please feel free to call at your convenience.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.


Jason P. Loar, P.E.
Principal

JPL
P:\MILFORD\052A167 Shawnee Acres PS Replacement\052A167.F01 2016 Evaluation\Shawnee PS Evaluation.092216.docx

cc: Eric Norenburg, City Manager, - City of Milford
Eugene Helmick, Water/Wastewater Supervisor – City of Milford
Wayne Brenneman, DBF – Resident Project Representative



Existing 12" Gravity
To Be Replaced
with 18" Gravity

Existing FM
To Be Replaced
with 10" FM

Marshall Commons
Pump Station
(To Be Abandoned)

Proposed 12" FM

Meadows at
Shawnee
183 Edu's

McColley Property
210 EDU's

Dugan Property
307 EDU's

Proposed 12" FM

Medical/Commercial
1445 EDU's

Proposed Route 1
East Sewage
Pump Station

Isaac's Property
502 EDU's

Existing 8" FM

Orchard Hills
187 Edu's

Shawnee Acres
235 Edu's

Upgrade
Shawnee Acres
Pump Station

Route 1

Matlinds
Estates
61 Edu's

Commercial
15 Edu's

West Shores
112 Edu's

Hearthstone I
1130 Edu's

Wilkins Road

Hall
(Cedar Creek
Commercial)
100 Edu's

Phase 1B
12" Gravity

Benson
(Wickersham)
200 Edu's

Emory Property
125 Edu's

Proposed
S.E. Milford
Pump Station

Bay Health
Phase I - 350 Edu's
Phase II - 800 Edu's

Wilson
75 Edu's

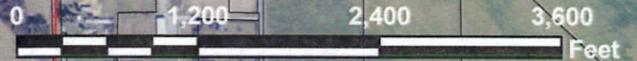
Phase 1B
12" Gravity
Cedar Creek Road

Elks Lodge Road

Hearthstone II
1187 Edu's

Marshall Street

March 2012
Aerial Photograph



Aerial Photo courtesy of Delaware DataMIL

Southeast Sewer Extension



DAVIS
BOWEN &
FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS

**SHAWNEE ACRES PUMP STATION REHABILITATION
PRELIMINARY COST ESTIMATE OPTION 3
MILFORD, DELAWARE
September 22, 2016**

DESCRIPTION	QUAN	U/M	UNIT	TOTAL
Replace Pump and Motors with 25 Hp Units	2	EA	\$30,000.00	\$60,000.00
Install Meter Vault and Associated Piping and Equipment	1	LS	\$25,000.00	\$25,000.00
Wetwell Structural Improvements to Lower Pumps into Wetwell	1	LS	\$75,000.00	\$75,000.00
Remove and Replace Suction Pipes	2	EA	\$8,000.00	\$16,000.00
Electrical & Control Upgrades	1	LS	\$65,000.00	\$65,000.00
New Emergency Generator	1	LS	\$45,000.00	\$45,000.00
Install Bypass Connection into Existing Forcemain	1	EA	\$9,500.00	\$9,500.00
Longterm Temporary Bypass Pumping	2	EA	\$50,000.00	\$100,000.00
Misc. Site Piping and Site Work	1	LS	\$50,000.00	\$50,000.00
			Subtotal	\$445,500.00
			Construction Contingency (15%)	\$66,825.00
			Survey, Design, Admin. & Inspection (18%)	\$80,190.00
			TOTAL EST.	\$592,515.00
			USE	\$600,000.00

**SHAWNEE ACRES PUMP STATION REPLACEMENT
PRELIMINARY COST ESTIMATE OPTION 4
MILFORD, DELAWARE
September 22, 2016**

DESCRIPTION	QUAN	U/M	UNIT	TOTAL
New 1,080 GPM 70 HP Sewage Pump Station w/ 8' Diameter Wetwell & Muffin Monster	1	LS	\$600,000.00	\$600,000.00
Valve/Meter Vault and Associated Piping and Equipment	1	LS	\$45,000.00	\$45,000.00
Temporary Pump Station Sheeting	1	LS	\$35,000.00	\$35,000.00
Pump Station Dewatering	1	LS	\$50,000.00	\$50,000.00
Electrical & VFD Controls	1	LS	\$75,000.00	\$75,000.00
Emergency Generator	1	LS	\$65,000.00	\$65,000.00
Install Bypass Connection into Existing Forcemain	1	EA	\$9,500.00	\$9,500.00
Temporary Bypass Pumping	2	EA	\$35,000.00	\$70,000.00
Wet Well to Manhole Conversion	1	LS	\$15,000.00	\$15,000.00
Existing Pump Station Demolition	1	LS	\$30,000.00	\$30,000.00
Misc. Site Piping and Site Work	1	LS	\$75,000.00	\$75,000.00
			Subtotal	\$1,069,500.00
			Construction Contingency (15%)	\$160,425.00
			Survey, Design, Admin. & Inspection (18%)	\$192,510.00
			TOTAL EST.	\$1,422,435.00
			USE	\$1,425,000.00

November 1, 2016

City of Milford
Public Works Facility
180 Vickers Drive
Milford, Delaware 19963

*Michael R. Wigley, AIA, LEED AP
Randy B. Duplechain, P.E.
Charles R. Woodward, Jr., LS
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Gerald G. Friedel, P.E.*

Attn: Mr. Mark Whitfield
Public Works Director

RE: **PROPOSAL**
Shawnee Acres Sewage Pump Station Replacement
City of Milford
Sussex/Kent County, Delaware
DBF # P0052A16.018

Dear Mr. Whitfield:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to submit this proposal for providing Survey, Design, Bidding, and Construction Phase services for the above-referenced project. We understand this project shall consist of a new submersible sewage pump station which will replace an older suction lift pump station located in the Shawnee Acres development adjacent to Lexington Drive. The new pump station will be designed to handle both short and long term needs as outlined in the September 2016 Shawnee Acres Pump Station Evaluation.

The new pump station will be located on the east side of existing pump station driveway and consist of an approximately 24-foot deep 8-foot diameter wet well with submersible pumps, valve vault, yard piping, connection to the existing forcemain, emergency bypass connection, site work, landscaping, and appurtenances such as new electrical system, controls, emergency generator, and City SCADA. Recent concerns brought to the City's attention by the Shawnee Acres' residents will be reviewed and addressed where possible.

A description of our proposed scope of services and associated lump sum fees for each portion of the work is as follows.

A. SURVEY SERVICES

Our office previously performed some topographic and utility location survey a few years ago. While this survey should still be sufficient to use, we may need some supplemental survey information, especially as it relates to drainage and adjacent culverts. This existing survey information will be utilized along with the existing pump station plans and as needed supplemental field survey to design the new pump station and associated appurtenances.

Estimated Fee: \$3,000.00

B. DESIGN AND PERMITTING

Utilizing the survey information identified above along with completion of a geotechnical investigations, our office will prepare the project construction documents and obtain construction permits for the pump station work as described in the introductory section of this proposal. This work shall include:

- Preparation of plans and details for the proposed pump station including pump station wet well, valve vault, emergency bypass connection, pumps, guiderails, piping and valving, flow meter and meter vault, electrical service and controls, emergency generator, and site and demolition work as necessary to construct a complete pump station in accordance with the latest City of Milford design standards. Electrical control panel will also include sufficient space for installation of the City supplied SCADA system controls.
- Preparation of pre-final design documents consisting of construction drawings, contract documents and specifications per United States Department of Agriculture – Rural Development (USDA-RD) requirements, including a meeting with the City to review prior to sending out for construction permitting.
(Please note this assumes use of USDA-RD Miscellaneous Sewer Improvements Funding)
- Preparation of submittals to City of Milford, Sussex Conservation District, Delaware Department of Natural Resources and Environmental Control (DNREC), USDA-RD, and other agencies as necessary to obtain construction permits. *(Please note this assumes that the City of Milford will be responsible for any fees associated with agency submittals.)*
- Address agency comments and resubmit for obtaining final plan approval.

Lump Sum Fee: \$61,700.00

C. BID PROCUREMENT SERVICES

After receiving the necessary approvals, we shall publicly solicit for bids, produce and distribute construction specifications and drawings, schedule and oversee a pre-bid meeting and site visit for the contract. We will also answer contractor questions during the advertisement period, issue addenda as required, attend the bid opening, review bids received, prepare a bid tabulation, and recommend approval of the lowest, responsible bidder to the Mayor and Council for award of the construction contract.

Lump Sum Fee: \$7,000.00

D. CONTRACT ADMINISTRATION SERVICES

Davis, Bowen & Friedel, Inc. will assist the City of Milford with contract administration services on the project during the project construction phase. Our services shall include:

- Attendance at the pre-construction meeting between the Contractor, Sub-contractors and

the City.

- Conducting monthly progress meetings and issuing meeting minutes.
- Review of submittals, partial payment estimates and contractor change orders.
- Prepare punch list inspection report.
- Arrange and perform final project inspection.
- Assist the City with the preparation and processing of contract closeout documents including all USDA-RD requirements.
- Preparation of record drawings.

The following estimated fee is based on providing contract administration services as needed over the anticipated six (6) month construction period.

Lump Sum Fee: \$39,850.00

E. RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES

Our office will provide a full-time Resident Project Representative (RPR) during the course of the construction contract as required per USDA-RD. The RPR would represent both the Engineer and the City on-site, monitor construction activities, and ensure conformance with the contract documents. The RPR shall also prepare and submit daily field reports on the progress of the construction activities. A final project inspection shall be arranged and performed by our office with the City and USDA-RD present. The following estimated fee for providing RPR services is based upon an anticipated six (6) month construction period.

Estimated Fee: \$76,800.00

(Please note that the above fee is only an estimate and this fee will vary depending on the actual number of hours needed to oversee the project. This estimate is based on the USDA-RD requirement for full time inspection, but every effort will be made to minimize these hours while not jeopardizing the integrity of the project.)

F. EXCLUDED SERVICES

Excluded from our above scope of services is work associated with the following services. If required, this work can be performed on a unit price basis or under a separate proposal to the City of Milford

- Wetlands Delineation and Permitting
- Archaeological Surveys and Permitting
- Phase 1 or 2 Environmental Assessments or Permitting
- Easement Acquisition Services and Coordination and Preparation of Easement Plats
- Construction Administration Services beyond the anticipated four (4) month Construction Period
- Construction Survey Services
- RPR Services beyond the anticipated six (6) month Construction Period
- As-Built Surveys or Plan Preparation
- Application and Permit Fees

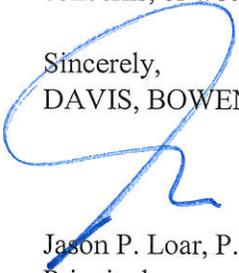
- Financial Administration Services
- Reimbursable Expenses

We propose to complete the proposed scope of services as described above for the fees identified above. Billing of lump sum fees will be based upon percentage of work completed during the previous month. Hourly or estimated fees, additional services, and direct or reimbursable expenses will be provided on an hourly and unit price basis and invoiced for work completed during the previous month in accordance with the enclosed Schedule of Rates No. 46. We will not exceed the estimated fees without first notifying you and receiving written authorization to continue. Please refer to the attached schedule of rates for other terms and conditions.

Should you find this proposal acceptable, please execute below and return one (1) copy to us and retain one (1) copy for your files. Receipt of the signed copy will be considered our authorization to proceed.

On behalf of Davis, Bowen & Friedel, Inc., we are fully committed to provide a product that will meet or exceed your expectations. We look forward to completing this project with you and appreciate the opportunity to be of continued service to the City of Milford. Should you have any questions, comments, concerns, or would like to discuss this further please give me a call at your convenience.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Jason P. Loar, P.E.
Principal

Enclosures

M:\PROPOSAL\Municipal Proposals\Milford\2016\P0052A16.018 Shawnee Acres PS.doc

ACCEPTED BY:

Signature **Date**

Printed Name

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES AND GENERAL CONDITIONS
 SCHEDULE NO. 46
 Effective June 1, 2015

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170.00
Senior Architect	\$150.00
Architect	\$120.00
Senior Landscape Architect	\$150.00
Landscape Architect	\$120.00
Senior Engineer	\$150.00
Engineer	\$120.00
Construction Administrator	\$120.00
Senior Traffic Engineer	\$150.00
Traffic Engineer	\$120.00
Geologist	\$120.00
GIS Specialist	\$110.00
Senior Surveyor	\$150.00
Associate Surveyor	\$120.00
Surveyor	\$115.00
Senior Designer	\$115.00
Computer Graphics Designer	\$100.00
Designer	\$105.00
CADD I	\$95.00
CADD II	\$85.00
Computer Administrator	\$100.00
2 Man Field Crew	\$140.00
3 Man Field Crew	\$175.00
GPS Unit (1 man)	\$110.00
GPS Unit (2 man Crew)	\$150.00
GPS Unit (3 man Crew)	\$200.00
Resident Project Representative	\$80.00
Water/Wastewater Operator	\$120.00
Clerical	\$60.00
Travel	\$0.50
Direct Expense	Cost + 10%
Prints (In-house Reproduction)	\$2.50/sheet

GENERAL CONDITIONS

INVOICES & PAYMENT

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to recover also its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

TERMINATION OF CONTRACT

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this Agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

LIMITATION OF LIABILITY

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

INDEMNIFICATION

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

FORCE MAJEURE

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

CONSTRUCTION PHASE SERVICES

If this Agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by DBF pursuant to this Agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

USE OF ELECTRONIC MEDIA

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in electronic media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, DBF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, computer hardware or of a protocol differing from those in use by DBF during the period of this agreement.

SUCCESSORS & ASSIGNS

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

MISCELLANEOUS PROVISIONS

Unless otherwise specified, this Agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

REIMBURSABLE EXPENSES

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.

**PRELIMINARY NORTHEAST FRONT STREET
SEWER REHABILITATION COST ESTMATE**

Lining

Item Number & Description of Work	Unit	Size or Depth	Estimated Quantity	Unit Price	Total Price
1 Mobilization/Demobilization (Max. 3% of Total Bid)	LS	--	--	--	\$20,000.00
2 Bypass Pump Existing Sewer Flow	LS	--	--	\$35,000.00	\$35,000.00
3a Furnish & Install Cured-in-Place Pipe Liner	LF	21"	320	\$165.00	\$52,800.00
3b		24"	2200	\$165.00	\$363,000.00
4 Reinstatement of Active Laterals	EA	6"	18	\$600.00	\$10,800.00
5 Furnish & Install Cured-In-Place Lateral Liner	LF	6"	600	\$150.00	\$90,000.00
6 Cured-In-Place Service Connection Seal	EA	6"	17	\$3,500.00	\$59,500.00
7 Remove & Replace Existing Manhole Frame & Cover	EA	24"	4	\$2,000.00	\$8,000.00
8 Manhole Wall and Base Section Pressure Joint Sealing (Precast)	EA	48" dia.	35	\$500.00	\$17,500.00
9 Manhole Wall and Base Section Pressure Joint Sealing per 2 foot Brick Section	EA	48"	8	\$400.00	\$3,200.00
10 Manhole Interior Lining	VF	48" dia.	80	\$300.00	\$24,000.00
11 Pipe Penetration Pressure Seal in Manhole (Precast or Brick)	EA	Varies	12	\$600.00	\$7,200.00
12 Repair or Replace Manhole Benching	EA	48"	4	\$1,000.00	\$4,000.00
13 Remove & Replace or Install Manhole Step	EA	--	20	\$80.00	\$1,600.00
6 Furnish, Install, and Compact GABC (Chrusher Run)	CY	8"	5	\$100.00	\$500.00
7 Furnish & Install Concrete	CY	8"	5	\$200.00	\$1,000.00
10 Traffic Control	LS	--	--	\$20,000.00	\$20,000.00

Sub-Total	\$718,100.00
Contingency (20%)	\$143,620.00
Engineering (10%)	\$71,810.00
Admin. & Inspection (10%)	\$71,810.00
Total	\$1,005,340.00

**PRELIMINARY NORTHEAST FRONT STREET
SEWER REHABILITATION COST ESTMATE**

Open Cut

Item Number & Description of Work	Unit	Size or Depth	Estimated Quantity	Unit Price	Total Price
1 Mobilization/Demobilization (Max. 3% of Total Bid)	LS	--	--	--	\$9,600.00
2 Bypass Pump Existing Sewer Flow	LS	--	--	\$12,000.00	\$12,000.00
3 Remove & Replace Existing Gravity Sewer Main (Depth 7 - 9 Feet), Including Saw Cutting Full Depth	LF	15"	540	\$200.00	\$108,000.00
4 Remove & Replace Existing or Install New Sewer Lateral	LF	6"	500	\$100.00	\$50,000.00
5 Remove and Replace Existing Curb, Including Saw Cutting	LF	6"	120	\$50.00	\$6,000.00
6 Remove Existing Brick Sidewalk/Crosswalk Pavers and Retain Brick For Re-Use	SF	--	550	\$40.00	\$22,000.00
5 Remove & Replace or Install Sewer Lateral Cleanout	EA	6"	16	\$1,500.00	\$24,000.00
5 Remove & Replace Existing Manhole Frame & Cover	EA	--	3	\$2,000.00	\$6,000.00
6 Furnish, Install, and Compact GABC (Chrusser Run)	CY	8"	150	\$60.00	\$9,000.00
7 Funish, Install, and Compact Type BCBC (Deep Lift) Asphalt	Ton	7"	220	\$150.00	\$33,000.00
8 Furnish, Install, and Compact Type B Asphalt	Ton	5"	175	\$150.00	\$26,250.00
10 Traffic Control	LS	--	--	\$15,000.00	\$15,000.00
11 Install Epoxy Pavement Striping	LS	--	--	\$10,000.00	\$10,000.00
12 Furnish & Install #57 Stone	CY	--	150	\$60.00	\$9,000.00

Sub-Total	\$339,850.00
Contingency (20%)	\$67,970.00
Engineering (10%)	\$33,985.00
Admin. & Inspection (10%)	\$33,985.00
Total	\$475,790.00

**PROJECT COST BREAKDOWN
MISCELLANEOUS SEWER PROJECTS
CITY OF MILFORD
November 2016**

Available Funding		AMOUNT
USDA-RD Loan - 40 years @ 2.375%		\$ 600,000.00
USDA-RD Grant		\$ 1,000,000.00
City of Milford (Sewer Reserves)		\$ 400,000.00
USDA-RD Loan - 40 years @ 2.125%		\$ 1,000,000.00
USDA-RD Grant		\$ 1,000,000.00
Total Funding		\$ 4,000,000.00
Fisher Avenue Pump Station Expenditures		AMOUNT
Construction		
Pump Station Bypass Connection - Kuhn Construction ⁽¹⁾		\$ 27,454.00
Pump Station Rehabilitation - M2 Construction		\$ 899,300.00
Fisher Aveune Pumps, Motors, and Shafts ⁽¹⁾		\$ 86,618.00
Legal and Administration ⁽¹⁾		\$ 10,000.00
Engineering Fees ⁽¹⁾		\$ 202,757.60
Contingency (5%)		\$ 61,306.48
Total Expenditures for Fisher Avenue Pump Station		\$ 1,287,436.08
Shawnee Acres Pump Station Expenditures		AMOUNT
Construction (estimate)		\$ 1,069,500.00
Legal and Administration ⁽¹⁾		\$ 10,000.00
Engineering Fees ⁽¹⁾		\$ 196,150.00
Contingency (10%)		\$ 127,565.00
Total Expenditures for Shawnee Acres Avenue Pump Station		\$ 1,403,215.00
Remaining Funds		\$ 1,309,348.92

(1) Denotes expenditures coming from City Sewer Reserves

**ESTIMATED PROJECT COST BREAKDOWN
SANITARY SEWER SYSTEM IMPROVEMENTS
CITY OF MILFORD
April 2017**

Available Funding		AMOUNT
USDA-RD Loan - 40 years @ 2.375%		\$ 600,000.00
USDA-RD Grant		\$ 1,000,000.00
City of Milford (Sewer Reserves)		\$ 400,000.00
USDA-RD Loan - 40 years @ 2.125%		\$ 1,000,000.00
USDA-RD Grant		\$ 1,000,000.00
Total		\$ 4,000,000.00
Expenditures		AMOUNT
Fisher Avenue Pump Station Rehabilitation		
Construction		
Pump Station Bypass Connection - Kuhn Construction ⁽¹⁾		\$ 27,454.00
Pump Station Rehabilitation - M2 Construction		\$ 899,300.00
Fisher Aveune Pumps, Motors, and Shafts ⁽¹⁾		\$ 86,618.00
Legal and Administration		\$ 10,000.00
Engineering Fees		\$ 202,757.60
Contingency (5%)		\$ 61,306.48
Sub-Total		\$ 1,287,436.08
Shawnee Acres Pump Station Replacement		
Construction (estimated)		\$ 1,077,300.00
Legal and Administration		\$ 10,000.00
Engineering Fees (Design & Const. Mgmt)		\$ 188,350.00
Contingency (10%)		\$ 127,565.00
Sub-Total		\$ 1,403,215.00
NW/NE Sewer Rehabilitation		
Construction (estimated)		\$ 1,160,027.20
Legal and Administration		\$ 10,000.00
CCTV NW/NE Front Street Sewers		\$ 40,000.00
Engineering Fees (Design & Const. Mgmt)		\$ 190,100.00
Contingency (10%)		\$ 121,002.72
Sub-Total		\$ 1,521,129.92
Total Project Costs		\$ 4,211,781.00

(1) Denotes expenditures coming from City Sewer Reserves

April 3, 2017

City of Milford
Public Works Facility
180 Vickers Drive
Milford, Delaware 19963

*Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.*

Attn: Mr. Mark Whitfield
Public Works Director

RE: Proposal for Professional Engineering Services
NE & NW Front Street Sanitary Sewer Rehabilitation Project
City of Milford
Sussex/Kent County, Delaware
DBF # P0052A17.021

Dear Mr. Whitfield:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to submit this proposal for providing Survey, Design, Bidding, and Construction Phase services for the above-referenced project. We understand this project shall consist of rehabilitation of the gravity sanitary sewer collection system on NE and NW Front Street from North Church Avenue to Brady Drive. This will include replacement of the 15-inch sanitary sewer from North Church Avenue to North Street and lining or point repairs of the remaining gravity sanitary sewer line to Brady Drive as deemed necessary.

A description of our proposed scope of services and associated lump sum fees for each portion of the work is as follows.

A. SANITARY SEWER CCTV INSPECTION

A closed-circuit television (CCTV) inspection of the gravity sewer line from North Street east will be completed to determine the condition and resultant recommended rehabilitation work. Work will include light cleaning of the sewer lines, maintenance of traffic, CCTV inspection, and report with DVD and color photos with recommended corrections. Bypass pumping will be accomplished with use of the City's trailer mounted bypass pump and hoses. Inspection of each manhole will be completed as well to determine if any manhole rehabilitation is needed.

Estimated Fee: \$40,000.00

B. SURVEY SERVICES

Our office previously performed some topographic and utility location survey a few years ago near North Church Street and Brady Drive. While this survey should still be sufficient to use for those areas, supplemental survey information will be required. Our office will perform the necessary

topographic survey to assist in preparation of the construction documents for the recommended improvements.

Lump Sum Fee: \$3,000.00

C. DESIGN AND PERMITTING

Utilizing the CCTV inspection results and survey information identified above, our office will prepare the project construction documents and obtain construction permits for the gravity sewer replacement and rehabilitation work as described in the introductory section of this proposal. This work shall include:

- Preparation of plans and details for the sewer replacement and rehabilitation including service connections in accordance with the latest City of Milford design standards.
- Preparation of pre-final design documents consisting of construction drawings, contract documents and specifications per United States Department of Agriculture – Rural Development (USDA-RD) requirements, including a meeting with the City to review prior to sending out for construction permitting.
(Please note this assumes use of USDA-RD Miscellaneous Sewer Improvements Funding)
- Preparation of submittals to City of Milford, Kent Conservation District, if required, Delaware Department of Natural Resources and Environmental Control (DNREC), USDA-RD, DelDOT, and other agencies as necessary to obtain construction permits. *(Please note this assumes that the City of Milford will be responsible for any fees associated with agency submittals.)*
- Address agency comments and resubmit for obtaining final plan approval.

Lump Sum Fee: \$58,950.00

D. BID PROCUREMENT SERVICES

After receiving the necessary approvals, we shall publicly solicit for bids, produce and distribute construction specifications and drawings, schedule and oversee a pre-bid meeting and site visit for the contract. We will also answer contractor questions during the advertisement period, issue addenda as required, attend the bid opening, review bids received, prepare a bid tabulation, and recommend approval of the lowest, responsible bidder to the Mayor and Council for award of the construction contract.

Lump Sum Fee: \$8,500.00

E. CONTRACT ADMINISTRATION SERVICES

Davis, Bowen & Friedel, Inc. will assist the City of Milford with contract administration services on the project during the project construction phase. Our services shall include:

- Attendance at the pre-construction meeting between the Contractor, Sub-contractors and

the City.

- Conducting monthly progress meetings and issuing meeting minutes.
- Review of submittals, partial payment estimates and contractor change orders.
- Prepare punch list inspection report.
- Arrange and perform final project inspection.
- Assist the City with the preparation and processing of contract closeout documents including all USDA-RD requirements.
- Preparation of record drawings.

The following estimated fee is based on providing contract administration services as needed over the anticipated five (5) month construction period.

Estimated Fee: \$42,850.00

F. RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES

Our office will provide a full-time Resident Project Representative (RPR) during the course of the construction contract as required per USDA-RD. The RPR would represent both the Engineer and the City on-site, monitor construction activities, and ensure conformance with the contract documents. The RPR shall also prepare and submit daily field reports on the progress of the construction activities. A final project inspection shall be arranged and performed by our office with the City and USDA-RD present. The following estimated fee for providing RPR services is based upon an anticipated five (5) month construction period.

Estimated Fee: \$76,800.00

(Please note that the above fee is only an estimate and this fee will vary depending on the actual number of hours needed to oversee the project. This estimate is based on the USDA-RD requirement for full time inspection, but every effort will be made to minimize these hours while not jeopardizing the integrity of the project.)

G. EXCLUDED SERVICES

Excluded from our above scope of services is work associated with the following services. If required, this work can be performed on a unit price basis or under a separate proposal to the City of Milford

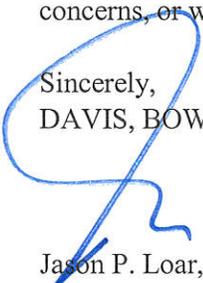
- Wetlands Delineation and Permitting
- Archaeological Surveys and Permitting
- Phase 1 or 2 Environmental Assessments or Permitting
- Easement Acquisition Services and Coordination and Preparation of Easement Plats
- Construction Administration Services beyond the anticipated five (5) month Construction Period
- Construction Survey Services
- RPR Services beyond the anticipated five (5) month Construction Period
- Application and Permit Fees
- Financial Administration Services
- Reimbursable Expenses

We propose to complete the proposed scope of services as described above for the fees identified above. Billing of lump sum fees will be based upon percentage of work completed during the previous month. Hourly or estimated fees, additional services, and direct or reimbursable expenses will be provided on an hourly and unit price basis and invoiced for work completed during the previous month in accordance with the enclosed Schedule of Rates No. 46. We will not exceed the estimated fees without first notifying you and receiving written authorization to continue. Please refer to the attached schedule of rates for other terms and conditions.

Should you find this proposal acceptable, please execute below and return one (1) copy to us and retain one (1) copy for your files. Receipt of the signed copy will be considered our authorization to proceed.

On behalf of Davis, Bowen & Friedel, Inc., we are fully committed to provide a product that will meet or exceed your expectations. We look forward to completing this project with you and appreciate the opportunity to be of continued service to the City of Milford. Should you have any questions, comments, concerns, or would like to discuss this further please give me a call at your convenience.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Jason P. Loar, P.E.
Principal

Enclosures

M:\PROPOSAL\Municipal Proposals\Milford\2017\P0052A17.021 NE and NW Front Street Sewer.docx

ACCEPTED BY:

Signature

Date

Printed Name

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES AND GENERAL CONDITIONS
 SCHEDULE NO. 46
 Effective June 1, 2015

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170.00
Senior Architect	\$150.00
Architect	\$120.00
Senior Landscape Architect	\$150.00
Landscape Architect	\$120.00
Senior Engineer	\$150.00
Engineer	\$120.00
Construction Administrator	\$120.00
Senior Traffic Engineer	\$150.00
Traffic Engineer	\$120.00
Geologist	\$120.00
GIS Specialist	\$110.00
Senior Surveyor	\$150.00
Associate Surveyor	\$120.00
Surveyor	\$115.00
Senior Designer	\$115.00
Computer Graphics Designer	\$100.00
Designer	\$105.00
CADD I	\$95.00
CADD II	\$85.00
Computer Administrator	\$100.00
2 Man Field Crew	\$140.00
3 Man Field Crew	\$175.00
GPS Unit (1 man)	\$110.00
GPS Unit (2 man Crew)	\$150.00
GPS Unit (3 man Crew)	\$200.00
Resident Project Representative	\$80.00
Water/Wastewater Operator	\$120.00
Clerical	\$60.00
Travel	\$0.50
Direct Expense	Cost + 10%
Prints (In-house Reproduction)	\$2.50/sheet

GENERAL CONDITIONS

INVOICES & PAYMENT

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to recover also its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

TERMINATION OF CONTRACT

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this Agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

LIMITATION OF LIABILITY

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

INDEMNIFICATION

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

FORCE MAJEURE

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

CONSTRUCTION PHASE SERVICES

If this Agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by DBF pursuant to this Agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

USE OF ELECTRONIC MEDIA

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in electronic media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, DBF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, computer hardware or of a protocol differing from those in use by DBF during the period of this agreement.

SUCCESSORS & ASSIGNS

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

MISCELLANEOUS PROVISIONS

Unless otherwise specified, this Agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

REIMBURSABLE EXPENSES

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.

**PRELIMINARY NORTHEAST FRONT STREET
WATER REHABILITATION COST ESTMATE**

Open Cut

Item Number & Description of Work	Unit	Size or Depth	Estimated Quantity	Unit Price	Total Price
1 Mobilization/Demobilization (Max. 3% of Total Bid)	LS	--	--	--	\$44,618.70
2 Close Valve and Remove Valve Box / Furnish and Install New Gate Valve Including Valve Box	EA	--	40	\$3,000.00	\$120,000.00
3 Furnish and Install C-900 PVC Water Main	LF	8"	5500	\$50.00	\$275,000.00
4 Furnish and Install End Caps for Existing TR/DI Pipe	EA	8"	6	\$5,000.00	\$30,000.00
5 Abandon and Flowable Fill Existing Pipe	CY	8"	410	\$15.00	\$6,150.00
6 Remove and Replace Existing Curb, Including Saw Cutting	LF	--	130	\$120.00	\$15,600.00
7 Remove Existing Brick Sidewalk/Crosswalk Pavers and Retain Brick For Re-Use	SF	--	550	\$40.00	\$22,000.00
8 Furnish and Install New Hydrant Assemblies Including Hydrant Tee	EA		8	\$5,000.00	\$40,000.00
9 Remove and Salvage Existing Hydrant Assemblies to the City	EA		8	\$1,200.00	\$9,600.00
10 Furnish, Install, and Compact GABC (Chrusher Run)	CY	8"	900	\$60.00	\$54,000.00
11 Funish, Install, and Compact Type BCBC (Deep Lift) Asphalt	Ton	7"	1700	\$150.00	\$255,000.00
12 Furnish, Install, and Compact Type B Asphalt	Ton	5"	1200	\$150.00	\$180,000.00
13 Traffic Control	LS	--	--	\$15,000.00	\$15,000.00
14 Install Epoxy Pavement Striping	LS	--	--	\$10,000.00	\$10,000.00
15 Furnish & Install #57 Stone	CY	--	500	\$60.00	\$30,000.00

Sub-Total	\$1,106,968.70
Contingency (20%)	\$221,393.74
Engineering (10%)	\$110,696.87
Admin. & Inspection (10%)	\$110,696.87
Total	\$1,549,756.18

April 3, 2017

City of Milford
Public Works Facility
180 Vickers Drive
Milford, Delaware 19963

*Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Rina W. Lardner, P.E.*

Attn: Mr. Mark Whitfield
Public Works Director

RE: Proposal for Professional Engineering Services
NE & NW Front Street Waterline Replacement Project
City of Milford
Sussex/Kent County, Delaware
DBF # P0052A17.022

Dear Mr. Whitfield:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to submit this proposal for providing Survey, Design, Bidding, and Construction Phase services for the above-referenced project. We understand this project shall consist of replacing the existing waterline on NE and NW Front Street from Maple Avenue to Business Route 1 which will include abandoning in place all existing transite pipe. New fire hydrants and service connections will be included as needed.

A description of our proposed scope of services and associated lump sum fees for each portion of the work is as follows.

A. SURVEY SERVICES

Our office previously performed some topographic and utility location survey a few years ago near North Church Street and Brady Drive. While this survey should still be sufficient to use for those areas, supplemental survey information will be required. Our office will perform the necessary topographic survey to assist in preparation of the construction documents for the recommended improvements.

Lump Sum Fee: \$3,000.00

C. DESIGN AND PERMITTING

Utilizing survey information identified above along with assistance from the City, our office will prepare the project construction documents and obtain construction permits for the waterline replacement work as described in the introductory section of this proposal. This work shall include:

- Preparation of plans and details for the replacement of the waterline including service connections, fire hydrants, and proper abandonment of the existing waterline. All work

will be done in accordance with the latest City of Milford design standards.

- Preparation of pre-final design documents consisting of construction drawings, contract documents and specifications, including a meeting with the City to review prior to sending out for construction permitting.
- Preparation of submittals to City of Milford, Kent Conservation District, if required, Office of Engineering, DelDOT, and other agencies as necessary to obtain construction permits. *(Please note this assumes that the City of Milford will be responsible for any fees associated with agency submittals.)*
- Address agency comments and resubmit for obtaining final plan approval.

Lump Sum Fee: \$71,350.00

D. BID PROCUREMENT SERVICES

After receiving the necessary approvals, we shall publicly solicit for bids, produce and distribute construction specifications and drawings, schedule and oversee a pre-bid meeting and site visit for the contract. We will also answer contractor questions during the advertisement period, issue addenda as required, attend the bid opening, review bids received, prepare a bid tabulation, and recommend approval of the lowest, responsible bidder to the Mayor and Council for award of the construction contract.

Lump Sum Fee: \$8,500.00

E. CONTRACT ADMINISTRATION SERVICES

Davis, Bowen & Friedel, Inc. will assist the City of Milford with contract administration services on the project during the project construction phase. Our services shall include:

- Attendance at the pre-construction meeting between the Contractor, Sub-contractors and the City.
- Conducting monthly progress meetings and issuing meeting minutes.
- Review of submittals, partial payment estimates and contractor change orders.
- Prepare punch list inspection report.
- Arrange and perform final project inspection.
- Assist the City with the preparation and processing of contract closeout documents.
- Preparation of record drawings.

The following estimated fee is based on providing contract administration services as needed over the anticipated five (5) month construction period.

Estimated Fee: \$42,850.00

F. RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES

Our office will provide a full-time Resident Project Representative (RPR) during the course of the construction contract. The RPR would represent both the Engineer and the City on-site, monitor construction activities, and ensure conformance with the contract documents. The RPR shall also prepare and submit daily field reports on the progress of the construction activities. A final project inspection shall be arranged and performed by our office with the City and State present. The following estimated fee for providing RPR services is based upon an anticipated five (5) month construction period.

Estimated Fee: \$76,800.00

(Please note that the above fee is only an estimate and this fee will vary depending on the actual number of hours needed to oversee the project. Every effort will be made to minimize these hours while not jeopardizing the integrity of the project.)

G. EXCLUDED SERVICES

Excluded from our above scope of services is work associated with the following services. If required, this work can be performed on a unit price basis or under a separate proposal to the City of Milford

- Wetlands Delineation and Permitting
- Archaeological Surveys and Permitting
- Phase 1 or 2 Environmental Assessments or Permitting
- Easement Acquisition Services and Coordination and Preparation of Easement Plats
- Construction Administration Services beyond the anticipated five (5) month Construction Period
- Construction Survey Services
- RPR Services beyond the anticipated five (5) month Construction Period
- Application and Permit Fees
- Financial Administration Services
- Reimbursable Expenses

We propose to complete the proposed scope of services as described above for the fees identified above. Billing of lump sum fees will be based upon percentage of work completed during the previous month. Hourly or estimated fees, additional services, and direct or reimbursable expenses will be provided on an hourly and unit price basis and invoiced for work completed during the previous month in accordance with the enclosed Schedule of Rates No. 46. We will not exceed the estimated fees without first notifying you and receiving written authorization to continue. Please refer to the attached schedule of rates for other terms and conditions.

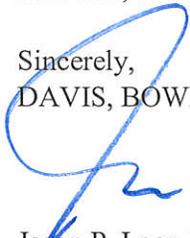
Should you find this proposal acceptable, please execute below and return one (1) copy to us and retain one (1) copy for your files. Receipt of the signed copy will be considered our authorization to proceed.

On behalf of Davis, Bowen & Friedel, Inc., we are fully committed to provide a product that will meet or exceed your expectations. We look forward to completing this project with you and appreciate the

Mr. Mark Whitfield
NE & NW Front Street Waterline Replacement
April 3, 2017
Page 4

opportunity to be of continued service to the City of Milford. Should you have any questions, comments, concerns, or would like to discuss this further please give me a call at your convenience.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Jason P. Loar, P.E.
Principal

Enclosures

M:\PROPOSAL\Municipal Proposals\Milford\2017\P0052A17.022 NE and NW Front Street Water.docx

ACCEPTED BY:

Signature

Date

Printed Name

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES AND GENERAL CONDITIONS
 SCHEDULE NO. 46
 Effective June 1, 2015

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170.00
Senior Architect	\$150.00
Architect	\$120.00
Senior Landscape Architect	\$150.00
Landscape Architect	\$120.00
Senior Engineer	\$150.00
Engineer	\$120.00
Construction Administrator	\$120.00
Senior Traffic Engineer	\$150.00
Traffic Engineer	\$120.00
Geologist	\$120.00
GIS Specialist	\$110.00
Senior Surveyor	\$150.00
Associate Surveyor	\$120.00
Surveyor	\$115.00
Senior Designer	\$115.00
Computer Graphics Designer	\$100.00
Designer	\$105.00
CADD I	\$95.00
CADD II	\$85.00
Computer Administrator	\$100.00
2 Man Field Crew	\$140.00
3 Man Field Crew	\$175.00
GPS Unit (1 man)	\$110.00
GPS Unit (2 man Crew)	\$150.00
GPS Unit (3 man Crew)	\$200.00
Resident Project Representative	\$80.00
Water/Wastewater Operator	\$120.00
Clerical	\$60.00
Travel	\$0.50
Direct Expense	Cost + 10%
Prints (In-house Reproduction)	\$2.50/sheet

GENERAL CONDITIONS

INVOICES & PAYMENT

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to recover also its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

TERMINATION OF CONTRACT

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this Agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

LIMITATION OF LIABILITY

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

INDEMNIFICATION

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

FORCE MAJEURE

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

CONSTRUCTION PHASE SERVICES

If this Agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by DBF pursuant to this Agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

USE OF ELECTRONIC MEDIA

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in electronic media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, DBF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, computer hardware or of a protocol differing from those in use by DBF during the period of this agreement.

SUCCESSORS & ASSIGNS

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

MISCELLANEOUS PROVISIONS

Unless otherwise specified, this Agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

REIMBURSABLE EXPENSES

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 13, 2017

A Meeting of the City of Milford Economic Development Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, March 13, 2017.

PRESIDING: Chairman Christopher Mergner

IN ATTENDANCE: Committee Members:
Councilpersons Lisa Ingram Peel and James Starling Sr.

Mayor Bryan Shupe

City Manager Eric Norenberg & Deputy City Clerk Christine Crouch

Chairman Mergner called the Committee Meeting to order at 5:33 p.m.

Economic Development and Planning Coordinator Rob Pierce was also present. Jerry Peters and Mike Metzger of Bayhealth were also in attendance.

Bayhealth Development Agreement

City Manager Norenberg referenced the following related memo:

PURPOSE AND BACKGROUND

The purpose of this memo is to update the Committee on progress in negotiating a development agreement with Bayhealth for the new Health Campus project and to review two remaining incentive topics for inclusion in the development agreement that will ultimately need City Council approval.

Since last summer, City staff has been working with Bayhealth to negotiate a development agreement. Typically, development agreements are negotiated with major developments to provide for terms and conditions related to on and offsite public improvements (utilities, roads, access, etc.) and the warranties, bonds, etc. related to those improvements. In the case of this agreement, Bayhealth and the City have also worked to find a consensus related to incentives.

DISCUSSION

While staff completes the details of other sections of the development agreement for subsequent legal review, there are there are two possible incentives that need to be reviewed by the Economic Development Committee. First relates to the building permit fees. Because building permit fees are set based on the value of the project and hospitals are expensive to construct, it is possible that the City will not expend the entire amount of the hospital permit fees. In acknowledgment of this and the benefit this project will bring to the greater community, it is proposed that the Committee consider supporting a refund of up to \$50,000 of the permit fees that remain after all reviews, inspections, etc. are complete.

In addition, the City has also reached tentative agreement with Bayhealth to receive easements for power lines to serve the Southeast Water Tower and water treatment facilities. In exchange, it is proposed that Bayhealth be compensated with a small triangle parcel of land to square off the Bayhealth property for a future entrance and a waiver of water impact fees associated with the projected that are in excess of those waived as in accordance with the Economic Development Incentives provided for in the City Code.

These two draft provisions that would be part of the development agreement are as follows:

ARTICLE TWELVE

Other ECONOMIC DEVELOPMENT Incentives

12.1 *The CITY agrees to refund to BAYHEALTH building permit fees that have been paid by BAYHEALTH but that not been spent by the CITY on direct or indirect expenses or payments related to the plan review, inspections, monitoring activities or other related activities as outlined or required in Articles Four, Five and Seven of this agreement, up to \$50,000.*

12.2 *BAYHEALTH and the CITY agree that there is value in the easements granted to the CITY for utilities as part of the PROJECT. Both parties agree that BAYHEALTH will be compensated for those easements with the following:*

- * *The triangle property (portion of 3-30-15.00-058.02) requested by BAYHEALTH and deemed surplus and approved for transfer by the City Council in 2016 will be transferred to BAYHEALTH at no additional charge; and*
- * *Waiver of the difference between the total EDU count of water impact fees due to be paid for the PROJECT and the number of impact fees that are eligible to be waived under the CITY's Economic Development ordinance;*

Conclusion

Staff would appreciate feedback from the Committee on these two items as we wrap up drafting the development agreement and prepare it for City Council approval.

Mr. Norenberg explained that the agreement is not yet finalized and still requires a review by the attorneys for both the City and Bayhealth.

He then discussed refunding building permit fees and anything not spent by the City up to \$50,000 at the conclusion of the project.

The second item acknowledges the value of the easements being provided by Bayhealth to the City that were used to extend power to the Southeast Water Tower and Treatment facilities. In lieu of paying them, he recommends we waive the remaining EDU fees for the impact of the medical campus.

The City Manager then recalled the recent adoption of the additional fee impact fee waivers for major projects like this. As a result, it is recommended the triangle-shaped property, next to the location of the previous chicken house, be granted to Bayhealth and the water impact fees waived.

Chairman Mergner asked the value of the property and the waivers being provided; City Manager Norenberg explained that when the code was changed in January, up to 60 EDU's could be waived. Approximately 71 is being considered which is in the \$20,000 range. Planning Coordinator Rob Pierce concurred that \$20,000 is correct with respect to the water impact fee waiver.

Neither Chairman Mergner nor Councilwoman Peel had concerns.

City Planner Pierce stated they will complete the agreement and forward it to City Attorney David Rutt before a final review by Bayhealth Officials and Attorneys.

Economic Development Attraction Efforts

Mr. Norenberg stated that Mayor Shupe and he have had discussions relative to additional efforts to attract new businesses to Milford. He referenced some consulting groups that would provide this type of assistance on behalf of the City. He has received an initial proposal of \$160,000 over a three-year period.

If the Committee is interested in that type of activity, he will obtain a more detailed proposal and have them do a presentation.

In the meantime, Planning Coordinator Pierce is creating maps to display available properties and related details that will be available on line.

They have also talked to a realtor who is offering to make available MLS (multiple listing service) data so that we are aware of when new properties are listed though we will need to tie that into our system.

It was determined that both commercial and residential properties would be included.

Mayor Shupe added that the maps could be very useful. A person would simply go online, search the available properties and click on a specific property. The City's property record would then pop up providing pertinent information including a photo.

Chairman Mergner asked if interested businesses would be directed to the site when searching the web using keywords such as investing, available commercial properties in Milford, etc. He pointed out those things do not cost money and are extremely beneficial.

Councilmember Peel asked if sponsorships could be added to the map concept because she feels there are a lot of realtors that would like to run an ad next to the map.

Chairman Mergner also recommends an information session be arranged for realtors and developers to plug the downtown area and other available sites.

Mr. Norenberg informed the Committee that a meeting was recently held for realtors, bankers, brokers, etc. to be educated on the DDD. That is when one of the realtors offered to provide regular updates of new listings. Unfortunately, there were not a lot of people that attended though they hope those in attendance will spread the word.

Councilman Starling arrived at 5:40 p.m.

The City Manager pointed out our website has a good webpage, specific to the DDD, that provides a lot of information through various links. However, the general economic development page has not been expanded much though that will continue to be worked on.

He recalled informing City Council that he is working with the City of Rehoboth Beach and has applied to host a Local Government Management Fellow. Interviews are scheduled on Friday for a one-year management intern out of a Public Administration and Grad School. He explained that sharing the Fellow will cut down the costs for both cities and will provide a very talented individual to work on projects like this.

Chairman Mergner suggested using the member pool affiliated with the Milford Chamber.

Mayor Shupe then referenced the third item on the agenda as far as how we tie into the Chamber and DMI in relation to economic development.

The Chairman asked if it could be as simple as targeting areas to determine the best matches regarding industry, then determining the most appropriate partner in relation to retail, company wise and site locations. He suggested that the Economic Development Committee support this effort by making phone calls on behalf of City Council.

Mr. Norenberg said he is unsure if the City has the data, though there are services that collect the demographic data and look at driving patterns and items such as income levels in relation to certain retail within a fifteen-mile radius for example.

Chairman Mergner agreed that his company pays for those type services when considering an area. Traffic studies, income levels, etc. are needed to make a determination on whether it is a good area to invest.

Mr. Norenberg stated there are two to three providers that have the ability to gather this information for a private sector company like Councilman Mergner's company or a retailer who may be considering a certain location. They then create data bases which can be provided to municipalities.

Chairman Mergner asked if there is any grant money available that could be used; Mr. Norenberg is unaware of any at this

point though they are keeping a close eye on the potential re-organizational of DEDO. Governor Carney has appointed a task force to look at public/private partnerships as a way to drive economic development as part of that. He agrees the City needs to keep watching that to see where it goes.

Chairman Mergner asked if Kent or Sussex County would be willing to share some of those costs; Mr. Norenberg said he can always ask. He likes the idea but he prefers we find a way to pay for it.

The City Manager will continue to explore this possibility in addition to any other potential funding opportunities that may be available.

Downtown Milford , Incorporated (DMI) Roles/Responsibilities in Economic Development

City Manager Norenberg then discussed DMI and the roles associated with economic development. He explained that DMI had asked the City to identify what we feel should be done by the board and their staff both short term and long term.

He then referred to the following memo that was prepared by Mayor Shupe and himself:

Purpose and Background

To further the economic success of downtown Milford, Downtown Milford, Inc. (DMI) and the City of Milford need to work closely together. As a result of the resource limitations of both organizations, we cannot afford to duplicate efforts, nor can we afford a missed opportunity due to lack of coordination or follow through. This document was requested to provide an outline of the City of Milford's expectations regarding the roles and responsibilities of DMI - both its Executive Director and its Board.

Discussion

The following is a list of key priorities and responsibilities that we see as critical for DMI to operate effectively as the "lead organization" representing the interests of and serving the needs of the downtown community. DMI needs to be able to effectively lead efforts on a number of critical fronts, as well as to collaborate and support complementary initiatives led by the City.

Though these items are grouped by timeframes, it is important to note that we believe a number of the items on the list (particularly those in the "immediate" timeframe) should have been in place and active months ago, even prior to the transition to the new Director.

Immediate: 0-3 Months

**Restructure DMI website and keep it current to promote downtown successes, encourage investment, and provide information, forms, etc. related to current events, programs and activities. (Social media should complement the website, replace it.) This includes:*

- Embedding local / regional news articles promoting / featuring downtown.*
- Featuring changing, current, and seasonal photos of downtown Milford*
- Building/property inventory including photos, history, uses, contact info.*
- Programs and incentives for downtown investors including:*

- > Downtown Development District*
- > Facade improvement program*
- > Paint program*

- Current information about annual events with photos, registration information, and how to get involved*
- Committee information, including roles, responsibilities, how to get involved*
- Promotion of the Rivertown Rebirth Plan and DDD*

- * *Establish and maintain effective working relationships with all businesses in the DMI footprint and as many commercial and residential property owners (particularly those with multiple properties) as possible.*
- * *Regularly communicate with stakeholders about the activities and initiatives of DMI and those of other entities that impact downtown.*
- * *Maintain the interior, exterior and grounds of the DMI building as provided for in the lease.*
- * *Build effective working relationships with local realtors and land owners. Map out a succession plan for key properties.*
- * *Understand City of Milford code enforcement activities and property maintenance violations. Assist with identification of potential violations in downtown area for City of Milford to enforce.*
- * *Maintain regular offices hours.*
- * *Establish and maintain regular volunteer support, recruitment and appreciation efforts (including board members, committee members, and other volunteers).*
- * *Engage and support downtown businesses through the Entrepreneur Network and other committees to harness local economic opportunity and create a supportive business environment for small business owners, entrepreneurs, and innovators. **
- * *Develop and maintain a strong organizational structure for a sustainable economic development effort, with a focus on ensuring that all organizational resources (partners, funding, volunteers, etc.) are mobilized effectively. **
- * *Position downtown Milford as the center of the community and the hub of economic activity, while creating a positive image that showcases our community's unique characteristics, highlighting cultural traditions, celebrating and preserving important architecture and history, encouraging local businesses to market cooperatively, and hosting special events. **

Near future: 3-6 Months

- * *Develop plan with downtown businesses/stakeholders for an extended hours campaign. (How can we reach a goal of having downtown open Saturday afternoons/evenings and Sundays?)*
- * *Expand use of social media beyond Twitter and Facebook.*
- * *Measure progress toward goals and document the benefit and impact of DMI for regular reports to the City and State and for use in promoting downtown. **
- * *Vacant building campaign: Identify targeted commercial properties, discuss best use, pro-actively seek investors.*
- * *Regularly review all standing and future DMI events to ensure that they are meeting the goal of engaging visitors, residents, investors, businesses, and property-owners to share the message that this place is special and worth visiting and supporting throughout the year.*
- * *Identify facade improvements needed and introduce building/business owners to the DDD and to DMI programs*
- * *Identify strategic residential properties (gateways, near commercial, etc.) that need repair and introduce DDD, DMI grants and other programs to owners.*
- * *While ensuring short-term and regular events happen, DMI should sustain a focus on implementation of longer-term projects (like the Rivertown Rebirth) and activities that are the building blocks for substantial change over time.***

*** Items based on the Four Point approach.*

Mayor Shupe explained they came up with the list at DMI's request and are now asking the Committee for their opinion and whether additional items are needed or some should be removed. He said the reason the City provides DMI financial assistance of \$40,000 a year is for economic development; he and the City Manager need to make sure we are getting some payback.

He pointed out the success of the DDD with more than \$3 million being granted to private investments. He believes this is the time they need to be hitting the pavement the hardest. If that is done successfully, it will show in the manner in which Milford grows and breeds success into the rest of the City.

Councilmember Peel pointed out the three-month period will run into the City's budget time. She suggests that we ask for an update during the budget hearings.

Councilmember Peel feels they need to be addressing these items.

Mr. Norenberg agrees stating that he suggested to DMI in December that late winter/early spring would be an appropriate

time for an update. DMI asked for the City's expectations and they hope to use this information to help drive the recruitment of a new director and the development of the job description as they move forward.

The City Manager said he stressed to their board members that this is not something that should be linked to a specific paid position. He pointed out DMI is a very strong volunteer organization and there are a number of things on the list that can be handled by volunteers.

Mr. Norenberg feels that is one of the gaps in terms of the website though they have been doing a lot of promotion through Facebook.

Chairman Mergner agrees they should be reporting to Council on a more regular basis.

Mayor Shupe said his plan is that the zero to three months is only a recommendation. He prefers to have an actual plan with a list of items and associated time frames.

Councilwoman Peel noted that the City Departments report on a regular basis and feels it would be appropriate for DMI to do the same.

The City Manager said that there are regular reports from the DMI Committees, as well as their Executive Director during their monthly meetings. He agrees that we should receive a regular monthly report from DMI because so many of their activities tie in with the City's progress downtown.

According to Councilwoman Peel, she does not know any other organization that receives money from a government entity that is not required to provide a monthly report on deliverables, including the federal and state level. That includes grants where reports are required. She would like them to provide the evidence that the money is being used for the goals that were agreed upon.

Mr. Norenberg said he will pass that information along.

A discussion then followed about the lack of visitors to the downtown area because of the number of store that are closed at night. He and Mayor Shupe look forward to the 'Third Thursday' resuming again.

There being no further business, Councilmember Peel moved to adjourn, seconded by Councilmember Starling. Motion carried.

The Economic Development Committee meeting adjourned at 6:00 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriptionist

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 13, 2017

The City Council of the City of Milford met in Workshop Session on Monday, March 13, 2017 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Peel, James Burk, Owen Brooks Jr, Douglas Morrow, James Starling Sr and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

City of Milford Charter Revision

Mayor Shupe called the Council Workshop to order at 6:07 p.m. He thanked everyone involved in this process including the Charter Review Committee, City Manager, City Clerk and Solicitor. It took several meetings and is finally at the point where it is ready to be presented to Council for any further additions, deletions or other amendments.

He reminded Council the Charter will be presented to the General Assembly after which they will review it prior to taking a vote to adopt it into a bill. The final step will be for Governor Carney to sign it into law.

City Manager Norenberg then explained that the review somewhat falls into two categories. One, being housekeeping items which include typo corrections, formatting and terminology consistency. For example, terms such as Manager, Council, Clerk, Chief were all changed to City Manager, City Council, City Clerk and Police Chief. Various processes were also updated.

He noted that City Solicitor Rutt has spent a lot of time preparing the document and advising the Committee. As a result, he will turn this matter over to Mr. Rutt to review the substantive changes.

Mr. Rutt pointed out the first major change is to the annexation process. The current Charter had two separate processes. The first involving a single property owner requesting annexation and the second procedure covered a territorial annexation meaning five or more properties.

The Solicitor had something in mind and when he talked to the City Clerk on Friday, both agreed there was a need to streamline the process by adding one procedure that mirrors the current process and includes reviews by the Annexation Committee and Planning Commission before it is presented to City Council. Also included was a zoning application review and determination.

The public notice requirement was reduced from four to two publications and various terms were updated such as printed changed to published. The website was also added as a legitimate means of notice.

Mr. Rutt pointed out that when the annexation involves five or more properties, a special election is required. Eligible voters include each person with an ownership interest in the property (husband and wife—one vote each). Properties owned by a legal entity (corporation, partnership, etc.) are entitled to one vote via a corporate resolution or power of attorney.

A new section was added relating to the de-annexation of a property though conditions apply. The property must have zero residents and an assessed valuation of less than \$25,000; or the parcel contains less square footage than the smallest parcel

in the zoning district in which it is located.

The Solicitor pointed out this was the result of a very small piece of property behind the business park off Airport Road that is in the City but belongs to a homeowner on Canterbury Road and in Kent County. The owner has been asking that portion of land be added to his property in the unincorporated area. This would close an issue that has been lingering since the late 1990's, early 2000's when a tremendous amount of annexation occurred in this area.

Outlining this process in our Charter eliminates a very cumbersome process outlined in the State Code.

In addition, the ability to create a fifth ward in the City was removed and Milford will remain a four-ward City henceforth.

He noted that in the past, City Elections were held from noon until 8:00 p.m. and the time was changed from 10:00 a.m. to 6:00 p.m. to accommodate early voters.

An amendment was added to address any vacancy in the election board which could be filled by a vote of City Council at a Special Meeting prior to the election.

Changes were made that allows the City to acquire land by condemnation or by acquisition. Previously, the City was required to go to through a condemnation and will now be able to purchase it based on the appraisal. It also permits the City to dispose of real property by an ordinance.

Also updated was the amount of contracts the City can enter into from \$30,000 to \$50,000 without bidding. According to Mr. Rutt, \$50,000 is the threshold in most other municipalities, and in particular Smyrna and Dover.

In addition, all contracts approved by City Council would have to be signed by the Mayor but it also gives the City Manager the authority to execute other contracts and agreements below the \$50,000 threshold.

A new rule was added that will authorize City Council to enter into public private partnerships. This is a common practice with government entities of all levels today.

Mr. Rutt also noted the following new paragraph was requested by Carlisle Fire Company to prevent the overlapping of fire districts and allows the extension of their boundaries:

The City Council may provide for the organization of a fire department and the control and government thereof; establish fire limits and do all things necessary for the prevention or extinguishment of fires; and, in their discretion, contribute, donate or give such amounts of money as they may deem appropriate unto any Volunteer Fire Company or Companies incorporated under the laws of Delaware, or any firefighting equipment and providing service to the City; provided that any such contribution, donation or gift may be made subject to such conditions and stipulations as to the use thereof as the City Council shall deem advisable.

It also gives the City to right to create its own fire department or a partial public/volunteer department which was also at the request of the fire company.

The new Charter will allow the Mayor to appoint and designate committee members and chairs as necessary and eliminates any unclear intent. The language related to the Vice Mayor was also cleaned up including his/her ability to vote when stepping in as Mayor when needed.

Mr. Rutt referenced the following section that has been amended and originally contained a prohibition that the Mayor and City Council could not become employed and compensated by an outside contractor/developer at the expiration of their two years. After some discussion at the committee level, the language was changed to prevent any former councilperson from representing a private enterprise in which they had been involved at the council or planning commission level for a period of two years. There was no prohibition for employment:

No person who has served as a City employee, officer or elected official shall represent or otherwise assist any private enterprise on any matter involving the City, for a period of two (2) years after termination of employment, appointed status or end of elected term, if the person had rendered an opinion, conducted an investigation, was in a position to directly or indirectly be materially responsible of such matter, or was eligible to vote on such matter in the course of his or her official duties as a City employee, officer or elected official. Nor shall such former City employee, officer or elected official disclose confidential information gained by reason of public position nor shall the person otherwise use such information for personal gain or benefit.

The Solicitor also added a confidentiality clause preventing that person from using their own personal gain.

The language was also clarified to prevent Mayor and City Council from interfering with employees under both the City Manager and Police Chief's control. Though that has always been the policy, there was no official reference to police employees.

Councilwoman Wilson confirmed that there were not changes to ward boundaries and the only amendment was the removal of the possibility of a fifth ward.

Section 4.05 (c) was changed to eliminate the need for a Special Election in the event a vacancy occurred less than twelve months were left in the unexpired term:

Filling of Vacancies. If a vacancy occurs in the City Council and the remainder of the unexpired term is less more than twelve (12) ~~three (3)~~ months, the vacancy shall be filled in the next general election by a special election. If a vacancy occurs in the City Council and the remainder of the unexpired term is less than six twelve (126) months but more than three (3) months, the City Council shall may within 45 days of the vacancy being confirmed occurring, by a majority vote of all of its remaining members, appoint a qualified person to fill the vacancy until the person elected at the next regular election takes office. If at the time a vacancy occurs the remainder of the unexpired term is six (6) months or greater than six (6) months, the election authorities shall call a special election to fill the vacancy for the remainder of the unexpired term. The special election shall be held not sooner than twenty (20) days nor later than thirty (30) days in accordance with State election laws following the occurrence of the vacancy and shall be otherwise governed by the provisions of Article VII. Notwithstanding the requirement that a quorum of the City Council consists of five (5) members, if at any time the membership of the City Council is reduced to less than five (5) the remaining members may, by majority action, appoint additional members to raise the membership to five (5).

A provision was added that the Mayor and City Council may adopt a Code of Ethics. Currently, City Officials are governed by the State Code of Ethics. This provides an option for Milford to adopt its own Code. Mr. Brooks prefers we fall under the State law which he believes will keep everyone out of trouble.

Mr. Rutt referenced the process for the removal of the City Manager. Currently, a public hearing was required if there was an objection to the removal by the City Manager. That was changed to allow a choice by the City Manager for a public hearing or an executive session.

Section 5.08 was amended by eliminating a similar process for Police Chief and instead references the related State Law which supersedes the Charter.

In addition, the City Alderman section was removed due to not having an Alderman since the early 1980's.

Minor changes were made to the Finance Department and Planning Department sections, including the City Planner Title being changed to Planning Director. Two duties were also added which align with his current responsibilities (supervision of code and inspection officials).

Mr. Rutt then reviewed the amendments to the taxation area. He explained that State Law only permits collecting

delinquent taxes for a certain number of years. To bring this into conformity with other municipalities and counties, Milford is able to collect and lien properties for a period of ten years. In addition, penalties and interest would continue to accrue until the taxes are collected.

He further explained that Delaware Law allows two ways of collecting taxes. One is through a tax collection process and the other is through a monition sale. The end result is that taxes are collected under either scenario. However, the delinquent tax collection process allows redemption for a year and limits what can be redeemed.

It was agreed that Milford taxes would be collected through the monition method. Under Delaware Code, the City Manager is required to provide a thirty-day notice. At the end of that time frame, if the taxes are still not paid, a suit will be instituted. It would go to the judge after which the property owners would have twenty days to answer. If they don't appeal, a default judgment is indexed in the Office of the Prothonotary. A motion is then issued to the sheriff of the county where the property is located after which it is scheduled and sold by the sheriff.

Mr. Rutt noted the entire process takes approximately five to six months.

A requirement was also added that the City Manager will provide a list of delinquent taxables to City Council at the beginning of each fiscal year.

In addition to the taxes and associated costs, a subsection was added that gives the City the authority to include in a tax lien any assessment or service charge levied by the City of Milford against a property relating to any utility service including any installation fees, connection fees, and service charges for maintenance or use thereof. Also added were any amounts expended by the City in order to complete any improvement, installation, razing, demolition, removal, or repair that is mandated by the City and where the assessed owner refuses or fails to comply, and any other fine, cost or assessment duly levied and authorized by this Charter, by ordinance or by State law as well as fees and costs for the attorney and associated filing costs.

Mr. Rutt clarified that if no one bids, the city acquires the property which can then be sold. The other option is to table the sale and put it back up for sale at another time. He noted that sheriff's sales are held monthly.

Any property sold for more than the amount owed to the City is returned to the property owner.

The Solicitor feels the monition method is a much more modern, streamlined process of getting the money that is owed.

Minor amendments were also made to Special Elections (proposed bond/borrowing matters) that are not included in the current Charter:

(e) The Special Election shall be conducted by an Election Board whose members shall be appointed or selected in the same manner and they shall have the same qualifications as hereinbefore provided in the case of annual elections of the City.

(f) At such Special Election every person who would be entitled to vote at an annual election if held on that day shall be entitled to one (1) vote.

Also added was a provision for counting ballots and the absentee process, which is a slight variation from the State process when voting for elected officials.

Solicitor Rutt concluded stating he has reviewed the substantive changes and asked if Council had any questions. No one responded.

He then explained that Council will need to adopt a resolution before it can send the document to the General Assembly

with one of our local legislators sponsoring it. It will then be reviewed by their staff, attorney and legislators who may come up with a few recommendations.

The bill will then be adopted and it will become law after Governor Carney signs it.

Mr. Norenberg explained the next step will be to add this to a Council agenda. In the meantime, if Council has a question, they should contact him so that he can provide answers prior to that meeting.

There being no further business, the Workshop Session concluded at 6:57 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

Attachment:
Charter w/Proposed Amendments

Milford City Charter

ARTICLE I. - INCORPORATION, TERRITORY AND ANNEXATION

1.01 - Incorporation.

The inhabitants of the City of Milford ("the City") within the corporate limits hereinafter defined in this Charter or as hereafter extended as hereinafter provided, shall be and constitute a body politic and corporate, and shall be known and identified as the City of Milford.

1.02 - Territorial Limits.

The boundaries of the City of Milford are hereby established and declared as recorded on the official map of record in the Recorder of Deeds Offices for Kent County and for Sussex County in the State of Delaware (official recorded copies to be kept by the City Clerk) as presently exists and as hereinafter amended:

In addition to the aforesaid, the Territorial Limits of the City of Milford shall also include all lands annexed by the City of Milford pursuant to Section 1.04 of this Charter. The City Council may, at any time hereafter, cause a survey and plot to be made of the City, and the survey and plot, when made and approved by the City Council, shall be recorded in the offices of the Recorders of Deeds in and for both Kent and Sussex Counties, State of Delaware, and the same, or the record thereof, or a duly certified copy of said record shall be evidence in all courts of law and equity in this State.

1.03 - Wards.

The City of Milford shall be divided into four wards and a map entitled "Official Ward Map, Milford, Delaware" will delineate the ward boundaries with legal descriptions of each ward attached and kept on file in the Office of the City Clerk. The official ward map shall be identified by the signature of the Mayor, be attested by the City Clerk and bear the seal of the City. The map, legal descriptions and any future changes shall be recorded in both Kent and Sussex County within a reasonable time after the effective date of the amendment approved by City Council. City Council shall adopt the official map and any future amendments by ordinance.

~~The City Council may provide for a fifth Ward and re-arrange the boundaries of the four Wards provided for herein, in the event of annexation or re-apportionment as hereinafter set forth.~~

~~1.04 - Annexation~~

~~The City may from time to time extend its boundaries through the process of annexation in accordance with Delaware Code and the following procedures shall apply~~

~~(a) All the property owners of the territory contiguous to the then existing corporate limits and territory of the City of Milford, by written Petition with the signature of each such Petitioner duly witnessed, may request the City Council to annex that certain territory in which they own property.~~

~~(1) The petition presented to the City Council shall include the tax parcel number(s), a description of the territory requested to be annexed in~~

electronic format, a sealed survey (dated within one year of the application), present and requested zoning, a statement of compliance with the Comprehensive Plan and the reasons for the requested annexation.

- (2) ~~If the Planning Director deems the application complete, the Mayor of the City of Milford shall appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation. Not later than ninety (90) days following its appointment by the Mayor, as aforesaid, the Committee shall submit a written report containing its findings and conclusions to the Mayor and City Council of Milford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Milford and to the territory proposed to be annexed, and shall contain the recommendation of the Committee whether or not to proceed with the proposed annexation and the reasons therefore.~~
- (3) ~~A Plan of Services for the property must be completed in accordance with Delaware Code. This Plan of Services must be completed for review and acceptance prior to final legislative action on the annexation.~~
- (4) ~~The annexation/rezoning application shall also be referred to the Planning Commission for a Public Hearing and review and recommendation to City Council. Within sixty (60) days of the final recommendation by the Planning Commission, City Council shall hold a public hearing to consider the annexation and zoning application.~~
- (5) ~~Following the public hearing and subject to the acceptance of the Plan of Services, City Council may then pass a resolution annexing such territory to the City of Milford. Such resolution shall be passed by the affirmative vote of two thirds (2/3) of all the elected members of the City Council. If the resolution fails to receive the affirmative vote of two thirds (2/3) of the elected members of the City Council, the territory proposed to be annexed shall not again be considered for annexation for a period of six (6) months from the date that the resolution failed to receive the required affirmative vote.~~
- (6) ~~Prior to the resolution being considered, an ordinance that is conditioned on the approval of the annexation application must be adopted to establish a zoning district for the property to be annexed.~~
- (7) ~~If the resolution receives a favorable vote for annexation, the City Council shall cause a description and a plot of the territory so annexed to be recorded in the Office of the Recorder of Deeds in and for Kent or Sussex County, but in no event shall said recordation be completed more than ninety (90) days following the date of the favorable vote for annexation by the City Council. The territory considered for annexation shall be considered to be a part of the City of Milford from the time of recordation. The failure to record the description of the plot within a specified time shall~~

~~not make the annexation invalid, but such annexation shall be deemed to be effective at the expiration of the ninety (90) day period from the date of the favorable vote of the City Council.~~

~~(b) If five (5) or more property owners, but less than all of the property owners of a territory contiguous to the then limits and territory of the City of Milford, by written Petition with the signature of each such Petitioner duly witnessed, shall request the City Council to annex that certain territory in which they own property.~~

~~(1) The petition presented to the City Council shall include the tax parcel number(s), a description of the territory requested to be annexed in electronic format, a sealed survey (dated within one year of the application), present and requested zoning, a statement of compliance with the Comprehensive Plan and the reasons for the requested annexation.~~

~~(2) If the Planning Director deems the application complete, the Mayor of the City of Milford shall appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation. Not later than ninety (90) days following its appointment by the Mayor, the Committee shall submit a written report containing its findings and conclusions to the Mayor and the City Council of Milford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Milford and to the territory proposed to be annexed, and shall contain the recommendation of the committee whether or not to proceed with the proposed annexation and the reasons therefore.~~

~~(3) A Plan of Services for the property must be completed in accordance with Delaware Code. This Plan of Services must be completed for review and acceptance prior to final legislative action on the annexation.~~

~~(4) The annexation/rezoning application shall also be referred to the Planning Commission for a Public Hearing and review and recommendation to City Council.~~

~~(5) Within sixty (60) days of the recommendation by the Planning Commission, a resolution shall then be considered by City Council proposing to the property owners and residents of both the City of Milford and the territory proposed to be annexed that the City proposes to annex certain territory to its then limits and territory.~~

~~Said resolution shall be passed by the affirmative vote of two thirds (2/3) of the elected members of the City Council.~~

~~The resolution shall contain a description of the territory proposed to be annexed, requested zoning and shall fix a time and place for a public hearing on the subject of the proposed annexation and zoning. The resolution shall be printed in a newspaper having a general circulation in the City of Milford at least one (1) week prior to the date set for the public hearing, or, at the discretion of the City Council, the said resolution shall be posted in four (4) public places both in the City of Milford and in the territory proposed to be annexed.~~

- ~~(6) The resolution proposing to the property owners and residents of both the City and the territory proposed to be annexed shall be passed by the affirmative vote of two thirds (2/3) of the elected members of the City Council. If the resolution shall fail to receive the affirmative vote of two thirds (2/3) of the elected members of the City Council, the territory proposed to be annexed shall not again be considered for annexation for a period of six (6) months from the date that the resolution failed to receive the required affirmative vote.~~
- ~~(7) Within sixty (60) days following the public hearing, and upon the acceptance of the Plan of Services by the State of Delaware, the City Council may pass a resolution annexing such territory to the City of Milford, subject to the approval of the property owners in the territory to be annexed. Said approval or disapproval shall be signified at a Special Election as set forth hereinafter. The resolution of the City Council to annex the territory must be passed by the affirmative vote of two thirds (2/3) of all the elected members of the City Council.~~
- ~~(8) In the event that the resolution does not receive an affirmative vote by two thirds (2/3) of all the elected members of the City Council, no Special Election shall be held and the territory previously proposed to be annexed shall not again be considered for annexation for a period of six (6) months from the date the resolution failed to receive the required affirmative vote.~~
- ~~(9) Following the affirmative vote but in no event later than thirty (30) days after said resolution has been approved, the City Council shall order a Special Election to be held not less than thirty (30) nor more than sixty (60) days after said affirmative resolution has been passed on the proposed resolution.~~
- ~~(10) The notice of the time and place of the said Special Election shall be printed within thirty (30) days immediately preceding the date of this Special Election in at least two (2) issues of a newspaper having a general circulation in the City of Milford, or, at the discretion of the City Council, the said notice may be posted in four (4) public places, both in the City of Milford and in the territory~~

~~proposed to be annexed at least fifteen (15) days prior to the date set forth for the said Special Election.~~

- ~~(11) — At the Special Election, every property owner, whether an individual, partnership or a corporation in the territory proposed to be annexed shall have one (1) vote. Property held by a partnership or by a corporation shall vote only by a power of attorney duly executed. In the event that an individual holds a Power of Attorney, duly executed and acknowledged, specifically authorizing the said individual to vote for the owner of a property held by a partnership or by a corporation at the said Special Election, a duly authenticated Power of Attorney shall be filed in the Office of the City Manager of the City of Milford. Said Power of Attorney so filed shall constitute conclusive evidence of the right of said person to vote in the Special Election for such partnership or for such corporation. Property owners in the area proposed to be annexed shall~~
- ~~(12) — The City Council of the City of Milford may cause either voting machines or paper ballots to be used in the Special Election, the form of the ballot to be printed as follows:~~
- ~~For the proposed annexation~~
 - ~~Against the proposed annexation~~
- ~~(13) — The Mayor of the City of Milford shall appoint three (3) persons to act as a Board of Special Election. One (1) of the said persons so appointed shall be designated as the Presiding Officer. Voting shall be conducted in a public place as designated by the resolution calling the Special Election. The polling place shall be open from twelve noon, prevailing time, until eight o'clock in the evening, prevailing time, on the date set for the Special Election. All persons in the polling place at the time of the closing of the polls shall be permitted to vote, even though such votes are not cast until after the time for the closing of the polls.~~
- ~~(14) — Immediately upon the closing of the polling place, the Board of Special Election shall count the ballots for and against the proposed annexation and shall announce the result thereof. The Board of Special Election shall make a Certificate under their hands of the votes cast for and against the proposed annexation and the number of void votes and shall deliver the same to the City Council. Said Certificate shall be filed with the papers of the City Council. In order for the territory proposed to be annexed to be considered annexed, a majority of the votes cast from the territory proposed to be annexed must have been cast in favor of the proposed annexation.~~
- ~~(15) — In the event that the Special Election results in an unfavorable vote for annexation, no part of the territory considered at the Special Election for annexation shall again be considered for annexation for~~

a period of at least one hundred eighty (180) days from the date of the said Special Election.

~~(16) If a favorable vote for annexation shall have been cast, the City Council of the City of Milford shall cause a description and a plot of the territory so annexed to be recorded in the Office of the Recorder of Deeds, in and for Kent or Sussex County, but in no event shall said recordation be completed more than ninety (90) days following the date of the said Special Election. The territory considered for annexation shall be considered to be part of the City of Milford from the time of recordation. The failure to record the description or the plat within the specified time shall not make the annexation invalid, but such annexation shall be deemed to be effective at the expiration of the ninety (90) day period from the date of the favorable Special Election.~~

1.04 - Annexation

The City may from time to time extend its boundaries through the process of annexation in accordance with ~~the~~ Delaware Code and the following procedures shall apply:

- (a) All the property owners of the territory contiguous to the then existing corporate limits and territory of the City of Milford, by written Petition with the signature of each such Petitioner duly witnessed, may request the City Council to annex that certain territory in which they own property.
 - (1) The petition presented to the City Council shall include the tax parcel number(s), a description of the territory requested to be annexed in electronic format, a sealed survey (dated within one (1) year of the application ~~petition~~ **petition**), present and requested zoning, a statement of compliance with the Comprehensive Plan and the reasons for the requested annexation.
 - (2) ~~If the Planning Director deems the application complete, the Mayor of the City of Milford shall appoint a Committee comprised of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation. If the Planning Director deems the application **petition** complete, **application the petition shall be provided to the Mayor and City Council to be referred to the Annexation Committee. If the Annexation Committee is not duly constituted,** the Mayor of the City of Milford shall appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation. Not later than ninety (90) days **following referral of the application petition to the Annexation Committee by the City Council** ~~its appointment by the Mayor, as aforesaid,~~ the Committee shall submit a written report containing its findings and conclusions to the Mayor and City Council of Milford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Milford and to the territory proposed to be annexed, and shall contain the recommendation of the Committee whether or not to proceed~~

- with the proposed annexation and the reasons therefore, **as well as a recommended zoning district for the property to be annexed.**
- (3) A Plan of Services for the property must be completed in accordance with Delaware Code. This Plan of Services must be completed for review and acceptance **by all necessary agencies** prior to final legislative action on the annexation.
 - ~~(4) The annexation/rezoning application shall also be referred to the Planning Commission for a Public Hearing and review and recommendation to City Council.~~
 - (4) The annexation ~~rezoning application~~ **petition and zoning application** shall also be referred to the Planning Commission for a Public Hearing and review and recommendation to City Council. Within sixty (60) days of the final recommendation by the Planning Commission, City Council shall hold a public hearing to consider the annexation **petition** and zoning application.
 - (5) Following the public hearing **on the proposed Annexation Petition** and subject to the acceptance of the Plan of Services, City Council may then ~~pass~~ **adopt a resolution an ordinance** annexing such territory to the City of Milford. Such ~~resolution~~ **ordinance** shall be passed by the affirmative vote of two-thirds (2/3) of all the elected members of the City Council. If the ~~resolution~~ **ordinance** fails to receive the affirmative vote of two-thirds (2/3) of the elected members of the City Council, the territory proposed to be annexed shall not again be considered for annexation for a period of six (6) months from the date that the resolution failed to receive the required affirmative vote. **The concurrent zoning application shall be considered for adoption by City Council in accordance with the provisions set forth hereafter and in this Charter and the Code of the City of Milford.**
 - (6) The public notice of the ~~resolution~~ **annexation ordinance** shall contain a description of the territory proposed to be annexed, requested zoning and shall fix a time and place for a public hearing on the subject of the proposed annexation and zoning. The public notice of the ~~resolution~~ **annexation ordinance** shall be ~~printed~~ **published** in a newspaper having a general circulation in the City of Milford at least one (1) week prior to the date set for the public hearing, or, at the discretion of the City Council, the said ~~resolution~~ **notice** shall be posted in ~~four~~ **(4) two (2) public places** both in the City of Milford and in the territory proposed to be annexed and the City website.
 - ~~(6) Prior to the resolution being considered, an ordinance that is conditioned on the approval of the annexation application must be adopted to establish a zoning district for the property to be annexed.~~
 - (7) If the ~~resolution~~ **ordinance** receives a favorable vote for annexation, the City Council shall cause a description and a plot of the territory so annexed to be recorded in the Office of the Recorder of Deeds in and for ~~the Kent or Sussex County~~ **in which the property is located**, but in no event shall said recordation be completed more than ninety (90) days following the date of the favorable vote for annexation by the City Council. The territory considered for annexation shall be considered to be a part of the City of Milford from the time of recordation. The failure to record the description of the plot within a specified time shall not make the annexation invalid, but

such annexation shall be deemed to be effective at the expiration of the ninety (90) day period from the date of the favorable vote of the City Council.

(b) If five (5) or more property owners, but less than all of the property owners of a territory contiguous to the then limits and territory of the City of Milford, by written Petition with the signature of each such Petitioner duly witnessed, shall request the City Council to annex that certain territory in which they own property.

(1) The procedure for consideration of a petition under Section 1.04(b) of this Charter shall be the same as the procedure under Section 1.04(1)(1 through 7), unless otherwise stated.

(2) The ordinance adopted under the procedures of Section 1.04 (a) (1 through 7) of this Charter applicable to petitions filed under Section 1.04(b) shall be subject to the approval of the property owners in the territory to be annexed. Said approval or disapproval shall be signified at a Special Election as set forth hereafter.

(3) In the event that ~~the resolution~~ the ordinance for annexation does not receive an affirmative vote by two-thirds (2/3) of all the elected members of the City Council, no Special Election shall be held and the territory previously proposed to be annexed shall not again be considered for annexation for a period of six (6) months from the date the ~~resolution~~ ordinance failed to receive the required affirmative vote.

(4) Following the affirmative vote but in no event later than thirty (30) days after said ~~resolution~~ ordinance has been ~~approved~~ adopted, the City Council shall order a Special Election to be held not less than thirty (30) nor more than sixty (60) days after said affirmative ~~resolution~~ ordinance has been ~~passed on the proposed resolution.~~ was adopted by City Council.

(5) The notice of the time and place of the said Special Election shall be ~~printed~~ published within thirty (30) days immediately preceding the date of this Special Election in at least two (2) issues of a newspaper having a general circulation in the City of Milford, or, at the discretion of the City Council, the said ~~resolution~~ notice may be posted in ~~four (4)~~ two (2) public places, both in the City of Milford, and in the territory proposed to be annexed and on the City website at least fifteen (15) days prior to the date set forth for the said Special Election.

(6) At the Special Election each person who has an ownership interest in a property in the territory proposed to be annexed shall have one (1) vote and ~~each partnership or business entity registered with the Secretary of State to do business in the State of Delaware that owns property in the territory proposed to be annexed shall have one (1) vote.~~ Every property owner, whether an individual, partnership or corporation in the territory proposed to be annexed which has an ownership interest in a property in the territory proposed to be annexed shall have one (1) vote. Property held by a partnership or by a corporation shall vote only by a power of attorney or corporate resolution duly executed. In the event that an individual holds a Power of Attorney or corporate resolution duly executed and acknowledged, specifically authorizing the said individual to vote ~~for the owner of a property held by~~ on behalf of a partnership or by a corporation

at the said Special Election **before that persons votes**, a duly authenticated Power of Attorney **or corporate resolution** shall be filed in the Office of the City Manager of the City of Milford. Said Power of Attorney **or corporate resolution** so filed shall constitute conclusive evidence of the right of said person to vote in the Special Election for such partnership or for such corporation. Property **owners, individuals or entities** in the area proposed to be annexed shall have only one (1) vote regardless of the number of parcels owned.

- (7) The City Council of the City of Milford may cause either voting machines or paper ballots to be used in the Special Election, the form of the ballot to be printed as follows:

For the proposed annexation

Against the proposed annexation

- (8) The Mayor of the City of Milford shall appoint three (3) persons to act as a Board of Special Election. One (1) of the said persons so appointed shall be designated as the Presiding Officer. Voting shall be conducted in a public place as designated by the ~~resolution~~ **ordinance** calling the Special Election. The polling place shall be open from ~~twelve noon, prevailing time, until eight o'clock in the evening, prevailing time,~~ **10:00 a.m. until 6:00 p.m.** on the date set for the Special Election **or until all those entitled to vote have done so**. All persons in the polling place at the time of the closing of the polls shall be permitted to vote, even though such votes are not cast until after the time for the closing of the polls.

- (9) Immediately upon the closing of the polling place, the Board of Special Election shall count the ballots for and against the proposed annexation and shall announce the result thereof. The Board of Special Election shall make a Certificate under their hands of the votes cast for and against the proposed annexation and the number of void votes and shall deliver the same to the City Council. Said Certificate shall be filed with the papers of the City Council. In order for the territory proposed to be annexed to be considered annexed, a majority of the votes cast from the territory proposed to be annexed must have been cast in favor of the proposed annexation.

- (10) In the event that the Special Election results in an unfavorable vote for annexation, no part of the territory considered at the Special Election for annexation shall again be considered for annexation for a period of at least ~~one hundred eighty (180) days~~ **six (6) months** from the date of the said Special Election.

- (11) If a favorable vote for annexation shall have been cast, the City Council of the City of Milford shall cause a description and a plat of the territory so annexed to be recorded in the Office of the Recorder of Deeds, in and for ~~Kent or Sussex~~ **the County in which the property is located**, but in no event shall said recordation be completed more than ninety (90) days following the date of the said Special Election. The territory considered for annexation shall be considered to be part of the City of Milford from the time of recordation. The failure to record the description or the plat within

the specified time shall not make the annexation invalid, but such annexation shall be deemed to be effective at the expiration of the ninety (90) day period from the date of the favorable Special Election.

- (c) Annexation Agreement. Notwithstanding any provision herein to the contrary, where, pursuant to §1.04(a) or (b) of this Charter, annexation proceedings are initiated by a property owner(s) holding record title to real property in territory contiguous to the then existing corporate limits of the City, such petition may be made contingent upon an annexation agreement with the City which agreement may address any matters which would be relevant to the subject lands, if annexed. By way of example and not in limitation, such agreement may address zoning, subdivision approval, tax relief, public utilities and public improvements. In the event the City Council approves such an agreement and votes to accept a petition under this §1.04 of this Charter, such Annexation Agreement shall be deemed a material part of the annexation and shall be included in all subsequent steps of the annexation procedure. **City Council may vote to require the Annexation Agreement at any time before adoption of the ordinance annexing the territory into the city.**

The ~~resolutions~~ **ordinances** and notices adopted by the City Council shall recite that the proposed annexation includes and is subject to an annexation agreement. The ~~resolution ordinance~~ and ballots, if an election is required, annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such agreement by specific reference. An annexation agreement may be modified or amended by mutual agreement of the petitioner and the City Council at any time prior to the ~~resolution ordinance~~ adopted by City Council annexing the land into the City of Milford. ~~or prior to the resolution ordering the special election pursuant to §1.04 of this Charter.~~ In any event, the Annexation Agreement shall run with the land and be recorded with the annexation ~~resolution~~ **ordinance**.

- (d) Property shall be designated to a contiguous ward(s) when annexed into the City pursuant to Article I.

1.05 - Deannexation.

- (a) **Except as provided in Section 1.05(b), below, dexannexation shall follow procedures established in the Delaware Code.**
- (b) **The City Council may authorize the deannexation of:**
- (1) **property with zero residents and assessed valuation of less than \$25,000 by ordinance following a public hearing; or**
 - (2) **a parcel which contains less square footage than the smallest parcel in the zoning district in which it is located.**

ARTICLE II. - NOMINATIONS AND ELECTIONS

2.01 - City Elections.

- (a) The annual municipal election shall be held on the fourth Saturday in the month of April between the hours of ~~12 noon~~ **10:00 a.m. to 6:00 p.m** and ~~8:00 p.m.~~ at such places as shall be determined by the **City** Council and in accordance with State

law. Except that, in any year when the fourth Saturday in April falls between Good Friday and Easter Sunday, the annual municipal election shall be held on the third Saturday of April.

- (b) The election shall be held under the supervision of an Election Board, consisting of no less than three (3) nor more than five (5) electors of the City to be appointed by the City Council. The Election Board shall be Judges of the election and shall decide upon the legality of the votes offered.
- (c) A clerk from each respective Ward will be assigned to verify the identity and residence of each prospective voter within their election district that intends to vote on the day of the municipal election. The clerk shall obtain this information from the alphabetical list of registered voters provided for this purpose. Those persons not properly registered shall not be permitted to vote at that particular election and become eligible only after being qualified before the next registration deadline. City Council shall appoint an election clerk(s) for each Ward in which there is a contest.
- (d) Every person who resides within the City of Milford boundaries for at least thirty (30) days prior to the registration deadline or natural persons owning property within the City of Milford at least thirty (30) days prior to the registration deadline, and who are over the age of eighteen (18) years, shall be entitled to one (1) vote at said annual municipal election or special election; provided, however, that the City Council may, by ordinance, establish a reasonable procedure for the registration of voters and, in such event, compliance therewith may be a prerequisite to voting at the annual election. A Corporation, Partnership, Limited Partnership or other legally created entity is prohibited from registering and voting as a non-resident property owner unless property within the City is titled in an individual name.
- (e) It is the responsibility of those registered voters who own property in more than one (1) Ward to declare at least sixty (60) days prior to the election which Ward they will vote in on the day of the election. In the event that a person owns property(s) in the City in addition to their place of residency, he or she may vote once only where he or she resides.
- (f) Upon the close of an annual municipal election or special election, the votes shall be counted and read publicly. The person having the highest number of votes, for each office, shall be declared duly elected in accordance with State law, and shall continue in office during the terms for which they are chosen, or until their successors are duly elected and qualified.
- (g) The Election Board shall enter in a book to be provided for that purpose, a minute of the election containing the names of the persons chosen, shall subscribe the same, and shall give to the persons elected certificates of Election, which book, containing such minutes, shall be preserved by the Council and shall be evidence in any Court of law or equity. All ballots cast, in the event paper ballots are used, and all tabulations of votes from voting machines, if used at said election, and all other records of election shall be preserved in the Custody of the City Clerk for a period of time as required by State law.
- (h) Any vacancy in the Election Board shall be filled by ~~the electors present~~ City Council at a Special Meeting prior to the election. ~~at the time of the annual election, by naming from the electors present, such person or persons as shall be necessary to fill such vacancy.~~

- (i) In the event of a tie vote for any office, a Special Election for said office(s) only shall be held within thirty (30) days and the registration books shall remain closed until the outcome of the Special Election is determined.
- (j) Not less than sixty (60) days prior to the Annual Election, all candidates for the office of City Councilperson ~~Councilmember~~ shall file with the City Manager ~~Clerk~~ a nominating petition, stating the name of the candidate, the office for which he or she is nominated, and shall be signed by not less than ten (10) registered voters in the Ward in the City of Milford in which the candidate resides. Nominations for the Office of Mayor shall be filed with the City Manager not less than sixty (60) days prior to the Annual Election and shall contain the name of the candidate, the office for which he or she is nominated and shall be signed by not less than ten (10) registered voters in the City of Milford.

2.02 - Emergency election postponement; declaration.

After consultation with the City of Milford Board of Elections, the City Clerk of the City of Milford may issue a declaration postponing the date of an election as the result of civil disorder, a natural disaster, a state of emergency or any other catastrophic event. Once the declaration is issued, the affected election is postponed. The City Clerk shall promptly set a date on which the postponed election will be held. The date of the postponed election shall not be later than fourteen (14) calendar days after the original date of the election.

2.03 - Absentee Ballot Procedures.

Absentee voting in the City of Milford is in accordance with State law.

2.04 - Voting Machines for Local Office and Mayor and City Council Ballots.

- (a) Voting machines for Mayor and City Council Elections. The City of Milford shall conduct all elections for local office using voting machines that the Department of Election of the State of Delaware provides.
- (b) Names on Ballots. The Department of Elections shall prepare the voting machines for the election of members of a Municipal Government by listing the names of all certified candidates submitted by the municipality in alphabetical order by last name without political party or other designation.

2.05 - Ballots for Ordinances and Charter Amendments.

An ordinance or Charter amendment to be vote on requiring a vote by the City-eligible voters, shall be presented for voting by ballot title. The ballot title of a measure may differ from its legal title and shall be a clear, concise statement describing the substance of the measure without argument or prejudice. Below the ballot title shall appear the following question: "Shall the above described (ordinance) (amendment) be adopted?" Immediately below such question(s) shall appear, in the following order, the words "yes" and "no" and to the left of each a square in which by making a cross (X) the voter may cast his vote.

2.06 - Voting Machines for Referenda and Annexation Elections.

The City Council may provide for the use of mechanical or other devices for voting or counting the votes not inconsistent with law.

2.07 - Council Districts; Adjustment of Districts.

- (a) Number of Districts. There shall ~~initially~~ be four (4) City Council districts to be known as Wards.
- ~~(b) Districting Commission. The City Council shall comprise the districting commission.~~
- (b) Report; Specifications. By the first (1st) day of January of the second (2nd) year following the decennial census, the districting commission shall file with the City Clerk a report containing a recommended plan for adjustment of the Council district boundaries to comply with these specifications:
 - (1) Each district shall be formed of compact, contiguous territory, as nearly rectangular as possible, and its boundary lines shall follow the center lines of streets or other natural boundaries or survey lines as required.
 - (2) Each district shall contain as nearly as possible the same number of qualified voters and Districts shall not differ in population by more than ten (10) percent of the population in the smallest district created. The report shall include a map and description of the districts recommended and shall be drafted as a proposed ordinance. Once filed with the Clerk, the report shall be treated as an ordinance introduced by a Council member.
- (c) Procedure. The procedure for the Council's consideration of the report shall be the same as for other ordinances, provided that the summary, including both the map and descriptions of the recommended districts, must be published in two (2) newspapers of general circulation in the City of Milford **and on the City website**, no less than one (1) month prior to its adoption.
- ~~(e) The Commission may, but is not required to, establish five Wards instead of four, with two Councilpersons to be elected from each Ward.~~
- (d) Enact Ordinance. The Council shall adopt the ordinance at least six (6) months before the next regular City election.
- (e) Effect of Enactment. The new Council districts and boundaries, as of the date of enactment, shall supersede previous Council districts and boundaries for all the purposes of the next regular City election, including nominations. The new districts and boundaries shall supersede previous districts and boundaries for all other purposes as of the date on which all ~~Councilpersons~~ **Councilmembers** elected at the regular City election take office.

ARTICLE III. - POWERS OF THE CITY - COUNCIL AND MAYOR

3.01 - Enumerated Powers.

The City of Milford shall have all powers possible for a city to have under the constitution and laws of this State as fully and completely as though they are specifically enumerated in this Charter. Without limiting the scope of the foregoing provision, the City is specifically empowered as follows:

- (a) The City shall have the power to acquire lands, tenements, real property or interests therein by condemnation **or by acquisition** for the purpose of providing sites for public buildings, parks, sewers, sewage disposal or electric plants or the erection or construction of lines or conduits for the transmission of electricity, water, gas, ~~or~~ sewerage, **public utility of any nature**, or for any other municipal purpose, whether within or without the limits of the City, and the procedure therefore shall be as contained in the ~~Revised Code of Delaware 1953~~ **Delaware**

~~Code, as amended~~ and shall have the power to dispose of real property by Ordinance. The City of Milford may ~~transmit electric, gas and/or water from the plant or plants own~~ and operate public utilities and public services by said City to places or properties beyond the limits of said City and upon such terms, charges and conditions that the Council may determine and approve.

- (b) The City Council is vested with authority on behalf of the City to enter into contracts for the rendering of personal service to the City and/or the purchase of supplies and doing of work for any municipal purpose for the City. Notwithstanding anything herein to the contrary, public competitive bidding shall not be required under any of the following circumstances:
 - (1) A contract for any service to be rendered by the State of Delaware or any political subdivision thereof.
 - (2) A contract for professional services.
 - (3) A contract which is less than ~~Thirty~~ Fifty Thousand Dollars (\$~~30~~50,000). Such a contract shall not be for a portion of a project or proposal that would otherwise require bidding. The aggregate amount shall not exceed ~~Thirty~~ Fifty Thousand Dollars (\$~~30~~50,000).
- (c) The contract shall be awarded to the lowest responsible bidder, but City Council may reject any and/or all bids for any cause by it deemed advantageous to the City.
- (d) All ~~formal~~ contracts approved by the City Council shall be signed by the Mayor with the Seal of the City attached and attested by the City Clerk. The City Manager is authorized to execute all other contracts and agreements for the City of Milford.
- (e) The City Council shall have the power and authority to anticipate revenue by borrowing upon the faith and credit of the City of Milford in accordance with the provision of Article VIII of this Charter.
- (f) The City Council shall have the authority to establish and maintain a pension system for employees of the City of Milford, to be paid to such employees, or dependents, in such amounts, at such times, and in accordance with such rules and regulations as the City Council shall from time to time resolve or decree.
- (g) Notwithstanding any of the provisions of Section 3.01 and without complying with the competitive bidding procedures described herein, the City of Milford may enter into any contract necessary or desired in connection with a TIF District or a special development district created or designated by the City of Milford pursuant to Article IX of this Charter except a contract in which the City of Milford is directly contracting for the procurement of the labor or material for public improvements for the benefit of such district, provided that the foregoing exception shall not apply to development or similar type contracts between the City of Milford and an owner of real property in such district when the contract is generally for the transfer by the owner to the City of Milford of the work performed and the cost of labor or material provided by such owner for the benefit of such district.
- (h) The City Council shall have the authority to enter into public private partnerships.
- (i) The City Council may provide for the organization of a fire department and the control and government thereof, establish fire limits and do all things necessary for the prevention or extinguishment of fires; and, in their discretion, contribute, donate

or give such amounts of money as they may deem appropriate unto any Volunteer Fire Company or Companies incorporated under the laws of Delaware, or any firefighting equipment and providing service to the City; provided that any such contribution, donation or gift may be made subject to such conditions and stipulations as to the use thereof as the City Council shall deem advisable.

3.02 - Construction.

The powers of the City under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers of the Charter shall not be construed as limiting in any way the general power stated in this article.

3.03 - Intergovernmental Relations.

The City may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with anyone or more states or civil divisions or agencies thereof or the United States of America ~~or~~ or any agency thereof.

3.04 - Notice of Action.

No action, suit or proceeding shall be brought or maintained against the City of Milford, the Mayor or the City Council of the City of Milford for damages on account of physical injuries, death or injury to property by reason of the negligence of the City of Milford or any of its departments, offices, agents or employees thereof. ~~unless the person by or on behalf of whom such claim or demand is asserted shall, within one (1) year of the occurrence of such injury, notify the City Manager in writing of the time, place, cause and character of the injuries sustained.~~

3.05 - Investigations.

The City Council may make investigations into the affairs of the City and the conduct of any City Department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony and require the production of evidence. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the City Council shall be guilty of a misdemeanor, punishable by a fine of not more than Five Hundred Dollars (\$500.00), or by imprisonment for not more than ten (10) days, or both.

3.06 - Independent Audit.

The City Council shall provide for an independent annual audit of all City accounts and may provide for such more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the City government or any of its officers. The City Council shall, without requiring competitive bids, designate such accountant or firm annually or for a period not exceeding three (3) years. ~~provided that the designation for any particular fiscal year shall be made no later than 30 days after the beginning of such fiscal year.~~ If the State makes such an audit, the Council may accept it as satisfying the requirements of this Section. City Council must review and accept each annual audit.

3.07 - Mayor - General Powers.

The Mayor shall be the executive of the City and shall preside at meetings of the City Council, but shall have no vote except in case of a tie. The Mayor shall execute on behalf of the City all agreements, contracts, bonds, deeds, leases and other documents authorized by Council necessary to be executed **subject to Section 3.01(d) herein**. The Mayor or his/her designee shall countersign all orders, checks and warrants authorized by City Council; and shall have all and every power conferred and perform the duties imposed upon him by this Charter and the

ordinances of the City. The Mayor may ~~appoint~~ **establish** such committees, **appoint committee members and designate the committee Chairs** as he ~~or she~~ deems necessary for the proper administration of City Council.

3.08 - Vice Mayor.

At the annual organizational meeting, the Council shall also elect by a majority vote of the entire **City Council** a Vice-Mayor who shall act as Mayor during the temporary absence or inability of the Mayor, and while so acting, shall be vested **with** all the powers and authority of the Mayor. ~~The Vice Mayor shall qualify as a Councilperson Councilmember while acting as Mayor for the purpose of establishing a quorum and shall be able to vote as Councilmember.~~ **The Vice Mayor shall qualify as a City Councilmember while acting as Mayor for the purpose of establishing a quorum and shall be able to vote as a City Councilmember.**

3.09 - General Powers and Duties.

All powers of the City shall be vested in the **City Council**, except as otherwise provided by law or this Charter and the **City Council** shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law.

ARTICLE IV. – CITY COUNCIL GOVERNMENT - COMPOSITION, QUALIFICATIONS, VACANCIES AND PROCEDURE

4.01 - Composition of Government.

The government of the city and the exercise of all powers conferred by this charter except as otherwise provided herein, shall be vested in an elective body called the **City Council**, consisting of a Mayor and eight (8) ~~Councilpersons~~ **Councilmembers**. Whenever the word "Mayor" is used, it shall refer solely to the Mayor. Whenever the words "**City Council**" **are** used **they** shall refer to the eight (8) ~~duly-elected/appointed Councilpersons~~ **Councilmembers**. The government of the City of Milford and the exercise of all powers conferred by this Charter, except as otherwise provided herein shall be vested in a Mayor and a City Council. The City Council shall consist of not more than ~~ten (10)~~ **eight (8)** members. Two (2) of the members of the City Council shall reside in that portion of the City known and described as the First Ward, two (2) in that portion known as the Second Ward, two (2) in that portion known as the Third Ward and two (2) in that portion known as the Fourth Ward. ~~In the event a Fifth Ward is created, two members of City Council shall reside in that portion of the City known and described as the Fifth Ward.~~ The Mayor and ~~Councilpersons~~ **City Councilmembers** shall each serve for a term of two (2) years.

4.02 - Annual Organizational Meeting.

At seven o'clock (7:00) p.m. on the second (2nd) Monday following the annual election, the Mayor and **City Council** shall meet at the **City Council Chamber** and shall assume the duties of their offices after being first duly sworn or affirmed to perform their duties with fidelity and in accordance with the Charter of the City.

4.03 - Compensation and Expenses.

The **City Council** may determine the annual salary of ~~Councilpersons~~ **Councilmembers** and the Mayor by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of ~~Councilpersons~~ **Councilmembers** elected at the next regular election, provided that such election follows the adoption of such ordinance by at least six (6) months. Councilpersons and the Mayor shall receive their actual and necessary expenses incurred in the performance of their duties of office, **in accordance with a policy established by City Council by Resolution.**

4.04 - Prohibitions.

~~(a) Except where authorized by law, no Mayor or Councilmembers Councilperson shall hold any other City office or employment during the term for which he or she was elected to the Office of Mayor or City Council, and no former Mayor or Councilmembers Councilperson shall hold any compensated appointive City office or employment until two (2) years or more after the expiration of the term of office for which he or she was elected. No former Mayor or Councilmembers shall become employed by a contractor, supplier, or vendor doing business with the City if such firm's contract was approved by the City during the time the former Mayor or Councilmember was in office or a company whose annexation, zoning or development agreement was approved by the City during the time the former Mayor or Councilperson was in office until two (2) years or more after the expiration of the term of office for which he or she was elected.~~

(a) No person who has served as a City employee, officer or elected official shall represent or otherwise assist any private enterprise on any matter involving the City, for a period of two (2) years after termination of employment, appointed status or end of elected term, if the person had rendered an opinion, conducted an investigation, was in a position to directly or indirectly be materially responsible of such matter, or was eligible to vote on such matter in the course of his or her official duties as a City employee, officer or elected official. Nor shall such former City employee, officer or elected official disclose confidential information gained by reason of public position nor shall the person otherwise use such information for personal gain or benefit.

(b) Appointments and removals. Neither the Mayor, City Council nor any of its members shall in any manner dictate the appointment or removal of any City administrative officers or employees whom the Police Chief or City Manager or any of his or her subordinates are empowered to appoint, but the Mayor or City Council may express its views and fully and freely discuss with the City Manager or Police Chief anything pertaining to appointment and removal of such officers and employees.

(c) Interference with Administration. Except for the purposes of inquiries and investigations under Section 4.08, the Mayor or City Council or its members shall deal with City officers and employees or independent contractors who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Mayor or City Council nor its members shall give orders to any such officer, employee or independent contractor, either publicly or privately. Likewise, the Mayor or City Council or its members shall deal with Police officers, employees or independent contractors who are subject to the direction and supervision of the Police Chief solely through the Police Chief, and neither the Mayor or City Council nor its members shall give orders to any such officer, employee or independent contractor, either publicly or privately.

4.05 - Vacancies, Forfeiture of Office; Filling of Vacancies.

(a) Vacancies.

(1) The Office of the Mayor shall become vacant upon death, resignation, forfeiture or removal from office in any manner authorized by law, or ceases to be a lawfully registered voter of the City and a resident of the City and the vacancy is confirmed by City Council.

(2) The Office of a Councilmember Councilperson shall become vacant upon death, resignation, forfeiture or removal from office in any manner authorized by law, or ceases to be a lawfully registered voter of the City and a resident of the Ward in which he/she resided at the time of the election and the vacancy is confirmed by City Council.

- (b) Forfeiture of Office. ~~The Mayor or a Councilmember~~ Councilperson shall forfeit his or her office if he or she (1) lacks at any time during his or her term of office any qualification for the office prescribed by this Charter or by law, (2) violates any express prohibition of this Charter, or (3) is convicted of a crime involving moral turpitude.
- (c) Filling of Vacancies. If a vacancy occurs in the City Council and the remainder of the unexpired term is ~~less~~ more than ~~twelve (12)~~ ~~three (3)~~ months, the vacancy shall be filled in the next general election ~~by a special~~ election. If a vacancy occurs in the City Council and the remainder of the unexpired term is less than ~~six~~ twelve (12) months ~~but more than three (3) months~~, the City Council shall ~~may~~ within 45 days of the vacancy ~~being confirmed~~ occurring, by a majority vote of all of its remaining members, appoint a qualified person to fill the vacancy until the person elected at the next regular election takes office. ~~If at the time a vacancy occurs the remainder of the unexpired term is six (6) months or greater than six (6) months, the election authorities shall call a special election to fill the vacancy for the remainder of the unexpired term. The special election shall be held not sooner than twenty (20) days nor later than thirty (30) days in accordance with State election laws following the occurrence of the vacancy and shall be otherwise governed by the provisions of Article VII.~~ Notwithstanding the requirement that a quorum of the City Council consists of five (5) members, if at any time the membership of the City Council is reduced to less than five (5) the remaining members may, by majority action, appoint additional members to raise the membership to five (5).

4.06 - Qualification for Mayor and City Council.

- (a) No person shall be eligible for election as Mayor unless he or she is a citizen of the United States of America, a bona fide resident of the City of Milford and has continuously resided therein for a period of two (2) years preceding the day of the election, is over the age of eighteen (18) years prior to the day of the election, has not been convicted of a felony, submits a criminal background check of the person's entire criminal history record from the State Bureau of Identification, and is nominated therefore, as hereinafter provided.
- (b) No person shall be eligible for election as a City Council member unless he or she is a citizen of the United States of America, a bona fide resident of the Ward in the City of Milford where they are seeking election and has continuously resided therein for a period of one year preceding the day of the election, is over the age of eighteen (18) years prior to the day of the election, has not been convicted of a felony, submits a criminal background check of the person's entire criminal history record from the State Bureau of Identification, and is nominated therefore, as hereinafter provided.
- (c) The Mayor shall be eligible to serve in such elected office unless he or she does not continue to be a resident of the City during his or her respective term(s) of office nor shall any member of City Council be eligible to serve in such elected office unless they continue to be a resident of their Ward during their respective terms of office.
- (d) If a Council member files and runs for Mayor, and is elected before his or her Council term has expired, the elected Mayor's City Council seat shall be considered vacant when the elected Mayor is sworn in on the second Monday following the date of the election.

4.07 - Judge of Qualifications.

The City Council shall be the judge of the election and qualifications of its members and of the grounds for forfeiture of their office and for that purpose shall have power to subpoena witnesses, administer oaths and require the production of evidence. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand,

and notice of such hearing shall be published in one or more newspapers of general circulation in the City at least one (1) week in advance of the hearing. Decisions made by the City Council under this Section shall be subject to review by the Superior Court.

4.08 - Procedure.

- (a) Meetings. The City Council shall meet regularly at least once in every month at such times and places as the City Council may prescribe by rule. Special meetings may be held in compliance with State law and may be on the call of the Mayor or of four (4) or more members. All meetings shall be public; however, the City Council may recess for the purpose of discussing in a closed or executive session ~~limited to its own membership any matters~~ as permitted by State Law.
- (b) Rules and Journal. The City Council shall determine its own rules and order of business and shall provide for keeping a journal of its proceedings. This journal shall be a public record. Unless or until other rules are adopted, the City Council shall follow Roberts Rules of Order and parliamentary procedure.
- (c) Voting. Voting, except on procedural motions, shall be by roll call, and the ayes and nays shall be recorded in the journal **or by voice vote at the option of the Mayor unless otherwise required by State law.** Five (5) members of the City Council shall constitute a quorum, but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the City Council. No action of the City Council, except as otherwise provided in the preceding sentence and in Section 4.05(c), shall be valid or binding unless adopted by the affirmative vote of four or more members of the City Council.

4.09 - Action Requiring an Ordinance.

The City Council is hereby vested with the authority to enact ordinances or resolutions ~~(resolution includes actions taken upon motion whether by roll call or voice vote and whether or not the Resolution has been prepared as a writing)~~ relating to any subject within the powers and functions of the City, or relating to the government of the City, its peace and order, its sanitation, beauty, health, safety, convenience and property, and to fix, impose and enforce the payment of fines and penalties for the violation of such ordinances or resolutions, and no provision of this Charter as to ordinances on any particular subject shall be held to be restrictive of the power to enact ordinances or resolutions on any subject not specifically enumerated. **For purposes of this paragraph, resolutions shall include actions by City Council taken in accordance with this Charter.**

In addition to other acts required by State law or by specific provision of this Charter to be done by ordinance, those acts of the City Council **which** shall be by ordinance **are:**

- (a) Adopt or amend an administrative code or establish, alter or abolish any City department, office or agency;
- (b) Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed;
- (c) Levy taxes, except as otherwise provided in Article X with respect to the property tax levied by adoption of the budget;
- (d) Grant, renew or extend a franchise;
- (e) Regulate the rate charged for its services by **or as a public utility;**
- (f) Authorize the borrowing of money;

- (g) Sell or lease or authorize the sale or lease of any asset of the City if its value is equal to or greater than 1/5 of 1% of the assessed value of all real property within the corporate limits.
- (h) Amend or repeal any ordinance previously adopted; and
- (i) Change of zone or conditional use of land.

Acts other than those referred to in the preceding may be done either by ordinance or by resolution.

4.10 - Ordinances in General.

- (a) Form. Every proposed ordinance shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject which shall be clearly expressed in its title. The enacting clause shall be "The City of Milford hereby ordains" Any ordinance which repeals or amends an existing ordinance or part of the City Code shall set out in full the ordinance sections or subsections to be repealed or amended and shall indicate the matter to be omitted by enclosing it in brackets or by strikeout type and shall indicate new matter by underscoring or by italics.
- (b) Procedure. An ordinance may be introduced by the Mayor, any member of City Council or the City Manager at any regular or special meeting of the **City Council in accordance with City Council Rules established by Resolution**. Upon introduction of any ordinance, the City Clerk shall distribute a copy to the Mayor, each Councilmember and to the City Manager. An ordinance shall be placed on the agenda for introduction and for adoption by title; the introduction and the adoption may not be on the same meeting date. As soon as practicable after adoption of any ordinance, the Clerk shall have it published together with a notice of its adoption.
- (c) Effective Date. Except as otherwise provided in this Charter, every adopted ordinance shall become effective at the expiration of ten (10) days after adoption ~~or~~ at any later date specified therein, **or as provided by State law**.
- (d) "Publish" Defined. As used in this section, the term "publish" means to ~~print~~**publish** in one **(1)** or more newspapers of general circulation in the City **and on the City website**:
 - (1) A brief summary of the Ordinance, and
 - (2) The places where complete copies of it have been filed and the times when they are available for public inspection.

4.11 - Emergency Ordinances.

To meet a public emergency affecting life, health, property, **public safety** or the public peace, the **City Council** may adopt one **(1)** or more emergency ordinances, but such ordinances may not levy taxes, grant, renew or extend a franchise, regulate the rate charged by any public utility for its services or authorize the borrowing of money except as provided in subsection 6.09(b). An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of at least five **(5)** members shall be required for adoption. After its adoption, the ordinance shall be published and printed as prescribed for other adopted ordinances. It shall become effective upon adoption or at such later time as it may specify. Every emergency ordinance, except one made pursuant to Subsection 6.09(b), shall automatically stand repealed as of the **sixty-first (61st)** day

following the date on which it was adopted, but this shall not prevent re-enactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

4.12 - Codes of Technical Regulation.

- (a) The **City** Council may adopt any standard code of technical regulations by reference thereto in an adopting ordinance. The procedure and requirements governing such an adopting ordinance shall be as prescribed for ordinances generally except that:
- (b) The requirements of Section 4.10 for distribution and filing of copies of the ordinance shall be construed to include copies of the code of technical regulations as well as of the adopting ordinance, and
- (c) A copy of each adopted code of technical regulations, as well as the adopting ordinance, shall be authenticated and recorded by the City Clerk pursuant to Subsection 4.13(a).
- (d) Copies of any adopted code of technical regulations shall be made available by the City Clerk for distribution or for purchase at a reasonable price.

4.13 - Authentication and Recording, Codification Printing.

- (a) Authentication and Recording. The City Clerk shall authenticate by his or her signature and record in full in a properly indexed book kept for the purpose all ordinances and resolutions adopted by the Council.
- (b) Codification. The **City** Council shall provide for the continual preparation of a general codification of all City ordinances and resolutions having the force and effect of law. The general codification shall be adopted by the **City** Council by ordinance and shall be published promptly in bound or loose-leaf form, together with this Charter and any amendments thereto, pertinent provisions of the Constitution and other laws of the State of Delaware, and such codes of technical regulations and other rules and regulations as the **City** Council may specify. The compilation shall be known and cited officially as the Code of the City of Milford. Copies of the Code may be furnished to City officers, placed in libraries and public offices for free public reference, **provided online accessible through the City website**, and made available for purchase by the public at a reasonable price fixed by the **City** Council.
- (c) Printing of Ordinances and Resolutions. The **City** Council shall cause each ordinance and resolution having the force and effect of law and each amendment to this Charter to be printed promptly following its adoption, and the printed ordinances, resolutions and Charter amendments shall be distributed or sold to the public at reasonable prices to be fixed by the **City** Council. Following publication of the first Code of the City of Milford and at all times thereafter, the ordinances, resolutions and Charter amendments shall be printed in substantially the same style as the Code currently in effect and shall be suitable in form for integration therein. The **City** Council shall make such further arrangements as it deems desirable with respect to reproductions and distribution of any current changes in or additions to the provisions of the Constitution and other laws of the State of Delaware, or the codes of technical regulations and other rules and regulations included in the Code.

4.13 - Code of Ethics

The Mayor and City Council shall develop, adopt and adhere to a Code of Ethics applying to elected officials and to City employees in general.

ARTICLE V. - ADMINISTRATION AND APPOINTEES

5.01 - Form of Government.

The form of government established by this charter shall be known as the "City Council-Manager" form.

5.02 - City Manager - Appointment; Qualifications and Compensation.

The City Council shall appoint a City Manager for an indefinite term. He or she need not be a resident of the City or state at the time of his appointment but may reside outside the City while in office only with the approval of the City Council. The City Council may enter into an employment contract with the City Manager. An employment contract with a City Manager shall be in writing and shall specify the conditions of employment.

5.03 - City Manager - Removal.

The City Council shall remove the City Manager from office in accordance with the following procedures and those conditions contained in the City Manager's employment contract:

- (a) The City Council shall adopt by affirmative vote of a majority of all of its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered promptly to the City Manager.
- (b) Within five (5) days after a copy of the resolution is delivered to the City Manager, he or she may file with the City Council a written request for a public hearing or Executive Session at the choice of the City Manager. This hearing shall be held at a City Council meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The City Manager may file with the City Council a written reply not later than five (5) days before the hearing.
- (c) The City Council may adopt a final resolution of removal, which may be effective immediately, by affirmative vote of a majority of all its members at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the City Manager, if he or she has not requested a public hearing or Executive Session, or at any time after the public hearing or Executive Session, if he or she has requested one. The City Manager shall continue to receive his or her salary until the effective date of a final resolution of removal.

5.04 - Acting City Manager.

By letter notice filed with the City Clerk, the City Manager shall designate, subject to the approval of the City Council, a qualified City administrative officer to exercise the powers and perform the duties of City Manager during his or her temporary absence or disability. During such absence or disability, the City Council may revoke such designation at any time and appoint another officer of the City to serve until the City Manager shall return or his or her disability shall cease.

5.05 - Powers and Duties of the City Manager.

The City Manager shall be the chief administrative officer of the City. He or she shall be responsible to the City Council for the administration of all City affairs placed in his or her charge or under this Charter. He or she shall have the following powers and duties:

- (a) He or she shall appoint, and when he or she deems it necessary for the good of the service -City, suspend or remove City employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter

or personnel rules adopted pursuant to this Charter. He or she may authorize any administrative officer, who is subject to his **or her** direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office or agency.

- (b) He or she shall direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter or by law.
- (c) He or she shall attend all **City** Council meetings and shall have the right to take part in discussion but may not vote.
- (d) He or she shall see that all laws, provisions of this Charter and acts of the **City** Council, subject to enforcement by him **or her**, or by officers, subject to his or her direction and supervision, are faithfully executed.
- (e) He or she shall prepare and submit the annual budget and capital program to the **City** Council.
- (f) He or she shall submit to the **City** Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- (g) He or she shall make such other reports as the **City** Council may require concerning the operations of City departments, offices and agencies subject to his **or her** direction and supervision.
- (h) He or she shall keep the **City** Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City as he **or she** deems desirable.
- (i) He or she shall perform such other duties as are specified in this Charter or may be required by the **City** Council.

5.06 - City Clerk - Appointment and Duties.

The **City** Council shall appoint an officer of the City who shall have the title of City Clerk. The City Clerk shall give notice of **City** Council meetings to its members and the public, maintain a permanent record of all **City** Council proceedings and documents, manage the City's elections, act as the custodian of the City Seal, affixing it to all documents, records, contracts and agreements requiring a seal and attesting to same by signature and perform other duties as are assigned to him or her by this Charter or by the **City** Council.

5.07 - City Solicitor.

At the Annual organization meeting, the City Council shall appoint a City Solicitor who shall be removable at the pleasure of the City Council either with or without due cause as stated. It shall be his, her or its duty to give legal advice to the **City** Council and other officers of the City and to perform other legal services as may be required by the City of Milford. The City Solicitor ~~may~~ **shall** be an individual licensed to practice law in the State of Delaware or may be a Delaware law firm any member of which can perform the duties of the City Solicitor.

5.08 - Police Department.

The **City** Council shall appoint a Chief of Police for an indefinite term and fix his **or her** compensation. The terms of his **or her** employment shall be contained in an employment contract.

- (a) It shall be the duty of the **City** Council to appoint a Chief of the **City Milford Police Department** and such number of subordinates as the Council may deem wise. The **City** Council shall, from time to time, make rules and regulations (which may be proposed by

the Chief of Police) as may be necessary for the organization, government and control of the Police Force **Department**. The police shall preserve peace and order, and shall ~~compel obedience~~ **enforce** within the City limits the ordinances of the City and the laws of the State; and they shall have such other duties as the **City** Council shall from time to time prescribe. ~~After the initial Chief of City Police and the initial subordinates are appointed in accordance with the terms of this Charter, thereafter, any subsequent Chiefs of Police shall be appointed by the City Council, but any subsequent subordinates shall be hired or fired by the then Chief of Police.~~

- (b) Each member of the Police Force **police officer** shall be vested, within the City limits and ~~within one mile outside of said limits~~ **as permitted by State law**, with all the powers and authority of a state peace officer, and in the case of the pursuit of an offender, their power and authority shall extend to any part of the State of Delaware.
- (c) The Chief of Police shall be responsible to **City** Council and shall be removed from office in accordance with the provisions of State law ~~and the following procedures.:~~
 - (1) ~~The Council shall adopt by affirmative vote of a majority of all of its members a preliminary resolution which must state the reasons for removal and may suspend the Chief of Police from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered promptly to the Chief of Police.~~
 - (2) ~~Within five (5) days after a copy of the resolution is delivered to the Chief of Police, he may file with the Council a written request for a public hearing. This hearing shall be held at a Council meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The Chief of Police may file with the Council a written reply not later than five (5) days before the hearing.~~
 - (3) ~~The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the Chief of Police, if he has not requested a public hearing, or at any time after the public hearing if he has requested one.~~
 - (4) ~~The Chief of Police shall continue to receive his salary until the effective date of a final resolution of removal.~~
 - (5) ~~By letter filed with the City Clerk, the Chief of Police shall designate, subject to approval of the Council, a qualified police officer to exercise the powers and perform the duties of the Chief of Police during his temporary absence or disability. During such absence or disability, the Council may revoke such designation at any time and appoint another officer of the City to serve until the Chief of Police shall return or his disability shall cease.~~
- (d) The Chief of Police shall:
 - (1) Administer, direct and supervise the operation of the police department.
 - (2) Prepare ~~and submit~~ an annual budget and capital program **in conjunction with** the City Manager. This shall then be placed by the City Manager into the Annual Budget and Capital Program for **City** Council approval.
 - (3) Attend all **City** Council Meetings and shall have the right to participate in any discussion of police concern, but shall have no vote.

5.09 - City Holding Cells.

The City Council may maintain a holding cell for the City, which shall be used as a place for the temporary detention of persons accused of violations of law or ordinances for a reasonable time, in cases of necessity, prior to transport to a detention facility, hearing and trial or arraignment.

~~5.10 – City Alderman.~~

- ~~(a) At the next regular meeting following the Annual Organization Meeting, the Council may appoint an Alderman and an Acting Alderman.~~
- ~~(b) The Alderman may or may not be a resident of the City of Milford and shall have his office at some convenient place within the limits of the City of Milford, as designated by City Council. He or she shall be sworn or affirmed to perform the duties of his office with fidelity by the Mayor. In the event of his absence from the City or, if for any cause he or she may be unable to perform the duties of his office, the Council is authorized to appoint an Acting Alderman with the same powers, jurisdiction and authority.~~
- ~~(c) He or she shall have jurisdiction over and cognizance of all breaches of the peace and other violations of the ordinances of the City of Milford, to hold trial, to imprison offenders, and to impose and enforce fines, forfeitures and penalties as may be prescribed by the ordinances of the City.~~
- ~~(d) He or she shall be under the direct supervision of the City Manager. The prison in either Kent or Sussex County may be used for the imprisonment of offenders under the provisions of this Charter.~~
- ~~(e) Upon the expiration of his term of office, or upon resignation or removal from office, the Alderman shall forthwith deliver to his successor all books, papers, documents and other things belonging or appertaining to his office, and shall pay over to the Treasurer all moneys in his hands belonging to the City. Upon neglect or failure to make such delivery or payment for the space of five (5) days, he shall be deemed guilty of a misdemeanor, and upon conviction shall be fined not more than Five Hundred Dollars (\$500.00), or imprisoned for not more than one (1) year, or shall suffer both fine and imprisonment at the discretion of the Superior Court.~~
- ~~(f) At every regular monthly meeting of the Council, the Alderman shall report in writing all fines imposed by him, and all fines and penalties and other money received by him during the preceding month belonging to the City. He shall pay all such moneys to the City within ten (10) days after making report to the Council, or for failure to make payment to the City for the space of ten (10) days, he shall be deemed guilty of a misdemeanor, and shall be punished, upon conviction, as herein above provided.~~
- ~~(g) The Alderman shall keep a docket in which all his official acts shall be entered.~~
- ~~(h) The Acting Alderman may or may not be a resident of the City of Milford; shall keep a separate docket, and in the absence or inability of the Alderman shall have all the powers of the Alderman as herein provided.~~

~~5.11 – Finance Department~~

~~There shall be a City Finance Department which shall be directed and supervised by an officer of the city who shall have the title of Finance Director. The Finance Director shall be appointed and supervised by the City Manager. The Finance Director shall have the duties of chief financial officer of the City of Milford, but may delegate such duties to subordinates under his direction. He or she shall pay out any monies upon check signed by two members of either~~

~~Mayor or City Council or their designee. He or she shall keep a true accurate and detailed account of all monies received and all monies paid out by the city in all its activities and for all its departments, offices and agencies; shall preserve all vouchers and financial records, but under a records disposal program and schedule approved by the Council, may periodically destroy such records and vouchers. He or she shall make such reports at such times as the City Manager and Council shall direct and which will keep the Council, City Manager and the public informed of the financial condition of the city.~~

5.104 - Finance Department.

There shall be a City Finance Department which shall be directed and supervised by an officer of the city who shall have the title of Finance Director. The Finance Director shall be appointed and supervised by the City Manager. The Finance Director shall have the duties of chief financial officer of the City of Milford, but may delegate such duties to subordinates under his direction. He or she shall pay out any monies upon check signed by two (2) members of either Mayor or City Council or their designee. He or she shall keep a true accurate and detailed account of all monies received and all monies paid out by the city in all its activities and for all its departments, offices and agencies; shall preserve all vouchers and financial records, but under a records disposal program and schedule approved by the Council consistent with State law, may periodically destroy such records and vouchers. He or she shall make such reports at such times as the City Manager and City Council shall direct and which will keep the Council, City Manager and the public informed of the financial condition of the City.

5.-112 - Planning Department.

There shall be a planning department, which shall be directed and supervised by a City Planner **Planning Director**. ~~The City Planner~~ Planning Director shall be appointed, supervised and removed by the City Manager. ~~The City Planner~~ **Planning Director** shall have the following responsibilities:

- (a) To advise the City Manager on any matter affecting the physical development of the city;
- (b) To formulate and recommend to the City Manager a comprehensive land use plan and modification thereof;
- (c) To review and make recommendations regarding proposed actions of the Council in implementing the comprehensive development plan;
- (d) To advise and seek advice from the planning commission in the exercise of his or her responsibilities and in connection therewith, to provide it necessary staff assistance;
- (e) To review and make recommendations regarding proposed actions of the Council in annexations;
- (f) To strive to give citizens the opportunity to have a meaningful impact on the development of plans;
- (g) To protect the integrity of the natural environment and endeavor to conserve the heritage of the built environment;

- (h) Direction over the administration, management and enforcement of the City's building and nuisance codes.
- (i) Such other duties as may be assigned.

5.123 - City Planning Commission

Pursuant to State law, there is hereby established a Planning Commission for the City of Milford. The City Planning Commission shall consist of no less than five (5) and no more than nine (9) members recommended by the Mayor and appointed by City Council.

5.134 - Board of Adjustment.

There shall be a Board of Adjustment pursuant to the provisions of the Delaware Code. The City Council shall, by ordinance, establish a Board of Adjustment and shall provide for the adoption of standards and procedures for such Board to hear and determine appeals from administrative decisions and petitions for variances in the case of peculiar and unusual circumstances which may be required by the City Council or by law.

ARTICLE VI. - FINANCIAL PROCEDURES

6.01 - Fiscal Year.

The Fiscal year of the City shall be set by the City Council.

6.02 - Submission of Budget Date.

On or before the last day of the twelfth (12th) month of each fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message.

6.03 - Budget Message.

The City Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the ~~manager~~ City Manager deems desirable.

6.04 - Operating Budget.

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require. In organizing the budget, the City Manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income

and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- (a) Proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures;
- (b) Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure;
- (c) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

The total of proposed expenditures shall not exceed the total of estimated income.

6.05 - Capital Program.

- (a) Submission to City Council. The City Manager shall prepare and submit to the City Council a five (5) year capital program at the time the annual budget is submitted to City Council as defined in Section 6.02.
- (b) Contents. The capital program shall include:
 - (1) A clear, general summary of its contents;
 - (2) A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - (3) Cost estimates, method of financing and recommended time schedules for each such improvement; and
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

6.06 – City Council Action on Operating Budget.

The City Council shall adopt the operating budget on or before the last day of the twelfth (12th) month of the fiscal year currently ending. If it fails to adopt the budget by this date, the amounts appropriated for current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the City Council adopts an operating budget for the ensuing fiscal year. Adoption of the budget shall constitute appropriations of the amounts

specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.

6.07 – City Council Action on Capital Program.

~~Adoption.~~ The City Council, by resolution, shall adopt the capital program with or without amendment on or before the last day of the twelfth (12th) month of the current fiscal year.

6.08 - Public Records.

Copies of the budget and the capital program as adopted for the fiscal year are public records and shall be made available to the public through the Freedom of Information Act and the City of Milford website.

6.09 - Amendments after Adoption.

- (a) Supplemental Appropriations. If during the fiscal year the City Manager certifies that there are ~~available for appropriation~~ revenues in excess of those estimated in the budget and that they may be available for appropriation, the City Council by ordinance may make ~~by~~ supplemental appropriations for the year up to the amount of such ~~excess~~ additional revenue.
- (b) Emergency Appropriations. To meet a public emergency affecting life, health, property or the public peace, the City Council may make emergency appropriations. Such appropriations may be made by emergency ordinance. To the extent that there are no available un-appropriated revenues to meet such appropriations, the City Council may exercise short term borrowing authority as provided in Section 8.07 of this Charter.
- (c) Reduction of Appropriations. If at any time during the fiscal year it appears probable to the City Manager that the revenues available will be insufficient to meet the amount appropriated, he shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken by him and his recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.
- (d) Transfer of Appropriations. At any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the City Manager, the City Council may by majority vote transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.
- (e) Limitations: Effective Date. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

6.10 - Lapse of Appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation.

6.11 - Administration of Budget.

- (a) Work Programs and Allotments. At such time as the City Manager shall specify, each department, office or agency shall submit work programs for the ensuing fiscal year showing the requested allotments of its appropriation by periods within the year. The City Manager shall review and authorize such allotments with or without revision as early as possible in the fiscal year. He or she may revise such allotments during the year if they deem it desirable and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriations.
- (b) Payments and Obligations Prohibited. No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the City Manager or his/her designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds ~~there from~~ **therefrom** are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such obligation, and he or she shall also be liable to the City for any amount so paid. However, except where prohibited by law, nothing in this Charter shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance.

ARTICLE VII. - TAXATION, ASSESSORS AND ASSESSMENT OF TAXES

7.01 - General Assessment of Real Property.

~~Not less frequently than every~~

Every ten (10) years, there shall be made a general assessment which shall be a true, just and impartial valuation and assessment of all the real property within the limits of the City.

7.02 - Supplemental Assessments.

It shall be the duty of the City Manager to include supplemental assessments prepared by ~~the~~ a certified assessor(s) for the purposes of adding property not included in the last

assessment or increasing or decreasing the assessment value of property which was included in the last general assessment. In the year that a supplement assessment is made, the General Assessment then in force as modified by the supplemental assessment, shall constitute the assessment for the year.

7.03 - Assessment Copies to City Council.

The City Manager shall make and deliver to the City Council, as soon as the assessments are made, such number of copies as the City Council shall direct.

~~7.04 - [Real Property Assessment by Council].~~

~~The real property of the City Assessor(s) shall be assessed by the Council.~~

7.045 - [Notification of Assessment.

The City Tax Assessor-Manager or designee shall notify the property owner in writing of any change in assessment.

7.056 Public Notice.

The City Council shall, prior to a given date set by resolution in each year, cause a copy of the General Assessment as adjusted by the supplemental assessment as made in said year, to be hung ~~posted~~ in two (2) public places in the City and there to remain for the space a period of ten (10) days for public information. Attached to said copies shall be a notice of the day, hour and place that the City Council will sit as a Board of Revision and Appeal; and the notice of the hanging up ~~posting~~ of the copies of the assessment and the places where the same are hung up ~~posted~~ and of the day, hour and place when the City Council will sit as a Board of Revision and Appeal shall be published on the City website and in at least one (1) issue of a newspaper circulated in the City at least ten (10) days before the meeting.

7.067. Corrections and Revisions of Assessments.

At the time and place designated in the notice aforesaid, the City Council shall sit as a Board of Revision and Appeal to correct and revise the assessment, and to hear appeals concerning the same. They shall have full power and authority to alter, revise, add to and take from the said assessment. The decision of a majority of the Council shall be final and conclusive; and no member of City Council shall sit on his own appeal.

7.078. Revised Assessment.

The assessment, as revised and adjusted by the City Council, shall be the basis for the levy and collection of the taxes for the City. If any taxable property owner fails or neglects to perfect his or her appeal to the Board of Revision and Appeal, he or she shall be liable for the tax for such year as shown by the assessment lists.

7.089. Taxes on Cable and Utility Installations. Utility Improvements.

The City Council shall also have the right to levy and collect taxes on all underground cables and any utility improvements installations, and upon all telephone, telegraph or power poles or other erections of like character erected or installed within the limits of the City, together with the wires and appliances thereto or thereon attached, that are now assessable

and taxable, and to this end, may at any time direct the same be included in or added to the City Assessment. In case the owner or lessee of such poles, erections, installations or appliances-utility improvements shall neglect or refuse to pay the taxes that may be levied thereon, the said taxes may be collected by the City in the same manner as other taxes, and upon continued non-payment, the City Council shall have the authority to cause the same to be removed.

7.0940 Determination of Rate of Taxation.

The City Council shall determine and fix a rate of taxation which with other anticipated revenue will produce approximately the amount of money necessary to defray the expenses of the City for the current year, including interest on bonded indebtedness and for redemption of maturing bonds and for maintenance of a sinking fund.

7.1044 Limit of Taxation.

The limit of taxation for current expenses shall be that rate which, by estimation, will produce a sum not exceeding two percent (2%) of the assessed value of real property with improvements located in the City.

7.1142 Taxes - Delinquencies.

- (a) Not later than the second (2nd) month of a new fiscal year, the City Manager shall make available to the City Council a list containing the names of the taxable owners of taxable properties within of the City and, opposite the name of each, the amount of his the real property assessment, as well as the tax upon the whole of his the assessment, and the rate per hundred (100) dollars of assessed valuation. Attached to a tax list shall be a warrant, under the seal of the City of Milford, signed by the Mayor and attested by the City Clerk commanding the City Manager to make collection, when due, of the taxes as stated and set forth in the tax list.
- (b) All taxes, when and as collected by the City Manager, shall be paid to or deposited to the credit of the City in those banking institutions approved by City Council.
- (c) All taxes shall be due and payable on the date set by City Council. To every tax not paid after the said date each year there shall be added ~~and collected~~ a penalty for each month that the said tax remains unpaid ~~at a rate charged is to be set by Council through ordinance. The penalty rate charged is to be set by Council through ordinance. Before exercising any of the powers herein given for the collection of taxes, written notices of the amount due shall be given to the taxable.~~ **at a rate charged is to be set by City Council through ordinance.**
- (d) All taxes assessed upon any real estate and remaining unpaid prior to a new tax year billing shall constitute a first (1st) lien against all real estates of the delinquent taxpayer situated within the limits of the City of Milford **for a period of ten (10) years from July 1 of the year for which the taxes were levied, but if the real estate remains the property of the person who was the owner at the time that it was assessed, then the lien shall continue until the tax is collected.**

In the case of a life estate, the interest of the life tenant shall first be liable for the payment of any taxes so assessed. The City Manager, in the name of the City of Milford, may institute suit before any Justice ~~court of the Peace within Kent County Sussex County, or before the Alderman of the said City, or~~ **competent jurisdiction in the** Court of Common Pleas in and for Kent or Sussex County, or in the Superior Court of the State of Delaware for the recovery of the unpaid tax in an action of debt, and upon judgment obtained, may sue out writs of execution as in cases of other judgments recovered ~~before a Justice of the Peace or in the Court of Common Pleas or in the Superior Court as the case may be~~ **within those courts.**

(e) In addition, the City Manager, acting on behalf of the City, may pursue the sale of the lands and tenements of the delinquent taxpayer, or the lands of tenements of a delinquent taxpayer alienated subsequent to the levy of the tax ~~and with the following conditions~~ **by monition sale according to the same procedures and subject the Delaware Code.** Prior to commencing any action for the sale of lands and tenements, the City shall send written notice to the assessed owner providing the total balance owed and language indicating a failure to pay within thirty (30) days may result in the commencement of legal proceedings for the sale of the assessed property.

~~(1) No sale shall be approved by the Superior Court if the owner be ready at Court to pay the taxes, penalty and costs, and no deed shall be made until the expiration of one (1) year from the date of the sale, within which time the owner, his heirs, executors or assigns, shall have the power to redeem the lands on payment to the purchase, his personal representatives, or assigns, of the costs, the amount of the purchase money and twenty percent (20%) interest thereon and the expense of having the deed prepared.~~

~~(2) After satisfying the tax due and the costs of expenses of sale from the proceeds of sale, the amount remaining shall be paid to the owner of the land, or upon the refusal of said owner to accept said residue, or if the owner is unknown or cannot be found, the amount remaining shall be deposited in some bank in the City of Milford, either to the credit of the owner, or in a manner by which the funds may be identified.~~

~~(3) In the sale of lands for the payment of delinquent taxes, the following costs shall be allowed, to be deducted from the proceeds of sale, or chargeable against the owner as the case may be in the amount then customarily charged:~~

~~To the Prothonotary for filing and recording Petition~~

~~For filing and recording return of sale~~

~~To the City Manager for preparing certificate~~

~~For making sale of land~~

~~For preparing and filing return~~

~~For posting sale bills~~

~~In addition, the costs of printing handbills and publications of the advertisement of sale in a newspaper shall be chargeable as costs. The cost of the deed shall~~

~~not be chargeable as costs, but shall be paid by the purchaser of the property of the delinquent taxpayer.~~

- ~~(4) If the owner of any lands and tenements against which a tax shall be levied and assessed shall be unknown, this fact shall be stated in the advertisement of sale.~~

~~(f) In the event of the death, resignation or removal from office of the City Manager of the City of Milford, before the proceedings of the sale of land shall have been completed, his successor in office shall succeed to have all of his powers, rights and duties in respect to said sale. In the event of the death of the purchaser at such sale prior to his receiving a deed for the property purchased thereat, the person having right under him by consent, devise, assignment or otherwise may refer to the Superior Court of the State of Delaware in and for Kent or Sussex County, a petition representing the facts and praying for an order authorizing and requiring the City Manager to have executed and acknowledged a deed conveying to the Petitioner the premises sold, or a just proportion thereof; and thereupon the Court may make such order touching the conveyance of the premises as shall be according to justice and equity.~~

- (f) In addition to collection of fees and costs set forth in the Delaware Code, the City shall have the authority to enact such ordinance as necessary to assure recovery of all expenses incurred by the City in collecting said judgment.

~~(g) However, should the City Council so elect, the City Manager is empowered to sell the lands and tenements of the delinquent taxpayer or the lands and tenements of a delinquent taxpayer alienated subsequent to the levy of the tax, by the direction of the City Council, using any of those procedures specified for the sale of land for the collection of taxes on the part of the taxes for Sussex County or Kent County, and all such procedures and methods available for the sale of land, as aforesaid, as they are presently enacted and hereafter amended, are included herein and made a part hereof by reference in the statutes made and provided, substituting the City of Milford for Sussex County or Kent County therein.~~

- (g) In the event of the death, resignation or removal from office of the City Manager before the proceedings of the sale of land shall have been completed, his or her successor in office shall succeed to have all of his or her powers, rights and duties in respect to said sale.

~~(h) The provisions of this [Section 7.12](#), other than the provisions of subsection (b) of this [Section 7.12](#), shall apply to all special ad valorem taxes and special taxes levied by the City of Milford pursuant to Article IX of this Charter, provided that all references in this [Section 7.12](#) to a tax list shall, for all purposes relating to such special ad valorem taxes and special taxes, be deemed to refer to the tax list showing the amounts of special ad valorem taxes or special taxes levied against the real property within a special development district.~~

- (h) There is hereby created a tax lien on any assessment or service charge levied by the City of Milford against a property as it relates to any utility service provided by

the City of Milford, including any installation fees, connection fees, and service charges for maintenance or use thereof, and any amount expended by the City in order to complete any improvement, installation, razing, demolition, removal, or repair that is mandated by the City and where the assessed owner refuses or fails to comply, and any other fine, cost or assessment duly levied and authorized by this Charter, by ordinance or by State law. All such assessments and charges shall be collected in the same manner as real estate property taxes and subject to the same lien provisions provided under subsection (d) of this Section 7.11.

- (i) The provisions of this Section 7.11 shall apply to any charge levied by the City that would qualify as a lien under 25 Del.C. §2901(a)(1), as may be amended, and all special ad valorem taxes and special taxes levied by the City of Milford pursuant to Article IX of this Charter, provided that all references in this Section 7.11 to a tax list shall, for all purposes relating to such special ad valorem taxes and special taxes, be deemed to refer to the tax list showing the amounts of special ad valorem taxes or special taxes levied against the real property within a special development district.
- (j) In addition to any method of collection provided under this Section 7.11, the City Manager or representative appointed by the City Manager may pursue collection of any delinquent assessment or charge as may now or later be available under Delaware law.

7.12 - Real Estate Transfer Tax.

The City of Milford reserves the right to enact a Real Estate Transfer Tax by ordinance through the City Council. Any change to the Real Estate Transfer Tax must be in accordance ~~to~~ **with** Delaware laws.

7.13- Assessment, Payment, and Collection of Taxes for New Construction.

In the event that the Mayor and **City** Council of the City of Milford desire to collect and levy taxes on newly constructed property not taxed by virtue of the city's annual assessment, the city may enact an ordinance to do so.

ARTICLE VIII. - BORROWING OF MONEY AND ISSUANCE OF BONDS

8.01 - Bonds.

The City of Milford may borrow money and to secure the payment of the same, is hereby authorized and empowered to issue bonds or other kinds or forms of certificate or certificates of indebtedness pledging the full faith and credit of the City of Milford; or such other security or securities as the City Council shall elect, for the payment of the principal thereof and the interest due thereon.

All bonds or other kinds or forms of certificate or certificates of indebtedness issued by the City of Milford in pursuance hereof shall be exempt from all State, County or municipal taxes.

8.02 - Purpose of Bonds.

This power or authority to borrow money may be exercised by the City of Milford to funds for, or to provide for the payment of, any of the following projects or purposes:

- (a) Refunding any or all outstanding bonds or other indebtedness of the City at the maturity thereof or in accordance with any callable feature or provision contained therein;
- (b) Meeting or defraying current annual operating expenses of the City in an amount equal to but not in excess of currently outstanding, due and unpaid taxes, water rents, license fees or other charges due the City and available, when paid, for meeting or defraying current annual operating expenses of the City;
- (c) Erecting, extending, enlarging, maintaining and repairing any plant, building, machinery or equipment for the manufacture, supplying or distribution of ~~gas, water, electricity, sewerage or drainage system, or any of them~~ any public utility and the condemning or purchasing of any lands, easements and rights-of-way which may be required therefore;
- (d) Constructing, paving, ~~laying-out,~~ engineering, widening, extending, repairing and maintaining streets, lanes, alleys and ways, and the paving, constructing, ~~laying-out,~~ engineering, widening, extending, repairing and maintaining of curbing and gutters along the same and the condemning or purchasing of any lands, easements or rights-of-way which may be required therefore;
- (e) Any other purpose consistent with the promotion of health, education, public safety, or the general welfare of the City of Milford.

8.03 --Bonds or Certificates of Indebtedness - Resolutions.

The power to borrow money and to secure the payment thereof by the issuance of bonds or other kinds or forms of certificate or certificates of indebtedness for any purpose above specified shall only exercise in the following manner:

The City Council shall adopt a resolution proposing unto the electors of the City that money be borrowed by the City for any of the above-named purposes. The resolution proposing the borrowing shall plainly set forth the following matters:

- (a) The amount of money, or the amount of money not exceeding which, it is proposed shall be borrowed;
- (b) The rate of interest, or the rate of interest not exceeding which, it is proposed shall be paid;
- (c) The manner in which it is proposed to be secured;
- (d) The manner in which it is proposed that it shall be paid or funded, or both;
- (e) A short and clear description of the purpose or purposes for which the money or monies shall be used, and which description shall include the estimated cost of carrying out the purpose or purposes aforesaid; and

- (f) A statement of the time and place for a public hearing upon the resolution, whereat the City Council shall vote upon the final authorization for the loan.

8.04 --Notice of Resolution

- (a) It shall then be the duty of the City Council to give notice of the time and place of such public hearing upon the resolution by publishing a copy of the resolution aforesaid in at least one (1) issue of a newspaper published in the City of Milford at least one (1) week before the time fixed for said hearing, and by posting copies thereof on the City of Milford website, and in five two (2) public places throughout in the said City at least one (1) week before the time fixed for said hearing.
- (b) At the time and place mentioned in such notice, the City Council shall sit in public session and at such public session, or an adjourned session thereof, shall vote upon a resolution giving its final authorization for the loan. If such resolution shall be adopted by the City Council, then the City Council shall pass a second resolution ordering and directing that a Special Election be held in the City of Milford not less than thirty (30) days nor more than sixty (60) days (as may be determined by the Council) after the date of the hearing and passage of the resolution authorizing the loan by the Council.
- (c) The purpose of such Special Election shall be to vote for or against the proposed loan.
- (d) The City Council shall give notice of the time and place for holding the said Special Election to all the electorate of the City of Milford by posting notices thereof in two (2) public places in said City at least two (2) weeks prior to the day fixed for the holding of such Special Election, and by publishing a copy of such notice once each week during those two (2) weeks immediately preceding that week during which the day fixed for the holding of such Special Election shall fall in a newspaper generally circulated in the City of Milford in addition to the city website. Such notice of the Special Election shall likewise contain the same information with respect to the borrowing as required to be contained in the original resolution proposing the borrowing, excepting a statement of the time and place for a public hearing upon the resolution, whereat the City Council shall vote upon the final authorization for the loan.
- (e) The Special Election shall be conducted by an Election Board whose members shall be appointed or selected in the same manner and they shall have the same qualifications as hereinbefore provided in the case of annual elections of the City.
- (f) At such Special Election every person who would be entitled to vote at an annual election if held on that day shall be entitled to one (1) vote.

~~The Inspector of the Election shall deposit all ballots in the ballot box provided for that purpose in the presence of the person casting such ballot; he or she, the said Inspector, first writing upon the outside of said ballot the number of votes being cast thereby by the person casting such ballot, unless voting machines are used. Immediately upon the closing of the polls, the Special Election Board shall count the votes for and against the proposed borrowing and shall announce the result thereof, and shall make a certificate under their hands of the number of votes cast for and the number of votes cast against the proposed borrowing and shall deliver such Certificate, in duplicate, to the City Council. One copy of the Certificate the Council shall~~

~~enter in the minutes of the next meeting of the City Council and the other copy thereof shall be filed with the papers of the City Council.~~

- (g) The ballot, either by voting machines or paper ballots, shall include a statement of the purpose for which the borrowing is being proposed and the maximum amount of the bonds to be issued. The vote will be in the following form:

_____ For the Proposed Borrowing
_____ Against the Proposed Borrowing

- (h) Absentee ballots shall be made available by the City Clerk within five (5) days of the date of the adoption of the Resolution ordering the Special Election and distributed no later than 4:30 p.m. two (2) days prior to the date of the Special Election. Completed absentee ballots received after that time shall not be counted.

The City Clerk shall ensure delivery of the absentee ballots to the Election Board before the polls are opened on the Special Election Day.

- (i) Immediately upon the closing of the polls, the total votes cast by absentee ballot and the total votes cast for and against the borrowing on the Special Election Day shall be counted by the Special Election Board and the results announced. Two (2) Certificates of Special Election shall be prepared and signed by at least three (3) Special Election Board Members. One (1) copy of the Certificate shall be entered into the minutes of the next meeting of City Council.

- (j) All election documents, including ballots and the Certificate of Special Election, are public records and available for inspection by the public in accordance with the Delaware Freedom of Information Act [Chapter 100 of Title 29]. Said documents will be maintained in accordance with the retention and disposal schedules approved by Delaware Public Archives.

8.05 - Payment of Bonds or Certificates of Indebtedness.

- (a) The form of the bonds or certificates of indebtedness and the thereunto attached coupons, if any, the time or times of payment, the time or times of payment of interest, the classes, the series, the maturity, the registration, any callable or redeemable feature, the denomination and the name thereof and any other relative or pertinent matters pertaining thereto shall all be determined by the City Council after the special election.
- (b) The bond or bonds or certificates of indebtedness shall be offered at public or private sale as determined by the City Council. All bonds or certificates of indebtedness forming a single issue need not be offered for sale at a single sale but any given issue of bonds or certificates of indebtedness authorized as hereinbefore provided may be sold in whole or in part, from time to time and until the entire authorized issue be disposed of, as the City Council may deem most advisable.
- (c) The City Council shall provide in its budget and in fixing of the rate of tax, or otherwise, for the payment of principal or such bond or bonds or certificate or certificates of indebtedness at the maturity thereof together with the interest due or which may

hereafter become due thereupon and, in a proper case or as recommended by ~~bound~~ **bond** counsel, it shall also provide a sinking fund therefore.

- (d) Unless any such bond or bonds or certificate or certificates of indebtedness shall otherwise provide therein, the full faith and credit of the City of Milford shall be deemed to be pledged for the due payment of any such bond or bonds or certificate or certificate of indebtedness and interest thereon according to its terms when and after the same have been duly and properly executed, delivered and due value received therefore.

8.06 - Refinancing of Municipal Bonds.

Notwithstanding the foregoing provisions of this Section, **the** City Council of the City of Milford may authorize by Resolution the refinancing of existing bonds or other obligations of the City, without the necessity of a Special Election; provided that the issue of the refinancing obligations results in a present value savings to the City. Present value savings shall be determined by using the effective interest rate on the refinancing obligations as the discount rate calculated based on the internal rate of return. The principle amount of the refinancing obligations may exceed the outstanding principle amount of the obligations to be refinanced.

8.07 - Short Term Borrowing.

Notwithstanding the foregoing provisions of this Section, **the** City Council may authorize, by resolution, short term borrowing by the City without the necessity of a Special Election. The City of Milford may borrow money up to the amount of the annual tax billings. The borrowed money shall be for one (1) of the following: operating deficits, emergencies declared by **City** Council, and short term capital project funding. The money shall be paid back in no longer than ~~five (5)~~ **ten (10)** years.

ARTICLE IX. - TAX INCREMENT FINANCING AND SPECIAL DEVELOPMENT DISTRICTS

9.01 - Tax Increment Financing and Special Development Districts.

In addition to all other powers the City of Milford may have, and notwithstanding any limitation of law, the City of Milford shall have all powers and may undertake all actions for the purposes set forth in, and in accordance with Delaware Code relating to the Municipal Tax Increment Financing Act and Delaware Code relating to Special Development Districts.

9.02 - Non-Recourse.

Bonds are non-recourse to the City of Milford and shall only be paid from Tax Increment Financing and Special Development District [hereinafter 'TIF' and 'SDD' respectively] assessments permitted by Delaware Code. Bonds are non-recourse to property owners who purchase subject to a TIF or SDD. Property owners who purchase subject to a TIF or SDD shall only be responsible for TIF or SDD obligations determined by the individual assessment of their property.

ARTICLE X. - SEVERANCE

If any provision of this Charter is held invalid, the other provisions of the Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any person or

circumstance is held invalid, the application of the Charter and its provision to other persons or circumstances shall not be affected thereby.

ARTICLE XI. - TRANSITIONAL PROVISIONS

11.01 - Officers and Employees.

- (a) Rights and Privileges Preserved. Nothing in this Charter except as otherwise specifically provided shall affect or impair the rights or privileges of persons who are City officers or employees at the time of its adoption.
- (b) Continuance of Officers and Employees. Except as specifically provided by this Charter ~~if at the time this Charter takes full effect~~ **or any amendment thereto**, a City administrative officer or employee holds any office or position which is or can be abolished by or under this Charter, **or any amendment thereto**, he or she shall continue in such office or position until the taking effect of some specific provision under this Charter, or any amendment thereto, directing that he or she vacates the office or position.

11.02 - Departments, Offices and Agencies.

- (a) Transfer of Powers. If a City department, office or agency is abolished by this Charter, **or any amendment thereto**, the powers and duties given it by law shall be transferred to the City department, office or agency designated in this Charter, **or any amendment thereto**, or, if the Charter, or any amendment thereto, makes no provision, as designated by the City Council.
- (b) Property and Records. All property, records and equipment of any department, office or agency existing when this Charter, **or any amendment thereto**, is adopted shall be transferred to the department, office or agency assuming its powers and duties, but, in the event that the powers or duties are to be discontinued or divided between units or in the event that any conflict arises regarding a transfer, such property, records, or equipment shall be transferred to one or more departments, offices or agencies designated by the City Council in accordance with this Charter, **or any amendment thereto**.

11.03 - Pending Matters.

All rights, claims, actions, orders, contracts and legal or administrative proceedings shall continue except as modified pursuant to the provisions of this Charter, **or any amendment thereto**, and in each case shall be maintained, carried on or dealt with by the City department, office or agency appropriate under this Charter, **or any amendment thereto**.

11.04 - State and Municipal Laws.

In General, all City ordinances, resolutions, orders and regulations which are in force when this Charter, **or any amendment thereto**, becomes fully effective are repealed to the extent that they are inconsistent or interfere with the effective operation of this Charter, **or any amendment thereto**, or of ordinances or resolutions adopted pursuant thereto. To the extent that the Constitution and laws of the State of Delaware permit, all laws relating to or affecting this City or its agencies, officers or employees which are in force when this Charter, **or any amendment**

thereto, becomes fully effective, are superseded to the extent that they are inconsistent or interfere with the effective operation of this Charter, or any amendment thereto, or of ordinances or resolutions adopted pursuant thereto.

11.05 - Survival of Powers and Validations Sections.

- (a) All powers conferred upon or vested in the City of Milford by any Act or Law of the State of Delaware, not in conflict with the provisions of this Charter, or any amendment thereto, are hereby expressly conferred upon and vested in the City of Milford as though herein fully set out.
- (b) All ordinances adopted by the City Council of the City of Milford, or which are in force for the government of the City of Milford at the time of the approval of this Charter, or any amendment thereto, are continued in force and effect as ordinances of the City of Milford until repealed, altered or amended under the provisions of this Charter, or any amendment thereto, and the acts of the City Council of the City of Milford and of the officials thereof as lawfully done or performed under the provisions of the Charter of the City of Milford, or any amendment thereto, or ordinance thereof, or of any law of this State, prior to the approval of this Act, are hereby ratified and confirmed.
- (c) All taxes, fines, penalties, forfeitures, assessments or debts due the City of Milford and all debts due from the City of Milford, at the effective date of this Charter, or any amendment thereto, shall, respectively, be deemed due to or from the City of Milford and said obligations shall severally remain unimpaired until paid, and the power, right, and authority to collect taxes imposed under the provisions of this Charter, or any amendment thereto, and the processes which may be employed for that purpose, shall be deemed to apply and extend to all unpaid taxes, assessments or charges imposed under the provisions of this Charter, or any amendment thereto, and the processes which may be employed for that purpose, shall be deemed to apply and extend to all unpaid taxes, assessments or charges imposed under the Charter of the City of Milford, or any amendment thereto, immediately preceding the adoption of this Charter, or any amendment thereto.
- (d) The bonds heretofore given by or on account of any official of the City of Milford shall not be affected or impaired by the provision of this Act but shall continue in full force for the benefit of the City of Milford.

11.06 - Headings.

The heading of any article, paragraph, subparagraph or section of this Charter shall be for reference purposes only and shall not be deemed to have a substantive meaning.

ARTICLE XII. - REPEALER

This Act shall operate to amend, revise and consolidate "An Act to Reincorporate the City of Milford", being Chapter 148, Volume 72, Laws of Delaware, and the several amendments and supplements thereto. The Act shall be deemed to be a public Act and the parts hereof shall be severable and, in the event any part or section hereof shall be held unconstitutional, such holding shall not in any way invalidate the remaining provisions of this Act.

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 13, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 13, 2017.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Ingram Peel, James Burk, Owen Brooks Jr, Douglas Morrow, James Starling Sr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:02 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Councilmember Wilson made a motion to approve the February 13, 2017 and February 27, 2017 Committee and Council Meetings, seconded by Councilmember Campbell. Motion carried.

RECOGNITION

Introduction/Newly Hired Milford Police Officers

Chief Brown then introduced his two newest Police Officers.

Officer Casey Lewis was hired last year after spending four years at the Department of Corrections and has spent the last six months in the Delaware State Police Training Academy. He received the Delaware Police Chiefs' Council Award for his leadership at the academy.

Officer Lester Shaffer has been in police work for twenty plus years and has previously worked at Georgetown, Dewey Beach and Laurel Police Departments.

Bayhealth/Milford Memorial Hospital Campus Repurposing

Mayor Shupe announced that Bayhealth Medical Center has sold its Milford Hospital to New Jersey-based Nationwide Healthcare Services who will transform Milford Memorial into an innovative multi-use healthcare-focused community. Nationwide will bring 300 new jobs to Milford.

He reported that the City has also been working with Nationwide and will continue that relationship as they redevelop the entire 22-acre facility.

The Mayor thanked Bayhealth officials for making the effort to continue being an active part of this community at the Clarke Avenue facility.

MONTHLY POLICE REPORT

Police Committee Chairman Burk presented the monthly Police Report adding that Chief Brown has been busy continuing to protect the citizens of Milford.

Motion made by Councilmember Campbell, seconded by Councilmember Peel, to accept the February 2017 Police Report. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced his report noting that a flyer has been created for the Downtown Development District (DDD) Program as a result of a recommendation at a meeting held a few weeks attended by realtors, brokers, bankers, etc. where related information was provided.

Mayor Shupe reported that over \$.5 million has been allocated through the DDD Grant Program as a result of \$3 million in private investments in the past six months. An additional \$500,000 is expected over the next couple months.

The City Manager then announced the City will be sponsoring an Open House for the Airport Road Paving Project which is now out to bid. Public Works Director Mark Whitfield has organized an afternoon Open House for residents and businesses in the area that will be impacted on March 22nd beginning at 3:00 p.m. at the Public Works Facility.

Mr. Norenberg also reminded Council that with the impending nor'easter there is a potential for flooding. Public Works and the Police Department will make sandbags available to any business that needs them.

The Customer Service Staff has been reviewing tax records to ensure all information is current. They are preparing to send letters out to taxpayers that have been identified as tax exempt. There is no corroborating records for a number of exempt properties and notices will be mailed asking for additional information to verify their status. If they are unable to supply any related documents, they will be required to start paying their taxes this year. Those that are eligible will remain on the exempt list.

The City Manager asked that any property owners that contact Council, be referred to Mr. Norenberg.

With the help of Customer Service Manager Debbie Johnson and Finance Director Jeff Portmann, these changes should ensure that Milford brings in whatever taxes revenues are due.

Mr. Norenberg then recalled the ICMA Program to bring in a Local Government Management Fellow he discussed with City Council in January. This is an intern who has just finished grad school with a degree in Public Administration. That person will be cost shared with the City of Rehoboth Beach starting in June or July. He feels this is a great way to support the next generation of public administrators which will result in a lot of energy and fresh ideas.

Interviews began on Friday and the next process will be to check interviews.

The City Manager feels it is a very cost effective process and opportunity for Milford and Rehoboth Beach to have someone working with each community half time over the next year starting this summer.

Councilman Campbell asked if the discolored water issue has been addressed; Mr. Norenberg explained the situation that happened a couple weeks ago was rectified though the Water Department is planning a hydrant flushing program to remove as much sediment as possible over the next few weeks. He reminded Council that the system has not been flushed for many, many years and the reason for the problems.

Adequate notice will be provided so our residents and businesses are aware in advance.

Councilmember Campbell commended Water Department Employee Steve Ellingsworth for the excellent job he has done and the time he has committed to making it 'right'. He was at Councilmember Campbell's house at 8 o'clock on a Sunday morning which he feels is real dedication. Mr. Norenberg agreed adding that Mr. Ellingsworth has put in a number of hours as a result and he really appreciates his commitment. He will pass that information onto him.

Councilmember Brooks moved to accept the City Manager Report, seconded by Councilmember Mergner. Motion carried with no one opposed.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the seventh month of Fiscal Year 2016-2017 with 58% of the fiscal year having passed, 63% of revenues have been received and 54% of the operating budget expended. He noted that the Code and Inspection revenues are well over 80%.

Councilmember Burk moved to accept the January 2017 Finance Report, seconded by Councilmember Starling. Motion carried with no one opposed.

COMMITTEE & WARD REPORTS

Nothing to report.

COMMUNICATIONS & CORRESPONDENCE

Fatal Accident

Councilmember Starling reported that the person that was killed this past Saturday evening on Old State Road in the Lincoln area is the son of the Police Department's Crossing Guard at Banneker School and Lulu Ross. He asked that everyone keep his family in their prayers.

Wednesday Meetings

Councilmember Starling reported he another commitment and will be unable to attend any meetings that are scheduled on Wednesday nights.

UNFINISHED BUSINESS

There being no unfinished business, Mayor Shupe continued with new business.

NEW BUSINESS

DEMEC & AMP/Energy Efficiency Proposal Program Presentation

Mr. Norenberg reported that Delaware Municipal Electric Corporation, Incorporated (DEMEC) put into their budget and has been working over the course of the last year to develop some energy efficiency programs that can be offered to the residents of the nine-member communities. DEMEC's Asset Development Vice President Scott Lynch has been visiting each member community to explain the programs to each of the governing boards.

Mr. Lynch then introduced American Public Power's (AMP) Dave Cawley who is the Business Development Manager for Efficiency Smart and has been operating the program for the past six years. Mr. Cawley noted that his colleague Randy Corbin is the Senior Project Manager was unable to attend due to the pending storm and its impact in the Philadelphia area.

Mr. Cawley explained that idea behind energy efficiency is a program is to overcome barriers that exist in the market place. The first problem is that efficiency equipment is typically higher priced than the standard operating equipment. The next problem is that people have difficulty understanding the right level of efficiency and to find a contractor that knows the right things to do.

He stated that having it available on a regular basis is important as residents and businesses learn to rely on it. The program helps set that in motion and make those things happen.

For efficiency smart, they have been operating these services for municipalities in Ohio, Pennsylvania and Michigan over

the past six years.

He noted they are one of the few programs in the County geared to municipalities and actually established targets at the municipal level.

As an efficiency program, they are a turn key set of services and do everything from the marketing promotion and have engineers on staff to provide technical assistance. An important part of their program is their Key Account Managers who have the ability to work with larger businesses' CFO's and CEO's and the entire company in order to get decisions to help make energy efficiency.

The Key Account Managers will also serve the Milford Community. A dedicated person will be assigned to this program who will ensure all residential, commercial and industrial customers are being properly served.

They also provide a toll free hotline and operate a website where updated information is provided..

They also keep track of all transactions that take place so they know how much energy efficiency is occurring. Each year, their performance is evaluated by a third party contractor. American Municipal Power hires an independent contractor, similar to an audit, who makes sure the savings that are being claimed are reliable.

Not only are the key benefits for residential, commercial and industrial customers, there are program services available to the City's own buildings. They have had tremendous success in water and wastewater treatment plants bringing them up to efficient standards.

The program also helps businesses improve their profits as operating costs are reduced. It can be a business retention tool and a business attraction tool. The City will be able to tell potential businesses we have a program that can help you get set up with efficiency.

The program is often viewed as positive influence for the community to offer energy efficiency programs. It has a way of demonstrating sustainability as a community.

Mr. Cawley pointed out that energy efficiency is actually cheaper than new power supply. When the energy efficiency measure goes in, and on average the lifetime of savings is about twelve years, helps to reduce the need for new power supply out into the future. Energy efficiency is two to three times cheaper than new power supply.

Savings are so reliable they can bid that into the forward capacity market. When PJM wants to reduce the amount of demand at the time the system peaks, energy efficiency is contributing to that and the reason that can be bid into the forward capacity auction and receive revenues that will come back to Milford.

Overall the key benefits include rebates, discounts, technical assistance, objective information, account management services and the customer call center.

They will work with a local vendor who sells lighting to actually buy down the costs of the new LED products so that they cost no more than a regular incandescent light bulb. That allows a customer to purchase the LED bulb for about the same price as a regular light bulb.

Mr. Cawley reported that they work with vendors who can help keep the business in the downtown area which for many municipalities is important.

Their engineering staff is able to look at proposals being provided to businesses and double check the savings being offered by the vendors. In addition, they will ensure there is no lost opportunities that might occur.

They offer businesses a set of energy efficiency rebates for more than ninety products in lighting, motors and refrigeration equipment.

He continued by stating they will work hand in hand with the City Manager and Utility Staff in order to prioritize what

parts of Milford would best benefit from the program. In some places they are able to work with social service agencies, Meals on Wheels and Senior Citizen Agencies to ensure they are getting the benefits of the program.

Community events are a priority and speakers are available and demonstrations provided to promote the program.

The program has been up and running for six years and has saved a lot of energy so far. Customer savings are over \$200 million.

Mr. Cawley emphasized this is a performance program. A target of energy savings is set to be achieved in a three-year period. It would reduce the amount of electricity about a quarter percent of the normal annual consumption. They guarantee they will hit at least 70% of that target; if not, they will reimburse the community the difference of what was achieved and the 70% target. It is rare a program provides that performance guarantee.

The program is designed for a three-year period and the fee for the program is a 90-cent per megawatt hour of annual wholesale sales.

For Milford, the program will cost approximately \$200,933 annually but would generate about 1,674 megawatt hours of savings over the three years and associated lifetime savings of almost 20,000 megawatt hours of savings. These are direct savings customers would see on their bills.

Other benefits are the avoided cost of energy, the avoided transmission and distribution costs, the peak demand charges and O&M charges which equal about \$1.2 million of benefits over the life of the program. The benefit cost ratio is almost two to one or \$2 of benefit for every \$1 invested in the program. Over the life of the measures, it is costing about \$30 per megawatt hour which, as stated, is two to three times cheaper than the avoided cost of energy.

Mr. Cawley has received a positive reception from the majority of DEMEC communities. A vote will occur in June to bring the program forward and up and running shortly thereafter to start serving communities.

Councilman Brooks asked the definition of lifetime; Mr. Cawley said a little more than twelve years. On the residential side, the average measure of savings is usually at six to seven years. The commercial side is anywhere from fifteen to eighteen years of savings though the overall average is around twelve years.

Councilwoman Wilson asked how this plays with the Smart Metering Contract that was recently approved; City Manager Norenberg explained that because of our relationship with DEMEC and DEMEC's relationship with AMP, the Smart Meter contract also through DEMEC to AMP. This is another service being provided to DEMEC and all members of DEMEC are being asked to participate in the program. One of the slides earlier showed how it would be allocated if all members agreed with the exception of Dover or all communities including Dover. That is the reason it is being presented to each member.

Councilwoman Wilson asked if the cost is based on how many communities agree to participate; Mr. Norenberg explained the cost will vary by community on a per megawatt hour charge. It will be assessed on Milford's power bills based on consumption and not something that will have to be paid at one time.

Councilman Brooks asked if we get something back if we don't reach the goal; Mr. Cawley stated that is correct and the performance guarantee based on the 70% minimum target. If we fall short, the community would be reimbursed the difference of what was actually achieved and the 70% based on the average cost per megawatt hour to deliver the program.

Councilman Campbell asked if the new meters will impact the savings; Mr. Norenberg stated there will be no direct relationship. However, the two programs can compliment one another with the ability for consumers to access their usage information on a regular basis and monitor any savings through the smart metering system.

Councilwoman Wilson asked if this will lower the overall bills; Mr. Norenberg stated that if someone were to implement some of the recommendations by installing more energy efficiency lighting, use some of the rebates to upgrade their appliances or something similar will help lower their monthly bills which is the goal of the program.

The City Manager also announced the power costs are coming down as a result of reduced natural gas prices. The presentation on the Cost of Service Study will also be scheduled in April or May.

Councilwoman Peel said her understanding is this gives customers the knowledge to make smart decisions to save energy.

Mr. Cawley explained the promotions are geared to help customers with where they are buying products. For example, someone purchasing a new refrigerator, they will let them know the most qualifying models would provide an incentive or rebate. Some applies to the retail stores and buying light bulbs.

He emphasized that they do not perform energy audits. They have found that going into a home and making recommendations often does not lead to action. Instead they have found that lower the cost of a product or technical assistance motivates that customer more.

He added that the benefits to the customer will reduce their bills. In fact, at the price of the program, a residential customer that gets two or three LED lightbulbs offset any additional costs and have actually paid for their program.

Councilman Burk then confirmed the annual cost is \$200,000 and is a cost that is added to the City electric bill. So the cost to our customers will increase with the anticipation that by following the recommendations, it would be reduced.

It was then asked if there would be an additional fee on each utility bill to cover the \$200,000 cost; Mr. Norenberg stated it would need to be decided if that cost should be broken out as a separate fee. Each City participating would be charged per megawatt hour and the \$200,000 is a projected cost based on current usage.

Mr. Lynch then explained the way this is applied is on the wholesale side of electricity. When DEMEC procures electricity, it is added into the wholesale side. That wholesale is then delivered to the municipality and it is one set rate. The City can then decide how they want it handled as far as Milford's customer bills.

It was confirmed that any rebate would apply to the wholesale bill and the City can decide how that would work with individual bills.

Councilman Burk said he is curious how the \$200,000 will be spread onto our customers each year. He said Council already hears how high Milford's electric rates are.

Mr. Lynch pointed out that DEMEC has been able to drive electric rates down. The additional charge was put in the head room between what they charged last year and what was charged this year because there was room for the ninety cents. However, the ninety cents is not currently funding this program and instead is going into a reserve to mitigate the high cost of electricity which is almost the same as this. He said this is a mitigation effort to the high cost of electricity. In June the DEMEC Board will vote to take the money they have put into reserves and has been collected since January and divert this matched portion to this program they will initiate for Milford.

Councilman Brooks asked how many DEMEC cities have been approached; Mr. Lynch said this will be presented to all of DEMEC's eight members which is the full-requirement members. Milford is number seven and tomorrow he will present this to the City of Newark. The City of Seaford Council has already signed and the other municipalities have been ready to go with most waiting for the June DEMEC vote. All understood the value according to Mr. Lynch who added that the State is going in this direction.

He also noted that when DEMEC speaks with DNREC to inform them about all of the good things they are doing in renewables, they are actually impressed. He feels that DEMEC is the best achieving utility in the State of Delaware in renewables because they carved out the advantage to do what they do on their own.

Mr. Lynch further reported that this is how the handled the efficiency program and informed the State Legislature to let them have their own shot at it which is why DEMEC brought the recommendation to the board feeling it was the best in the country.

Councilwoman Wilson then referenced the number of apartment complexes in Milford and how difficult it is to

communicate to those individual renters. She feels this communication piece is vital in making this program work.

Mr. Norenberg responded by stating that is one of the reason some of the outreach efforts are important. Flyers can be included in the utility bills to help provide the information including where to find discounted LED lightbulbs or other rebates.

He then referenced a new guide to energy efficiency and assistance program from Delaware's Sustainable Energy Utility which has been provided to the City's Customer Service Staff. Anyone having problems paying their utility bills will be able to have energy assessments done as well as obtaining assistance for paying their bill.

As mentioned earlier, this program will coordinate with other programs offered to the State and actually compliment one another.

Mr. Cawley added that if that is an area of concern for the community, they are willing to sit down with the property owners/managers and prepare a package that will be attractive for those renters. He said there can be a lot of maintenance savings done and security issues that can be addressed as well as the energy efficiency. They have found it takes a bit of time and effort to do that, though it is an important part of what they do.

Mr. Norenberg referred to the packet where some information was provided about some projects at his former municipality where a grocery store and restaurant that had assistance from efficiency smart. It shows how they implemented the improvements and shows the savings. He noted there were many companies that appreciated the opportunity when they were doing an expansion or renovation and have the consulting from efficiency smart to make some recommendations.

Mr. Norenberg said that his former municipality was five years into this program before he left the end of last year. He confirmed that the residents were very enthusiastic about the program due to the benefits from the rebate programs and other savings. At one point, City Council offered additional benefits by doubling some of the rebates to make it even more affordable to residents to take advantage of updating appliances for example.

They achieved more than their goal each year; Mr. Cawley added that on average, the program has been at 140% of the targets. A great response has been received from businesses and some may start with a lighting project. Once they started seeing those savings, they would get a second call when they wanted to work on the Hvac project, motor or refrigeration equipment project. As the program proceeds, it gets into more complicated efficiency measures.

It was confirmed that the program will begin with information included in the utility bills. In addition, local newsletters have been used in other municipalities. Campaigns for efficient lighting will be done via radio, newspaper spots. Cooperative advertising with the retailers that have the products have also been done.

Mr. Cawley emphasized that part of their job is to create the amount of interest in the program in order to hit the targets and promotion is a big piece.

Mr. Norenberg informed Council this will be before the DEMEC Board within the next few months. In the meantime, Council can contact him with any concerns or questions.

Appointment/City of Milford 2017 Election Board

Councilman Brooks moved to appoint the following residents to the 2017 City of Milford Election Board, seconded by Councilwoman Peel:

Karen Boone	402 N.E. Fourth Street
Joanne Leuthauser	509 Ashley Way
Katrina White	203 Allenway

EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference below statute, seconded by Councilmember Morrow:

{Pursuant to 29 Del. C. §10004(b)(9)} Personnel Matter

Motion carried.

Mayor Shupe recessed the Council Meeting at 7:55 p.m. for the purpose as permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Mergner moved to return to the Regular Session, seconded by Councilmember Peel. Motion carried.

City Council returned to Open Session at 8:06 p.m.

Personnel Matter-Evaluation

Mayor Shupe announced that no action is needed as a result of the discussion in Executive Session.

ADJOURN

There being no further business, Councilmember Wilson moved to adjourn the Council Meeting, seconded by Councilmember Burk. Motion carried.

The Council Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 27, 2017

The City Council of the City of Milford met in Workshop Session on Monday, March 27, 2017 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Peel,
Owen Brooks Jr., Douglas Morrow and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

Mayor Shupe called the Council Workshop to order at 7:21 p.m.

DelDOT Presentation/Project US Route 113 & Railroad Crossing Project

In attendance were DelDOT Railroad Engineer Bob Perrine, Safety Officer Jerry Nagyiski and Public Information Officer Louise Holt. The project's consultants Bill Conway and Brian Kisner, from Century Engineering, also attended.

Mr. Perrine announced that DelDOT is preparing to undertake the Crossing Replacement Project at Route 113 which will require a complete shutdown of the roadway. He believes that has never happened in the past and this will be a first. He explained there are no other options and that the work must be completed.

He then discussed the replacement of the existing railroad crossing, installation of grade crossing signals, cantilever structures, and railroad safety gates on US Route 113 between SR 14 and Kings Highway in conjunction with Delmarva Central Railroad. Safety improvements are required to provide a smooth crossing, correct drainage issues and add sidewalks compliant with the Americans with Disabilities Act.

Mr. Perrine explained that the rail crossing is an urgent situation because it has failed. It needs to be repaired as soon as possible before it becomes more than an urgent situation. Right now, in order to operate the train, it is stopped short of the crossing and literally walked through the crossing. Once they clear the crossing, the speed is able to be increased again. This is not an efficient operation and causes undue delay to traffic as the train crosses the highway.

He advised that DelDOT partners with the railroad to do all crossings. In this particular case, the railroad is going to contract all the work and DelDOT will be their agent. DelDOT does the design and the inspection; the railroad handles the contractor. The bottom line is they work together to make it happen.

There are a lot of players and unfortunately railroad representatives were unable to attend this evening. Hopefully they are able to attend the public meeting scheduled for next Monday at Carlisle Fire Hall.

Mr. Perrine then explained the crossing will be removed as well as all existing equipment and safety features. That will be replaced with new and upgraded equipment to current standards per the Manual on Uniform Traffic Control Devices.

All new utilities will be installed beneath the tracks that control the traffic signals along with new inlets.

Mr. Perrine explained that traffic and water are the two things that destroy the tracks. Water sitting on the track destroys it from the underneath. Though the railroad is gracious enough to allow DelDOT to put a road across the right-of-way, traffic pounds the side of the rails to the point it begins to weaken.

This crossing is old and they have considered replacing it for more than twenty years. Over the years, they have done several patch jobs. Because of its location, they have no choice but to close the roadway after the emergency letter was received from the railroad stating it has to be done now.

They worked together on a schedule they hope they can keep so that the project is completed prior to Memorial Day.

Mr. Perrine emphasized he is not making a promise that the project will be completed by Memorial Day adding there are still a few unknowns though most have been corralled.

They will begin work at 8:00 p.m. on Friday, May 5th. Two weeks of shutdown is scheduled though Mr. Perrine believes it will be closer to three weeks. They have a pre-bid meeting with the railroad contractors on Wednesday and a follow-up meeting on Friday. The work will be performed 24/7 until the project is completed. He emphasized there is a lot of work to be done in a very small area.

Unfortunately there is very little that can be done ahead of time to alleviate some of the sheer volume of work that has to occur while the road is closed.

They will do their best to have the project completed by Memorial Day. The schedule does not allow for weather and is based on the actual work that is needed. A weather day is an added day on the contract.

He said that fortunately, the work is straightforward and hopefully they will not encounter too many surprises. Softdig came out and dug down to expose the utilities so they know the exact location and associated depths.

They have attempted to perform as much due diligence as possible prior to putting the first shovel in the ground to get the best case scenario. However, once the shovel goes into the ground, a lot more can be learned about what has not been recorded.

Mr. Perrine then referenced to the display boards showing the scope of the work and the local and regional detour plans.

The one board showed the total area of the work. There will be a hard closure against the intersection of Route 14 though Route 14 will open into Milford (via North Front Street).

From Route 14 south to the bridge on Route 113 is the work area. That whole area will be available to the general and railroad contractors as a staging area for materials with no traffic allowed. The entrance into the Exxon station will be closed from US Route 113 with one in and one out on Route 14.

Northbound traffic will be closed with exception of traffic entering North Shores where one lane will permit traffic to come up and make the turn. The couple of businesses on the south side of the track and west side of Route 113 will have a special entrance that will allow them to get in and out of those doctors' offices.

He referenced the board showing the total length of railroad work and the work that will be performed in the median. Some additional drainage work is needed on the east side where a pedestrian pathway will be created and will cross the tracks from the Walgreen Pharmacy area.

He then referenced the local detour and regional detour plan.

The regional detour plan is similar to what was experienced last year when the overpass was closed north of Milford at SR 1 as indicated below:

Southbound: SR 1/ Bay Road to SR 30 off-ramp to Wilkins Road onto Johnson Road and return to U.S. Route 113.

Northbound: U.S. Route 113 to Johnson Road to Wilkins Road to SR 30 to SR 1/Bay Road north to the Thompsonville interchange and loop onto SR 1 southbound and continue south on U.S. Route 113 to SR 14 westbound. Thru trucks will be prohibited from making a left onto westbound SR 14/Northeast Front Street from SR 1 northbound interchange and loop onto SR 1 southbound and continue south on U.S. Route 113 to SR 14 westbound. Thru trucks will be prohibited from making a left onto westbound SR 14/Northeast Front Street from SR 1 northbound.

The local detour plan is as follows:

Southbound utilizing U.S. Route 113/Frontage Road onto North Walnut Street to North Rehoboth Boulevard/Cedar Creek Road to Wilkins Road to Johnson Road and return to U.S. Route 113.

Northbound utilizing U.S. Route 113 to Johnson Road onto Wilkins Road to Cedar Creek Road/South Rehoboth Boulevard to Northeast Front Street and back to U.S. Route 113.

Eastbound utilizing SR 14/Milford-Harrington Highway to Northwest Front Street to North Rehoboth Boulevard/Cedar Creek Road to Wilkins Road to Johnson Road and back to U.S. Route 113.

Councilwoman Wilson then asked about similar situations. Mr. Perrine explained that DeIDOT has replaced about 160 crossings in the last four to five years. In the summer of 2013, a similar crossing was replaced on Route 40 in Bear. That was completed in seventeen days but the road was only closed for nine days. However, a lot of work was performed during the eight days when the road was not closed. That is not the situation in Milford where the majority of the work has to occur while the road is closed.

Another project was done on Route 9 near the refinery that took seven days. Another similar project on Route 7 took only six days though it did not involve an additional intersection as busy as SR 14.

Mr. Perrine said it is doable and there is a lot of incentive for the contractor. He pointed out that not running the train costs millions of dollars per day.

He explained there are two pieces to this job; the track closure of 96 hours; if that time frame is not met, there is a severe monetary penalty for the contractor. The other piece is to get the roadway back open as soon as possible. They are currently working those figures to determine the penalty if the two-deadlines are not met minus weather.

He noted that most of the crossings they have done only take five days though some back road projects have only taken three days. Some have taken as long as ten days whereby special precautions had to be taken that were similar to this situation.

He said this is a very big job and approximately \$2 million will be spent in two weeks.

Mr. Mergner asked how often the train runs; Mr. Perrine said six to eight trains a day.

Mr. Perrine also confirmed a significant number of message boards and signage will be put in place to warn drivers well in advance of coming into Milford. They want to keep as much traffic as possible on Route 1 to bypass the project area. It was noted that a First Responders Meeting is scheduled for tomorrow as well. Sufficient directional signs for the hospital are also planned.

There being no addition business, the Workshop Session concluded at 7:25 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:

DeIDOT Railroad Crossing Safety Improvements Project/Local Detour Plan

DeIDOT Railroad Crossing Safety Improvements Project/Regional Detour Plan

PORTABLE CHANGEABLE MESSAGE SIGNS

US 113 RR XING TO CLOSE

STARTING XXXXXX

US 113 RR XING CLOSED

FOLLOW DETOUR

ADDITIONAL NOTES

- CONTRACTOR SHALL CONTACT THE TMC TO ADJUST SIGNAL TIMING FOR THE FOLLOWING SIGNALS: (S133) US113 @ JOHNSON RD, AND (S244) JOHNSON RD @ MARSHALL ST.
- CONTRACTOR SHALL CLOSE WB LEFT AND SB RIGHT TURN LANES OF SR 14 ON APPROACH TO INTERSECTION WITH US113 USING TYPICAL APPLICATIONS FROM DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (DC MUTCD).
- CONTRACTOR SHALL CLOSE SB US113 TRAVEL LANES ON APPROACH TO INTERSECTION WITH SR 14. CONTRACTOR SHALL REDIRECT TRAFFIC TO LEFT TURN LANES USING TYPICAL APPLICATIONS FROM DC MUTCD.
- CONTRACTOR SHALL CLOSE ONE THRU TRAVEL LANE ON SB US113 ON APPROACH TO THE FOLLOWING INTERSECTIONS: US113 @ WALNUT ST (K192), US113 @ HIGH SCHOOL AVE (K239), US113 @ NW 10TH ST (K132), US113 @ MILFORD PLAZA (K009P) AND US113 @ N FRONT ST (K171).

SPECIAL SIGNS

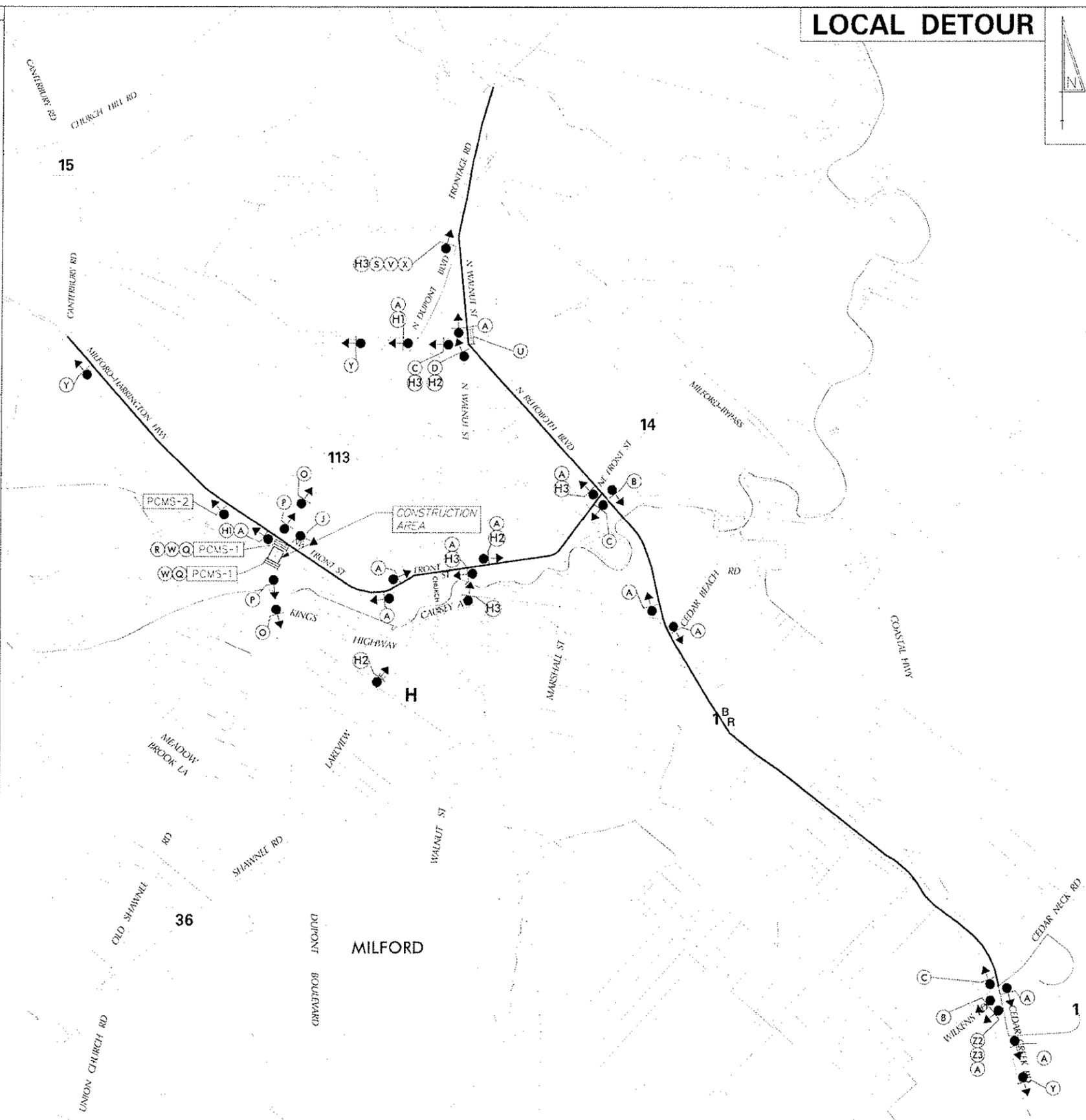
Y
48"
72"
48" X 72"

113
CLOSED AT RR XING
FOLLOW DETOUR

6'C
6'C
6'C
6'C

Z1 24" SOUTH M3-3
Z2 24" NORTH M3-1
Z3 24" TRUCK M2-1

H1 M4-8 D09-02 M6-3
H2 M4-8 D09-02 M6-1(L)
H3 M4-8 D09-02 M6-1(R)



LEGEND

A 113 M4-8 M1-4 M6-3
B 113 M4-8 M1-4 M6-1(L)
C 113 M4-8 M1-4 M6-1(R)
D 113 M4-8 M1-4 M6-2(L)

E 113 M4-8 M1-4 M6-2(R)
F 113 M4-8 M1-4 M5-1(L)
G 113 M4-8 M1-4 M5-1(R)
H 113 M4-8 M1-4 M5-2(L)

I 113 M4-8 M1-4 M5-2(R)
J END DETOUR 113 M4-8a
K DETOUR AHEAD W20-2
L DETOUR 1000 FT W20-2

M DETOUR 500 FT W20-2
N ROAD CLOSED AHEAD W20-3
O ROAD CLOSED 1000 FT W20-3
P ROAD CLOSED 500 FT W20-3

Q ROAD CLOSED R11-2
R DETOUR M4-10(L)
S DETOUR M4-10(R)

T ROAD CLOSED 3 MILES AHEAD LOCAL TRAFFIC ONLY R11-3a
U ROAD CLOSED TO THRU TRAFFIC R11-4-MOD
V ROAD CLOSED AT RR XING R11-4-MOD

W
X

GENERAL NOTES

1. APPROACH TO INTERSECTION WITH SR 14 FROM THE NORTH SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

2. APPROACH TO INTERSECTION WITH SR 14 FROM THE SOUTH SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

3. APPROACH TO INTERSECTION WITH SR 14 FROM THE WEST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

4. APPROACH TO INTERSECTION WITH SR 14 FROM THE EAST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

5. APPROACH TO INTERSECTION WITH SR 14 FROM THE NORTHWEST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

6. APPROACH TO INTERSECTION WITH SR 14 FROM THE SOUTHWEST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

7. APPROACH TO INTERSECTION WITH SR 14 FROM THE NORTHEAST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

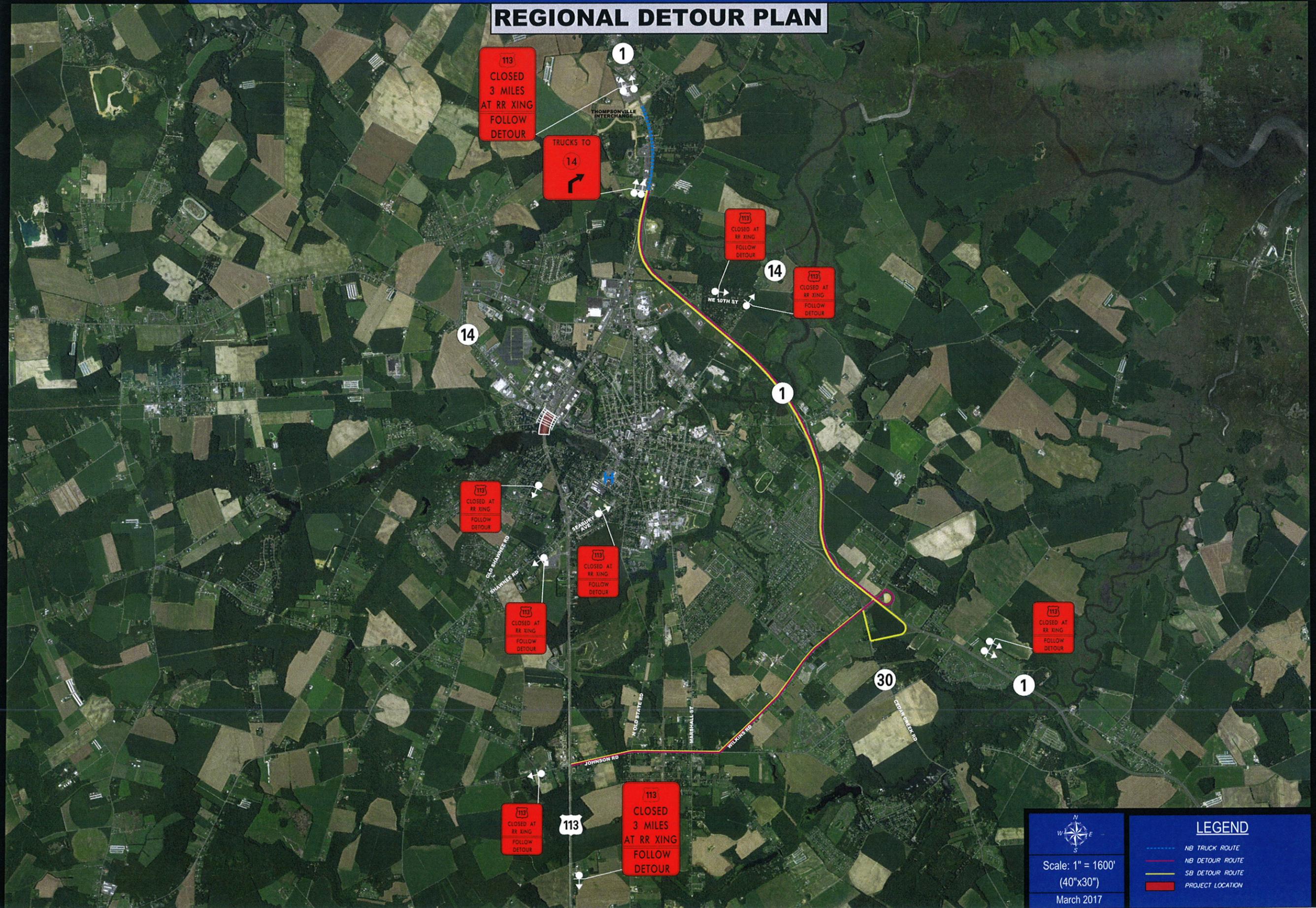
8. APPROACH TO INTERSECTION WITH SR 14 FROM THE SOUTHEAST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

9. APPROACH TO INTERSECTION WITH SR 14 FROM THE WEST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

10. APPROACH TO INTERSECTION WITH SR 14 FROM THE EAST SHALL BE CLOSED TO ALL TRAFFIC ON THE DATE OF THE START OF CONSTRUCTION.

RECOMMENDED _____ DATE: _____	RECOMMENDED _____ DATE: _____	RECOMMENDED <i>[Signature]</i> DATE: 3/4/17	APPROVED CHIEF SAFETY OFFICER _____ DATE: _____	APPROVED TRAFFIC ENGINEER _____ DATE: _____
<p>DELAWARE DEPARTMENT OF TRANSPORTATION</p>		ADDENDUM / REVISIONS	NOT TO SCALE	<p>US 113 & SR 14 RAILROAD CROSSING SAFETY IMPROVEMENTS DOT CROSSING NO. 516-107F</p> <p>T201500602</p> <p>K008</p> <p>LOCAL DETOUR PLAN N DUPONT HWY AT RR CROSSING</p>

REGIONAL DETOUR PLAN



LEGEND

- NB TRUCK ROUTE
- NB DETOUR ROUTE
- SB DETOUR ROUTE
- PROJECT LOCATION

Scale: 1" = 1600'
(40"x30")
March 2017

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 27, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 27, 2017.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Peel,
Owen Brooks Jr., Douglas Morrow and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

The Council Meeting commenced at 7:25 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilmember Wilson.

RECOGNITION

City of Milford IT Department

City Manager Norenberg stated that often in a government that heavily uses IT we seem to take advantage of the fact we have our computers, websites and emails that work day in and day out. Staff typically only notices when things aren't working correcting or we experience a problem.

The thought occurred to Mr. Norenberg that in over a year, he cannot remember a single time when the email has been malfunctioning or work was unable to be completed because someone's computer had a virus. He then talked to IT Manager Wes Banasan and asked him when the last time the network was down, had a virus or got blacklisted. Mr. Banasan informed Mr. Norenberg that it has been years and so long ago he could not remember the last time.

As a result, the City Manager he thinks it is important to recognize the accomplishments of the IT Team of Wes Banasan and David Stover and their hard work in keeping all City Departments' computers up and running.

The City Manager then presented Mr. Banasan and Mr. Stover with a bag of Reeses' Peanut Butter Cups in recognition of their tireless efforts.

COMMUNICATION & CORRESPONDENCE

City Hydrant Flushing Program

Mr. Norenberg informed Council that the City Water Department will begin hydrant flushing in the southeast part of Milford and referred to the following memo from Public Works Director Mark Whitfield:

The City of Milford will be flushing water main lines in the area of Hearthstone Manor, Orchard Hill, Shawnee Acres and Meadows at Shawnee subdivisions on Tuesday, March 28, 2017 between the hours of 8am and 3pm

On several occasions recently, the City has experienced issues with the new Southeast Water Tower and Water Treatment Facility that was put into service in October 2016. Initially, we experienced higher than normal chlorine levels in the water entering the distribution system. While chlorine levels were never above the 4 ppm as regulated by the EPA and Delaware Office of Drinking Water, the higher than normal chlorine affected the water quality, but not its safety. Unfortunately, this caused iron and manganese in the water to oxidize and loosen from the pipe walls, giving the water a brownish color and

scale within the waterlines. While discolored water does not meet our standards for acceptable water, the water was at no time unsafe to drink or use. The issue related to chlorination has been resolved; , however, sediment most likely continues to be within the waterlines in the southeast section of the City, necessitating a main line flushing of the system.

The secondary reason for sediment becoming loose within the lines is due to changes in direction of water flow. Prior to initializing the southeast tower, all water delivered to the four subdivisions mentioned above came from the city center. When the southeast tower went into service, direction of water flow to these four subdivisions changed, which again, loosened any scale or silt within the water lines, thereby creating discolored water.

Over the past month, the Water Division reinitialized the southeast tower several times, and with each attempt received complaints of discolored water. For the past two weeks, the southeast tower has been out of service. The chlorinator at the treatment facility has been recalibrated, and the tower has been filled with water. As part of the flushing program, water supply to these four subdivisions will come from the southeast tower, ensuring that the change of flow and flushing of hydrants will clear any loose debris within the waterlines.

Once the flushing program is completed, valves will be reopened to the city center, which will allow water to flow from either direction to serve these subdivisions. Use of the southeast tower is critical since the Washington Street water tower will soon be shut down for several weeks for maintenance and the storage of water at the southeast tower will be necessary for adequate fire protection.

The Public Works Department will use the CodeRed emergency notification system, the City's website, Facebook page and Twitter account to communicate the plans for waterline flushing. Residents who have not done so are encouraged to visit the City's website (www.cityofmilford.com) to register for CodeRed and to follow us on Facebook (facebook.com/MilfordDE) and/or on Twitter (twitter.com/milfordDE).

Residents who experience discolored water during the flushing program can alleviate the issue by running an outside faucet for a few moments which in most cases clears the water in the home. Additionally, we recommend residents not do laundry at the beginning of the day and wait until the water has cleared, as the particles may discolor clothing. Residents who inadvertently use discolored water in their washing machine can reverse the effects by rewashing and using Iron Out, Rover, or other similar products available at grocery and hardware stores.

As stated, the information is being provided electronically through our website and social media outlets, in addition to notifications by the Police Department's CodeRed system.

Councilman Brooks expressed concern about the decades when there was no flushing in the City and asked if at some point, we will have a routine program in place. He stated that he has asked for this for many years and appreciates the Public Works Director making sure it was done.

Public Works Director Whitfield agreed that a flushing program is needed on an annual basis. His current staff has never experienced a flushing program and tomorrow will be a good test for them, considering it is a smaller area that can be sectioned off. One of the challenges in the core part of the town is the directional flow in terms of what tower and what pumps are working. Once they are able to control the directional flow, they will put together a plan for the balance of the City.

Cost of Service Fundamentals and Financial Planning Workshop

The City Manager announced a workshop is being hosted by DEMEC on Saturday, April 22nd beginning at 9:00 a.m. which will coincide with the receipt of the City's Cost of Service Study from UFS:

Location: Delaware Municipal Electric Corporation
22 Artisan Drive
Smyrna, DE 19977

Speaker: Dawn Lund, Vice President of Utility Financial Solutions, LLC

Course Overview:

Participants will have a better understanding of the information needed to begin a cost of service study and how the information is used. A basic overview is given of what a cost of service study is and the process. This course is designed to give an overview from start to finish in the cost of service process. It will start with discussions on what data is used, where to obtain the data, how it is used in the COS process, the allocation process, and how it ultimately leads to a rate structure on a cost to serve basis.

In addition to cost of service fundamentals, participants will learn what financial indicators to use to determine the current and future financial success of the utility. We'll review guidelines used to assess the utility's current financial performance against key financial industry targets and how to develop a financial plan to reach identified financial goals. Certain key financial targets will be explained and how they interact to work together. Some of the key targets that will be discussed are: Days cash on hand, recommended minimum cash requirements, Rate of Return, Debt Coverage Ratio, age of system, proper capital reinvestment, debt policies, transfer to the City and rate structures that support revenue stability, especially during periods of declining sales due to weather, general economy or distributed energy resources.

RSVP as soon as possible (for seating and lunch planning purposes) but no later than Friday, April 14, 2017 to Kimberly Schlichting at kschlichting@demecinc.net or (302) 653-2733.

Airport Road Paving Project

This past Wednesday, March 22nd, the Public Works Department held an Open House for residents and businesses in the area of Airport Road to discuss how this project will impact the area and to provide detour information.

In addition, a video of Public Work Director Mark Whitfield's presentation is available on YouTube for those persons unable to attend the Open House.

Additional information can be found in the packet.

Councilwoman Wilson said there are some concerns related to this project though most residents understand the need for the repairs. She agrees residents have been waiting for the Airport Road problems to be addressed for a long time.

When asked about the turnout at the open house, Mr. Whitfield stated there were more than thirty people that attended both sessions. He feels that communication will be the key and that notifications will be provided as the various sections are closed, along with the associated detours.

He noted that there is a lot of work needed on the subbase which must be addressed prior to the resurfacing and the reason for the longer time frame. The work will be extensive according to Mr. Whitfield because no repairs have been made in the past thirty or so years. If we were to try and keep one lane open to accommodate the 20,000 cars traveled on that road each day, traffic would be backed up within minutes through the surrounding intersections. Most people would rather keep moving and know the road is open in the direction they are moving than sit in long delays.

Closing the roadway in sections will allow the project to be completed by approximately two months less.

Mr. Norenberg added that DelDOT has some concerns that any impact as a result of this project could potentially create bad synergistic effects on their railroad project. They want to prevent traffic from avoiding one project only to end up in the middle of the other project. Mr. Whitfield continues to work with DelDOT to prevent that from occurring.

The City Manager advised that a few events typically held in the business park area, have been relocated to prevent impacts from both detours.

Councilman Brooks requested that City Council be notified as things change with regard to the schedule. Mr. Whitfield stated that they will provide an update at least every two weeks if not more frequent.

It was confirmed that sidewalks are not included in the Airport Road project at this point. However, some sidewalk replacement to existing sidewalks will be needed due to the ADA requirements.

UNFINISHED BUSINESS

Adoption/Resolution 2017-11/City of Milford Charter Amendments

City Solicitor Rutt stated that he and the City Clerk have both re-reviewed the draft document and some minor technical changes need to be proposed before the resolution is adopted.

He referenced the following sections:

1.04(b)(6)-

At the Special Election **each person who has an ownership interest in a property in the territory proposed to be annexed shall have one (1) vote and each partnership or business entity registered with the Secretary of State to do business in the State of Delaware that owns property in the territory proposed to be annexed shall have one (1) vote. Every property owner, whether an individual, partnership or corporation in the territory proposed to be annexed which has an ownership interest in a property in the territory proposed to be annexed shall have one (1) vote. Property held by a partnership or by a corporation shall vote only by a power of attorney or corporate resolution duly executed.**

It is recommended that partnership or by a corporation be changed to corporation, partnership, limited partnership or other legally created entity which will cover similar entities including trusts.

2.07-

Council Districts; Adjustment of Districts.

(a) Number of Districts. There shall ~~initially~~ be four (4) City Council districts to be known as Wards.

~~(b) Districting Commission. The City Council shall comprise the Districting Commission.~~

(b) Report; Specifications. By the first (1st) day of January of the second (2nd) year following the decennial census, the **Districting Commission** shall file with the City Clerk a report containing a recommended plan for adjustment of the Council district boundaries to comply with these specifications:

It is recommended that “the Mayor of the City of Milford shall appoint a committee/commission as stated under Section 3.07” be added to prevent any confusion.

2.07(b)(1)-

Each district shall be formed of compact, contiguous territory, **as nearly rectangular as possible**, and its boundary lines shall follow the center lines of streets or other natural boundaries or survey lines as required.

It is recommended that the antiquated language “nearly as rectangular as possible” be removed as a limitation.

Mr. Rutt also explained there may be a random word or so that needs to be changed though those changes will be minor.

Mr. Norenberg advised the next step will be to present the amendments and adopted resolution to the General Assembly for their review and action. Senator Gary Simpson and Representative Harvey Kenton have agreed to sponsor the bill so that it can be considered by the General Assembly.

Mr. Morrow then questioned Section 8.07, adding that he has had second thoughts on the increase from five to ten years. He pointed out that covers five terms of a councilperson and to put that financial burden on future councils is unfair particularly because the borrowing would be allowed without a referendum.

He feels that ten years is too long, particularly when this would most likely involve an emergency type situation.

As Finance Chairman he has concerns with the increase and asked for the City Manager's opinion.

Mr. Norenberg stated that his only comment is that when we consider the amounts we may need to finance a project, there may be some pretty sizable expenses related to our utility systems that could justify some sort of an emergency. He noted that the City has been very fortunate in recent years to have access to USDA funds particularly for water and sewer projects. He is unsure if they will continue to be available in the future under the current administration because it sounds to him like a lot of those loans and grant funds will be going away.

City Manager further explained that Milford is most likely to rise in population over the next few years and we may no longer be eligible for some of those funds. Whether ten years is the right number as projects become more costly, he feels we may be in a situation where we need to take on a big project to address more preventive maintenance in the future versus what has been done in the past, just as the Public Works Director alluded to.

If Councilman Morrow prefers to get more information, Mr. Norenberg recommends he talk with Finance Director Jeff Portmann.

City Solicitor Rutt asked if Mr. Portmann recommended the ten years; Mr. Norenberg said he does not remember. Mr. Morrow said he is willing to talk with him before making a final decision.

Mr. Rutt thought that was something Mr. Portmann recommended at the meeting when the financial areas were discussed.

Councilman Morrow said he is more conservative when it comes to fiscal situations and in his opinion, ten years is a long time to be tempted to take on a loan that has not been approved by the public. Councilman Brooks agreed that comes with five additional years of interest that must be paid.

Councilman Morrow recommends it remain at five years unless Mr. Norenberg wants to defer action this evening and instead discuss it with the Finance Director and add it to the April agenda.

Councilwoman Wilson pointed out our local legislators are ready to present this to the General Assembly.

Councilman Brooks added that the five-year term has worked all these years.

Councilman Morrow agreed that as long as he has been on Council, it has not been used unless there was a good reason. He recalled the Ice Storm in the 1990's when a lot of money was spent by the City. However, it was not borrowed and he does not want this to become so tempting and the process too easy that we begin to dabble into the taxpayers' pocketbook in an indirect way.

Councilman Morrow requests that it be left at five years. He asked if that needs a motion for an amendment and proposes it remain at five years. He added that the City Manager did a good job on the Charter with the help of the Finance Director. Councilman Burk, Mergner, Starling and he sat through several committee meetings which made it a long process and he wants this to be right. He also appreciates the amount of time and work that was put into this by the City Solicitor and City Clerk.

Councilman Morrow then made a motion that the term in Section 8.07 revert back to five years from the proposed ten years. Motion was seconded by Councilman Brooks; motion carried with no one opposed.

8.07 - Short Term Borrowing.

Notwithstanding the foregoing provisions of this Section, **the** City Council may authorize, by resolution, short term borrowing by the City without the necessity of a Special Election. The City of Milford may borrow money up to the amount of the annual tax billings. The borrowed money shall be for one (1) of the following: operating deficits, emergencies declared by **City** Council, and short term capital project funding. The money shall be paid back in no longer than five (5) ~~ten (10)~~ years.

Councilwoman Peel then moved to adopt Resolution 2017-02 with the amendment to Section 8.07, seconded by

Councilwoman Wilson:

Resolution 2017-02

*A RESOLUTION TO APPROVE THE PROPOSED CHANGES
TO THE CHARTER OF THE CITY OF MILFORD AND DIRECT THE CITY SOLICITOR
TO SUBMIT THE PROPOSED CHANGES TO THE DELAWARE LEGISLATURE*

THE CITY OF MILFORD HEREBY ORDAINS:

WHEREAS, the Town of Milford was first incorporated on February 5, 1807; and

WHEREAS, on July 19, 1970, the Charter of the City of Milford, as amended, was consolidated by and through an Act of the Delaware Legislature entitled "An Act to Reincorporate the City of Milford" that is contained in the Laws of Delaware under Chapter 726, Volume 57; and

WHEREAS, since this time, the Charter has been amended multiple times, with the last amendment occurring in 2010 following a comprehensive review thereof; and

WHEREAS, periodically, the Charter is reviewed to help ensure that it is current and that it properly reflects the overall direction and goals of the City; and

WHEREAS, on August 24, 2015, the Mayor appointed persons to a Charter Review Committee and on January 11, 2016, the City Manager was charged with overseeing the process to review and propose amendments to the City of Milford Charter; and

WHEREAS, following a series of public meetings, the Charter Review Committee presented a draft of the proposed Charter to City Council on March 13, 2017 at a public meeting; and

WHEREAS, the City Council has thoroughly and completely reviewed the proposed changes and was afforded the opportunity to make recommendations and amendments thereto; and

WHEREAS, City Council finds it to be in the best interest of the citizens of the City of Milford to approve of the proposed changes and authorize the City Solicitor to deliver said proposed changes to the Delaware Legislature in an appropriate form so that they may adopt the changes by and through an Act of the General Assembly passed with the concurrence of two-thirds of all the members elected to each branch thereof.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE, HEREBY RESOLVE AS FOLLOWS:

Section 1. The concurrence of at least three-quarters of the total number of Councilmembers of the City of Milford find it is in the best interests of the City and its citizens to approve the proposed charter amendments.

Section 2. The City Solicitor of the City of Milford is hereby authorized and directed to forward a copy of this Resolution and the proposed changes to the Charter of the City of Milford to the member(s) of the Delaware General Assembly and to answer any questions regarding the draft Bill and to assist in the Bill's consideration.

Section. 3. The 149th General Assembly of the State of Delaware is hereby requested to approve and adopt the proposed changes by and through an Act of the General Assembly passed with the concurrence of two-thirds of all the members elected to each branch thereof.

Section 4. This Resolution shall take effect this 27th Day of March 2017.

Summary: This proposed changes to the City Charter are comprehensive in nature and designed to amend and revise many of the outdated provisions dating back to the Act reincorporating the City of Milford in 1970. Many of the changes are

technical in nature, including updated terminology and reorganization. There are substantive changes to certain procedures including annexation, tax collection, voting and vacancies. Some provisions are being removed due to their current inapplicability, such as those relating to the City Alderman. There are also changes updating the powers and authority of City officials along with new provisions relating to ethics and the code of conduct

Motion carried with no one opposed.

NEW BUSINESS

Update/Code Enforcement Program

Planning Coordinator Rob Pierce then discussed the type of code violations his department is responsible for enforcing. He also talked about upcoming department initiatives to address code violations and how to bring properties into compliance.

Mr. Pierce introduced Code Official Lendon Dennis who was in attendance to answer questions related to property maintenance issues.

The Planning Coordinator reminded Council that these matters fall under Chapter 174 “Property Maintenance Code” of the City Code as well as the International Property Maintenance Code (IPMC) 2015.

He then talked about the proactive manner in which his department handles exterior violations. He explained that in addition to pursuing violations in the field, complaints are also received from the public. Interior violations are discovered typically during routine residential inspections, in addition to being complaint driven.

He then discussed the various categories within the IPMC including sanitation, grading, drainage, sidewalks, driveways, weeds, rodent harborage, exhaust vents, accessory structures, abandoned vehicles, defacement of property and indoor furniture in outdoor areas. Each is a type of exterior structure violation.

Items related to the protective treatment of structures include the inspection of peeling/flaking paint, structural members and foundation walls. Also handled by the department are exterior walls, roofs, drainage, decorative features, overhangs, stairways, decks, porches, balconies, chimneys, handrails, windows, doors, etc.

To ensure any unclean and unsafe conditions of interior structures are addressed, similar categories include structural members, interior surfaces, stairs and walking surfaces, handrails and guards, interior doors, accumulation of rubbish or garbage and the disposal of rubbish and rubbish storage facilities. Enforcement categories also include refrigerators, disposal of garbage, garbage facilities, containers, rodent infestation, lighting, ventilation, occupancy limits, plumbing facilities and fixture requirements, mechanical and electrical requirements and fire safety requirements.

When asked how this coincides with HOA’s, Mr. Pierce explained that he is reviewing the City’s minimal standards. Any additional deed restrictions required by an HOA are above and beyond what the City can enforce and the complainant must be referred to their HOA.

Councilman Campbell referred to a specific residence with pallets and broken wood throughout the lawn and asked if the City would enforce that or is that an HOA matter; Mr. Pierce confirmed that is an issue that can be addressed by the Code Official.

He explained that in addition to Chapter 174 in the City Code, there are also separate chapters with varied responsibilities many of which fall under the Police Department and even under Public Works in some instances.

Mr. Pierce then referred to the City’s Building Construction Code which requires contractors to be permitted in the City. If an unlicensed contractor is found performing work, they are required to obtain a contractor permit before their work can resume. They also coordinate with the Police Department on disorderly premises’ activities as well as animal issues. Peddling, soliciting and transient merchants must also be properly licensed.

The department ensures that rentals are compliant with the residential rental operating program where interior inspections are required.

The City has a chapter on satellite dishes that prohibits their location in the front yard. That is an item that needs to be discussed and whether Council will need to decide if they want to pursue the enforcement of satellite dishes and their placement.

Streets and sidewalks are another responsibility. Mr. Pierce recalled the discussion last summer about a possible program for sidewalk repair/replacement. He advised that will be collaborative effort between the Code Enforcement Department and the Public Works Department.

Issuing citations for zoning violations is also a duty of the code official, including any illegal use of the property.

Code Official Dennis then discussed the procedure once a violation is identified.

He explained that typically when a complaint is received, he will visit the site to verify there is a code violation. A photo is taken and a summary prepared after which the information is uploaded into the City's software program. A notice of violation is generated and a certified letter is then mailed. Often it takes some time for the receipt/letter to come back. If the receipt is returned unsigned, it is necessary to post the property for five days. Following, the City is able to act on the violation which may require working with the Public Works Department to remove certain items or hiring an outside contractor to remedy the violation. Once that process is completed, should the property have another problem, that would be a separate violation and the process begins again.

Mr. Dennis said he attempts to contact the property owner which he has found to be a quicker way to correct the problem in lieu of mailing the certified letter. Because of the high number of rentals in Milford, by law the letter must be mailed to the property owner which could take several days. In those cases, he elects to make a phone call and in a lot of cases, that can be a much quicker remedy.

Though they are trying to be more proactive, they often encounter people who feel the City is violating their rights when addressing these matters. He explains to them that they live in Milford and they must abide by the City's ordinances.

He reported that there has been an increase in a number of these situations though there are now a number of homeowners in the process of being compliant.

They will find that the number of exterior violations increases in early spring, in particular, finding indoor furniture on porches or outdoor areas is a good example.

He also noted there has been an increase in building permits, many a result of the Downtown Development District (DDD) program.

Mr. Dennis emphasized that there are a lot of violations they are unable to see from the street and the reason the department relies heavily on information received from the community. Any violations or concerns can be reported through the website, by phone or in person. They are trying to walk more in an effort to identify more of these issues themselves.

The City Manager reported that several months ago a tool was activated to allow complainants to upload pictures of violations or other issues such as a manhole problem. This makes it much easier for our code department to see the problem immediately which results in them being able to take quicker action.

Mr. Pierce summarized the presentation stating that now that warm weather is approaching, his department is going to be even more proactive. They will work with the property owners and there is no attempt to put them in a compromising situation. He referenced a flyer that was included in a previous Council packet that would help identify code violations. That information was also uploaded to the City's website and the information added to the utility bills. He emphasized that these problems can also be reported anonymously.

In addressing these violations, they will also provide resources that can assist many of these homeowners to remedy their problems.

Mr. Pierce reminded Council that residential rental inspections have been performed on a demand basis due to staffing issues. He hopes that during the upcoming budget review, Council will consider the savings from the code official position and consider the possibility of a third party handling rental inspections in order to become more proactive.

Councilman Mergner added that he would like for the department to make every effort to close out these cases as quickly as possible though he understands there can be hurdles along the way.

Mr. Pierce responded by explaining that if it does not come into compliance, the owner is cited and taken to court which is an even longer process. Councilman Mergner understands but feels the process is too long.

It was confirmed that no one has been taken to court in a long time.

Mr. Pierce added that a lot of the problem properties in Milford are vacant or have been abandoned and it is difficult to find the responsible party in many cases. He said that perhaps they should consider the top ten or twelve nuisance properties and spend some time getting them corrected. Regardless, it does take a lot of work and does take a lot of time but they are willing to take on the challenge.

The City Manager added that one of the time issues is the due process that is required. Many residents who complain do not understand why a problem isn't fixed in a couple days. We are required to give adequate notice by law. He encourages the proactive approach but wants to add some humanity and if a property has a number of violations, safety issues are the ones that need to be addressed first. They are then willing to work on a plan which would allow a reasonable period of time to ensure the other problems are taken care of. In the meantime, Mr. Dennis will keep an eye on the problem to ensure they are held accountable.

As Mr. Pierce alluded to, there are a number of grants and other programs that can assist in many cases.

Councilman Brooks asked if he should be taking his problems to the City Manager or to the Code Official. Mr. Norenberg said that Council can contact him or it can be submitted through the complaint process on the website. They just want the property into system. Though the charter does not allow a Councilperson to order the Code Official to do something, they are able to report a violation just like any other resident and it can be handled through the website or by email.

Reorganization/Public Works Department

Public Works Director Mark Whitfield reported that over the past eight months, he has had the opportunity to evaluate the various staffing capabilities, work requirements and reporting structure within the department.

One of his challenges given to him by City Manager Norenberg was to look at the Department and in particular succession planning and the ability to move people up to get some experience. He reported there are a lot of potential retirements and he really wants to address those positions before that occurs.

He explained there may be only one employee in the City that knows where a valve is to shut water off to a certain location. Being able to get a person in a position beneath that person and allow them to gain that experience is critical in his opinion.

There are a number of silos in the department and Mr. Whitfield wants to try and meld those silos into one department and provide cross-training. Not only is that job enhancement but also allows the City to be more efficient if more people are needed for a specific task. He said that when times get tough, his employees pull together whether it is a storm event or some other situation.

Presently there are six (6) vacant positions within the department. The Public Works Director then reviewed his departmental reorganization plan for Council consideration.

Mr. Whitfield feels that solid waste is one of the most important services the City provides. In terms of citizen satisfaction, we want it to have a high rating. Having a person oversee that operation is crucial.

He recalled the retirement of Assistant Supervisor Norman Brady in December that has left a vacancy. There are also presently two refuse collection positions vacant. With the impending use of an automated one-person collection vehicle and changes in the refuse collection schedule, the two vacant refuse collection positions will not be filled. The oversight of the Solid Waste Division is presently under the Streets/Solid Waste Supervisor and the Public Works Administrative Assistant.

No one person within the City is responsible for oversight of the maintenance of its six different buildings. The City also has four water towers, twelve pump stations and six well sites. Various persons associated with each building/site have taken on the maintenance responsibilities. He feels that having one person responsible for facility maintenance will allow for numerous economies of scale in dealing with the various vendors for HVAC, custodial, supply purchasing, generator maintenance, etc.

Mr. Whitfield stated that in line with that is the Assistant Supervisor for Streets/Utilities. Currently, the utility construction side falls under the Water and Sewer Divisions. However, most of that work is on the construction side. His recommendation is to meld the street maintenance and water/sewer line maintenance employees into a new Division of Streets and Utilities. Cross training between two groups of individuals will allow an opportunity for six employees to work collectively on a water or sewer line or street project. The cross training and one supervisor overseeing both street and utility construction will provide some cost savings as well as efficiencies.

On the water and sewer side is the operation component in terms of water treatment as well as our sewage pump stations.

The Public Works Director explained that most of the engineering costs revolve around the wastewater side and water side. Former Water/Wastewater Supervisor Eugene Helmick handled a lot of contract management. After a review, it made sense to begin looking at re-instituting a City Engineer who would oversee those contracts and the work being done with consulting engineers.

In addition, there are a tremendous amount of small jobs that can be handled by an in-house engineer rather than a consulting firm. It can be done more efficiently and faster without the additional costs and waiting.

Instituting an engineering division and putting both the water treatment and sewage pump stations duties underneath that person to oversee those operations would require the engineer to also be a water operator. Right now we only have three water operators since Mr. Helmick retired and a fourth is needed. He believes that two water operators may be within three or so years of retirement.

The knowledge transfer of getting someone in place and getting them experienced in terms of the City's operation is crucial.

Mr. Whitfield also recommends the use of engineering interns which he has done in the past. He has gotten more bang for the buck out of hiring engineer interns fresh out of college who need to get some real life experience. For example, one of the things that was lacking is a pavement management program in which conditional assessment are needed on all City streets. That will provide a road map of moving forward in terms of putting together a five-year capital plan. Presently streets are chosen on a year to year basis through a very informal process. Having a systematic approach will provide a conditional report on every street so that the City is aware of what is looming and how much money will be needed in the future.

As a result, he is recommending the use of two engineering interns. Because they have an engineering intern program, he has already contacted the University of Delaware and has expressed an interest in participating in that program.

At some point in the future, the Public Works Director is recommending construction inspection. Presently, all City construction inspections are contracted at a cost of approximately \$300,000 per year. He feels that it would behoove the City to consider someone in-house to handle construction inspections who would be a City employee that is looking out for the City's best interest.

In addition, a Draftsman/Surveyor, who would be able to put these projects together and do some survey work, as well as locations, would be needed. Right now, we have three different individuals who handle utility locations from two different departments. Melding that under the engineer, the Draftsman/Surveyor is something Mr. Whitfield will recommend at some point in the future.

The six vacancies have allowed him to look closely and juggle some things around without adding any costs or having to increase fees to be able to pay for it. It will provide more of a burden on the Water and Sewer Department with a slight increase in both budgets while reducing the Solid Waste and General Fund budgets.

Mr. Whitfield then reviewed the following recommendations:

1. Elimination of the Water & Sewer Supervisor and create a City Engineer position
2. Elimination of the Street Crew Leader position and establishment of an Assistant Supervisor Streets & Utilities
3. Change Water Treatment Operator to Assistant Supervisor for Water Treatment & Wastewater Pump Station Operations
4. Change Assistant Street/Solid Waste Supervisor to Assistant Supervisor Solid Waste/Facilities
5. Change Street/Solid Waste Supervisor to Public Services Superintendent
6. Establishment of two (2) Seasonal Engineering Intern positions (12 week positions)
7. Funding changes for each position as listed below.

Public Services Superintendent (former Street/Solid Waste Supervisor)

Presently 50% each Streets and Solid Waste

Proposed 50% Streets, 25% each Solid Waste and Water/sewer

Assistant Supervisor Solid Waste/Facilities (former Street/Solid Waste Assistant Supervisor)

Presently 100% Streets

Proposed 75% Solid Waste and 25% Streets

Assistant Supervisor Streets and Utilities (former Street Crew Leader)

Presently 100% Streets

Proposed 40% Streets and 60% Water and Sewer

Assistant Supervisor Water & Sewer Plants (former Water Treatment Operator)

Presently 100% Water and Sewer

Proposed 100% Water and Sewer

City Engineer (former Water & Sewer Supervisor)

Presently 100% Water and Sewer

Proposed 20% Streets, 70% Water and Sewer, and 10% Electric

GIS Technician

Presently 60% Electric and 40% Water and Sewer

Proposed 20% Streets, 70% Water and Sewer, and 10% Electric

Engineering Interns

Presently not funded

Proposed 20% Streets, 70% Water and Sewer, and 10% Electric

Councilmember Peel thanked Mr. Whitfield for the great report, adding that she is a big fan of strategic planning, succession planning and saving money. She asked if any of the changes will impact the union employees. The Public Works Director confirmed there are no union positions under negotiation that would be affected. He has not yet taken a hard look at the electric side only because there are no vacant positions at this time. However, that will also be considered in the near future.

Councilmember Mergner also commended Mr. Whitfield on the analysis. He also loves the idea of using interns and feels

it is a great way to reach out to college graduates. He likes the idea of providing young professionals a way to get started and a place to get their feet wet. He also believes it will be a good reflection on the City and encourages the City to look at other similar opportunities.

He asked whether the inspection services are more geared toward commercial construction or if residential inspections will be included. Mr. Whitfield confirmed this would involve more City-type projects and Airport Road is a good example. He believes the inspection costs of that project is above \$100,000. Northwest and Northeast Front Street projects are in the near future, as well as Southeast Front Street.

He pointed out it will also provide the opportunity for in-house inspections on improvements in subdivisions where water and sewer lines are being installed. However, the City will still bill the developer for those costs under those scenarios. This would be a new position and will be some burden to the budget though he is confident it will more than offset itself by the savings in capital spending as well as inspections.

Councilmember Brooks verified that these recommendations and promotions will allow all City employees to keep their jobs.

City Manager Norenberg noted that the numbers that Mr. Whitfield provided are based on the full-year budget starting in July. However, what is being considered is Council's approval, concurrent with the recommendations, in terms of the structural change. Also being requested is the authorization to proceed with the City Engineer and the steps needed to acquire the interns which should be done now. He referenced the savings in the budget available this year. The next steps would be part of the budget recommendations for FY17-18.

He explained the savings are there, as well as the vacancies, and it is recommended that Council authorize proceeding with the recruitment of a City Engineer and allow the Public Works Director to continue discussions with the University of Delaware for the summer interns.

All also feeds into the classification/compensation study currently underway.

Councilmember Wilson asked if current employees will have the opportunity to apply for the new positions and hopes there are some prospects there. Public Works Director Whitfield stated that he hopes they are interested.

Councilmember Wilson then questioned the change from the Water Treatment Operator to Assistant Supervisor for the Water Treatment and Wastewater Pump Station Operations; Mr. Whitfield confirmed this will be a slight elevation. Right now that person is only responsible for water but would become responsible for both the water and wastewater operations.

Councilwoman Wilson then confirmed the change from Street/Solid Waste Supervisor to Public Services Superintendent is also more responsibility; Mr. Whitfield stated that is correct.

Councilman Morrow agreed that in previous years the City operated under a 'silo approach'. He also feels that this will allow a much more efficient operation. Councilwoman Wilson concurred and recalled when the City had its own engineer in the past and feels that is something the City is in need of. She said her previous point is that our current employees should be given an opportunity to advance and believes this is a good way to further boost morale by providing opportunities to those individuals who have been here a long time.

Mr. Norenberg agreed this will energize and provide additional appliques for current employees to expand their talents and learn new things beyond the silos as the Vice Mayor mentioned. The only new positions are the engineer and interns that would require hiring be done from outside.

Councilwoman Wilson also recommends that Mr. Whitfield check with Delaware State University about a possible intern program; Mr. Whitfield explained that he was at a DeLea Founders Insurance Trust (DFIT) meeting and met the person who runs the Local Technical Assistance Program (LTAP) Program at the University Delaware, as well as the intern program, which was his connection. However, he is open to an intern from either college though he knows that the University of Delaware has an ongoing program.

Councilman Mergner and Councilman Campbell both stated they do not believe Delaware State University has an engineering department.

Councilman Campbell thanked Mr. Whitfield stating he appreciated the presentation and the way the various needs and potential positions were broken out and explained.

Councilman Brooks made a motion to accept the recommendation of the Public Works Director on the restructuring of the various departments and positions within the Public Works Department, seconded by Councilman Mergner. Motion carried with no one opposed.

EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference below statute, seconded by Councilmember Campbell:

{Pursuant to 29 Del. C. §10004(b)(9)} Personnel Matter

Motion carried.

Mayor Shupe recessed the Council Meeting at 8:29 p.m. for the purpose as permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Mergner moved to return to the Regular Session, seconded by Councilmember Peel. Motion carried.

City Council returned to Open Session at 8:34 p.m.

Personnel Matter-Evaluation

Mayor Shupe announced that no action is needed as a result of the discussion in Executive Session.

ADJOURN

There being no further business, Councilmember Wilson moved to adjourn the Council Meeting, seconded by Councilmember Burk. Motion carried.

The Council Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder