

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 10, 2017

The City Council of the City of Milford met in Workshop Session on Monday, April 10, 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 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

Mayor Shupe called the Council Workshop to order at 7:01 p.m.

Strategic Planning Presentation

City Manager Norenberg introduced Associate Policy Scientist Fran Fletcher and Assistant Policy Scientist Leeann Moore from the University of Delaware's Institute of Public Administration.

He recalled the Council Retreat at which time the goals and priorities for the current and new budget year were discussed and how a strategic plan would help establish goals and priorities, as well as future action plans.

Mr. Norenberg said that this will help Ms. Fletcher and Ms. Moore provide a final cost proposal which can be included in next year's budget.

Ms. Moore explained they will provide an overview of a plan in addition to what Milford's plan could look like. They will discuss options to consider, time frames, how in-depth the plan should be and determine who should be involved and how.

Ms. Moore then reported the following:

Strategic planning is a systematic process that identifies why your local government exists, who it serves both inside and outside the city, what benefits will be derived from the services it provides and the vision of how best to serve Milford's citizens.

Some benefits include the clarification of future directions, establishment of priorities and the alignment of financial and human resources with those goals and visions.

Once the brand is in place, a very effective strategy can be developed with actionable items that will provide step by step ways to get to the larger vision. It will also explain those priorities in a streamlined way to ensure everyone is on the same page as Council, but also as a City and as part of the larger Delaware community.

The plan will determine how to get to the main goal and provide the specific benchmarks needed along the way.

It will apply proactive planning toward a unified direction, promote inclusiveness, accountability and transparency to ensure everyone's voice is heard.

It builds and nurtures collaboration with community partners, encourages effective policy making and government planning while improving the confidence of the citizens in the capability of its city leaders by allowing them to know what is occurring throughout the process.

It will be used to guide budget decision-making and performance appraisals.

Ms. Moore reminded Council that they went over some pre-planning considerations during the Council retreat. Included should be those items Council hopes to gain from a strategic plan; that can be incorporated into the plan but not the whole plan. The plan will then address how the City of Milford will use a strategic plan. For example it could only be used for budgeting purposes though social programming may also be considered. It can also be a combination of multiple items.

Milford will need to determine if it has the appropriate resources, including personnel, financial, time and the technology, to create a solid strategic plan and who should be involved. The other option is for Ms. Fletcher and Ms. Moore to facilitate everything though the intent is for Councilmembers to be engaged which will result in a better reaction from constituents with Council trying to get opinions if they have the time and commitment needed to accomplish that.

Council will also need to decide who should be involved and not just City Council, HOA's and local businesses. They may need to consider others who have not been involved in planning decisions up to this point.

Components of a typical strategic plan can vary. Ms. Moore then discussed the more common elements.

One is a SWOT (strengths, weaknesses, opportunities and threats) which Council addressed at its previous retreat. That would be expanded to a larger level and possible time frame.

An environmental scan is a process that systematically surveys and interprets relevant data to identify external opportunities and threats. Information would be gathered and incorporated from other plans such as the comprehensive plan and downtown plans.

It prioritizes issues and groups into themes economically, socially, infrastructure, etc. though that would be determined but provides an easy manner for the public to digest all the information.

Strategic initiatives and strategic issues include those items that need to be started, as well as any push backs and how to address them before they happen.

Once those components are identified, a vision will be developed. The mission statement supports the vision and serves to communicate purpose and direction. The core values are distinctive core beliefs and an essential part of developing the strategy. They are based on guiding principles which navigate you to guide the conduct, activities and goals of the City. They establish why you do and what you stand for.

In looking ahead, the goals need to be considered, the objective and anticipated outcome. Specific steps need to be taken as well as specific periods of time and who is going to be responsible for monitoring and taking the responsibility on.

Ms. Fletcher recalled that a mini SWOT was done during the Council retreat in September when it was viewed from a number of directions in terms of economic development, social programs, financial aspects, etc. Though that was Council's thinking, those questions would be the things taken outside.

She noted that a big component is the update of the City's Comprehensive Plan. The Rivertown Rebirth Plan will also provide a great deal of information. In 2012, the University of Delaware did a Complete Community report which contains a lot of detailed data. Each is a piece similar to a puzzle while some connect though others do not.

A strategic plan looks at each of these items and utilizes the important elements needed to proceed.

Ms. Fletcher explained that because the City already has these items, is the reason a strategic plan was needed. She explained all of those items should be brought together into a single focus to become a measurable piece of information Council can use to drive decisions moving forward. As an example, property taxes can be based on the things that need to be done while still giving the community input. In that manner, there is no big uproar when and if taxes need to be increased.

The strategic plan will streamline all those type decisions for personnel, finances, etc. while moving into the future.

When asked why planning is important, Ms. Fletcher referenced the major changes occurring in Milford including the new Bayhealth Campus southeast of Milford and the purchase of the current Milford Memorial Hospital Site by Nationwide Healthcare.

She also pointed out the importance of considering those City employees who may be transitioning out for retirement and who could replace them. All those decisions will tie into this plan.

Other considerations are hiring for future priorities and whether or not the City has the resources needed in terms of the real people doing the real work.

In all these situations, budget constraints must be considered that could impact the direction the City wants to go.

Consideration must be given to those who will be affected by it, monitor it and implement it. She said that will involve the Mayor, City Council and City Staff internally. In addition, sources externally must also be taken into account. That can range from landlords to healthcare providers to community and school groups and other political leaders. There is a range of persons that may be able to participate and Council will need to decide at what level that will be.

Participation could be through interviews (individual and/or group), meetings (in house and/or existing meetings), surveys, community workshops, social media, the farmer's market, park concerts, etc. Ms. Fletcher pointed out it does not have to require people to participate in City Hall and instead involve them during the activities where they are involved outside the City.

The City has the ability to be as creative as they want to be.

There being no questions from City Council, Ms. Fletcher concluded her presentation.

City Manager Norenberg stated that a Citizen Survey was budgeted this year that will provide additional data that is part of the environmental analysis and feed into the strategic plan. That process will soon start with the results in hand by the end of the summer.

He will ask Ms. Moore and Ms. Fletcher to put together a proposal for the Fiscal Year beginning July 2017.

Mr. Norenberg asked anyone with feedback to contact him with any recommendations or anyone who wishes to be engaged in the process with neighborhood groups or service clubs to get feedback from the community.

Mayor Shupe thanked Ms. Fletcher, in addition to the Community Affairs Committee, who has reviewed and recommends approval of the strategic plan to aid the future of Milford with the new Bayhealth Health Campus and the reuse of the current Milford Hospital by Nationwide Healthcare Services, as well as the impact of DE Turf Sports Complex in Frederica. He emphasized the importance of the strategic planning and the need to be proactive in our planning for the betterment of the City as well as our residents.

The Mayor then thanked Community Affairs Chairman Peel for all her work with the strategic plan. Councilwoman Peel said she likes having a hand in the change versus waiting until it happens. She feels that planning is a way to get a heads up.

There being no further business, Mayor Shupe adjourned the Council Workshop at 7:23 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 10, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 10, 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 7:23 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Motion to approve the March 13, 2107 and March 27, 2017 Committee and Council Meetings made by Councilmember Brooks, seconded by Councilmember Starling. Motion carried.

RECOGNITION

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

Mayor Shupe introduced National Director Michele Fidance. He explained this is a national program that highlights the great things that are occurring in various communities throughout the country, particularly with youth groups who do extraordinary things without the expectation of recognition.

Kenny Monroe then introduced himself as a Sophomore at the University of Delaware studying Entrepreneurship and Innovative Technology, in addition to being an intern for the Jefferson Awards Foundation. He reported that Lead360 is a youth service contest in America that offers an opportunity for young people to get involved and positively impact their communities.

This is the seventh year of the Lead360 Challenge and to date, more than 6,500 projects and more than one million young people participate. Only five of the projects submitted are chosen as national finalists. This year, Delaware was home to two of the finalists.

Also this year, seven Delaware Mayors have promoted and hosted the Lead360 in their cities and this will be Milford's first year.

He then advised that this year during Phase I in Delaware, 104 Projects participated resulting in a financial impact of more than \$938,000. Five were from Milford.

The following groups were then recognized:

*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

Mayor Shupe's top project for Milford is the Milford High School Jobs for Delaware Graduates Santa's Workshop Grant Program in which Milford High School students and JDG classes transformed their school into a Christmas Festival where over 450 students from surrounding elementary schools attended the event.

The Lead360 totals from City of Milford included five Projects accumulating over a \$52,000 financial impact.

Phase 2 of Lead360 is the activation stage in which schools, clubs and other organizations pledge to carry out a nationalist finalist project from the previous year. He thanked all the organizations across Delaware who activated last year's winning service project.

He also acknowledged the University of Delaware Parking Services, William Henry Middle School Stars Program and Seaford High Schools Job for Delaware Graduates for having the maximum impact in Phase 2.

The three national projects included Score on Hunger, Teddy-Grams For Troops and Survivor Packs.

The 2017 National Phase 2 Winner Emma Stumpf of Greenwood, Indiana and her project Arts Carts is to provide arts supplies to every child on every floor of every hospital, every Ronald McDonald House, Community Center, Family Home and Shelter and After Care Program across the country. The project was chosen from more than 5,000 projects and ideas.

He concluded by stating the Jefferson Awards Foundation encourages everyone around the State of Delaware to activate the project for maximum impact in 2017. Awards will be given in 2018 to those who had the largest impact in their communities.

Mr. Monroe thanked Mayor Shupe and those who attended to support the challenge.

Mayor Shupe acknowledged all the groups that participated, then pointed out it was very difficult to choose one winner and he encourages everyone to continue this work.

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

The following proclamation was read into record by Mayor Shupe:

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.

It was then presented to Chamber Executive Director Jo Schmeiser, President Cheryl Doucette and Treasurer Alicia Hollis.

Proclamation 2017-10/National Service Week

Mayor Shupe followed with a reading of the following proclamation:

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.

The proclamation will be forwarded to the National and Community Service organization.

MONTHLY POLICE REPORT

Police Committee Chairman Burk presented the monthly Police Report on behalf of Chief Brown. He reported the Department remains busy and continues to provide ongoing training to its officers.

Councilwoman Wilson moved to accept the March 2017 report, seconded by Councilman Mergner. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced his monthly report noting that the Public Works Department recently removed its snow removal equipment from its vehicle. In addition, they presented the new Vector and Solid Waste Trucks to City Council which are now in use.

A letter from City Solicitor David Rutt to the General Assembly transmitting the updated Charter for their review and

approval before the end of the legislative session was included in the packet.

Mr. Norenberg recalled when approximately a year ago when Councilwoman Wilson expressed concerns related to our Haitian Creole population. Meetings have been held during that time and recently, Pastor Amos Regsume reported that great strides have been made. Members of his congregation feel a greater comfort in the community and appreciate the assistance with healthcare and communication.

Councilman Morrow moved to accept the City Manager Report, seconded by Councilwoman Wilson. Motion carried.

Mayor Shupe thanked Councilwoman Wilson for her work with these residents. In turn, she thanked City Manager Norenberg for carrying the banner when she was unable to attend meetings and assisting in a number of matters.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the eighth month of Fiscal Year 2016-2017 with 67% of the year having passed, 68% of revenues have been received and 60% of the operating budget expended.

Councilmember Burk moved to accept the February 2017 Finance Report, seconded by Councilmember Campbell. Motion carried.

COMMITTEE & WARD REPORTS

Public Works Committee

Chairman Brooks announced that April 24th thru 28th is Spring Clean Up Week in Milford.

Mr. Norenberg announced this will be the final one-week for bulk item pickup. He reminded Council that tires, chemicals and hazard waste materials are prohibited.

Beginning July 1, 2017, every resident will have the opportunity for two bulk pickups on their schedule at no cost throughout the year which can be scheduled at their convenience. Additional information is being provided to residents.

COMMUNICATIONS & CORRESPONDENCE

Special Event Application

Councilman Burk reported that he received feedback on the new 28-page event document that was reviewed by the Parks and Recreation Committee last July. The main issue is that it regulates private property in addition to public space.

He forwarded that information to Mayor Shupe and City Manager Norenberg.

Councilwoman Peel stated she received the same complaints. After speaking with Mayor Shupe, she will refer any additional people with concerns to the Mayor or City Manager.

Mr. Norenberg said he received an email with two questions today that were addressed quickly. He emphasized that he is still taking feedbacks and tweaking the application as needed and welcomes any comments.

Lighthouse Christian Center

Mayor Shupe reported that the church on Calvary Road north of Milford on Route 1, held their official opening this past Sunday. During the service, Pastor Andrus thanked the City of Milford for their assistance in seeing this new church and school come to fruition.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

Certification/2017 City of Milford Voter Registration List

With one change, Councilmember Mergner moved to certify the City of Milford Voter Registration for the April 22, 2017 election, seconded by Councilmember Peel. Motion carried.

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

City Manager Norenberg recalled the amendment to Chapter 168 that was adopted in December. This ordinance mainly involves some technical corrections related to food trucks that will be discussed more in depth at the next Council Meeting:

The following ordinance was then introduced for Council review:

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:

§ 168-1. Definitions and word usage.

- (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 shown and removing text indicated 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 and removing text indicated 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, a license or permit and may 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. **The Code Official shall be authorized to delegate the issuance of transient merchant licenses to the owner of any validly existing marketplace for casual retail sales and barter by independent vendors upon condition that said owner shall provide to the Code Official a complete list of vendors to whom licenses were issued.**

(1) **The list required by this subsection shall contain a statement on behalf of said owner as follows: "This list constitutes a complete list of vendors for the reporting period. Each of said vendors was/is in compliance with requirements of the City of Milford Municipal Code."**

(2) **The list shall be provided at least once each month or as required by the Code Official.**

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

§ 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

Public Works Director Mark Whitfield reported he is recommending a contract award for professional services for the following three projects:

Northeast and Northwest Front Street Sanitary Sewer Rehabilitation Project #P0052A17.021

Northeast and Northwest Front Street Waterline Replacement Project #P0052A17.022

Shawnee Acres Sewage Pump Station Replacement Project #P0052A16.019

He shared that the Shawnee Acres pump station project is needed due to the increase flow from the Bayhealth Campus as well as any projected new developments.

The Public Works Director recalled that DelDOT is planning a rehab of Northeast and Northwest Front Streets in 2018-2019. Prior to that work being done, the City will replace transite and ductile iron waterlines, as well as rehab various sewer lines within the roadway.

Mr. Whitfield noted that the sewer line work is not as extensive and a good portion can be slip-lined. However, reports of a lot of inflow/infiltration continue to be high which has cost the City a lot of money in past years for treatment and an ongoing problem in that area.

Lining and rehabbing the pipes will also be done prior to the resurfacing of the roadway by DelDOT.

Mr. Whitfield recommends the award of all three professional services contracts to DBF with a not-to-exceed number.

Councilman Brooks confirmed that additional funding in the amount of \$211,781 will be paid from the Sewer Reserve Fund. Mr. Whitfield said that will depend on the amount of the bid because this is an estimate at this point. Two of the three projects will be funded from the USDA loan/grant. Unfortunately the waterline project is not an eligible-grant project though there is other eligible money. He recommends the work be funded using Water Reserve Funds.

Councilwoman Wilson moved to award the Professional Services Contract for the Shawnee Acres Sewage Pump Station Replacement Project, for an amount not to exceed \$188,350, seconded by Councilman Starling. Motion carried.

Councilwoman Wilson moved to award the Professional Services Contract for the Northeast and Northwest Front Street Sanitary Sewer Rehabilitation Project, for an amount not to exceed \$230,100, seconded by Councilman Mergner. Motion carried.

Councilwoman Wilson moved to award the Professional Services Contract for the Northeast and Northwest Front Street Waterline Replacement Project, for an amount not to exceed \$202,500, seconded by Councilman Mergner. Motion carried.

Councilman Brooks asked if a motion was needed to take the money out of reserves; City Manager Norenberg stated this is only for design though that may be needed in the near future. When the project is bid, he will have more information on the project costs of the construction.

EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference the below statutes, seconded by Councilmember Starling:

{Pursuant to 29 Del. C. §10004(b)(4)} Collective Bargaining Matters
{Pursuant to 29 Del. C. §10004(b)(9)} Personnel Matters

Motion carried.

Mayor Shupe recessed the Council Meeting at 8:02 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Burk moved to return to the Regular Session, seconded by Councilmember Mergner. Motion carried. City Council returned to Open Session at 8:15 p.m.

Personnel Matter

Councilmember Campbell moved to accept the Police Committee's recommendation regarding the Police Chief's evaluation, as was discussed in Executive Session, seconded by Councilmember Mergner. Motion carried with no one opposed.

IBEW Local Union 126 Matter

Mayor Shupe announced that no action was required on the union matter.

ADJOURN

There being no further business, Councilmember Mergner moved to adjourn the Council Meeting, seconded by Councilmember Wilson. Motion carried.

The Council Meeting adjourned at 8:16 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Terri K. Hudson". The signature is written in a cursive, flowing style.

Terri K. Hudson, MMC
City Clerk/Recorder