

# City of Milford



## CITY COUNCIL AGENDA

**Monday, August 13, 2018**

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

**7:00 P.M.**

**BOARD OF REVISION AND APPEAL HEARING—CANCELED\***

Fiscal Year 2018-2019 General Assessment

### COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Adoption/FY18-19 City of Milford Tax Warrant

Authorization/Corrected Funding Source/Five Police Officers

New Business

Alcohol Waiver/Chapter 77 Alcoholic Beverages/Running of the Goat 5K

Certification/2018 Special Election Voter Register

Appointment/2018 Special Election Ward Two Clerk

Introduction/Ordinance 2018-19/Salt Air Homes Conditional Use

Introduction/Ordinance 2018-20/AC Lucas Conditional Use

Approval/Public Works Facility Improvements Project/Funding Authorization  
Approval/Disbursement of Workforce Development Commission Funds  
Bid Award/Public Works Department/Pavement Crack Sealer

EXECUTIVE SESSION

Motion to Recess into Executive Session

Pursuant to 29 Del. C. 29 §10004(b)(4) Collective Bargaining Matters  
Pursuant to 29 Del. C. 29 §10004(b)(9) Personnel Matters  
Pursuant to 29 Del. C. 29 §10004(b)(2) Site Acquisition

Return to Open Session

MPD Teamsters Negotiations  
Employee/Position Change  
Purchase of Land

Adjourn

All items on the Council Meeting Agenda are subject to a potential vote.

**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.**

Ⓢ Public Comment, up to three minutes per person, will be accepted.

062718 062818 071818 072318 072718 073018 080118 080218 080318

\*081318 All Items Resolved by CLT Appraiser

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
June 5, 2018

A meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers, 201 South Walnut Street, Milford, Delaware on Tuesday, June 5, 2018, to discuss the proposed Fiscal Year 2018-2019 City of Milford Budget.

PRESIDING: Mayor Arthur Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Peel, Owen Brooks Jr, Douglas Morrow, James Starling Sr. and Katrina Wilson

STAFF: City Manager Eric Norenberg, City Clerk/Recorder Terri Hudson and City Accountant Suzannah Frederick and

ABSENT: Second Ward Council Seat Vacant

*Call to Order*

Mayor Campbell called the Council Meeting/Budget Hearing to order at 5:09 p.m.

*Continued Review and Discussion of Proposed City of Milford FY 2018-2019 Budget*

**ENTERPRISE FUNDS**

Public Works

Public Works Director talked about the relocation of personnel that is reflected in the budget and the increase in salary and wages. He also reminded Council that the Public Works budget also gets allocated out, based on percentage, to water, sewer, electric, solid waste and streets. The engineer, inspector and two interns were added to salary and wages and taken out of other categories. In that way, they can be disbursed more accurately among other areas.

*Expenses*

Cleaning Increase to \$32,500  
(Increased cleaning needs at the service facility with regard to cleaning and multiple office/building maintenance, still evaluating contract though a high range is reflected.

Concerns were expressed by Council with regard to need for a five-day cleaning service.

Maintenance & \$32,700 (Replacement of original analog cameras, loop detectors on gates, repair of front vents)

Repair of Building

Cell Phones \$600 Increase (Two new tablets for engineering staff)

Legal \$1,000 (Advertising)

Training \$1,000 Increase (Training new personnel)

Software \$9,935 (Includes rollover from FY 17-18 of \$4,425 for new payroll software)

Maintenance

Copier \$2,580 Increase (new lease that is distributed among all departments)

Uniforms \$750 Increase (Ansi Class 3 reflective, safety clothing)

Natural \$9,000 Increase (Based on costs due to harsh winter)

Gas

Computers \$1,000 Increase (One replacement)

Office \$2,900 Increase (Replace original projector and ice machine)

Equipment

Employee Increase (Based on reassignment of Public Works employees)

Benefits

Distribution of allocated costs of Public Works Department is shown at bottom of budget page 28.

Water & Wastewater Divisions

*Revenues*            Slight increase reflective of new customers

Water Division

*Expenses*

Wages                Decrease (Due to reassignment of personnel to Public Works)  
Surface              \$15,000 Increase (transferred from General Fund/Street Budget)  
Restoration  
Engineering        \$15,000 Reduction (In-house Engineer)  
Water Meters       \$11,000 Increase (Smart meters and new meters)  
Chemicals           \$25,000 Decrease (Improved market prices)  
Pumps/Power       \$10,000 Increase (Based on actual costs)  
Maintenance       \$4,000 Increase (Reflection of deficit due to paying two mechanics for unforeseen circumstances)  
& Repair Vehicles  
Cell Phones         \$1,000 Increase (Data increase)  
Software            \$3,275 (GIS and asset management software previously paid by grants)  
Maintenance

*Capital*

Equipment          \$20,000 (Solar-powered variable message sign for road closings, utility work, parades, etc.)  
Vehicles            \$244,000 (Replacement of: 2005 Ford F250 Pickup, 1986 C70 Dump Truck, 2008 Ford Van)

Debt Service        Reduction from Debt Service from \$724,765 to \$329,765 (Payoff of 1992 CAB Bonds)

Ms. Frederick noted that the \$4 million 2012 Washington Street loan is an estimate of which \$1.6 million will be forgiven.

Projects            NE/NW Front Street waterline engineering & TAP Project, Smart Metering balance, SE 2<sup>nd</sup> Street utility replacements (DeDOT Paving Project), Tenth Street water treatment test well project, freeze protection upgrades Caulk & Tenth Street towers, Caulk water tower altitude valve, City-wide valve & hydrant replacement/improvements, installation of automatic blow-off valves, replacement of lead water service lines (potential grant loan);  
(2017 Carryover: Seabury Avenue aerator pump, fiber optic extension to wells, model simulator)  
(2018 Carryover: Wells 4 & 5 water treatment facility monitoring & control upgrades; Potential altitude valve for Southeast Water Tower)

The Public Works Director pointed out that because the City's population is expected to officially increase above 10,000 during the next Census, this will disqualify the City for a number of grant opportunities. As a result, there is a need to apply for what we can now.

Wastewater Department

*Expenses*

Wages                Decrease (Due to reassignment of personnel to Public Works)  
Surface              \$15,000 Increase (transferred from General Fund/Street Budget)  
Restoration  
Engineering        \$15,000 Reduction (In-house Engineer)  
Chemicals           \$25,000 Decrease (Improved market prices)

Lift Station \$15,000 Decrease (Based on current costs)

Mr. Whitfield stated that the wastewater treatment costs remain the same, though Kent County has informed the City their rate will increase next year,

Maintenance & Repair Vehicles \$4,000 Increase (Reflection of deficit due to paying two mechanics for unforeseen circumstances)

Cell Phones \$1,000 Increase (Data increase)

Software \$3,275 (GIS and asset management software previously paid by grants)

Maintenance

Materials \$5,000 (Two handheld trimble GPS)

& Supplies

*Capital*

Equipment \$20,000 (Solar-powered variable message sign for road closings, utility work, parades, etc.)

Vehicles \$405,000 (Replacement of: Ford F250 Pickup, 1997 S-4 dump truck, purchase of wheeled loader in place of backhoe)

Debt \$250,000+ Reduction (State Revolving Fund Loan Paid in Full)

Service

Mr. Whitfield discussed the manner in which vehicles and equipment are being sold on a competitive, government sale website.

In relation to depreciation, Mr. Whitfield explained that he created a worksheet this past year and is proposing an equipment replacement fund. That would provide for depreciation of the equipment, and that a certain amount of money is put aside each year for those replacements.

Ms. Frederick confirmed that as part of the auditing and financial purposes, depreciation is taken into account. In the meantime, that amount of money would be placed into a reserve so the funding is available when the vehicles/equipment are needed.

*Capital (continued)*

Equipment \$15,000 (Rollover from FY17; \$5,000 for a model simulator, \$10,000 fiber extension to pump station)

Projects \$20,000 (Rollover from FY18 for Lighthouse pump station fencing)

\$450,000 (Sewer pump station controls, Truitt Avenue pump station project, SCADA upgrades, I&I Investigation & Repair)

\$211,000 (Shawnee Acre Pump Station to be paid by loan; engineering to be paid by sewer reserves)

\$24,425 (SE 2<sup>nd</sup> Street utility replacements <DelDOT Paving Project>)

*Solid Waste*

*Revenues*

Ms. Frederick reported there are no reserve funds in this department. She recalled that the certificate of deposit reflected in previous budgets was used last year to pay for the additional refuse truck.

*Expenses*

Salaries & Wages \$35,000 Increase (reassignment of personnel in the Public Works Department)

Overtime \$4,000 Increase (mainly during the first part of the fiscal year; additional staff has been trained on the new truck and system. Overtime has been reduced since the new truck was put on the road)

Temp Wages \$10,000 Decrease

Vehicle Labor \$10,000 Increase (reflective of last year's wages)

Cell Phones \$12,000 Increase (purchase of tablets per vehicle for data entry)

Advertising	\$5,000 Increase (four vehicles to be wrapped with recycling ads/one time cost)
Software	\$5,500 Increase (additional navigation related to solid waste containers)
Gas & Oil	\$5,200 Increase (more routes due to doubling recycling and yard waste collection services)
Trash & Recycling	\$12,750 Increase (replacement of original containers 15-20 years old/based on condition; new containers and increase in customers)

No current capital proposed. Mr. Whitfield highly recommends a vehicle replacement plan (\$100,000 per year) in solid waste due to their vehicles being one of the most expensive in City; recommendation is to purchase a split body truck for multiple uses).

Ms. Frederick recalled the Public Works Director recommended a reserve fund be started for capital replacement. That will provide the funds in 2020 when the City needs to purchase four trucks in the amount of \$300,000. He has planned to put away money each year toward the purchase of those four trucks.

She emphasized the need for that process in all departments though the Solid Waste Department is the one of the most crucial at this point in time.

When asked by Councilman Boyle, it was confirmed there is no central purchasing office in the City, though Ms. Frederick advised that Mr. Whitfield is working on that through the restructure of Public Works. One employee is 75% Solid Waste Manager and 25% Facility Maintenance. In addition, he is working on a citywide purchasing agent though most of the City's purchasing is through the State of Delaware Procurement program.

The City Manager added that we are also taking advantage of purchasing consortiums as Councilman Mergner recommended a couple years ago. The City now has a Purchasing Procurement Policy that has required steps, based on the dollar value of the items being purchased. However, there is still work that needs to be done, particularly with contracts/agreements.

### Garage

All expenses are charged through interservice billings.

Cell Phone	\$300 Increase (data services added)
Training	\$2,000 (New mechanic on specialized equipment)
Materials & Supplies	\$1,000 Increase (based on last year's usage)
Computer	\$1,500 (New computer for mechanic)
Garage	\$10,000 Increase (Diagnostic scanners; replacement of gasoline and diesel pumps (\$50,000 borrowed from reserves and \$10,000 paid back per year for five years)

Councilman Mergner confirmed the City Mechanic is responsible for all City vehicles and equipment, including police vehicles. It was noted the big advantage is the immediate response particularly in the case of emergency situations such as police vehicles and/or storm situations. The mechanic has a maintenance schedule for all vehicles, in addition, to a review process based on fuel and reported mileage.

### Streets

#### *Expenses*

Overtime	\$10,000 Increase (Reflective of previous year)
Contract Services	\$10,000 Increase (Walnut Street bridge crossing/design/elevation/ADA compliant)
Software	\$550 Increase (Pavement Management System)
Maintenance	
Training	\$500 Increase (New employees)

Street & Road Materials \$10,000 Increase (Materials for pothole patcher)  
Sidewalks & Curbs \$20,000 Increase (Based on Proposed City Sidewalk Program)  
Transfer to Public Works \$24,000 Increase (Portion of City Engineer and Inspector costs)

*Capital*

Equipment \$70,000 Purchase of crack sealer  
Vehicles \$27,000 added to current fund for purchase of dump truck with plow/salt spreader  
Streets \$85,000 West Street Curbing Project and Northeast Front Street Parking Lot enhancements

In the capital budget for the next five years, there is approximately \$940,000 per year for Street Resurfacing and Rehabilitation. Earlier this year, it was proposed to take funds from the RTT (Real Estate Transfer Fund) to help pay for those upgrades, in addition to the annual Municipal Street Aid of \$225,000 received per year). There has been \$150,000 allocated for North Marshall Street and \$183,000 will go toward the balance of \$840,000. Any overages would be paid from the RTT.

*Electric*

Revenues \$100,000 Increase

*Expenses*

Salaries & Wages \$80,000 Increase (Reflective of union contract; increases of non-union employees)  
Contract Services \$20,000 Decrease (Unspent funds to be used for any unanticipated expenses related to Smart Metering Project)  
Legal Services \$75,000 Decrease (Bargaining agreement in place)  
Vehicle Labor \$6,000 Increase (new Mechanic)  
Rental Equipment \$2,500 Increase (Crash truck rental of \$1,000 per day required during highway maintenance)  
Insurance \$5,000 Decrease  
Cell Phone \$400 Increase (Add data services)  
Training \$2,000 Increase (New employees)  
Uniforms \$10,000 Increase (ANSI 3 safety/protective clothing)  
SCADA \$500 Increase (Upgrades)

Employee Benefits \$5,100 Increase (Health plan changes)

*Capital*

Equipment \$100,000 (Wall monitoring system for SCADA and Smart Meters)  
Vehicles \$330,000 (Replacement: 2000 International line truck-\$175,000; Vermeer trencher-\$105,000; Excursion-\$50,000)  
Projects \$422,000 (Delivery 1 substation testing-\$50,000; Delivery 2 substation testing -\$75,000; Last phase of Riverwalk Pole Project-\$35,000; Traffic Signal Refurbishment at Church/Walnut/Washington Streets-\$150,000; GIS/Mapping-Smart Metering-\$40,000; Air break switch-\$72,000)

Purchase power is the same as last year (\$18,300,000) but less than FY16-17 due to decreased DEMEC rates as a result of the natural gas generators.

Very little difference in overall budget.

Impact Fee Balance      \$650,265

*Reserves*

FY19 General Fund Capital Reserves      \$500,500 (Total requested)  
FY18 Remaining Balance                      \$402,938 (Moved into FY19 to complete)

Councilman Mergner noted the amount of money being spent on the Armory and asked for confirmation that a portion of it will be used by Parks and Recreation. He clarified there will be a business operating in the front portion of the building and Parks and Recreation equipment going through that site. As a result, he has some concerns related to parking and the Community Garden located there.

City Manager Norenberg stated that because Parks and Recreation was required to leave the Growmark building and the old Peninsula Oil building is no longer adequate, the refurbishment to the rear facilities at the Armory are being taken a step at a time. The intent is to have minimal traffic in and out of that site during the day to prevent conflicts.

He agrees there has not been a lot of work done to the main building and until its future is more certain, Council will continue to make decisions on those upgrades. More urgent matters, such as leaks and vandalism, are being addressed.

Councilman Mergner pointed out the amount of money being paid to the Boys and Girls Club and asked if we are getting what we signed off on in return; Mr. Norenberg stated he and Parks and Recreation Director Brad Dennehy are currently renegotiating that agreement, based on his department's current usage.

In the meantime, Mr. Dennehy is working with Milford School District to get more access to their facilities. Council will see a shift in costs as a result.

Councilwoman Peel pointed out the Armory is not ADA compliant and cannot be legally used for recreational purposes.

Mr. Norenberg also discussed some challenges for use as a rec center, particularly in the gym area. He added that the tenant interested in the building is considering some after school youth programs, including recreation and tutoring that would serve the children in that neighborhood.

Municipal Street Aid

Ms. Frederick reported the current balance is \$112,409. This fiscal year, the City hopes to receive \$226,000 from Municipal Street Aid, \$1,200 in earned interest for a total of \$346,612. Of that, \$150,000 is needed to complete the North Marshall Street project (tie into the Mispillion and McCoy Street and Riverwalk Villa projects) and \$183,000 for the Streets and Sidewalk Project. Mr. Whitfield emphasized that all three of those streets are in very bad conditional and need to be redone as was discussed when the street evaluations were presented.

The Street Resurfacing/Rehabilitation/ADA Ramps Repairs are anticipated at \$940,000 per year for the next five years, as Mr. Whitfield has discussed at several meetings. To help fund, \$183,000 will be taken from the Municipal Street Aid and \$750,000 from the RTT.

Therefore, \$226,000 will be received from Municipal Street Aid and the balance paid from the RTT fund. In that manner, the project can be completed in five years.

Mr. Whitfield compared that to spending \$1.3 million on one road this current fiscal year.

General Improvement Fund

This is similar to a revolving fund that pays for State projects according to Ms. Frederick. Once the project is complete, the City submits those invoices to DelDOT for reimbursement.

Real Estate Transfer Tax

The RTT can only be used for public safety and capital projects. For the past ten years, there has been \$500,000, or \$5 million, transferred into the general fund to pay for a portion of police officers.

Ms. Frederick anticipates that to continue. Also proposed out of that fund are repairs to streets and sidewalks. She explained that though \$500,000 has been transferred to the police budget every year, the City has not always received that amount. From 2009 to 2015, less than \$500,000 was received annually. Fortunately, the last two years have been more profitable though it is important to remember the City is never guaranteed \$500,000 per year.

One year, only \$260,000 was received. Based on the last two years, there should be enough money to fund the police and the street/sidewalk/curb City repairs.

Economic Development Fund

Currently, there is a \$418,214 balance. Of that, the following expenses are proposed:

DMI	\$45,000	
M&T Parking Lot Improvements	\$60,426	
Economic Development Annual Expense	\$5,000	(Misc Expenses—previous years appraisals and surveying costs were paid)
TAP Project Funding Match	\$30,000	
Downtown (Arena’s) Parking Lot Improvements	\$45,000	
Kent Economic Partnership	\$30,000	
Total Expenditures	\$215,426	

Summary, City Council Discussion and Wrap Up

City Manager Norenberg reminded Council the following items will need to be acted upon:

DMI	\$40,000 - \$45,000
Milford Museum	\$26,000 - \$30,000 (+ \$500 Annual Lease Fee)
Kent Economic Partnership	\$30,000

The other matter is the Carlisle Fire Company and consideration to increase the Enhancement Fund Fee and reduce the contribution paid by the General Fund to \$100,000. Mr. Norenberg explained it is important to ensure the fire company they will not be losing revenue because of the increase to the enhancement fund. Currently, it is at .25% though they are presently determining the amount needed to guarantee there is no gap.

Councilman Morrow agrees that any additional costs they encounter are the result of growth. He recalled several years ago, when our Police Chief proposed a Public Safety Development Fee that was identical to this fee. The intent was to assist with funding of the new police facility.

It was confirmed the enhancement fund can only be used for capital expenses. Councilman Morrow recommends that be combined with some sort of performance-type, tracking system, that has been absent over the years. He recommends the same criteria apply to DMI, Milford Museum and Carlisle Fire Company.

Ms. Frederick suggested asking for the fire company’s profit and loss statement/income and expenses and what they are receiving and what they are spending their money on.

Councilwoman Peel agrees adding she asked for the same information from DMI. She was concerned with their increase

request was tied into a guaranteed salary increase.

Mr. Norenberg explained that the agreement will identify quarterly reports, an evaluation process and other performance measurements, which is also planned for other entities that receive taxpayer funding.

Councilwoman Wilson said this has been discussed on many occasions and recalled when the President used to come before Council and provide that information. She feels that the City was at fault for not requesting that information as was agreed with both parties at that time.

Mr. Norenberg recalled that when a structured schedule was arranged for committee meetings, there was also times to schedule a workshop when needed. He suggests identifying one of those quarterly time slots for a half hour workshop to provide time for those three organizations to report.

Councilman Morrow, stated that as Chairman of the Finance Committee, he feels there is a need for some accountability for the dollars we are providing. The numbers are already included in the budget and he would agree to moving forward and see how they perform. We can then revisit it next year.

Councilwoman Peel concurs though she prefers a quarterly report or some type of measure is needed. She feels we are asking for it, but are not there to review the performance though she does not doubt the performance. If an organization is asking for an increase in funds, they should be able to explain where the bulk of their money is going.

Ms. Frederick stated she would be happy to meet with them and discuss exactly what is being requested.

Councilman Morrow appreciates the City Manager's approach and prefers more accountability as well.

The consensus of Council was to budget each of the items the City Manager presented, with the increases as noted, subject to those agreements being signed by those parties.

Though the straight donation to the fire company would be reduced to \$100,000, the Carlisle Enhancement Fee is proposed to be increased, which would build up over time and replace the \$40,000 difference. Mr. Norenberg reported that the \$40,000 was needed to repave the parking lot later this year. There is sufficient funding in the enhancement fund when that is requested. Overtime, that would be replenished by a larger amount than the \$40,000 when that fee is increased.

Council agreed it would be the same amount regardless.

Ms. Frederick confirmed that the contribution would be \$100,000 (as reflected in the budget) and that \$40,000 be transferred from the enhancement fee at a later date.

Support for the museum would be increased to \$30,000 this year, in addition to \$500 being paid for their annual lease (per year).

The budget also has been changed to include an increase in the election budget to cover the costs of the second special election in August.

In addition, Council agreed that all three entities (fire company, museum, DMI) will be billed for trash services.

In reference to last night's question regarding credit card fees, Ms. Frederick reported that it has been a while since anyone has shopped for credit card rates though it is done on a regular basis. She learned that for a long time, AMS was Superior (premier provider) that is now Paymentus. Customer Service Manager Debbie Johnson is away at a conference and will be attending one of their training sessions so that it can be reviewed.

Mayor Campbell stated that the Police Department needs five more police officers.

It was noted that the new Police Committee has not yet discussed it. Councilman Morrow recalled the previous Committee recommended adding it as a question in the upcoming police department referendum.

Councilwoman Wilson, who is Chair of the Police Committee, feels that the new committee will be in sync with the old committee because they are in agreement the officers are needed. City Manager Norenberg said that the intent was to include it in the referendum until this point and Councilwoman Peel asked why that has changed.

Mayor Campbell is concerned because of the problems associated with the previous school referendum and what would happen if the police department referendum fail. His worry is that it may take another five years or so to have a successful election. He bases his opinion of residents he spoke with when he was going door-to-door before the election.

Councilman Morrow said the option is to transfer more money from the Real Estate Transfer Fund (RTT) to fund them. Mayor Campbell said he talked with Chief Brown who has since changed his mind and now prefers five officers.

Councilwoman Wilson asked where all the officers will be housed, particularly when five more are hired.

Mayor Campbell explained that each officer's salary and benefits are \$85,000 or five at \$425,000. He feels money should be taken from the RTT fund to cover those costs. He said we need the police officers because population is increasing and crime is rising.

Ms. Frederick pointed out that taking out \$700,000 for the street repair will deplete the RTT fund adding that police are a general fund expense.

Councilman Starling suggests the Police Committee and Mayor Campbell get together and discuss it, because it has been talked about many times. He believes it is important for everyone to be on the same accord.

Councilman Morrow said in order to add police, the only way it can be funded is to increase property taxes or transfer funds from the RTT.

Mayor Campbell does not want to raise taxes. Councilman Morrow pointed out that we also don't want to take it out of the RTT, so we cannot hire five officers. When Jamie Burk was Chairman of the Police Committee, he wanted it added to the police referendum.

Mayor Campbell said that is another issue because we have no date and five officers are needed now because the training academy that starts soon. Otherwise, they will not get trained until next year.

Councilman Mergner recommends that instead of hiring five at this point, perhaps we can handle the funding for one or two officers this year. That will help until the funding for the additional officers can be worked out.

City Manager Norenberg suggested holding a Police Committee meeting prior to the Council meeting on June 25<sup>th</sup>. We need Chief Brown's input in this matter and in terms of options for funding, it sounds like Council wants some money pulled from reserve funds. That can be considered and voted on.

Council was also reminded that the City is currently negotiating the Teamsters contract, after which there will be expenses associated with that. However, it may take another couple months before that can be ratified and acceptable to both City Council and the Teamsters.

The City Manager recommends the Police Committee meet as soon as possible to discuss.

Councilman Brooks informed Council there are four shifts and the plan is to put one officer on each shift which is four. Ms. Frederick agreed but noted they actually want four officers and one detective.

Councilman Mergner agreed though he is trying to find a way to get this moving quickly. Councilman Brooks said Milford has more complaints than any other police department in the state. Chief Brown brought those numbers to the Police Committee and told them they are busier than anyone and need those police officers now.

Ms. Frederick asked if there are any additional questions or concerns on the budget so that she can finalize it and present it next Monday night, besides the five officers.

City Manager Norenberg recalled that the only two suggestions up to this point have been to pull from two different reserve funds adding that those monies can be pulled at anytime during the year. However, he recommends Chief Brown be in attendance and reminded them that any Councilmember is able to attend the Police Committee meeting.

Sustainable funding was then discussed and Ms. Frederick recalled addressing Council about the hiring at which time she provided a spreadsheet showing the tax impact per officer (salary, benefits and pension costs). Council agreed there is a need to ensure those costs can be paid in the future, versus depleting any reserve fund.

Councilman Brooks pointed out that Georgetown had 100 police applicants which was reduced to 20. Georgetown says it is hard to find police officers.

There being no further business, Councilwoman Peel moved to adjourn the budget meeting, seconded by Councilman Boyle. Motion carried.

Mayor Campbell adjourned the Budget Meeting at 7:24 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
July 9, 2018

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, July 9, 2018.

PRESIDING: Mayor Arthur Campbell

IN ATTENDANCE: Councilmembers Mike Boyle, Lisa Ingram Peel, Owen Brooks Jr.,  
Douglas Morrow, James Starling Sr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and  
Deputy City Clerk Christine Crouch

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmember Christopher Mergner  
Second Ward Council Seat Vacant

#### CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:00 p.m.

#### INVOCATION AND PLEDGE

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

#### APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the June 4, 11, 13 and 25, 2018 Committee and Council Meetings. Motion to approve made by Councilmember Brooks, seconded by Councilmember Boyle. Motion carried.

#### RECOGNITION

No special guests in attendance.

#### MONTHLY POLICE REPORT

Police Committee Chairwoman Wilson presented the monthly Police Report. Chief Brown stated the numbers have increased to where they were this time last year and thanked the officers for ensuring arrest and associated numbers were kept where they should be, despite being short of officers.

There being no questions from Council, a motion was made by Councilmember Brooks, seconded by Councilmember Boyle, to accept the Monthly Police Report as submitted. Motion carried.

#### MONTHLY CITY MANAGER REPORT

City Manager Norenberg provided a quick synopsis of his written report noting there are a variety of positive statistics compiled by Planning Director Rob Pierce on the DDD program.

Councilmember Wilson moved to accept the City Manager report, seconded by Councilmember Peel. Motion carried.

#### MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through May 2018, we are eleven months through Fiscal Year 2017-2018 with 92% of the fiscal year having passed, 91% of revenues received and 82% of the total operating budget expended.

Mr. Morrow shared that the trend continues with revenues increasing and expenses decreasing. He attributes that to the outstanding work of Finance Director Jeff Portmann, City Accountant Suzannah Frederick and City Manager Norenberg.

Councilmember Morrow moved to accept the May 2018 Finance Report, seconded by Councilmember Wilson. Motion carried.

## COMMITTEE AND WARD REPORTS

### *Annexation Committee*

Councilman Brooks reported that the Annexation Committee met on June 11, 2018 prior to the Council meeting.

The Committee discussed the long due annexation request involving the City of Milford's current electric substation site of 6.5 acres at 20167 Elks Lodge Road that is adjacent to the Bayhealth Campus. The Committee agreed with the recommendation to change the AR-1 Agricultural Residential zone to the I-S Institutional Service District.

Councilmember Brooks moved to accept the Committee's recommendation as detailed in the report, seconded by Councilmember Wilson. Motion carried by unanimous roll call vote.

## COMMUNICATIONS & CORRESPONDENCE

### *Comcast Letter*

Councilman Brooks referenced the letter stating that if a customer uses their own devices, they will receive a credit. He is in favor of that as long as Comcast does not increase their fees anymore.

Milford's Food Bank is hosting a Coffee and Networking on July 18<sup>th</sup> at 8:00 a.m.

The National League of Cities announced their City Summit in Los Angeles beginning November 7<sup>th</sup>. Anyone wishing to attend should contact the City Clerk's Office by July 15<sup>th</sup> in order to receive the early bird discount.

## UNFINISHED BUSINESS

### *Adoption/Ordinance 2018-11/Revisions/Chapter 193 Solid Waste Management*

City Manager Norenberg explained that this ordinance involves a revision to the Solid Waste Management and has been reviewed twice by the Public Works/Finance Committee(s).

Public Works Director Whitfield provided some highlights of the amendments. He stated that the code covers the policies related to the collection of solid waste, as well as fees. The majority of rules and regulations are being removed from the code and they will now become the responsibility of the City Manager. It also establishes a schedule of fees and fines which makes it easier for customers to find without searching the entire Code book.

The nuisance fines were also removed from the code. In lieu of the minimal fine for leaving containers at the containers, the customer will now be charged a \$5 fee that is being added to their bill, after one courtesy notice is provided.

The fee for the second refuse and yard waste container was also reduced. The current fee for the second refuse container was almost double the actual fee for collections. It prevented a lot of customers from requesting a second container when one was needed. As a result, items were being placed on top of the container which made it difficult for crews. Providing for a second container at an affordable cost makes it much neater and more sanitary.

Registering and licensing of private haulers is again required. The department also recognizes some situations which make it impractical to leave the trash container out the night before. Those commercial customers will be provided an at-door service, at the approval of the City Manager.

A provision was added requiring trash containers to be removed off the sidewalks in the downtown area prior to 10:00 a.m.

Rates were also created for dumpster container services.

If a customer is found contaminating a load of recycling or yard waste containers that is rejected by Delaware Solid Waste, that customer can now be liable for paying for the entire load, which could be as high as \$1,000. In the past, the City paid that fee.

Though crews have been providing this service, a medical exemption has been added for customers who are unable to physically transfer their container to the curb. A medical exemption form must be completed and filed, after which at-door service will be provided at no additional charge.

A fee has also been added for containers left on the sidewalk/street.

When asked how close a container can be in relation to a fire hydrant, Mr. Whitfield said the intent is to keep containers at least three feet from any immobile object.

Councilmember Wilson advised that she receives concerns about the brush and wood-type materials. In particular, there is not enough room when a major landscaping or cleanup is done. She is aware of some residents who leave it by the road though it is not being picked up.

Mr. Whitfield explained that every customer receives two complimentary bulk collections per year. One of those could be brush and the crews will collect up to four cubic yards at no charge. However, the customer needs to call and schedule the bulk pickup.

City Manager Norenberg explained this provision was added in place of having one clean-up week in the spring and the fall. With the change, customers can arrange this based on their needs though most bulk collections are handled on Monday.

Mayor Campbell then opened the floor to public comments. No one responded. The floor was then closed.

Councilmember Peel moved to adopt Ordinance 2018-11, as presented, seconded by Councilmember Wilson:

ORDINANCE 2018-11  
Chapter 193  
Solid Waste Management

Whereas, the Council of the City of Milford possesses the authority to amend the Solid Waste Management Code that regulates and provides for the collection, recycling and disposal of solid waste materials within the City of Milford; and

Whereas, the City's Public Works Staff proposed changes to the Code, that includes the licensing of private solid waste haulers within its jurisdiction and the removal of associated fees, rules and regulations from the published Code and transferred to additional documents entitled Solid Waste Fee Schedule and Rules and Regulations that are administered by the City Manager; and

Whereas, following notice of the Council's intention to amend the Code, a Council Meeting was held on July 9, 2018 at which time Council provided the opportunity for the public to comment on the recommendations; and

Whereas, the City Council finds that the adoption of the updated provisions is in the best interest of the health, safety and welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED by the City of Milford, Chapter 193 of the City of Milford Code, entitled Solid Waste Management, is hereby amended.

Section 1. Chapter 193 - SOLID WASTE

Section 2. Dates.

Introduction June 25, 2018

Adoption: July 9, 2018  
 Effective: July 19, 2018

A full version of this ordinance in its entirety is available to interested persons during regular business hours in the Office of the City Clerk, Milford City Hall, 201 South Walnut Street, Milford, Delaware or by calling 302-422-1111. The ordinance is also available for viewing online at [www.cityofmilford.com](http://www.cityofmilford.com).

Attachments

- Solid Waste Rules and Regulations
- Solid Waste Fee Schedule

Motion carried.

NEW BUSINESS

*Adoption/Resolution 2018-14/Establishes Public Works Fee Schedule/Solid Waste*

City Manager Norenberg reported that this resolution accompanies Ordinance 2018-11 and establishes the fee schedule which can now be found in one place. Already in place are the Parks and Recreation and Planning and Code Enforcement fee schedules that will make finding them much easier on our website or at our public offices.

Mayor Campbell opened the floor for public comment. There being no response, the floor was closed.

Councilwoman Wilson moved to adopt Resolution 2018-14, seconded by Councilwoman Peel:

RESOLUTION 2018-14  
 SOLID WASTE FEE SCHEDULE

Description

Description	Fee
Trash, Recycle, Yard Waste Collections	
Residential	\$25 monthly per dwelling unit
Non-Residential	\$25 monthly per dwelling unit
Multi-Unit Rental Complex	\$25 monthly per unit or; \$150 month/3 CY container 1 x per week collection; \$300 month/3 CY container 2 x per week collection
Additional Container-Trash	\$5 monthly per container
Additional Container-Recycle	\$0
Additional Container-Yard Waste	\$3 monthly per container
Deposit	Rental Unit \$100
At-Door Collection	\$10 monthly for commercial customers; No charge for special assistance customers
Missed Collection	A complimentary pickup will be provided for initial request; additional requests will result in a \$25 fee being assessed per request during the twelve months succeeding first request
Special Pick-up Request Collection	\$25 per collection
Container left out on street/sidewalk after collection day	\$5 per day
Temporary Suspension of Service	Container Removal \$35
Container Redelivery	\$35
Account Reconciliation	\$100
Bulk/Brush Collection	Two collections of 4 CY each are included during a twelve-month period with residential service; \$50 fee will be assessed for each additional collection of 4 CY starting with third request
Private Haulers License	\$ 150
Vehicle Registration	\$ 250 each truck

Motion carried.

Solicitor Rutt suggested that the fees and rules and regulations be placed in a very accessible and conspicuous place to prevent Public Works Director Whitfield and City Manager Norenberg from being inundated with phone calls every day.

*Approval/Real Estate Listing Agreement*

City Manager Norenberg introduced Charles Rodriguez and Keith Walpole from R&R Commercial Realty. He recalled that this has been discussed on several occasions with City Council. An RFP was created for realty services for the unsold properties in the Greater Milford Business Park and Independence Commons. Only one proposal was received which was later reviewed by the Economic Development Committee. As a result of their feedback, Mr. Walpole agreed to incorporate the changes. In particular, the realtor commission was changed from 6% for all sales to 6% if the commission is split between firms and 5% if R&R represents the buyer as well. Marketing and promoting was also amended.

Councilman Boyle moved to authorize the agreement with R&R Commercial Realty, seconded by Councilman Morrow. Motion carried.

*Approval/Greater Milford Boys & Girls Club Agreement*

City Manager Norenberg reminded that five years ago, the City entered into two separate agreements with the Boys and Girls Club. One covered the City's use of the Boys and Girls Club facilities and the other allowed the Boys and Girls Club to use the City's facilities.

The two agreements have now been merged into one agreement.

Parks and Recreation Director Brad Dennehy explained that there were two agreements even though only one had been approved and signed by Council. After considering the reduced number of hours they were actually using the gym, his intent was to also reduce the amount of money being paid. They sat down with their Executive Director to consider the actual use. He had no concerns and agreed the City's payment would be reduced by approximately \$12,000 this year, which aligns with the actual hours used by Parks and Recreation.

Mr. Dennehy confirmed that the City supplies the officials used during the basketball program. Though there are volunteer coaches, they are not affiliated with the Boys and Girls Club.

Councilman Brooks recalled providing them approximately \$757,000 and then paying them \$33,000 a year to use the facility. Mr. Dennehy confirmed that will be reduced to \$18,750 per year which is based on actual use and not the original contract of 500 hours a year. He added it will also be reviewed every three years to ensure the use matches the dollar amount. Regular meetings are now being held to ensure both organizations are aware of the activities scheduled at the facility to prevent competing with one another in specific areas.

Mr. Dennehy confirmed the City continues to maintain the Boys and Girls Club parking lot, sidewalks, snow removal, grass cutting, etc. as was written into the original agreement though they are not charged for those services. In addition, there were a number of uncertain terms included and that language has been cleaned up to clarify any uncertainty.

Councilman Brooks felt that \$33,000 was a lot of money on top of the City continuing to handle snow removal and the \$757,000 they were given.

Mr. Norenberg reiterated what Mr. Dennehy had indicated and noted that removing the snow from the parking lot and sidewalks provides a service that parents who need to get to work have a place to take their kids when schools are closed.

Councilman Morrow moved to authorize the Greater Milford Boys and Girls Club agreement with the City, seconded by Councilwoman Wilson. Motion carried.

*Approval/Carlisle Volunteer Fire Department Agreement*

Discussion postponed until a group meeting date can be determined.

*Introduction/Ordinance 2018-21/Chapter 67/Volunteer Fire Company/Carlisle Enhancement Fee*

Matter postponed.

*Authorization/Southeast Pump Station Project/Change Order#1*

Public Works Director Whitfield asked Council to consider a Change Order which will reduce the overall costs and close out of the Southeast Regional Sewer Pump Station project. The Southeast Regional Sewage Pump Station serves the new Bayhealth Hospital complex as well as future developments on the Wilson property, Hall property, Emory property and Wickersham. The Change Order and Final Acceptance has been reviewed by our consultant engineer, who is recommending approval. The Change Order includes changes in the quantity of work items performed, resulting in a reduced over all project cost.

Mr. Norenberg added that the City's share of the project is approximately \$160,000 of which \$3,000 is needed from the sewer reserves. He asked Council to make a secondary motion to approve funding not to exceed \$3,500 from sewer reserves or that matter can be officially added to the next agenda.

The City Manager confirmed his recommendation is to approve the change order on the agenda and authorize the transfer of no more than \$3,500 from sewer reserves for the share of the project. Solicitor Rutt informed Council that two separate motions are needed.

Councilwoman Wilson moved to authorize the execution of Change Order #1 for the Southeast Regional Pump Station Rehabilitation Project to Hopkins Construction, Incorporated for a credit of \$4,076.10, seconded by Councilwoman Peel. Motion carried.

Councilwoman Wilson moved to authorize up to \$3,500 from the sewer reserve fund to pay the City's portion of the Southeast Pump Station Project, seconded by Councilman Starling. Motion carried.

*Authorization/Airport Road Project/Change Order*

Public Works Director Whitfield then discussed two safety issues previously presented to the Public Works Committee for review. One involves the relocation of a drainage swale and an inlet adjustment at Mosquito Control driveway.

The drainage swale on the north side of the road between Delaware Veterans Home Road and Canterbury Road has very steep slopes, which created a significant drop off next to the roadway. The proposed alteration would be to move the swale further away from the roadway and widen the swale, which will reduce the side slopes, making it much easier to maintain, and less of a safety hazard for vehicles. The work will also necessitate the relocation of a utility pole. The estimated cost is \$24,500.

The drainage inlet at the Mosquito Control driveway is approximately 3" low which resulted in a dip on the right side of the westbound lane. This causes motorists to sway their vehicle away from the inlet and into the turn lane. The correction will require raising the inlet height, milling the existing pavement and repaving a portion of the roadway on both sides of the inlet. The estimated cost is \$41,500.

The design of the alterations was completed by Engineers Davis, Bowen and Friedel, the engineer for the project. Diamond Materials, the contractor on the Airport Road project, has proposed to complete the work at the unit bid price for the original project. The project budget for the project was \$2,400,000, of which \$1,875,749 was spent on engineering and construction. Finance Director Jeff Portmann confirmed funds are available to complete the project.

Because of the complexity of the project and the amount of work needed, Mr. Whitfield felt that in an attempt to keep the inlet at its present location and try to melt the pavement into it. However, it became too low and created a much more significant dip than anticipated.

In regard to the pole, there was a question about the right-of-way, and after a vehicle went off the road, it was determined it needs to be further back, which provides the ability to move the utility pole and swale.

Councilman Boyle recently observed traffic on the roadway. He asked if the cure may result in making the problem worse due to just completing the project. He asked if this would cause the road to be torn up into patches, which inheritably would become a weak spot that could eventually fail. Mr. Whitfield explained they would mill a fairly large area through the center of the roadway, mesh the new pavement in with the inlet after that has been rectified. The joints, which are typically the area that fails, would be sealed with an AC 20 material. He does not anticipate any additional maintenance issue with the pavement once the work is completed.

Councilman Boyle moved to authorize Diamond Materials to complete the alterations per the estimated proposal included in the packet, seconded by Councilman Morrow. Motion carried.

*Approval/Southern Corrosion Inc./Tank Management Agreement*

Mr. Whitfield then presented the Engineered Tank Care Agreement with Southern Corrosion of Roanoke Rapids, North Carolina. The City presently has an ongoing agreement with Southern Corrosion, however, the new Southeast Water Tower needs to be added and Southern Corrosion is willing to add the new tower at no additional upright costs.

The initial cost of the annual Agreement is \$52,647 of which was budgeted in the 2019 Water Operating Budget.

He explained that the agreement would automatically renew annually, with a cost increase tied to the Consumer Price Index. It includes routine inspection and maintenance including, emergency repairs; regular washout, interior and exterior cleaning, painting and repairs, maintenance and upkeep of the tank, plus planning and budgeting assistance.

Also included is corrosion protection, graffiti removal, coordination of antenna installations and inspections for electrical and antenna transmission hazards. He added there is a lot of analysis put into installing an antenna on a tank and Southern Corrosion handles that for the City.

Councilmember Peel moved to authorize the execution of the Southern Corrosion Agreement, Incorporated, as presented, seconded by Councilmember Wilson. Motion carried.

*Approval/Verizon Wireless Lease/Tenth Street Tower*

Public Works Director Whitfield informed Council the City received a request from Cellco Partnership for Verizon Wireless to use the Northeast 10th Street Water Tower for the purpose of installing cellular equipment. The five-year lease commences on the date construction begins and includes an automatic four additional five-year renewal options. The City will receive \$2,400 per month initially, with a 2% annual escalator. This lease is very similar in terms and conditions as is in the Southeast Tower lease agreement with Cellco Partnership. However, the previous agreements involved a lower amount but with a 3% escalator. This amount is equivalent to the terms in the Southeast Tower, with more money up front and a smaller incremental change.

Councilwoman Peel recommends City Council authorize the execution of the Cellco Partnership/Verizon Wireless agreement, seconded by Councilman Starling. Motion carried.

*Introduction/Ordinance 2018-18/Becker Morgan Group on behalf of Bayhealth Medical Inc./Milford Memorial Inc. for Nationwide Healthcare Services/Milford Wellness Village/Change of Zone*

City Manager Norenberg introduced the ordinance, advising it is related to the change of zone at the current Milford Memorial Hospital site and will be on the next agenda for a public hearing and final determination.

*Adoption/Resolution 2018-15/Schedules Board of Appeal/FY18-19 Property Assessment*

When asked if there was any public comment on the resolution, no one responded.

Councilwoman Wilson moved to adopt Resolution 2018-15, seconded by Councilwoman Peel:

WHEREAS, the provisions of Article VII, Section 7.05 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment, as adjusted, to be posted in two public places in the City of Milford and there to remain for the space of ten days for public information; and

WHEREAS, attached to said copies shall be notice of the day, hour and place that Council will sit as a Board of Revision and Appeal for said General Assessment.

NOW, THEREFORE, BE IT RESOLVED, that on Monday, August 13, 2018 at 7:00 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2018-2019 General Assessment.

*Armory Reuse Proposal*

Matter postponed.

EXECUTIVE SESSION

Councilmember Peel moved to go into Executive Session reference the below statute, seconded by Councilmember Morrow:

Pursuant to 29 Del. C. §10004(b)(4) Collective Bargaining Matter

Motion carried.

Mayor Campbell 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*

City Council returned to Open Session at 8:13 p.m.

*Collective Bargaining Matter-Police Teamsters Negotiations*

Mayor Campbell announced that no action was needed as a result of the discussion.

ADJOURNMENT

There being no further action, Councilmember Boyle moved to adjourn the Council Meeting, seconded by Councilmember Peel. Motion carried.

Mayor Campbell adjourned the City Council Meeting at 8:15 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
July 23, 2018

A Meeting of the City of Milford Police Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, July 23, 2018.

PRESIDING: Chair Katrina Wilson

IN ATTENDANCE: Committee Members:  
Councilmembers Mike Boyle and Lisa Ingram Peel

Councilmembers Christopher Mergner

Mayor Archie Campbell, City Manager Eric Norenberg, Police Chief Kenneth Brown and City Clerk Terri Hudson

Chairperson Wilson called the Committee Meeting to order at 6:02 p.m.

*New Police Facility/Design & Funding*

City Manager Norenberg reminded the Police Committee that the RFQ was released to solicit architect and engineering firms for the purposing of designing the new police facility. By the July 19<sup>th</sup> deadline, six were received. Each of the proposals will be received for timeliness and accuracy, after which they will proceed to the next phase.

A discussion followed because Chief Brown had decided to focus on funding the five new officers and place the police facility project on hold. Chairwoman Wilson stated she did not recall a discussion that the need for five new officers were a must but she also wants to continue supporting the new police department.

Councilwoman Peel said she was also under the impression that the referendum had been on hold with a change of heart from Chief Brown. His goal was to get approval for the new officers and not waiting for a referendum because he thought it could be a problem with the public making such a decision. Councilman Boyle recalled the new police station and land purchase both being discussed. He feels the entire process is going to take some time, and in the meantime, there is a need to get busy and start exploring different funding options, while analyzing more accurate costs.

When asked about the time frame involving the property, Mr. Norenberg explained the option on the property expires on November 24<sup>th</sup> based on the voters denying the tax increase to fund the police station project. At this point, the City Manager feels we are beyond the point of accomplishing a referendum before November 24<sup>th</sup> due to the amount of education that is needed for voters. He prefers preparing an accurate comprehensive plan about why it is needed, what is needed and how much it will cost.

Mr. Norenberg is recommending we proceed with the purchase of the property, which was selected and identified by predecessors to he and Chief Brown between 2010 and 2012. It was agreed this was the best central location for north/south and east/west access, in addition to our downtown.

A pre-proposal conference was held with several of the firms at which time there was a discussion about the possibility of other uses at the site, in addition to the police station. That was based on the seventeen acres, which is quite a bit more than is needed. A couple ideas have been considered including selling off outlots or developing another commercial use there, both of which would help defray the overall project costs. However, the position of the station for public access and safety of officers must be considered first.

The City Manager also reported that a meeting was held with USDA officials and staff from Senator Tom Carper's staff about potential federal funding. Unfortunately, there is not a lot of money available that can help directly with the construction of the project, though there is technical assistance money that can be used for phase one of the project.

He advised that ICMA Fellow Evan Miller did a great job and quick turnaround to complete a grant application that would help with initial costs. However, we do not know how much is available until close to the end of the Federal Fiscal Year,

which is the end of September, though it could as much \$50,000. The balance would need to be appropriated from the general fund reserves though nothing was included in the FY18-19 budget.

When asked the estimated cost of the land, City Clerk Hudson reported \$875,000 of which \$50,000 was paid as a downpayment.

Chairwoman Wilson then provided a brief history, referencing the number of years since this process started, and the input that was received at the time from citizens and police employees. The Chief at that time, along with French and Ryan Architects, used that information to make site and design decisions.

Councilman Boyle then discussed various possibilities involving potential phasing to spread the \$15 million project over a period of years. He feels this would be a positive way to sell the package to our residents and ensure they understand the City is doing everything possible to keep costs at a minimum. At the same time, he agrees the safety issues need to be a priority and not overlooked.

Councilman Boyle's recommendation is to proceed with the purchase of the land, which buys some time to put the package together in order to make a convincing and informed presentation.

Mayor Campbell agrees with purchasing the land and recommends purchasing the out parcel that sits on Northeast Front Street. In the interim, that building could be utilized to help alleviate some of the crowding issues at the current department.

Councilwoman Peel understands the need to educate our residents and launch a full-blown PR campaign but asked what time frame needs to be considered.

Mayor Campbell asked to consider a referendum in possibly two years because our residents are still bitter about the previous school referendum. He feels that would be helpful and provide the additional time needed to create a more thorough job and to be able to reach more of our voters.

Chair Wilson recommends proceeding with the land purchase.

City Manager Norenberg feels it is important to select an architectural and engineering firm for the first phase. He explained the first phase is what has been bid and includes the feasibility, site plans, renderings, analysis of options, etc. That could then be used as educational materials which would eventually lead up to the referendum vote. In the meantime, it will take several weeks to screen and select the proposals before bringing that recommendation to Council.

When asked to talk about the Redstone process, Chief Brown stated that in 2011, Redstone was working with local Architects French and Ryan. They completed the needs' assessment study and came up with some basic blueprints which consisted of different options, including a one-story building and a two-story building. Different designs were also provided as options that included building material choices.

Councilman Boyle emphasized the building has to meet today's and future needs. Chief Brown agreed adding that technology has changed over the past eight to ten years as well.

The estimated cost of the initial building in 2011 was approximately \$7 million and last year's estimate was \$13 million.

City Manager Norenberg noted that at this point, we are coming out of a recession and the information that Redstone prepared is available. He feels that is a great starting point and Mr. Redstone has been in contact with a couple of the firms that submitted RFQ's though we will still need to evaluate each proposal and take into consideration the addition of the five new officers as part of the plan.

Chairwoman Wilson recommends we proceed with hiring the architectural/engineering firm in order to start putting something together for the public. She recalled getting to that point several years ago and people were really excited especially when they saw the visuals. Money will have to be spent to get to that point.

Once the land is purchased, it needs to be known that is where the future police department will be built.

It was confirmed that no referendum is needed to purchase the land.

Councilwoman Peel highly recommends that the firm hired should have the PR capacity and not just the architectural knowledge in order to know how to build a consensus in a community. When asked if the request was only advertised locally, it was noted that it was added to the City website, and all area newspapers including the News Journal, whose ads are often picked up regionally.

It was noted that once the land purchase is authorized, Councilwoman Peel pointed out that the voters will want to know what it is needed for. At that point, the referendum discussions need to begin. Her concern is who will be handling it.

Councilman Mergner asked what happens to the land, if the referendum fails. Councilman Boyle recommends holding onto it. Chairwoman Wilson said if it fails the first time, we will try a second time until it is successful.

Councilman Mergner expressed concern about putting the cart before the horse by allocating the money to purchase the property and starting discussions with the public. Chairwoman Wilson stressed that this is not a 'new' need. This has been on the table since before 2011 and many of our residents are familiar with it. Councilman Mergner said it is new to many new residents that have moved to Milford over the past couple of years. He believes the process should be started with City Hall meetings and presentations so the public can understand. In his opinion, it should have started last year.

Councilman Boyle feels the land will be an asset considering its acreage and location. He is sure the value of the land has increased since the agreement was signed and will continue to increase as well.

City Manager Norenberg confirmed the land is in the DDD and the opportunity zone which makes it even more valuable.

Councilman Mergner warns about the manner in which the public is informed about purchasing the land. He feels it is very important the voters understand the true need and issues involved.

Several possibilities were discussed for the land in addition to its use by the police department.

When deciding how to select the firm, it was confirmed no timeline was given in the RFQ. Mr. Norenberg explained that some general time frames were added. However, the timeline presented this past April had the referendum occurring in November. However, that date is no longer valid because the project was put on hold. Therefore, the timeline can be stretched out as needed, based on the decisions of the Police Committee and the amended schedule.

In addition, the City Manager emphasized an estimate was not requested to prevent any lock in at this point. However, the qualifications need to be evaluated and the firm who is the best fit for the city should be selected and contract negotiated. This will be a criteria and qualification-based selection without a price which will allow some additional flexibility.

#### EXECUTIVE SESSION

Councilmember Boyle moved to go into Executive Session reference the below statutes, seconded by Councilmember Peel:

Pursuant to 29 Del. C. §10004(b)(2) (2) Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property.

Motion carried.

Chairperson Wilson recessed the Council Meeting at 6:42 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

#### *Return to Open Session*

City Council returned to Open Session at 6:59 p.m.

#### *Land Acquisition*

Councilman Boyle moved that City Manager Norenberg and Chief Brown continue to evaluate the proposals and proceed with the RFQ process, seconded by Councilwoman Peel. Motion carried.

Councilman Boyle moved to recommend to Council the authorization to proceed with the feasibility of purchasing the adjacent property as discussed in the Executive Session, seconded by Councilwoman Peel. Motion carried.

ADJOURNMENT

Chairperson Wilson adjourned the City Council Meeting at 7:00 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
July 23, 2018

Milford City Council held Public Hearings on Monday, July 23, 2018 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Arthur Campbell

IN ATTENDANCE: Councilmembers Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Owen Brooks Jr., Douglas Morrow and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and Deputy City Clerk Christine Crouch

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmembers James Starling Sr.  
Second Ward Council Seat Vacant

Mayor Shupe called the Public Hearing to order at 7:00 p.m.

Planning Director Rob Pierce was also present.

*Adoption/Ordinance 2018-18*

*Becker Morgan Group on Behalf of Bayhealth Medical Center Inc. and Milford Memorial Hospital Inc.*

*Nationwide Healthcare Services/Milford Wellness Village*

*Tax Parcel 1-30-1.20-009.00 thru 013.00; 1-30-3.08-060.00*

*1-30-3.08-094.00 thru 096.00; 1-30-3.08-098.00 thru 102.00*

*1-30-3.08-104.00 thru 105.01; 1-30-3.08-106.00 thru 108.00*

*21.30 +/- Acres*

*Current Zone: H1, R1, I1, OB1/Proposed Zone: IM*

Planning Director Pierce reviewed the application adding that it involves a number of parcels owned by Bayhealth Medical Center between Williams Street, Jefferson Avenue and Polk Avenue. It includes the current Milford Memorial Hospital site as well as a number of surrounding offices (previous residential homes). The request is to change the current H1, R1, I1, OB1 zoning to the IM (Institutional Medical District) in order to proceed with the acquisition of the properties for the adaptive reuse of the hospital facility.

The request is consistent and appropriate in relation to the adopted 2018 Comprehensive Plan/Future Land Use Maps. Any use of the property must comply with Chapter 230 and the IM (Institutional Medical District) zoning use and area regulations as adopted.

Mr. Pierce recalled the recent amendment to the IM zoning district that moved the residential component into the conditional use section. As a result, any future residential development of the site will be required to go through the conditional use process with final approval by City Council. Public hearings would occur before both the Planning Commission and City Council.

The public notice was published in the Milford Beacon on May 30<sup>th</sup> and all properties within 200 feet received notification.

Milford Planning Commission held a public hearing on June 19<sup>th</sup> at which time approval was recommended by unanimous vote.

There were no questions from City Council.

Shawn P. Tucker, Legal Counsel for Nationwide Healthcare, commended Mr. Pierce for the thorough job of the history and zoning standards for the property. He noted for the record, that also in attendance were President Meir Gelley, Project

Manager Rabbi Halberstam and Mr. Tucker's Assistant Jessica O'Connor.

Mr. Tucker reiterated the request is to change to the IM zoning, which is consistent with the City's Comprehensive Plan and Future Land Use map. The survey prepared, by their civil engineer, highlights both the existing structure and the area to the north, proposed for the rezoning, which this property qualifies for because it exceed the minimum of twenty acres.

He reported that approximately 182,000 square feet exists on the hospital site, which would be the initial areas focused on. Following that, there would be some expansion of the immediate area to the north.

Mr. Tucker also noted that the comprehensive plan is what the City's Planning Department and Planning Commission focused on throughout the review process. Nationwide's obligation is to create a record confirming consistency with that plan under both Milford law and the State of Delaware laws.

Again referenced was the land use map confirming the area is earmarked for employment, consistent with the IM designation.

He announced that Nationwide is proposing a nursing home use of which 60,000 to 70,000-square feet would be utilized for the nursing home use and about 175 jobs created throughout the three shifts.

Upon the rezoning of the property and settlement of the property, there are other uses they will explore. However, it is difficult to finalize those plans until the zoning and ownership are in place. All potential uses are consistent with the current I1 zoning.

He also shared that a pharmacy, primary care facility and a child daycare facility are proposed. In addition, an educational component is being considered with similar uses including teaching, culinary school, etc. There have been conversations with a variety of educational institutions in Delaware who may be interested as well.

The possibility of a public common meeting area was also discussed and for nonprofits, it may be offered for no fee. However, for-profit organizations would be assessed a fee. As a result, some common space is being created within the facility.

Mr. Tucker confirmed this is consistent with the level 1 growth area for policies and spending established by the State of Delaware and incorporated within the City's Comprehensive Plan.

He reiterated that Mr. Pierce had mentioned his department recommended the change of zone, in addition to the City's Planning Commission's recommendation for approval.

The adoption of Ordinance 2018-14 creates a conditional use for any residential use that his client may propose. The past two years there had been a number of concerns expressed about a potential residential component on the undeveloped area of this property to the north. He verified that homes and houses have been discussed.

They have formed a working group of community members to discuss what that may look like before anything is finalized. In addition, the City drafted an amendment, which is another approval layer that will require the conditional use process and additional hearings.

Mr. Tucker said he is pleased to inform Council that a working group of approximately one dozen neighbors have been formed and will be meeting the first week of August to discuss the land to the north, including landscaping, architecture, density, etc. before coming back with a more concrete plan.

He added that after closing, there is the possibility of an interest in the hospital property and other uses permitted, that there may not be a need or desire to do a residential component. But that option is reserved and Nationwide is prepared to work with the City and the neighbors in good faith regarding any potential residential plan.

Mayor Campbell opened the floor to public comment. No one responded and the floor was closed.

Councilwoman Peel moved to adopt Ordinance 2018-18, seconded by Councilwoman Wilson. Motion carried by the

following unanimous 5-0 roll call vote:

Mergner-votes yes based on the information presented this evening and prior to the public hearing.

Boyle-votes yes to adopt the ordinance. This use fits well within the comprehensive plan.

Peel-votes yes and attests to the good faith efforts that have been made on behalf of Nationwide and feels this is a good fit for what is going to be established in that part of our community.

Brooks-votes yes...what it is going to be used for is needed.

Morrow-abstains because he is on the hospital board.

Wilson-votes yes based on the presentation in addition to the safety net that was added to help neighboring properties with any new residential projects that will now have to come back before the Planning Commission and City Council.

*Ronald H. Sharp for a Final Minor Subdivision*

*305 Marshall Street*

*0.49+/- acres in an R2 Zoning District*

*Tax Map MD-16-183.08-01-04.00*

Mr. Pierce reported the public notice was published in the Milford Beacon on May 30, 2018 and all properties within 200 feet of the parcel were mailed notices.

The property, located between Marshall Street and Fisher Avenue, is designated low density residential in the comprehensive plan and zoned R2 residential. The property currently contains one single-family detached dwelling and the proposed use will be a single family-detached unit on the one parcel and vacant land on the residual land.

The applicant proposes to subdivide the above reference parcel into two lots, one fronting Marshall Street that contains the existing single-family detached dwelling, detached garage and accessory shed, and the second being vacant and fronting Fisher Avenue.

The proposed minor subdivision required a variance from the Board of Adjustment for exceeding the maximum lot coverage requirement of 30%; the proposed lot containing the existing single family detached dwelling has a lot coverage of 42.9%. The application was reviewed and approved by the Board of Adjustment on June 14, 2018.

Other than the required variances, the proposed minor subdivision meets all requirements of Chapter 200 Subdivision of Land and Chapter 230 Zoning.

A location and zoning map were included, along with the survey exhibit, showing the proposed property line insertions.

The Planning Commission reviewed the application and recommended approval upon a unanimous vote on June 19, 2018.

Councilman Brooks said he rode there today and has no problems with it.

Applicant Ronnie Sharp, the property owner of 305 Marshall Street and adjacent lot in the 300 block of Fisher Avenue, reiterated what Mr. Pierce stating, adding that he simply wants to separate the two lots.

Solicitor Rutt asked Mr. Sharp if he would adopt Mr. Pierce's comments; Mr. Sharp stated yes he does.

Mayor Campbell opened the floor to public comment. No one responded. The floor was then closed to any further comment.

Councilman Brooks moved to approve the minor subdivision as presented, seconded by Councilman Morrow. Motion carried by the following unanimous 5-0 roll call vote:

Mergner-votes yes based on the recommendation of the Planning Commission.

Boyle-votes yes because it meets the requirements of the City Code Chapters 200 and 230 and the recommendation of the Planning Commission.

Peel-votes yes based on the recommendation of City Staff and the Planning Commission.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes because the Board of Adjustment approved it and it fits within the neighborhood.

Wilson-votes yes based on the recommendation made by the Planning Commission and the recommendation and presentation of the City Planner.

*Mispiration Realty LLC for a Final Major Subdivision to be known as Brookstone Trace  
Property is located between Old Shawnee Road and South DuPont Boulevard, Milford, Delaware  
23.348+/- acres in an R-3 Zoning District  
Tax Map 1-30-3.00-80.02; 1-30-3.00-443.00 thru -561.00; 1-30-3.00-77.01; 1-30-3.00-78.00*

Mr. Pierce reported the comprehensive plan designation on the property is moderate density residential and is presently zoned R3 (garden apartment/townhouse district). This is an existing subdivision and the developer has elected to reconfigure some of the vacant lots as part of the planned unit development.

The applicant received preliminary major subdivision approval from the Planning Commission on February 20, 2018 and Preliminary Major Subdivision and PUD conditional use approval from City Council on March 26, 2018. The revised subdivision plan would include 128 townhouse lots, and two 5,600 square foot apartment buildings containing 24 units, for a total of 152 residential units.

Based on the preliminary approval, the applicant has obtained a no objection response from DeIDOT in March, sediment/stormwater approval from the Sussex Conservation District in March and engineering approval from the City engineer in May. All obligations have been met as a result.

A location and zoning map, along with the final record plans showing the layout of the subdivision, were included in the packet.

The number of townhouses, located throughout the community, are being increased by nine. The main purpose was to reduce the size of the townhouse lots from 24 feet to 20 feet wide to allow a proposed builder to come in and begin construction.

The Planning Commission recommended approval at the June 19, 2018 meeting by unanimous vote, in addition to approving the final site plan for the multi-family area which was contingent upon Council approval.

Applicant Jamie Masten of Mispiration Realty addressed Council saying that he agrees with the comments made by City Planner Pierce.

Councilman Boyle asked if Pebblebrook Drive will be connected to Route 113; Mr. Masten said it currently exists as a shared entrance with the Heritage.

Mayor Campbell opened the floor to public comment; no one responded. Mayor Campbell then closed the floor.

Councilman Brooks moved to approve the application, seconded by Councilwoman Wilson. Motion carried by the following unanimous 6-0 roll call vote:

Mergner-votes yes to approve the recommendation considering the unanimous decision to recommend by the Planning Commission and the approval of the various State agencies.

Boyle-votes yes based on the review and recommendation of the Planning Commission.

Peel-votes yes based on the comprehensive packet.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes as recommended by the Planning Commission and City Staff.

Wilson-votes yes based on recommendations of the Planning Commission and City Planner.

There being no further business, Mayor Campbell adjourned the Public Hearing at 7:40 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
July 23, 2018

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, July 23, 2018.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Ingram 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

ABSENT: Councilman James Starling Sr.  
Second Ward Council Seat Vacant

#### CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:40 p.m.

#### INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilwoman Wilson.

#### RECOGNITION

##### *Milford Police Department*

Chief Brown introduced MPD Officer Patrick Karpin, the newest member to the force. Officer Karpin recently graduated from the New Castle County Police Academy. He is presently a member of the Army National Guard and was hired in December 2017. He is continuing his field training under the supervision of another officer.

Chief Brown then presented Pfc Cory Swan with the Officer of the (Second) Quarter Award for his outstanding overall assistance. He was also the Officer of the Third Quarter in 2017.

#### COMMUNICATION & CORRESPONDENCE

City Manager Norenberg reported that the Milford branding was added to the new overpass being constructed at State Route 14 and Route 1. He noted it is one of the most unique features that can be found on bridges in Delaware and attributes the credit to Former Mayor Bryan Shupe and City Planner Rob Pierce who worked with DelDOT to get it approved.

#### UNFINISHED BUSINESS

##### *Approval/Agreement/Friends of Milford Museum Inc.*

City Manager Norenberg recalled the approval by Council following the budget hearings of the increased contribution to \$30,000. In addition, the State of Delaware is charging a \$500 annual lease fee for the use of the building beginning this year.

The final item added reflects the snow removal and grass cutting services provided by the City. Councilman Brooks wanted assurance that City employees are continuing to handle those duties.

Councilwoman Wilson moved to approve the Milford Museum Agreement, with the snow removal and grass cutting services added, seconded by Councilman Morrow. Motion carried with no one opposed.

## NEW BUSINESS

*Appointment/Reappointment of Planning Commissioners*

Councilmember Peel moved to reappoint Marvin Sharp and Andrew Fulton as City of Milford Planning Commissioners effective August 31, 2018, seconded by Councilmember Mergner. Motion carried.

*Appointment/Reappointment/Board of Adjustment Members*

Councilmember Wilson moved to reappoint Chad Carter to the Board of Adjustment effective August 31, 2018, seconded by Councilmember Mergner. Motion carried.

## EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference below statute, seconded by Councilmember Peel:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 7:52 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

*Return to Open Session*

Council returned to Open Session at 8:19 p.m.

*MPD Teamsters Negotiations*

Mayor Campbell announced that no action was required.

*Personnel Change*

Councilmember Peel moved to reallocate funds and transfer \$5,500 from both water and sewer (each) and \$13,000 from electric for the purpose as was discussed in Executive Session, seconded by Councilmember Boyle. Motion carried.

## ADJOURNMENT

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

The Council Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
July 24, 2018

A Meeting of the City of Milford Community and Economic Development Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Tuesday, July 24, 2018.

PRESIDING: Chairman Christopher Mergner

IN ATTENDANCE: Committee Members:  
Councilmembers Owen Brooks Jr. and Katrina Wilson

Mayor Arthur Campbell

City Manager Eric Norenberg and City Clerk Terri Hudson

CALL TO ORDER

Chairman Mergner called the Committee Meeting to order at 5:30 p.m.

City Planning Director Rob Pierce was also in attendance.

UNFINISHED BUSINESS

*Milford Armory/Report*

Delaware Community Reinvestment Action Council (DCRAC) Housing Director Lillian Harrison was present.

City Manager Norenberg advised that the purpose of the meeting is to provide an update of DCRAC's plans, timeline and a one-year draft lease based on the ability to gain grants and other partnerships. The initial plan is to use portions of the main floor but as other partners are added and other parts of the building renovated, the lease would need to be expanded.

Ms. Harrison then reviewed the following plan:

*Vision:*

*The Milford Armory will house a variety of community services to include DCRAC's Housing, Tax, Credit and Title Clinics. Additional services will be offered by various tenants that will rent space in the armory.*

*Business Overview (or Mission):*

*Services that will be offered with DCRAC's occupancy will be Housing (foreclosure prevention, pre-purchase counseling, credit and budget counseling), Tax controversy assistance and credit and budget counseling. Through Elevated Ministries (tenant), workforce development, job skills training, flagging certification and job search assistance. GG4L (tenant) is a youth program that offers after school programs and competitive cheerleading.*

*DCRAC will seek out additional tenants for additional service offerings for the City of Milford and surrounding communities.*

*Advertising and Promotion:*

*DCRAC will promote the Armory and build tenancy through a variety of means. Social media, our website and networking will be the primary channels by which we promote the available space.*

*Objectives:*

*The objective is to create a location where individuals and families can go to access a variety of services, such as housing assistance, tax help, title assistance and other wrap around services that are offered (i.e., 1st time homebuyer assistance, driving privilege card application assistance, flagging certification, etc.).*

*Action Plan:*

*July – Receive certificate of occupancy for upper level.*

*By July 31 – relocate our Housing office to the Armory.*

*August 2018 – First two tenants move into approved space on upper level (Youth Organization and Elevated Ministries)*

*July 2018 – July 2019 Work on plans to renovate building and market to grow tenancy and service offerings to City of Milford.*

Ms. Harrison explained that it is difficult to project the costs without actually using that facility at this point. As far as the activities, they are listed along with the deadlines for the first year and a half. The first year plan is to occupy the building and continue to locate partners, then draft a plan for the creation of a facility that would accommodate all partners utilizing the facility in addition to the community.

She provided a synopsis of their current programs that include budget, savings, credit, home ownership, foreclosure prevention and tax debt. Other services will involve Elevated Ministries and GG4L.

Ms. Harrison reported that Elevated Ministries is a local, non-profit organization that was started earlier this year. It is a workforce development program that has an ex offender job skill component. The flagging certification has been adopted statewide by several commissions statewide.

In addition, the GG4L program was previously located in the Community Services building in the old Fisher Building downtown. It includes youth programs and more specifically tutoring, mentoring and competitive cheer. They have met with the ministerial groups to identify gaps in services that are needed for homeless individuals and families and have since reached out to HAD (Housing Alliance Delaware).

The Housing Alliance is interested in being a partner, although their exact role has not yet been identified in this project.

Councilwoman Wilson explained that Pastor Tom Pasmore is from Avenue United Methodist and is in process of creating a resource center. When asked the functions of the resource center in comparison to DCRAC, the Pastor had informed her he had already met with Ms. Harrison and was confident that each program would enhance one another with a variety of services to be offered.

Ms. Harrison agreed adding there are other area churches providing resources to some of the homeless. For example, some are taking on women and children, versus the men's program, for sheltering and Code Purple purposes. She is also the Chair of the Sussex Housing Group and works with local and state agencies to provide related resources, including transition into permanent housing.

Ms. Harrison advised that the GG4L consists of approximately 15 youth and provides competitive cheerleading. In addition, after school programs include tutoring and mentoring, which they plan to expand. Elevated Ministries provides structural support for nonprofits, so they hope to enhance those programs as well. An after-school food program is also being discussed through the Food Bank whom they are working with as well.

Ms. Harrison stated that based on the City's recommendation, they have reached out to the USDA who has provided some grant information that is available for the projects and services that will be offered.

As she has reported before, they have just completed a very similar capital campaign for the Fulton Bank Branch in Wilmington. They are now ramping up for the Milford campaign. They have already reached out to Discover Bank, who is a very large supporter, as well as WSFS, who has also committed to assisting with this project.

She reported they have received very little federal funding as an organization and their programs are primarily CRA (Community Reinvestment) and Catholic Campaign for Human Development-funded as well as foundation based. They are putting together their financial plan for the capital campaign that will be based on the renovations needed for the building.

Ms. Harrison also noted that they work with Milford Housing and Habitat for Humanity who has committed to bidding out a lot of the work in order to help with those upgrades.

City Manager Norenberg asked for the Committee's intent on taking the lease to City Council. He advised that fire marshal and plumbing reviews have occurred. City Planning Director Pierce is in attendance and can comment on what is needed to get the occupancy permit so that they can move into the building and begin the first phase of activities.

Councilman Brooks asked who will pay for the electricity and heat; City Manager Norenberg referred to the lease that states that DCRAC is responsible. The utilities have been separated so that the buildings being used by Parks and Recreation have separate utility accounts and the main building will be a separate account. Any needs for internet or similar shared service will be jointly-funded projects.

Councilman Brooks asked what hours it would be open; Ms. Harrison explained that basic business hours for the most part, though she is the person that typically works late though she anticipates a nine to five, or so, schedule. Exceptions would be workshops or special training sessions needed in the evening for people who are unavailable during the day though 8:00 p.m. would most likely be the latest. For the next year or so, they plan to continue maintaining the Georgetown site though it has been downsized. They will also utilize the conference room at the Georgetown Professional Park for workshops larger than ten attendees and also work in conjunction with the public libraries.

Councilman Brooks asked if the City or Ms. Harrison has been in touch with the surrounding property owners about the potential increase to traffic and activities.

Mr. Pierce reminded the Committee that the property is zoned R2 and a conditional use/public hearing approval will be required. He recommends the lease agreement be signed after City Council approves the conditional use application. Chairman Mergner agrees that should be taken care of before the lease is sent to City Council.

Councilman Brooks said he has no problem with any of the services that will be offered though he wants the neighbors to understand before the place becomes busy. He lives by the high school and went there for 7<sup>th</sup> grade only. Today, it has more than 1,000 kids. This neighborhood is only used to three-day twice-a-month meetings when the National Guard used the building. It will not be used every day and the neighbors should be warned.

Mr. Pierce explained that it will be required to go through the conditional use process at which time hours, employee and services information will be made available. In addition to the newspaper notification, all property owners within 200 feet of the armory would also receive the notification at which time the public could comment.

The Planning Director confirmed that the parking issue will be analyzed as well.

Chairman Mergner was hoping the business plan would provide more details to ensure the armory would be a good fit. He certainly does not want them to spend a lot of money on the building if they are unable to succeed as planned. He still has concerns that this is being rushed without financial plans or the conditional use approval being granted.

He stressed that he does not want to shoot the plan down, but wants to make sure it is done correctly in order to put this organization in a good position.

Ms. Harrison explained the entire organization in Georgetown would be eventually moved to the armory. The reason it took so long to draft the lease was so she could provide answers to the Committee's questions. She reiterated that the first year, will really only involve the move of her Housing Office to that building.

Portions of the organization will continue to stay in Georgetown at that time. As a result, everything will be kept to a minimum for twelve to eighteen months.

Ms. Harrison further explained that access to the building is needed to help provide the financial information that the Committee is asking for. Without being there and having access to see what is working and what is needed, they cannot provide concrete information on how the first floor or the second floor will change. They would never consider moving there without thinking they are going to become a benefit to the neighborhood, which means that they understand who they are, what they do and where they will be so that they can access their services as well.

She said that initially, they were offered a much longer term for the lease, but Ms. Harrison has requested a shorter term because the first year will only be planning and determining what type of upgrades and finances are needed.

Ms. Harrison emphasized the last thing they want to do is cause damage or harm or discord in a community and look forward to providing this information to the neighbors and the community. Because of the limited activities, there is no need for parking changes. They have already talked with the Pastor of the Church of God who informed them the school would allow parking if needed. However, she does not foresee that need during the first year.

Councilman Brooks pointed out the front steps are also a concern. Mr. Norenberg agreed the two limitations at the site have been discussed very candidly, one being ADA accessibility and the other is parking. He agrees there is not a lot of parking and there have been many conversations about reconfiguring the parking because it is not designed for easy access. However, there is not a lot of room to expand which is something Ms. Harrison is aware of. She has also consulted with an architect about the accessibility and understands that will need to be addressed in the near future.

Unsure, Councilman Brooks asked if one way in and one way out would be better with the exit on Church Street. It was agreed it would be difficult and expensive to extend access over to Church Street. However, there was a loop through the site when the National Guard utilized it. Because our Parks Department is using the rear property, it would not be feasible after hours or when they are loading and unloading equipment. Both the Public Works Director and City Engineer will continue to be involved in those discussions. It was agreed that traffic going through the property would not work especially once the building was in use by the public on a more frequent basis.

Chairman Mergner feels there are a lot of potential issues with the building in general and now that it belongs to the City, there are questions about what can be done without investing a lot of money, or attempting to work with tenants to suit their needs, though he prefers there is some type of use there.

When asking about funding, Ms. Harrison reiterated that a budget is needed to officially apply for grants. The budget will be based on going in and deciphering what work must be done. That is the reason the main purpose is planning the first year. She also pointed out that the youth program will hold their camps at a different location.

Councilman Brooks asked if the City has any say in who this organization will sublet to; Ms. Harrison explained that will be based on the deed restrictions which states subletting can only be to a non-profit organization and for a public benefit. Councilman Brooks then asked if the police department can use portions of the building; Mr. Norenberg stated that they looked at the building and felt it would not meet their needs because of the cost of renovations and the site limitations.

He said the already little police department keeps getting smaller with more bodies and prisoners and they need to be somewhere inside. Another building is needed for our police force though this might work until the new one is built.

Councilwoman Wilson recalled that the armory was considered for the police department back when it was first acquired. But there were a number of problems, including costs, that made it prohibitive. Councilman Brooks said he is only talking about using different sections of the armory until the referendum is passed and the new police station built.

There was concern expressed about the multiple uses being planned for the building. Councilwoman Wilson recalled when the Parks and Recreation facility was being used for various uses at the same time and there were never any incidents. Councilman Brooks pointed out there are no houses by Parks and Recreation so it was not a problem.

Councilwoman Wilson also likes the first year as somewhat a test phase and feels that will be beneficial to see how it all works out.

Ms. Harrison confirmed that she will be the only person working out of the armory the first year. Presently there are three employees working out of the Georgetown office including the Tax Attorney and the Community Outreach Coordinator. That building has been scaled down with plans to relocate the Housing Office to Milford. She works with a lot of clients, and presently she is at 108, though the majority of work is done by email and a lot of the mediation done in Wilmington. Therefore, there will be very limited client movement at this location and nothing requiring the ADA compliance. All of that has been worked out internally with regard to the move.

She again emphasized that by her moving in, does not mean she plans to make the armory useful for DCRAC. It has to be worked out so that it will be advantageous to herself, the community and for the partners that are coming in.

When asked how long it could potentially take to redesign the building; she anticipates meeting with the architect and reviewing the building to ensure what can and cannot be done. There are some questions that still need to be answered, and in particular four large units (HVAC) and whether they are needed or can be removed. The architect will provide them with some ideas as far as ADA compliance, structural issues, etc. At that point, they will draft a financial plan that will outline the money needed to make those renovations.

Chairman Mergner asked why they have to be occupying the building for that to be done; Ms. Harrison said it makes access into the building easier and from a scheduling perspective, the coordinating of schedules can often be difficult. She has already experienced a number of rescheduled meetings that are unsuitable because she is not in the building.

Ms. Harrison explained that the initial architect will not be the main architect for the overall renovations. Schell Brothers provided their architect in the initial plan as a favor to their organization. They are working with the architect who oversees the work share spaces and has volunteered to do the plans though his time has not allowed him to come to Milford in coordination with Ms. Harrison and the others needed from her organization. If she is available every day, it will be much easier to get this completed.

The one-year lease is to work out any problems, at the request of Ms. Harrison. She again reiterated that they just completed the renovations at the Fulton Bank branch, which serves as their Cooperative Office at 600 South Harrison Street in Wilmington.

Ms. Harrison said they are well aware the fundraising will take some time and will again be asking their contributors to support this new project. They are not concerned they will not raise the money and are not concerned they cannot make it work.

Mr. Norenberg also feels that having occupancy in the armory will be beneficial to the City, considering the number of break-ins and loitering incidents that have occurred there.

Councilwoman Wilson added that being in the building and having that permanent address will also help with the grants. That assures a commitment and the need for the funding.

Ms. Harrison agreed adding that they are a thirty-year successful organization with a stellar reputation. They have been doing this for a long time. Their budget and anything someone may want to know about the organization is available on their website (DCRAC.org), including donor information. They do a lot of fundraising which is the reason they do not require federal funding. Each salary is paid through grant funding which ensures a commitment. The board has agreed this will be a great move for DCRAC and feels that being centrally located will better serve the entire state and provide closer access to both Kent and Sussex clients.

Councilwoman Wilson feels these services are desperately needed in the City. People in Milford typically have to go to Georgetown, Dover or Wilmington for help. The social services available in Milford are very limited. She also noted that a lot of people need financial help, but do not qualify for help because their income level is just above that maximum. This is a resource that Milford has been in need of for a long time and she is very excited to offer this to our residents. In her opinion, this will be a resource center and those services will make our residents' lives even better.

Ms. Harrison again reviewed the housing and financial needs of people in Delaware, and the organizations they work with to be able to provide affordable housing to our residents.

Chairman Mergner explained that he only wants to make sure that building is appropriate in that residential neighborhood. He agrees the services are needed and will be beneficial to the community. He only wants to make sure this location is suitable with the increase in activity that is going to happen at the site. His concern is the City is going to sign a one-year lease with someone using it as an office space, in hopes that everything else will eventually fit.

Ms. Harrison advised that they were referred by a local realtor to the armory, after considering other sites in the area. When

they started the search, she pitched the armory to her Executive Director though it was her call whether or not that was the best suited location. They feel it is a great location because it is within walking distance of a lot of residents, sits centrally to a lot of housing development of people who need these services and geographically in the middle of the Kent and Sussex County. The proposal was for a community services type model, meaning not just her organization and its services, but Housing Alliance Delaware, Independent Resources (for individuals with disabilities), etc. They have reached out to every organization who may have even the slightest interest in that facility to partner with them.

Ms. Harrison also noted that the lower level is practically set up for classes and training with very little changes needed. She added that the facility, with only minor changes, is perfectly laid out for what they need. The changes needed such as the ADA compliance, are needed for her partners who work with individuals with disabilities. There has also been some damage to the building that must be addressed. She, herself, recently witnessed children using a broken window to enter the armory.

They have looked at a number of properties multiple times and considered each, but the reason she is here continuing her fight for the armory is because in their opinion, it is a perfect location.

Councilwoman Wilson recalled it was always the City's goal to have some sort of activity at that building. Mr. Norenberg agreed that people seeing the armory from the street believe it is a very usable and stable building. Once they get inside, they realize very quickly its limitations.

Councilman Mergner said he is comfortable with a one-year lease to see how this works out, but it appears to him there is a lot of work needed to get this organization in there. In addition, the conditional use public hearing must be accomplished. Mr. Pierce agreed there is no sense in moving forward if there is no interest to proceed with that. A first floor plan has been created and a fire marshal review submitted. That plan limited their occupancy in the building to six people in the initial phase. If they want to expand their operations, they will need additional approvals from the fire marshal, State plumbing office and the City's Building/Code Department.

He also noted that should this move forward and the City solicit public input, City Council has the ability to put reasonable conditions on the application. A number of scenarios could be considered at that time. In addition, there could be additional paving required, which could be a shared responsibility and ADA accessible ramps installed at the point the occupancy is more than six employees.

Mr. Pierce said they have done their due diligence in terms of the fire marshal and plumbing to see what type of improvements was needed to start phase one. Approvals were received from both agencies though a generic interior renovation permit will eventually be needed to repair drywall, drop ceiling, flooring, etc.

However, the next step would be to move forward with the public hearing for the conditional use. After that, Council could proceed with the lease approval.

Councilman Brooks said he thought the building was going to be used for cheerleading and youth programs, but now there are only six people allowed. Ms. Harrison responded by stating that they understood that and for the first year, they planned to move forward with the work which is the reason Ms. Harrison and the Youth/Cheer Director (with an off site camp for use by the youth) will only occupy it.

Ms. Harrison emphasized that after they determine the location and building will work out after the first year, they are proposing a number of non-profit organizations geared toward community services to occupy that building. The first year, there will not be any tenants.

It was confirmed that City Solicitor Rutt had reviewed a similar lease and had provided the City Manager with a template for one of the initial partners though it has since been modified.

Ms. Harrison said they have taken on the responsibility of making the process as easy as possible for the City of Milford. The bulk of the work has been on her organization and they are willing to take on the responsibility as the liaison of the tenants.

Chairman Mergner commented that the language be reconsidered in #5 (sublease and tenant), #11 (quiet enjoyment) due to

it being in the middle of a residential area. In addition, the operating hours may need to be restricted. When questioned, Mr. Pierce reiterated that this will need a conditional use at which time City Council can add reasonable conditions, including the hours of operation, which is not uncommon.

Chairman Mergner said his concern involves things like having a competition at the armory at midnight a few years from now. His concern is the two page business plan that he is expected to make a decision on and feels is not much to go on. He completely understands the need for the services though the Committee is trying to decide what to do with a building. He wants to be able to provide answers when questioned.

When asked the next step, Mr. Norenberg said if the Committee wishes, the next step would be to start the conditional use process. In the meantime, the lease will be reviewed by the City Solicitor with a goal of bringing both items to City Council on the same night.

Mr. Pierce added that as a result of the conditional use, the lease agreement should be amended to include those restrictions, or at least reference in the lease agreement, that it is subject to the adoption of the related ordinance, which would list any restrictions.

Chairman Mergner agreed that DCRAC should proceed with the conditional use process and that the City Solicitor review the DCRAC/Armory lease, also agreed to by Councilman Brooks.

#### *Kent Economic Partnership/Agreement Status*

City Manager Norenberg recalled that City Council approved funding for the Kent Economic Partnership in the budget process and asked that an agreement be created with expectations of the City and KEP. He has met with new Executive Director Linda Parkowski who is already scheduling tours of the community and some major employers in the County. The President of the Delaware Prosperity Partnership (new statewide public/private economic development organization) will also be in town for those meetings and visits in early August.

A draft agreement was presented to KEP for their review because they also asked for funding from Dover and Smyrna. Mr. Norenberg reviewed the content of the draft agreement with the City Managers from both communities. He anticipates that for the first year, their agreements will be very similar to Milford's should they go that route.

Once he hears back from Ms. Parkowski, he will put that on the August agenda and have Ms. Parkowski provide an update.

Councilman Brooks wants to make sure we are getting our \$30,000 worth. He recalled when Former Economic Development Steve Masten and someone from Downtown Milford gave the exact same report with each taking credit for the same activities in the City.

Councilman Brooks asked if we have any company coming to Milford yet or did we just start; Chairman Mergner stated for the record, he sits on the committee, but knows that they just hired a new Executive Director last month. He knows she has met with the City Manager and is starting to devise a plan that Milford will benefit from.

Chairman Mergner noted that Milford only agreed to a one-year agreement to ensure we are getting our \$30,000 worth, though other towns signed two and three year deals. He feels it will be difficult to gauge those benefits though everyone present agreed that Milford's businesses are already seeing positive results from the DE Turf Sports Complex activities. He also feels that their intent is to bring Dover, Smyrna, Harrington, Milford, etc. together to lure bigger manufacturing companies to these areas. He will continue to attend the meetings and provide feedback though he is unsure a year is long enough to really see those results though he feels good about their intent.

Councilman Brooks feels that \$75,000 (\$45,000 DMI + \$30,000 KEP) is a lot of money and he would like to see at least one or two businesses come to Milford that does not involve the City paying for a house for them to use.

City Manager Norenberg noted that every agreement brought before Council this year has a review and reporting process. That will give Council the information they need in the spring prior to these items being considered for renewal funding during

the budget hearings.

Mr. Norenberg confirmed that KEP did send two leads and asked if any buildings were available to meet the needs of two companies interested in locating in Kent County. It was agreed that has not been done in many years and the City was very impressed with that effort.

## NEW BUSINESS

### *Land Use Application Process/Discussion*

Mr. Pierce reported that in May, staff presented the Committee with the current Land Use application procedures required by the Delaware Code, City Charter, and Chapters 200 and 230 of the City Code to provide some idea of the time involved in the process. As a result, the Committee asked staff to investigate ways to reduce the time it takes for applications to navigate the City's land use process.

The City Manager, City Solicitor, City Clerk and Mr. Pierce met to review the timing of application submissions, document review, advertisement and meeting dates to determine ways to modify the process to reduce the amount of time required.

Mr. Pierce put together a calendar that illustrates the current schedule for applications that require public hearings, the current schedule for applications that do not require public hearings and a proposed revision to the schedule for applications that require public hearings.

Last month, the Planning Commission began reviewing the potential of administrative approvals to reduce the burden of the Planning Commission and City Council for applications such as minor subdivisions and lot line adjustments.

The Planning Director then referred to a calendar (see attached) outlining the types of applications that require public hearings in the preliminary and final approval stages.

He noted that the submission deadline is generally the first of the month. During the first two weeks, the plans are reviewed by City Departments and State Agencies and comments returned to the applicant. The agenda is then posted the end of the month and the packet sent to the Planning Commission two weeks before their hearing.

When a public hearing is involved, the application is forwarded to the City Clerk's Office to be advertised in a local newspaper the following week. There is a State requirement that the hearing must be published in a local newspaper fifteen days prior to the hearing. A second public hearing before City Council requires a second public hearing and same time frame.

Based on this current schedule, the Council hearing adds a month to the process.

He explained that if the Planning Commission makes a positive recommendation on a preliminary, nothing occurs over the next four to five weeks. Typically, we wait until the Planning Commission minutes are prepared and done to be approved and available for Council review, before the Council hearing.

As shown on the Revised Process Calendar with public hearings schedule, a month could be eliminated from the process if the Planning Commission and City Council public hearings were scheduled in the same month. This would not create an additional burden on City staff with regard to reviews, advertising and publishing tasks, nor require a code change. However, this approach would mean that the City Council public hearing would occur less than one week after the Planning Commission public hearing, and the Planning Commission meeting minutes would not be available for review by the City Council.

Any other option to reduce the amount of application processing time would require significant modifications to Chapter 200 and Chapter 230.

Councilman Brooks stated that he wants as much information available to him before he votes on the application. Mr. Pierce agreed that is the reason the current process has been in place for more than a decade. However, there are applicants who have an issue with having to wait three months for an approval. Four weeks could be eliminated if the schedule were

condensed.

It was confirmed the minutes are not official until officially approved by the legislative body.

The current zoning code does state that the Planning Commission shall report at each monthly meeting the minutes of the preceding Planning Commission meeting.

The City Manager explained that though we have not done a lot of benchmarking time lines with other cities, all municipalities are required to follow the State law for the fifteen-day publication requirement. When we compare cities of similar size, we typically have a smaller staff. Smyrna, for example, has seven to eight employees in their building department.

He noted that most applicants understand the process and compliment Milford on their turnaround time.

According to Mr. Norenberg, the Greater Kent Committee wants to make improvements in terms of economic development. They discussed benchmarking the process between Delaware, Maryland, Virginia, Pennsylvania and New Jersey and determined that Delaware is in the middle of the pack. We are doing better than some, though there is room for improvement.

Mr. Pierce emphasized that some items that may slow down the application process are agency approvals from outside the City including DNREC, soil conservation, fire marshal, etc. Mr. Pierce encourages them to submit those applications as soon as possible to prevent that from slowing down the entire process. Without those approvals, a few applicants have requested to be put on an agenda.

Chairman Mergner stated that he always asked people who are submitting the plans about the various cities. Those engineering or planning firms are always willing to provide those agencies who are slow and there are a lot of complaints about one county.

Of the approximate one hundred applications Mr. Pierce has reviewed, the majority of people understand the process and do not have a problem. Chairman Mergner prefers we not wait on something that in his opinion does not need Council approval. Mr. Pierce pointed out that those applications, such as a minor subdivision or lot line adjustment, are being changed to an administrative approval. However, he is referring to major plans, including major subdivision or major site plans.

When asked if this is a big problem right now, Mr. Pierce said he does not think so though he has had feedback that it is a problem. Chairman Mergner agreed there has been a lot of talk about this over the past three months. Mr. Pierce has heard from some developers who claim Milford is not business friendly because of this process. His defense is to refer to past developments that are complete but were not developed properly because they were rushed through the process. He lives in one of those communities and those prior approval processes were not handled like they are today. He applauds that process, but at the same time, does not want the developers to run away because they believe we are not business friendly due to a time issue.

Mr. Norenberg said he has worked for four municipalities and in each City, developers have claimed the City was not business friendly. He feels that is a routine complaint and to step back and consider it is often someone who wants special treatment which involves a shortcut in the process. Milford is trying to be consistent and fair to every development. As a result, we are willing to improve the process if we can.

In other situations, the City Manager noted that the Planning Commission can make the decision on routine approvals such as a lot line adjustment or minor subdivisions. That can also be handled administratively though he is going through the process to gain the Planning Commission recommendation and Council approval. He can think of several occasions when companies have been very complimentary about Milford's (Microtel, Perdue) process and were extremely happy we have worked closely with them. He emphasized that Mr. Pierce works many nights to keep things moving with very limited staff.

Mr. Pierce said the one option does not require any code amendments based on the City Solicitor's advice. However, if the Committee would like to consider other changes, it would most likely require an amendment to the zoning or subdivision code.

He added that the administrative approvals will require some code amendments which Council will most likely see in

September. That would strictly involve lot line adjustments or minor subdivisions and be handled 'over the counter'.

There are more simple applications that still require a public hearing process and have taken three months, such as the car dealing operation/conditional use approval. Unless the schedule is condensed, it will still involve that three-month process.

Councilman Brooks prefers to leave it as it is. He wants all the information in front of him before he votes on something. Chairman Mergner agrees and recommends the one step process in minor situations like the lot line adjustment. However, when there is a huge subdivision involved, Council needs to be the ones that make the final decision and the public needs to be able to comment if they wish.

Mr. Pierce said there is generally very little that changes between the preliminary approval and the final approval. It could be something where Council wants to keep the three-month process for the preliminary process, but for the final approval, consider the condensed schedule.

When asked which option Mr. Pierce favors, he said he does not have an issue with the condensed schedule. However, he is not the one responsible for the final decision. He has had months to look at the application leading up to the hearing and knows that everything is done. He prefers the condensed schedule because at that point, it is off his desk.

Councilman Brooks said if Mr. Pierce favors that, he is willing to do it. He can always stay up to midnight reading the packet if needed.

City Manager Norenberg recommended presenting the condensed schedule to Council at an upcoming meeting and informing them the Committee did not have a strong recommendation and preferred to involve all of City Council.

Example applications were requested, to make the comparisons easier to understand.

#### *Transfer of Development Rights (TDR) Program*

Mr. Pierce recalled that in 2011, the City adopted the Southeast Master Plan, as well as its re-adoption in the 2018 Comprehensive Plan. The City committed to pursuing a Transfer of Development Rights (TDR) program to preserve agricultural lands and open space along the east side of the Southeast Neighborhood area as shown and outlined in Chapter Four of the Master Plan.

The land use exhibit designates specific areas where preservation is desired, called sending areas, and designates areas where increased density is permitted, called receiving areas. The maximum density allowed in the sending areas will be eight dwelling units per acre.

The Planning Director reported that the City met with the State of Delaware Department of Agriculture (DDA) to begin discussions on how the program would operate. Preliminary discussions indicate that the developers would purchase density bonuses from the City and the funds will be held by the City in a TDR bank. The DDA would utilize its current preservation program to solicit preservation easements from those properties specifically identified in the City's plan. The TDR funds would be used to purchase those preservation easements. Once the formal details are agreed upon between City staff and the DDA, a presentation will be made to City Council before introducing amendments to the City Code.

A workshop presentation will be scheduled sometime in September with a goal of the code amendments being adopted before the end of the calendar year.

#### ADJOURNMENT

There being no further business, Councilwoman Wilson moved to adjourn the Committee Meeting, seconded by Councilman Brooks. Motion carried.

The Meeting adjourned at 7:22 p.m.

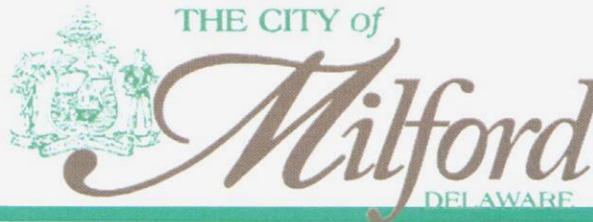
Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

Attachment:  
Land Use Application Process Calendar (Comparison)



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 *KLB*  
DATE: August 9, 2018  
RE: Activity Report/Jul 2018

**MONTHLY STATS:**

A total of 681 arrests were made by the Milford Police Department during July 2018. Of these arrests, 160 were for criminal offenses and 521 for traffic violations. Criminal offenses consisted of 34 felonies and 126 misdemeanors. Traffic violations consisted of 243 Special Duty Radar, 9 Drunk-Driving charges, 269 other.

Police officers investigated 80 accidents during the month and issued 97 written reprimands. In addition, they responded to 1,420 various complaints including city requests and other agency assistance.

**MONTHLY ACTIVITIES:**

**Chief of Police –**

Sat on the DNREC Interview Panel for their new Chief's position in Dover on July 12, 2018.

Interviewed and hired four academy candidates. They will starting the Delaware State Police Academy September 9, 2018.

Attended meeting in reference to Swift 911 for a quick overview and discussion regarding this replacement for Code RED on July 25, 2018.

Met with Dr. Fahey from Brandywine Counseling who has asked for me to become a member of their Board of Directors.

Volunteered at the Police Chief's Foundation Annual Golf Tournament held at Wild Quail Country Club on July 27, 2018.

Met with U.S. Attorney General David Weiss to discuss our continued partnership with Federal agencies on July 31, 2018.

Met with the City Manager and DMI on July 31, 2018, in reference to coordination of services for Ladybug festival.

Meeting with Tom Mehl on July 31, 2018, to discuss presentation for Presbyterian Church.

### **Training –**

One officer attended a NASRO Advanced SRO Course held at the Clayton Fire Department from July 9, 2018 – July 11, 2018.

One Officer attended the U.S. Marshals Service 1<sup>st</sup> State Investigators Conference held in Atlantic City from July 9, 2018 – July 11, 2018.

Three officers attended NHTSA SFST Refresher training held at the Delaware State Police Academy on July 11, 2018.

### **SRO –**

Sgt. Masten completed his National Association of School Resource Officers Advanced certification course this month. The certification was received following a three day course held in Clayton, DE.

Sgt. Masten met with several Principals from the Milford School District, Jon Lobiondo (Safety and Security for MSD), and Dr. Glen Stevenson to review changes to safety and security policies for the upcoming school year.

Sgt. Masten, S/Cpl. Bloodsworth, and Pfc. Stanton attended the "School Safety Symposium" at Dover Downs. This event was hosted by staff from Delaware Emergency Management and was attended by school resource officers and staff from numerous schools across the state.

Sgt. Masten completed plans for the 24th Annual Milford's Night Out. Once again this event was made possible with the help of Allen Harim, Pepsi Bottling Company, and Grotto Pizza. Below is the first press release about this year's event.

Sgt. Masten conducted an intruder training for the staff at the Milford Senior Center.

S/Cpl. Bloodsworth spoke to area youth at the T&K Summer Camp in Greenwood about internet safety.

Sgt. Masten, S/Cpl. Bloodsworth, and Pfc. Stanton attended the annual community picnic at Milford Crossing.

### **K9 Unit –**

For the month of July 2018 the Milford Police Department K9 unit had the following stats:

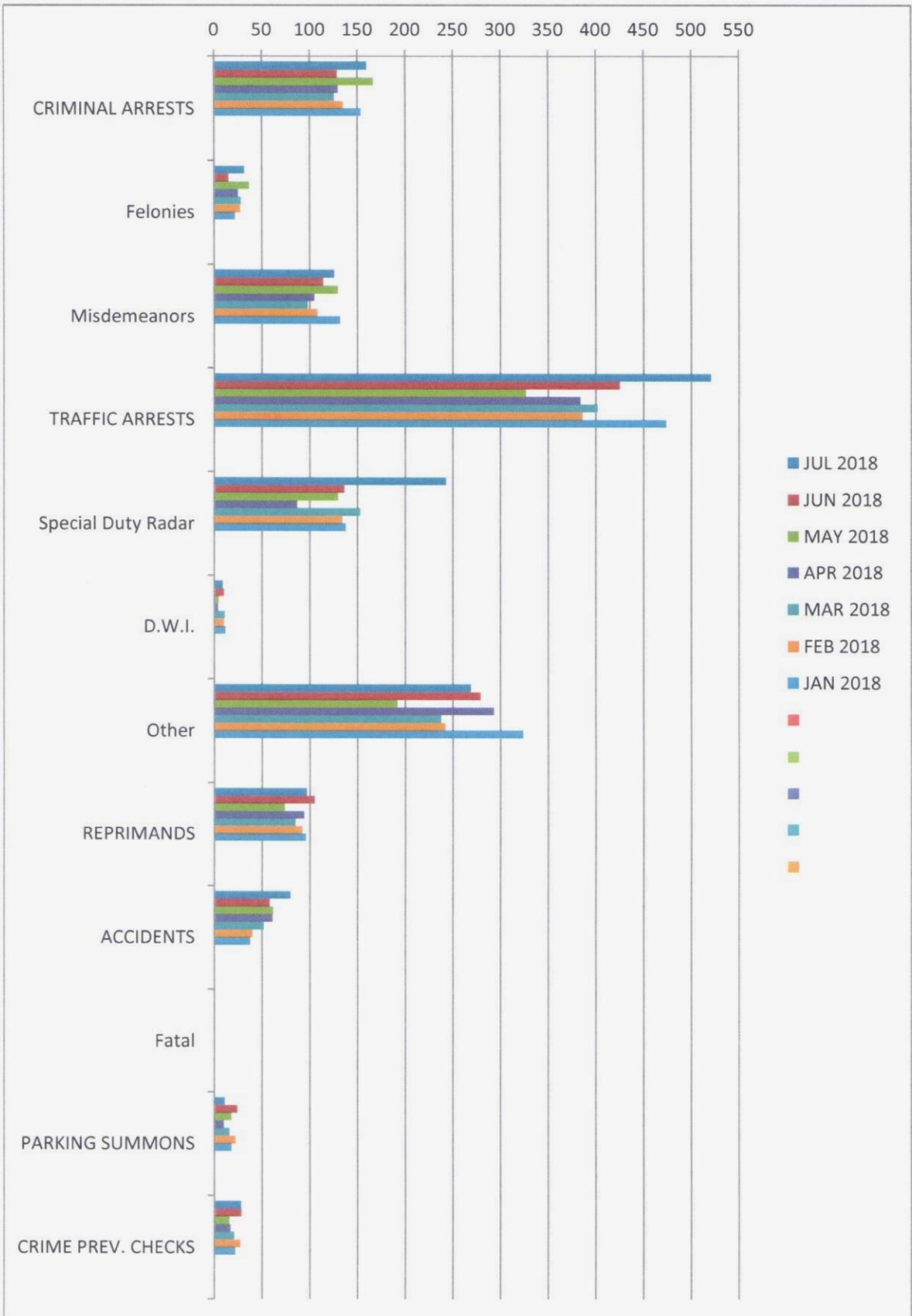
- Utilized 13
- Building Searches 5
- Foot Patrols 5
- Assist Other Agency 2
- Crowd Control 2
- Demo 4

<u>Seized Items</u>	<u>Amount</u>	<u>Value</u>
• Crack Cocaine		
• Marijuana		
• Other		
• Firearms		
• Currency		

Note: Cpl. Marino/K9 Audie were off for five shifts due to vacation.

JUL 2018 ACTIVITY REPORT

	JUL 2018	TOTAL 2018	JUL 2017	TOTAL 2017
COMPLAINTS	1420	8579	1190	8241
CRIMINAL ARRESTS	160	1001	176	986
Felonies	32	186	14	150
Misdemeanors	126	813	162	831
TRAFFIC ARRESTS	521	2919	304	2676
Special Duty Radar	243	1021	58	664
D.W.I.	9	61	5	30
Other	269	1837	241	1982
REPRIMANDS	97	643	86	761
ACCIDENTS	80	391	79	364
Fatal	0	1	0	0
PARKING SUMMONS	11	119	9	100
CRIME PREV. CHECKS	28	159	9	176
FINES RECEIVED	\$8,866.01	\$ 57,406.33	\$ 10,109.78	\$ 61,967.57





## City Manager's Report August 13, 2018

### **FINANCE DEPARTMENT**

#### *Customer Service Division*

Accounts Billed for the Month	
Residential	6,038
Small General	748
Medium General Service	365
Contract Services	3
Large General Service	6
General Service Primary	14
City Accounts	52
Lights: Street/Security	178
Total	7,404

Payments Processed	
Cash	\$137,904.93
Check	\$1,812,968.74
Money Orders	\$ 8,735.81
Direct Deposit Payments	\$488,797.19
Credit Card (Utilities)	\$105,714.21
Online Credit Card (Utilities)	\$284,399.14
Online Credit Card (Taxes)	\$2,743.10
Online E-Check (Utilities)	\$83,189.42
Online E-Check (Taxes)	\$7,216.31
City Accounts	\$46,485.25
Total	\$2,978,154.10

Payment Plan/Delinquent/New Accounts/Terminated Accounts	
Payment Plans Arranged	299
Sent to Collections	17
Delinquent Notices Mailed	1306
Disconnect for Non-Payment	47
Accounts Not Re-Connected	7
Door Tags (requesting customer contact us)	15
Final Bills Mailed	30
New Services Set Up	124
Services Terminated	71
Total	1,916

- We started the water smart meter deployment in July and have had some issues we are working through.
- We are still having minor issues with electric smart meter deployment; however, the process is getting better.

#### *Information Technology Division*

Issues Addressed	
Administration/Council	7
Customer Service	13
Finance	12
Parks & Recreation	0
Planning	4
Police	0
Public Works	15
Information Technology	10
Vendor/3 <sup>rd</sup> Party	11
Total	72

Does not include routine maintenance items such as changing back up tapes, performing morning systems checks, etc.

## **PARKS & RECREATION DEPARTMENT**

### *Parks Division*

- The Riverwalk decking removal and replacement project began in July. This project is to remove and replace the warped and twisted wooden decking with new composite deck boards. The entire guardrail system will also be pressure washed and the guardrail cap will be replaced with composite material. The pedestrian bridges will all have the decking removed and replaced as necessary. The contractor began with removing the metal guardrail along the section behind Maple Ave. This is to be sandblasted, repainted and then reinstalled. The contractor also began pressure washing the pedestrian bridge and a section of boardwalk located at Mill Street.
- A temporary employee from KSI was added to our Park crew. Doug Hume works in the parks for 4 hours a day and is hired through the temporary employment agency. We felt this was a good opportunity and a win for both KSI and Parks & Rec. So far Doug has worked out great, is a good worker who likes coming to work and primarily works with the crew taking care of the grounds at the cemeteries. We are hopeful that we can continue to give people from KSI opportunities to develop their skill set and gain real world experience.
- Local Milford high school students from the S.W.E.A.T program donated a morning of their time to spread mulch at the Can-Do playground. This is a good program whereby the students focus on physical training and leadership, and are encouraged to do some sort of community service. Parks & Rec had mulch delivered onsite and provided wheelbarrows, forks and rakes for the students to spread approximately 30 cubic yards of mulch. This is the third year in a row that we have partnered with MHS.
- Park crews have had a busy July with maintenance of parklands, right-of-ways, cemeteries, and facilities. The crews have been involved in everything from watering plants, irrigating sports fields, maintenance of Goat Island, cutting grass, pressure washing and painting, removing dead trees at bicentennial park, spreading mulch, trimming trees along the Riverwalk, applying weed killer and applying fertilizer.



### *Recreation Division*

- Staff were busy over the month of July with the “Summer Fun Club” (which is our redeveloped kids six-week day camp). The camp concluded at the end of July with a carnival day which included water slides, a dunk tank, bouncy houses, pizza and ice cream for the kids. We received positive feedback from parents who said they liked the redesigned camp which placed a lot more emphasis on day trips and activities. Staff met at the conclusion of the camp for a debrief in order to plan ahead for next year’s camp.

**PLANNING & DEVELOPMENT DEPARTMENT**

*Building Inspections & Permitting Division*

Building Permits Issued	
Commercial Foundation	0
Commercial New Construction	3
Commercial Sign	1
Demolition	0
Residential New Construction	12
Residential Renovation/Accessory Structure	9
Roof/Siding	7
Solar Panels	2
Utility (Electric/Water	1
Total	35

*Economic Development Division*

Downtown Development District	Investment since 09/16
Private Developers & Homeowners Investment	\$9,125,456.00
State of DE Grants (Reserved or Received)	\$1,205,290.00
Kent/Sussex County Matching Grants	\$21,500.00
City Fee Waivers/Tax Abatements	\$124,135.44

*Code Enforcement & Licensing Division*

Case Activity		Case Violations		Inspections & Licensing	
New Cases	10	Abandoned Vehicle	1	Rental Licenses Issued	7
Closed Cases	0	Dangerous Tree	0	Vendor Licenses Issued	0
Open at Start of Month	214	Furniture	1	Contractors Licenses Issued	20
Open at End of Month	222	Generic	0		
		Property Maintenance	5		
		Rubbish/Garbage	0		
		Weeds & Grass	2		
		Zoning Use	1		
		Total	37		

*\*149 of the 222 Open Cases are for tall grass which stay open the entire growing season.*

- 371 of the 718 rental units in Sussex County have been inspected since March 1, 2018 (approximately 52%). Approximately 81% of these units are in compliance.
- The Director interviewed candidates for the Code Enforcement Official position and is in the process of making a selection.

*Planning & Zoning Division*

- The Planning Commission met in July and recommended approval of a minor subdivision for lands of Salt Air Homes, Inc. and an associated conditional use application. The Commission recommended approval of a conditional use application for lands of AC Lucas. The Commission approved a preliminary site plan for Delaware Veterans Home. The Commission also discussed updating the sign ordinance and adding administrative approvals to Chapter 200-Subdivision of Land.
- The Board of Adjustment met in July and approved a variance for Salt Air Homes.

**PUBLIC WORKS DEPARTMENT**

*Electric Division*

Power Outages	12
Poles Replaces (due to age, rot or damage)	7
Closed Work Orders	11
Trouble Service Calls	24
After Hours Calls	13
New Electric Service Installed	2
Preventative Maintenance/Trees Trimmed	4
Miss Utility Locates	316



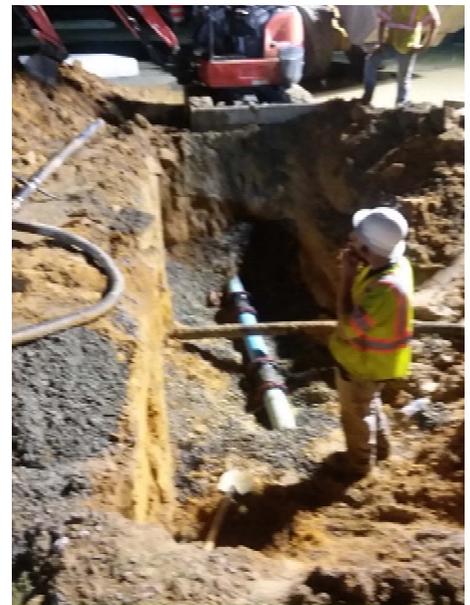
*Engineering Division*

- Submitted DWSRF Loan Full Application for funding of a City-wide Lead Drinking Water Service Line Replacement project. Application must be submitted to secure a funding offer identifying any available principal forgiveness for the project.
- Finalized sidewalk inspection findings to identify total number of sidewalk blocks to be replaced. Held public information session regarding sidewalk repair/replacement project.
- Reviewed proposal from Merestone Engineering for Mispillion Street Utility Improvements and Street Repair Project.
- Held public information session with Shawnee Acres residents to discuss Wastewater Pumping Station Improvements Project.
- Continuous work on Bayhealth Campus, SE Second St Utility Infrastructure Improvements Project and DelDOT SR1/NE Front Street Overpass Project.

*Public Service Division*

Bulk Pick Ups	44
Brush Collections	4
New Service Deliveries	
Trash	18
Recycle	21
Yard Waste	11
Change Container Size	1
Damaged/Replaced Container	7

- Public Works is utilizing a new software that tracks how many containers are tipped each day as well as whether a cart was not set out for pick up, or inaccessible and whether contaminants were found in the cart. The office receives this information in real-time.
- Hydrant flushing was occurring in ward 3 this month.
- Contractor bored through a sewer main at Bayhealth Campus. Crew monitored SE Regional Pump station while repairs were being made. (see pics to right)



**FUND BALANCES REPORT**

Date: June 2018

Cash Balance - General Fund Bank Balance	\$2,414,164
Cash Balance - Electric Fund Bank Balance	\$2,820,327
Cash Balance - Water Fund Bank Balance	\$2,365,501
Cash Balance - Sewer Fund Bank Balance	\$377,840
Cash Balance - Trash Fund Bank Balance	\$165,567

	General <u>Improvement</u>	Municipal <u>Street Aid</u>	Real Estate <u>Transfer Tax</u>	Economic Development <u>Fund</u>
Beginning Cash Balance	361,416	118,978	2,423,180	\$418,308
Deposits	90,284		48,457	
Interest Earned this Month	394	106	2,209	
Disbursements this Month	(10,861)		(41,667)	
Investments				
Ending Cash Balance	\$441,233	\$119,084	\$2,432,179	\$418,308

	GF Capital <u>Reserves</u>	Water Capital <u>Reserves</u>	Sewer Capital <u>Reserves</u>	Electric <u>Reserves</u>
Beginning Cash Balance	2,776,047	8,088,666	3,759,193	9,504,740
Deposits				
Interest Earned this Month	7,549	21,995	10,222	26,361
Disbursements this Month	(308)	(896)	(416)	(242,878)
Investments				
Ending Cash Balance	\$2,783,288	\$8,109,765	\$3,768,999	\$9,288,223

	Water <u>Impact Fee</u>	Sewer <u>Impact Fee</u>	Electric <u>Impact Fee</u>
Beginning Cash Balance	1,981,837	\$1,254,743	\$572,815
Deposits	5,735	\$3,030	
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$1,987,572	\$1,257,773	\$572,815

INTEREST THROUGH THE TWELTH MONTH OF THE FISCAL YEAR:

General Fund	32,378	Water Fund	17,147
GF Capital Reserves	29,064	Water Capital Reserves	101,763
Municipal Street Aid	4,249	Sewer Fund	2,040
Real Estate Transfer Tax	20,004	Sewer Capital Reserves	50,285
Electric Fund	30,667	Trash Fund	1,937
Electric Reserves	113,984		

TOTAL INTEREST EARNED TO DATE \$403,518

**REVENUE REPORT**

Page Two

Date: June 2018	AMOUNT BUDGETED	MTD	YTD	100% of Year Expended YTD%
ACCOUNT				
Economic Development Fund	95,000	600	41,593	43.78%
General Fund Reserves	585,000	0	237,590	40.61%
Realty Transfer Tax-Police	500,000	41,667	500,000	100.00%
Real Estate Tax	3,850,560	14,570	3,947,542	102.52%
Business License	45,000	1,550	50,725	112.72%
Rental License	80,000	1,575	107,725	134.66%
Building Permits	80,000	4,240	182,075	227.59%
Planning & Zoning	15,000	2,100	36,930	246.20%
Grasscutting Revenue	16,000	2,000	16,000	100.00%
Police Revenues	446,750	54,708	472,364	105.73%
Misc. Revenues	286,065	5,120	308,100	107.70%
Transfers From	3,324,000	277,000	3,324,000	100.00%
<b>Total General Fund Revenues</b>	<b>\$9,323,375</b>	<b>\$405,130</b>	<b>\$9,224,644</b>	<b>98.94%</b>
Water Revenues	2,734,500	292,588	2,864,246	104.74%
Sewer Revenues	2,508,000	261,850	2,620,609	104.49%
Kent County Sewer	1,850,000	175,522	1,863,753	100.74%
Solid Waste Revenues	1,384,815	103,518	1,393,860	100.65%
Electric Revenues	25,016,000	3,042,795	25,545,199	102.12%
<b>TOTAL REVENUES</b>	<b>\$42,816,690</b>	<b>\$4,281,403</b>	<b>\$43,512,311</b>	<b>101.62%</b>
YTD Enterprise Expense		(92,944)		
YTD Enterprise Revenue		96,570		
LTD Carlisle Fire Company Building Permit Fund		142,620		

**EXPENDITURE REPORT**  
**Page Three**

Date: June 2018

100% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>City Manager</b>					
Personnel	508,603	\$41,461	532,504	104.70%	(23,901)
O&M	129,250	\$14,702	112,132	86.76%	17,118
Capital	0	\$0	0		0
<b>Total City Manager</b>	<b>\$637,853</b>	<b>\$56,163</b>	<b>\$644,636</b>	<b>101.06%</b>	<b>(6,783)</b>
<b>Planning &amp; Zoning</b>					
Personnel	141,578	\$17,589	140,912	99.53%	666
O&M	50,875	\$6,753	28,790	56.59%	22,085
Capital	0	\$0	0		0
<b>Total P, C &amp; I</b>	<b>\$192,453</b>	<b>\$24,342</b>	<b>\$169,702</b>	<b>88.18%</b>	<b>22,751</b>
<b>Code Enforcement &amp; Inspections</b>					
Personnel	131,736	\$16,298	129,885	98.59%	1,851
O&M	193,950	\$8,859	140,425	72.40%	53,525
Capital	0	\$0	0		0
<b>Total P, C &amp; I</b>	<b>\$325,686</b>	<b>\$25,157</b>	<b>\$270,310</b>	<b>83.00%</b>	<b>55,378</b>
<b>Council</b>					
Personnel	31,225	\$4,682	28,643	91.73%	2,582
O&M	41,200	\$2,633	34,260	83.16%	6,940
Council Expense	20,000	\$2,891	17,376	86.88%	2,624
Contributions	206,000	\$0	206,000	100.00%	0
Codification	10,000	\$275	9,794	97.94%	206
Employee Recognition	11,000	\$0	10,317	0.00%	683
Insurance	23,000	\$595	17,067	74.20%	5,933
Christmas Decorations	10,000	\$0	1,100	11.00%	8,900
Economic Development	5,000	\$600	1,593	31.86%	3,407
Strategic Plan	20,000	\$0	20,000	100.00%	0
Armory Expenses	12,000	\$112	12,865	107.21%	(865)
<b>Total Council</b>	<b>\$389,425</b>	<b>\$11,788</b>	<b>\$359,015</b>	<b>92.19%</b>	<b>30,410</b>
<b>Finance</b>					
Personnel	405,510	\$85,362	406,600	100.27%	(1,090)
O&M	84,650	\$3,033	69,301	81.87%	15,349
Capital	0	\$0	0		0
<b>Total Finance</b>	<b>\$490,160</b>	<b>\$88,395</b>	<b>\$475,901</b>	<b>97.09%</b>	<b>14,259</b>
<b>Information Technology</b>					
Personnel	157,195	\$19,907	156,999	99.88%	196
O&M	187,950	\$77,998	148,991	79.27%	38,959
Capital	63,000	\$2,700	63,000	100.00%	0
<b>Total Information Technology</b>	<b>\$408,145</b>	<b>\$100,605</b>	<b>\$368,990</b>	<b>90.41%</b>	<b>39,155</b>

**EXPENDITURE REPORT****Page Four**

Date: June 2018

100% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Police Department</b>					
Personnel	4,004,790	\$487,965	3,889,248	97.11%	115,542
O&M	497,700	\$43,464	452,119	90.84%	45,581
Capital	83,340	\$0	83,049	99.65%	291
<b>Total Police</b>	<b>\$4,585,830</b>	<b>\$531,429</b>	<b>\$4,424,416</b>	<b>96.48%</b>	<b>161,414</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	384,196	\$51,083	390,810	101.72%	(6,614)
O&M	397,345	\$17,508	272,968	68.70%	124,377
Capital	538,000	\$333,000	537,712	99.95%	288
<b>Total Streets &amp; Grounds</b>	<b>\$1,319,541</b>	<b>\$401,591</b>	<b>\$1,201,490</b>	<b>91.05%</b>	<b>118,051</b>
<b>Parks &amp; Recreation</b>					
Personnel	660,720	\$81,131	685,981	103.82%	(25,261)
O&M	275,562	\$27,133	248,562	90.20%	27,000
Capital	115,000	\$42,122	111,529	96.98%	3,471
<b>Total Parks &amp; Recreation</b>	<b>\$1,051,282</b>	<b>\$150,386</b>	<b>\$1,046,072</b>	<b>99.50%</b>	<b>5,210</b>
<b>Total General Fund</b>					
<b>Operating Budget</b>	<b>\$9,323,375</b>	<b>\$1,389,856</b>	<b>\$8,960,532</b>	<b>96.11%</b>	<b>362,843</b>

**EXPENDITURE REPORT**

Page Five

Date: June 2018

100% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Water Division</b>					
Personnel	292,221	\$33,798	283,829	97.13%	8,392
O&M	1,186,575	\$82,366	1,011,561	85.25%	175,014
Capital	530,939	\$530,939	530,939	0.00%	0
Debt Service	724,765	\$46,500	611,811	84.42%	112,954
<b>Total Water</b>	<b>\$2,734,500</b>	<b>\$693,603</b>	<b>\$2,438,140</b>	<b>89.16%</b>	<b>296,360</b>
<b>Sewer Division</b>					
Personnel	292,221	\$33,745	281,549	96.35%	10,672
O&M	1,177,425	\$135,017	1,056,194	89.70%	121,231
Capital	379,634	\$259,015	350,707	0.00%	28,927
Debt Service	658,720	\$62,944	566,331	85.97%	92,389
<b>Sewer Sub Total</b>	<b>\$2,508,000</b>	<b>\$490,721</b>	<b>\$2,254,781</b>	<b>89.90%</b>	<b>253,219</b>
Kent County Sewer	1,850,000	\$141,624	1,863,759	100.74%	(13,759)
<b>Total Sewer</b>	<b>\$4,358,000</b>	<b>\$632,345</b>	<b>\$4,118,540</b>	<b>94.51%</b>	<b>239,460</b>
<b>Solid Waste Division</b>					
Personnel	344,810	\$30,848	292,974	84.97%	51,836
O&M	776,001	\$83,459	764,285	101.07%	(8,284)
Capital	264,004	\$8,880	263,513	99.81%	491
<b>Total Solid Waste</b>	<b>\$1,384,815</b>	<b>\$123,167</b>	<b>\$1,340,772</b>	<b>96.82%</b>	<b>44,043</b>
<b>Total Water, Sewer Solid Waste</b>					
	<b>\$8,477,315</b>	<b>\$1,449,115</b>	<b>\$7,897,452</b>	<b>93.16%</b>	<b>579,863</b>
<b>Electric Division</b>					
Personnel	1,260,412	\$165,803	1,295,207	102.76%	(34,795)
O&M	2,061,020	\$154,725	1,673,323	81.19%	387,697
Transfer to General Fund	2,500,000	\$208,333	2,500,000	100.00%	0
Capital	701,603	\$647,591	701,603	100.00%	0
Debt Service	192,965	\$53,557	192,965	100.00%	0
<b>Electric Sub Total</b>	<b>\$6,716,000</b>	<b>\$1,230,009</b>	<b>\$6,363,098</b>	<b>94.75%</b>	<b>352,902</b>
Power Purchased	18,300,000	\$1,449,173	17,315,409	94.62%	984,591
<b>Total Electric</b>	<b>\$25,016,000</b>	<b>\$2,879,182</b>	<b>\$23,678,507</b>	<b>94.65%</b>	<b>1,337,493</b>
<b>TOTAL OPERATING BUDGET</b>					
	<b>\$42,893,690</b>	<b>\$5,518,153</b>	<b>\$40,536,491</b>	<b>94.50%</b>	<b>2,357,199</b>

**INTERSERVICE DEPARTMENTS REPORT**

Page Six

Date: June 2018

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	100% of Year Expended YTD%	UNEXPENDED BALANCE
<b>Garage</b>					
Personnel	102,121	11,559	117,445	115.01%	(15,324)
O&M	77,855	5,848	72,002	92.48%	5,853
Capital	0		0		0
<b>Total Garage Expense</b>	<b>\$179,976</b>	<b>17,407</b>	<b>\$189,447</b>	<b>105.26%</b>	<b>(9,471)</b>
<b>Public Works</b>					
Personnel	428,039	58,605	388,181	90.69%	39,858
O&M	168,161	10,335	168,556	100.23%	(395)
Capital	11,100	0	10,122	91.19%	978
<b>Total Public Works Expense</b>	<b>\$607,300</b>	<b>68,940</b>	<b>\$566,859</b>	<b>93.34%</b>	<b>40,441</b>
<b>Billing &amp; Collections</b>					
Personnel	554,850	67,332	553,843	99.82%	1,007
O&M	221,975	22,498	216,073	97.34%	5,902
Capital	0		0		0
<b>Total Billing &amp; Collections</b>	<b>\$776,825</b>	<b>89,830</b>	<b>\$769,916</b>	<b>99.11%</b>	<b>6,909</b>
<b>City Hall Cost Allocation</b>					
Personnel	0		0		0
O&M	48,520	6,406	45,709	94.21%	2,811
Capital	0		0		0
<b>Total City Hall Cost Allocation</b>	<b>\$48,520</b>	<b>6,406</b>	<b>\$45,709</b>	<b>94.21%</b>	<b>2,811</b>

**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.**



**TO:** Community & Economic Development Committee

**FROM:** Rob Pierce, Planning & Development Director

**DATE:** July 9, 2018

**RE:** **Land Use Application Procedures**

---

At the May 29, 2018 committee meeting, staff presented the current Land Use application procedures as required by the Delaware Code, City Charter, and Chapters 200 & 230 of the City Code. The committee requested staff to investigate ways to reduce the time it takes for applications to get through the City's land use process. As a result, discussions will be held with the Planning Commission in July to develop code amendments to Chapter 200 and Chapter 230 regarding administrative approvals for minor subdivisions, lot line adjustments, and lot consolidations which may eliminate the need for Planning Commission and City Council review for these types of applications.

In addition, the City Manager, Solicitor, Clerk and Planning Director met to review the timing of application submissions, document review, advertisement and meeting dates to determine if there were ways to modify the process to reduce the amount of time needed. The enclosed exhibit illustrates the current schedule for applications that require public hearings, the current schedule for applications that do not require public hearings and a proposed revision to the schedule for applications that require public hearings. The exhibit outlines which types of applications require public hearings in the preliminary and final approval stages. Major tasks are color coded and labeled below the calendars.

As shown on the "Revised Process with Public Hearings" schedule, a month could be eliminated from the process if the Planning Commission and City Council public hearings are scheduled in the same month. This would not place an additional burden on City staff for review, advertising and publishing tasks. However, this approach would mean that the City Council public hearing would occur less than one week from the Planning Commission public hearing, and the Planning Commission meeting minutes would not be available for review by the City Council.

Any other option to reduce the amount of application processing time would require significant modifications to Chapter 200 and Chapter 230.

Staff is seeking direction from City Council with regards to modifying the public hearing schedule.

A Major Subdivision follows the below process with Public Hearings twice, once for Preliminary and once for Final

A Minor Subdivision follows the below process with Public Hearings once.

A Permitted Use Site Plan follows the below process without Public Hearings twice, once for Preliminary and once for Final

A Conditional Use Site Plan follows the below process with Public Hearings once for Preliminary, and the below process without Public Hearings once for Final

A Conditional Use follows the below process with Public Hearings once.

Process without Public Hearings

Jun-18						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Process with Public Hearings

Jun-18						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Revised Process with Public Hearings

Jun-18						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul-18

S	M	T	W	R	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul-18

S	M	T	W	R	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul-18

S	M	T	W	R	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Aug-18

S	M	T	W	R	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Aug-18

S	M	T	W	R	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Aug-18

S	M	T	W	R	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Deadline for Applications
- Development Advisory Committee Meeting/  
Provide Review Comments to the Applicant
- Set Planning Commission Agenda
- Planning Commission Packets mailed
- Planning Commission Meeting

- Deadline for Applications
- Development Advisory Committee Meeting/  
Provide Review Comments to the Applicant
- City Clerks Office places ad in the newspaper
- Advertise in the Milford Beacon (15 day requirement)
- Planning Commission Packets mailed
- Planning Commission Public Hearing
- City Council Introduction
- City Council Public Hearing

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- City Council Introduction
- City Council Public Hearing

Preliminary Site Plan review typically takes 10 business days for the City Planner and City Engineer to return comments to the applicant. A Preliminary Major Subdivision may take longer.

Final Site Plan and Final Subdivision Plan review is completed by the City Engineer and typically takes 30-45 days for a review.

Between Preliminary and Final approvals, the applicant is responsible for getting approval or no-objection letters from DeIDOT, KCD/SCD, DHSS, Fire Marshal, DNREC WPCC.

Join us for



# #CityHallSelfie Day

**August  
15, 2018**

CITY HALL

• Take a selfie in front of City Hall!

• Share it!

• Tag it with @MilfordDE  
#CityHallSelfie #MilfordDE



*But first... let me take a #CityHallSelfie!*

Join us

at City Hall at 8:55am  
to snap a group selfie!

We'll be posting it to  
social media with the tags



*@CityHallSelfie*

*@MilfordDE*

*#CityHallSelfie*

*#MilfordDE*



**August  
15,  
2018**



7850 Walker Drive, 2<sup>nd</sup> Floor  
Greenbelt, MD 20770

July 31, 2018

Eric Norenberg  
City Manager  
City of Milford  
201 S. Walnut Street  
Milford, DE 19963

**Re: Programming Changes**

Dear Mr. Norenberg,

We are committed to keeping you and our customers abreast of the expiration of upcoming programming agreements. We regularly inform our customers in their bills and annual notices that we maintain a website ([www.xfinitytv.com/contractrenewals](http://www.xfinitytv.com/contractrenewals)) and toll-free number ((866) 216-8634) that are updated regularly to provide notice of the programming contracts that are set to expire in the coming months and the channels we might lose the rights to continue carrying.

As part of our ongoing commitment to keep you informed, we wanted to update you that Comcast's right to continue carrying beIN Sports' beIN and beIN en Español expired on July 31, 2018. As a result, we lost authorization to continue carrying these beIN networks as part of our lineup on August 1, 2018.

We want to carry these beIN Sports networks and provide our customers with the best value for beIN programming. To date, however, beIN Sports has been unwilling to provide an agreement that would enable us to carry its content in a way that reflects the value of these networks in a very competitive marketplace.

Since we lost authorization to carry this beIN Sports programming, we are preparing to activate [www.ComcastFacts.com](http://www.ComcastFacts.com) to help keep our customers informed during this period. We will continue to provide updates to you and our customers as we work to reach an agreement with beIN.

Sincerely,

Kevin Broadhurst  
Vice President, Government & Regulatory Affairs

# PJM 101: The Basics



## Location:

*DEMEC invites you to a training event!*

**DEMEC**



Delaware Municipal Electric Corporation

22 Artisan Drive, Smyrna, DE 19977

PJM 101: The Basics is a one-day, highly demanded, course introducing participants to PJM's markets and operations models. For your ease, convenience and savings, DEMEC is bringing this very difficult to schedule course onsite to our training facility here in Smyrna Delaware.

PJM offers this course only a few times yearly, which limits attendance opportunities. In addition, the burden of cost incurred by participants who attend out of state is significant. This course is being offered **FREE** of charge to the DEMEC membership. Please don't miss this very hard to come by opportunity.

**Tuesday, September 11<sup>th</sup>, 2018**

**8:30 a.m. – 4:30 p.m.**

(Registration at 8:00 a.m.)

**8:00 a.m.** Registration - Coffee and Donuts

**8:30 a.m.** Start Time

**12:00 p.m.** Lunch (*Provided by DEMEC*)

**4:30 p.m.** End Time (could end earlier dependent on participation and Q&A)

## **COURSE OVERVIEW**

PJM 101: The Basics is a one-day course introducing attendees to PJM's markets and operations models. This course includes discussion on topics such as the PJM markets and system operations, market settlements, capacity and transmission expansion planning. This course is designed for those who want and/or need to develop a more in-depth understanding of the regional transmission organization.

## **TOPICS OF DISCUSSION**

- PJM RTO & Governance
- Fundamentals of System Operations
- Emergency Procedures
- Transmission Services
- Ancillary Services
- Energy Markets and Congestion Hedging
- Two Settlement & Virtual Bids
- ARRs & FTRs
- Reliability Pricing Model (RPM)
- Independent Market Monitor
- Regional Planning Process
- Market Settlements

## **RECOMMENDED ATTENDEES**

Individuals that would benefit from this session are the DEMEC Board of Directors and Alternates, Local Council/Board Members, City/Town Officials, Utility Committees, Electric Distribution Managers, Public Relations Staff, and other involved Staff.

There is no limit on the number of employees you can send, however, RSVPs are required for seating and lunch purposes.

---

Please RSVP no later than **Wednesday, August 29<sup>th</sup>, 2018**  
for seating and lunch planning purposes.

**Register Here**

Complete your registration by clicking the red button above  
or by contacting Kendra Friel at [kfriel@demecinc.net](mailto:kfriel@demecinc.net) or (302) 653-2733



Corrected funding:

Motion to correct funding source initially approved on June 25, 2108:

Authorize \$1.3 million transfer from General Fund Reserves to fund five additional Milford Police Officers



08.07.18  
- pending Council mtg  
8.13.18

# CITY OF MILFORD SPECIAL EVENTS PERMIT APPLICATION

## EVENT INFORMATION

Event Name: Arena's Annual Running of the Goat

Location: 200 NE Front St.

Date/Time: August 17, 2018 Time 10:00 a.m.  
 Setup Date \_\_\_\_\_ Time \_\_\_\_\_  
 Event Starts Date \_\_\_\_\_ Time 5:30 p.m.  
 Event Ends Date \_\_\_\_\_ Time 11:59 p.m.  
 Dismantle Date \_\_\_\_\_ Time 12:00 d.m.

Event Type: (see DEFINITIONS)

- Athletic Event
- Farmer's Market
- Street Fair/Block Party/Neighborhood Event
- Carnival / Circus
- Festival
- Exhibition
- Parade/March
- Fair
- Street Market
- Other: Run/walk/Race/5K

Anticipated Attendance: Daily: 500 Total: \_\_\_\_\_

- Yes  No Is this an annual event?
- Yes  No Has this event ever been held at another location? If yes, please provide references:

Location	Date	Contact Name	Phone Number

## APPLICANT INFORMATION

Organization Name: Tiffany Schrader / Matt Rowan Unit Board President, Greater Milford Boys & Girls Club  
 Chief Authorizing Official, if not you: \_\_\_\_\_  
 Address: 6582 Sawnee Rd.  
 City: Milford State: DE Zip Code: 19963  
 Phone: 302-841-0873 Cell: \_\_\_\_\_  
 Email: TiffanyJ.schrader@yahoo.com

The **Applicant** must be able to answer questions regarding the entire event and event application. He/She must be available for any planning meetings scheduled prior the event.

## ON SCENE CONTACTS

Name of On Scene Contact(s): Matt Rowan / Ashley Reynolds  
 Cell: 703-861-4609

The **On Scene Contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, dismantling and be in possession of the approved special event permit.

**EVENT COMPONENTS**

If the event includes any of the following, a detailed site plan must be submitted (see site plan instructions).

Yes  No

**Right of Way Usage**

Will the event require any temporary closures or restrict access to streets, sidewalks, or alleys? If yes, Attachment E and Attachment F must be completed and submitted with this application.

Yes  No

**City Park/Facility Usage**

Will the event require the use of City-owned  park/property or  facility?

Yes  No

**Mobile Food Vendors/Concessions/Vendors**

Will the event have mobile food vendors, a concession stand(s) or vendors? If yes, Attachment G must be completed and submitted with this application.

Yes  No

**Alcohol/Wine/Liquor**

If yes, Attachment H must be completed and submitted with this application.

*Permit Attached*

Yes  No

**Inflatables**

If yes, the following must be completed:

Entertainment Company Boys & Girls Club Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_  
Proof of Insurance is required.

Yes  No

**Entertainment**

Is there live entertainment, DJ, band, performers, or use of a stage? If yes, Attachment I and Attachment F must be completed and submitted with this application.

Yes  No

**Tents/Membrane Structures**

If yes, tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal and City Planning Department.

Yes  No

**Parade/March - Run**

If yes, Attachment E and Attachment J must be completed and submitted with this application.

Yes  No

**Temporary Fencing**

If yes, all fencing must be shown on the Site Plan and complete the following information:

Fencing Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

Yes  No

**Electrical Service/Generators**

Will you be using generators?  Yes  No  
Are you in need of access to the community power outlets available in the downtown business district?  Yes  No

**EVENT COMPONENTS-CONT'D**

Yes  No

**Carnival Rides**

If yes, a Permit must be obtained from the State Fire Marshal's Office and the following must be completed:

Number of Rides \_\_\_\_\_  
Amusement Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

Proof of Insurance is required.

Yes  No

**Trash/Recycling Services**

Do you have a company handling trash and recycling services for your event?

Vendor/Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

If no, are you requesting Milford Public Works Department provide trash/recycling services for your event.  Yes  No

Yes  No

**Portable Restrooms**

You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided. Number of restrooms will be determined based on the number of persons expected under an assembly use.

Number of portable restrooms 6 Number of ADA accessible 3 female / 3 male

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Contact \_\_\_\_\_

Yes  No

**Fireworks or Pyrotechnics**

If yes, applicant must contact the State Fire Marshal's Office for any and all approval regarding pyrotechnics or fireworks and a permit must be issued prior to the event start date. An inspection must be scheduled with the Fire Department prior to pyrotechnics being brought on the site.

**NOTE:** Fireworks companies are aware that a separate, special application must be filed with the State Fire Marshal's Office for fireworks or other pyrotechnic displays and a special permit will be issued.

Applicant/organizer shall be responsible for the cost of fire inspections and the cost of all standby fire protection as deemed necessary.

*Approval of this Special Event Application shall not be deemed approval of any fireworks or pyrotechnic display.*

Yes  No

Is the Applicant/Organization a commercial entity?

Yes  No

Is the Applicant/Organization a bona fide tax exempt, non-profit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, non-profit status.

Corporation/Organization Name Boys & Girls Club of DE, Inc.  
State of Incorporation DE Tax ID# 51-0068712

# APPLICATION CHECKLIST

Before submitting your application, make sure you review the following checklist to ensure your application is complete.

Completed N/A

- Attachment A –Security Plan (REQUIRED OF ALL APPLICANTS)
- Attachment B –Fire and Life Safety Plan (REQUIRED OF ALL APPLICANTS)
- Attachment C –Medical Plan (REQUIRED OF ALL APPLICANTS)
- Attachment D –Sanitation (REQUIRED OF ALL APPLICANTS)
- Attachment E –Streets / Traffic
- Attachment F –Temporary Street Closure
- Attachment G –Concessionaires / Vendors
- Attachment H –Liquor License
- Attachment I –Entertainment
- Attachment J –Parade

### Additional Requirements:

In addition to completing the application form(s), the applicant/organizer is required to furnish the following with their special event permit application:

- General Liability Insurance Listing the City of Milford as an Additional Insured:**  
Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

"The City of Milford, together with it selected and appointed officials in their individual and official capacities, it's employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns are named as additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event."

Additional endorsements that may be required:

- A. If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
- B. If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
- C. If the event involves the use of vehicles, the policy must also include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

- Applicant hereby requests waiver of insurance under the prohibitive cost exemption. **(Block Party/Neighborhood Event Applicants Only)**

Please provide explanation:

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- Clarification of Applicant's Status:**  
Applicants/Organizations claiming tax-exempt, non-profit status must include a copy of their IRS tax exempt, non-profit determination letter to the application.

**APPLICATION CHECKLIST-CONT'D**

- Site Plan:**  
Please complete a diagram of your event site. Use an 8 1/2 x 11 inch sheet of paper. Include the location of all event infrastructure elements, such as:
  - An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
  - Parking, accessible parking, drop-off and shuttle locations.
  - Fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
  - Provision of minimum twenty foot (20') emergency access lanes on public/private streets throughout the event venue.
  - First aid facilities and ambulances.
  - All stages, platforms, entertainment areas, scaffolding, bleachers, grandstands, canopies, tents, inflatables, mechanical rides, games, animals, demonstrations, children areas, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
  - Food concessions and cooking area including booth identification of all vendors cooking with flammable gases or barbecue grills.
  - Generator locations and/or source of electricity.
  - Parking areas for vehicles and/or trailers.
  - Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
  - Identification of all event components that meet accessibility standards.
  - Other operational event components not listed above.

If your event starts/ends at one or more locations and uses streets/trails elsewhere in Milford (for example, a 5K run/walk that starts in downtown and uses City streets), please submit a site plan that shows the start location, direction of pedestrian flow, and end location. Please include a written course description as well.



**ATTACHMENT A  
SECURITY PLAN-REQUIRED**

**SECURITY PLAN**

As the event applicant or organizer, you are required to provide a safe and secure environment for the event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event and the surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event are all items that must be analyzed in depth and addressed in your security plan. The event may require the services of Milford Police Officers, Crossing Guards and or Public Works employees. Applicant/Organizer may also need the services of a Private Security provider for this event. Private Security must be properly licensed and bonded in the State of Delaware and must be approved by the Milford Police Department.

Since most events occur during warmer weather, the applicant/organizer must also have an emergency plan for crowd safety or event cancellation during severe weather conditions.

Crowd managers (event staff) must be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

Yes     No    Do you have an adequate number of crowd managers?    How many?    3

Yes     No    Will your event be requesting off-duty Milford police officers?

Number of off-duty officers requested:    4

Yes     No    Have you hired a licensed professional security company to develop and manage your event's security plan?

If yes, you are required to provide a copy of the security company's valid License issued by the State of Delaware.

Name of Security Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

*1 - Park Ave / Washington (once event starts, officer will move to NE Front / Washington)*

*1 - Washington / SE Front*

*1 - Walnut / SE Front*

*1 - Church s/w Front*

**ATTACHMENT B  
FIRE AND LIFE SAFETY PLAN-REQUIRED**

**GENERAL REQUIREMENTS**

Yes  No

An approved, available method of notifying public safety agencies in the event of an emergency shall be provided prior to the start of any outdoor special event. On-site phones, or cellular phones, may fulfill this requirement. In Milford, the emergency number is 911.

Yes  No

Fire apparatus access shall be maintained throughout all areas of the event. Consideration shall be given to various event functions and Fire Department access to structures within the event area. Minimum fire department access dimensions are 24 feet wide, 14 feet high, with an outside turn radius of 55 feet and an inside turn radius of 35 feet.

Yes  No

All temporary electrical wiring shall be in accordance with the National Electric Code. Wire feeds and drops shall be run above pedestrian walks, buried, or so located as to not create a trip hazard. All trailer mounted generators must be grounded and have a 40BC fire extinguisher near each unit.

Yes  No  N/A

Fueling or defueling vehicles, generators, or equipment is prohibited during event hours unless approved prior to the event.

**PUBLIC ASSEMBLY PERMIT**

All public assemblies of more than 49 people in buildings or areas that are not regularly classified for use as public assembly sites must be reviewed and approved by the State Fire Marshal's Office for compliance with the fire code. Examples include barricaded streets and other defined venues, fenced beer gardens, concerts, tent events, trade shows, or use of a warehouse or other building not classified for public assembly for a special event venue. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

**TENT PERMIT**

Yes  No  
N/A

A floor plan shall be approved for interior setup of all tents. Location of chairs, tables, stages, aisles, exits, fire extinguishers, etc. shall be shown on the plan. Tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal's Office and City Planning Department. Site inspection is required. Minimum separation from any property line, building line, other tent, canopy or other temporary membrane structure shall be 20 feet.

**SPECIAL REQUIREMENTS**

1. Amusement rides and buildings used for "haunted houses," "fun houses," or other special amusements require approval from the State Fire Marshal's Office and City Planning Department.

**MEDICAL PLAN**

Large capacity events (over 1,000 attendees) have the potential of quickly overwhelming emergency response (fire, ambulance) agencies that are not staffed for these emergencies. Calling '911' when an injury occurs is normal. Expecting emergency responders to handle an incident with multiple injured people can rapidly and unexpectedly exceed the capability of those services. The applicant/organizer must provide an approved emergency medical service on site during an event, as follows:

Emergency Medical Services Resource Matrix				
Event Type	Crowd Size	On-site access to 911 and CPR	On-site basic first aid station	On-site Basic Life Support ambulance
Concert, musical festival, block party, street fair	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required
Athletic/sporting event	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required
Parade	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required

Yes  No Based on the size and nature of your event, have you secured an Ambulance service to be onsite for the entire duration of the event?  
Service Name: \_\_\_\_\_

Yes  No Has applicant/organizer hired a professional emergency medical services provider to develop and manage the event's medical plan?

If yes, please complete the following:

Medical Service Provider: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_



**SANITATION AND CLEAN UP**

What provisions have been made for cleanup after the event? Volunteers and

Races to Run Staff to clean up area and

Name of person responsible for cleanup: Monte after event.

Business name of company responsible for cleanup: \_\_\_\_\_

State of Delaware License Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Event location and adjacent areas must be returned to "pre-event" condition.  
Refer to the section regarding "Deposit" on Page 10 for further explanation.

**STREETS / TRAFFIC**

Is your event going to temporarily close or obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic to any of the following?

- Close
- Obstruct
- No

Streets  
Sidewalks  
Parking lots  
Other facilities such as parks, schools, churches, or vacant lots

*- City lot in front of Nelson-Silicato Bldg.*

If a street will be closed, the applicant/organizer must notify residences and businesses affected by the event. If more than one business is affected, it is also necessary to notify the Chamber of Commerce for Greater Milford and Downtown Milford, Inc (for events downtown). See Attachment F for notification letter.

If this event requires street closure(s), please include on the Site Plan the location of barricades and traffic control personnel. You will be required to obtain traffic safety equipment for the safe closure of the venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is the responsibility of the applicant/organizer to obtain and to properly place this equipment prior to the beginning of the event. The Police Department will assist you with your traffic plan, if needed.

- Yes
  - No
- Are you seeking use of any City owned traffic safety equipment (i.e. barricades, safety cones, etc.)?  
If yes, please explain the type equipment and number requested.

Type of Equipment: CONES Number Requested: 5  
 Type of Equipment: \_\_\_\_\_ Number Requested: \_\_\_\_\_  
 Type of Equipment: \_\_\_\_\_ Number Requested: \_\_\_\_\_

If a street closing is approved, the applicant/organizer is responsible to ensure emergency vehicles may still access buildings in the area as necessary.

All traffic and pedestrian control devices on all streets and highways open to public travel in Delaware must conform to the Delaware Department of Transportation, Manual on Uniform Traffic Control Devices, part 6.

- Yes
  - No
- Will the event involve the use of a parking and/or shuttle plan?  
If yes, attach a copy of the plan including anticipated parking spaces needed, path of shuttle and location of directional signage for guests.

- Yes
- No

Are you seeking to restrict parking before, during or after the event?  
If yes, explain: Nelson Silicato Bldg City Lot  
to close from midnight 8/16 until  
8/17 at midnight!

**ALCOHOLIC BEVERAGES**

If your event is providing, distributing, selling or dispensing alcoholic beverages, it may require a temporary alcohol permit, and if so you will need to submit an application for a permit to the Delaware Office of Alcoholic Beverage Control Commissioner which can be reached at (302) 577-5222. Applications are available at: <http://date.delaware.gov/OABCC/forms-applications.shtml>

Check all that apply:

- Free Alcohol
- Alcohol Sales
- Free and Sale Alcohol
- Sampling of Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Do you plan to secure a:

- Gathering License
- Extension of Premises License

*License Attached*

Please describe your security plan to ensure the safe offering of alcohol at your event.

*All runners ID'd and bracelets for those over 21.*

If applying for a Gathering License, the following must be provided:

*Boys & Girls Club of Delaware*      *631-662-4080*  
Organization Name      IRS 501(C)3#

*Matt Rowan / Arenas*  
Name of contact at Organization      Phone

*Matt Rowan*  
On-site Agent Responsible for Alcohol

How will attendees over the age of 21 be identified?  
*Bracelet*

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?  
*ID area*

**ATTACHMENT I  
ENTERTAINMENT**

**ENTERTAINMENT**

Yes

No

Is there any live entertainment, DJs, bands, or performers occurring during your event?  
If yes, Attachment F must be completed and submitted with this application.  
Please complete the following:

Number of stages: 1

Number of performers/bands: 1

Type of music: Rock

Please describe the sound equipment that will be used for your event:

Music Equipment and amplifiers

Yes

No

Will sound checks be conducted prior to the event?

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Yes

No

Will sound amplification be used?

Start time: Pre-Race 5:30 Finish time: Last call 11:59 p.m.

Yes

No

Will there be a contracted sound company on site?

If yes, who: \_\_\_\_\_

Yes

No

Does your event include any casino games, bingo games or drawing opportunities?

If yes, describe: \_\_\_\_\_

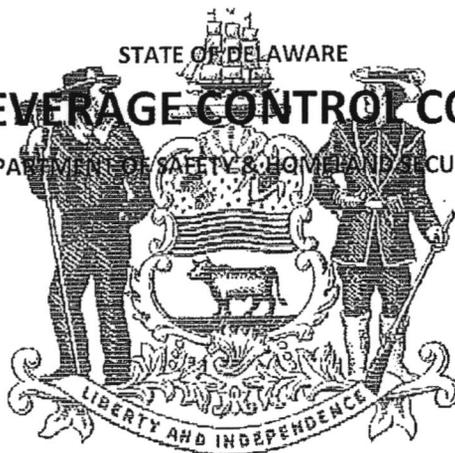
Yes

No

Will a temporary stage canopy be used?

If yes, please see "Tent Permit" on page 12.

STATE OF DELAWARE  
**ALCOHOLIC BEVERAGE CONTROL COMMISSIONER**  
DEPARTMENT OF SAFETY & HOMELAND SECURITY



**BOYS & GIRLS CLUB OF DELAWARE**

200 NE Front Street  
Milford, DE 19963

**GATHERING**

**HEREBY IS GRANTED**

**LICENSE**

TO SELL ALCOHOLIC LIQUOR ON YOUR PREMISES IN ACCORDANCE  
WITH THE LIQUOR CONTROL ACT

A handwritten signature in black ink, reading "John H. Cordrey", is written over a horizontal line.

Commissioner John H. Cordrey

License Number **50327**

Effective: 08-17-2018

Expires: 08-17-2018

Event Name: 4th Annual Running of the Goat 5k Race

Event Description: 5pm-11:59pm

**DAILY GATHERING**

POST PROMINENTLY – NOT TRANSFERRABLE

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Abel	Patrick Whitaker	2	5	Sunset Lane		
Adkins	Glenda Denise	2	421	Kings Highway		
Adkins	William C.	2	421	Kings Highway		
Amory	Bridget R.	2	604	S Walnut Street		
Amory	Michael Joseph	2	604	S Walnut Street		
Amory	Richard Raymond	2	604	S Walnut Street		
Anderson	Elizabeth A.	2	32	McCoy Street		
Anderson	Lauren Oliver	2	412	NW Front Street		
Antonik	Carol Susan	2	415	Woodland Drive		Lakelawn Estates
Antonik	Christopher G.	2	415	Woodland Drive		Lakelawn Estates
Artis	Jimmy F.	2	117	Causey Avenue		
Awayes	Maha	2	511	Kings Highway		
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	Jay E.	2	602	Marvel Road		Lakelawn Estates
Bailey	Patricia L.	2	999	S DuPont Boulevard		
Baker	Patricia M.	2	515	Lakeview Avenue		
Baker	Ronald R.	2	515	Lakeview Avenue		
Banks	John Lewis	2	302	Kent Place		
Banks	Mark Robin	2	801	S Walnut Street		
Barr	Clare Heafey	2	226	Jefferson Avenue		
Barr	Linda K.	2	226	Jefferson Avenue		
Barr	Robert T.	2	226	Jefferson Avenue		
Bausch Jr	John W	2	100	Sussex Avenue		
Beach	Janet D.	2	5879	Old Shawnee Road		
Bechtold	John Donald	2	507	Caulk Road		Lakelawn Estates
Beideman	Ruth Ann	2	605	Lakeview Avenue		
Benedict	Richard	2	603	Lakelawn Drive		Lakelawn Estates
Benedict	Ruth Ellen	2	603	Lakelawn Drive		Lakelawn Estates
Benham	Joselyn R.	2	500	S DuPont Boulevard		The Heritage
Bennett	Karen Mary	2	301	Lakeview Avenue		
Berry	Kyle Ryan	2	422	S Walnut Street		
Betts	Daniel P.	2	455	Kings Highway		
Blakely	Kenneth G.	2	102	Causey Avenue		
Blakely	Sheila G.	2	404	Lakeview Avenue		
Bleadow	Cheryl Y.	2	901	S DuPont Boulevard		
Bleadow	Kenneth A.	2	901	S DuPont Boulevard		
Blessing	Joel F.	2	608	New Street		
Boddy	Mitzi H.	2	9	Elizabeth Street		
Boddy	William L.	2	9	Elizabeth Street		
Bontrager-Thomas	Sherrie M.	2	314	NW Front Street		
Boutin	Amy Clare	2	308	S Walnut Street		
Boutin	Edward H.	2	308	S Walnut Street		
Boutin	Theresa M.	2	308	S Walnut Street		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Boutin	Virginia L.	2	308	S Walnut Street		
Bowers	Donna C.	2	435	S Walnut Street		
Bowers	Kevin R.	2	435	S Walnut Street		
Bowman	Joan M.	2	611	Marvel Road		Lakelawn Estates
Breedlove	Larry A.	2	420	Kings Highway		
Breedlove	Linda	2	420	Kings Highway		
Brenneman	Patricia	2	507	Crestview Drive		Lakelawn Estates
Brenneman	Wayne M.	2	507	Crestview Drive		Lakelawn Estates
Briggs	Mary	2	1019	S DuPont Boulevard		
Brijmohan	Balram	2	208	Montgomery Street		
Brijmohan	Bijai Latchmin	2	208	Montgomery Street		
Broulik	Jan Keren-Happuch	2	2	Causey Avenue		
Bullock	Beverly G.	2	6	Delaware Avenue		
Bullock	Kimberly Ann	2	7	Delaware Avenue		
Bullock	William E. Jr.	2	6	Delaware Avenue		
Bumbrey	Daphne C.	2	18508	Thelma Lane		Walnut Village
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	James Frederick	2	129	School Place		
Burkett	Nancy J.	2	1035	S DuPont Boulevard		
Burns	Brenda M.	2	414	Kings Highway		
Burris	Janice H.	2	602	Reed Road		Lakelawn Estates
Burris	Michael W.	2	420	Kings Highway		
Burton	Ann	2	208	Grier Lane		
Burton	David G.	2	208	Grier Lane		
Butz-Miller	Melissa K.	2	503	Crestview Drive		Lakelawn Estates
Cahall	Arthur B. III	2	446	Kings Highway		
Caiola	Debra M.	2	107	S Church Street		
Caiola	Robert M.	2	107	S Church Street		
Callahan	Billy B.	2	439	Kings Highway		
Callaway	Kenneth Price	2	202	Grier Lane		
Callaway	Shirley Deats	2	202	Grier Lane		
Campana	Betsy Ann Raymond	2	506	Kings Highway		
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	Lisa Dawn	2	14	Pennsylvania Avenue		
Cantwell	Timothy D.	2	14	Pennsylvania Avenue		
Carr	Rachel Helen	2	308	S Washington Street		
Carr	Raymond Richard	2	308	S Washington Street		
Carter	JoAnn	2	13	Delaware Avenue		
Carter	Kim C.	2	13	Delaware Avenue		
Carter	William R.	2	511	Seabury Avenue		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Cassase	Robert J.	2	405	Mispillion Apartments		
Chamberlin	Sharon S.	2	8	W Clarke Avenue		
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
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		
Cinelli-Miller	Jennifer	2	715	New Street		
Clayville	John Mark	2	628	NW Front Street		
Clendaniel	Anna	2	700	Marvel Road		Genesis Health Care
Clendaniel	Cheryl Lynn	2	22	Nelson Street		
Clendaniel	Deborah W.	2	302	S Walnut Street		
Clendaniel	F. Brooke	2	302	S Walnut Street		
Clendaniel	Lawrence E.	2	300	Hall Place		
Clifton	Patrick D.	2	414	S Washington Street		
Cline	Drew Douglas	2	10	W Clarke Avenue		
Cline	Melody Ayn	2	10	W Clarke Avenue		
Coherd	Jeanne Marie	2	211	Lakelawn Drive		Lakelawn Estates
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		
Connelly	Norma P.	2	1203	Mispillion Apartments		
Cortright	Laura M.	2	500	Caulk Road		Lakelawn Estates
Cortright	Paul Hanford	2	500	Caulk Road		Lakelawn Estates
Coulbourne	Gary L.	2	512	Crestview Drive		Lakelawn Estates
Coverdale	Charles A.	2	7	Donovan Street		
Coverdale	Clifford Wilson	2	111 1/2	School Place		
Coverdale	Marcia A.	2	7	Donovan Street		
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	Patricia A.	2	18543	Eleanor Lane		Walnut Village
Crabb	Patricia H.	2	430	Kings Highway		
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 Street		
Culotta	Kalle Anne	2	211	S Walnut Street		
Culp	Anna M.	2	5	Delaware Avenue		
Daisey	Ronald	2	510	Lakeview Avenue		
David	Kathleen A.	2	204	S Walnut Street		
David	Lauren E.	2	7	Nelson Street		
David	Luis L.	2	204	S Walnut Street		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Davis	Adam Ryan	2	714	New Street		
Davis	Betty Lou	2	11	SE Second Street		
Davis	Carol Joann	2	723	Seabury Avenue		
Davis	Jerry K.	2	216	NW Front Street		
Davis	Jo Ann W.	2	5	W Clarke Avenue		
Davis	Mark Charles	2	5	W Clarke Avenue		
Davis	Richard James	2	723	Seabury Avenue		
Davis	Susan L.	2	216	NW Front Street		
Davis	William H.	2	11	SE Second Street		
Day	George E.	2	412	S Walnut Street		
Dennehy	Bradley A.J.	2	305	Hall Place		
Dennehy	Kristin Yvette	2	305	Hall Place		
Derrickson	Susan L.	2	2	Sunset Lane		
Deshaies	Jeanne M	2	500	S DuPont Boulevard		The Heritage
Devita	Judith Elaine	2	304	Regent Road		Lakelawn Estates
Devita	Louis J.	2	304	Regent Road		Lakelawn Estates
Dickerson	Derrick J.	2	7	Delaware Avenue		
Diskau	Helene A.	2	431	Kings Highway		
Diskau	John R.	2	431	Kings Highway		
Doran	Andrew Daniel	2	409	S Walnut Street		
Doran	Beverly W.	2	409	S Walnut Street		
Doran	Katie Brown	2	409	S Walnut Street		
Doran-Beutler	Elizabeth R.	2	409	S Walnut Street		
Dottoli	Donna Jo	2	1401	Misphillion Apartments		
Downes	Gary Wayne	2	510	Kings Highway		
Downes	Victoria A.	2	510	Kings Highway		
Duphily	Francis Jane	2	15	Nelson Street		
Eastburn	Anna L.	2	405	Lakelawn Drive		Lakelawn Estates
Edmondson	Guy Mitchell	2	208	Lakeview Avenue		
Edmondson	Loretta I.	2	208	Lakeview Avenue		
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. III	2	16	Delaware Avenue		
Elliott	Dodson Edward	2	203	Lakelawn Drive		Lakelawn Estates
Ellison	Abraham L.	2	604	Marvel Road		Lakelawn Estates
Ellison	Betty	2	604	Marvel Road		Lakelawn Estates
Emory	Alice M.	2	500	S DuPont Boulevard		The Heritage
Emory	Donald M.	2	4	Pennsylvania Avenue		
Emory	Hunter Jacob	2	110	Old Shawnee Road		
Evans	Martha Lee	2	313	Hall Place		
Evans	Rosellen G.	2	121	School Place		
Fader	Doris	2	30	McCoy Street		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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
Fildes	Robert R	2	215	S Walnut Street	A	
Finocchiaro	June Ellen	2	213	S Walnut Street		
Fischer	Joanne T.	2	12	Lakelawn Drive		Lakelawn Estates
Fisher	Carlton	2	202	Cherry Street		
Fisher	Donald	2	502	Crestview Drive		Lakelawn Estates
Fisher	Patricia M.	2	502	Crestview Drive		Lakelawn Estates
Fitzgerald	Lisa M.	2	414	Evergreen Circle		
Fitzgerald	Mary L.	2	1031	S Walnut Street		
Foster	JoAnn	2	38	N Walnut Street		
Fox	Connie	2	809	New Street		
Francis	Kay O.	2	118	NW Front Street		
Frederick	John Martin	2	405	S Walnut Street		
Frederick	Suzannah Martin	2	405	S Walnut Street		
French	Alvin W.	2	512	Kings Highway		
French	Cynthia W.	2	512	Kings Highway		
Frost	Thaddeus W.	2	108	Lakelawn Drive		Lakelawn Estates
Fry	Holly M.	2	501	S Walnut Street		
Fry	Kerri Burton	2	501	S Walnut Street		
Fulton	Amanda Marie	2	15	E Clarke Avenue		
Fulton	Andrew Paul	2	15	E Clarke Avenue		
Fulton	Molly Marie	2	15	E Clarke Avenue		
Fulton, Jr.	Andrew Paul	2	15	E Clarke Avenue		
Furnish	Dorothy P.	2	508	Kings Highway		
Gaffney	Daniel M.	2	307	S Walnut Street		
Gagne	Roger	2	1	Gagne Lane		
Garbutt	Ella F.	2	105	Wilbur Street		
Garbutt	John W.	2	105	Wilbur Street		
Geise	Ellis W.	2	7	W Clarke Avenue		
Geise	Marian M.	2	7	W Clarke Avenue		
Getz	Eric A.	2	603	Reed Road		Lakelawn Estates
Gillespie	Steven D.	2	1025	S Walnut Street		
Givens	Gary F.	2	608	S Walnut Street		
Gleysteen	Diana M.	2	426	S Walnut Street		
Gleysteen	Dirk Graham	2	426	S Walnut Street		
Gorrin	Ann R.	2	125	School Place		
Gorrin	Daniel Peter	2	125	School Place		
Gorrin	Paul E.	2	125	School Place		
Grabowski	Henry	2	14	W Clarke Avenue		
Grabowski	Linda L.	2	14	W Clarke Avenue		
Graham	Susannah C.	2	511	S Walnut Street		
Green	Priscilla J.	2	415	Kings Highway		
Green	Richard A.	2	415	Kings Highway		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Guerke	Gwen F.	2	709	S Walnut Street		
Gunning	Emma W.	2	317	S DuPont Boulevard		
Haack	Audrey H.	2	814	New Street		
Harris	Anthony	2	101	Montgomery Street		
Harris	Fernando O.	2	200	SE Front 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	Vivian J.	2	503	Caulk Road		Lakelawn Estates
Heinold	Mary Ann	2	607	Lakelawn Drive		Lakelawn Estates
Herholdt	Thomas S.	2	603	New Street		
Herring	James B.	2	308	Regent Road		Lakelawn Estates
Hess	Nancy H	2	601	Seabury Avenue		
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		
Holleger	Helen M.	2	401	Crestview Drive		Lakelawn Estates
Hollingsworth	Robert C.	2	719	S DuPont Boulevard		
Hollingsworth	Shirley A.	2	719	S DuPont Boulevard		
Hooper	Michael Lee	2	7	Mill Street		
Hooper	Rebecca M.	2	7	Mill Street		
Horney	Edward H.	2	3	W Clarke Avenue		
Horney	Maryvone A.	2	3	W Clarke Avenue		
Hosbach	Norman A.	2	425	S Washington Street		
Hovatter	Carrie Ann	2	301	Lakeview Avenue		
Hovatter	David Lester	2	301	Lakeview Avenue		
Hovatter	Matthew David	2	301	Lakeview Avenue		
Howard	Eli Jeremy	2	801	New Street		
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		
Howell	Constance L.	2	317	S Walnut Street		
Hudson	Curtis J.	2	504	Marvel Road		Lakelawn Estates
Hudson	Heather Marie	2	307	Hall Place		
Hudson	Rebecca K.	2	504	Marvel Road		Lakelawn Estates
Hudson	Scott James	2	307	Hall Place		
Humes	Alan Wesley	2	513	Caulk Road		Lakelawn Estates
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
Hunter	Corry M.	2	103	S Church Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Hunter	Elsie R.	2	816	New Street		
Hunter	Rebekah J.	2	103	S Church Street		
Hutson	Kurt M.	2	6493	Shawnee Road		
Hutson	Sandra Watson	2	6493	Shawnee Road		
Iacono	Anita L.	2	18546	Eleanor Lane		Walnut Village
Irons	Charles G. Jr.	2	3	Elizabeth Street		
Irons	Sandra F.	2	3	Elizabeth Street		
Irwin	Dorothy H.	2	510	NW Front Street	1	
Irwin	Selma R.	2	8	Pennsylvania Avenue		
Irwin	Willard J. Jr.	2	8	Pennsylvania Avenue		
Iturriaga	Joseph C.	2	7	Pennsylvania Avenue		
James	Dashon Cornelius	2	11	SE Second Street		
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		
Jewell	Margaret W.	2	705	S DuPont Boulevard		
Johnson	Cynthia A.	2	624	NW Front Street		
Johnson	Jay Alan	2	401	S Walnut Street		
Jones	Barbara W	2	5	Elizabeth Street		
Jones	Betty J.	2	6	Pennsylvania Avenue		
Jones	Jesse A. Jr.	2	5	Elizabeth Street		
Jones	June	2	5	S Maple Avenue		
Jones	Margaret Ann	2	500	S DuPont Boulevard		The Heritage
Jones	Shelby Lynn	2	4	Kings Highway		
Joseph	Kevin Thomas Jr.	2	18556	Eleanor Lane		Walnut Village
Keith	Craig Allan	2	510	Lakeview Avenue		
Kelly	Stephanie Carlyn	2	12	Causey Avenue		
Kemp	Barbara S.	2	8	S 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	George Nelson Jr.	2	302	Kent Place		
Kenton	Karen L.	2	302	Kent Place		
Kimmel	Doris	2	300	Lakelawn Drive		Lakelawn Estates
Kimmey	JoEllen	2	600	New Street		
Kimmey	Ted M.	2	600	New Street		
Kirby	Robert J. Jr.	2	406	Evergreen Circle		Lakelawn Estates
Kirby	Russell Rudy II	2	206	Cherry Street		
Kitzmiller	Arthur L.	2	4	W Clarke Avenue		

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Kitzmilller	Colleen M.	2	4	W Clarke Avenue		
Knotts	Keith Alan	2	514	Kings Highway		
Koropka	Stanley J. Jr.	2	611	Marvel Road		Lakelawn Estates
Kovack	Jerry F.	2	17776	Oak Hill Drive		
Kufahl	Sharon Annette	2	715	Seabury Avenue		
Lank	Diane J.	2	13	Sunset Lane		
Lank	Robert B.	2	13	Sunset Lane		
Lavallee	Jennifer L.	2	425	S Walnut Street		
Lavallee	Troy Alan	2	425	S Walnut Street		
Lawrence	Nancy J.	2	454	Kings Highway		
Lawrence	Ronald W.	2	454	Kings Highway		
Layfield	Anita L.	2	900	S DuPont Boulevard		
Layton	Jane H.	2	113	School Place		
LeBright Roberts	Niecy	2	10	E Clarke Avenue		
Lee	Jamie Marie	2	409	S Washington Street		
Lindale	Nicholas B.	2	11	Mill Street		
Lindale	Sheila D.	2	11	Mill Street		
Lofland	Barbara B.	2	711	S DuPont Boulevard		
Lofland	Medford R.	2	711	S DuPont Boulevard		
Lorenz	Bruce R.	2	306	S Walnut Street	B	
Lucas	A.C. Houston	2	430	S Walnut Street		
Luiken	Dharma A.	2	403	Lakeview Avenue		
Luiken	Richard C.	2	403	Lakeview Avenue		
Mackie	Audrey M	2	12	E Clarke Avenue		
Mackie	George P III	2	12	E Clarke Avenue		
Madden	Jane Nunnally	2	29	N Church Street		
Majoch	Kaye M.	2	504	Crestview Drive		Lakelawn Estates
Majoch	Ladislav V.	2	504	Crestview Drive		Lakelawn Estates
Marcouillier	Larry J.	2	106	Causey Avenue	A	
Marshall	Donnell M.	2	601	New Street		
Marshall	Lisa M.	2	601	New Street		
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	Patricia Ann	2	6525	Shawnee Road		
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	106	Causey Avenue	A	
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		
McDonough	Donald T.	2	601	Reed Road		Lakelawn Estates
McDonough	Stephanie	2	601	Reed Road		Lakelawn Estates

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
McFassel	Lexie Shelton	2	433	S Walnut Street		
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		
McGriffin	James G.	2	200	SE Second Street		
McKinney	Charles Herbert III	2	5859	Old Shawnee Road		
McKinney	Gabrielle Leann	2	5859	Old Shawnee Road		
Mctheny	Patricia Ilene	2	18	Elizabeth Street		
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
Merchant	Donna L.	2	108	Franklin Street		
Merrell	James Harry B.	2	506	Mispollion Apartments		
Messick	Bryant Alden	2	709	S DuPont Boulevard		
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		
Mihaylo	Andrew J.	2	412	S Walnut Street		
Miller	Christopher Ryan	2	503	Crestview Drive		Lakelawn Estates
Miller	Marianna Gail	2	28	W Clarke Avenue		
Mills	David Douglass	2	210	S Walnut Street		
Mingo	Ajahni E.	2	424	Kings Highway		
Mingo	Donna Ann	2	424	Kings Highway		
Mingo	Lindon Forbes	2	424	Kings Highway		
Minor	Carol S.	2	405	Lakeview Avenue		
Minor	Herbert Wayne	2	405	Lakeview Avenue		
Mitchell	Barbara Jean	2	404	NW Front Street		
Mitchell	Myra Kay	2	605	Marvel Road		Lakelawn Estates
Mitchell	Randy Clark	2	605	Marvel Road		Lakelawn Estates
Moore	Denise C.	2	6502	Shawnee Road		
Morengo	Jesse R.	2	18546	Eleanor Lane		Walnut Village
Morgan	Charles E	2	720	New Street		
Morgan	Dale Anne	2	321	S DuPont Boulevard		
Morgan	Myron E.	2	510	S Walnut Street		
Morgan	Vaughn H.	2	321	S DuPont Boulevard		
Morris	John E.	2	34 ½	McCoy Street		
Morris	Judy C.	2	34 ½	McCoy Street		
Morris	William B.	2	211	S Walnut Street		
Moses	Charles	2	106	Lakelawn Drive		Lakelawn Estates
Moses	Dorothy McQuaid	2	106	Lakelawn Drive		Lakelawn Estates
Moyer	Michael Wayne	2	507	Caulk Road		Lakelawn Estates
Muldrow	Leigh Ann (Nagy)	2	16	W Clarke Avenue		
Mullican	Kevin Eugene	2	401	S Walnut Street		
Mumford	Clifton Daniel	2	723	New Street		

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Mumford	Katie Ann	2	723	New Street		
Mundorf	Cathy Lynne	2	505	S Walnut Street		
Murphy	Jean W.	2	815	New Street		
Murphy	Thomas Dennis	2	400	S Washington Street		
Musgrove	David Brian	2	420	S Washington Street		
Nagy	Scott M.	2	2	W Clarke Avenue		
Nichols	James F. Jr	2	6	Donovan Street		
Nichols	Judith A.	2	6	Donovan Street		
Oechsler	Andrew James Stothers	2	127	School Place		
Oechsler	James A. Jr.	2	127	School Place		
Oechsler	Tracy D.	2	127	School Place		
Olsen	Vincent Irving	2	213	S Walnut 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	Rebecca R.	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		
Osborne	Eugene M.	2	409	S Washington Street		
Osterholm	Albert V.	2	508	Caulk Road		Lakelawn Estates
Owens Wood	Elizabeth Ann	2	443	Kings Highway		
Parker	Bonnie S.	2	8	Delaware Avenue		
Parker	Bremante R.	2	1403	Mispillion Apartments		
Parker	Keith Weston	2	8	Delaware Avenue		
Pasmore	Tom Alan	2	446	Kings Highway		
Passwaters	David A. Jr.	2	436	Kings Highway		
Passwaters	Judith Ann	2	436	Kings Highway		
Passwaters	Thomas W.	2	600	NW Front Street		
Pastor	Patrick C.	2	18	W Clarke Avenue		
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		
Pelen	Paul Thomas	2	2	Sunset Lane		
Persia	Patricia Charm	2	129	School Place		
Phalen	Paul S.	2	507	Reed Road		Lakelawn Estates
Phillips	Joseph	2	2	Causey Avenue		
Phipps	Ty D.	2	405	S Washington Street		
Pickrell	David Lee	2	8	S Walnut Street		
Pierce	Thomas S. Jr.	2	38	N Walnut Street		
Pink	Gertrude	2	109	S Church Street		
Pletcher	Marianina S.	2	428	S Walnut Street		
Pletcher	Sara Marin	2	8	Elizabeth Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Plummer	Carlton L.	2	802	Seabury Avenue		
Plummer	Shirley E.	2	802	Seabury Avenue		
Polk	Kristyn Ilene	2	303	S Washington Street		
Polk	Rebecca S.	2	303	S Washington Street		
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		
Progar	Gary A.	2	11	Causey Avenue		
Progar	Leslie A. W.	2	11	Causey Avenue		
Purcell	James A.	2	102	Kings Highway		
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		
Rash	Steven C.	2	514	NW Front Street	4	
Raymond	Melinda	2	219	S Walnut Street		
Redden	Lang G	2	107	S Washington Street		
Redden	Mark Allan	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	Marcia R.	2	8	S Walnut Street		
Reilly	Karen M.	2	904	Lakeview Avenue		
Rescigno-Pastor	Patricia Joan	2	18	W Clarke Avenue		
Retzlaff	Erik Franz	2	101	Lakelawn Drive		Lakelawn Estates
Reyes	Dean G.	2	105	Pine Street		
Reynolds	Gertrude M.	2	18	W Clarke Avenue		
Reynolds	Sandra L.	2	616	NW Front Street		
Roberts	Harold Everett	2	409	Lakeview Avenue		
Roberts	Mary L.	2	409	Lakeview Avenue		
Rodriguez	Juan	2	26	NW Front Street		
Rogers	Ann B.	2	806	S Walnut Street		
Rogers	Jessica Rae	2	806	S Walnut Street		
Rogers	Joseph R.	2	504	Caulk Road		Lakelawn Estates
Rogers	Joseph R. II	2	806	S Walnut Street		
Rogers	Molly Ann	2	808	New Street		
Rogers	Ruth D.	2	504	Caulk Road		Lakelawn Estates
Rowe	Robert Landon	2	603	Marvel Road		Lakelawn Estates
Russ	Kathryn Kimmel	2	300	Lakelawn Drive		Lakelawn Estates
Russell	Bonnie D.	2	321	Hall Place		
Salevan	David A.	2	816	New Street		
Sames	Carolyn J	2	7	Sunset Lane		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Sames	Richard C.	2	7	Sunset Lane		
Sammons	Cynthia Alice	2	321	S Walnut Street		
Sammons	John H.Jr.	2	321	S Walnut Street		
Schlabach	Jay E.	2	303	Woodland Drive		Lakelawn Estates
Schmidt	Eric G.	2	416	S Washington Street		
Schmidt	Gregory Karl	2	210	SE Front Street		
Schmidt	Karl Frederick	2	210	SE Front Street		
Schmidt	Lonnie Richard	2	434	Kings Highway		
Schmidt	Peggy Ann	2	210	SE Front Street		
Sentman	Douglas B.	2	104	Pine Street		
Sharp	Eugene M. III	2	706	N Shore Drive		North Shores
Sharp	Rebecca L.	2	706	N Shore Drive		North Shores
Shea	Elizabeth H.	2	10	Delaware Avenue		
Shea	Gary D.	2	12	Delaware Avenue		
Sheaffer	John B.	2	432	Kings Highway		
Sheaffer	Mary Lou	2	432	Kings Highway		
Shear	Crystal	2	1	Sunset Lane		
Sherwood	Carol C.	2	13	E Clarke Avenue		
Sherwood	Richard M.	2	13	E Clarke Avenue		
Short	Scott Douglas	2	7	Nelson Street		
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		
Smith	Ann H.	2	407	S Walnut Street		
Smith	Bernice	2	615	Seabury Avenue		
Smith	Daniel Alan	2	615	Seabury Avenue		
Smith	Frank M.	2	407	S Walnut Street		
Smith	Iva A.	2	111	School Place		
Smith	Jeremiah David	2	211	S Walnut Street		
Smith	Mary A.	2	505	Caulk Road		Lakelawn Estates
Smith	Mina J.	2	921	S DuPont Boulevard		
Smith	Neil R.	2	111	School Place		
Smith	Norman T.	2	921	S DuPont Boulevard		
Smith	Robert D. III	2	100	Lakelawn Drive		Lakelawn Estates
Smith	Robert Raymond	2	207	S Walnut Street		
Smith	Roy L.	2	505	Caulk Road		Lakelawn Estates
Smith	Stephanie S.	2	100	Lakelawn Drive		Lakelawn Estates
Smith	Wayne E.	2	615	S DuPont Boulevard		
Smith-Merrell	Victoria	2	506	Misphillion Apartments		
Soden	Matthew A.	2	5	Nelson Street		Meadows at Shawnee
Soden	Penny D.	2	5	Nelson Street		
Southard	Alan R.	2	502	NW Front Street	A	
Starkey	Kathleen S.	2	13	W Clarke Avenue		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Starkey	Robert G.	2	13	W Clarke Avenue		
Stayton	Lisa Dawn	2	14	Pennsylvania Avenue		
Steele	Barbara J.	2	402	S Washington Street		
Steele	Paul	2	402	S Washington Street		
Steiner	Donald L.	2	7	Lakelawn Drive		Lakelawn Estates
Steiner	Marie	2	7	Lakelawn Drive		Lakelawn Estates
<b>Straub</b>	<b>Ruth B.</b>	<b>2</b>	<b>103</b>	<b>Pine Street</b>		
Stutzman	James Lynn	2	111	School Place		
Stutzman	Norma Jean	2	111	School Place		
Thomas	Cynthia P.	2	609	Lakelawn Drive		Lakelawn Estates
Thomas	Renate	2	609	Lakelawn Drive		Lakelawn Estates
<b>Thompson</b>	<b>Charles P.</b>	<b>2</b>	<b>414</b>	<b>NW Front Street</b>	<b>B</b>	
<b>Torres</b>	<b>Maribel F.</b>	<b>2</b>	<b>21</b>	<b>McColley Street</b>		
<b>Tosques</b>	<b>Vicki A.</b>	<b>2</b>	<b>5</b>	<b>Causey Avenue</b>	<b>4</b>	
Tough	Donald M.	2	511	S Walnut Street		
Towers	Jane E.	2	2	Lakelawn Drive		Lakelawn Estates
Towers	William Edward	2	2	Lakelawn Drive		Lakelawn Estates
Tschantre	Joyce M.	2	815	Seabury Avenue		
Tschantre	Leon E.	2	815	Seabury Avenue		
Uffner	Martin J.	2	8	E Clarke Avenue		
VanGorder	Joan J.	2	301	S DuPont Boulevard		
VanGorder	Robert F.	2	301	S DuPont Boulevard		
VanVorst	Gladys E.	2	14	Elizabeth Street		
VanVorst	Richard E.	2	14	Elizabeth Street		
VanVorst	Robert E.	2	14	Elizabeth Street		
Venett	Ashley Rose	2	509	S Walnut Street		
Venett	Steven Emmett	2	509	S Walnut Street		
Verkade	David W.	2	604	New Street		
Verkade	Dianne	2	604	New Street		
Vezmar	Kathy Ann	2	12	Sunset Lane		
<b>Vezmar</b>	<b>Stephen M.</b>	<b>2</b>	<b>12</b>	<b>Sunset Lane</b>		
<b>Vican</b>	<b>Anthony J. Jr.</b>	<b>2</b>	<b>602</b>	<b>NW Front Street</b>		
<b>Vican</b>	<b>Barbara</b>	<b>2</b>	<b>602</b>	<b>NW Front Street</b>		
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
<b>Waddler</b>	<b>Michele D.</b>	<b>2</b>	<b>501</b>	<b>Lakelawn Drive</b>		<b>Lakelawn Estates</b>
Wadkins	Pearl B.	2	11	W Clarke Avenue		
Wadkins-Berry	Gaillyn	2	422	S Walnut Street		
Walch	Diana L.	2	406	Marvel Road		Lakelawn Estates
Walch	Vernon H.	2	406	Marvel Road		Lakelawn Estates
Wallace	Jon Robert	2	413	Woodland Drive		Lakelawn Estates

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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		
Walters	Quinn Andrew	2	32	N Walnut Street		
Waltman	Albert	2	14-22	NW Front Street	12	
Warren	Cecelia M.	2	1031	S DuPont Boulevard		
Warren	Mary Ann	2	400	Sussex Avenue		
Watford	Bonnie K.	2	1	Donovan Street		
Watford	Stroman T. Jr.	2	1	Donovan Street		
Watson	JoAnn Smith	2	601	Marvel Road		Lakelawn Estates
Watson	Katie T.	2	709	New Street		
Welch	Linda B.	2	714	New Street		
Western	Lillian M.	2	431	Kings Highway		
Whalen	Deborah S.	2	800	S Walnut Street		
Whalen	Joseph P.	2	800	S Walnut Street		
White	Kathleen E.	2	26	McCoy Street		
White	Peter W.	2	5	Delaware Avenue		
White	Yvonne Carol	2	514	Kings Highway Ext		
Wiegman	Kathleen A.	2	427	Kings Highway		
Wiessner	Gilbert William Jr	2	18516	Thelma Lane		Walnut Village
Wilcutts	Mary L.	2	624	NW Front Street		
Wilcutts	Roy	2	624	NW Front Street		
Wiley	Jessica Leigh	2	202	Lakeview Avenue		
Wiley	Joseph E.	2	202	Lakeview Avenue		
Wiley	Renate K.	2	202	Lakeview Avenue		
Wilkins	Audie M.	2	308	Hall Place		
Wilkins	Bernice J.	2	418	Kings Highway		
Wilkins	Carol Ann	2	608	New Street		
Wilkins	Julia A.	2	19	W Clarke Avenue		
Williams	Bernadette J.	2	5	Wilbur Street		
Williams	Daniel C.	2	5	Wilbur Street		
Williams	Grant A.	2	127	School Place		
Williams	Linda L.	2	32	Elizabeth Street		
Williams	Tonya R.	2	810	New Street		
Willis	Dawn L.	2	304	Hall Place		
Willis	Doris M.	2	500	S DuPont Boulevard		The Heritage
Willis	Hilda B.	2	1001	Mispillion III		
Wilson	Carlene	2	11	Nelson Street		
Wilson	Joshua M.	2	11	Nelson Street		
Wilson	Michael L.	2	11	Nelson Street		
Wilson	Richard A.	2	11	Nelson Street		
Wilson	Shayla Michele	2	11	Nelson Street		
Windsor	Joan Marie	2	11	McCoy Street		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Wolf	Barbara Ann	2	406	NW Front Street		
Wolf	Mary E.	2	308	Regent Road		Lakelawn Estates
Wolfe	Joseph Ashley	2	18	Delaware Avenue		
Wood	Constance Downes	2	718	New Street		
Wood	Davis H.	2	520	NW Front Street		
Wood	Denise Y.	2	520	NW Front Street		
Worrall	John A.	2	514	NW Front Street	5	
Wothers	Mary C.	2	303	Mispillion I		
Wyatt	Kathi Lynn	2	113	School Place		
Wyatt	Susan R.	2	502	Caulk Road		Lakelawn Estates
Yonker	Janet W.	2	304	Woodland Drive		Lakelawn Estates
Zarraga	Antonio D.	2	505	Kings Highway Ext		
Zarraga	Cynthia Gonzales	2	505	Kings Highway Ext		
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		
Zlotziver	Murrie Aaron	2	207	S Walnut Street		
Zychal	Craig	2	303	S Walnut Street		
Zychal	Nadia Maria	2	303	S Walnut Street		
Zychal	Ruth	2	303	S Walnut Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Abbott	Kathleen VanVorst	3	702	N Washington Street		
Abel	April Allyson	1	4101D	Fullerton Court		Hearthstone Manor
Abrams	Martha Ann	4	714	Parson Thorne Apartments		
Adams	Gregory W.	3	811	N Walnut Street		
Adams	John Joel	1	313	Fisher Avenue		
Alban	Elizabeth Bounds Davis	1	5	Fairway Court		Orchard Hill
Ali	Denise Ann	4	403	Parson Thorne Apartments		
Allen	Christine A.	1	702	Lindsay Lane		Matlinds Estates
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
Ament	Patricia C.	1	3701D	S Sagamore Drive		Hearthstone Manor
Andersen	Harry C.	1	501	Maple Street		Marshall Commons
Anderson	Barbara J.	1	309	Matthew Circle		Matlinds Estates
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
Argenio	Armand	1	401	Marshall Street		
Artis	Odessa P.	4	102	Bright Way		Brightway Commons
Attard	Nathan James	4	126	NW Second Street		
Aures	Kerline	4	301	NW Front Street	2	
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
Azzanesi	Margaux Fischer	1	9	E Green Lane		Orchard Hill
Azzanesi	Steven	1	9	E Green Lane		Orchard Hill
Baer	Brian Curtis	3	19593	Drummond Drive		Fork Landing
Bailey-Brown	Helen	1	103	Rock Ledge 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	Robert E. Jr.	1	7	E Thrush Drive		Meadows at Shawnee
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

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Banks-Scott	Tiana Kecia	3	41	General Torbert Drive		Sawmill Village
Baran	Donna M.	1	5203	E Pebble Lane		Hearthstone Manor
Barker	Barbara A.	1	165	Hickory Branch Court		Hearthstone Manor
Barnes	Paige B.	1	5	Hickory Branch Lane		Hearthstone Manor
Bason	Claudia	1	400	Matthew Circle		Matlinds Estates
Bason	Frank J.	1	400	Matthew Circle		Matlinds Estates
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	401	SE Front Street	A	
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
Bellia	Margaret Mary	1	101	Aspen Court		Hearthstone Manor
Bellia	Matthew J.	1	101	Aspen Court		Hearthstone Manor
Beneventano	Steven	1	10	Big Pond Drive		Meadows at Shawnee
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
Better	Barbara P.	3	1	Governor Burton Court		Sawmill Village
Betts	M. Dean	3	47	Cedar Beach Road		
Betts	Mary Colleen	3	47	Cedar Beach Road		
Betts	Nancy J.	1	403	Ballpark Lane		
Biggs	Kathleen Ann	1	102	Marlin Court		Orchard Hill
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		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Blackston	Samuel A.	4	704	Truitt Avenue		
Bleshman	Rachel	3	119	N Walnut Street		
Bodie	Louis A.	4	120	N Landing Drive		Knotts Landing
Boehm	Richard D.	4	1036	N Walnut Street		Travelers Inn Motel
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
Boone	Carroll L.	3	326	SE Second Street		
Boone	Karen F.	4	303	Parson Thorne Apartments		
Boone	Kayla Janay	4	303	Parson Thorne Apartments		
Booz	Sally T.	4	312	Silver Lake Estates		
Born	Cynthia	1	314	Matthew Circle		Matlinds Estates
Born	Thomas	1	314	Matthew Circle		Matlinds Estates
Born	Thomas Robert	1	314	Matthew Circle		Matlinds Estates
Botkin	Joan	1	4701C	Summer Brook Way		Hearthstone Manor
Bowe	Ethel T.	4	216	North Street		Academy Apartments
Bowen	Gary Allen	4	235	S Landing Drive		Knotts Landing
Bowen	Helene Phyllis	4	235	S Landing Drive		Knotts Landing
Bowers	Marian Claire	4	127	N Landing Drive		Knotts Landing
Bowers	Norman J.	4	127	N Landing Drive		Knotts Landing
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		
Brannan	Nicholas R.	1	8	Little Pond Drive		Meadows at Shawnee
Brannan	Tristin Oinelle	1	8	Little Pond Drive		Meadows at Shawnee
Bray	D. Aileen	1	305	Columbia Street		
Brennan	Carole Irene	1	1	Hickory Branch Lane		Hearthstone Manor
Brennan	Dennis J.	3	5613	Camberly Drive		Fork Landing
Brennan	Gregory T.	1	1	Hickory Branch Lane		Hearthstone Manor
Brennan	Rosemarie	3	5613	Camberly Drive		Fork Landing
Brereton	William S.	4	103	Silver Hill Apartments		
Brickley	Robert J.	1	4	Fairway Court		Orchard Hill
Brink	Mary Ellen	1	11	Homestead Boulevard		Hearthstone Manor

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Brittingham	Carol Lee	1	317	Fisher Avenue		
Brittingham	Michael Anthony	1	317	Fisher Avenue		
Brittingham	Staci Renee	1	317	Fisher Avenue		
Brittingham	Thomas R.	1	313	Matthew Circle		Matlinds Estates
<b>Brockett</b>	<b>Ronald E.</b>	<b>3</b>	<b>201</b>	<b>North Street</b>		
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		
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		
<b>Brown</b>	<b>Howard Lee</b>	<b>4</b>	<b>408</b>	<b>North Street</b>		
Brown	Jane R.	4	26	NW Tenth Street		
<b>Brown</b>	<b>Kevin</b>	<b>1</b>	<b>509</b>	<b>Marshall Street</b>	<b>C</b>	
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
Bruce	Frank George	1	11	Fairway Street		Orchard Hill
Bruce	Marta	1	11	Fairway Street		Orchard Hill
Bryant	Victoria Denise	4	602	Silver Hill Apartments		
Buckley	Malcom Neal	3	19608	Drummond Drive		Fork Landing
Buckley	Regina Ann	3	19608	Drummond Drive		Fork Landing
Buczek	Carl F.	3	19603	Drummond Drive		Fork Landing
Buczek	Linda L.	3	19603	Drummond Drive		Fork Landing
Bulkilvish	Samantha Jean	4	126	NW Second Street		
<b>Burk</b>	<b>Blanche A.</b>	<b>4</b>	<b>5</b>	<b>Linstone Lane</b>	<b>101</b>	<b>Silver Lake Apartmen</b>
Burke	Dorothy J.	1	40	Meadow Lark Drive		Meadows at Shawnee
Burke	Neil A.	1	40	Meadow Lark Drive		Meadows at Shawnee
Burlingame	Robert Matthew	1	318	Matthew Circle		Matlinds Estates
Burrington	Cory L.	3	503	SE Front Street		
Burrows	Samuel C. III	1	500	Gilcrest Street		
Burton	Carla J.	1	3402H	N Sagamore Drive		Hearthstone Manor

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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
Byer	William B.	1	8	Homestead Boulevard		Hearthstone Manor
Byerly	Richard M.	3	805	SE Second Street		
Cahall	Lori Leigh	3	808	SE Front Street		
Calhoun	Robin L.	3	205	North Street		
Callaway	Dorothy J.	4	203	Parson Thorne Apartments		
Callaway	Robert E.	3	520	Cedar Beach Road		
Callaway	Ruth L Melott	1	3502F	N Sagamore Drive		Hearthstone Manor
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		
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	Deborah H.	1	103	Hickory Branch Court		Hearthstone Manor
Campbell	Veronica	1	6	Little Pond Drive		Meadows at Shawnee
Campos	Maria Hortensia	1	102	Marlin Court		Orchard Hill
Cannon	James Edward Jr.	3	23	NW Second Street		
Caputo	Joanne L	1	9	Windy Drive		Meadows at Shawnee
Cardell	Margery A.	1	3301A	S Sagamore Drive		Hearthstone Manor
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
Carpenter	Peter J.	1	19	E Bullrush Drive		Meadows at Shawnee
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
Carroll	Violetta	4	443	North Street		
Carter	Judy K.	3	303	Pierce Street		
Cartwright	Andre Jevon	4	21	Linstone Lane	1	
Cartwright	Rita C.	4	711	Truitt Avenue Ext		
Cartwright	Sydney A.	4	711	Truitt Avenue Ext		
Cartwright	Theron E.	4	711	Truitt Avenue Ext		
Cassedy	Gary R.	3	705	N Walnut Street		
Cavanaugh	Linda E.	1	7	E Green Lane		Orchard Hill

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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 Ext		
Chamberlain	Kevin Brian	1	4701D	Summer Brook Way		Hearthstone Manor
Chapman	Diane	4	5	Linstone Lane	319	Silver Lake Apartme
Chapman	Domeka W.	4	602	Truitt Avenue Ext		
Chapman	James J. Jr.	4	443	North Street		
Chilton	Henrietta I.	1	38	Meadow Lark Drive		Meadows at Shawnee
Chilton	Thomas J.	1	38	Meadow Lark Drive		Meadows at Shawnee
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		
Cioni	Albert	1	34	Meadow Lark Drive		Meadows at Shawnee
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	147	Rock Ledge Court		Hearthstone Manor
Clarke	Charles Wilson	1	1	E Bullrush Drive		Meadows at Shawnee
Clarke	Katina Letrice	1	147	Rock Ledge Court		Hearthstone Manor
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		
Clendaniel	Gloria	1	516	Marshall Street		
Clendaniel	Henry L. Jr.	3	919	SE Second Street		
Clendaniel	Juanita M	3	711	N Washington Street		
Clough	Louis Curtis	1	802	Joshua Drive		Matlinds Estates
Cole	Trudy G.	1	618	Cedarwood Avenue		Marshall Commons
Coleman	Carol Susan	4	234	S Landing Drive		Knotts Landing
Colletti	Johanna C.	1	13	Homestead Boulevard		Hearthstone Manor
Collins	Christoher Robert	3	63	General Torbert Drive		Sawmill Village
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 Apartme
Collins	Kenneth W.	3	66	Cedar Beach Road		
Collins	Mary Catherine	1	22	W Bullrush Drive		Meadows at Shawnee
Condiff	Violet M.	4	107	West Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Connelly	Rosemary	1	107	Barksdale Court		Hearthstone Manor
Cornwell	Janelle Marie	1	612	McColley Street		
Cornwell	Leika Lewis	3	350	Shore Lane		Lighthouse Estates
Cornwell	Terrell Wayne Jr.	3	350	Shore Lane		Lighthouse 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
<b>Coulet</b>	<b>Dominique R.</b>	<b>3</b>	<b>15</b>	<b>Marshall Street</b>		
Coverdale	Clifford Keith	3	515	N Washington Street		
Coverdale	Cynthia R.	4	1022	N Walnut Street		
Coverdale	Donna Lee	3	515	N Washington Street		
Coverdale	Earl A.	3	203	Bridgeham Avenue		
Coverdale	Eric William	1	3301C	N Sagamore Drive		Hearthstone Manor
Coverdale	Jeffrey C.	3	42	Fisher Avenue		
Coverdale	Noela M.	3	203	Bridgeham Avenue		
Cox	Marguerite Josephine	1	13	Windy Drive		Meadows at Shawnee
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		
Cromer	Debra S.	3	507	N Walnut Street		
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
Curiel	Christine	1	315	McColley Street		
<b>Curran</b>	<b>Pamela Mary</b>	<b>3</b>	<b>207</b>	<b>Marshall Street</b>		
Currie	Jack Daniel	3	200	NE Fourth Street		
Currie	Jack Daniel	4	5	NW Fourth Street		
Daino	Alice	1	24	Fairway Street		Orchard Hill
Daino	Edward	1	24	Fairway Street		Orchard Hill
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	100	Moyer Circle	A	

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Daniels	Wauneti J.	4	102	Parson Thorne Apartments		
Darlin	Jennifer E.	4	304	Parson Thorne Apartments		
Davis	Betty Lou	1	4303I	Fullerton Court		Hearthstone Manor
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	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	Marie R.	1	113	Barksdale Court		Hearthstone Manor
Davis	Marjorie J.	1	7	Windy Drive		Meadows at Shawnee
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	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	Sylvester	4	104	N Church Street		
Davis	Victoria L.	1	305	Fisher Avenue		
Davis	William H.	1	4303I	Fullerton Court		Hearthstone Manor
Davis-Western	Latricia E	4	104	N Church Street		
Dawson	Earl Jesse Jr	1	15	E Bullrush Drive		Meadows at Shawnee
Dawson	Janet Elaine	1	1	Lenape Lane		Meadows at Shawnee
Dawson	Maria A.	1	15	E Bullrush Drive		Meadows at Shawnee
De Vastey	Yvonne Vance	1	161	Aspen Court		Hearthstone Manor
Deeney	Joshua Steven	3	324	SE Second Street		
DeGrace	John A.	4	207	S Landing Drive		Knotts Landing
DeGrace	Joyce J.	4	207	S Landing Drive		Knotts Landing
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		
Denny	Colleen M.	3	42	Fisher Avenue		

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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		
DeRue	Barbara E.	1	17	E Bullrush Drive		Meadows at Shawnee
DeRue	John III	1	17	E Bullrush Drive		Meadows at Shawnee
Devan	Constance Marie	1	13	Kingston Terrace		Hearthstone Manor
Devaughn	Carrie Leona	1	137	Rock Ledge Court		Hearthstone Manor
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		
Dickerson	Sharon A.	3	48	General Torbert Drive		Sawmill Village
DiCostanzo	Kevin L.	1	310	Matthew Circle		Matlinds Estates
Dicostanzo	Shelby L.	1	310	Matthew Circle		
Digialleonardo	Virginia Carole	1	4402G	Summer Brook Way		Hearthstone Manor
Dill	Carolyn E.	3	212	N Walnut Street	A	
Dillon	April Marie	1	22	Fairway Street		Orchard Hill
Diogo	Teresa Toni	3	222	NE Second Street		
Diorato	Michael Peter	4	240	S Landing Drive		Knotts Landing
Dohring	Nancy W.	4	5	Linstone Lane	3	Silver Lake Apartmen
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 Mae	3	711	N Washington Street		
Donovan	Phyllis A.	1	102	Rock Ledge Court		Hearthstone Manor
Doran	Anne L.	4	133	N Landing Drive		Knotts Landing
Doran	Charles L.	4	133	N Landing Drive		Knotts Landing
Dorler	Nancy-Ellen Marie	1	601	Maple Street		Marshall Commons
Downes	Betty	3	306	S Rehoboth Boulevard		
Downes	Lena Mae	1	303	Richard Street		
Doyle	Catherine C.	4	111	NW Third Street	A	
Draper	Anne L.	4	503	Parson Thorne Apartments		
Duffy	Delema M.	4	509	West Street		
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		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Duncan	Lorraine E.	1	408	Marshall Street		
Duncan	Nicole Mae	3	214	Charles Street		
Duncan	Philip L.	3	214	Charles Street		
<b>Duncan</b>	<b>Richard R.</b>	<b>3</b>	<b>509</b>	<b>N Walnut Street</b>		
Dunlap	Dwayne David	1	4	Costabella Lane		Orchard Hill
Dunlap	Susan Claire	1	4	Costabella Lane		Orchard Hill
Duvalier	Louis	4	107	N Church Street		
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
<b>Edwards</b>	<b>Doris J.</b>	<b>1</b>	<b>312</b>	<b>Marshall Street</b>		
Egan	Melinda Larimore	1	602	McColley Street		
Egan	Trevor J	1	602	McColley Street		
Eisenbrey	John C.	3	801	SE Front Street		
Eisenbrey	Michelle L.	3	801	SE Front Street		
Eisenbrey	Thomas Ryan	3	801	SE Front Street		
Eitelbach	Elaine M.	1	303	Columbia Street		
<b>Elliott</b>	<b>Granville A.</b>	<b>3</b>	<b>604</b>	<b>SE Front Street</b>		
Elliott	Ronald N.	1	310	McColley Street		
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	Janna Kay	1	7403	Cedar Creek Road		
Emory	Judy L.	1	7403	Cedar Creek Road		
Emory	Patrick Jason	1	7403	Cedar Creek Road		
Ennis-Jopp	Joyce E.	1	23	Kingston Terrace		Hearthstone Manor
<b>Erickson</b>	<b>David Paul</b>	<b>1</b>	<b>700</b>	<b>SE Fourth Street</b>		
<b>Erickson</b>	<b>Vivian L.</b>	<b>1</b>	<b>700</b>	<b>SE Fourth Street</b>		
Ermer	Marguerite Mary	1	3302H	N Sagamore Drive		Hearthstone Manor
Ermer	William Douglas	1	3302H	N Sagamore Drive		Hearthstone Manor
Ernsberger	Donna Kay	1	109	Marlin Court		Orchard Hill
Ernsberger	James Clifford	1	109	Marlin Court		Orchard Hill
<b>Escalante</b>	<b>Rosa Luz</b>	<b>4</b>	<b>200</b>	<b>Valley Drive</b>		<b>Valley Run Apts</b>
Eustis	John Vincent Jr	3	713	N Walnut Street		
Eustis	Lezlie S.	3	713	N Walnut Street		
Evans	Betty A.	4	121	NW Front Street	B	
Evans	Edward B.	3	705	N Walnut Street		
Evans	Laconda Sue	1	16	Clearview Drive		Hearthstone Manor
Evans	Otto Albert	1	317	Marshall Street		

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Evans	Ronald T.	1	315	Fisher Avenue		
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
Fair	Susan E.	4	113	Bright Way		Brightway Commons
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		
Faulkner	Sharon S.	3	406	SE Front Street	A	
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	Jennifer Lynn	3	302	Carlisle Lane		
Fenton	Susan Catherine	1	6	E Green Lane		Orchard Hill
Ferracci	Evelyn R.	1	3401A	S Sagamore Drive		Hearthstone Manor
Ferrell	Janet Williams	3	19592	Drummond Drive		Fork Landing
Ferrell	John E	3	19592	Drummond Drive		Fork Landing
Fioca	Starr J	4	818	Warner Road		
Fisher	Lenore Jean	1	300	Matthew Circle		Matlinds 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
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		
Fountain	Franklin A.	4	516	N Church Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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	Charlene Patricia	3	329	S Rehoboth Boulevard		
Fowler	Fayette Leroy	3	364	Shore Lane		Lighthouse Estates
Fox	Charlotte D.	3	802	SE Second 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
Franklin	Teresa E.	4	5	Lucia Circle		
Franklin	Teresa M.	4	604	N Church Street		
Frazer-Giles	Angelyn Celestine	3	5608	Camberly Drive		Fork Landing
Frazier	Allen R	3	513	N Walnut Street		
Freeberger	Minge A.	3	19591	Drummond Drive		Fork Landing
Freebery	Mark	1	2	E Bullrush Drive		Meadows at Shawnee
Freebery	Nancy Bennett	1	2	E Bullrush Drive		Meadows at Shawnee
French	Beverly A.	3	0	N Washington Street		
French	M. Russell	3	0	N Washington Street		
Frey	Sonja M.	3	208	Lovers Lane		
Frith	Viola H.	4	111	NW Third Street	B	
Fullman	Dorothy	3	19	Columbia Street		
Fullman	Sadie	3	21	Columbia Street		
Fullman	Yvonne Denise	4	427	North Street		
Furlong	Edward	1	10	W Bullrush Drive		Meadows at Shawnee
Furlong	Lois M.	1	10	W Bullrush Drive		Meadows at Shawnee
Gallego	Margaret K.	3	803	N Washington Street		
Garner	Martha E.	1	632	Marshall Street		
Garner	Robert L.	1	632	Marshall Street		
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
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	N Sagamore Drive		Hearthstone Manor
Gilbert	Lisette C.	1	25	E Green Lane		Orchard Hill
Giles	Michael Howard	3	5608	Camberly Drive		Fork Landing

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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	Misphillion Street		
Gillespie	David A.	3	505	N Washington Street		
Gillespie	Harvey D.	3	508	Misphillion Street		
Gillespie	Laraine J.	3	508	Misphillion Street		
Gillespie	Margaret A.	3	505	N Washington 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
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		
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	803	SE Second Street	A	
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
Gordon	Pamela Geneen	4	114	Bright Way		Brightway Commons
Gordon	Robert Elton	1	9	Hickory Branch Lane		Hearthstone Manor
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		
Graham	Pamela J.	3	26	General Torbert Drive		Sawmill Village
Graham-Rowe	Lynda S.	3	219A	N Walnut Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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	Leon M.	3	36	General Torbert Drive		Sawmill Village
Greenage	Paul W.	3	218	N Walnut Street		
Greenwood	Anna E.	1	139	Hickory Branch Court		Hearthstone Manor
Gregory	Eleanor S.	1	304	Bridgeman Avenue		
Gregory	Ida Mae	3	104	Brady Drive		
Gregory	Maynard R. Jr.	1	304	Bridgeman Avenue		
Griffin	Emma Jane	4	220	North Street		
Griffin	Luther J.	4	220	North Street		
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		
Hakes	Jennifer L.	3	813	N Washington 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 Ext		
Hammond	Eunice Regina	4	608	North Street Ext		
Hammond	Zahuier	4	712	North Street		
Hangstefer	Priscilla Lynn	1	14	W Thrush Drive		Meadows at Shawnee
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 Brookmyer Drive		Hearthstone Manor
Harmon	Diana C.	4	304	Truitt Avenue		
Harmon	Theresa Y.	4	0	Truitt Avenue		
Harrington	Jean F.	4	800	Parson Thorne Apartments		
Harris	James O.	4	103	NW Fourth Street		
Harris	John D.	3	25	McColley Street		
Harris	Mary E.	4	103	NW Fourth Street		
Harris	Ronald Dale	4	309	N Church Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Harris	Tina Y.	4	106	Bright Way		Brightway Commons
Harrison	Beverly Rhodes	1	141	Barksdale Court		Hearthstone Manor
Hart	Darcel D.	1	18	Little Pond Drive		Meadows at Shawnee
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		
Hazzard	Carla J.	1	703	Lindsay Lane		Matlinds Estates
Hazzard	Richard M.	1	703	Lindsay Lane		Matlinds Estates
Hazzard	Roy L.	4	108	N Church Street		
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		
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
Herring	Carri Ann	3	215	Columbia Street		
Herring	Garrett W.	3	215	Columbia Street		
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	Patricia Ann	1	201	Beaufort Lane		Orchard Hill
Hess	Thomas Vernon	1	201	Beaufort Lane		Orchard Hill
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

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Higgins	Karyn J.	1	20	Meadow Lark Drive		Meadows at Shawnee
Hill	Mary	3	47	General Torbert Drive		Sawmill Village
Hill	Robert S.	4	0	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
Hludzinski	Donna Marie	3	15	Anchor Lane		Lighthouse Estates
Hludzinski	Dorothy A.	3	111	Anchor Lane		Lighthouse Estates
Hludzinski	Robert C.	3	111	Anchor Lane		Lighthouse Estates
Hludzinski	Thomas M.	3	15	Anchor Lane		Lighthouse Estates
Hoie	Christine E.	1	22	Kingston Terrace		Hearthstone Manor
Holden	Claudia H.	4	100	Drew Street		
Holden	Elroy S.	4	100	Drew Street		
Holleger	Hilda M.	3	101	Charles Street		
Holleger	Julia L.	1	3901B	Fullerton Court		Hearthstone Manor
Holleger	Richard J. Jr.	3	101	Charles Street		
Hollis	Alicia	3	611	N Washington Street		
Holmes	Rochelle E.	4	205	Parson Thorne Apartments		
Holmes	Theresa C.	4	715	N Church Street		
Hood	Jana M.	4	30	NW Tenth Street		
Hood	Vernon J.	4	30	NW Tenth 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		
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	Ernest J.	3	105	Bridgeham Avenue		
Howard	Melva L.	3	105	Bridgeham Avenue		
Howell	Bonnie Lee	3	68	Cedar Beach Road		
Howell	Bruce	3	68	Cedar Beach Road		
Hoyer	Michael W.	3	605	N Walnut Street	Apt 1/2	
Hubbard	Kathleen Laremore	3	17	McColley Street		
Hudson	Donald Walter	4	122	N Landing Drive		Knotts Landing
Hudson	George W.	1	15	E Green Lane		Orchard Hill
Hudson	Judith K.	4	122	N Landing Drive		Knotts Landing

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Hudson	Sandra Kay	1	15	E Green Lane		Orchard Hill
Hudson	Sara Thomas	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	Patricia	1	3602E	N Sagamore Drive		Hearthstone Manor
Hughes	Shirley J.	3	206	NE Fourth Street		
Hughes	William A.	1	601	Montgomery Street		
Hughes	William S.	1	6	Fairway Court		Orchard Hill
Hunt	Christine A.	1	147	Barksdale Court		Hearthstone Manor
Hunt	Peter J.	1	147	Barksdale Court		Hearthstone Manor
Hunter	Gary M.	3	203	Charles 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
Hutcheson	Marc C.	3	19586	Drummond Drive		Fork Landing
Hutchman	Jean S.	4	111	Ginger Lane		Knotts Landing
Hutchman	Merry Lynn	4	111	Ginger Lane		Knotts Landing
Isenbarger	Dennis L.	3	810	East Street		
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		
James	Jason L. Sr.	4	1	James Drive		
James	Pamela T.	4	1	James Drive		
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	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		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Jensen	Robert J.	3	104	Bridgeham Avenue		
Jensen	Valerie	3	207	NE Fourth Street		
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		
Jester	Eric Michael Wayne	1	505	Marshall Street		
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	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	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	A	
Jones	Kathleen Callahan	1	28	Kingston Terrace		Hearthstone Manor
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	409	Silver Lake Apartmen
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		
Kellam	Patsy Lea	4	201	N Church Street		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Kelly	James Edward	4	205	NW Front Street		
Kelly	Raymond H.	4	205	NW Front Street		
Kelso	Peter Daniel	3	903	SE Second Street		
Kenton	Mariam E.	4	415	Silver Lake Estates	A	
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		
King	Alton Clarence	3	710	N Washington Street		
King	Deborah Faye	3	710	N Washington Street		
King	Gifford P	4	406	N Walnut Street		
King	Joan Diane	3	617	SE Front 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	Thomas Ray	1	2	W Bullrush Drive		Meadows at Shawnee
Kirk	Rita Jacqueline	1	105	Delaware Avenue		
Klein	John Richard	1	5	Royal Court		Orchard Hill
Kline	Beverly J.	1	3	Briar Court		Meadows at Shawnee
Kline	Dyson James	4	246	S Landing Drive		Knotts Landing
Kline	Harvey Eugene	1	3	Briar Court		Meadows at Shawnee
Kline	MaryJo	4	246	S Landing Drive		Knotts Landing
Kling	Anne C	1	4401A	Fullerton Court		Hearthstone Manor
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
Koetz	Jacqueline	1	136	Manor Lane		
Kooner	Kalwant S.	1	3	E Thrush Drive		Meadows at Shawnee
Kotwas	Alexander E.	1	145	Barksdale Court		Hearthstone Manor

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Kramlich	Essie E.	3	300	SE Front Street		
Krumm	Larry Martin	4	906	N Church Street		
Krumm	Norma Jean	4	906	N Church Street		
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
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
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		
Lau	Wilson Bryan Jr.	3	19596	Drummond Drive		Fork Landing
Lawhorn	Samuel N.	4	435	North Street		
Leach	John Miller	4	121	N Landing Drive		Knotts Landing
Leach	Margaret Mary	4	121	N Landing Drive		Knotts Landing
Lear	Mary Jo	1	616	Cedarwood Avenue		Marshall Commons
Lear	Norman J. Sr.	1	616	Cedarwood Avenue		Marshall Commons
Lebengood	Ann M.	1	145	Rock Ledge Court		Hearthstone Manor
Lebengood	Peter Reed	1	145	Rock Ledge Court		Hearthstone Manor
Lee	Mary S.	3	617	SE Front Street	A	
Lee	Melissa A.	1	4102E	Summer Brook Way		Hearthstone Manor
LeGree	Ellen A.	4	103	Bright Way		Brightway Commons
Legros	Diliana	4	401	North Street		
Lehman	Jennifer Marie	1	28	Fairway Street		Orchard Hill
Lehr	Darlene R.	1	24	Clearview Drive		Hearthstone Manor
Leith	Marikate McIver	1	32	Meadow Lark Drive		Meadows at Shawnee
Leithmann	Theodor	4		Silver Hill Apartments	A-3	
Lender	Elizabeth J.	4	104	Alexa Court		Knotts Landing

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Lender	Robert B.	4	104	Alexa Court		Knotts Landing
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	506	Ashley Way		Milford Crossing
Leutz	Clara M.	4	5	Linstone Lane	201	Silver Lake Apartmen
Leutz	Henry P.	4	5	Linstone Lane	201	Silver Lake Apartmen
Levenson	Louis Elliott	1	17	Fairway Street		Orchard Hill
Levin	Harold P.	1	704	Beechwood Court		Marshall Commons
Lewis	Arthur William	1	9	Little Birch Drive		Hearthstone Manor
Lewis	Bessie M.	4	103	Moyer Circle	B	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	202	Silver Lake Apartmen
Lewis	Leroy	4	103	Moyer Circle	B	Milford Crossing
Lewis	Lillian Elizabeth	3	16	General Torbert Drive		Sawmill Village
Lewis	Linda A.	4	5	Linstone Lane	212	Silver Lake Apartmen
Lewis	Sonja R.	4	712	North Street		
Lewis	Linda Spare	1	4502H	Summer Brook Way		Hearthstone Manor
Limardi	Joseph N.	4	23	Linstone Lane	2	Silver Lake Apartmen
Littleton	Beatrice L.	4	5	Linstone Lane	414	Silver Lake Apartmen
Littmann	Helmut K.	1	3301A	S 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	Joan W.	3	6	Columbia Street		
Lofland	Joseph Sudler	3	6	Columbia Street		
Long	Curtis C.	1	316	Matthew Circle		
Long	Deborah Kenton	1	316	Matthew Circle		
Long	Gary R.	1	201	Matthew Circle		Matlinds Estates
Long	Sydell R.	1	201	Matthew Circle		Matlinds Estates
Longo	Christine	1	13	Crown Circle		Orchard Hill
Longo	Robert Jude	1	13	Crown Circle		Orchard Hill
Lopez	Jose Martin	3	703	SE Second Street		
LoPresti	Thomas J.	4	123	N Landing Drive		Knotts Landing

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Louis	Duvanel Richard	4	401	North Street		
Louis	Marise	4	401	North Street		
Love	Cynthia B.	4	108	Truitt Avenue		
Love	Michael J.	4	108	Truitt Avenue		
Loveland	Margaret	3	701	SE Front Street		
Luchinsky	Alan Lee	1	154	Rock Ledge Court		Hearthstone Manor
Luchinsky	Sharon L.	1	154	Rock Ledge Court		Hearthstone Manor
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	3702H	S Sagamore Drive		Hearthstone Manor
Lynch	Raymond E.	1	3702H	S Sagamore Drive		Hearthstone Manor
Mace	Angel S.	3	807	N Washington Street		
MacMillan	Donald D.	1	708	Lindsay Lane		Matlinds Estates
MacMillan	Teri R.	1	708	Lindsay Lane		Matlinds Estates
Mahammitte	Charles V.	1	3202E	E Brookmyer Drive		Hearthstone Manor
Mahammitte	Sandra	1	3202E	E Brookmyer Drive		Hearthstone Manor
Maire	Kathleen E.	3	701	SE Front Street		
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
Marabello	Licina	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	Basil	3	101	NE Sixth Street		
Marcial-Nieves	Querube Khasi	3	101	NE Sixth Street		
Marino	Frances M.	1	511	Matthew Circle		Matlinds Estates
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		
Marth	Anne Marie Donna	1	31	Meadow Lark Drive		Meadows at Shawnee

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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	Linda M.	4	4	Archers Way		Archers Knoll
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		
Matthews	Tony M.	4	115	Bright Way		Brightway Commons
Mavity	Ryan Thomas	3	411	East Street		
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
McDowell	Jon Ray Scott	1	3201A	E Brookmyer Drive		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		
McGalagly	Gloria Marie	1	13	Little Pond Drive		Meadows at Shawnee
McGalagly	John J.	1	13	Little Pond Drive		Meadows at Shawnee
McGrath	Ronald T.	1	3102H	W Brookmeyer Drive		Hearthstone Manor
McGrath	Rosemarie	4	116	Ginger Lane		Knotts Landing
McIlvain	Dennis L.	3	331	S Rehoboth Boulevard	A	
McIlvain	JoAnn	3	331	S Rehoboth Boulevard	A	
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		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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
McVeigh	Juanita F.	1	24	Clearview Drive		Hearthstone Manor
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
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	Faith H.	3	220	NE Second Street		
Messick	Sheri Lynn	1	204	E Clarke Avenue		
Meszaros	Christina Gravier	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
Miller	Christine Beebe	1	3502E	N Sagamore Drive		Hearthstone Manor
Miller	Ellen E.	1	8	Big Pond Drive		Meadows at Shawnee
Miller-Marcin	Christine A	1	18	Clearview Drive		Hearthstone Manor
Miller-Marcin	Joann	1	18	Clearview Drive		Hearthstone Manor
Millman	Pamela M.	1	110	Rock Ledge Court		Hearthstone Manor
Mims	Rae Meredith	1	4802E	Summer Brook Way		Hearthstone Manor
Mintzer	Betty Lou	3	509	SE Front Street		
Mitchell	Alan J.	3	109	Fisher Avenue		
Mitchell	Helen P.	4	1036	N Walnut Street		Travelers Inn
Mitchell	John E. Sr.	4	1036	N Walnut Street		Travelers Inn
Mitchell	Myra Kay	1	300	Columbia Street		
Mitchell	Myra Kay	3	213	Charles Street		
Mitchell	Randy Clark	3	213	Charles Street		
Mitchell	Randy Clark	1	300	Columbia Street		
Mojica	Benito	4	201	Allen Way	32	Brightway Commons

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Mollura	Brenda M.	1	3	Little Pond Drive		Meadows at Shawnee
Mollura	John A.	1	3	Little Pond Drive		Meadows at Shawnee
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	Jacqueline Marie	1	1000	Lemuel Street		
Morgan	Joan K.	1	25	Kingston Terrace		Hearthstone Manor
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	Jerome S.	3	709	East 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		
Mosley	Michael L.	3	401	SE Front Street	A	
Mosley	Sharon Myrtie	1	312	Marshall Street		
Mott	Linda J.	3	31	General Torbert Drive		Sawmill Village
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
Mullarkey	Cynthia Anne	3	11	NE Fourth Street		
Mumford	Granville Jr.	4	24	NW Tenth Street		
Mumford	Wilson A.	4	113	West Street	1	
Mumma	Patrick J.	1	141	Hickory Branch Court		Hearthstone Manor
Mundwiler	Christopher S.	3	214	N Walnut Street	B	
Murphy	Robert D.	1	5	Fairway Street		Orchard Hill
Murphy	Robert Lee	1	149	Aspen Court		Hearthstone Manor
Murphy	Rosa Marie	1	5	Fairway Street		Orchard Hill
Myers	Geneva	1	133	Rock Ledge Court		Hearthstone Manor
Myers	Lynn Ethel	3	202	NE Eighth Street		

City of Milford  
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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Myers	Patricia J.	4	27	Linstone Lane	8	Silver Lake Apartmen
Nakhai	Behnam	1	12	Homestead Boulevard		Hearthstone Manor
Nash	Ann Marie C.	1	21	Fairway Street		Orchard Hill
Needles	Mary J.	1	112	Rock Ledge Court		Hearthstone Manor
Nelson	Gregory	4	304	Truitt Avenue		
Newhouse	Edna A.	3	110	Lovers Lane		
Newhouse	Theodore M.	3	110	Lovers Lane		
Nichols	John H. III	3	13	General Torbert Drive		Sawmill Village
Nieli	Anthony Leonard	4	209	S Landing Drive		Knotts Landing
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	Gregory L.	4	203	S Landing Drive		Knotts Landing
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
Ntinou Kalesis	Diamanto	1	3	E Green Lane		Orchard Hill
O'Boyle	Charles M.	1	24	Kingston Terrace		Hearthstone Manor
O'Boyle	Lorraine M.	1	24	Kingston Terrace		Hearthstone Manor
Ochs	Anne M.	1	4	Pond Drive		Orchard Hill
Ochs	Bryan Jason	1	4	Pond Drive		Orchard Hill
O'Day	Beverly L.	3	919	SE Third Street		
O'Day	Louis S.	3	919	SE Third Street		
Olivera	Dorothy M.	4	106	West Street		
Olivera	Pablo C.	4	106	West Street		
Olson	Kenneth C.	3	9	NE Fourth Street		
Orta	Mary Ann	4	104	Bright Way		Brightway Commons
Osborne	William E.	3	806	SE Third Street		
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

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Ouge	Joseph M.	1	54	Meadow Lark Drive		Meadows at Shawnee
Owens	Clifford Stephan	1	7	W Bullrush Drive		Meadows at Shawnee
Owens	Kelly Marie	1	7	W Bullrush 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
Palmer	Vernette	3	217	NE Fourth Street		
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	Charles	3	119	N Walnut Street		
Parker	Claude McKinley Jr.	4	401	Truitt Avenue		
Parker	Della M	4	606	Truitt Avenue Ext		
Parker	Eva	4	401	Truitt Avenue		
Parker	Gordon Otis Jr.	1	105	Beaufort Lane		Orchard Hill
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		
Parnell	Michael J.	3	113	Lovers Lane		
Parseghian	Edward C.	1	508	Matthew Circle		Matlinds Estates
Parson	Dorothy	1	303	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		
Pase	Debbie Ann	1	9	Fairway Street		Orchard Hill
Pase	Kevin Bryan	1	9	Fairway Street		Orchard Hill
Passwaters	Samuel J. III	1	317	Columbia 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

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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
Peifer	Jacquelyn	1	5	Little Birch Drive		Hearthstone Manor
<b>Pena</b>	<b>Ray</b>	<b>3</b>	<b>601</b>	<b>SE Second Street</b>		
<b>Penland</b>	<b>Troy M.</b>	<b>4</b>	<b>303</b>	<b>Truitt Avenue</b>		
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
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
Peterman	Mike	3	813	N Washington 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
Phelps	Gloria Jean	1	11	Hickory Branch Lane		Hearthstone Manor
Phelps	Timothy Edwin Sr.	1	11	Hickory Branch Lane		Hearthstone Manor
Phillips	James	3	10	Salevan Place		
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
Piazza	Merle R.	4	108	Starland Way		Knotts Landing
<b>Pierce</b>	<b>Barbara C.</b>	<b>3</b>	<b>408</b>	<b>Pierce Street</b>		
Pileggi	Martha V.	3	607	SE Second Street		
Pilkington	Regina Marie	1	153	Rock Ledge Court		Hearthstone Manor
Pingue	Elizabeth A.	1	305	Richard Street		
Piper	Lorraine R.	1	21	W Bullrush Drive		Meadows at Shawnee

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Piper	Stephen M.	1	21	W Bullrush Drive		Meadows at Shawnee
Plack	Kathryn Jean	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
Polite	Jo H.	3	5	General Torbert Drive		Sawmill Village
Polite	Richard L.	3	5	General Torbert Drive		Sawmill Village
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		
<b>Porter</b>	<b>Christine Ann</b>	<b>3</b>	<b>509</b>	<b>SE Second Street</b>		
Porter	Hilda Jane	1	11	Little Pond Drive		Meadows at Shawnee
Powell	Carol Ann	1	310	Fisher Avenue		
<b>Powell</b>	<b>Derek J.</b>	<b>3</b>	<b>505</b>	<b>SE Front Street</b>		
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
Pressman	Martin Daniel	4	212	S Landing Drive		Knotts Landing
<b>Prettyman</b>	<b>Martha M.</b>	<b>4</b>	<b>510</b>	<b>Parson Thorne Apartments</b>		
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
Proctor	Wanda Lucille	1	133	W Green Lane		Orchard Hill
Prouse	Donald M. Jr.	4	7	Archers Way		Archers Knoll
Prouse	Judith A.	1	311	Matthew Circle		Matlinds Estates
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
Ramey	Melissa Leigh	3	19596	Drummond Drive		Fork Landing
Ramos	Imelda T.	1	19	E Bullrush Drive		Meadows at Shawnee
Ramos	Isaura	4	601	North Street Ext		
Ramos	Louis	4	601	North Street Ext		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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
Rasberry	Joseph T.	1	29	E Green Lane		Orchard Hill
Rasberry	Mary Christine	1	29	E Green Lane		Orchard Hill
Rathbun	Leslie Ann	4	1036	N Walnut Street		Travelers Inn
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		
Reed	Jacqueline Kemp	4	210	Parson Thorne Apartments		
Reedy	Myrtle H.	3	37	Fisher Avenue		
Reichelt	Shirley P.	4	5	Linstone Lane	422	Silver Lake Apartmen
Reid	Douglas Eugene	1	108	W Green Lane		Orchard Hill
Reid	Paralyn	1	108	W Green Lane		Orchard Hill
Reilly	James J.	1	13	E Green Lane		Orchard Hill
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
Reynolds	Beverly Jean	1	111	Rock Ledge Court		Hearthstone Manor
Reynolds	Charlie J.	4	107	Allen Way		Brightway Commons
Reynolds	David Howard	1	111	Rock Ledge Court		Hearthstone Manor
Reynolds	Ralph C.	3	6	General Torbert Drive		Sawmill Village
Reynolds	Suzanne D.	3	6	General Torbert Drive		Sawmill Village
Reynolds	Toshi D.	4	1	James 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	24	Silver Lake Apartmen
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	514	N Church Street	A	
Richmond	Barbara J.	3	8	Governor Tharp Court		Sawmill Village
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

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Rini	Charles	4	119	Ginger Lane		Knotts Landing
Rinker	Connie L.	1	8	Fairway Street		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		
Rivera-Moore	Gloria J	1	312	Marshall Street		
Riviello	Gerald Joseph	1	705	Beechwood Court		Marshall Commons
Rizzo	Ronald	3	19644	Drummond Drive		Fork Landing
Roark	Donald Raymone	1	141	Hickory Branch Court		Hearthstone Manor
Roark	Ruth Virginia	1	141	Hickory Branch Court		Hearthstone Manor
Robbins	Graham G.	1	19	E Green Lane		Orchard Hill
Roberts	Constance Marie	1	101	Marlin Court		Orchard Hill
Roberts	Janet S.	4	1024	N Walnut Street		
Roberts	Kathleen L.	1	6	Big Pond Drive		Meadows at Shawnee
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	Bridgeman 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
Rodgers	Thelma J.	1	8	Briar Court		Meadows at Shawnee
Rodriguez	Alicia S.	3	106	Charles Street		
Rodriguez	Ernesto Jr.	3	106	Charles Street		
Rogers	Charles J.	1	105	E Clarke Avenue		
Rogers	Dennis A.	1	311	Marshall Street		
Rogers	Grace D.	4	126	NW Second Street		
Rogers	Lucille E.	1	105	E Clarke Avenue		
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

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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	S Sagamore Drive		Hearthstone Manor
Ross	Robert L.	1	3403J	S Sagamore Drive		Hearthstone Manor
Rossi	Catherine	1	3502H	S Sagamore Drive		Hearthstone Manor
Rossi Jr	Eugene B.	1	3502H	S Sagamore Drive		Hearthstone Manor
Rottman	Lewis DeSimone	1	23	W Bullrush Drive		Meadows at Shawnee
Roxby	Arthur T. III	4	6	NW Salevan Place		
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	419	Silver Lake Apartmen
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
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		
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

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Savage	Cynthia L.	3	403	N Washington Street		
Savage	Harry R.	3	403	N Washington Street		
Savage	Samuel Robert	3	403	N Washington Street		
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
Schleigh	David William	1	2	W Thrush Drive		Meadows at Shawnee
Schleigh	Mary Anne	1	2	W Thrush Drive		Meadows at Shawnee
Schmeiser	JoAnne I.	1	2901A	Heather Drive		Hearthstone Manor
Schmidt	Carl R. Jr.	1	4	Clearview Drive		Hearthstone Manor
Schmidt	Olivia L.	1	4	Clearview Drive		Hearthstone Manor
Schofield	Cindy L.	1	300	Matthew Circle		Matlinds Estates
Schrader	Tiffany Joy Mast	1	36	Meadow Lark Drive		Meadows at Shawnee
Scott	Aleathea K.	4	454	North Street		
Scott	Angela Sherrod	1	18	Meadow Lark Drive		Meadows at Shawnee
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
Session	Linda	4	114	Allen Way	21	Brightway Commons
Seth	Lolita C.	4	108	Allen Way	11	Brightway Commons
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		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Shaffer	Sherry A.	1	12	W Bullrush Drive		Meadows at Shawnee
Shah	Bindesh B.	1	1	W Bullrush Drive		Meadows at Shawnee
Shah	Priti	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	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	Regina A.	4	108	Allen Way	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	Kathy J.	1	304	Montgomery Street		
Shea	Michael J.	1	304	Montgomery Street		
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		
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	Nancy Gaye	3	805	N Walnut Street		
Shields	Columbus N.	1	5	E Green Lane		Orchard Hill
Shields	John William	1	13	Big Pond Drive		Meadows at Shawnee
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	Thomas C.	3	42	Fisher Avenue		
Shorter	Thelma R.	3	509	Carlisle Lane		
Showell	Gregory Levaunt Sr.	3	20	NE Tenth Street		
Showell	Linda J. Sharpe	3	20	NE Tenth Street		

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Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Shreeve	Anne Ridgely	1	4403J	Fullerton Court		Hearthstone Manor
Shunk	Taylor Catherine	1	8	W Thrush Drive		Meadows at Shawnee
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
Simon	Patrica A.	1	117	Barksdale Court		Hearthstone Manor
Skinner	Crystal Renee	3	907	N 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	Bobby M.	4	15	Rogers Drive		
Smith	Borden E. II	4	203	Truitt Avenue		
Smith	Connie R.	1	800	Joshua Drive		Matlinds Estates
Smith	Debra Lynn	3	23	NW Second Street		
Smith	Dorothy S.	4	709	Truitt Avenue Ext		
Smith	Gary W.	3	211	SE Front Street		
Smith	Jeannine Marilyn	4	239	S Landing Drive		Knotts Landing
Smith	Jessica Lynn	4	10	Rogers Drive		
Smith	Maude	3	109	McColley Street		
Smith	Melvin E.	4	709	Truitt Avenue Ext		
Smith	Paul Phillip	1	18	Meadow Lark Drive		Meadows at Shawnee
Smith	Robert Wayne	1	800	Joshua Drive		Matlinds Estates
Smith	Rosie L.	4	1	Lucia Circle		
Smith	Shelton Lee Sr.	4	1	Lucia Circle		
Smith	Thelton T.	4	114	Silver Lake Estates		
Smith	Verda M.	3	211	SE Front Street		
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

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Sobolewski	Leonard S.	4	109	Ginger Lane		Knotts Landing
Sobolewski	Margaret B.	4	109	Ginger Lane		Knotts Landing
Sockrider	David W.	1	5	Briar Court		
Sockrider	Linda Dianne	1	5	Briar Court		Meadows at Shawnee
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	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		
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
Spigone	Joseph Edmund	3	30	General Torbert Drive		Sawmill Village
Spillane	Michael David	1	20	Clearview Drive		Hearthstone Manor
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		
Stanberry	Delisa	3	65	General Torbert Drive		Sawmill Village
Stanton-Hinex	Angela R.	1	26	Meadow Lark Drive		Meadows at Shawnee
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	Nicholas N	3	210	East Street		
Steele	Doris I.	4	600	Parson Thorne Apartments		
Steiner	Anthony L.	1	21	Meadow Lark Drive		Meadows at Shawnee
Steiner	Linda J.	1	21	Meadow Lark Drive		Meadows at Shawnee
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		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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		
Strong	Gregory	1	5	E Thrush Drive		Meadows at Shawnee
Stuchlik	M. Susan	4	203	Parson Thorne Apartments		
Studer Baer	Barbara Anne	3	19593	Drummond Drive		Fork Landing
Studte	Lois	1	402	Charles Street		
Studte	Michael E.	1	402	Charles Street		
Studte Jr.	Walter H.	1	402	Charles Street		
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
Taylor	Mary I.	4		Silver Lake Estates		
Taylor	Michael K.	4	449	N Church Street		
Taylor	Pamella A.	4	449	N Church Street		
Teagle	Walter	4	409 ½	N Church Street		
Temparali	Charles J.	1	2	E Green Lane		Orchard Hill
Temparali	Patricia Phyllis	1	2	E Green Lane		Orchard Hill
Teyker	Janet Kelley	1	808	SE Fifth Street		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Teyker	Rovert H	1	808	SE Fifth Street		
Thawley	Beverly A.	3	6	NE Sixth Street		
Thien	Stephen S	1	141	W Green Lane		Orchard Hill
Thigpen	William Christopher	1	6383	Tabard Drive		Watergate
Thomas	Elizabeth S.	1	310	Charles Street		
Thompson	Gary L.	1	34	Clearview Drive		Hearthstone Manor
Thompson	Patricia C.	1	504	Maple Street		
Thompson	Winford	4	107	Allen Way	22	Brightway Commons
Thoms	Paula A.	1	601	Maple Street		Marshall Commons
Tisdell	Kevin C.	3	54	General Torbert Drive		Sawmill Village
Tjaden	Carol Ann	1	14	Kingston Terrace		Hearthstone Manor
Tkach	James G.	1	10	Little Pond Drive		Meadows at Shawnee
Tkach	Sandra Lee	1	10	Little Pond Drive		Meadows at Shawnee
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		
Towers	Howard Chester	1	42	Clearview Drive		Hearthstone Manor
Towers	Myrtle Jean	1	42	Clearview Drive		Hearthstone Manor
Townsend	John R.	1	4003L	N Sagamore Drive		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
Trotman	Audrey L.	4	110	NW Fourth Street		
Truitt	William C.	1	312	Fisher 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		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
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	Timothy Mark	1	125	Barksdale Court		Hearthstone Manor
Turner	Verna L.	1	303	Matthew Circle		Matlinds Estates
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		
Vann	Mary Ann	4	108	Allen Way	31	Brightway Commons
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
Vendetti	William A.	1	119	Barksdale Court		Hearthstone Manor
Veumar	Lorraine N.	3	27	General Torbert Drive		Sawmill Village
Veumar	Michael W.	3	27	General Torbert Drive		Sawmill Village
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	Martine 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
Viohl	Donald L.	3	105	Franklin Street		
Wachel	Georgeana	1	511	Marshall Street	F	
Wagamon	James A	4	113	NW Front Street		

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Wagner	Benjamin E.	3	19591	Drummond Drive		Fork Landing
Wagner	Catherine A.	3	19591	Drummond Drive		Fork Landing
Wahl	Eric C.	1	3301C	N Sagamore Drive		Hearthstone Manor
Waldorf	Anne T.	1	103	Marlin Court		Orchard Hill
Waldorf	Louis J. Jr.	1	103	Marlin Court		Orchard Hill
Walker	Barbara Mary	4	8	Lucia Drive		
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	Jamie A. Sr.	4	8	Lucia Drive		
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
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		
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-Hall	Sharon	1	4203K	Fullerton Court		Hearthstone Manor
Walther	Joan D.	1	3203I	E Brookmyer Drive		Hearthstone Manor
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

City of Milford  
Registered Voters

Last Name	First Name	Ward	Street Number	Street Name	Apt	Development
Warren	Catherine D.	3	503	NE Front Street		

Ward Two Special Election

August 23, 2018

Ward Two Clerk

Donna Merchant 108 Franklin Street

NOTICE OF PUBLIC HEARINGS  
PLANNING COMMISSION PUBLIC HEARING: JULY 17, 2018  
CITY COUNCIL PUBLIC HEARING: AUGUST 27, 2018

The City of Milford Planning Commission will hold a Public Hearing on **Tuesday, July 17, 2018** at 7:00 pm to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance. The City of Milford City Council will hold a Public Hearing on **Monday, August 27, 2018** at 7:00 pm to hear evidence from interested parties and make a final determination regarding the ordinance.

All Public Hearings are held in the Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware.

**ORDINANCE 2018-19**

Salt Air Homes LLC for a Conditional Use to  
allow a single-family semidetached dwelling in an R2 zoning district.  
.245+/- acres in a R2 Zoning District;  
Located at 418 S Washington Street, Milford, Delaware.  
Present Use: Vacant; Proposed Use: Single-family semi detached dwelling  
Tax Map 3-30-10.08-040.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on July 17, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on August 27, 2018 to consider all information presented by City Staff, the Applicant, and written and verbal public testimony; and

WHEREAS, it is deemed reasonable, beneficial, and in the best interest of the City of Milford to allow a Conditional Use to allow a single-family semidetached dwelling in an R2 zoning district, as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

*Section 1.* Upon the adoption of this ordinance by City Council, Salt Air Homes LLC is hereby granted a Conditional Use Permit to allow a single-family semidetached dwelling in an R2 zoning district, in accordance with the application, effective on the date so noted.

*Section 2.* Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

*Section 3.* Dates.

Planning Commission Review & Public Hearing: July 17, 2018

City Council Introduction: August 13, 2018

City Council Public Hearing: August 27, 2018

Projected Adoption: August 27, 2018

Projected Effective: September 6, 2018

For additional information, please contact Rob Pierce in the Planning Department at Milford City Hall either by e-mail at [RPierce@milford-de.gov](mailto:RPierce@milford-de.gov) or by calling 302.424.8396.

*Advertised: Beacon 06/27/18*

NOTICE OF PUBLIC HEARINGS  
PLANNING COMMISSION PUBLIC HEARING: JULY 17, 2018  
CITY COUNCIL PUBLIC HEARING: AUGUST 27, 2018

The City of Milford Planning Commission will hold a Public Hearing on **Tuesday, July 17, 2018** at 7:00 pm to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance. The City of Milford City Council will hold a Public Hearing on **Monday, August 27, 2018** at 7:00 pm to hear evidence from interested parties and make a final determination regarding the ordinance.

All Public Hearings are held in the Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware.

**ORDINANCE 2018-20**

AC Lucas for a Conditional Use to  
allow the conversion of a one-family dwelling into multiple dwelling units.

.491+/- acres in a R1 Zoning District;

Located at 430 S Walnut Street, Milford, Delaware.

Present Use: Single-family detached dwelling; Proposed Use: Same with efficiency apartment

Tax Map 1-30-3.08-081.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on July 17, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on August 27, 2018 to consider all information presented by City Staff, the Applicant, and written and verbal public testimony; and

WHEREAS, it is deemed reasonable, beneficial, and in the best interest of the City of Milford to allow a Conditional Use to allow the conversion of a one-family dwelling into multiple dwelling units, as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

*Section 1.* Upon the adoption of this ordinance by City Council, AC Lucas is hereby granted a Conditional Use Permit to allow the conversion of a one-family dwelling into multiple dwelling units, in accordance with the application, effective on the date so noted.

*Section 2.* Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

*Section 3.* Dates.

Planning Commission Review & Public Hearing: July 17, 2018

City Council Introduction: August 13, 2018

City Council Public Hearing: August 27, 2018

Projected Adoption: August 27, 2018

Projected Effective: September 6, 2018

For additional information, please contact Rob Pierce in the Planning Department at Milford City Hall either by e-mail at [RPierce@milford-de.gov](mailto:RPierce@milford-de.gov) or by calling 302.424.8396.

*Advertised: Beacon 06/27/18*



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: Public Works Facility Improvements  
Date: July 27, 2018

As part of the Capital Improvement Plan requests submitted by the Department, two needed projects were identified for the Public Works Facility: HVAC Replacement/Upgrade and Breakroom/Locker Room Redesign.

In 2017, the Department contracted with Gipe & Associates of Easton MD on the evaluation of the HVAC at the Public Works Facility. In short, numerous repairs and the evaluation concluded that the present system has gone beyond its useful life and needs replaced. The evaluation also made numerous suggestions for upgrades that would lead to a better work environment as well as more efficient use of energy. Three different repair/replacement options were given, ranging in cost from \$174,000 to \$606,000. Both staff and consultant recommended the "middle of the road" option, with a projected cost of \$333,672 (\$308,672 construction + \$25,000 engineering), as the preferred option.

Also in 2017, staff contracted with Davis Bowen and Friedel on various layout options to provide for an expanded break room and locker room within the Public Works Administration Building. Prior to 2017, each division had separate break rooms/locker room areas scattered through out the facility. Having a central area within the Administration Building will provide more staff contact, as well as more efficient use of space and use of energy in terms of heating and cooling. Approximately \$97,135 (\$82,235 construction + \$14,900 architect fees) is needed for these improvements.

In consulting with the Finance Director, both projects can be completed using Water, Sewer and Electric Reserve Funds, since those were the funds used to pay for the building initially. Mr. Portmann recommended that 25% from each Water and Sewer Reserves and 50% from Electric Reserves be used for the project.

The Finance & Public Works Committee reviewed the request at their June 11, 2018 meeting and unanimously approved the recommendation.

**Recommendation:** Staff recommends City Council authorize the project for Public Works Facility Improvements with an appropriation of \$450,000, with \$112,500 coming from each Water Reserves and Sewer Reserves and \$225,000 coming from Electric Reserves.

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

July 17, 2018

City of Milford  
180 Vickers Drive  
Milford, Delaware 19963

Attn: Mr. Mark Whitfield  
Public Works Director

RE: **PROPOSAL**  
Public Works Facility Renovations  
Milford, Delaware  
DBF # P0052A18.028

Dear Mark:

As requested, Davis, Bowen & Friedel, Inc. is pleased to present this proposal for providing design and bid phase services for the above-referenced project. We understand the scope of work for this project includes the combination of Phases 1 and 2, including the previously completed breakroom design and the proposed redesign of the locker room and adjacent office in the Public Works Facility. A description of our proposed scope of services and associated fees for each portion of the work is as follows:

A. DESIGN SERVICES

We will combine the already completed Phase 1 breakroom with the Phase 2 locker room/office renovations under this set of bid documents. We anticipate the following scope for design:

- Combine both phases in drawings.
- Develop locker room/office area design.
- Develop front end and material specifications for the project in book format.
- Meet with Public Works to finalize design and review bid documents.
- Submit drawings to Kent County Fire Marshal.
- Submit drawings and specifications to City of Milford Building Code.
- Revise bid documents accordingly to create a bid set.

Estimated Fee: \$14,900.00

B. BID PHASE / CONSTRUCTION PHASE SERVICES

We anticipate the following scope of work for these phases:

- Assist with advertisement, coordination and attend the mandatory pre-bid meeting and submit minutes to all attendees.
- Address requests for information (RFI's) from bidders in addenda format and coordinate site visits.
- Review bids received by the City and make recommendations.
- Assist with Owner/Contractor AIA agreement.
- Attend on-site progress meetings (assume 8).
- Review shop drawings and material submittals.
- Coordinate project close-out.

Estimated Fee: \$9,750.00

C. EXCLUDED SERVICES

Excluded from our above scope of services is work associated with the items listed below

- Mechanical/Electrical drawings and specifications.
- Survey and civil engineering services.
- LEED design.
- Life cycle cost analysis.

If requested or required, this work can be performed on a unit price basis or under a separate proposal to the City of Milford.

Billing for our services will be submitted monthly based upon the actual hours worked the previous month. We will make every effort to keep our fees below the estimated amounts listed above. Additional services beyond the above scope as authorized by you will be billed on a unit price basis in accordance with the attached Schedule of Rates No. 46. Payment terms are in accordance with our attached schedule.

Should all phases/items of work noted above be acceptable to the City of Milford, please execute below and return on copy for our files. Receipt of a signed copy will be considered as our authorization to proceed.

Proposal: Public Works Facility Renovations  
Mr. Mark Whitfield  
July 17, 2018  
Page 3

On behalf of Davis, Bowen & Friedel, Inc., we appreciate the opportunity to offer our services and look forward to working with you on this project. Should you have any questions or need additional information, please call.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.



Michael Wheedleton, AIA  
Principal

Proposals\Arch\2018\P0052A18.028 Milford PW Facility Renovations

**ACCEPTED BY:**

---

*Signature*

*Title*

*Date*

**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.

**PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)**

PROJECT: PUBLIC WORKS FACILITY PHASE 1 - BREAK ROOM	DATE: December 18, 2017
LOCATION: West Side Industrial Park	JOB NO.: 0052A183.A01
OWNER: City of Milford	DESIGN STATUS OF ESTIMATE: Preliminary

**ARCHITECTURAL / STRUCTURAL**

ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Pre-Con Work (Barriers, etc.)	1	LS	\$ 1,500.00	\$ 1,500.00
Demolition/Disposal	1	LS	\$ 2,900.00	\$ 2,900.00
New Walls	200	SF	\$ 14.50	\$ 2,900.00
Revise Wall Trim	1	LS	\$ 1,800.00	\$ 1,800.00
Relocated Doors	3	Units	\$ 600.00	\$ 1,800.00
Flooring - Vinyl	300	SF	\$ 6.00	\$ 1,800.00
New Lay-in Ceiling	300	SF	\$ 7.00	\$ 2,100.00
Painting	2,000	SF	\$ 1.50	\$ 3,000.00
Electrical (Outlets / Exit Signs)	1	LS	\$ 2,900.00	\$ 2,900.00
Lighting	12	Units	\$ 200.00	\$ 2,400.00
HVAC Modifications	1	LS	\$ 1,500.00	\$ 1,500.00
Final Cleaning/Touch-up	1	LS	\$ 800.00	\$ 800.00

<b>SUBTOTAL</b>	<b>\$ 23,900.00</b>
<b>CONTRACTOR GEN CON (15%)</b>	<b>\$ 3,585.00</b>
<b>CONTINGENCY (10%)</b>	<b>\$ 2,390.00</b>
<b>TOTAL COST</b>	<b>\$ 29,875.00</b>

NOTES:

**PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)**

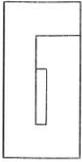
PROJECT: PUBLIC WORKS FACILITY SPACE PLANNING PHASE II	DATE: January 22, 2018
LOCATION: West Side Industrial Park	JOB NO.: 0052A183.A01
OWNER: City of Milford	DESIGN STATUS OF ESTIMATE: Preliminary

**ARCHITECTURAL / STRUCTURAL**

ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Demolition	1	LS	\$ 800.00	\$ 800.00
New Walls	80	SF	\$ 15.00	\$ 1,200.00
Flooring - Ceramic Tile	600	SF	\$ 11.00	\$ 6,600.00
New Lay-in Ceiling	600	SF	\$ 4.50	\$ 2,700.00
Painting	3,000	SF	\$ 1.10	\$ 3,300.00
Window - Glazing, Diffused	4	EA	\$ 600.00	\$ 2,400.00
Lockers - 18w x 72h x 24d	27	Units	\$ 600.00	\$ 16,200.00
Benches	3	Units	\$ 650.00	\$ 1,950.00
Electrical	600	SF	\$ 4.00	\$ 2,400.00
Mechanical	600	SF	\$ 10.00	\$ 6,000.00
Lighting	6	Units	\$ 200.00	\$ 1,200.00

<b>SUBTOTAL</b>	<b>\$ 44,750.00</b>
<b>CONTRACTOR GEN CON (12%)</b>	<b>\$ 5,370.00</b>
<b>CONTINGENCY (5%)</b>	<b>\$ 2,237.50</b>
<b>TOTAL COST</b>	<b>\$ 52,357.50</b>

NOTES:



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

PB. #: 18449  
Easton Office

July 2, 2018

Christie Murphy  
Milford Department of Public Works  
180 Vickers Drive  
Milford, DE 19963

Project: Milford Department of Public Works Administration Building HVAC Design  
Reference: Mechanical and Electrical Fee Proposal Letter

Dear Christie:

We are pleased to submit our fee proposal for the performance of mechanical and electrical engineering services on the above referenced project.

The scope of our work would include mechanical (including heating, ventilation, and air conditioning), and electrical (including power and duct smoke detectors interlocks) system design and Contract Administration for the Milford Department of Public Works Administration Building HVAC Design located in Milford, Delaware.

Per our previous discussion regarding Option #4 related to our study, engineering services would involve a complete design for a replacement of Rooftop Unit #1 and VAV boxes. This will require demolition drawings for the removal of Rooftop Unit #1 and each VAV box. New units would incorporate variable frequency drives and deletion of the bypass dampers. RTU #2 would be re-used and is not included in our scope of work.

The Mechanical and Electrical Systems design are based on a public works administration facility of approximately 10,000 square feet.

The following tasks are included in our scope of work:

1. Lock/tag out all applicable energy sources.
2. Design of a replacement Rooftop Unit #1.
3. Design of the installation of VFD (RTU-1 Supply and exhaust).
4. Specifying an air survey of the existing systems.
5. Design of replacement VAV Boxes W/New - Include Electric Heat
6. Design of the installation of new duct smoke detectors.
7. Design of the installation of new roof curbs.
8. Preparation of demolition drawings to remove existing bypass duct/ dampers.
9. Preparation of demolition drawings to remove existing Rooftop Unit #1.
10. Specifying crane rental/ rigging.
11. Design of the installation of new return air duct system for RTU-1.
12. Design for electrical connections for new rooftop unit.
13. Demolition and new work drawings to remove and replace ceilings for return air duct installation.
14. Specifying performance of start-up of new HVAC unit.

1220 East Joppa Road  
Suite 223  
Towson, Maryland 21286  
TEL 410.832.2420  
FAX 410.832.2418

8719 Brooks Drive  
Post Office Box 1147  
Easton, Maryland 21601  
TEL 410.822.8688  
FAX 410.822.6306

15. Specifying testing and balancing of all new systems.
16. Design for the installation of new controls on the new RTU-1.
17. Development of commissioning specifications for all new HVAC equipment.
18. Specifying the cleaning of existing return ductwork that is re-used.
19. Design of electrical connections for new VAV Boxes.
20. Design of Miscellaneous Ductwork and Air Devices.
21. Design/specifying Mechanical Insulation.
22. Design/specifying vibration isolators for New VAV Boxes.
23. Design/specifying Patch and Repair.
24. Design/specifying Miscellaneous gas and condensate piping.
25. Furnish Milford Public Works Department with complete start-up report.
26. Submit Test/Balance Report to Milford Public Works Department.

Our fee shall include the demolition and new work documents including computer aided drafting (CAD) drawings, and electronic specifications.

Also included are the following:

1. Field investigations which may be necessary for the mechanical and electrical phases of work. Investigations will be based on visual observations and review of existing building drawings provided by the Owner.
2. Preparation of the design plans and specifications for the mechanical and electrical phases of work. Specifications will be prepared utilizing Gipe standard office specifications and format.
3. Prepare addendums if needed during the bidding phase.
4. Respond to Contractor RFIs during the bidding phase.
5. Review of bids for the portion of work we design.
6. Contract Administration including:
  - a. Review of shop drawing submittals for the portion of work we design. We shall review and take appropriate action on shop drawings, product data, samples, and other submittals required by the Contract Documents. Such review shall be only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents and does not include review of quantities, dimensions, weights or gauges, fabrication processes, sequence of work, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the responsibility of the Contractor. Review of submittals shall be conducted with reasonable promptness consistent with sound professional practice. Review of a specific item shall not indicate acceptable of an assembly of which the item is a component. We shall not be required to review and shall not be responsible for any deviations from the Contract Documents not clearly noted by the Contractor, nor shall we be required to review partial submissions or those for which submissions for correlated items have not been received. We will be entitled to additional compensation for review of submittals which require in excess of two submissions.

- b. Preparation of Owner/Contractor Agreement.
- c. Consultation during the construction phase concerning the work we design.
- d. Periodic observation of the construction work as related to the work we design. This would include site visits during the construction phase inclusive of pre-construction meeting, pre-installation meetings, and site visits for project punch-out/close-out.
- e. Review Applications for Payment related to M/E/P work.
- f. Perform a substantial completion inspection of the M/E/P work and create a Certificate of Substantial Completion for the project.
- g. Review of close-out documents, test/balance reports, and O&M manuals.
- h. Perform final completion inspection of the M/E/P work.
- i. Preparation of an estimate of probable cost associated with the work we design.
- j. Preparation of record drawings based on Contractor's red-line markups. Upon completion of the construction, we shall compile for, and deliver to, the Owner a set of Record Drawings conforming to the construction records of the Contractor as provided to us. This set of documents shall consist of corrected plans showing the reported location of the Work. The information submitted by the Contractor and incorporated by us into the Record Drawings will be assumed to be reliable, and Gipe Associates will not be responsible for the accuracy of this information, nor the any errors or omissions which may appear in the Record Drawings as a result. We will deliver these drawings in AutoCAD version 2008 format on CD-ROM.

Our fee for the work as outlined above would be for the following lump sum amounts.

Schematic Design Phase	Ten Percent (10%)	\$2,500.00
Design Development Phase	Fifteen Percent (15%)	\$3,750.00
Construction Document Phase	Fifty Five Percent (55%)	\$13,750.00
Bidding and Negotiation Phase	Five Percent (5%)	\$1,250.00
Contract Administration Phase	Fifteen Percent (15%)	\$3,750.00
<b>Lump Sum Fee</b>	<b>One Hundred Percent (100%)</b>	<b>\$25,000.00</b>

**In addition** to our above fee, we would be reimbursed for direct out-of-pocket expenses plus 10%, for expenses such as travel, outside reproductions, overnight/messenger deliveries, include in-house printing per drawing at \$0.60 each for 18 x 24, \$1.20 each for 24 x 36, \$1.75 each for 30 x 42, plotting at \$5.00 per Plot, 8-1/2 x 11 copywork at \$0.10 per copy, and 11 x 17 copywork at \$0.15 per copy.

Our fee also assumes that electronic backgrounds in an AutoCAD format shall be provided for our use in the preparation of the Construction Documents.

If the basic services covered by this Agreement have not been completed within twelve (12) months of the date hereof, through no fault of the consultant for this part of the project, extension of the consultant

services beyond that time shall be considered additional services and Gipe Associates, Inc. shall be compensated based on the hourly rates listed under extra services.

The following items are exclusions or clarifications of the M/E/P scope of services.

- A. Design and Contract Administration Services beyond the following limits.
  - 1. Up to two (2) reviews of each Shop Drawing, Product Data item.
  - 2. Up to one (1) inspection for Mechanical/Electrical portions of the Work to determine whether such portions of the work are substantially complete in accordance with the requirements of the Contract Documents.
  - 3. Up to one (1) inspection for Mechanical/Electrical portions of the Work to determine final completion.
  
- B. Hazardous Materials:  
The Engineer shall not be responsible for any known or unknown hazardous materials, asbestos, on or under the existing site including underground tank identification and removal, or environmentally related deficiencies in the building related to existing excess moisture. If hazardous materials, underground tanks, asbestos, or environmental deficiencies are encountered, no part of its examination, removal or confinement shall fall within the services of this Contract. Owner shall defer to the services of a hazardous material, underground tanks specialist and/or industrial hygienist if needed. If Engineer knows or learns of hazardous materials, underground tanks, or environmentally related deficiencies on-site, he will notify Owner of such materials.
  
- C. Fire Pumps/Fire Protection:  
The scope of services shall not include the design of a fire pump and/or fire protection system. If it is determined that a fire pump and/or fire protection system is needed based on a flow test at the site, then the design of such system and accessories shall be treated as additional services and shall be billed hourly.
  
- D. Emergency/Standby Generators:  
The scope of services shall not include the design of an emergency/standby power supply (generator) system or provisions for connecting a portable generator. If it is determined that an emergency/standby generator or provisions for connecting a portable generator is required or desired, then the design of the same shall be treated as additional services and shall be billed hourly.
  
- E. Fire Alarm Systems:  
Fire Alarm system design related to duct smoke detectors is included in our scope of services.
  
- F. Substitutions:  
The review of Contractor initiated and proposed substitutions during the Bidding Phase or Contract Administration Phase shall not be included in Engineer's basic services. Should the Owner request in writing that the Engineer review a proposed substitution, then the Engineer shall be compensated hourly in accordance with the rates as set forth. Engineer shall record time required by Engineer and Engineer's consultants in evaluating substitution proposed or submitted by Contractor. The Supplementary Conditions if prepared by the Engineer shall require the Contractor to reimburse Owner for Engineering and Engineer's consultants for evaluating such proposed substituted item.

- G. Alternates:  
Alternate designs and bids are not included in the Engineer's basic scope of services. Should the Owner's request the preparation of Alternate bid documents, then Engineer shall be compensated hourly in accordance with rates as established.
- H. Life Cycle Cost Analysis:  
Due to the fact that Life Cycle Cost Analysis was performed in our original study, an additional Life Cycle Cost Analysis shall not be performed related to Mechanical, Electrical system selection. Should the Owner require detailed life cycle cost analysis then the same shall be treated as additional services and shall be performed hourly at the rates indicated.
- I. Future Additions:  
The Engineer's scope of services does not include the design of mechanical or electrical systems for future additions unless otherwise agreed upon in writing.
- J. Commissioning:  
The basic service does not include commissioning. If Gipe Associates, Inc. is required to perform commissioning then the same shall be performed hourly.
- K. Existing Building Condition:  
The Engineer's services shall be provided to assist the Owner in making changes to an existing facility for which the Owner shall furnish, in a timely manner, documentation and information upon which the Engineer may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Owner, the Engineer shall not be required to perform or to have others perform destructive testing or to investigate concealed or unknown conditions. In the event documentation or information furnished by the Owner is inaccurate or incomplete, any resulting damages, losses and expenses, including the cost of the Engineer's Additional Services, shall be borne by the Owner. The Owner shall indemnify and hold harmless the Engineer, the Engineer's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, which arise as a result of inaccurate or incomplete documentation or information furnished by the Owner.
- L. Energy Modeling:  
Energy Modeling is not included in our scope of services and shall be done by the LEED Consultant.
- M. Specifications:  
Specifications in Masterformat 95 (Division 15 and 16) are not included. Gipe Associates, Inc. has discontinued use of Masterformat 95 and only provide Specifications in Masterformat 04 (Divisions 21, 22, 23, 26 etc.).
- N. BIM:  
Building Information Modeling (BIM) is not included in Gipe Associates, Inc.'s Basic fee. Should Building Information Modeling be required then the same would be treated as additional services.
- O. Temporary Offices:  
Gipe Associates, Inc.'s fee and scope does not include MEP work associated with temporary offices and similar temporary facilities. If it is determined that MEP design is required for

temporary offices and similar temporary facilities then Gipe Associates shall treat the same as additional services and shall perform such work per the hourly rates indicated in the Agreement or as mutually agreed upon the parties to the Agreement.

- P. Drafting of Record Drawings:  
The drafting of Record Drawings is included in Gipe Associates' scope of services and fee.
- Q. Cost Estimating:  
Cost estimating is included in Gipe Associates' scope of services and fee.
- R. Conformed Set:  
Gipe Associates Inc.'s basic fee does not include providing a conformed set of documents. A conformed set generally consists an update of the bid set documents to include all addendums and/or value engineering items. Should a conformed set be required, Gipe Associates reserves the right to negotiate an additional fee.
- S. Front End/Bidding Documents:  
The responsibility for overall project coordination, preparation of bidding requirements, preparation of General Conditions, Supplemental Conditions, Bid forms, etc. and preparation of Division 01 shall be the responsibility of Gipe Associates, Inc..

Fees would be due and payable monthly based on our invoices showing the percentage of work completed. Payments not received within 45 days of invoice date would be subject to an additional charge of 1 ½ percent per month (18% per annum). Gipe Associates, Inc. reserves the right to stop work on this project if payment is not received within 45 days of billing.

Additional site visits during the construction phase and punch-out/close-out would be performed on call and at the rate of \$500.00 per person per trip, plus reimbursable expenses.

The following services are not included in the above fees:

- Preliminary studies, reports or feasibility analysis.
- Reproduction of plans, specifications, or other contract documents for review or for bidding purposes unless covered under reimbursable expenses.
- Extensive on-site Contract Administration.
- Preparation of Operation and Maintenance Manuals.
- Treatment of Hazardous Materials.
- Participation in Value Engineering.
- Destructive investigations and investigations of hidden conditions.
- Investigations in hazardous areas or confined spaces.
- Extensive survey and verification of as-built conditions.
- Site lighting design.
- Design for Information Technology Systems.
- Design for Audio/Visual Systems.
- Design for Telephone Systems.
- Commissioning of equipment and systems.
- LEED Design and Analysis
- Life Cycle Cost Analysis
- Energy Modeling and Budgeting
- Utility locating services.

If the above services are required they would be considered an extra service and would be billed on a flat hourly basis at the following billing rates which include personnel salaries, overhead and profit. In addition, we would be reimbursed for direct out-of-pocket expenses.

Principals	\$220.00 per hour
Project Managers	\$140.00 per hour
Project Engineers	\$110.00 per hour
Design Engineers	\$ 90.00 per hour
Clerical	\$ 60.00 per hour

This Agreement may be terminated by either party after giving thirty days written notice of the intent to terminate to the other party and by payment of the balance due to Gipe Associates, Inc. This balance will be arrived at by an estimate by Gipe Associates, Inc. of the percentage completion of the project at the time of termination plus any reimbursable expense due to termination.

If you are not a corporation and subsequent to the making of this Agreement you incorporate your business with or without the knowledge of Gipe Associates, Inc., you agree to be jointly and severally liable to Gipe Associates, Inc. for any indebtedness incurred by or transferred to such corporation. If you are a corporation or partnership and you are not a general partner, your signing this letter warrants that you are duly authorized to do so and you agree to be jointly and severally liable with the corporation or partnership for any indebtedness owing by them to Gipe Associates, Inc.

In the event that your account with Gipe Associates, Inc. becomes delinquent and past due, and Gipe Associates, Inc. engages the services of an attorney to collect the account, then, subject to the applicable law, you and any person jointly and severally liable with you, agree to reimburse to Gipe Associates, Inc. attorneys' fees in an amount equal to 20% of the amount due, whether or not litigation is commenced and court costs.

Ownership of plans, maps, drawings and all other documents, including original drawings, field notes and data are to remain the property of Gipe Associates, Inc. as instruments of service. Upon payment of all services billed, the Owner may at his expense obtain a set of reproducible record prints and drawings and copies of other documents in consideration of which the Owner will use them solely in connection with this project and no other project.

Neither this contract nor any rights or duties hereunder may be assigned or delegated to any other person or entity without the express written consent of Gipe Associates, Inc.

We appreciate the opportunity of submitting this proposal. If these terms are agreeable, please sign and return one copy for our files.

Very truly yours,

GIPE ASSOCIATES, INC.



David R. Hoffman, P.E., C.P.D., LEED AP  
President  
DRH/mam

**MILFORD DEPARTMENT OF PUBLIC WORKS**

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_



# Gipe Associates, Inc.

## CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE  
EASTON, MARYLAND  
PHONE: 410-822-8688  
FAX: 410-822-6306

### CONSTRUCTION COST ESTIMATE

PROJECT: Milford Public Works Building- Option # 4- Replace Existing RTU-1 With New Unit and Re-use RTU # 2  
GAI PROJECT NO: 17035  
DATE: 08/01/17  
PREPARED BY: DRH

### GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 10,000  
FACILITY TYPE: Office Building  
# OF FLOORS: 1  
ARCHITECT: Gipe Associates  
BASIS FOR ESTIMATE: CODE-A (NO DESIGN COMPLETED)  
SUMMARY: PRELIMINARY ESTIMATE

Option #4 Replace RTU#1 with New Unit and Re-Use RTU # 2	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

### BASE BID COST ESTIMATE

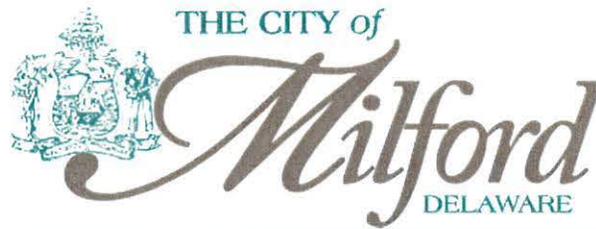
Replace rooftop unit #1	1.0	EA	\$ 28,000.00	\$ 28,000.00	\$ 1,000.00	\$ 1,000.00	\$ 29,000.00
VFD (RTU-1 Supply and exhaust)	2.0	EA	\$ 1,000.00	\$ 2,000.00	\$ 500.00	\$ 1,000.00	\$ 3,000.00
Air Survey the Existing Systems	1.0	LS	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
Replace VAV Boxes W/New - Include Heat	15.0	EA	\$ 750.00	\$ 11,250.00	\$ 500.00	\$ 7,500.00	\$ 18,750.00
New duct smoke detectors	2.0	EA	\$ 500.00	\$ 1,000.00	\$ 250.00	\$ 500.00	\$ 1,500.00
New Roof Curbs	1.0	EA	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 2,000.00
Remove Existing Bypass duct/ dampers	1.0	LS	\$ 400.00	\$ 400.00	\$ 1,500.00	\$ 1,500.00	\$ 1,900.00
Remove existing Rooftop Units	1.0	EA	\$ 200.00	\$ 200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00
Crane Rental/ Rigging	1.0	LS	\$ 100.00	\$ 100.00	\$ 2,000.00	\$ 2,000.00	\$ 2,100.00
Install new return air duct system for RTU-1	1.0	LS	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 35,000.00
Phasing Costs	1.0	LS	\$ 100.00	\$ 100.00	\$ 3,000.00	\$ 3,000.00	\$ 3,100.00
Electrical Connections for New Rooftop unit	1.0	EA	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00
Remove and Replace ceilings for duct install	1.0	LS	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 17,000.00
Perform start-up of new HVAC unit	1.0	EA	\$ 100.00	\$ 100.00	\$ 1,200.00	\$ 1,200.00	\$ 1,300.00
Test and Balance the new Vav boxes and RTU #1	1.0	LS	\$ 100.00	\$ 100.00	\$ 4,200.00	\$ 4,200.00	\$ 4,300.00
Install new controls on RTU-1	1.0	LS	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00	\$ 35,000.00
Commissioning of all HVAC systems	1.0	EA	\$ 500.00	\$ 500.00	\$ 7,000.00	\$ 7,000.00	\$ 7,500.00
Clean existing return ductwork that is re-used	1.0	LS	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
Electrical Connections for New VAV Boxes	15.0	EA	\$ 1,000.00	\$ 15,000.00	\$ 1,250.00	\$ 18,750.00	\$ 33,750.00
Miscellaneous Ductwork and Air Devices	1.0	LS	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 8,000.00	\$ 11,000.00
Mechanical Insulation	1.0	LS	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00
Vibration isolators for New VAV Boxes	15.0	EA	\$ 125.00	\$ 1,875.00	\$ 125.00	\$ 1,875.00	\$ 3,750.00
Patch and Repair	1.0	LS	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00
Miscellaneous gas and condensate piping	1.0	LS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00

### COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 112,125.00	\$ 129,025.00	\$ 241,150.00
TOTAL BASE BID:	\$ 112,125.00	\$ 129,025.00	\$ 241,150.00
TOTAL BASE BID COST PER SQUARE FOOT:	\$11.21 PER S.F.	\$12.90 PER S.F.	\$24.12 PER S.F.

### GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	5.0%	\$ 12,057.50	
CONTRACTOR PROFIT	5.0%	\$ 12,057.50	
GENERAL CONDITIONS	5.0%	\$ 12,057.50	
BUILDER'S RISK INSURANCE	1.0%	\$ 2,411.50	
PERMIT FEES	3.0%	\$ 7,234.50	
CONTRACTOR INSURANCE	2.0%	\$ 4,823.00	
PAYMENT BOND	1.0%	\$ 2,411.50	
PERFORMANCE BOND	1.0%	\$ 2,411.50	
DESIGN CONTINGENCY	5.0%	\$ 12,057.50	
TOTAL ADDITIONAL PROJECT COST ITEMS		\$ 67,522.00	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 308,672.00</b>	<b>\$30.87 PER S.F.</b>



August 13, 2018

TO: Mayor and City Council  
THROUGH: Eric Norenberg  
FROM: Evan Miller  
SUBJECT: Workforce Development Commission

### **Background and Purpose**

The "Workforce Development Commission" (WDC) has been dormant for over a year now with the last meeting occurring in January 2017. The lack of both a quorum by members and interest from business participation resulted in a loss of momentum. In addition, the Chamber of Commerce for Greater Milford's Economic Development Commission has been taking the lead on workforce development in Milford, in partnership with the Milford School District. The purpose of this memo is to recommend changes in handling remaining Workforce Development Grant funds.

### **Overview**

In 2012, the Workforce Development Commission was created by City Council and assigned with the following powers and duties:

- A. Create an environment that would give the student an opportunity to develop marketable job skills and a work history to successfully compete in the job market upon graduation from Milford High School.
- B. Participate in the growth of an educational fund to be made available to the student upon graduation.
- C. Help the student learn what is expected of an employee in a business environment.
- D. Give the student an opportunity to acquire a sense of pride in earning an income.
- E. Collaborate with the school district to monitor and evaluate the effectiveness of the program.
- F. Monitor the financial aspects of the program, including but not limited to, donations and disbursements.

Attached in Appendix A are minutes from one of the formative meetings of the Commission in 2012 that describes the concepts and plans in more detail. Funds were raised by the WDC to support a program as outlined in the minutes.

The WDC had developed an agreement with the Delaware Community Foundation, a non-profit organization that manages long term funds, to have them become a charitable home for a work/scholarship fund. The fund was supported by the following sources:

1. The student working an internship would contribute \$1.00 per hour of his/her earnings
2. The employer would contribute \$1.00 per hour for each hour the student worked

3. Donations would be utilized to contribute \$1.00 per hour for each hour the student worked.

As students completed the internship program, they would be awarded grants for higher education following graduation. Donations were solicited from the greater Milford business community, as well as individuals and charitable organizations throughout the region. A list of donors in 2011 and 2012 is provided in Appendix B.

### **Discussion**

Some months ago, the City Manager suggested to the Mayor that the Chamber of Commerce and its Economic Development Commission could pick up where the WDC left off in fostering connections between high school students and local businesses for the purposes of work experiences that would benefit them in future careers. The Chamber of Commerce was enthusiastic in accepting this idea as the Chamber's Economic Development Commission had previously formed a Workforce Development Subcommittee consisting of representatives of state and local government, local businesses, non-profits and members of the community.

Recently, the Workforce Development Subcommittee met on June 13, 2018. Among many of the things discussed was the interest in continuing to promote internships for students in Milford while also providing scholarships upon graduation. The subcommittee discussed the possibility of using the remaining funds in the existing WDC account for scholarships or educational stipends.

Following the Workforce Development Subcommittee meeting, the City Manager conferred with staff at the Delaware Community Foundation (DCF). Per the agreement signed by the City of Milford and the DCF back in 2012, the City of Milford may determine grantees and amounts based on the parameters of the Scholarship Program. Furthermore, the City/Commission may change parameters without the DCF's involvement. Today, roughly \$7,800 remains in the fund and the DCF is looking to close such small funds such as the Milford scholarship fund. This fund is unusual from the DCF's perspective in that the fund is charged a 5% fee when a disbursement is made from the fund to the City of Milford and that it has such a small balance.

The City Manager has since spoken with Bill Pielecki and Grant Curtis, two original organizers of the WDC. The information above was reviewed with both and each understood the reasons for collaborating with the Chamber of Commerce on an updated workforce development initiative and supported changing the process for awarding scholarships or stipends. In addition, this information and plan has been reviewed with the City Solicitor and he agrees that the scholarship fund may be repurposed as outlined, with City Council approval by motion.

### **Recommendation**

It is recommended that the Workforce Development subcommittee of the Chamber of Commerce Economic Development Commission be authorized to review and approve requests for educational stipends, scholarships, etc. consistent with the original WDC program goal as defined by the City and in support of Milford High School students as they work/intern in the community and prepare for the workforce.

**CITY OF MILFORD  
WORKFORCE DEVELOPMENT COMMISSION**

*Minutes of Meeting  
March 27, 2012*

The regular meeting of the Milford Workforce Development Commission was held in the Joseph Ronnie Rogers Council Chambers, 201 South Walnut Street, Milford, DE 19963 on Tuesday evening, March 27, 2012.

**PRESIDING:** Mayor Ronnie Rogers  
**IN ATTENDANCE:** Bill Pilecki, Dottie Vuono, Grant Curtis, Dave Markowitz, Fred Rhom, Michael Ashton, Katrina Wilson, Irv Ambrose  
**ALSO:** Administrative Assistant/Recording Secretary Christine Crouch

Mayor Rogers called the meeting to order at 7:07 pm followed by the Pledge of Allegiance and Invocation given by Ms. Vuono. Mayor Rogers gave the floor to Mr. Pilecki.

***Introduction of Members***

Mr. Pilecki introduced the members of the commission as follows:

Joseph Ronnie Rogers, Mayor  
Sharon Kanter, Superintendent of Milford School District  
Katrina Wilson, Milford City Council  
William Pilecki  
Dave Markowitz  
Fred Rohm, Milford Chamber of Commerce  
Irv Ambrose, Downtown Milford Incorporated  
Dottie Vuono, Milford Ministerial Associations  
Grant Curtis, Milford Lions Club  
Michael Ashton, Bayhealth Hospital  
Phillip Ruiz, Milford Ministerial Associations

***Workforce Development Commission History***

Mr. Pilecki provided a history of how the Workforce Development Commission was developed by explaining the idea of the workforce development commission was first presented to the City Council on February 9, 2011. The then City Manager, David Baird, worked with Mr. Pilecki to draft the ordinance to implement the Commission into the City's code. During this time, Ms. Kanter suggested the Commission work with Mr. Hugh Leahy of the Delaware Community Foundation regarding the financial aspects of the program.

On January 9, 2012 a presentation to City Council requesting the creation of the Workforce Development Commission was made. On February 27, 2012 the Commission was created by an affirmative vote of council. Tonight is the first meeting of the Commission to discuss the organizational aspects of the Commission. Following is the Code of the City of Milford, Workforce Development Commission:

***-1. Establishment.***

*There is hereby established a commission to be known as the "City of Milford Commission of Workforce Development," hereinafter referred to as the "Commission."*

***-2. Membership; Appointment; Terms of Office.***

*The Commission shall be comprised of eleven members, one of said members to be the Mayor or designee, one of said members to be the Milford School District Superintendent or designee and*

*nine of said members to be appointed, all to serve without pay. Recommendations will be forwarded to the Mayor for appointments, subject to confirmation by City Council. All members shall be residents of the Milford School District or employed therein. Following the time of their initial appointment, Commissioners shall be appointed or reappointed at the next Annual Organizational Meeting. Thereafter, terms will be for one year beginning on the date of each subsequent Organization Meeting.*

*-3. Removal.*

*Members of the Commission may be removed by the majority vote of City Council for substantial neglect of duty, misconduct or a violation of the Code of the City of Milford.*

*-4. Chairman; Officers; Vacancies.*

*The Commission shall elect a Chairman, Vice-Chairman or any other officers deemed necessary. Any vacancy which may occur on the Commission shall not affect its powers or functions but shall be filled in the same manner in which the original appointment was made.*

*-5. Meetings and Records.*

*The Commission shall hold meetings at a fixed and regular time in the Council Chambers at Milford City Hall. Meeting shall be open to the public per 29 Del. Code, Chapter 100 (Freedom of Information Act "FOIA") and 29 Del. Code, Chapter 5 (State Archives). Proper notification must be given and minutes generated. All records of the Commission shall be kept at City Hall in accordance with state law.*

*-6. Sub and Adhoc Committees; Members.*

*Creation and establishment of any advisory group, board or panel must be approved by City Council. Non-Commission members will be appointed as required in \_\_-2. Said groups are subject to the procedural requirements of FOIA.*

*-7. Rules of Procedure.*

*Roberts Rules of Order shall apply to the conduct of the Commission meetings.*

*-8. Powers and Duties.*

*It shall be the duty of the Commission to:*

- A. Create an environment that would give the student an opportunity to develop marketable job skills and a work history to successfully compete in the job market upon graduation from Milford High School.*
- B. Participate in the growth of an educational fund to be made available to the student upon graduation.*
- C. Help the student learn what is expected of an employee in a business environment.*
- D. Give the student an opportunity to acquire a sense of pride in earning an income.*
- E. Collaborate with the school district to monitor and evaluate the effectiveness of the program.*
- F. Monitor the financial aspects of the program, including but not limited to, donations and disbursements.*
- G. Partner with local business and industry to develop a viable network of employment opportunities for the student participants.*

*-9. Consultation with Outside Sources.*

*In carrying out its duties, the Commission shall collaborate with various groups interested in the problem of concern to the Commission, including but not limited to federal, state and county governments, public and private organizations and civic groups working in the field of workforce development and jobs programs.*

*-10. Recommendations and Reports.*

*The Commission shall present its recommendations to the City Council as deemed necessary. At the first official meeting following the annual organizational meeting of the Council, the Commission shall present a detailed report of its work from the preceding year.*

*-11. Contracts.*

*The Commission is not authorized to enter into any contract or agreement with any public or private organization but shall recommend such course of action to the Mayor and City Council in order to carry out its assigned tasks.*

*-12. Functions Limited. The Commission shall not involve itself in activities or functions already assigned by law or decree to other governmental bodies.*

Mr. Pilecki explained as part of the duties of the Commission, per the Code of the City of Milford, a program with the School District has been developed. The program is called the Work Scholarship Program. The Program will identify students of the MSD that will have the opportunity to work from age sixteen until graduation. During their work time, the student will contribute \$1.00/ hour for each hour the student works. The employer will contribute the same amount. Donations from community donors will donate \$1.00/hour for each hour the student works as well. It is anticipated that a student could accumulate as much as \$4,800 for their future education and earn approximately \$13,000 while working in the program.

Currently the MSD is developing the criteria for the student selection process. MSD personnel will discuss the program with the selected student and their parents or guardian(s) and receive written approval to allow the student to participate. If the student has the appropriate amount of credits towards graduation, they may have a reduced class schedule to work in the afternoon. The selected students will be interviewed by the Student Selection Subcommittee and potential employers. In some cases transportation may be a problem, however several solutions are being explored.

Upon completion of the program an exit interview will be performed with the student, employer and the Student/Employer Support Subcommittee to determine how effective the program has been. This will include the possible offer of a permanent job to the student. The student and parent will be provided an explanation of how to access the scholarship funds the student has accumulated.

Students will be added to the program only when the accumulated donations are greater than 55% of the estimated obligations of all the students & employers in the program. This policy will guarantee that money will be available to meet all of the funds commitments. Students will be added to the program as funds become available and the list of participating businesses continues to grow. We currently have over a dozen businesses that are willing to participate.

***Proposed Mission Statement***

Mr. Pilecki has drafted a proposed mission statement of the Commission as follows:

*It is the mission of the Workforce Development Commission to create a positive working relationship with the business community and all levels of education. The goal of this relationship is to identify the needs of business and assist individuals in developing their knowledge and skills to meet these needs.*

Ms. Vuono questioned why students are no where mentioned in the mission statement. Her understanding is that the Commission works with the School District's students to assist them. Mr. Pilecki felt there may be potential for the Commission to reach beyond students. In addition, City Council will review this mission statement and may have changes.

**City of Milford and Delaware Community Foundation Agreement/Hugh Leahy**

Mr. Hugh Leahy of the Delaware Community Foundation explained the DCF is a non profit organization that manages long term funds and makes grants from those funds. Essentially DCF will be the keepers of the money donated by businesses and will issue the grants to the students upon completion of the program. DCF will also track the donations and grants. Mr. Leahy has provided a draft agreement to Mr. Pilecki, which will need to be reviewed by the Commission and a recommendation of acceptance forwarded to City Council to enter into the agreement. A copy of the draft agreement will be provided via the minutes of this meeting and a subsequent meeting of the Commission will provide the recommendation to Council.

**Milford Workforce Development Commission Scholarship Fund**  
**Organization Advised Designated Fund Agreement**

We, the City of Milford, desire to establish the Milford Workforce Development Commission Scholarship Fund (hereinafter called the "Fund"), at the Delaware Community Foundation (hereinafter called the "DCF").

To launch the fund we transfer, convey and pay over to the DCF the assets described below:

---

We desire that the income and principal from the Fund be available for disbursement to the City of Milford in accordance with the charitable purposes set forth in the Bylaws of the DCF. Disbursements shall be made by designated officers of the Board of Directors of the DCF after receiving the advice in writing from a designated individual (or the City Manager or the Finance Director) of the City of Milford, who has been authorized to provide instructions to the DCF. Recommendations for grants, expenses and other distributions shall be made in writing by letter delivered to DCF stating how the funds are recommended to be used. Should the designated individual(s) be unable or unwilling to perform its duties, we wish that the DCF form an Advisory Committee to recommend grants which are consistent with the purposes as stated above. DCF agrees to provide written notice to the City of Milford at least 60 days before forming an Advisory Committee.

The DCF is authorized to accept additional contributions to the Fund in terms substantially similar to those set forth herein. All earnings on contributions to the fund, if any, shall be deemed additions to the fund. The DCF will provide gift acknowledgement letters to donors if it has been provided with the correct names and address, the gift amounts and what portion is tax deductible. The DCF, if requested, will provide a periodic list of individual donor names and the total fund balance to the individual(s) authorized to provide instructions to the DCF. The amounts of individual donor contributions are confidential and will not be disclosed.

We request that DCF create a system to track and report gifts received from students, employers and the public. We further understand that DCF, upon request as outlined above, will make distributions to the City of Milford, or other such eligible recipients, who will determine grantees and amounts based on the parameters of the Scholarship Program, as we may determine from time to time.

**Investment of Assets:** We understand that the assets of the fund will be invested in the DCF Money Market Fund.

**Administrative Fees:** Administrative Fees for this special purpose fund are based on projected administrative requirements. For this Fund, the administrative fee shall be: 5% percent of disbursement(s), charged to the Fund at the time of disbursement(s). Fees are subject to a mutually agreed upon adjustment if there are material changes in the level of activity or services rendered.

Draft 3/13/12

**Milford Workforce Development Commission Scholarship Fund  
Page 2**

The DCF is a tax-exempt public charity as defined by Sections 501(c) (3) and 509(a) (1) of the Internal Revenue Code. Nothing contained in this Agreement shall be construed in such a way as to jeopardize the DCF's tax-exempt status. The Fund shall be subject to the DCF's Articles of Incorporation and Bylaws, each as amended and restated from time to time, consistent with Delaware Law regarding fiduciary responsibilities and with the preservation of the DCF's status as an organization described in sections 509(a)(1) and 170(b)(1)(A)(iv) of the Internal Revenue Code of 1986.

We are familiar with and accept the terms of the Procedures for Establishment and Operations of Funds and Article VIII of the Bylaws of the DCF. We also understand that the DCF, through its duly authorized officers of the Board of Directors, reserves the right to make the final decision regarding distributions from the Fund. If the Organization specified above or their legal successors cease to exist or are unable to perform its charitable purposes, the Fund shall benefit similar organizations with comparable missions.

The DCF shall appropriately memorialize the Fund for as long as the Fund remains in existence. All distributions shall be identified as provided through the Milford Workforce Development Commission Scholarship Fund.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2012

CITY OF MILFORD, DELAWARE

By: \_\_\_\_\_ By: \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2012

DELAWARE COMMUNITY FOUNDATION - TIN: 22-2804785

By: \_\_\_\_\_  
Fred C. Sears, II  
President and CEO  
Delaware Community Foundation  
PO Box 1636  
100 W. 10th Street, Suite 115  
Wilmington, DE 19899

Fund # \_\_\_\_\_

***Subcommittee Responsibilities***

Mr. Pilecki explained there will be three subcommittees of the Commission and each will have a specific responsibility. He explained the subcommittees as follows:

***Student Selection***

The Student Selection Subcommittee will work in tandem with the MSD to finalize the selection criteria. This subcommittee will screen student applications to determine if they meet the criteria required for participating in the Program. The student's career goals will be matched with the

available work positions. This subcommittee will recommend students to the Commission for final approval into the Program.

#### ***Student/Employer Support***

The Student/Employer Support Subcommittee will solicit local businesses to partner in the program as employers to the students who will contribute \$1.00/hour for each hour the student works. This subcommittee will be responsible for the creation of a database of employers and available jobs and will assist students in the interview process. Members of this subcommittee will be available to discuss with the student and employer any issues that may arise during the student's term of employment.

#### ***Community Financial Support***

The Community Financial Support Subcommittee will be responsible for acquiring financial support from local businesses, service organizations and the general public. These funds are the donated funds of the Program. The subcommittee will be responsible for not only soliciting funds, but also collecting the funds from the employers and students in the Program and forwarding them to the DCF. Periodic reports to the Commission will be required in order to determine the number of students that can be approved for employment.

#### ***Subcommittee Assignments***

Mr. Pilecki asked everyone to take a minute to review the subcommittee assignments and then select the subcommittees that most interest them. He will collect those selections and determine who will be assigned to each subcommittee, which will be announced at the next Commission meeting.

#### ***Subcommittee Tasks and Time Frames***

Mr. Pilecki directed the subcommittees the following tasks with the associated time frames:

##### ***Student Selection***

A list of employers, job descriptions, number of jobs available, start dates and the number of positions to be filled will be made available as soon as possible but not later than by May 1, 2012. The Student Selection Subcommittee will schedule the selection process based on the school calendar, the availability of the Commission to vote on the recommendations of the subcommittee and the submission to the City Council.

##### ***Student/Employer Support***

Businesses with available jobs need to be verified on or before April 23, 2012. Information for these positions will be made available to the Student Selection Subcommittee as soon as possible but no later than April 30, 2012.

##### ***Community Financial Support***

New donations need to be received by April 30, 2012. These new donations will be used for employing students during the summer hiring cycle. Donations received after this date will be used for our fall hiring cycle. Based on total donations, the number of positions to be filled will be determined.

#### ***Interim Subcommittee Chairpersons***

Mr. Pilecki recommended the following persons as Subcommittee Chairs:

***Student Selection – Sharon Kanter***

***Student/Employer Support – Dave Markowitz***

***Community Financial Support – Fred Rhom***

Ms. Kanter was not in attendance at tonight's meeting, therefore Mr. Pilecki will contact her to determine her interest.

***Chairperson and Vice Chairperson Selection***

Mr. Markowitz nominated Mr. Pilecki as the Commission Chair, seconded by Ms. Vuono. All approved. Mr. Rhom nominated Mr. Markowitz as the Commission Vice Chair, seconded by Mr. Ambrose. All approved.

***Next Meeting Date***

The next meeting date will be determined and members will be contacted. A contact list for the members will also be emailed.

***Adjourn***

With no further business the meeting adjourned at 7:47 pm.

Respectfully submitted,



Christine R. Crouch  
Recording Secretary

# Work Force Development Commission

## Donor List

### 2011

\$ 250 Pete Renzi, I. G. Burton

500 Scott Fitzgerald, Fitzgerald Salvage & Recycling

500 Dean Johnson, Richard Y. Johnson

800 Randy Harp, Milford Lions Club

1,000 Jim Hutchinson, Studio Jaed

2,000 Cindy Warpole, Store Manager Wal-Mart

2,500 Michael Ashton, Bay health

\$7,550 total 2011 donations received

### 2012

\$ 100 Gerdi Mounts, Dover German American Club

200 Craig Crouch, Milford Rotart Club (Hirsch Foundation)

500 Pete Renzi, I. G. Burton

500 Fred Rohm, Milford Chamber of Commerce

1,000 Bill Walls, Milford Lion's Club

1,000 Doreen Raub, Christ Church

\$3,300 total 2012 donations received to date

### 2012 requested donations

Michael Ashton Bay Health

Dean Johnson, Richard Y. Johnson

Scott Fitzgerald, Fitzgerald Salvage

# Work Force Development Commission

## Donor List

\$ 200 Craig Crouch Milford Rotary Club (Hirsch Fund)\*

250 Pete Renzi, I. G. Burton

500 Scott Fitzgerald, Fitzgerald Salvage & Recycling

500 Fred Rohm, Milford Chamber of Commerce\*

500 Dean Johnson Richard Y. Johnson

800 Randy Harp, Milford Lions Club

1,000 Doreen Raub Christ Church\*

1,000 Jim Hutchinson Studio Jaed

2,000 Cindy Warpole Store Manager Wal-Mart

2,500 Michael Ashton Bay health

\$9,250 Total as of June 30, 2012

\* donated in 2012

247 295-9127



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: Pavement Crack Sealer Purchase  
Date: August 8, 2018

The Public Works Department requests City Council consider a recommendation to replace the pavement crack sealer used by the Street and Utility Division. The pavement crack sealer is used to seal various cracks in bituminous asphalt street surfaces to prevent water intrusion into the pavement subbase. By sealing out water, pavement life can be extended since water intrusion combined with freeze/thaw cycles create potholes in the pavement.

The replacement unit will also come with an air compressor unit that allows cracks to be blown free of dirt prior to sealing. The unit has a 150 gallon heated tank with heated applicator wands and an LED flashing arrow board for traffic control.

The present 1995 unit has a blown engine and has exceeded its useful life. Council authorized \$70,000 Streets Capital Budget to cover the replacement cost of the unit.

The Street and Utility Division staff has evaluated several different units for the possible replacement. After viewing demonstrations as well as checking various references, staff recommends a Cimline/Duraco unit be purchased from Cimline Pavement Maintenance Group of Plymouth, MN for \$64,952.50 (\$62,702.50 + \$2,250 freight). The purchase can be made through the HGACBuy Purchasing Agreement (Contract #SM10-16) through the Delaware State Contract.

Specifications for the pavement crack sealer unit are attached.

Staff requests City Council consider the replacement of pavement crack sealer, and recommends authorizing the purchase of the unit through HGACBuy to City Council.

**RECOMMENDATION:** Staff recommends Council award a Purchase Order to Cimline Pavement Maintenance Group of Plymouth, MN in the amount of \$64,952.50 for a new model Magma M1 Model Crack Sealer with funds for the purchase coming from Streets Capital Budget.





Stress-free boom rotates around hose.



Electric heated wand option.



Optional heated draw-off option.



Optional engine cover.



Optional rotary screw air compressor.



Simple seal controller.

## SPECIFICATIONS

	M1**	M2**	M4
Material Capacity gal. (liters)	150 (568)	230 (871)	410 (1552)
Engine HP	25 Diesel 40 Compressor Model	25 Diesel 40 Compressor Model	25 Diesel 40 Compressor Model
Heating Method	Diesel	Diesel	Diesel
Heat Rating BTUs	250,000	290,000	400,000
Material Pump GPM (LPM)	20 (76)	20 (76)	20 (76)
GVWR lbs. (kg)	5200 (2359)	6840 (3103)	9520 (4318)
GAWR lbs. (kg)	7000 (3175)	7000 (3175)	10,000 (4536)
Axles/ Suspension	1 (torsion type)	2 (torsion type)	2 (torsion type)
Brake Type	Electric*	Electric*	Electric*
Loading Height in. (mm)	50 (1270)	48 (1219)	54 (1372)
Loading Doors	Single Curbside	Dual	Dual
Fuel Capacity gal. (liters)	33 (125)	33 (125)	33 (125)
Hydraulic Capacity gal. (liters)	33 (125)	33 (125)	33 (125)
Heat Transfer Oil gal. (liters)	22 (83)	30 (114)	40 (151)
Dimensions L x W x H in. (L x W x H mm.)	152 x 82 x 93 (3692 x 2083 x 2362)	170 x 79 x 92 (4318 x 2007 x 2336)	185 x 90 x 90 (4699 x 2286 x 2286)
Shipping Weight lbs. (kg)	4,200 (1,905)	4,750 (2,155)	6,000 (2,721)
Warranty	One Year Bumper to Bumper		

Due to continuous improvement, specifications are subject to change without notice.

\* Available with surge brakes.

\*\* Available without pump.

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Phone : 800-328-3874  
 Email : info@cimline.com  
 CIMLINEPMG.COM





**STANDARD**



LED Lighting



Lowest Height  
Largest Door



Torsion Axels



Performance Tank Design

The reputation of the MAGMA for simple, safe, sustainable operation lives on with the M-Series which marks a new chapter for Cimline™ with signature safety green paint. Going green means more than a paint color change as the M-Series comes standard with lower emissions, lower fuel consumption and quieter operation for a better work environment. M-Series's most popular features of the low-profile design, high production and easy to use operator features continue to make Cimline™ the leader in crack sealing.

**Ergonomic Simplicity:** M-Series offers the highest levels of operator comfort with a completely redesigned delivery system. The no-stress boom swivels around the heated sealing hose, unlike any other machine, minimizing hose stress and providing the industry-leading operating range. Add the new heated wand option for even better comfort and ease of use.

**Community and Operation Friendly:** The clean Tier IV compliant diesel engine runs at lowest possible RPM for the best combination of performance and fuel economy. The standard noise abatement muffler, when combined with the engine cover option, reduces noise levels up to 40% when compared to other models.

**M-SERIES FAMILY**



M1  
without pump



M2  
with pump



M1  
with pump



M4 dual hose, dual pump and conveyor

**Detailed Specification for:  
150 Gallon Crack Sealing Trailer / Melter Applicator**

<b>1.0 Purpose:</b>	Yes	No
<p>1.1 The crack sealing unit (melter/applicator) must be able to safely melt, agitate, circulate and apply all grades of asphalt rubber sealants, specification joint sealants, jet fuel resistant sealants and fiber modified asphalt sealants. The machine must be capable of starting at ambient temperature and bringing material to pouring temperature in less than one hour. The unit must have continuous sealant agitation with internal recirculation of sealant (not hose recirculation) to eliminate temperature stratification of sealant being applied. Complete operation manual, parts lists, and training video must be furnished with the unit. A factory-trained representative will be available for initial startup and training.</p>		
<p>1.2 The equipment being bid must be new, current year production and meet the needs of this specification without modification. The model must be currently advertised, have been in production for a min. of two years and have a working volume of not less than called for in this specification. Hybrid, one-off or prototype equipment is unacceptable.</p>		
<p>1.3 These specifications are not intended to be restrictive, but are meant to describe the kind and size of unit desired to be purchased in detail. If bidder is basing the proposal on equipment other than what is specified in these bid documents and wishes the equipment to be considered as an "approved equal" they shall submit on a separate sheet, an item by item description of that which is proposed. The bidder's specifications must be complete and of sufficient detail to cover all items included in this bid specification and in a manner that allows a direct comparison. Any item not covered will be deemed as not meeting specifications. Such bidder shall also include, but not as a substitute for the above, any manufacturer's literature. In addition, if the bidder takes exception to any item they shall note this and describe in detail the exception and how the proposal is an "approved equal". Failure to carry out the provisions noted herein may be deemed sufficient reason to reject the bidder's proposal. Check yes if demonstration has been performed prior to bid letting.</p>		
<b>2.0 Basic Machine Requirements</b>	Yes	No
<p>2.1 Double Jacketed Boiler type material tank design.</p>		



- 4.3 A 2-1/2" towing ring that is adjustable in height from 15" to 30" high will be provided.
- 4.4 Minimum 12 gauge flat horizontal surface steel fenders to facilitate handling and loading of material blocks.
- 4.5 A swing-away weight appropriate adjustable screw jack must be provided.
- 4.6 To insure towing mobility in both forward and reverse directions, the melter shall have a single Torsion axle system and be rated at a GAWR (Gross Axle Weight Rating) of 7000 lbs
- 4.7 Electric brakes, emergency breakaway switch, radial tires, and two 3/8" x 4 foot long safety chains with slip hooks will be included.
- 4.8 Oval LED stop, tail, and turn lights will be included. Clearance lighting will also be LED. A lighted license plate bracket will be attached to the fender.
- 4.9 The lighting harness will be woven loom with weather proof connectors at all lights. The trailer harness shall use a junction box at the front to allow easy changeover to different types of towing vehicle plugs. A 7 pin flat RV round plug will be included.


**5.0 Pumping and Delivery System Minimum Requirements:**

Yes No

- 5.1 A positive displacement pump will provide material flow for sealing and recirculation. The material pump and all related plumbing must be contained within a heated chamber. External oil jacketed pumps are not acceptable. The re-circulation will be confined safely within the interior of the machine (Internal Machine Recirculation). Hose recirculation is not an acceptable alternative. Submerged pumping systems are unacceptable due to their reduction of sealant working volume, their inability to recirculate sealant and their excessive maintenance down time.
- 5.2 The pump shall be direct coupled, driven hydraulically and run in either direction to permit cleaning of plumbing system.
- 5.3 A min. 20 gpm is required output. Pump speed will variable.
- 5.4 A maximum of 25 rpm's is allowed to achieve maximum pump output to provide long pump life.
- 5.5 When sealing valve is closed, sealant must be recirculated back to machine to provide fast recovery and heat up time.
- 5.6 Sealing hose will be electrically heated. For safety, only floating ground designed systems will be acceptable. Due to weight, length and flexibility considerations, Oil or DC heated hoses will not be considered. The hose will be a minimum of 3/4" inner diameter (ID) and no less than 20 feet long.




6.9	Additional analog gauges shall be included for Agitator and material pump pressure and backup material temperature.		
<b>7.0</b>	<b>Engine, Burner and Hydraulics Minimum Requirements:</b>	Yes	No
7.1	The unit will be equipped diesel engine with spin-on type oil and fuel filters. It will be joined to the frame with rubber engine mounts to prevent vibration transfer. The management system will be located near the engine for ease of operation and maintenance. A self-igniting diesel fired burner will be included.		
7.2	The unit will be equipped with a 3 cylinder direct injected, 25hp, diesel engine. The engine will have spin-on type oil and fuel filters.		
7.3	The engine will be protected by a Digital Engine Management System including integrated hour meter and also burner failure indicator lamp.		
7.4	Auto Shutdown protection will be provided for alternator, oil pressure coolant temperature.		
7.5	The exhaust will exit through a noise reduced cowl muffler.		
7.6	The unit will include a min. 33 gallon Diesel fuel tank. The tank will incorporate a fuel fill cap with integrated fuel gauge. For Safety, hose type sight gauges are strictly forbidden.		
7.7	The system will include separate dual spin-on type fuel filters with ball valve shut offs to simplify filter replacement and supply fuel to the burner and engine. Filters will be located near the fuel tank for ease of maintenance.		
7.8	The min. 33 gallon reservoir shall be equipped with a suction strainer and a return filter and a sight level with integrated temperature gauge.		
7.9	One 12 volt 250,000 BTU diesel burner will fire into an angled ceramic lined combustion chamber. The burner will have a self-contained electronic spark igniter and proof of flame protection. To minimize downtime the burner must be self-priming and be equipped with a fuel pressure gauge.		
<b>8.0</b>	<b>Paint and Safety Decals Minimum Requirements:</b>	Yes	No
	The unit shall be painted using safety green and black accents. It will be equipped with required safety decals and signage.		
<b>9.0</b>	<b>Warranty Minimum Requirements</b>	Yes	No
9.1	The manufacturer shall warranty the equipment for a period of one year. Engine must be covered for Major Components for a period of 2 years or 2000 hours. Bidder warranty policy must be included with bid submittal.		
<b>10.0</b>	<b>Included Options: (if box is "X" items must be included)</b>	Yes	No
	<input type="checkbox"/> Insulated noise reducing locking engine cover		

	Agitator Stop, (stops agitator when loading door opens)		
	Single Strobe, mounted on mast.		
	LED Directional Arrow stick, mounted with controller		
	Tool Box, mounted		
	10 lb. fire extinguisher, mounted with bracket		
	Operator Horn, audible communication system		
	Spare Tire, mounted on frame		
	Heated Aluminum Sealing Wand 4' with heated hose in lieu of standard wand and heated hose		

<b>11.0</b>	<b>Machine Upgrades: (if box is "X" items must be included)</b>	Yes	No
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	<p>Integrated Air Compressor: The unit will be equipped with an integrated rotary screw air compressor to be used for crack preparation. The standard engine will be replaced by a minimum 40 HP 3 cylinder diesel engine. Compressor must have a minimum rating of 60cfm @100 PSI. The unit will be Hydraulic driven to allow melter operation when compressor is not in use. 50 feet of ½" air hose must be provided with storage on the machine. The compressor will incorporate an hour meter and indicators for air filter and oil OK lights with test button. A 48" OSHA approved cold-air lance with dead man trigger must also be provided with unit and must have secure storage on the machine.</p> <p>A 50 ft. self-retracting hose reel will be included.</p>		
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<b>12.0</b>	<b>Air Compressor Integrated Hose Reel with 50 ft. Hose</b>	Yes	No
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	<p>Integrated Heat Lance Upgrade: As an upgrade to the Integrated Air Compressor, the unit shall include an integrated heat lance package including the following: 50ft of 1/2" air line and 1/4" gas line. A heat Lance with regulator and a rack for a 40 lb. propane bottle mounted to the machine to provide fuel storage for the lance.</p>		
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