

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
April 23, 2018

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

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Ingram Peel, James Burk, 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: Councilperson: James Starling Sr.

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:37 p.m.

INVOCATION AND PLEDGE

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

RECOGNITION

*Proclamation 2018-08/Municipal Clerks Week*

Mayor Shupe read the following proclamation into record:

*2018-08  
Municipal Clerks Week*

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants; and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other level; and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.*

*Now, Therefore, I, Bryan W. Shupe, Mayor of the City of Milford, do recognize the week of May 6 through May 12, 2018 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk Teresa Hudson and Deputy City Clerk Christine Crouch and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

City Manager Norenberg announced that Christine Crouch is now the President of the local Chapter. Ms. Crouch added that she was Vice President for the previous two years and automatically moves up as President for the next two years.

Councilwoman Wilson recommends Council present our Clerks with something and asked the City Manager to handle on their behalf.

#### COMMUNICATIONS & CORRESPONDENCE

City Manager Norenberg referenced the invitations to several events including the SCAT Meeting, NAACP Banquet and DEMEC Joint Council Briefing. He asked that anyone interested in attending contact the City Clerk's Office.

Mr. Norenberg also shared the memo from Carl Luff, Executive Director of Delaware League of Local Governments related to the proposed increase in Municipal Street Aid for FY 2019 from \$5 to \$6 million before the General Assembly. If approved, the additional \$1 million would restore that fund back to prior levels.

He also announced that Monday, June 4<sup>th</sup> and Tuesday, June 5<sup>th</sup> have been tentatively scheduled for Council Workshops to review the upcoming Fiscal Year Budget. Anyone with conflicts should contact him as soon as possible.

#### UNFINISHED BUSINESS

##### *DeIDOT/Status Update/Transportation Alternatives Program/Northeast-Northwest Front Streetscapes Design Concept*

City Planner Pierce introduced the members of DeIDOT's Transportation Alternatives Program, along with representatives from McCormick Taylor Incorporated, who assisted in a Community Workshop held today at Milford Public Library. They will provide an overview of the project for a new bike and pedestrian path along Northeast Front Street in Milford. The project is part of the DeIDOT Transportation Alternative Program and will be included as part of Milford's Streetscape Improvement Program.

Mayor Shupe announced that DeIDOT's TAP Spokesman Todd Pryor approached the City about this program and suggested we take advantage of it.

Mr. Pryor explained the Transportation Alternatives Program (TAP) is a federal program administered through DeIDOT that picks up 80 percent of the funding. The City of Milford is the sponsor who is responsible for the remaining 20%. The community-driven program's main goal is to improve pedestrian and bicycle connectivity throughout the City. A rendering of the Northeast/Northwest Front Street Corridor selected by the City as Phase I, showing two concepts is attached to minutes.

Stefan Rukowicz is from McCormick Taylor the Engineering Consulting Firm working with DeIDOT on the project. When they first met with the Planning and Public Works Directors, one of the priorities was to extend the downtown feel west of Washington Street, down Front Street and toward Rehoboth Boulevard.

Mr. Rukowicz said the other priority was to provide the bicycle and pedestrian path.

The concept shows a shared use path on one side and a sidewalk on the other side of Front Street. The shared use path is a ten-foot traveled way for bikes, with a five-foot sidewalk on the opposite side for pedestrian use.

Displayed were two options on each side of Front Street. The existing sidewalk would be replaced with a brick sidewalk to match the previous project to the west. There are pros and cons to the path on either side as Mr. Rukowicz explained. Each

phase will be capped at \$1 million with one of the challenges determining where to end each phase. The ultimate goal is to end it at Rehoboth Boulevard though they are only extending the project to Northeast Fourth Street based on the funding. Once the path is extended to Rehoboth Boulevard, the challenge will be the truck center located at the corner of Rehoboth Boulevard and Northeast Front Street and the impact of the large trucks entering and exiting the parking lot and safety on pedestrians and bikers.

He further explained that if the shared use path is unable to be extended to Rehoboth Boulevard, a mid block crossing would be required at Northeast Fourth Street. The DelDOT Traffic Division will perform a study to determine if that crossing is feasible and if it can be installed.

The shared use path would end at Bicentennial Park where some bike racks would be installed. Future phases could possibly extend the path to US Route 113.

When asked how the decision will be made, Mr. Rukowicz reported that in terms of Front Street, the intent is to extend this to the downtown area. The long term goal is to provide bike connectivity for its residents.

Mr. Pierce recalled the City had a Northeast Front Street Streetscapes Project planned several years ago, after the original Walnut and Front Street Streetscapes Projects were completed. There was never any effort to proceed due to the utility work needed in that area.

The idea has been to extend the downtown feel and potentially beautify the gateways into the center part of the City. The facilities along the right-of-way are not uniform and there is a need for improvements to help force slower traffic, which pedestrians and bikers do.

He continued by reporting that Phase I would extend the project to Fourth Street and the next phase to Rehoboth Boulevard.

Also noted was the new interchange at Northeast Front Street which will include decorative branding on the abutment of the bridge with Milford's logo.

The Planning Director shared several comments at today's meeting that included the possibility of additional trees, bump outs with landscaping and more decorative lighting. This is only a concept rendering and all of those finer details still need to be worked out.

Mr. Pierce advised that property owners were invited to today's workshop, in addition to door to door invitations to ensure anyone directly impacted was aware of the project.

Ted Foglietta of McCormick Taylor emphasized the importance of community input will be accepted by both the City and DelDOT regarding the preferred selection of the two designs. Once the design is chosen by the City, a more complete plan will be created. That will result in a cost estimate that is needed for the next fiscal year's budget starting July 2018.

DelDOT wants the decision on the design made quickly in order to get the project started within the next few months; if not, it could be delayed another year.

Councilwoman Peel said this has been talked about for years and she is very pleased it is finally coming to fruition and is pleased that Milford was finally chosen for the project.

She would like to go on record stating that lighting will be essential to the project as was expressed by the public earlier today.

#### *Greater Kent Committee Update and Request*

Mayor Shupe moved this item to the May 14<sup>th</sup> agenda.

#### *City of Milford Strategic Plan: Vision Statement Selection*

Milford's ICMA Local Government Management Fellow Evan Miller was also present.

Associate Policy Scientist Fran Fletcher and Assistant Policy Scientist Leeann Moore from the University of Delaware's Institute of Public Administration were in attendance to present the final selection of Vision Statement in the City's Strategic Plan. The Plan is being used by City Council and Staff to guide the City's direction and priorities over the next five years.

Ms. Moore stated that they hope to wrap up this process tonight and recalled that at the last workshop, the decision on the vision statement was postponed.

She pointed out that vision statement number three (below) is shown in the plan, but City Council is being asked to make a final decision this evening.

1. Small town feel, big time opportunities
2. Small town feel, with big time opportunities for a diverse community
3. A diverse, collaborative community with a small town feel and big-time opportunities

Councilwoman Peel liked the simplicity of number one but prefers the diverse, collaborative community language be added. Councilmembers Burk, Brooks and Morrow agreed with Councilwoman Peel.

Councilwoman Wilson prefers number three because it includes the word diverse. In her opinion, it explains the differences of the community and feels it is welcoming to everyone and should be part of the vision statement.

Councilman Mergner likes numbers one and two and believes that number three is a little wordy.

After a vote, number one was selected by four of the seven Councilmembers present.

Ms. Moore then presented the final draft of the strategic plan entitled 'Press Play: Vision 2023'. An in-depth review and history of the plan was then provided and included the following sections:

- The Prelude
- City Manager Letter to Residents and Employees
- Milford City Council Profile
- Overview
- Executive Summary
- The Planning Process
- Vision
- Mission
- Value Statements
- Our City
- City Profile
- Population
- Economy
- Government Structure
- Directory for City Departments
- Organizational Chart
- Understanding Today
- Where Are We Now
- Existing Plans
- Community Engagement
- National Citizen Survey
- Community Conversations
- Discussions With Council Members, Department Heads, and Staff
- Planning for Tomorrow

Looking Forward  
Priority Areas  
Framework  
Public Safety & Preparedness  
Economic Health & Development  
Mobility & Infrastructure  
Neighborhoods & Community Services  
Fiscal Responsibility & Public Engagement  
Community Involvement  
Community Partners  
Community Conversations Participants.  
Terms  
Glossary  
Appendices  
    A: NCS Community Livability Report  
    B: NCS Dashboard Summary of Findings  
    C: Community Conversations Questions  
    D: Priority Area Charts

She pointed out the 2020 Census is quickly approaching and upon its completion, that data can be plugged in as needed, in addition to any other changes that are needed.

Councilman Mergner suggested adding the email addresses in addition to the telephone numbers.

When asked for public comment, Duane Powell expressed concern about community involvement noting that a lot of Milford residents do not realize they have to register to vote in local elections because it is not being advertised. No additional comment was taken because the item was not on the agenda.

There being no further interest, Mayor Shupe then closed the floor to comments.

*Adoption/Resolution 2018-08/Strategic Plan 2018-2023*

Councilwoman Peel moved to adopt Resolution 2018-08, seconded by Councilman Mergner:

RESOLUTION 2018-08

WHEREAS, the City of Milford, in conjunction with the University of Delaware Institute for Public Administration, began preparing a five-year strategic plan to promote an inclusive community, increase accountability and transparency, and establish a clear and unified direction which will guide future decisions; and

WHEREAS, the National Citizen Survey Inc. mailed community surveys to residents in the summer of 2017; and

WHEREAS, the City and the University of Delaware held nineteen Community Conversations with staff and members of the community; and

WHEREAS, Community Conversations provide an opportunity for community members and staff to shape Milford's future by sharing personal perspectives and input on key topics such as quality of life, services, transportation, land use, and economic health; and

WHEREAS, based on the information gathered in the survey and Community Conversations, the City drafted a Strategic Plan to address four major topics to include the City's current status, future planning, how to get to the future and how to measure the progress; and

WHEREAS, the Draft Strategic Plan was presented to City Council on March 12, 2018; and

WHEREAS, the Final Strategic Plan was presented to City Council on April 23, 2018.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford during a regular session of Council, by a favorable majority vote, hereby accepts the 2018-2023 Strategic Plan as presented.

BE IT FURTHER RESOLVED, that the City Council of the City of Milford commends all those persons who participated in the development of the Strategic Plan for their dedication and commitment to the future of the City of Milford.

Motion carried.

NEW BUSINESS

*Bid Award/Parks & Recreation/Riverwalk Decking & Upgrading Project*

Parks and Recreation Brad Dennehy reported that his Department, with the assistance of our design professional, recently bid out the work to be done on the Riverwalk from Mill Street to the old Fire House, then from the State Service Center to the rear of the Second Street Players.

This includes removing all sections of decking and replacing with composite deck boards, new caps on the guardrails and pressure washing all exposed wooden areas. Pedestrian bridges will have deck boards removed and replaced as needed, and a section of the railing will be sand blasted and painted.

Matt Spong of Landscape Architect Services LLC provided the following recommendation:

Advertisement for bids of the Mispillion Greenway Upgrade ORPT #17-235-T were placed in the Delaware State News Public Notices and run on 3/19/2018 and 3/26/2018 of which four contractors requested contract documents. On March 20, 2018, there was a non-mandatory, pre-bid meeting held at the City of Milford Parks Department Building. Bids were due Tuesday, April 3, 2018 at 11:00 a.m. at the City Hall Council Room.

The bid price solicited from contractors was requested as follows:

Base Bid: To Include:

Demolition, power-washing and replacing approximately 9,400 sq. ft. of wood decking with 2X6 Polymer Lumber and approximately 2,000 linear ft. of Polymer Caps.

Plus Add Alternates

1-6 as described in the Bid Documents

The following bids were received:

- 1) Kent Construction Co. Inc. Smyrna, DE  
Base Bid \$ 473,605.00. Add alternates 1-6 \$59, 926.54.  
Total Base Bid and Add Alternates \$ 529,531.59
- 2) Gerardi Construction, Inc. Felton, DE  
Base Bid \$ 211,517.33 Add alternates 1-6 \$82,564.74  
Total Base Bid and Add Alternates \$ 294, 082.07
- 3) Norman Johnson Builders,LLC Ocean View, DE  
Base Bid \$ 258,810.00 Add alternates 1-6 \$54,000.

Total Base Bid and Add Alternates \$ 312,810.

After discussion with the Parks & Recreation Director, a review of the unit price lists, verification of materials, etc., it is his recommendation to award the contract to the low bidder Gerardi Construction, Incorporated, for the base bid and add alternates for a total contract amount of \$ 294,082.07.

Funding for this project includes \$150,000 of previously approved capital funds, \$75,000 of grant money from Outdoor Recreation, Parks and Trails (DNREC) grant, with the balance of \$69,000 being paid by local legislators Senator Simpson, and Representatives Kenton, Postles and Wilson.

Councilwoman Peel asked if anything other than a verbal agreement was made with the legislators. Mayor Shupe is confident in their word adding that the process has already started through their assistants and is being handled in the same manner as other projects.

Councilwoman Peel moved to award the Mispillion Greenway Upgrade ORPT #17-235-T project to the low bidder Gerardi Construction, Incorporated for the base bid and all six add alternates for a total contract amount of \$294,082.07. Motion seconded by Councilman Mergner and carried with no one opposed.

*Authorization/General Fund Reserves Transfer to Enforcement and Inspections Demolition*

Planning Director Pierce presented a request for an appropriation of \$23,000 from General Fund Reserves to the Enforcement and Inspections Department Demolition budget item to cover expenses associated with the demolition of 112 Southeast Front Street. Three quotes were obtained from contractors with Clark's General Contractors, Incorporated coming in with the lowest bid.

The single-family dwelling unit was condemned in May 2014 and subsequent notices sent to the property owners in 2015 and 2017. The final notice was mailed in 2017, provided the owners with four options:

- (1) arrange the demolition privately
- (2) repair the building to code and postpone demolition
- (3) appeal the determination
- (4) take no action and the City will demolish the structure.

The owners did not respond, appeal the order to demolish the property nor did they sign a restoration agreement to repair the structure. Therefore, it is the Department's desire to move forward with the demolition process.

Mr. Pierce noted that property taxes are owed on the property and the monition process was started though it would take another nine months before it was actually presented for sale. That delay could be postponed depending on the results of the tax monition sale. He reported that the City has had a great deal of recent success due to the efforts of the City's Finance Department pursuing the tax monition process.

The Planning Director's only concern is that the \$23,000 expense may not be recouped by the City in the long run. They are prepared to proceed with the demolition process, but he is also willing to wait should Council decide to wait for the results of the monition sale.

Councilman Burk pointed out the bottom of the memo states that 'since 2006, sixteen violation notices have been issued to this property owner for various code enforcement issues including weeds and tall grass, exterior structure, abandoned vehicles, rubbish and garbage and condemnation – unfit for human occupancy. Utilities have been inactive since 2014. A lien will be placed on the property for expenses associated with the demolition.'

He asked if the City mowed the grass and how much is owed on top of the \$23,000 and pointed out that if this is only a vacant lot, the City will never recoup that much. He suggested considering an appraisal to see what the lot is worth and whether it is a good move to tear it down. In addition, he asked if there is any historic significance to the home.

Mr. Pierce responded by stating the home is not on the National Register of Historic Places in Delaware though it probably could be if the owner was willing to proceed with that process.

It was noted that the property next door recently went to monition sale and had fire damage on the siding which has since been repaired by the new owners who are marketing it for a later sale.

Mr. Pierce is confident there are some grass cutting fees that were added to the delinquent property taxes.

He also noted there have been some vacant lots sold recently at monition sale that went for only a few thousand dollars and some sold for \$15,000 to \$20,000. Any recoupmment would need to be shared with any other potential lienholder and specifically Sussex County.

Councilman Morrow believes the City needs to keep the momentum and show our residents we are continuing to be proactive after being dormant for so many years. He agrees the structure needs to be torn down and the problem resolved.

Mayor Shupe asked Chief Brown if there have been any problems with squatters in that home; Chief Brown said he is unaware of any.

Mr. Pierce reiterated the City Manager's report that he plans to provide more details and quarterly reports of outstanding violations. He said there has been a lot of activity because of the tax monition sales and the DDD program and a number of the condemned structures have been torn down privately and put back to good use.

Mr. Pierce stressed that his goal to keep City Council informed of the status of some of the older cases. This is probably one of the oldest cases on the City books as far as violations. The cost of the demolition will most likely have to be absorbed by the City.

Anyone purchasing the property would be required to either rehab the property or tear it down. The City would work with them to establish a time line though they will need to understand they are inheriting a problem.

Solicitor Rutt explained that because the City does not own the land, the City does not have the right to sell it. Instead, it has to go through the lien process and then sold based on the lien. The \$23,000 could be attached to the amount the City is trying to recoup. However, the City does not want to end up owning the property.

Councilman Mergner confirmed that even though the City does not own it, the City has the right to condemn the structure and board the home up based on health and safety laws. Mr. Pierce stated yes adding that the property has been abandoned and no action taken for at least a two-year period.

Councilwoman Wilson moved to proceed with the demolition of 112 Southeast Front Street and that \$23,000 be appropriated from General Fund Reserves to the Enforcement and Inspections Department Demolition line item to cover associated expenses, seconded by Councilman Morrow who added that we need to continue addressing this type of property though it also needs to be understood the City is going to lose money on some, while we will make a few dollars on others. Regardless this is necessary in order to clean up the town.

When asked if some of the pieces of the home could be salvaged and sold by the City, Mr. Rutt explained that would be a decision of the contractor who will take into consideration any salvageable items. Councilman Burk noted that the demolition is much more surgical when they have to salvage various items.

Motion carried with no one opposed.

*Authorization/Building Permit Surplus Revenues Transfer to Enforcement and Inspections Contract Services*

Mr. Pierce reported that the Planning Department is requesting a transfer from surplus FY2018 Building Permit Revenue in the amount of \$60,000.00 to Contract Services to cover building permit review and building inspection contract services

through June 30, 2018.

The City estimated approximately \$80,000.00 in building permit revenue for FY2018 and has collected more than \$160,000.00.

Councilman Morrow moved to authorize the transfer of \$60,000 from surplus FY2018 Building Permit Revenue to Contract Services to cover Building Permit Review and Building Inspection Contract Services through June 30, 2018, seconded by Councilman Burk. Motion carried.

#### *Revised City Council Committee Structure*

City Manager Norenberg recalled a recent discussion regarding Councilmembers being able to predict standing Committee meetings preferably on Monday's prior to City Council meetings.

In order to accomplish a standing schedule for Committee meetings, the best solution appears to reduce the number of Council Committees which would simplify scheduling and enable a regular schedule so that projects, ordinances, etc. are not delayed.

One option is to combine the Public Works and Finance Committees and the Community Affairs and Economic Development Committees, while leaving the Police Committee and Annexation Committee to stand on their own. (The Parks and Recreation Committee could lapse due to the creation of the Parks and Recreation Advisory Board.) Each Committee would still have three members and each Councilmember only serving on one or two committees.

The recommended structure is as follows:

**General Committee Structure** - Each committee shall consist of three members of the Council (unless otherwise dictated by the Charter or Codified Ordinances). Committee members shall be appointed by the Mayor, with the concurrence of the City Council, at the first regular meeting of the Council following any regular City election or as soon thereafter as is practicable. The Mayor should strive to include as many City Councilmembers as possible across the committees and to appoint a different City Councilmember to Chair each committee.

The Chair of each committee shall be responsible to the Council for the function of the committee. The Mayor and other Councilmembers are welcome to attend and participate in the meetings of any committee. However, only Committee Members shall be permitted to vote on those items before the committee. The City Manager or designee shall attend all committee meetings, unless excused. Two committees may meet together in joint session when topics cross the scope of both committees. Regularly scheduled meetings may be cancelled if there are insufficient agenda items to warrant meeting.

#### *Annexation Committee*

**Purpose:** Once the Planning Director deems an application for annexation is complete, the Mayor shall appoint a Committee composed of not less than three of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation. Not later than ninety (90) days following referral by the City Council, the Committee shall submit a written report containing its findings and conclusions to the Mayor and City Council of Milford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Milford and to the territory proposed to be annexed and shall contain the recommendation of the Committee whether or not to proceed with the proposed annexation and the reasons therefore. **Meets as needed.**

#### *Community and Economic Development Committee*

**Purpose:** The Community and Economic Development Affairs Committee shall provide policy guidance to the City Council on matters pertaining to economic development, including economic development activities to attract new businesses to Milford, to retain and expand current business, to support small and local business/entrepreneurism, and to facilitate workforce development. The Committee shall also monitor the status of the Greater Milford Industrial Park and Independence Commons, monitor the status of the Economic Development Fund and recommend changes to ordinances or programs to enhance economic development efforts. It also, provides policy guidance to City Council on issues related community development, including neighborhoods, housing, homelessness, code compliance, historic preservation, and planning, zoning

and development processes including site plan, permitting and inspections, public transit, walkability and bikeability and infrastructure planning. **The Committee shall have a standing meeting at 5:30 before the first City Council meeting of odd-numbered months.**

*Finance and Public Works Committee*

Purpose: The Finance and Public Works Committee shall advise the Council on policy matters relating to the City’s fiscal health, debts service, development and implementation of innovations, government efficiency (including energy efficiency) best practices, and use of new technology. The Committee shall also provide policy guidance to the Council regarding the financing, maintenance, operation and improvement of the public utilities (electric, water, wastewater and solid waste) serving the City of Milford, both privately and municipally-owned, as well as energy and water conservation and related sustainability initiatives. The Committee shall provide policy guidance to the Council regarding the streets and transportation network. **The Committee shall have a standing meeting at 5:30 before the first City Council meeting of even-numbered months.**

*Police Committee*

Purpose: The Police Committee shall provide policy guidance to the City Council on issues related to the operations and facilities of Milford Police Department, emergency preparedness and homeland security. **The Committee shall have a standing meeting at 5:30 before the second City Council meeting of even-numbered months.**

If the City Council supports this new structure, it is recommended the structure be approved so that the scheduling of meetings and planning can get underway. The new Mayor will then be able to make Committee assignments in May.

Councilman Brooks emphasized that all Council people are allowed to attend any Committee so it makes no difference. Mr. Norenberg agreed adding that is described in the general structure. Councilman Brooks likes the idea and recalled when the City Clerk previously called him a number of times trying to schedule a Committee meeting and that took a long time. In this way, he will know he has a committee at 5:30 before the first meeting of the month. He likes the idea and appreciates the work that went into it.

Councilman Morrow confirmed that the Committee Chair will still have an option to call a meeting when needed; it was agreed that would still be permitted though the purpose is to plan ahead and minimize that situation when possible.

Councilwoman Wilson also likes the idea and prefers advanced scheduling and knowledge of the times.

Councilman Brooks moved to approve the new revised Committee structure as presented, seconded by Councilwoman Peel. Motion carried with no one opposed.

*Appointment/2018 City of Milford Election Workers  
Appointment/2018 City of Milford Ward 1 Clerks*

Carlene Wilson	Absentee Ballot Judge/Machines
Kayla Boone	Absentee Ballot Judge/Machines
_____	Absentee Ballot Judge/Machines
Antoinette Sauls	Ward One Clerk-Check In
_____	Ward One Clerk-Check In
Patricia Bailey	Mayoral Clerk-Check In
Donna Merchant	Mayoral Clerk-Check In

The Deputy City Clerk noted there remains two vacancies---an Absentee Ballot Judge/Machines person and a Ward One Clerk Check I position. Those are still being worked on though the City Clerk would very much appreciate it if Council would allow staff to fill those positions due to the election being this Saturday.

Councilman Morrow moved to approve the Election Works as listed, and allow the City Clerk to fill the two vacant positions,

seconded by Councilman Burk. Motion carried.

EXECUTIVE SESSION

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

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 Shupe recessed the Council Meeting at 8:50 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 9:01 p.m.

*MPD Teamsters Negotiations*

No action.

*Personnel Matter (Administrative Salaries)*

Councilwoman Wilson moved to authorize to \$8,000 be paid from the Verizon Contract Revenue line item as recommended by the City Manager for salary adjustments, seconded by Councilman Burk. Motion carried.

*Performance Evaluations (Council Appointees)*

Mayor Shupe announced no action was needed as a result of the discussion in Executive Session.

ADJOURNMENT

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

The Council Meeting adjourned at 9:02 p.m.

Respectfully submitted,



Terri K. Hudson, MMC  
City Clerk/Transcriber

Attachment:

Front Street Streetscape Improvement/Shared Use Patch Concepts

# N.E. Front Street Streetscape Improvements - Milford

