

City of Milford



CITY COUNCIL AGENDA

Monday, April 8, 2019

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

7:00 P.M.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Miss Sussex County's Outstanding Teen 2019/Kristen Greenly*
Police Department

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Funding Source Authorization/Cemetery Equipment Loan**

New Business

Introduction/Ordinance 2019-08/Zoning Code/Chapter 230/Article IV/
Off-Street Parking and Loading

Introduction/Ordinance 2019-12 Zoning Code/Chapter 230/§230-11 R-3/
Garden Apartment and Townhouse District

Contract Award/Public Works Vehicles

Truck S-4/Sewer Division

Truck S-9/Street Division

Truck S-5/Water Division

Staff Changes/Customer Service Office
Staff Changes/Public Works Department

EXECUTIVE SESSION

Motion to Recess into Executive Session

Pursuant to 29 Del. C. §10004(b)(4) Pending or Potential Litigation
Pursuant to 29 Del. C. §10004(b)(9) Personnel Matters

Personnel Matters

Return to Open Session

Previous and Pending Lawsuits
Council Appointees Evaluations/Recommendations

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.

022119 031919 032119 032219 032519 040119 *040219 **040419 City Manager Request

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 11, 2019

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 Monday, March 11, 2019.

PRESIDING: Chairperson Christopher Mergner

IN ATTENDANCE: Mayor Arthur Campbell

Committee Members:

Councilmembers Todd Culotta, Owen Brooks Jr. and Katrina Wilson

City Manager Eric Norenberg and Deputy City Clerk Christine Crouch

Call to Order

Chairperson Mergner called the Committee Meeting to order at 6:08 p.m.

Independence Commons Change of Zone

Planning Director Rob Pierce referenced the following memo:

In November 2018, the Committee discussed the status of lot sales in Independence Commons and heard a request from I-Realty to construct self-storage within the business park. They are interested in purchasing Lot 4 that consists of 11.52 acres in Independence Commons to develop self-storage, which is not a permitted or conditional use within the OC-1 zoning district.

The OC-1 zoning district mainly permits professional and medical offices/clinics, but permits day care centers, indoor recreation, private clubs, conference centers and charitable organizations through the conditional use process. The current code expressly prohibits residences, manufacturing of any kind and bulk or wholesale storage or distribution centers.

Independence Commons is not the only area within the City of Milford containing OC-1 zoned parcels. There is a cluster of parcels located at the northeast corner of the Route 113 and Seabury Avenue intersection, along with a group of parcels along Airport Road, that would be subject to any amendments to the OC-1 category.

Independence Commons was originally zoned BP Business Park, similar to the Greater Milford Business Complex on the south side of Airport Road at the time the land was acquired in late 1990's. In 2005, Independence Commons was downzoned from BP to OC-1 at the request of the Delaware Veterans Home and Delaware Hospice Facility. The purpose of the rezoning was to eliminate light industrial uses and create a professional park with office type uses that would be more compatible with the Veterans Home and Hospice Facility. This was supported by the State of Delaware Division of Facilities Management and neighboring residential property owners as was stated during the public hearings.

The City Manager and Mr. Pierce met with representatives from the Delaware Veterans Home and Boys & Girls Club in December 2018 to discuss the status of the business park and review potential use changes. The group had concerns about the amount/type of vehicular traffic, the aesthetics of the property and noise levels. There was also a general discussion of possible future expansion needs for the Veterans Home and other State services in Milford though nothing was committed in writing.

Lot 4 is the only available parcel of land over three acres in size (lot 16 consists of three acres). All other lots are approximately one-acre lots.

Committee members expressed concern at the November meeting that the original intent of the Business Park was to create jobs for the City of Milford. No formal written agreement was found in City Hall records between the City and the State of Delaware limiting the types of uses. Although no agreement was found, it was agreed the purpose of the Business Park was still able to provide land for the creation of jobs in the City.

A draft code amendment that would allow self-storage facilities as a conditional use within the OC-1 zoning district has been created. The draft amendment would also remove the prohibited use section since the code already states under paragraph E of the OC-1 “any uses not permitted, as previously listed, are prohibited.”

Any development within Independence Commons, with or without the adoption of the proposed code amendment, would be subject to Independence Common’s deed restrictions. These restrictions govern more detailed sign requirements and architectural review which provide some control over building and site aesthetics.

Mr. Pierce asked for guidance from the Committee on whether to pursue the draft code amendment and schedule public hearings before the Planning Commission and City Council. I-Realty is anxious to purchase the land and proceed with their plans on the 11+ acre parcel.

Councilman Brooks said Dick Carmean and Governor Ruth Ann Minner made an agreement this would bring jobs. Mr. Pierce reiterated that they searched all documents, including minutes, legal agreements and correspondence. Unfortunately, there is no documented record of even a verbal conversation. The minutes included discussions regarding the State of Delaware providing money toward site infrastructure though there were never any conversations about use limitations.

City Manager Norenberg said he followed up with Former State Senator Bob Voshell last week who did not recall any use restrictions and informed the City Manager that he was one of the legislative sponsors of the bill that helped fund the business park and industrial park.

When asked how many jobs this will bring to Milford, Developer Andy Strine of Salisbury and Rehoboth Beach, explained that self-storage is not a huge job creator. However, they will hire a manager, part-time assistant and maintenance person. If it grows larger, a second part-time manager and full-time maintenance person could be hired.

Mr. Strine recalled discussing the large site which is bigger than what they need. They may consider office pad sites out front if that is possible. The facility will typically be between 60,000 to 80,000 square feet.

Councilman Culotta said that though the storage business will not create a lot of jobs, those storage units will allow small businessowners to conduct business by having the ability to store inventory or other items. He feels more storage is needed in Milford. Though some currently exist, they are the old style drive up and not climate controlled.

Mr. Strine confirmed this will be a mix of climate control and drive up, though the bulk would be climate controlled.

Chairman Mergner pointed out the property has been for sale a very long time and there has not been any interest and only a one-acre lot was sold in the past four years.

Councilman Culotta pointed out that an open field is not creating jobs and this will at least bring some activity as well as tax and utility revenues. He has used various storage facilities over the year and believes there is a need.

Chairman Mergner said if the code is changed for a storage unit or some other use, he said the property needs to be used for the benefit of the City. To him, selling the property and develop it, and bringing some additional activity to the area will bring more jobs.

Councilman Culotta agrees that the light industrial standpoint and the storage units will not create any noise or cause any disruption so it should not impact the Veterans Home.

Mr. Strine confirmed the proposed size of the facility is very normal. Though it could be reduced to 50,000 square feet, it could also be increased to more than 100,000 square feet.

He pointed out that if there is a demand for storage it has to be built somewhere, and the question is whether or not Council wants the property tax revenue and activity in town or not. There are a number of uses and some people will use the facility as a drop off point. As an example, pharmaceutical sales reps will have items delivered to the office and those items are often then put into the storage unit.

Mr. Strine then pointed out that this will require a conditional use permit so the development would still have public hearings. He does not believe it will negatively impact the neighbors in the business park, there is very little noise and traffic is negligible. Residential users typically store items for six months before the household items are moved into a new house, for example.

Mr. String pointed out they have submitted a full-price, signed contract. They will not drag the City through an ordeal to end up with nothing.

Chairman Mergner recommends proceeding with the proposed code change. Mr. Pierce said the draft ordinance will be submitted to the clerk's office to be prepared and properly advertised. He anticipates it will be before the Planning Commission and City Council in April or May.

He will also invite the property owners in Independence Commons to attend the public hearings so that they have the opportunity to express any concerns.

Chairman Mergner confirmed that Mayor Campbell, Councilman Culotta and Councilman Brooks were all in favor or proceeding with the code amendment in hopes of getting the property sold.

DDD Threshold and Expansion

Mr. Pierce then reported that in January 2019, the State of Delaware Office of State Planning Coordination issued updated Downtown Development District program guidelines that increased the local district acreage for municipalities with populations between 9,000 to 30,000 persons from 170 acres to 185 acres. Milford's DDD area currently includes 169 +/- acres of land and this will expand the district by 15 acres. When the initial application was submitted, the area was determined by low income population, high vacancy rates, available vacant land, property maintenance violations and blighted structures and higher than normal crime rates.

He has provided two areas for consideration.

Option one is adjacent to the northwest portion of the district and includes parcels north of Northwest Fifth Street between Truitt Avenue and North Street. It includes 91 tax parcels of which 17 are vacant lots. The character of the neighborhood is older single-family detached and duplexes and the area is primarily zoned R-3 Garden Apartment and Townhouse District which allows single-family detached, semi-detached, townhouse and apartment units.

This area is also located within Milford's Opportunity Zone and is close to some planned investments through the Delaware State Housing Authority Strong Neighborhood Housing Fund program.

Option two is south of the district area and includes land along South Washington Street, behind South Washington Street, between Southeast Second Street and Ball Park Lane and includes lots north of the Little League fields and the Parks and Recreation building. Within this area, there are 76 tax parcels containing approximately 5 vacant lots. The character of the neighborhood is older single-family detached dwellings. These properties are primarily zoned R-2 Residential District which permits single-family detached dwellings and duplexes by conditional use. It also includes a small cluster of C-1 Commercial parcels that contain single-family detached dwellings and a few parcels zoned C-2 Central Business District which contain residential and institutional uses.

He explained that the City will be submitting an extension request within the next year and he is seeking approval from the Committee and City Council so he can begin preparing some of the documents.

The revisions will need to be submitted to the State Cabinet Committee and the State Planning Office for review. Upon their approval, the boundary amendment would be presented City Council for the official adoption.

Mr. Pierce confirmed that currently the district encompasses 169.3 acres and that the additional 15 acres could make a tremendous impact.

When asked the difference in the two options, Mr. Pierce feels that option one has more opportunity for new construction for low income houses and home ownership opportunities. Option one has seventeen vacant lots versus five vacant lots in the southern area. Both areas have seen an increase in code enforcement activity involving both owner-occupied units and rentals.

He is leaning more toward option one as far as overall benefits, though he thinks there are advantages to either.

Councilman Mergner asked if the new homes being built through the DDD are being sold or are sitting on the market; Mr. Pierce explained it is privately driven so the timing on the sales varies. Only one new home has been built in the DDD on Northwest Second Street and that has not yet been sold. The developers who built the home also received grant money through the Strong Neighborhood Housing Fund of \$50,000 per unit, up to ten units.

Milford Housing is also considering another round of the Strong Neighborhood Housing application for another ten or so homeownership opportunities in the fourth ward.

In Mr. Pierce's opinion, it makes the most sense to do the northwest part of town.

Councilman Mergner expressed concerns about the Committee choosing the area, as he is not privy to a lot of the information that needs to be considered.

Councilman Culotta believes both areas have pluses and minuses. The area by Milford Little League has a lot of homes that needs updating. However, he also sees the benefits in ward four.

Mr. Norenberg suggests that if the committee is uncomfortable making the decision, the discussion be deferred and City Council asked to participate in the decision because it is on their agenda later this evening.

The City Manager also recommended the Committee consider the \$15,000 threshold that has been previously discussed for further review at the next Community and Economic Development Committee meeting.

Annual Reviews:

*DMI
Milford Museum*

City Manager Norenberg recalled that the DMI and Milford Museum agreements required a review process to access their annual performance in consideration of the upcoming budget.

Mr. Norenberg met with both DMI and Milford Museum to discuss their budget requests. Presentations will be provided during the Council Workshop which follows this meeting. As a result, no action is needed by this Committee.

Adjournment

There being no further business, Chairperson Mergner moved to adjourn the Community and Economic Development Committee meeting, seconded by Councilman Culotta. Motion carried.

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 11, 2019

The City Council of the City of Milford met in Workshop Session on Monday, March 11, 2019 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:48 p.m.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow and Jason James Sr.

STAFF: City Manager Eric Norenberg, Police Captain Gary Bailey and Deputy City Clerk Christine Crouch

COUNSEL: Solicitor David Rutt, Esquire

Update/Downtown Milford, Incorporated

DMI Executive Director Murrie Zlotziver and President Sara Pletcher were in attendance to update City Council on recent activity.

The following quarterly report is as follows:

- Our Mission: Partnering to build Milford's historic downtown into a unique, vibrant and livable place for all.
- Our Vision: Our community will become a unique and vibrant destination place, a welcoming focal point for community gatherings, and a desirable place to live, shop, learn, work and enjoy recreational activities.
- Developed and implemented Strategic Plan 2018-2020
- Annual Membership Meeting (Nov. 1,
- Volunteer Appreciation Picnic (Aug. 19)
- Board Retreat (Feb. 2)
- New Board Members: Jason Peel, Denise Morris, Cat Perfetti and Kelly Turner
- Volunteer hours estimated 2,715 valued at an estimated \$53,135
- Big Ask campaign initiated giving sponsors the opportunity to donate to their favorite activities on a one-time annual basis. Raised \$18,350 to date
- Awards: Kent County Tourism's Quaint Village of the Year and Southern Delaware Tourism's Best New Event 2018 – Ladybug Festival - Milford
- Community liaison with Nationwide Healthcare, Mobious Group, Milford Rotary and Osher Lifelong Learning Institute
- Senator Tom Carper visited DMI and the Vinyard Shipyard on Jan. 22
- King's Ice Cream @ the Santa House - very successful and will be returning in 2019

Economic Vitality

- New downtown marketing materials: business brochure, business map, Shop Early, Shop Local, Shop Local, updated business resources tab on website
- Collaborating with the City Planning Office on access to available building spaces for rent or sale
- Developed new subcommittee to work on new business recruitment
- Vinyard Project: RFP issues and accepted Architectural Alliance's proposal. Funding commitments received from the City of Milford (\$15,000) and Kent County (\$15,000). Exploring applying for USDA Grant for the second phase for planning promotional material.
- 2018 Riverwalk Farmers Market: 33 vendors, 3,162 estimated shoppers and \$46,243 estimated total sales
- Collaborate with the Milford Chamber of Commerce through quarterly meetings and workforce development committee

- Monthly Entrepreneurial Network meetings

Promotion

- 2018 Ladybug Music Festival: estimated 3,000 attendees, 14 venues, \$25,000 sponsorships and additional \$17,500 of in-kind services.
- DE Division of the Arts Grant request for 2019 \$10,500
- Special 2018 3rd Thursdays: Artists and Artisans, Light Up the River, Milford City Birthday Party
- 2019 Full event rack card created and was included in electric bill
- 2018 Holiday Stroll: carriage rides returned and largest turnout in history of event
- 2018 Santa House: 1,120 children, 1,388 adults, 50 elves, 1,300 stockings, 600 volunteer hours
- 2019 Bug and Bud Festival date change: May 4 with New Kid Zone activities
- New 2019 events: St Patrick's Weekend Irish Music and Dance Concert (March 15) and Jazz and Film Noir Festival (August 2 and 3)
- Contract for TV commercials with ABC Channel 47 for six commercials to highlight events and promote business/shopping/downtown.
- Advertising and Promotions: Milford Chronicle, Milford Live, Delaware Visitors Guides, Delaware Explore, Sussex 2019 Profile, social media, DMI website, press releases

Design

- Milford in Bloom Winter 2018 planting; Spring 2019 will happen in May
- Sail Banner Project: 20+ large banners decorated by local artists to be placed along the Riverwalk. An additional 10+ small banners to be decorated by local businesses to be placed in the downtown shopping district. Funded by a grant from the Lion's Club.
- 30 branded bicycle racks to be placed around the city – placement has begun. \$10,000 raised through crowd funding and a National Main Street Grant
- Created Design Guide for Downtown Milford
- Wayfinding signage committee looking to improve signage to downtown businesses
- 2018 Holiday Wreath Sale
- Working with City Planning Department on updating sign code
- Letter being sent to businesses/property owners reminding them of DMI's Sign and Paint Grants as well as our Small Business Loan program and the Efficiency Smart program

Other

- Building and ground maintenance continues on a regular basis

President Pletcher updated Council with their major annual accomplishments/activities. She also recalled that DMI's bylaws were changed to reflect the new fiscal year of July 1-June 30th to coincide with the City of Milford's budget. Prior to that, November 1st to October 31st. The submitted budget report reflects a short budget year as a result of the change.

A copy of DMI's budget is attached.

Director Zlotziver added information regarding various happenings throughout the year.

Quarterly Update/Milford Museum

Executive Director Claudie Leister was present on behalf of the museum and presented the following report:

EVENTS

- Agreed to be open and participate in DMI 3rd Thursdays.

- Wrote flyer and press release for Speaker's Series talks beginning in February. Orlando Camp was our speaker with a full house of 130 people attending. March program will be Marvin Schelhouse and David Kenton talking about General A.T.A. Torbert.
- Attend Downtown Entrepreneurs meetings.
- Attended State Tourism Workshop in Dover.
- Held first "Winter Blues" Dance at Senior Center. 50 people attended.
- Held Chamber's February PRO meeting at the Museum.
- Attended Chamber Luncheon.
- Claudia Leister was the speaker for the Chamber's February Sunrise Seminar.

EXHIBITS

- 1) Both the "Made in Milford" and "A Legacy of Caring: From Milford Emergency Hospital to Bayhealth Memorial Hospital" will remain on display for 2019 since they are integral to our Milford story.
- 2) Removed Christmas Exhibit.
- 3) Painted wall and re-arranged ship building exhibit. Printed and dry mounted new photographs and information on Vinyard Shipyard Project.
- 4) Met with Mimi Galligan from MAL to discuss June exhibit partnership of Museum artwork made in Milford by well-known Delaware artists.
- 5)

VISITATION

(Visitation from June 1, 2018 to Dec 30, 2018 = 2,151)

January = 165 visitors

February = 310 visitors

PROJECTS

- 1) Compiled and mailed Winter newsletter. Color printing is compliments of Davis, Bowen and Friedel.
- 2) Met with Techno Goober to discuss new website.
- 3) Purchased two lateral file cabinets. Moved them to basement for genealogical files, and re-arranged other large items.
- 4) Unfortunately had theft of our donation box on February 21. New box has been purchased and will be bolted to the stand.

UPCOMING EVENTS

3/7 Marvin Schelhouse and David Kenton will be our speakers from 7pm -8pm at the Century Club. They will share the stories of General A.T.A. Torbert and Milford during the Civil War.

4/4 Joan Lofland and Claudia Leister will be our speakers from 7pm - 8pm at the Century Club. They will share a slideshow of newly discovered "lantern slides" of early Milford scenes.

5/2 Dan Griffith will be our speaker from 7pm - 8pm at the Century Club. Dan was the former State Archaeologist. He will share a new program entitled "Seventeenth Century Indian Towns in Sussex County, Delaware".

5/4 Visit our booth at the BUG and BUD FESTIVAL.

5/17 ROARING 20's LAWN PARTY AT CAUSEY MANSION -You won't want to miss our 5th year celebrating this fun event! Moved to Friday this year.

5/25 SOUTH MILFORD WALKING TOUR. Join local historian David Kenton to learn more about Milford's shipbuilding history. Tour starts at the Museum at 10:00am. Cost \$10/person.

6/6 Charles Hammond will be our speaker from 7pm - 8pm at the Century Club. He will share stories of the "Milford Seven". The first group of African-American students to officially graduate from Milford High School.

6/22 NORTH MILFORD WALKING TOUR. Join local historian David Kenton to learn more about downtown Milford's early history. Tour starts at the Museum at 10:00am. Cost \$10/person.

The Museum joins DMI for 3rd Thursdays in Downtown Milford. We will be open late and offer a 15% discount on a Milford ornament. Be sure to pick up your free participation button in advance. We have them at the museum!

-Speaker Series re-initiated monthly. Physically there is not enough space within the building to hold lectures and they are moved to the Milford Senior Center, which is a detriment, due to those attending.
Outside collage is courtesy of Lions Club grant.
Having problems with ramp, because it is State building, they are responsible for repairs. Caulking is loose which has caused water to run down interior walls.
Davis, Bowen and Friedel does color printing for museum newsletters.

Director Leister reported that she continues to learn the budgetary process. The biggest change in the upcoming year's budget is the additional solid waste service fees that were assessed this past year.

She also referenced the Museum budget, also attached, of which the majority is going toward salaries of the three part-time employees.

She concluded by encouraging Council and members of the public to visit the museum.

There being no further business, the Workshop concluded at 7:00 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

Attachment:
DMI Budget
Milford Museum Budget

Downtown Milford, Inc.
Budget

		Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
Income				
4000	Operations Income			
4010	Grant Income			
4020	City of Milford	\$ 46,000.00	\$ -	\$ 46,000.00
4030	DEDO Delaware Economic Development			
	Total Grant Income	<u>46,000.00</u>	<u>-</u>	<u>46,000.00</u>
4100	Director Occupancy Contribution	4,500.00	3,000.00	4,500.00
4190	Interest Income	250.00	190.00	250.00
	Total Operations Income	<u>50,750.00</u>	<u>3,190.00</u>	<u>50,750.00</u>
4200	Organization Committee Income			
4210	Corporate Sponsors	7,500.00	7,500.00	7,500.00
4270	Ice Cream Rental	4,000.00	1,600.00	4,000.00
4300	General Sponsors	7,500.00	7,500.00	7,500.00
4350	Board Support (\$50 x 14)	700.00	700.00	700.00
	Total Organization Committee Income	<u>19,700.00</u>	<u>17,300.00</u>	<u>19,700.00</u>
4400	Promotion Committee Income			
4410	Bug and Bud Festival			
4412	Games and Activities	4,500.00	4,500.00	4,500.00
4414	Sponsorships	10,000.00	10,000.00	10,000.00
4416	Vendors			
4418	Arts & Crafts	11,875.00	11,875.00	11,875.00
4420	Food	3,000.00	3,000.00	3,000.00
4422	Non-profit	1,250.00	1,250.00	1,250.00
	Total Vendors	<u>16,125.00</u>	<u>16,125.00</u>	<u>16,125.00</u>
	Total Bug and Bud Festival	<u>30,625.00</u>	<u>30,625.00</u>	<u>30,625.00</u>
4440	Santa House			
4442	Donors	1,800.00	1,800.00	1,800.00
	Total Santa House	<u>1,800.00</u>	<u>1,800.00</u>	<u>1,800.00</u>
4450	Holiday Stroll	-	-	-
4460	St. Patrick's Pub Crawl			
4462	Bib Sales	10,000.00	10,000.00	10,000.00
	Total St. Patrick's Pub Crawl	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
4480	Irish Dance & Music Concert			
4482	Ticket Sales	3,500.00	3,500.00	3,500.00
	Total Dance & Music Concert Income	<u>3,500.00</u>	<u>3,500.00</u>	<u>3,500.00</u>
4500	3rd Thursday Events			
4502	Small Business Saturday			
4505	Light up the River	1,100.00	-	1,100.00
4506	Music Grant	5,000.00	-	5,000.00
4507	Food Vendors	1,600.00	-	1,600.00
	Total 3rd Thursday Events Income	<u>7,700.00</u>	<u>-</u>	<u>7,700.00</u>

Downtown Milford, Inc.
Budget

	<u>Approved FY 10/19</u>	<u>Proposed Short year end 11/1 - 6/30/19</u>	<u>Proposed 7/1 - 6/30/20</u>
4530	Gift Certificates		
4540	Jazz & Film Noir Festival		
4542	10,000.00	-	10,000.00
4544	1,500.00	-	1,500.00
4546	<u>3,805.00</u>	<u>-</u>	<u>3,805.00</u>
	Total Jazz & Film Noir Festival	-	15,305.00
4570	Ladybug Festival		
4572	35,000.00	-	35,000.00
4574	2,500.00	-	2,500.00
4576	1,500.00	-	1,500.00
4578	<u>2,500.00</u>	<u>-</u>	<u>2,500.00</u>
	Total Ladybug Festival	-	41,500.00
	Total Promotion Income	45,925.00	110,430.00
4600	Design Committee Income		
4610	Milford in Bloom		
4611	3,500.00	3,500.00	3,500.00
4612	2,000.00	2,000.00	2,000.00
4613	<u>1,500.00</u>	<u>1,500.00</u>	<u>1,500.00</u>
	Total Milford in Bloom	7,000.00	7,000.00
	Total Design Committee Income	7,000.00	7,000.00
4800	EV Committee Income		
4810	Farmers Market		
4811	8,790.00	1,300.00	8,790.00
4812	60.00	30.00	60.00
4814	<u>300.00</u>	<u>50.00</u>	<u>300.00</u>
	Total Farmers Market	1,380.00	9,150.00
4880	<u>60,000.00</u>	<u>60,000.00</u>	<u>-</u>
	Total EV Committee Income	61,380.00	9,150.00
	Total Income	\$ 134,795.00	\$ 197,030.00

Downtown Milford, Inc.
Budget

Expenses	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
5000 Operations Expenses			
5010 Accounting Fees - Tax	750.00	-	750.00
5015 Administrative Assistant	8,600.00	5,720.00	8,600.00
5020 Bank Charges	50.00	30.00	50.00
5030 Computer & Software Expense	250.00	150.00	250.00
5060 Donations			
5064 Milford Parade	50.00	-	50.00
5066 Misc. Memorials	50.00	50.00	50.00
Total Donations	100.00	50.00	100.00
5100 Insurance	2,100.00	798.00	2,100.00
5120 Internet and Domain Name	1,000.00	800.00	1,000.00
5130 Website Enhancements	700.00	400.00	700.00
5250 Postage and Delivery	750.00	400.00	750.00
5300 Repairs & Maintenance (Equipment)	500.00	300.00	500.00
5350 Stationary & Printing (Copy Works)	800.00	500.00	800.00
5360 Supplies	1,000.00	550.00	1,000.00
5380 Taxes & Licensing	50.00	50.00	50.00
5390 Telephone	2,000.00	1,400.00	2,000.00
5400 Travel, Training & Entertainment			
5404 Local Meetings/Training	800.00	320.00	800.00
5406 National Main Street Convention	3,600.00	2,600.00	3,600.00
Total Travel, Training & Entertainment	4,400.00	2,920.00	4,400.00
5610 Meals & Discretionary Expenses	1,000.00	300.00	1,000.00
5800 Executive Director Expenses			
5830 Health Insurance	1,430.00	953.36	1,430.00
5820 Payroll Taxes	3,210.00	1,900.00	3,210.00
5810 Salary	37,420.00	25,000.00	37,420.00
5840 Residence Fringe Benefit	4,500.00	4,500.00	4,500.00
Total Executive Director Expenses	46,560.00	32,353.36	46,560.00
5900 Office/House Occupancy Expense			
5920 Repairs and Maintenance	1,200.00	800.00	1,200.00
5930 Utilities			
5932 Electric	2,200.00	1,300.00	2,200.00
5934 Fuel Oil	3,000.00	3,000.00	3,000.00
5940 Refuse/Trash	300.00	200.00	300.00
5945 Director - Residence	(3,100.00)	(2,100.00)	(3,100.00)
5950 Water/Sewer	400.00	250.00	400.00
Total Utilities	2,800.00	2,650.00	2,800.00
Total Office/House Occupancy Expense	4,000.00	3,450.00	4,000.00
6180 DMI Fixed Asset			
6181 New Computer	1,500.00	1,500.00	-
6182 New Printer	500.00	500.00	-
Total DMI Fixed Asset Expense	2,000.00	2,000.00	-
Total Operations Expenses	76,610.00	52,171.36	74,610.00

Downtown Milford, Inc.
Budget

	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
6200	Organization Committee Expenses		
6210	500.00	-	500.00
6270	-	-	500.00
6280	200.00	130.00	200.00
6350	800.00	800.00	800.00
6590	4,000.00	4,000.00	-
	<u>5,500.00</u>	<u>4,930.00</u>	<u>2,000.00</u>
6400	Promotion Committee Expenses		
6410	Bug and Bud Expenses		
6412	800.00	800.00	800.00
6414	2,000.00	2,000.00	2,000.00
6416	7,200.00	7,200.00	7,200.00
6416	1,000.00	1,000.00	1,000.00
6418	9,040.00	9,040.00	9,040.00
6419	50.00	50.00	50.00
6420	1,500.00	1,500.00	1,500.00
	<u>21,590.00</u>	<u>21,590.00</u>	<u>21,590.00</u>
6440	Santa House Expenses		
6441	125.00	125.00	125.00
6442	200.00	200.00	200.00
6443	400.00	400.00	400.00
6445	400.00	400.00	400.00
6447	500.00	500.00	500.00
6449	1,000.00	1,000.00	1,000.00
	<u>2,625.00</u>	<u>2,625.00</u>	<u>2,625.00</u>
6459	200.00	200.00	200.00
6460	St. Patrick's Pub Crawl		
6462	700.00	700.00	700.00
6464	1,000.00	1,000.00	1,000.00
6465	300.00	300.00	300.00
6466	450.00	450.00	450.00
6468	50.00	50.00	50.00
	<u>2,500.00</u>	<u>2,500.00</u>	<u>2,500.00</u>
6480	Irish Music & Dance Concert		
6482	400.00	400.00	400.00
6484	200.00	200.00	200.00
6486	10.00	10.00	10.00
6487	250.00	250.00	250.00
6488	200.00	200.00	200.00
6489	500.00	500.00	500.00
	<u>1,560.00</u>	<u>1,560.00</u>	<u>1,560.00</u>
6452	Entrepreneur Network		
6454	500.00	330.00	500.00
6456	1,000.00	650.00	1,000.00
	<u>1,500.00</u>	<u>980.00</u>	<u>1,500.00</u>
6485	900.00	900.00	900.00
6510	3rd Thursday Events		
6512	250.00	250.00	250.00
6515	400.00	-	400.00
6516	700.00	-	700.00
6518	5,000.00	3,300.00	5,000.00

Downtown Milford, Inc.
Budget

	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
6519 Buttons Milford	500.00	330.00	500.00
Total 3rd Thursday Events Expenses	6,850.00	3,880.00	6,850.00
6530 Gift Certificates - Giveaways	600.00	400.00	600.00
6540 Jazz & Film Noir Festival			
6541 Films	1,200.00	1,200.00	1,200.00
6542 Food	1,000.00	1,000.00	1,000.00
6543 Entertainment	2,000.00	2,000.00	2,000.00
6544 Rental Facility	1,000.00	1,000.00	1,000.00
6546 Misc. Supplies	500.00	500.00	500.00
Total Jazz & Film Noir Expenses	5,700.00	5,700.00	5,700.00
6560 Ladybug Festival			
6561 Venue Fees	2,500.00	-	2,500.00
6562 T-Shirt Purchases	755.00	-	755.00
6563 Production Cost	35,000.00	-	35,000.00
6564 Promotion Cost	700.00	-	700.00
Total Ladybug Festival Expenses	38,955.00	-	38,955.00
6570 Advertising/Promotional			
6573 Internet Advertising	5,000.00	5,000.00	5,000.00
6574 Print Advertising	4,500.00	2,250.00	4,500.00
6575 Radio Advertising - BMI	300.00	200.00	300.00
6670 Total Advertising/Promotional Expenses	9,800.00	7,450.00	9,800.00
Total Promotion Committee Expenses	92,780.00	47,785.00	92,780.00
6600 Design Committee Expenses			
6610 Milford in Bloom			
6613 Flowers/Wreath Purchases	1,600.00	1,200.00	1,600.00
6614 Baskets, Liners, Plants	3,500.00	3,500.00	3,500.00
Total Milford in Bloom	5,100.00	4,700.00	5,100.00
6650 Public Art Project			
6652 Maintenance	300.00	120.00	300.00
Total Public Art Project	300.00	300.00	300.00
6630 Signage - Directional	1,500.00	1,500.00	-
6645 Five for Free Paint	250.00	150.00	250.00
6660 WSFS Façade Project - C/O	4,500.00	3,000.00	1,500.00
6670 Sailboat Banner Project - C/O	2,000.00	2,000.00	-
Total Design Committee Expenses	13,650.00	11,650.00	7,150.00
6800 EV Committee Expense			
6810 Farmer's Market Expenses			
6812 Entertainment	350.00	175.00	350.00
6814 Market Labor	3,900.00	1,950.00	3,900.00
6816 Misc. Expenses	1,250.00	550.00	1,250.00
6819 FM New Assets	650.00	325.00	650.00
Total Farmer's Market Expenses	6,150.00	3,000.00	6,150.00
6880 Vineyard Shipyard - Feasibility Study	60,000.00	60,000.00	-
6890 Recruiting - Pamphlets	400.00	265.00	400.00
Total EV Committee Expense	66,550.00	63,265.00	6,550.00
Total Expenses	255,090.00	179,801.36	183,090.00
Net Operating Income (Loss)	\$ 1,940.00	\$ (45,006.36)	\$ 13,940.00

Downtown Milford, Inc.
Budget

	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
Other Income (Expense)			
9020 Major Expenses - Office Improvements	\$ (5,000.00)	\$ (5,000.00)	\$ -
9640 Transfer from Reserves - Operations - Office Improvements	5,000.00	5,000.00	-
9642 Transfer from Reserves - Design - Banner Project	2,000.00	2,000.00	-
9644 Transfer from Reserves - Design - WSFS Façade	4,500.00	3,000.00	1,500.00
9646 Transfer from Reserves - Organization - Bike Rack	4,000.00	4,000.00	-
Total Other Income (Expense)	\$ 10,500.00	\$ 9,000.00	\$ 1,500.00
 Net Income (Loss)	\$ 12,440.00	\$ (36,006.36)	\$ 15,440.00

**MILFORD MUSEUM
PROJECTED BUDGET
FOR FISCAL YEAR 2019 & 2020**

INCOME	PROJECTED FY19	ACTUAL Thru February	PROJECTED FY20
Grants	\$38,000	37,560	38,000
Membership Dues	\$4,000	4,050	4,500
Donations	\$3,500	3,000	3,500
Capital Campaign	\$10,000	9,500	10,000
Misc. Royalties	\$100	100	100
Events	\$5,000	9,345	10,000
Sale Materials	\$2,000	2,300	2,000
Dividends	\$2,000	1,200	1,000
TOTAL ESTIMATED INCOME	\$64,600	\$67,055	\$69,100

EXPENSES	PROJECTED FY19	ACTUAL Thru February	PROJECTED FY20
Payroll	\$43,000	45,000	45,000
Office Supplies	\$2,000	1,341	1,300
Utilities	\$8,600	12,154	12,150
Maintenance	\$200	635	200
Advertising	\$4,000	2,821	2,000
Printing/Sales Items	\$2,700	1,952	2,000
Events	\$350	7,362	7,000
Exhibits	\$200	200	200
Dues & Subscriptions	\$200	243	250
Misc. & Franchise Taxes	\$200	191	200
TOTAL ESTIMATED EXPENSE	\$65,000	\$71,899	\$70,300

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 11, 2019

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 11, 2019.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow and Jason James Jr.

STAFF: City Manager Eric Norenberg, MPD Captain Gary Bailey and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Katrina Wilson

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:04 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the February 11 and February 25, 2019 Committee and Council Meetings. Motion to approve made by Councilmember Peel, seconded by Councilmember Culotta. Motion carried.

RECOGNITION

Mayor Campbell commended ICMA Fellow Evan Miller for the number of projects he has completed for the City of Milford, adding that he was recently recognized by the University of Delaware School of Public Policy for completing two educational sessions.

Mr. Evan provided follow up information. He thanked the City for supporting those efforts.

MONTHLY POLICE REPORT

MPD Captain Gary Bailey presented the monthly Activity Report noting that the numbers are within the normal limits.

Councilmember Morrow moved to accept the report, seconded by Councilmember Mergner. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg stated that his report consists of a new format to provide more data and comparison information. In addition, an Employee Newsletters was added to the packet that Deputy City Clerk assisted with.

He noted that DMI recently included an insert in the City utility bills. Also included was information on the City's efficiency smart program which was provided in both Haitian and Spanish languages.

Councilmember Boyle moved to accept the City Manager report, seconded by Councilmember Mergner. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the seventh month of Fiscal Year 2018-2019 with 58% of the year having passed, 62% of revenues have been received and 52% of the operating budget expended. Revenues are up as a result of the continued increase in planning and zoning fees, building permits and real estate taxes.

Councilmember Peel moved to accept the January 2019 Finance Report, seconded by Councilmember Brooks. Motion carried.

COMMITTEE & WARD REPORTS

None to report.

COMMUNICATION & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

Adoption/Ordinance 2019-01/Chapter 222/Water Code Amendments

Public Works Director Mark Whitfield stated that based Councils' comments on February 25, 2019, regarding the permit fee and actual cost of inspections, he reviewed the process and determined there is a cost of approximately \$50.

He also considered the issues associated with reinspections due to some contractors not being ready when they schedule an inspection, along with the fact that sewer and water inspections are done at the same time. Additionally, inspections for several water or sewer lines are done at the same time when a multi-family unit/complex is done. For these reasons, staff is content that the \$35 fee, on average, will cover the costs associated with the initial inspection. The \$50 fee also appears sufficient to cover the associated costs of any reinspection.

He also pointed out that other municipalities charge very similar fees as a result of the associated costs.

He did report that once the contractor, who consistently calls the City before he is prepared for the inspection, was informed of the new fee, he has adjusted and has since been ready when the inspector arrives.

As a result, the following amendments are being recommended to the Water Code:

1. Added a definition of EDU (Equivalent Dwelling Unit)
2. Revised both the Water and Sewer Rate schedule to reflect the \$35 inspection fee, with a \$50 reinspection fee
3. Revised Sewer Ordinance 185.3.B and 185.3.C to strike the first "*shall*" and replace with "*to*"

Mayor Campbell opened the floor to public comment on Ordinance 2019-01 and Resolution 2019-01. No one responded. The floor was closed.

Councilmember Peel moved to adopt Ordinance 2019-01, as presented this evening, seconded by Councilmember James. Motion carried.

Adoption/Resolution 2019-01/Updated Water Rates

Mayor Campbell opened the floor to public comment. Vincent Olsen of 213 South Walnut Street, referenced the \$35 and asked the annual increase to the City and how much money it will generate and what are the associated expenses.

City Manager then proved a history of the previous reviews of the ordinance and rates.

Mr. Olsen then asked how much it will impact each person, how much money the City will get and if it will improve the quality of City water. He asked if we need more manpower or the City was simply not getting enough money to address the inspections. Mr. Whitfield responded by explaining the fee will remain at the current \$35, which covers the permit fee and the related inspection.

There being no further comment, Mayor Campbell closed the floor to further comments.

Councilmember Boyle moved to adopt Resolution 2019-01, seconded by Councilmember Peel:

RESOLUTION 2019-01
WATER FEE SCHEDULE

Now, Therefore, be it Resolved, the following resolution was adopted by majority vote of City Council on March 11, 2019:

MONTHLY BILLING FEES			
<i>Description</i>		<i>Fee</i>	
Usage Fee; Residential; In-City Users	0 gallons of metered water	\$3.25 per month	
	1-4,000 gallons of metered water consumption	\$3.25 per 1,000 gallons, per month	
	4,001-8,000 gallons of metered water consumption	\$3.50 per 1,000 gallons, per month	
	Over 8,000 gallons of metered water consumption	\$4.00 per 1,000 gallons, per month	
Usage Fee; Residential Out-of-City Users	0 gallons of metered water	\$3.25 per month	
	1-4,000 gallons of metered water consumption	\$4.88 per 1,000 gallons, per month	
	4,001-8,000 gallons of metered water consumption	\$5.25 per 1,000 gallons, per month	
	Over 8,000 gallons of metered water consumption	\$6.00 per 1,000 gallons, per month	
Usage Fee; Commercial	1" meter	Up to 10,000 gallons	\$32.50 per month
		10,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	1.25" meter	Up to 15,000 gallons	\$48.75 per month
		15,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	1.5" meter	Up to 25,000 gallons	\$81.25 per month
		25,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	2" meter	Up to 50,000 gallons	\$162.50 per month
		50,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	3" meter	Up to 125,000 gallons	\$406.25 per month
		125,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	4" meter	Up to 300,000 gallons	\$975.00 per month
300,001-31M gallons		\$2.60 per 1,000 gallons, per month	
Over 31M gallons		\$3.25 per 1,000 gallons, per month	
6" meter	Up to 800,000 gallons	\$2,600.00 per month	
	800,001-31M gallons	\$2.60 per 1,000 gallons, per month	
	Over 31M gallons	\$3.25 per 1,000 gallons, per month	
8" meter	Up to 1.2M gallons	\$3,900.00 per month	
	1.21M-31M gallons	\$2.60 per 1,000 gallons, per month	

		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	10" meter	Up to 1.6M gallons	\$5,200.00 per month
		1.61M-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	12" meter	Up to 2M gallons	\$6,500.00 per month
		2.1M-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
Temporary Water Usage Fee			\$50.00 per day, plus \$4.00 per 1,000 gallons, per month
Fire Line/Hydrant, Private	Availability Fee		\$15.00 per month
Late Monthly Utility Payment Fee			1.50% per month
Water Tampering Fee			\$250.00 per occurrence
Water Account Set Up Fee			\$50.00 each
Water Service Re-connection Fee			
Service Call; during normal business hours			\$50.00 per occurrence
Service Call; after normal business hours			\$100.00 per occurrence
Water Meter Testing Fee			\$100.00
PERMITTING FEES			
<i>Description</i>			<i>Fee</i>
Water Tap/Connection Permit			\$10.00
Water Tap/Connection Fee			Actual City cost
Water Line Installation Fee			Actual City cost, plus 10%
Water Line Inspection Fee			\$35.00
Water Line Re-inspection Fee			\$50.00
Water Meter Fee	Residential, 1"		\$200.00
	Commercial, 1"		\$350.00
	Over 1"		Calculated on individual basis
Water Meter Installation Fee			\$35.00
Fire Line	2" line size		\$2,500
	4" line size		\$3,000
	6" line size		\$3,500
	8" line size		\$4,000
	10" line size		\$6,000
Impact Fee, City	July 1, 2018		\$2,840 per EDU
	July 1, 2019		\$2,954 per EDU
	July 1, 2020		\$3,072 per EDU
	July 1, 2021		\$3,195 per EDU
	July 1, 2022		\$3,323 per EDU
	July 1, 2023		\$3,456 per EDU
	July 1, 2024		\$3,594 per EDU
	July 1, 2025		\$3,738 per EDU
	July 1, 2026		\$3,887 per EDU
July 1, 2027		\$4,043 per EDU	
Impact Fee, Irrigation			\$2,840 per connection
MISC FEES			
<i>Description</i>			<i>Fee</i>
Penalties & Fines			Not less than \$50 nor more than \$1,000 plus cost of prosecution

Be it further Resolved, that to remain consistent with the effective date of Ordinance 2019-01, Resolution 2019-01 shall become EFFECTIVE MARCH 22, 2019.

Motion carried.

Adoption/Ordinance 2019-02/Chapter 185/Sewer Code Amendments

Public Works Director Whitfield explained the same comments associated with the Water Code apply to the Sewer Code. The \$35 fee will remain, with a \$50 reinspection fee added and an amended EDU definition. It also includes some minor change in the language.

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

Councilmember Peel moved to adopt Ordinance 2019-02, seconded by Councilmember Culotta. Motion carried.

Adoption/Resolution 2019-02/Updated Sewer Rates

Mr. Whitfield ask that his comment reflect what has been previously stated with regard to the \$35 fee and \$50 reinspection fee and confirmed there is no increase to the sewer rates.

Councilmember Peel thanked the Public Works Director for his due diligence in responding to Councils' concerns.

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

Councilmember Boyle moved to adopt Resolution 2019-02, seconded by Councilmember Peel:

RESOLUTION 2019-02
SEWER FEE SCHEDULE

Now, Therefore, be it Resolved, the following resolution was adopted by majority vote of City Council on March 11, 2019:

MONTHLY BILLING FEES		
	<i>Description</i>	<i>Fee</i>
Usage Fee; In-City Users	0-1,000 gallons of metered water consumption	\$10.00 per month
	Over 1,000 gallons of metered water consumption	\$2.78 per 1,000 gallons per month
	Kent County Sewer Treatment	As determined by Kent County per month
Usage Fee; Out-of-City Users	0-1,000 gallons of metered water consumption	\$15.00 per month
	Over 1,000 gallons of metered water consumption	\$4.17 per 1,000 gallons per month
	Kent County Sewer Treatment	As determined by Kent County per month
Late Monthly Utility Payment Fee		1.50% per month
PERMITTING FEES		
	<i>Description</i>	<i>Fee</i>
Sewer Utility Permit		\$10.00
Sewer Tap/Connection Fee		Actual City cost
Sewer Inspection Fee		\$35 per inspection
Sewer Re-inspection Fee		\$50.00 per inspection
Impact Fee, Kent County	As determined by Kent County	Per EDU
Impact Fee, City	July 1, 2018	\$1,501 per EDU
	July 1, 2019	\$1,561 per EDU

	July 1, 2020	\$1,623 per EDU
	July 1, 2021	\$1,688 per EDU
	July 1, 2022	\$1,756 per EDU
	July 1, 2023	\$1,826 per EDU
	July 1, 2024	\$1,899 per EDU
	July 1, 2025	\$1,975 per EDU
	July 1, 2026	\$2,054 per EDU
	July 1, 2027	\$2,136 per EDU
MISC FEES		
	<i>Description</i>	<i>Fee</i>
	Penalties & Fines	Not less than \$100 nor more than \$1,000 plus cost of prosecution

Be it further Resolved, that to remain consistent with the effective date of Ordinance 2019-02, Resolution 2019-02 shall become EFFECTIVE MARCH 22, 2019.

Motion carried.

Acceptance/City of Milford FY17-18 Audit

Mr. Norenberg recalled that a question had been raised by Councilmember James. As a result, we were waiting for the auditor to return to his office so that he could respond though that did not occur. He is unaware of any other questions or concerns.

Councilmember James explained his question involved a change in the number(s) from one year’s audit to the next. As a result, a disclosure addressing the change, will be added to future audits. His concerns have been satisfied as a result.

Councilmember James moved to accept the City of Milford Fiscal Year 2017-2018 audit as presented, seconded by Councilmember Morrow. Motion carried.

Authorization/First State Manufacturing/Land Exchange

Planning Director Rob Pierce recalled that in October 2015, City Council authorized the execution of a Sales Agreement with GrowUSA, LLC, aka First State Manufacturing, to exchange (2.055 acres) land adjacent to Milford Little League for a portion of Lot 13 in Independence Commons (2.022 acres).

A copy of the minor plat plans showing the separating lands by the Little League fields and the portion of the parcel that would be subdivided off, that are adjacent to the solar panels placed on Lot 13 by the City in 2012. With the addition of the solar panels, the lot was less appealing to potential buyers.

Approvals had been granted in 2015 and 2016 though the subdivision plans were never recorded and the two parties never settled on the land exchange.

Mr. Pierce reported that GrowUSA has recently requested the City honor the previously executed three plus year old sales agreement and move forward with settlement.

An appraisal dated November 10, 2014 was prepared by W.R. McCain & Associates. Those results are as follows:

Parcel	Acreage	\$/Acre	Value
Grow USA LLC	2.055	\$88,000	\$180,840
Independence Commons Lot 13b	2.022	\$92,000	\$186,024
Difference			\$5,184

It was agreed that GrowUSA, LLC pay the City the difference in the appraised values between the two parcels in addition to any settlement costs.

He is asking for Council direction on whether to move forward with the land exchange.

Mayor questioned the liability associated with the land exchange.

Sher Valenzuela, owner First State Manufacturing, stated that the majority of the people involved are not part of the current Council or no longer associated with her company. She then provided a background on their company that has been in Milford for more than twenty years.

She stated that when they moved to the then Sussex Company building in 2010, the previous owners had a gentleman's agreement to keep the portion of the little league property available for their use even though it was part of their property. At the time, it made sense to continue under the current agreement.

Three years ago, First State's attorney advised them the situation presented a liability and recommended they transfer the property to the City.

According to Ms. Valenzuela, another person was handling the transfer for FSM as they were transitioning out of the company. Since then, he passed away suddenly and their company has been through some major transitions. Three years later, they are again faced with the same liability issues.

Ms. Valenzuela asked that the additional money needed to cover the cost of this property transfer be waived because for the past 56 years, the owners of their building had made that portion of their land available to Milford Little League. She said they worked hard to make sure the value of the land next to the Little League park would be equal to the parcel on Airport Road and believe this is a fair request at this time.

Council asked for a clarification of the costs she is asking to be waived; Ms. Valenzuela said they want an even land swap.

When asked, Solicitor Rutt explained the City has limited sovereign immunity because the City Charter states no action can be brought against the City unless they are noticed within one year of the act. He also discussed some other situations in which the City might be exempt from damages and recommends installing signs. However, during the little league season, the league is in control of the land and needs to have the appropriate coverage. The City would only need to be diligent during their off season.

Based on how good First State Manufacturing has been to the City of Milford and what they have provided to the City and Milford Little League through the use of their properties, Councilman Culotta feels it should be an even swap. In turn, the City would provide them a parcel in an industrial area, which is more appropriate for their company.

Councilmember James asked for more clarification on the amount that Ms. Valenzuela is requesting and whether she is referring to the value of the land or including the legal costs associated with the transfer. She confirmed she is only asking for an even land swap.

City Manager Norenberg said that because the document in the Council packet was approved in 2015, the City Solicitor will need to determine whether an amendment is needed. Should Council agree to move forward and the terms amended, Mr. Rutt would need to draft the amendment.

Ms. Valenzuela agreed to pay their closing costs associated with the transfer.

Planning Director Pierce then pointed out the original appraisals were prepared by First State Manufacturing's appraiser though they agreed to pay the difference.

Councilmember Culotta moved to authorize the land swap, waive the \$5,184 difference as noted in the 2014 land value, and instruct the City Solicitor to make the amendment which is to be signed by all parties and proceed with the land swap, seconded by Councilmember Peel. Motion carried.

NEW BUSINESS

Milford Little League/Relief/Water Bills/Pipe Damage

Lance Skinner introduced himself as the Fundraising Chair on Milford Little League Board. He also introduced Board Member Scott Willey. He noted that there are over 300 children that participate in little league and everyone associated with the league is a volunteer.

Mr. Skinner referenced two water/sewer bills. One is for 6 Geyer Field and the second is for 110 Southeast Fourth Street. Over the winter, pipe bursts in both concessions stands causing substantial damage. The City turned off the water as soon as they were notified. However, they had already been assessed two bills in the amount of \$538.52 and \$916.96.

Mr. Skinner asked Council to authorize the waiver of both bills.

It was noted that waivers were previously provided for Milford Community Cemetery who had the same situation.

In addition, the person who was familiar with the maintenance and winterizing of utilities retired. During that transition, this was overlooked though Mr. Skinner said it will be addressed from this point on.

Councilmember Brooks moved to waive the bills, seconded by Councilmember James. Motion carried.

Mr. Skinner thanked the City on behalf of the Milford Little League Board.

Following a recommendation, Councilmember Culotta moved to amend the agenda by rearranging the agenda items, seconded by Councilmember Mergner. Motion carried.

Presentation/Authorization/Lights On-Milford Strong Campaign

Mr. Norenberg explained that Efficiency Smart is partnering with the City of Milford to provide free energy-efficient measures and outreach to residential electric customers who participate in their program. Energy efficiency improvements help customers save money on electricity and this partnership has been designed specifically to serve vulnerable populations, including low-income families and senior citizens.

Help Initiative Board President Harold Stafford was present along with Executive Director Charlie Kissler. Also in attendance was Lead Administrator Angie Bivens from Franklin Energy, NCALL's Stand by Me Program Sandra Freeman and Outreach Coordinator Dr. Chandra Jackson.

Mr. Stafford reported this is an extension of the programs currently underway in Seaford and Dover. The focus of the lights has been public safety and energy efficiency.

In Dover, LED lights were installed on the front of 368 homes and solar powered LED lights on the rear of homes in some of the high targeted crime districts.

As a result of that success, the Seaford Mayor, City Manager and Police Chief requested the same program be considered in their City. As a result, the same process occurred in 404 homes in Seaford.

They are now asking to consider implement a similar program in Milford.

Mr. Stafford then followed with a synopsis of the program and discussed their associated partners.

Mr. Kissler later provided information on their background and how they profile and identify target high crime areas.

He emphasized that the reasons for this program are public safety primary, energy efficiency and the education that his three team members represent. He said they will be an extension of community policing and community outreach. This is a perfect vehicle to sell people and building trust toward the referendum.

They also educate Seaford's residents about the need to register to vote in Seaford.

The budget prepared by Mr. Stafford and Mr. Kissler covers approximately 400 installations primarily in the DDD area.

The role of the City's Code Enforcement and Licensing Division will be to:

- Distribute 1 bulb to each targeted Milford Electric Utility Customer.
- Provide Efficiency Smart with verification that bulbs were distributed to Efficiency Smart and the City of Milford Electric Utility customers.
- Efficiency Smart will assume responsibility for ordering and delivering materials.
- Efficiency Smart will assume responsibility for bulbs once customer receives them; any broken or malfunctioning bulb issues will be addressed by Efficiency Smart staff
- Agency will ensure that deliveries of products are kept in a safe and controlled environment to avoid damage or theft
- Agency is responsible for any discrepancy in inventories once energy efficiency kits are received and will replace any lighting products that are missing from inventories

Mr. Norenberg noted the City is responsible for approximately \$20,000 and is eligible for funding through our green energy fund account due to this being an energy saving program.

It was noted that Ward 1 was not included. Planning Director Pierce noted that these areas were identified by Chief Brown in terms of high concentration of crime with the hope to deter that type of activity. In addition, there was an overlay with the DDD area.

Mr. Norenberg pointed out the entire City can participate in the Efficiency Smart program in which 600 bulbs were sold in February. Franklin Energy and Energize Delaware have some energy efficiency workshops scheduled on April 9th at the Boys and Girls Club and more information will be provided.

When asked if this can be expanded citywide, Mr. Norenberg pointed out that outfitting 400 homes will cost approximately \$20,000 in green energy funds and emphasized that public safety is their highest priority.

Captain Bailey said he was not privy to the meetings though he is aware of the program. He did recall Chief Brown discussing the need to identify high crime areas and though it did not encompass the entire City, it provides a great start.

Councilmember James is in favor of the program, but is also in favor of expanding it citywide, particularly considering the energy efficiency and crime migration aspects.

Mr. Kissler encouraged Council to move forward and get the initial phase completed and to keep working with the Attorney General on the Energize Delaware program and the State's matching funds.

Mr. Norenberg announced that Milford has been provided with 624 additional LED bulbs by Energy Smart for each rental unit being inspected this year as a way of thanking those residents for the inconvenience.

Councilmember Boyle moved to authorize Mayor Campbell to execute the MOU for the Help Initiative Incorporated Lights on Campaign with matching funds from the City's green energy fund, seconded by Councilmember Peel. Motion carried.

Councilmember Peel also recommended that Lifecycle’s Glow Night Riders assist in educating our residents about the campaign.

Adoption/Resolution 2019-04/Appointment DDD Administrator

Mr. Pierce shared that with the recent program updates from the Office of State Planning, each of the eight districts is required to appoint a DDD Administrator through formal action by legislative body.

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

Councilmember James moved to adopt Resolution 2019-04, appointing Rob Pierce as Milford’s DDD Administrator, seconded by Councilmember Boyle:

Appointment of DDD Administrator

WHEREAS, the Downtown Development District Program is a partnership between the State of Delaware and local governments with Designated Districts; and

WHEREAS, in addition to funding the DDD Rebate Program, the State provides considerable staff time and technical assistance resources from OSPC and DSHA; and

WHEREAS, the City of Milford is responsible for administering the DDD program in Milford’s Downtown Development District; and

WHEREAS, the City of Milford provides an aggressive package of local incentives to compliment the DDD Rebate Program; and

WHEREAS, the Delaware DDD Program Guidelines require a District Administrator be appointed by Milford City Council to be the chief point of contact for the program responsible for all economic development outreach, marketing, record keeping, and reporting in relation to the DDD program; and

WHEREAS, the District Administrator can be assisted by other City staff or consultants, but shall supervise and is responsible for all tasks involved in implementing the City of Milford’s DDD program.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that Planning and Economic Development Director Rob Pierce is hereby appointed the City of Milford’s DDD District Administrator, in accordance with Chapter 5, Administration of the District, as established by the Office of State Planning Coordination as revised on January 23, 2019.

Motion carried.

Update/City of Milford Election

Mr. Norenberg reported the packet includes updated information on the Ward 1 Candidates:

The following candidates have submitted their nominating petitions to run for the Office of City Council 1st Ward:

- | | |
|------------------|--|
| Daniel Marabello | Samuel J. Passwaters III |
| 1 Windy Drive | 317 Columbia Street Meadows at Shawnee |

The following candidates submitted petitions and are uncontested:

- | | |
|--------------------|---|
| F. Todd Culotta | 211 South Walnut Street – 2 nd Ward Council Seat |
| Douglas E. Morrow | 803 North Walnut Street – 3 rd Ward Council Seat |
| Jason L. James Sr. | 1 James Drive – 4 th Ward Council Seat |

Appointment/City of Milford Board of Election

Councilmember Brooks moved to appoint the following residents to the 2019 Board of Election:

Karen Boone 303 Parson Thorne Apartments
Joanne Leuthauser 509 Ashley Way
Katrina White 122 S.E. Second Street

Councilmember Peel seconded. Motion carried.

Introduction/Ordinance 2019-09/Shawnee Farm LLC/Conditional Use

Mayor Campbell introduced the following introduction, related to the Cypress Hall residential project, south of the Redner's complex:

Ordinance 2019-09

*An Ordinance for a Conditional Use to allow a Planned Unit Development to be known as Cypress Hall (Residential) consisting of 546 dwelling units (162 single-family detached units, 96 townhouse units and 288 multi-family units) on 91.69 +/- acres in an R3 zone located on the west side of Route 113 approximately 3,100 feet south of the Shawnee Road intersection, Milford, Delaware.
Tax Parcels 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00.*

City Council Introduction: March 11, 2019

Planning Commission Public Hearing: March 19, 2019

City Council Public Hearing: March 25, 2019

Effective (Projected): April 4, 2019

Council will hear the application and any public comments at their next meeting.

Introduction/Ordinance 2019-10/Shawnee Farm LLC/Amended Preliminary Major Subdivision

Mayor Campbell introduced the following ordinance:

Ordinance 2019-10

An Ordinance approving an Amendment to the Preliminary Major Subdivision/Residential, Phase I, commonly referred to as Cypress Hall, located on the west side of Route 113 approximately 3,100 feet south of the Shawnee Road intersection, Milford, Delaware.

Tax Parcels 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00

Dates

City Council Introduction: March 11, 2019

Planning Commission Public Hearing: March 19, 2019

City Council Public Hearing: March 25, 2019

Effective (Projected): April 4, 2019

The public hearing will be held at the March 25th meeting.

Authorization/Downtown Development District Boundary/Expansion

Planning Director Pierce reminded Council that in January 2019, the Office State Planning Coordination issued updated Downtown Development District program guidelines which increased the local district acreage for municipalities with populations between 9,000 to 30,000 persons from 170 acres to 185 acres or 15 acres. The City of Milford's DDD area currently includes 169 +/- acres of land.

Areas adjacent to the District were analyzed for low income populations, high vacancy rates, available vacant land, property maintenance violations and blighted structures and higher than normal crime rates. Two options are under consideration.

Option 1 includes land adjacent to the northwest portion of the District, north of Northwest Fifth Street between Truitt Avenue and North Street up to Banneker School. It includes 91 tax parcels and 17 vacant lots that could be built with new construction. The character of the neighborhood is older single-family detached and semidetached dwellings. The zoning is R2 which permits single-family detached, semi-detached, townhouse and apartment units by right.

This area is also located in Milford's Opportunity Zone which provides tax incentives and is in close proximity to former investments by Milford Housing Development Cooperation and the Delaware State Housing Authority through the Strong Neighborhood Housing Fund program.

Option 2 involves the area along South Washington Street between Southeast Second Street and Ball Park Lane, includes lots north of the Little League fields and the Parks and Recreation facility. This area is slightly smaller with 76 tax parcels and only 5 vacant lots that could be built on for new housing opportunities.

The character of the neighborhood is similar to option one and contains many older single-family detached dwellings. The zoning is primarily zoned R-2 Residential District which permits only single-family detached dwellings by-right and semi-detached by conditional use. It also includes a small cluster of C-1 Neighborhood Commercial parcels and a few C-2 Central Business District properties.

It was discussed by the Community and Economic Development Committee members just prior to this meeting though their preference was to present it to full Council.

The amendment will need to be submitted to the Cabinet Committee on State Planning Issues for review. Upon their approval, the boundary amendment would be presented again to City Council for official adoption.

Councilman James pointed out there are more vacant lots with option one. Mr. Pierce agreed the main difference is that option one has 91 parcels versus 76 parcels in option two. In terms of code violations and concerns from the police with regard to crime, the other option may be a better choice.

He noted that Milford Housing is considering another Strong Neighborhood Housing Fund application in the fourth ward as well. Layering the investments make it much more attractive to the developers/investments.

Councilman Mergner recommends Mr. Pierce make the determination as he is the expert for the City.

When asked if there has been interest expressed by homeowners in the option two area, Mr. Pierce said that someone who has is receiving property maintenance violations may have the tendency to react quicker if they received a rebate. However, he has not had a chance to speak with individual property owners in either area.

Councilman Boyle questions whether it is more beneficial to current homeowners to take advantage of the program and redevelop the neighborhood or have new investors come in and build homes to sell. Councilman Peel is anxious to see how it can be used for code enforcement and clean up. Mr. Pierce said they are already using that tool throughout the DDD area with the goal of compliance versus some type of reprimand.

Mr. Pierce feels both areas are similar in terms of demographics and housing though option one may provide more opportunity and incentives.

Councilman Culotta pointed out the current DDD area includes a chunk of ward four. Therefore, he will lean toward the southside of town or option two, though both are similar in value.

Councilmember James said with both areas being fairly equal, he feels the greatest advantage would be option one.

When asked for a motion, Councilmember Culotta then moved to select option two as the expansion area for the Downtown Development District, seconded by Councilmember Peel.

Motion failed by the following roll call vote:

Mergner - no
Boyle - yes
Peel – yes
Culotta - yes
Brooks - no
Morrow - no
James – no

Councilmember Mergner again pointed out that he feels Council does not have enough clarity to make a decision. It appears that both areas are very similar when considering the pros and cons.

He also noted that a large portion of his ward is not included. He is uncomfortable making the decision considering he does not have any analytics other than a personal opinion.

Councilman James concurs with Councilman Mergner and his recommendation was purely objective even though it includes his ward. His opinion was based on the information presented which results in option one having more pros.

Councilmember Culotta disagreed noting that there are houses in the south part of town that don't fall inside the district. In the interest of being fair, he feels that ward four has capitalized already on funding and recalled how Dan Bond has invested in several properties in ward four.

However, his preference would be to encompass the entire downtown though arguments can be made for either option.

Councilmember Boyle suggests attaining more data and perhaps canvassing the neighborhood. Councilmember Culotta agreed that crime rates, housing vacancies and similar criteria can easily be obtained.

Councilmember Mergner moved to defer action in order to obtain additional data and statistics from prior applications in an attempt to understand the better option, seconded by Councilmember James.

Mr. Pierce said he will acquire code violations, rental properties, age of the house and related data. Councilman Mergner recommends including any new construction that has occurred in those areas as well.

Motion carried.

Authorization/AT&T Water Tower Lease

City Manager Norenberg advised that this item will be added to a future agenda.

Authorization/Electric/Power Cost Adjustment

City Manager Norenberg reported that he has shared recent rate information from DEMEC in his weekly emails he sends to City Council. As a result of favorable investments and energy contracts, power costs from DEMEC have decreased for 2019 and we now have the option of passing along the reduction to consumers as was done in 2018.

Last summer, the City passed along an across the board electric rate reduction of \$0.0013/kWh effective for the July billing. This was implemented using the power cost adjustment authority provided in the Code. Historically, this has been an adjustment used when power costs spike due to high generation charges, but it can also be used as a negative adjustment to reduce the power charge when rates decrease.

Utility Financial Solutions reviewed the 2019 DEMEC rate relative to the rate structure approved by City Council in 2017. They calculated a \$747,009 reduction in the City's power supply cost for 2019. A PCA reduction totaling \$0.0034/kWh could be implemented in place of the prior PCA. For the winter rate period, the combined rate reduction is 2.87% compared with this time last year.

When asked the average reduction in electric bills, City Accountant Suzannah Frederick reported that her bill would be reduced by approximately \$5.

Councilmember Morrow moved to authorize the 2.87% rate reduction for 2019, seconded by Councilmember Brooks. Motion carried.

EXECUTIVE SESSION

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

Pursuant to 29 Del. C. §10004(b)(9) Personnel Matter

Motion carried.

Mayor Campbell recessed the Council Meeting at 9:04 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 9:53 p.m.

Personnel Matters-Evaluations

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

ADJOURNMENT

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

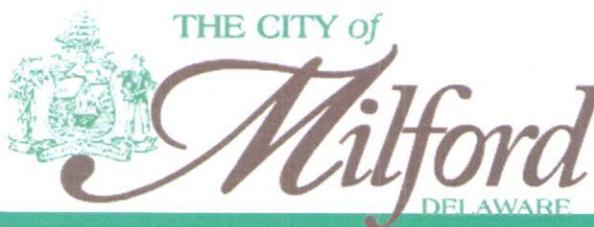
The Council Meeting adjourned at 9:56 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder



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



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Kenneth L. Brown, Chief of Police
DATE: April 3, 2019
RE: Activity Report/March 2019

Monthly Stats:

A total of 497 arrests were made by the Milford Police Department during March 2019. Of these arrests, 99 were for criminal offenses and 398 for traffic violations. Criminal offenses consisted of 18 felonies and 81 misdemeanors. Traffic violations consisted of 90 Special Duty Radar, 6 Drunk-Driving charges, 302 other.

Police officers investigated 72 accidents during the month and issued 115 written reprimands. In addition, they responded to 1240 various complaints including city requests and other agency assistance.

Monthly Activities:

Attended Sexual Harassment Supervisor's training held at Milford Public Works on March 4, 2019.

Met with certified applicant on March 8, 2019.

Attended a Retirement Party held for Chief John Horsman, Capital Police Department, at Dover Down on March 8, 2019.

Attended a Brandywine Board Meeting held in Wilmington, Delaware on March 19, 2019.

Met with Becker & Morgan in reference to MPD Programing & concept design at the Police Department on March 20, 2019.

Met with the Insurance Market in reference to Risk Management at City Hall on March 26, 2019.

Attended a farewell luncheon for Evan Miller held at the La Hacienda in Milford on March 29, 2019.

Training –

Two officers attended FBI-LEEDA Supervisor Leadership training held at Dover Police Department from February 25, 2019 thru March 1, 2019.

One officer attended Taser Instructor Recertification training held at Wor-Wic College on February 28, 2019 & March 1, 2019.

All officers and civilians attended Sexual Harassment training at Milford Public Works Training Room on held on March 3, 2019, and March 8, 2019.

All officers and some civilians attended AED, CPR, & First Aid training at the Milford Public Works Training Room on March 12, 2019 & March 14, 2019.

Two officers attended Crisis Intervention Team Training held at Wesley College on March 4, 2019.

Nine officers attended In-Service General Review held at the Dover Police Department on March 6, 2019.

Two officers attended Supervisor @ Critical Incidents training held at the Ocean View Police Department on March 26, 2019.

SRO –

Sgt. Masten met with a youth group from the Lighthouse Christian Center who brought teens to the Milford Police Department to wash police cars as part of a service project they were completing.

Sgt. Masten registered the Milford Police Department with the DEA as a Drug Take Back location on April 27th. This is a nationwide initiative that the police department participates in each spring and fall.

K9 Unit –

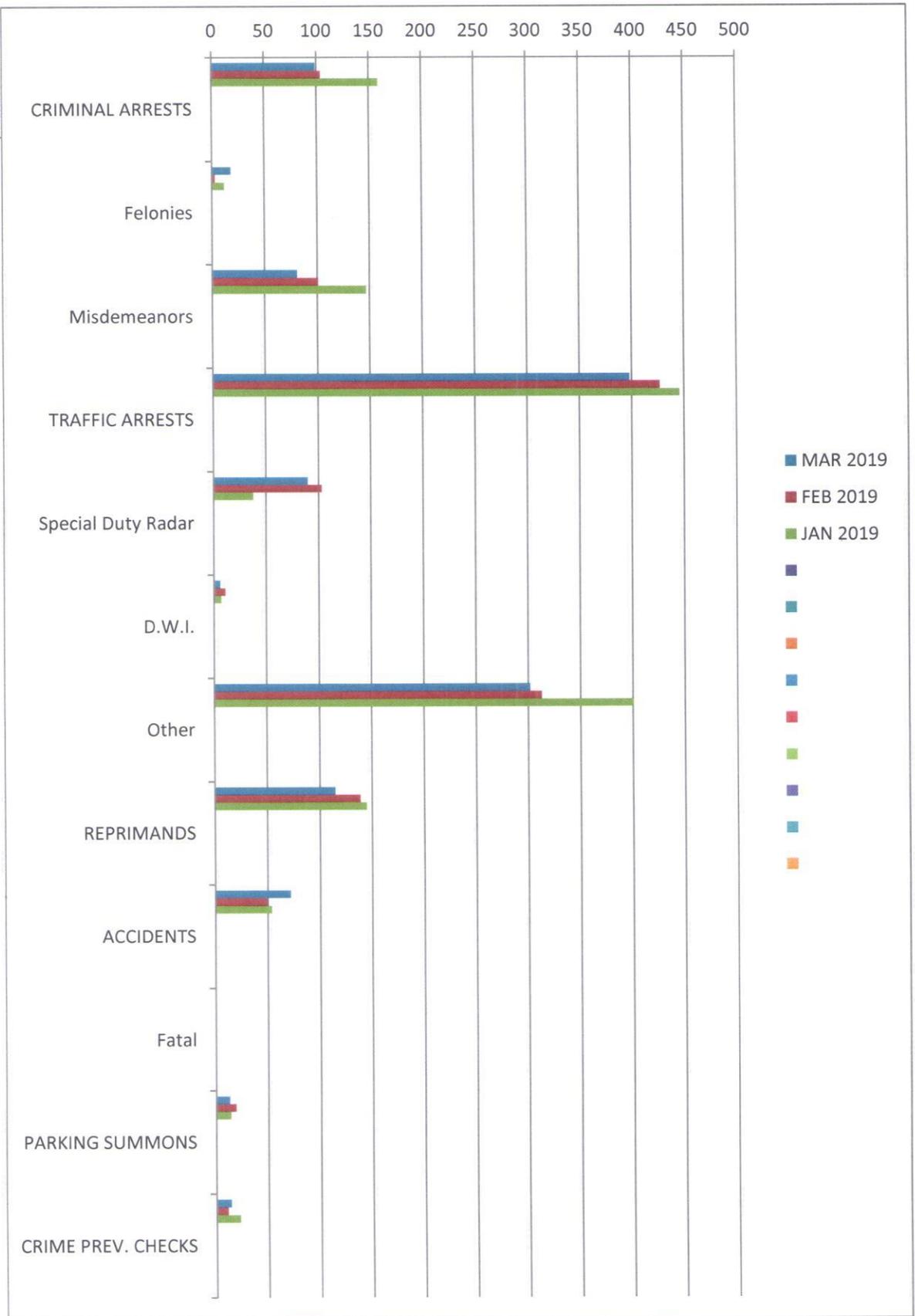
For the month of March 2019 the Milford Police Department K9 unit had the following stats:

- Demo's 4
- No bite Apprehensions 3
- Building Searches 4
- Drug Sniff 5

<u>Seized Items</u>	<u>Amount</u>	<u>Value</u>
• Marijuana	21.8 grams	
• Crack Cocaine	3.7 grams	
• Other	Drug Paraphernalia	

MAR 2019 ACTIVITY REPORT

	MAR 2019	TOTAL 2019	MAR 2018	TOTAL 2018
COMPLAINTS	1240	3505	1177	3512
CRIMINAL ARRESTS	99	362	126	415
Felonies	18	33	28	77
Misdemeanors	81	329	98	338
TRAFFIC ARRESTS	398	1271	402	1262
Special Duty Radar	90	231	153	425
D.W.I.	6	24	11	33
Other	302	1016	238	804
REPRIMANDS	115	399	85	273
ACCIDENTS	72	176	52	130
Fatal	0	0	0	0
PARKING SUMMONS	13	46	16	56
CRIME PREV. CHECKS	14	48	21	70
FINES RECEIVED	\$7,021.07	\$ 21,286.18	\$10,217.08	\$ 22,736.67



Monthly City Manager Report
April 2019

Human Resources Office	Same Month Last Year	Current Month	FY18 YTD (07/01/17-03/31/18)	FY19 YTD (07/01/18-03/31/19)
Vacant Positions	0	5	0	6
Full Time Employees	99	107	109	104
Part Time/Seasonal Employees	12	11	8	13
Finance Department	Same Month Last Year	Current Month	FY18 YTD (07/01/17-03/31/18)	FY19 YTD (07/01/18-03/31/19)
Accounts Billed			<i>No Information Provided.</i>	
Payments Received			<i>No Information Provided.</i>	
IT Assistance Offered			<i>No Information Provided.</i>	
Parks & Recreation Department	Same Month Last Year	Current Month	FY18 YTD (07/01/17-03/31/18)	FY19 YTD (07/01/18-03/31/19)
Program Participants	248	301	1037	572
Programs Offered	4	3	17	9
Events Held	0	0	4	3
Planning & Economic Development Department	Same Month Last Year	Current Month	FY18 YTD (07/01/17-03/31/18)	FY19 YTD (07/01/18-03/31/19)
<i>Building Inspections & Permitting</i>				
Total Residential Permits Issued	32	29	195	266
New Housing Construction Permits Issued	16	18	83	130
Residential Inspections Performed			<i>No Information Provided.</i>	
Total Commercial Permits Issued	16	6	79	51
New Commercial Construction Permits Issued	11	4	55	28
Commercial Inspections Performed				
<i>Code Enforcement & Licensing</i>				
Code Enforcement Cases Opened	17	61	110	186
Code Enforcement Cases Closed	10	6	286	309
Contractor & Vendor Licenses Issued	47	40	463	541
Rental Licenses Issued	102	182	1751	2328
Rental Inspections Performed	136	241	136	957
<i>Economic Development</i>				
Economic Development Incentive Applications Received	0	0	0	0
Downtown Development District Applications Received	1	1	8	14
- Private Investment	\$ 55,000.00	\$ 18,022.00	\$ 597,554.00	\$ 1,561,563.00
- State Investment	\$ -	\$ -	\$ 60,037.00	\$ 167,701.00
- Milford Waivers	\$ 345.00	\$ 165.00	\$ 17,589.60	\$ 19,465.30
<i>Planning & Zoning</i>				
Land Use Applications Received	1	4	20	24
Public Works Department	Same Month Last Year	Current Month	FY18 YTD (07/01/17-03/31/18)	FY19 YTD (07/01/18-03/31/19)
<i>Electric Division</i>				
Service Calls	28	26	58	77
Outages	6	2	15	10
<i>Engineering Division</i>				
Water Treated (Millions of Gallons)	76,867,500.00	79,719,500.00	236,510,600.00	238,810,600.00
Wastewater Transferred (Millions of Gallons)	79,665,000.00	89,360,000.00	169,199,000.00	175,043,000.00
Construction Plans Received	0	3	0	11
Construction Plans Approved	0	0	0	5
Bids Advertised	1	0	0	6
Bids Awarded	0	0	0	1
Projects Underway	6	0	0	12
<i>Public Service Division</i>				
Refuse Collected (Tons)	221.19	214.22	2040.00	2110.00
Recycle Collected (Tons)	54.02	53.98	475.00	484.00
Yard Waste Collected (Tons)	10.50	22.00	384.02	361.38
Fuel Use-Diesel (Gallons)	1096.37	837.84	8622.72	9129.18
Fuel Use-Gas (Gallons)	0.00	21.00	0.00	350.40

**CITY OF MILFORD
FUND BALANCES REPORT**

Date: February 2019

Cash Balance - General Fund Bank Balance	4,057,641
Cash Balance - Electric Fund Bank Balance	3,992,442
Cash Balance - Water Fund Bank Balance	1,854,915
Cash Balance - Sewer Fund Bank Balance	242,188
Cash Balance - Trash Fund Bank Balance	46,859

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	172,250	324,796	2,726,459	\$303,648
Deposits	103,339		1,054	
Interest Earned this Month	478	566	4,712	
Disbursements this Month			(41,666)	
Investments				
Ending Cash Balance	\$276,067	\$325,362	\$2,690,559	\$303,648

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	2,480,108	8,682,214	4,080,899	9,566,034
Deposits				
Interest Earned this Month	9,706	28,280	13,143	33,894
Disbursements this Month	(8,204)	(813)	(378)	(1,028,316)
Investments				
Ending Cash Balance	\$2,481,610	\$8,709,681	\$4,093,664	\$8,571,612

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>
Beginning Cash Balance	2,261,479	\$1,407,792	\$632,215
Deposits	31,240	\$16,511	\$7,800
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$2,292,719	\$1,424,303	\$640,015

INTEREST THROUGH THE EIGHTH MONTH OF THE FISCAL YEAR:

General Fund	51,264	Water Fund	22,514
GF Capital Reserves	39,133	Water Capital Reserves	114,025
Municipal Street Aid	3,360	Sewer Fund	5,236
Real Estate Transfer Tax	35,236	Sewer Capital Reserves	52,993
Electric Fund	50,067	Trash Fund	869
Electric Reserves	136,658		

TOTAL INTEREST EARNED TO DATE \$511,355

REVENUE REPORT

Page Two

67% of Year Expended

Date: February 2019	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	125,000	0	113,845	91.08%
General Fund Reserves	518,455	49,818	298,995	57.67%
GF Reserves-New Police Officers	69,994	109	70,103	100.16%
Realty Transfer Tax-Police	500,000	41,666	333,333	66.67%
Real Estate Tax	3,927,717	211	3,910,743	99.57%
Business License	50,000	11,605	37,755	75.51%
Rental License	85,000	51,475	82,650	97.24%
Building Permits	160,000	11,827	163,049	101.91%
Planning & Zoning	15,000	340	26,480	176.53%
Grasscutting Revenue	16,000	0	8,000	50.00%
Police Revenues	462,485	9,145	355,966	76.97%
Misc. Revenues	376,065	42,165	212,662	56.55%
Transfers From	3,370,720	280,894	2,247,147	66.67%
Total General Fund Revenues	\$9,676,436	\$499,255	\$7,860,728	81.24%
Water Revenues	2,848,500	222,671	1,865,261	65.48%
Sewer Revenues	2,614,709	180,639	1,634,822	62.52%
Kent County Sewer	1,850,000	125,157	1,140,931	61.67%
Solid Waste Revenues	1,178,243	98,192	754,150	64.01%
Electric Revenues	25,547,000	2,220,439	17,366,696	67.98%
TOTAL REVENUES	\$43,714,888	\$3,346,353	\$30,622,588	70.05%
YTD Enterprise Expense		(43,726)		
YTD Enterprise Revenue		29,500		
LTD Carlisle Fire Company Building Permit Fund		455,453		

EXPENDITURE REPORT

Page Three

Date: February 2019

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	522,678	\$43,367	338,414	64.75%	184,264
O&M	117,430	\$5,317	68,321	58.18%	49,109
Capital	0	\$0	0		0
Total City Manager	\$640,108	\$48,684	\$406,735	63.54%	233,373
Planning & Zoning					
Personnel	129,534	\$11,378	92,259	71.22%	37,275
O&M	38,475	\$979	22,555	58.62%	15,920
Capital	0	\$0	0		0
Total P, C & I	\$168,009	\$12,357	\$114,814	68.34%	53,195
Code Enforcement & Inspections					
Personnel	287,466	\$21,575	133,597	46.47%	153,869
O&M	109,875	\$7,424	88,066	80.15%	21,809
Capital	0	\$0	0		0
Total P, C & I	\$397,341	\$28,999	\$221,663	55.79%	175,678
Council					
Personnel	31,230	\$1,130	17,410	55.75%	13,820
O&M	55,000	\$1,358	28,778	52.32%	26,222
Council Expense	17,500	\$113	14,340	81.94%	3,160
Contributions	175,500	\$0	75,000	42.74%	100,500
Codification	10,000	\$0	6,614	66.14%	3,386
Employee Recognition	21,000	\$607	15,573	0.00%	5,427
Insurance	18,200	\$0	13,047	71.69%	5,153
Christmas Decorations	10,000	\$0	9,581	95.81%	419
Economic Development	5,000	\$867	1,712	34.24%	3,288
Resident Survey	15,000	\$0	0	0.00%	15,000
Kent Economic Partnership	30,000	\$0	30,000	100.00%	0
Repair Parking Lot	15,000	\$0	0	0.00%	15,000
Armory Expenses	12,000	\$1,631	6,271	52.26%	5,729
Capital	30,400	\$0	0	0.00%	30,400
Total Council	\$445,830	\$5,706	\$218,326	48.97%	227,504
Finance					
Personnel	427,860	\$33,356	251,870	58.89%	175,790
O&M	84,850	\$8,944	49,256	58.05%	35,594
Capital	0	\$0	0		0
Total Finance	\$512,510	\$42,300	\$301,126	58.76%	211,384
Information Technology					
Personnel	159,366	\$12,606	100,306	62.94%	59,060
O&M	200,450	\$965	51,219	25.55%	149,231
Capital	49,000	\$4,863	47,726	97.40%	1,274
Total Information Technology	\$408,816	\$18,434	\$199,251	48.74%	209,565

EXPENDITURE REPORT**Page Four**

Date: February 2019

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	4,199,720	\$341,082	2,735,090	65.13%	1,464,630
O&M	611,882	\$30,121	399,260	65.25%	212,622
Capital	95,100	\$0	92,946	97.74%	2,154
Total Police	\$4,906,702	\$371,203	\$3,227,296	65.77%	1,679,406
Streets & Grounds Division					
Personnel	394,200	\$28,483	230,465	58.46%	163,735
O&M	444,305	\$24,630	213,111	47.97%	231,194
Capital	182,000	\$27,000	95,068	52.24%	86,932
Total Streets & Grounds	\$1,020,505	\$80,113	\$538,644	52.78%	481,861
Parks & Recreation					
Personnel	701,515	\$34,194	412,601	58.82%	288,914
O&M	286,100	\$6,763	140,084	48.96%	146,016
Capital	189,000	\$0	48,415	25.62%	140,585
Total Parks & Recreation	\$1,176,615	\$40,957	\$601,100	51.09%	575,515
Total General Fund					
Operating Budget	\$9,676,436	\$648,753	\$5,828,955	60.24%	3,847,481

EXPENDITURE REPORT

Page Five

Date: February 2019

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	269,170	\$19,627	163,513	60.75%	105,657
O&M	1,216,187	\$83,082	695,550	57.19%	520,637
Capital	1,033,378	\$0	0	0.00%	1,033,378
Debt Service	329,765	\$0	111,948	33.95%	217,817
Total Water	\$2,848,500	\$102,709	\$971,011	34.09%	1,877,489
Sewer Division					
Personnel	267,659	\$18,497	157,875	58.98%	109,784
O&M	1,201,036	\$143,485	971,667	80.90%	229,369
Capital	750,524	\$0	158,209	0.00%	592,315
Debt Service	395,490	\$0	286,151	72.35%	109,339
Sewer Sub Total	\$2,614,709	\$161,982	\$1,573,902	60.19%	1,040,807
Kent County Sewer	1,850,000	\$112,192	1,209,841	65.40%	640,159
Total Sewer	\$4,464,709	\$274,174	\$2,783,743	62.35%	1,680,966
Solid Waste Division					
Personnel	346,828	\$26,092	213,454	61.54%	133,374
O&M	831,415	\$57,069	560,300	67.39%	271,115
Capital	0	\$0	0	0.00%	0
Total Solid Waste	\$1,178,243	\$83,161	\$773,754	65.67%	404,489
Total Water, Sewer Solid Waste	\$8,491,452	\$460,044	\$4,528,508	53.33%	3,962,944
Electric Division					
Personnel	1,394,940	\$116,991	851,701	61.06%	543,239
O&M	2,055,683	\$174,405	1,051,817	51.17%	1,003,866
Transfer to General Fund	2,500,000	\$208,334	1,666,667	66.67%	833,333
Capital	976,412	\$143,315	233,808	23.95%	742,604
Debt Service	319,965	\$0	268,558	83.93%	51,407
Electric Sub Total	\$7,247,000	\$643,045	\$4,072,551	56.20%	3,174,449
Power Purchased	18,300,000	\$1,333,562	11,678,819	63.82%	6,621,181
Total Electric	\$25,547,000	\$1,976,607	\$15,751,370	61.66%	9,795,630
TOTAL OPERATING BUDGET	\$43,714,888	\$3,085,404	\$26,108,833	59.73%	17,606,055

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: February 2019

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	67% of Year Expended	UNEXPENDED BALANCE
				YTD%	
Garage					
Personnel	91,215	7,354	59,402	65.12%	31,813
O&M	106,393	6,640	66,625	62.62%	39,768
Capital	50,000	0	41,859	83.72%	8,141
Total Garage Expense	\$247,608	13,994	\$167,886	67.80%	79,722
Public Works					
Personnel	554,980	51,636	349,997	63.06%	204,983
O&M	206,055	12,162	108,650	52.73%	97,405
Capital	10,000	0	0	0.00%	10,000
Total Public Works Expense	\$771,035	63,798	\$458,647	59.48%	312,388
Billing & Collections					
Personnel	559,820	54,704	394,939	70.55%	164,881
O&M	225,650	15,259	131,570	58.31%	94,080
Capital	20,000	0	16,675	83.38%	3,325
Total Billing & Collections	\$805,470	69,963	\$543,184	67.44%	262,286
City Hall Cost Allocation					
Personnel	0				0
O&M	63,300	4,224	59,273	93.64%	4,027
Capital	0				0
Total City Hall Cost Allocation	\$63,300	4,224	\$59,273	93.64%	4,027

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.

The *Institute for Public Administration* presents

Freedom of Information Act (FOIA) and Ethics for Local Officials



COURSE INSTRUCTOR

MAX WALTON, ESQ.

Connolly Gallagher LLP.



COURSE INSTRUCTOR

KYLE EVANS GAY, ESQ.

Connolly Gallagher LLP.



COURSE INSTRUCTOR

DEBORAH MOREAU, ESQ.

Legal Counsel, Delaware
Public Integrity Commission

APRIL 12, 2019
9:00 A.M. TO NOON

Check-in begins at 8:30 a.m.

THE DUNCAN CENTER

500 Loockerman Street, Dover, DE 19904

\$55 REGISTRATION FEE

Includes refreshments

Registration Deadline

April 11, 2019

REGISTER ONLINE

[www.bidenschool.udel.edu/
ipa/events/upcoming](http://www.bidenschool.udel.edu/ipa/events/upcoming)

This session will provide information for all officials dedicated to ensuring open, transparent, and honest government.

Attendees will be provided with a comprehensive review of the most significant provisions in the Delaware Freedom of Information Act (FOIA) along with examples of how certain FOIA issues have been addressed or resolved by local officials.

Attendees will also discuss ethical issues that confront local officials on a regular basis in their public and private lives.

This session qualifies for certificate credit in the Academy for Excellence in Local Government Leadership.



UNIVERSITY OF DELAWARE
**BIDEN SCHOOL OF PUBLIC
POLICY & ADMINISTRATION**



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

THURSDAY, APRIL 25, 2019
REGISTRATION/SOCIAL HOUR: 5:30 P.M. - 6:15 P.M.
DINNER: 6:30 P.M. – 7:15 P.M.
PROGRAM: 7:15 P.M.

PROGRAM:

The DLLG is pleased to welcome and host Denise Lovelady, State Director for USDA Rural Development serving Delaware and Maryland. This is Ms. Lovelady's first visit to the League as guest speaker. She began her new role as USDA Director in 2017 and previously had worked as a Congressional District Liaison covering rural areas of Maryland's Eastern Shore. The Director and staff will highlight current program and grant opportunities available to Delaware local governments.

The evening agenda also includes the election of DLLG Vice President and one Executive Committee position.

WE MUST HAVE YOUR RESERVATIONS NO LATER THAN APRIL 15, 2019

Next Meeting: Thursday, May 23, 2019



The Delaware Municipal Electric Corporation

Board of Directors

cordially invites you to their

2019 Annual *Joint Council Briefing*

“Powering Communities Together”

PRESENTERS

Patrick E. McCullar

President & CEO, DEMEC

Kimberly Schlichting

COO/SVP, DEMEC

Wednesday, May 22nd, 2019

4:00pm to 7:00pm

(Dinner to be provided)

Dover Downs Hotel & Conference Center

Ballroom A

1131 North DuPont Highway

Dover, Delaware 19901

R.S.V.P. to Kendra by May 10th, 2019 at (302) 653-2733 or kfriel@demecinc.net

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

MEMO

TO: Eric Norenberg
City Manager

FR: Brad Dennehy
Dir. Parks & Recreation

DA: 2/05/19

RE: Request from Milford Community Cemetery Board

Eric,

As you are aware, the City Parks and Recreation Department is tasked with maintaining the Milford Community Cemetery as part of the agreement between the Milford Community Cemetery Board and the City of Milford.

For the past twelve months the Community Cemetery Board has been needed to replace mowers and equipment for the cemetery as the old ones are worn out. Because of a downward trending in burials and lot sales in recent years, the Cemetery is facing financial hardship and is unable to purchase new equipment from its available revenue. In fact, finances are so tight that the Board recently raised fees so that there would be more revenue to reimburse the City for the maintenance expenses during the 2019 growing season. (These trends are being seen regionally and nationally.)

Without adequate cash flow to replace equipment, the Board was hopeful that these mowers could be replaced using monies from the perpetual care trust fund. However, the terms of the trust fund do not permit withdrawal of the principle (confirmed by City Solicitor Rutt).

The Milford Community Cemetery Board met on January 25, 2019, and voted to ask the Milford Council to approve a loan to the Cemetery Board to fund two replacement mowers and two replacement line trimmers (for a total of \$16,260). The Cemetery would make quarterly payments to the City without interest for four years, until the principal was paid back. Under the advice of the Finance Director, the mowers and other equipment would remain the property of the Milford Community Cemetery and would be only for use within the Cemetery.

As the Director of Parks and Recreation, I am responsible for overseeing the maintenance of the Cemetery. It is my opinion it is vital that this equipment be replaced for this upcoming season, we simply cannot go through another growing season with broken, old and worn out equipment. I trust

the Council is aware of the importance of maintaining the Cemetery to a high standard, as it is located on the gateways into the City.

Finally, as you know, the Community Cemetery Board is currently researching other models of cemetery maintenance and funding, particularly for those cemeteries previously operated by non-profit groups. We are hope that strategies can be identified to stabilize the Community Cemetery budget and provide for long-term sustainability for this community asset.

As always, if you require further information please don't hesitate to contact me.

Thank you.

Quote Summary

Prepared For:
 City Of Milford
 DE

Prepared By:
 James Messick Jr
 Taylor and Messick, Inc.
 325 Walt Messick Road
 Harrington, DE 19952
 Phone: 302-398-3729
 jimmy@taylormessick.com

Quote Id: 18897451
Created On: 31 January 2019
Last Modified On: 31 January 2019
Expiration Date: 28 February 2019

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 636M 18.5HP* Commercial QuikTrak with 36 In. 7- Gauge Floating Deck	\$ 6,450.00 X	2 =	\$ 12,900.00
Equipment Total			\$ 12,900.00

Quote Summary

Equipment Total	\$ 12,900.00
SubTotal	\$ 12,900.00
Total	\$ 12,900.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 12,900.00

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 18897451

JOHN DEERE 636M 18.5HP* Commercial QuikTrak with 36 In. 7-Gauge Floating Deck

Hours:

Stock Number:

				Selling Price
				\$ 6,450.00
Code	Description	Qty	Unit	Extended
2361TC	636M 18.5HP* Commercial QuikTrak with 36 In. 7-Gauge Floating Deck	2	\$ 8,489.00	\$ 16,978.00
Standard Options - Per Unit				
001A	United States and Canada	2	\$ 0.00	\$ 0.00
Standard Options Total				\$ 0.00
Other Charges				
	Freight	2	\$ 205.90	\$ 411.80
	EnviroCrate	2	\$ 40.00	\$ 80.00
Other Charges Total				\$ 491.80
Suggested Price				\$ 17,469.80
Customer Discounts				
Customer Discounts Total			\$ -2,284.90	\$ -4,569.80
Total Selling Price				\$ 12,900.00

BURKE EQUIPMENT COMPANY



54 ANDREWS LAKE RD - FELTON, DE 19943

QUOTE

DATE: February 1, 2019

Sales Representative: **Bob Cooke**
 302-284-0123 Office
 302-632-1763 Mobile
 302-284-0225 Fax
 bcooke@burkeequipment.com

BILL TO NAME 1: CITY OF MILFORD DEPT OF PARKS AND REC
 ADDRESS 1: RALPH SKINNER "RJ"
 ADDRESS 2: 207 FRANKLIN ST
 CITY, STATE, ZIP: MILFORD,DE.19963
 COUNTY: KENT
 HOME OR OFFICE PH: 302 422 1104
 MOBILE PH: 302 242 2224
 FAX:
 EMAIL: rskinner@milford-de.gov

CUSTOMER PO#

Make	Model	Serial Number	Description	Amount
TORO	22298		KAWA.FJ180V KAI,3 SPEED,BBC 21" COMMERCIAL H.D	\$1,299.00
			govt.dicount after promo price	-\$63.00
STIHL	FSA90R		COMMERCIAL HD STRING TRIMMER	\$260.00
STIHL	FSA90R		COMMERCIAL HD STRING TRIMMER	\$260.00
STIHL	FSA90R		COMMERCIAL HD STRING TRIMMER	\$260.00
STIHL	4850 400 6541	QUANTITY - 6	AP300 AK LITHIUM-ION HD BATTERY 6 @ 161.50 EACH	\$969.00
STIHL	4850 430 5702	QUANTITY -3	3 @ \$125.00 EACH	\$375.00

TRADE IN INFORMATION

Make	Model	Serial Number	Description	ALLOWANCES
ALL TRADE ALLOWANCES:				\$0.00

CONSIGNMENT AGREEMENT:

I AGREE THERE IS NO LIEN ON ANY TRADE OR CONSIGNMENT EQUIPMENT:

INITIAL HERE -> _____

IF THERE IS A LIEN LIST THE LIEN HOLDER HERE: _____

WHAT INSURANCE COMPANY INSURES THIS EQUIPMENT? _____

WHAT IS THE PAYOFF? _____

CUSTOMER SIGNATURE: _____

DATE: _____

Outstanding Loan Balance:

Invoice Subtotal:	\$3,360.00
Less Trade Allow + Outstanding Loan Bal:	\$0.00
SUBTOTAL:	\$3,360.00
TAX:	\$0.00
TAG & TITLE FEES:	\$0.00
LESS DEPOSIT RECEIVED:	
TOTAL AMOUNT DUE:	\$3,360.00

CHAINING BATTERY SYSTEM

FSA 90 R
AP Series/ 4863



Weight w/o Battery: 2.8 kg (6.2 lbs.)
Weight w/AP 300: 4.5 kg (9.9 lbs.)
Run Time* w/AP 300: Up to 30 minutes
Cutting Width: 38 cm (15")
Optional Accessories:
Battery belt w/bag, cable and adapter (4850 490 0100)
Additional battery bag (4850 491 0101)
Double shoulder Harness for battery belt (4850 490 0301)

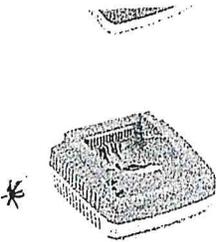
STRIKELIGHT™



* AP 300 Battery

3.75 lbs 4850 400 6541 D134C5

AK Lithium-Ion Battery Chargers



* AL 500 High-speed Charger with Cooling Fan

4850 430 5702 D104C96

Battery Cover

**BOB COOKE
BURKE EQUIPMENT CO.
(302) 632-1763**

February 11, 2019 City Council Minutes:

Approval/Funding Appropriation/Milford Community Cemetery/Equipment Loan

Mr. Dennehy continued by stating that the cemetery is located on North Walnut Street and US Route 113 and the arterial routes into the City. There are several matters being attended to, including the old wall which needs to be replaced.

The cemetery board requested \$100,000 from the Odd Fellows perpetual fund to get money for the removal of the wall, installation of a new fence and purchase of equipment. PNC Bank, who oversees the funds, denied the request though the cemetery is continuing to pursue it.

In the meantime, the grass needs to be maintained over the summer. As a result, he is asking for a low-interest loan to purchase the equipment. The replacement equipment will be solely used in the cemetery.

Mr. Dennehy shared that three temporary workers are assigned to the cemetery five days a week. Once they finish mowing the cemetery, they go back and start again. The request is to use City funds which will be paid back on a quarterly basis at the same time the City submits invoices for payment of the temporary workers.

He confirmed that the \$57,000 budget this fiscal year was a pass-thru to pay for the temporary workers. The purchase costs of cemetery lots should pay for the maintenance costs though overall sales are down. However, the City is still responsible for its maintenance based on the agreement signed by the City several years ago.

Mayor Campbell then provided Council with a synopsis of the \$750,000 currently in the Odd Fellows Fund of which the City only has access to the interest that is being earned on the account. PNC is the trustee and Solicitor Rutt is investigating how to get access to those funds considering the increasing maintenance needs and upkeep of the cemetery.

Mayor Campbell asked that a line item be added to the budget for financial and informational purposes.

Councilman James then questioned the reference of the low-interest loan and recommended it be called a zero-interest loan, if that is what is being considered.

Mr. Norenberg is of the impression it will be very difficult to get the funds from the trust. State law provides for a perpetual or care funds be established for all cemeteries to ensure ongoing maintenance. As a result, the board is looking at several options that includes selling some of its land for development. This could provide some funding for future improvements that would be beneficial to the long-term financial stability of the cemetery.

Councilman James suggested that the loan be evidenced by a note to ensure there is a document on file for evidence the Milford Community Cemetery is obligated to repay the money over a four-year period.

Solicitor Rutt offered to create the agreement.

Mr. Norenberg confirmed the cemetery board recently approved increases in lot prices and grave openings. Councilman Brooks recalled those items were increased a year ago as well and expressed concern of the continuing rise in prices to people often in a very vulnerable situation.

Mr. Norenberg added that Board Member Scott Sipple had a survey of fees from similar cemeteries and these fees are still on par with their fees. He agrees it should be kept affordable for the residents of the community and the reason the Cemetery Board was set up with representatives of the City and lot holders.

Councilman James moved to authorize the zero-interest loan to Milford Community Cemetery to be paid through quarterly payments over a four-year period, as invoiced by the City of Milford, and secured by a loan note, seconded by Councilman Morrow. Motion carried.

PUBLIC NOTICE
City of Milford Zoning Code Amendment

Notice is hereby given that a Public Hearing will be held by the Planning Commission at 7:00 p.m. on Tuesday, April 16, 2019, to review and make recommendation on the below-described amendment to the City of Milford Zoning Code.

A Public Hearing will be held before City Council on Monday, April 22, 2019 at 7:00 p.m., after which a final determination will be made.

Both hearings will be held in the Council Chambers at Milford City Hall, 201 North Walnut Street, Milford, Delaware.

Ordinance 2019-08
Amends the codified Zoning Code of the City of Milford
Article IV - Off-Street Parking and Loading
pertaining to medical and dental offices or clinics

WHEREAS, on July 14, 1997, the City Council of the City of Milford (the "City Council") adopted an ordinance that amended Chapter 230, Zoning Code, Article V, Section 2, Subsection B; and

WHEREAS, it has been discovered that a codification error was made and the language to be deleted remains in Chapter 230, Zoning Code; and

WHEREAS, from time to time, Chapter 230, Zoning Code has been amended, language added, repealed and stricken; and sections and subsections renumbered; the last occurring on May 29, 2012 when Ordinance No. 2012-07 was adopted; and

WHEREAS, City Staff wishes to clarify the original intent of the Ordinance, now reflected in Chapter 230-21(B), by striking 'from 1 per 100 square feet gross floor space for medical and dental offices or clinics to';

WHEREAS, City Council now desires and proposes to amend Chapter 230-21(b) by correcting said codification error and upon adoption of this Ordinance, will have the same legal force and effect it intended when it was adopted on July 14, 1997.

The City of Milford hereby ordains:

SECTION 1.

That Article IV-Off Street Parking and Loading, Section 230.21(b), currently reads as follows:

Medical and dental offices or clinics [Amended 7-14-1997]	From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per 150 square feet of gross floor area for medical and dental offices or clinics
---	---

SECTION 2.

That Article IV-Off Street Parking and Loading, Section 230.21(b) shall be modified where language deleted is shown stricken as follows:

Medical and dental
offices or clinics
[Amended 7-14-1997]

~~From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per~~
150 square feet of gross floor area for medical and dental offices or clinics

SECTION 2. Dates.

City Council Introduction: April 8, 2019

Planning Commission Review: April 16, 2019

City Council Review/Public Hearing: April 22, 2019

022119 022219

NOTICE OF PUBLIC HEARINGS
PLANNING COMMISSION PUBLIC HEARING: APRIL 16, 2019
CITY COUNCIL PUBLIC HEARING: APRIL 22, 2019

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on Tuesday, April 16, 2019 at 7:00 p.m. for review of the below-described ordinance.

A FINAL PUBLIC HEARING will be held on Monday, April 22, 2019 at 7:00 p.m. before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-12
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 230-ZONING
ARTICLE III-AREA AND USE REGULATIONS
§230-11 R-3 Garden Apartment and Townhouse District

WHEREAS, the City of Milford has adopted a Zoning Code and one of its purposes is to create districts for said purposes to promote the health, safety, morals and general welfare of the City of Milford; and

WHEREAS, the specific zones and regulations are designed to facilitate adequate provisions of utilities, schools, parks and housing and open space; to lessen congestion on streets and facilitate the safe movement of traffic thereon; to provide safe pedestrian walkways; to stabilize and enhance property values; to prevent the overcrowding of land; to facilitate adequate provisions for doing public and private business and thereby safeguard the community's economic structure upon which the prosperity and welfare of all depends to help ensure the safety and security of home life, foster good citizenship, create and preserve a more healthful, serviceable and attractive municipality; and

WHEREAS, the City Council finds that adding the conditional use requirement meets those objectives in addition to assuring the criteria is appropriate and consistent in comparison to other districts within the City of Milford Zoning Code.

The City of Milford hereby ordains:

Section 1. Section 230-11(C) of the Zoning Code of the City of Milford is hereby amended by inserting language shown as italicized and underlined and removing language indicated by strikethrough.

§ 230-11. - R-3 Garden Apartment and Townhouse District.

In an R-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying

C. Conditional uses subject to special regulations. All uses specified as conditional uses in the R-2 District and subject to its area regulations, and the The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:

Section 2. Dates.

Council Introduction April 8, 2019

Planning Commission Public Hearing April 16, 2019

City Council Public Hearing April 22, 2019

Please contact the City Planning Office at 302-424-8396 for additional information.

Advertised:

Milford Beacon 03/27/2019



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: Various Truck Replacements
Date: April 2, 2019

The Public Works Department requests the Finance and Public Works Committee, and City Council, consider a recommendation to purchase two (2) replacement trucks: one dump truck with snow plow and salt spreader; and one hook truck with dump body, forestry body and flat bed body. The dump truck will replace S-5, a 1995 Chevrolet dump truck with snowplow. The hook truck will replace three different trucks with a single truck with multiple bodies; the three trucks replaced include: S-4, a 1987 Chevrolet dump truck; SE-9, a 1990 International flatbed; and E-105, a 1986 GMC bucket truck with forestry body.

The dump truck is used for various purposes from hauling materials to snow/ice removal. The truck will be equipped with snowplow, aluminum dump body and tailgate salt spreaders. The truck being replaced has had numerous maintenance issues from rusted brake lines, rusted out oil pan, rusted hinge pins as well as rusted frame rails. For reliability purposes, replacement of the truck is imperative.

The hook truck will allow the Department numerous body configurations with a single truck. A dump body will be used for deicing, as well as hauling various materials. The forestry body will be used for collecting and hauling wood chips from brush/tree trimming operations by both the Street Division and the Electric Division. The flat bed body with electric lift gate will be used for transporting and delivering refuse carts and collecting bulk items in the Solid Waste Division and for hauling pipe and other materials for the Water, Sewer and Electric Divisions.

Funding for the truck purchases was included in the 2019 Capital Budget as follows:

S-5	Water Division	\$176,000
S-4	Sanitary Sewer Division	\$220,000

Specifications for each unit are attached.

Recommendation: Staff recommends City Council award a contract for the purchase of one (1) International Dump Truck with snowplow and salt spreader for \$147,838.62 (NJPA Contract #081716-NAV) and the purchase of one (1) hook truck with a dump body, forestry body, and flatbed body for \$204,267.07 (NJPA Contract #081718-NAV) as per National Joint Purchasing Alliance (NJPA) approved by the State of Delaware with funding of \$147,838.62 from Water Capital (202-2020-432-70-42), and \$202,267.07 from Sewer Capital (203-3030-432-70-42).



Navistar, Inc.
535 Route 38 East, Suite 300
Cherry Hill, NJ 08002
P : 856-486-2320
F: (856) 486-0608

Phil Rulli
Vice President Sales
North Truck Region

DATE: 2/27/19

To: Bruce Eline
Beltway Companies
1800 Sulphur Spring Rd.
Baltimore, MD 21127

From: Phil Rulli-VP North Truck Region

RE: **Sourcewell**

Dear Bruce;

Navistar bid on behalf of its Dealer Organization to Sourcewell. Navistar was awarded a multi year contract for purchase of new International Vehicles. We are currently in the second year of the award. Any Sourcewell member in good standing may purchase trucks under this contract through an Authorized International dealer.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Phil Rulli'.

Phil Rulli
V.P. Sales

Prepared For:

CITY OF MILFORD (NJPA/Sourcwell Contract #
081716-NAV Dump)
PURCHASING DEPARTMENT
PO BOX 159
MILFORD, DE 19963-
(302)422 - 1110

Presented By:

Beltway International, LLC
Bruce B Eline
1800 Sulphur Spring Rd.
Baltimore MD 21227 -
(410)247-5700

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



**Model Profile
2020 HV507 SFA (HV507)**

AXLE CONFIG:	4X2
MISSION:	Requested GVWR: 35000. Calc. GVWR: 35000 Calc. Start / Grade Ability: 46.00% / 3.39% @ 55 MPH
DIMENSION:	Wheelbase: 160.00, CA: 85.00, Axle to Frame: 63.00
ENGINE, DIESEL:	{Cummins B6.7 325} EPA 2017, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 6.14
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 11R22.5 Load Range H ECOPLUS HS3 (CONTINENTAL), 495 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

Description

Base Chassis, Model HV507 SFA with 160.00 Wheelbase, 85.00 CA, and 63.00 Axle to Frame.

TOW HOOK, FRONT (2) Frame Mounted

AXLE CONFIGURATION {Navistar} 4x2

Notes

: Pricing may change if axle configuration is changed.

FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL

BUMPER, FRONT Swept Back, Steel, Heavy Duty

FRAME EXTENSION, FRONT Integral; 20" In Front of Grille

WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)

AXLE, FRONT NON-DRIVING {Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity

SPRINGS, FRONT AUXILIARY Rubber

SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 12,000-lb Capacity, with Shock Absorbers

BRAKE SYSTEM, AIR Dual System for Straight Truck Applications

Includes

: BRAKE LINES Color and Size Coded Nylon

: DRAIN VALVE Twist-Type

: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster

: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel

: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4

: SLACK ADJUSTERS, FRONT Automatic (with Air Cam Brakes)

: SLACK ADJUSTERS, REAR Automatic (with Air Cam Brakes)

: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6

BRAKES, FRONT, AIR CAM 16.5" x 5", Includes 24 SqIn Long Stroke Brake Chambers

DRAIN VALVE {Berg} with Pull Chain, for Air Tank

AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)

AIR DRYER {Bendix AD-9} with Heater

BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Spring Brake

BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn

BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake

AIR COMPRESSOR {Cummins} 18.7 CFM

AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab

AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail

DUST SHIELDS, FRONT BRAKE for Air Brakes

DUST SHIELDS, REAR BRAKE for Air Brakes

STEERING COLUMN Tilting

STEERING WHEEL 4-Spoke; 18" Dia., Black

STEERING GEAR {Sheppard M100} Power

AFTERTREATMENT COVER Aluminum

Description

EXHAUST SYSTEM Single Horizontal Aftertreatment Device, Frame Mounted Right Side Under Cab; for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab

ENGINE EXHAUST BRAKE for Cummins ISB/B6.7/ISL/L9 Engine with Variable Vane Turbo Charger

TAIL PIPE (1) Turnback Type, Non-Bright, for Single Exhaust

EXHAUST HEIGHT 10'

MUFFLER/TAIL PIPE GUARD (1) Non-Bright Aluminum

ELECTRICAL SYSTEM 12-Volt, Standard Equipment

Includes

: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab

: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel

: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever

: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light

: STARTER SWITCH Electric, Key Operated

: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector

: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature

: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever

: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted

: WIRING, CHASSIS Color Coded and Continuously Numbered

CIGAR LIGHTER Includes Ash Cup

POWER SOURCE Cigar Type Receptacle without Plug and Cord

ALTERNATOR {Leece-Neville AVI160P2013} Brush Type; 12 Volt 160 Amp. Capacity, Pad Mount, with Remote Sense

BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn

BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud

RADIO AM/FM/WB/Clock/3.5MM Auxiliary Input

SPEAKERS (2) 6.5" Dual Cone Mounted in Doors

BACK-UP ALARM Electric, 102 dBA

AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications

HORN, ELECTRIC Disc Style

BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab

CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade

HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on

INDICATOR, LOW COOLANT LEVEL with Audible Alarm

CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses

TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender

HORN, AIR Black, Single Trumpet, with Lanyard Pull Cord

STARTING MOTOR {Mitsubishi Electric Automotive America 90P47} 12-Volt, with Soft-Start

LOGOS EXTERIOR Model Badges

LOGOS EXTERIOR, ENGINE Badges

Description

GRILLE Stationary, Chrome

FRONT END Tilting, Fiberglass, with Three Piece Construction; for WorkStar/HV

PAINT SCHEMATIC, PT-1 Single Color, Design 100

Includes

: PAINT SCHEMATIC ID LETTERS "WK"

PAINT TYPE Base Coat/Clear Coat, 1-2 Tone

CUSTOMER IDENTITY for National Joint Powers Alliance

PROMOTIONAL PACKAGE Government Silver Package

CLUTCH Omit Item (Clutch & Control)

ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection

BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines

Includes

: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door

ENGINE, DIESEL {Cummins B6.7 325} EPA 2017, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)

FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed with Residual Torque Device for Disengaged Fan Speed

Includes

: FAN Nylon

RADIATOR Cross Flow, Series System; 1228 SqIn Aluminum Radiator Core with Internal Water to Oil Transmission Cooler and 1167 In Charge Air Cooler

Includes

: DEAERATION SYSTEM with Surge Tank

: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps

: RADIATOR HOSES Premium, Rubber

AIR CLEANER Single Element

FEDERAL EMISSIONS {Cummins B6.7} EPA, OBD and GHG Certified for Calendar Year 2019

THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel

ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use

EMISSION COMPLIANCE Low NOx Idle Engine, Complies with California Clean Air Regulations; Includes "Certified Clean Idle" Decal located on Driver Door

ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls; with Ignition Switch Control for Cummins ISB/B6.7 or ISL/L9 Engines

TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway

TRANSMISSION SHIFT CONTROL for Column Mounted Stalk Shifter

TRANSMISSION OIL Synthetic; 29 thru 42 Pints

ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS); General Purpose Trucks, Construction

TRANSMISSION TCM LOCATION Located Inside Cab

SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5th Generation Controls, Performance Programming

Description

PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission

AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 6.14

SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs

FUEL/WATER SEPARATOR 12 VDC Electric Heater, Includes Pre-Heater, Includes Water-in-Fuel Sensor, Cummins Supplied on Engine

FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 19" Tank Depth, 50 US Gal (189L), Mounted Left Side, Under Cab

DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab

CAB Conventional, Day Cab

AIR CONDITIONER with Integral Heater & Defroster

GAUGE CLUSTER Base Level; English with English Speedometer and Tachometer, for Air Brake Chassis, Includes Engine Coolant Temperature, Primary and Secondary Air Pressure, Fuel and DEF Gauges, Oil Pressure Gauge, Includes 3 Inch Monochromatic Text Display

IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust

SEAT, PASSENGER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Back Adjust

MIRRORS (2) Thermostatically Controlled Heated Heads, Black Heads, Brackets and Arms, 7.55" x 14.1" Flat Glass, 7.48" x 6.77" Convex Glass Both Sides

SEAT BELT All Red; 1 to 3

CAB INTERIOR TRIM Classic, for Day Cab

Includes

: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger

: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted

: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap

ARM REST, RIGHT, DRIVER SEAT

ARM REST, LEFT, PASSENGER SEAT

WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature

FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood

CAB REAR SUSPENSION Air Bag Type

MIRROR, CONVEX, HOOD MOUNTED (2) {Lang Mekra} for Left and Right Sides 7.44" Sq.

INSTRUMENT PANEL Flat Panel

ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab

WHEELS, FRONT {Accuride 29169} DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

Description

BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches

(4) TIRE, REAR 11R22.5 Load Range H HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive

(2) TIRE, FRONT 11R22.5 Load Range H ECOPLUS HS3 (CONTINENTAL), 495 rev/mile, 75 MPH, All-Position

Cab schematic 100WK

Location 1: 9219, Winter White (Std)

Chassis schematic N/A

Services Section:

WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A

Municipal Dump Body with Plow and Spreader (Per the attached specs)

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Total Factory List Price Including Options:		\$115,266.00
Freight	\$2,250.00	
Total Freight:		\$2,250.00
Total Factory List Price Including Freight:		\$117,516.00
Less Customer Allowance:		(\$34,707.38)
Total Vehicle Price:		\$82,808.62
Total Body/Allied Equipment:		\$65,030.00
Total Sale Price:		\$147,838.62
Total Per Vehicle Sales Price:		\$147,838.62
Net Sales Price:		\$147,838.62

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

Beltway International, LLC
1800 Sulphur Spring Rd.
Baltimore MD 21227 -
(410)247-5700

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

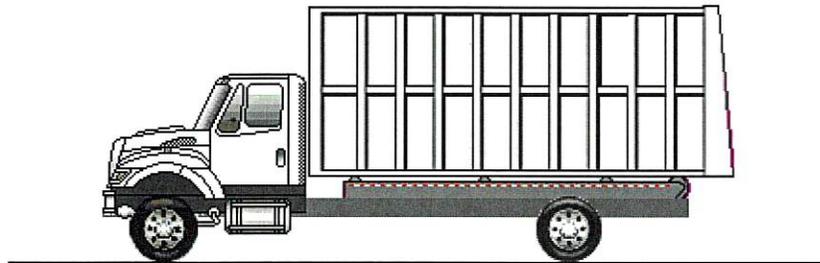
Prepared For:

CITY OF MILFORD (NJPA/Sourcewell Contract #
081718-NAV Hooklift)
PURCHASING DEPARTMENT
PO BOX 159
MILFORD, DE 19963-
(302)422 - 1110

Presented By:

Beltway International, LLC
Bruce B Eline
1800 Sulphur Spring Rd.
Baltimore MD 21227 -
(410)247-5700

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



**Model Profile
2020 HV507 SFA (HV507)**

AXLE CONFIG:	4X2
MISSION:	Requested GVWR: 35000. Calc. GVWR: 35000 Calc. Start / Grade Ability: 46.00% / 3.39% @ 55 MPH
DIMENSION:	Wheelbase: 213.00, CA: 138.00, Axle to Frame: 63.00
ENGINE, DIESEL:	{Cummins B6.7 325} EPA 2017, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 6.14
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 11R22.5 Load Range H ECOPLUS HS3 (CONTINENTAL), 495 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

Description

Base Chassis, Model HV507 SFA with 213.00 Wheelbase, 138.00 CA, and 63.00 Axle to Frame.

TOW HOOK, FRONT (2) Frame Mounted

AXLE CONFIGURATION {Navistar} 4x2

Notes

: Pricing may change if axle configuration is changed.

FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL

BUMPER, FRONT Swept Back, Steel, Heavy Duty

FRAME EXTENSION, FRONT Integral; 20" In Front of Grille

WHEELBASE RANGE 197" (500cm) Through and Including 264" (670cm)

AXLE, FRONT NON-DRIVING {Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity

SPRINGS, FRONT AUXILIARY Rubber

SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 12,000-lb Capacity, with Shock Absorbers

BRAKE SYSTEM, AIR Dual System for Straight Truck Applications

Includes

: BRAKE LINES Color and Size Coded Nylon

: DRAIN VALVE Twist-Type

: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster

: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel

: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4

: SLACK ADJUSTERS, FRONT Automatic (with Air Cam Brakes)

: SLACK ADJUSTERS, REAR Automatic (with Air Cam Brakes)

: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6

BRAKES, FRONT, AIR CAM 16.5" x 5", Includes 24 SqIn Long Stroke Brake Chambers

DRAIN VALVE {Berg} with Pull Chain, for Air Tank

AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)

AIR DRYER {Bendix AD-9} with Heater

BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Spring Brake

BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn

BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake

AIR COMPRESSOR {Cummins} 18.7 CFM

AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab

AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail

DUST SHIELDS, FRONT BRAKE for Air Brakes

DUST SHIELDS, REAR BRAKE for Air Brakes

STEERING COLUMN Tilting

STEERING WHEEL 4-Spoke; 18" Dia., Black

STEERING GEAR {Sheppard M100} Power

AFTERTREATMENT COVER Aluminum

Description

EXHAUST SYSTEM Single Horizontal Aftertreatment Device, Frame Mounted Right Side Under Cab; for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab

ENGINE EXHAUST BRAKE for Cummins ISB/B6.7/ISL/L9 Engine with Variable Vane Turbo Charger

TAIL PIPE (1) Turnback Type, Non-Bright, for Single Exhaust

EXHAUST HEIGHT 10'

MUFFLER/TAIL PIPE GUARD (1) Non-Bright Aluminum

ELECTRICAL SYSTEM 12-Volt, Standard Equipment

Includes

: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab

: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel

: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever

: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light

: STARTER SWITCH Electric, Key Operated

: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector

: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature

: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever

: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted

: WIRING, CHASSIS Color Coded and Continuously Numbered

CIGAR LIGHTER Includes Ash Cup

POWER SOURCE Cigar Type Receptacle without Plug and Cord

ALTERNATOR {Leece-Neville AVI160P2013} Brush Type; 12 Volt 160 Amp. Capacity, Pad Mount, with Remote Sense

BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn

BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud

RADIO AM/FM/WB/Clock/Bluetooth/USB Input/3.5MM Auxiliary Input, MP3, Apple Device Play & Control, Bluetooth for Phone & Music

SPEAKERS (2) 6.5" Dual Cone Mounted in Doors

BACK-UP ALARM Electric, 102 dBA

AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications

HORN, ELECTRIC Disc Style

BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab

CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade

HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on

INDICATOR, LOW COOLANT LEVEL with Audible Alarm

CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses

TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender

HORN, AIR Black, Single Trumpet, with Lanyard Pull Cord

STARTING MOTOR {Mitsubishi Electric Automotive America 90P47} 12-Volt, with Soft-Start

LOGOS EXTERIOR Model Badges

LOGOS EXTERIOR, ENGINE Badges

Description

GRILLE Stationary, Chrome

FRONT END Tilting, Fiberglass, with Three Piece Construction; for WorkStar/HV

PAINT SCHEMATIC, PT-1 Single Color, Design 100

Includes

: PAINT SCHEMATIC ID LETTERS "WK"

PAINT TYPE Base Coat/Clear Coat, 1-2 Tone

CUSTOMER IDENTITY for National Joint Powers Alliance

PROMOTIONAL PACKAGE Government Silver Package

CLUTCH Omit Item (Clutch & Control)

ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection

BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines

Includes

: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door

ENGINE, DIESEL {Cummins B6.7 325} EPA 2017, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)

FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed with Residual Torque Device for Disengaged Fan Speed

Includes

: FAN Nylon

RADIATOR Cross Flow, Series System; 1228 SqIn Aluminum Radiator Core with Internal Water to Oil Transmission Cooler and 1167 In Charge Air Cooler

Includes

: DEAERATION SYSTEM with Surge Tank

: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps

: RADIATOR HOSES Premium, Rubber

AIR CLEANER Single Element

FEDERAL EMISSIONS {Cummins B6.7} EPA, OBD and GHG Certified for Calendar Year 2019

THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel

ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use

EMISSION COMPLIANCE Low NOx Idle Engine, Complies with California Clean Air Regulations; Includes "Certified Clean Idle" Decal located on Driver Door

ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls; with Ignition Switch Control for Cummins ISB/B6.7 or ISL/L9 Engines

TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway

TRANSMISSION SHIFT CONTROL for Column Mounted Stalk Shifter

TRANSMISSION OIL Synthetic; 29 thru 42 Pints

ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS); General Purpose Trucks, Construction

TRANSMISSION TCM LOCATION Located Inside Cab

SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5th Generation Controls, Performance Programming

Description

PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission

AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 6.14

SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs

FUEL/WATER SEPARATOR 12 VDC Electric Heater, Includes Pre-Heater, Includes Water-in-Fuel Sensor, Cummins Supplied on Engine

FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 19" Tank Depth, 50 US Gal (189L), Mounted Left Side, Under Cab

DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab

CAB Conventional, Day Cab

AIR CONDITIONER with Integral Heater & Defroster

GAUGE CLUSTER Base Level; English with English Speedometer and Tachometer, for Air Brake Chassis, Includes Engine Coolant Temperature, Primary and Secondary Air Pressure, Fuel and DEF Gauges, Oil Pressure Gauge, Includes 3 Inch Monochromatic Text Display

IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust

SEAT, PASSENGER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Back Adjust

MIRRORS (2) Thermostatically Controlled Heated Heads, Black Heads, Brackets and Arms, 7.55" x 14.1" Flat Glass, 7.48" x 6.77" Convex Glass Both Sides

SEAT BELT All Red; 1 to 3

CAB INTERIOR TRIM Classic, for Day Cab

Includes

: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger

: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted

: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap

ARM REST, RIGHT, DRIVER SEAT

ARM REST, LEFT, PASSENGER SEAT

WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature

FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood

CAB REAR SUSPENSION Air Bag Type

MIRROR, CONVEX, HOOD MOUNTED (2) {Lang Mekra} for Left and Right Sides 7.44" Sq.

INSTRUMENT PANEL Flat Panel

ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab

WHEELS, FRONT {Accuride 29169} DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

Description

BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches

(4) TIRE, REAR 11R22.5 Load Range H HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive

(2) TIRE, FRONT 11R22.5 Load Range H ECOPLUS HS3 (CONTINENTAL), 495 rev/mile, 75 MPH, All-Position

Cab schematic 100WK

Location 1: 9219, Winter White (Std)

Chassis schematic N/A

Services Section:

WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A
Ampliroll Hooklift with Snow Plow (Per the REVISED attached specs)

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Total Factory List Price Including Options:		\$115,914.00
Install Dual Sit-Down Drive	\$10,350.00	
Total Preparation And Delivery: Freight	\$2,250.00	\$10,350.00
Total Freight:		\$2,250.00
Total Factory List Price Including Freight:		\$128,514.00
Less Customer Allowance:		(\$35,021.93)
Total Vehicle Price:		\$93,492.07
Total Body/Allied Equipment:		\$110,775.00
Total Sale Price:		\$204,267.07
Total Per Vehicle Sales Price:		\$204,267.07
Net Sales Price:		\$204,267.07

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

Beltway International, LLC
1800 Sulphur Spring Rd.
Baltimore MD 21227 -
(410)247-5700

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.



MARYLAND INDUSTRIAL TRUCKS, INC.

1330 West Nursery Road • Linthicum, Maryland 21090
Washington D.C. 301.474.0022 • Baltimore 410.636.1255 • Fax 410. 636.5734 • Toll Free 800.484.5439
www.mdindustrialtrucks.com

GSA Contract Holder
GS-35F-1012H

**City of Milford
180 Vickers Drive
Milford, DE 19963
Attention: Charlie Nordberg**

03/18/2019

Maryland Industrial Trucks is pleased to offer the Ampliroll Hook Lift with the following attachments for your consideration.

1 Ea. AL-120L-16, 26,000 Lb. hook loader assembly for carrying bodies up to 17.5' in length. \$21,110.00

1 Ea. Control package to include cab controls for hook and plow unit.

1 Ea A6.19LED Bumper assembly with pintle hook and LED Light package.

1 Ea. Buyers Municipal 10', HD plow assembly with hitch. \$13,582

1 Ea. Steel chipper body with rear door and 28 Yard capacity, painted one color to your specifications. Includes hook loader frame, 54" hook height and dual rear rollers. \$20,985.00

1 Ea. 16' Flat bed body with steel tread plate deck, 24" stake pockets, rub rail, 42" Head board, and 2500 Lb. electro-hydraulic tailgate mounted at rear. Includes 54" hook height sub frame and dual rear rollers. Stakes for the flat bed body. \$19,940.00

1 Ea. Aluminum Dump Body with cab protector, manual tailgate latch, AL-120-16 Hook-Lift System, Rear Rollers, Sills to be 8"x2"x1/4" Tubing, 45" Hook Height. \$20,378.00

1 Ea. Labor/Freight to install complete package in our shop on your chassis. \$14,780.00

If accepted, please sign and fax back

By: _____

Date: 3/18/2019

NOTE: PRICE IS GOOD FOR 60 DAYS ONLY. DOES NOT INCLUDE ANY FEDERAL, STATE, LOCAL, USE, OR SALES TAXES.

Thank you for the opportunity to quote. If you have any questions, please contact me at 443-386-2219.

Mike Moylan
Sales Representative
MD Industrial Trucks
mmoylan@mdindustrialtrucks.com



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 Staffing
Date: April 3, 2019

Presently, the Public Works Department is recruiting for the following positions: Electric Superintendent/Engineer, City Engineer, Engineering Technician, Equipment Operator, and Electric Ground Technician. Additionally, I am recommending the following positions be added to the Department:

Engineering Technician As stated above, we are in the process of recruiting for an Engineering Technician to complete subdivision infrastructure installation and City public works project inspections. In addition, I anticipate the Technician will have the ability to assist with City public work project specification and bid packages, primarily in winter months during slower periods. Additionally, I recommend adding an Engineering Technician to complete Miss Utility Locates, as well as assist in the items listed above.

Up until November 2014, the City employed a Utility Locator. Since that time, locates for Electric have been done by a 1st Class Lineman, and Water/Sewer Locates have been done by an Equipment Operator. Having two persons completing locations is costly, inefficient, and redundant. Additionally, using two skilled employees for locates is not the best use of their talents. Last year, the City completed over 3000 locates (compared to 1300 locates when the City had a full-time locator), which required about 80% of the work time of the two full-time employees.

As an alternative, Miss Utility Locates could be contracted. I received a quote for \$35 per locate, which is the minimum amount of time (additional time over ½ hour is more) required. Given the City completed over 3000 locates last year, the cost would be over \$100,000 to use a contractor.

The additional Engineering Technicians will not require additional funding in 2019, and a very small increase in 2020. Two Engineering Technicians will cost about \$110,000 in wages and benefits. The previous Engineering Technician who retired in February had a wage and benefit cost of about \$106,000 per year. Costs would be spread over the Electric, Water and Sewer Budgets.

Administrative Assistant In evaluating present workloads of the Electric Operations Manager, Solid Waste/Facilities Supervisor, City Engineer, and Water/Wastewater Facilities Supervisor, much of their work could be completed by an Administrative Assistant. In order to make better use of their time, I recommend adding a full time Administrative Assistant to the Public Works staff. Given the number of current vacancies, there would be no additional cost in 2019. In 2020, approximately \$47,000 would be added to payroll to cover wages and benefits, which would be spread over the Electric Budget, Water Budget, Sewer Budget and Solid Waste Budget.