

# City of Milford



## CITY COUNCIL AGENDA

Monday, May 6, 2019

7:00 P.M.

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

## ANNUAL ORGANIZATIONAL MEETING

Call to Order - Mayor Arthur Campbell

Invocation

Pledge of Allegiance

Certification by City of Milford Board of Election

2019 Election Report – City Manager Eric Norenberg

The Honorable Jeffrey J. Clark - Superior Court of Delaware  
Swearing in of Mayor and City Council:

Daniel Marabello	First Ward Seat
F. Todd Culotta	Second Ward Seat
Douglas E. Morrow	Third Ward Seat
Jason L. James Sr.	Fourth Ward Seat

Election of Vice Mayor

Reappointment of City Solicitor

City Council Committee Assignments

Adjourn

All items on the 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.**

# City of Milford



## REVISED NOTICE OF 2019 CITY OF MILFORD MUNICIPAL ELECTION

Cast your ballot on **Saturday, April 27, 2019** between the hours of 10:00 a.m. and 6:00 p.m.

THE POLLING PLACE FOR ELIGIBLE CITY OF MILFORD 1<sup>st</sup> WARD VOTERS IS:

**MILFORD CITY HALL - 201 SOUTH WALNUT STREET**

Voting will not take place in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wards due to uncontested races.

An election will be held for the following seat:

***Office of City Council–1st Ward–Two Year Term***

**\*\*\*\* Qualified Persons who wish to vote in the 2019 City of Milford Municipal Election must be properly registered in the City of Milford by March 28, 2019 \*\*\*\***

To determine if you are currently **REGISTERED TO VOTE**, please contact City Hall at 302-422-1111.

Qualified electors, duly registered in the 1<sup>st</sup> Ward may cast their vote by **ABSENTEE BALLOT**. If you are unable to vote at the polls, please call 302-422-1111 for information on how to obtain an **ABSENTEE BALLOT**.

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

Daniel Marabello  
1 Windy Drive  
Meadows at Shawnee

Samuel J. Passwaters III  
319 Columbia Street

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

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

Pursuant to 15 Del.C. 7555(j), there being only one candidate for the Office of City Council in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wards, said candidates are entitled to assume office without a formal election, following a declaration by the City of Milford Board of Election.

For additional information, including **ABSENTEE AFFIDAVIT AND BALLOT** questions, please contact the City Clerk's Office at 302-422-1111.

# City of Milford



## NOTICE

### Absentee Ballot Counting Process

Pursuant to 29 Del. C. § 7578 - Counting Procedure for Absentee Ballots, the City of Milford Absentee Election Judges will process, open and tally absentee ballots for the 2019 Municipal Election at 2:30 p.m., or as soon thereafter as possible, on Saturday, April 27, 2019 during a public meeting at the Milford City Hall, 201 South Walnut Street, Milford, Delaware.

The list of persons who have returned absentee ballots will be made available for review by the public and challengers at the meeting. Challenges must be made prior to the opening of the ballot envelope for the voter being challenged. Absentee ballot results will not be announced until after the close of the polls.

By: Terri K. Hudson, MMC  
City Clerk

# City of Milford



## ***BOARD OF ELECTION Agenda***

Milford City Hall Council Chambers  
201 South Walnut Street  
Milford, DE 19963

**Election Certification Meeting  
April 27, 2019  
6:15 p.m.**

Call to Order - Inspector Karen Boone

Certification of 2019 City of Milford Annual Election

Adjourn

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

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

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
April 27, 2019

A Meeting of the City of Milford Board of Elections was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Saturday, April 27, 2019.

PRESIDING: Inspector Karen Boone

IN ATTENDANCE: Board Members Joanne Leuthauser & Katrina White

STAFF: City Clerk/Recorder Terri Hudson

Board Member/Inspector Karen Boone called the Election Certification Meeting to order at 6:16 p.m.

CERTIFICATION OF APRIL 27, 2019 ELECTION RESULTS

The members of the Board reviewed the machine tapes and absentee ballots to ensure that the numbers in the election report corresponded with the total number of votes reported by the election workers.

A motion was made by Ms. White, seconded by Ms. Leuthauser, to certify the results of the April 27, 2019 City Election as follows:

<u>Total Votes Cast for Ward One Council Seat:</u>	279
Daniel Marabello	181
Samuel J. Passwaters III	98

Motion passed unanimously by a vote of 3-0.

The following incumbents ran unopposed and no election was required:

2nd Ward Councilperson F. Todd Culotta  
3rd Ward Councilperson Douglas E. Morrow  
4th Ward Councilperson Jason L. James Sr.

The Meeting was adjourned by Board Member/Inspector Boone at 6:20 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

# City of Milford



April 27, 2019

Mayor and City Council  
City of Milford  
Milford, DE 19963

Honorable Mayor and Members of City Council:

As members of the City of Milford Board of Election and in accordance with 15 Del. C. §7558(d), we hereby certify the results of the April 27, 2019 Annual Election, in which two offices were contested, to be as follows:

Total Votes Cast for Ward One Council Seat:	279
Daniel Marabello	181
Samuel Passwaters III	98

Following a review and recalculation of absentee and machine votes, Daniel Marabello has been officially declared the winner of the Ward One Council election.

There being only one candidate for each Office of Councilperson in Ward Two, Ward Three and Ward Four, the Election Board of the City of Milford hereby declares the following candidates elected for a two-year term beginning May 6, 2019:

F. Todd Culotta - Ward Two  
Douglas E. Morrow - Ward Three  
Jason L. James Sr. - Ward Four

Above three candidates are entitled to assume office without a formal election pursuant to 15 Del. C. §7555(j).

Respectfully submitted,  
*City of Milford Board of Elections*

s/Karen F. Boone

s/Joanne Leuthauser

s/Katrina L. White



## ***CITY OF MILFORD ELECTION REPORT*** ***Annual Election***

**April 27, 2019**

**On behalf of the Board of Elections for the City of Milford, I am reporting the certified results of the April 27, 2019 City of Milford Annual Election to be as follows:**

**With only one contested City Council race in the First Ward, a total of 279 persons voted, with Daniel Marabello receiving 181 votes and Samuel Passwaters receiving 98 votes.**

**After certifying the results of the Annual Election, the Election Board officially declared Daniel Marabello the winner. Councilman Elect Marabello's two-year term will commence this date, the 6<sup>th</sup> day of May 2019, following the administration of the Oath of Office by the Honorable Jeffrey J. Clark.**

**Given:**

**2<sup>nd</sup> Ward Councilperson F. Todd Culotta,**

**3<sup>rd</sup> Ward Councilperson Douglas S. Morrow**

**and**

**4<sup>th</sup> Ward Councilperson Jason James Sr.**

**each ran unopposed, an Election for those Offices was not required (pursuant to 15 Del. C. §7555(j)). Each office carries a two-year term beginning this day, the 6th of May 2019.**

**CITY OF MILFORD, DELAWARE**  
**City Council Committee Assignments**  
**May 2019**

<b>COMMITTEES</b>	<b>CHAIR</b>	<b>MEMBERS</b>	<b>MEETS</b>
<b>2019-2020</b>			
<b>Annexation</b>	Owen Brooks	Dan Marabello, Todd Culotta, Doug Morrow	As needed.
<b>Community &amp; Economic Development</b>	Mike Boyle	Lisa Peel, Todd Culotta, Katrina Wilson	5:30 pm; Second Monday: January, March, May, July, September, November
<b>Finance &amp; Public Works</b>	Jason James	Dan Marabello, Owen Brooks, Doug Morrow	5:30 pm; Second Monday: February, April, June, August, October, December
<b>Police</b>	Katrina Wilson	Mike Boyle, Lisa Peel, Jason James	5:30 pm; Fourth Monday: February, April, June, August, October
<b>Appoint-Cemetery Board</b>		Owen Brooks	8:30 am; Quarterly: January, April, July, October
<b>Appoint-Kent Economic Partnership</b>		Mike Boyle	Every other month

# May 2019

April '19							June '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	<b>1</b> 5:30 SCAT Meeting	<b>2</b>	<b>3</b>	<b>4</b>
5	<b>6</b> 7:00 Swearing In and Organizational Meeting	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
12	<b>13</b> 5:30 Community/Econ Develop Committee 7:00 Council Meeting	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> 5:30 DLLG Meeting	<b>24</b>	<b>25</b>
26	<b>27</b> Holiday	<b>28</b> 7:00 Council Meeting	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>
2	3	Notes 				

# June 2019

May '19							July '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	<b>3</b> 5:00 Budget Hearings	<b>4</b> 5:00 Budget Hearings	<b>5</b> 5:30 SCAT Meeting	<b>6</b>	<b>7</b>	<b>8</b>
9	<b>10</b> 5:30 Finance/Public Works Committee 7:00 Council Meeting	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
23	<b>24</b> 5:30 Police Committee 6:30 Council Workshop- Update fr DMI, CFD, Museum 7:00 Council Meeting	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
30	1	Notes 				

# July 2019

June '19							August '19							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	25	26	27	28	29	30	31	
30														

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4 Holiday	5	6
7	8 5:30 Community/Econ Develop Committee 7:00 Council Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22 7:00 Council Meeting	23	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes				

# August 2019

July '19							September '19							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6		1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	22	23	24	25	26	27	28	
28	29	30	31				29	30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	<b>12</b> 5:30 Finance/Public Works Committee 7:00 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	<b>26</b> 5:30 Police Committee 7:00 Council Meeting	27	28	29	30	31
1	2	Notes				

# September 2019

August '19							October '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday	3	4 6:00 SCAT Meeting	5	6	7
8	9 5:30 Community/Econ Develop Committee 7:00 Council Meeting	10	11 5:30 SCAT Meeting	12	13	14
15	16	17	18	19	20	21
22	23 6:30 Council Workshop- Update fr DMI, CFD, Museum 7:00 Council Meeting	24	25	26 5:30 DLLG Meeting	27	28
29	30	1	2	3	4	5
6	7	Notes				

# October 2019

September '19							November '19							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7							1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	17	18	19	20	21	22	23	
29	30						24	25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 <i>6:00 SCAT Meeting</i>	3	4	5
6	7	8	9	10	11	12
13	14 <i>5:30 Finance/Public Works Committee 7:00 Council Meeting</i>	15	16	17	18	19
20	21	22	23	24 <i>5:30 DLLG Meeting</i>	25	26
27	28 <i>5:30 Police Committee 7:00 Council Meeting</i>	29	30	31	1	2
3	4	Notes				

# November 2019

October '19							December '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5 Holiday	6 6:00 SCAT Meeting	7	8	9
10	11 Holiday	12 5:30 Community/Econ Develop Committee 7:00 Council Meeting	13	14	15	16
17	18	19	20	21	22	23
24	25 7:00 Council Meeting	26	27	28 Holiday	29 Holiday	30
1	2	Notes				

# December 2019

November '19							January '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 <i>6:00 SCAT Meeting</i>	5	6	7
8	9 <i>5:30 Finance/Public Works Committee 7:00 Council Meeting</i>	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 <i>Holiday</i>	25 <i>Holiday</i>	26	27	28
29	30	31	1	2	3	4
5	6	Notes				

# January 2020

December '19							February '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Holiday	2	3	4
5	6	7	8 6:00 SCAT Meeting	9	10	11
12	13 5:30 Community/Econ Develop Committee 7:00 Council Meeting	14	15	16	17	18
19	20 Holiday	21	22	23 5:30 DLLG Meeting	24	25
26	27 6:30 Council Workshop- Update fr DMI, CFD, Museum 7:00 Council Meeting	28	29	30	31	1
2	3	Notes				

# February 2020

January '20							March '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30	31		29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5 <i>6:00 SCAT Meeting</i>	6	7	8
9	10 <i>5:30 Finance/Public Works Committee 7:00 Council Meeting</i>	11	12	13	14	15
16	17 <i>Holiday</i>	18	19	20	21	22
23	24 <i>5:30 Police Committee 7:00 Council Meeting</i>	25	26	27 <i>5:30 DLLG Meeting</i>	28	29
1	2	Notes				

# March 2020

February '20							April '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4
2	3	4	5	6	7	8	5	6	7	8	9	10	11
9	10	11	12	13	14	15	12	13	14	15	16	17	18
16	17	18	19	20	21	22	19	20	21	22	23	24	25
23	24	25	26	27	28	29	26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 <i>6:00 SCAT Meeting</i>	5	6	7
8	9 <i>5:30 Community/Econ Develop Committee 7:00 Council Meeting</i>	10	11	12	13	14
15	16	17	18	19	20	21
22	23 <i>7:00 Council Meeting</i>	24	25	26 <i>5:30 DLLG Meeting</i>	27	28
29	30	31	1	2	3	4
5	6	Notes				

# April 2020

March '20							May '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30	31					24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	<b>1</b> <i>6:00 SCAT Meeting</i>	<b>2</b>	<b>3</b>	<b>4</b>
5	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Holiday	<b>11</b>
<b>12</b>	<b>13</b> <i>5:30 Finance/Public Works Committee 7:00 Council Meeting</i>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> <i>5:30 DLLG Meeting</i>	<b>24</b>	<b>25</b> <i>10 AM-6 PM Annual Election</i>
26	<b>27</b> <i>5:30 Police Committee 7:00 Council Meeting</i>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	Notes				

# May 2020

April '20							June '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30			28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	<b>4</b> 7:00 Swearing In and Organizational Meeting	5	<b>6</b> 6:00 SCAT Meeting	7	8	9
10	<b>11</b> 5:30 Community/Econ Develop Committee 7:00 Council Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b> Holiday	<b>26</b> 7:00 Council Meeting	27	<b>28</b> 5:30 DLLG Meeting	29	30
31	1	Notes				

# June 2020

May '20							July '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	<b>1</b> 5:00 Budget Hearings	<b>2</b> 5:00 Budget Hearings	<b>3</b> 6:00 SCAT Meeting	<b>4</b>	<b>5</b>	<b>6</b>
7	<b>8</b> 5:30 Finance/Public Works Committee 7:00 Council Meeting	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
14	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
21	<b>22</b> 5:30 Police Committee 6:30 Council Workshop- Update fr DMI, CFD, Museum 7:00 Council Meeting	<b>23</b>	<b>24</b>	<b>25</b> 5:30 DLLG Meeting	<b>26</b>	<b>27</b>
28	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
5	6	Notes				