

MILFORD CITY COUNCIL
MINUTES OF MEETING
August 10, 2020

The City Council of the City of Milford convened in a Workshop Session by way of a video conferencing website on Monday, August 10, 2020 at 6:36 p.m.

PRESIDING: Mayor Arthur Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson

STAFF: City Manager Mark Whitfield, Police Chief Kenneth Brown and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public gatherings until further notice. See August 10, 2020 Council Meeting agenda for additional information.

Nemours DuPont Pediatrics – Sussex Campus Presentation (attached)

Mayor Campbell convened the workshop and introduced Colleen Davis, MSH, MBA, RN and Yvette Santiago from Nemours.

Ms. Davis commented they were to be asked by Mayor Campbell to provide this information to City Council and are very excited about coming to Sussex County in the next few months.

She then presented a rendering of the new medical office building, noting that the Nemours name has most recently been added, in the form of a temporary sign. Nemours is currently in the middle of a rebranding campaign and within the next year, a more permanent sign will be installed displaying their new brand.

Ms. Davis then provided drawings and descriptions of the areas that will be used by Nemours, as well as the general public, along with senior care patients and visitors.

She followed with some background on Nemours Children's Health System. It was started by Alfred du Pont, who first rose to prominence through his work in his family's Delaware-based gunpowder manufacturing plant, E. I. du Pont de Nemours and Company (now known as DuPont). For many years, he served as a Director of the Board and Vice President of Operations. He died a multimillionaire, with the bulk of his fortune sustaining the Alfred I. du Pont Testamentary Trust. The foundation he built supports the freestanding Children's Hospital in Wilmington. In 2012, another Children's Hospital was opened in Orlando.

Both hospitals are multi-specialty, full care hospitals. An average of 400,000 children are seen every year in the two hospitals, and eight other facilities found in six different states. Primary care, specialty and surgery services are offered. More recently, they have begun to expand their urgent care field.

Patients are treated from more than fifty countries around the world by their robust international medicine department.

While a lot of children come to Nemours for care, they also have teams of physicians and nurses that go to countries such as Jamaica and provide liver transplants and similar type services.

Nemours has more than 900 specialists, 6000 plus associates and over 3,500 healthcare professionals. There are an additional 1,500 doctors who have graduated from medical schools who are specializing in some form of pediatric medicine.

They also have a very robust Pediatric Research Center that is helping with breakthroughs and cures for children.

In the Delaware Valley, which includes Delaware, New Jersey and the Pennsylvania area, there are twenty primary care practices and eight specialty care centers. Several academic partners, including Thomas Jefferson University, have students using their hospitals. Many nursing schools and other services are also involved and participate in the various programs at their facilities, making Nemours a leader for patient service experience and access to care.

Over the last couple years, they have created a value-based service organization and are continuing to work on their practice transformation.

Ms. Davis also shared Nemours is now providing more senior care. They have been serving Delaware seniors since 1981.

In Milford, they are committed to expanding their service offerings in southern Delaware, in an effort to better meet the needs of the children in these areas and help improve health outcomes.

Milford was targeted, based on conversations with families, community leaders, physicians and others, to identify what services were needed in the Sussex area and how they could improve access for local families who need specialty care.

They have somewhat partnered with Bayhealth to share space at their medical campus site on Route 1, along Wilkins and Cedar Creek Roads.

Nemours will occupy approximately 40,000 square feet on the first floor and will co-locate specialty, therapy and imaging services, along with the primary care and senior care that already exists in Milford.

Ms. Davis explained this is a project that Bayhealth is partnering through a development company called Anchor. Bayhealth will also have medical offices on the second and third floors.

The opening date for patients is November 9, 2020.

Ms. Davis then talked about the many services that will be available to pediatric and senior patients (refer to presentation).

Their facility will house 34 exam rooms, a community meeting room, an audiology department and imaging area. Kasey's Delights Café has already opened in the lobby and will be available to staff and the public.

She also noted that telehealth has skyrocketed, particularly with the Covid-19 situation. Seven telehealth units will be mobile, so regardless of where the patient is, the wireless equipment can be moved, which will provide a great deal of flexibility.

The community meeting room is a large room that can be divided into two smaller rooms with video conferencing capabilities. Though the associates will be using it, they also anticipate some community groups may want to come in during the evenings should they need a place to meet.

Because of Covid-19 and other considerations, they have decided to postpone the pediatric urgent care, though eventually it will be offered.

Other facility renderings of the outside and interior were also provided. Associated layouts and designs were also discussed at length.

Ms. Davis explained that each area will be color-coded to make it easier for patients to access specific areas in the facility. The building will have an art design geared toward the beach, which is fitting for Sussex County.

Ms. Davis then spoke about the senior care program provided by Nemours and the criteria that must be met. That service is also available to qualified Delaware residents at their Wilmington site as well. Ophthalmology, optical, dental services, and audiology/hearing screens are also available. There is an enrollment process and anyone who needs more information was encouraged to call.

They believe this facility will have a very positive impact on Sussex County. Through surveys, they have learned that 11% of their associates actually live in Kent and Sussex Counties and presently travel to New Castle County.

The number of existing jobs moving over, in the senior care and primary care services, is approximately 35 people. They also have more than twenty new jobs will be created. During the last couple months, that number has climbed as they hire additional physicians and ancillary staff.

Currently, they have 10,000 Nemours patients in the Kent and Sussex areas and the pediatric population in this area is approximately 46,000. They are very pleased to bring these services to Sussex County as a way of helping the community.

Ms. Davis then commented that at the start of the Covid-19 pandemic, Nemours remained steadfast in the support of their patients, communities and employees. As a result, she is pleased to announce they remain on track with the development timeline and their opening date of November 2020.

Unfortunately, the pandemic has postponed the community grand opening until spring. Both Nemours and Bayhealth hope by then, there will be at least the introduction of a vaccine, the weather will be nicer and Bayhealth's second and third floors should be more complete.

They just want everybody to be able to come out and see all of it, which is the reason they agreed to push that off until April 1st.

Ms. Davis concluded by asking City Council and the public to stay tuned. Though this continues to be some challenging times, they will continue to communicate any new changes and will provide more information about their plans to open and subsequent events.

Following a couple of questions by City Councilmembers, the Workshop concluded at 7:05 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
August 10, 2020

The City Council of the City of Milford convened their regular meeting by way of a video conferencing website on Monday, August 10, 2020. The meeting was made available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson

STAFF: City Manager Mark Whitfield, Police Chief Kenneth Brown and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public gatherings until further notice. See August 10, 2020 Council Meeting Agenda for additional information.

CALLED TO ORDER

Mayor Campbell called the meeting to order at 7:05 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the July 13, 2020 and July 27, 2020 Council and Workshop Meetings. Motion to approve made by Councilmember Boyle, seconded by Councilmember Marabello. Motion carried.

RECOGNITION

Milford Police Department Officer of the Quarter

Chief Brown introduced Sergeant Robbie Masten as Milford's Officer of the Second Quarter. In addition to a recent incident he handled, Chief Brown said he is well known throughout the community, and he does a great job communicating with our residents. He also takes care of the department's news releases and social media, whether he is working or off. This makes him eligible for Officer of the Year for 2020.

Sergeant Masten thanked him for his remarks, adding some additional comments about the incident he was recently involved in.

Chief Brown then thanked the City Electric Department for helping out the police department on a couple of different occasions recently, one involving the air conditioner and their assistance with covering the hole in the roof of the A1 Auto building that they purchased last year before the hurricane that occurred the latter part of August.

MONTHLY POLICE REPORT

Police Chair Boyle presented the July 2020 statics and related matters, including in their submitted report as follows:

Monthly Stats:

A total of 164 arrests were made by the Milford Police Department during July 2020. Of these arrests, 52 were for criminal offenses and 112 for traffic violations. Criminal offenses consisted of 9 felonies and 43 misdemeanors. Traffic violations consisted of 28 Special Duty Radar, 9 Drunk Driving charges, 75 other.

Police officers investigated 37 accidents during the month and issued 38 written reprimands. In addition, they responded to 1057 various complaints including city requests and other agency assistance.

Due to COVID-19 Pandemic stats are extremely lower than normal.

Monthly Activities:

Throughout the month of July, participated in numerous conference calls and virtual meetings in reference the COVID-19 and the Governor's Emergency Order for the State of Delaware. This includes weekly Fire and Police conference calls, calls with the Governor, monthly State and Sussex Chiefs meeting, and Municipalities of Sussex Co. conference call and numerous call with City Government Officials, the City Manager and the public.

Met with Chris Devaney, Executive Director of Banyan Treatment Center in reference to the program and what they have to offer the community in there new Milford location on July 8, 2020.

Met with Councilman Baer to discuss issues in reference to the Police Department and also took Councilman Bear on a tour though the department on July 10, 2020.

Met with concerned resident to discuss the release of body camera footage of an on-going investigation on July 21 , 2020.

Held a conference call with Councilman Boyle, newly appointed Police Committee member, in reference to the Police Department on July 24, 2020.

Attended the Milford Community Day of Prayer Ceremony held at Bicentennial Park on July 28, 2020.

Met with Lt Huey, Rob Pierce, Wes Banasan and Secretary Sessoms, to discuss issues concerning the new City of Milford Business Permits and False Alarm Billing on July 30, 2020.

Training-

One officer attended DUI Refresher training held at the Delaware State Police Academy on July 9, 2020.

One officer attended Motorcycle Certification training held at Dover Police Department on July 20, 2020, through July 31, 2020.

One officer attended Advanced Collision Investigations training held at the Delaware State Police Academy on July 27, 2020 through July 31, 2020.

Most Training outside the department was cancelled for the Month of July 2020 due to the COVID-19 Pandemic. Officer have been assigned required training via webinars throughout the month.

SRO

During the month of July Sgt. Masten, S/Cpl. Bloodsworth, and Cpl. Stanton continued foot patrols in areas of the City. S/Cpl. Bloodsworth, and Cpl. Stanton attended an annual community basketball event held in the 4th Ward.

Sgt. Masten continues to stay in touch with neighborhood contacts we have as well as apartment complex managers to address quality of life issues. In many cases in the apartment complexes we're assisting them with enforcing the lists they have established of persons barred from the properties. Sgt. Masten has reached out to the apartment complexes about assisting with community events since our annual Milford's Night Out was cancelled. Mispillion Apartments and Milford Crossing both plan to have events in August that our Community Policing Unit will provide assistance to.

K9 Unit-

For the month of June 2020 the Milford Police Department K9 unit had the following stats:

K9- 1 (Mason)

- Foot Patrols 2*
- Building Search 2*
- Demo 1*
- Area Search 1*
- Drug Sniff 1*
- Assist Other Agency 2*
- No Bite Apprehension 1*

K9-2 (Audie)

- Foot Patrols 2*

- *Building Search* 6
- *Disorderly Group* 2
- *Track* 1
- *Assist Other Agency* 1

Seized Items Amount Value

- *Other Drug Paraphernalia*

Due to the COVID-19 Pandemic stats for the K9 Unit are lower than usual for July 2020.

Councilmember Marabello moved to accept the Monthly Police Report, seconded by Councilmember Morrow. Motion carried

MONTHLY CITY MANAGER REPORT

City Manager Whitfield referenced his report in the packet, highlighting several items.

Building permits are down about 40% from where they were a year ago which may be an anomaly for that particular month because there has been pretty robust activity up until last month.

Utility locates are also down 40% again which again is an indication of less construction activity.

Trash continues to increase at about a 20% rate compared to last year. He believes that can be attributed to more people being at home as a result of the pandemic.

Mr. Whitfield also wanted to commend the electric crew, street, and utility crews for their work during the recent tropical storms. He reported that all power within the city was restored within twelve hours and that some of that was related to restringing almost half a mile of electric line and setting about a half dozen poles. Given the damage that occurred in the Haven Lake area, he was very pleased power was reestablished within twelve hours.

He added that the following day, the electric crews were off to Dover to assist them with their tornado damage where they spent a total of three days assisting the City of Dover with a lot of backyard service, where lines needed to be restrung.

Our street and utility crew did a great job opening up the streets, most of which were not city streets and instead state-maintained roadways. But that was needed for our electric crews to get in and restore that service. He applauded the utility departments, adding they did an excellent job of reopening up those areas to allow crews in to do the repairs and for the benefit of our customers in these areas.

Councilmember Culotta said he wanted to publicly commend the City Manager for the preparation before the storm. He believes that was the reason we did not incur a lot of damage in the City itself.

He also thanked Mr. Whitfield for keeping City Council informed of the various situations occurring throughout the storm.

Mayor Campbell also commended the crews who worked round-the-clock to stay on top of things.

Councilmember Culotta moved to accept the City Manager Report, seconded by Councilmember Fulton. Motion carried.

MONTHLY CITY FINANCE REPORT

Finance Chairman James referenced the last page of this month's report, which is an addition and will be included in future reports.

He then reported the following:

The first page is the fund report and the operating cash which decreased by \$1.1 million. The primary reason for that is \$466,000 that was taken from electric operating cash and was sent to reserves.

There was a \$401,000 transfer from water operating cash to water reserves. In the trash operating cash, there was a new truck paid for in the amount of \$365,000.

The check received back from DMI for the Ladybug Festival of \$30,000 has been deposited and the reason for the increase in the economic development fund.

There was a total increase of \$70,000 in impact fees that included \$30,000 in water impact fees, \$19,000 in sewer impact fees, and a \$15,865 increase in the police and government facilities. Reserves increased by \$914,476 and the general fund reserves decreased by \$421,382. That was made up of \$113,000 for the basement project, \$88,000 for legal fees and \$218,000 for capital items.

Electric reserves increased by \$864,951, from which \$466,000 was from operating cash and another \$368,000 for a budget transfer. In water reserves, there was an increase of \$467,639 of which \$401,000 was from water operating cash.

Chairman James reported he received a request from Councilman Marabello and others, that a summary of total consolidated information is included with the finance report. At the end of June, which is the end of the City's fiscal year, the total of all reserve funds, before restrictions, is \$28,398,198. Total restricted cash was \$5,723,801. Cash available after restrictions are \$22,674,397, before taking into consideration the \$1,060,000 for early bond redemption and \$10,813,208 for the cost-of-service minimum cash requirements.

The change from May for all funds before restrictions are lower by \$1.6 million, because of some of the items. FY18 capital items previously approved are now back in or are now unrestricted. There is a positive on the change of previously unrestricted items and anything negative is a new restriction. There are only two new restrictions--\$48,628 in the water fund reserves for the FY20 capital and \$466,466,400 in electric reserves for FY20 capital.

The change from May to June shows net available cash of \$5.5 million though \$3 million is a correction from May of \$4,060,000 as a bond redemption; \$3,000,000 of that was supposed to be reflected as operating cash.

Net available cash now is \$10,801,000. changed from May of \$5.5 million.

There was a \$140,000 change in the revenue budget which was offset by a reduction in capital expenses. That was due to the capital amount authorized by Council to be paid from the real estate transfer tax account and removed from the budget completely.

With 100% of the year gone, revenues are at 97% and expenses at 90% of the budget, for a positive variance thus far of \$3,088,665. However, there will be year-end adjustments made for vacation accruals and similar items.

He hopes the change in the report is sufficient to show the difference from the prior month and Finance Director Portmann agreed to add that change report monthly.

When asked about delinquent accounts, Mr. Whitfield explained that delinquent accounts will continue to be tracked, whether it be taxes or utilities. And it will show up in accounts receivable. There may come a time where we have to write some of that off, but we are not there yet.

He did want Council to know that DEMEC is providing \$50,000 to assist people that are legitimately unable to pay as a result of the pandemic. The plan is to turn that over to Catholic Charities who are more suited to disperse the money based on the needs, as shown by the applicants.

Chairman James reported the approximate number of delinquencies on all utilities is about \$250,000. Getting a \$50,000 check from DEMEC will help offset that amount by aiding those people who need help paying their bills. While we are looking at approximately \$300,000 for delinquent property taxes, that is lienable. It may not be an immediate recoup, but with the lien against the property, there will be a disposition at some point.

He also reported that the RFP for the new audit is expected to be issued sometime in early October. In addition, the RFP for the ERP system to the city's financial management programs is anticipated to go out around the first of September, as is required in our Charter.

Chairman James believes the city has been with the current firm for several years. Mr. Rutt said he prepares an annual letter as part of the audit, and it has been mailed to the same address and person in New Jersey for at least five or six years, if not longer.

The City Clerk pointed out this is a different firm, but one of the previous auditors is now a principal with the new firm.

She later confirmed the audit was completed last year by the Gold Gerstein Group, who is also working with the City this year. Prior to that, Beck, Villata, and Company were the City auditors.

Councilmember Fulton moved to accept the June Finance Report, seconded by Councilmember Boyle. Motion carried.

COMMITTEE & WARD REPORTS COMMUNICATIONS & CORRESPONDENCE

Fourth Ward

Councilmember Wilson thanked Director Brad Dennehy from the Parks and Recreation Department for his quick response in assisting with the Day of Prayer in the Park. He came out to locate the electric box so that they could connect their sound system.

She did call the department to express her appreciation but wanted to announce it publicly.

Second Ward

Councilmember Culotta spoke with a resident on Lakeview Avenue about a letter they received from code enforcement. He agreed the letter was confusing but after discussing it with the City Manager, he was able to figure out the problem which was taken care of and only involved a tree that needed to be trimmed.

He has since discussed this with Mr. Whitfield and believes that with three code officials now, whenever a code enforcement letter goes out, he wants to receive a heads up or a copy of the letter so he is aware of it. He said by the time he hears from the resident, they are usually very upset.

Councilmember James feels that some knowledge would be good, but believes we need to be careful as well. He is unsure and recalls some previous training, that council is only privy to limited information regarding a violation. Maybe a listing of all violations might be appropriate though the addresses could be a privacy violation.

Solicitor Rutt agrees with Councilmember James noting that the City could start running into trouble by providing specifics. A generic report would be more appropriate with much broader information. He emphasized that whenever Council begins to intervene and is made aware of specific problems, causes conflicts and other legal problems.

He recommends handing in a much broader type report that would be issued to all eight members.

Mr. Rutt also recommends that Councilmembers contact and work strictly through the City Manager. Councilmembers should not become involved in code issues that are being handled by code officials who are paid to do a job. It also creates a conflict in the responsibilities between Council members and City employees.

Councilmember Culotta confirmed that the correct route is for City Council to go to the City Manager for just about anything. Solicitor Rutt said that is how concerns should be handled and Mr. Whitfield is the point of contact for everything.

Councilman James agrees that a general report of outstanding violations would be helpful without becoming involved on an individual basis.

Councilmember Fulton said he received a recent email from a constituent and he worked through the City Manager. It was resolved very quickly by code enforcement and he wished to thank Mr. Whitfield.

He also talked about a point system that's used in other localities for property owners with rental licenses who violate code enforcement policies. However, that can be discussed at a later date.

Third Ward

Councilmember Baer also commended Mr. Whitfield for his assistance with a constituent in the third ward relating to building inspections. The constituent contacted Councilman Baer yesterday to let him know it was taken care of though he had additional concerns related to noise violations which are also being handled with the assistance of the City Manager.

Council thanked Mr. Whitfield for his ongoing assistance with such matters and quick resolution.

UNFINISHED BUSINESS

No items.

NEW BUSINESS

Appointment/Reappointment of Board of Adjustment Members

Motion to reappoint David Wilkinson to the Board of Adjustment for a three-year term, made by Councilmember Culotta, seconded by Councilmember Boyle. Motion carried.

Appointment/Reappointment of Planning Commission Members

Mayor Campbell has reviewed applications to fill the vacancy on the Planning Commission and recommends Robert Patillo Sr. of 109 North Landing Drive be appointed.

Councilmember James moved to appoint Robert Patillo Sr. to fill the current vacancy on the Planning Commission, term to expire on August 31, 2023, and expressed his pleasure that he lives in the Fourth Ward, seconded by Councilmember Boyle. Motion carried.

Councilmember Fulton moved to reappoint Mark Redden and Kathryn Stetson to the Planning Commission for additional three-year terms, seconded by Councilmember Wilson. Motion carried.

Appointment/Reappointment of Parks and Recreation Advisory Board Members

Also recommended by Mayor Campbell and City Manager Whitfield is to fill a vacancy on the Parks and Recreation Advisory Board, by Rony Baltazar-Lopez of 7134 Marshall Street, Lincoln. When questioned about the residency requirement, it was clarified the code allows one member to live outside city limits, but within the Milford School District area.

Councilman Fulton referenced the candidate's resume, adding he will greatly benefit that committee based on previous experience and education.

Councilmember Wilson moved to appoint Rony Baltazar-Lopez to fill the vacant position on the Parks and Recreation Advisory Board, term to expire on August 31, 2022, seconded by Councilmember Fulton. Motion carried.

Councilmember Wilson moved to reappoint Eli Howard and Anne Villalobos to the Parks and Recreation for another three-year term, seconded by Councilmember Fulton. Motion carried.

Shawnee Farm LLC/Extension Request #1/Preliminary Major Subdivision to be known as Cypress Hall Residential

City Manager Whitfield presented the request due to the absence of Planning Director Rob Pierce. He reported the following:

City Council approved the planned unit development application for the Cypress Hall Residential project on March 25, 2019. City Council also granted approval of the revised preliminary major subdivision for Phase I of Cypress Hall Residential on that date. The Code of the City of Milford Chapter 200-4 Subdivision of Land A(5) states "Preliminary approval from City Council shall be void after one year unless an extension is requested by the owner and approved by City Council before the expiration." Therefore, final major subdivision approval or an extension must be obtained before March 25, 2020, in order to avoid the expiration of the preliminary approval.

Also, the Planning Commission approved the revised preliminary site plan application on April 16, 2019, based on the approved PUD. Per the Code of the City of Milford, Chapter 230-52, Zoning A(4), "Preliminary approval from the Planning Commission shall be void after one year, unless an extension is requested by the owner and approved for good cause by the Planning Commission before the expiration." Final site plan approval or an extension must be obtained before April 16, 2020, to avoid the expiration of the preliminary approval.

PE Ring Lardner of Davis, Bowen and Friedel, was in attendance on behalf of the application. He explained this was an oversight that occurred because of the Covid-19 pandemic.

He wanted to provide the status of the project. Comments were received in February 2020 from the conservation district and fire marshal and are close to receiving those approvals. They have had a couple of reviews with KCI over time and most of the comments have been addressed. A few more minor ones are left and Mr. Lardner anticipates having final site plan and subdivision approval prior to the one-year extension.

Mr. Lardner confirmed the extension will revert to when the plan was originally approved which was in the March/April timeframe, and not today.

Councilmember Boyle moved to approve the one-year extension for the Shawnee Farm LLC Preliminary Major Subdivision to be known as Cypress Hall Residential, seconded by Councilmember James. Motion carried with no one opposed.

Authorization/Additional Water and Wastewater Technician

Water Plant and Wastewater Operations Supervisor Steve Ellingsworth submitted the following request:

The purpose of this memorandum is to seek authorization for an additional Water & Wastewater Technician position. The Water and Sewer Division has been operating with two full-time Water and Wastewater Technicians under the supervision of the Water Plant and Wastewater Operations Supervisor. Due to the growth experienced by the City, further demands have been placed on the current staff and operations. In 2019, new sewer pump stations were added at Milford Ponds and SE Regional. Hickory Glen and Winward on the River sewer plants are projected to be set by the end of 2020. The new additions will increase our overall responsibility from 19 to 21 active pump stations.

Some of the specific functions of this role include:

- Maintaining and operating five water treatment facilities, 12 active wells, four water towers, and 21 pump stations.
- Regulating chlorine machines and fluoride barrels for proper dosing.
- Performing well and sewer readings.
- Collecting water samples for testing.
- Assisting with the management of the SCADA system.

The shortage of one staff person for the division was also identified in the recent Staffing Analysis assessment from Pinnacle Change.

Presently, one staff member in the Street & Utilities Division spends about 50% of his time in the Water and Wastewater Division. This also creates a shortage of manpower in the Streets and Utilities Division when the person is pulled to assist, which affects street maintenance and water/wastewater line maintenance.

Also, the State of Delaware recently released preliminary information that revealed there will be new guidelines required for operating, monitoring, and sampling wells after the 2020 Census data is finalized. This further supports the need for an additional Water and Wastewater Technician position.

To address the facilities added over the last four years, and the projected added facilities over the next two years, staff recommends the authorization to add a Water and Wastewater Technician position. The added position will result in an annual expense of \$50,000 for salary and benefits, which will be divided evenly (\$25,000 each) between Water and Wastewater. Costs for 2021 will be \$18,750 each from Water and Wastewater budgets for nine months. No additional funding is requested at this time.

Mr. Ellingsworth added that he believes everyone knows how particular he is with the water quality in addition to the number of pumps that are being pulled. He is confident that water will improve though they continue to work on that. More manpower is needed to continue with the proper maintenance.

Councilmember James asked if this will satisfy the staffing needs for the remainder of the year; Mr. Ellingsworth believes it will be sufficient at this time. He added that they are doing a lot more maintenance and this should help reduce the overtime, which is a goal he sets every year.

Councilmember Fulton moved to authorize an additional Water & Wastewater Technician position for the Water and Wastewater Division, seconded by Councilmember James. Motion carried.

Resolution 2020-23/Public Works Fee Schedule Amends Billable Rates/Labor Rates

City Manager Whitfield recalled the schedule being authorized previously by Council, at which time, there was an error found so they went back and reviewed the differences between the rates. The inconsistency involved the technician’s truck expenses. Because the technician is required to use their truck anytime a utility locate is needed, that fee will be added.

He noted that Operations Supervisor Rhiannon Slater is also on the line to answer questions.

Councilmember Fulton confirmed the rate of approximately \$20 for the truck was added, then agreed stating that it made sense.

Mayor Campbell then asked for comments from the public. No one responded and no comments had been forwarded to the City Clerk’s office on the matter.

Councilmember Fulton moved to adopt Resolution 2020-23, amending the Public Works Fee Schedule, seconded by Councilmember Culotta:

RESOLUTION 2020-23
PUBLIC WORKS DEPARTMENT FEE SCHEDULE

Now, Therefore, be it Resolved by the City of Milford:

STREETS AND UTILITIES DIVISION FEES	
<i>Description</i>	<i>Fee Per Hour</i>
Labor Rate	\$70.19
Pick-Up Truck	\$20.00
Service Truck	\$25.00
Backhoe	\$30.00

Excavator	\$20.00
Jetter/Vac	\$100.00
Loader	\$45.00
Jetter/Vac Trailer*	\$45.00
Sweeper Truck	\$75.00
Dump Truck	\$55.00
Chipper*	\$35.00

ELECTRIC DIVISION FEES	
<i>Description</i>	<i>Fee Per Hour</i>
Labor Rate	\$79.37
Pick-Up Truck	\$20.00
Service Truck	\$25.00
Bucket Truck	\$55.00
Digger Derrick	\$65.00
Trencher*	\$55.00
Chipper*	\$35.00

ENGINEERING DIVISION FEES	
<i>Description</i>	<i>Fee Per Hour</i>
Labor Rate-Engineer	\$61.87
Labor Rate-Engineering Tech*	\$40.84 \$60.87

*Includes Pick-Up Truck to transport.

Adopted: August 10, 2020

Effective: August 10, 2020

Motion carried.

Change Order/Funding Source/City Hall Basement Project

Mr. Whitfield referenced the memo from Solid Waste and Facilities Supervisor Christie Murphy related to the City Hall Basement Project.

She is requesting Council consider a recommendation for a change order related to the Information Technology Office Fit-Out project for \$4,500. This re-design allows for opening up the IT room to allow more space, as well as moving the current data and electrical outlets to standard height. The original amount approved by City Council on February 24, 2020, to complete the project was \$45,300 to be paid from General Fund Reserves.

Councilmember Culotta moved to authorize a change order for the Information Technology Office Fit-Out project, not to exceed \$4,500, to be funded from general fund reserves, seconded by Councilmember Boyle. Motion carried.

ADJOURNMENT

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

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

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder