

# City of Milford



## CITY COUNCIL AGENDA

**Monday, April 12, 2021**

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

*In accordance with the State of Emergency Declaration issued by Governor John Carney that became effective on March 13, 2020, and as extended, all public meetings of the City of Milford shall be conducted electronically through Zoom until further notice to prevent unnecessary public gatherings.*

*This meeting is available for viewing by the public by accessing the following link:  
<https://zoom.us/j/99156131279>*

*Members of the public may also dial in by phone using the following number:  
301 715 8592 Webinar ID: 991 5613 1279*

*Public Comments are encouraged on the items noted on the agenda and may be submitted via email to [cityclerk@milford-de.gov](mailto:cityclerk@milford-de.gov) no later than the start of the meeting. Attendees may also alert the City Clerk they wish to speak at the appropriate time by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. All written comments received will be read into the record during the meeting.*

**6:00 P.M.**  
**WORKSHOP**  
CIP Presentation

**7:00 P.M.**  
**COUNCIL MEETING**

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

*Proclamation 2021-03/Lineman Appreciation Day/April 18, 2021*

*Proclamation 2021-08/National Public Safety Telecommunicators Week/Milford/April 11-17, 2021*

Staff Reports

*Monthly Police Chief Report*

*Monthly City Manager Report*

*Public Works Department*

*Planning & Economic Development Department*

*Parks & Recreation Department*

Human Resources Office  
Finance Department

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

*Reminder/Annual Organizational Meeting-Swearing in of City Council/May 3, 2021*

Unfinished Business

*Authorization/Capital Purchase/Trencher/Electric Department<sup>1</sup>*

*Authorization/Capital Purchase/Dump Truck/Electric Department<sup>1</sup>*

New Business

*Chamber of Commerce/2021 Freedom Festival/Request for Funding/Alcohol Waiver Request/Bicentennial Park*

*Adoption/Resolution 2021-05 ©*

*Annexation/Committee Investigation/Walter G. Feindt, Trustee Sharon A. Feindt Trustee Sussex County*

*Tax Map No. 330 -11.00-44.05, 44.06 & 44.07 / East side of South Rehoboth Boulevard,*

*approximately 0.4 miles south/southeast of Route 36*

*Introduction/Ordinance 2021-04*

*Brad Schlotterbeck for a Conditional Use Permit to allow a Single-Family Detached Dwelling with Apartment on .42 +/- acres of land at 219 South Walnut Street acres located on the east side of South Walnut Street in an R-1 (Single Family Residential) District. Applicant proposes to convert a 6,654 square foot medical office building into a single-family detached dwelling and a single 840 square foot apartment unit. Chapter 230-9 (C)(4) of the City Zoning Code states conversion of a one-family dwelling into multiple dwelling units is permitted with the conditional use approval by City Council. Present Use: Medical Office Tax Map & Parcel 3-30-6.20-055.00*

Executive Session

Motion to Recess into Executive Session

*Legal-*

*Pursuant to 29 Del. C. §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigationReturn to*

*Property Sale/Lease-*

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

Open Session

Potential Vote/Negotiations

Adjournment

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.

020321 020921 031821 033021 040521

<sup>1</sup>040821 Late Addition/PW Operations Supervisor/Capital Item Previously Approved

041221 Item Removed (Chief Brown Request)

City of Milford, Delaware

Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

**CAPITAL IMPROVEMENT PLANNING (CIP) SUMMARY OF ACTIVITY & FY2022-26 RECOMMENDATION**

<b>Fund/ Dept</b>	<b>FY20 &amp; FY21 (Approved)</b>	<b>YTD Spent Thru 2/28/21</b>	<b>Balance Remaining</b>	<b>FY22 (Budget)</b>	<b>FY23 (Plan)</b>	<b>FY24 (Plan)</b>	<b>FY25 (Plan)</b>	<b>FY26 (Plan)</b>
Electric	620,000	(61,372)	558,628	530,000	1,075,000	987,000	1,012,000	303,000
Water	2,401,368	(636,958)	1,764,410	811,000	4,205,000	2,455,000	5,715,000	655,000
Sewer	332,791	(44,789)	288,002	335,000	1,250,000	3,960,000	625,000	385,000
Solid Waste	-	-	-	110,000	360,000	-	350,000	375,000
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 3,354,158</b>	<b>\$ (743,118)</b>	<b>\$ 2,611,040</b>	<b>\$ 1,786,000</b>	<b>\$ 6,890,000</b>	<b>\$ 7,402,000</b>	<b>\$ 7,702,000</b>	<b>\$ 1,718,000</b>
Customer Service	-	-	-	-	-	-	-	-
Fleet Services (Garage)	-	-	-	-	-	-	-	-
Technical Services	-	-	-	-	-	-	-	-
Public Works	146,603	(49,774)	96,829	901,502	850,000	1,302,200	-	-
<b>TOTAL INTERSERVICE FUNDS</b>	<b>\$ 146,603</b>	<b>\$ (49,774)</b>	<b>\$ 96,829</b>	<b>\$ 901,502</b>	<b>\$ 850,000</b>	<b>\$ 1,302,200</b>	<b>\$ -</b>	<b>\$ -</b>
Streets	720,534	(73,810)	646,725	2,798,000	1,113,000	3,560,000	4,390,000	1,090,000
Parking	-	-	-	-	200,000	115,000	-	-
City Hall	264,665	(40,589)	224,076	180,000	-	-	-	-
Information Technology	30,000	(29,000)	1,000	500,000	500,000	270,000	84,800	57,800
Finance	-	-	-	65,000	-	-	-	-
Planning & Code Enforcement	-	-	-	-	50,000	-	-	-
Police	105,700	(93,987)	11,713	2,508,100	16,611,100	113,800	116,500	119,200
Parks & Recreation	217,403	(43,808)	173,595	869,320	1,375,000	1,140,000	415,000	2,560,000
<b>TOTAL GENERAL FUND</b>	<b>\$ 1,338,302</b>	<b>\$ (281,193)</b>	<b>\$ 1,057,109</b>	<b>\$ 6,920,420</b>	<b>\$ 19,849,100</b>	<b>\$ 5,198,800</b>	<b>\$ 5,006,300</b>	<b>\$ 3,827,000</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 4,839,063</b>	<b>\$ (1,074,086)</b>	<b>\$ 3,764,978</b>	<b>\$ 9,607,922</b>	<b>\$ 27,589,100</b>	<b>\$ 13,903,000</b>	<b>\$ 12,708,300</b>	<b>\$ 5,545,000</b>

City of Milford, Delaware  
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

	A	B	C	D	E	F	G	H	I	J
Fund/Dept	Project	Funding Source	FY20 & FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Budget)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
1	<b>ENTERPRISE FUNDS</b>									
2	<b>EQUIPMENT</b>									
3	Vermeer Chipper (R: 2006 S-38)	Electric Reserves	60,000	-	60,000					
4	Generator (R: 1998 Winco 100KW E-133)	Replacement Reserve	-	-			50,000			
5	Trailer (R: 1994 Saub E-119)	Replacement Reserve	-	-				15,000		
6	Trailer (R: 1996 Butler E-123)	Replacement Reserve	-	-				12,000		
7	Trailer (R: 1999 Homemade E-127)	Replacement Reserve	-	-					12,000	
8	Trailer, Cable Reel (R: 2007 Butler E-129)	Replacement Reserve	-	-						15,000
9	Utility Trailer (R: 2005 Towmaster E-131)	Replacement Reserve	-	-						18,000
10	Utility Trailer (R: 2005 Butler E-132)	Replacement Reserve	-	-						10,000
11		<b>Total Equipment</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 27,000</b>	<b>\$ 12,000</b>	<b>\$ 43,000</b>
12	<b>VEHICLES</b>									
13	Ram QuadCab Pick-up (R: 2017 E-101)	Replacement Reserve	-	-			35,000			
14	Internation Digger Derrick Truck (R: 2015 E-107)	Replacement Reserve	-	-						260,000
15		<b>Total Vehicles</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,000</b>
16	<b>INFRASTRUCTURE</b>									
17	Traffic Signal Upgrades; DelDOT Transition	Electric Reserves	-	-	-	350,000				
17.5	Wilbur Street Line Reconductor	Electric Reserves	40,000	-	40,000					
18	Fiber Optic Backup to PW	Electric Reserves	20,000	-	20,000					
19	GIS/Mapping - Smart Metering	FY22/Electric Reserves	150,000	(16,470)	133,530	150,000				
20	LED Streetlight Replacements	FY22/Electric Reserves	120,000	(23,923)	96,077	30,000				
21	Shawnee Acres Primary Replacement	Electric Reserves	80,000	(20,979)	59,021					
21.5	Library Square Lighting	Electric Reserves	75,000	-	75,000					
		DNREC	75,000	-	75,000					
22	Delivery No. 1 Circuit Addition (Circuit 130)		-	-			990,000			
23	Delivery No. 2 Circuit Additional #1		-	-				960,000		
24	Delivery No. 2 Circuit Addition #2		-	-					1,000,000	
25		<b>Total Infrastructure</b>	<b>\$ 560,000</b>	<b>\$ (61,372)</b>	<b>\$ 498,628</b>	<b>\$ 530,000</b>	<b>\$ 990,000</b>	<b>\$ 960,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>
26		<b>TOTAL ELECTRIC</b>	<b>\$ 620,000</b>	<b>\$ (61,372)</b>	<b>\$ 558,628</b>	<b>\$ 530,000</b>	<b>\$ 1,075,000</b>	<b>\$ 987,000</b>	<b>\$ 1,012,000</b>	<b>\$ 303,000</b>

**VERSION CONTROL EFFORTS:**

\*Reference numbers at left in red with a decimal, i.e. 17.5 above, represent additions made to the file after the initial presentation on April 12, 2021

\*Reference numbers at left in red with an asterisk, i.e. 37\* on the following page, represent a gap in sequence indicating the removal of line item detail after April 12, 2021

\*Decimals and sequence gaps were used to (1) highlight changes from the initial version to the current version and (2) retain the sequencing for projects throughout versions

City of Milford, Delaware  
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

Fund/ Dept	A Project	B Funding Source	C FY20 & FY21 (Approved)	D YTD Spent Thru 2/28/21	E Balance Remaining	F FY22 (Budget)	G FY23 (Plan)	H FY24 (Plan)	I FY25 (Plan)	J FY26 (Plan)
27	<b>ENTERPRISE FUNDS, CONTINUED</b>									
28	<b>VEHICLES</b>									
29	Ford F350 (R: W-15)	Water Reserves	45,000	-	45,000	4,000				
30	Ford F450 (R: W-8)	Replacement Reserve	-	-		52,000				
31	Dodge Cargo Van (R: 2006 W-29)	Replacement Reserve	-	-					60,000	
32		<b>Total Vehicles</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 56,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>
33	<b>INFRASTRUCTURE</b>									
34	SE 2nd Street Lead Service Line	Water Reserves	495,776	(439,696)	56,079					
35	Streets 2020 Utility engineering	Water Reserves	17,438	(14,212)	3,226					
36	Test Wells 10th & 19th Street	Water Reserves	80,000	(29,200)	50,800					
37*	Mispillion St. Group Lead Water Service Line	Water Reserves	234,282	(94,954)	139,328					
40	Water Source Study - KCI (Shallow Wells)	Water Reserves	30,000	-	30,000					
41	SE Regional Water Quality Study	Water Reserves	36,750	-	36,750					
42	Phase II Water Well - Rookery	Water Reserves	72,400	(46,668)	25,732					
42.5	NE Front Street Waterline Replacement	Water Reserves	1,291,095	(12,228)	1,278,868					
43	Install Automated Blow-off Valves	Water Reserves	98,628	-	98,628	50,000	50,000			
44	Street Rehab	Water Reserves	-	-	-	405,000	405,000	405,000	405,000	405,000
45	City-wide Valve & Hydrant Replacement/Improvements	Water Reserves	-	-	-	250,000	250,000	250,000	250,000	250,000
46	Standardized Water Treatment Facility Controls	Water Reserves	-	-	-	50,000				
47	NW Front Street Water Lines						1,500,000			
48	Seabury Water Treatment Facility Upgrades						2,000,000			
49	SE Regional Water Infrastructure - East of Route 1							800,000		
50	SE Regional Water Infrastructure - South of Johnson Road							1,000,000		
51	New NW City Area Tower/Wells/Treatment								5,000,000	
52		<b>Total Infrastructure</b>	<b>\$ 2,356,368</b>	<b>\$ (636,958)</b>	<b>\$ 1,719,410</b>	<b>\$ 755,000</b>	<b>\$ 4,205,000</b>	<b>\$ 2,455,000</b>	<b>\$ 5,655,000</b>	<b>\$ 655,000</b>
53		<b>TOTAL WATER</b>	<b>\$ 2,401,368</b>	<b>\$ (636,958)</b>	<b>\$ 1,764,410</b>	<b>\$ 811,000</b>	<b>\$ 4,205,000</b>	<b>\$ 2,455,000</b>	<b>\$ 5,715,000</b>	<b>\$ 655,000</b>

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Fund/ Dept	Project	Funding Source	FY20 & FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Budget)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
54	<b>ENTERPRISE FUNDS, CONTINUED</b>									
55*	<b>EQUIPMENT</b>									
57	PS Upgrades (grinders, spares, design)	Sewer FY22/Reserves	-	-	-	150,000	150,000	150,000	150,000	150,000
58	Pumps(2) & Motor: Washington St Pump Station Spare (R)	Replacement Reserve	-	-	-	40,000				
59	Compressor, Ingersol Rand (R)	Replacement Reserve	-	-	-			50,000		
60	Equipment Trailer (R: Currahee)	Replacement Reserve	-	-	-			10,000		
61	Kubota Mower w/ Blower (R: 2015 SE25)	Replacement Reserve	-	-	-				50,000	
62	Kubota Excavator (R: SE26)	Replacement Reserve	-	-	-				75,000	
63	Kubota Mower w/ Plow (R: 2016 SE24)	Replacement Reserve	-	-	-					50,000
64		<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,000</b>	<b>\$ 150,000</b>	<b>\$ 210,000</b>	<b>\$ 275,000</b>	<b>\$ 200,000</b>
65	<b>VEHICLES</b>									
66	Ford F250 Pickup (R: SE-2)	S Res/Replacement Reserve	30,000	-	30,000	45,000				
67	Ford F-350 Supercab Pick-up w/ crane (R: 2016 SE3)	Replacement Reserve	-	-	-					85,000
68		<b>Total Vehicles</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>
69*	<b>INFRASTRUCTURE</b>									
71	I&I Engineering Study	Sewer Reserves	156,735	(30,577)	126,158					
72	4th Street Surface Water Drainage Resolution	Sewer Reserves	50,000	-	50,000					
73		DNREC	50,000	-	50,000					
74	Streets 2020 Utility Engineering	Sewer Reserves	17,438	(14,212)	3,226					
75	Sewer Line - Mispillion Street Group	Sewer Reserves	28,618	-	28,618					
76	Street Rehab	Replacement Reserve	-	-	-	100,000	100,000	100,000	100,000	100,000
77	SE 2nd Street Pump Station Replacement						1,000,000			
78	SE Regional Pump Station and Force Main - East of Route 1							1,500,000		
79	SE Reg Pump St/Force Mn: S of Johnson Rd/FM-NE Front St							2,000,000		
80	Abandon BAC PS & install grav ext. frm Hickory Glen							150,000		
81	Abandon US Cold Stg PS & install grav ext fm Williamsville Rd								250,000	
82		<b>Total Infrastructure</b>	<b>\$ 302,791</b>	<b>\$ (44,789)</b>	<b>\$ 258,002</b>	<b>\$ 100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 3,750,000</b>	<b>\$ 350,000</b>	<b>\$ 100,000</b>
83		<b>TOTAL SEWER</b>	<b>\$ 332,791</b>	<b>\$ (44,789)</b>	<b>\$ 288,002</b>	<b>\$ 335,000</b>	<b>\$ 1,250,000</b>	<b>\$ 3,960,000</b>	<b>\$ 625,000</b>	<b>\$ 385,000</b>
84	<b>VEHICLES</b>									
85	Leaf Vaccum Attachment to Hook Truck	Replacement Reserve/GF Res	-	-	-	110,000				
86	Multi Collection Truck (R: Rear Loader SW14)	Replacement Reserve	-	-	-		360,000			
87	Automated Side Loader Truck (R: SW11)	Replacement Reserve	-	-	-				350,000	
88	Automated Side Loader Truck (R: SW28)	Replacement Reserve	-	-	-					375,000
89		<b>Total Vehicles</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 375,000</b>
90		<b>TOTAL SOLID WASTE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 375,000</b>

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Fund/ Dept	Project	Funding Source	FY20 & FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Budget)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	
91	<b>INTERSERVICE FUNDS</b> <i>(Capital approval expires at FY'22 year-end)</i>										
92	Customer Service No Requests										
93	Tech Services No Requests										
94	<b>PUBLIC WORKS</b>	<b>EQUIPMENT</b>									
95		Interior Forklift-Warehouse	Replacement Reserve	-	-	-	12,000				
96		GPS Survey Field Unit	Utility Funds	-	-	-	15,000				
97			<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
98		<b>VEHICLES</b>									
99		Chevrolet Colorado 4WD Ext Cab Truck	Public Works	-	-	-	33,052				
100			<b>Total Vehicles</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,052</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
101		<b>BUILDING</b>									
102		LED Lighting Upgrade & Replacement (all facilities)	DNREC	29,667	-	29,667					
103			Green Energy	108,776	(49,774)	59,002					
104			Efficiency Smart	8,160	-	8,160					
105		Facility Security: Door Access/Gates/IP Camera	Public Works	-	-	-	88,000				
106		HVAC Control Automation System- Building 200 & 300	Grant Funds	-	-	-	57,750				
107		HVAC - Upgrade	Replacement Reserve	-	-	-	14,700				
108		BluDef System for Public Works Yard	Fleet Services	-	-	-	41,000				
109		Air Infiltration Proj & Roof Drain Repl (Bld 100-300)	Grant Funds	-	-	-	165,000				
110		Electric Dept. Rack/Reel Pole Building	Electric Reserves	-	-	-	475,000				
111		Installation of Stormwater Pond		-	-	-		200,000			
112		Public Works Parking Lot Paving		-	-	-		650,000			
113		Public Works Building Expansion Project		-	-	-			1,302,200		
114		<b>Total Building</b>	<b>\$ 146,603</b>	<b>\$ (49,774)</b>	<b>\$ 96,829</b>	<b>\$ 841,450</b>	<b>\$ 850,000</b>	<b>\$ 1,302,200</b>	<b>\$ -</b>	<b>\$ -</b>	
115		<b>TOTAL PUBLIC WORKS</b>	<b>\$ 146,603</b>	<b>\$ (49,774)</b>	<b>\$ 96,829</b>	<b>\$ 901,502</b>	<b>\$ 850,000</b>	<b>\$ 1,302,200</b>	<b>\$ -</b>	<b>\$ -</b>	

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Fund/ Dept	Project	Funding Source	FY20 & FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Budget)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
116	<b>GENERAL FUND</b>									
117	<b>EQUIPMENT</b>									
118	Salt Spreader (R: Highland S-049)	Replacement Reserve	-	-	-	23,000				
119	Salt Spreader (R: Highland S-050)	Replacement Reserve	-	-	-		23,000			
120	Ford F250 w/ plow & salt spreader (R: 2012 S-2)	Replacement Reserve	-	-	-			45,000		
121	Backhoe (R: John Deere S-6)	Replacement Reserve	-	-	-			105,000		
122		<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>
123*	<b>INFRASTRUCTURE</b>									
126	Mispillion Street Group 2020	MSA	434,440	-	434,440					
127		RTT	80,000	-	80,000					
128	Engineering: Various Streets (2020)	MSA	133,000	(73,810)	59,190					
129	Engineering: Various Streets (2019)	MSA	72,000	-	72,000					
130	Engineering: Fisher Ave, Plum St, Masten Cir, Roosa Rd	MSA	1,094	-	1,094					
131	Street Rehab	Various Grants/GF Reserves	-	-	-	1,400,000	840,000	840,000	840,000	840,000
132	ADA Transition Plan	Grant Funds	-	-	-	150,000	150,000	150,000	150,000	150,000
133	Walnut Street Pedestrian Crossing	Grant Funds	-	-	-	425,000				
134	Fourth Street Flooding Infrastructure Repairs	Grant Funds	-	-	-	500,000				
135	N. Washington Street Streetscape	Grant Funds	-	-	-	200,000				
136	Sidewalk Connectivity Initiative	Grant Funds	-	-	-	100,000	100,000	100,000	100,000	100,000
137	NW Front Street Streetscape (TAP Project)							50,000	300,000	
138	SW Front Street Bridge Replacement							1,500,000		
139	Park Avenue/Denny Row Streetscape							300,000		
140	SW Front Street Streetscape							300,000		
141	Franklin Street Streetscape							100,000		
142	Columbia Street Streetscape							70,000		
143	Maple Street Bridge Replacement								3,000,000	
144		<b>Total Infrastructure</b>	<b>\$ 720,534</b>	<b>\$ (73,810)</b>	<b>\$ 646,725</b>	<b>\$ 2,775,000</b>	<b>\$ 1,090,000</b>	<b>\$ 3,410,000</b>	<b>\$ 4,390,000</b>	<b>\$ 1,090,000</b>
145		<b>TOTAL STREETS</b>	<b>\$ 720,534</b>	<b>\$ (73,810)</b>	<b>\$ 646,725</b>	<b>\$ 2,798,000</b>	<b>\$ 1,113,000</b>	<b>\$ 3,560,000</b>	<b>\$ 4,390,000</b>	<b>\$ 1,090,000</b>
146	<b>INFRASTRUCTURE</b>									
147	N. Walnut St/NE Front St Lot Enhancements						140,000			
148	Park Ave Lot Enhancements						60,000			
149	SW Front St Lot Enhancements							115,000		
150		<b>Total Infrastructure</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL PARKING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ -</b>
151	<b>BUILDING</b>									
152	Council Chambers Recording System Upgrade	General Fund Reserves	8,975	-	8,975					
152.5	Council Chambers Recording System for Live Streaming	ARPA	-	-	-	50,000				
153	Monitors in Council Chambers	General Fund Reserves	25,000	-	25,000					
154	City Hall Basement Fit Out	General Fund Reserves	230,690	(40,589)	190,101					
154.5	Demolition: 207 S Walnut Street (former DMI)	Economic Development	-	-	-	100,000				
155	City Hall Parking Lot Enhancements	General Fund Reserves	-	-	-	30,000				
156		<b>Total Building</b>	<b>\$ 264,665</b>	<b>\$ (40,589)</b>	<b>\$ 224,076</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
157		<b>TOTAL CITY HALL</b>	<b>\$ 264,665</b>	<b>\$ (40,589)</b>	<b>\$ 224,076</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

City of Milford, Delaware  
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

	A	B	C	D	E	F	G	H	I	J
Fund/ Dept	Project	Funding Source	FY20 & FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Budget)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
158	<b>GENERAL FUND, CONTINUED</b>									
159	<b>INFORMATION TECHNOLOGY</b>	<b>EQUIPMENT</b>								
160		Server Refresh	Replacement Reserve	30,000	(29,000)	1,000	40,000	50,000	20,000	50,000
161		Software: Replace Naviline System after ERP	All Funds	-	-	-	420,000	450,000	200,000	34,800
162		Firewall Boxes	Replacement Reserve	-	-	-	20,000			
162.5		Server Room Security (Finance Building)	Grant Funds	-	-	-	20,000			
163		Cisco Backbone (City Hall)	Replacement Reserve	-	-	-		50,000		
164*		<b>Total Equipment</b>		<b>\$ 30,000</b>	<b>\$ (29,000)</b>	<b>\$ 1,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 270,000</b>	<b>\$ 84,800</b>
168		<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>\$ 30,000</b>	<b>\$ (29,000)</b>	<b>\$ 1,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 270,000</b>	<b>\$ 84,800</b>
169	<b>P&amp;Z CODE</b>	<b>Equipment</b>								
170		GIS Server Replacement (2 @ \$25,000)	Replacement Reserve	-	-	-		50,000		
171		<b>Total Equipment</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>
172		<b>TOTAL PLANNING &amp; ZONING / CODE ENFORCEMENT</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>
172.1	<b>FINANC E</b>	<b>BUILDING</b>								
172.2		HVAC/Air Filtration	Congressional Appropriation/ARPA	-	-	-	65,000			
172.3		<b>Total Building</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
172.4		<b>TOTAL FINANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
173	<b>POLICE</b>	<b>VEHICLES</b>								
174		Police Vehicles (2 replaced per year)	Replacement Reserve	105,700	(93,987)	11,713	108,100	111,100	113,800	116,500
175		<b>Total Vehicles</b>		<b>\$ 105,700</b>	<b>\$ (93,987)</b>	<b>\$ 11,713</b>	<b>\$ 108,100</b>	<b>\$ 111,100</b>	<b>\$ 113,800</b>	<b>\$ 116,500</b>
176		<b>BUILDING</b>								
177		Police Facility	Bond Funded	-	-	-	2,400,000	16,500,000		
178		<b>Total Building</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,400,000</b>	<b>\$ 16,500,000</b>	<b>\$ -</b>	<b>\$ -</b>
179		<b>TOTAL POLICE</b>		<b>\$ 105,700</b>	<b>\$ (93,987)</b>	<b>\$ 11,713</b>	<b>\$ 2,508,100</b>	<b>\$ 16,611,100</b>	<b>\$ 113,800</b>	<b>\$ 116,500</b>

City of Milford, Delaware  
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180	<b>GENERAL FUND, CONTINUED</b>									
181*	<b>EQUIPMENT</b>									
184	Ventrac Tractor with Mulching Mower	General Fund Reserves				30,000				
184.5	Replacement 4x2 Gator (FY22 PR-010; FY23 -29)	Replacement Reserve				15,000	15,000			
185	Replacement 4x2 Gator (PR-013)	Replacement Reserve					15,000			
185.5	Trailer, Replace Krueger (PR-32)	Replacement Reserve				8,000				
186	Kubota Zero Turn Mower (FY22 PR-18)	Replacement Reserve				15,000	15,000	15,000	15,000	15,000
186.1	Tractor, New Holland w/ Cab (PR-30) w/ mower deck (PR-33)	Replacement Reserve						75,000		
186.2	Stand-up Mower, John Deere (PR-50)	Replacement Reserve							15,000	
186.3	Stand-up Mower, John Deere (PR-51)	Replacement Reserve							15,000	
187		<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,000</b>	<b>\$ 45,000</b>	<b>\$ 90,000</b>	<b>\$ 45,000</b>	<b>\$ 15,000</b>
188	<b>VEHICLES</b>									
189	Water Truck (PR-41) Replacement	Replacement Reserve				50,000				
189.1	F350 Pickup Truck (PR-23) Replacement	Replacement Reserve				45,000				
189.2	Econoline Van (PR-6) Replacement	Replacement Reserve					35,000			
190		<b>Total Vehicles</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
191	<b>BUILDING</b>									
192	Armory Fiber Optic switches	General Fund Reserves	16,000	-	16,000					
193	Replacement HVAC unit at P&R	General Fund Reserves	10,000	-	10,000					
194	Fiber optic switch P&R office	General Fund Reserves	6,000	-	6,000					
195	Exterior lighting P&R Building	Replacement Reserve	-	-	-	10,000				
195.5	Facility Door Access Control	ARPA	-	-	-	16,320				
196	Automatic gates and security cameras at Armory		-	-	-		20,000			
197	Pole Barn for Storage at Armory & Demo of existing huts		-	-	-		75,000			
198		<b>Total Building</b>	<b>\$ 32,000</b>	<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ 26,320</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

City of Milford, Delaware  
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

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Fund/Dept	Project	Funding Source	FY20 & FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Budget)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
	<b>GENERAL FUND: PARKS &amp; RECREATION, CONTINUED</b>									
199	<b>PARKS</b>									
200	Amory paving	General Fund Reserves	10,000	-	10,000					
201	S Washington and SE Front Basketball Court Repairs	General Fund Reserves	95,000	(37,808)	57,192					
202	Goat Island Pedestrian bridge board replacement project	General Fund Reserves	36,000	-	36,000					
203	Sign at Marvel Square	General Fund Reserves	6,500	-	6,500					
204	Riverwalk exposed concrete remove and replace	GF Res/Replacement Reserve	20,000	-	20,000	20,000				
205	Guardrail Riverwalk Greenway Repairs	General Fund Reserves	17,903	(6,000)	11,903					
206	Replace Riverwalk railing system with Lighting project	Replacement Reserve	-	-	-	50,000				
207	<b>Tree Planting</b>	Electric Fund	-	-	-	20,000	20,000	20,000	20,000	20,000
208	<b>Irrigation wells at TSM</b>	Replacement Reserve	-	-	-	10,000				
209	<b>Marshall Pond Riverbank Development</b>	Replacement Reserve	-	-	-	50,000	100,000	100,000		
210	<b>Riverwalk pavers replacement</b>	Replacement Reserve	-	-	-	30,000	30,000			
211	<b>Working plans for target improvement areas</b>	General Fund Reserves	-	-	-	50,000				
212	<b>Mill street Demo and parkland</b>	Replacement Reserve	-	-	-	50,000				
213	<b>Pickleball Courts</b>	General Fund Reserves	-	-	-	150,000				
214	<b>Park &amp; Open Land Acquisition</b>	General Fund Reserves	-	-	-	250,000	250,000	250,000	250,000	250,000
215	<b>Downtown Playground</b>		-	-	-		200,000			
216	<b>Redevelopment of Farmers Market Park Area</b>		-	-	-		150,000			
217	<b>Splash Pad</b>		-	-	-		100,000			
218	<b>Frisbee golf course</b>		-	-	-		150,000			
219	<b>Public Restrooms</b>		-	-	-		100,000			
220	<b>Pedestrian/Bicycle trails</b>		-	-	-		100,000	100,000	100,000	100,000
221	<b>Redevelopment of Bicentennial Park</b>		-	-	-			100,000		
222	<b>Misphillion River Living Shoreline</b>		-	-	-			80,000		
223	<b>Marvel Square Redevelopment/outdoor skating track</b>		-	-	-					100,000
224	<b>Construct Recreation/Community Ctr@Marvel Sq</b>		-	-	-					2,000,000
225	<b>Additional Recreational Court</b>		-	-	-					75,000
226	<b>Farmers Mkt Pavillion at Washington St (Festival Space)</b>							400,000		
227		<b>Total Parks</b>	<b>\$ 185,403</b>	<b>\$ (43,808)</b>	<b>\$ 141,595</b>	<b>\$ 680,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,050,000</b>	<b>\$ 370,000</b>	<b>\$ 2,545,000</b>
228		<b>TOTAL PARKS &amp; RECREATION</b>	<b>\$ 217,403</b>	<b>\$ (43,808)</b>	<b>\$ 173,595</b>	<b>\$ 869,320</b>	<b>\$ 1,375,000</b>	<b>\$ 1,140,000</b>	<b>\$ 415,000</b>	<b>\$ 2,560,000</b>



*Milford City Council*  
Minutes of Meeting  
January 25, 2021

The City Council of the City of Milford convened in a Workshop Session by way of a video conferencing website on Monday, January 25, 2021 at 6:31 p.m.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Danial 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 January 25, 2021 Council Meeting agenda for additional information.

*Carlisle Fire Company Presentation/President Tor Hazzard & Member Duane Fox*

Following an introduction by City Manager Mark Whitfield. Carlisle Fire Company President Tor Hazzard and Member Duane Fox from Carlisle Fire Company were in attendance to provide an update on the Company's activities over the past year. President Hazzard provided a brief history and synopsis of recent activity, in, followed by Firefighter Fox who presented the following report:

In March of 2020, Carlisle Fire Company (CFC) sent a grant proposal to the Milford City Council (City). Due to COVID 19, no presentation by CFC personnel was made. In April, the City granted CFC \$140,000.00 to be distributed in January 2021.

FY 20 City Grant in Aid income (\$140,000.00) from April 2019 was received and deposited on June 17, 2020. This money was used to offset employee salary/benefits and City of Milford utility bills as indicated in this report. The FY 20 \$140,000.00 grant was spent before the money was deposited. CFC's fiscal year is July-June and the City grant in aid is typically granted and deposited in January by virtue of an MOU. So, the grant is used for City utilities FY 19/20 and the salary/benefits from January 2020 until the money is depleted about thirteen weeks later.

Expenses:

Electric/Water/Trash	\$30,501.00
Employee Salaries/Benefits	\$109,499.00
Total	\$140,000.00

The Carlisle Fire Company is a combination (career staff and volunteer) department. Currently, the career staff mans the EMS apparatus and handles all the EMS calls within the CFC fire district as well as half of the South Bowers fire district. The volunteers answer all the fire calls within the CFC fire district.

This is in addition to providing Fire Police to assist Milford Police Department with parades, funerals, accidents, electrical issues, traffic control, etc. that totals approximately 1,000 man hours.

Future City Responsibilities

Career Fire Department

One Engine (pumper) and one Ladder Truck staffed by career staff:

- Two four-man crews
- o Six firefighters
- o One Captain
- o One Lieutenant
- o One Battalion Chief
- o One Fire Chief – day shift only

To staff the Company 24/7, 365 days a year, would require at least four shifts a total of 37 persons minimum, not including needed personnel to offset PTO.

Anticipated staff salaries:

•	Firefighter	(24)	\$45,000	\$1,080,000.00
•	Officers	(8)	\$60,000	\$480,000.00
•	Battalion Chiefs	(4)	\$70,000	\$280,000.00
•	Fire Chief	(1)	\$90,000	\$90,000.00
				\$1,930,000.00

Those numbers only include salary and not the cost of apparatus, gear, uniforms, equipment, housing, or maintenance.

Career EMS

Two BLS units staffed by career staff:

- Two two-person crews
- o Three EMTs
- o EMS Lieutenant
- o EMS Captain – day shift only.

To staff 24/7 365 days a year would take at least four shifts a total of 16 persons minimum, not including needed personnel to offset PTO.

Staff salaries:

•	EMT	(12)	\$40,000.00	\$480,000.00
•	EMS LT	(4)	\$50,000.00	\$200,000.00
•	EMS Capt	(1)	\$60,000.00	\$60,000.00
				\$740,000.00

Again, these costs are only for salaries and do not include apparatus, gear, uniforms, equipment, supplies, housing, or maintenance.

Currently, the Fire Company saves the City approximately \$2.7 million in salaries and another \$2.0 million in other expenses not provided in the above data. The cost would be around \$5 million per year. Taxes would have to increase per property by at least \$1,125.00.

In FY20, the City Grant In Aid Income (\$140,000) was received and deposited on June 17, 2020. That money is used to offset employee salary/benefits and City of Milford utility bills.

Mr. Fox shared that in 2020, CFC responded to 572 fire calls and 3,406 EMS calls and reiterated that roughly 75% of all the fire and EMS calls are within the City limits. The money received from the City basically only covers EMS responsibilities and Carlisle Fire calls inside the City limits for about 13 weeks.

As a result, last year, CFC responded to 2,984 calls or eight calls a day in the City compared to .11 calls a day within the fire district.

Mr. Fox then discussed future City responsibilities and career fire department staff needs. Mr. Fox expressed the need for volunteers and the difficulty that the department has had to get them over the last few years.

Mr. Fox discussed the City's growth and the new developments (below) that are under construction or in the process of approvals. The continual expansion will increase the number of calls for the fire department.

Hearthstone Manor – apartments and single-family units  
Hearthstone Manor II – mix of residential units  
Brookstone Trace – Townhouses and apartment buildings  
Watergate – Townhouses with small commercial  
Windward on the River – apartments and commercial  
Simpson Farm – mix of residential units and commercial  
Milford Ponds – single family  
Wickersham – single family  
Bayhealth South Campus – medical office and specialty services  
Knights Crossing – mix of residential units

Mayor Campbell asked if people were charged when they used the ambulance service; Mr. Fox replied that they are charged through the insurance is typically billed. Mr. Hazzard added that it goes out to a billing company and there are sometimes errors made. If that person is not a member of the ambulance club, they are responsible for the balance after the insurance company has paid their portion.

The department has three ambulances and two are staffed during the daytime hours.

Councilman Marabello asked how much is raised in their fundraisers; Mr. Fox replied that he does not have a number for the ambulance club but the fire fund drive was estimated at \$35,000.

When asked if the Town of Middletown had volunteer fire personnel, Mr. Fox replied that they staff an engine during the day and assumes that they staff an engine at night now as well.

The Workshop Session of City Council concluded at 7:12 p.m.

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Tracy N. Torbert  
Transcriptionist

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
January 25, 2021

The City Council of the City of Milford convened their regular meeting by way of a video conferencing website on Monday, January 25, 2021. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Danial 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 January 25, 2021 Council Meeting Agenda for additional information.

#### CALL TO ORDER

Mayor Campbell called the meeting to order at 7:15 p.m.

#### INVOCATION AND PLEDGE

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

#### PUBLIC HEARING

##### *Ordinance 2020-01*

Mahadev LLC on behalf of Comfort Inn & Suites at 600 N. Dupont Boulevard. Request to amend a previously-approved Conditional Use Permit to allow a hotel on 2.287 +/- acres located along the west side of North Dupont Boulevard, currently zoned C-3 (Highway Commercial). Applicant is modifying the current permit by placing a permanent 40' x 10' storage container along the north side of the hotel to store items incidental to the hotel business. Chapter 230-14(C)(1) states "motels or hotels with a minimum lot size of three acre" require a conditional use, subject to special requirements set forth by City Council. Present Use and Proposed Use is Hotel. Tax Map & Parcel MD-16-183.05-01-03.00

Director Pierce reviewed the Staff Analysis and Report that was provided in the packet.

Director Pierce reported that the Planning Commission recommended approval at its last meeting with a vote of 3 to 2. The approval was contingent upon the condition that no electricity would be run to the unit and it would be screened from the US Route 113 view. The applicant agreed to those conditions.

Yogan Patel was present to speak on his application. He explained that his business is running short on storage and they would like to add this unit for additional storage for his business.

Mayor Campbell pointed out that the size of the unit is rather large and asked Mr. Patel if he thought there would be a problem at night without electricity; Mr. Patel replied that they will be storing items such as furniture during the daylight hours.

Councilman Culotta asked if the City has a limitation on electric or the applicant does not need it; Director Pierce replied that it was a condition of the approval from the Planning Commission. Councilman Culotta asked if this would be a shipping container or shed type of a building and Mr. Patel commented that it will be a shipping container and would be painted similar to the hotel. Councilman Culotta asked if the applicant preferred electricity and Mr. Patel explained he does not want electricity to the unit.

Mayor Campbell opened the floor to public comment. Hearing none, he then closed the public hearing.

Councilman Fulton made a motion to accept with the provisions of the items stated by the Planning Commission to adopt Ordinance 2020-01; Councilwoman Wilson seconded the motion.

Councilman Baer asked what the two votes against were concerned about. Director Pierce replied that one member had a concern about using a temporary structure as a permanent structure. The other member had the same concerns.

When asked for clarification if the building would sit on the ground, Mr. Patel shared that it will sit atop a concrete pad.

Motion carried by the following 7-1 call vote:

Councilman Marabello voted to approve as it will be properly shielded from Route 113;  
Councilman Boyle voted to approve with the conditions placed by the Planning Commission;  
Councilman Fulton voted to approve based on the conditions placed by the Planning Commission;  
Councilman Culotta voted to approve based on prior comments;  
Councilman Baer voted no; he does not like the idea of storage containers;  
Councilman Morrow voted yes in accordance with the Planning Commission;  
Councilman James voted yes with the conditions outlined by the Planning Commission;  
Councilwoman Wilson voted yes based on the approval of the Planning Commission.

#### COMMUNICATIONS & CORRESPONDENCE

Councilman Culotta reported that he is again receiving calls about speeding on South Walnut Street.

Councilwoman Wilson shared that she had the privilege of speaking to Mr. Childers in reference to the condition of the housing at the Silver Lake Estate Housing. His agency is a nursing agency that goes in and provides services to the individuals at Silver Lake Estate. The employees of his agency have made numerous complaints. The City Code Department is aware of the issues and he shared that the City is willing to partner with him to help some of the disabled residents to clean up their units.

Director Pierce added that his department made contact with the care providers that made the complaint, along with the property manager of the complex. Last Wednesday, two code officials went out on site and he assured Council his department is staying on top of this issue.

Councilman Culotta asked what jurisdiction the City had over this complex and if this complex is managed by the State through Section 8. Director Pierce replied that he believes there are a handful of units that are receiving voucher assistance. There were some State Housing Authority Inspections done a few years ago. Anytime a complaint is made, the Code Department follows up with their property manager.

Councilwoman Wilson shared that Brightway Commons is also having several mold issues with several of their units. The City is also aware of these issues though an inspection was completed in 2019. Councilman James added that these mold issues have been discussed a lot over the summer. The Code Department did look into these complaints and there were various levels of findings within the units.

Councilman Boyle reminded everyone that tomorrow is the Police Referendum in Milford. He added that this is part of our infrastructure that allows us to grow and to expand service. He encouraged everyone to go out and vote for this tomorrow. This needs to be passed in order to continue to provide the exemplary services that the residents expect of our City.

Councilman Fulton reported that he received correspondence in reference to the referendum in which he provided feedback to the constituent by informing them a mailing was provided to all Milford residents.

City Clerk Hudson reported that she anticipates a big turnout for the referendum based on the last two to three weeks of activity related to absentee ballots and voter registration. Because this is a referendum, her office has continued to accept

voter registrations up to an hour prior to the Council meeting beginning. The updated list is included for certification by Council this evening.

Councilman Boyle thanked City Clerk Hudson for all her work on the elections and referendums. There is a lot of work that goes into the elections and many people do not realize what is needed to have a successful election.

Mayor Campbell provided an update on the Citizens Advisory Committee adding that a personal tour of the police department was provided. After the vote tomorrow, they will continue to meet.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

##### *Adoption/Resolution 2021-02/DNREC Grant Award Funding*

Director Dennehy explained that his department applied for a matching grant through DNREC that was awarded. With this grant, he would like to place more lighting in the area of the Riverwalk. There is also an old handrail system that needs to be removed and replaced. The grant was awarded for \$75,000 contingent upon the City adding in another \$75,000. After a discussion with the City Manager and Finance Director, we can utilize those funds from the electric reserves because of the lighting component.

Mayor Campbell asked if there was any cost in reference to the repair on the railings? Director Dennehy replied that there have been some preliminary estimates. If this is approved, he would like to get a designer involved to get working drawings for better costs.

Councilman Culotta pointed out that lighting has always been an issue in this area. He feels that this a great opportunity to take advantage to improve the Riverwalk area.

Councilwoman Wilson asked if the work that needs to be done will exceed the \$150,00.00? Director Dennehy replied that he has given some thought to that; there is another grant cycle upcoming if the work goes over.

Councilman James commended Director Dennehy for continuing to get grant money to enhance the Riverwalk.

Mayor Campbell solicited for any public comments or questions. Hearing none, he closed the public comment.

Councilwoman Wilson made a motion to approve \$75,000 to the matching grant given to the City by DNREC. Councilman Fulton seconded the motion. The motion so passed with all ayes.

##### *Appointment/2021 Board of Election/Special Election*

City Clerk Hudson announced that one of the requirements of the City Charter to appoint a Board of Election. She is asking Council to approve Carlene Wilson, Joanne Leuthauser and Donna Merchant to the Special Election Board for the Police Borrowing Referendum to be held on Tuesday, January 26, 2021.

Councilwoman Wilson made a motion to approve the board as recommended, seconded by Councilman Morrow. Motion so passed with all ayes.

##### *Certification/2021 Voter Registration List/01.26.2021 Special Borrowing Election*

As stated earlier, City Clerk Hudson advised that this list was updated as of 4:45 today. It was included in the packet for Council's review.

City Clerk Hudson shared that there have been about 200 additional voters registered over the past couple of weeks. In addition, her office has taken numerous phone calls on questions regarding the election and eligibility. A number of Milford electric customers called to register to vote though they lived outside city limits.

Councilman Boyle asked the number of registered voters in the City; City Clerk Hudson replied there is approximately 2,400, and most of the information is current due to the change in registrations since Covid and the mailing of absent ballot applications in June.

Councilman Boyle made a motion to certify the Voter Registration List for January 26, 2021. Councilman Culotta seconded the motion. The motion passed with all ayes.

#### *Appointment/Planning Commission Vacancy*

City Manager Whitfield shared that Ian Wright of Maple Street is being recommended to fill the vacancy. He is currently a member of the Parks and Recreation Advisory Board and is a professional CPA in Milford.

Councilman Fulton moved to accept Mr. Ian Wright to serve on City Planning Commission, seconded by Councilman Culotta. The motion passed with all ayes.

#### *Adoption/Resolution 2021-03/Acceptance of Brookstone Trace Subdivision, Phases 2 Water, Stormwater and Sewer System*

City Engineer James Puddicombe reviewed the resolution that was included in the packet.

Mayor Campbell asked if anyone from the public wished to comment; hearing none, he closed the public comment period.

Councilman Boyle made a motion to adopt Resolution 2021-03 accepting Brookstone Trace Subdivision Phase Two water, storm water and sewer system. Councilman Baer seconded the motion.

#### RESOLUTION 2021-03

##### Acceptance of Brookstone Trace Subdivision, Phases 2 Water, Stormwater and Sewer System

WHEREAS, Chapter 200 provides that public roads and public utilities shall be accepted into the City of Milford's street system and public utility system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water distribution system and sewer systems included in a portion of Phase 2 of the Brookstone Trace Subdivision have been completed in accordance to City standards and requirements; and

WHEREAS, the portion of Phase 2 to be accepted includes the utilities within the Right-of-Way ("ROW") and public utilities within associated open spaces adjacent to, but within the phases, as depicted on the phasing plan sealed and dated August 2, 2018 and recorded with the Sussex County Recorder of Deeds on Book 266, Page 59; and

WHEREAS, the phase to be accepted is phase 2 which encompass lots 45 through 89 and 105 through 128; and

WHEREAS, the utilities within the following rights-of-way are to be included: Pebblebrook Drive from Fieldstone Avenue to Fieldstone Avenue; and

WHEREAS, this Resolution does not include acceptance of the sidewalks or public streets within these phases; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, the maintenance bond for the completed utilities is to be relinquished to the developer in an amount equivalent to that withheld for maintenance of the accepted utilities; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 25<sup>th</sup> day of January, 2021, by a favorable majority vote, accepts the water, stormwater and sewer systems in the Brookstone Trace Subdivision, Phase 2, that are being dedicated for public use into the City of Milford's public utility system.

BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance and repair of the water, stormwater and sewer systems in Milford Ponds Subdivision, Phase 2, as noted in this Resolution.

Motion passed with all ayes.

EXECUTIVE SESSION

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

*Pursuant to 29 Del. C. §10004(b)(9) Personnel matters in which the names, competency, and abilities of individual employees or students are discussed*

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:25 p.m. for the purposes as permitted by the Delaware Freedom of Information Act.

*Return to Open Session*

Council returned to Open Session at 9:26 p.m.

*Potential Vote/Personal Property Acquisition*

Councilman Fulton made a motion to proceed as was discussed in Executive Session, seconded by Councilman Culotta. Motion carried.

*Potential Vote/Personnel Matter*

Action postponed until next meeting.

ADJOURNMENT

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

The Council Meeting adjourned at 9:40 p.m.

Respectfully submitted,

Tracy Torbert  
Transcriptionist

# City of Milford



## PROCLAMATION 2021-03 LINEMAN APPRECIATION DAY

Whereas, on January 3, 2017, the 115<sup>th</sup> United States Congress adopted House Resolution 10 recognizing the profession of Electric Linemen, the contributions these brave men and women make to protect public safety, and to express support for the designation of April 18th as National Lineman Appreciation Day; and

Whereas, Linemen work with thousands of volts of electricity high atop power lines, sometimes 24 hours a day, 365 days a year, putting their lives on the line with little recognition from the community regarding the danger of their work; and

Whereas, Linemen are often the first responders during storms working to repair broken and damaged electrical lines under hazardous conditions to make the area safe for other public safety officials; and

Whereas, Milford's Linemen have been temporarily mobilized to assist other communities in emergency situations where mass numbers of people were left without electricity; and

Whereas, on this day, it is only appropriate we recognize the many contributions of these brave men who work tirelessly to provide dependable electricity not only within the City, but also to the Greater Milford area; and

Whereas, linemen play a vital role in our citizens' everyday lives by maintaining and growing our electrical infrastructure and simply 'keeping our lights on', which is often taken for granted by so many customers.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, hereby proclaim April 18, 2021 as

### **Lineman Appreciation Day in the City of Milford**

and urge all citizens to take a moment and recognize the professionals that work tirelessly each day to ensure electricity continues to flow to our homes, schools, hospitals, and businesses throughout our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this 12th day of April 2021.

\_\_\_\_\_  
Mayor Arthur J. Campbell

Attest:

\_\_\_\_\_  
City Clerk Teresa K. Hudson

# City of Milford



## PROCLAMATION 2021-08

### National Public Safety Telecommunicators Week

April 11-17, 2021

Whereas, emergencies can occur at any time that require police, fire or emergency medical services; and,

Whereas, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Milford Police Department Emergency Communications Center and Sussex County and Kent County 911 Centers; and

Whereas, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

Whereas, Public Safety Telecommunicators of the Milford Police Department, and the Kent and Sussex 911 Centers have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job 24 hours per day and seven days per week.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim week of April 11 through 17, 2021, to be National Public Safety Telecommunicators Week in the City of Milford, in honor of the men and women of the Milford Police Department Emergency Communications Center, Sussex County 911 Center and Kent County 911 Center, whose diligence and professionalism keep our city, county and citizens safe.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 12<sup>th</sup> day of April 2021.

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Mayor Arthur J. Campbell

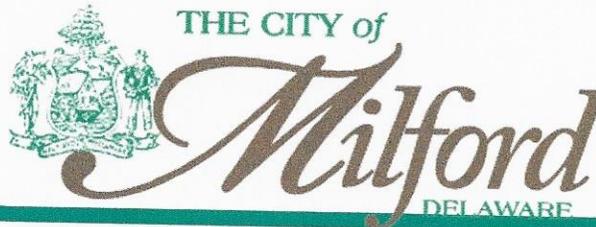
Attest:

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City Clerk Teresa K. Hudson

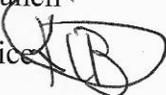


OFFICE OF THE CHIEF OF POLICE  
KENNETH L. BROWN  
kenneth.brown@cj.state.de.us



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 7, 2021

RE: Activity Report/March 2021

**Monthly Stats:**

A total of 479 arrests were made by the Milford Police Department during March 2021. Of these arrests, 134 were for criminal offenses and 345 for traffic violations. Criminal offenses consisted of 45 felony and 89 misdemeanors. Traffic violations consisted of 62 Special Duty Radar, 8 Drunk-Driving charges, 275 others.

Police officers investigated 51 accidents during the month and issued 68 written reprimands. In addition, they responded to 1084 various complaints including city requests and other agency assistance.

**Monthly Activities:**

Throughout the month of March, 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, Municipalities of Sussex Co. conference call and numerous calls with City Government Officials, the City Manager and the public. Also, participated in monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, and the weekly City Manager's Meeting with Department Heads.

Attended meeting with FirstNet to discuss MPD account via zoom held on March 3, 2021.

Attended Milford Senior Center Board meeting via Zoom held on March 3, 2021.

Presented check to Sr. Cpl. Webb at Benvenuto Restaurant in reference to fund raiser hosted by Take my Hand Ministries on March 4, 2021.

Attended new Police Department Facility Project Team meeting with Becker Morgan via Zoom held on March 5, 2021.

Attended SLEAF meeting via Zoom held on March 9, 2021.

Met with Becker Morgan to tour and inventory all out buildings in reference to new police facility held on March 10, 2021.

Attended Milford Senior Center Board meeting via Zoom held on March 10, 2021.

Attended meeting with City Staff in preparation for contract negotiations for sworn officers via Zoom held on March 11, 2021.

Attended Delaware Police Accreditation Commission meeting via Webex held on March 16, 2021.

Interview with IT Director Candidate at City Hall held on March 18, 2021.

Attended SALLE/EIDE meeting via Webex held on March 18, 2021.

Attended State Chief's Board meeting at Dover Police Department held on March 19, 2021.

Met with Representative Charles Postles for a live interview held at the Milford Police Department on March 22, 2021.

### **Training** –

Most training for the department was either cancelled or performed via webinars for the Month of March 2021 due to the COVID-19 Pandemic.

Two officers attended DUI Refresher Course held at the Delaware State Police Academy on March 11, 2021.

Two officers attended Def Tech Less Lethal Instructor Course held at the Ocean View Police Department from March 13, 2021 thru March 16, 2021.

One officer attended Basic Firearms Instructor training in Exeter, NH from March 1, 2021 thru March 5, 2021.

### **SRO** –

Sgt. Masten and Detective Maloney (who both oversee MPD's Social Media) met with Tim Smith of Delmarva Digital to have a preliminary conversation about an upgrade to the department's website (MilfordPoliceDE.org). The current web page has limitations and we're exploring a more interactive site that can be more beneficial to our citizens seeking information or services.

Sgt. Masten participated in the City of Milford Bicycle Advisory Committee Zoom meeting, where discussions continue about the City's Bicycle Master Plan.

Sgt. Masten once again registered the Milford Police Department as a DEA Drug Take Back location on April 24, 2021, from 10a-2p. This is an event we participate in twice a year as well as offering a 24 hour a day collection box provided by CVS Pharmacy.

### **K9 Unit** –

For the month of March 2021, the Milford Police Department K9 Unit had the following stats:

K9-1 (Mason)

- Building Search 2
- Drug Sniff 3
- CP/Demo 1
- Track 1

**Seized Items**

**Amount**

- Marijuana 59.9 grams
- Heroin 1,074 bags
- Oxycodone Pills 132.5 pills
- Handgun 2

K9-2 (Audie)

- Building Search 3
- CP/Demo 2
- Drug Sniff 2
- Burglary 1

**Seized Items**

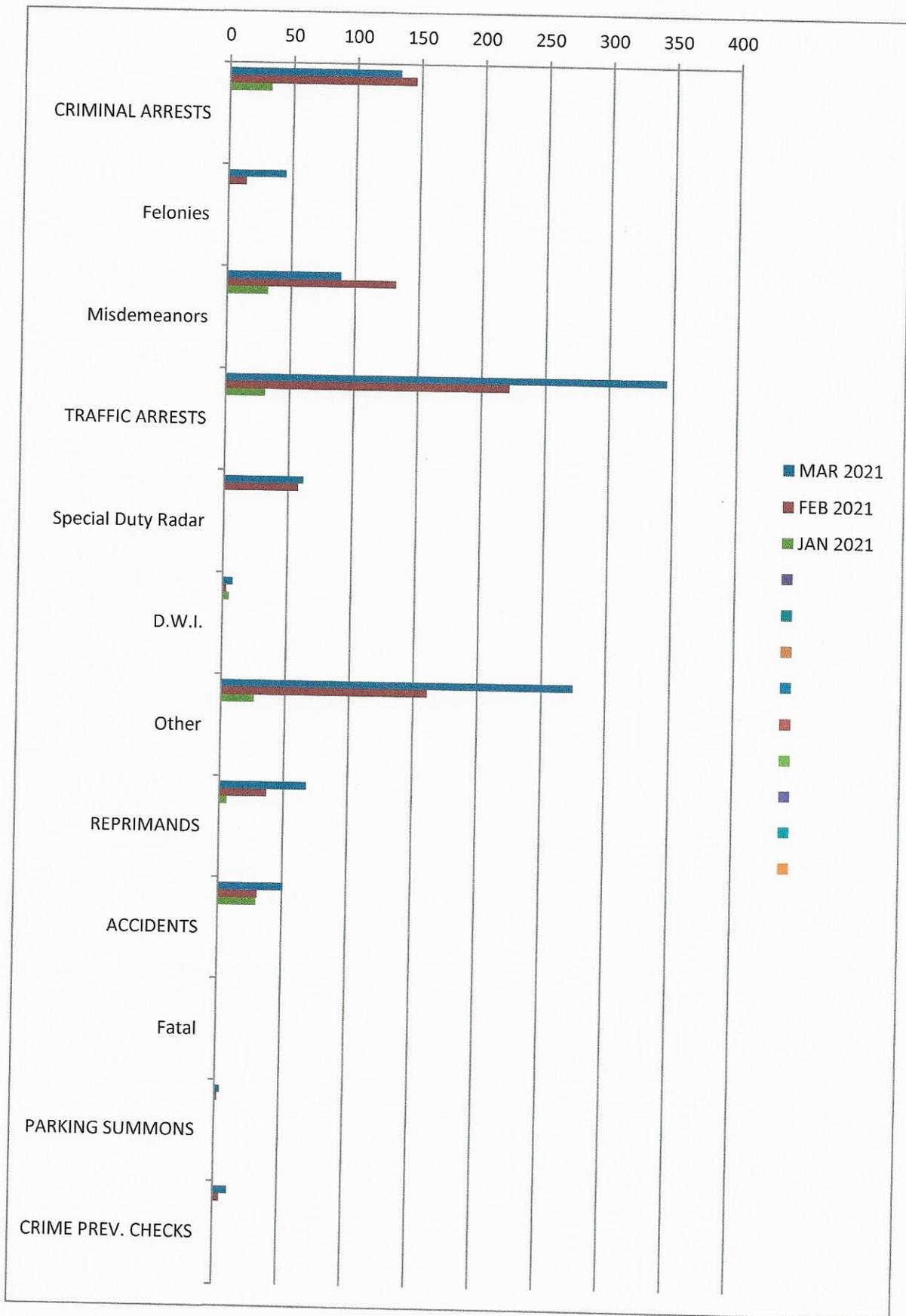
**Amount**

- Marijuana trace amount
- Heroin .3 grams
- Paraphernalia

MAR 2021 ACTIVITY REPORT

	MAR 2021	TOTAL 2021	MAR 2020	TOTAL 2020
COMPLAINTS	1084	2642	0	2684
CRIMINAL ARRESTS	134	313	0	389
Felonies	45	60	0	81
Misdemeanors	89	253	0	272
TRAFFIC ARRESTS	345	598	0	1109
Special Duty Radar	62	120	0	160
D.W.I.	8	16	0	12
Other	275	462	0	937
REPRIMANDS	68	111	0	340
ACCIDENTS	51	112	0	83
Fatal	0	0	0	0
PARKING SUMMONS	4	6	0	29
CRIME PREV. CHECKS	11	16	0	51
FINES RECEIVED	\$1,614.65	\$ 9,957.71	\$0.00	\$17,424.81

Due to minimum staffing for COVID-19 stats for Mar 2020 were not reported.



TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: April 1, 2021

RE: March 2021 – Planning Department Staff Report

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- Through the first three months of the 2021 calendar year, the City issued 41 new residential construction permits. The total construction investment in Milford from January through the end of March based on issued building permits was \$12,809,770.
- The City of Milford has seen 78 projects with a committed investment of over \$22.6 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$2.67 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$369,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.
- The Planning Commission and City Council will review a conditional use request to convert a former medical office on S. Walnut Street into a single-family detached dwelling with an apartment.
- The Planning Commission has begun reviewing Chapter 230 Zoning and Chapter 200 Subdivision of Land in an effort to address the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of potential Board of Adjustment applications, provide clarity on ambiguous language and modernize portions of the ordinances. The Planning Commission reviewed parking and loading standards, landscape screening and miscellaneous provisions at the March meeting and provided feedback. The Commission will review the Use and Area Regulations and Open Space requirements at the April meeting. Additional workshops will be needed in the upcoming months to review definitions and Chapter 200 Subdivision of Land general design requirements. The workshops will be held prior to each Planning Commission regular meeting over the next few months with the intent of having final edits for consideration this Summer.
- The Board of Adjustment will review one variance application for an oversized residential accessory garage located on S. Walnut Street.
- During the month of March, the City completed preliminary site plan review for the Food Bank, preliminary major subdivision review for revised plans for Wickersham, final major subdivision review for Knight Crossing – Phase I, minor subdivision applications for two properties in the downtown area, and a lot line adjustment plan for First Baptist Church of Milford.
- Century Engineering, DeIDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed by the team and DeIDOT is working on prioritizing these segments based on criteria used by the State. The Bicycle Advisory Committee met during the month of March to review the findings. A public workshop will be scheduled for early May to review the same before finalizing the plan.

- Staff attended the Downtown Milford, Inc. Economic Vitality committee meeting and the Greater Milford Chamber of Commerce Economic Development Task Force meeting.
- Staff continues to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
  - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
  - [Downtown Development District Plan \(Click Here to View\)](#)
  - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
  - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Total
New Cases	28
Closed Cases	20
Open Cases at Start of Period	107
Open Cases at End of Period	115

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	0
Dangerous Tree	3
Furniture Violation	3
Generic Violation	10
Property Maintenance Violation	5
Rubbish & Garbage	5
Weeds & Grass	0
Zoning Use Violation	2
<b>Total</b>	<b>28</b>

Rental Licenses Issued: 154

Vendor Licenses Issued: 0

Contractors Licenses Issued: 45

Business Licenses Issued: 65

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	4
Construction Trailer	1
Residential Demolition	2
Residential Building New Construction	13
Residential Renovation/Accessory	16
Roof/Siding Permit	10
Sign Permit	6
Solar Panel Permit	0
Utility Permit	6
<b>Total</b>	<b>58</b>

Inspections Performed:

Inspections Performed by Type	Count
Footer	39
Foundation	39
Framing	56
Insulation	42
Final	113
Residential Rental	0
<b>Total</b>	<b>289</b>

Note: Proactive rental inspections have been placed on hold due to COVID-19

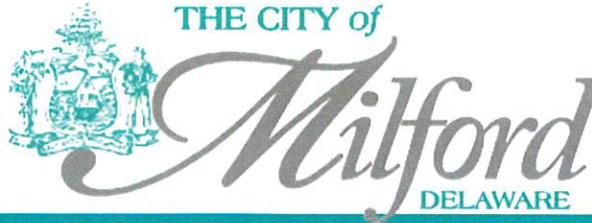


MARK A. WHITFIELD, CITY MANAGER  
201 South Walnut Street  
Milford, DE 19963

PHONE 302.422.1111  
FAX 302.424.3553  
www.cityofmilford.com

To: City Council and Mayor  
From: Mark A. Whitfield, City Manager  
Subject: March Monthly Report  
Date: April 8, 2021

- After months discussing City essential employee's need for Covid-19 vaccination, the Governor approved moving them up on the priority list at the end of March.
- Lou and I have been working with DEMEC on the refinancing of bonds. The City is a 17% owner of DEMEC, and one of the top 3 electric consumers.
- Jamesha and I have been conducting interviews with firms interested in completing an update to our pay plan.
- Staff completed work on the CIP in March, and also made submissions for the 2022 Operating Budget.
- Rob, David Rutt and I have been dealing with a landlocked piece of property off of Masten Circle that is up for monitions sale. The owners have agreed to deed the property over to the City as long as it does not cost anything to them. The property is adjacent to a storm water pond we maintain, and is also adjacent to the solar farm property.
- We continue to receive information on the City's allocation of the American Rescue Plan. We are projected to receive about \$5.98 million.
- We have lost three electric lineman over the past 7 month as well as our electric superintendent. Obviously we are concerned about staffing moving forward. Mike Svaby is looking into interim steps.
- We have made offers and received acceptance for the IT Director position and the Economic Development/Community Engagement Administrator positions.
- The Mayor, Brad Dennehy and I attended the monthly Water Infrastructure and Investment Network meeting.
- A new solar powered street light was installed at the intersection of Shelby Way and Rehoboth Blvd. CTF funds were used to pay for the installation into Maitland Estates.
- We have executed the contract between the Teamsters (Dispatchers) and the City.
- Public Works crews removed the deteriorated wall along the Milford Community Cemetery and Walnut Street.
- Brad, Mayor and I attended the Milford Community Cemetery board meeting. A new grass cutting contract was awarded. We heard a proposal for a Jewish section, however, the Board opened the entire cemetery to the organization, without any designated "sections".



TO: Mayor and City Council  
FROM: Michael Svaby, Director, Public Works  
DATE: April 6, 2021  
RE: March 2021 - Public Works Department Staff Report

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### **Director's Office**

- Worked with Human Resources to post critical vacancy of Electric Superintendent.
- Advertised RFP for Construction Management/Agency Advisor Services on the PD Building Project in multiple news media and multiple website listings including the City of Milford, Delaware Contractors' Association (DCA) and the Associated Builder and Contractors' Association (ABC).
- Finalized Capital Budget input and submitted preliminary Operating Budget input to Finance.
- Closed employee ADA survey gathering phase of ADA Transition plan with > 60% participation.
- Represented the City of Milford at Kent County Sewer Advisory Committee meeting.
- Began Key Accounts management planning for regular visitation and interaction
- Worked with State of DE DHSS/Office of Emergency Medical Services toward award of free AED units for Public Works.
- Assisted Finance in preparing written requirements for shopping insurance services.
- Participated in APWA US Congressional Staff briefing
- Participated in selection process for multiple Economic Development and Information Technology Director Candidates

### **Electrical/Technical Services Division**

- Continued work in infrastructure kickoff at Windward on the River
- Installed solar-powered community entrance lighting at Matlinds Estates
- Met with Milford Little League on Lighting options

### **Public Services Division**

#### **Streets/Utilities Section**

- Removed wall from Odd Fellows Cemetery.
- Removed plow and salt spreaders from vehicles.
- Worked on filling pot holes in various locations throughout the City.
- Assisted Engineering in walk thru at Windward on the River, reviewing sewer and water valves with City Engineer
- Assisted Wastewater crews in pulling multiple wet well pumps for cleaning and unclogging.
- Prepped Street Sweeper vehicle for spraying for weeds

- Implemented Hydrant Flushing schedule\* for Spring season as follows:
  - Ward 1: April 5-12
  - Ward 2: April 15-19
  - Ward 3: April 13-14
  - Ward 4: April 20-28

\*Some flushing will be done after dark

### **Water/Sewer Section**

- Utilized Compliance EnviroSystems Inc (CES) to clear clogs at Truitt Avenue and Milford Ponds Pump Stations.
- Fork Landing Pump Station pump #2 pulled and cleared due to clogs.
- Americinn Hotel Pump Station pump #1 pulled and cleared due to clogs.

### **Facilities and Solid Waste Section**

- Began planning and design for addition of second utility payment drop box location.
- Began LED retrofit project. Installation has been completed at the Public Works Facility and Customer Service.
- Advertised Phase 2 Basement renovation Project. Bids are due April 15, 2021.
- Completed Customer Service security camera replacement .
- Installed and implemented Finance/HR Building Security Door Access Panel.
- Worked with HR to search and interview for Solid Waste Collection operators.

### **Engineering Division**

- Interviewed multiple Summer Intern applicants
- Completed modifications to the plan set for Mispillion group and reviewed cut sheets
- Reviewed and provide comment on 2020 Street Utilities
- Met with Milford School District regarding North and Church Street intersection and provided two proposed intersection adjustments
- Continued work on crafting new construction specifications for release
- Performed as-built review of Milford Ponds phase 1.7

### **Operations Division**

- Met with PW Director to plan for July 1 Warehouse takeover of PW Yard control.
- Updated and finalized vehicle and equipment replacement schedule.
- Interviewed candidates and selected for PW Administrative Assistant Vacancy

PARKS & RECREATION DEPARTMENT  
207 Franklin Street  
Milford, DE 19963



PHONE 302.422.1104  
FAX 302.422.0409  
www.cityofmilford.com

TO: Mayor and City Council  
FROM: Brad Dennehy-Parks and Recreation Director  
DATE: April 01, 2021  
RE: March – Parks and Recreation Staff Report

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- Winter sports programming concluded and preparations began for spring programming. Staff met with spring coaches to plan for our up and coming soccer, tennis and field hockey programs. We are excited to hire a new tennis coach and offer tennis for the first time in a number of years.
- Various new volunteers will be assisting with sports programming and staff worked with them to get them cleared through HR.
- Staff have been actively working with obtaining the various permits to be held at MSD locations for spring programming.
- We are starting to interview and hire staff for our summer kid's camp and have begun working on the schedule and planning trips for the campers.
- Director, Park Superintendent and HR Director had a meeting with the owners of the Temporary employment agency.
- 4 seasonal park tech's started mid-March with the cleanup of the Milford Community Cemetery.
- Mulch was ordered and crews began prepping the various locations for new mulch with de-weeding.
- Two zero turn mowers and two trailers were serviced for the up and coming season.
- New coconut liners were ordered for the hanging flower baskets and crews began prepping the new liners with new soil and conditioner and water reservoirs.
- Lights were removed from the trees downtown to coincide with day light saving time change.
- Crews installed a temporary fence alongside the Riverwalk so the railing contractor could begin removing the sections of fence.
- Director and Park Superintendent attended the DFIT safety meeting where the Superintendent presented on safety for riding mowers.
- Director and Park Superintendent attended the Chamber of Commerce meeting for the annual spring clean-up.
- Director attended three interviews for the Economic Development and Community engagement Director with a wrap up meeting.
- Director attended an interview for the IT Director meeting with a wrap up meeting.

- Director attended the bicycle advisory council meeting.
- Director prepared for the Parks and Recreation Advisory board meeting which was held March 17<sup>th</sup>.
- Director attended a weekly WIIN meeting, a monthly WIIN meeting and assisted the Mayor with a recording for a promotional video.
- Bids for the cemetery grass cutting were received, evaluated and a contract was awarded at the March 25<sup>th</sup> Community cemetery meeting.
- Director met with representatives of the Milford Rotary twice and engaged in an interview regarding making improvements to Marshall Pond.
- Director met with the Public Works Director, Electric Department and Milford Little League to discuss additional lighting at the ballfields in the interest of public safety.



HUMAN RESOURCES  
10 SE Second Street  
Milford, DE 19963

PHONE 302.424.5142  
FAX 302.424.5932  
www.cityofmilford.com

TO: Mayor and City Council

FROM: Jamesha C. Eaddy, MBA, MSL- Human Resources Administrator

DATE: April 1, 2021

RE: March 2021 –Human Resources Department Staff Report

- Interviews were conducted for the positions of Public Works Equipment Operator, Solid Waste Operator/Collector and Engineering Intern.
- Onboarded new hire for the position of Public Works Equipment Operator.
- Job offers were accepted for the positions of Information Technology Director and Economic Development and Community Engagement Administrator.
- Internal Job Promotion: Amanda Lake was promoted to the position of Administrative Assistant, Public Works.
- COVID-19: As of March 31, 2021, the City has 0 positive employee cases. The City provided all employees with the registration links for multiple vaccine opportunities for Delaware workers.
- Interviews were conducted with 4 firms for the 2021 Job and Classification and Compensation Study. A firm will be selected in April.
- The Safety Committee identified a need for the placement of Automated External Defibrillator (AED) kits in City vehicles. So far, an AED vehicle kit has been issued to: Parks and Recreation, Solid Waste, Electric, Water/Sewer, Streets and Technical Services. The process will continue until all placement needs are met.
- Administrative Professionals Day: April 21, 2021. The City would like to recognize Amanda Lake (Public Works), Shelly Muise (Public Works), Doreen Wrightsman (Parks and Recreation) and Victoria Sessoms (Police) for their hard work and dedication to the City.

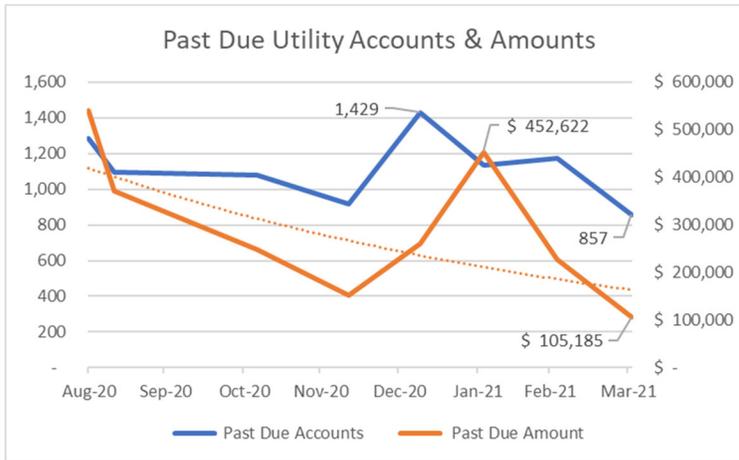
Human Resources Office	Mar 2020	Mar-21	FY20 (07/01/19- 3/31/20)	YTD FY21 (07/01/20- 3/31/21)	YTD
Full Time Employees	122	121	122	121	
Part Time/Seasonal Employees	5	9	5	9	
Vacant Positions	0	7	0	7	
Promotions	0	1	10	9	

To: Mayor and City Council  
From: Louis C. Vitola, Finance Director  
Date: April 9, 2021  
Re: March 2021 Finance Department Staff Report

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- Monthly Financial Reporting
  - The February 2021 Month-to-Date (MTD) and Fiscal Year-to-Date (YTD) Financial Reporting Package was distributed to Council with a narrative addressing financial results.
  - One significant change (addition of p.3 – Enterprise Fund income statement summary) and one correction (excerpt of January expenditure report on p. 8) were made to the financial reporting package this month.
- Capital Improvement Planning
  - The Fiscal Year 2022-2026 Capital Improvement Plan (CIP) budgeting process was launched internally in February; staff from all departments met the deliverables in the schedule through March to prepare for the April 12, 2021 presentations. A recap of the schedule follows:
    - March 2021 – Finance & Management Staff to review, question, build spreadsheet, prepare presentation
    - April 12, 2021 – CIP to Finance & Public Works Committee and City Council
    - April 26, 2021 – Council adopts CIP with funding addressed in 2022 Operating Budget
- Operating Budget
  - The Fiscal Year 2022 Operating Budget process kicked off on Monday, March 1 with the distribution of spreadsheet templates, internal projections and guidance to department heads; we will work according to the following schedule:
    - March 24, 2021 – All worksheets and supporting documentation due to Sandra Peck
    - April – Review and update spreadsheets (Sandra/Lou/Mark)
    - April 12-16, 2021 – Supervisors meetings/questions (Mark/Lou/Sandra)
    - April 19 – May 3, 2021 – Finalize and prepare budget for presentation (Sandra/Lou/Mark)
    - May 7, 2021 – Draft FY22 Operating Budget to Clerk for distribution to City Council
    - May 17-20, 2021 – Evening budget workshops with City Council (two evenings)
    - June 7, 2021 – Final FY22 Budget distributed to City Council
    - June 14, 2021 – FY22 Budget adoption by City Council
- FY20 Financial Statement Preparation and Audit
  - As expected, all final audit communications confirmed an unmodified opinion (“clean audit”), as well as a successful audit of federal funds and internal controls
  - The FY20 Annual Report was approved by City Council on March 8, 2021
  - From March 9 through March 17, 2021, the Auditors finalized their subsequent testing requirements and quality control, dated and executed all required communications and merged audit disclosures with the approved document to render the final report for publication
    - *See signed & dated “communication to governance” enclosed, which replaces previous draft distributed to Council on March 8, 2021*
  - The City met its annual disclosure requirement by publishing the approved, audited FY20 Annual Report to the Municipal Securities Rulemaking Board (MSRB) by the deadline

- The City met its federal audit requirements by publishing approved, audited FY20 Annual Report and “single audit” to the Federal Audit Clearinghouse (FAC) by the deadline
- Enterprise Resource Planning (ERP) Vendor Demonstrations
  - The City of Milford ERP Scoring Team and staff representing functions throughout City operations participated in software demonstrations from the two finalists in the process over the course of six full days the last week of February and the first week of March.
  - The project team compiled staff evaluations and incorporated reviews into the scoring model
  - The project team conducted five reference calls at the end of March and the first week of April
  - The evaluations and reference calls will be reviewed the second week of April to assist in the development of a software platform recommendation, though a clear selection has yet to emerge
- Billing & Customer Service Department
  - After suspending utility service interruptions from December 10, 2020 through January 28, 2021 due to reduced staffing levels and weather conditions, past due volumes approached levels consistent with the spike observed last spring resulting from statewide restrictions on utility disconnections. Staffing and conditions returned to normal in February and remained consistent through March. Our ability to contain credit risk and limit exposure to losses improve substantially with the ability to interrupt service delivery, which is evident in the graph at left. At the same time, we continue to monitor past due accounts carefully, offering extended payment plans, COVID-19 relief funds, and referrals to charitable resources.



- The 2020 tax levy was due September 30, 2020. The table below highlights past due property tax data since then. The formal monitions process kicked off in February and continued through March with assistance from Solicitor Rutt. We will continue to review the Department’s collection processes to encourage payment, improve the property tax collection rate and signal a standardized set of regular tax collection procedures.

Property Tax Levy	Past Due Amounts as of:					
	11/5/2020	12/11/2020	1/8/2021	2/1/2021	3/3/2021	4/1/2021
2020	\$ 229,290	\$ 132,511	\$ 108,200	\$ 102,144	\$ 95,069	\$ 81,056
2019 & Prior	249,788	229,831	221,023	218,418	208,083	195,772
<b>Total</b>	<b>\$ 479,078</b>	<b>\$ 362,342</b>	<b>\$ 329,223</b>	<b>\$ 320,562</b>	<b>\$ 303,152</b>	<b>\$ 276,828</b>

Enc

cc: Mark Whitfield, City Manager  
Finance Department

March 17, 2021

Honorable Mayor and Members of the City Council  
City of Milford, DE

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Milford, DE for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 30, 2020. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Milford, DE are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2020. We noted no transactions entered into by City of Milford, DE during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City of Milford, DE's individual fund and government-wide financial statements were:

Management's estimate of the estimated useful lives of its capital assets used to calculate depreciation is based on historical experience with like-kind assets. We evaluated the key factors and assumptions used to develop the depreciation of the City's capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for doubtful accounts is based on historical revenues, historical loss levels, the effects of COVID-19, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of its liability for current and long-term compensated absences is based on guidance promulgated by the *Government Accounting Standards Board* and includes a number of factors meant measure a liability attributable to services already rendered. We evaluated the key factors and assumptions used in determining these liabilities to determine that they are reasonable in relation to the financials statements taken as a whole.

Management's estimate of its net pension liability, and deferred outflows and inflows of resources related to pensions and pension expense are based on outside audit reports of the Delaware Public Employees' Retirement System. We evaluated the key factors and

assumptions used in determining that these amounts are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of the impact of the Coronavirus (COVID-19) in Note 16 to the financial statements discusses the contingent economic impacts of the pandemic on the City.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing our audit. However, there was a significant delay in the completion of our audit, due largely to the following factors:

The COVID-19 pandemic prevented our ability to conduct any onsite fieldwork, which impaired audit efficiencies with respect to obtaining source documents necessary as part of our testing, as well as real-time direct communication with finance personnel.

There was a transition of the City's Director of Finance just prior to and during the audit process. Both the prior and new Directors of Finance were 100% cooperative with all audit requests, but there was an inherent learning curve for the new Director with respect to all operations of the City, and internal control and financial reporting processes.

The financial statements audited by us are inherently the responsibility of the City. Prior to the current fiscal year ended June 30, 2020, our firm played a significant role in preparing the year end financial statements. Effective with the June 30, 2020 fiscal year, *Government Auditing Standards* essentially prohibits an audit firm from preparing the year-end financial statements without potentially impairing their independence. Consequently, the City's new Director of Finance took on the main responsibility of the financial statement preparation, and with all the other responsibilities he had to take on there were significant delays in completing the financial statements.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated March 17, 2021.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to City of Milford, DE's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## **GOLD GERSTEIN GROUP LLC**

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City of Milford, DE's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to management's discussion and analysis; General fund-schedule of revenues, expenditures, and changes in fund balance-budget and actual; and the schedules of changes in net pension liability, related ratios for the police pension plan and the general employee pension plan, schedule of employer contributions for the police pension plan and the general employee pension plan, the schedule of the City of Milford, DE's proportionate share of the net pension liability for the county and municipal police and firefighters pension plan, the schedule of the City of Milford, DE's contributions for the county and municipal police and firefighters pension plan, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on certain statistical information, as well as the schedule of federal expenditures, which accompany the financial statements but not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the information and use of Honorable Mayor and Members of the City Council and management of City of Milford, DE and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Gold Gerstein Group LLC*

Gold Gerstein Group LLC

To: Mayor and City Council  
From: Louis C. Vitola, Finance Director  
Date: April 9, 2021  
Re: February 2021 Financial Reporting Package

The February 2021 Month-to-Date and Fiscal Year-to-Date (YTD) Financial Reporting Package is enclosed for your review. The following executive summary highlights this month's notable developments. One significant change was made to the report layout this month: a new page (p. 3) was inserted between pages 2 and 3 in the legacy report to summarize the YTD performance of the four enterprise funds in a "profit and loss" (P&L) or income statement format. In addition, an error from the January report was corrected and included with this month's report. Details of each follow.

- Pages 1-2: Cash and Reserve Balances
  - Cash and investment balances (page 1) remain strong through the first eight months of the year, but the standard caution is that reserve requirements and funding commitments (page 2) encumber a significant portion of the balance in each fund, most notably the general fund, sewer fund, the Municipal Street Aid (MSA) fund and Realty Transfer Tax (RTT) fund.
  - Nominal disbursements were made from the four major reserve accounts (page 2, lines 18-21) during February, which primarily constituted investment fees.
  - Impact fee collections, permit charges and RTT receipts were strong in February, representing a continuation of the above-average activity in residential and commercial construction and resale markets.
  - The Minimum Cash Requirement (MCR) in the general fund (p. 2, row 13) was adjusted downward from 60 to 45 days' operating expenses to permit an offsetting expansion in the Equipment Replacement Reserve (ER) such that the ER balance (p. 2, row 14) will be sufficient to meet the general fund vehicle and equipment replacement schedule contemplated in the first draft of the FY2022-26 Capital Improvement Plan.
- New Page 3: Enterprise Funds – Statement of Revenue & Expenditures (P&L Style Statement)
  - The new presentation features a consolidated view of the YTD performance of the City's four major enterprise funds using a "P&L" or income statement format readers may recognize more readily than the detailed revenue (p. 4) and expenditure (p. 5-9) reports that follow.
  - The statement was modeled after the presentation of the Proprietary Funds Statement of Revenues, Expenses and Changes in Net Position found in the City's annual audited financial statements, though this monthly version excludes the internal service fund, certain non-operating revenue (such as impact fees and grants) and expense (such as depreciation expense), and consolidates operating expenses into two categories.
  - The presentation will be modified as needed based on feedback and the Finance Department's plans to incorporate comparative data and non-financial operating data into the monthly report.
- Page 4-9: Revenue & Expenditures
  - YTD general fund revenue as a percentage of the annual budget is 81%, but the figure is skewed by the annual tax billing and the monthly recognition of reserves and transfers to match the budget. Adjusted for property tax billing, incoming transfers and reserve-funded initiatives, YTD general fund revenue is still a healthy 74% of the annual budget, while expenditures are being monitored closely, again measuring under the levelized budgeted expenditures through the end of February.
  - Enterprise fund revenues likewise remain strong through the first eight months of the year. After December's light results, revenue rebounded in the first two months of 2021 to exceed the budget in all funds, pushing the YTD revenue variance ahead of the levelized revenue budget by almost 5%.
  - Page 8 in the February report contains an excerpt from the January report (p. 7 of 8) containing a correction of an omitted expense account. The correction shown in blue on line 76 impacted various subtotals and grand totals throughout the page, which are shown in red to highlight the changes versus the January report as submitted. A corrected version of the January report will be published on the City's website.

- Total enterprise fund expenses were higher this month compared to January, even when adjusted for the sewer expense omission. Increased expenditures in the water and sewer divisions were offset by lower costs in the electric and solid waste operations.
- The narrative through fiscal year 2021 continues to hold through February; the City's controllable operating expenses and capital spending funded by current operations have been held deliberately low as long as possible. Necessary operating and capital expenditures deferred to the second half of the year have the potential to contribute to a reversal of the positive budget variance experienced throughout the fiscal year.

cc: Mark Whitfield, City Manager  
Finance Department



Financial Reporting Package  
As of and For the Period Ended February 28, 2021

Cash & Investment Balance Rollforward  
Restricted Cash Reserves Report  
Enterprise Funds YTD Revenue & Expenditure Report  
Revenue Report with MTD & YTD vs Annual Budget  
Expenditure Report with MTD & YTD vs Annual Budget  
**Excerpt from January 2021 Expenditure Report**  
Interservice Department Cost Allocation

City of Milford, Delaware  
Cash and Investment Balance<sup>1</sup> Rollforward  
For the Period Ended February 28, 2021

1 **Operating Cash Balances**

Description	Opening Balance (Jan 31, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Feb 28, 2021)
General Fund	\$ 4,495,884	\$ 1,147,806	\$ 873	\$ (1,115,637)	\$ 4,528,926
Electric Fund	2,140,341	2,584,829	1,958	(1,892,900)	2,834,227
Water Fund	1,070,275	273,817	1,069	(229,620)	1,115,541
Sewer Fund	998,854	448,823	540	(353,835)	1,094,381
Solid Waste Fund	354,360	119,082	56	(100,374)	373,124
<b>Operating Cash Totals</b>	<b>\$ 9,059,713</b>	<b>\$ 4,574,356</b>	<b>\$ 4,496</b>	<b>\$ (3,692,366)</b>	<b>\$ 9,946,199</b>

9 **Federal, State and Other Special Purpose Cash Balances**

Description	Opening Balance (Jan 31, 2021)	Receipts	Interest Earned	Disbursements <sup>3</sup>	Closing Balance (Feb 28, 2021)
General Improvement	\$ 379,479	\$ -	\$ 57	\$ (1,745)	\$ 377,791
Municipal Street Aid (MSA)	547,261	-	82	-	547,343
Realty Transfer Tax (RTT)	3,213,043	183,224	504	(41,667)	3,355,104
Economic Development	32,289	-	-	-	32,289
<b>Special Purpose Cash Totals</b>	<b>\$ 4,172,071</b>	<b>\$ 183,224</b>	<b>\$ 643</b>	<b>\$ (43,411)</b>	<b>\$ 4,312,527</b>

16 **Reserve Fund Cash Balances<sup>2</sup>**

Description	Opening Balance (Jan 31, 2021)	Receipts	Interest Earned	Disbursements <sup>4</sup>	Closing Balance (Feb 28, 2021)
General Fund Capital Reserves	\$ 1,843,347	\$ -	\$ 2,307	\$ (16,109)	\$ 1,829,544
Water Fund Capital Reserves	9,645,773	-	15,939	(2,298)	9,659,414
Sewer Fund Capital Reserves	3,975,831	-	6,450	(1,544)	3,980,736
Electric Fund Capital Reserves	14,201,206	-	17,503	(190)	14,218,519
<b>Reserve Fund Cash Totals</b>	<b>\$ 29,666,157</b>	<b>\$ -</b>	<b>\$ 42,198</b>	<b>\$ (20,141)</b>	<b>\$ 29,688,214</b>

23 **Impact Fees and Police/General Facilities Cash Balances**

Description	Opening Balance (Jan 31, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Feb 28, 2021)
Police & General Gov't Facilities	\$ 508,128	\$ 10,899	\$ -	\$ -	\$ 519,027
Carlisle Fire Co Permit Fund	578,158	3,633	-	-	581,791
Water Impact Fee Reserves	4,004,491	39,936	-	-	4,044,428
Sewer Impact Fee Reserves	2,328,869	21,099	-	-	2,349,968
Electric Impact Fee Reserves	976,790	9,600	-	-	986,390
<b>Impact Fees &amp; Police/GF Totals</b>	<b>\$ 8,396,437</b>	<b>\$ 85,167</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,481,604</b>

<b>Grand Totals</b>	<b>\$ 51,294,379</b>	<b>\$ 4,842,747</b>	<b>\$ 47,337</b>	<b>\$ (3,755,919)</b>	<b>\$ 52,428,544</b>
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32 <sup>1</sup>Balances reflect banking and investment account statements and are not indicative of funding availability

33 <sup>2</sup>See enclosed Restricted Cash Reserves Report for breakdown of reserve funding commitments

34 <sup>3</sup>Transfer to Police to support operating expenditures (line 13)

35 <sup>4</sup>Minimal disbursements from Reserves during February, though capital projects continued to move forward with over \$300,000 spent on parks & rec, sewer, and public works projects

City of Milford, Delaware  
Restricted Cash Reserves Report  
As of February 28, 2021

General Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/21)	\$	1,829,544
Restricted Funds:		
FY'19 Approved with Budget		(21,659)
FY'19 Capital - Council Approved		(52,330)
FY'20 Approved with Budget		(230,165)
FY'20 Capital - Council Approved		(7,233)
FY'21 Approved with Budget <sup>1</sup>		(580,606)
FY'21 Capital - Council Approved		(244,690)
Funding for 5 Police Officers - Yr 3		(436,800)
Support Policy with RTT <sup>2</sup>		2,000,000
Draft Reserve (MCR) Policy <sup>3</sup>		(1,357,614)
Equipment Replacement Reserve <sup>3</sup>		(771,581)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>126,867</b>

Water Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/21)	\$	9,659,414
Restricted Funds:		
NW & NE Front Street Waterline		(123,218)
Streets 2020 Utility Engineering		(3,226)
SE Second Street - Lead Gooseneck		(152,562)
Two Test Wells - 10th Street		(50,800)
Automated Blow-Off Valves		(48,628)
Lovers Lane & Mispillion St Group		(279,232)
Fencing & Water Source Study		(74,250)
SE Regional Water Quality Study		(36,750)
Front Street Water Lines		(1,500,000)
Draft Reserve (MCR) Policy <sup>4</sup>		(887,632)
Equipment Replacement Reserve <sup>4</sup>		(1,546,200)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>4,956,916</b>

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/21)	\$	3,980,736
Restricted Funds:		
Vehicles: F250 Svc & H/D w/Plow		(71,051)
I&I Studies: & Shawnee/Truitt		(141,634)
DNREC Surface Water Grant		(50,000)
Mill Street - Line Rerouting		(5,439)
Streets 2020 Utility Engineering		(3,226)
Fencing - Lighthouse Pump Station		(28,000)
Upgrade Line - Mispillion St Group		(28,618)
Backup Generator		(40,950)
Draft Reserve (MCR) Policy <sup>4</sup>		(2,948,637)
Equipment Replacement Reserve <sup>4</sup>		(613,000)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>50,182</b>

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/21)	\$	14,218,519
Restricted Funds:		
SCADA / Smart Metering Wall		(100,000)
FY'19 Budgeted Capital		(297,150)
FY'20 Budgeted Capital		(181,961)
FY'21 Capital - Council Approved		(75,000)
Early Redemption of Bond (1/1/22)		(4,060,000)
Draft Reserve (MCR) Policy <sup>4</sup>		(5,185,486)
Equipment Replacement Reserve <sup>4</sup>		(1,241,200)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>3,077,723</b>

Municipal Street Aid Reserves		Amount
Cash/Investment Balance (2/28/21)	\$	547,343
Projected Receipts through FY'21:		69,964
Restricted Funds:		
Mispillion Street Group		(434,440)
Street Improvement Plan: 2020		(98,011)
Street Improvement Plan: 2019		(72,000)
Balance of Fisher, Plum, Masten, etc		(1,094)
Balance of Lovers Lane Project		(3,125)
Restricted for Bridge Improvements		(6,552)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>2,085</b>

Realty Transfer Tax Reserves		Amount
Cash/Investment Balance (2/28/21)	\$	3,355,104
Projected Receipts through FY'21:		203,667
Restricted Funds:		
Transfer to Police Dept		(166,664)
Sidewalk Project Funding		(140,000)
Mispillion Street Group		(80,000)
Support GF Policies <sup>2</sup>		(2,000,000)
Draft Reserve Policy <sup>5</sup>		(1,000,000)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>172,107</b>

<sup>1</sup>Includes \$347,899 for FY'21 General Fund Operating Budget Deficit-Funding

<sup>2</sup>Per discussions held at 11/17/2020 Council Retreat, implementation of GF Reserve Policies would require support from an eligible funding source

<sup>3</sup>Per 11/17 Retreat, initial draft of GF Policies recommend MCR of 60 days OpEx & Equip Repl Res of PY Equipment Depreciation Expense; CIP budgeting process March-April 2021 resulting in updated recommendation to MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

<sup>4</sup>Per 11/17 Retreat, initial drafts of Enterprise Fund Policies recommend dynamic MCR based on formula developed in COS study, with separate Equip Repl Reserve of 20% of 5-yr CIP

<sup>5</sup>Per 11/17 Retreat, initial draft of RTT Fund Policy recommends dynamic MCR based on average of trailing-three-year RTT receipts

City of Milford, Delaware  
 Enterprise Funds: YTD Actual Statement of Revenues & Expenditures<sup>1</sup>  
 For the YTD Period Ended February 28, 2021 (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	Total (as % of Revenue)
1 Operating Revenue	\$ 16,958	\$ 2,073	\$ 3,029	\$ 921	\$ 22,981	100.0%
2 Cost of Revenue <sup>2</sup>	(11,503)	(221)	(2,074)	(237)	(14,036)	-61.1%
3 <b>Gross Margin</b>	<b>5,456</b>	<b>1,851</b>	<b>955</b>	<b>684</b>	<b>8,946</b>	<b>38.9%</b>
4 Operating Expenses						
5 Operations & Maintenance	(1,565)	(651)	(564)	(408)	(3,187)	-13.9%
6 Personnel	(734)	(195)	(191)	(173)	(1,293)	-5.6%
7 <b>Total Operating Expenses</b>	<b>(2,299)</b>	<b>(845)</b>	<b>(755)</b>	<b>(581)</b>	<b>(4,480)</b>	<b>-19.5%</b>
8 <b>Operating Income</b>	<b>\$ 3,157</b>	<b>\$ 1,006</b>	<b>\$ 200</b>	<b>\$ 103</b>	<b>\$ 4,466</b>	<b>19.4%</b>
9 Non-Operating Revenue (Expense)	19	8	(4)	1	25	0.1%
10 <b>Surplus (Deficit) available for debt service &amp; capital</b>	<b>3,176</b>	<b>1,014</b>	<b>196</b>	<b>104</b>	<b>4,491</b>	<b>19.5%</b>
11 Debt Service - Principal & Interest	(274)	(272)	(303)	(71)	(921)	-4.0%
12 Capital Spending / Contributions from (to) Reserves	(77)	-	-	-	(77)	-0.3%
13 <b>Surplus (deficit) available for transfers</b>	<b>2,825</b>	<b>742</b>	<b>(107)</b>	<b>33</b>	<b>3,493</b>	<b>15.2%</b>
14 Transfers Out	(1,667)	-	-	-	(1,667)	-7.3%
15 <b>Net Surplus (Deficit)</b>	<b>\$ 1,158</b>	<b>\$ 742</b>	<b>\$ (107)</b>	<b>\$ 33</b>	<b>\$ 1,826</b>	<b>7.9%</b>

<sup>1</sup>Future iterations of this report will be modified to show comparable data versus the budget and/or prior year performance, common size (percentage-based) figures, operational data and/or customer data to further inform the current year performance in the enterprise funds.

<sup>2</sup>Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

City of Milford, Delaware  
 Revenue Report: MTD and YTD Actual vs Annual Budget  
 For the YTD Period Ended February 28, 2021

*66.7% of Year Elapsed*

Account / Function	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
<b>General Fund:</b>				
Economic Development Fund	\$ 70,860	\$ -	\$ 70,860	100.0%
General Fund Reserves	813,099	39,786	507,219	62.4%
General Fund Reserves - New Officers	436,800	36,400	291,200	66.7%
Realty Transfer Tax - Police	500,000	41,666	333,333	66.7%
Real Estate Tax <sup>1</sup>	4,316,000	64,289	4,309,942	99.9%
Business License	50,000	12,710	54,400	108.8%
Rental License	100,000	18,650	97,700	97.7%
Building Permits	250,000	25,320	280,259	112.1%
Planning & Zoning	47,000	1,200	37,950	80.7%
Grasscutting Revenue	16,000	1,333	10,667	66.7%
Police Revenues	508,375	10,011	365,988	72.0%
Misc. Revenues	417,100	54,723	250,656	60.1%
Transfers In	3,486,525	290,544	2,324,350	66.7%
<b>Total General Fund Revenue</b>	<b>\$ 11,011,759</b>	<b>\$ 596,632</b>	<b>\$ 8,934,523</b>	<b>81.1%</b>
<b>Enterprise Funds:</b>				
Water Fund Revenues	\$ 2,984,929	\$ 220,921	\$ 2,081,073	69.7%
Sewer Fund Revenues	2,528,345	192,503	1,716,313	67.9%
Kent County Sewer	1,900,000	143,487	1,316,936	69.3%
Solid Waste Fund Revenues	1,314,770	112,564	922,258	70.1%
Electric Fund Revenues	24,310,398	2,072,773	16,974,774	69.8%
<b>Total Enterprise Fund Revenue</b>	<b>\$ 33,038,442</b>	<b>\$ 2,742,248</b>	<b>\$ 23,011,354</b>	<b>69.7%</b>
Other Enterprise Expense		(1,192)	(5,363)	
Other Enterprise Revenue		2,485	10,865	
<b>Total General &amp; Enterprise Fund Revenue</b>	<b>\$ 44,050,201</b>	<b>\$ 3,340,173</b>	<b>\$ 31,951,379</b>	<b>72.5%</b>

<sup>1</sup>Strong monthly revenue in February attributable to supplemental property tax assessment

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended February 28, 2021

*66.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>General Fund</b>					
<b>City Administration</b>					
Personnel	\$ 623,686	\$ 44,306	\$ 364,767	58.5%	\$ 258,919
Operation & Maintenance (O&M)	191,289	5,980	77,535	40.5%	113,754
Capital	-	-	-		-
<b>Subtotal: City Administration</b>	<b>814,975</b>	<b>50,286</b>	<b>442,302</b>	<b>54.3%</b>	<b>372,673</b>
<b>Planning &amp; Zoning</b>					
Personnel	158,111	12,648	101,689	64.3%	56,422
O&M	82,647	3,104	30,516	36.9%	52,131
Capital	-	-	-		-
<b>Subtotal: Planning &amp; Zoning</b>	<b>240,758</b>	<b>15,752</b>	<b>132,205</b>	<b>54.9%</b>	<b>108,553</b>
<b>Code Enforcement &amp; Inspections</b>					
Personnel	288,296	21,819	178,458	61.9%	109,838
O&M	91,722	1,248	33,401	36.4%	58,321
Capital	32,000	-	-	0.0%	32,000
<b>Subtotal: Code Enforcement &amp; Inspections</b>	<b>412,018</b>	<b>23,067</b>	<b>211,859</b>	<b>51.4%</b>	<b>200,159</b>
<b>Council</b>					
Personnel	32,295	2,303	19,377	60.0%	12,918
Legal	45,000	1,460	10,875	24.2%	34,125
City Hall Building Expense	30,014	2,501	20,009	66.7%	10,005
Insurance	20,400	-	16,417	80.5%	3,983
Christmas Decorations	7,000	-	-	0.0%	7,000
Council Expense	34,200	11	13,238	38.7%	20,962
Employee Recognition	28,000	10	13,576	48.5%	14,424
Codification	15,000	-	6,728	44.9%	8,272
Carlisle Fire Company	140,000	-	140,000	100.0%	-
Museum	30,000	-	30,000	100.0%	-
Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
Milford Public Library	25,000	-	25,000	100.0%	-
Economic Development	2,000	-	-	0.0%	2,000
Armory Expenses	9,000	-	4,259	47.3%	4,741
Kent Economic Partnership	30,000	-	-	0.0%	30,000
Election - Wages	6,000	337	337	5.6%	5,663
Election - Supplies	2,000	810	810	40.5%	1,190
Community Festivals	60,000	-	-	0.0%	60,000
<b>Subtotal: Council</b>	<b>561,769</b>	<b>7,432</b>	<b>346,486</b>	<b>61.7%</b>	<b>215,283</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended February 28, 2021

*66.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Finance</b>					
Personnel	504,477	40,468	376,869	74.7%	127,608
O&M	86,400	4,229	28,954	33.5%	57,446
Capital	-	-	-		-
<b>Subtotal: Finance</b>	<b>590,877</b>	<b>44,697</b>	<b>405,823</b>	<b>68.7%</b>	<b>185,054</b>
<b>Information Technology</b>					
Personnel	274,394	7,614	117,719	42.9%	156,675
O&M	276,418	8,251	93,550	33.8%	182,868
Capital	62,000	464	29,000	46.8%	33,000
<b>Subtotal: Information Technology</b>	<b>612,812</b>	<b>16,329</b>	<b>240,269</b>	<b>39.2%</b>	<b>372,543</b>
<b>Police Department</b>					
Personnel	4,969,863	359,482	3,033,999	61.0%	1,935,864
O&M	724,875	32,935	394,385	54.4%	330,490
Capital	105,700	-	93,987	88.9%	11,713
<b>Subtotal: Police Department</b>	<b>5,800,438</b>	<b>392,417</b>	<b>3,522,371</b>	<b>60.7%</b>	<b>2,278,067</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	353,451	29,722	217,200	61.5%	136,251
O&M	440,195	28,560	220,995	50.2%	219,200
Capital	-	-	-		-
<b>Subtotal: Streets &amp; Grounds Division</b>	<b>793,646</b>	<b>58,282</b>	<b>438,195</b>	<b>55.2%</b>	<b>355,451</b>
<b>Parks &amp; Recreation</b>					
Personnel	550,946	32,362	282,114	51.2%	268,832
O&M	368,020	11,006	216,167	58.7%	151,853
Capital	265,500	11,297	136,344	51.4%	129,156
<b>Subtotal: Parks &amp; Recreation</b>	<b>1,184,466</b>	<b>54,665</b>	<b>634,625</b>	<b>53.6%</b>	<b>549,841</b>
<b>Total General Fund Expenditures</b>	<b>\$ 11,011,759</b>	<b>\$ 662,927</b>	<b>\$ 6,374,135</b>	<b>57.9%</b>	<b>\$ 4,637,624</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended February 28, 2021

*66.7% of Year Elapsed*

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Enterprise Funds:</b>					
<b>Water Division</b>					
Personnel	\$ 319,598	\$ 24,280	\$ 194,860	61.0%	\$ 124,738
O&M	1,542,611	99,038	872,025	56.5%	670,586
Capital	757,445	-	-	0.0%	757,445
Debt Service	365,275	89,638	272,274	74.5%	93,001
<b>Subtotal: Water Division</b>	<b>2,984,929</b>	<b>212,956</b>	<b>1,339,159</b>	<b>44.9%</b>	<b>1,645,770</b>
<b>Sewer Division</b>					
Personnel	307,738	23,101	190,877	62.0%	116,861
O&M	1,814,277	163,047	1,238,774	68.3%	575,503
Capital	-	-	-	-	-
Debt Service	406,330	-	303,129	74.6%	103,201
<b>Subtotal: Sewer Division (excl. Kent County)</b>	<b>2,528,345</b>	<b>186,148</b>	<b>1,732,780</b>	<b>68.5%</b>	<b>795,565</b>
Kent County Sewer <sup>1</sup>	1,900,000	233,996	1,407,410	74.1%	492,590
<b>Subtotal: Sewer Division (Comprehensive)</b>	<b>4,428,345</b>	<b>420,144</b>	<b>3,140,190</b>	<b>70.9%</b>	<b>1,288,155</b>
<b>Solid Waste Division</b>					
Personnel	315,705	18,670	172,721	54.7%	142,984
O&M	999,065	84,697	716,498	71.7%	282,567
Capital	-	-	-	-	-
<b>Subtotal: Solid Waste Division</b>	<b>1,314,770</b>	<b>103,367</b>	<b>889,219</b>	<b>67.6%</b>	<b>425,551</b>
<b>Subtotal: Water, Sewer &amp; Solid Waste</b>	<b>8,728,044</b>	<b>736,467</b>	<b>5,368,568</b>	<b>61.5%</b>	<b>3,359,476</b>
<b>Electric Division</b>					
Personnel	1,135,845	88,353	734,181	64.6%	401,664
O&M	2,605,859	198,983	1,565,050	60.1%	1,040,809
Transfer to General Fund	2,500,000	208,334	1,666,667	66.7%	833,333
Capital	947,529	-	77,449	8.2%	870,080
Debt Service	321,165	-	274,208	85.4%	46,957
<b>Subtotal: Electric Division (excl. Power)</b>	<b>7,510,398</b>	<b>495,670</b>	<b>4,317,555</b>	<b>57.5%</b>	<b>3,192,843</b>
Power Purchased	16,800,000	1,423,811	11,502,581	68.5%	5,297,419
<b>Subtotal: Electric Division (Comprehensive)</b>	<b>24,310,398</b>	<b>1,919,481</b>	<b>15,820,136</b>	<b>65.1%</b>	<b>8,490,262</b>
<b>Total Enterprise Fund Expenditures</b>	<b>\$ 33,038,442</b>	<b>\$ 2,655,948</b>	<b>\$ 21,188,704</b>	<b>64.1%</b>	<b>\$ 11,849,738</b>
<b>Grand Total Operating Budget</b>	<b>\$ 44,050,201</b>	<b>\$ 3,318,875</b>	<b>\$ 27,562,839</b>	<b>62.6%</b>	<b>\$ 16,487,362</b>

<sup>1</sup>The Expenditure Report for the YTD Period ended January 31, 2021 omitted the Kent County Sewer billing. A corrected version of the applicable page from the report follows and will be incorporated into a corrected version of the published report.

City of Milford, Delaware

Excerpt from Expenditure Report: MTD and YTD Actual vs Annual Budget (as Amended)

For the YTD Period Ended January 31, 2021

58.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Enterprise Funds:</b>					
<b>Water Division</b>					
Personnel	\$ 319,598	\$ 24,307	\$ 170,580	53.4%	\$ 149,018
O&M	1,542,611	116,400	772,987	50.1%	769,624
Capital	757,445	-	-	0.0%	757,445
Debt Service	365,275	-	182,636	50.0%	182,639
<b>Subtotal: Water Division</b>	<b>2,984,929</b>	<b>140,707</b>	<b>1,126,203</b>	<b>37.7%</b>	<b>1,858,726</b>
<b>Sewer Division</b>					
Personnel	307,738	23,611	167,776	54.5%	139,962
O&M	1,814,277	80,880	1,075,727	59.3%	738,550
Capital	-	-	-	-	-
Debt Service	406,330	17,962	303,129	74.6%	103,201
<b>Subtotal: Sewer Division (excl. Kent County)</b>	<b>2,528,345</b>	<b>122,453</b>	<b>1,546,632</b>	<b>61.2%</b>	<b>981,713</b>
<b>Kent County Sewer<sup>1</sup></b>	<b>1,900,000</b>	<b>167,031</b>	<b>1,173,414</b>	<b>61.8%</b>	<b>726,586</b>
<b>Subtotal: Sewer Division (Comprehensive)</b>	<b>4,428,345</b>	<b>289,484</b>	<b>2,720,046</b>	<b>61.4%</b>	<b>1,708,299</b>
<b>Solid Waste Division</b>					
Personnel	315,705	19,714	154,051	48.8%	161,654
O&M	999,065	137,628	631,801	63.2%	367,264
Capital	-	-	-	-	-
<b>Subtotal: Solid Waste Division</b>	<b>1,314,770</b>	<b>157,342</b>	<b>785,852</b>	<b>59.8%</b>	<b>528,918</b>
<b>Subtotal: Water, Sewer &amp; Solid Waste</b>	<b>8,728,044</b>	<b>587,533</b>	<b>4,632,101</b>	<b>53.1%</b>	<b>4,095,943</b>
<b>Electric Division</b>					
Personnel	1,135,845	85,220	645,828	56.9%	490,017
O&M	2,605,859	161,489	1,366,067	52.4%	1,239,792
Transfer to General Fund	2,500,000	208,333	1,458,333	58.3%	1,041,667
Capital	947,529	8,471	77,449	8.2%	870,080
Debt Service	321,165	-	274,208	85.4%	46,957
<b>Subtotal: Electric Division (excl. Power)</b>	<b>7,510,398</b>	<b>463,513</b>	<b>3,821,885</b>	<b>50.9%</b>	<b>3,688,513</b>
Power Purchased	16,800,000	1,535,422	10,078,770	60.0%	6,721,230
<b>Subtotal: Electric Division (Comprehensive)</b>	<b>24,310,398</b>	<b>1,998,935</b>	<b>13,900,655</b>	<b>57.2%</b>	<b>10,409,743</b>
<b>Total Enterprise Fund Expenditures</b>	<b>\$ 33,038,442</b>	<b>\$ 2,586,468</b>	<b>\$ 18,532,756</b>	<b>56.1%</b>	<b>\$ 14,505,686</b>
<b>Grand Total Operating Budget</b>	<b>\$ 44,050,201</b>	<b>\$ 3,468,408</b>	<b>\$ 24,243,964</b>	<b>55.0%</b>	<b>\$ 19,806,237</b>

<sup>1</sup>The Expenditure Report for the YTD Period ended January 31, 2021 omitted the Kent County Sewer billing of \$167,031 (in blue on row 76). Values reported in red in this report excerpt reflect the values that changed as a result of the correction. A clean version of this page will be incorporated into a corrected version of the published report.

City of Milford, Delaware  
Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended February 28, 2021

*66.7% of Year Elapsed*

Account / Divisional Groupings	FY'21 Budget	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Interservice Departments</b>					
<b>Garage</b>					
Personnel	\$ 94,752	\$ 6,738	\$ 55,364	58.4%	\$ 39,388
Operation & Maintenance (O&M)	120,672	8,580	84,771	70.2%	35,901
Capital	-	-	-		-
<b>Subtotal: Garage</b>	<b>215,424</b>	<b>15,318</b>	<b>140,135</b>	<b>65.1%</b>	<b>75,289</b>
<b>Public Works</b>					
Personnel	727,521	50,502	413,146	56.8%	314,375
O&M	270,155	14,716	115,517	42.8%	154,638
Capital	216,773	-	-	0.0%	216,773
<b>Subtotal: Public Works</b>	<b>1,214,449</b>	<b>65,218</b>	<b>528,663</b>	<b>43.5%</b>	<b>685,786</b>
<b>Tech Services</b>					
Personnel	249,059	20,309	163,532	65.7%	85,527
O&M	445,181	43,298	256,656	57.7%	188,525
Capital	-	-	-		-
<b>Subtotal: Tech Services</b>	<b>694,240</b>	<b>63,607</b>	<b>420,188</b>	<b>60.5%</b>	<b>274,052</b>
<b>Billing &amp; Collections</b>					
Personnel	662,726	49,155	375,079	56.6%	287,647
O&M	282,655	16,055	148,716	52.6%	133,939
Capital	49,500	3,850	24,329	49.1%	25,171
<b>Subtotal: Billing &amp; Collections</b>	<b>994,881</b>	<b>69,060</b>	<b>548,124</b>	<b>55.1%</b>	<b>446,757</b>
<b>City Hall Cost Allocation</b>					
O&M	70,620	5,529	31,562	44.7%	39,058
Capital	-	-	-		-
<b>Subtotal: City Hall Cost Allocation</b>	<b>70,620</b>	<b>5,529</b>	<b>31,562</b>	<b>44.7%</b>	<b>39,058</b>
<b>Interdepartmental Cost Allocation</b>	<b>\$ (3,189,614)</b>	<b>\$ (218,732)</b>	<b>\$ (1,668,672)</b>	<b>52.3%</b>	<b>\$ (1,520,942)</b>
<b>Net Interdepartmental Costs<sup>1</sup></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>

<sup>1</sup>All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.

## REMINDER:

The Annual Organizational Meeting will be held on Monday, May 3, 2021 at 7:00 p.m.

Councilmembers Marabello, Culotta, Morrow and James will be sworn in at that time. A personal bible can be used the ceremony if you wish.

Please invite family and friends to join in the virtual meeting.

Please contact me with questions.

Terri



PUBLIC WORKS DEPARTMENT  
180 Vickers Drive  
Milford, DE 19963

PHONE 302.422.1110  
FAX 302.422.1117  
www.cityofmilford.com

To: City Council through Mike Svaby, Director  
From: Rhiannon Slater, Operations Supervisor  
Subject: Electric Division Vermeer Trencher Replacement  
Date: April 8, 2021

Staff requests City Council consider a recommendation to replace the existing 2001 Vermeer Trencher used by the Electric Division with a 2021 Ditch Witch RT45A Compact Trencher. The existing trencher is 20 years old, is too small, cannot keep up with our current needs, and has been used beyond its life expectancy. The replacement of the unit was identified in the 2021 Capital Improvement Plan.

The purchase of this truck will be made through the SourceWell Contract. Specifications for the 2021 Vermeer RT45A Trencher are attached. The Electric Division budgeted \$95,000.00 for the purchase of this unit, the SourceWell final cost is \$89,599.77.

**RECOMMENDATION:** Staff recommends City Council authorize a purchase order to The Charles Machine Works, Perry, OK, per SourceWell Contract pricing, Quote #20169416 in the amount of \$89,599.77, with funding coming from Electric Operating funds, specifically Vehicle Capitol.

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

Vince Waydelis  
180 Vickers Drive  
Milford, DE 19963

*Replacement E-108*

It is our pleasure to provide a quote for a 2022 Ford 450 Chassis Cab w/ Body Upfit with all government incentives for the State of Delaware and equipment as follows:

Vehicle	2022 Ford 450 Extended Cab Dual Rear Wheel 4WD – Chassis Cab 192"WB	<b>\$59,970</b>
Z1 / AS	Oxford White & Medium Earth Vinyl 40/20/40 Seat	
996 / 446	6.7L V8 Diesel Engine with 10 Speed Auto Trans.	
650A	PEP Package 650A – Standard XL Package – Air Conditioning, Vinyl Floor and Seat, AM/FM Radio	
	Power Equipment Package (includes power heated side view mirrors)	
	Spare Tire, Wheel and Jack	
	Extra Heavy Duty Alternator	
	16500# GVWR	
	Limited Slip 4.10 Axle	
	Snow Plow Prep Package	
	<b><u>Dump Body &amp; Lightbar &amp; LED's</u></b>	
	RUGBY 9' 3-4 YARD ELIMINATOR LP DUMP BODY	<b>\$20,635</b>
	<ul style="list-style-type: none"> <li>• 94" O.D. WIDTH</li> <li>• DOUBLE WALLED SIDES:</li> <li>• 10 GA. INNER WALL</li> <li>• 12 GA GRADE 50 OUTER WALL</li> <li>• 17" HIGH SIDES</li> <li>• 23" TAILGATE HEIGHT</li> <li>• FULLY BOXED TOP RAIL</li> <li>• FULLY BOXED PERIMETER TAILGATE WITH TWO VERTICAL BRACES</li> <li>• LED OVAL RECESSED STOP/TURN/TAIL LIGHT ASSY IN REAR POSTS</li> <li>• LED MARKER LIGHTS *EASY LATCH (PATENTED) TAILGATE ACCESS</li> <li>• 5" STRUCTURAL LONG SILL</li> <li>• 3" I-BEAM CROSSMEMBERS ON 16" CENTERS</li> <li>• INSTALLED AND PAINTED WHITE</li> </ul>	
	1/2 CABSHIELD FOR 2/3 & 3/4 YARD RUGBY LP DUMP BODY 22"D	
	RUGBY MODEL SR-4016ED DOUBLE ACTING ELECTRIC/HYDRAULIC HOIST CONTROLLER WILL BE LOOSE IN CAB WITH 2' LEAD CLASS 40 HOIST, 5.5" BORE, 16" STROKE, 2" DIAMETER ROD 10.6T CAPACITY 9' BODY	
	POWER UNIT CABLE FOR HOIST, REGULAR CAB, FORD, CHEVY, GMC	
	MANUAL TARP AND ROLLER 8'-11' BODY	
	UNDERBODY 2 STEP FOLD OUT LADDER AND GRAB HANDLE	

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963  
 Ford - Chevrolet - Dodge - Jeep  
 Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

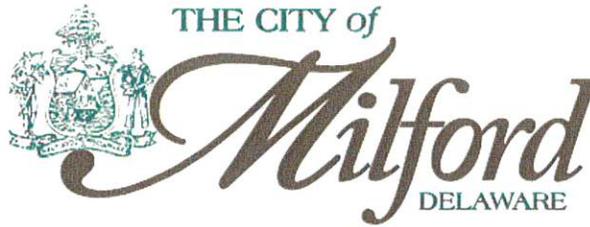
(302) 422-3300

Fax: (302) 839-0555

	FULL PLATE COMBO HITCH WITH 2" BALL AND ICC BUMPER 16,000 LB CAPACITY	
	PLUG, 7 PRONG FLAT TRAILER - 2020 FORD	
	BACK UP ALARM 102DB	
	POLY FENDERS FOR 16 - 19.5" DUAL REAR WHEELS	
	LIGHTBAR & LED's <ul style="list-style-type: none"> <li>• 54" WHELEN LIBERTY II SOLO LIGHT BAR TO ROOF OF VEHICLE USING MOUNTING BRACKETS                     <ul style="list-style-type: none"> <li>➤ ALL MODULES FILLED WITH AMBER LED STROBES</li> </ul> </li> <li>• 2 BUYERS 6.5" OVAL AMBER LED STROBES                     <ul style="list-style-type: none"> <li>➤ IN FRONT OF CABSHIELD</li> </ul> </li> <li>• 2 BUYERS 6.5" OVAL AMBER LED STROBES ONE                     <ul style="list-style-type: none"> <li>➤ ON EACH SIDE OF THE CABSHIELD</li> </ul> </li> <li>• 2 BUYERS 6.5" OVAL AMBER LED STROBES IN REAR OF BODY (REPLACES TAIL LIGHT IN REAR OF BODY)</li> </ul>	
	KNAPHEIDE "1" PAK TOOL BOX 24"L X 55"H X 82"W INSTALLED AND PAINTED WHITE <ul style="list-style-type: none"> <li>• Install Strip Lights In "1" Pak Tool Box – Wire To Switch In Cab</li> </ul>	
	<b>MSRP \$80,605</b>	
<b>NO PLOW</b>	<b>Grand Total w/ All Fleet &amp; Government Incentives</b>	<b>\$67,520</b>
	<b>ADD-ON OPTIONAL ITEMS</b>	
<i>OPT</i>	SUPPLY AND INSTALL A 9' PRO PLUS WESTERN ULTRAMOUNT SNOWPLOW <ul style="list-style-type: none"> <li>• NIGHTHAWK HEADLIGHT KIT, HALOGEN, STANDARD WITH PLOW</li> <li>• MULTI-POSITION PLOW HAND HELD CONTROLLER</li> </ul>	\$5,970
<i>OPT</i>	WESTERN RUBBER DEFLECTOR 8.5' AND 9' BLADES	\$275
<b>W/ PLOW</b>	<b>Grand Total w/ All Fleet &amp; Government Incentives / Snow Plow / Deflectors</b>	<b>\$73,765</b>

Please contact me with any questions, changes or to place an order. I look forward to hearing from you.

Respectfully submitted,  
 Billy Johnson



PUBLIC WORKS DEPARTMENT  
180 Vickers Drive  
Milford, DE 19963

PHONE 302.422.1110  
FAX 302.422.1117  
www.cityofmilford.com

To: City Council through Mike Svaby, Director  
From: Rhiannon Slater, Operations Supervisor  
Subject: Electric Division Ford F350 Dump Truck (E-108) Replacement  
Date: April 8, 2021

Staff requests City Council consider a recommendation to replace the existing 2005 Ford F350 Dump Truck used by the Electric Division with a 2022 Ford F450 Dump Truck. The existing truck is 16 years old, has approximately 54,000 miles, and has been used beyond its life expectancy. The replacement of the unit was identified in the 2021 Capital Improvement Plan.

The purchase of this truck will be made through the State of Delaware Contract. Specifications for the 2022 Ford F450 Dump Truck are attached. The Electric Division budgeted \$100,000.00 for the purchase of this vehicle, the State of Delaware final cost is \$67,520.00.

**RECOMMENDATION:** Staff recommends City Council authorize a purchase order to The Hertrich Fleet Services, Milford, DE, per State of Delaware Contract pricing, Quote in the amount of \$67,520.00, with funding coming from Electric Operating funds, specifically Vehicle Capitol.

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

Vince Waydelis  
180 Vickers Drive  
Milford, DE 19963

*Replacement E-108*

It is our pleasure to provide a quote for a 2022 Ford 450 Chassis Cab w/ Body Upfit with all government incentives for the State of Delaware and equipment as follows:

Vehicle	2022 Ford 450 Extended Cab Dual Rear Wheel 4WD – Chassis Cab 192"WB	<b>\$59,970</b>
Z1 / AS	Oxford White & Medium Earth Vinyl 40/20/40 Seat	
996 / 446	<u>6.7L V8 Diesel Engine</u> with 10 Speed Auto Trans.	
650A	PEP Package 650A – Standard XL Package – Air Conditioning, Vinyl Floor and Seat, AM/FM Radio	
	Power Equipment Package (includes power heated side view mirrors)	
	Spare Tire, Wheel and Jack	
	Extra Heavy Duty Alternator	
	16500# GVWR	
	Limited Slip 4.10 Axle	
	Snow Plow Prep Package	
	<b><u>Dump Body &amp; Lightbar &amp; LED's</u></b>	
	RUGBY 9' 3-4 YARD ELIMINATOR LP DUMP BODY	<b>\$20,635</b>
	<ul style="list-style-type: none"> <li>• 94" O.D. WIDTH</li> <li>• DOUBLE WALLED SIDES:</li> <li>• 10 GA. INNER WALL</li> <li>• 12 GA GRADE 50 OUTER WALL</li> <li>• 17" HIGH SIDES</li> <li>• 23" TAILGATE HEIGHT</li> <li>• FULLY BOXED TOP RAIL</li> <li>• FULLY BOXED PERIMETER TAILGATE WITH TWO VERTICAL BRACES</li> <li>• LED OVAL RECESSED STOP/TURN/TAIL LIGHT ASSY IN REAR POSTS</li> <li>• LED MARKER LIGHTS *EASY LATCH (PATENTED) TAILGATE ACCESS</li> <li>• 5" STRUCTURAL LONG SILL</li> <li>• 3" I-BEAM CROSSMEMBERS ON 16" CENTERS</li> <li>• INSTALLED AND PAINTED WHITE</li> </ul>	
	1/2 CABSHIELD FOR 2/3 & 3/4 YARD RUGBY LP DUMP BODY 22"D	
	RUGBY MODEL SR-4016ED DOUBLE ACTING ELECTRIC/HYDRAULIC HOIST CONTROLLER WILL BE LOOSE IN CAB WITH 2' LEAD CLASS 40 HOIST, 5.5" BORE, 16" STROKE, 2" DIAMETER ROD 10.6T CAPACITY 9' BODY	
	POWER UNIT CABLE FOR HOIST, REGULAR CAB, FORD, CHEVY, GMC	
	MANUAL TARP AND ROLLER 8'-11' BODY	
	UNDERBODY 2 STEP FOLD OUT LADDER AND GRAB HANDLE	



# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

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Fax: (302) 839-0555

	FULL PLATE COMBO HITCH WITH 2" BALL AND ICC BUMPER 16,000 LB CAPACITY	
	PLUG, 7 PRONG FLAT TRAILER - 2020 FORD	
	BACK UP ALARM 102DB	
	POLY FENDERS FOR 16 - 19.5" DUAL REAR WHEELS	
	LIGHTBAR & LED's <ul style="list-style-type: none"> <li>• 54" WHELEN LIBERTY II SOLO LIGHT BAR TO ROOF OF VEHICLE USING MOUNTING BRACKETS <ul style="list-style-type: none"> <li>➤ ALL MODULES FILLED WITH AMBER LED STROBES</li> </ul> </li> <li>• 2 BUYERS 6.5" OVAL AMBER LED STROBES <ul style="list-style-type: none"> <li>➤ IN FRONT OF CABSHIELD</li> </ul> </li> <li>• 2 BUYERS 6.5" OVAL AMBER LED STROBES ONE <ul style="list-style-type: none"> <li>➤ ON EACH SIDE OF THE CABSHIELD</li> </ul> </li> <li>• 2 BUYERS 6.5" OVAL AMBER LED STROBES IN REAR OF BODY (REPLACES TAIL LIGHT IN REAR OF BODY)</li> </ul>	
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<b>W/ PLOW</b>	<b>Grand Total w/ All Fleet &amp; Government Incentives / Snow Plow / Deflectors</b>	<b>\$73,765</b>

Please contact me with any questions, changes or to place an order. I look forward to hearing from you.

Respectfully submitted,  
Billy Johnson



# PURCHASE ORDER

**CITY OF MILFORD, DELAWARE**  
P.O. BOX 159, MILFORD, DELAWARE 19963

P.O. Number: 040935

P.O. Date: 04/08/21

Page:

**Vendor:**

THE CHARLES MACHINE WORKS  
1959 WEST FIR AVENUE  
PO BOX 66  
PERRY, OK 73077

**Bill To:**

ACCOUNTS PAYABLE  
10 SE SECOND STREET  
MILFORD, DE 19963

**Ship To:**

CITY OF MILFORD  
ELECTRIC DEPARTMENT  
180 VICKERS DRIVE  
MILFORD, DE 19963

<b>Vendor #</b>		<b>Confirmed By</b>		<b>F.O.B.</b>	
2554					
<b>Requisition #</b>		<b>Ship Via</b>		<b>Our P.O. # MUST Appear on ALL Invoices, Packages, and Correspondence</b>	
2042335					
Quantity	Unit of Measure	Item Number and Description	Unit Cost	Extended Cost	
1.00	EA	Chesapeake Dealership 999 999 RT45A COMPACT TRENCHER VENDOR ITEM NO.- Q#20169416	89599.7700	89599.77	
		TOTAL		89599.77	
		REMARKS: Quote #20169416			
			<b>Total Line Items:</b>	89599.77	

<b>Total Purchase Amount</b>

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Certified By





*Replace  
E-128*

*70-42*

# Quotation

The Charles Machine Works  
 1959 West Fir Avenue  
 P.O.Box PO BOX 66  
 Perry, OK 73077  
 Phone No : 1-800-654-6481  
 Fax No : 580 336 0617  
 Email : global@ditchwitch.com

**Sold-to Party Address**  
 CITY OF MILFORD  
 SOURCEWELL 31321  
 180 VICKERS ROAD  
 MILFORD DE 19963

Information	
Quotation No.	20169416
Document Date	03/29/2021
Customer No.	510698
Dealership	DITCH WITCH OF VIRGINIA CHESAPEAKE
PO	_____
Created by	Todd Miller

**Global Account Price Quote**  
**Quote Valid until : 05/29/2021**

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

**FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM**

Quotation Details		
Qty	Part Number	Description
		***** SOURCEWELL CONTRACT 012418-CMW *****
1	TRENCHER	Trenchers
1	RT45A	RT45A Compact Trencher With the following configuration: Decals English Engine Highly Regulated Tire/Tracks 29 X 12-50 D60 (2 Air-2 Poly) Rear/Front Differential D60 rear steer Swing/Tilt Selector Valve No Hydraulic Manifold Kit Yes Backfill Blade 6-way tilt 64 in Color Standard Hydraulic Oil Standard
4	375-059	WHEEL WEIGHT (100 LB)
1	191-429	LIGHT KIT - RT40/RT45
400	256-640	TBS FLUID - ONE POUND
1	A323A	A323A Backhoe With the following configuration:

**Confidentiality Notice:**

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.



# Quotation

The Charles Machine Works  
 1959 West Fir Avenue  
 P.O.Box PO BOX 66  
 Perry, OK 73077  
 Phone No : 1-800-654-6481  
 Fax No : 580 336 0617  
 Email : global@ditchwitch.com

### Sold-to Party Address

CITY OF MILFORD  
 SOURCEWELL 31321  
 180 VICKERS ROAD  
 MILFORD DE 19963

### Information

**Quotation No.** 20169416  
**Document Date** 03/29/2021  
**Customer No.** 510698  
**Dealership** DITCH WITCH OF VIRGINIA  
 CHESAPEAKE  
**PO** \_\_\_\_\_  
**Created by** Todd Miller

### Global Account Price Quote Quote Valid until : 05/29/2021

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**FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT [WWW.DITCHWITCH.COM](http://WWW.DITCHWITCH.COM)**

### Quotation Details

Qty	Part Number	Description
1	190-2402	Decals English Stabilizer Pads Dirt Pad Backhoe Bucket 12 in HD Trencher Mount Kit Highly Regulated Color Standard A323 REMOTE CROWD KIT, RT45T4
1	190-882	LIGHT KIT
1	H331A	H331 Plow Attachment With the following configuration: Decals English Color Standard
1	190-212	SKID SHOE CONVERSION KIT
1	RWIVA	RWIV Roto Witch With the following configuration: RWIV Decals English RWIV Ship Kit RT45 Color Standard
1	NON CMW PART	SX-SERIES PLOWBLADE 24"D X 2"W X 12"R-HS

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 1959 West Fir Avenue  
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## Quotation

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Quotation No. 20169416  
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 Customer No. 510698  
 Dealership DITCH WITCH OF VIRGINIA  
 CHESAPEAKE  
 PO \_\_\_\_\_  
 Created by Todd Miller

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CITY OF MILFORD  
 SOURCEWELL 31321  
 180 VICKERS ROAD  
 MILFORD DE 19963

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Page 3 of 3

### Quotation Details

Qty	Part Number	Description	
		Global Account Pricing	87,162.42
		Total Freight	877.35
		Installation Charge	1,560.00
		<b>Total Amount</b>	<b>\$ 89,599.77</b>

#### Confidentiality Notice:

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Chamber of Commerce for Greater Milford  
24 NE Front St. ~Suite 101  
Milford, DE 19963 Phone:  
302-422-3344 Fax: 302-422-7503  
[www.milfordchamber.com](http://www.milfordchamber.com)

March 30, 2021

Milford City Council  
201 S. Walnut Street  
Milford DE 19963

Dear Council Members:

The Chamber of Commerce for Greater Milford is excited to host the 20th Anniversary Riverwalk "Freedom" Festival scheduled for Saturday, September 18, 2021. As in the past, the event will be held on one day, with vendors and various attractions beginning at 9 am continuing throughout the day, concluding with fireworks after dark that evening. We would like to host the Red, White and Brew Garden in Bicentennial park again this year. We request your permission to waive the alcohol restrictions in the park on the date of the festival.

We will use a similar layout that has worked so well in past years with minor adjustments to allow for proper social distancing if required at the time. There will be a fenced area in a section of the park with a view of the stage. We will be checking identifications and hand stamping those twenty-one (21) years old or older. This will allow the purchase and consumption of alcoholic beverages during the festival in the designated area only. As the Delaware Alcoholic Beverage Control regulations permit, the designated area will be family friendly, so all ages will be permitted to enter the area. We will have one entrance/exit clearly marked with eye level signage that no alcoholic beverages are permitted beyond the designated area. We will have crowd monitors to assure no one leaves the area with alcohol. We will have a portable restroom in the enclosed area, as well as multiple trash bins. We plan to have cornhole and food vendor(s) in the area as well. We will provide several open tents to provide shade, cover and in the evening the area will be well lit. All Delaware Alcoholic Beverage Control regulations regarding alcohol service, including obtaining a "Gathering License" will be observed and adhered to.

The Brew Garden would open at 12 noon on Saturday, September 18th and would close at 10:30 pm. All alcoholic beverage sales will end promptly at 10:00 pm. We are requesting your approval to waive the restrictions against alcohol in the park on this date (or the rain date).

If you have any questions, please contact me at 302-588-3573 or email at [angeladorey@comcast.net](mailto:angeladorey@comcast.net).

Thank you for your consideration in this matter.

Sincerely,

Angela Dorey  
Event Chairperson

September 18<sup>th</sup>, 2021  
Milford, Delaware



Presented by: Jo Schmeiser - Executive Director Chamber of Commerce for Greater Milford  
Angela Dorey - Chairperson Riverwalk "Freedom" Festival

The Riverwalk "Freedom" Festival is the largest, longest running outdoor festival in Milford.

The event hosts Milford's only fireworks display.





In 2019, attendance ranged from 8,000 to 10,000 people throughout the day.

The festival is diverse and welcomes all genders, all ages, all ethnicities, and cultures by offering a wide range of vendors, activities, entertainment, performances and cuisine. Something for everyone, even the family pet!

Currently the Riverwalk "Freedom" Festival has a Facebook page with almost 2,500 likes.

Facebook boosts reached 52,865 people in Philadelphia, Salisbury, Washington DC, as well as other areas.

In 2019, the non-profit, Leukemia & Lymphoma Society Light the Night event was added to the festival. Their involvement brought over 300 more attendees to the festival. This not only provided exposure and fund-raising opportunities for their organization, but also brought many new faces to Milford!



# Testimonials



Karen McDonald-Moon recommends Riverwalk "Freedom" Festival. ...

5 stars

This was my first time as a vendor at the event. It was well organized and the volunteers were very helpful and friendly. I will be back next year!



Krystal Black reviewed Riverwalk "Freedom" Festival —

Had an amazing time that day with my son, and my sister Rebecca and my brother Jon, then later that night went and watched the fireworks with my roommates and friends Dana, Crystal, Ashley, Amber, Mallory, Amanda, Rachel, Shannon, Heather, Kandous, Leon, Mary and all the kids from newborns to teenagers and even the little ones who haven't made their grand entry into the world yet.. So happy we went and can't wait to go next year!!!



Carmen Nicole Natrin Riverwalk "Freedom" Festival ...

Great celebration and fireworks! Thank you!  
— at Riverwalk "Freedom" Festival.



Terrance Btn Neal recommends Riverwalk "Freedom" Festival. ...

5 stars

Def had a great time.... Love the feel of small town living! Everyone knows everybody!! Awesome food and lots of fun!!

- The festival is the Chamber of Commerce for Greater Milford's largest annual fundraiser. The Chamber is currently a 501c6 non-profit rather than a 501c3 non-profit, we are not eligible for grants like most other non-profits.
- In September 2021 we will celebrate the festival's 20<sup>th</sup> Anniversary! We would like to expand and grow the festival to be bigger and better than ever. Our goal is to draw more visitors to Milford, help boost the economy as well as encourage the local community to participate more and enjoy. In order to do so we would require additional funds.
- Funding would be used for additional and improved activities in the Kids Corner, additional performances, more live entertainment, Red, White, and Brew Garden 20<sup>th</sup> Anniversary keepsakes & memorabilia. Pet Park prizes, emcee, guest speakers and giveaways, increase advertising, and a high priority item to increase festival security and safety.
- In 2019 the festival expenses exceeded \$19,000.
- To support the expansion of Milford's largest and oldest outdoor festival we are asking the city to contribute \$30,000 this year and in future years.





**\$30,000.00 to be allocated for the following:**

- Kids Corner: \$5,000.00 -Water Fun Gun, Super Speedway, Escape Room, Games, Prizes - was \$211.00 in 2019
- Advertising \$5,000 - Broadcast, Print and Social Media – was \$5,023 in 2019
- Entertainment: \$10,000.00 - more bands, better known artists, improved staging & more sound equipment - was \$2,200.00 in 2019
- Fireworks: \$7,000.00 – Improved & longer show - was \$10,000.00 in 2019
- Safety & Security: \$2,000.00 – Crossing Guards & Police - was \$1,079.00 in 2019
- Signage for Health & Safety Protocols - \$1,000 – new expense

**Walter G. Feindt, Trustee**  
**Sharon A. Feindt, Trustee**  
4 Lakelawn Drive  
Milford, DE 19963

March , 2021

City of Milford  
City Council  
201 South Walnut Street  
Milford, Delaware 19963

Re: **Petition for Annexation**

Sussex County Tax Map No. 330-11.00-44.05, 44.06 & 44.07

Property Address: east side of S. Rehoboth Blvd, approximately 0.4 miles  
south/southeast of Route 36

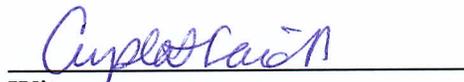
Dear Mayor and City Council,

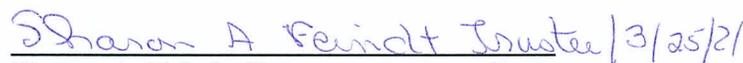
Please accept this letter as our formal request for annexation of the above referenced parcels into the City of Milford. The land is currently zoned as Agricultural Residential (AR-1) and the land is currently vacant. As per the City's 2018 Comprehensive Plan the parcel is classified as proposed Residential – Low Density. Based on this, we are requesting Community Neighborhood Commercial (C-1) zoning for all three parcels, which contain 1.994 +/- acres. The purpose of this request is to utilize all the services and resources that the City has to offer as well as provide support to the nearby hospital with medical offices.

If you should have any questions, please contact us via Windward Milford, LLC at 302-226-6631.

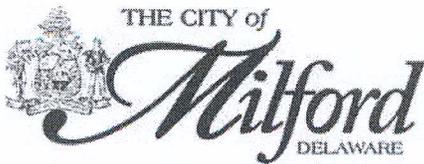
Sincerely,

  
Walter G. Feindt, Trustee                      Date 3/25/21

  
Witness

  
Sharon A. Feindt, Trustee                      Date 3/25/21

  
Witness



# Land Use Application Cover Sheet

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

**Instructions for Applicants:**

**Please read and follow all instructions on your application carefully.** If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items. No applications will be accepted/processed if violations exist or if any fees are owed to the City.

**Specify Type of Land Use Application to be submitted (check all that apply):**

- Preliminary Site Plan
- Preliminary Major Subdivision
- Final Minor Subdivision
- Final Site Plan
- Final Major Subdivision
- Variance/Appeal
- Change of Zone
- Conditional Use
- Annexation

**Please Type or Print Legibly**

<b>Property Owner(s):</b> Walter G. & Sharon A. Feindt Trustees			Phone: 302-422-4811
Address: 4 Lakelawn Drive			Cell:
City: Milford	State: DE	Zip: 19963	Fax:
E-Mail: wgfeindt@netscape.net			
<b>Applicant Name and Company:</b> Windward Milford, LLC			Phone: 302-226-6631
Address: 246 Rehoboth Avenue			Cell:
City: Rehoboth Beach	State: DE	Zip: 19971	Fax: 302-226-6408
E-Mail: nhammonds@jacklingo.com			
<b>Surveyor or Engineer:</b> Cliff Mumford - Davis, Bowen & Friedel, Inc.			Phone: (302) 424-1441
Address: 1 Park Ave			Cell:
City: Milford	State: DE	Zip: 19963	Fax: (302) 424-0430
E-Mail: cdm@dbfinc.com			
Site Address: east side of S. Rehoboth Blvd, approximately 0.4 miles south/southeast of Route 36			Zoning: AR-1
Tax Map & Parcel Number(s): 330-11.00-44.05, 44.06 & 44.07			Acreage: 1.994 +/-
<p>I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. I/We acknowledge that we are responsible for any and all professional service costs (i.e. legal, engineering construction plan review) associated with the project per the City Code and adopted fee schedule.</p>			
Signature of Property Owner(s):		Sharon A Feindt <sup>Trustee</sup> Date: 3/25/21	
Signature of Applicant(s):		 Date: 3/26/2021	
<b>Office Use Only:</b> <input type="checkbox"/> Current on Utilities <input type="checkbox"/> Current on Taxes <input type="checkbox"/> No Outstanding Violations			

REVISED: 03.2020



# Annexation Application

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

A Land Use Application for Annexation is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

**Current County Zoning:** AR-1      **Requested Zoning:** C-1      **Comprehensive Plan Designation:** LDR

REQUIRED ITEMS		For Staff Use ONLY	
		Verified	Waived
<input type="checkbox"/>	1. Land Use Application Cover Sheet.		
<input type="checkbox"/>	2. Petition for annexation, signed by ALL property owners with signature of each petitioner duly witnessed; petition must contain:		
	A. Site address;		
	B. Tax map number (s);		
	C. Size of property in acres;		
	D. Reasons for request;		
	E. General location description (proximity to closest roadways, streets and intersections).		
<input type="checkbox"/>	3. A full legal description of the property in Word format.		
<input type="checkbox"/>	4. Current recorded deed showing legal description and ownership.		
<input type="checkbox"/>	5. Current sealed survey (no larger than 11" x 17"), drawn to scale, showing:		
	A. Property identified for annexation which clearly shows the parcel(s) and demonstrates contiguity to the City;		
	B. Date, scale and north arrow;		
	C. Existing right-of-ways and improvements;		
	D. Existing utilities;		
	E. Existing natural features;		
	F. Existing structures and other improvements;		
	G. All structures, natural features and other improvements on abutting property.		
<input type="checkbox"/>	6. Application fee. See Planning Department Fee Schedule.		

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner:

*Sharon A Penn at Trustee* 3/25/21  
*Sharon A Penn at Trustee* Date: 3/25/21

Signature of Applicant:

*[Signature]* Date: 3/26/2021

**FOR STAFF USE ONLY**

City Council                      Annexation Committee                      Planning Commission                      City Council

REVISED: 03.2020

TO: Mayor & Council Members  
FROM: Annexation Committee  
DATE: February 10, 2020  
RE: Annexation Committee Report

A public meeting was held in Council Chambers on February 10, 2020 to consider the annexation request for lands described as:

Property Owner:	Walter G. & Sharon A. Feindt Trustees
Location:	S. Rehoboth Boulevard
Size:	1.994 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	C-1 (Neighborhood Commercial)
Tax Map and Parcel Number:	3-30-11.00-044.05, 044.06 & 044.07

### **APPLICANT**

A petition by the property owners was submitted on March 31, 2021 to annex 1.994 +/- acres into the corporate limits of the City of Milford.

### **LOCATION**

The properties are identified as Sussex County tax parcel(s) 3-30-11.00-044.05, 044.06 & 044.07 and are located along the east side of S. Rehoboth Boulevard, just south of the proposed entrance to Windward Boulevard and approximately 1,150 feet south of the SE Second Street intersection.

### **STREETS**

The properties are currently vacant and do not contain an entrance onto S. Rehoboth Boulevard. S. Rehoboth Boulevard is a State Maintained roadway and any entrances would require DeIDOT approval. Additionally, the developer for Windward on the River – Residential and Deep Branch Plaza granted a cross-access easement to these parcels onto Windward Boulevard, which would be the preferred access point for these properties, if developed. It is anticipated that any internal streets to the proposed commercial development will be privately owned and maintained.

### **DRAINAGE**

The properties are currently undeveloped and any future development of the properties would be subject to DNREC storm-water regulations and the owner would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

### **ZONING**

The area proposed to be annexed is currently zoned AR-1 (Agricultural Residential) in Sussex County under the Sussex County zoning ordinance. The applicant requests the properties be zoned C-1 (Neighborhood Commercial District) under the City of Milford zoning ordinance.

### **SEWER**

The properties would be served by the newly constructed Windward on the River regional pump station. The developer would be responsible for any required upgrades and utility extensions to serve the proposed development on the site. All costs associated with the design and construction of the sewer extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer.

### **WATER**

The properties would be served by the existing 10" water main that is located along Windward Boulevard. The developer would be responsible for any required upgrades and utility extension to serve the proposed development of the site. All costs associated with the design and construction of the water main extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer.

### **ELECTRIC**

The properties would be served by City of Milford electric utility. All costs associated with the design and construction of electric improvements would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer and the City Electric Division.

### **TRAFFIC**

The properties are located along S. Rehoboth Boulevard and would gain access with an entrance along this roadway or via Windward Boulevard directly to the north. S. Rehoboth Boulevard is a State Maintained roadway and any entrances would require approval from DelDOT.

### **ENVIRONMENTAL ISSUES**

The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel. According to the DNREC Navigator website, the properties may contain wetlands at the far eastern limits of parcel 044.05. Additionally, the same portion of the site is impacted by the 100-year floodplain with a base flood elevation of 9 feet above sea level according to the most recent FEMA Flood Insurance Rate Maps (FIRMs). The properties do not contain areas of excellent groundwater recharge according to DNREC Navigator website.

### **AREA LAND USES**

The properties to the south and west are primarily single-family detached dwellings on larger lots developed in Sussex County's AR-1 zoning district. The property to the north is the site of the proposed Deep Branch Plaza commercial center and is zoned C-1. The property to the northeast is the site of the Windward on the River- Residential project containing 264 residential apartment units and is zoned R-3. The property to the east is a 30 +/- acre parcel containing a single dwelling unit in Sussex County and is zoned AR-1.

### **FIRE AND POLICE**

The subject parcel is located within the Carlisle Fire Company district area according to Sussex County's online mapping application. Carlisle Fire Dept. already provides fire and EMS coverage to this area. EMS is also currently provided by Kent County Levy Court. Milford Police Department will provide police service.

### **COMPREHENSIVE LAND USE PLAN**

The annexation request is consistent with the 2018 Comprehensive Plan Future Land Use Plan and is designated as Proposed Low Density Residential. C-1 is an allowable zone in the comprehensive plan's future land use and zoning link table.

**PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS**

The proposed annexation would generate new property tax revenue and potentially allow the expansion of neighborhood commercial services to the eastern and southeastern portions of Milford. Development of the properties would provide additional revenue within the electric, water and sewer systems.

**ADVANTAGES TO THE CITY**

1. The properties are within the planning area of the City of Milford.
2. The City would receive revenues (property tax, building permits, etc.) associated with activity on these parcels.
3. Potential for additional water, sewer and electric users.
4. Identified within the Urban Growth Boundary of the 2018 Comprehensive Plan.
5. The proposed zoning is consistent with the 2018 Comprehensive Plan Future Land Use exhibits.

**DISADVANTAGES TO THE CITY**

1. None.

**RECOMMENDATION**

Based on the issues and comments discussed in this report, the Annexation Committee of the City of Milford recommends approval of the application, following a unanimous vote, with the following comments:

1. Annexation is consistent with the "Comprehensive Land Use Plan."
2. Properties are contiguous to existing City Limits.
3. Any changes to the properties are subject to review by the City of Milford Planning Commission and/or City Council.
4. Properties will be served by City water, sewer and electric.
5. An executed Annexation Agreement is required prior to final City Council approval.
6. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The properties should be annexed with the following zoning classification: C-1 (Neighborhood Commercial)

_____	_____
Council Representative/Committee Chairman	Date
_____	_____
Council Representative	Date
_____	_____
Council Representative	Date
_____	_____
Council Representative	Date

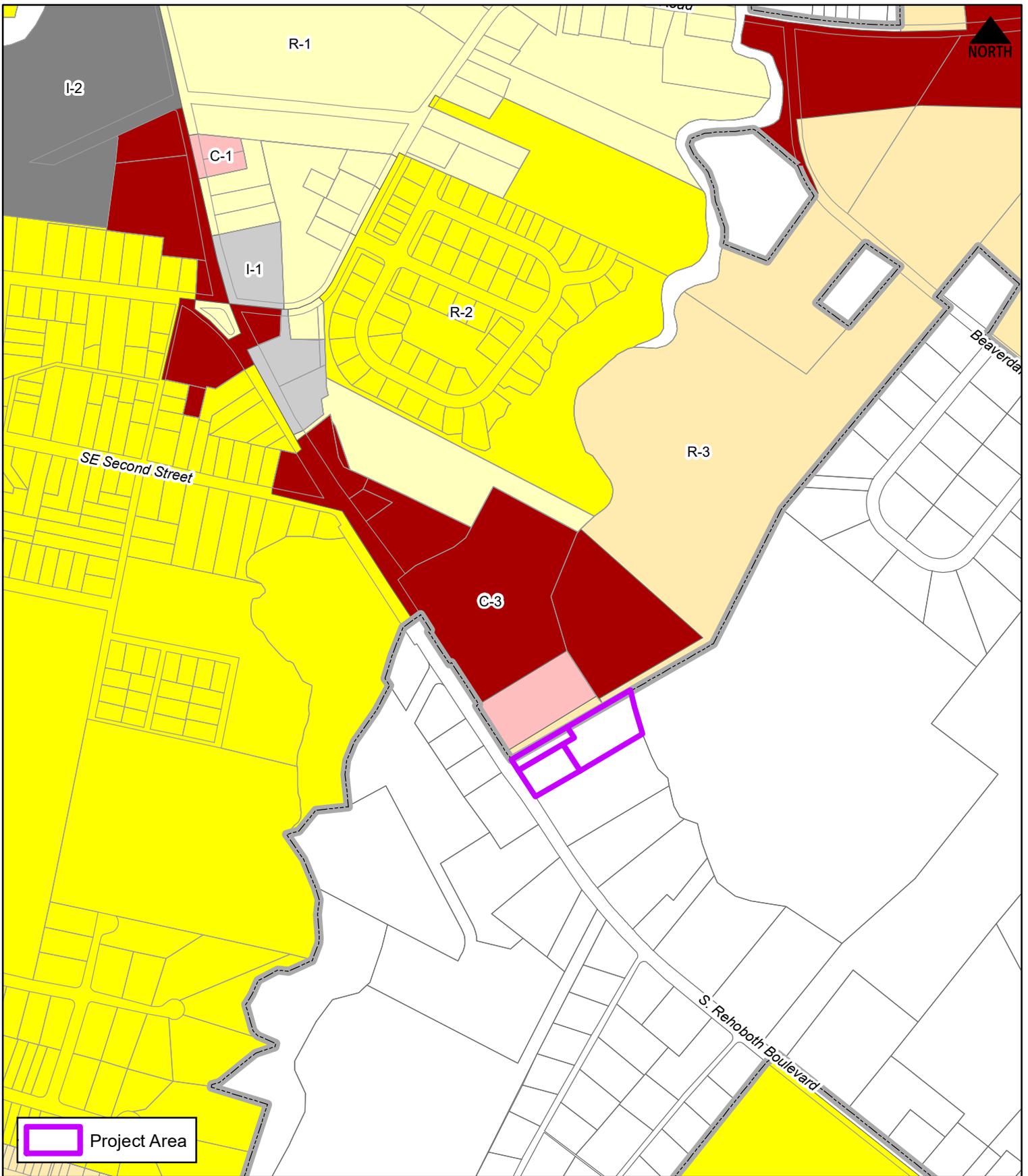
---

Planning Commission Chairman

---

Date

DRAFT



 Project Area



Drawn by: WRP Date: 04/05/21

Title:

Annexation  
Lands of Walter Feindt  
Location & Zoning Map

Filepath: Annexation\_WalterFeindt.mxd

Tax Parcel No. 3-30-11.00-044.05, 044.06 & 044.07

Prepared by: Planning & Zoning

City of Milford  
201 S. Walnut St.  
Milford, DE 19963

Return to: The Honorable Arthur J. Campbell, Mayor

City of Milford, 201 S. Walnut St.  
Milford, DE 19963

WALTER G. & SHARON A. FEINDT, TRUSTEES  
PLAN OF SERVICES AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between WALTER G. & SHARON A. FEINDT TRUSTEES (hereinafter “FEINDT”) located at 4 Lakelawn Drive, Milford, Delaware 19963, and the City of Milford, a municipal corporation of the State of Delaware, with its principal offices located at 201 South Walnut Street, Milford Delaware, 19963 (hereinafter “City”).

RECITALS

- A. WHEREAS, FEINDT is the record title owner of a parcel of land consisting of 1.994 acres, more or less, lying contiguous to the City of Milford, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-11.00-044.05, 044.06 & 044.07, said tract hereinafter referred to as “FEINDT PROPERTY”.

FEINDT is desirous of having the FEINDT PROPERTY annexed into the City of Milford and requested the land use to be Low Density Residential in nature.

- B. WHEREAS the City, through its City Council (in consultation with the City Solicitor and Planning Director), has duly considered the proposed annexation and has determined that the proposed annexation would be in the City’s overall best interest for the following reasons among others:

1. The property would be within the planning area of the City of Milford.
2. Identified within the Urban Growth Boundary Area of the 2018 Comprehensive Plan.
3. Consistent with the Future Land Figure of the 2018 Comprehensive Plan.

- C. Recognizing that FEINDT’S request for annexation is unilateral (in that the City cannot annex the FEINDT PROPERTY unless FEINDT desires the property to be annexed) and further recognizing that the intended land use is consistent with the City’s Land Use Plan, and can be accommodated within the City’s long range Comprehensive Plan, the City

Council has determined that it is in the City's best interest to provide FEINDT with binding assurances to proceed with annexation.

- D. Article I, Section 1.04 of the City Charter of the City of Milford (pursuant to Chapter 148, Volume 72, Laws of Delaware {as amended}) authorizes and empowers the Mayor of the City of Milford to appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation.

NOW THEREFORE, in consideration of the premises, and in consideration of FEINDT'S request to be annexed into the City of Milford, in consideration of the annexation filing fee for administrative expenses, the receipt whereof is hereby acknowledged, and for other good and valuable consideration, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

1. Annexation Contingency. This Agreement is expressly contingent upon the annexation, by the City, of the FEINDT PROPERTY. In the event that such annexation does not occur, this Agreement shall be null, void, and of no legal force or effect.
2. Land Subject to Annexation. The land subject to this Agreement consists of 1.994 acres, more or less, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-11.00-044.05, 044.06 & 044.07.

The hereinabove described parcel of land is more fully depicted on that certain Survey "Topographic Survey Plan of the Lands of Walter G. & Sharon A. Feindt Trustees" dated March 2021, prepared by Davis, Bowen & Friedel, Inc. a copy of which is attached hereto as **Exhibit "A"** and incorporated herein by reference; metes and bounds description for parcel is attached hereto as **Exhibit "B"** and incorporated herein by specific reference.

3. Water Distribution System and Sanitary Sewer. Notwithstanding any other provision or requirement under any City ordinance or regulation, FEINDT agrees that the FEINDT PROPERTY will be connected to the City water distribution system and to the City's sanitary sewer system, treatment of which is provided by Kent County, if and when the property is developed. The parties agree that FEINDT would be responsible for the costs to design and construct any utility extensions and service connections needed to serve the FEINDT PROPERTY. FEINDT agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.
4. Electric Distribution System. Notwithstanding any other provisions or requirements under any City ordinance or regulation, FEINDT agrees that the FEINDT PROPERTY will be connected to the City electric distribution system if and when the property is developed. The parties agree that FEINDT would be responsible for the costs to design and construct any utility extensions and service

connections needed to serve the FEINDT PROPERTY. FEINDT agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.

5. Natural Features. The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel.
6. Zoning. The FEINDT PROPERTY shall be annexed as City district C-1 Neighborhood Commercial and shall be developed in accordance with said district. Nothing in this agreement shall remove or eliminate the owner from the necessary site plan reviews, fees, public hearings and all other requirements under the City's Land Use Ordinance.
5. City Not Responsible for Infrastructure Improvements; FEINDT Right to Assign.

Anything herein to the contrary notwithstanding:

- a) The City shall have no obligation or responsibility (financial or otherwise) for providing, installing, or constructing any of the required infrastructure improvements;
  - b) FEINDT may, with the City's prior written consent, which shall not be unreasonably withheld, sell, lease, or convey all or any portion of FEINDT PROPERTY to any third party and, as part of such sale, lease, or conveyance, assign all or any of its rights and *corresponding obligations* hereunder to such third party.
6. Except as Modified, All Other City Ordinances and Regulations to Control. Except as specifically provided herein, once finally annexed into the City of Milford, all lands subject to this Agreement shall be subject to and governed by all provisions of the City Charter and all City ordinances and regulations as they now exist or may hereafter be amended, revised, or repealed, as well as any new ordinances or regulations adopted by the City Council, to the same effect and degree as all other lands within the City boundaries of the City of Milford.
  7. Annexation Agreement to be a Material Part of Annexation Proceedings. Pursuant to Title 22, Delaware Code §101 Plan of Services Reporting, this Agreement shall be deemed to be a material part of the annexation proceedings conducted pursuant hereto; that is to say:
    - a. The resolutions and notices adopted by the City Council, including any resolution and notices for public hearings, proposing the aforesaid annexation shall recite that the proposed annexation includes, and is subject to, an annexation agreement, shall briefly summarize the terms of this annexation agreement, and shall state that copies of the annexation agreement are available upon request at the City Hall.

b. If the results of the annexation hearings are favorable to the proposed annexation, the final resolution annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such annexation agreement by specific reference.

8. Land Use Planning Act. The City of Milford shall notify the Delaware State Planning Office, Kent County Department of Public Works, Milford Police Department, Carlisle Fire Department and Milford School District of the proposed annexation contemplated by this Agreement and the parties shall comply with the requirements of the Delaware Land Use Planning of Title 29 of Delaware Code, Chapter 92 (Land Use Planning Act effective until February 14, 2004; Preliminary Land Use Services effective February 14, 2004), as amended.
9. Governing Law. This Agreement shall be governed by the laws of the State of Delaware (notwithstanding the fact that one or more parties may now or later become a resident of another state) and the parties hereto agree that the courts of the State of Delaware shall have jurisdiction over any case or controversy and hereby consent to such jurisdiction.
10. Separability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.
12. Amendments. This Agreement shall not be amended except in writing executed by all parties hereto.
13. Binding Effect. This Agreement shall be binding upon the parties hereto, their administrators, successors, successors in interest and assigns.
14. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.
15. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.
16. Non-Waiver. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

17. Enforcement. In the event of a breach, this Agreement shall be enforced through a decree of specific performance, the parties agreeing that monetary damages would not provide an adequate remedy.
18. Recording. This agreement, dully executed by the City and FEINDT, shall be recorded in the office of the Recorder of Deeds, in and for Sussex County, Delaware. The cost of recording shall be paid by FEINDT.
19. Plan of Services Requirement. This Agreement shall not be considered or deemed to be contract zoning. The parties hereto acknowledge their respective obligations to enter into a Plan of Services Agreement as part of the annexation process according to 22 Del.C., §101(3) and Milford City Charter Article 1.04(a)(3).

DRAFT

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

WALTER G. & SHARON A. FEINDT,  
TRUSTEES

Attest: \_\_\_\_\_

By: \_\_\_\_\_  
Walter G. Feindt

By: \_\_\_\_\_  
Sharon A. Feindt

CITY OF MILFORD

Attest: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_ (Seal)  
Arthur J. Campbell, Mayor

STATE OF DELAWARE :  
:  
COUNTY OF SUSSEX :

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Walter G. & Sharon A. Feindt.

\_\_\_\_\_  
Signature of Notary Public

STATE OF DELAWARE :  
:  
COUNTY OF SUSSEX :

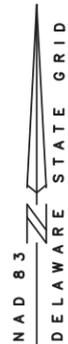
Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Arthur J. Campbell, Mayor of the City of Milford.

\_\_\_\_\_  
Signature of Notary Public

**Exhibit A**

DRAFT

S:\2261m\2261J011 SWAIN\44.05-44.07\topo.dwg Mar 16, 2021 - 8:04am



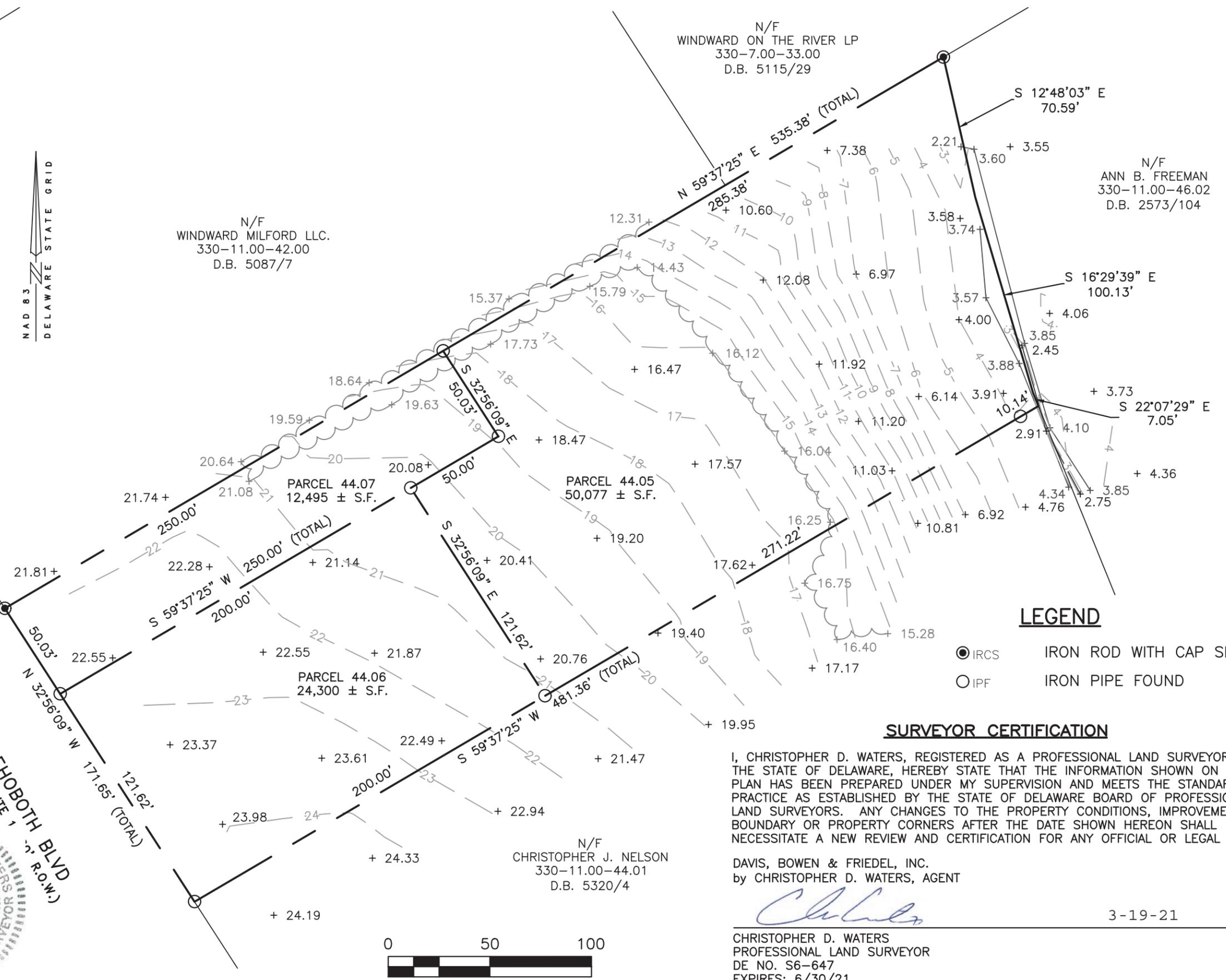
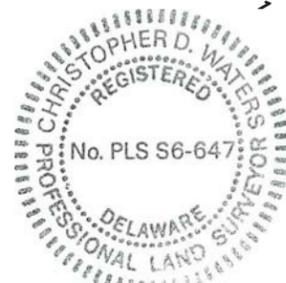
N/F  
WINDWARD MILFORD LLC.  
330-11.00-42.00  
D.B. 5087/7

N/F  
WINDWARD ON THE RIVER LP  
330-7.00-33.00  
D.B. 5115/29

N/F  
ANN B. FREEMAN  
330-11.00-46.02  
D.B. 2573/104

N/F  
CHRISTOPHER J. NELSON  
330-11.00-44.01  
D.B. 5320/4

S. REHOBOTH BLVD  
BUSINESS ROUTE 1, S. R.O.W.)



**LEGEND**

- IRCS IRON ROD WITH CAP SET
- IPF IRON PIPE FOUND

**SURVEYOR CERTIFICATION**

I, CHRISTOPHER D. WATERS, REGISTERED AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY STATE THAT THE INFORMATION SHOWN ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL LAND SURVEYORS. ANY CHANGES TO THE PROPERTY CONDITIONS, IMPROVEMENTS, BOUNDARY OR PROPERTY CORNERS AFTER THE DATE SHOWN HEREON SHALL NECESSITATE A NEW REVIEW AND CERTIFICATION FOR ANY OFFICIAL OR LEGAL USE.

DAVIS, BOWEN & FRIEDEL, INC.  
by CHRISTOPHER D. WATERS, AGENT

3-19-21

CHRISTOPHER D. WATERS  
PROFESSIONAL LAND SURVEYOR  
DE NO. S6-647  
EXPIRES: 6/30/21



**DAVIS, BOWEN & FRIEDEL, INC.** ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-9091  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-4744

**TOPOGRAPHIC SURVEY PLAN**  
of the Lands of  
**WALTER G. & SHARON A. FEINDT, TRUSTEES**  
CEDAR CREEK HUNDRED  
SUSSEX COUNTY, DELAWARE

Date:	MARCH 2021
Scale:	1"=50'
Dwn.By:	KTH
Proj.No.:	2261J011
Dwg.No.:	

**Exhibit B**

DRAFT

LEGAL DESCRIPTION

LANDS OF

WALTER G. & SHARON A. FEINDT, TRUSTEES

March 22, 2021

PARCEL 44.06

**ALL** that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel “44.06,” as shown on a plat entitled “Topographic Survey Plan,” completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

**BEGINNING** at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence,

1) leaving said Christopher J. Nelson lands and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,

2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point, thence running,

3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 121.62 feet to an iron pipe found at a point, thence running,

4) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West 200.00 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 24,300 square feet of land, more or less.

PARCEL 44.07

**ALL** that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.07," as shown on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

**COMMENCING** at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point and place of beginning, thence,

1) leaving Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron rod with cap set at a point, thence running,

2) by and with lands of Windward Milford, LLC., North 59 degrees 37 minutes 25 seconds East 250.00 feet to an iron pipe found at a point, thence running,

3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 50.03 feet to an iron pipe found at a point, thence running,

4) by and with other lands of Walter G. & Sharon A. Feindt, trustees, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 50.00 feet and having a total distance of 250.00 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 12,495 square feet of land, more or less.

PARCEL 44.05

**ALL** that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.05," as shown on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

**COMMENCING** at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point and place of beginning, thence,

1) leaving lands of Christopher J. Nelson, and running by and with Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,

2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, the following two (2) courses; North 59 degrees 37 minutes 25 seconds East 50.00 feet to an iron pipe found at a point, thence,

3) North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron pipe found at a point, thence running,

4) by and with lands of Windward Milford LLC., North 59 degrees 37 minutes 25 seconds East 285.38 feet to an iron rod with cap set at a point, thence running,

5) by and with lands of Ann B. Freeman, the following three (3) courses; South 12 degrees 48 minutes 03 seconds East 70.59 feet to a point, thence running,

6) South 16 degrees 29 minutes 39 seconds East 100.13 feet to a point, thence running,

7) South 22 degrees 07 minutes 29 seconds East 7.05 feet to a point, thence running,

8) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 10.14 feet and having a total distance of 281.36 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 50,077 square feet of land, more or less.

# CITY OF MILFORD RESOLUTION 2021-05

Annexation/Lands belonging to Walter G. & Sharon A. Feindt, Trustees  
East side of South Rehoboth Boulevard, approximately .4 mile south/southeast of Delaware Route 36  
Milford, DE 19963  
Sussex County Tax Map No(s): 330 -11.00-44.05, 330 -11.00-44.06 & 330 -11.00- 44.07  
1.994 +/- Acres  
Current Zone: Agricultural Residential (AR-1)  
Proposed Zone: Community Neighborhood Commercial (C-1)

## COMMITTEE DIRECTED TO INVESTIGATE ANNEXATION

Whereas, a Petition, signed by the legal property owners and duly witnessed, requesting annexation into the City of Milford, all that certain lot, pieces or parcels of land situate in Cedar Creek Hundred, Sussex County in the State of Delaware, in accordance with a recent survey prepared by Christopher D. Waters, Professional Land Surveyor, DE NO. S6-647, dated March 22, 2021, attached hereto as Exhibit A, more particularly described as follows, to wit:

### LEGAL DESCRIPTION LANDS OF WALTER G. & SHARON A. FEINDT, TRUSTEES

#### PARCEL 44.06

**ALL** that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel “44.06,” as shown on a plat entitled “Topographic Survey Plan,” completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

**BEGINNING** at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence,

- 1) leaving said Christopher J. Nelson lands and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,
- 2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point, thence running,
- 3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 121.62 feet to an iron pipe found at a point, thence running,
- 4) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West 200.00 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 24,300 square feet of land, more or less.

#### PARCEL 44.07

**ALL** that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel “44.07,” as shown on a plat entitled “Topographic Survey Plan,” completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece

or parcel being more particularly described as follows:

**COMMENCING** at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point and place of beginning, thence,

- 1) leaving Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron rod with cap set at a point, thence running,
- 2) by and with lands of Windward Milford, LLC., North 59 degrees 37 minutes 25 seconds East 250.00 feet to an iron pipe found at a point, thence running,
- 3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 50.03 feet to an iron pipe found at a point, thence running,
- 4) by and with other lands of Walter G. & Sharon A. Feindt, trustees, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 50.00 feet and having a total distance of 250.00 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 12,495 square feet of land, more or less.

#### PARCEL 44.05

**ALL** that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.05," as shown on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

**COMMENCING** at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point and place of beginning, thence,

- 1) leaving lands of Christopher J. Nelson, and running by and with Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,
- 2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, the following two (2) courses; North 59 degrees 37 minutes 25 seconds East 50.00 feet to an iron pipe found at a point, thence,
- 3) North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron pipe found at a point, thence running,
- 4) by and with lands of Windward Milford LLC., North 59 degrees 37 minutes 25 seconds East 285.38 feet to an iron rod with cap set at a point, thence running,
- 5) by and with lands of Ann B. Freeman, the following three (3) courses; South 12 degrees 48 minutes 03 seconds East 70.59 feet to a point, thence running,
- 6) South 16 degrees 29 minutes 39 seconds East 100.13 feet to a point, thence running,

- 7) South 22 degrees 07 minutes 29 seconds East 7.05 feet to a point, thence running,
- 8) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 10.14 feet and having a total distance of 281.36 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 50,077 square feet of land, more or less.

has been submitted to the City Council of the City of Milford.

Now, Therefore, a Committee, composed of three (3) elected members of City Council and one (1) member of the Planning Commission has been appointed by the Mayor to investigate the possibility of annexing the legally described property, said Committee to be comprised of Chair Dan Marabello, Councilmembers Brian Baer and Katrina Wilson along with Planning Commission Chairman Marvin Sharp.

Be it Further Resolved, that said Committee shall submit a written report containing its findings and conclusions to the Mayor and City Council of Milford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Milford and to the territory proposed to be annexed, and shall contain the recommendation of the Committee whether or not to proceed with the proposed annexation and the reasons therefore, as well as a recommended zoning district for the property to be annexed.

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City Clerk Teresa K. Hudson

Adopted: April 12, 2021

**CITY OF MILFORD**  
**NOTICE OF PUBLIC HEARING**

Planning Commission Hearing: Tuesday, April 20, 2021  
City Council Hearing: Monday, April 26, 2021

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford Planning Commission and City Council, with action scheduled to occur on the date(s) and time(s) so indicated:

**ORDINANCE 2021-04**

Brad Schlotterbeck for a Conditional Use Permit to allow a Single-Family Detached Dwelling with Apartment on .42 +/- acres of land at 219 South Walnut Street acres located on the east side of South Walnut Street in an R-2 (Residential) District. Applicant proposes to convert a 6,654 square foot medical office building into a single-family detached dwelling and a single 840 square foot apartment unit. Chapter 230-9 (C)(4) of the City Zoning Code states conversion of a one-family dwelling into multiple dwelling units is permitted with the conditional use approval by City Council. Present Use: Medical Office Tax Map & Parcel 3-30-6.20-055.00

WHEREAS, Chapter 230-9 (C)(4) of the City Zoning Code states “conversion of a one-family dwelling into multiple dwelling units” is permitted with the approval of a conditional use permit by the Milford City Council if such dwelling is structurally sound but too large to be in demand for one-family use and if that conversion would not impair the character of the neighborhood, subject to specific requirements; and

WHEREAS, the owners of the property, as described herein, have petitioned the City of Milford to convert a 6,654 square foot medical office building into a single-family detached dwelling and a single 840 square foot apartment unit on .42 +/- acres of land at 219 South Walnut Street; and

WHEREAS, the City of Milford Planning Commission considered the application during their meeting on Tuesday, April 20, 2021 at 7:00 p.m., at which time interested parties publicly commented on the application allowing an informed recommendation to be forwarded to City Council; and

WHEREAS, Milford City Council held a Public Hearing on April 26, 2021 at 7:00 p.m., to allow for additional public comment and further review of the application, after which a final determination was made; and

WHEREAS, the notice as required by Chapter 230, has been published in the Milford Beacon on March 24, 2021, and was provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this ordinance becomes effective ten days following the date of its adoption.

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

*Section 1.* Upon the adoption of this Ordinance, Brad Schlotterbeck is hereby granted a Conditional Use Permit that allows a 6,654 square foot medical office building to be converted into a single-family detached dwelling and single 840 square foot apartment unit at 219 South Walnut Street, Milford, Delaware 3-30-6.20-055.00.

*Section 2.* Construction shall commence within one year of the permit's date of issuance; otherwise, the conditional use becomes void.

City Council Introduction: Monday, April 20, 2021  
Planning Commission Review & Public Hearing: Tuesday, April 20, 2021  
City Council Public Hearing: Monday, April 26, 2021

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

Advertised: *Milford Beacon 032420*