

Milford City Council
Minutes of Meeting
March 22, 2021

The City Council of the City of Milford convened in a Workshop Session by way of video conferencing on Monday, March 22, 2021 at 6:08 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 March 22, 2021 Council Workshop agenda for additional information.

Annual Updates & Funding Requests

City Manager Whitfield stated that each year before preparing for the budget, those partners who receive monies are asked to provide their request for City Council's consideration. This evening, the Milford Museum, Milford Public Library, and Carlisle Fire Company are present for that purpose.

Milford Public Library

Executive Director Kay Hudson was present on behalf of the Milford Public Library. Ms. Hudson provided information relating to the state of the library and how they have dealt with COVID.

She reported that throughout the pandemic, the library was open 24/7 but was not to the public. However, most of their services continued, including curbside pickup, eResources, Ask-A-Librarian, Zoom programs, and various other services.

Ms. Hudson shared some pictures and information about some of the programs that the library has offered.

Ms. Hudson shared pictures and discussed how the library took precautions for COVID for their staff and the public.

The library is requesting the same \$25,000 as the past two years.

See attachment for presentation.

Carlisle Fire Company

The following request was submitted:

Annual Funding Request FY 2021:
Fiscal Year 2021 Request- \$200,000
City Electric/Water/Trash- \$35,000
Employee Health and Dental- \$32,000
Salary/Payroll Tax- (\$467,000) \$73,000
Total \$140,000
(2) Stretchers- \$35,000 Current stretchers are 15 years old
(3) Apparatus tire replacements- \$15,000
Fire Gear- \$10,000
Total- \$60,000
Carlisle Fire Co., Inc. City Request of \$200,000

Carlisle Fire Company President Troy Hazard then discussed their expenses. The company needs to replace two fifteen-year-old stretchers estimated to cost \$35,000. There is also a need for three apparatus tire replacements at an estimated \$15,000 and fire gear at an estimated cost of \$10,000.

This year, the Carlisle Fire Company is requesting \$200,000 from the City of Milford, which is an increase from last year, and he is here to talk about the need.

Councilman James then recommended that items such as tires and stretchers come from the enhancement fund designated for capital items. He prefers to keep these funding sources separate and use them as intended.

Mayor Campbell asked if the items that are fifteen years old could have been replaced sooner by using the enhancement fund. Mr. Hazzard replied that he agreed with that statement noting that he only recently became president and cannot speak as to why the request had not been made earlier.

Councilman Fulton asked if they are power stretchers or manual stretchers and Mr. Hazzard confirmed they would be purchasing power stretchers.

Councilman Fulton asked the estimated cost to outfit one firefighter. Mr. Hazzard replied that this information was received from the Fire Chief and is unsure how many the \$10,000 would pay for, though he will follow up to ensure he provides a correct answer.

Milford Museum

Ms. Claudia Lesiter was present representing the Milford Museum and reviewed her request for City Council:

OPERATIONS/PROGRAMS/SERVICES

- 1) State maintenance teams removed an interior wall in the basement and provided us with additional shelves and a rack for our storage area. We then scraped and painted the walls. A Lions Club Grant allowed us to install LED lighting in the basement exhibit & storage areas.
- 2) We purchased a storage building for non-collections items and the City kindly allowed us to place it in the fenced area under the water tower.
- 3) Claudia Leister re-wrote the "Mispillion Greenway Walking Trail & Tour" booklet. Printing was paid with Vinyard Shipyard Project funds.
- 4) Assisted Chamber of Commerce with organization & set up of baskets for Taste of Milford event.
- 5) Installed new THEN & NOW exhibit comparing old and new appliances. Received great newspaper coverage for this exhibit.
- 6) Hired 302 Stories to prepare a two-minute video of the Museum and posted QR code for this outside so people could watch our story.
- 9) A total of 144 new items have been added to the Museum's collections during 2020.

PERFORMANCE INDICATORS

Due to COVID, the Museum has been closed according to the Governor's Recommendations. Our total visitation for calendar year 2019 was 3,255. Our visitation for 2020 was only 1,122. Naturally this decrease also caused a decrease in funds from donations and sales.

VOLUNTEERS

The Museum will start the year with one new Board member. Angela Tibbitt, CPA will take over the Treasurer's position. The Museum Board now includes a total of 14 members who volunteer their time and talents.

UPCOMING EVENTS

The following Fundraising events are being planned for 2021:

Saturday, May 1 - KENTUCKY DERBY PARTY at Benvenuto Restaurant

Saturday, August 22 - HIPPIEFEST at Causey Mansion
Saturday, October 23 - GHOSTWALK beginning at Causey Mansion

CITY FUNDING

CALENDAR YEAR 2019		CALENDAR YEAR 2020	
ITEM	AMOUNT	ITEM	AMOUNT
Payroll	\$44,387.74	Payroll	\$36,936.94
Utilities	\$9,192.85	Utilities	\$7,498.22
TOTAL:	\$53,580.59	TOTAL:	\$44,435.16

The Milford Museum is requesting funding support from the City of Milford for 2021 for \$30,000.

Director Leister added that because of COVID, donations and revenues were down considerably. So, unfortunately, the Ghost Walk was the only fundraiser held this past year.

As shown in the request, the City’s money goes towards payroll for three part-time people and utilities. This year, the request has increased to \$30,000 to assist morewith those items.

There being no further business, the Council Workshop concluded at 7:04 p.m.

Tracy Tolbert
Transcriptionist

Attachment:
Milford Library Presentation



The State of Milford Public Library

For: Kent County Library Advisory Committee

Presented by: Kay Hudson

Milford Public Library 2019-2020

Throughout the pandemic, the library has maintained 24/7 service through curbside pickup, eResources, Ask-A-Librarian, Zoom programs and other venues to provide service to the community.

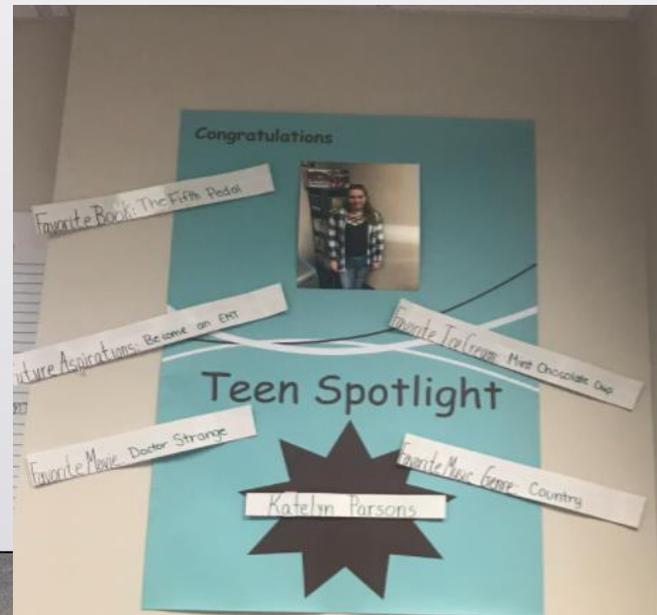


What's Happening at
the
Milford Public Library
Teen Center
2019-2021





Inside Our Teen Center



Choose This or That
Meet With Certified Dieticians/Nutritionists

Delaware Aero Space
Education
Starlab
Indoor Planetarium

CPR Trainer

Culinary School of Milford

Explore China

Summer Reading
2019

Hacking Your Brain
Brain Based Learning

Meet a Local Author



Presenters
2019-2021

SPCA Brandywine Valley

Nanticoke Indian Dance Troupe

YOGA

Hispanic Awareness Month

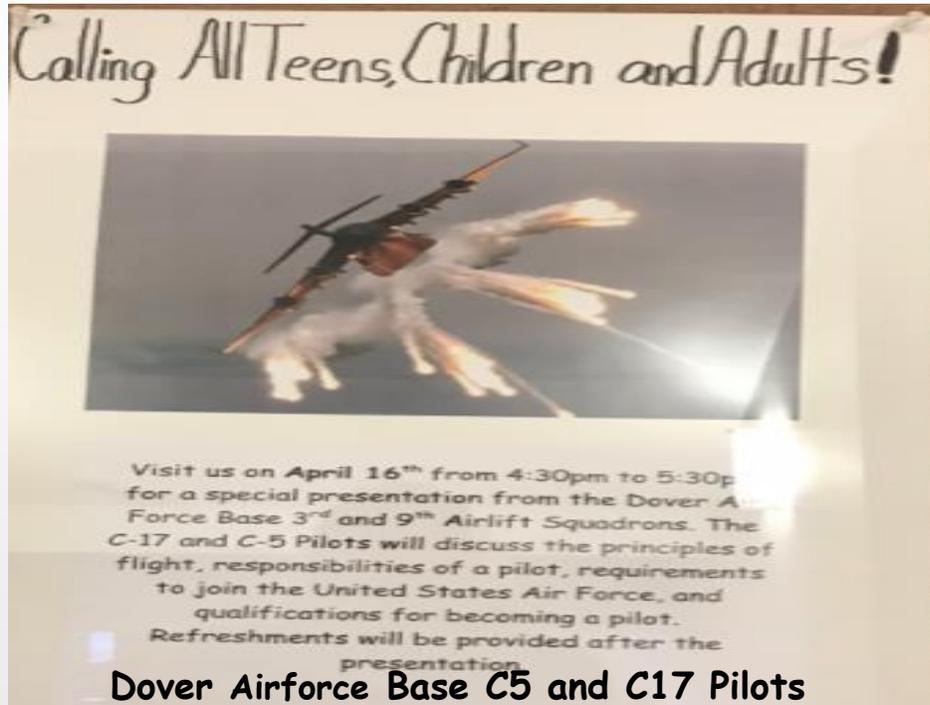
Paint Night

A Day With the Bearded Dragon

Dover Airforce Base C5 and C17 Pilots



**Delaware Aero Space Education
Starlab Indoor Planetarium**



Dover Airforce Base C5 and C17 Pilots



**Milford Central Academy
Outreach**



**Milford Culinary
Arts School**



Nanticoke Native Americans



Hispanic Awareness Month

Just the Art Club

Unplugged Board Game Night

BINGO Night

STEM

Knitting and Croqueting Club

Tinker Cad -3 D Printing

Anime Night

Arts and Craft Night



Programs
To meet the Needs of All Teens
2019-2021

Movie Night

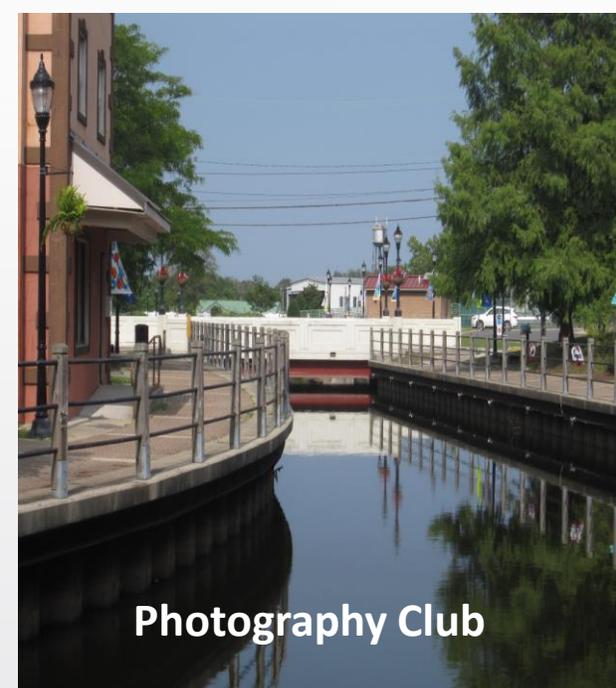
Virtual Reality Night

Model United Nations

Dungeons and Dragons Club

Photography Club

Who's the best at Checkers and Chess Club?



Photography Club



STEM: Crystallization



Build devices to play a volleyball game!
(How many times can you get the ball back and forth over the net without it touching the ground?)

STEM: Create a Volleyball Launcher



Just the Art Club



STEM



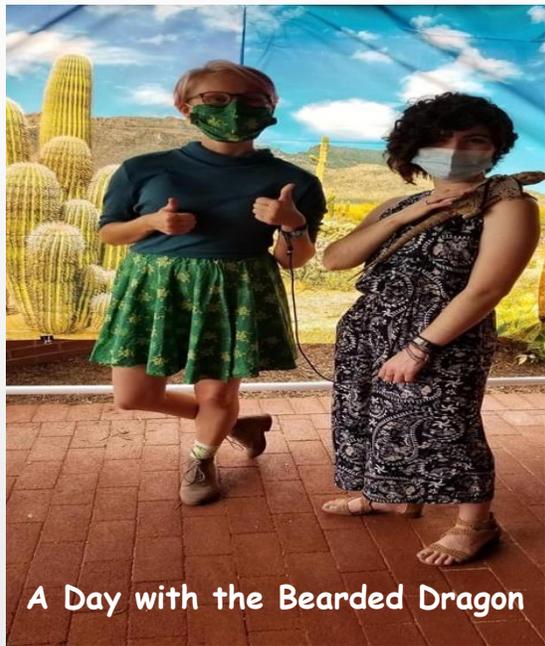
STEM



STEM



Arts and Crafts



A Day with the Bearded Dragon

Virtual Activities

Looking for some stuff to do? Check out our virtual events and have some fun from home!

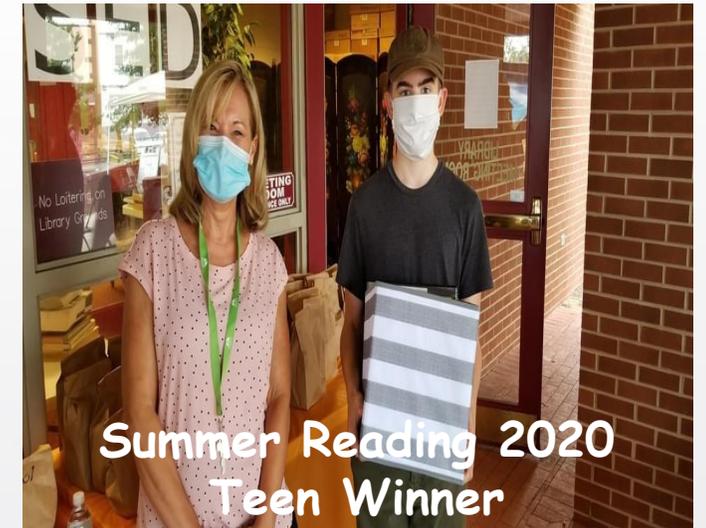
This Week's Theme: Being Productive Means Success

Personal productivity is completing the actions that move you closer to accomplishing your goals in a manner that brings balance and ease into your life.



[.https://milford.lib.de.us/virtual-events//](https://milford.lib.de.us/virtual-events//)

How We Adjusted to COVID 19 and Continued to Serve Our Teens!



Summer Reading 2020
Teen Winner

Weekly Newsletter
<https://us20.admin.mailchimp.com/templates/edit?id=238867>

Virtual Teen Clubs

- Book Club
- Anime Club
- Dungeons and Dragons Club
- On-line Gaming Club
- Art Club
- Discord Chat



Monthly Outside STEM & Arts and Crafts



Have a Holly Jolly Holiday

In Teen Center Activities

	2019 Attendance Count	2019 # of Programs	2019 Program Attendance	2020 Attendance Count	2020 # of Programs	2020 Program Attendance
January	183	21	N/A	164	27	112
February	140	23	N/A	184	24	117
March	160	13	69	57	11	41
April	142	14	76			
May	157	14	130			
June	148	11	66			
July	141	14	100			
August	212	14	112			
September	133	22	65			
October	221	27	99			
November	125	28	208			
December	137	26	93			
Year End	1899	227	1018			

Virtual Activities on Teen Website Site

Month	Attendance On-line Activities
April	N/A
May	136
June	202
July	102
August	270
September	201
October	191
November	98
December	91
Total	1291

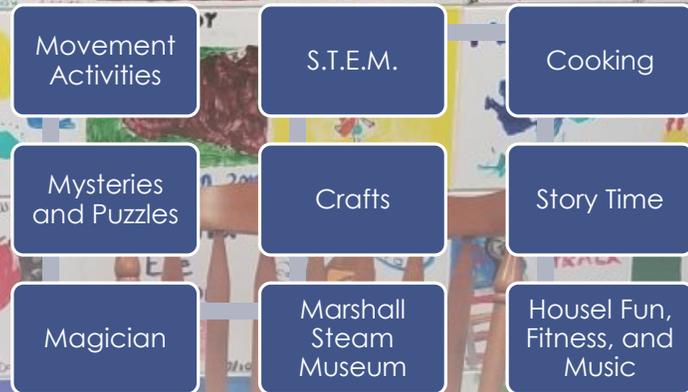
Total 2020 Attendance: 1608

In Person Programs

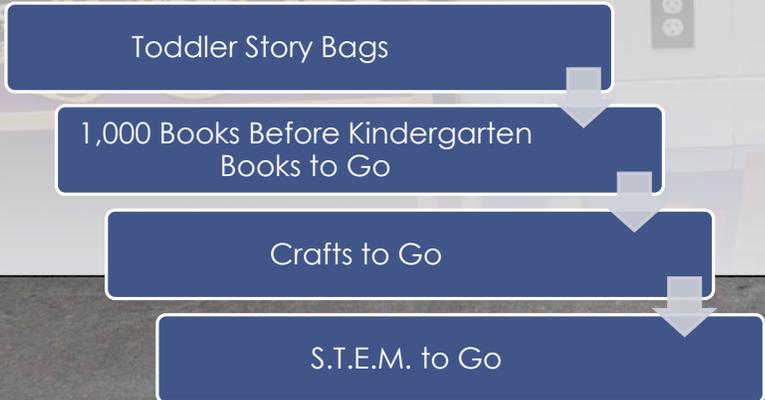


Milford Children's Programs

Virtual Programs



Curbside Pickup Programs



Outreach Events



Children's Data 2019 and 2020

2019 In Person Programs	Number of Programs	Number of Participants
January	24	517
February	26	724
March	21	370
April	25	387
May	26	785
June	26	659
July	39	743
August	33	1090
September	17	250
October	24	380
November	16	263
December	18	524
Total	295	6,692

2020 In Person Programs	Number of Programs	Number of Participants
January	18	589
February	19	418
March	9	148
August	1	47
September	2	147
October	4	196
November	3	41
December	1	60
Total	57	1,646

Year	Number of Programs	Number of Participants
2019	295	6,692
2020	173	8,070

2020 Virtual Programs	Number of Programs	Number of Views
April	23	1,003
May	32	2,179
June	24	840
July	13	297
August	13	287
September	1	1,475
Total	106	6,081

2020 Curbside Programs	Number of Programs	Number of Views
July	1	24
August	1	50
September	2	86
October	2	96
November	2	50
December	2	37
Total	10	343



Adult Services

Programming
1,928

New Cards
726

WiFi usage
8,208

Curbside Pickups
5,184

Social Media

Milford Public Library and COVID-19 Preparations

Curbside Pickup



PPE



MILFORD CITY COUNCIL

Minutes of Meeting

March 22, 2021

The City Council of the City of Milford convened their regular meeting by way of video conferencing on Monday, March 22, 2021. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: City 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 March 22, 2021 Council Meeting agenda for additional information.

CALL TO ORDER

Mayor Campbell called the regular meeting to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE & INVOCATION

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

PUBLIC HEARINGS

ORDINANCE 2021-03/CONDITIONAL USE

Equitable Owners/Applicant Jason L. Sr. & Pamela T. James, on behalf of the City of Milford, submitted a Conditional Use application petition to construct a 4,000 square foot building to be used as a personal fitness business on 1.0 +/- acres of land on Lot 8 of Independence Commons.

Address: 206 Liberty Way

Present Comp Plan Map Designation: Commercial

Present Zoning District: OC-1 (Office Complex District)

Present Use: Vacant

Proposed Use: Personal Fitness

Tax Parcel: MD-16-173.00-01-02.12

Councilman James asked to recuse himself from this public hearing due to him being the applicant on this project. P.E. Tim Metzner from Davis, Bowen and Friedel was present to speak on the application

Director Pierce reviewed the Staff Analysis and Report included in the packet.

Mr. Metzner from Davis, Bowen and Friedel spoke on the conditional use application that would allow a personal training business. Currently, the owner has a business at a different location in the City but has outgrown that facility. Their plan is to relocate within the City of Milford and have chosen the location at the Independent Commons Business Park.

The proposed building is approximately 4,000 square feet and will consist of one office, two restrooms, mechanical room and the remaining space will remain open. The entrance and exit will be off of West Liberty Way. Utilities will be provided by the City of Milford.

The business sign is located just to the right at the entrance. The hours of operations are being proposed to remain the same as they currently exist beginning at 6:30 a.m. and close at 7:00 p.m. All the training sessions will be by appointment only.

A favorable recommendation was received from the Planning Commission for the conditional use along with the preliminary site plan approval.

Mr. Metzner solicited any questions. Councilman Culotta commented that it is nice to see an entrepreneur that started a business in Milford have the ability to grow here.

Councilman Boyle asked the timeline to build. Mr. Metzner replied as soon as approvals are received. Currently, the project is in the design phase and the owner hopes to have this facility open by the end of the year.

Mayor Campbell solicited any questions or comments from the public. With none being heard, Mayor Campbell closed the floor to public comment.

Councilman Fulton asked when the engineering plans will be submitted to the City Engineer; Mr. Metzner noted they are currently working on them and he anticipates completion within the next few weeks.

Councilman Fulton asked if this was more of a medical care or physical fitness site since most of the clientele are referred by doctors or chiropractors. Mr. Metzner explained this is a personal training business so there are athletes that train there, in addition to the general public.

Councilman Boyle made a motion to approve Ordinance 2021-03 and authorize the Conditional Use. Councilwoman Wilson seconded the motion. Motion carried by the following unanimous 7- 0 roll call vote:

Councilman Baer votes yes in support of new businesses and reasons related to the Planning Commission's approval and that it is great to have an expansion of a current business.

Councilman Culotta votes yes for reasons stated earlier; he is actually pleased to see a small business owner make an investment in Milford and for the reasons of the Planning Commission approval.

Councilman Boyle votes yes; the application meets the requirements of Chapter 230-48 for a conditional use within OC-1 zoned area.

Councilwoman Wilson votes yes, based on the Planning Commission recommendation and the wonderful opportunity this provides the community.

Councilman Marabello votes yes, based on the Planning Commission's recommendation and the conditional use is acceptable under OC-1.

Councilman Morrow votes yes based on the approval of the Planning Commission.

Councilman Fulton votes yes due to the application meeting the requirements of the conditional use in Chapter 230.

CORRESPONDENCE & COMMUNICATIONS

Councilman Boyle reminded everyone that April 24th is day of the Milford Citywide Clean Up Event.

Councilman Baer thanked City Manager Whitfield and Director Pierce for having Evans Road cleaned up.

Councilman Baer received a notice that Comcast reported the postponed implementation of 1.2 TB data caps and fees in its Northeast service areas, including the Delaware/Maryland/Virginia region, until next year.

UNFINISHED BUSINESS

Ratification/Milford Public Library Annual Agreement/Addendum

City Manager Whitfield referenced the survey included in the packet and prepared in November of 2005 showing the abandonment of Pearl Alley and the exchange of land between the City of Milford and the Milford District Free Library Commission. The survey shows Parcel E containing the northern portion of the library parking lot being conveyed from the City to the Library and Parcel D containing a portion of the amphitheater being conveyed from the library to the City. The survey was recorded with Sussex County Recorder of Deeds in 2009 along with a conveyance deed for the alley abandonment.

No conveyance deeds were recorded for the exchange of Parcels D and E. Legally, execution and recordation of both the survey and deeds are required to convey ownership. Since the survey was prepared 16 years ago, the City contacted the library to determine if there was still an interest to exchange Parcels D and E.

The City made a presentation to the library board on January 25, 2021, at which time the board agreed to execute any required documents to finalize the land exchange, with the condition the City would coordinate the use of the amphitheater with the library. City staff recommends that a statement be added to the existing agreement between the Library and City to that effect. The agreement is due to be renewed in the upcoming months, at which time the language can be added.

Director Pierce shared the addendum that was included in the packet:

ADDENDUM to AGREEMENT
BY AND BETWEEN THE CITY OF MILFORD AND
THE MILFORD PUBLIC LIBRARY

This AMENDMENT to the AGREEMENT made and entered into the 27th day of July 2020, is by and between the Milford Public Library, a Delaware corporation (“Library”), and the City of Milford, Delaware, a Delaware municipal corporation (“City”) and on file at Milford City Hall, 201 South Walnut Street, Milford, DE 19963 and the Milford Public Library, as a result of the transfer of additional properties in 2021.

Transfer of property

Enclosed is a copy of a survey prepared in November of 2005 showing the abandonment of Pearl Alley and the exchange of land between the City of Milford and the Milford District Free Library Commission (Milford Public Library). The survey shows Parcel E being conveyed from the City to the Library and Parcel D (containing amphitheater) being conveyed from the Library to the City. The survey was recorded with Sussex County Recorder of Deeds in 2009, along with a conveyance deed for the alley abandonment. No conveyance deeds were recorded for the exchange of Parcels D and E at that time. Legally, execution and recordation of both the survey and deeds are required to convey ownership.

Premise

This Agreement pertains to the use, and operation of the Library Amphitheater and surrounding parklands owned by the City of Milford directly adjacent to the Library.

Scheduling

The Library will present a Preferred Use Schedule for the use of the City lands (including the amphitheater) in advance to Parks and Recreation. With the exception of those activities shown on the Preferred Use Schedule, any other uses will be

scheduled on a first-come, first-served basis, with scheduling determinations of Parks and Recreation being final. Scheduling for all-day or multi-day events by the Library should be presented thirty (30) days prior to the event and may be subject to additional terms, fees or deposits depending on the extent and nature of the event. Events are also subject to the City of Milford's Special Event Policy which can be found at <http://cityofmilford.com/418/Plan-an-Event-in-Milford>.

Term

All other terms and agreement details remain the same.

Mayor Campbell solicited for any additional questions or comments. With none, he called for a motion.

Councilman Fulton made a motion to move forward and authorize addendum for the land swap between Friends of Milford Public Library and the City of Milford. Councilwoman Wilson seconded the motion that passed with all ayes.

NEW BUSINESS

ADA Assessment Plan

City Manager Whitfield reported that the City staff, along with some Councilmembers, have been working on an ADA transition plan. This is something that is required by the Federal Government in terms of compliance and as set forth by the Justice Department. In preparation of the transition plan, a consultant was hired to evaluate all of the City's facilities and programs.

Director Svaby explained the development of the Plan involves several steps that can be completed using website links (as provided).

After April 30th, all three surveys will be compiled by DAC, along with the field review of City-owned property in order to determine the needs of the City in terms of becoming fully compliant. These identified opportunities will then comprise the ADA Transition Plan. As work begins with creating the Transition Plan, updates will be given in the monthly report to Council, ultimately leading toward the publication of the draft Transition Plan. That will be made available to the public for a period of thirty day. A public hearing will be scheduled to entertain comments or questions. Once that process is complete and the report is updated/finalized, it will be published on the City's website. The goal time frame for finalizing this effort is mid to late Fall of 2021.

Councilman James asked how the sidewalk accessibility fit into this ADA transition plan and is there any deficiencies or have they been addressed; Director Svaby replied that the City already has a degree of compliance in its design and construction standards. If a project comes onto our streets, regardless of how it's funded, we already comply with ADA standards and construction. The City's formal sidewalk program observes ADA design and construction standards as a result. The sidewalks are inspected in need of replacement to include the ADA element of replacement.

When asked if we were on the right timeline to satisfy the requirements, Director Svaby replied that the sidewalks were part of the field inspection and review stage. The timeline for anything that is non-compliant and needs correction has not yet been established.

EXECUTIVE SESSION

Councilman Boyle moved to go into Executive Session reference to the below statues, seconded by Councilman Baer.

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

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 litigation

Motion carried.

Mayor Campbell recessed the Council meeting at 7:45 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 8:10 p.m.

Potential Vote/Property Sale/Lease

Potential Vote/Ratification/Collective Bargaining Agreement

Councilman Fulton made a motion that the City Manager be granted authorization to have the contract executed as was discussed in Executive Session. Councilman James seconded the motion that carried with all ayes.

Adjournment

With no other questions or comments, Mayor Campbell called for a motion to adjourn. Councilman Marabello moved to adjourn the Council Meeting, seconded by Councilman Fulton. Motion carried.

The Council Meeting adjourned at 8:11 p.m.

Tracy N. Torbert
Transcriptionist