

City of Milford



CITY COUNCIL AGENDA Monday, September 13, 2021

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

MASKS ARE NOW REQUIRED IN CITY HALL & ALL CITY BUILDINGS

Per the Declaration of a Public Health Emergency issued by Governor Carney on July 13, 2021 and the virtual meeting provisions as provided in Senate Bill 94, Milford City Council and Committees will be held in a hybrid format, unless otherwise indicated on the agenda. Public Comments are encouraged on the items as noted on the agenda. Virtual attendees may alert the City Clerk that they wish to speak at the appropriate time by submitting their name, address, and agenda item on which they would like to comment via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. All written public comments received prior to the meeting will be read into the record.

This meeting is also 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:
Call 301 715 8592 Webinar ID: 991 5613 1279

6:45 P.M.

COUNCIL WORKSHOP

Solid Waste Program Review

7:00 P.M.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Introduction/City Electric Superintendent

Introduction/MPD Behavior Health Clinician

Proclamation 2021-14/Suicide Prevention Awareness

Monthly Staff Reports:

Police Department

City Manager Report:

Public Works Department
Planning & Zoning Department
Parks & Recreation Department
Human Resources
Economic Development & Community Engagement
IT Department
 Cybersecurity Update
Finance Department

Monthly Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

New Business

Authorization/Public Works/Altitude Valve Purchase Agreement
Adoption Resolution 2021-11/Citywide Trick or Treat Date ®
Declaration/City Council Vacancy/Third Ward ¹

Introduction of Ordinances:

ORDINANCE 2021-19
Amending and Adoption of the 2018 City of Milford Comprehensive Plan
Future Land Use Designation Change
John R. Lynch – New Wharf Road
MD-00-174.00-02-64.01

ORDINANCE 2021-20
Amending and Adoption of the 2018 City of Milford Comprehensive Plan
Future Land Use Designation Change
Joel F. Blessing - Holly Hill Road
MD-00-173.00-02-83.00

ORDINANCE 2021-21
Amending and Adoption of the 2018 City of Milford Comprehensive Plan
Future Land Use Designation Change
Blessing/Prisco – Milford Harrington Highway
MD-00-173.00-02-32.00 & MD-00-173.00-02-32.04

ORDINANCE 2021-22
Amending and Adoption of the 2018 City of Milford Comprehensive Plan
Future Land Use Designation Change
R&C Fry Farm – Milford-Harrington Highway & Canterbury Road
MD-16-173.00-01-01.00 & MD-00-173.00-01-49.00

ORDINANCE 2021-13
Jaasiel, LLC for a Conditional Use
0.304 +/- acres of land located at the northwest corner of the NE Front Street and East Street intersection
Address: 115 NE Front Street
Comprehensive Plan Designation: Commercial Zoning District: C-2 (Central Business District)
Present Use: Single-Occupancy Retail
Proposed Use: Mixed Use – (3) Commercial Tenant Spaces and (10) Apartments

Tax Parcel: MD-16-183.10-03-68.00

ORDINANCE 2021-15

Legal Owner R&C Fry Farms, LP on behalf of Equitable Owner City of Milford for a Change of Zone from R-3 Garden Apartment/Townhouse) & C-3 (Highway Commercial) to I-1 (Limited Industrial) and B-P (Business Park) on 182 +/- acres of land located at the northwest corner of Milford-Harrington Highway and Canterbury Road.

Present Use Vacant Land; Proposed Use Industrial Park-Corporate Center

Tax Map & Parcel MD-16-173.00-01-01.00

Executive Session

Motion to Recess into Executive Session

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;

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;

Return to Open Session

Potential Vote/Property Purchase

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.

080521 081921 090221

¹091021 Info Received this Date

State of Solid Waste Collection
City of Milford

Michael Svaby
Director, Public Works
Milford DE

Current Schedule

Monday – Yard Waste/Bulk Pickups by schedule

Tuesday - Trash/Recy

Wednesday – Trash/Recy

Thursday – Trash/Recy

Friday – Trash/Recy

Customer Profiles

Billed Customers: 4,237

		<u>Stop Count</u>
Mon - Yard Waste:		700
Tue - Trash:	935	
Tues – Recy:		611
Wed – Trash:	1,059	
Wed – Recy:		650
Thurs – Trash:	950	
Thurs – Recy:		510
Fri – Trash:	728	
<u>Fri – Recy</u>		<u>490</u>
Total Pickup Count	3,672	700 2,261

6,633 total pickups per week, not counting bulk pickups

Percent Trash to Total Pickups: 55%

Percent Recy to Total Pickups: 34%

Percent Yard Waste to Total Pickups: 11%

Current Resources

People:	4 SW FTE's authorized <u>2</u> SW FTEs filled Very slow pipeline of interest 11 have been hired and left since 2018 High turnover due to physical demands, and low hourly wage Service levels met each day by <i>borrowing</i> 2-5 FTE from Streets Sec.
Trucks:	<u>4 vehicles</u> 2 Automated Side Loaders (ASL) 1 Dual Load (both ASL and Rear Container Loading function) 1 Conventional Hopper-Style, manual loader <u>Vehicle Condition</u> 1 ASL – In service and functioning 1 Dual Load – in service and functioning 1 Conventional – in service and functioning 1 ASL out of service for next ~ 8 weeks
Impact:	<u>Current</u> No spare truck; if 1 of remaining 3 trucks go down and cannot be brought back up, collections hours will be extended by ~4-5 hours daily <u>Ongoing</u> Resolving staffing challenges in SW by borrowing staff from Streets compromises regular seasonal Streets work and response time on repairs and maintenance by Streets

Conclusion:

Full collection of the current level of service is threatened on a daily basis. Staffing is at 50%. COVID has affected one of the two people on Staff. In recent weeks, remaining FTE had death in Family. ON 9/2/and 9/3, all routes were run without any SW personnel at all, using *all* Streets section.

Recommendations:

- 1) Slow hiring
Break off recycling component
Turn recycle over to private collector.
Use funding from unfilled FTEs to fund private collection through year-end of Recycle

This would allow trash to be collected by the City's 2 FTE's, on two trucks (ASL's, leaving 1 spare vehicle) on the same 4 day per week schedule.

The private hauler would collect recycle on the same 4 day per week schedule, transparently.

Mondays would remain yard waste and bulk, collected by the City.

This would involve no reduction in service and no change in the collection schedule.

- 2) Advertise a Request for Information (RFI) to determine the market rates for private collection with:
 - a) Recycle only
 - b) Trash Only
 - c) Recycle/Trash
 - d) Recycle/Trash/Yard Waste/Bulk

- 3) Evaluate economic efficacy of best option above for permanent collection.
 - a. If viable, attrite 2 SW FTEs into Streets section. They are already being paid as EO's, and already have CDL credentials. Use 2 vacant SW FTE's as baseline funding for moving forward.
 - b. If not viable, make City SW Collection wages more competitive with Private collectors* (\$26-\$28/hr) vs City's (\$18.19/hr. Current City wage scale would take 25 years to catch up to private collector starting wages).

*Noted that City of Milford Pay Study is pending



The background of the image is a stylized American flag with a dark blue field containing white stars and alternating red and white horizontal stripes. The flag is slightly wavy, giving it a sense of movement. The text is overlaid on this background in a white, gothic-style font.

The Pledge of Allegiance

I pledge allegiance to the flag
of the United States of America,
and to the republic for which it stands,
one nation under God,
indivisible, with liberty and justice for all.

Milford City Council
MEETING MINUTES
April 12, 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: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson

ALSO: 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 April 12, 2021 Council Meeting Agenda and Packet for additional information.

CIP Presentation

City Manager Whitfield said he is pleased to present a draft of the Capital Improvement Plan for the next five years. He reminded Council this is only a planning document and is only looking for feedback this evening, in addition to any other projects that may need to be included.

The other item is the sequence of the projects and those that have a higher priority. As Council knows, there is a lot of opportunity in the near future for various streams of funding that Congress is presently considering through the infrastructure bill and the American Rescue Act. Hopefully, there will be other streams available over the five-year period as well.

Finance Director Lou Vitola echoed the City Manager's sentiments, emphasizing that this involves a lot of dollars over a number of years, but asked Council to keep in mind this is only a plan and there should be a lot of funding available.

Director Vitola noted that the file looks like the February 28th CIP update though is the actual FY22 to 26 CIP plan. He has what is current through February 28, 2021 for the year-to-date spent, versus FY20 and 21 approvals. The version to look for is the one that shows the FY22 budget and the planning years for FY23 through 26.

He then referenced the total lines, emphasizing there is a consolidated column for FY20 and 21 approved projects, and what was spent through February.

Public Works Director Svaby then shared the FY22 capital budget and the plans from FY23 through 26. He noted that he also has several staff members in attendance who will be participating.

He then introduced the Operations Supervisor Rhiannon Slater who heads up all the administrative functions at public works. She is the leader on the vehicle depreciation schedule that was pulled together this year for the Department of Public Works and they were able to true it up with the submissions for FY22 and future years. In terms of the public works vehicles and equipment long term, they hope to bring the balance of all city vehicles and equipment into it.

He said that Ms. Slater will be discussing some basic guidelines that will be used to replace vehicles and equipment and then talk more about the process and review as the budgeted is prepared. She will then highlight some of the areas for each division's submission for vehicles and equipment.

Directory Svaby then spoke about City Engineer James Puddicombe who is primarily responsible for capital designs and project management in both residential and commercial development, as well as infrastructure standards for

construction and inspections. He will be talking about some of the current projects and how they relate to what is going on now and in the future.

The Director recalled that on March 19th, the City lost their Electric Superintendent so he has assumed some of those responsibilities while they continue to search for a new Superintendent.

Tech Services Supervisor Steve Zeveney was introduced, stating he is filling in on behalf of the Electric Superintendent. He talked about the fiber optic backup project. A redundant loop of fiber optic cable will be installed between public works and other city offices, including city hall and customer service. Should something happen to the fiber optic cable that currently extends down Airport Road, this will prevent losing the entire network. That previously happened and the reason they wanted to prevent that from occurring again in the future.

Mr. Zeveney then talked about the GIS/Mapping Smart Metering project and the inclusion of the city's infrastructure as part of the GIS mapping system. This involved a large scope of work at the beginning of the smart metering project that included a number of elements. When the project first started, a lot of items were not billed on a timely basis and in some cases, for over a year. Our vendor would complete various stages of the work, but did not bill the city at that time. All this happened at the same time many of the administrative positions changed at Public Works. They are now at the point, where the invoicing is catching up and the remaining costs projected at \$150,000 to be paid in FY22.

The Shawnee Acres primary underground cable that's been a problem since it was installed back in 1979 and the reason for the replacement project. The majority of that work is actually done.

Mr. Zeveney then spoke about the last three items:

Delivery No. 1 Circuit Addition (Circuit 130) \$990,000; Delivery No. 2 Circuit Additional #1 \$960,000; and Delivery No. 2 Circuit Addition \$2 \$1,000,000 were needed to address the expansion and development that has occurred within the city. This helps with the overall distribution system and balances the load by preventing a lot of customers from being on the same large circuit.

The Delivery No. 1 circuit addition in the 100 series is actually connecting where there is current capacity in the station for additional circuitry for expansion of customers. He confirmed there is capacity at the substation to be able to add, as is planned in FY23. The \$990,000 is a planned number at this point and is not part of the FY22 budgeting.

There two additional planned to the substation No. 2. In those cases, the capacity does not exist, so it will be added as part of the addition circuits also in expectation of new customers.

The Public Works Director shared information on the LED Street light replacement project. To date, approximately \$96,000 have been completed through the end of February. The project is about 60% complete, with 40% remaining to be retrofitted. In FY22, there will be 30,000 more installed for a combined number of 126,000 should complete the project and includes all streetlights.

Councilman James asked for the savings as a result of the streetlights being converted; Director Svaby said he does not have that number, but is happy to follow up.

Operations Supervisor Rhiannon Slater then spoke about the vehicle and equipment within the Enterprise Funds.

Ms. Slater noted that last fiscal year, there was \$45,000 previously approved for W-15 though it was insufficient to purchase the vehicle. An additional \$4,000 is being requested in FY22 as a result.

The other vehicle needed is to purchase is a new W-8 estimated at \$52,000. The current W-8 is a 2011 F450 truck, also beyond its expected lifetime and is in need of some major repairs that are beginning to add up.

Director Svaby added there may be times where the city is buying off the state contract for vehicles, where budget planning and subsequent actual acquisition efforts do not coincide necessarily with the production schedule. For instance, if approval is received on July 1st, it would work better if there was an F450 readily available on that date. Unfortunately, if approval is granted and something were to happen along the way to delay that purchase, that amount

would most likely change. They have discussed adding some direction and guidance on how to handle such things because that price has the ability to change by the time it actually becomes available.

That is what occurred for W-15 and the reason for the additional \$4,000 needed in the following budget.

City Engineer James Puddicombe then spoke briefly about the first few items already approved by Council.

The first one is the lead service line replacement and miscellaneous work that is needed on Southeast Second Street. That should be closing out within the next week or so. There was one meter missed, so that service had to be redone, along with some sidewalk installation along Marvel Plaza.

Streets 2020 Utility Engineering covers the engineering costs for the 2020 Street Program. That is the repetitive \$840,000 that is spent on streets each year. In future years, the engineering cost have been combined with the construction costs to provide a single line item.

When asked about grant funding, Mr. Puddicombe said there is no actual grant funding, but the state did not require the city to repave the road as part of the lead line replacements. Instead, they will come in and pave the street after the utility work has been completed. The bid for the State of Delaware to repave the street is either out or was very recently awarded. Also included are the ADA ramps wherever required, which is a large savings to Milford.

When asked if the \$152,652 will be expended by the end of this fiscal year, Mr. Puddicombe said he will need to check with the Finance Director, though the most current invoice was received today in the amount of approximately \$90,000. That will depend any additional outstanding bills though he believes the majority have been paid.

When asked about not replacing the lines to the home, Mr. Puddicombe explained that in order to replace the line to the homes, construction easements would be required from every homeowner and would have significantly slowed its progress. Though it predates him, he believes that the decision was made to go ahead and get as much of those lead services out from the main to the meter. That section was completely replaced though that leaves the service line from the meter to the house which is considered to be on private property.

Councilman Baer asked if the new infrastructure bill from the Biden Administration will help with replacing the remainder of the service line; City Manager Whitfield explained there are two available funding streams for water. One is through the infrastructure bill, but the American Rescue Plan also provides for funding for water infrastructure improvements.

The City Engineer then discussed the two test wells for the southeast area that were approved by Council some time ago. Both have been drilled though the billing has not yet come for the second one. Once that comes in, the second quantity will be removed.

The Mispillion Street Group lead water service line project includes Mispillion, McColley and Marshal Streets. That construction was planned to start this week but the majority of the crew came down with Covid causing it to be delayed by a week or two. They will hold a public meeting for the homeowners and residents of that area prior to starting that construction.

The Lovers Lane projects should be dropping off shortly as the repaving has been completed and includes the removal of some asbestos concrete. Fortunately, the test pitting found some of those services were not actually lead and had been replaced but never marked. Those are all completed at this time.

The water source study is again related to the southern wells with the water quality, and the exploration of the possibility of additional shallow wells in the southeast area. That is something KCI is working through.

The southeast regional water quality study is related to a similar item but is the actual connection of the potential water source. Depending on which direction it goes will determine if it will be a well field or a new property would need to be purchased. This is a grant-funded project whose money should be received any day.

Phase two water well out at the Rookery North is related to the water quality and an attempt to determine the potential use as a water source. He then talked about the depth and the attempt to go deeper though after testing the soils, it was discovered there was nothing further down.

Director Svaby added that the actual drilling was done in a little bit of an unorthodox manner. The probe was sent down 600 feet to obtain a cross section of how the layers were constructed and what to expect so. They would normally not drill in the same hole, but DNREC came by when it was being done and told them to proceed which the contractor did. As a result, it was not considered collapsing, but that was the reason they couldn't settle the actual durability in the water.

He explained that the second time a fresh well was drilled and results obtained.

Mr. Puddicombe then spoke on the Northwest Front Street waterline and the eastern side that is currently being replaced. This will coincide with a potential TAP or Streetscape project similar to what is occurring North Front Street.

Streets & Utilities Supervisor Charlie Nordberg then talked about the automated blow off valves. He stated that four automatic blow-off valves were purchased and two have been installed. Plans were to install two on Beaver Dam Road and Kirby Road, but a loop has been installed to connect Rehoboth Boulevard. Therefore, a different site needs to be located. In FY22, they have plans to work more with water quality and the discoloration of water.

The purpose of the street rehab is to remove asbestos piping out of the streets before they are paved. The citywide valve and hydrant replacement is the result of a number of backwards valves or valves that are simply not working. Without doing that, there is a need to shut off three or four streets when any water leak occurs. New workable valves will correct that problem. In addition, there are a lot of old fire hydrant that need to be replaced, of which some that date back to the 1950's.

The time frame was questioned regarding the street rehab valve and hydrant replacement; City Engineer Puddicombe explained the valve and hydrant work will coincide with other ongoing water and street projects over the next five years, but will not be completed citywide. The asbestos project will be finalized by FY26.

As far as the life cycle goes, upkeep should be slightly lower with more long-term maintenance planned in the future.

Public Services Superintendent Steve Ellingsworth then presented the standardized water treatment facility control project estimated at \$50,000 in FY22 and needed because of the city's growing population. A state mandate will require in-line residual monitoring at the city's five treatment plants. In July, they will begin adding chlorine fluoride and pH analyzers.

The Seabury water treatment facility upgrades have been ongoing and were added to FY23. The plan is to make improvements to this treatment plant as has been done with the Washington Street plant, well four and five and 10th Street treatment plants.

Operations Supervisor Rhiannon Slater then shared that Ford F250 pickup truck, much like the water vehicle that was discussed earlier, needed an additional \$45,000 added to the previously approved \$30,000 for a total of \$75,000. Again, by the time they were able to purchase that vehicle, the price had increased substantially.

The original cost was \$65,000 and \$30,000 of that is falling off at the end of FY21; they were unable to come up with the \$10,000 in the operating budget to cover that difference. That is the reason they are asking for \$45,000 this time.

Mr. Svaby discussed the pump station upgrades (grinders, spares and the required design). There is currently a wholesale problem with how people are using the sewer system and the kinds of things being placed into it. Those items end up creating dysfunction and shutdown at the pump stations. They have installed grinder equipment at two of the twelve locations. Eight of the ten remaining are good candidates for grinders to be installed. These adjust the performance without having to shut down the pump station completely when items such as clothes, shoes or toys are found.

Some engineering works is needed prior to the installation, so \$150,000 was added beginning in FY22. As they become more accustomed to the tempo of how that process will work, some adjustments will be needed in FY23, 24 and 25 and could involve higher or lower numbers.

Steve Ellingsworth then spoke about the generator replacement approved by City Council this past December for Milford Crossing. It is currently being operated by a portable unit and they anticipate delivery at some point in May.

He then spoke about two pumps and a motor for the Washington Street Pump Station. The two pumps, one is right-handed and the other is left-handed, will be kept on hand as spares.

Mr. Ellingsworth explained the different types of flygt pumps and how it typically takes three to four months to have a new pump installed and another six weeks or so to have them rebuilt. He also wants to purchase two more, at a cost of \$40,000, to be used as backup pumps.

The \$50,000 Ingersol Rand Compressor and \$40,000 equipment trailer are both scheduled in FY24.

Three Kubota mowers are on list to be replaced in FY25 and 26 so this is only informational at this time.

Director Svaby explained that because of the many brands, designs and configurations of the pumps Mr. Ellingsworth spoke about, there is a need to have some spares on hand to prevent any problems with not having a usable ready if needed. When pump stations are designed, there is no continuity from one to the next when they are spec'd out. That is one thing Public Works is going to try to get ahead of moving forward.

The next discussion involved the balance of infrastructure projects that fall under City Engineer James Puddicombe.

The City Engineer spoke about the Mill Street Sewer Realignment grant-funded project that he believes no additional funding is needed.

The I&I engineering study is the annual funding from last year, along with some additional working this past year to study the Truitt and Washington pump stations. That will be ready to present to council in the near future.

He also talked about the ongoing Fourth Street surface water drainage project that was needed to investigate some flooding issues. That is a grant-funded project with \$50,000 from the city and \$50,000 from the State of Delaware.

Street 2020 utility engineering is the same project but the sewer portion. This includes CCTV or related engineering work to identify stormwater systems and piping within the street systems.

The Mispillion Street sewer group involves sewer repairs and additions in conjunction with the Mispillion Street Group.

Street rehabilitation is included as part of the 2020 Streets and is funded each year through projected out funding for both asbestos removal and engineering costs on the sewer side.

The \$1 million Southeast Second Street pump station replacement is out to FY23.

Mr. Puddicombe said the remaining items have been previously discussed and include the Southeast Regional Pump Station and Force Main - East of Route, the Southeast Pump Station/Force Main project south of Johnson Road and Front Streets that are all future projects.

When asked the area of Fourth Street with the flooding issues, Mr. Puddicombe explained it includes a rather large area extending from the Mispillion River, that encompasses portions of Walnut, Washington, Fourth, Second and Third Streets.

Rhiannon Slater added that when she reviewed the vehicle replacements, she did not include the solid waste vehicles. However, they are handled on an eight-year schedule, as can be seen in the depreciation list and capital plan.

A question was asked about the water vehicles again that were scheduled for purchase in previous fiscal years. Because that money was not spent, it was reallocated through an additional \$45,000 to purchase the vehicle; Director Vitola explained there was actually \$35,000 approved in FY19 which has now dropped off the CIP. That \$35,000, along with the \$30,000 in FY20 only totals \$65,000. Because the vehicle cost is now up to \$75,000, the \$35,000 that dropped off was replaced with an additional \$10,000, increasing it to \$45,000.

Councilmember James asked that the numbers that drop off each year can be shown. He feels this would provide Council with a better understanding of what is new and what has been carried over from the drop-off numbers.

Solid Waste and Facilities Supervisor Christie Murphy then spoke about the leaf vacuum attachment that was previously purchased as a replacement. The leaf vacuum that the department currently has will continue to be used but requires approximately three to four crew members to manage.

The new one, at a cost of \$110,000, only needs one person to operate. The old one will continue to be used only as backup or when we have excessive amounts of leaves to be collected.

In FY23, the plan includes a multi-collection rear replacement loader at a cost of \$360,000 and in FY25 and FY26, automated side loader trucks that were purchased in FY17 and FY18.

Ms. Murphy verified the street sweeper falls under the Street Department.

She then spoke about the LED lighting upgrade and replacement project that continues to move along and will be wrapping up, after the Police Department is completed this week. As a result, that project will be finished this fiscal year.

They hope to start the facility security/door access/gates/IP camera project in FY22. Two other line items planned for the Public Works facility were merged together, for a total project cost of \$88,000. They are working with EDIS Company on that project.

The HVAC control automation system for building 200 & 300 will allow the thermostat to be monitored internally and will mirror the system already in place at building 100. This will help with the varying changes in temperature and allow it to be controlled in house.

Ms. Murphy said there is one remaining HVAC unit that needs to be replaced in the main building at an estimated \$14,700. Once that is complete, all HVAC equipment in the Public Works complex will have been replaced. The typical lifespan of those units is approximately fifteen years.

Complaints of air infiltration have increased over the past few years. The facility has a lot of windows, and after eighteen years, there is need to re-seal and re-caulk them throughout the facilities. There are some roof drainage issues as the result of the original manufacturing design and it is recommended to replace the interior drainage system with a more traditional guttering system. The three buildings would then be reinsulated which will also help with the air filtration problems. The total cost of that project is \$165,000.

When asked about grant funding, Finance Director Vitola said he hopes to recover all of these costs using ARPA grant funding, particularly the air quality problems.

City Manager Whitfield added that the city continues to wait for the guidelines on how the money can be used. However, air filtration and buildings are listed as eligible expenses.

Councilmember James asked if there are other building expenses, such as City Hall, that may have eligible expenses and not just area infiltration, but air purification and similar things that may be eligible. Mr. Whitfield agreed to review that moving forward.

Ms. Slater returned and talked about the interior forklift, used to move and transport bulky items, particularly those stored on higher shelves within the warehouse. The forklift needs to be replaced and is included in FY22 at an estimated cost of \$12,000.

A Chevrolet Colorado 4WD Ext Cab Truck is shown as a new item for \$33,052 and will be purchased for use our Engineering Techs. Presently they share one vehicle, which requires them to travel together or one is left behind without transportation. Another vehicle will allow them to perform separate duties thus making the operations more efficient.

BlueDef is a solution that is used to reduce the amount of pollution created by diesel engines. When injected into the exhaust stream and passed over a catalyst, it helps convert those pollutants into natural components of the air.

She reported that diesel vehicles are required to utilize BluDef. Currently, the drivers add it to their vehicles using gallon boxes. This presents a problem because there are times the mechanics are not in the garage and they are unable to access it. The plan calls for a \$41,000 in-line system that will sit next to the fuel pumps and when the drivers get their fuel, they can go ahead and add the BluDef at that time. Though it will take a little time to recoup the initial costs, purchasing BluDef by bulk will be half the cost we pay now. She estimates a saving of between \$4,500 to \$5,000 a year.

City Engineer Puddicombe then explained the GPS survey field unit will upgrade the existing units that we have. The older units contain software that is integrated with the GPS receiver. The newer units have a separate GPS receiver that can connect to a phone or other equipment. This allows the implementation and use of our ESRI software that has already been purchased to locate items in the field, as well provide live updates through our GIS server and more overall accuracy.

Public Works Director Svaby then commented on the last couple CIP items.

FY22 includes \$475,000 for a rack and reel pole building to be used by the Electric Department. The purpose of the pole building is to take some of the precious materials that are now stored outside, including wire stock, transformers, and other equipment that has a high value, in addition to anything that can be partly degraded by weather over time. That will be stored inside, not only to preserve their useful life, but also to secure them and prevent any potential thefts.

Director Svaby noted that in order to erect the building, some of the engineering and site work will need to be completed in FY22. Adding more impervious surface to the complex, including the lot paving needed to support the building and parking around it, will require a stormwater pond to be added.

The engineering work in FY22 is needed to identify the new impervious equation and determine where and of what capacity the stormwater pond will need to be in FY23.

The project, set as a plan in FY24, is a Public Works building expansion project. There are two options for how to reconfigure some of the complex. One is joining two of the existing buildings--the warehouse and the existing public works administrative building. Depending upon the option chosen, all the parking between the buildings would eventually be replaced by the paving effort in FY23.

Though it is only a plan at this point, it would allow a contiguous building between the administrative building and the warehouse. It would allow for a reconfiguration of the the entire space plan for the facility in FY24.

A discussion followed about postponing any further CIP review and allow the Council Meeting, scheduled to begin at 7:00 p.m., to proceed.

Public Works Director Svaby confirmed that a depreciation schedule has been created for all equipment and vehicles that extend from FY23 through 26.

The Workshop Session concluded at 7:19 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk Recorder

Milford City Council
MEETING MINUTES
April 26, 2021

The City Council of the City of Milford convened their regular meeting by way of video conferencing and available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

ALSO: 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 April 26, 2021 Council Meeting Agenda & Packet for additional information.

CALL TO ORDER

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

INVOCATION AND PLEDGE

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

RECOGNITION

City Employee Introductions

City Manager Whitfield introduced Dale Matthews who was recently hired and started today in his role as the City's IT Director.

Mr. Matthews stated he is looking forward to working with such a dynamic team to help the city accomplish its goals. He added there is plenty of work to do and rolled up his sleeves today and jumped in. He hopes to be able to have an immediate impact and to help the team.

Mayor and Council then welcomed him.

Proclamation 2021-04/Municipal Clerks Week/May 2-8, 2021

City Manager Whitfield recognized the City Clerk's Office in the City and the work the City Clerk and Deputy City Clerk do on a daily basis.

Mayor Campbell acknowledged the following tribute proclaiming Municipal Clerks Week beginning May 2nd:

PROCLAMATION 2021-04
Professional Municipal Clerks Week

Whereas, the office of the professional municipal clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, the office of the professional municipal clerk is the oldest among public servants, and

Whereas, the office of the professional municipal clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, professional municipal clerks have pledged to be ever mindful of their neutrality and impartially, rendering equal service to all.

Whereas, the professional municipal clerk serves as the information center on functions of local government and community.

Whereas, professional municipal clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, hereby proclaim the week of May 2 through May 8, 2021 as Professional Municipal Clerks week, and further extend appreciation to our Professional Clerks, Master Municipal Clerk Teresa K. Hudson and Deputy Municipal Clerk Katrina White, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

The proclamation was presented as a permanent record in the City.

Officer of the Quarter

Chief Brown recognized Sgt. Tim Lord as the Officer of the Quarter.

The Chief noted this is the first time a Sergeant has been recognized for this award. Sergeant Lord has been with the department for 18 years and was hired prior to Chief Brown becoming Chief. He previously worked drugs for approximately seven years and did an outstanding job. He was promoted to Patrol Sergeant in 2016 and has done a fabulous job there as well, but when the department lost its undercover drug officer to an injury, Sergeant Lord jumped in to address the serious drug problem on North Street which both Councilmembers James and Wilson are aware of.

He continued saying that in the middle of March, Sergeant Lord spearheaded a roundup that resulted in 37 people being arrested due to his very thorough two-and-a-half-month investigation. Though other officers were involved, Sergeant Lord oversaw the logistics were 360 grams of cocaine (street value of \$35,000), 2,000 bags of heroin (street value of \$10,000), 80 grams of marijuana, 132 prescription pills (street value of \$3,000) and about \$20,000 cash were seized. In addition, two handguns were found that Sergeant Lord linked to a major crime that Dover Police were investigating.

Chief Brown was extremely happy with the outcome, noting that not only was Sergeant Lord able to effectively accomplish this, but he did it without one single person being injured.

Chief Brown appreciate his hard work and the reason he is Milford's Office of the Quarter.

Sergeant Lord thanked Chief Brown for the commendation and acknowledged it took a lot of work, man hours and manpower to achieve this. There were some long days and days, a lot of moving parts that had to be worked out to ensure the operation was successful, but believes it did have an impact though efforts need to be made to continue addressing these matters in the City.

Mayor Campbell and Councilmember congratulated Sergeant Lord. Councilman James added that what he did is very important for the safety and welfare of the citizens. Both he and Councilmember Wilson understand the work that was

needed and are very appreciative. A lot of people were concerned for a long time, but he hopes they are seeing and difference and he has not received any phone calls since.

Councilmember Wilson also expressed her gratitude for the work that was done and the time that Sergeant Lord put into the Fourth Ward and his focus on this operation. She appreciates Chief taking him off the road to do this and agrees it has made a difference. She rode through there today and saw no one hanging out in that hot area, which is a bonus to the Fourth Ward residents.

Public Hearing

Brad Schotterbeck 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. Present use: Medical Office Tax Map and Parcel: 3-30-6.20-055.00

Director Pierce provided the following report:

The property is located at 219 South Walnut Street and was a former medical office. The applicant proposes to convert the 6,654 square foot medical office building back into a single-family detached dwelling with an accessory 840-square foot apartment unit.

Chapter 230-9 (C)(4) states “conversion of a one-family dwelling into multiple dwelling units” is permitted with the approval of a conditional use permit by 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 conformance with the following requirements:

- There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.
- There shall be a gross leasable floor area, computed as the sum of those areas enclosed by the outside faces of all exterior walls surrounding each story used for the residence, exclusive of any area for any accessory private garage, of at least 500 square feet per family to be accommodated.
- No dwelling shall be converted unless it complies with Chapter 145, Housing Standards, and Chapter 88, Building Construction, of this code.
- No addition shall extend within the front yard, side yards or rear yard required for the district within which it is located.
- Fire escapes and outside stairways leading to a second or higher story shall, where practicable, be located on the rear of the building and shall not be located on any building wall facing a street.
- Two off-street parking spaces shall be provided for each additional dwelling unit created.

An area location map, an aerial view of the property, survey and site plan were presented, along with the zoning code requirements and public notice.

The application was reviewed and approved by the Planning Commission on April 20th by a vote of 4-0.

Brad Schotterbeck then shared that this is a large property and they have eleven grandchildren that will be able to fill it up. There is a two-bedroom apartment that already exists that they will be updating and renting as soon as possible.

Right now, the closing is scheduled for May 30th.

They will be looking at historical tax credits as well, so he believes they will have to wait another thirty days or so after they settle to start the majority of the work.

Councilman Marabello asked if the parking lot will remain; Mr. Schotterbeck replied that it will for now as it provides adequate space for the contractors during the construction phase. He added that this will be an extensive remodel and is estimated to take six to nine months. The plan is to eventually whittle down a lot of the parking lot especially in the area closest to the house and roadway to allow a larger grassy area.

Councilman Fulton asked if this was the existing apartment connected to the medical building; Mr. Schotterbeck replied that it looked as though it had not been used for a very long time and possibly not since the building was used by People's Place.

Councilman Boyle asked if a conditional approval is granted, does it go with the property and if for some reason, the settlement does not occur, can the approval be made contingent on them obtaining the mortgage. Solicitor Rutt replied that a contingency can be added that is subject to actual settlement on the property by the applicant.

Solicitor Rutt asked if there was at least 2,000 square feet available on the property; Mr. Schotterbeck replied the property is about two acres and that the apartment is approximately 840 square feet and contains two bedrooms.

Solicitor Rutt asked if there were any additions or extensions planned to the building; Mr. Schotterbeck replied no there is no need and the structure is large enough already.

Solicitor Rutt added that fire and city code will need to be obeyed by the applicant and confirmed there will be sufficient parking for the tenants; Mr. Schotterbeck replied yes.

Mayor Campbell then opened the floor to public comment.

Nina Pletcher of 428 South Walnut Street asked if there is any plan for them to conduct any type of business; Mr. Schotterbeck replied that at this moment, there is no plan.

Ms. Pletcher then asked if that were to occur, would another application be required; Director Pierce explained that it would depend on the type of business. Some minor home occupations do not require an additional hearing, though more intense home occupations would need to comply with the application and public hearing process.

Mr. Schotterbeck informed Council he is a bath and kitchen designer and currently have a showroom in Dagsboro.

Ms. Pletcher questioned if the parking lot would be used by clients; Mr. Schotterbeck responded that if someone wants to see some of the work they do, this house will definitely be something for him to show people.

There being no further interested parties, Mayor Campbell closed the floor to public comment

Councilmember Culotta said he knows the apartment is connected to the original house, and said a lot of older homes, especially in Ward Two, have sizable garages. He thinks Council should have a workshop to discuss accessory dwelling units and what can and cannot be done with them.

Councilmember Boyle made a motion to grant a conditional use permit that allows the 6,654 square foot medical office building be converted into a single-detached dwelling and a single-840-square foot apartment unit, contingent upon the applicant purchasing and closing on the property. Councilmember Wilson seconded the motion.

The motion passed by the following unanimous roll call vote:

Councilmember Marabello votes yes because it was approved by the Planning Commission 4-0 and it will have no bad effect on the community and he thanks them for putting the effort into it;

Councilmember Boyle votes yes based on the recommendation of the Planning Commission and it meets the requirements of Chapter 230;

Councilmember Fulton votes yes noting it has a pre-existing apartment and is a great use for an older home;

Councilmember Culotta votes yes and stated that he had an opportunity to meet the applicants a few weekends ago. He thinks it will be great for the neighborhood and his home is three houses over from this property and he looks forward to them moving in and becoming part of the community;

Councilmember Baer votes yes based on the Planning Commission recommendation and agrees this is a great use of a nice house;

Councilmember Morrow votes yes agreeing with planning and zoning and also (unintelligible);

Councilmember James votes yes based on the recommendation of the Planning Commission, and because it is in compliance with Chapter 230 and a great use of an old building;

Councilmember Wilson votes yes based on the approval of planning and zoning. She remembers going into the building when it was used by People's Place when she was on their board. She agrees there are a lot of rooms in the home and she welcomes them to Milford.

Councilman Boyle expressed his support to relook at the uses of these houses in that area. He added that because the old hospital is now vacated, a lot of the homes used for offices may be converted back to a residential use. There are many beautiful houses in Milford that he would like to see maintained and believes they contribute to the character of the City.

Solicitor Rutt added that this property was actually Lofland's Funeral Home before it was People's Place.

CIP Adoption

City Manager Whitfield commented that earlier this evening, City Council reviewed the 2022-2026 Capital Improvement Plan for the City of Milford, and a number of staff participated. He suggests taking public input in the plan, in terms of projects that may not be included that someone would like added. As well, anything the public would like removed from the plan.

When asked the process for public comments and Council action, Solicitor Rutt stated that the public hearing can be held and if Council chooses, the plan can be deferred for later action.

Mayor Campbell then opened the floor to public comment or questions on the proposed CIP plan. No one responded and the floor was closed to further public comment.

Councilmember Culotta then made a motion to postpone any action until the May 10th meeting to allow Council time to review the information and provide input. Councilmember Morrow seconded the motion that passed with no one opposed.

Communication & Correspondence

Councilmember Marabello shared that he had an inquiry regarding the post office looking for a new place. They would like to see if the City would consider having it at the old M&T Bank building. Apparently, there are some people interested in buying that property and renting part of it to the post office.

Director Pierce replied that the postal service reached out to the Mayor and provided information related to public outreach. Information was included in the newspaper that anyone with public comments related to a new location, should address it directly to the postal service in North Carolina.

Mayor Campbell noted that the building is still under the private ownership of Bob Ciprietti.

Mayor also received correspondence suggesting the post office be put in the Rookery's Restaurant.

Solicitor Rutt warned that if discussion is to be held on this matter, it needs to be added to an agenda, as opposed to a general comment. What is being discussed is beyond basic correspondence.

Councilman Culotta suggested discussing at a future workshop.

Councilmember Boyle shared that he had received inquiries from two people regarding the situation with the ponds and their inability to move in or correct the issues in the Milford Ponds Subdivision.

Solicitor Rutt asked the conversation be halted due to a related item scheduled during the Executive Session this evening.

Councilman James commented on this weekend's Citywide clean up. He thinks it was a great success and nice to have the Third and Fourth Ward Councilmembers marching together. He feels it was a great turnout and an overall success.

They picked up a lot of trash and he hopes everyone else had similar types of success in their wards. He would have preferred everyone meet together at Bicentennial Park and then disperse out. Never the less, it was a great day, great weather and a lot of camaraderie.

He thanked P&R Director Brad Denney and RJ Skinner for the great job they did directing everyone.

Councilmember Wilson commented that she agreed with Councilmember James's remarks. It was a good turnout and she enjoyed meeting new neighbors. She would have preferred knowing which Councilmembers participated and she also thought they were supposed to meet as a group initially. Perhaps next year that can be done prior to separating into the areas designated for cleanup.

Councilmember Wilson shared that she received a flyer today regarding a prayer vigil of peace tomorrow at Mt. Enon Baptist Church in collaboration with NAACP, Camden division. She invited everyone to attend adding the event starts at 6:00 p.m. She emphasized that anytime we can pray for peace in our neighborhood is a worthy cause. She also knows that the Mayor and Chief have been invited to say a few words.

Councilmember Fulton received an email from a constituent in Ward Two concerning the proposal for the Police Department's take home vehicle program. They are concerned about the associated increase in taxes for City residents. They also had concerns about the increase in vehicle insurance costs and the added mileage to the vehicles.

Mayor Campbell replied that Chief already sent to City Council a list of the patrol cars and how many he will need.

Unfinished Business

None.

New Business

Adoption/Resolution 2021-06/Proposing Inclusion of Knotts Landing into Kent County Stormwater Maintenance District

Planning Director Rob Pierce noted that the City received information from Kent County Levy Court informing us they had received a petition from the Knotts Landing Homeowners Association to include their subdivision in the Kent County Stormwater Maintenance District. This is a partnership between the County, who collects the funds, and the Kent Conservation District, who oversees stormwater maintenance.

Part of the County ordinance requires concurrence from a municipality's governing body that there is no problem for a subdivision within their jurisdiction to join.

Director Pierce noted that the City does not maintain stormwater management facilities within the Knotts Landing Community and the ponds and/or systems are essentially maintained by the Homeowners Association. This will assist the HOA with collecting fees and ongoing maintenance of their stormwater system.

Director Pierce believes there are two levels—one just for stormwater maintenance, and another that includes the maintenance of open space areas in areas like grass cutting.

It was verified this option is not available to Sussex County HOA's, and was only adopted by Kent County a few years ago.

Councilman James confirmed there is no impact or burden to the City.

Solicitor Rutt shared that because this will become part of the County tax bill, if the homeowner doesn't pay it, it can become a lien against their property. Handling through the County gives property owners an incentive to make their payments. He said that members of an HOA don't always pay their HOA dues, and it becomes a real issue within the HOA. This gives it more teeth and assures collection of the money while making sure the stormwater system is properly maintained.

Councilmember Fulton asked if the City of Milford ever decides to do a stormwater district itself, will this agreement preclude Knotts Landing; Solicitor Rutt said the City ever creates its own separate stormwater management, he is sure the agreement, as written, could be amended if Knotts Landing and Kent County agreed. Because the City does not have a district, they are asking to be included In the Kent County District, though there is nothing that says this could not be amended in the future.

Mayor Campbell then opened the floor to public comment; there being none, the floor was closed.

Councilmember Wilson made a motion to adopt Resolution 2021-06, seconded by Councilmember Boyle:

RESOLUTION 2021-06
PROPOSING INCLUSION OF KNOTTS LANDING INTO THE KENT COUNTY
STORMWATER MAINTENANCE DISTRICT

WHEREAS, pursuant to 9 Del. C. §5202 et.seq. and Chapter 187 §90.4E(1) of the Kent County Code, a Petition to extend the stormwater maintenance district for the area known as Knotts Landing was submitted by a majority of the real property owners within the proposed district; and

WHEREAS, pursuant to Chapter 187 §90.4.E(2) of the Kent County Code, the Kent Conservation District inspected the stormwater management facilities for the proposed stormwater maintenance district, identified required repairs, and developed an operation and maintenance plan; and

WHEREAS, Kent Conservation District's assessment of the stormwater infrastructure noted that no maintenance issues were necessary which required attention prior to Knotts Landing being allowed to join the District; and

WHEREAS, Chapter 187 §90.4.E.(7) of the Kent County Code requires that for subdivisions and land developments located within incorporated areas, the petition shall be accompanied by evidence of concurrence of the local governing body.

NOW THEREFORE BE IT RESOLVED:

1. That the proposed stormwater maintenance district expansion is adequate and appropriate; and
2. That all of the property owners within the district are benefited directly or indirectly thereby; and
3. That it is in the public interest to extend the stormwater maintenance district in the manner proposed; and
4. That the stormwater maintenance infrastructure within Knotts Landing, exclusive of that within Delaware Department of Transportation/City of Milford right-of-way, shall be maintained in accordance with the Operation and Maintenance Plan and that maintenance shall include regular minor and major maintenance as well as emergency repairs as needed, as defined by Chapter 187 §90.4.B of the Kent County Code; and
5. That the inclusion of Knotts Landing within the Stormwater Maintenance District and the resulting infrastructure maintenance managed by the County shall take precedence over any homeowner obligation for stormwater management included in declarations of restrictions or similar development agreements. Any common open space or infrastructure within a community not maintained as part of a stormwater maintenance district shall remain the responsibility of the homeowners; and
6. Inclusion of Knotts Landing with the Stormwater Maintenance District shall not exempt lot owners within the subdivision from participation in a stormwater utility should one be established by the City of Milford; and
7. That the City of Milford Council concurs with the extension of the Stormwater Maintenance District – Knotts Landing.

Motion carried with no one opposed.

Bid Award/City Hall Basement Fit-Out

City Manager Whitfield recalled that once the City Hall basement had been properly weatherproofed, Council gave the authority to seek bids for the interior renovations of the basement that will result in three additional offices, a breakroom and a large conference/meeting room.

Public Works Director Mike Svaby then reviewed the bid process, results from the April 15th bid opening and the recommendation overseen by EDiS on behalf of the City.

It is recommended to award the contract to the listed contractors, in the amount designated in each contract, for a total of \$124,207:

Contract A-01, Carpentry & General Work Master Interiors, Inc. \$54,795

Contract A-02, Epoxy Floor Coating R&R Coatings \$12,225

Contract A-03, Painting M&S Painting \$3,700

Contract A-04, Flooring Solutions, Inc. \$6,643

Contract A-05, Casework Turulski Woodworking \$9,898

Contract A-06, Mechanical Atlantic Refrigeration \$4,200

Contract A-07, Electrical Masten Electric \$16,100

Contract A-08, Plumbing Harry Caswell, Inc. \$12,00

Councilmember Marabello asked if the project will be depreciated over the years and how will it be funded; Director Svaby replied that it is an approved capital project and the money will be taken from the capital line item designated.

Councilmember Culotta made a motion to approve the award to the bidders as presented for the fit out of the basement in the amount of \$124,207, to be paid from the Public Works Capital Line Item. Councilmember Fulton seconded the motion that carried with no one opposed.

Authorization/Budget Adjustment/Demolition

Director Pierce reporting the Planning Department is requesting an appropriation of \$19,500 from General Fund Reserves to the Enforcement and Inspections Department Demolition budget item (101-1045-429.68-10) to cover expenses associated with the demolition and property clean-up at 507 Seabury Avenue. Four written quotes were obtained with Feindt's Plumbing Services being the low bidder. The expenses associated with the demolition will be added to the subject parcel's property taxes.

The property also had some outstanding property maintenance violations that needed cleaning up and involved the abandonment of a swimming pool and other general debris matters that have existed for some time. They had been working with the property owners to try to get some sort of resolution but there are some personal issues associated with the property. It has been vacant for a while and recently had some fire damage.

Councilmember Culotta said the fire was only a couple weeks ago and asked if the property was turned over to the City because the owner could not afford to tear it down. He referenced other properties that were ready for demolition but after the City was unable to come to an agreement with the owner.

Director Pierce replied that he believes that the owner of the property passed away leaving no legal owner. All of the proper notifications will be done, if not already completed. They will be asked to raise the structure to comply with the code within a certain period of time. Our code enforcement officers will be coordinating with the State Fire Marshal Office to ensure any investigations related to the fire have concluded. To the best of his knowledge, all of those issues have been addressed though he will confirm that before the demolition occurs.

Councilmember Wilson agreed this appears to be an urgency and asked the reason. Director Pierce replied that typically if there is fire damage beyond a repair, the structure is taken down. There has not been anyone stepping up to remedy the situation so it will sit there as it currently exists and the neighbors will have to deal with it.

Because the Mayor was aware of this problem for at least two years, Councilman Culotta would appreciate him informing him in the future of anything occurring in his ward.

Councilmember Fulton confirmed it has been an eyesore for a long time. He asked if once this lot is cleared, will it be sold back for taxes or what will happen. Director Pierce replied it will sit until the property owner disputes are resolved or taken to sale due to back bills, which typically include the City and the County.

Councilmember Fulton made a motion that \$19,500 be appropriated from general fund reserves to the Planning Department Enforcement and Inspections Department Demolition Line Item 101-1045-429.68-10, to cover the expenses associated with demolition and property cleanup at 507 Seabury Avenue. Councilmember Culotta seconded the motion which passed with no one opposed.

EXECUTIVE SESSION

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

Police Personnel-

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

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 litigation

Motion carried.

Mayor Campbell recessed the Council Meeting at 9:15 p.m., for the purposes as are permitted by the Delaware Freedom of Information Act.

Councilmember Fulton made a motion to go back into regular session, seconded by Councilmember Wilson. Motion carried.

Return to Open Session

Council returned to Open Session at 9:15 p.m.

Potential Vote/Police Personnel Matter/Legal Issue

No action is needed as a result of the Executive Session discussion.

ADJOURNMENT

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

The Council Meeting adjourned at 10:02 p.m.

Tracy N. Torbert
Transcriptionist

Milford City Council
MEETING MINUTES
April 26, 2021

The City Council of the City of Milford convened in a Workshop Session by way of a video conferencing website on Monday, April 26, 2021 at 5:31 p.m.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

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Workshop CIP Presentation/Wrap Up

This is a continuation of the CIP Presentation from the April 12th Workshop.

Councilmember James, as Chair of the Finance Committee, began the meeting by asking Finance Director Lou Vitola to explain the purpose of the Capital Improvement Plan (CIP).

Mr. Vitola reminded Council shared that this is a capital improvement plan presentation; there will be no financial commitments or obligations if the CIP is approved tonight during the City Council session. The workshop's purpose is to set forth a plan and solicit input from Council on the basics, or the contents and prioritization of the CIP items in the five-year-plan. Specifically, they are looking for any missing projects that Council would like to see addressed. Also, to confirm the projects are prioritized correctly.

He referenced the first page that displayed FY22 and the summary of the projects that will be addressed in the new operating budget. At present, all five years should be viewed as a plan only. Council's approval doesn't constitute any commitment or obligation to any funding in the CIP if approved tonight.

Councilman James expressed concerns that there has not been sufficient time for Council to digest the information and provide feedback. Director Vitola stated that if there is no need for any shifting or prioritization changes, he hopes Council considers approving it tonight in consideration of the budget schedule and the May hearings. He had a target date of April 26 for approval to allow the FY22 projects to be added to the budget plan.

After further discussion, it was agreed to proceed with the second half of the presentation this evening. Even if no adjustments are recommended, Director Vitola and City Manager Whitfield will continue to take feedback in the coming weeks and solicit approval at the May 10th meeting.

Councilman Culotta suggested having another workshop to discuss because this appears as though Council is being forced to approve it. Councilman Morrow agreed.

City Manager Whitfield then reviewed the process, adding that this has not changed and following how it was handled over several years. He reemphasized that it is not a budget but will provide an opportunity to look for grants and other funding, based on its approval. One of the questions included on most grant applications is whether it is part of the City's adopted CIP and if the answer is yes, the funding opportunity increases.

The main purpose of these reviews is to confirm that all projects are included. Anything missing or anything that needs to be moved or removed should be Council's focus.

Director Vitola then clarified that if this plan were to be approved by Council tonight, staff would work to incorporate the items into the FY22 operating budget, but only after Council approval. Once added to the budget, they would determine the funding and the possible use of reserves or grants.

Councilman James recommends that Council be allowed additional time after this review to digest the information and then provide a deadline for comments.

It was agreed to finish the presentation in the workshop, take questions from Council, and if there is no plan to adopt it during the Council meeting later this evening, public comments are to be taken as scheduled. The new goal is to approve the CIP at the May 10th meeting.

Director Vitola then pointed out some minor adjustments are included in tonight's CIP that will be addressed.

Public Works Director Mike Svaby then followed, commenting that most divisions have sections regarding their FY22 and out-year equipment and vehicle needs. Those items are tied to the vehicle replacement schedule and will become a live document as we merge into the operating budget process where funding will be assigned.

Parks and Recreation Director Brad Dennehy then presented the following CIP budget report:

We have a couple of pickup trucks that need replacing and some basic equipment to keep the parks operating. There is not much in the building budget though they need exterior lighting and a key fob system for the doors.

The items in blue on page nine are proposed and shown in the applicable fiscal years though it appears to be a long list. He is looking for Council's buy-in on what P&R is trying to do in FY22.

He feels they are trying to make the town a good recreational stop, as parklands are developed and more land is acquired for new walking trails. There are several projects planned for this year, one being the pickleball courts. He has heard from the community that needs to be a priority.

There is a \$250,000 included for land acquisition, but if we are serious about putting in trails, we need to be serious about pedestrian paths, and they cost money.

Another minor item that is important is tree planting. Paver replacement on the Riverwalk continues, and there is a building on Mill Street that needs demolishing. He reiterated the big-ticket items are the pickleball courts and land acquisition.

He suggests Council review the list, and if there are further questions, he will be happy to answer them at a later date.

When questioned about the frisbee golf course location, Director Dennehy believes there is an area by Public Works he is considering. He thinks a good community of people up and down the state want to play frisbee golf and the hope is to attract them to Milford.

Another big one is the construction of a recreation center. Director Dennehy's dream is to have a community center or recreation center built on Marvel Square. P&R can get a lot of grant money that typically involves a 50% match. Thus, if something were to cost \$200,000, the taxpayers would only have to contribute \$100,000, though it would need Council's approval.

When questioned about the land acquisition, Director Dennehy hopes to put the pickleball court by the basketball courts behind the Salvation Army. That property is City-owned, and not being used right now. In addition, there is a good amount of parking that already exists there. If that works out, the only land needed would be for frisbee golf.

When asked about the location of the downtown playground, Director Dennehy responded that if you look at the working plans for target improvement areas, though they have a lot of ideas, there is a need to spend money and have them put on paper.

A comment was made on the pole barn for storage at the Armory and the demo of existing huts. Mr. Dennehy explained that there are a couple of the old Kiwanis huts that have seen better days. He would like them demolished and a new pole barn constructed with electric and a concrete floor. They are presently storing items at the Chamber and DMI, and the entire Armory property needs to be cleaned up. Though the City inherited it for \$1, there is still a lot of money needed for upgrades.

At the moment, the huts are not being used, and before that were to occur, an abatement team would need to assess them for hazmat issues. Councilman Fulton expressed concern that \$75,000 will not be enough if abatement is needed. Mr. Dennehy concluded by stating he put in his best estimate, but is hopeful some grant funding would be available. He also noted that is not planned until FY23, which will allow more time to assess those concerns.

Public Works Director Svaby then noted there is nothing in the Streets Division for equipment, except for the salt spreader. The original place was to replace two in FY23, but one is in such a condition it needed moving up to FY 22 and the reason for the \$23,000 line item.

When asked about a new street sweeper, Street & Utilities Supervisor Charlie Nordberg stated that the street sweeper was purchased two years ago so it is fairly new. It is used every day and all four wards can be completed within a week. The only time it is not used is during a heavy downpour or snow. But it is used after rain to clean storm drains and similar areas. The regular schedule also includes each development twice a month.

City Engineer James Puddicombe stated the Mispillion Group project is a carryover from last year and is expected to start any day. They had a delay of a couple of weeks, but by May, it will have restarted. The engineering, for both 2020 and 2019, is predominantly complete at this point. And those are also carryovers from last year. That also applies for Fisher Avenue, Plum Street, Masten Circle and Roosa Road, which was also a subset of 2019. All three should drop off within the next couple of months as the engineering is completed.

The street rehab project should come off in 2022 at \$1.4 million, though it was initially \$840,000. A couple of streets were moved up--most notably North Washington due to a significant amount of water main breaks. Approximately three blocks of asbestos water main continue to break, along with laterals that will need replacing. In conjunction, the North Washington Streetscape, also shifted left a year ago to align with the street work on North Washington.

From that point out, the budget should remain at \$840,000 annually as was initially planned.

The ADA transition plan is underway right now, along with the third-party evaluation. The Walnut Street pedestrian crossing is in the final design stages. The goal is to bring something to Council for review in the next couple of weeks.

The Fourth Street infrastructure repairs are underway to address the significant flooding issues in that area though the initial assessment is complete. They hope to do the actual repairs based on the feedback from the planning grant. While \$500,000 was added in FY22, the exact number is unknown though he believes that amount should be close. Grant funds will be used for most of these projects.

The sidewalk connectivity initiative is a joint venture with the Planning Department. While doing the sidewalk inventory, a significant amount of small sidewalk gaps of 15 to 20 feet, or less, was found. Those are being addressed at the cost of \$100,000 per year as part of the sidewalk program.

Northwest Front Street and the remaining items are included as out-year plans.

Councilman James asked about the \$1.4 million and the \$840,000 in out years for streets and sidewalks and if the worst streets are being addressed first; City Engineer Puddicombe explained the inspectors went through and evaluated them prior to him being hired. That evaluation was based on the quality of the actual surface of the street. It was then broken

down to some degree based on lead line services and asbestos water mains. Those initiatives were then somewhat combined to make a priority list.

The City Engineer's adjustments come predominantly from speaking with the streets and water crews and finding repetitive breaks. Long term, the City is paying a crew of four guys to come out on weekends and spend half a day repairing a water break every month. That is at a high cost, so he thought it would be prudent to move the areas with a lot of breaks up in the plan. Other than that, they're still in that original order. That is a combination of what's in the ground, meaning lead services or asbestos mains, and the road surface condition.

Director Svaby added that we are also in the process of identifying new video technology that will span the streets and provide a new assessment. The one we are operating from had the City Engineer's observations, constituent observations, and crew observations. As a result, a new five-year assessment will be completed soon.

Rounding out the street section, Director Svaby reported there is a \$150,000 placeholder that he has discussed in previous Council meetings. The end of this month, on April 30th, is the final public input day. Within 60 to 90 days after that, a draft transition plan will be made available to the public again with the hope of soliciting more comments. By fall, the document should be complete, and any changes will correspond with the updated years. The \$150,000 was added, but once the plan is in place, the years will be changed beginning in FY23 to coincide with the scheduled activities.

Director Svaby reported there is nothing in FY22 for parking though there are two items in FY23. In the City Hall section, there are three items. One is to upgrade the Council recording system for live streaming that concurs with the reopening of public meetings in July. That will be completed under the direction of our new IT Director, along with other upgrades in that area. Second, there is a \$100,000 line item to demo the former DMI Building. Today, the last of the quotes was received. It is anticipated to come in under that amount, though it is currently estimated based on the expected hazardous materials abatement.

The \$30,000 item is to enhance the parking lot around City Hall. The design will add a new entrance, a cement slurry will be poured, and the striping and parking spaces redesigned.

Lastly, the Police Department will be replacing two vehicles this year. They budget slightly more than \$100,000 in a year to replace two of their patrol vehicles.

The large item in the capital budget this year is the new police facility. In FY22, there is \$2.4 million to cover the design phase that has been underway for a while. Currently, the bid is out for a construction manager. There have been at least fifteen inquiries, and those proposals are due April 30th.

The plan is to have the construction manager selected, the contract negotiated, and awarded by the end of May. They will then join Becker Morgan and proceed with the design of the building.

Councilman Marabello questioned the total police station budget shown as \$19 million and recalled a conversation that it would be substantially less.

Finance Director Vitola explained that prevailing wages and other high costs resulted in the original \$18.9 million estimate. However, the expectation is to borrow well under \$20 million and even under the \$18.9 million initial estimation.

He added there are no bids for concrete projects of any type at the moment. The team was asked to put together the CIP budget for the building with the original \$18.9 million that Becker Morgan initially estimated as the baseline starting point. The timing of the \$2.4 million in FY22 and the balance in FY23 is based on Becker Morgan's project management schedule, but the number should come in lower than the \$18.9 million.

Director Vitola reviewed some minor adjustments since the April 12th version. Several existing projects were removed because they will be complete by June 30th. Some projects were added because they will be ongoing in FY22 or reflect recent grant funding applications.

When asked for a more realistic number, Director Vitola hopes it will go all the way back to what was discussed during the fall workshops. He believes it will come in within the range of mid \$13 million to mid-\$16 million. However, it is impossible to provide an exact number until after the design is complete and the construction manager is in place.

A discussion followed regarding the number of non-city vehicles using the City Hall parking lot for congregating and other things, including vehicle maintenance. It was suggested that a key card entrance be considered to prevent any misuse of the parking lot and for preservation purposes.

Councilman Culotta then questioned the demo of the old DMI building on South Walnut. He suggests this be discussed at another time though he expressed concerns about it being only two houses from his.

Director Vitola then addressed IT. He pointed out the standout, in terms of dollars, is the ERP implementation and the bulk of the investment is in the first two years for upfront costs. The residual costs include conversion, implementation, and training included in the out years.

He reminded Council there has always been money allocated for servers to keep our equipment updated and fresh. Our new IT Director will be evaluating those funds for their best use. Council can also expect to hear more about firewalls in the near future.

The server room security in the finance building was recently added because of the grant funding available. However, there is also an apparent security concern with the equipment as it currently exists in that building.

In the Planning Department, there is nothing in FY22, and a couple of servers in out years.

The finance building HVAC back air infiltration project was also recently added. That was in response to Councilman James' comments on April 12th regarding available funding to improve air quality in city buildings. He suggested soliciting that funding and making such improvements. Though the HVAC system is not as old as the 20-year building, there are issues. That will only be undertaken if funding is available.

Director Vitola also referenced a question at the last meeting relating to the FY19 capital items that lapsed and dropped off the CIP list after the three years, but were again added with the need for additional funding. He has that summary and will share that with Council under separate cover.

With that, the CIP review concluded.

SE Milford Transportation Improvement Plan/DelDOT

City Planning Rob Pierce introduced State Department of Transportation (DelDOT) Planner Sarah Coakley and Planning Supervisor Bruce Allen in attendance, via zoom.

He then provided the following history:

The Southeast Transportation Improvement District (TID) was a one of the principal goals in the City's Southeast Master Plan and was adopted as an amendment to the City's Comprehensive (Comp) Plan in 2011. To ensure the correct modeling effort was used, it was put on hold until after the most recent comp plan update was adopted in 2018 before signing the TID agreement.

Planning Director Pierce recalled a presentation made by DelDOT in March of 2019 that outlined the summary of the TID Program. In April 2019, Council authorized Mayor Campbell to sign and execute the TID agreement between the City of Milford and DelDOT.

For the past 24 months, the City has been working with DelDOT to move closer to finalizing the TID which is the purpose of the presentation this evening.

Following, Ms. Coakley provided the attached presentation and update:

This is a review of the process of developing the TID, including where we are, what we've done in the past and what the next steps are. We will then review the land use and traffic forecast used in DelDOT's traffic modeling, then the traffic modeling process and results and conclude with reviewing the recommended translation improvements and also the revised intersection level of service standards.

She will return at a future meeting for City Council concurrence on the updates which will allow DelDOT to work on a concept plan and estimates for the improvements.

A TID is a geographic area defined for the purpose of securing required improvements to the transportation facilities in that area. It is a place where land use and transportation are planned in detail in advance, so that development consistent with the future land use plan pays a readily determined fee, instead of conducting a traffic impact study (TIS) and making or funding off-site improvements.

Without a TD, and without a TID fee, future development submitted to DelDOT for entrance approval that is generating at least 50 peak hour trips or 500 daily trips, would be required to do a TIS which analyzes their impact on the nearest three state-maintained road intersections. Depending upon the impact, the developer will be required to make contributions to the improvements that will need to be built. That includes infrastructure such as turn lanes, widening roads, shoulders, shared paths, traffic signals, etc. Under a TID, everyone pays a fee either per dwelling unit for residential or per square foot for non-residential developments. This replaces the TIS requirement and the payment of the varying off-site improvements.

The purpose is to better provide the transportation improvements to support the future land use and areas where growth is identified in local comprehensive plans. In this case, it is used to implement the Southeast Milford Master Plan.

A TIS can take six to nine months, not counting review and scoping time. A TID can shave from six to twelve months off the development review process through DelDOT. There are other benefits that include knowing what needs to be paid in advance which helps with the performance bond paperwork and obtaining a loan by knowing all costs before they buy the property.

With the TIS process, DelDOT is responding to the growth as or after it happens. With the TID, the traffic analysis is done and the needs are known in advance. TID projects advance in the capital transportation program (CTP) quicker than other projects would. DelDOT has a six-year CTP and projects receive extra points in their prioritization process if located within a TID.

Because a TID functions as a TIS, the fees can only be used for that TID which keeps those fees local. Any fees that are paid by development in the Milford TID can only be used for projects in the Milford TID.

The criteria for traffic impact studies requires a minimum level of service. With a TID, everyone pays including developments that generate less traffic. As a result, it is a more equitable treatment of competing developers.

Right now, smaller developments don't pay and as development comes in, those earlier developments appear to have less of an impact on the roadway capacity. Later developments end up having to make all the improvements, but with a TID everyone contributes.

Known costs for developers and expedited development reviews is the result of not having to do a TIS.

There is also a new expedited review team involved in the development reviews which also helps speed up the review process.

DelDOT and the City previously entered into an initial TID agreement that included the target horizon year of 2045. It includes two boundaries. One is the participant boundary, which is the land use that allocates which developments have

to pay into the TID. The facilities boundary goes out a little further and includes the roadways and intersections that could be impacted in the region.

The initial agreement has been completed and DelDOT and the City have committed to working together on the other elements. Those include the land use and transportation plan to implement the master plan and a list of specific improvements tied to the TID specific CTP.

Out of that, a monitoring program is negotiated that commits DelDOT to report back to the City regularly and also to update the land use and transportation analysis periodically.

The infrastructure fee program is how much will be collected from the development community versus how much DelDOT will pay. The future developers are not expected to pay all of the improvements and a percentage will be negotiated with the City with DelDOT paying the remainder.

They are presently working to complete the land use and transportation plan and also the TID-specific capital transportation plan.

DelDOT made several commitments in the initial agreement for the development of the TID. One was to compile existing conditions to report on the transportation network. That has been completed.

DelDOT then committed to forecasting traffic, based on the City's future land use plan in the study area road network for the 2045 target horizon year. Also, they have identified locations that need improvements to meet the service standards in 2045.

The land use forecasts/traffic forecast and needed improvements were then compiled into the Land Use and Transportation Plan (LUTP). The final review and authorization at the next Council meeting will authorize DelDOT to start the concept plans and cost estimates for the needed improvements that will be used to negotiate the infrastructure program.

The future land use plan that DelDOT modeled includes numbers that correspond to each parcel. Many of the parcels are low density residential. There are several with seven and eight; two are moderate density residential. Open space is shown on the plan in addition to employment and commercial parcels. The TID boundary was also designated.

Councilman Culotta prefers that Council first discuss its desires and plans for this southeast area. He sees a lot of low density residential that could change. He thinks it is important that Councilmembers express their likes and dislikes for the area east of Route 1 as far as the commercial development they want to see over there. From what he is seeing, there is only a small sliver of commercial east of Route 1. He sees more next to the property that the hospital now owns and feels they that will benefit their growth. He thinks that Council needs to figure all those land uses out in a workshop or some other way.

He feels Council needs to communicate better with DelDOT so they understand Councils' desires.

Councilman Culotta does not think we are there yet especially by what he is seeing in the future land use plan.

Director Pierce confirmed that the information being provided tonight was taken off the future land use map that City Council adopted with the 2018 comp plan. The projected trip counts are forecasted and are not yet based on the full buildout over the 2045 horizon. It can only be assumed that only portions of these projects will be build out over time.

Ms. Coakley said the modeling process they used is very flexible in terms of land use changes and making updates.

Continuing, she stated the future traffic or trip generation is based on what is called Institute of Transportation Engineers trip generation information. It shows the different developments, corresponding map numbers, their status, existing zoning, size and then how many single-family detached homes, townhouses, and condos are planned. It includes non-residential space using square feet.

She referenced a table (see April 26, 2021 packet) that shows the trip generation and what is called the AM and PM peak periods. That involves the two worst hours of traffic in the daytime and includes ins, outs and totals. The land use forecast amounts to almost 9,000, or 8,864 new residential units, by the year 2045 and 1,240,000 new commercial square footage by that year. That adds 7,808 AM peak hour trips.

For Innovation Park, two different land uses were considered. Both 1,194 single-family dwelling units and also medical offices at 325,000 building square footage. Those two land uses are comparable in terms of the AM and PM peak hour traffic generated.

It also includes future build out for the hospital and also designates the Hall Property as both commercial and residential. Other developments already been built out are not included.

The Bayhealth Medical facility site, with a possible 650,000 square feet of medical office space is included. That is the largest trip generator in the TID. It generates 22% of the total AM peak trips and 25% of the total PM peak trips.

The study area intersections and those that are within the participant boundary and those outside city limits will be included in the TID once they become annexed. Because land uses within the participant boundary impacts outside traffic facilities is the reason there are two different boundaries.

She then talked about the technical approach DelDOT used. Traffic counts were done in the fall of 2017. The analysis uses the AM and PM peak hours. Also used is a software system called Synchro that includes roadway, geometry, traffic counts and signal timing which involves the entire signal cycle, as well as the approach time.

Trip generation rates were developed using standardized traffic estimates which are gathered and published by the Institute of Transportation Engineers (ITE) based on volume and capacity. Where there is more capacity available, it will assign more trips.

Synchro's traffic impact analysis automatically generates routes into and out of a proposed development. The software will adjust land uses, which adjusts the trip generation numbers.

Because they used 2017 counts, they will want to update it in a couple of years and this software makes it fairly easy.

An example of the software was shown using the Key Properties information and the associated trips, approximate driveway location, origins and destinations.

Of that, 30% of the traffic flow into the study areas come from northbound on State Route 1 and exiting at the Wilkins Road, then going west. Another 30% of the traffic flow into the study area is southbound on State Route 1 and uses the same exit in front of the hospital.

A level of service and delay analysis was done for all intersections within the TID to look at the AM and PM peak periods. Most turned out good with the exception of the Route 30 and Johnson Road intersection which was borderline.

The baseline year was used with no transportation improvements and then a build out scenario of 2045 with transportation improvements. Three different build-out scenarios were used. Scenario one included 1,194 single family units in Innovation Park; scenario two was done using the same parcel with 325,000 square feet of medical offices, which ends up being almost equal to the trips using the residential numbers though more trips used Route 1 with the medical office use versus the single-family houses. The third scenario used a 500,000 square foot medical office to determine just how much worse traffic would get.

In identifying ways to meet the TID service standards, the first thing considered is signal optimization which basically assigned more green time to the approaches that have less capacity available. Those with the worst amount of traffic and the worst delay get more green time. Then they consider adding right turn lane channelization if there's room on the downstream (receiving lanes).

Next is the increase of storage length for left and right turn lanes, then adding left and right turn lanes. Finally, adding thru travel lanes.

A map was created that shows the recommended transportation improvements in order to mitigate the expected delay caused by all the future lanes being built out. It includes seven roundabouts at Sapp Road and Cedar Beach Road, Rehoboth Boulevard and Kirby Road, Marshall Street and Elks Lodge Road, Elks Lodge and Wilkins Roads, North Old State and Johnson Roads, Elks Lodge and Johnson Roads and the last at Pine Haven and Cedar Creek Roads.

A new traffic signal at State Route 30 and Johnson Road, a new traffic signal at the State Route 1 northbound ramp at Cedar Neck Road and Wilkins and a new signal at Wilkins and Route 30 are all recommended. At the entrance and exit ramp for Route 1 near the hospital, two turn lanes and two thru lanes need to be added in all directions.

Also, a left turn lane is needed from Southeast Front Street onto Rehoboth Boulevard and from Rehoboth Boulevard onto Front Street and to Cedar Beach Road. The left turn lane from Southeast Front Street is needed regardless of any future land use, but the left turn lanes from Rehoboth Boulevard are needed if Innovation Park is developed as medical offices.

Several improvements are also recommended along Route 1 as part of the Route 1 Corridor Capital Preservation Program. A signal at the Argo's Corner Road would be added and there are plans to eventually make the Argos Corner area a grade-separated intersection. A service road will be added east of Route 1 and will close the crossovers at Sharp and Johnson Roads.

The improvements along Route 1 would not be funded through the TID and instead by DelDOT, as part of the larger overall Route 1 Corridor Capacity Preservation Strategy.

Not on the map, but identified as useful for existing conditions is the idea that Southeast Second Street and Rehoboth Boulevard is changed to a right turn only. The left turn from Southeast Second Street onto Rehoboth Boulevard fails with a severe level of service of more than a hundred seconds of delay. DelDOT's traffic section will work with the City to do a more detailed traffic study on that, with input from the adjacent community, because that will be a big change.

When asked about specific improvements, Ms. Coakley said that eventually all the improvements will be warranted based on the future use of vacant land in the TID area and development by 2045.

Ms. Coakley continued by stating that in addition to the seven single-lane roundabouts discussed, a right-turn bypass lane is also needed at State Route 30 and Pine Haven/Fleatown Roads. That would provide two ways for traffic to make that right, either by using the bypass or going through the roundabout.

Because the City is working on an updated bike plan, DelDOT will be including those improvements in the TID.

She then spoke about various regional improvements in the Route 1 Corridor Preservation Program, as well as some recommended but will be studied by DelDOT. Community feedback will determine if DelDOT funds these as part of the traffic study.

The State Route 1 northbound flyover to Rehoboth Boulevard will also be reviewed with a possible conversion to a yield movement and the deceleration lane eliminated. That could allow more room for a better bike connection.

Ms. Coakley then discussed the level of service or delay results for the future years without any improvements. She pointed out that areas are graded F, which means improvements are needed. With the improvements, the only critical site remaining is the stop sign location from Johnson Road onto State Route 1.

She also talked about future year PM peaks with almost every intersection graded E or F compared to the level of service with the improvements. Level of service E is shown only for the minor approach, which in this case is the Southeast Second Street intersection. However, it still meets the service standard because it is an E instead of a D.

The level of service review was then explained. The first review is the volume to capacity ratio. If there is more volume than what the road has capacity for, then that intersection automatically fails. The second review is the actual control delay by seconds per vehicle. That includes slowing down, stopping and starting up again to get through the intersection.

Right now, the agreement calls for maintaining level of services D everywhere, which is a maximum of 55 seconds at signalized intersections and 35 seconds at unsignalized intersections and includes roundabouts and stop signs.

DelDOT is proposing to change the service standard to allow for level of service E using a maximum of an 80- second delay at signalized locations and a maximum of 50 seconds at unsignalized locations. For more urban, higher growth areas, they are moving to a level E. Several other TIDs, including Newark and Middletown, are either already adopted or are considering adopting level service E as their standard.

The next step will be to get concurrence of the service standard of level E and also the TID transportation improvements. DelDOT then hopes to develop the concept plans and cost estimates for all improvements. At that point, they will negotiate the infrastructure fee program and how much of those future costs' developments will pay. That will result in the individual TID fee schedule.

After that, the land use and transportation plan, revised level of service standards, the list of improvements and their costs, and the fee program will be added as an amendment to the TID agreement. Once that is done, the TID will begin implementation with developers paying the TID fee instead of the TIS fee.

When questioned, she said the roundabouts are one lane in either direction, though there are also dual-lane roundabouts which are two-lane roundabouts. Roundabouts have a traffic calming effect, but also prevent vehicles from coming to a complete stop and instead continue moving. They are also a lot safer with less traffic crashes versus a four-way stop.

Ms. Coakley added that the roundabouts are designed purposely for emergency vehicles and farm equipment with a wide apron in the center so that larger vehicles can overhang without getting damaged. But it still looks narrow enough to slow down regular vehicles.

She verified the AM and PM peak times are defined as 7 to 9 am in the morning and 4 to 6 pm in the evening.

Council thanked Ms. Coakley for the very detailed information provided tonight.

Planning Director Pierce said he will add the agreement to the next agenda and will have Ms. Coakley available should anyone have questions.

With no further questions or comments, the Council Workshop Session concluded at 7:08 p.m.

Tracy N. Torbert
Transcriptionist

Milford City Council
MEETING MINUTES
May 3, 2021

The City Council of the City of Milford convened their regular meeting by the way of video conferencing which was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

ALSO: 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 Annual Organizational Meeting to order at 7:02 p.m.

INVOCATION AND PLEDGE

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

SWEARING IN OF RE-ELECTED COUNCILMEMBERS

The Honorable Noel Eason Primos of the Superior Court of Delaware attended virtually to give the following re-elected officials the Oath of Office for Municipal Officials in Delaware:

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

ELECTION OF VICE MAYOR

Councilmember Wilson made a motion to renominate Councilmember Jason James Jr. as Vice Mayor. Councilmember Morrow seconded the motion. There were no other nominations.

Motion passed with all ayes.

REAPPOINTMENT OF CITY SOLICITOR

Councilmember Boyle made a motion to reappoint Solicitor Rutt as the City Solicitor for the City of Milford. Councilmember James seconded the motion. Motion passed with all ayes.

COMMITTEES

Mayor Campbell announced that committees will not change this year.

ADJOURNMENT

Councilmember Wilson moved to adjourn the annual organizational meeting, seconded by Councilmember James. Motion carried unanimously.

The meeting adjourned at 7:23 pm.

Respectfully submitted,

Tracy N. Torbert
Transcriptionist

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 3, 2021

A Special Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, May 3, 2021.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Campbell called the Special Council Meeting to order at 7:40 p.m.

EXECUTIVE SESSION

Councilmember Wilson moved to go into Executive Session reference the below statute, seconded by Councilmember James:

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 Special Council Meeting at 7:41 p.m. for the purpose permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 8:42 p.m.

Property Sale/Lease

Councilman Culotta made a motion for the City Manager to take action on the real estate matter, as discussed in Executive Session. Councilman James seconded the motion, that carried by a unanimous vote.

ADJOURNMENT

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

The Special Council Meeting adjourned at 8:44 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

City of Milford



PROCLAMATION 2021-14

September Is National Suicide Prevention Awareness Month

Whereas, September is known across the United States as "Suicide Prevention Awareness Month" and is intended to help promote awareness surrounding each of the suicide prevention resources available to us in this community; and

Whereas, Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion or background; and

Whereas, Suicide is the 10th leading cause of death among adults and the 2nd leading cause of death among individuals between the ages of 10 and 34 in this country; and

Whereas, Claiming the lives of 132 Americans every day, each Suicide directly impacts a minimum of 100 individuals, including family, friends, coworkers, neighbors, and community members; and

Whereas, Suicide has now become the number one killer of police officers in the United States and today is more than triple that of officers fatally injured in the line of duty, according to Blue H.E.L.P., a nonprofit group that is educating police departments and advocating for benefits for officers suffering from post-traumatic stress; and

Whereas, The City of Milford chooses to publicly place its full support behind local educators, mental health professionals, athletic coaches, first responders, and parents, as partners in supporting our community by simply being available to one another; and

Whereas, local organizations like the AFSP Delaware Chapter are on the front lines of a war that many still refuse to discuss, as Suicide and mental health remain too uncomfortable to talk about; and

Whereas, every member of our community needs to understand that throughout life's struggles, we all need the occasional reminders that we are all fighting our own battles; and

Whereas, I encourage all residents to take the time to check in with their family, friends, neighbors, and coworkers regularly and to communicate their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that Suicide is not the answer.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, do hereby proclaim September 2021 as Suicide Prevention Awareness Month in the City of Milford and ask our citizens to recognize that taking care of ourselves and others includes taking care of mental health.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 13th day of September 2021.

Mayor Arthur Campbell

Attest _____
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: September 9, 2021
RE: Activity Report/August 2021

Monthly Stats:

A total of 389 arrests were made by the Milford Police Department during August 2021. Of these arrests, 67 were for criminal offenses and 322 for traffic violations. Criminal offenses consisted of 7 felony and 60 misdemeanors. Traffic violations consisted of 76 Special Duty Radar, 8 Drunk-Driving charges, 238 others.

Police officers investigated 67 accidents during the month and issued 104 written reprimands. In addition, they responded to 1195 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of August, participated in numerous conference calls and virtual meetings including the monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, and the bi-weekly City Manager's Meeting with Department Heads.

New hire interviews held for police officer positions held on August 4, 2021.

Met with Admin. Lt. and Hertrich of Milford in reference to new police vehicles held on August 5, 2021.

Held Retirement Luncheon for Det/Sgt. Horsman at Benvenuto Restaurant on August 5, 2021.

Attended monthly Rural Subcommittee Division/Co-Responder Workgroup held via Zoom on August 5, 2021.

Attended Perdue Annual Community Meeting held via Zoom on August 10, 2021.

Attended Milford Senior Center Board Meeting held at the Senior Center on August 11, 2021.

Attended the Behavioral Health Crisis Care Task Force Committee Meeting held at Buena Vista in New Castle on August 12, 2021.

On vacation remainder of the month.

Training –

All employees have or are scheduled to complete In-Service training for “Sexual Harassment” via webinar. This mandatory training was scheduled by the COM Human Resource Office.

All sworn was scheduled to participate in In-Service training for “Dangers of Fentanyl Exposure” from Police One via webinar to be completed with-in the Month of August.

SRO –

On August 10, 2021, Representative Shupe and Fur Baby hosted a "Touch a Truck" event which was attended by Chief Brown, Lt. Huey, Sgt. Masten, Detective Stanton, S/Cpl. Marino, Bob VanGorder, Charlie Johnson, Dave Dalik, and Jenna Haines. The event was well attended by the community and was beneficial with helping us reestablish community contacts.

Sgt. Masten, Detective Stanton, and Detective Maloney met with a representative of Ring about some opportunities for MPD to engage in their platform. They have an app that could be very beneficial for our investigations. At this point we're moving forward with the opportunity which is of no cost to us.

Sgt. Masten, S/Cpl. Marino, S/Cpl. Collins, Vicky Sessoms, Ruth Barkley and K9 Audie attended the Positive Points Program awards ceremony at Milford Crossing. This ceremony acknowledged local first responders and public service providers for their sacrifice during the Covid 19 pandemic.

MPD is excited that Marion "Butch" Sudler has joined our team as a crossing guard at Benjamin Banneker Elementary School. Mr. Sudler's commitment to the youth of the community goes back decades and he will be an asset to the students and staff at the school.

Sgt. Masten spent time with dozens of youths at the Milford Boys and Girls Club on August 25, 2021. Sgt. Masten spoke to the children about some of the equipment we use each day and answered a variety of questions they had.

Sgt. Masten assisted Mispillion and Ross Elementary schools with their annual "Table Top" exercise as required by the Omnibus School Safety Act.

S/Cpl. Bloodsworth conducted intruder training for the staff at both Mispillion and Ross Elementary schools.

MPD received a generous donation of supplies for our area homeless population from the Paige Kindness Project. Sgt. Masten and Jenna Haines (MPD Embedded Clinician) met with members of the homeless community to deliver these supplies. The demand was high and we delivered everything we had in stock. We are working with the organization to restock supplies. This partnership caught the attention of WRDE and they did a story on their newscast.

Social Media Update: August statistics are as follows. Our Nextdoor posts during the month made 1162 impressions. Our Facebook page has 10,809 likes. Posts during the month reached 20,889

people with 12,747 people actually engaging in our posts. On Twitter our Tweets made 8132 impressions and our followers are up to 1277. Our Instagram account is at 1638 followers and posts during the month we liked by 810 people.

K9 Unit –

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

K9-1 (Mason)

- Building Search 1
- Drug/Money Sniff 1
- Assist Other Agency 1
- Tracks 1
- No Bite Apprehensions 2

Seized Items

Amount

- Currency \$1,018.00

K9-2 (Audie) - Worked a limited work schedule due to scheduled vacation in August.

- Building Search 4
- Demo's 2

AUGUST 2021 ACTIVITY REPORT

	AUG 2021	TOTAL 2021	AUG 2020	TOTAL 2020
COMPLAINTS	1195	8912	1152	6722
CRIMINAL ARRESTS	67	795	112	680
Felonies	7	125	6	114
Misdemeanors	60	670	106	530
TRAFFIC ARRESTS	322	2496	215	1513
Special Duty Radar	76	529	36	241
D.W.I.	8	62	7	35
Other	238	1905	172	1237
REPRIMANDS	104	716	77	478
ACCIDENTS	67	395	46	205
Fatal	1	1	1	1
PARKING SUMMONS	3	20	1	35
CRIME PREV. CHECKS	16	93	10	71
FINES RECEIVED	\$50.00	\$ 28,970.65	\$3,612.24	\$49,167.57



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

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www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: August Monthly Report
Date: September 10, 2021

- We reached an agreement on the purchase of the Herman Sharp property (19.4 acres next to Horseshoe Drive)..
- Councilpersons James and Culotta, Mayor Campbell, Mike Svaby, James Puddicombe, Sara Pletcher and I attended a meeting with Milford Ponds residents. Most of the frustration voiced by residents at the meeting was directed at the developer.
- We have made an offer to a candidate for the Electric Superintendent position and also for the Building Code Official. Both accepted and have started employment.
- I negotiated an amendment to the SRO Contract with the schools that was approved by both Council and the School Board
- We have arranged FOIA training for both staff and Council in the month of October.
- I have scheduled meetings with Eric Buckson (Kent County) and Mark Schaeffer (Sussex County) regarding updates on various City projects and funding needs.
- I met with a concerned citizen regarding the Dog Park and Goat Island.
- Mayor Campbell, Sara Pletcher and I met with US Representative Lisa Blount Rochester regarding ARPA funding.
- We received word that the Ladybug Festival was cancelled by DMI for this year.
- Rob and I met with Ray Bivens, Robert Ehemann and Elena Stewart of DNREC regarding potential funding for park open space.
- I attended a Delaware Chapter APWA meeting on Friday.
- I also attended the APWA Conference in St Louis, MO.
- I met with new members of the West Shores HOA to give them an overview of the City government and how it works.
- I have asked Public Works to have the 10th Street water tower power washed due to green mold on the outside.
- We received word that DELDOT is ready to begin design on the SW Front Street Bridge and are awaiting Council approval on the Agreement to do so.
- We have worked with DMI for the placement of bronze plaques with SUSSEX and KENT that will be placed on a planter wall in front of the Santa House depicting the County line.
- Dale and I met with a vendor that will be installing permanent cameras in the Council Chambers for live streaming.
- I met with Sussex County Councilman Mark Schaeffer regarding funding opportunity for open space land.
- Sara and I met with a developer from Pennsylvania interested in doing commercial development in Milford.

- Rob, Sara and I met with Bayhealth representatives regarding their plans for commercial property across Cedar Creek Road.
- We received word that DELDOT will begin SE 2nd Street project on Sept 7.
- I participated in a poll regarding Delaware cities that are requiring vaccines, or weekly testing. We have drafted a policy for legal review for our employees requiring vaccine or weekly negative tests results in unvaccinated.
- We are working with Carlisle on the Bond Bill project funding they requested. Lou has been a great help.
- We continue have both truck and personnel issues in Solid Waste that Mike Svaby will be reporting on to Council at the next meeting.
- Rob and I met with a potential developer regarding the former Rookery property.
- We had no issues with the remnants of Hurricane Ida. No calls for public works and electric.
- We received the preliminary data on the pay study. Jamesha and I are going over the recommendations this week.
- Sara and Melody have implemented the Community Grant Page for applications for ARPA money through the City.
- The City Hall basement project is wrapping up. All the flooring is in, cabinets are in, plumbing is connected. There are just a few loose ends to finish up before Jamesha, Melody and Sara move into their new offices.
- We continue to have Covid issues. At one point this week we had 7 people out due to Covid or Covid exposure. We have drafted a new policy on masks to go into effect on September 7. Additionally employees will be either need to be vaccinated or texted weekly for Covid.



TO: Mayor and City Council
THRU: Mark Whitfield, City Manager
FROM: Michael Svaby, Director, Public Works
DATE: September 8, 2021
RE: August 2021 - Public Works Department Staff Report

The following input represents a high-level list of activities and accomplishments for the month of August, 2021.

Director's Office

- Worked with Planning Director Rob Pierce and City Engineer James Puddicombe to assist ICMA Fellow Melody Barger to draft a Right of Way ordinance for the City.
- Assisted HR in finalizing selection process for a new Electric Superintendent Vincent Adell as well as interviewed Multiple Solid Waste Collector Candidates, Recruited and screened multiple Electric Line Tech series candidates – interviews scheduled for September.
- Participated in multiple meetings with DEMEC in design and land use discussions for the Line Yard Training Facility in Smyrna.
- Launched Public Utility Education Working group with Economic Development Coordinator and subject matter expert for each of the City's utilities.
- Conducted first outreach to Key Utility Account - Dentsply/Sirona.
- Held Public Meeting with Residents of Milford Ponds to address contractor conditions.
- Participated in multiple meetings of the DEMEC Steering Committee formed to construct lineman training facility in Smyrna
- Finalized T-Mobile/Washington Street Tower occupant lease.
- Received first draft of ADA Transition Plan Document and Sought Contract Engineering Assistance in its review

Engineering Division

- Completed sidewalk and curb work on the Mispillion Group Project
- Design work completed for 2020 Streets Project
- I&I investigation within Truitt Avenue is ongoing
- Completed agreements with DelDOT to garner approximately \$2.4 Million in cost sharing funds
- Began the closeout process for Asset Management Grants with DNREC and DPH

Public Services Division

Solid Waste/Facilities Management Section

- Met with various outside collectors to gauge interest in Milford Solid Waste Collection
- Lost 1 (Automated Side Loader) of 4 trucks for the next ~8 weeks due to need for turbo replacement
- Sustained collection with minimal daily overflow during high temperature (average temp for August of 86⁰ F and for at least 3 full days of no SW personnel – fully supported by Streets Division personnel (instance of COVID positive and Death in Family)
- Continued with final stages of City Hall basement fit out

Streets/ Utilities Section

- Handled significant storm drain cleanups due to multiple, extraordinary rainfalls (August had highest rainfall this year with 4.37 in)
- Repaired 3 water leaks throughout the month (all on Front Street), encountered due to Front Street Water Main project
- Supported Solid Waste collection *every collection day* in August

Water/Sewer Section

- Sought and accommodated NIMS training for 2 Year Intern Jose Perez (100 and 700 level courses).
- Resolved Washington Street and Tenth Street Fluoride issues. Cleaned clogged injector components
- Cleaned Chlorine tank at SE Tower.
- Well 4 & 5 Hypo pump and liquid treatment for Chlorine changed out.

Electric/Tech Services Division

- Identified and replaced bad relay Shawnee pump station
- Installed instrument rated metering Radian Circle
- Reviewed large 100kw solar installation application 528 Milford Harrington Hwy

- Repaired Scada communication issue SE second st pump station RTU
- Installed 4-inch water meter Windward on the River building I
- Activity Counts
 - New electric installs 11
 - Replace Electric Meter 9
 - New Water Meter Installs 12
 - Replace Water Device 39

Capital Program Updates (Partial)

- **City-wide Valve and Hydrant Replacement Improvements** – Engineering section has completed GIS monitoring application for exercising and or replacing these components. Schedule for exercising to be completed next.
- **Facilities Security: Door Access/Gates/IP Camera** – Negotiating with vendor to bring cost down to budget
- **Pump Station Upgrades** – Currently purchasing spares to enable redundancy at Americinn Inn and Shawnee Pump Stations
- **Standardized Water Treatment Facility Controls** – gathering parameters to make purchase for in-line analyzers
- **ADA Transition Plan** – received first draft of plan. Ordering review through KCI to prep for public comment period.
- **Walnut Street Pedestrian Crossing** – working with KCI Engineering to finalize rendering and cost estimates for evaluation. Choices pending DelDOT spec approval.
- **City Hall Basement Fit Out** – project nearing completion with furniture on order and final finishing work being accomplished.
- **Auto Gates and Security Cams at Armory** – soliciting quotes for this effort

New Employees

- **Vincent Adell - Electric Superintendent** – Vincent is an accomplished power system professional with 25 plus years’ experience in transmission, distribution and substations operations, directing safe operations of personnel working on lines, supporting equipment at area voltages, and managing configurations while successfully overseeing system-wide Operations. In his off time, Vince enjoys pursuing physical fitness and time with his family and friends.
- **Jason Garcia – Electric Ground Tech - Jason** lives in Milford and comes to us from New Direction Utilities where he was an Underground Helper. In his free time, Jason enjoys spending time with his family and golfing.
- **Nic DeRosa – Nic Del Rossi is a Co-Op Student** from Milford High School. Nic is our third HS Co-Op student. He will be given a 1-year itinerary that involves working and learning in all PW functions as well as Parks and Recreation.

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: September 1, 2021

RE: August 2021 – Planning Department Staff Report

- Through the first eight months of the 2021 calendar year, the City has issued 94 new residential construction permits and five permits for 120 apartment units. The total construction investment in Milford from January through the end of August based on issued building permits was \$32,478,018.
- The City of Milford has seen 101 projects with a committed investment of over \$23.9 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 \$2.61 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$470,000 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 will review four Comprehensive Plan Future Land Use change requests at the September Planning Commission meeting. Three of these include increasing the amount of available industrial land within the City and within the City's annexation areas. The fourth request involves a low-density residential development proposal east of SR1 on New Wharf Road. The Planning Commission will review a change of zone application for the R&C Fry Farm for the construction of a City industrial park and a conditional use application for the redevelopment of a vacant building downtown. The Planning Commission will also review a preliminary site plan for Milford Ponds Phase IV and a preliminary site plan for the Milford Police Station.
- The Planning Commission has been reviewing Chapter 230 Zoning and Chapter 200 Subdivision of Land since February 2021 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 code. The Planning Commission will review Chapter 200 Subdivision of Land at the September meeting which will conclude the code amendment workshops with the Planning Commission. City Council will have an opportunity to review the draft changes at a workshop in late October prior to preparing formal ordinances for review by the Planning Commission, City Council and the general public.
- The Board of Adjustment will review four variance applications in September. These applications include a commercial lot coverage exceedance, an oversized shed on a residential lot, a rear setback encroachment for a deck and residential addition and a density exceedance in the central business district for a proposed mixed-use building. The meeting will also include a follow-up discussion on proposed zoning code amendments that the Planning Commission has been working on for several months.
- Century Engineering, DeIDOT and Planning Staff are finishing up the Bicycle Master Plan update. A draft report was received at the end of July for review and comment. The draft final report will be presented

to the Bicycle Advisory Committee in late September/early October and final draft should be before City Council for adoption in November.

- The City continues to review a preliminary major subdivision and planned unit development application for the Westwood subdivision. The City continues to review final major subdivision applications for Cypress Hall Residential and Knight Crossing Phase 2A.
- The Planning Department completed the hiring process for the open Building Code Official position. Staff has spent time preparing to transition back to in-house plan reviews and inspections while keeping a third-party consultant on retainer for assistance when needed.
- Staff has begun research into updating the City’s building code from the 2012 International Residential Code and 2012 International Building Code to the 2018 version. Staff anticipates having a proposed update for City Council to review before the end of the year with the intent of starting January 1st with the updated code.
- Staff has been working to simplify the building permit application forms and developing supplemental information for residents and contractors performing work within City limits. Staff would like to switch to the new forms beginning January 1st.
- 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	92
Closed Cases	62
Open Cases at Start of Period	289
Open Cases at End of Period	326

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	6
Dangerous Tree	7
Furniture Violation	6
Generic Violation	10
Property Maintenance Violation	24
Rubbish & Garbage	5
Weeds & Grass	34
Zoning Use Violation	0
Total	92

Rental Licenses Issued: 0

Vendor Licenses Issued: 0

Contractors Licenses Issued: 21

Business Licenses Issued: 4

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	12
Construction Trailer	0
Residential Demolition	0
Residential Building New Construction	6
Residential Renovation/Accessory	26
Roof/Siding Permit	8
Sign Permit	5
Solar Panel Permit	1
Utility Permit	10
Total	68

Inspections Performed:

Inspections Performed by Type	Count
Footer	22
Foundation	2
Framing	28
Insulation	31
Final	138
Residential Rental	0
Total	221

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



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TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: September 7th, 2021

RE: August – Parks and Recreation Staff Report

- A new parks coordinator was hired at the beginning of the month, Antron Adams. He was a former temporary employee who has worked as a seasonal employee in the parks for over two years. Interviews continued for the open recreation coordinator position and at the end of the month, Krista Stott who has recently relocated here from Massachusetts was hired into that position.
- Park staff continued to battle high temperatures in August with periods of rain which lead to challenging grass cutting conditions.
- A number of old style trash receptacles were removed along the Riverwalk and some broken sections of fencing in Memorial park, with the assistance of Public Works personnel and their equipment.
- Four dead trees were removed from along Walnut Street and Front Street in the downtown. A total of 34 new trees have been planted around the downtown area by staff, with more trees to be planted in the fall.
- Staff responded from a report of a shopping cart in the Mispillion River behind the Santa house, and removed not only a shopping cart but a number of other items with a grappling hook.
- Council Marabello and two other volunteers pruned a number of trees in the park alongside the Santa house, and generated a substantial amount of tree limbs. The Parks Department removed these items with assistance from Public Works, using their wood chipper and truck. We appreciate the volunteers' assistance.
- An entire day was spent with park staff and two Public Works personnel with a backhoe in the old M&T bank parking lot. There had been a report of homeless individuals residing in the parking lot due to overgrown shrubs. All of the shrubbery was pruned back, and a number of overgrown bushes were removed. At least two dump trucks of debris was removed.
- Park staff set up our light tower for the Museum fundraiser, "Hippie fest" which was held at the Causey Mansion.
- Continued beautification of the downtown continued with more plantings, watering of the hanging baskets and flower beds.
- The way-pointing/signage project along the Riverwalk was completed for the most part (there is one large mapping sign at the beginning of the Riverwalk which needs to be installed). GIS coordinates were also assigned and given to MPD so they can be entered into their system.

- August in Recreation was spent wrapping up the “Summer Fun Club” and preparing for our fall programming, with organization, advertising and registration. Registration continued through August with activities beginning in September.
- A successful “Buccaneer Soccer camp” was held at Milford High School with 46 participants aged 5-13 years. Although it was held on the hottest days of the summer, it was well received. Several Milford High School students assisted with the camp.
- Park Superintendent attended the awards and recognition committee meeting with other employees.
- Director attended the weekly WIIN meeting with various stakeholders from the WINN group and members of Slaughter Beach. A presentation was made to Council on August 16th by Danielle Swallow from Delaware Sea Grant.
- Director met with a local resident regarding the possible installation of a trial rain garden at a location yet to be determined.
- Security measures for access to the Parks and Recreation office and maintenance building continued to be addressed.
- Director continued to have discussion with a Landscape design professional to go over capital parks items and begin the process of getting these projects underway.
- Parks Superintendent “rescued” a gull with a broken wing from a parking lot downtown which was then transported by volunteers to Tri-State bird rescue for rehabilitation.









HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

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TO: Mayor and City Council

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

DATE: September 7, 2021

RE: August 2021 –Human Resources Department Staff Report

- Interviews were conducted for the positions of Recreation Coordinator, Technical Support Specialist and Audio-visual/Telecommunications Specialist.
- Onboarded new hires for the positions of Parks Maintenance Coordinator, Electric Ground Technician, Electric Superintendent, Recreation Coordinator, Technical Support Specialist and Mental Health Clinician.
- In partnership with Wilmington University and the City of Milford, the Delaware Municipal Supervisory Academy will launch for the 2nd year and will include participants from the City of Newark, City of Dover, City of Lewes, Kent County, Town of Milton, Town of Bridgeville, and Town of Townsend.
- Reviewed Draft 1 of the Solution File from Evergreen Solutions for the 2021 Pay & Job Classification Study.
- Employee Recognition:
 1. Rooster: Lucas David, Customer Service Clerk. Recognized for his great attitude and customer service.
 2. Where Am I Challenge Winner: Katrina White, Deputy City Clerk
 3. Excellence Award Winner: Sandra Peck, Accountant. Recognized for her hard work and professionalism in preparing the Capital Improvement Plan and the Budget for Fiscal Year 2022.

To: City Council and Mayor
From: Sara Pletcher, Economic Development & Community Engagement Administrator
Subject: August Monthly Report
Date: Sept. 8, 2021

Economic Development

- NKS cold storage facility is on the market for lease or purchase
- Met with Food Bank of Delaware representatives. Their building is on the market for purchase and staff is working with them to find warehouse, kitchen and office space to utilize while their new building is constructed.
- Met with City Manager and retail developer interested in Milford commercial zones
- Henlopen Sea Salt reached out again – looking for land to build or space to purchase. Staff setup tour/meeting for Sept.
- Axe throwing business is interested in opening a brick-and-mortar location in Milford.
- Mobious Group is selling their Milford investment portfolio (5 properties in Downtown Milford). Reached out to Easton, MD development group to gauge interest.
- Attended Cookie's Paper Petals one year anniversary/expansion/ribbon cutting
- Met with Accrisoft to demo economic development specific website options
- Met with DE Prosperity Partnership's Kurt Foreman and Becky Harrington, along with Planning Director, to discuss site readiness funding, the proposed industrial park, and economic development ideas
- Attended Euphoric Herbals Apothecary ribbon cutting for their smoothie bar expansion
- Joined Planning Director and City Manager meeting with Bayhealth regarding commercial land plans
- New construction multi-use building on N. Washington St. confirmed new esthetician business will move in on Nov. 1

Community Engagement

- Free Vaccine Pop-up Aug. 7 & 14:
 - August 7 attendance: cancelled due to weather
 - August 14 attendance: 5
- Attended Milford Ponds Community Meeting
- Met with Morgan Galloday, Mispillion Art League president, about community mural funding
- Attended DMI Program Manager Search Committee meeting to evaluate round 2 applicants
- Attended MSD Referendum information session
- Presented a Milford, DE presentation to the new Milford School District teachers
- Created ARPA Grant online application

Meetings/Trainings

- Attended Marshall St. Bike Pop-up Project Debriefing
- Met with Slaughter Beach Town Manager, Julia Geha
- Began monthly Public Utility Education Working Group meetings

- Met with City Manager for monthly Manager Update
- Attended University of DE Recover Delaware Roundtable #3: food security
- Completed Sexual Harassment Prevention Training
- Met with Rep. Lisa Blunt Rochester along with her staff, Mayor Campbell and City Manager. Discussed ARPA funding and toured four local businesses.
- Kicked off Key Account program with Finance Director and Public Works Director. Initial meeting with Dentsply Sirona was well received and conversation was progressive.
- Attended Vinyard Shipyard Task Force meeting
- Attended DMI Economic Vitality Committee meeting

Social Media/Website

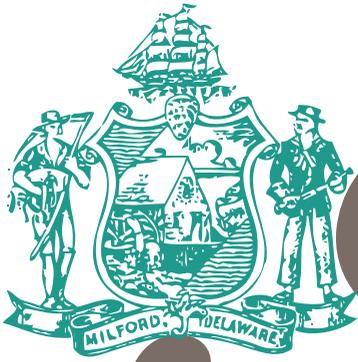
- August 2021 Insights:
 - City of Milford Facebook: 49 new likes (total: 2,211); 13,503 reached (down 37%); 4,181 post engagement (down 13%)
 - Parks & Rec Facebook: 16 new likes (total: 2,453); 2,933 reached (down 6%); 759 post engagement (up 33%)
 - Instagram: 84 new likes (total: 648); 816 accounts reached; 348 content interactions
 - Twitter: 9 tweets, 1,717 impressions, 765 profile visits, 6 mentions, 1,312 followers
 - Website: 19,345 visits (18,390 last month); 45,063 pageviews (37,768 last month)

Email Campaigns

- August utility newsletter to customers who receive e-bills (566): 41.2% open, 1,049 social reach
- August business newsletter (audience: business license holders, 220): 33% open

Press Releases & Coverage

- City of Milford Staffing Shortage Impacting Resident Services (July 29)
 - DE State News: Milford staffing shortage impacts resident services (July 30)
 - WMDT: City of Milford currently facing staffing shortages, looking to hire qualified applicants (July 30)
 - MilfordLive: City of Milford staffing shortage impacting resident services (Aug. 2)
 - WBOC: City Of Milford: We're Hiring! (Aug. 4)
 - DE Public Media: Staffing shortages hurt Delaware's small cities (Aug. 8)
 - DE State News: Milford sees staffing shortages, but other municipalities spared (Aug. 10)
- City of Milford Parks & Recreation Intern Installs Riverwalk Mile Markers (Aug. 18)
 - DE State News: Intern installs mile markers on Milford Riverwalk (Aug. 18)
 - Hoy en Delaware: City of Milford Parks & Recreation Intern Installs Riverwalk Mile Markers (Aug. 19)
 - DE Public Media: City of Milford Parks & Rec intern installs mile markers along the Riverwalk (Aug. 19)
 - MilfordLive: City installs mile markers on Riverwalk (Aug. 23)
- City of Milford Council Approves Two Land Purchases (Aug. 26)
 - DE State News: Milford council approves two land purchases (Aug. 26)
 - MilfordLive: City of Milford Council Approves Two Land Purchases (Aug. 30)



Milford

River Town • Art Town • Home Town

DELAWARE

Sign-up Online

Some customers did not receive the August newsletter in their utility bill due to our printer's error. We apologize for the inconvenience. To avoid this in the future, we welcome you to sign-up for e-payment notifications and you'll be auto-enrolled to receive this newsletter on the first of each month directly to your inbox. Sign up here: <https://bit.ly/COMebills>

Sept. Community Happenings

- Every Saturday, 9am-1pm: Riverwalk Farmers Market
- Thursday, Sept. 2, 5pm: Mispillion River Watershed Paddling Series
- Monday, Sept. 6: City Offices Closed due to Holiday
- Wednesday, Sept. 8: Parks & Rec. Soccer begins
- Sunday, Sept. 12: Parks & Rec. Field Hockey begins
- Monday, Sept. 13, 7pm: City Council Meeting
- Thursday, Sept. 16, 5-8pm: Third Thursday
- Saturday, Sept. 18, 9am: 20th Annual Riverwalk "Freedom" Festival
- Saturday, Sept. 18, 10am: Mispillion River Watershed Paddling Series
- Wednesday, Sept. 22: Parks & Rec. Flag Football
- Thursday, Sept. 23, 5pm: Mispillion River Watershed Paddling Series
- Saturday, Sept. 25, 12pm: Mispillion River Watershed Paddling Series
- Monday, Sept. 27, 7pm: City Council Meeting
- Thursday, Sept. 30, 5pm: Mispillion River Watershed Paddling Series

Is your right-of-way clear?

Property owners are responsible for the vegetation overhanging and/or within public rights-of-way adjacent to your property. Any vegetation hitting vehicles, pedestrians, etc. needs to be trimmed. Also, due to safety concerns, City ordinances prohibit playing of games such as street hockey, basketball, etc. upon public streets. Basketball hoops, hockey nets, etc. are not to be placed within the right-of-way, and should only be placed in private driveways at least 10' back.

Tax Payments

The tax year runs Oct. 1 through Sept. 30 of the following year. Annual tax bills were mailed in August and are due Sept. 30. The penalty for delinquent taxes is 1% per month. To pay your bill online <https://egov.milford-de.gov/Click2GovTX/index.html>

Parks & Rec. Fall Programs

Field Hockey

Sept. 12-Oct. 17

Girls ages 7-12

Soccer

Sept. 8-Oct. 30

Co-ed ages 5-12; ages will be separated

Sign up <https://webtrac.milford-de.gov/> or at the Parks & Recreation Office (207 Franklin Street). Please call 302.422.1104 with questions.

Flag Football

Sept. 22-Oct. 27

Co-ed ages 7-13

Trash Delays Expected

Due to significant staffing shortages, we're aware customers are experiencing delays in their trash service. When calling to report a delayed or missed collection, speaking with a customer service representative will not accelerate the pickup of your container. If your container has not been picked up by the end of the following business day, please report online at <https://www.cityofmilford.com/87/Solid-Waste>. We greatly appreciate your patience and understanding during these unprecedented times. The City of Milford is hiring! <http://cityofmilford.com/247/Job-Openings>



Is Your Contact Info Current?

Make sure your contact information is current with our Customer Service Dept. We often find missing or inactive phone numbers and email addresses on our accounts. Keep in mind certain changes may require legal documentation. Changes must be in writing to customerservice@milford-de.gov.

Public Utility Education



We will highlight a different public utility each month. The goal is to educate our customers on preventative measures to lower their utility bill, as well as create a more flawless system for all users. This month we're featuring our sewer system. Some tips for you,

the public sewer user:

- When these items are flushed down the toilet, they can cause problems in our homes, wastewater treatment network and the environment: cotton swabs, baby wipes, facial wipes, cleansing pads, toilet paper roll tube, medicines, cigarettes, band-aids, diapers, feminine products, rags, paper towels, sweeper cloths, flushable wipes (they're not actually flushable!). The resulting damage, pictured above, is costly and hazardous. Please put these items in the bin and not down the toilet.
- Although things like melted butter and cooking grease are in liquid form when you pour them down the drain, they will harden once cooled and coat the insides of your pipes as well as those through the City. These narrower pipes then make it easier for a blockage to occur. It is best to pour these liquids into a jar/can to let them harden and then dispose of it in the trash.
- Even with a garbage disposal, these items shouldn't go down your drain: coffee grounds (they clump together when wet, causing a blockage), egg shells (they create a granular waste that can stick to the pipes) and bones, such as chicken wings (they may fragment and create a blockage).
- The pipe sticking up in your front yard is your sewer clean-out. The homeowner is responsible for any backups between that pipe and the house. The City is responsible for any backups between that clean-out and the main line in the road. Most standard homeowner insurance does not cover pipe backups outside the house, but supplemental insurance can be purchased. Also be sure the cap on that pipe is tight fitting and void of cracks or defects. If your cap is damaged or missing, call 302.422.1110 to request a replacement.
- If you have a finished basement, be sure you have a backflow preventer on your lowest lying drain pipe.



Employee Spotlight

Steve Ellingsworth

Public Service Superintendent

1. How long have you worked for the City of Milford? **24 years**
2. Have you always worked in this role? **No, in 1997 I started with the treatment plant and sewer station readings for the state. I got my water operator license in 2005 and became the supervisor for Water and Sewer Facilities. In 2019, I moved to Public Service Superintendent.**
3. What is your favorite thing about working for the City? **Listening to the residents and helping them solve their issues. I have met a lot of people while working for the city. I receive phone calls anytime of the night to try and help out.**
4. What do you enjoy doing in your free time? **Traveling and spending time camping**



Steve Ellingsworth is a 24-year employee who demonstrates an extraordinary level of commitment and organizational knowledge, every day – two key elements of successful leadership. He knows the practical, hands-on part of every job in Public Works and serves the resident of Milford well!

- Michael Svaby, Public Works Director

Council Spotlight

Jason James

Ward 4 Councilmember

1. How long have you been a member of the City Council? **2 years, 8 months (Jan. 2019-present)**
2. What previous city roles have you held? **I was a member of the Planning Commission from 2006-2009, 2012-2013 and most recently 2018-2019.**
3. What is your favorite thing about being a Councilmember? **I take great honor in representing the interest of the tax payer and utility users to ensure they receive the quality and quantity of services their dollars are paying for. I am also excited about participating in the growth opportunities the City is pursuing.**
4. What is your full time job? **I am the Corporate Controller for Burris Logistics.**
5. What do you enjoy doing in your free time? **Spending time with family, studying the history of different nationalities and religions, and providing volunteer services**





Date: September 1, 2021
To: Mayor and City Council
From: Dale Matthews, IT Director
Re: August 2021 Information Technology Department Staff Report

We hired Paul Buckley as our new Technical Support Specialist.

Below are updates for IT open projects:

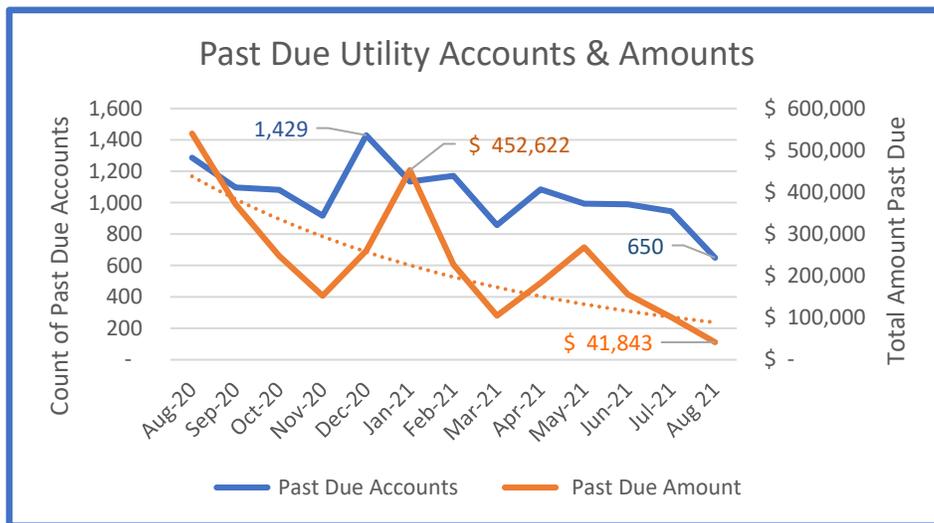
- Security:
 - We expect to begin cybersecurity training for all staff this month. Council members will receive a notification to complete the 90-minute training as well.
- M365 and Cloud:
 - The Microsoft 365 project has begun and should be completed by late October. Again, upon completion of this project, all shared files and emails will be kept in a secure cloud.
 - We are assessing training options to ensure employees are confident and proficient in using the new Office 365 applications and tools.
 - We will consolidate the remaining physical servers into a hyperconverged infrastructure over the next 6 months (essentially consolidating several servers into 2 with redundancy). As per the last update, our ultimate goal is to move the remaining physical servers to the cloud.
- Backup Process:
 - The new backup process has begun. We are a week behind on completing the offsite process with the vendor. Expected completion is 9/9/21.
- Council Chambers Upgrade:
 - We have identified the appropriate solution and vendor for the upgrade. The vendor advised hardware delays will push back the actual start date, but we have established the project.
- Policies and Procedures:
 - No changes: we are still on track for December 2021 completion.

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: September 10, 2021
Re: August 2021 Finance Department Staff Report

- Monthly Financial Reporting
 - The first Financial Reporting Package of FY22 covering the month of July 2021 was distributed to Council with a brief narrative addressing financial results.
 - Several changes were implemented in the report to kick off the fiscal year, most of which are consistent with feedback received at meetings of the Finance Committee and Council throughout FY21. The new content may be considered a “pilot” for review and can be improved with the continued and welcomed feedback loop.
- Training
 - I participated in GFOA Investment Management Best Practices training, which was nicely timed to coincide with the Finance Department’s review and update to the City’s Investment Policy
 - I sat in on the DEMEC Lineworker Training Stakeholder Group, which has been ongoing since the Board authorized the purchase of property in the Smyrna Business Park to be developed as a training yard
 - Along with Melody Barger, I also participated in the DEMEC Electric Vehicle Stakeholder Group, which has goals of educating and enabling Delaware’s public power partners to make informed decisions on the investment in electric vehicles and charging stations, but also as a resources for the development of policy regarding the design and use of the City’s EV infrastructure.
- Staffing
 - The City’s open payroll accountant position was recently advertised following an attempt to recruit a third-party contractor
 - In the meantime, Sandra Peck continues to execute payroll processes, but the prolonged recruitment has significantly impacted the FY21 audit progress
 - One open position remains in the Customer Service division; the recruitment was initiated in June and remains in process.
- Enterprise Resource Planning (ERP) Selection Process
 - Tyler Technologies emerged as the City’s preferred vendor at the conclusion of the ERP process
 - The two most recent rounds of negotiations with a focused group of staff and Tyler representatives went well, and a final draft of the contract has been circulated
 - We anticipate finalizing the contract and engaging a project management firm by the end of September to launch the project in the fall as anticipated

- Billing & Customer Service Department

- The graph below exhibits past due accounts and balances over the past year. I would like to thank the Customer Service team once again for their continued efforts in this difficult area, which have resulted in the second consecutive “new low” in terms of delinquent balance outstanding and a new low in the number of delinquent accounts. While I commented that only one position remains open, the team actually lost a productive intern and has been dealing with short-term staff shortages due to circumstances beyond management control, which further emphasizes the magnitude of their focus and efforts.



- The 2021 tax levy was approved in July, billed mid-August and is due September 30, as always. The Finance Staff Report produced in October will be the first to exhibit property tax collection data for the new tax year as well as outstanding taxes receivable by year levied. In August, we worked closely with a property owner and Kent County to develop a solution for the owner-occupant of a residential home approaching the monitions sale date. Other properties with past due taxes outstanding will continue to be processed through the Kent and Sussex County monitions procedures to encourage payment.

cc: Mark Whitfield, City Manager
Finance Department

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: September 10, 2021
Re: July 2021 Financial Reporting Package

The first Financial Reporting Package of fiscal year 2022 (FY22) is enclosed for your review. The following executive summary highlights this month's notable developments; including several long-anticipated changes to the report:

- Page 1 – Line 22 features the establishment of the Solid Waste Fund Capital Reserve Account, made possible by Council's approval of the FY22 budget, which paved the way for seed funding in the account through forgiveness of the interfund loan extended by the Water Fund Capital Reserves
- Page 2 – Several changes and updates were made to the Restricted Cash Reserves Report
 - The MSA and RTT reserves were combined into one shared summary to make room for solid waste
 - Lines 3 and 17 were added to present the expected contributions and interest earnings in the (now five) capital reserve accounts
 - While less conservative, the addition provides a more realistic view of future funding availability
 - The addition puts the five reserve accounts at parity with the RTT and MSA presentation
 - Lines 12, 13, 24 and 25 feature updated MCR and ERR calculations for the new fiscal year pursuant to the recently-approved cash reserve policy
- Page 3 – The Enterprise Funds "P&L Style" Report features a new comparative column and four new rows
 - The rightmost column allows for a comparison of the current and prior FYTD periods by revenue and expense lines and subtotals
 - Rows 16 and 17 allow for a comparison of the current and prior FYTD periods net surplus by fund
 - Rows 18 and 19 allow for a comparison of the actual surplus and seasonalized budget surplus for the current FYTD period
- Page 4 – The General Fund "P&L Style" Report was created this month to complement the existing Enterprise Funds Revenue & Expenditure Report
 - The new statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary
 - The scaled, common-size columns at right match the prior year comparability goals featured in the Enterprise Fund version of the report, while also putting general fund revenues and expenses in context for the first time in the monthly financial reporting package
 - Rows 19 and 20 allow for a comparison of the current and prior year FYTD periods by major function
 - Rows 21 and 22 allow for a comparison of the actual surplus and seasonalized budget surplus for the current FYTD period
- Pages 5-8 – The Revenue Report (p. 5) and the Expenditure Report (p. 6-8) will continue to be produced indefinitely and will be referred to as the "legacy" revenue and expenditure reports

The first month of the fiscal year is typically not sufficiently revealing to draw meaningful insight to the year ahead. Certain revenues and expenditures, such as property tax revenue and capital spending, are light due to seasonality or deferred start times for new initiatives. This July is no different, as cash balances are stable and largely unchanged from June, capital spending is light across all funds, and operating expenditures are below even the seasonalized budget, which, for July, is less than the straight-line 1/12th of the annual budget. The only item of particular note is the deficit reported for July in the electric fund, which is driven by gross margin. FY21 Gross Margin was 32.8%, and the FY22 budget more conservatively estimated 31.2%, with July 2021 seasonally budgeted at 27.2% (vs 26.1% in July 2020). However, this July's margin was shy of 20% due to unusually high distribution line losses, which is likely a function of timing between wholesale and retail meter reading that will self-correct in short time. Indeed, preliminary August consumption figures confirm a sharp correction in line losses.



Financial Reporting Package
As of and For the Period Ended July 31, 2021

Cash & Investment Balance Rollforward
Restricted Cash Reserves Report
Enterprise Funds YTD Revenue & Expenditure Report
General Fund YTD Revenue & Expenditure Report
Legacy Revenue Report with MTD & YTD vs Annual Budget
Legacy Expenditure Report with MTD & YTD vs Annual Budget
Legacy Interservice Department Cost Allocation

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended July 31, 2021

1 **Operating Cash Balances**

2	Description	Opening Balance (Jun 30, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Jul 31, 2021)
3	General Fund	\$ 3,008,760	\$ 2,015,340	\$ 556	\$ (2,403,168)	\$ 2,621,488
4	Electric Fund	3,657,476	2,864,527	2,061	(2,688,905)	3,835,159
5	Water Fund	1,502,049	516,857	1,115	(368,385)	1,651,636
6	Sewer Fund	827,552	682,989	494	(641,917)	869,119
7	Solid Waste Fund	496,020	253,037	77	(224,306)	524,828
8	Operating Cash Totals	\$ 9,491,857	\$ 6,332,750	\$ 4,304	\$ (6,326,681)	\$ 9,502,230

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

10	Description	Opening Balance (Jun 30, 2021)	Receipts ⁵	Interest Earned	Disbursements ²	Closing Balance (Jul 31, 2021)
11	General Improvement	\$ 228,544	\$ 101,670	\$ 43	\$ (37,500)	\$ 292,757
12	Municipal Street Aid (MSA)	566,019	-	83	-	566,102
13	Realty Transfer Tax (RTT)	3,772,085	86,713	563	(33,333)	3,826,027
14	Economic Development	150,739	436,975	-	-	587,714
15	ARPA Grant Fund	3,166,946	-	-	-	3,166,946
16	Special Purpose Cash Totals	\$ 7,884,333	\$ 625,358	\$ 689	\$ (70,833)	\$ 8,439,547

17 **Reserve Fund Cash Balances¹**

18	Description	Opening Balance (Jun 30, 2021)	Receipts ⁴	Interest Earned	Disbursements ³	Closing Balance (Jul 31, 2021)
19	General Fund Capital Reserves	\$ 1,691,699	\$ 93,240	\$ 7	\$ -	\$ 1,784,947
20	Water Fund Capital Reserves	9,309,994	-	60	(71,430)	9,238,625
21	Sewer Fund Capital Reserves	3,906,078	-	26	-	3,906,104
22	Solid Waste Fund Capital Reserves	-	71,430	1	-	71,431
23	Electric Fund Capital Reserves	14,145,375	-	72	-	14,145,448
24	Reserve Fund Cash Totals	\$ 29,053,147	\$ 164,670	\$ 167	\$ (71,430)	\$ 29,146,554

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

26	Description	Opening Balance (Jun 30, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Jul 31, 2021)
27	Police & General Gov't Facilities	\$ 635,666	\$ 900	\$ -	\$ (93,240)	\$ 543,326
28	Carlisle Fire Co Permit Fund	620,671	300	-	(113,150)	507,821
29	Water Impact Fee Reserves	4,574,502	3,072	-	-	4,577,574
30	Sewer Impact Fee Reserves	2,630,019	-	-	-	2,630,019
31	Electric Impact Fee Reserves	1,047,790	-	-	-	1,047,790
32	Impact Fees & Police/GF Totals	\$ 9,508,649	\$ 4,272	\$ -	\$ (206,391)	\$ 9,306,531

33	Grand Totals	\$ 55,937,986	\$ 7,127,049	\$ 5,160	\$ (6,675,334)	\$ 56,394,861
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34 ¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves Report for reserve funding commitments

35 ²Gen Improvement funding (line 11) applied to Boys & Girls Club Lot Paving (CTF grant reimbursable); RTT (line 13) used as budgeted for Police OpEx.

36 ³Disbursement from Water Reserves (line 20) represents forgiveness of interfund loan to create Solid Waste Reserve per FY22 budget approvals.

37 ⁴Receipts include CTF funding for Lovers Lane (line 11), monthly Realty Transfer Tax receipts (line 13), proceeds from sale of a parcel in the Industrial Park (line 14), reimbursement of ongoing PD design expenses from Gen Facilities fund (line 27) and forgiveness of interfund loan (line 22) to establish Solid Waste Reserve per FY22 budget approvals.

City of Milford, Delaware
Restricted Cash Reserves Report
As of July 31, 2021

General Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/21)	\$	1,784,947
Expected Contributions & Interest		658,845
Restricted Funds:		
Vehicle & Equipment Replacement		(324,100)
Building Upgrades		(286,076)
Parking Enhancements		(200,000)
Parkland, Trails & Recreation		(681,595)
Building Upgrades		(286,076)
OpEx Support (Tax R/A & PD R/M)		(497,000)
Support Policy with RTT ¹		2,000,000
Draft Reserve (MCR) Policy ²		(1,236,356)
Equipment Replacement Reserve ²		(764,100)
Uncommitted Reserve Balance	\$	168,489

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/21)	\$	14,048,448
Expected Contributions & Interest		2,000,169
Restricted Funds:		
Electric Vehicles & Equipment		(96,026)
Lighting & System Improvements		(593,628)
Traffic Signal Upgrades		(350,000)
Citywide Projects		(992,995)
Early Redemption of Bond (1/1/22)		(4,060,000)
Draft Reserve (MCR) Policy ³		(6,345,238)
Equipment Replacement Reserve ³		(85,400)
Uncommitted Reserve Balance	\$	3,525,330

Water Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/21)	\$	9,238,625
Expected Contributions & Interest		608,357
Restricted Funds:		
Vehicle & Equipment Replacement		(201,953)
Streets 2020 Utility Engineering (Move)		(122,765)
SE Second Street - Lead Gooseneck		(2,554)
Milford Business Campus		(6,500,000)
Draft Reserve (MCR) Policy ³		(2,695,121)
Equipment Replacement Reserve ³		(201,953)
Uncommitted Reserve Balance	\$	122,635

Solid Waste Reserves		Amount
Cash/Investment Balance (7/31/21)	\$	71,431
Expected Contributions & Interest		218,787
Restricted Funds:		
Draft Reserve (MCR) Policy ⁴		
Equipment Replacement Reserve ⁴		(290,218)
Uncommitted Reserve Balance	\$	-

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (7/31/21)	\$	3,906,104
Expected Contributions & Interest		78,357
Restricted Funds:		
Sewer Vehicles & Equipment		(169,503)
Citywide Projects & Engineering		(29,256)
Utility Engineering		(231)
Draft Reserve (MCR) Policy ³		(3,327,000)
Equipment Replacement Reserve ³		(235,000)
Uncommitted Reserve Balance	\$	223,471

MSA & RTT Reserves		Amount
RTT Balance (7/31/21)		3,826,027
RTT Estimated Receipts through FY'22:		741,980
MSA Balance (7/31/21)		566,102
MSA Estimated Receipts through FY'22:		271,542
MSA: Street & Bridge Improvements		(415,958)
RTT: Transfer to Police Dept		(366,667)
RTT: Sidewalk Project Funding		(140,000)
MSA & RTT: Mispillion Street Group		(490,440)
RTT: Support GF Policies ¹		(2,000,000)
RTT: Draft Reserve Policy ⁵		(1,041,454)
Uncommitted Reserve Balance	\$	951,133

¹Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future

²Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

³Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)

⁴Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% of balance will be reserved for purchase of new vehicle per FY22-26 approved CIP.

⁵Approved Reserve Policies recommends dynamic MCR based on average of trailing-three-year RTT receipts

City of Milford, Delaware
 Enterprise Funds: Statement of Revenues & Expenditures
 For the YTD Period Ended July 31, 2021 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY22 Total <i>(as % of Rev)</i>	FY21 Total <i>(as % of Rev)</i>
1 Operating Revenue	\$ 2,164	\$ 252	\$ 385	\$ 120	\$ 2,920	100.0%	100.0%
2 Cost of Revenue ¹	(1,743)	(26)	(202)	(27)	(1,998)	-68.4%	-64.0%
3 Gross Margin	421	226	182	93	922	31.6%	36.0%
4 Operating Expenses							
5 Operations & Maintenance	(217)	(95)	(72)	(48)	(433)	-14.8%	-13.5%
6 Personnel	(39)	(18)	(17)	(13)	(87)	-3.0%	-3.4%
7 Total Operating Expenses	(257)	(113)	(89)	(61)	(519)	-17.8%	-16.9%
8 Operating Income	\$ 165	\$ 113	\$ 93	\$ 32	\$ 402	13.8%	19.0%
9 Non-Operating Revenue (Expense)	2	1	0	0	4	0.1%	0.1%
10 Surplus (Deficit) for debt service & capital	167	114	93	32	406	13.9%	19.1%
11 Debt Service - Principal & Interest	-	-	(32)	-	(32)	-1.1%	-0.6%
12 Capital Spending / Contributions from (to) Reserves	(4)	-	(57)	-	(61)	-2.1%	-1.1%
13 Surplus (deficit) available for transfers	163	114	4	32	313	10.7%	17.4%
14 Transfers Out	(208)	(25)	-	-	(233)	-8.0%	-6.5%
15 Net Surplus (Deficit) - FYTD through Jul 2021	\$ (46)	\$ 89	\$ 4	\$ 32	\$ 80	2.7%	10.9%
16 Net Surplus (Deficit) - FYTD through Jul 2020	\$ 116	\$ 165	\$ 97	\$ (27)	\$ 350	10.9%	
17 Current vs Prior - Favorable (Unfavorable)	\$ (161)	\$ (76)	\$ (93)	\$ 59	\$ (271)	-8.2%	
18 Net Surplus (Deficit) - Current FYTD Budget	\$ 6	\$ 76	\$ 3	\$ 2	\$ 86	2.8%	
19 Current vs Budget - Favorable (Unfavorable)	\$ (51)	\$ 13	\$ 1	\$ 31	\$ (6)	-0.1%	

¹Cost 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

General Fund: Statement of Revenues & Expenditures¹

For the YTD Period Ended July 31, 2021 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY22 Total <i>(as % of Rev)</i>	FY21 Total ³ <i>(as % of Rev)</i>
Sources of Funding:							
Real Estate (Property) Taxes	\$ 45	\$ -	\$ -	\$ -	\$ 45	10.2%	0.5%
Permits, Licensing & Franchise Fees	19	-	-	8	27	6.2%	11.1%
Fines, Fees & Misc Revenue	1	7	-	-	8	1.7%	14.4%
General Revenue Subtotal	64	7	0	8	80	18.1%	26.0%
Utility Transfers & Cost Allocation	328	-	-	-	328	74.4%	54.2%
Grant Revenue	-	-	-	-	-	0.0%	0.0%
Application of Reserve Balances	-	33	-	-	33	7.6%	19.8%
General Fund Operating Support	328	33	0	0	361	81.9%	74.0%
Total Sources of Funding	\$ 392	\$ 40	\$ -	\$ 8	\$ 441	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	147	72	74	40	332	75.4%	55.7%
Personnel	45	237	22	35	339	76.9%	74.4%
Total Operating Expenses²	191	309	96	75	672	152.3%	130.1%
Surplus (Deficit) for Debt Svc & Capital	\$ 201	\$ (269)	\$ (96)	\$ (67)	\$ (231)	-52.3%	-30.1%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	-	-	-	-	-	0.0%	4.3%
Net Surplus (Deficit) - FYTD through Jul 2021	\$ 201	\$ (269)	\$ (96)	\$ (67)	\$ (231)	-52.3%	-34.4%
Net Surplus (Deficit) - FYTD through Jul 2020³	\$ 110	\$ (196)	\$ (64)	\$ (34)	\$ (184)	-34.4%	
Current vs Prior - Favorable (Unfavorable)	\$ 91	\$ (72)	\$ (32)	\$ (33)	\$ (46)	-17.9%	
Net Surplus (Deficit) - Current FYTD Budget⁴	\$ 279	\$ (458)	\$ (125)	\$ (143)	\$ (447)	-94.0%	
Current vs Budget - Favorable (Unfavorable)	\$ (79)	\$ 190	\$ 29	\$ 76	\$ 216	41.7%	

¹This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

²The General Fund Operating Expenses totaling \$672 thousand reported in row 14 ties to the legacy expenditure report in row 58.

³The FY21 YTD activity through July, 2020 is subtotaled (rightmost column) and presented in terms of net totals by function (rows 19 & 20) for comparison to the FY22 YTD period.

⁴In addition, the net surplus (deficit) by function for the current FYTD seasonalized budget (lines 21 & 22) was constructed for comparison to the FY22 YTD period.

City of Milford, Delaware
Revenue Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended July 31, 2021

8.3% of Year Elapsed

Account / Function	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 105,860	\$ -	\$ -	0.0%
General Fund Reserves	1,967,500	-	-	0.0%
ARPA Funding - Operating Support	568,233	-	-	0.0%
Realty Transfer Tax - Police	400,000	33,333	33,333	8.3%
Real Estate Tax	4,770,043	44,798	44,798	0.9%
Business License	72,000	1,860	1,860	2.6%
Rental License	103,000	1,450	1,450	1.4%
Building Permits	316,300	2,940	2,940	0.9%
Planning & Zoning	52,200	900	900	1.7%
Grasscutting Revenue	16,000	1,333	1,333	8.3%
Police Revenues	431,500	7,105	7,105	1.6%
Misc. Revenues	418,111	19,291	19,291	4.6%
Transfers In	3,835,178	303,013	303,013	7.9%
Total General Fund Revenue	\$ 13,055,925	\$ 416,023	\$ 416,023	3.2%
Enterprise Funds:				
Water Fund Revenues	\$ 2,824,888	\$ 252,625	\$ 252,625	8.9%
Sewer Fund Revenues	2,893,047	218,337	218,337	7.5%
Kent County Sewer	1,974,629	166,668	166,668	8.4%
Solid Waste Fund Revenues	1,479,370	120,347	120,347	8.1%
Electric Fund Revenues	25,250,410	2,162,834	2,162,834	8.6%
Total Enterprise Fund Revenue	\$ 34,422,344	\$ 2,920,811	\$ 2,920,811	8.5%
Other Enterprise Expense	-	(10,711)	(10,711)	
Other Enterprise Revenue	-	3,905	3,905	
Total General & Enterprise Fund Revenue	\$ 47,478,269	\$ 3,330,028	\$ 3,330,028	7.0%

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended July 31, 2021

8.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 680,791	\$ 33,047	\$ 33,047	4.9%	\$ 647,744
Operation & Maintenance (O&M)	527,929	8,987	8,987	1.7%	518,942
Capital	230,000	-	-	0.0%	230,000
Subtotal: City Administration	1,438,720	42,034	42,034	2.9%	1,396,686
Planning & Zoning; Code					
Personnel	493,285	19,448	19,448	3.9%	473,837
O&M	138,135	13,626	13,626	9.9%	124,509
Capital	-	-	-	-	-
Subtotal: Planning & Zoning; Code	631,420	33,074	33,074	5.2%	598,346
Council					
Personnel	35,934	2,896	2,896	8.1%	33,038
Legal	35,000	-	-	0.0%	35,000
City Hall Building Expense	17,424	1,452	1,452	8.3%	15,972
Insurance	25,745	5,090	5,090	19.8%	20,655
Christmas Decorations	5,000	-	-	0.0%	5,000
Council Expense	35,000	8,641	8,641	24.7%	26,359
Employee Recognition	28,000	10	10	0.0%	27,990
Codification	15,000	3,397	3,397	22.6%	11,603
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	-	0.0%	30,000
Downtown Milford, Inc.	45,860	-	-	0.0%	45,860
Milford Public Library	25,000	-	-	0.0%	25,000
Transcription Service	15,000	-	-	0.0%	15,000
Armory Expenses	23,600	3,601	3,601	15.3%	19,999
Vehicle & Equipment Repl	6,500	-	-	0.0%	6,500
Resident Survey	18,500	17,300	17,300	93.5%	1,200
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,800	-	-	0.0%	2,800
Community Festivals	60,000	-	-	0.0%	60,000
Subtotal: Council	570,363	42,387	42,387	7.4%	527,976

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended July 31, 2021

8.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	456,230	17,538	17,538	3.8%	438,692
O&M	49,970	5,736	5,736	11.5%	44,234
Capital	-	-	-		-
Subtotal: Finance	506,200	23,274	23,274	4.6%	482,926
Information Technology					
Personnel	382,258	13,800	13,800	3.6%	368,458
O&M	228,241	92,368	92,368	40.5%	135,873
Capital	96,400	-	-	0.0%	96,400
Subtotal: Information Technology	706,899	106,168	106,168	15.0%	600,731
Police Department					
Personnel	5,129,212	237,254	237,254	4.6%	4,891,958
O&M	974,498	71,832	71,832	7.4%	902,666
Capital	108,100	-	-	0.0%	108,100
Subtotal: Police Department	6,211,810	309,086	309,086	5.0%	5,902,724
Streets & Grounds Division					
Personnel	382,587	15,309	15,309	4.0%	367,278
O&M	508,931	26,725	26,725	5.3%	482,206
Capital	73,000	-	-	0.0%	73,000
Subtotal: Streets & Grounds Division	964,518	42,034	42,034	4.4%	922,484
Parks & Recreation					
Personnel	589,633	22,489	22,489	3.8%	567,144
O&M	473,362	73,641	73,641	15.6%	399,721
Capital	963,000	-	-	0.0%	963,000
Subtotal: Parks & Recreation	2,025,995	96,130	96,130	4.7%	1,929,865
Total General Fund Expenditures	\$ 13,055,925	\$ 694,187	\$ 694,187	5.3%	\$ 12,361,738

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended July 31, 2021

8.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 328,260	\$ 17,522	\$ 17,522	5.3%	\$ 310,738
O&M	1,644,327	121,168	121,168	7.4%	1,523,159
Transfer to General Fund	300,000	25,000	25,000	8.3%	275,000
Capital	187,028	-	-	0.0%	187,028
Debt Service	365,273	-	-	0.0%	365,273
Subtotal: Water Division	2,824,888	163,690	163,690	5.8%	2,661,198
Sewer Division					
Personnel	\$ 319,977	17,012	17,012	5.3%	302,965
O&M	1,993,116	108,059	108,059	5.4%	1,885,057
Capital	168,528	-	-	0.0%	168,528
Debt Service	411,426	32,418	32,418	7.9%	379,008
Subtotal: Sewer Division (excl. Kent County)	2,893,047	157,489	157,489	5.4%	2,735,558
Kent County Sewer	1,974,629	166,619	166,619	8.4%	1,808,010
Subtotal: Sewer Division (Comprehensive)	4,867,676	324,108	324,108	6.7%	4,543,568
Solid Waste Division					
Personnel	334,276	13,038	13,038	3.9%	321,238
O&M	1,086,019	74,913	74,913	6.9%	1,011,106
Capital	59,075	-	-	0.0%	59,075
Subtotal: Solid Waste Division	1,479,370	87,951	87,951	5.9%	1,391,419
Subtotal: Water, Sewer & Solid Waste	9,171,934	575,749	575,749	6.3%	8,596,185
Electric Division					
Personnel	1,275,540	39,135	39,135	3.1%	1,236,405
O&M	2,759,848	217,435	217,435	7.9%	2,542,413
Transfer to General Fund	2,500,000	208,333	208,333	8.3%	2,291,667
Capital	1,549,021	4,189	4,189	0.3%	1,544,832
Debt Service	321,615	-	-	0.0%	321,615
Subtotal: Electric Division (excl. Power)	8,406,024	469,092	469,092	5.6%	7,936,932
Power Purchased	16,844,386	1,742,790	1,742,790	10.3%	15,101,596
Subtotal: Electric Division (Comprehensive)	25,250,410	2,211,882	2,211,882	8.8%	23,038,528
Total Enterprise Fund Expenditures	\$ 34,422,344	\$ 2,787,631	\$ 2,787,631	8.1%	\$ 31,634,713
Grand Total Operating Budget	\$ 47,478,269	\$ 3,481,818	\$ 3,481,818	7.3%	\$ 43,996,451

City of Milford, Delaware
Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended July 31, 2021

8.3% of Year Elapsed

Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 123,933	\$ 4,475	\$ 4,475	3.6%	\$ 119,458
Operation & Maintenance (O&M)	120,813	7,260	7,260	6.0%	113,553
Capital	-	-	-		-
Subtotal: Garage	244,746	11,735	11,735	4.8%	233,011
Public Works					
Personnel	750,563	38,331	38,331	5.1%	712,232
O&M	293,510	18,183	18,183	6.2%	275,327
Capital	-	-	-		-
Subtotal: Public Works	1,044,073	56,514	56,514	5.4%	987,559
Tech Services					
Personnel	271,033	13,458	13,458	5.0%	257,575
O&M	472,729	23,479	23,479	5.0%	449,250
Capital	-	-	-		-
Subtotal: Tech Services	743,762	36,937	36,937	5.0%	706,825
Billing & Collections					
Personnel	632,304	31,914	31,914	5.0%	600,390
O&M	644,405	25,661	25,661	4.0%	618,744
Capital	-	-	-		-
Subtotal: Billing & Collections	1,276,709	57,575	57,575	4.5%	1,219,134
City Hall Cost Allocation					
O&M	45,000	5,730	5,730	12.7%	39,270
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	45,000	5,730	5,730	12.7%	39,270
Interdepartmental Cost Allocation	\$ (3,354,290)	\$ (168,491)	\$ (168,491)	5.0%	\$ (3,185,799)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

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

DLLG Dinner Meetings are Back!

Members, League partners, and friends are cordially invited to attend the Delaware League of Local Governments' (DLLG) monthly dinner meeting on Thursday, September 23, 2021 at the Maple Dale Country Club in Dover.

Program Information

The event features Delaware State Treasurer Colleen C. Davis as the keynote speaker. Former DLLG Executive Director Carl F. Luft will be honored. Awards will be presented to the 2021 Clerk of the Year and Town/City Manager of the Year!!

REGISTRATION/SOCIAL HOUR: 5:30 P.M. - 6:15 P.M.

DINNER: 6:30 P.M. – 7:15 P.M.

PROGRAM: 7:15 P.M.

Registration

Register via Eventbrite (<https://dllgsept2021dinner.eventbrite.com>) by September 20, 2021. No walk-in registrations will be accepted.

View on Eventbrite

DLLG will be following any state/federal/facility requirements regarding mask wearing and social distancing. Please wear a mask if not fully vaccinated.

Thank you to our sponsoring partner:



Sussex County Association of Towns

37 The Circle, Georgetown, Delaware 19947

S.C.A.T. Dinner for Wednesday, October 6, 2021

Town of Bethany Beach
Town of Bethel
Town of Blades
Town of Bridgeville
Town of Dagsboro
Town of Delmar
Town of Dewey Beach
Town of Ellendale
Town of Fenwick Island
Town of Frankford
Town of Georgetown
Town of Greenwood
Town of Henlopen Acres
Town of Laurel
City of Lewes
City of Milford
Town of Millsboro
Town of Millville
Town of Milton
Town of Ocean View
City of Rehoboth Beach
City of Seaford
Town of Selbyville
Town of Slaughter Beach
Town of South Bethany
Sussex County Council

LOCATION: Seaford Volunteer Fire Hall
302 E King Street
Seaford, DE 19973

TIME: 6:00 pm – Cash Bar
6:30 pm – Dinner

HOST: City of Seaford

SPEAKER: TBD

COST: \$20.00 per person

MENU: Ham
Oven Fried Chicken
Macaroni and Cheese
Succotash
Tossed Salad
Assorted Deserts

For reservations, please contact Tracy Torbert at
(302) 629-9173 or by email: ttorbert@seafordde.com
no later than **September 24, 2021 BY NOON**

Please make checks payable to **City of Seaford**
Mail to: City of Seaford
Attn: Tracy Torbert
414 High Street
Seaford, DE 19973

Reminder: S.C.A.T. Steering Committee Breakfast
Friday, October 8, 2021 at 9AM

Location: First State Community Action Agency
308 North Railroad Avenue, Georgetown, DE 19947

Cost is \$11 per person. Please pay at the Door

RSVP to Kristen Dabrowski kdabrowski@georgetowndel.com

PUBLIC WORKS FACILITY

180 Vickers Drive
Milford, DE 19963



PHONE 302.422.1110

FAX 302.422.1117

www.cityofmilford.com

September 10, 2021

TO: City Council

THROUGH: Mark Whitfield, City Manager
Mike Svaby, Public Works Director

RE: Caulk Tower Altitude Valve

An altitude valve for the Caulk Tower was approved in the FY21-25 Capital Improvements Plan (CIP) in the amount of \$75,000 to permit the full utilization of the tower. A quote was received for procurement of the materials necessary to perform the work from Gillespie Precast LLC in the amount of \$52,313.37. Field installation costs of the vault are not included in this purchase agreement, but the total cost of the materials plus installation is not anticipated to exceed the \$75,000 budgeted in the CIP.

Recommendation:

The Public Works department recommends Council approve the contract for procurement and preparation of the vault and altitude valve through Gillespie Precast LLC in the amount of \$52,313.37 sourced from Water Reserves as indicated in the 2021 CIP with the option to utilize existing funding through the American Rescue Plan Act of 2021 (ARPA) in place of water reserves.



Gillespie Precast
 PO Box 450
 Chestertown, MD 21620
 Phone: (800) 638-6884
 Fax: (410) 778-5998

Quote Number: 33905

Quote Date: 9/7/2021

Bill to:	CITY OF MILFORD 180 VICKERS DRIVE MILFORD, DE 19963	Project:	LD CAULK STORAGE TANK MODIFICATIONS MILFORD, DE
Contact:	EUGENE HELMICK	Project Manager:	
Phone :	(302) 422-1110	Fax:	
Customer ID:	MILC03	PO:	
Terms:	NET 30	ShipVia:	
		Bid Date:	
		Sales Rep:	KEVIN SOCKRITER

Structure ID/Product	Structure Type	Qty	Structure Price/Average	Amount
VAULT, 7' X 13'				
VAULT	CUSTOM VAULT, 7' X 13'		\$52,313.37	
		1.00	\$52,313.37	\$52,313.37
			Subtotal	\$52,313.37
			Taxable	\$0.00
			Non-Taxable	\$52,313.37
			Sub Total	\$52,313.37
			Tax	\$0.00
			Total	\$52,313.37

Base weighs approx. 30,000 lbs. - Crane to be required onsite for offloading and setting
 Prices include delivery on flatbed trailer, contractor to unload.
****QUOTE VALID FOR 30 DAYS****
 Price includes internal plumbing components, hatch and ladder. Unit to ship with components installed.

Accepted by: _____



September 10, 2021

Dear Mayor and Council,

I respectfully resign my seat as Third Ward Councilman for the City of Milford effective immediately. Linda and I now reside in Wilmington, Delaware to be closer to our family. I am no longer eligible to serve on City Council since I am not a resident of the City of Milford.

I am proud to have served the citizens of the Third Ward for 32 ½ years.

I enjoyed working with the City Staff and Police Department over those years and feel confident that Milford will continue to do what is right for the citizens of Milford.

Sincerely,

Douglas Morrow

City of Milford



RESOLUTION 2021-11 Halloween Trick-or-Treat

WHEREAS, the children of Milford are free to enjoy the fun and festivity associated with the observance of the Halloween Trick-or-Treat custom of traveling with friends and family, going door to door in their neighborhoods, displaying their costumes and gathering treats; and

WHEREAS, parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and

WHEREAS, residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes so lighted.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that the Halloween Trick-or-Treat observance be held in an orderly manner on Sunday, October 31, 2020 between the hours of 5:00 P.M. and 7:00 P.M. in the City of Milford.

AND, BE IT FURTHER RESOLVED THAT:

- *Costumed celebrants will be permitted to engage in Trick-or-Treat.
- *All celebrants are to refrain from committing acts of vandalism or destruction.
- *Motorists are asked to be ever watchful of our youngsters making these annual rounds.
- *It is recommended that all pertinent guidelines set forth by Governor John Carney be followed.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 13th day of September 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

**CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, September 21, 2021 @ 7:00 PM

City Council Hearing: Monday, September 27, 2021 @ 7:00 PM

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, September 21, 2021 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, September 27, 2021 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2021-19
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
JOHN R. LYNCH - NEW WHARF ROAD
MD-00-174.00-02-64.01
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702 Comprehensive Development Plan of the Delaware Code, the City of Milford adopted Ordinance 2017-24 the '2018 Comprehensive Plan' on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, during a PLUS review on June 23, 2021, the Planning Director prepared and consulted with the Office of State Planning the ninth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the Comprehensive Plan Future Land Use, which will permit the future land use designation of one property to an alternate future land use designation; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the ninth 2018 Comprehensive Plan amendment on September 21, 2021 and did recommend approval and adoption of the amendment to the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the ninth amendment of the 2018 Comprehensive Plan on September 27, 2021 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted September 27, 2021 and the amended 2018 Comprehensive Plan for the City of Milford becomes effective on October 7, 2021.

Planning Commission Review & Public Hearing: September 21, 2021

City Council Introduction: September 13, 2021

City Council Review & Public Hearing: September 27, 2021

Adoption: September 27, 2021

Effective: October 7, 2021

SYNOPSIS:

John R. Lynch, New Wharf Road, Tax Parcel MD-00-174.00-02-64.01; change in future land use designation from open space to low density residential.

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.8396 or RPierce@milford-de.gov.

082021

Published: Beacon 08/25/21

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, September 21, 2021 @ 7:00 PM
City Council Hearing: Monday, September 27, 2021 @ 7:00 PM

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, September 21, 2021 at 7:00 pm or as soon thereafter as possible.

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ORDINANCE 2021-20
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
JOEL F. BLESSING – HOLLY HILL ROAD
MD-00-173.00-02-83.00
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702 Comprehensive Development Plan of the Delaware Code, the City of Milford adopted Ordinance 2017-24 the '2018 Comprehensive Plan' on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, during a PLUS review on June 23, 2021, the Planning Director prepared and consulted with the Office of State Planning the ninth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the Comprehensive Plan Future Land Use, which will permit the future land use designation of one property to an alternate future land use designation; and

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Planning Commission Review & Public Hearing: September 21, 2021
City Council Introduction: September 13, 2021
City Council Review & Public Hearing: September 27, 2021
Adoption: September 27, 2021
Effective: October 7, 2021

SYNOPSIS:

Joel F. Blessing, Holly Hill Road, Tax Parcel MD-00-173.00-02-83.00 portion of; change in future land use designation from low density residential to industrial.

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3896 or RPierce@milford-de.gov.

082021

Published: Beacon 08/25/21

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, September 21, 2021 at 7:00 pm or as soon thereafter as possible.

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ORDINANCE 2021-21
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
BLESSING/PRISCO – MILFORD-HARRINGTON HIGHWAY
MD-00-173.00-02-32.00 & MD-00-173.00-02-32.04
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702 Comprehensive Development Plan of the Delaware Code, the City of Milford adopted Ordinance 2017-24 the ‘2018 Comprehensive Plan’ on January 22, 2018 to implement the current Comprehensive Plan, and

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Planning Commission Review & Public Hearing: September 21, 2021

City Council Introduction: September 13, 2021

City Council Review & Public Hearing: September 27, 2021

Adoption: September 27, 2021

Effective: October 7, 2021

SYNOPSIS:

Joel F. Blessing & Ronald J. Prisco, Milford-Harrington Highway, Tax Parcel MD-00-173.00-02-32.00 & MD-00-173.00-02-32.04; change in future land use designation from low density residential to commercial.

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.8396 or RPierce@milford-de.gov.

082021

Published: Beacon 08/25/2021

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ORDINANCE 2021-22
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
R&C FRY FARM – MILFORD-HARRINGTON HIGHWAY & CANTERBURY ROAD
MD-16-173.00-01-01.00 & MD-00-173.00-01-49.00
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702 Comprehensive Development Plan of the Delaware Code, the City of Milford adopted Ordinance 2017-24 the '2018 Comprehensive Plan' on January 22, 2018 to implement the current Comprehensive Plan, and

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Planning Commission Review & Public Hearing: September 21, 2021
City Council Introduction: September 13, 2021
City Council Review & Public Hearing: September 27, 2021
Adoption: September 27, 2021
Effective: October 7, 2021

SYNOPSIS:

R&C Fry Farm, Milford-Harrington Highway, Tax Parcel MD-16-173.00-01-01.00 & MD-00-173.00-01-49.00; change in future land use designation from moderate density residential & commercial to industrial & commercial)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.8396 or RPierce@milford-de.gov.

082021

Published: Beacon 08/25/21

**CITY OF MILFORD
NOTICE OF PUBLIC HEARING**

Planning Commission Hearing: Tuesday, September 21, 2021 @ 7:00 PM
City Council Hearing: Monday, September 27, 2021 @ 7:00 PM

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

ORDINANCE 2021-13

Jaasiel, LLC for a Conditional Use
0.304 +/- acres of land located at the northwest corner of the NE Front Street and East Street intersection
Address: 115 NE Front Street
Comprehensive Plan Designation: Commercial Zoning District: C-2 (Central Business District)
Present Use: Single-Occupancy Retail
Proposed Use: Mixed Use – (3) Commercial Tenant Spaces and (10) Apartments
Tax Parcel: MD-16-183.10-03-68.00

WHEREAS, Chapter 230-13(C)(10) states “all dwellings other than single-family with a maximum density of twelve (12) units per acre in conjunction with nonresidential use” may be permitted subject to receiving a conditional use permit by the City Council; and

WHEREAS, Chapter 230-45 states “in any and all zoning districts, multiple permitted uses or mixed uses of a property shall be deemed a conditional use subject to special requirements”; and

WHEREAS, the applicant is converting a one-story single-occupancy commercial building into a two-story mixed-use structure containing three (3) commercial tenant spaces on the first floor and ten (10) residential apartments on the second floor; and

WHEREAS, the City of Milford Planning Commission considered the application during their regular meeting on Tuesday, September 21, 2021, at which time interested parties publicly commented on the application; and

WHEREAS, Milford City Council held a Public Hearing on Monday, September 27, 2021 which allowed for additional public comment after which the Conditional Use was approved through the adoption of this ordinance; and

WHEREAS, the notice as required by Chapter 230, was published in the Milford Beacon on August 25, 2021, and 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 by City Council.

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

Section 1. Upon adoption of this ordinance, a conditional use permit is hereby granted to Jaasiel, LLC to allow three (3) commercial tenant spaces and ten (10) residential apartments, and multiple permitted/mixed uses of the property.

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

Section 3. Dates.

City Council Introduction: Monday, September 13, 2021

Planning Commission Review & Public Hearing: Tuesday, September 21, 2021

City Council Public Hearing: Monday, September 27, 2021

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

08.19.2021

Advertised: *Milford Beacon 082521*

CITY OF MILFORD

NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, September 21, 2021 @ 7:00 PM
City Council Hearing: Monday, September 27, 2021 @ 7:00 PM

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 2021-15

Legal Owner R&C Fry Farms, LP on behalf of Equitable Owner City of Milford for a Change of Zone from R-3 Garden Apartment/Townhouse) & C-3 (Highway Commercial) to I-1 (Limited Industrial) and B-P (Business Park) on 182 +/- acres of land located at the northwest corner of Milford-Harrington Highway and Canterbury Road.

Present Use Vacant Land; Proposed Use Industrial Park-Corporate Center
r/Applicant proposes to convert the former medical office into a single-family detached dwelling.
Tax Map & Parcel MD-16-173.00-01-01.00

WHEREAS, the equitable owners of the property, as described herein, have petitioned the City of Milford Planning and Zoning Office for a Change of Zone from R-3 & C-3 to I-1 & BP, to permit an Industrial Park/Corporate Center on 182 +/- acres of land located at the northwest corner of Milford-Harrington Highway and Canterbury Road; and

WHEREAS, the Change of Zone request is consistent with the Adopted 2018 Comprehensive Plan Future Land Use Maps, as amended, whose designation for the property is Industrial/Commercial; and

WHEREAS, the City of Milford Planning Commission considered the application during their meeting on Tuesday, September 21, 2021, 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 September 27, 2021 to allow for additional public comment and further review of the application, after which a final determination was made; and

WHEREAS, as required by Chapter 230, the Public Notice was published in the Milford Beacon on August 25, 2021 and 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, BE IT RESOLVED the City of Milford hereby ordains as follows:

Section 1. The adoption of this Ordinance hereby grants Legal Owner R&C Fry Farms, LP a Change of Zone from R-3 & C-3 to I-1 & BP on 182 +/- acres of land located at the northwest corner of Milford-Harrington Highway and Canterbury Road, Kent County, Milford, Delaware, Tax Map & Parcel MD-16-173.00-01-01.00.

Section 2. Any future use of the property must comply with Article III of the City Zoning Code §230-16.-I-1 Limited Industrial District and §230-19.1.-BP Business Park District.

Section 3. Scheduled Dates.

City Council Introduction: Monday, September 13, 2021

Planning Commission Review & Public Hearing: Tuesday, September 21, 2021

City Council Public Hearing: Monday, September 27, 2021

Effective: Ten (10) Days following Adoption

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

08.19.2021

Advertised: *Milford Beacon* 08.25.21



The governing body has recessed to Executive Session. The regular meeting will resume shortly.

CITY COUNCIL MEETING



Executive Session
has concluded.
Council has returned to
Open Session