

Milford City Council
MEETING MINUTES
November 8, 2021

The City Council of the City of Milford met in Regular Session on Monday, November 8, 2021, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Daniel Marabello, Mike Boyle, Andrew Fulton, Andrew Fulton, Todd Culotta, Brian Baer (virtual), Nirmala Samaroo, 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

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 met in a hybrid format.

CALL TO ORDER

Mayor Campbell called the 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:

Third Ward Councilmember Nirmala Samaroo by Judge Noel Eason Primos

A Council vacancy was left by Former Third Ward Councilmember Douglas Morrow, who moved to New Castle County over the summer. The former Councilman was reelected (unopposed) and sworn into office in May 2021. Because that term did not expire until May 2023, a Special Election was needed to fill the seat. The vacancy was properly published with the following dates:

Election Date - Tuesday, November 9, 2021, from 7:00 am to 7:00 pm

City Council Filing Deadline - Wednesday, October 20, 2021, at 4:30 p.m.

Nirmala Samaroo was the only eligible candidate that filed for the vacancy, which resulted in an uncontested election. Consequently, the Special Third Ward Election was canceled.

Judge Noel Eason of the Delaware Superior Court was in attendance to provide the Oath of Office to Newly Elected Samaroo, who was joined by her husband and two sons.

Mayor Campbell and Councilmembers then welcomed and congratulated Councilmember Samaroo, prior to her taking her seat at the dais.

Judge Eason was again thanked for providing this prestigious service to the City of Milford.

PUBLIC HEARING

Community Development Block Grant Program
Kent & Sussex County Presentation
Adoption of Resolutions 2021-15, 2021-16, 2021-17, 2021-18, 2021-19

The City of Milford, Delaware, in cooperation with the Sussex County Council, the Levy Court of Kent County, Delaware, and the Delaware State Housing Authority (DSHA), will hold a public hearing on Monday, November 8, 2021, at 7:00 p.m. at the City Hall, 201 South Walnut St., Milford, Delaware for the purpose of providing any interested citizens the opportunity to comment on the municipality's application for funds under the Delaware Community Development Block Grant (CDBG) Program. In accordance with the Section 106 Review Process established by the National Historic Preservation Act of 1966, as amended, comments are especially encouraged from interested agencies and individuals with respect to undertakings that may affect historic properties of significance to such agencies and individuals.

This Federally funded program will provide grants amounting to \$2,000,000, (funding level subject to change), to support Community Development Activities in eligible local governments in Kent and Sussex Counties. The public hearing will also include a status report for Milford's FY-21 projects.

In attendance from Sussex County Community Development were Director Brandy Nauman, Rehabilitation Program Coordinator Mike Jones, and Kent County Community Development Supervisor Mike Miles.

Director Nauman shared that their office applies for and administers the Community Development Block Grant, typically referred to as CDBG in Sussex County, on behalf of municipalities and rural communities. The funding comes from the US Department of Housing and Urban Development or HUD and is allocated to Sussex through the Delaware State Housing Authority. This year there is approximately \$2 million will be awarded to Kent and Sussex County on a competitive basis.

One requirement of the CDBG program is to hold a public hearing which provides the opportunity to explain the program and provide an update. Most importantly, it gives citizens and local leaders a chance to have input on the upcoming application.

Director Nauman further stated that the Delaware State Housing Authority governs this grant process and through their consolidated plan, lists the activities that are eligible for receipt of funding. Such activities include housing rehabilitation, sewer and water hookups, demolition, and infrastructure projects.

All projects must benefit low to moderate-income households. Those households are defined as having 80% of the area median income for Sussex County, as established by HUD. For example, a four-person household can make \$60,100 or less to qualify for the program. For infrastructure projects, the project or street that benefits must be predominantly low to a moderate-income household by 51% or more, and this is determined using a door-to-door survey. Also, there is a required match from the City when applying for an infrastructure project.

Historically, most of the funding is used for owner-occupied housing rehabilitation. This is ideal because it helps to maintain the existing housing stock. Housing rehabs include roofing, doors, windows, electrical, and plumbing upgrades, as well as energy upgrades.

The home must be owner-occupied, the primary resident low or moderate income, insured and county taxes and utilities current.

When a home is rehabbed, a lien is placed on the property to protect the funding for homeowners regardless of age. If \$15,000 or less is spent on the house, there is a 5% or a five-year zero percent interest prorated lien required. A rehab of 15,000 to \$40,000 requires a ten-year zero percent interest prorated lien.

This is to protect the funding, so a homeowner doesn't flip the home after it is rehabbed to earn a profit. With the lien protection, any sale or transfer that takes place before the lien expires simply results in the reuse of that funding for another homeowner.

Program Coordinator Jones then spoke, stating he is the person that comes to the town to check out the various homes to see if they qualify. He has been in Milford a lot lately checking on different things in hopes of getting more qualified jobs. Last year, the Sussex side of Milford received \$105,000 which will be spent this year. They are hoping to get at least four to five households out of that depending on how much each project costs.

Over the last five years, Milford has received over \$315,000 though more than \$525,000 was requested. They have helped at least fifteen households are more up to this date. They are going to have some leftover money to finish this year out.

Currently, there are ten people on a waiting list for the town but are always looking for more applications.

Mr. Jones said he left some pamphlets and other paperwork with the City Clerk if anyone is interested in the qualifications or should anyone come in and ask for an application. Interested parties can also call their office and arrange for an application or take the information over the telephone.

He also reported that a lot of information is received from constables as they travel throughout the town and observe these needs. When a home is rehabbed, it often has a domino effect and soon the neighbors are applying for funding to fix their homes up. Homeowners will also take the initiative to fix their house up on their own, so it is not always the funding that makes the rehab happen. This is a very common situation particularly in a town the size of Milford. He said Milford has a lot of great stock with many older homes that need some minor repairs but have good bones.

Kent County Supervisor Miles thanked his colleagues for breaking down the guidelines of how the programs operate. They are basically identical as far as being task-driven. The main difference is the income levels with a slight variation between the two counties.

Sussex used the four-person household in Sussex County where the 80% median is \$60,100. In Kent County, it is slightly lower at \$55,200 which makes it a little tougher for people to qualify. Their program currently has about fifteen people on the waiting list on the Kent County side of Milford.

Some of those residents have been through the program before and some are brand new. They want to try to take care of the folks that have not received assistance in the past, before helping the same person a second time, if possible.

He said they applied for \$80,000 for Milford last year and had four qualified homes on the waiting list. Unfortunately, the Kent County side was not funded by the Delaware State Housing Authority, and it is their intention to apply again this year. They will probably try to ask for a little more funding because there are additional people on the waiting list which can be an advantage sometimes.

Mr. Jones concluded by stating he also left some flyers that can be distributed. Anyone with any questions can call the Kent County Office at 302.744.2480.

Mr. Jones also explained the process and need for additional work in many cases. These homes need to be brought up to code, which often involves multiple projects. The State Housing Authority oversees the threshold and presently the max is \$40,000 on a stick-built home, \$30,000 on a mobile home, etc.

Councilwoman Wilson complimented the help provided to many of the senior residents in Milford which is greatly appreciated by all.

Mayor Campbell then asked if there were anyone from the public that wished to comment. No one responded and the public session closed.

Councilman Boyle then moved to adopt Resolution 2021-15, seconded by Councilman Marabello:

RESOLUTION 2021-15
Sussex County

Councilmember Boyle submitted to the Council the following Proposed Resolution:

ENDORISING PROJECT TO BE SUBMITTED TO THE DELAWARE STATE HOUSING AUTHORITY FOR FUNDING FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AUTHORIZING TODD F. LAWSON, SUSSEX COUNTY ADMINISTRATOR TO SUBMIT APPLICATION.

WHEREAS, the City of Milford resolves to apply for Community Development funds from the Delaware State Housing Authority in accordance with appropriate regulations governing Community Development Block Grants State of Delaware Program for Block Grants as contained in Sections 570.488-499 24 CFR U.S. Department of Housing and Urban Development; and

WHEREAS, the City of Milford has met the application requirements of (Attachment E Delaware Community Block Grant Program Policies and Procedures) Citizen Participation requirements; and

WHEREAS, Sussex County plans on accomplishing the requested projects with CDBG funds; and

WHEREAS, the City of Milford hereby agrees to allow Sussex County to accomplish the projects in the targeted areas of Milford; and

WHEREAS, the City of Milford and Sussex County are in agreement with this activity.

NOW, THEREFORE, BE IT RESOLVED by the City of Milford and Sussex County that they endorse and grant permission for the following activity:

APPLICATION: Rehabilitation/Infrastructure/Demolition

Total Infrastructure project cost is \$ _____ , total CDBG grant request is \$ _____.
Matching funds in the amount of \$ _____ will be provided by the City of Milford general funds.

NOTE: To be used for Infrastructure projects only.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A RESOLUTION PASSED BY THE CITY OF MILFORD, SUSSEX COUNTY, ON THE 8th DAY OF NOVEMBER 2021.

WE GIVE MAYOR AUTHORIZATION TO SIGN RESOLUTION:

Councilmembers

Daniel Marabello	Brian Baer	
Mike Boyle	Nirmala Samaroo	s/Mayor Arthur J. Campbell
Andrew Fulton	Jason James Sr.	
Todd Culotta	Katrina Wilson	

I DO HEREBY CERTIFY THAT THE FOREGOING TITLE OF RESOLUTION ADOPTED BY THE CITY OF MILFORD IS THE SAME TITLE OF RESOLUTION NO. _____ ADOPTED BY THE COUNTY COUNCIL OF SUSSEX COUNTY ON THE _____ DAY OF _____ .

s/Clerk of Sussex County Council

Motion carried.

Councilman Boyle moved to adopt Resolution 2021-16, seconded by Councilman Fulton:

Resolution 2021-16
CITIZEN PARTICIPATION
CERTIFICATE OF ASSURANCE
Sussex County

It is hereby assured and certified to the Delaware State Housing Authority that Sussex County, Delaware, has met application requirements of (Attachment E Delaware Community Development Block Grant Program Policies and procedures) citizen participation requirements, and that Sussex County has:

- 1) made available information concerning the amount of funds that may be applied for;
- 2) made known the range of activities that may be undertaken with these funds;
- 3) made known the fact that more applications will be submitted to the State of Delaware than can be funded;
- 4) outlined the processes to be followed in soliciting and responding to the views and proposals of citizens, communities, nonprofit agencies and others in a timely manner; and
- 5) provided a summary of other important program requirements.

The City of Milford has held a Public Hearing on November 8, 2021, with required notice for all citizens, including low- and moderate-income persons, to have an opportunity to present their views and proposals.

The City of Milford has by resolution and following a Public Hearing, endorsed this application.

Adopted: November 8, 2021

Motion carried.

Councilman Boyle moved to adopt Resolution 2021-17, seconded by Councilman Fulton:

RESOLUTION 2021-17
AFFIRMATIVELY FURTHERING FAIR HOUSING
Sussex County

WHEREAS, City of Milford recognizes the importance of fair housing for the citizens of Milford; and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to ensure that no person shall, on the grounds of race, color, national origin, religion, creed, sex, marital status, familial status, age, sexual orientation or disability be discriminated against or denied a fair and equal opportunity to housing.

AND BE IT FURTHER RESOLVED, that the City of Milford take meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.

AND BE IT FURTHER RESOLVED, that the City of Milford, when acting as administrator of a Community Block Grant, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

The Resolution was adopted by a vote of the Councilmembers of the City of Milford on November 8, 2021.

Motion carried.

Councilman Boyle moved to adopt Resolution 2021-18, seconded by Councilman Fulton:

RESOLUTION 2021-18

Authorizes Levy Court of Kent County to Submit Application

The City Council of Milford, Delaware, hereby authorizes Mayor Arthur J. Campbell, to submit the Fiscal Year 2022 Community Development Block Grant (CDBG) application and all understandings and assurances therein contained, and furthermore authorizes the Levy Court of Kent County to Act as the official representative of the City of Milford in connection with the submission of the Fiscal Year 2022 CDBG applicant and to provide such additional information as may be required. In the event the City of Milford's application is funded, the Levy Court of Kent County is hereby authorized to administer the funded application on behalf of the City of Milford.

This resolution was adopted by a majority of the Council of the City of Milford on November 8, 2021.

Motion carried.

Councilman Boyle moved to adopt Resolution 2021-19, seconded by Councilman Fulton:

RESOLUTION 2021-19
AFFIRMATIVELY FURTHERING FAIR HOUSING
Kent County

WHEREAS, City of Milford recognizes the importance of fair housing for the citizens of Milford; and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to ensure that no person shall, on the grounds of race, color, national origin, religion, creed, sex, marital status, familial status, age, sexual orientation or disability be discriminated against or denied a fair and equal opportunity to housing.

AND BE IT FURTHER RESOLVED, that the City of Milford take meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws; and

AND BE IT FURTHER RESOLVED, that the City of Milford, when acting as administrator of a Community Block Grant, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

The Resolution was passed by a vote of the Councilmembers of the City of Milford on November 8, 2021.

Motion carried.

APPROVAL OF PREVIOUS MINUTES

Councilmember Marabello moved to approve the minutes from the May 24, 2021 Council Workshop, seconded by Councilmember Wilson. Motion carried.

RECOGNITION

Proclamation 2021-22/Small Business Saturday

Mayor Campbell proclaimed November 27th as Small Business Saturday in Milford:

PROCLAMATION 2021-22
Small Business Saturday

WHEREAS, the government of the City of Milford, Delaware, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 65.1% of net new jobs created from 2000 to 2019; and

WHEREAS, small businesses employ 47.1% of the employees in the private sector in the United States, 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

WHEREAS, 97% of Small Business Saturday® shoppers recognize the impact they can make by shopping small, 85% of them also encouraged friends and family to do so, too; and

WHEREAS, 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020; and more than 50% of consumers who reported shopping small endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

WHEREAS, the City of Milford, Delaware supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, I, Arthur J. Campbell, by virtue of the authority vested in me as Mayor of the City of Milford, do hereby declare November 27, 2021, as SMALL BUSINESS SATURDAY and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Proclamation 2021-24/World Pancreatic Cancer Day

Mayor Campbell proclaimed the 18th day of November 2021 as World Pancreatic Cancer Day in the City of Milford:

PROCLAMATION 2021-24
DECLARING November 18, 2021 as World Pancreatic Cancer Day

WHEREAS, in 2021, an estimated 60,430 people in the United States will be diagnosed with pancreatic cancer, one of the deadliest cancers, and 48,220 will die from the disease;

WHEREAS, Pancreatic cancer is the 11th most commonly diagnosed cancer and the third leading cause of cancer-related death in the United States;

WHEREAS, Pancreatic cancer is the world's toughest cancer, with a five-year survival rate of just 10%;

WHEREAS, the good health and well-being of the residents of the City of Milford are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes and effective treatments.

NOW, THEREFORE, BE IT RESOLVED, that I, Arthur J. Campbell, Mayor of the City of Milford, on behalf of the residents and City Council, do hereby proclaim the 18th day of November 2021 as "World Pancreatic Cancer Day" in the City of Milford and take this opportunity to shine a light on this disease, to elevate our voices to raise awareness and invite others to answer our call-to-action.

Proclamation 2021-25/Native American Indian Heritage Month

Mayor Campbell proclaimed the month of November 2021 as Native American Indian Heritage Month in Milford:

PROCLAMATION 2021-25
DECLARING November 2021 as
NATIVE AMERICAN INDIAN HERITAGE MONTH

WHEREAS, The United States of America was founded on the idea that all of us are created equal and deserve equal treatment, equal dignity, and equal opportunity throughout our lives; and

WHEREAS, the history and culture of our Nation has been strongly influenced by the Native American Indians who are descendants of the original, indigenous inhabitants of what is now the United States; and

WHEREAS, Native Americans have moving stories of tragedy, triumph, and perseverance that need to be shared with future generations; and

WHEREAS, their customs and traditions are respected and celebrated as a part of a rich legacy throughout the United States that must be protected and preserved; and

WHEREAS Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George H. W. Bush in August 1990 when the month of November was designated as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, cultural, artistic, educational and historical activities have been planned; and

WHEREAS, these observances should be honored by all residents with suitable ceremony and fellowship.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, do hereby proclaim the month of November 2021 as Native American Indian Heritage Month in this community and urge residents to join in celebrating the rich tapestry of our Native Americans and to honor their sacrifices which we recognize as inextricably woven into the history of this country.

Proclamation 2021-26/US Veterans Recognition

Mayor Campbell and City Council proclaimed November 11th as Veterans Day and extended profound appreciation for their services to our country:

PROCLAMATION 2021-26
Recognition of United States Veterans

WHEREAS, throughout the history of our nation, the brave women and men of our Army, Navy, Air Force, Marine Corps, and Coast Guard have risked their lives to protect our country; and

WHEREAS, their contributions and sacrifices are a reminder that freedom is not free, and we are forever indebted to the millions of service members who fought and died in the line of duty; and

WHEREAS, these sacrifices are also made by the family members who support the men and women that have fought to preserve our liberties; and

WHEREAS, within the City of Milford there are more than 1,000 veterans who have served in the U.S. Armed Forces; and

WHEREAS, it is most appropriate that we honor and recognize the dedication and valor that veterans have displayed to protect our freedom and democracy.

NOW, THEREFORE BE IT PROCLAIMED that the Mayor and Council of the City of Milford, with gratitude and respect of the more than 20 million veterans who have faithfully served our country in the Armed Services, hereby proclaim November 11, 2021 as Veterans Day, and further extend our profound appreciation for their service to this great country.

STAFF REPORTS

Monthly Police Chief Report

On behalf of Chief Brown, Police Chairman Boyle read portions of the report into the record (see associated packet).

Chief Brown reported that the Department is still down several officers. The newest officer who is currently testing at another department has been offered another position within the Department in hopes he will remain at Milford. He is awaiting his response.

They tested this past weekend and had eleven candidates compared to 100 to 130 over the past several years.

Councilmember Wilson moved to accept the police report, seconded by Councilmember Fulton. Motion carried.

Mental Health Unit

Councilman James commented on the busy schedule the new Mental Health Unit is. He is especially pleased that adding these mental health professionals has freed up a lot of time for the officers who no longer respond to these-type complaints, nor do they have to sit in the hospital for hours, in addition to the de-escalation of many incidents because an officer is no answering the call.

The Councilman commented how he wanted to see this exact type of benefit that now allows the officers to focus on other matters and is very pleased with the result.

Monthly City Manager Report

City Manager Whitfield submitted the following report:

- A new utility pole installed at Jefferson and South Walnut and we plan on removing the existing pole in the middle of the intersection. We are awaiting Verizon and Comcast to relocate their facilities onto the new pole, at which time the pole in the middle of the intersection will be removed. Presently the pole is being braced with 2" X 4"s.
- Brad, Sara, Rob and I met with Sussex County Administrator Todd Lawson, Sussex County Councilperson Mark Schaeffer, and Sussex County Land Trust representatives Mark Chura and Casey Kenton on potential funding for parks and green space within the City. The Sussex County and Land Trust folks were very enthusiastic about the City's plan of creating a greenway.
- I attended the final meeting of the Bicycle Advisory Committee.
- Rob and I met with a potential developer on a property downtown.
- Jamesha and I met with our labor attorney on a worker's compensation claim.
- I met with Bill McGown and Carolann Wicks regarding the retreat on October 16.
- Christie Murphy has resigned her position at Solid Waste and Facilities Supervisor.
- I have updated our Covid policy to allow for folks to return after 10 days of having a positive test. Prior policy required a negative test, which exceeds CDC guidelines.
- The Mayor, Councilperson Marabello and I attended the SCAT dinner in Seaford on Wednesday.
- I received complaints regarding homeless near Masten Circle and Rogers Drive. Chief Brown has been working on the issue as well.
- I met with representatives of Penntex and Senator Pettyjohn about commercial development opportunities in Milford.
- Staff and Council had FOIA training that was given by Max Walton.
- The Mayor, Solicitor and I met regarding a personnel issue.
- I participated in zoom call with Senator Carper regarding the infrastructure bill.
- The Chief, Jamesha and I participated in Police Union negotiations.
- Jamesha and I met regarding the pay study.
- I was informed that Janell Powell resigned as president of DMI. James Robb, DMI vice-president will be addressing Council on Monday night in place of Yanell.
- The Milford Community Parade was truly a huge success! Our public works crews, parks crews, and our police department truly made the City "shine". A sincere thank you to all those who were involved.
- The Mayor, Brad and I attended the quarterly Milford Community Cemetery Board meeting.
- The Mayor, Brad and I attended the monthly WIIN (Water Infrastructure and Investment Network) meeting on Monday.

- Rob, Sara and I met to review a proposed MOU for the Industrial Park. We hope to bring it to Council soon.
- Rob and I met to review the various Code changes proposed to be reviewed with Council.
- Jamesha and I met with our labor attorney regarding a pending lawsuit.
- Rhiannon and I met to review various maintenance issues at City Hall.
- Lou and I attended the monthly board of director's meeting at DEMEC.
- I completed my sexual harassment training as per state law.
- Councilperson James, Rob and I met with Sylvia Carson of the Positive Points program regarding the potential placement of "tiny houses" in Milford.
- Brad, Mike, Jamesha and I met regarding possible staff reorganization to address Facilities and Grounds, given we have a staff vacancy.
- Rob and I met with Mike and Elmer Fannin regarding the Potter Farm as well as the Regional Sewer Pump Station east of Route 1.
- Brad, Rob, and I met with a landscape architect regarding the Riverwalk concept plan for pickleball courts and playground. We also discussed a concept plan for the Deep Branch Greenway.
- Melody Barger, James Puddicombe, Mike Svaby, Suzannah Fredericks, Lou Vitola and I met regarding the sidewalk program, and changes to be made moving forward.

Public Works Department

In addition to the monthly stats, Director Public Works Svaby reviewed highlights of his monthly report:

Director's Office

- Met with DMI to agree on Christmas decoration/lighting layout for tree lighting and Christmas Vendor market
- Joined Sara Pletcher, Rob Pierce Shannon Heal (Choose Central Delaware) and officials from the DPP in meeting with entrepreneurs from J.E. Salazar and Associates on Project Zorro, a prospective occupant of 1 or more parcels at the Fry Farm.
- Toured the City and reviewed possible locations for gateway entrance signs
- Met with Solid Waste carrier GFL in an effort to determine current market pricing and challenges for collection of the City's Solid Waste, Recycling and Yard Waste.
- Attended training in CPR, FOIA and Mandatory Sexual Harassment Prevention
- Supported two PD Building Design charettes covering overall space, layout, furniture, fixtures and equipment
- Attended APWA meeting

Engineering Division

- Completed the bid process for 2020 Streets and Utilities
- Submitted council support for the speeding on Kings Hwy
- Ordered the altitude valve and materials for Caulk Tower
- Completed additional work on NE Front Street for water main installation
- Met with the State regarding our water allocation permit

Public Services Division

Streets/ Utilities Section

- Supported continuity of Solid Waste Collection section that is staffed at 50%
- Filled potholes filled & replaced street signs
- Managed street closure for Halloween Parade

- Began hydrant flushing process

Water/Wastewater Section

- Tenth Street Water Tower pressure washing was completed.
- Cleaned and performed maintenance on Fisher Avenue pump station wet well.
- Pulled pump and performed maintenance at Truitt Avenue pump station.
- Pressure washed and made repairs to several pump station fences.

Electric/Tech Services Division

- Took inventory of Street Lights in place and began investigation of Street Light rightness/fixture issue
- Moved City utilities off of pole located in the middle of the intersection of Jefferson and Walnut. Now awaiting Comcast to removed remaining lines off of pole, then the Electric Division will remove it from the roadway. intersection.
- Responded to multiple system outages due to auto accidents and restored full electric service within 2 hours.

Planning and Zoning Department

In additional to the monthly stats, Director Pierce provided the following report:

- Through the first ten months of the 2021 calendar year, the City has issued 109 new residential construction permits and five permits for 120 apartment units. The total construction investment in Milford from January through the end of October based on issued building permits was \$37,208,758.
- The City of Milford has seen 108 projects with a committed investment of over \$24.2 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 \$2.62 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$484,000 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 a conditional use application for a new duplex on N. Washington Street and a minor subdivision in the West Milford Industrial Park at the November Planning Commission meeting.
- The Board of Adjustment will review three applications in November. Two of the applications involve the construction of new single-family detached dwellings on infill lots. The third application is a lot coverage exceedance for a funeral home on North Street.
- Century Engineering, DelDOT and City planning staff will present the final draft bicycle master plan update to City Council on November 22, 2021 for adoption.
- The City provided plan review comments for Cypress Hall Phase I & II Final Major Subdivision application to the applicant and is awaiting response.
- The City provided plan review comments for Cypress Hall Phase III Preliminary Major Subdivision and revised Planned Unit Development applications to the applicant and is awaiting response.
- The City provided plan review comments for the Helmick Milford, LLC Preliminary Site Plan to the applicant for a commercial building at the site of the former Wendy's on N. Dupont Boulevard.
- The City received a preliminary site plan application for the renovation of the Buccaneer Carwash site on N. Dupont Boulevard.
- The City received a preliminary site plan application for Pest Pro for the construction of a contractor's office in the Greater Milford Business Complex.
- The City received a parking lot expansion plan for the First Baptist Church of Milford located on Old Shawnee Road.

- 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. The Planning Department intends to present items to City Council in the upcoming months regarding potential revisions.
- 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.
- Code Enforcement Officials have completed several foot inspections of the town center area with more dates scheduled in November. These inspections are used to identify exterior property maintenance violations.
- Interviews were conducted for the vacant Permit Technician II position. A candidate was selected who is scheduled to begin work on November 15, 2021.
- 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.

Parks & Recreation Department

P&R Director Brad Dennehy provided a brief synopsis of his monthly report:

- October continues to a challenging month with staffing due to personnel either testing positive for Covid-19 or being exposed to the virus. This effected the primarily in Park operations.
- Grass cutting on all city owned facilities continued throughout October.
- Beautification efforts included continued watering of hanging baskets and flower beds, planting of additional trees (for a total of 52 trees), planting of beach grass on the Riverwalk, and installing red river rock stone.
- Maintenance of park facilities included such items as fixing miscellaneous playground equipment, broken flagpole ropes, to broken gate latches, to miscellaneous tree trimming on Front street, and removal of dead tree limbs to name a few.
- Parks and Rec. continues to work with the Economic Development and Community Engagement Administrator to utilize social media to highlight beautification efforts throughout the City, and to highlight our recreation activities. For October on Facebook P&R had 37 "new" likes (2,449 total likes), reached 5,393 and had 1,418 post engagements.
- Maintenance of mowers included replacement of several belts and sharpening of blades.
- A new pickup truck for the park crew was ordered off the state contract, which had been approved in the CIP plan.
- Park technicians began removing seasonal flowers/plantings at the end of the month from various flowerbeds. The remainder of flowers will be removed in November in preparation for the seasonal holiday greenery.
- Park crews assisted the Milford Community Parade with delivering them a portable stage, lending them some table and chairs and doing a trash run on the parade route both before and after the event.
- Recreation activities included the conclusion of Fall Soccer, Field Hockey and Flag Football. Staff were busy with a full schedule each week which included weeknight practices, maintaining fields and equipment, supervising coaches and practices, and to help officiate the games.
- Our new Recreation coordinator Krista Stott-Deveau (who began in September) became fully immersed in our process of putting on our programs and is now actively planning new programs and activities.
- On October 23rd we added a special event just for our 9-10-year-old girls soccer players. Kent County Recreation brought a team of all girls to play Milford Parks and Recreation girls for a game. We have co-ed teams, but for this week we split the teams up into girls and boys. 14 of Parks and Rec. girls played the Kent County team and it went well. The girls had a fun experience which was unique to most of them. We intend to try this again and possibly expand to other age groups.
- Recreation staff began preparing for the winter activities and active registration will begin in November.
- Park Superintendent attended the monthly safety meeting in October and the Awards and Recognition committee meeting.
- Director and Park Superintendent accompanied other department staff members on a tour of the entrance ways into the City to brainstorm ideas on how to make improvements into the entrance ways into Milford.
- Staff attended the employee service awards at the Public Works facility.
- Staff completed the mandatory sexual harassment prevention training and cybersecurity training.
- Director met with City Manager and the City planner and a Landscape design professional regarding land acquisition and developing a master greenway plan.

- Director met with the IT Director to discuss the implementation of a new recreation software program. This was followed up with a demonstration of an upgrade to our existing software and a new form of payment software.
- Director continued to participate in the weekly and monthly WIIN coalition meetings.
- Director met with the City Manager, Human Resources Administrator and the Public Works Director to discuss open positions and organizational layout.
- Director continued to work on Capital improvement projects including working with DNREC on grant funding for the playground/pickleball project and enlisting the expertise of a design professional for that project and the lighted handrail project.
- Director updated required information for the strategic plan.

Human Resources Office

HR Administrator Jamesha Eaddy presented her monthly review:

- Interviews were conducted for the positions of Permit Technician II, Accountant III and Electric Line Technician.
- Job offers were extended and accepted for the positions of Permit Technician II, Customer Service Clerk, Electric Line Technician, Second Class and Electric Line Technician, First Class.
- Onboarded new hires for the positions of Police Dispatcher (Part-Time) and Audio-Visual Telecommunications Specialist.
- The 2021 Pay & Job Classification Study was completed and will be presented to City Council by Evergreen Solutions on November 22, 2021.
- Employee Recognition:
 1. Excellence Award Winner: Denham Dodd, Network Technician. Recognized twice for exhibiting characteristics of performance excellence, teamwork, productivity and efficiency and customer service.
 2. Rooster: Rhiannon Slater, Public Works Operations Supervisor. Recognized for going above and beyond and being a team player.
 3. Where Am I Challenge Winner: Shelly Muise, Administrative Assistant, Public Works
 4. Officer of the Quarter (July 1, 2021-September 30, 2021): Kyle Breckner

Economic Development & Community Engagement

In addition to the City newsletter, Economic Development & Community Engagement Administrator Sara Pletch submitted the following report:

Economic Development

- UD DATI office visited Wellness Village again to view gift shop space; signing lease in November
- UD's Associate Arts Program looking for 20,000 sq ft
- Connected commercial developer with Bayhealth regarding their commercial space
- Met with entrepreneur interested in farm tourism
- Connected healthcare provider with Wellness Village for the walk-in clinic space
- Attended Hunter Emory State Farm Agency ribbon cutting
- Attended SBDC Webinar: How to Start a Business and let attendees know Milford is open for their business ideas
- Attended Little Bucs Learning Center ribbon cutting
- Met with Planning Director and restaurant owner about commercial highway space
- Met with City Manager, Planning Director and engineering firm to begin industrial park master plan discussions
- Met with potential industrial park investor, DPP, KEP, Planning Director, Public Works Director and City Engineer
- Attended Bayside Gymnastics ribbon cutting

Community Engagement

- Posted photos on social sites of 2021 employee recognition awards
- Identified Downtown banner program needs, coordinated with DMI & designed holiday banners
- Confirmed one-year no cost contract for SeeClickFix app and website ChatBot

- Posted and shared information regarding annual Community Parade
- Met with Food Bank of DE to review City ARPA Grant guidelines
- Toured Milford entryways with Public Works & P&R staff & directors to look for possible improvements to signage & landscaping
- Met with City Engineer and Public Works Director to discuss sidewalk message to the public

Meetings/Trainings

- Met with Sussex County Land Trust representatives, City Manager, Planning Director and Parks & Recreation Director regarding future park land
- Kicked off Accrisoft Economic Development Website training and development (multiple meetings throughout month)
- Attended Staff and Council FOIA training
- Attended Kent County Reassessment Meeting
- Attended Recover Delaware Roundtable #6: Infrastructure Resilience
- Attended DPP Partners quarterly meeting
- Attended AMP Economic Development Training Webinar - Business Retention and Expansion
- Reviewed GIS tools for Economic Development with City Engineer and GIS Technician
- Attended WIIN monthly meeting
- Attended DMI Economic Vitality Committee monthly meeting
- Attended HBA Nuts & Bolts Meeting
- Attended Kent County Tourism Board Meeting
- Attended monthly SEDAC meeting
- Met with Laura Wisler, Kent County Director of the DE Division of Small Business
- Attended annual Sussex Today & Tomorrow Conference
- Met with Tim Millman, Napa Auto owner, to discuss business retention and expansion plans

Social Media/Website

- October 2021 Insights:
 - o City of Milford Facebook: 52 new likes (total: 2,309); 8,271 reached; 3,303 post engagement
 - o Parks & Rec Facebook: 37 new likes (total: 2,499); 5,398 reached; 1,418 post engagement
 - o Instagram: 37 new likes (total: 754); 825 accounts reached; 184 accounts engaged
 - o Twitter: 9 tweets, 1,194 impressions, 356 profile visits, 5 mentions, 1,331 followers
 - o Website: 16,256 visits (17,540 last month); 27,427 pageviews (30,670 last month)

Email Campaigns

- Oct. utility newsletter to customers who receive e-bills (3,692): 35.1% open
- Oct. business newsletter (audience: business license holders, 633): 29.7% open

Press Releases & Coverage

- NOTICE OF SOLICITATION OF CANDIDATES (Oct. 1)
 - o DE State News: Councilman's move requires special election in Milford (Oct. 1)
 - o Milford LIVE: NOTICE OF SOLICITATION OF CANDIDATES (Oct. 4)
- City of Milford announces September utility bill delay (Oct. 5)
 - o Milford LIVE: City of Milford announces September utility bill delay (Oct. 6)
- City of Milford Celebrates Public Power, Customer Service Week (Oct. 7)
 - o Cape Gazette: City of Milford celebrates Public Power, Customer Service weeks (Oct. 19)
- City of Milford HR Administrator, Williams, wins DFIT Leadership Award (Oct. 15)
 - o Milford LIVE: Milford HR administrator wins leadership award (Oct. 15)
- Notice Of Special Election Cancellation - Third Ward Vacancy (Oct. 21)
- City of Milford Looking for Commissioners (Oct. 26)
 - o Milford LIVE: City of Milford Looking for Commissioners (Nov. 1)

Informational Technology Department

IT Director Dale Matthews presented the following report:

- Security:
 - o All staff are expected to complete Cybersecurity training by 11/15/21.
 - o We are still on track to implement improved authentication and access control practices and policies by the end of December.
- M365 and Cloud:
 - o All shared files will be moved to the cloud by 11/19.
 - o The staff training portal has been set up and can be accessed here. Please contact me directly if you have any issues accessing the site.
- Council Chambers Upgrade:
 - o We are still on track to complete the upgrade by November 30.
- Policies and Procedures:
 - o We are still on track for December 2021 completion.
- Police:
 - o We are working with the Police Department to establish IT support for their existing hardware and software while planning for the new facility's infrastructure.
- Network:
 - o We are revamping our network and upgrading network switches, cabling, and wireless access points for all buildings. We expect to complete all upgrades sometime in the first quarter of 2022. Parts shortages continue to affect our timelines.

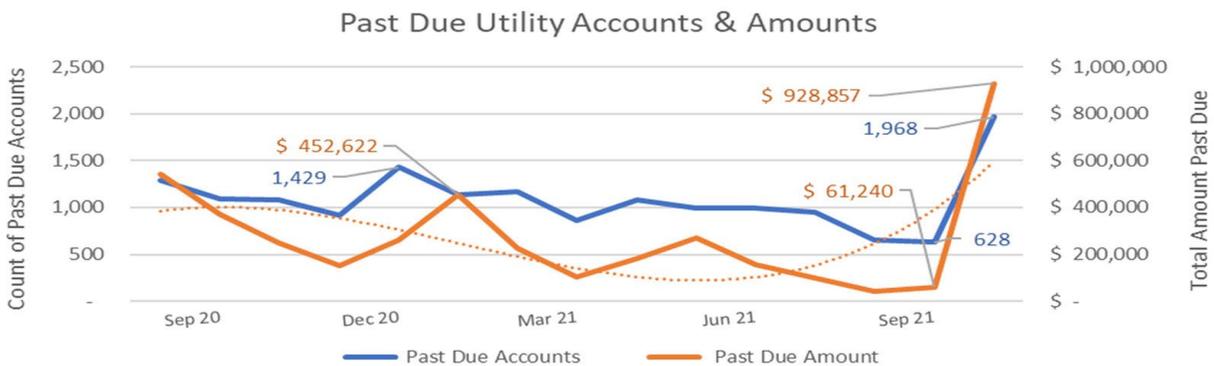
Finance Department

Finance Director Lou Vitola provided the following staff report:

- Monthly Financial Reporting
 - o The Q1 FY22 Finance Report for the period ended 9/30/21 was distributed to Council
 - o Additional changes made for readability and convenience are highlighted in the report
- Training (over 50 hours) and Improvement Efforts
 - o Sandra Peck continued her weekly participation in the Supervisors Academy
 - o Six employees from Finance and Customer Service participated in the CPR / AED Training Seminar
 - o Two Customer Service employees participated in Key Accounts Training
- Staffing
 - o Jamesha Eaddy, Sandra Peck and I interviewed seven competitive Accountant III candidates
 - o Until we identify a replacement, Sandra Peck will continue to execute payroll processes
 - o The prolonged recruitment has significantly impacted the FY21 audit progress
 - o A candidate was identified to fill the final open position in the Customer Service division; we expect to reach full staffing on the November 22, 2021 hire date
- Enterprise Resource Planning (ERP) Selection Process and Project Kickoff
 - o The Tyler Technologies team, Dale Matthews and I will meet early in November to plan the ERP project kickoff later in November
- Police Facility Project – Financing
 - o We negotiated favorable terms with PNC Bank for the Bond Anticipation Note (BAN), which was approved by Council on October 25, 2021
 - o Application materials and the term sheet were returned to PNC in expectation of closing in the middle of November 2021
- FY21 Audit Process
 - o Given the challenges in the Finance Department resulting from the loss of just one staff member (25% of full-time team of four), we have fallen behind on the audit process and expect to present the City's financials at the end of December this year.
 - o Progress on cash, accounts payable and accounts receivable testing was made during October, and Sandra and I are in the final stages of adjustments to the trial balance
- Billing & Customer Service Department

The City's third-party print and mail service has recovered from two months of operation-crippling challenges that forced the City to intake the printing, folding, stuffing, and mailing of thousands of utility bills and inserts.

Resulting delays and foregone penalties have caused the past due accounts and balances to balloon, which is evident in the graph below.



Mr. Vitola confirmed we have over 11,000 utility customers, but only slightly more than 1,000, or 10%, take advantage of the automatic payment system. Customer Service will be working on that in the upcoming months.

Councilmember Boyle made a motion to accept the City Manager Department reports, seconded by Councilmember Marabello. Motion carried.

MONTHLY FINANCE REPORT

Finance Director Vitola then reviewed the monthly report for September 2021:

The Financial Reporting Package for September 2021 (FY22 Q1 / YTD) is enclosed for your review. The following executive summary highlights this month’s notable developments and recaps any changes to the report. The Appendix on page 10 was added to show planned use of ARPA funding by category with actual spending updates; the Appendix will remain as part of the regular monthly reporting until the funds are exhausted. In addition, the new “Quick Reference” section of this memo will recap important financial highlights and summarize modifications made during FY22 to help shorten the executive summaries.

The September YTD results largely exceed budget expectations, though operating results in the electric and water funds are short of the first quarter last year. Cash balances have increased about \$2 million in total this month, driven almost entirely by the increase in general fund cash as the annual property tax bills were due on September 30. Capital spending has picked up pace with activity underway on NE & NW Front St, Second St, and the conclusion of the Boys & Girls Club paving, City Hall lower level retrofit and Mispillion St group of road and utility upgrade projects. Operating expenditures remain below even the seasonalized budget across funds for the third consecutive month, which is not surprising given our well-documented and indiscriminating staffing challenges, whose only silver lining is manifested in the reported savings versus the budget.

Quick Reference for FY22 Financial Developments and Report Upgrades

Recap FY22 Financial Highlights



Elec Margin light // Cash ▲
on line loss timing; with tax receipts;
reversed in Aug

Summary of Modifications

- P.1 – Cash Rollforward
 - o New Solid Waste Reserves Acct created by FY22 Water Fund interfund loan forgiveness; new variance indicators

- P.2 – Restricted Cash Reserves Report
 - o The MSA and RTT reserves were combined into one shared summary to make room for Solid Waste Fund
 - o Lines 3 & 17 added to show additions & interest earnings in the capital reserve accounts
 - o Lines 12, 13, 24 & 25 feature updated MCR & ERR calculations for FY22 pursuant to cash reserve policy
- P.3 – The Enterprise Funds “P&L Style” Report features a new comparative column and four new rows
 - o The rightmost column compares current vs prior FYTD periods by revenue and expense lines and subtotals
 - o Rows 16 & 17 compare current & prior FYTD periods net surplus by fund
 - o Rows 18 & 19 compare actual surplus vs seasonalized budget surplus for the current FYTD period
 - o Variance indicators added for quick reference to both P&L reports
- P.4 – The General Fund “P&L Style” Report was created to complement the existing Enterprise

Funds P&L Report

- o 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
- o 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
- o Rows 19 & 20 allow for a comparison of the current and prior year FYTD periods by major function
- o Rows 21-22 show comparison of actual surplus vs seasonalized budget surplus for the current FYTD period
 - P.5-8 – Revenue Report (p.5) & Expenditure Report (p.6-8) will continue to be produced indefinitely as “legacy” reports
- P.10 – Planned Use of ARPA Funding by Category compared to Actual Spending in this Sept upgrade to the report

Mr. Vitola said he had questions about whether the Sharp Property purchase was included in the restricted funds and some additional detail was requested in the Electric Department. The findings are both will be included in future reports.

An expansion of the expected contributions and interest in the Municipal Street Aid and Realty Transfer Tax in previous years was added to assist in the review of project recommendations and funding considerations.

Planned ARPA spending, as amended, will be included in the report until those funds are exhausted.

Councilmember James said the Finance Committee also reviewed the Investment Policy and Council will see that later in the Council Meeting. There is approximately \$2.8 million remaining.

Councilmember James moved to accept the September 2021 Finance Report, seconded by Councilmember Fulton. Motion carried.

COMMITTEE & WARD REPORTS

At the recent Delaware League Meeting, Mayor Campbell reported the DeLea Founders Insurance Trust (DFIT) recognized Jamesha Williams, Milford’s Human Resources Administrator, who was previously awarded the new annual 2021 PMA Risk Management Leadership Award for her exemplary contributions, participation, and partnership in the goals of the trust’s Safety Committee.

Councilman Fulton reported the passing of the district referendum related to the Milford Middle School which the residents in Ward 2 are very happy. He has worked with the School District for a long time and is also pleased with the outcome which will ease some of the school’s burden.

Other Councilmembers expressed their gratitude as well. Councilman James said that MSD Superintendent and the CFO listened to some advice he provided about the City’s recent referendum, as far as spending and payments, went a long way. He agrees it is a win for every school.

Councilmember Fulton added the only school not included was Milford High School and that will need to be addressed soon.

Mayor Campbell said the residents were very supportive and Milford residents will be facing the police building tax increase, the school building increase, and the operations increase.

Councilmember James emphasized that Milford School District's taxes are billed through each County—not the City.

UNFINISHED BUSINESS

Authorization/Participation/Opioid Settlement Agreement

City Manager Whitfield that he was contacted and asked if the City would like to participate in this matter. As part of the settlement agreement with pharmaceutical distributors of opioids, the State of Delaware agreed to participate in the settlement. The settlement will realize about \$100 million to the State. The money must be used for activities and costs associated with the opioid use epidemic.

The settlement also identifies 10 political subdivisions in the state that are eligible to participate, including the City of Milford. Mayor Campbell and I have already expressed the City's interest in participating. The City of Milford will be eligible for 2.1% of the settlement amount, or approximately \$2.1 million.

Councilmember James moved to authorize the Mayor and/or City Manager to execute all agreements and documents pertaining to the Opioid Settlement Agreement, seconded by Councilmember Culotta. Motion carried.

Authorization/Proposal for Departmental Take Home Vehicle Program/Funding Source

Chief Brown submitted the following memo:

I am requesting the Milford City Council authorize the purchase of 15 Ford Hybrid Police Interceptors including equipment which is listed on the attached spreadsheet. In addition, I am also requesting to include \$13,704.12 for additional equipment needed for the two new police vehicles already approved in the Police Department's FY22 Budget.

The total for this project would equal \$883,551.27 and I understand this proposal is eligible through the American Rescue Plan Act (ARPA).

The only other expense in the Take-Home Car Program would be an additional \$26,154.60 per year to the existing Axon Camera Annual Contract for 4 years. He expects to see overall significant savings in the long run.

Councilmember Marabello pointed out how this will impact the current budget. Councilmember James said the police department is \$459,000 below budget. That will relieve some of the added expenses related to public safety and critical ops possibly. Between those two lines items, there is \$612,000. Some of the behavioral health costs could be covered by other areas. If there are any savings in the administrative covid response, he believes it can get close to the approximate \$800,000. There are ways to find the money, but that will be a decision of the Council to make recommendations, though the Finance Director and City Manager will have some input as far as what funding can be used.

Chief Brown stated it may be nine months before the vehicles are received. Councilman Fulton said it could be longer than that due to the delay in the manufacturer. His employer recently ordered new vehicles in six months, and just contacted them with an additional six months.

Councilmember Culotta also added that the flexibility and availability of officers that come with the vehicles, in particular the fact that these officers are on the clock as soon as they leave their homes in the vehicles. It also extends the life of the vehicle to eight years. In addition, the health of the officers will improve because they are no longer sharing vehicles that the previous officer may be coming down with something. That will eliminate a lot of the sick time making these officers available more time throughout the year.

Finance Director Vitola stated that reading the Q&A and the initial guidelines for ARPA funding, as he stated in his memo, he believes that 100% will be eligible for initial ARPA funding. There is a new liaison through the treasurer's

office who will make these final decisions. However, he believes it is eligible due to the contact avoidance issue among the officers.

See below study and statistics prepared by Chief Brown:

Existing cars	Assigned to											
5101	Maloney											
5104	det spare (crown Vic)											
5108	det spare (crown Vic)											
5109	Jefferson											
5112	k9 spare (crown Vic)											
5114	senior (Crown Vic)											
5115	Stanton											
5118	Chief											
5119	patrol (SRO)											
5120	Huey											
5121	Wells											
5122	evd											
5123	Bailey											
5124	K9											
5125	K9											
5127	Training (chrysler Sebring)											
5128	Drug Unit											
5172	patrol											
5173	patrol											
5174	patrol											
5175	patrol											
5176	patrol											
5177	patrol											
5178	patrol											
5179	patrol											
5180	patrol											
5181	patrol											Patrol equip needed for each car
NEW CARS	Car price		lights/siren etc	Markings	Axon**	Radio*	Equip install	patrol equipment	Total each car			
ordered from current budget	Paid from current budget		Paid from Current budget	Current budget	\$ 1,538.50	Current Budget	Current Budget	\$ 5,313.56	\$ 6,852.06			Computer - Dell latitude series
ordered from current budget	Paid from current budget		Paid from Current Budget	Current Budget	\$ 1,538.50	Current Budget	Current Budget	\$ 5,313.56	\$ 6,852.06			DC Power for Computer
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Printer- Brother PJ 723
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Power cord and com cable for printer
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Patrol rifle with sights and light
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Fire Extinguisher- ABC 5LBS
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Door unlock Kit with case
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Active Shooter kit (includes level 3 armour)
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Forcible Entry kit (Rescue)
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			First Aid Kit
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Water Rescue Rope
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Storage Box
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			regular Flares
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			Leg Irons
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			extra Cuff's (one)
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			evidence collection Kit
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			5 traffic cones (full size)
new	\$ 38,963.00		\$ 5,437.75	\$ 850.00	\$ 1,538.50	\$ 4,987.00	\$ 900.00	\$ 5,313.56	\$ 57,989.81			
15 cars creates one spare									\$883,551.27	Total		
Total	\$584,445.00		\$81,566.25	\$12,750.00	\$26,154.50	\$74,805.00	\$13,500.00	\$90,330.52	\$883,551.27	Total cross check		
Recurring monthly fee for Modem			\$764.25									
Recurring AXON Annual FEE			\$26,154.50 each year x 4 yrs									
Axon costs spread over 4 yrs per proposal. This is in addition to the current recurring costs with two years remaining on that contract.												

Councilmember Fulton moved to authorize the proposal for the Take Home Vehicle funding, seconded by Councilmember James. Motion carried.

Chief Brown said this will really work in keeping officers in Milford in future years.

NEW BUSINESS

Mayor Campbell introduced the following two ordinances:0

Introduction/Ordinance 2021-23

KD Properties, LLC for a Conditional Use

0.27 +/- acres of land located along the West side of N. Washington Street between NE Sixth Street and NE Seventh Street

Comprehensive Plan Designation: Low Density Residential

Zoning District: R-2 (Residential District)

Present Use: Vacant

Proposed Use: Single-family Semi-detached

Tax Parcel: MD-16-183.06-03-31.02

Solicitor Rutt provided a brief review of the ordinance including the request, zoning, location and proposed use.

Introduction/Ordinance 2021-24

Application of Atlantic Self Storage Associates, LLC for the Final Minor Subdivision/Lot Line Adjustment of 5.4 +/- acres of land located in an I-1 (Limited Industrial) District, along the south and west side of E. Masten Circle.

Address: 851 & 861 E. Masten Circle

Present and Proposed Land Use is Self-Storage & Vacant Land

Tax Map & Parcel MD-16-183.00-01-07.00 (2.6 acres) and MD-16-183.00-01-08.00 (2.8 acres)

Solicitor Rutt then gave a quick synopsis of the ordinance noting its purpose, location, acreage, zoning, address and site location.

Both ordinances are scheduled for a public hearing and final determination by City Council on November 22, 2021.

Adoption/Resolution 2021-14/ORPT Grant/Matching Funds

P&R Director Dennehy explained they want to build a playground and some pickleball courts. The city received some funding from the State Bond Bill. They also applied for DNREC grant of \$150,000 and they responded with a \$175,000 grant contingent upon the adoption of the following resolution:

Councilman Fulton said this also agrees to fund up to \$58,334. Director Dennehy said there is a match component though it was agreed to as part of the Capital Improvement Plan.

The floor was open to public comment. No one responded and the comment period was closed.

Councilmember Fulton moved to adopt Resolution 2021-14 and a one-third matching grant in the amount of \$58,334, seconded by Councilmember Wilson:

Resolution 2021-14
Approving City of Milford Outdoor Recreation, Parks and Trails
(ORPT) Grant Application Milford Mispillion River Playground and Pickleball Courts

WHEREAS, since its establishment in 1974, Milford Parks and Recreation has set out to promote community recreation with an emphasis on using the Mispillion River for water-related recreation; and

WHEREAS, threading its way through the heart of the City, the Mispillion Riverwalk ("Riverwalk") offers numerous recreational opportunities to both visitors and residents alike while aiding in the revitalization of Milford's downtown; and

WHEREAS, in its Press Play: Vision 2023 Strategic Plan for Community Services, City Council identified two primary goals – “Promote a Healthy Community with Recreational Activities Provided by the City...” and “[Attract] Tourism to Milford” – the latter of which specifically identified among its objectives “develop more river-based activities, in order to bring in more visitors and provide residents with more recreational options;” and

WHEREAS, additional active recreation has been identified as part of the FY2022-26 Capital Improvement Plan (“CIP”) approved by City Council, specifically the construction of a new playground and pickleball courts to be located alongside the Mispillion Riverwalk in Memorial Park; and

WHEREAS, the City of Milford applied to the Delaware Department of Natural Resources and Environmental Control for funding related to the design, engineering, and construction of a new playground and pickleball courts in the amount of \$150,000 from the Delaware Land & Water Conservation Trust Fund; and

WHEREAS, the Grant Review Committee reviewed and evaluated applications and is recommending funding of \$175,000 contingent upon the City of Milford providing matching funds of at least one-third of the grant award; and

WHEREAS, upon the recommendation of the City’s Finance Director and City Manager, the City Council of the City of Milford hereby agrees to contribute matching funds of at least \$58,334 from the General Fund Reserves; and

WHEREAS, the City Council designates the City Manager, or his/her designee, to manage the project and coordinate ORPT requirements for reporting and reimbursement purposes; and

WHEREAS, the City understands such improvements funded through the ORPT Grant program will remain in outdoor recreation uses in perpetuity.

NOW, THEREFORE, BE IT RESOLVED, that on the 8th of November, 2021, Milford City Council, by majority vote, authorize the ORPT Grant Funding Application Milford Mispillion River Playground and Pickleball Courts and matching funds of \$58,334 from General Fund Reserves for the design, engineering, and construction of a new playground and pickleball courts; and

BE IT FURTHER RESOLVED, it is agreed that the City of Milford shall abide by all requirements of the ORPT Grant Program for reimbursements and stewardship responsibilities.

Motion carried.

Adoption/Resolution 2021-23/City Investment Policy Statement

Finance Director again noted this was reviewed by the Finance Committee earlier tonight. It included two rounds of revisions and this investment policy should be reviewed annually and updated as needed. The last update was in 2012. Some of the investment eligibility is being extended and an investment advisor is being added as a potential designee for some of the delegation of authority. The scope will be parsed out into different classes of funds, so that this policy can work in conjunction with the cash reserve policy.

He also noted that no all investible funds and investible cash are the same. There are certain of the liquid cash needs and requirements that should not be able to be invested with the full suite of investments available in the policy. That allows the limitation of certain funding vehicles without rewriting the policy, by creating different tranches of investible funds in the policy.

This modernizes the policy and provides some flexibility.

When questioned about section 10.0, Mr. Vitola explained he wants attention if a security is downgraded even if only one of three major credit rating agencies. In that manner, he will be given the opportunity to review it.

Mr. Vitola will release the bid for firms to respond.

Mayor Campbell opened the floor to public comment; no one responded. Mayor then closed the floor.

Councilman James moved to adopt Resolution 2021-23, revising the City of Milford Investment Policy, seconded by Councilman Fulton:

RESOLUTION 2021-23
Adoption of the City of Milford Investment Policy

WHEREAS, it is the policy of the City of Milford to invest public funds under its control in a manner that will provide the highest investment return consistent with the maximum safety of principal, while meeting cash flow needs of the City; and

WHEREAS, the City investment program shall conform to all state and local statutes governing the investment of public funds; and

WHEREAS, the City investment policy is being adopted after the review and recommendation of the Finance Committee;

WHEREAS, the City Finance Committee will, no less than once a year, review the Investment Policy for any required updates and amendments; and

WHEREAS, the City Council has determined that it is appropriate and necessary to create the "Investment Policy for the City of Milford" to bring the policies in line with current financial practices, procedures, and strategies of the City of Milford.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE, AS FOLLOWS:

Section 1: The City Council hereby adopts and approves the Investment Policy.

Section 2: The City Manager is authorized to take action, provide guidance, and create procedures with the input of the City Finance Director, to ensure the investment program authorized by this Resolution is implemented pursuant to the guidelines set forth in the Investment Policy.

See Packet for Investment Policy.

Motion carried.

EXECUTIVE SESSION

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

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

Legal Matters (2)

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:46 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Councilmember Marabello moved to go back into open session, seconded by Councilmember James. Motion carried.

Return to Open Session

Councilman Fulton moved to return to open session, seconded by Councilman Culotta. Motion carried.

Council returned to Open Session at 8:54 p.m.

Legal Matters (2)

Solicitor Rutt noted there was no action needed.

ADJOURNMENT

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

The Council Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder