

CITY OF MILFORD  
COUNCIL WORKSHOP MINUTES  
NOVEMBER 22, 2021

The City Council of the City of Milford convened in a Workshop Session on Monday, November 22, 2021, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 5:34 p.m.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Todd Culotta, Brian Baer, 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

ABSENT: Councilmember Andrew Fulton

*Job Classification & Compensation Study*

Human Resources Manager Jamesha Williams spoke about the 2021 Job Classification and Compensation Study was done by Evergreen Solutions LLC that has been completed after several months. Today a presentation will be provided by Senior Consultant Angel Barrero who will provide a high-level overview of the methodology used and provide the new scale.

Ms. Barrero reviewed the following:

- Study Process
- Employee Outreach
- Current Conditions
- Compensation Philosophy
- Classification Review
- Compensation Review
- New Pay Plan

Completed Tasks:

- Conducted employee outreach.
- Assessed conditions of the current pay system.
- Reviewed the City's compensation philosophy.
- Conducted an internal equity analysis by evaluating current job descriptions.
- Conducted external equity analysis by surveying the market to determine competitive salary ranges.
- Revised pay plan to be competitive with the market.
- Individually assigned classifications to a pay grade/range.
- Developed optional methods for implementing the revised plan/pay ranges.

Remaining Tasks:

- Prepare/Provide Draft and Final Reports.
- Provide training in study methodology to HR.
- Provide revised job descriptions

Received feedback from employees:

- Employees enjoy the positive work atmosphere in the City and find serving the local community rewarding.
- Concern about compression between more tenured employees and new hires.
- Job titles may need to be updated to better reflect the duties and responsibilities associated with the positions.

Current Conditions

Reviewed type of pay plan administered:

- Step Plan
- 17 grades, 31 steps (1.5% step increase)
- 56% range spreads

Reviewed distribution of employees' salaries within the plan's pay ranges:

Below the Midpoint	At the Midpoint	Above the Midpoint
57.9%	0.0%	42.1%

Midpoint is typically considered "market" as employees receiving pay at this point should be proficient and satisfactorily performing the duties of their classification.

Compensation Philosophy

Reviewed the City's compensation philosophy

Desired Market Position - Competitive with the market

Pay Practices – Equitable and Flexible

Pay Plan Design – Step Plan

Pay Increase Methods – Based Time in Classification and Performance/Merit

Classification Review

- \*Reviewed the current job descriptions;
- \*Utilized compensable factor scoring methodology, determined classification hierarchy/internal equity;
- \*Made appropriate changes to classification system.

Compensation Review

See Packet for List of Peers.

Conducted a salary survey; collected salary range data from 19 public-sector peers;

- for 42 benchmark classifications; representing a cross-section of organization and pay grades
- average number of matches for each classification of 5.3
- not all peers had matches for all benchmark classifications

Collected salary range data for benchmark classifications (subset of all);

conducted external equity analysis by comparing the data at the desired market position:

Market Comparison at the Average

Benchmarks	Differential at the Range Minimum	Differential at the Range Midpoint	Differential at the Range Maximum
Overall Average	3.5%	3.2%	6.4%

+Results indicate the average of the differentials to the current plan for benchmark classifications.

Proposed Pay Plan

- Contains the following design features:
  - Step plan
  - 16 grades, 18 steps (3% step progression)
  - Range spreads of 65%
- Individually slotted classifications - utilizing both internal and external equity

See Packet for Proposed Pay Plan.

## Implementation Method

### MOVE TOWARD MARKET (Midpoint) 3-Tier

- Calculations are performed to determine the relation of employees' salaries to the proposed midpoints; referred to as Compa-Ratio.
- Based on these calculations, AND employees' time in classification salary adjustments are calculated to move salaries closer toward the new midpoints (also referred to as market points).
- This method utilizes three tiers of years in classification (1-3, 3-7, >7) and targeted Compa-Ratios to calculate the placement of salaries.
- Employees' salaries above the proposed midpoints are unaffected.
- Tier increments are designed to give larger adjustments (in percentage terms) to those with salaries furthest from the market point and to those with more years in classification.

This methodology helps move salaries closer to the market point, if they are not already there.

### Estimated Annualized Salary Costs

\* Cost estimates are salary only and do not include the cost of benefits.

#### Move Toward Midpoint (Market) 3-Tier:

- Total Annual Adjustments: \$203,650.45\*
- # Employees who would receive adjustments: 63

HR Administrator Williams confirmed that the step increases were tied to annual increases. The employee is eligible for two increases.

She also explained that most positions remain in the position throughout their career, other than police and electric, for the most part.

When questioned about the above midpoint and below the midpoint, and if that means those employees are underpaid and/or overpaid, Ms. Williams confirmed that means they are not where they should be in terms of the current labor market. There was no employee throughout the analysis of the market that was overpaid out of the 63 positions. They will all be adjusted with some smaller than others with larger increases.

Councilman Boyle noted there are sixteen different job descriptions, and within that, it appears there would be a dead-end for most employees without the ability to move up. Within the new study, MS. Williams explained that with the way the range is set, there are plenty of opportunities to move. She added that with the current scale, with the minimum and maximum, there would be a few people that would max out. The new scale allows plenty of room to move while employed here.

She noted that the compression was the complaint of several employees.

Councilman Boyle's concern is that we hire some very experienced employees at a very young age, it appears they will hit a wall. He asked if that was considered that an employee who started in their 20's would max out by the time they were in their forties. In many categories there are no other positions they could move into nor would the City want them to if they were highly experienced and knowledgeable of their duties.

City Manager Whitfield said we have one employee, with a lot of years, and based on the current pay plan, hit that wall. One of the things in doing a pay study every five years is to make sure we are keeping up with the market and pay special attention to those positions. That employee, under the new pay plan, is no longer close to being at the end. That is the reason it is important to do a pay study every five years or so to make sure those situations do not occur, and we can keep our tenured employees in the City.

There may be a case where that could occur based on the market, but that employee would continue to receive the cost-of-living increases.

Councilman Boyle pointed out that when that occurs, and the example given was the street department, where there is one position throughout someone's career. And yet, they are the ones that are teaching and mentoring new hires. He emphasized it is not always about the money, but the opportunity and challenge to do a little something more. He is unsure if that is something positive for morale, but he will yield and see where this goes in five years.

Councilman James asked if there is anything that would prevent a person from becoming better in their job and continue to grow. In his opinion, if they are at midpoint, they can go to max if they demonstrate that. Or if there are vacancies within another department, they would have the ability to learn a new skill. That employee then becomes more valuable and justifies the 10% increase.

Ms. Williams pointed out we had an administrative assistant move to a new position as operations supervisor and a permit tech become the deputy city clerk. If a person wants progression, the opportunity is there. However, there are also a lot of employees who like what they are doing and are good at what they are doing. The goal of the City is to retain them and moving that salary helps prevent maxing out a salary.

Mr. Whitfield noted the other frustration was having thirty-one 1.5% increase steps and it is taking 25 years to get to the end. Council recognized that and allowed some employees to move two steps over the past year. Looking back at the history, employees either meet expectations or not. Most employees received a 3% merit increase. Now it moves quicker and adding the 3% will help retain employees and if Council continues to provide the cost-of-living increase, should address a lot of those employee frustrations.

A question of whether the City Manager has the flexibility to provide bigger increases than one step increases if an employee is outstanding and doing a great job, and do we have a plan if the person obtains a degree or certification. Mr. Whitfield answered yes to all the questions. He has employees who are exceptional and has given more than one step and in fact, major adjustments. They have used this when some very valuable employees were considering leaving and made some adjustments to encourage them to stay.

A budget adjustment will be needed to cover the increased expenses during the Council meeting.

Councilman Boyle reiterated how impressed he is with every City employee he has dealt with and provide them the opportunity for a promotion and an appropriate increase.

Councilmember Wilson pointed out that since the pandemic, there have been increased opportunities to cross-train and are able to somewhat test the water to see if they are interested in changing positions.

### *Bicycle Plan*

Planning Director Rob Pierce explained there will be two different presentations tonight and then provided the background on the Bicycle Master Plan.

Sonia Marichic of Century Engineering then presented the final Milford Bicycle Master Plan. The City of Milford was awarded a grant from DelDOT for this project. It builds on builds on the 2011 bicycle plan, is consistent with the City's comprehensive plan, and seeks to improve the bicycle level of stress. That is generally defined by DelDOT for cyclists within Milford. It looks to reduce the gaps in current infrastructure and ultimately provides recommendations and prioritization of those recommendations to collectively create a comprehensive bicycle network.

Shown is the goal of the Milford bicycle master plan which is to provide the people of Milford with a dynamic active transportation system that's composed of trails, roads, and paths that are inclusive, safe, and functional for all levels of recreation and commuting while increasing the economic vitality of Milford.

To meet the goals of this study, a comprehensive list of improvement options that address gaps in the existing network facilitates connectivity and provides an overall bicycle network for Milford. Existing infrastructure, as well as planned projects that are on the books within our study area but haven't yet been implemented, were all reviewed.

It included an assessment of origin destinations, impediments, barriers, and whether those future projects still meet these goals.

This project went through an extensive public involvement campaign and, at the heart of that was the Bicycle Advisory Committee that was formed to provide guidance to the study team and represent the overall bicycle community more efficiently. Representatives from different venues included the City of Milford, Milford School District, DeIDOT, business owners, and local bicycle advocates participated in seven meetings.

This was also taken to the public in the form of three public workshops. Collectively all the public involvement and the advisory committee involvement determined the consensus on the loops, the prioritization, and ultimately that entire process was shown in the final report.

The types of facilities that were recommended in this study depended on the setting of where that facility or where that route is going to go. A shared-use path will be recommended for areas with wide right-of-ways. Where the road was a little wider, bicycle lanes and shoulder improvements were recommended. In areas with more regional routes, where traffic volume was very low, a shared lane was recommended.

The City of Milford is unique and lies in both Kent and Sussex Counties and wanted to get funding from multiple sources when the projects go into design. The ultimate master plan was divided into three sub-regions--the northern loop, the southwest loop, and the southeast loop. Each connects to the other so that these standalone projects will ultimately help connect the entire City.

They are ranked from the first to the last ranking project. In addition to DeIDOT's rankings, the City of Milford helped develop a list of priority projects based on several factors and feedback from the bicycle advisory committee, the identification of various destinations and routes, that are important to the community. And the city developed a list of priority projects per region. Some are consistent with those mapped out by the DeIDOT tool. However, some are more reflective of the City's needs and its vision citywide.

A map of each prioritized loop was shown. The green loops are the highest priority and red loops are the future connections to the other route that is lower in priority.

All are identified in detail in the report.

They also looked at intersections that are critical to making these routes reduce the bicycle level of stress or help pedestrians and bicyclists get around the city by completing these tricky intersections. Intersections in each region were pointed out that will help with the improvements suggested in this study. They are also projects that could be standalone. While one route may be under design, some of these intersections could be funded through a paving and rehab program and other intersections could be under design and standalone projects.

To maximize the connectivity of areas from within the City to the outlying regional routes, we also made recommendations for that scenario. Those routes were identified. That will help with that economic vitality. This will bring people into Milford because there are designations people want to get to in Milford from these locations. That can be worked through with the county's comprehensive plans.

To maximize the connected areas within the City of Milford, there was a need to enhance and promote the overall goals of the plan to make policy recommendations that will help improve cycling throughout the City. The policies will create uniform criteria for bicycle facilities to achieve a consistent approach to cycling. Suggested are adding bike parking requirements to the zoning code, requiring bike trails, and walking paths as part of open space. Revise the current bicycle chapter to be slightly more bicycle-friendly and require shared use path construction of all new development that comes through on City-maintained streets.

The last part of the study looked at costs because they want these projects and routes to move forward into design and construction. Costs were needed because it is a very large scaled plan.

They reviewed industry standards of recent bicycle loops that were constructed through DeIDOT in both Kent and Sussex Counties and developed a cost per foot. A shared-use path would be approximately \$350 per foot.

They then looked at the length of the routes and determined the cost to be between \$1 million and \$5 million dollars. They tried to break down these loops. For example, the Delaware Veterans loop is \$5.8 million. The goal was to break them down into manageable projects, by saying using the DeIDOT funding mechanisms. DeIDOT suggested breaking the loops into a \$3-6 million dollar range so it could be phased out and ultimately get funding as it moved forward.

As it moves forward, all the projects in the ultimate prioritized list have a conceptual cost. Once the design is started, the designer will determine a more accurate cost, though what is being presented are general ballpark costs that are used for funding projects at this stage.

Several intersections were questioned though City Planner Pierce confirmed all intersections along Rehoboth Boulevard were identified as having bicycle and pedestrian problems, such as the Route 113 signalized intersections. In addition, he is pursuing other options for Marshall Street.

Planner Pierce revisions to the City Code, planning documents, and maps will be needed in early 2022. A resolution will need to be adopted at the Council meeting this evening.

#### *Dover/Kent MPO*

Helen Wiles, Public Outreach Manager for the Dover/Kent Metropolitan Planning Organization talked about what the MPO is. The MPO is a federally mandated transportation agency. Their funding comes 80% from the Federal Government and 20% from the State Government, who also will occasionally ask the local municipalities to put in money especially if they're looking for a particular study or project.

Every time there is a census, new urbanized areas are created. When an area grows to 50,000 people or more in population, that triggers an MPO to go into that area.

The MPO helps in prioritization and deciding how federal funds are spent on transportation in our urbanized area and our urbanized area is Kent County. Unfortunately, that splits Milford in half.

Because we live in a state where DeIDOT owns 95% of all the roads, that means that the MPO works with the DOT on a much higher level than a lot of other MPOs are required to do. Because of that, it is never a problem. If we do a project or a study that involves Milford, and because Sussex County right now, does not have an MPO, they are not an urbanized area, then DeIDOT handles all their transportation issues.

Infrastructure or transportation planning means everything from point A to Point B, regardless of the mode of transportation. That means transit and means walking, biking, trains, airports. It also means broadband and all things infrastructure.

Dover/Kent MPO works with DeIDOT, DART, municipalities, the public, economic development people, DNREC, Delmarva Railroad officials, and anyone that has an interest in transportation. Everyone gets an equal say.

They also make sure that federal mandates or federal issues are addressed in every transportation project. That includes things environmental, justice, safety, economic growth, public mobility, performance measures, air quality, and anything similar. They are very focused on public participation and public input. That is a primary reason that MPOs came to light. If you live in a neighborhood that is about to get a highway built through it, those residents will have an opportunity to talk to people, to give their opinions and ideas.

The Dover/Kent MPO has been around since 1992 and has always been quiet. They are somewhat behind the scenes and are now, with this kind of new era, are moving stepping to the forefront and becoming much more widely known. That is why they are asking to come to all the municipalities and introduce themselves to people who haven't heard of them.

They cover all 586 square miles, three cities, and seventeen towns in Kent County and Milford is one of those cities.

They do a long-range plan or an MTP that talks about the next twenty years. The last one, Innovation 2045, was adopted in January 2021 is available on their website [DoverKentMPO.org](http://DoverKentMPO.org).

The MTP is the starting point. Delaware municipalities do comprehensive plans that include a transportation chapter. If projects want to be added into the transportation chapter, they must get into the MTP before anything else, especially if federal funding is being considered. That is then used to create a TIP which is a Transportation Improvement Plan, which is goals and priorities for the next four years. DelDOT then used that to create their State Transportation Improvement Plan or STIP and their CTP which is their Capital Transportation Plan.

Because DelDOT owns 95% of the roads, they work with DelDOT in a way that they could say, this is an important project to a lot of people in this state, and it is not in your MTP and we need to get that done. Over the course of the four years in between updates, it does occasionally get amended. That is from talking to different shareholders and particularly when DelDOT asks to include something new.

They also have a Public Participation Plan which is a roadmap for how to get everyone's voice heard and a comprehensive plan that talks about nothing else, but how to engage the public, how to get any ideas or opinions, what to do with all of those outcomes, etc.

Today, they are more forward-thinking. One of the ways is by taking on smaller projects for smaller municipalities on our own. They work with Century. WRA and other engineering firms do their larger project and work studies. They have recently started taking on some in-house projects.

They are also creating a few different projects for the public. One is called (Dover/Kent MPO) MapITT which is an app that can be put on a cell phone. It is very easier way to report any transportation issue, such as a sign or traffic light problem, a brush issue or a bus route, or a sidewalk that needs repair. The GPS in the phone provides them with the exact location. Immediately it is sent to the MPO, and it is immediately sent to the appropriate public works department.

They are also doing the Parklet Pilot Project. Dover Kent MPO received a State Transportation Innovative Council (STIC) grant and used the funds to create a parklet. A parklet is where you take a parking space and turn it into an open space made for people instead of a car and can be temporary or permanent. The pilot program was created to introduce the parklet concept to municipalities, both their leadership and their residents, to create a more communal, healthy enjoyable public space and encourage residents to see these places as beautiful public spaces instead of just a place to park a car.

It involves behavior change traffic calming and can be connected to multimodal facilities. It also offers economic development opportunities. It can be seen in their office all the time.

In 2022, they will also start administering mini grants to any municipality that wants to apply for and receive partial reimbursement for their own parklet. The City can decide whether it is mobile like Kent/Dover MPOs, permanent or semi-permanent. They also developed a how-to guide specific to Kent County and added language for a local ordinance allowing businesses have parklets.

Assistance will be provided for any town that wants to create a parklet or create an ordinance for other people within their municipality.

They have not yet been to Milford though have been in other towns in Kent County.

She asked that the City inform them of the next big event so that they can come and set up and provide information to the public.

When asked about a truck study around Milford, Ms. Wiles confirmed they are doing an east/west truck study for all of Kent County and believes SR14 is being evaluated beginning at the Maryland line to Milford.

Those studies can be found on their website.

Ms. Wiles also noted that their public meetings are also posted on their website and other social media sites and encouraged Council to attend.

There being no further business, the Workshop Session of Council concluded at 7:14 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

CITY OF MILFORD  
COUNCIL MEETING MINUTES  
November 22, 2021

The City Council of the City of Milford met in Regular Session on Monday, November 22, 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, Todd Culotta, Brian Baer, 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

ABSENT: Councilmember Andrew Fulton

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 7:27 p.m.

#### INVOCATION AND PLEDGE

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

#### PUBLIC HEARINGS

*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*

Planning Director Pierce read the reports in the packet adding that the applicant proposes to construct the single family semi-detached dwelling on the property as shown in the packet according to Chapter 230-10(C)(1). Semi-detached dwellings are considered a conditional use subject to City Council approval. The public notice was published in the Milford Beacon on October 13, 2021 and all property owners within 200 feet of the subject parcel were mailed a copy.

He then referenced the various documents in the packet. There is one revision and the applicant does intend to subdivide the lot through the administrative minor process which will create two fee simple lots that meet the area requirements. That provides the flexibility to sell one off or retain both.

This application was reviewed by the Planning Commission at the November 16, 2021 meeting where they made a recommendation of approval by a vote of six to zero.

It was confirmed the applicant is building a single-family semi-detached dwelling/duplex.

The site plan shows a garage on the front of each dwelling with 2.5 parking spaces provided for each unit.

It was confirmed that no one spoke or submitted any written comments against the application.

David Miller of KD Properties was present to present the application. He said they have an opportunity and are doing other projects. Part of his objective and goal is to create additional residential units because housing is very limited right now. He noted it will contain two bedrooms and two baths, single level units.

Mayor Campbell opened the floor to public comment. No one responded and the floor was closed.

Councilman Boyle moved to adopt Ordinance 2021-23 allowing a conditional use for KD Properties, LLC of 0.27 +/- acres of land located along the West side of North Washington Street between Northeast Sixth Street and Northeast Seventh Street, seconded by Councilman Culotta..

Motion carried by the following unanimous roll call vote of 8-0:

Marabello: Vote yes, based on the need for additional housing and it was approved by the Planning Commission six to zero.

Boyle: Votes yes for the same reason, plus the fact it provides a little more affordable housing in that area.

Culotta: Votes yes, for the same reasons.

Samaroo: Votes yes because it provides additional housing in those areas.

Baer: I vote yes and think it's a great project and look forward to some more housing near our downtown.

James: I vote yes and it is a suitable project.

Wilson: Yes for the same reasons stated by other Councilmembers.

#### *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 East Masten Circle, addressed as 851 and 861 East 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)*

Director Pierce again read the application into record. He noted this is a final minor subdivision/lot line adjustment approval. He said because it did not meet the standards for an administrative review, it had to be brought before the Planning Commission and City Council. In addition, the applicant will need a waiver from certain requirements of the subdivision ordinance to accomplish the lot line adjustment.

The applicant is the owner of lots two and four within the West Milford Industrial Park behind McDonald and the Big Lot Shopping Center. Lot two was developed for self-storage in the late 1980s and there appears to be an expansion of the self-storage use on the lot for some time in the late 1990s or early 2000s. The properties were never consolidated into one property when that occurred, and it created a nonconformity with parts of the one mini storage building that extends across the property line.

The applicant is proposing to adjust the boundaries for the two properties to entirely encompass the self-storage on lot two.

Chapter 200 and provided some administrative privileges or approval privileges for the Planning Department which are outlined in the staff report. Subsection C states the adjusted lot line needs to be approximately parallel with the original lot line.

Chapter 200 also states side lot lines for subdivisions need to be at right angles or radial to the street line. The survey will show why it does not meet either of these requirements.

Staff seeking a decision from Council on whether to approve the lot line adjustment and grant the waiver of Chapter 200-8(E)(7).

The survey shows a dashed line down the middle, which is the original configuration of lots two and four. The northeastern storage building begins slightly on lot two and continues the entire full length of lot four to the rear.

The applicant is seeking permission to make a minor adjustment to the bolted line shifting slightly south, but also separating off the back of lot four, so the mini storage building is entirely on lot two. Because the lot is an odd-shaped property, it does not meet the standards in the administrative section of the minor subdivision/lot line adjustment section of the ordinance and is not radial or perpendicular to the roadway.

The applicant provided a brief narrative in the packet for Council review.

The hearing was properly noticed in the Delaware State News on October 27, 2021, and mailed to property owners within 200 feet of both subject parcels. The Planning Commission recommended approval of both the lot line adjustment and the waiver request by a vote of six to zero at their November meeting.

It was confirmed there is one line adjustment of just under four feet, but the rear adjustment will extend 330 feet from the existing side lot line due north, creating that panhandle shaped piece at the bottom. That would then become part of the mini storage lot. This would allow the mini storage to be on one parcel and the residual 2.3 acres of lot four could be developed in the future and creates an oddly shaped parcel.

There is a section on the rear of lot four that would have to be conveyed and consolidated into lot two.

Wayne Hodge, of 37021 Rehoboth Avenue Extended, Rehoboth Beach, participated virtually stating he is the Office Manager for Atlantic Self-Storage and the Personal Manager for Glenn Thompson who owns property. The property address is 851 East Masten Circle, Milford.

He explained they will never expand the storage facility and simply want to be able to sell that lot. When they purchased it, the previous owners built the storage building across the property line and never made one property. The storage buildings are made of metal and cannot be altered. There is no way to cut part of that off and the reason they want to extend that onto their property. The units are 80% rented and this will allow them to sell the other lot to build what they want at that site.

Mayor Campbell opened the floor to public comment. No one responded and the floor was closed.

Councilmember Marabello moved to adopt Ordinance 2021-24, Atlantic Self-Storage Associates LLC application for the final minor subdivision/lot line waiver as presented, seconded by Councilmember Samaroo.

Motion carried by the following unanimous vote:

Marabello: I approve it, based on the Planning Commission's recommendation of six to zero and it does not have any adverse impact in that area. It is also within the 10% adjustment of the combined affected area.

Boyle: Vote yes it makes sense in view of what has already happened on that property and the remaining property is large enough to resell in the industrial park.

Culotta: Votes yes based on Planning.

Samaroo: Votes yes based on the recommendation of the Planning Commission.

Baer: Votes yes, based on the recommendation of the Planning Commission.

James: Votes yes as a proper remedy for a prior oversight and based on Planning and Zoning recommendation.

Wilson: I vote yes, based on the Planning Commission's recommendation and it just makes sense.

## COMMUNICATIONS & CORRESPONDENCE

### *DMI Basket Replanting*

Councilmember Marabello announced that DMI planted greens in all the former flower baskets downtown and approximately 30 to 40 people participated.

### *Second Street Players*

The theater will be opening its annual Christmas show entitled 'It's a Wonderful Life' that will play the next two weekends.

*Milford Armory Community Center*

Councilmember Wilson shared that tomorrow the Elevated Community Development Corporation at Milford Armory is giving out “Thanksgiving in a Box” and encouraged the public to participate.

*Milford Post Office*

Mayor Campbell continues to receive complaints about the problem with residents not receiving their mail daily and, in some cases, several days. A few residents have met with the local postmaster to no avail.

## UNFINISHED BUSINESS

*Adoption/Resolution 2021-20/City Bicycle Plan*

It was noted that earlier this evening, City Council was provided with a summary of the Bicycle Master Plan update. With the assistance of an advisory group, the Bicycle Master Plan Steering Committee is recommending the adoption of the plan through Resolution 2021-20.

The floor was opened by Mayor Campbell for the public to comment; no one responded. The floor was closed.

Councilmember Boyle moved to adopt Resolution 2021-20, City Bicycle Master Plan, seconded by Councilmember Culotta:

## RESOLUTION 2021-20

WHEREAS, the City Council of the City of Milford has found that it is in the best interest of the City of Milford, its residents, visitors, and business community to promote cycling and the planning of adequate bicycle infrastructure; and

WHEREAS, the Planning Department of the City of Milford was awarded a non-matching planning grant from the State of Delaware Department of Transportation to update the City’s 2011 Bicycle Master Plan; and

WHEREAS, the City of Milford, State of Delaware Department of Transportation and Century Engineering, Inc. led a master planning effort engaging residents and community stakeholders during several planning sessions between October 2019 and October 2021; and

WHEREAS, the planning sessions were used to discuss the condition of existing bicycle infrastructure, identify key destinations, identify gaps and impediments in the existing bicycle network and make recommendations on proposed route locations and bicycle infrastructure types; and

WHEREAS, the 2021 Milford Bicycle Master Plan update, presented to City Council on November 22, 2021, provides priorities for bicycle transportation improvements to create a dynamic, active transportation system composed of trails, roads and paths that is inclusive, safe, and functional for all levels of recreation and commuting while increasing economic vitality in Milford.

NOW, THEREFORE, Be It Resolved, by the City Council of the City of Milford as follows:

The 2021 Milford Bicycle Master Plan, as presented during a regular session of City Council, has been reviewed and is officially adopted by the City of Milford, Delaware.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22nd day of November 2021.

Motion carried with no one opposed.

*Authorization/Funding/Salary Enhancement*

The City Manager shared that Council received the report on the update to the City's pay plan. If the pay plan was approved and effective on December 10, 2021 payroll, through the end of the fiscal year or July 31, 2022, the cost would be roughly \$140,000.

However, due to staff vacancies, combined with significant savings in health care premiums, that amount has been reduced to about \$110,000 with the help of the City Accountant and the Finance Director. They have evaluated each impacted budget. Many of the budgets can absorb the increase with no additional funds needed and partial support by other departments. The financial analysis shows that \$13,765 is required from each the water and the sewer reserves, with \$30,810 needed from the general fund reserve for a total budget transfer of \$58,340.

The IBEW employees, while they were in the scope of the study are not included in the page adjustments. We do have a wage reopener with that union starting on July 1, 2022.

In addition, the Police Chief, City Clerk, and the City Manager, being contract employees, were excluded from any page adjustments.

Councilmember James moved to authorize a transfer of \$15,100 from the finance operating budget, \$36,325 from the IT operating budget and \$30,810 from general fund reserves, and allocating that \$82,235 to eligible personnel in the planning department (\$20,275), police (\$18,910), administration (\$17,900), streets (\$11,300) and parks and recreation (\$13,850) and authorize the transfer of \$27,530 or \$13,765 from both water and sewer reserves and apply funds equally to the personnel salary line item in the water and sewer departments. Motion seconded by Councilmember Samaroo. Motion carried with no one opposed.

#### *Appointment/Board of Adjustment Vacancy*

Planning Director Pierce reported that he has received several applicants and has interviewed them, along with Mayor Campbell.

He is recommending the following applicant fill the Board of Adjustment vacancy:

Board of Adjustment

Applicant Name: Ronald Rizzo

Street Address: 19644 Drummond Drive

Councilman Boyle moved to appoint Ronald Rizzo to the Board of Adjustment, seconded by Councilman Baer. Motion carried with no one opposed.

#### *Appointment/Planning Commission Vacancy*

Director Pierce is also recommending the following applicant fill the Planning Commission vacancy:

Planning Commission

Applicant Name: Jim Purcell

Street Address: 102 Kings Highway

Councilman Culotta moved to appoint Jim Purcell as a member of the Planning Commission, seconded by Councilmember James. Motion carried with no one opposed.

#### NEW BUSINESS

#### *Ratification/Greater Milford Boys & Girls Club Agreement*

P&R Director Brad Dennehy presented the proposed agreement for Council review.

He noted that the City of Milford has been in partnership with the Boys and Girls Club since the inception of the club at its current location on Airport Road. As such Parks and Recreation has had an agreement with the Club to rent space to run youth sports and other programming. Renting this space at the Club is vital for our programming as Parks and Recreation does not have its own indoor recreation facility.

Every three years the agreement has been reviewed and several minor tweaks have been made this year by his staff who have met and discussed those changes with the Club Director. There has been no increase in the amount the Club charges for use of their facility, which is budgeted as a Parks and Recreation line item and is included in our annual operating budget.

Director Dennehy confirmed that in 2020, the gym was used for almost 237 hours or the 250 in the agreement, despite the Covid situation. Milford was the only P&R Department in the State of Delaware to offer an indoor basketball league. He said several media outlets covered the season, including the News Journal, who kept in close contact to see how it worked out.

Mr. Dennehy said the agreement allows an overage of 250 hours based on the program and availability of the gym.

Solicitor Rutt confirmed that he had reviewed the agreement during his packet review.

Councilwoman Wilson moved to ratify the Boys and Girls Club and Parks and Recreation agreement, seconded by Councilman James. Motion carried.

#### *Adoption/Resolution 2021-21/Elected Officials/Life Insurance Benefits*

City Manager Whitfield said the recent Pay and Compensation Study included Mayor and Council pay, as well as any type of benefits afforded other municipal elected officials. Several municipalities provide life insurance policies for their elected and the following resolution provides the benefit to elected officials.

The resolution calls for the Mayor to receive a benefit of 1.5 times their annual salary compared to Councilmembers receiving a benefit of \$10,000. Councilman Marabello then pointed out that the Mayor would receive a lesser amount of \$7,200 compared to \$10,000 for councilmembers. He suggested it be changed to at least \$10,000.

City Manager Whitfield suggested changing the resolution to a minimum of \$10,000 for the Mayor.

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

Councilmember Marabello moved to adopt Resolution 2021-21 authorizing a Life Insurance Benefit for Mayor and Council as adjusted to a minimum of \$10,000 for the Mayor in consideration of the amount the Councilmembers are receiving, seconded by Councilmember James:

#### RESOLUTION 2021-21 AUTHORIZING A LIFE INSURANCE BENEFIT FOR MAYOR & CITY COUNCIL

WHEREAS, the City of Milford Charter, Article 4.03, states the Mayor and Council shall receive reimbursement for actual and necessary expenses incurred in the performance with the duties of his/her office, in accordance with a policy established by the City by Resolution; and

WHEREAS, the death of a member of City Council does create an undo-hardship to the Councilmember's family; and

WHEREAS, A resolution is required to establish a benefit for the Mayor and Council 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 Mayor shall receive life insurance coverage at the rate of 1.5 times their annual salary, or a minimum of \$10,000, whichever is the greatest.

Section 2. Members of the City Council shall receive life insurance coverage in the amount of \$10,000.

Section 3. Duly adopted, as amended, this 22nd day of November 2021 by the City Council of the City of Milford, Delaware, in lawful session duly assembled.

BE IT FURTHER RESOLVED, that a copy of this resolution be kept on file at the City of Milford Finance Department.

Motion carried.

*Adoption/Resolution 2021-22/Election Workers/Salaries*

City Manager Whitfield explained this will officially set the pay for workers at our City elections and referendums. Both Kent and Sussex County election workers' pay was considered and is now comparable under this formal resolution.

The floor was opened to public comment; no one responded and the floor was closed.

Councilmember James moved to adopt Ordinance 2021-22, seconded by Councilmember Wilson:

**RESOLUTION 2021-22**  
City of Milford Poll Workers' Salaries

WHEREAS, the City of Milford Charter mandates an annual municipal election to elect a Mayor and City Councilmembers, based on staggered two-year terms of office; and

WHEREAS, there is a need from time to time to hold special elections and referendums for certain annexations, city council vacancies, borrowing scenarios, and other reasons as governed by the Charter and Code of the City of Milford and/ or authorized by City Council; and

WHEREAS, over the past few years, we have seen the critical role our election workers have and how stressful the job can be; and

WHEREAS, these dedicated individuals sacrifice their time to help ensure all qualified persons have a meaningful voice in the democratic system; and

WHEREAS, these workers have been in short supply in recent years resulting in the need to ensure proper compensation is received for the rigorous work they do; and

WHEREAS, this measure will aid in retaining and hiring experienced poll workers to ensure City elections continue to be conducted fairly and efficiently.

NOW, THEREFORE, BE IT RESOLVED:

Poll Workers, including Non-City and City Employees, shall be paid based on the job they perform on Election Day and any associated training as determined in the following table:

	Normal Work Day			Saturday	
	Non-City Employee	City Employee Exempt	City Employee Non-Exempt	City Employee* Exempt	City Employee Non-Exempt
Board of Elections	\$240	\$0	hourly rate + OT over 8 hours	\$240	1.5 x hourly rate
Judges	\$200	\$0	hourly rate + OT over 8 hours	\$200	1.5 x hourly rate
Clerks	\$200	\$0	hourly rate + OT over 8 hours	\$200	1.5 x hourly rate
Training	\$50	\$0	hourly rate + OT over 8 hours	\$50	1.5 x hourly rate

\*Exempt City Employees that have election responsibilities as part of job description are ineligible for pay.

Motion carried.

*Introduction/Ordinance 2021-25/Amendment to Chapter 63/Elected Officials/Salaries & Compensation*

City Manager Whitfield introduced the following ordinance related to salary adjustments for Mayor and City Council:

ORDINANCE 2021-25  
CODE OF THE CITY OF MILFORD  
PART I-ADMINISTRATIVE LEGISLATION  
CHAPTER 63-SALARIES AND COMPENSATION  
PART II – GENERAL LEGISLATION

WHEREAS, Article 4.03 of the City of Milford Charter states “The City Council may determine the annual salary of Councilmembers and the Mayor by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of Councilmembers elected at the next regular election, provided that such election follows the adoption of such ordinance by at least 6 months. Councilmembers and the Mayor shall receive their actual and necessary expenses incurred in the performance of their duties of office, in accordance with a policy established by City Council by Resolution”, and

WHEREAS, Section 63-2 of the Code of the City of Milford establishes the salaries of Council and Mayor, and

WHEREAS, the Mayor and City Councilmembers of the City of Milford members provide a positive service that is invaluable to the continued progress of our City; and

WHEREAS, in recognition of the increased obligations in the positions of Mayor and City Council, there is a desire to modify the amount of compensation due to the Mayor and City Councilmembers; and

WHEREAS, from time to time, there is a need to adjust the salaries of those officials elected as Mayor and City Councilmembers; and

WHEREAS, it is appropriate those salaries be adjusted on an annual basis to align with rising costs; and

WHEREAS, the City Council's last adjustments to the salary compensation for the Mayor and City Councilmembers of the City of Milford occurred in January 1998; and

WHEREAS, City Council accepted public comment prior to adopting the Ordinance on December 13, 2021.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Section 63-2 of the Code of the City of Milford, entitled Salaries and Compensation, is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text as new matter:

- A. Each City Council member shall receive a salary of ~~\$50~~ \$100 per meeting.
  - (1) The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.
- B. The Mayor shall receive a salary of ~~\$400~~ \$600 per month.
  - (1) The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.

Section 2.

City Council Introduction: November 22, 2021

City Council Review & Final Determination: December 13, 2021

Effective: January 1, 2023

Section 3. This ordinance is effective January 1, 2023, a later date than is permitted by Article 4.03 of the City of Milford Charter. Said salary adjustments shall begin with first payroll following the July 1, 2023 date.

*Introduction/Ordinance 2021-26/Amendment to Chapter 57/Planning Commission/Salaries & Compensation*

City Manager Whitfield introduced the following ordinance:

ORDINANCE 2021-26  
CODE OF THE CITY OF MILFORD  
PART I-ADMINISTRATIVE LEGISLATION  
CHAPTER 57-PLANNING COMMISSION

WHEREAS, the City of Milford Planning Commission was created pursuant to 22 Del. C. § 701 et seq.; and

WHEREAS, the Planning Commission is a body of citizens that play a crucial role in shaping the future of the City and acts as an advisory group to City Council to develop plans and implement policies that affect the manner in which Milford changes in growth and development; and

WHEREAS, from time to time, there is a need to adjust the compensation of those that devote so much of their time to considering matters that require the review and evaluations of land use and development issues; and

WHEREAS, Chapter 57, §57.5, establishes salaries of the Planning Commission; and

WHEREAS, it is appropriate those salaries be adjusted on an annual basis to align with rising costs and increasing responsibilities; and

WHEREAS, City Council accepted public comment prior to adopting the Ordinance on Monday, December 13, 2021.

WHEREAS, Section 4.10 Effective Date, states ‘Except as otherwise provided in this Charter, every adopted ordinance shall become effective at the expiration of ten days after adoption, at any later date specified therein, or as provided by State law’.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. §57.5 Salaries and Compensation, is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text as new matter:

Each member of the Commission shall be paid \$50.00 ~~\$75.00~~ per regular or special meeting s/he attends, and may be reimbursed for actual expenses incurred in the connection with their official duties.

Section 2. The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.

Section 3. Dates.

City Council Introduction: Monday, November 22, 2021

City Council Review & Final Determination: Monday, December 13, 2021

Section 4. Effective Date. This ordinance is effective January 1, 2023

*Introduction/Ordinance 2021-27/Amendment to Chapter 230/Board of Adjustment/Salaries & Compensation*

City Manager Whitfield introduced the following ordinance, that will need to go through the official zoning code amendment public hearing process before the Planning Commission and City Council:

ORDINANCE 2021-27  
CODE OF THE CITY OF MILFORD

PART II – GENERAL LEGISLATION  
CHAPTER 230-ZONING CODE  
ARTICLE VII-BOARD OF ADJUSTMENT

WHEREAS, Article VII, Chapter 230-38.5 of the Zoning Code of the City of Milford establishes the salaries of the members of the Board of Adjustment; and

WHEREAS, amendments to Chapter 230 must be published in a local newspaper not less than 15 days prior to the hearing date(s); and

WHEREAS, members of the Board of Adjustment provide a positive service that is invaluable to the continued progress of our City; and

WHEREAS, from time to time, there is a need to adjust the salaries of those appointed to Commissions and Boards by City Council; and

WHEREAS, salaries should be adjusted on an annual basis to align with rising costs; and

WHEREAS, during a duly advertised hearing on January 18, 2022, the Planning Commission discussed the merits of the ordinance, considered public comment, and made a recommendation to approve the amendment to Chapter 230; and

WHEREAS, after having given proper public notice and holding a final public hearing on January 24, 2022, the Council of the City of Milford adopted the amendment to the City of Milford Zoning Ordinance.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The City of Milford Zoning Code, §230-38.5 Salaries and Compensation, Board of Adjustment, is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text as new matter:

Each member of the Board of Adjustment shall be paid \$50.00 ~~\$75.00~~ per regular or special meeting s/he attends and may be reimbursed for actual expenses incurred in connection with their official duties.

Section 2. The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.

Section 3. Dates.

City Council Introduction: Monday, November 22, 2021

Planning Commission Review & Recommendation: Tuesday, January 18, 2022

City Council Review & Final Determination: Monday, January 24, 2022

Section 4. This Ordinance becomes effective Sunday, January 1, 2023

#### EXECUTIVE SESSION

Councilmember Boyle moved to go into Executive Session reference the below statute, seconded by Councilmember Culotta:

#### Legal & Negotiations

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

#### 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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:05 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

*Return to Open Session*

Councilmember Boyle moved to go back into regular session, seconded by Councilmember James. Motion carried.

Council returned to Open Session at 8:18 p.m.

*Police Teamsters Contract*

Councilmember Boyle moved to ratify the Local Teamsters Contract of Police as discussed in executive session, seconded by Councilmember James. Motion carried.

*Personnel Item*

Councilmember James moved to authorize the City Manager to payout \$269,790 in bonus pay to all City employees to be paid from and in accordance with ARPA. Councilmember Baer seconded the motion that carried with no one opposed.

ADJOURNMENT

There being no further business, Councilmember Boyle moved to adjourn, seconded by Councilmember Marabello. Motion carried.

The Council Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder