

CITY OF MILFORD  
COUNCIL WORKSHOP MINUTES  
September 13, 2021

The City Council of the City of Milford convened in a Workshop Session in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, on Monday, September 13, 2021 beginning at 6:53 p.m.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, 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 Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council and participants met in a hybrid format.

*Solid Waste Program Review*

City Manager Whitfield said he continues to receive complaints about refuse collection and deferred to Public Works Director Mike Svaby to discuss his findings following a thorough review.

Public Works Director Svaby talked about the state of the current conditions.

The city offers a five-day schedule which includes recycling, yard waste and bulk pickup as shown below.

Current Schedule

Monday – Yard Waste/Bulk Pickups by schedule

Tuesday - Trash/Recycling

Wednesday – Trash/Recycling

Thursday – Trash/Recycling

Friday – Trash/Recycling

He also reviewed the following data:

**Customer Profiles**

Billed Customers: 4,237

Each type of collection is calculated:

	<u>Stop Count</u>
Mon - Yard Waste:	700
Tuesday - Trash:	935
Tuesday – Recycling:	611
Wednesday– Trash:	1,059
Wednesday – Recycling:	650
Thursday – Trash:	950
Thursday – Recycling:	510
Friday – Trash:	728

Friday– Recycling:	490
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Total Pickup Count	3,672 700 2,261

Percent Trash to Total Pickups: 55%

Percent Recycling to Total Pickups: 34%

Percent Yard Waste to Total Pickups: 11%

### Current Resources

People: 4 SW FTE's authorized  
 2 SW FTEs filled  
 Very slow pipeline of interest  
 11 have been hired and left since 2018  
 High turnover due to physical demands, and low hourly wage  
 Service levels met each day by *borrowing* 2-5 FTE from Streets

Director Svaby shared that while four full-time employees are authorized, it has been here for more than a year, and he has never seen a third full-time employee. Unfortunately, the work is being done only by two employees and two vacancies.

It has also been difficult to attract applicants to interview. Sometimes, there is an interest, but most fall through. There may be an issue at the background level, or someone may be lined up for an interview, and that candidate does not show up.

There have been eleven employees hired in solid waste, but then departed. A lot is due to the physical demands of the job. While we have automated side loader truck. However, 25% of the service still involves working behind the moving vehicle and tipping cans. In those situations, they are getting on and off the truck and doing a very physical job.

He also noted that the private collectors pay more, though we offer benefits they don't have. While most of the candidates are younger, the appeal for a bigger salary is usually the deciding factor.

Trucks: 4 vehicles  
 2 Automated Side Loaders (ASL)  
 1 Dual Load (both ASL and Rear Container Loading function)  
 1 Conventional Hopper-Style, Manual Loader

They try not to use the convention vehicle due to safety issues.

### Vehicle Condition

1 ASL – In service and functioning  
 1 Dual Load – in service and functioning  
 1 Conventional – in service and functioning  
 1 ASL out of service for next eight weeks

One of the automatic side loader trucks had a problem with the turbo and will take eight weeks for the repair. That leaves the automated truck, one dual loader, and the older convention truck. All three trucks are needed to meet service levels.

### Impact:

#### Current

No spare truck; if 1 of remaining 3 trucks go down and cannot be brought back up, collections hours will be extended by ~4-5 hours daily

#### Ongoing

Resolving staffing challenges in SW by borrowing staff from Streets compromises regular seasonal Streets work and response time on repairs and maintenance by the Street Division employees.

The Public Works Director again shared the challenges of keeping a full staff.

**Conclusion:**

Full collection of the current level of service is threatened daily. Staffing is at 50%. COVID has affected one of the two people on Staff. In recent weeks, remaining FTE had death in Family. On September 2<sup>nd</sup> and September 3<sup>rd</sup>, all routes were run without any solid waste personnel at all, using *all* Streets section.

The Director shared there was a good interview this past week with a good potential candidate. Having at least three full-timers would have a tremendous impact on the daily services.

Another issue is our other employees are CDL qualified, which prevents from another truck being put on the road.

He also noted that the City collects recycling every week, when legally it must be picked up once every two weeks. By eliminating recycling, which is 1/3 of the 6,600 pickups, and keeping our current level of staffing, we will be able to handle trash only on Tuesdays and Fridays. Yard waste and bulk are presently done on Monday. But Tuesday through Friday is a mix of trash and recycling. If recycling was handled by an outside contractor, two people could handle the trash service.

**Recommendations:**

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

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

The private hauler would collect and recycle on the same 4 day per week schedule. Mondays would remain yard waste and bulk, collected by the City.

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

The City would continue to provide staff for questions or com.

2) Advertise a Request for Information (RFI) to determine the market rates for private collection with:

- a) Recycle only
- b) Trash Only
- c) Recycle/Trash
- d) Recycle/Trash/Yard Waste/Bulk

If the cost changes to put out the same level of service, the level of service could be changed. Or, determine how to pay for the increase. Either way, there is an overhead component. The service still needs to be provided regardless.

3) Evaluate economic efficacy of best option above for permanent collection.

a. If viable, attrite 2 solid waste full time employees into Streets section. They are already being paid as EO's, and already have CDL credentials. Use 2 vacant solid waste full time employees' as baseline funding for moving forward.

b. If not viable, make City solid waste collection wages more competitive with private collectors\* (\$26-\$28/hour) vs City's (\$18.19/hour. Current City wage scale would take 25 years to catch up to private collector starting wages).

He concluded his presentation by talking about the number of people that have chosen to stay home and be paid through unemployment. There is a need to provide a reasonable salary that is more attractive. The present employment market, supply and demand of labor.

They continue to evaluate the options, and he hopes that this last candidate, who is qualified, will be hired.

In the meantime, the need to evaluate the private business, or continue providing our own service, while finding a way to hire that third employee. Any change to a private service would need to be done incrementally and not all at once.

There was a concern expressed about the recent increase in trash services. Council understands the shortage of personnel which is impacting every employee across the board.

Councilman Fulton suggested decreasing some of the services on a short-term basis and explain it to our customers. For example, they should be told one of main vehicles is out of service. He believes there needs to be a quick fix.

Mayor Campbell also pointed out that the \$2,400 a month for unemployment related to Covid, is being eliminated this coming week.

City Manager Whitfield said he asked the Public Works Director to share the many challenges that department is faced with on both the equipment and personnel side. He emphasized that Director Svaby is reviewing alternatives on a daily basis. Any changes will be brought back to Council, and this was only an update.

The Workshop Session concluded at 7:20 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

CITY OF MILFORD  
COUNCIL MEETING MINUTES  
September 13, 2021

The City Council of the City of Milford met in Regular Session on Monday, September 13, 2021, with some members participating remotely.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

#### CALL TO ORDER

Mayor Campbell called the meeting to order at 7:20 p.m.

#### INVOCATION AND PLEDGE

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

#### APPROVAL OF PREVIOUS MINUTES

The minutes of the April 12, 2021 Council Workshop, April 26, 2021 Council Workshop and May 3, 2021 Organizational Meeting and Special Council Meeting were included in the packet. Councilmember Boyle moved to approved, seconded by Councilmember Wilson. Motion carried.

#### RECOGNITION

##### *Introduction/City Electric Superintendent*

Public Works Director Mike Svaby introduced Vince Adell. Superintendent Adell addressed Council stating has 34 years' experience in the electric utility in different facets, and starting from the ground up, he appreciates this opportunity. He comes from Torrington, Connecticut. Coming to Milford gave him that home forward and this really is a dream come true.

##### *Introduction/MPD Behavior Health Clinician*

Chief Brown then introduced Behavior Health Specialist Jenna Haines that has been part-time since March but was recently hired in a full-time capacity. She has been part-time since March. She was previously with the Department of Corrections and has a Bachelor's Degree in psychology and Master's in social work. She was recently certified to commit individuals which prevents the police officers from transporting those people to the hospital after which several hours are then spent there.

The Chief said there is also another part-time employee that is assisting Ms. Haines.

Ms. Haines addressed Council stating she wrote her graduate thesis on the police model of the mental health clinician. She also noted that she is the first time-time clinician in the State of Delaware, and thanked Council for their support to allow this to happen. In addition to her clinician duties, she will also be working on the financial and resource aspects related to her job.

##### *Proclamation 2021-14/Suicide Prevention Awareness*

Mayor Campbell then acknowledged the following declaration proclaiming September as National Suicide Awareness Month:

Proclamation 2021-14  
September Is National Suicide Prevention Awareness Month

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

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

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

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

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

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

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

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

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

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

## MONTHLY STAFF REPORTS

### *Police Department*

Councilman Boyle reviewed the report on behalf of Chief Brown:

#### **Monthly Stats:**

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

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

**Monthly Activities:**

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

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

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

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

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

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

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

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

On vacation remainder of the month.

**Training –**

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

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

**SRO –**

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

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

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

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

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

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

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

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

Social Media Update: August statistics are as follows. Our Nextdoor posts during the month made 1162 impressions. Our Facebook page has 10,809 likes. Posts during the month reached 20,889 people with 12,747 people engaging in our posts. On Twitter our Tweets made 8132 impressions and our followers are up to 1277. Our Instagram account has 1638 followers and posts during the month we liked by 810 people.

### **K9 Unit** –

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

K9-1 (Mason)

- Building Search1
- Drug/Money Sniff1
- Assist Other Agency1
- Tracks1
- No Bite Apprehensions2
- 

<b><u>Seized Items</u></b>	<b><u>Amount</u></b>
• Currency	\$1,018.00

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

- Building Search 4
- Demo's 2

Councilmember Wilson moved to accept the Police Report, seconded by Councilmember James. Motion carried.

### *City Manager Report*

City Manager Whitfield presented his report:

- We reached an agreement on the purchase of the Herman Sharp property (19.4 acres next to Horseshoe Drive).
- Councilpersons James and Culotta, Mayor Campbell, Mike Svaby, James Puddicombe, Sara Pletcher and I attended a meeting with Milford Ponds residents. Most of the frustration voiced by residents at the meeting was directed at the developer.
- We have made an offer to a candidate for the Electric Superintendent position and for the Building Code Official. Both accepted and have started employment.
- I negotiated an amendment to the SRO Contract with the schools that was approved by both Council and the School Board
- We have arranged FOIA training for both staff and Council in the month of October.
- I have scheduled meetings with Eric Buckson (Kent County) and Mark Schaeffer (Sussex County) regarding updates on various City projects and funding needs.

- I met with a concerned citizen regarding the Dog Park and Goat Island.
- Mayor Campbell, Sara Pletcher and I met with US Representative Lisa Blount Rochester regarding ARPA funding.
- We received word that the Ladybug Festival was cancelled by DMI for this year.
- Rob and I met with Ray Bivens, Robert Ehemann and Elena Stewart of DNREC regarding potential funding for park open space.
- I attended a Delaware Chapter APWA meeting on Friday.
- I also attended the APWA Conference in St Louis, MO.
- I met with new members of the West Shores HOA to give them an overview of the City government and how it works.
- I have asked Public Works to have the 10th Street water tower power washed due to green mold on the outside.
- We received word that DELDOT is ready to begin design on the SW Front Street Bridge and are awaiting Council approval on the Agreement to do so.
- We have worked with DMI for the placement of bronze plaques with SUSSEX and KENT that will be placed on a planter wall in front of the Santa House depicting the County line.
- Dale and I met with a vendor that will be installing permanent cameras in the Council Chambers for live streaming.
- I met with Sussex County Councilman Mark Schaeffer regarding funding opportunity for open space land.
- Sara and I met with a developer from Pennsylvania interested in doing commercial development in Milford.
- Rob, Sara and I met with Bayhealth representatives regarding their plans for commercial property across Cedar Creek Road.
- We received word that DELDOT will begin SE 2nd Street project on Sept 7.
- I participated in a poll regarding Delaware cities that are requiring vaccines, or weekly testing. We have drafted a policy for legal review for our employees requiring vaccine or weekly negative tests results in unvaccinated.
- We are working with Carlisle on the Bond Bill project funding they requested. Lou has been a great help.
- We continue have both truck and personnel issues in Solid Waste that Mike Svaby will be reporting on to Council at the next meeting.
- Rob and I met with a potential developer regarding the former Rookery property.
- We had no issues with the remnants of Hurricane Ida. No calls for public works and electric.
- We received the preliminary data on the pay study. Jamesha and I are going over the recommendations this week.
- Sara and Melody have implemented the Community Grant Page for applications for ARPA money throughout the City.
- The City Hall basement project is wrapping up. All the flooring is in, cabinets are in, plumbing is connected. There are just a few loose ends to finish up before Jamesha, Melody and Sara move into their new offices.
- We continue to have Covid issues. At one point this week we had 7 people out due to Covid or Covid exposure. We have drafted a new policy on masks to go into effect on September 7. Additionally, employees will be either need to be vaccinated or texted weekly for Covid.

#### *Public Works Department*

Public Works Director presented the following report:

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

#### Director's Office

Worked with Planning Director Rob Pierce and City Engineer James Puddicombe to assist ICMA Fellow Melody Barger to draft a Right of Way ordinance for the City.

Assisted HR in finalizing selection process for a new Electric Superintendent Vincent Adell as well as interviewed Multiple Solid Waste Collector Candidates, Recruited and screened multiple Electric Line Tech series candidates – interviews scheduled for September.

Participated in multiple meetings with DEMEC in design and land use discussions for the Line Yard Training Facility in Smyrna.

Launched Public Utility Education Working group with Economic Development Coordinator and subject matter expert for each of the City's utilities.

Conducted first outreach to Key Utility Account - Dentsply/Sirona.

Held Public Meeting with Residents of Milford Ponds to address contractor conditions.

Participated in multiple meetings of the DEMEC Steering Committee formed to construct lineman training facility in Smyrna

Finalized T-Mobile/Washington Street Tower occupant lease.

Received first draft of ADA Transition Plan Document and Sought Contract Engineering Assistance in its review

#### Engineering Division

Completed sidewalk and curb work on the Mispillion Group Project

Design work completed for 2020 Streets Project

I&I investigation within Truitt Avenue is ongoing

Completed agreements with DelDOT to garner approximately \$2.4 Million in cost sharing funds

Began the closeout process for Asset Management Grants with DNREC and DPH

#### Public Services Division

##### Solid Waste/Facilities Management Section

Met with various outside collectors to gauge interest in Milford Solid Waste Collection

Lost 1 (Automated Side Loader) of 4 trucks for the next ~8 weeks due to need for turbo replacement

Sustained collection with minimal daily overflow during high temperature (average temp for August of 860 F and for at least 3 full days of no SW personnel – fully supported by Streets Division personnel (instance of COVID positive and Death in Family)

Continued with final stages of City Hall basement fit out

##### Streets/ Utilities Section

Handled significant storm drain cleanups due to multiple, extraordinary rainfalls (August had highest rainfall this year with 4.37 in)

Repaired 3 water leaks throughout the month (all on Front Street), encountered due to Front Street Water Main project

Supported Solid Waste collection every collection day in August

##### Water/Sewer Section

Sought and accommodated NIMS training for 2 Year Intern Jose Perez (100 and 700 level courses).

Resolved Washington Street and Tenth Street Fluoride issues. Cleaned clogged injector components

Cleaned Chlorine tank at SE Tower.

Well 4 & 5 Hypo pump and liquid treatment for Chlorine changed out.

#### Electric/Tech Services Division

Identified and replaced bad relay Shawnee pump station

Installed instrument rated metering Radian Circle

Reviewed large 100kw solar installation application 528 Milford Harrington Hwy

Repaired Scada communication issue SE Second Street pump station RTU

Installed 4-inch water meter Windward on the River building I

##### Activity Counts

New electric installs 11

Replace Electric Meter 9

New Water Meter Installs 12

Replace Water Device 39

### Capital Program Updates (Partial)

City-wide Valve and Hydrant Replacement Improvements – Engineering section has completed GIS monitoring application for exercising and or replacing these components. Schedule for exercising to be completed next.

Facilities Security: Door Access/Gates/IP Camera – Negotiating with vendor to bring cost down to budget

Pump Station Upgrades – Currently purchasing spares to enable redundancy at AmericInn and Shawnee Pump Stations

Standardized Water Treatment Facility Controls – gathering parameters to make purchase for in-line analyzers

ADA Transition Plan – received first draft of plan. Ordering review through KCI to prep for public comment period.

Walnut Street Pedestrian Crossing – working with KCI Engineering to finalize rendering and cost estimates for evaluation.

Choices pending DelDOT spec approval.

City Hall Basement Fit Out – project nearing completion with furniture on order and final finishing work being accomplished.

Auto Gates and Security Cams at Armory – soliciting quotes for this effort

### New Employees

Vincent Adell - Electric Superintendent – Vincent is an accomplished power system professional with 25 plus years' experience in transmission, distribution and substations operations, directing safe operations of personnel working on lines, supporting equipment at area voltages, and managing configurations while successfully overseeing system-wide Operations. In his off time, Vince enjoys pursuing physical fitness and time with his family and friends.

Jason Garcia – Electric Ground Tech - Jason lives in Milford and comes to us from New Direction Utilities where he was an Underground Helper. In his free time, Jason enjoys spending time with his family and golfing.

Nic DeRosa – Nic Del Rossi is a Co-Op Student from Milford High School. Nic is our third HS Co-Op student. He will be given a 1-year itinerary that involves working and learning in all PW functions as well as Parks and Recreation.

### *Planning & Zoning Department*

Director Pierce proved the following report:

Through the first eight months of the 2021 calendar year, the City has issued 94 new residential construction permits and five permits for 120 apartment units. The total construction investment in Milford from January through the end of August based on issued building permits was \$32,478,018.

The City of Milford has seen 101 projects with a committed investment of over \$23.9 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$2.61 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$470,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.

The Planning Commission will review four Comprehensive Plan Future Land Use change requests at the September Planning Commission meeting. Three of these include increasing the amount of available industrial land within the City and within the City's annexation areas. The fourth request involves a low-density residential development proposal east of SR1 on New Wharf Road. The Planning Commission will review a change of zone application for the R&C Fry Farm for the construction of a City industrial park and a conditional use application for the redevelopment of a vacant building downtown. The Planning Commission will also review a preliminary site plan for Milford Ponds Phase IV and a preliminary site plan for the Milford Police Station.

The Planning Commission has been reviewing Chapter 230 Zoning and Chapter 200 Subdivision of Land since February 2021 to address the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of potential Board of Adjustment applications, provide clarity on ambiguous language and modernize portions of the code. The Planning Commission will review Chapter 200 Subdivision of Land at the September meeting which will conclude the code amendment workshops with the Planning Commission. City Council will have an opportunity to review the draft changes

at a workshop in late October prior to preparing formal ordinances for review by the Planning Commission, City Council and the public.

The Board of Adjustment will review four variance applications in September. These applications include a commercial lot coverage exceedance, an oversized shed on a residential lot, a rear setback encroachment for a deck and residential addition and a density exceedance in the central business district for a proposed mixed-use building. The meeting will also include a follow-up discussion on proposed zoning code amendments that the Planning Commission has been working on for several months.

Century Engineering, DelDOT and Planning Staff are finishing up the Bicycle Master Plan update. A draft report was received at the end of July for review and comment. The draft final report will be presented to the Bicycle Advisory Committee in late September/early October and final draft should be before City Council for adoption in November.

The City continues to review a preliminary major subdivision and planned unit development application for the Westwood subdivision. The City continues to review final major subdivision applications for Cypress Hall Residential and Knight Crossing Phase 2A.

The Planning Department completed the hiring process for the open Building Code Official position. Staff has spent time preparing to transition back to in-house plan reviews and inspections while keeping a third-party consultant on retainer for assistance when needed.

Staff has begun research into updating the City's building code from the 2012 International Residential Code and 2012 International Building Code to the 2018 version. Staff anticipates having a proposed update for City Council to review before the end of the year with the intent of starting January 1st with the updated code.

Staff has been working to simplify the building permit application forms and developing supplemental information for residents and contractors performing work within City limits. Staff would like to switch to the new forms beginning January 1st.

Staff continues to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan.

### Parks and Recreation

Director Dennehy presented his monthly report which follows:

A new parks coordinator was hired at the beginning of the month, Antron Adams. He was a former temporary employee who has worked as a seasonal employee in the parks for over two years. Interviews continued for the open recreation coordinator position and at the end of the month, Krista Stott who has recently relocated here from Massachusetts was hired into that position.

Park staff continued to battle high temperatures in August with periods of rain which led to challenging grass cutting conditions.

Several old-style trash receptacles were removed along the Riverwalk and some broken sections of fencing in Memorial park, with the assistance of Public Works personnel and their equipment.

Four dead trees were removed from along Walnut Street and Front Street in our downtown area. A total of 34 new trees have been planted around the downtown area by staff, with more trees to be planted in the fall.

Staff responded from a report of a shopping cart in the Mispillion River behind the Santa house and removed not only a shopping cart but a number of other items with a grappling hook.

Council Marabello and two other volunteers pruned several trees in the park alongside the Santa house and generated a substantial amount of tree limbs. The Parks Department removed these items with assistance from Public Works, using their wood chipper and truck. We appreciate the volunteers' assistance.

An entire day was spent with park staff and two Public Works personnel with a backhoe in the old M&T bank parking lot. There had been a report of homeless individuals residing in the parking lot due to overgrown shrubs. All the shrubbery was pruned back, and a number of overgrown bushes were removed. At least two dump trucks of debris were removed. Park staff set up our light tower for the Museum fundraiser, "Hippie fest" which was held at the Causey Mansion.

Continued beautification of the downtown continued with more plantings, watering of the hanging baskets and flower beds. The way-pointing/signage project along the Riverwalk was completed for the most part (there is one large mapping sign at the beginning of the Riverwalk which needs to be installed). GIS coordinates were also assigned and given to MPD so they can be entered into their system.

August in Recreation was spent wrapping up the "Summer Fun Club" and preparing for our fall programming, with organization, advertising and registration. Registration continued through August with activities beginning in September. A successful "Buccaneer Soccer camp" was held at Milford High School with 46 participants aged 5-13 years. Although it was held on the hottest days of the summer, it was well received. Several Milford High School students assisted with the camp.

Park Superintendent attended the awards and recognition committee meeting with other employees.

Director attended the weekly WIIN meeting with various stakeholders from the WINN group and members of Slaughter Beach. A presentation was made to Council on August 16th by Danielle Swallow from Delaware Sea Grant.

Director met with a local resident regarding the possible installation of a trial rain garden at a location yet to be determined. Security measures for access to the Parks and Recreation office and maintenance building continued to be addressed.

Director continued to have discussion with a Landscape design professional to go over capital parks items and begin the process of getting these projects underway.

Parks Superintendent "rescued" a gull with a broken wing from a parking lot downtown which was then transported by volunteers to Tri-State bird rescue for rehabilitation.

#### *Human Resources*

IT Administrator Jamesha Eaddy presented the following monthly report:

Interviews were conducted for the positions of Recreation Coordinator, Technical Support Specialist and Audio-visual/Telecommunications Specialist.

Onboarded new hires for the positions of Parks Maintenance Coordinator, Electric Ground Technician, Electric Superintendent, Recreation Coordinator, Technical Support Specialist and Mental Health Clinician.

In partnership with Wilmington University and the City of Milford, the Delaware Municipal Supervisory Academy will launch for the 2nd year and will include participants from the City of Newark, City of Dover, City of Lewes, Kent County, Town of Milton, Town of Bridgeville, and Town of Townsend.

Reviewed Draft 1 of the Solution File from Evergreen Solutions for the 2021 Pay & Job Classification Study.

#### Employee Recognition:

Rooster: Lucas David, Customer Service Clerk. Recognized for his great attitude and customer service.

Where Am I Challenge Winner: Katrina White, Deputy City Clerk

Excellence Award Winner: Sandra Peck, Accountant. Recognized for her hard work and professionalism in preparing the Capital Improvement Plan and the Budget for Fiscal Year 2022.

#### Economic Development & Community Engagement

Economic Development and Community Engagement Administrator Sara Pletcher presented the following report:

#### Economic Development

NKS cold storage facility is on the market for lease or purchase

Met with Food Bank of Delaware representatives. Their building is on the market for purchase and staff are working with them to find warehouse, kitchen and office space to utilize while their new building is constructed.

Met with City Manager and retail developer interested in Milford commercial zones

Henlopen Sea Salt reached out again – looking for land to build or space to purchase. Staff setup tour/meeting for Sept.

Axe throwing business is interested in opening a brick-and-mortar location in Milford.

Mobious Group is selling their Milford investment portfolio (5 properties in Downtown Milford). Reached out to Easton, MD development group to gauge interest.

Attended Cookie's Paper Petals one year anniversary/expansion/ribbon cutting

Met with Accrisoft to demo economic development specific website options

Met with DE Prosperity Partnership's Kurt Foreman and Becky Harrington, along with Planning Director, to discuss site readiness funding, the proposed industrial park, and economic development ideas

Attended Euphoric Herbals Apothecary ribbon cutting for their smoothie bar expansion

Joined Planning Director and City Manager meeting with Bayhealth regarding commercial land plans

New construction multi-use building on N. Washington St. confirmed new esthetician business will move in on Nov. 1

#### Community Engagement

Free Vaccine Pop-up Aug. 7 & 14:

August 7 attendance: cancelled due to weather

August 14 attendance: 5

Attended Milford Ponds Community Meeting

Met with Morgan Galloday, Mispillion Art League president, about community mural funding

Attended DMI Program Manager Search Committee meeting to evaluate round 2 applicants

Attended MSD Referendum information session

Presented a Milford, DE presentation to the new Milford School District teachers

Created ARPA Grant online application

#### Meetings/Trainings

Attended Marshall St. Bike Pop-up Project Debriefing

Met with Slaughter Beach Town Manager, Julia Geha

Began monthly Public Utility Education Working Group meetings

Met with City Manager for monthly Manager Update

Attended University of DE Recover Delaware Roundtable #3: food security

Completed Sexual Harassment Prevention Training

Met with Rep. Lisa Blunt Rochester along with her staff, Mayor Campbell and City Manager. Discussed ARPA funding and toured four local businesses.

Kicked off Key Account program with Finance Director and Public Works Director. Initial meeting with Dentsply Sirona was well received and conversation was progressive.

Attended Vinyard Shipyard Task Force meeting

Attended DMI Economic Vitality Committee meeting

#### Social Media/Website

August 2021 Insights:

City of Milford Facebook: 49 new likes (total: 2,211); 13,503 reached (down 37%); 4,181 post engagement (down 13%)

Parks & Rec Facebook: 16 new likes (total: 2,453); 2,933 reached (down 6%); 759 post engagement (up 33%)

Instagram: 84 new likes (total: 648); 816 accounts reached; 348 content interactions

Twitter: 9 tweets, 1,717 impressions, 765 profile visits, 6 mentions, 1,312 followers

Website: 19,345 visits (18,390 last month); 45,063 pageviews (37,768 last month)

Email Campaigns

August utility newsletter to customers who receive e-bills (566): 41.2% open, 1,049 social reach

August business newsletter (audience: business license holders, 220): 33% open

Press Releases & Coverage

City of Milford Staffing Shortage Impacting Resident Services (July 29)

DE State News: Milford staffing shortage impacts resident services (July 30)

WMDT: City of Milford currently facing staffing shortages, looking to hire qualified applicants (July 30)

MilfordLive: City of Milford staffing shortage impacting resident services (Aug. 2)

WBOC: City Of Milford: We're Hiring! (Aug. 4)

DE Public Media: Staffing shortages hurt Delaware's small cities (Aug. 8)

DE State News: Milford sees staffing shortages, but other municipalities spared (Aug. 10)

City of Milford Parks & Recreation Intern Installs Riverwalk Mile Markers (Aug. 18)

DE State News: Intern installs mile markers on Milford Riverwalk (Aug. 18)

Hoy en Delaware: City of Milford Parks & Recreation Intern Installs Riverwalk Mile Markers (Aug. 19)

DE Public Media: City of Milford Parks & Rec intern installs mile markers along the Riverwalk (Aug. 19)

MilfordLive: City installs mile markers on Riverwalk (Aug. 23)

City of Milford Council Approves Two Land Purchases (Aug. 26)

DE State News: Milford council approves two land purchases (Aug. 26)

MilfordLive: City of Milford Council Approves Two Land Purchases (Aug. 30)

*IT Department*

IT Director Dale Matthews presented his monthly report:

We hired Paul Buckley as our new Technical Support Specialist. Mr. Buckley was in attendance and addressed Council stating he worked for the Seaford School District and Perdue previously in information technology positions.

Below are updates for IT open projects:

Security:

We expect to begin cybersecurity training for all staff this month. Council members will receive a notification to complete the 90-minute training as well.

M365 and Cloud:

The Microsoft 365 project has begun and should be completed by late October. Again, upon completion of this project, all shared files and emails will be kept in a secure cloud.

We are assessing training options to ensure employees are confident and proficient in using the new Office 365 applications and tools.

We will consolidate the remaining physical servers into a hyperconverged infrastructure over the next 6 months (essentially consolidating several servers into 2 with redundancy). As per the last update, our ultimate goal is to move the remaining physical servers to the cloud.

Backup Process:

The new backup process has begun. We are a week behind on completing the offsite process with the vendor. Expected completion is 9/9/21.

Council Chambers Upgrade:

We have identified the appropriate solution and vendor for the upgrade. The vendor advised hardware delays will push back the actual start date, but we have established the project.

Policies and Procedures:

No changes: we are still on track for December 2021 completion.

*Finance Department*

Finance Director Lou Vitola presented the following update for August:

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

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Billing & Customer Service Department

- The graph below exhibits past due accounts and balances over the past year. I would like to thank the Customer Service team once again for their continued efforts in this difficult area, which have resulted in the second consecutive “new low” in terms of delinquent balance outstanding and a new low in the number of delinquent accounts. While I commented that only one position remains open, the team lost a productive intern and has been dealing with short-term staff shortages due to circumstances beyond management control, which further emphasizes the magnitude of their focus and efforts.
- The 2021 tax levy was approved in July, billed mid-August and is due September 30, as always. The Finance Staff Report produced in October will be the first to exhibit property tax collection data for the new tax year as well as outstanding taxes receivable by year levied. In August, we worked closely with a property owner and Kent County to develop a solution for the owner- occupant of a residential home

approaching the monitions sale date. Other properties with past due taxes outstanding will continue to be processed through the Kent and Sussex County monitions procedures to encourage payment.

Councilmember Boyle moved to accept the City Manager staff reports, seconded by Councilmember Futon. Motion carried.

#### MONTHLY FINANCE REPORT-July 2021

Finance Committee Chairman James reported on the topics discussed at the committee meeting held prior to the earlier Council Workshop. Please see associated minutes for details.

Finance Director Vitola then provided the following financial update:

##### Monthly Financial Reporting

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##### Training

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##### Staffing

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One open position remains in the Customer Service division; the recruitment was initiated in June and remains in process.

Enterprise Resource Planning (ERP) Selection Process.

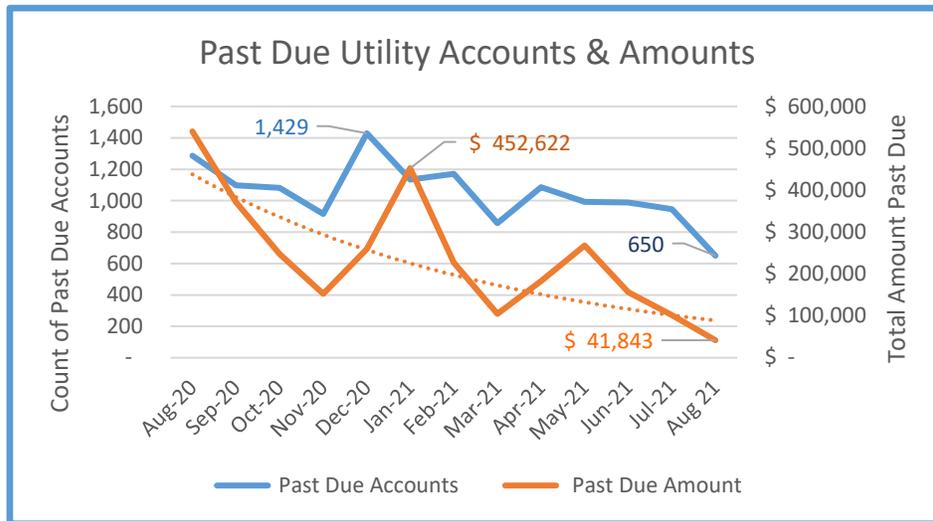
Tyler Technologies emerged as the City’s preferred vendor at the conclusion of the ERP process.

The two most recent rounds of negotiations with a focused group of staff and Tyler representatives went well, and a final draft of the contract has been circulated.

We anticipate finalizing the contract and engaging a project management firm by the end of September to launch the project in the fall as anticipated.

##### Billing & Customer Service Department

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MONTHLY FINANCE REPORT-JULY 2021

Director Vitola also provided the July 2021 monthly report:

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

- Page 1 – Line 22 features the establishment of the Solid Waste Fund Capital Reserve Account, made possible by Council’s approval of the FY22 budget, which paved the way for seed funding in the account through forgiveness of the interfund loan extended by the Water Fund Capital Reserves

- Page 2 – Several changes and updates were made to the Restricted Cash Reserves Report
  - o The MSA and RTT reserves were combined into one shared summary to make room for solid waste
  - o Lines 3 and 17 were added to present the expected contributions and interest earnings in the (now five) capital reserve accounts

- While less conservative, the addition provides a more realistic view of future funding availability
- The addition puts the five reserve accounts at parity with the RTT and MSA presentation
- o Lines 12, 13, 24 and 25 feature updated MCR and ERR calculations for the new fiscal year pursuant to the recently approved cash reserve policy

- Page 3 – The Enterprise Funds “P&L Style” Report features a new comparative column and four new rows
  - o The rightmost column allows for a comparison of the current and prior FYTD periods by revenue and expense lines and subtotals
  - o Rows 16 and 17 allow for a comparison of the current and prior FYTD periods net surplus by fund
  - o Rows 18 and 19 allow for a comparison of the actual surplus and seasonalized budget surplus for the current FYTD period

- Page 4 – The General Fund “P&L Style” Report was created this month to complement the existing Enterprise Funds Revenue & Expenditure Report

- 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 and 20 allow for a comparison of the current and prior year FYTD periods by major function
- o Rows 21 and 22 allow for a comparison of the actual surplus and seasonalized budget surplus for the current FYTD period

□ Pages 5-8 – The Revenue Report (p. 5) and the Expenditure Report (p. 6-8) will continue to be produced indefinitely and will be referred to as the “legacy” revenue and expenditure reports

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

Councilmember Boyle moved to accept the Monthly Finance Report, seconded by Councilmember Fulton. Motion carried.

#### COMMITTEE AND WARD REPORTS

Councilmember James reported that there were several sidewalks covered by tree branches and bushes. It has been cleaned up with the restart of the school year. He thanked those employees that were involved.

Councilmember Wilson reported that she has contacted the Code Official office who responded to some issues at Silver Lake Estates.

#### COMMUNICATION

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#### CORRESPONDENCE

#### Upcoming Events:

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

LOCATION: Seaford Volunteer Fire Hall

302 E King Street Seaford, DE 19973

6:00 pm – Cash Bar

6:30 pm – Dinner

#### DLLG Dinner Meetings are Back!

Members, League partners, and friends are cordially invited to attend the Delaware League of Local Government monthly dinner meeting on Thursday, September 23, 2021 at the Maple Dale Country Club in Dover beginning at 5:30 p.m.

#### Latino Event

Mayor Campbell said he was one of three Mayors from Milford, Seaford and Georgetown that put together a Latino event this past Saturday in Seaford. There were over 600 attendees and the event continued until approximately 9:00 pm with musical and many other activities.

#### NEW BUSINESS

##### *Authorization/Public Works/Altitude Valve Purchase Agreement*

Regarding the Caulk Tower, City Engineer James Puddicombe reminded Council an altitude valve for the Caulk Tower was approved in the FY21-25 Capital Improvements Plan (CIP) in the amount of \$75,000 to permit the full utilization of the tower. A quote was received for procurement of the materials necessary to perform the work from Gillespie Precast LLC in

the amount of \$52,313.37. Field installation costs of the vault are not included in this purchase agreement, but the total cost of the materials plus installation is not anticipated to exceed the \$75,000 budgeted in the CIP.

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

Councilmember James recommends using the funding from the budget, in lieu of the ARPA funds in case something comes up unexpectedly.

Councilmember James moved that Council authorize the contract for procurement for the preparation of the vault and altitude valve from Gillespie Precast LLC in the amount of \$52,313.37 sourced from the Water Reserves in the 2020-2021 CIP Plan, seconded by Councilmember Marabello. Motion carried.

*Agreement Adoption Resolution 2021-11/Citywide Trick or Treat Date*

The following resolution confirms the date for Trick or Treat activities on Sunday, October 31, 2021.

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

Councilmember Wilson moved to adopt Resolution 2021-11, seconded by Councilmember Fulton:

RESOLUTION 2021-11  
Halloween Trick-or-Treat

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

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

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

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

AND, BE IT FURTHER RESOLVED THAT:

\*Costumed celebrants will be permitted to engage in Trick-or-Treat.

\*All celebrants are to refrain from committing acts of vandalism or destruction.

\*Motorists are asked to be ever watchful of our youngsters making these annual rounds.

\*It is recommended that all pertinent guidelines set forth by Governor John Carney be followed.

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

Motion carried.

*Declaration/City Council Vacancy/Third Ward*

Solicitor Rutt referred to the resignation letter from Third Ward Councilman Douglas Morrow, due to relocating to Wilmington.

Dear Mayor and Council,

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

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

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

Sincerely,  
Douglas Morrow

The Solicitor Rutt explained that confirms the vacancy. Council will need to declare the vacancy after which a special election will be scheduled because the balance of his term is more than one year, according to the City of Milford Charter regulations.

Councilmember James moved to declare the Third Ward Seat as vacated by Councilman Morrow, and that a Special Election be scheduled by the City Clerk to fill the vacancy. Councilmember Wilson moved to second the motion which carried unanimously.

*Ordinance Introductions*

Introduced by Mayor Campbell, City Planner Pierce presented the following ordinances:

**ORDINANCE 2021-19**

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

**ORDINANCE 2021-20**

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

**ORDINANCE 2021-21**

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

**ORDINANCE 2021-22**

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

**ORDINANCE 2021-13**

Jaasiel, LLC for a Conditional Use

0.304 +/- acres of land located at the northwest corner of the NE Front Street and East Street intersection Address: 115 NE Front Street

Comprehensive Plan Designation: Commercial Zoning District: C-2 (Central Business District) Present Use: Single-Occupancy Retail

Proposed Use: Mixed Use – (3) Commercial Tenant Spaces and (10) Apartments Tax Parcel: MD-16-183.10-03-68.00

## ORDINANCE 2021-15

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

Present Use Vacant Land; Proposed Use Industrial Park-Corporate Center Tax Map & Parcel MD-16-173.00-01-01.00

It was noted they will be reviewed by the Planning Commission at their September 21, 2021 meeting and will return to Council for a final public hearing and determination by City Council.

## EXECUTIVE SESSION

Councilmember Boyle moved to go into executive session, seconded by Councilmember Wilson. Motion carried.

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

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:22 p.m. for the purposes as permitted by the Delaware Freedom of Information Act.

## Return to Open Session

Councilmember Wilson moved to return to Open Session, seconded by Councilmember James. Motion carried.

Council returned to Open Session at 8:56 p.m.

*Potential Vote/Property Purchase*

No action required.

## ADJOURNMENT

The Council Meeting adjourned at 8:57 p.m. by Mayor Campbell.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder