



Milford City Hall Council Chambers 201 South Walnut Street Milford DE 19963

CITY COUNCIL AGENDA Monday, August 8, 2022

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 Meetings and Workshops will be held in the Council Chambers at City Hall. Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a ®. Virtual attendees may alert the City Clerk that they wish to speak by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. Those attending in person may comment when the floor is opened for that purpose.

All written public comments received prior to the meeting will be read into the record.

This meeting is available for viewing by the public by accessing the following link:

<https://zoom.us/j/99156131279>

or

<http://www.cityofmilford.com/553/Watch-Public-Meetings>

Members of the public may also dial in by phone using the following number:

Call 301 715 8592 Webinar ID: 991 5613 1279

6:00 PM 15-Minute Public Comment Period*

Call to Order – Mayor Arthur J. Campbell

Invocation

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Recognition

Introduction/New City Employee(s)

Staff Reports

Monthly Police Report

City Clerk

Monthly City Manager Report:

Public Works Department

Electric Department

Planning & Zoning Department

Parks & Recreation Department

Human Resources

Economic Development & Community Engagement

IT Department
Finance Department

Ward Reports & Communications

Correspondence

Unfinished Business

Appointment/Tree Commission Members
Appointment/P&R Advisory Board

New Business

Appointment/Milford Community Cemetery Board
SE&SW Front/Walnut/Causey Intersection
DelDOT Request/NE Front Street Easement
Bid Award/2020 Sidewalk Program Project ¹

Ordinance Introductions:

Ordinance 2022-28/Feebs Distilling Conditional Use
Ordinance 2022-29/PAM Conditional Use
Ordinance 2022-30/Chapter 41/Meetings
Ordinance 2022-31/Chapter 45/Milford Parking Authority
Ordinance 2022-32/Chapter 54/Partnership of Greater Milford

Review/Proposed Redistricting Maps
Milford Corporate Center/Preliminary Plans

Executive Session

Motion to Recess into Executive Session

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

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

Return to Open Session/Potential Votes:

Land Acquisition
Personnel Matter (1)
Personnel Matter (2)
Appointment/MPD Acting Chief of Police

Adjournment

All items on the Council Meeting Agenda are subject to a potential vote.

**SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT
NO LATER THAN ONE WEEK PRIOR TO MEETING; NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED
AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.**

Ⓟ Designated Items only; Public Comment, up to three minutes per person will be accepted.

*Comments restricted to same date's Council agenda items.
The time limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers.

05022 072522 072922
080422 Items Removed/Transferred to Future Meetings/Workshops
'080422 Late Addition/Ready for Final Determination
080522 Ordinances 2022-33 & 34 Removed; Item Removed/Transferred to September Meeting



Please welcome Cody Lahman to our team. Cody comes to us from the State of Delaware where he was a Conservation Technician III.

Cody lives in Harrington, DE. In his free time, he enjoys spending time with his family, wife and playing softball.

Cody's first day was Monday, June 27, 2022, with the Parks and Recreation Department as an Arborist Ground Helper.



CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
July 6, 2022

The City Council of the City of Milford convened in a Workshop Session on Wednesday, July 6, 2022, beginning at 6:05 p.m.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilperson Brian Baer

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 Meetings and Workshops were held in the Council Chambers at City Hall though attendees were able to participate virtually.

Downtown Density

City Manager Whitfield opened the meeting by reporting that work is being done in relation to the density within our downtown area with the possibility of increased density on larger parcels. Those two-plus acres, come with a hefty price but the return investment is often not there in order to meet the City's zoning code. In addition, if the parcel is in the floodplain, the first level of space, that either has to be parking or flood resistant, knowing it has the potential for flooding. The density/zoning is something Council may want to consider in order to make it work.

Ben Muldrow is a principal of Arnett Muldrow of Greenville, South Carolina introduced himself to Council. He purchased a home on West Clarke Avenue a few years ago and now calls Milford his home. Ben has worked on a number of projects throughout the United States and specializes in the development of city and neighborhood identities, wayfinding strategies, and promotional marketing material. In 2015, he helped lead the team that developed the Rivertown Rebirth Plan.

He stated that when someone looks at Milford's downtown, the first thing they notice is the preservation historic character. The downtown is the birthplace of the community and its character (the way it looks and feels, the way it is built) is unique to Milford, Delaware. This does not occur in the commercial districts, but that true uniqueness, true connection only happens in the downtown.

Mr. Muldrow asked Council to think about that unique combination of downtown development and what density is appropriate, how to decide to regulate height, and whether it is a certain number of feet, a story, or is it an orientation or relation to the height of other precedent buildings that exist on Milford's skyline and whether a building should not be taller than the tallest building in the downtown. In Milford, there is a unit per acre density maximum, layered on top of a minimum parking standard creates the business model. If Council wants to explore the potential to redevelop alongside the river front, most of the times those development sites are going to be within the floodplain and that will limit that first-floor use. It will require a specific first floor use—parking or flood treated retail space and finding renters for that would be difficult. That is a risk.

One of the things that needs to be understood, speaking from the Rivertown Rebirth plan, is the idea of mixed use along the river. And there was some interest from the private sector to do a project, but they needed to make it work didn't seem to fit into the character of the community. He applauds Council for making that hard decision. It is like if we grant this variance, it just does not feel right. Being able to think through a situation where our rules, our codes, and ordinances and if they are business friendly and are they set up to be able to create a good quality development.

He is only talking about the importance of achieving that density in the downtown. Because it creates customers, it creates more eyes on the street, it changes the dynamics of the market. It creates more viability for retail downtown, for an extended

lifespan in terms of a downtown that may be alive 6 to 8 hours day into a downtown that may be alive 12 to 14 hours a day. That then enhances our quality of life.

Mr. Muldrow said Council is the stewards of community character and asked the thoughts on how to prime Milford for potential development and what are the thoughts on height and density so he can provide additional information.

Councilmember James said parking was a concern and unique parking is a possible solution. With the available space, that will most likely be the first floor of some structure. Milford does have a height issue otherwise it affects density and a reason a business is unable to get the return on density. Those are the two things that work in tandem. Council has been talking about the rebirth of downtown forever. Unless density and foot traffic and attracting more people occurs, they will just continue to talk about it. He feels there is a need for a paradigm shift and Council changes its minds about what happens downtown.

Mr. Muldrow said in general, Milford has a requirement for mixed use. The theory of mixed use in the downtown in theory is a really good thing. Along Walnut Street, he would hate the idea of someone creating a brand-new structure and have first floor residential. That would be an odd dynamic and does not seem to jive and breaks up the continuity of the streetscape and retail experience.

But there are also certain sites, the forced mixed use might come into conflict with the development in our floodplain. If only able to use the first floor for parking, are we now considering some sort of second floor office to meet the mixed-use qualification. Or are we able to confidently look at changing the development model to make these projects work.

Mr. Muldrow is most excited about the future of Milford is some of the obvious potential to develop alongside the river. Whether that involves huge opportunities for the reuse of the police station, to the vacant property east of Growmark, the Lockwood property east of the shipyard, but there is tremendous potential right in the core of the community.

In addition, there is underutilized property along the waterfront as well.

One of the biggest trends across America, when looking at ways communities are handling downtown parking, and if they are starting to abandon minimum parking standards. There is a really important lesson at the base of that and that is a lesson in the trust of the developer. If a developer is developing a residential development, the parking available to those residents is going to be a huge selling point. If they don't have an appropriate amount of parking to satisfy their own customers, there will constantly be unrest amount the residents. There must be a certain amount of trust that a developer understands what his residents are going to need. In that case, achieving a 2.5 space per unit may not be able to be met, and perhaps a lower variance can be considered.

Councilmember Culotta thinks that the City seems to be harder on developers about parking. In the age of more people using Uber and more people not owning cars, and the fact that downtown was built before cars were invented, which has made parking an issue in the downtown. He asked if Council needs to be so hung up on this requirement and instead offer one or two spaces per unit but if not, most residents may understand it and know whether parking is available or not and whether they may need a car or not. He feels that limits the City from attracting investors to these historic areas.

Mr. Muldrow said an overall trend across the county in that most communities are starting to move toward a peripheral base parking strategy. Cities are leading the charge for acquisition of surface lots as Milford did when it acquired the lot surrounding the old M&T building when it was being bought and changing the value of the building and the parking.

He has seen communities getting savvy when they work with developers and tell them we can look at giving a difference variance and essentially providing access to some municipal parking. Most municipal parking is seen as being used during the business day. So, there can be some double uses of municipal lot infrastructure to serve residential needs as well. Instead of forcing the developers to acquire new property and demolish buildings to meet a parking capacity, there are now more people interested in being downtown by refocusing more on the quality-of-life things that will make people more apt to walk from an apartment to a store or to a restaurant and they don't need that car anymore.

After recalling the developer's plan for a four-story mixed-use structure was denied by Council, Mr. Muldrow said the general straw poll of citizens were against four stories because there is an offensive amount of height or against it because four stories imply a larger number of people, or because four stories sound scary because they don't know if it will be subsidized housing. That is very loaded in terms of what is this community's temperature toward density.

He feels there are a lot of different places in town where the height of the building is so responsive to the place it is designed. He noted that the old Masonic temple is a really tall structure. In addition to the elevation, there is some dipping around it and the berming at Silver Lakes that creates a height difference. Driving by the berm makes you feel low.

He said to ask people how tall Silver Lake Apartments are and most people have no idea because of the grade along the northern side of Silver Lake. One of the best things a community can do is give itself permission to be responsive to these possibilities and just because we said four floors wasn't right at that location, does not mean that four floors isn't right for another location. There is a need to be sensitive and to understand that every site is not the same. We don't want to pain ourselves into a corner, but there seems to be a precedent where Council is allowed to look at things on a case-by-case basis and that variance becomes solely contained with that development proposal as it stands.

Having that overall desire, Council need to show a continuing investment in the downtown, but there is a need to achieve that customer/people warm body density in order to take the market to the next step.

Mr. Muldrow then talked about the Seaford residential/townhome project that was built on the waterfront and the increased density compared to Milford's requirement. It was noted it is a very beautiful project and appropriate for the area. The ordinance was not modified to meet the increase in density to 36 units per acre, though a variance was granted for that development.

Also, the mixed-use residential and retail complex on West Lookerman Street and South Governors Avenue in downtown Dover was also discussed. Councilman Fulton pointed out that while it is an attractive addition downtown, it also created a density issue in that area. When asked about the balancing between urban blite and proper density, Mr. Muldrow said when looking at the deepest core of downtown, the goal as a community is to create a market demand for market rate dense housing. Being able to achieve that means there is a need who are making a quality-of-life decision to locate in the downtown district.

He added that Dover was probably putting a little too much pressure on that project to think it was a transformative project. They did not have the market to back up the perceived experience.

Councilmember Culotta added there is a need to protect that kind of blite, but the local economy is going to dictate the quality of housing and the rents that are charged that is outside of Council.

Mr. Muldrow then talked about incremental development which he supports. That is based on the concept of some of the best communities in America where residents have been able to become small incremental developers of their own place. The idea of waiting for an external development savior to come in and fix everything, instead Council needs to make sure the codes, access funding and overall desire and flavor of culture is trying to grow these small passion-driven developers who love Milford and want to make it better, because Milford is their home.

Councilmember Wilson pointed out that Milford has grown and expanded, but now there is a need to keep up with that development. There is a need to keep up with the growth and bring back the adult children and grandchildren to live and work here. She feels a high-rise downtown would work and young people want that today

She remembers when Milford did not want any development, but Council fought for new development, and it has grown to where it is today.

Mr. Muldrow noted the brand-new development, which is a mid-development, that is checking off all the boxes. It is actually below the maximum density allowed. The market is stepping up to the plate, but they have done an excellent job of nestling it back in the woods. It is a large development but does not feel like it is squashing anyone or pushed up by other homes. But at the same time, that look does not need to be transplanted into Milford's downtown.

Milford has a unique opportunity to have a market-proven, private sector investment that is currently in process, layered with incentives like the DDD that helps change the dynamics. With those type ingredients, Council should say our residents deserve a nice downtown development.

Councilmember Boyle said Council needs to be careful and make sure that what is going there is a good quality development. This is our town and if a mistake is made, it is possibly 100 years before that building goes away.

Councilmember Fulton noted that Milford is presently focused on healthcare. With healthcare comes rehab and places for adult daycare and assisted living. We have a hub already where we can develop off of that in a larger manner.

Councilmember James talked about the walkable communities where a lot of these younger adults from Milford are moving to. He agrees we need an imaginable developer who can see into the future.

Mr. Muldrow said the best way to become a community attractive to retirees and aging care with all those amenities, is a place where grandkids grow up. If Council wants that, he suggested not referring to Milford as a place where kids can grow up, but instead a place where grandkids can grow up. That means a magnetic force is being created that is drawing people to this community not just for things that benefit them but benefit three-generations. Keeping that focus on three generations builds economic sustainability.

Councilmember Marabello recalled when the Fisherhawk Development was being considered. He also suggests that anything downtown the design is key and that it blends in properly with the other structures. Referencing the development Mr. Muldrow talked about early, he feels there is a problem there with the small setbacks. He noted the single-family residential homes that back up to three story condo buildings which in his opinion does not blend in with the neighborhood.

Councilmember Marabello is also unsure about the reduction in parking and referenced major cities where people walk a half mile to their vehicle. Mr. Muldrow agreed stating that is usually handled through a fee in lieu of parking. The City then accepts a lower number of on-site parking capacity and takes a fee from the developer to invest in other properties.

Mr. Pierce then talked about the traditional C2 zoning district which covers the majority of downtown. There are no parking requirements in that district. A C2A was added for riverfront redevelopment and was in concert with the Washington Street project. Both districts permit mixed-use projects. The C2A gives flexibility to the Planning Commission and Council for parking.

The major hurdles are the cap of 16 units per acre and the requirement for a mixed-use project. A straight apartment complex is not permitted in either. That hinders interest when a builder considers a development downtown.

Following an in-depth conversation regarding the manner of how a new downtown zoning district should be created, using information that has already been developed.

Council thanked Mr. Muldrow for the helpful information he has provided.

Police Chief Recruitment

City Manager Whitfield introduced Jon Fehlman from GovHR USA who will be overseeing the search process for the new Police Chief.

He then reviewed the process for the Mayor and Council. He will begin by finding out the culture of the police department, as well as the department's standing in the community. The stakeholders he is reaching out to are very diverse, a broad spectrum, city employees and community members.

He met with the City Manager and HR Director and is currently developing the advertisement for the position and the brochure. The ad is the hook and where police chief candidates will look and consider if it is a job appropriate for them.

He explained a typical recruitment and selection process takes approximately 90 to 120 days to conduct. A large part is administrative, which includes advertisement placement, reference interviews, and due diligence on candidates. He believes their experience and ability to professionally administer Milford's recruitment will provide Milford with a diverse pool of highly qualified candidates. However, Mr. Fehlman explained that the time line is a living document and will most likely need to be adjusted as needed. He does not want anyone to get the impression they are rushing to fill the position.

He emphasized the Mayor and Council will be informed of the progress throughout the entire process. He can always be reached by mobile phone or email should someone have a question or need information about the recruitment.

Councilman James feels we don't want to rush because he wants the best, but if a candidate comes along earlier in the process that checks all the boxes, that can work as well. He then talked about the brochure adding that is what will convince them they want the job.

Mr. Fehlman explained the spot for having the recruitment open, which is the day the ad is approved by Council, they work on a four-to-five-week period to keep that window open, while a lot of work is being done behind the scenes. Council has the ability to inform him that they wish to skip one of the steps, if that is fitting, noting that the time is Milford's to manipulate. He understands the need to fill the position and will work with Milford to get this accomplished as quickly as possible.

Mr. Fehlman, who was a police chief and taught around the country, reported that GovHR USA has a portfolio of around 7,000 people who've applied for police chief jobs around the country. Not knowing all of them, he does plan to reach out to 400 to 500. But one of the things that comes up is that you have candidates that want the job for the prestige. But instead, he wants those that are a fit for the community. There have been chiefs in small communities that have successfully become large city chiefs. In this case, Milford could have a whole crew of them applying for this job as it will be announced nationwide.

The goal is to not have any lag times during the process though once the announcement is completed, they will complete the recruitment brochure.

Mr. Fehlman handles the initial interview of the candidates. That is based on their resume and job history.

He then explained the procedure that will be followed as well as the background checks that will be completed and the potential timeline.

City Manager Whitfield reminded Council that Mr. Fehlman had sent a document with traits and experience and asked that Council review and provide him with any suggestions.

Mr. Fehlman will follow up with the pay scale and additional information.

Contract Refuse Services

City Manager Whitfield said Council is familiar with the challenges facing the Solid Waste Department, including personnel and most recently vehicle maintenance issues.

Public Works Director Mike Svaby recalled that last fall, he addressed Council about the problems they were facing in Solid Waste. He stated that Milford's level of service is a good one compared to most of the other municipalities in Delaware even though it is a small operation. He struggles with keeping the four solid waste equipment operators filled. The job is still getting done though they have become the master of temporary fixes. Sustainably speaking the department is not doing well. In order to fill the four positions, they need four qualified CDL operators.

The other issue it is keeping the four trucks available. They range in age from 2017 to 2020 and not really that old. Typically, in this industry they take a beating. They run somewhere between 8 to 12 hours a day, five days a week and are a very complicated system.

They were approved to buy a new trash truck in the capital budget. They are running in excess of \$400,000.

He met with several private collectors last fall and talked about how they do their business. When asked about pricing, they had a little bit of sticker shock. While the City was not ready to sign a contract, some of the prices provided were much higher than the cost to continue trash service. Some companies would not even offer a price because it would only have been a temporary solution.

Director Svaby feels that if the city offered a long-term contract through an RFP, the pricing could be better. Over the next few weeks, he is planning to prepare an official RFP and go out to the market for consideration of Milford as one single account.

He noted that currently the City has a schedule the constituency understands, and he hopes not to change. We also have a fee schedule that has been approved. The goal is to function within those parameters to see if a competitive environment will come back with a price that gets our trash service into an operation of scale. When looking at the bigger private companies, they have a yard full of trucks. If three trucks are not working that day, those operators will simply hop into another truck and get the job done. If two out of ten people don't show up, they pull from another area to cover those absences. There is a need to expose this to a larger scale of resources and determine how that will impact the services that need to get done.

Director Svaby stated that the week before the workshop, there was a pretty big setback when the city was down to one operating trash truck. That meant that everything except refuse had to be put on hold, to prevent accumulating trash from becoming a potential health issue. The employees worked a full day on Saturday after the second truck was made available, but only until the 2:30 pm transfer station closing time. The third truck is now operational, but it will take some time before the schedule is back to normal.

With trash being the first and foremost matter, the trash schedule is behind, and it will take some time to catch up. They discontinued recycling after a half day into last Wednesday. But once trash is caught up, the recycling service will resume. He is hoping for a full catchup will be end of day Monday. If they receive better news from the private sector, they will most likely go in that direction.

The new truck that was approved, with the amenities needed to provide full services, is estimated at \$425,000. Council authorized \$400,000 so he will most likely be coming back before Council with a budget adjustment request. The other problem is the new truck will not be available for another eighteen months.

To help solve these problems with temporary fixes, they looked at some of Milford's colleague cities. After a dozen or so phone calls, the Director spoke to the City of Wilmington's Public Work Division who has extra trucks available. He believes they may be willing to lend or lease one of their trucks to Milford on a temporary basis.

He also has a quote for a minimum one-year lease on a rear loader trash truck was \$6,500 a month. The City would be responsible for all basic maintenance and parts. A month-to-month lease increases the monthly payment to \$7,700.

Director Svaby hopes to work out a better plan with the City of Wilmington and either carry that relationship through until something can be worked out with a private collector or hit the arrival date of the new trash truck.

City Manager Whitfield shared that Middletown went with a private service contractor and their trash costs are less than what the City is currently charging. When the prices were requested last fall, it was a band-aid approach and not with a three-year commitment. With a commitment, a much better price will be received.

The City Manager asked Council to keep an open mind while they continue to look for solutions. The CDL law now involves a six to eight school before the CDL can be issued. Trying to find a CDL driver at the rate Milford is paying is almost impossible. They can go to Amazon and make three times the amount as a driver.

When asked about the hiring a second mechanic to assist with the trucks, Director Svaby explained the plan was to wait until the new police vehicles came in because that is when the workload will surge. He added that the main problem is the

supply chain and the lack of parts, not having only one mechanic. In addition, there are out of house repairs required as well.

Councilman James asked that cost comparisons be provided before a decision is made. For example, lease versus buy, an outside maintenance vendor, besides the one or two in house mechanics, and the cost of the three-year RFP commitment. He does not want to get stuck on the supply chain issue because hopefully that will not continue forever.

Mr. Whitfield said they will bring back the information, but from an employee standpoint, he does not see this getting better considering they have dealt with the for the last sixteen months.

There being no further business, the Workshop concluded at 8:00 pm.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
July 11, 2022

The City Council of the City of Milford met in Regular Session on Monday, July 11, 2022

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Andrew Fulton, Todd Culotta, Brian Baer, Nirmala Samaroo and Jason James Sr.

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Katrina Wilson

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 Meetings and Workshops are held in the Council Chambers at City Hall with attendees able to participate remotely as well.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:03 p.m.

INVOCATION AND PLEDGE

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

ROLL CALL

All members present with the exception of Councilmember Wilson.

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the May 23, 2022 Council Meeting, June 6, 2022 Council Workshop, and June 13 and 27, 2022 Council Meetings. Motion to approve made by Councilmember Fulton, seconded by Councilmember Baer. Motion carried.

RECOGNITION

None.

STAFF REPORTS

Monthly Police Report

Councilman Boyle provided the monthly police report on behalf of Chief Brown.

Chief Brown pointed out the decrease in arrests is because of the shortage in manpower and the number of vacations that are being taken right now during the summer. Both issues should eventually resolve themselves.

Councilmember Fulton moved to accept the Police Report, seconded by Councilmember Baer. Motion carried.

Please see packets for staff reports. City Clerk Hudson, City Manager Whitfield, Public Works Director Mike Svaby, Electric Director Tony Planning Director Rob Pierce, HR Director Jamesha Williams, Economic Development and Community Engagement Administrator Sara Bluhm, IT Director Dale Matthews, and Finance Director Lou Vitola provided monthly updates for each of their departments/divisions.

Parks and Recreation Director Dennehy was out of town on vacation though his complete report was included for review.

Motion made by Councilmember Boyle, seconded by Councilmember Baer, to accept the City Clerk report. Motion carried.

Motion that the City Manager reports are accepted made by Councilmember James, seconded by Councilmember Boyle. Motion carried.

WARD REPORTS & COMMUNICATIONS

City Award

Councilmember Boyle reported that he along, with the City Manager and Councilmember Marabello, attended the Delaware Employer Support of the Guard and Reserve Awards Ceremony in Maryland. The City of Dover and the City of Milford were the only two municipalities in the State of Delaware to receive the Above and Beyond Award for their support of the members of the National Guard and the Army Reserve.

Ward Two

Councilmember Fulton reported he received concerns about some property maintenance issues in the Franklin Street area. He directed the matter to the City Manager who informed the City Planner. He believes that the recent problems with the Solid Waste equipment could play into the problem with trash on that street.

Royal Farms

The Mayor had a complaint about Royal Farms that he spoke with their manager and owner about yesterday. All the workers walked out on them of the store which left only one employee.

Ward Four

Councilmember James continues to receive complaints about the trees and bushes growing over the sidewalks which is causing residents to walk in the roadway. He hopes it will be addressed in a timely manner as it was last year.

My Sister's Fault

Mayor Campbell announced that Governor John Carney will be at My Sister's Fault on Southwest Front Street on July 21st at 1:30 p.m. to provide them with a Division of Small Business Grant. He encouraged Council to attend.

UNFINISHED BUSINESS

Ratification/IBEW Local Wage Agreement

A copy of the IBEW wage reopener agreement is included in the packet. The original agreement executed on July 23, 2020, included a wage reopener for the period of July 1, 2022 to June 30, 2024. The new agreement includes a 6% increase for electric employees for both FY23 and FY24.

There is one employee eligible for a 1.5% merit increase out of the nine IBEW employees. Everyone else has a fixed wage.

Councilmember Boyle moved to ratify the wage agreement and authorize Mayor Campbell to sign the agreement between IBEW Local 126 and the City of Milford, seconded by Councilmember Baer. Motion carried.

Appointment/Reappointment Parks & Recreation Advisory Board

Postponed until July 25, 2022. Applications are still being accepted for the Parks and Recreation Advisory Board and the Tree Preservation and Advisory Council.

Recommended Changes/Building Code/Chapter 88

City Manager Whitfield recalled action on this matter being postponed at the last Council meeting. Tonight, it is staff's recommendation that Council adopt the new building codes without the sprinkler requirement. Also, that the sprinkler requirement continues to be worked on in the near future.

However, it is critical that the new building codes are adopted to remain in line and consistent with both Sussex County and Kent County building codes.

The Planning Director suggested the language be made optional for sprinklers in the IBC18 or IRC18 and not deleted in its entirety. Then Council can address it at a later date.

The City Manager reiterated the new building codes need to be adopted, minus the mandatory sprinkler issue.

Councilmember Culotta agrees the sprinklers should be left as an option.

It was noted that in building code, Section R313.1 states an automatic residential fire sprinkler system shall be installed in townhouses. The recommendation is the word 'shall' be replaced with 'may'. In that manner, should someone elect to install a sprinkler system within the town house, the code will still provide provisions for its proper installation. Removing that requirement completely eliminates the guidance of its installation.

The same applies to R313.2 relating to one- and two-family dwellings with the 'shall' being replaced with 'may'.

Councilmember Boyle asked this be addressed within the next quarter of the year.

Councilmember Fulton moved to adopt Ordinance 2022-19, adopting the 2018 International Residential Code (IRC) and the 2018 International Building Code (IBC), and the 2018 International Swimming Pool and Spa Code (ISPSC), including the adoption of the automatic fire sprinkler system as an optional requirement for townhomes and one- and two-family dwellings, seconded by Councilmember James. Motion carried with no one opposed.

Recommended Changes/Bicycles, Skateboards, and Other Conveyances/Chapter 84

City Manager Whitfield stated that if Council agrees, staff recommends the removal of any prohibitions on skateboards and that the entire chapter be removed.

Captain Huey informed him that everything addressed in the Milford code is already in the State Law. If people use skateboards that would create damage or harm of some kind to a property, that is considered criminal mischief which can be handled, and action taken by Milford Police Department.

He had LGF Barger do some checking on how other towns handle. She learned that Milford is only one of two municipalities within the State of Delaware that has a bicycle ordinance. The other is Rehoboth Beach and their ordinance addressed bicycles being prohibited on the boardwalk during specific times. All other municipalities use the State Code.

Councilmember James recalled a conversation that most people using skateboards in the City of Milford are adults. He has been observing since, and he has seen no kids on skateboards and only adults. Councilmember Fulton agreed that the people who grew up with the skateboards are now in their 30's.

Councilmember Fulton moved to rescind Chapter 84 of the Code and instead follow the applicable State law, seconded by Councilmember James. Motion carried.

2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Application

Chief Brown stated he wanted to give notice of the EBMJA grant they have applied for this year. It is a disparate grant that is usually done with a couple other agencies in Sussex County. This year, Milford Police's portion is \$17,215 for eight Striker Lidar Units which will be put in the new take-home vehicles.

NEW BUSINESS

The following two ordinances were introduced by Mayor Campbell:

Introduction/ORDINANCE 2022-26

Application of Cypress Hall – Residential – Phase I & II on behalf of Shawnee Farm, LLC for the Final Major Subdivision (Phase I Only) of 91.69 +/- acres of land, in an R-3 (Garden Apartment & Townhouse) Zoning District to be known as Cypress Hall. Property is located on the west side of US Route 113 approximately 3,100 feet south of the Shawnee Road intersection Milford, Delaware. Present Use: Vacant; Proposed Use: Planned Unit Development. Tax Map: 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00

Introduction/ORDINANCE 2022-27

Application of Wickersham on behalf of CCM-Koelig, LLC for the Revised Final Major Subdivision of 39.015 +/- acres of land, in an R-3 (Garden Apartment & Townhouse) Zoning District to be known as Wickersham. Property is located along the north side of Johnson Road adjacent to SR1, Milford, Delaware. Present Use: Vacant; Proposed Use: Townhouse Subdivision. Tax Map: 3-30-16.00-005.00, 3-30-16.00-269.00 through 475.00

Public hearings are scheduled for the next Council Meeting on July 25th.

ADJOURNMENT

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

The Council Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
July 25, 2022

The City Council of the City of Milford met in Regular Session on Monday, July 25, 2022.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Nirmala Samaroo, 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 Meetings and Workshops are being held in the Council Chambers at City Hall, with attendees also participating virtually.

PUBLIC COMMENTS

No one signed up for the Public Comment Session.

PUBLIC HEARING-Board of Revision & Appeals Hearing

No property tax appeals were filed, so the hearing was canceled.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:04 p.m.

INVOCATION AND PLEDGE

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

ROLL CALL

All Councilmembers present.

RECOGNITION

PROCLAMATION 2022-13/FORMER COUNCILMEMBER DOUGLAS MORROW

Mr. Morrow was in attendance, along with his wife, Linda, two sons and grandchildren.

He was presented with the following proclamation:

*PROCLAMATION 2022-13
Honoring Former Councilmember Douglas E. Morrow*

WHEREAS, sworn in as Councilman of the Third Ward in April 1989, Douglas E. Morrow resigned from his elected post in September 2021 because of relocating to New Castle County; and

WHEREAS, many impressive accomplishments have taken place during his 32-year tenure, some involving essential transportation improvements and major utility expansions, the redevelopment of vacated subdivisions throughout the community, the formation of private/public partnerships, completion of critical healthcare projects; and specifically the development of the Greater Milford Industrial Park and Independence Commons, a new City Public Works Facility, the extraordinary revitalization and preservation of Milford's downtown, in particular following

the 2003 fire that nearly destroyed the historic district, completion of the Mispillion Greenway Riverwalk and Park phasing project, the \$314+ million Bayhealth Sussex Campus, the transformation of the former Milford Memorial Hospital into a vibrant Milford Wellness Village offering a multitude of amenities, the 95,000-square-foot Nemours Facility that provides services to both children and seniors, the repurposing of the antiquated Milford Armory that is now open to the public for activities, workshops, seminars, and the approval of a new and modern 31,000+ square foot police facility and much more; and

WHEREAS, Councilman Morrow has served as a member of various committees including, but not limited to Finance, Bill Approval, Police, Public Works, Annexation, Economic Development, and two Charter Review Subcommittees, many of which he led as Chairperson; and

WHEREAS, he served as Milford's representative on the Kent Economic Partnership and was an advocate for issues such as fiscal accountability, public safety, and employee pay and benefits; and

WHEREAS, Councilman Morrow was selected by his Council colleagues to serve as Vice Mayor beginning from May 2013 until May 2020; and

WHEREAS, the call to serve a community is a privilege not everyone accepts, but Councilman Morrow accepted the responsibility with a goal of building a community that thrived economically, while still maintaining the small-town quality of life that the City of Milford has cherished for generations.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED BY THE MAYOR AND COUNCIL OF THE CITY OF MILFORD, IN COUNCIL MET:

That we hereby honor the tremendous impact and celebrate the exceptional leadership that Douglas E. Morrow has displayed over more than three decades and thank him for helping to guide his beloved City into one of the most prosperous in the State of Delaware, made possible by his commitment, devotion, thoroughness, and concern for its residents and businesses.

Best wishes are extended to him, his wife Linda and his sons and their families in all future endeavors.

He was also presented with gifts from the City and wished him a happy and healthy retirement.

PROCLAMATION 2022-14/RETIRING CHIEF KENNETH BROWN

Chief Brown was recognized with the following proclamation due to his impending retirement on July 31, 2022:

*PROCLAMATION 2022-14
Honoring Retiring Chief Kenneth L. Brown*

WHEREAS, Chief Brown was born and raised in Milford, Delaware, beginning his career with the Milford Police Department in 1986 as a part-time police dispatcher, and later was hired as a law enforcement officer graduating from the Delaware State Police Academy and being sworn-in in May 1988; and

WHEREAS, initially assigned to the Patrol Division, in 1991, Chief Brown transferred to the Criminal Division, where he devoted much time and energy and, due to his success, was promoted to lead investigator; and

WHEREAS, in June 2011, Chief Brown earned the rank of Lieutenant and remained administratively responsible for the Criminal Investigations Division and Training Division; and

WHEREAS, during his 36-year career, Chief Brown expanded his educational horizons by receiving his Associate's Degree in Criminal Justice from Delaware Technical and Community College; and

WHEREAS, Chief Brown is a member of numerous law enforcement organizations, including the International Association of Chiefs of Police, Delaware Police Chiefs' Foundation, Delaware Association of Chiefs of Police,

FBI-LEEDA, National Association of Chiefs of Police, NAACP, SLEAF, and SALLE/EIDE Committees, Police Accreditation Commission, Criminal Justice Advisory Committee, many as a Board Member, and as Chair of the Kent County Police Chiefs Association; and

WHEREAS, Chief Brown is also active throughout the community by serving on the Milford Senior Center Board, Brandywine Counseling and Community Service Board, Delaware Tech Criminal Justice Program Advisory Board, and the Behavioral Health Crisis Task Force; and

WHEREAS, Chief Brown's Badge Number 5111 will officially be retired along with the badge numbers of previous Retired Chiefs of Police 5100, 5101, and 5104; and

WHEREAS, Chief Kenneth Brown's retirement from the Milford Police Department becomes effective on August 1, 2022.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and City Council hereby honor and take pride in bringing special attention to Police Chief Kenneth Brown, and commend him for his many years of exemplary law enforcement service, especially for his positive contributions to the City of Milford.

AND, LET IT FURTHER BE PROCLAIMED that the Mayor and City Council wish him a long, happy, and healthy retirement as he relocates to Dagsboro, Delaware, with his wife, Holly.

Photos followed.

PROCLAMATION 2202-12/NATIONAL SYSTEM ADMINISTRATOR APPRECIATION DAY

Mayor Campbell then proclaimed July 28th as System Administrator Appreciation Day:

PROCLAMATION 2022-12

NATIONAL SYSTEM ADMINISTRATOR APPRECIATION DAY - July 28, 2022

WHEREAS, National System Administrator Appreciation Day is an International Celebration of System Administrators across the globe, officially recognizing the time and effort these device-doctors and tech-therapists sacrifice as they work their magic at unsocial hours;

WHEREAS, Ted Kekatos created National System Administrator Appreciation Day after a Hewlett-Packard magazine advertisement inspired Kekatos to launch the day;

WHEREAS, The advertisement showed grateful co-workers giving their systems administrator flowers and a fruit basket for installing a new printer;

WHEREAS, Just days before, Kekatos had installed several of the same models of printers at his place of work;

WHEREAS, First celebrated on July 28, 2000, and now observed on the last Friday of each July, it is also known as Sysadmin Day, SysAdminDay, SAD, or SAAD; and

WHEREAS, Throughout the City of Milford Offices, if technical issues arise, the System Administrator or IT Professional answers the call; when the company needs to upgrade, they turn to the IT professionals to log long hours to test and complete it.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim July 28, 2022 "National System Administrator Appreciation Day" and acknowledge its Information Technology Department Staff: Dale Matthews, Information Technology Director, Paul Beebe, Technical Support Specialist I and Denham Dodd, Technical Support Specialist II for outstanding and continual support to the organization.

PUBLIC HEARINGS

Solicitor Rutt then read the rules and procedures prior to the hearings.

ORDINANCE 2022-26

Application of Cypress Hall – Residential – Phase I on behalf of Shawnee Farm, LLC for the Final Major Subdivision (Phase I Only) of 91.69 +/- acres of land, in an R-3 (Garden Apartment & Townhouse) Zoning District to be known as Cypress Hall. Property is located on the west side of US Route 113 approximately 3,100 feet south of the Shawnee Road intersection Milford, Delaware. Present Use: Vacant; Proposed Use: Planned Unit Development. Tax Map: 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00

Planning Director Pierce then presented the application for the Final Major Subdivision (Phase 1) of Cypress Hall. The property zoning is considered moderate density residential in the comprehensive plan and is currently vacant and the proposed uses is a planned unit development.

The applicant received a revised preliminary major subdivision approval for Phase 1 from City Council back in March 2019 and subsequent extensions were approved by Council in August 2020 and July 2021. Phase 1 includes the construction of 96 townhouse units.

The applicant had previously received record plan approval and recorded the subdivision for Phase 1 for 96 townhouses as well. Some minor revisions were made to the lot layouts in the Phase 1. The majority of the revisions with the Cyprus Hall Development occurred in Phase 2 which is not part of tonight's review.

The final major subdivision was reviewed and is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land. Some conditions that were part of the PUD approval back in March are listed in Section 2 and have been met. The construction plans have also been reviewed for compliance with the City's construction standards by the City Engineer. Section 3 outlines the State Agency approvals attained for the revised approval.

The public notice was published in the Delaware State News on June 7, 2022, and owners of properties within 200 feet of the subject parcels were mailed notices. The site was also posted with a public notice sign.

The Planning Commission reviewed the final major subdivision application on phase one on July 19th and recommended approval by a vote of five to zero.

Associate/Senior Landscape Architect Tim Metzner of Davis Bowen and Friedel, Incorporated of 1 Park Avenue, Milford, stated he is here to represent the applicant Shawnee Farms LLC to request major subdivision approval of Phase 1, the portion that comes off the entrance off of US Route 113 into the site where the townhouse homes will be located. All agency approvals have been received.

The site was previously approved back in 2010-2012 time frame. Construction has started because the back portion, which is the apartments, was the main reason for the revised approval from Council. The apartments had changed since that approval time with a couple minor changes to the lots and the dedication of active recreation area in the center area. Other than that, it is essentially the same number of units, same layout, and same route configuration.

When asked about KCI comment number 2 related to the pipe slope not meeting the DelDOT Road Design Manual flow requirements, Mr. Pierce said the construction plans in this development was approved 10 to 12 years ago. Construction was started under that particular design because nothing was being changed in Phase I. That included the storm water design that was approved by the City previously for the roadways. Through the review and during construction, it was noted that some of the slopes appeared not to meet those standards.

City Engineer James Puddicombe and the KCI Engineer reviewed it to ensure it would not be a problem long term. Based on their professional opinion, the City accepted the design that was previously approved by Council. Any future phases of the development will need to meet those DelDOT drainage requirements.

Mr. Metzner added that the portion with the flat slopes are the connector pipes between the ponds. It is not the pipes that discharge the road drainage and those have a positive slope. Instead, this is the connection between the

ponds with the flat slope. Those ponds were sized to manage up to the hundred-year storm events and will not have any adverse impact in the roadways and are a closed system, or manholes that connect or discharge directly from one pond to the other. They were sized accordingly, and the flat slopes are not discharging any road right-of-way.

Mr. Pierce confirmed that it was acceptable of the engineers because it met two feet per second in this phase. Mr. Metzner confirmed that the storm water calculations that the two feet per second are met, which is based on the amount of flow coming to it. The flatter slopes tend to be more of a problem for the pipes at the upstream end of a run. These are down streaming so there is a lot more velocity coming to it.

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

Solicitor Rutt then announced the Delaware Supreme Court has ruled that if a subdivision plan meets all of the requirements set forth by, in this case the City of Milford, there is no basis for denial.

Councilmember Fulton moved to adopt Ordinance 2022-26, final major subdivision approval of Phase 1, seconded by Councilmember Wilson. Motion carried by the following roll call vote:

Marabello-I approve because it has been approved by the Planning Board five to one and the plans are consistent with Chapter 230 and Chapter 200.

Boyle-I will vote yes for the proposal as it meets the requirements set forth in Chapter 230 and 200.

Fulton-I vote yes, it meets all the requirements of the City and as set forth by the findings from the Supreme Court.

Culotta-I vote yes, based on Planning.

Samaroo- I vote yes based on the Planning Commission's vote of five to zero.

Baer-I vote yes, based on the five to zero have from Planning.

James-I vote yes, it meets all the requirements in the City Code.

Wilson-I vote yes, based on Planning Commission's favorable vote.

ORDINANCE 2022-27

Application of Wickersham on behalf of CCM-Koelig, LLC for the Revised Final Major Subdivision of 39.015 +/- acres of land, in an R-3 (Garden Apartment & Townhouse) Zoning District to be known as Wickersham. Property is located along the north side of Johnson Road adjacent to SR1, Milford, Delaware. Present Use: Vacant; Proposed Use: Townhouse Subdivision. Tax Map: 3-30-16.00-005.00, 3-30-16.00-269.00 through 475.00

Planning Director Pierce reported this project is another revised final major subdivision application for a property zoned for garden apartments and townhouses. The comprehensive plan designation is moderate density, residential. The property is currently vacant, and a townhouse subdivision is proposed.

It is located in the southeast neighborhood along the west side of SR 1, north of Johnson Road and south of the SR 1/30 on/off ramp and also south of the water tower in that area.

The applicant received revised preliminary major subdivision approval from Council in August 2021 for the construction of 203 townhouse units and received final major subdivision for the construction of 205 townhouses in 2013 and sat dormant since that time.

As part of the 2021 preliminary major subdivision approval, Council granted a waiver for the sidewalk along the entrance road. In lieu of having sidewalks on both sides, the applicant and Council agreed to allow a 10-foot wide shared-use path from Johnson road through the site, and tie into potential areas to the north. That is consistent with what he laid out on the City's bicycle master plan and is reflected in the final drawings in the packet.

Council also granted a waiver from the shade tree separation of 150 feet. The condition was that any trees lost due to the clusters of townhouses would have to be replanted elsewhere along the streets within the subdivision. That requirement has been met and can be seen in the landscaping plans in the packet as well.

The subdivision plans are consistent with the zoning and subdivision codes. Any waivers that were granted by Council, as part of the preliminary plan, have been met. The construction plans have been reviewed and approved by the City Engineer for compliance with the City's construction standards.

A list of all State Agency and department approvals is provided.

A zoning map was also included displaying the subdivision location and copies of the final record plans and improvement plans.

The public notice was published in the Delaware State News on June 7, 2022, and owners of all properties within 200 feet of the subject parcel were mailed copies of the notice. A public notice sign was also posted on the property.

The Planning Commission reviewed this application at their July 19th meeting and recommended approval by a vote of five to zero.

CE Cliff Mumford of Davis, Bowen and Friedel, Incorporated of 1 Park Avenue, Milford, was present to represent CCM-Koelig, LLC and owner Gary Farrar is in attendance via the telephone.

Mr. Mumford reiterated the plan was recorded in 2013. Part of the reason it was resubmitted was to remove the alleys from behind the townhouses in the first design. The City, owner and DBF got together and decided to remove the alleys. It was redesigned as a result and the total unit count decreased by two units.

During the redesign, the City asked to include the shared use path as part of the Bicycle Master Plan. A 10-foot-wide path was incorporated and dedicated for public use. The path was brought around the water tower into the site and was extended to Johnson Road.

With the revision, DelDOT required a reapproval that included a traffic impact study due to the amount of time that has occurred. Johnson Road and SR Route 1 intersection was reviewed that resulted in no offsite improvements were required other than the entrance improvements into the subdivision.

Included in the right turn lane will be a five-foot bike lane. Because more property was needed to allow both, private property owner to the east of the entrance were asked for right of way or a permanent easement for drainage. Mr. Mumford met with them and staked out the impact, which was also going to require the power pole to be moved. As a result, the property owners did not wish to participate and provided a letter of explanation. DBF used that to send to DelDOT and asked to remove the bike lane in the right turn lane. They agreed and the plan was amended with everything inside the right of way.

The amenities in the subdivision include a walking path, a picnic area, and a multi-use sports field. A tot lot has been added since the preliminary plan was presented to Council.

With the tree waiver, there are now more street trees in the subdivision and most areas have a street tree every 40 feet. That was accomplished by shrinking the driveways two and a half feet on either side which allowed a 5 x 5 grass area for street trees.

Mr. Mumford stated that one of the requirements of DelDOT for any project that abuts SR 1 or a principal arterial, is a noise analysis. They contracted with Century Engineering to place sensors by the houses near Route 1 to determine the decibel level. It was determined that the back row of homes from 41 to 72 would be impacted. To reduce that, a four-foot berm and an eight-foot wall will be built and is now included in plan.

In conclusion, he noted the plan was previously approved by Council and the revisions were made to improve the design for the enjoyment of future residents and to reduce maintenance costs on the City.

At this time, there is no design for the noise wall though it will have to meet the required decibel reduction with no landscaping though it includes a swale.

The floor was then opened for public comment. No one responded and the public hearing session was closed.

Councilmember Marabello moved to adopt Ordinance 2022-27 authorizing CCM Koelig for the revised Major Subdivision of Wickersham, seconded by Councilmember Boyle. Motion carried by the following vote:

Marabello-I approve based on the Planning Commission approval and meets all the requirements of the City.

Boyle-I vote yes for the proposal as it meets the requirements set forth in Chapter 230 and 200.

Fulton-I vote yes, it meets all the requirements of Chapter 230 and Chapter 200 and all the requirements of the City, along with the waivers that were granted by City Council in the past.

Culotta-I vote yes, based on Planning and previous approvals, and looks forwards to more affordable style housing in Milford.

Samaroo- I vote yes based on the Planning Commission's vote and because it meets all City requirements.

Baer-I vote yes, based on the vote of the Planning Commission's five to zero have from Planning and it makes sense for that area.

James-I vote yes, it meets all the requirements of the City and based on the approved review by the City Engineer.

Wilson-I vote yes, based on Planning Commission's vote and because it meets all the requirements in the City Code.

WARD REPORTS/COMMUNICATIONS

First Ward

Councilman Boyle thanked Code Enforcement for responding and handling a homeowner who was renting their pool out for parties in an R-1 zone that was advertised on a national website. Notice was served to the homeowner.

He also referenced an email sent to Council from Marcia Reed, co-owner of Gallery 37, expressing some concerns about activities along the Riverwalk. He asked to further discuss with the police department, particularly from a public relations point.

It was agreed to place on a future workshop.

Fourth Ward

Councilman James thanked the Code Enforcement officials for the attention to Brightway Commons concerning the upkeep of the property, so the residents have a livable area.

Second Ward

Councilman Culotta said there were code enforcement issues brought to his attention in his ward which were addressed.

Second Street Theater

Councilman Marabello reported on the success of Oliver for three weekends.

He also asked that the City Council encourage people to attend the Ladybug Festival this weekend, which is one of the City's largest events.

MONTHLY FINANCE REPORT

Finance Director Lou Vitola provided the following report:

The Financial Reporting Package for the year ended June 30, 2022, is enclosed. The executive summary below highlights this month's notable developments. The "Quick Reference" section of this memo recaps important financial highlights and changes made in FY22 to help shorten the executive summaries, and it will be

condensed/eliminated to make room for FY23 initiatives. FY22 was another strong year for the City. Remarkable progress was made with the combined streets and utilities project, among others, while cash balances finished high with the receipt of the second tranche of ARPA funding.

Positive trends observed most of the year persisted through June to close FY22 with a positive budget variance. Operating expenditures tracked below even the seasonalized budget across funds for all twelve months of the fiscal year. Electric fund margins were stable the final third of the year, though gross margin fell 1.6% (\$0.15mm) shy of the budget. Electric O&M cost control was sufficient to allow both operating margin and the net surplus to exceed the budget. The water, sewer and solid waste funds all closed FY22 with stronger margins and higher surplus than budget. The water fund may have benefited from the dryer weather in FY22, but the positive revenue variance versus the budget is the narrowest among the major utilities at 1.4% ahead. The sewer fund operating results far exceeded the budget, as high I&I costs in FY21 influenced the FY22 budget, only for FY22 I&I to fall to the lowest level in the 17-year history since maintaining the statistics. The dryer FY22 lifted sewer operations to a greater degree than water. Solid waste results had improved five consecutive months before stepping back in June, though FY22 annual results exceeded FY21, which itself was considered a banner year for solid waste.

Total cash and investment balances jumped almost \$1.9 million in June. Had it not been for the receipt of the second tranche of ARPA funding, total liquidity would have dipped by \$1.3 million, explained almost entirely by the \$1.3 million in spending to take the combined streets and utilities project to 97% completion. As a reminder, the “2020” (reflecting the year of original scoping/engineering) streets and utilities project was compiled by efficiently combining initiatives scattered across the FY21 & FY22 CIP in separate but related utility and governmental upgrades.

Asbestos water pipe and gravity sewer line replacement, valve and hydrant upgrades, meter pit replacements, repair and upgrades to sidewalks, curbs and ramps behind utility projects and to ensure compliance with ADA standards, road repair and storm drain inlet/piping improvements were all bid together to achieve cost savings through scale and vendor consolidation. \$2.5 million of the \$2.6 million project was completed in just seven months of activity this spring and summer, with little impact on the City’s reserves: 100% of the water, sewer and stormwater project components (\$2 million) and almost 100% of the general fund project components (\$0.5 million) are being met with ARPA infrastructure funding and MSA/RTT funding, respectively. The success of the combined infrastructure project aside, the City made substantial progress on all manner of projects and initiatives across the board.

The Police launched the Behavioral Health Unit and accelerated its development with ARPA funding following a successful pilot period, all the while advancing the police station design and developing an assigned vehicle program. Parks & Recreation has expanded with land acquisitions and made progress by securing grant for a series of projects that are enhancing the recreational activities and quality of life in Milford. The IT Department has made significant improvements to the City’s data and network security through hardware and software upgrades, training and policy development.

The Cash Operations and Billing / Customer Service department has likewise been adopting significant – and at times, business-interrupting – software upgrades, with several ongoing and several on the horizon. Sewer operations are benefiting from the ongoing I&I investigation, while spare pumps and equipment were put into place this year for redundancy. The electric fund has carried out LED light retrofits across the city while funding lighting and data security initiatives across departments. The water fund may have had its most productive year on record as the interfund financing unit for the acquisition of the Milford Business Campus, along with tower upgrades, the Front Street and Mispillion Street water line replacements, the aforementioned combined (but water-heavy) streets & utility project and other water quality initiatives.

This fiscal year closed with remarkable progress on citizen-demanded, Council-supported, highly visible projects, while at the same time maintaining a healthy balance sheet and strong operating results. We look forward to the same in FY23 with eyes on grant opportunities, financial discipline, and safe, efficient operations both in the field and in the office.

Summary of FY22 Modifications

- New P.1 – Net Cash and Funding Availability Summary (in thousands)

- o New page stacks the beginning and ending cash and investment balances from the Cash Roll forward p.2 into columns 1 and 2 so elements of the Restricted Cash Reserves Report on p.3 can be consolidated into a single, comprehensive executive summary.
- o The Lodging Tax Fund and the Parks & Recreation Facilities Fund were added to p.1 and p.2
- P.2 (formerly p.1) – Cash Roll forward o New Solid Waste Reserves Acct created by FY22 Water Fund interfund loan forgiveness; new variance indicators
- P.3 (formerly p.2) – Restricted Cash Reserves Report
 - o The MSA and RTT reserves were combined into one shared summary to make room for Solid Waste Fund
 - o Lines 3 & 17 added to show additions & interest earnings in the capital reserve accounts
 - o Lines 12, 13, 24 & 25 feature updated MCR & ERR calculations for FY22 pursuant to cash reserve policy
 - o Lines 12 & 24 updated in Feb 2022 to carve out the MCR attributable to Op Cash & report with p.1 Op Cash
- P.4 (formerly p.3) – The Enterprise Funds “P&L Style” Report features a new comparative column and four new rows
 - o The rightmost column compares current vs prior FYTD periods by revenue and expense lines and subtotals
 - o Rows 16-19 compare current net surplus by fund to the seasonalized budget and prior FYTD periods
 - o Variance indicators added for quick reference to both P&L reports; refined in October 2021
- P.5 (formerly p.4) – The General Fund “P&L Style” Report created to complement existing Enterprise Funds P&L Report
 - o Rows 19-22 compare current net surplus by major function to the seasonalized budget and prior FYTD periods
- P.6 (formerly p.5) – Planned Use of ARPA Funding by Category compared to Actual Spending added in Sept 2021
- P.7-11 – Revenue (p.7) & Expenditure/Inter-dept Reports (p.8-11) will be produced indefinitely as “legacy” reports

When asked for a quick snapshot of the current year’s audit (ending July 2022) and how to get there somewhat quicker than previously, Mr. Vitola said he does not want to over promise and under deliver, but first and foremost, we are doing a lot of that work now and it is dovetailing right into the same kind of work we need to do for FY22. One of the things the auditors do to test and really audit the financial statements, is to look at receipts and cash coming in and going out, following the end of the fiscal year.

Because that work is being done for post FY21 and basically the whole year of FY22, they are knocking out dual testing now for 21 and 22.

He also hopes there is no employee turnover in the Finance Department and if they do, they will act much more quickly to find a stop gap.

The third thing is the budget includes a separate CPA engagement. Whether it is with the same firm or another firm, it does not matter, and can still maintain the independent standards which required them to in-house the financial statement development in the first place. Those independent standards can be maintained with a separate engagement, even if it is with the same firm, and funding in the budget to supplement the finance staffing and auditing activities, if necessary.

When compared to FY21, it was asked the latest deadline for the financial report ending for June 30, 2022.

Mr. Vitola said again, being afraid of over promising and under delivering, he would say mid February. Though late, it will improve compared to FY21, and believes it may be shorter than that.

Councilmember Boyle moved to accept the June 2022 Finance Report, seconded by Councilmember Marabello. Motion carried.

UNFINISHED BUSINESS

Downtown Milford Inc/Waiver of Chapter 77/Alcohol Prohibition

A request was received from Downtown Milford, Incorporated for permission to serve alcohol at the Ladybug Festival on Saturday, July 30th. DMI will be serving beer, Mispillion River Brewing and easySpeak will also be serving.

Councilmember Fulton moved to grant a waiver of Chapter 77, Alcohol Prohibition, for the Ladybug Festival downtown on Saturday, seconded by Councilmember Baer. Motion carried.

*Appointment/Reappointment Parks & Recreation Advisory Board
Appointment/Tree Preservation and Advisory Council*

Mayor Campbell reported that applications are still being accepted. Both items will be moved to the next agenda for Council action/

It was confirmed the Tree Council would not be looking at specific subdivisions, but will be providing guidance on the applicable plantings, including Planning Commission's site plan reviews.

NEW BUSINESS

Authorization/ERP Contract Amendment

Finance Director Vitola spoke about the addition of the inventory module with the Tyler ERP implementation project. The total cost to add the module is slightly more than \$45,000 over the course of the five-year agreement. Approximately \$20,000 is a one time implementation fees and the balance represents the discounted \$4,776 annual maintenance fees.

No budget adjustment or CIP update is needed from Council because there are sufficient funds in the existing CIP project for the upfront component. However, for the out years, FY24 and 25 CIP, about \$26,000 more will be spread over those two years than initially anticipated.

Though a small amount, with respect to the whole project, it is a critically important module that we believe was baked into the finance module itself. We had the inventory module in the scope of the RFP though it turns out it is a separate module and a contract amendment is needed.

When asked if the package was reviewed for any other items that were eliminated, Director Vitola said they will but did take a closer look at the inventory capabilities within the fleet and asset management module and had a DEMO of the inventory module.

They were recently back in the contract appendixes with Tyler Representatives on a an unrelated call. They will be done and they have a PM on the project with Brandywine Technologies to double check.

Councilmember Fulton moved to authorize an amendment to the SAS Agreement with Tyler Technologies representing a five year investment totaling \$45,356, seconded by Councilmember James. Motion carried.

Adopts FY23 Tax Warrant/City of Milford

Councilmember James moved to adopt the FY23 Tax Warrant for the City of Milford by allowing the City Manager to bill the property owners as required, seconded by Councilman Fulton:

Greetings:

The Charter of the City of Milford provides the following:

“Article VII, Section 7.12: Attached to said tax list shall be a warrant, under the Seal of the City of Milford, signed by the Mayor and Attested to by the City Clerk, commanding the City Manager to make collection of Taxes as stated in the Tax Lists.”

THEREFORE, YOU, THE CITY MANAGER, DULY APPOINTED BY THE COUNCIL OF THE CITY OF MILFORD, ARE HEREBY COMMANDED TO COLLECT THE TAXES AS LEVIED IN THE FOUR WARDS, AS FOLLOWS:

Property Assessment Values Per Billing Register	\$ 1,371,516,752
Exemptions	[\$ 371,207,146]
Total Assessed Values	\$ 1,000,309,606
Tax Rate	x \$0.0049275
Estimated Tax Collection	\$ 4,929,026
Senior Citizen Discount	[\$ 34,495]
TOTAL TAX COLLECTION (Fiscal Year 2022-2023)	\$ 4,894,533

Tax Due Date: September 30, 2022

Motion carried.

Milford Ponds Phase III Preliminary Major Subdivision Ext #2

Planning Director Pierce reported that Phase 3 of the project consists of 52 single family detached dwellings. Council granted a one-year extension for Phase 3 last June and the applicant seeking a one year extension for this particular phase.

He then provided history of the project when construction plans were submitted in November 2022 for review and then resubmitted it in February of 2021. A re-submission of the construction plans occurred last week so it appears they are moving forward with the design and should be back before the Planning Commission in a couple of months for final approval.

When asked about the sewage and roadway issues in Milford Ponds, City Engineer James Puddicombe stated they are working with DBF and the developer to try to resolve those issues currently. He hopes they will be completely addressed within the next month or so.

Tim Metzner of DBF explained that when Phase 3 was preliminarily approved, the ponds needed to be redesigned, reapproved, and constructed. That was part of Phase 2's approval which was received last year. Rebuilding those ponds was needed to fit into the revised Phase 2 approval and that construction started last summer and went into the winter. That then impacted Phase 3's approval because Phase 2 needed to be completed approved, constructed and accepted by Soil Conservation. As of June 2022, the approval letter was received from SED for the Phase 2 ponds.

As a result, they can now prepare for submission of the final approval of the site.

When asked about roadways, Mr. Metzner said there are as-built items for Phase 1 that are being corrected by the contractor. The final as-built approvals for Phase 1 have been submitted on the construction-related items. After that, a final walk thru will be scheduled.

To Mr. Metzner's knowledge, the stormwater ponds are going well, and a lot of the sewer-related issues have been correct. The newer construction has passed the related testing.

When asked how to prevent going backwards and to continue on a road of improvement, Mr. Metzner stated the construction that was done in the 2008 to 2010 time frame, was with a new contractor and inspector that were unfamiliar with the City standards. The less than quality work is well documented and fast forward to present day, a lot of that been acknowledged and corrected.

The owner has acknowledged that and has moved from that contractor and has done corrective measure with the hiring of a new contractor. Testing is being done on a daily basis for construction and materials.

Councilmember Boyle moved to approve the one-year extension of Milford Ponds Phase 3, seconded by Councilmember Culotta. Motion carried.

Authorization/One Year Extension/R&R Realty/Real Estate Sales and Services

In 2018, the City solicited proposals from qualified commercial real estate companies for commercial real estate sales and marketing services for City-owned property, primarily within the Greater Milford Business Complex and Independence Commons office park. The City received one proposal in response to the request from R&R Commercial Realty and entered into an initial one-year contract for real estate services. The initial contract was renewed again in 2019, 2020 and 2021 for a one-year terms for which the latest expired on July 6, 2022.

Enclosed is a draft contract renewal for another one-year period for City Council review.

Lots have been sold to the Food Bank, Pest Pro, Mid-Delaware Professionals and JT Performance in recent years. The remaining lots available for purchase and their associated prices are listed in the provided listing agreement for City Council review and concurrence.

According to Planner Director Pierce, lots 7 and 8 have been sold and lot 12 was added to the list.

Councilmember Culotta moved to authorize the one-year extension for R&R Realty for real estate sales and marketing services, seconded by Councilmember Fulton. Motion carried.

ADJOURNMENT

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

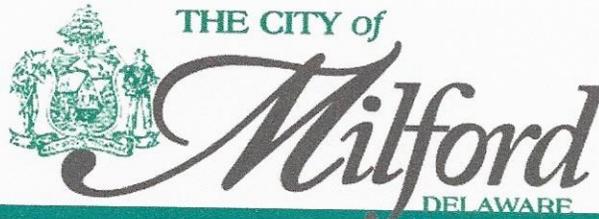
The meeting adjourned at 7:42 pm.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder



POLICE DEPARTMENT
400 NE Front Street
Milford DE 19963



Phone 302.422.8081
Fax 302-424.2330
www.milfordpolicede.org

TO: Mayor and Members of City Council
FROM: Edward A. Huey, Captain *EAH*
DATE: August 4, 2022
RE: Activity Report/July 2022

Monthly Stats:

A total of 474 arrests were made by the Milford Police Department during July 2022. Of these arrests, 117 were for criminal offenses and 357 for traffic violations. Criminal offenses consisted of 18 felony and 99 misdemeanors. Traffic violations consisted of 61 Special Duty Radar, 5 Drunk-Driving charges, 291 others.

Police officers investigated 57 accidents during the month and issued 153 written reprimands. In addition, they responded to 1277 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of July Chief Brown, participated in numerous conference calls and virtual meetings including the monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, bi-weekly City Manager’s meeting with Department Heads, and PD Staff meetings.

Shadowed Chief Brown on most meetings throughout the month in order to prepare for duties as Interim Chief of Police.

Training –

All officers participated in a one-hour Mental Health & Wellness training held at the department between July 12 – July 14, 2022.

Public Information/Social Media Update –

July statistics are as follows. Our Nextdoor posts during the month made 485 impressions. Nextdoor reaches 1715 households in 15 neighborhoods according to statistics provided by the website. Our Facebook page has 11,929 followers. Posts during the month reached 30,630 people with 15,958 people engaging in our posts. On Twitter our Tweets made 5942

impressions and our followers are at 1370. Our Instagram account has 1730 followers and posts during the month reached 1619 users.

Below are links of stories media outlets covered during the month.

<https://milfordlive.com/ground-broken-for-new-milford-police-station/>

<https://milfordlive.com/milford-night-out-planned-for-august-2/>

<https://milfordlive.com/chief-brown-recognized-by-council/>

SRO –

Sgt. Masten met with a group of Multilingual Learners from the Milford Central Academy and gave them a tour of the police department. This was a follow up to several prior meetings Sgt. Masten had with the group during the school year. The students are very interested in law enforcement and eager to learn more.

Sgt. Masten met with the Director of the Milford Library about security changes the library was considering. It was also discussed about having Sgt. Masten give the staff a refresher on intruder response. Sgt. Masten met with staff there several years ago and conducted an intruder training.

Milford School District staff and Sgt. Masten have met to go over school safety plans for the upcoming school year. Sgt. Masten is in the process of assisting MSD with updating plans that are required by Delaware Emergency Management as well.

Sgt. Masten and S/Cpl. Bloodsworth have been actively meeting with area apartment complex managers in an attempt to bolster those relationships. We have seen staff changes occur recently to three of the larger complexes in the city. We like to provide a liaison for our complex managers so they have a direct link to MPD, so we can make their problem solving more efficient.

Sgt. Masten continued to work on our Milford's Night Out in July. We're excited that Grotto Pizza and Pepsi have returned as primary sponsors and Perdue Farms has joined us this year in supporting the event. The event is set for August 2nd and will be our 26th annual.

Sgt. Masten met with a group of neighbors at Walnut Village who were interested in starting a neighborhood watch. The group is now going to discuss further about moving forward and Sgt. Masten will continue to coordinate with them.

K9 Unit –

For the month of July 2022, the Milford Police Department K9 Unit had the following stats:

K9-1 (Mason)

- CP/Demo

2

- Assist Other Agency 2
- No-Bite Apprehension 1

* K9 Mason was utilized to apprehend a suspect concealing a loaded firearm in his waistband while at his place of employment.

K9-2 (Raven)

- Building Searches 1
- CP/Demo 1
- Drug Sniff 7
- Assist Other Agency 2
- No-Bite Apprehension 2
- Track 2

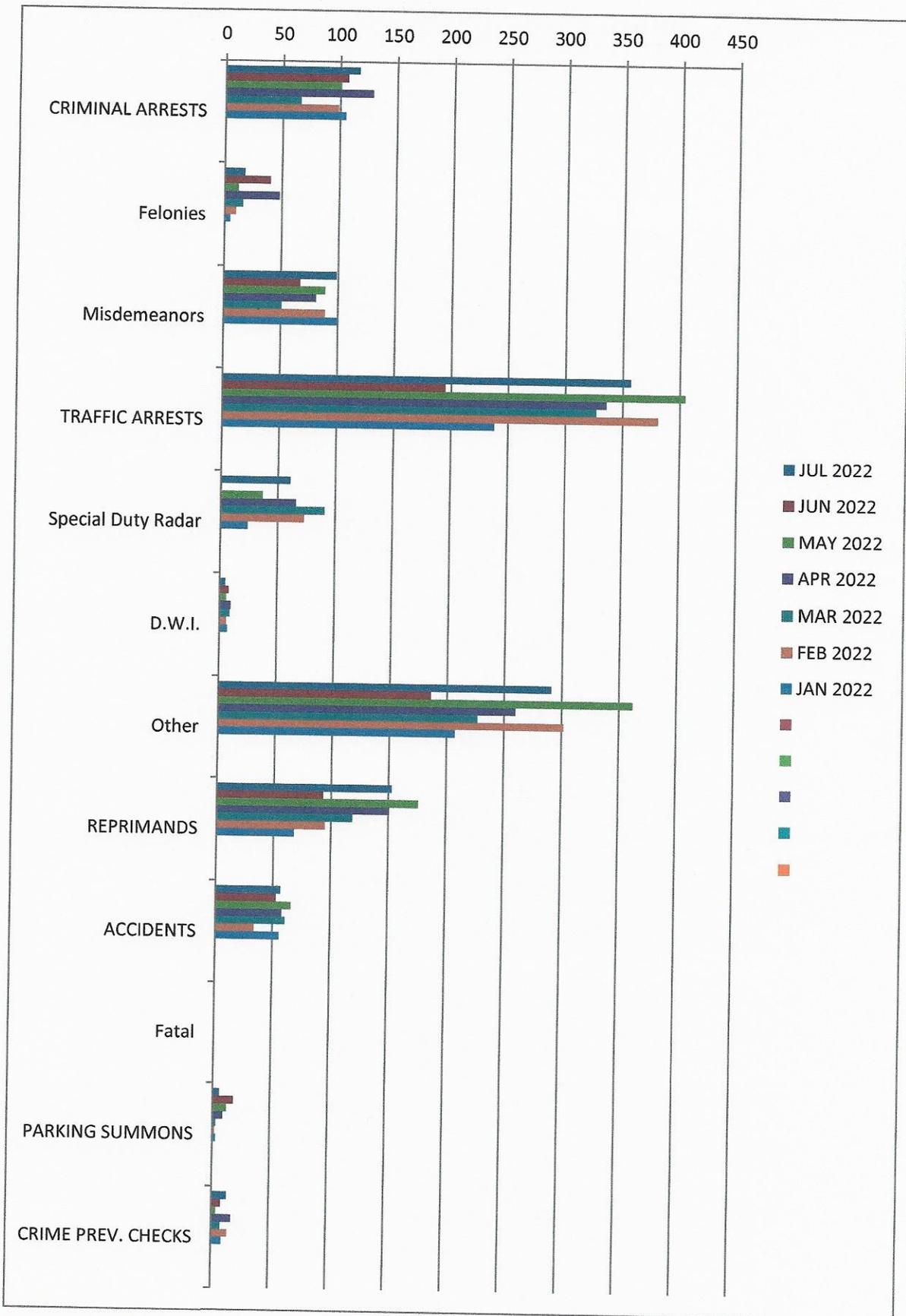
Seized Items

Amount

- Heroin .07 grams
- Methamphetamine .7 grams
- Currency \$1,16.00

JULY 2022 ACTIVITY REPORT

	JUL 2022	TOTAL 2022	JUN 2021	TOTAL 2021
COMPLAINTS	1277	8072	1248	7717
CRIMINAL ARRESTS	117	724	80	728
Felonies	18	149	13	118
Misdemeanors	99	576	67	610
TRAFFIC ARRESTS	357	2239	380	2174
Special Duty Radar	61	353	22	453
D.W.I.	5	51	11	54
Other	291	1835	347	1667
REPRIMANDS	153	855	143	612
ACCIDENTS	57	385	60	328
Fatal	0	0	0	0
PARKING SUMMONS	6	53	4	17
CRIME PREV. CHECKS	13	73	14	77
FINES RECEIVED	\$6,410.68	\$ 42,727.41	\$5,548.13	\$28,920.65



Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
July 4- July 10, 2022 (Independence Day)	51.5	1. Rural Subcommittee Meeting 2. Brandywine Counseling & Community Services Panel	1. Mental Health in Rural Committees	12	Referrals to Services: 10-81 Public Assistance Assist Other Agency	1	1	13
July 11- July 17, 2022	65.5	1. Milford Homeless Committee Meeting	1. The Modern Day Opioid Epidemic 2. Milford LEO Wellness Seminars	12	Referrals to Services: Assist Other Agency Check the Welfare 10-81 Public Assistance Disorderly	1	2	10
July 18- July 24, 2022	50	1. Sun Behavioral Health Meeting	1. Elder Suicidality and Depression	8	Referrals to Services: 10-81 Check the Welfare Public Assistance Disorderly Overdose	1	1	13
July 25- July 31, 2022	60	N/A	1. Veterans Psychiatric Crises	9	Referrals to Services: 10-81 Check the Welfare Public Assistance Disorderly Overdose 10-10	1	1	12
Totals:	227			41		4	5	48
Overall Totals:	2508.6			543		40	58	533

Milford Police Department - July 2022 BHU Statistics
Jenna Haines, LMSW, MSW, DE-CMHS
Gregory Bisset, LCSW, C-AADC
Danielle Blackwell, LMSW



OFFICE of the City Clerk
201 South Walnut Street
Milford, DE 19963

Teresa K. Hudson, MMC
O 302.422.1111 | F 302.424.3558
www.cityofmilford.com

DATE: August 1, 2022
TO: Mayor and Members of City Council
FROM: Terri Hudson, City Clerk
RE: July 2022

Activities:

- Continued Working with IIMC Region 2 Director Travis Morris (Virginia)
- Met with Staff, Chairs and Co-Chairs of All IIMC Committees 07/22/2022
- Assisted various Delaware Municipalities with Policy and Procedural Items
- Continued Search/Records Management & Storage Contractor
- Working With ClerkBase in relation to updated Transparency Solutions
- Requests/Assistance from City Departments (12)
- Created/revised/reloaded July Council Packets (18)
- Created/revised/reloaded July Council Agenda (15)
- Created/revised/reloaded Board of Adjustment Notices (4)
- Created/revised/reloaded Board of Adjustment Agenda (1)
- Created/revised/reloaded Planning Commission Agenda (1)
- Created/revised/reloaded Planning Commission Public Notices (2)
- Created/revised/reloaded Parks & Recreation Agenda & Packet (1)
- Created/revised Milford Community Cemetery Agenda & Packet (1)
- Provided Notary Public Services (7)
- Transcribed and proofread Minutes from City Council Meetings
- Transcribed and proofread Minutes from Planning Commission
- Transcribed and proofread Minutes from Board of Adjustment
- Distributed recordings of Council Meetings to various media outlets
- Communicated with DLLG Director
- Communicated with SCAT Staff
- Recognition Letters & Proclamations Created (5)
- Completed Minutes by City Clerk:
 - ✓ Completed Special Council Meeting (1)
 - ✓ Completed Previous Committee Meeting (1)
 - ✓ Council Workshops (2)
 - ✓ Council Meetings (3)
 - ✓ Executive Sessions (3)

Completed Minutes by Deputy City Clerk:

- ✓ BOA (1)
- ✓ Cemetery (1)
- ✓ Planning Commission (1)

A great deal of time continues to be spent on Special Duty events as those numbers increase. We continue to work with our partners Milford Police Department, DelDOT and Carlisle Fire Company (just to name a few), sometimes up to the day prior to the event. But we make every effort to keep them and other agencies well informed and updated.

Check out the number of new events in Milford—a sign of a friendly and welcoming community!

Special Event Permits to Date (32)

Upcoming Event Applications Received:

- ✚ God's Way Thrift Store/Barbecue for the Community 8/5/2022
- ✚ Meals on Wheels/Wheels for Meals Ride 8/20/2022
- ✚ Friends of Milford Museum Inc/Hippie Fest 8/20/2022
- ✚ Delaware Hospice/Annual Car Show, 09/24/2022
- ✚ DMI/Third Thursdays 08/19/22, 09/15/2022
- ✚ Feebs Distilling Company/Feebs Fest 9/4/2022
- ✚ Milford Public Library/Music in the Park/Mike Hines 09/07/2022
- ✚ Fur-Baby Resort/Shupe First Responders Touch A Truck 09/8/2022
- ✚ Chamber of Commerce for Greater Milford/Riverwalk Freedom Festival 9/17/2022
- ✚ Milford Wellness Village/Village Fest 9/23/2022
- ✚ Headwaters Acton LLC/Acton Children's Business Fair 10/01/2022
- ✚ DMI/Oktoberfest Crawl 10/01/2022
- ✚ Chamber of Commerce/Riverwalk Farmers Market Saturdays 08/06, 08/13, 08/20, 08/27, 09/03, 09/10, 09/17, 09/24, 10/01, 10/08, 10/15, 10/22, 10/29, 11/05, 11/12, and 11/19/2022

Deputy City Clerk White attended two training sessions this month:

- How to Maintain a Credible Retention Schedule
- Resident-Centric Strategies- A Public Servant's Perspective

The City Clerk also participated in the Resident/Centric Strategies session.

The Deputy City Clerk also attended the Legislative Luncheon hosted by the Chamber of Commerce on Wednesday, July 20th and both Clerks attended the Milford Police Department Groundbreaking Ceremony on July 27th.

We have joined the International Institute of Municipal Clerks in conveying our deep concerns and support for those impacted by the recent and ongoing natural disaster in Kentucky. The rain and flooding have harmed and displaced countless people, wreaking havoc on lives and depriving thousands of basic resources.

We want our Kentucky sisters and brothers to know that as Municipal Clerks, they are looked upon as leaders in their respective communities.

August is Family Fun Month



Enjoy!
Terri

TO: Mayor and City Council
THRU: Mark Whitfield, City Manager
FROM: Michael Svaby, Director, Public Works
DATE: July 8, 2022
RE: June 2022 - Public Works Department Staff Report

The following input represents a high-level list of activities and accomplishments for the month of June 2022.

Director's Office

- Employment Interviews Held: 1 for Equipment Operator
- Worked with Engineering and legal council on evaluating options for Milford Ponds development and Front Street Lead Service Line Replacement project.
- Coordinated 1st round of Crew Leadership training.
- Followed up on grant opportunities and open permits with DelDOT and Homeland Security.
- Coordinated TAP Project meeting for NE Front Street
- Attended Safe Streets for All (SS4A) Grants webinar
- Worked with DEMA on completing the Emergency Response Plan Library

Engineering Division

- Supported document gathering and billing/scope research process for Milford Ponds meeting
- Completed paving on North Street ; striping and minor repairs remain
- Completed paving on Barker Street.
- Advertised bid for and held pre-bid conference for the sidewalk repair program.
- Continue coordination with DelDOT on the Front Street Lead Service Line Replacement project

Public Services Division - Streets/ Utilities/Water/Sewer/Solid Waste Sections

- Assisted Schrock in installing the altitude valve for the City's Water tower at Caulk/Dentsply.
- Repaired replaced street signage as needed on Airport Rd, and Routes 14 and 113.
- Sprayed weeds (bi-weekly) and swept streets (daily) on usual schedule .
- Assisted in setting up street configuration for third Thursday.

PW Administration

- Coordinated multiple events that were held in the PW Conference room for both the Police and public Works organizations.
- Continued to fill in as Facilities Coordinator in the absence of a hired person for this role.
- Supported logistics for Solid Waste vehicles in terms of scheduling outside work, switching trucks when disabled and working with garage top ensure trucks are properly maintained for safe operation.
- Coordinated fiscal close out of FY 22 issuing multiple budget change transactions, soliciting final invoice submissions, etc.
- Supported Solid Waste Collection Vehicle research effort to analyze best operating model.

New Employee Starts

- None in Public Works Department since the announcement of the last two new employees at the June 27th meeting.

Public Works Department - JULY 2022	July 2021	July 2022	FY22 YTD (07/01/21-06/30/22)	FY23 YTD (07/01/22-06/30/23)
Streets/Utility Division				
Signs Installed/Replaced	30	28	30	28
Curb Miles Swept	120	100	120	100
Sewer Lines Flushed (in feet)	1,250	1,725	1,250	1,725
Sewer Back-up Response	6	1	6	1
Sewer Line Repaired	X	0	X	0
Water Hydrants Flushed	125	2	125	2
Fire Hydrants Replaced/Installed	3	0	3	0
Water Line Repair	2	0	2	0
Water Valves Exercised	27	8	27	8
De-icing Salt Used (tons)	X	0	X	0
Potholes Filled - Cold Patch	60	53	60	53
Potholes Filled/Spray Patch - Gallons Emulsion Used	7	0	7	0
Leaves Collected (Tons)	X	0	X	0
After Hours Calls	5	0	5	0
Crack Sealing (pounds of sealant used)	X	0	X	0
Work Orders Completed	23		23	
Storm Sewer Inlets Cleaned	75	65	75	65
Street Closures/Festivals	x	2	x	2
Engineering Division				
Utility Locates Completed	x	143	x	143
Infrastructure Work Orders Completed	27		27	
Backfill Inspection Work Orders Completed	5		5	
Operations Division				
Fleet Work Orders Completed	2	37	2	37
Fuel Use-Diesel (Gallons)	2,711		2,711	
Fuel Use-Gas (Gallons)	4,505		4,505	
Blue Def (Gallons) (May 23-27,2022)	x		x	
Solid Waste & Facilities Division				
Refuse Collected (Tons)	337	320.70	3,750	320.70
Recycle Collected (Tons)	75	82.59	858	82.59
Yard Waste Collected (Tons)	65	47.74	619	47.74
Diversion Percentage (%)	29.00%	X	0.32	X
Bulk/Brush Collection Requests Completed	64	69.00	814	69.00
Containers Delivered	65	26.00	691	26.00
Containers Serviced (Swap, Replacement, Removed)	12	26.00	344	26.00
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons)	83,627,700	92294800.00	577,645,900	92294800.00
Waste Water Transferred (Millions of Gallons)	97,939,000	75119000.00	564,329,000	75119000.00
Work Orders Completed	52	40	54	40
Pump Stations Cleaned	1	2	1	2.00
After Hours Calls	9	14	9	14

Public Works Projects - JULY 2022	Planning Stage	Bid/PO Award	In Progress	Complete
Water				
Install Automated Blow-off Valves 2 in stock	Charlie / James	charlie	X	
Protection Upgrades Caulk & 10th Street Towers	Steve			
Water Tower Altitude Valve at Caulk Tower	Charlie / James	Schrock	X	DONE
Water Trtmnt Monitoring & Process Control Upgrades (4&5)	Steve / Steve Z.		X	
City-wide Valve & Hydrant Replacement/Improvements	Charlie / James	Charlie	X	
Standardized Water Treatment Facility Controls	Steve / Steve Z.		X	
DNREC Water Allocation Permit	Steve	State	X	Patty Murray
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair	KCI	KCI	X	
SCADA Instrumentation Upgrades & Integration	Steve / Steve Z.		X	
Targeted Inflow and Infiltration Investigation & Repair	KCI	KCI	X	
North Shore Pump Station Hatch Replacement	DBF	?		
Streets				
Mispillion, McColley, Marshall Streets Reconstruct/Paving				X
Fisher Ave				X
Financing for Private Sidewalk Improvements	X			
Street Resurfacing and Rehabilitation, ADA Ramps			X	
Installation of ADA Compliant Ramps			X	
Walnut Street Pedestrian Crossing (Landscaping)	X			
Truck Turning Study	X			

PARKING				
BUILDINGS		Data Unavailable		
PW-Complex Security				
Paint shutters and repair molding at City Hall				
Customer Service-Basement Waterproofing				
Customer Service-Concrete Repair Drive-Thru				
Facilities Management Binder				

PW Facility Air Infiltration				
PW Facility Roof Drainage Repair/Replacment				
Public Works Equipment & Vehicles - JULY 2022	Planning Stage	Bid/PO Award	In Progress	Complete
ELECTRIC				
Replacing Vermer Trencher (E128)				
TECHNICAL SERVICES				
WATER				
Replace W-16 IR Compressor				
Replace W-8 F250 2022	Ordered	Hertrich	Ordered	
Replace W-15 Pick up 2022	Ordered	Hertich	Ordered	
SEWER				
Replace SE-2 Ford F250 Pickup 2022	Ordered	Hertich	Ordered	

Orchard Hill				X
West Shores at New Milford			X	
Watergate		X	X	
Walnut Village			X	
Milford Ponds Phase I		X	X	
Hearthstone Manor II	X			
Milford Ponds Phase II	X			
Simpson's Crossing Phase 1a			X	
Simpson's Crossing Phase 1b		X		
Cypress Hall Phase I		X		
Wichersham	X			
Mispiration Landing	X			
Riverwalk Villas	X			
Windward on the River			X	
Cypress Hall Phase II	X			
Milford Ponds Phase III	X			
200 NW Front				X
Hickory Glen	X			
Knights Crossing	X			
Commercial Developments - JULY 2022	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Microtel				
La Kramer				
Deep Branch Plaza				
Laundry Mat-24 Milford-Harrington Hwy				
Delaware Mini Storage				
La Kramer				
Deep Branch Plaza				



PUBLIC WORKS FACILITY

180 Vickers Drive
Milford, DE 19963
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Anthony J. Chipola III, Electric Director
PHONE 302.422.1110, Ext 1137
achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: July 2022 Electric Dept Staff Report
Date: August 4, 2022

Director's Office

- Worked with PEC to develop High Level Scope and Estimate for potential Indoor Agriculture Customer (20+MW)
- Participated in Capital Project Mtg
- Met with Kevin Lane – Middletown Electric Director to discuss challenges facing Municipal Utilities
- Attended DelDOT July South Monthly Utility Meeting
- Met w/ Perdue Maintenance Manager to discuss Perdue Electric Service and Distribution System Operations
- Met with M. Svaby for EV Charger Project Handoff
- Conducted Substation Tour for interns and engineering technicians
- Met with New Operations Group for Milford Solar Facility
 - BayWa taking over operations from JUWI
 - Discussed coordination of Activities and Notification Protocols
- Attended Mispillion Landing Pre-con mtg
- Met with QEI SCADA Vendor
 - Worldview Software overview
 - Upgrade requirements for QSCADA
- Suzannah Fredricks, Steve Zeveney, Dale Matthews and I met with DEMEC to discuss data retention requirements and needs for AMI.
- Attended Groundbreaking Ceremony for New Police Headquarters
- Met with Osmose to discuss capturing and entering Electric Assets into GIS application.

Electric Lines

- Monthly Substation Inspections completed – Minor Issues Noted
- TVPPA / DEMEC Lineworker Assessments
 - Assessed Skills and Knowledge
- Responded to Ckt 120 Lockout condition
- Ladybug Festival Prep
 - Tested and Repaired receptacles along Walnut
 - Adjusted Lighting Operation
- Supported National Night Out
 - Brought Line truck and Tools for Display
- Promotion of Stephen Porter to Crew Leader

Technical Services

- Troubleshoot and Repair of Low DC Alarm at Tap Station
- Repaired Drag Hands
- Performed a SCADA software upgrade to facilitate the Worldview software which will allow us to transition to Windows based servers as support for our Open VMS servers is ending
- Trouble shoot and repair Milford Ponds Pump Station control issues

- Leveraged AMI data to identify an overloaded electrical service and advised customer to upgrade their metering equipment before they experienced a failure.
- Worked with customer service to investigate the cause of high water usage at Bayhealth facility.
- Replaced 54 defective water AMI communication devices
- Processed 5 solar interconnection applications.
- Met with various contractors to specify metering equipment and advise on installation.
- Process the record keeping and paperwork associated with meter exchanges and interconnection applications

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: August 7, 2022

RE: July 2022 – Planning Department Staff Report

- During the first seven months of the 2022 calendar year, the City has issued 25 new residential construction permits. The total construction investment in Milford through the end of July 2022 based on issued building permits was \$18,985,188.
- The City of Milford has seen 130 projects with a committed investment of over \$26.4 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 \$2.77 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$601,000 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 three applications at the August meeting. The first is a conditional use site plan application for the PAM Milford project located on the Sussex Health Campus. The second is an amended conditional use application for Feebs Distilling Company located on McColley Street to allow for outdoor seating. The third is a final site plan application for the new Food Bank facility to be located in Independence Commons.
- The Board of Adjustment will review three variance applications at the August meeting. One pertains to a proposed minor subdivision of land located within the 600 block of North Street, another relates to removal of off-street parking for a legal non-conforming business on SE Fourth Street and the last application pertains to the construction of a rear addition within the Milford Ponds community.
- The City received a resubmission of final major subdivision plans for Knights Crossing – Phase 2A which is currently under review.
- The City reviewed final major subdivision plans for Knights Crossing – Phase 2B and provided comments to the applicant.
- The City received a final site plan application for the William Allen Property Management project on Silicato Parkway.
- The City received a resubmission for Milford Ponds Phase III final major subdivision which is currently under review.
- The City reviewed final site plans for the Helmick Milford, LLC project located at the former Wendy's site and provided comments to the applicant.
- Staff attended the City's bi-monthly meeting with the Builders and Remodelers Association of Delaware (BRAD) to discuss projects, code revisions and other items that might impact building and development in Milford.
- Attended quarterly Kent Economic Partnership & Milford meeting.

- Submitted annual Downtown Development District report to the Office of State Planning Coordination. A copy is provided with the monthly staff report.
- Attended a scoping meeting for a transportation study funded by the Dover/Kent County Metropolitan Planning Organization (MPO) and the City for the Airport Road and Route 15 intersection. The study will include public engagement and a final presentation to City Council within the next 12 months.
- Attended a FEMA Region III 2-day virtual seminar on climate adaptation.
- Staff continue to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
 - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
 - [Downtown Development District Plan \(Click Here to View\)](#)
 - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
 - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Total
New Cases	63
Closed Cases	24
Open Cases at Start of Period	420
Open Cases at End of Period	455

*202 open cases are for tall grass, which stays open the entire growing season.

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	5
Dangerous Tree	1
Furniture Violation	2
Generic Violation	5
Property Maintenance Violation	16
Rubbish & Garbage	6
Weeds & Grass	22
Zoning Use Violation	6
Total	63

Rental Licenses Issued: 16

Vendor Licenses Issued: 0

Contractors Licenses Issued: 20

Business Licenses Issued: 4

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	2
Commercial Foundation	0
Commercial Building Permit	9
Construction Trailer	0
Residential Demolition	0
Residential Building New Construction	3
Residential Renovation/Accessory	15
Roof/Siding Permit	8
Sign Permit	2
Solar Panel Permit	6
Utility Permit	3
Total	48

Inspections Performed:

Inspections Performed by Type	Count
Footer	9
Foundation	6
Framing	21
Insulation	7
Final	36
Residential Rental	72
Total	151

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: August 4, 2022

RE: July 2022 – Parks and Recreation Staff Report

Parks

- Weekly trash runs of all municipal trash cans continued.
- Grass continued to be cut on all park land and right of ways.
- Park techs. continued to maintain grounds on all Water, Sewer and Electric sub-stations.
- Our seasonal gardeners continued to plant native species with pollinators in City owned flower beds and continued the job of watering all the flower beds and hanging flower baskets.
- Park Superintendent assisted a local plumber with a water leak in the new cemetery.
- New basketball nets were installed at the Banneker basketball courts in preparation for the 29th "Take it to the Streets" basketball tournament.
- Irrigation reels were taken out to Tony Silicato Memorial Park and irrigation of the fields began for the summer.
- Park Superintendent attended the awards and recognition committee meeting and the monthly safety meeting.
- Park Superintendent and Director fixed the clock downtown which had been struck by lightning meaning the clock was displaying the incorrect time.
- Park Superintendent and the Director met with a representative from DMI regarding installation of temporary fencing for the 3rd Ladybug festival.
- Park crews diligently cleaned up the downtown in preparation for the Ladybug festival including weed whacking sidewalks, pulling weeds, trimming trees in the parks, and leaf blowing off the pedestrian thoroughfares in the downtown area.
- Park staff installed approximately 500' of temporary fencing for the ladybug event day of the event.
- Day of the Ladybug festival Park crews worked ensuring all of the temporary trash barrels which were placed out were emptied, all waste generated by the food trucks was kept up on, and after the event all of the trash was removed from the downtown area.
- Following the event Parks staff removed the temporary fencing on the Monday and returned the parks to their usual condition.

Arborist

- Began vegetation control at Marshall's Pond with long arm tractor, removing heavy brush and nuisance trees. This will be an ongoing project at time permits.
- Trimmed trees at Memorial Park for sight clearance concerns. Trimmed large locust tree at the boat ramp from overhanging the pavilion roof.
- Removed downed tree limbs off power lines on Sapp Rd, trimmed several trees on Kirby Rd with the Electric Department, cut up downed large tree per Public Works request.
- Replaced the flag, cord, and hardware at the flagpole on Rehoboth Blvd.
- Removed two dead trees at the dog park.
- Trimmed a large oak tree beside the Parks and Rec. office per exterminator's request.
- Trimmed overgrown trees causing power line disruption and overhanging into the right-of-way along N. Walnut street at various locations from N.E Front St. to Rehoboth Blvd.
- Removed a large dead tree on Charles St. Removed and cleaned up a large brush pile on S.E 5th St.
- Performed vegetation control, trimmed overhanging nuisance tree impeding line of sight and power distribution at Roger Ave and Route 113.
- Worked with the Parks Department to trim many overhanging trees alongside the Riverwalk and in the parks in preparation for the Ladybug festival.
- Removed a large dangerous leaning tree on Appel's Rd, cleaned up fallen limbs from another tree, and trimmed the canopy on several trees to prevent falling into the power distribution lines.

Recreation

- July was a busy month in Recreation for youth activities. Our "Summer Fun Club" is a 6-week, day camp for kids which runs June 27th-Aug 5th. This is a well-attended camp which gets good reviews and is well staffed by part-time employees.
- Several other "camps" were held in July including a tennis camp, football camp and soccer camp. These camps are held in the evening and give youth a chance to either experience a sport for the first time or improve their skills in an existing sport. All these camps were maxed out in terms of numbers and participation.
- "Summer Fun Club" will end the first week of August, and staff will then shift their focus on Fall programming which will commence on Labor Day.

Other

- Director continued to meet weekly with the WIIN coalition.
- Director continued to work with landscape architect to advance capital projects. We finalized plans for the playground and pickleball court project, submitted plans to the Conservation District for review, advertised the project and it is currently out for bid. We will repeat this process soon with the handrail project.

- Director and Park Superintendent attended the Freedom Festival meeting at the Chamber of commerce.
- Director and Human Resource Director conducted interviews for the open Recreation Coordinator position. An offer was made and accepted and we are currently awaiting pre-employment background checks.
- Director and the City Manager met with a design professional to discuss future ideas pertaining to redeveloping the front of City Hall.







HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council
FROM: Jamesha C. Williams, MBA, MSL- Human Resources Director
DATE: August 3, 2022
RE: July 2022 –Human Resources Department Staff Report

- Onboarded new hire for the following positions:
 1. Part-Time Police Dispatcher (1 employee)
- Job Offers Accepted for the following positions:
 1. Public Works Equipment Operator-Solid Waste-1 employee
 2. Recreation Coordinator-2 employees
- City staff attended the DFIT Hurricane Preparedness Webinar on July 19, 2022
- Submitted City submissions for the Downtown Milford Veteran Banners Program

Job Opening Status:

1. Water & Wastewater Technician-1 opening
2. Public Works Equipment Operator-Solid Waste-1 opening
3. Public Works Equipment Operator-Streets & Utilities-1 opening (due to internal promotion)
4. Photographer/Videographer Intern-1 opening
5. Network Technician-1 opening
6. Cash Operations Clerk & Billing Clerks-2 openings

Internal Job Promotions:

1. Stephen Porter-promoted to the position of Electric Line Technician, Crew Leader
2. Brian Jester-promoted to the position of Facilities & Maintenance Coordinator

Rooster Recognition:

1. Congratulations to Amanda Lake, Administrative Assistant Public Works, for her hard work fielding calls for the Solid Division during these extremely busy months.



To: City Council and Mayor
From: Sara Bluhm, Economic Development & Community Engagement Administrator
Subject: July Monthly Report
Date: August 3, 2022

Economic Development

- Attended EDGE Grant Award presentation at My Sister's Fault with the Governor, Division of Small Business, legislators, etc.
- Confirmed and signed contract for Rt. 1 South billboard in Frederica starting 9/15. Will begin as an electronic board and move to a static board when one becomes available.

Community Engagement

- Participated in Capital Project working group meeting
- Toured Downtown Milford with the Chambersburg, PA Main Street director sharing ideas to make both downtowns more vibrant
- Met with CGI video production company to discuss refresh of our web community videos; contract signed, welcome call held, and production meetings begin in August
- Continued working with Milford Wellness Village to establish new community festival slated for 9/23 – weekly committee meetings
- Promoted Downtown Bathroom Workshop
- Planned, promoted and delegated new MPD HQ groundbreaking

Meetings/Trainings

- Attended recurring SeeClickFix meetings for technical and marketing assistance
- Met with Site Selector Magazine ad sales to discuss upcoming Mid-Atlantic ad opportunities
- Attended monthly Community Conversation – Milford Wellness Village
- Continued to work toward Council livestreaming implementation
- Met with HR and PW Directors to discuss Solid Waste position recruitment ideas
- Facilitated weekly NE Front St. Update meetings with Engineer and Project Manager on 7/15 and 7/22
- Met with Wonderschool representative to learn about the program
- Attended BRAD Nuts & Bolts Meeting
- Met with KEP for quarterly check-in; several Milford properties were submitted for recent site proposals
- Met with City Manager, Electric Director, IT Director and Uptown Services to discuss city-wide public Wi-Fi feasibility study
- Attended monthly Milford Corporate Center project meeting; reviewed round 3 of concept drawings and discussed TIFF funding

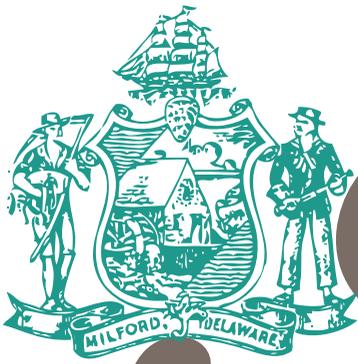
Social Media/Website

- July 2022 Insights:

- City of Milford Facebook: 27 new likes (total: 2,568); 8,866 reached (10,222 last month); 603 page visits (388 last month)
- Parks & Rec Facebook: 25 new likes (total: 2,690); 9,606 reached (5,656 last month); 1,350 page visits (532 last month)
- Instagram: 14 new likes (total: 1,033); 881 accounts reached (801 last month); 86 profile visits (83 last month)
- Twitter: 4 tweets, 825 impressions, 774 profile visits, 16 mention, 1,357 followers
- COM Website: 10,286 users (8,987 last month); 15,178 sessions (13,444 last month); 30,707 pageviews (27,906 last month) – CivicPlus resolved the Google Analytics issue from May and June the last weekend of July, so these #s could still be low; however, they did inform me a May 14 update will result in more accurate analytics and geolocation data. Previously, module document downloads were tracked separately from page views which were resulting in higher than anticipated User Sessions being reported.
- ED Website: 90 users (75 last month); 112 sessions (94 last month); 249 pageviews (191 last month)
- ChatBot: 78 self-service resolutions; 56.1% self-service resolution rate; \$390 cost savings
- MyMilford: 47 issues created; 42 issues closed; Average Days to Close: 4.2; 183 registered users
 - App Store: 88 downloads (490 all-time downloads)
 - Google Play: 9 downloads (121 all-time downloads)

Email Campaigns

- July utility newsletter to full database (customers and business license holders) (4,875): 45.2% open
 - Imported latest customer email list and 2022 business license holder email list pushing us close to the next payment tier, so mailing lists were imported, and future newsletters will be sent via growinmilford.com email marketing module



Milford

River Town • Art Town • Home Town

DELAWARE

August Community Happenings

Visit the new Community Calendar on the City website (<http://cityofmilford.com/calendar.aspx?CID=14>) to view the latest community events and public meetings. If your organization is hosting a public event and you'd like it included on the calendar, submit your event under the How Do I... drop down on the website.

City Council Meetings:

- **Thursday, August 4, 6:30pm:** Downtown Public Restroom Location Workshop
- **Monday, August 8, 6pm:** City Council Meeting
- **Monday, August 22, 6pm:** City Council Meeting
- **Wednesday, August 31, 6pm:** City Council Workshop

City wins Above, Beyond Award

The Above and Beyond Award is presented by ESGR (Employer Support of the Guard and Reserve) State Committees to recognize employers at the local level who have gone above and beyond the legal requirements of the Uniformed Services Employment and Reemployment Rights Act and to honor outstanding, supportive civilian employers of the men and women who service in the National Guard and Reserves. The City received the award at the ESGR Dinner at Harvest Ridge Winery on June 29.



Recycling Reward Doubled

For a limited time, Efficiency Smart is doubling the reward for recycling an eligible refrigerator, freezer, dehumidifier, or window air conditioner! Through Sept. 30, residents can schedule a free pick up of an eligible appliance and receive \$100 per unit once it has been responsibly recycled. All units must be in working condition to be eligible for pickup.

<https://www.energysmart.org/milford-delaware>

City Council Round-up: July

At the July 6 Workshop, Council heard a presentation from Ben Muldrow regarding downtown density and potential code changes to accommodate larger density housing units, as well as an update from the police chief recruiting firm and the exploration of contracting refuse services in the future. The July 11 Council Meeting was the first-ever live-streamed meeting with auto-upload, meaning meetings can be watched online after the fact. View recorded meetings online at <http://www.cityofmilford.com/553/Watch-Public-Meetings>. At this meeting, Council ratified the IBEW Local Wage Agreement, adopted the 2018 International Residential and Building Code, without the residential sprinkler requirement, and removed Chapter 84 requiring bike registration from the City code. At the July 25 meeting, Council honored retired Councilman Doug Morrow for his many years of dedicated public service to City Council and retiring Police Chief Kenneth Brown. Both public hearings, Cypress Hall's and Wickersham's Final Major Subdivisions, passed unanimously.

Drive 25 Campaign

The City will kick off a KEEP KIDS ALIVE DRIVE 25° campaign at National Night Out on Tuesday, August 2. Residents who live on a 25-mph road within city limits can apply through MyMilford for a branded yard sign to be placed in their yard. The mission of KEEP KIDS ALIVE DRIVE 25° is to make streets safer for all who walk, cycle, play, drive, and ride. Doing so preserves lives and relationships. Requests will be reviewed on a first come, first serve basis. In an effort to spread the signs around the City, we will not fulfill a sign request within close proximity to an already requested sign.

<http://cityofmilford.com/535/MyMilford>

Fall P&R Registration

Fall programming begins after Labor Day. Registration for all Fall Sports/Events will commence by August 5.

<http://www.cityofmilford.com/127/Parks-Recreation>

Public Utility Education

Eagle Scout assists Public Works Department

Becoming an Eagle Scout is one of the highest honors a young person can seek. Logan Huey, Eagle Scout candidate for Troop 116 in Milford, is collaborating with the City's Public Works Department to demonstrate his leadership ability, commitment to community and overall citizenship.



Logan Huey

Logan must demonstrate proficiency in the following merit areas: First Aid, Citizenship in the Community, Society, Nation and World, Communication, Cooking, Personal Fitness, Emergency Preparedness/Lifesaving, Environmental Science, Personal Management, Swimming, Hiking or Cycling, Camping and Family Life.

Collaborating with the City Public Works Department has a mutual benefit for Logan as well as the citizens of Milford. His project is to locate 40 fire hydrants throughout rural Milford, number them for inventory, paint them and geocode their location. This last element – geocoding – assists fire departments in understanding what equipment is available at the scene of a fire when deployed.

The City of Milford Public Works Department extends congratulations to Logan on his pursuit and thanks him for his support of our community! For more information on how to volunteer in this great effort with Troop 116, email ehuey5121@yahoo.com.

Do you have what it takes to be a public servant?

Join the City of Milford for a career that matters!
Now hiring the following positions:

Cash Operations Clerk II

\$37,398.44

Billing Clerk II

\$37,398.44

Photographer/Videographer
Intern

\$33,998.58, part-time

Network Technician

\$66,253.62

Equipment Operator-Solid
Waste

\$45,252.11, CDL Required
Water & Wastewater
Technician

\$45,252.11

Apply Online @ www.cityofmilford.com

THINGS YOU CAN DO TO SAVE ENERGY IN THE

SUMMER



COOK OUTSIDE

Cook outside on the grill instead of using the oven or stove.



TURN OFF LIGHTS

Turn off unnecessary lights, and make sure they are off before leaving the house.



DELAY APPLIANCE USE

Delay the use of major appliances such as washers, dryers, and dishwashers.



CLEAN AIR FILTERS

Clean or replace air filters for your HVAC system.



USE CEILING FANS

Use ceiling fans to cool down a room instead of turning on the air conditioner.



Power Savers™

Use less, save more.

Look for Power Saver Alerts throughout the summer to help save energy and money.

In partnership with:

DEMEC

Delaware Municipal Electric Corporation



PublicPowerDE.com



INFORMATION TECHNOLOGY
201 South Walnut Street
Milford, DE 19963

PHONE: 302-422-1098
www.cityofmilford.com

Date: August 1, 2022
To: Mayor and City Council
From: Dale Matthews, IT Director
Re: July 2022 Information Technology Department Staff Report

Over the past fiscal year, we have completed multiple IT projects including the following:

- Annual cybersecurity training and ongoing simulation testing for all staff
- Migration from on-premises file storage and email to Microsoft 365
- Implementation of Microsoft Teams
- Implementation of a new backup process with both on-premises and cloud backup
- Upgrading Council Chambers with full video capability and livestreaming
- Upgrading and consolidating internet fiber
- Documenting our network and developing a plan for FY23 redesign
- Improved security processes and procedures

For FY23, we will focus on completing the following projects:

- Implementing the full network redesign with appropriate security and redundancy
- Addressing gaps identified in the security assessment
- Assessment of and plan for internal fiber ring improvement
- Consolidation of remaining physical servers into a hyperconverged infrastructure
- Completion of IT policies and procedures (some policies are already being reviewed by Department Directors)
- Improving security for operational technology (Public Works)
- Police Department IT support

Additionally, the ERP project will continue over the next ~24 months. The project status is Yellow pending completion of the chart of accounts.



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: August 5, 2022
Re: July 2022 Finance Department Staff Report

- Monthly Financial Reporting
 - The Report for Fiscal Year 2022 was distributed to Council, approved and posted
- Staffing
 - Suzannah Frederick and I received additional Billing Clerk applications; interviews are scheduled
 - Third-party support for the ERP System Implementation has been identified for the Finance Module
- Training and Improvement Efforts
 - Sandra Peck and I participated in three Tyler ERP sessions to map “Current State > Future State”
 - General Ledger and Budget
 - Project and Grant Accounting
 - Bids and Contracts
- Police Facility Project – Planning and Design
 - The USDA Financing Application Process remains open
 - Becker Morgan and John Hynes & Assoc continue to prepare technical application requirements
 - We have identified an inspector to satisfy a USDA application requirement
- External Reporting Requirements
 - FY21 Audit: we are working on the final push to satisfy audit requirements and look forward to completing and publishing a successful audit
 - Biennial Local Highway Finance Reporting requirements were met in July; Annual MSA due in August
- The City’s Commercial Insurance Lines (excluding Workers’ Compensation) were successfully bound in July at coverage levels equivalent to the expiring year and at premiums roughly on par with the budget, which mirrored the expected annual increase of 7%
- Billing & Customer Service Department
 - New hardware, updates to software, and software upgrades continue to stress the department with unintended consequences, which:
 - negatively impact operations and the customer experience, and
 - require daily intervention and attention from the City’s IT resources and external vendor support
 - Staff demonstrate the patience & resolve of true professionals as we seek permanent solutions
 - Outstanding property taxes are reported below by year and by current versus previous tax levies.
 - The past due amounts compare favorably in total to the amounts reported one year ago¹:

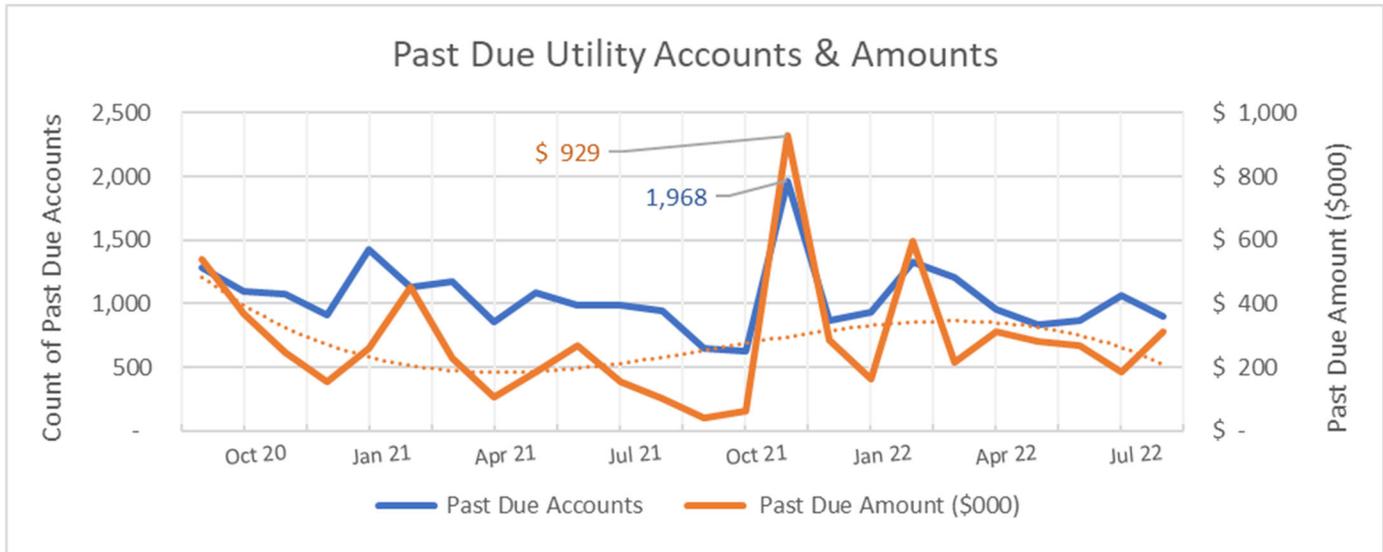
Property Tax Levy	Past Due (\$000) as of:									
	11/1/21	12/1/21	1/3/22	2/1/22	3/2/22	4/1/22	5/2/22	6/1/22	7/1/22	8/1/22
2021 (FY22)	\$279	\$189	\$145	\$131	\$119	\$97	\$86	\$73	\$64	\$59
2020 & Prior	\$213	\$185	\$173	\$172	\$163	\$140	\$144	\$162	\$159	\$152
Total	\$491	\$374	\$319	\$303	\$282	\$236	\$230	\$235	\$222	\$211

Property Tax Levy	Past Due (\$000) as of:									
	11/5/20	12/11/20	1/8/21	2/1/21	3/3/21	4/1/21	5/4/21	6/1/21	7/1/21	8/1/21
2020 (FY21)	\$229	\$133	\$108	\$102	\$95	\$95	\$77	\$77	\$68	\$65
2019 & Prior	\$250	\$230	\$221	\$218	\$208	\$208	\$193	\$184	\$171	\$154
Total	\$479	\$362	\$329	\$321	\$303	\$303	\$270	\$260	\$239	\$218

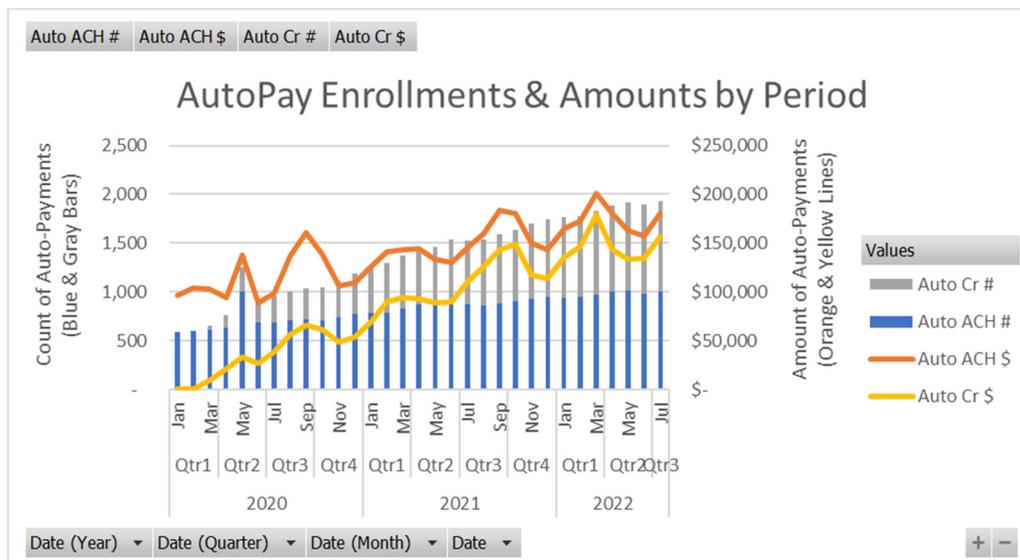
¹ The amount reported in the FY22 (Maroon) table in the “2020 & Prior” row excludes quarterly assessments and code enforcement amounts transferred to the property tax system to retain comparability by showing year over year annual property tax levy

- Billing & Customer Service Department, Continued

- Past due utility balances have settled and stabilized following the systems outages and third-party support problems that caused spikes in the fall and spring, though recent challenges have emerged
- This month's activity shows mixed results, as heat preempted service interruptions the last week of July



- The dollar amount past due (solid orange line) is 12% higher than the average for graphed periods and significantly higher than last July (heat preempted service interruptions this year)
- The accounts with any amount past due (blue line) is 15% below average & 4% below last July
- The City's ability to enforce the dunning and collection methods at its disposal are dependent upon constrained variables (such as staffing authorization and technical constraints), the regulatory environment, and items outside of the City's control (such as weather, systemic economic conditions).
- Dunning and collection are measures to overcome undesired behavior, while the City's services like budget billing and auto-payment are measures to encourage desired behavior.
- The graph below exhibits the number and dollar amount of automatic payments by type and period since 2020. We will continue to build on the efforts made in the last two years to increase enrollment.
 - July enrollment (count) is 1.6% ahead of June and 26% ahead of last July
 - July volume (\$) was \$45,000 and \$80,000 ahead of June and last July, respectively





Delaware League of Local Governments
Monthly Dinner Meeting
Thursday, September 22, 2022
Maple Dale Country Club
180 Maple Dale Drive, Dover, DE
5:30 - 8:00 p.m.

Thank you to our Gold Partners:

Delmarva Digital



DFIT

Delaware Founders Insurance Trust



Troy Mix
UD Institute for Public
Administration

**New Local Government
Grant Assistance Program**

Chapter 211 TREES

§ 211-3. Preservation and Advisory Council.

There is hereby created and established a Preservation and Advisory Council which shall consist of five members. These five members will include volunteer citizens, residents and/or local business owners, and will be appointed by the Mayor with the approval of Council. The term of the five members appointed by the Mayor and approved by Council shall be three years, except the term of two of the members appointed to the first Board shall be for only one year and the term of two of the members appointed to the first Board shall be for two years. If a member leaves the Board during his or her term, his or her successor shall serve for the unexpired portion of the term.

- A. The members of the Board shall serve without compensation.
- B. The members of the Board shall have public meetings at least semi-annually .
- C. The Board shall deliver the agenda for each meeting to the City Clerk 10 days prior to the meeting date. The City Clerk shall post the agenda seven business days prior to the meeting.
- D. Any action taken by the Board at a regularly scheduled meeting shall require a majority vote of members in attendance. Attendance by three or more members shall constitute a quorum for the conduct of business by the Board. Should nature create a hazard that needs immediate attention to protect the public's safety, the City Manager shall use his/her discretion to rectify the problem in a timely manner within the bounds of this chapter.

§ 211-4. Preservation and Advisory Council authority and responsibilities.

- A. The goal of the Preservation and Advisory Council is to ensure that the City will realize the benefits of trees by proposed policies, regulations and standards necessary to:
 - (1) Establish and maintain the appropriate amount of tree cover on public lands and to maintain an inventory of its City trees.
 - (2) Maintain City trees in a healthy and nonhazardous condition through good arboricultural practices.
 - (3) Establish and maintain diversity toward native tree species and age classes to provide a healthy and stable urban forest.
 - (4) Study, investigate, develop and/or update and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented to the City Council and, upon its acceptance and approval, shall constitute the official comprehensive tree plan for the City of Milford.
 - (5) Prepare and submit a tree planting/maintenance budget to Council for approval.
 - (6) Advise the City Manager on making application for and receiving grants or contributions of money, technical assistance and labor from any person, organization or agency, and, on the expenditure of such grants or contributions for specific projects relating to the planning, management, care, planting and preservation of trees in the community forest and for the beautification of the City of Milford.
 - (7) Assist and work with individuals and businesses developing new residential, commercial or industrial sites to preserve existing trees or oversee proper replacement of trees removed from the site being developed.
 - (8) Educate the public about the benefits of trees and their proper care.

-
- B. The Preservation and Advisory Council shall assist the City Council, Planning Commission, the owner/developer and any other entity having intent to develop and/or subdivide a lot, piece, parcel or tract of land. Where considered desirable by the Planning Commission, the owner/developer may be required to plant trees or shrubs in appropriate areas for both aesthetic and screening purposes. The type of planting shall be defined by the owner/developer, but subject to Planning Commission approval.
 - C. The Preservation and Advisory Council shall establish the preservation of all natural features which add value to the residential developments and to the community, such as large trees or groves, watercourses and falls, historical spots, vistas and similar irreplaceable assets. No tree on City lands with a diameter of eight inches or more as measured 4 1/2 feet above the base of the trunk shall be removed without prior consultation with the Preservation and Advisory Council.

ARTICLE VI – Parks and Recreation Advisory Board

§ 165-14. - Parks and Recreation Advisory Board.

A. There is hereby created and established a Parks and Recreation Advisory Board. The Parks and Recreation Advisory Board shall be composed of five (5) persons. The members shall be appointed by the Mayor, with the approval of City Council, for staggered terms of three (3) years each. At the time of the initial appointment, pursuant to this Chapter, the Mayor shall designate the length of term for each member to provide for staggered terms.

B. At least four members of the Advisory Board shall be residents of the City of Milford. If it is deemed beneficial to the work of the Advisory Board, one member may be a non-resident, but shall be a resident of the Milford School District.

C. Any member who is absent from three (3) consecutive meetings without being excused shall be considered as having vacated his/her appointment.

D. The members of the Advisory Board shall serve without compensation.

E. The Advisory Board shall meet at least quarterly.

§ 165-15. - Responsibilities.

A. Advisory Board members shall deal with Parks and Recreation employees or contractors solely through the Parks and Recreation Director or, if unavailable, the City Manager. The Advisory Board shall make decisions with respect to its recommendations and/or advice to the Director or the City Council collectively in public meetings in accordance with requirements and provisions of the Delaware Code. Any such recommendations to the City Council shall be communicated in writing in the form of minutes or memos.

B. The Parks and Recreation Advisory Board is responsible for advising the City Council on policy matters relating to:

- (1) The development of City parks and recreational facilities,
- (2) The recreation programs of the City,
- (3) The fees and charges for the use of parks and recreation facilities and for recreation programs,
- (4) Other subjects that may be referred to the Advisory Board by City Council or the Parks and Recreation Director.

C. The Parks and Recreation Advisory Board shall assist the Parks and Recreation Director with educating the public about the benefits of recreational activities, parks and open space, trees and their proper care.

**WRITTEN CONSENT OF THE MEMBERS
OF
MILFORD COMMUNITY CEMETERY, INC.**

The undersigned, being the majority of the members of Milford Community Cemetery, Inc., a Delaware nonstock corporation (the "Corporation"), waive the notice, calling, and holding of a meeting of the members of the governing body of the Corporation, and in lieu of such a meeting, in accordance with Section 228 of the General Corporation Law of the State of Delaware (the "DGCL"), do hereby consent to, adopt, authorize and approve the following resolutions and the actions specified therein, and direct that this Written Consent be filed with the minutes of proceedings of the members of the Corporation:

NOW, THEREFORE, BE IT RESOLVED, that the By-Laws of the Corporation be amended by changing paragraph 3, entitled DIRECTORS, and paragraph 13, entitled CONDITION OF MEMBERSHIP, so that, as amended, said paragraphs shall be and read as follows:

DIRECTORS

3. The property and management of the corporation shall be conducted and controlled by the Board of Directors consisting of seven (7) members. The directors shall be divided in five (5) classes as stated in the Certificate of Incorporation and shall serve until their successors are elected and qualified. One of the directors shall be the Mayor of the City of Milford, and the Mayor shall also be the presiding officer or chairman of the Board of Directors. A second director shall be the City Manager of the City of Milford. A third director shall be the Director of the Parks and Recreation Committee or Division of the City of Milford, and a fourth director shall be a member of the City of Milford Council. Three (3) of the directors shall be elected from those who were prior members in good standing of Odd Fellows Cemetery of Milford, Incorporated, or who are lot holders of the cemetery.

They shall be elected in the manner hereinafter stated, except that if there be a vacancy in the Board by reason of death, resignation, or otherwise, such vacancy shall be filled before the unexpired term by the remaining directors, though less than a quorum, by a majority vote. The Board of Directors shall have only such powers as are reasonably necessary to carry out the purpose of the corporation as stated in the Certificate of Incorporation.

CONDITION OF MEMBERSHIP

13. The members of the corporation shall consist of the former directors of the corporation, Milford Community Cemetery, Inc. (formerly known as Odd Fellows Cemetery of Milford, Incorporated), or of individuals who are lot holders of the cemetery.

Notices of all meetings of the members shall be by mail or telephone by the Secretary to each member of record entitled to vote at his or her last post office address for annual meetings ten (10) days and for special meetings one (1) day prior thereto. Five (5) members entitled to vote shall constitute a quorum, but a smaller number may adjourn from time to time without further notice until a quorum is secured.

IN WITNESS WHEREOF, the undersigned, being the majority of the members of Milford Community Cemetery, Inc., have executed this written consent.

Date: 3-29-05

By: Joseph R. Rogan

Date: 3-29-05

By: [Signature]

Date: 3-29-05

By: James C. Greenly

Date: 3-29-05

By: Mary J. Emory

Date: 3-29-05

By: Floresch W. Brund

PUBLIC WORKS FACILITY

180 Vickers Drive
Milford, DE 19963



PHONE 302.422.1110

FAX 302.422.1117

www.cityofmilford.com

Date: Thursday, August 4, 2022

To: Mayor and City Council

Through: Mark A. Whitfield, City Manager
Mike Svaby, Public Works Director

Subject: SW Front All Way Stop Control (AWSC) and Two-Way Traffic

The Public Works Department has identified several issues related to one-way traffic on SW Front at the intersection with Walnut and has consulted with DelDOT and Century Engineering regarding potential solutions. The draft report from Century and conversations with DelDOT indicate that a reversible conversion to an all-way stop at this intersection would be beneficial. During the temporary conversion DelDOT and the City will evaluate the intersection while watching for safety issues. At any point DelDOT or the City will be able to return the intersection to the current signal control configuration. The Century draft report is attached for informational purposes.

SW Front Street Two-Way Conversion & Alternative Intersections Control Study



Prepared By:



Prepared For:

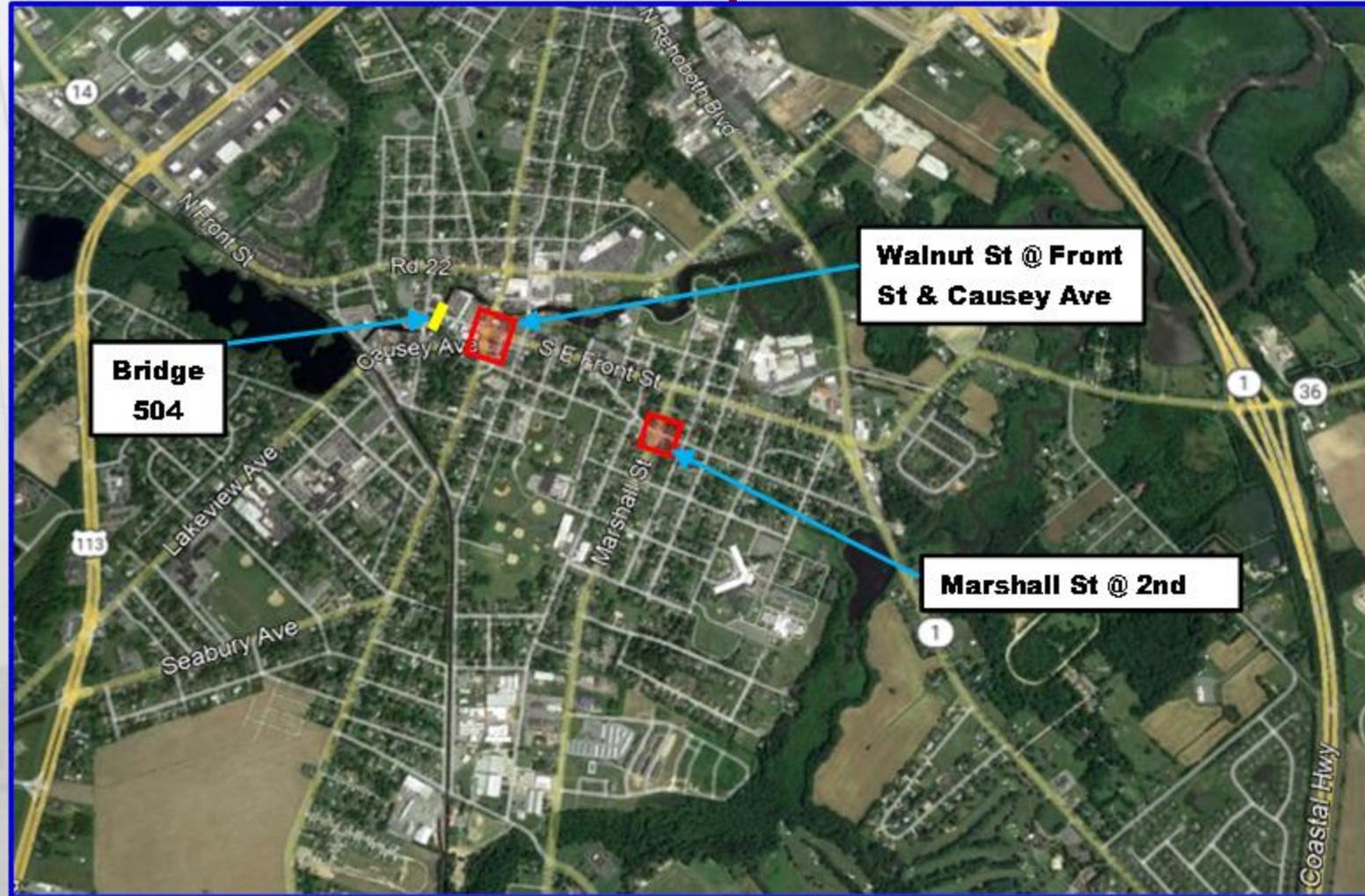


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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Location Map



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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Study Background

- ❖ Bridge No. 504 over the Mispillion River on SW Front Street has a 3-ton weight limit
- ❖ Stone Nation is a granite exporting business located on SW Front Street
- ❖ SW Front Street is currently one-way westbound, so the granite trucks cannot avoid Bridge 504
- ❖ The weight limited bridge is therefore problematic for the business
- ❖ Bridge 504 is currently slated to be replaced in 2024 – 2025
- ❖ Tentative construction commencement is estimated to be 3rd Quarter of 2024
- ❖ Closure of SW Front Street at the bridge for construction will cut off all outbound traffic east of the bridge, unless the road is converted from one-way to two-way.

Study Purpose

- ❖ The purpose of this study, authorized by the City of Milford (COM), is therefore to investigate the impact of the two-way conversion of SW Front Street on the signalized intersection of SW/SE Front Street at S Walnut Street
- ❖ Since the intersection of Causey Avenue at S Walnut Street and the intersection of SW/SE Front Street operate as one signalized intersection, Causey Avenue at S Walnut Street is by default included in the study
- ❖ As part of the study, COM also authorized alternative intersection control studies for the above intersections (all-way stop control [AWSC], two-way stop control [TWSC] and roundabout.
- ❖ AWSC and TWSC studies for the signalized intersection of 2nd Street at Marshall Street are included

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Existing Intersections Layout & Control



SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Existing Intersections Layout & Control

❖ S Walnut Street at SE/SW Front Street & Causey Avenue

- ❖ As shown in the preceding Figure all the non-one-way approaches are two-lane roads (one inbound lane and one outbound lane)
- ❖ The eastbound Causey Avenue approach has one exclusive left-turn lane
- ❖ The one-way westbound segment of SW Front Street is from S Walnut Street to the entrance of the SW Front Street City of Milford Public Parking Lot
- ❖ The two-way segment of SW Front Street begins at the entrance of the SW Front Street City of Milford Public Parking Lot to the end of SW Front at its intersection with S Church Street
- ❖ Signal controlled pedestrian crosswalks exist on the north, east and west legs at SE/SW Front Street
- ❖ Signal controlled pedestrian crosswalks exist on the west and south legs at Causey Avenue

❖ S Marshall Street at 2nd Street

- ❖ As shown in the preceding Figure all the non-one-way approaches are two-lane roads (one inbound lane and one outbound lane)
- ❖ The northbound S Marshall Street approach has one exclusive right-turn lane
- ❖ No pedestrian crosswalks/accommodations currently exist at this intersection

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Data

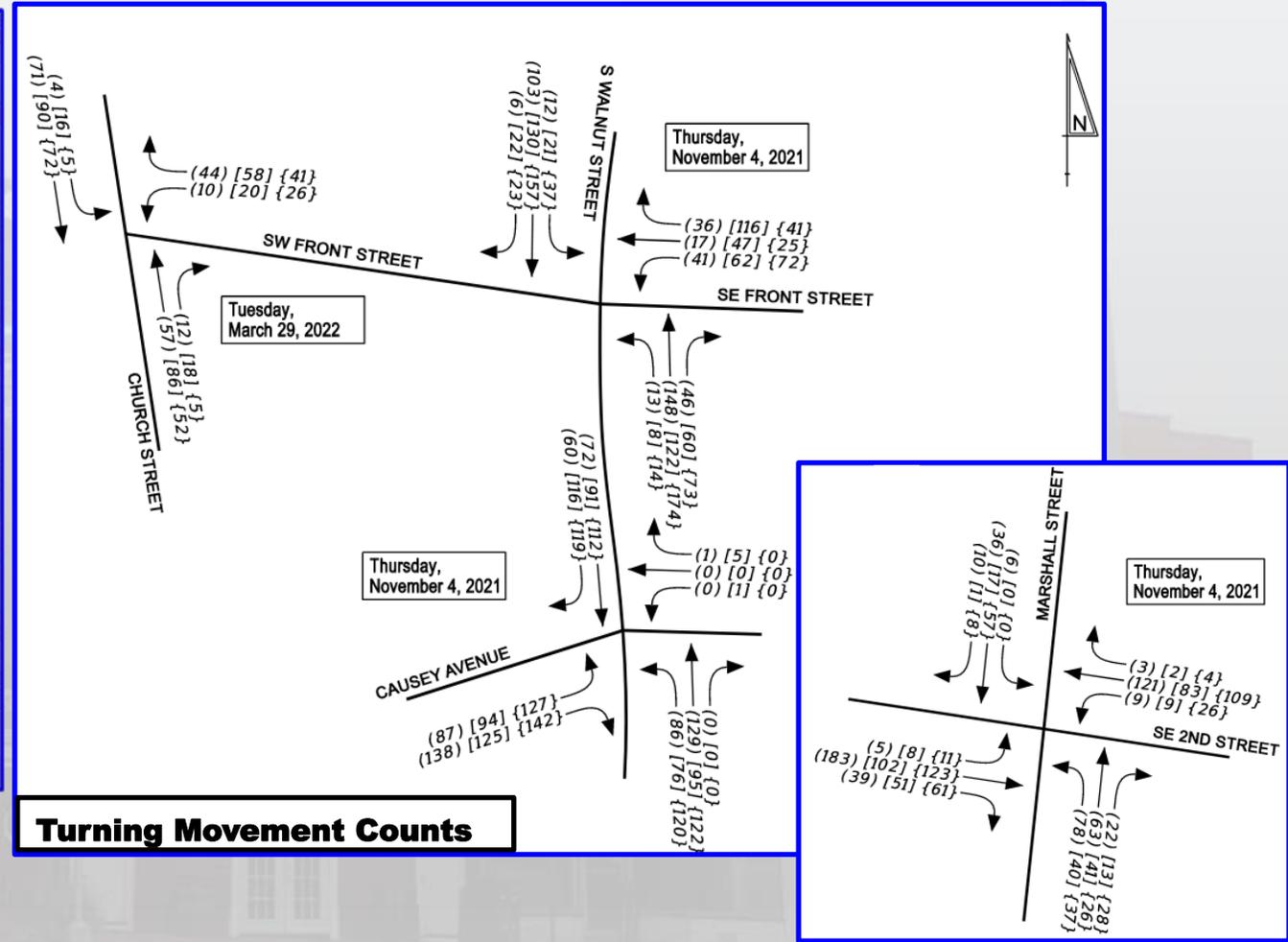
❖ With Existing SW Front Street One Way Conditions

- ❖ 8-Hour traffic turning movement counts (TMC) were obtained at the three study intersections on Thursday November 4, 2021
- ❖ Additionally, to ascertain traffic activity along the 2-way segment which will facilitate the estimation of traffic that would potentially utilize the proposed eastbound approach at Walnut Street under two-way operation, an automated traffic recorder (ATR) was installed along the two-way segment of SW Front Street, and TMC was obtained at the non study intersection of SW Front Street at S Church Street
- ❖ The ATR collected 7 full days of eastbound and westbound traffic on SW Front Street from Tuesday, March 29, 2022, through Monday, April 4, 2022
- ❖ The TMC for the intersection of SW Front Street at S Church Street was conducted on Thursday, March 29, 2022.
- ❖ The Figures that follow provide the location of the ATR as well as the A.M., midday and P.M. TMC at the intersections

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

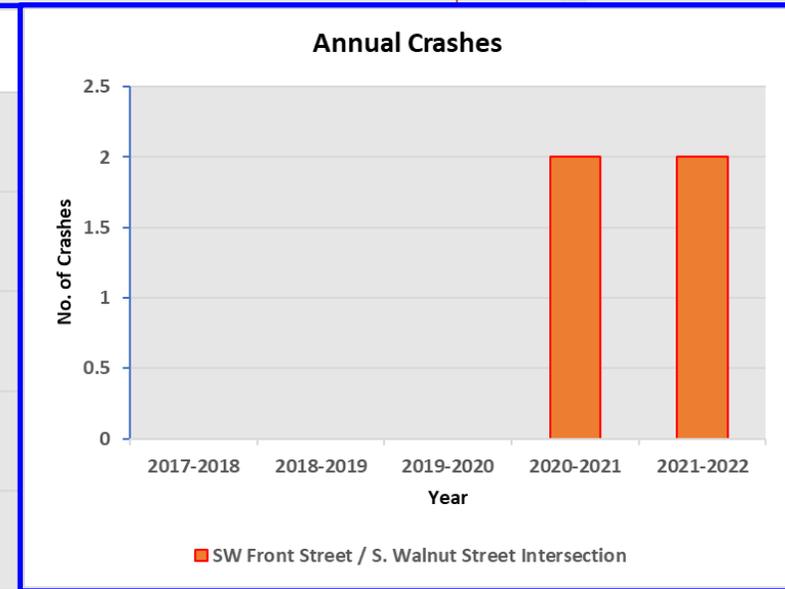
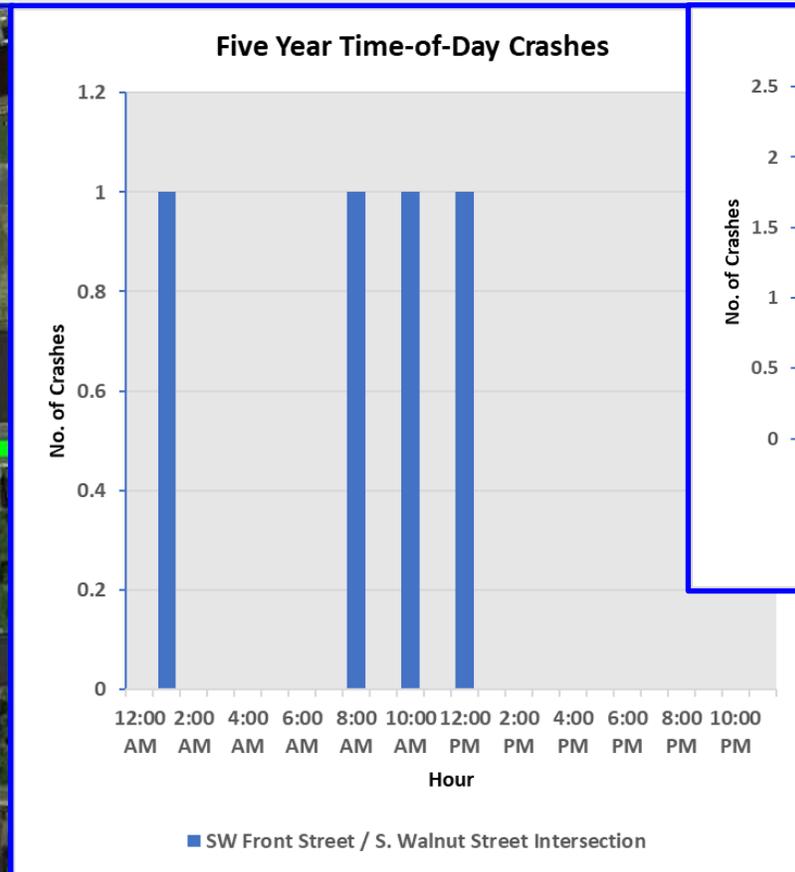
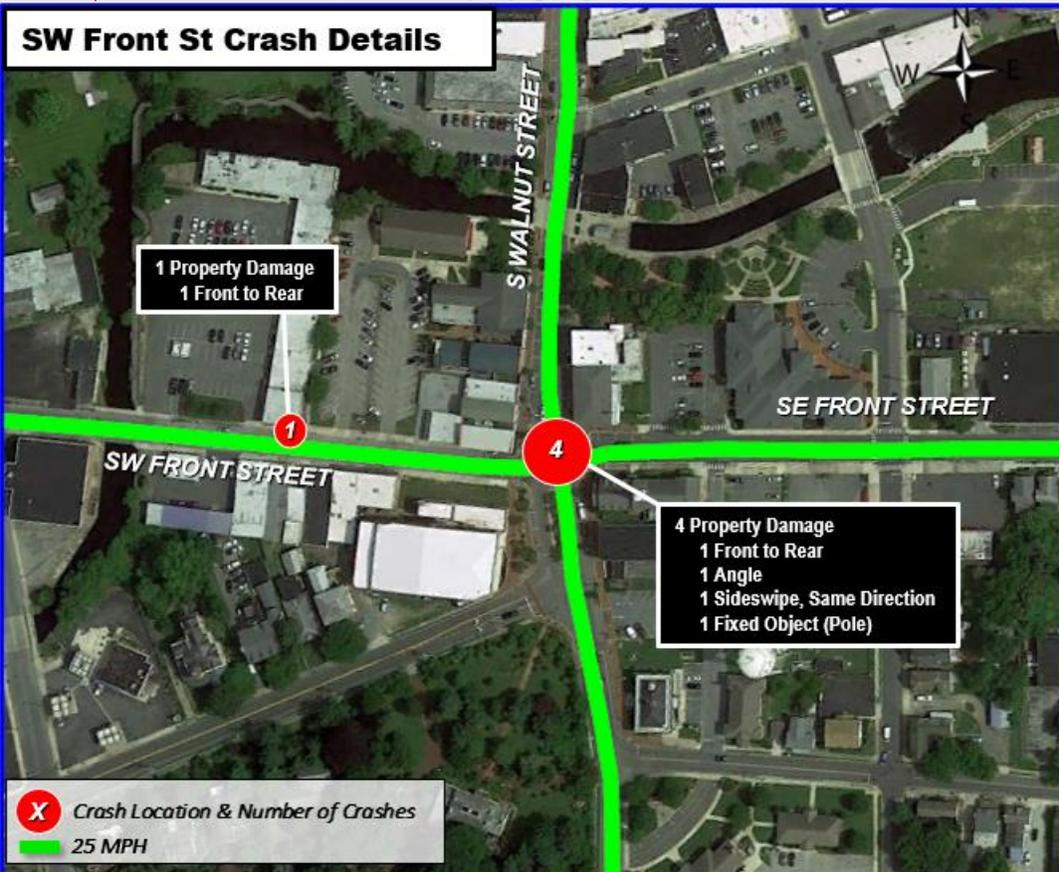
Traffic Data



SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Crash Data

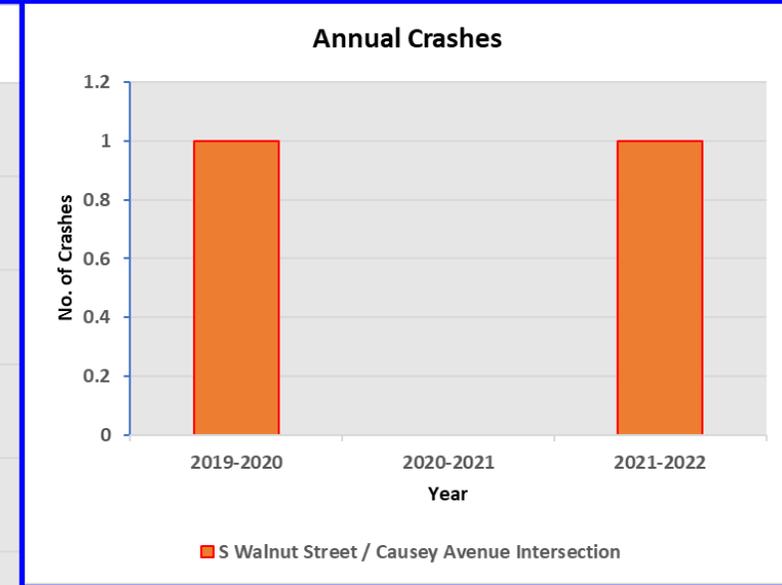
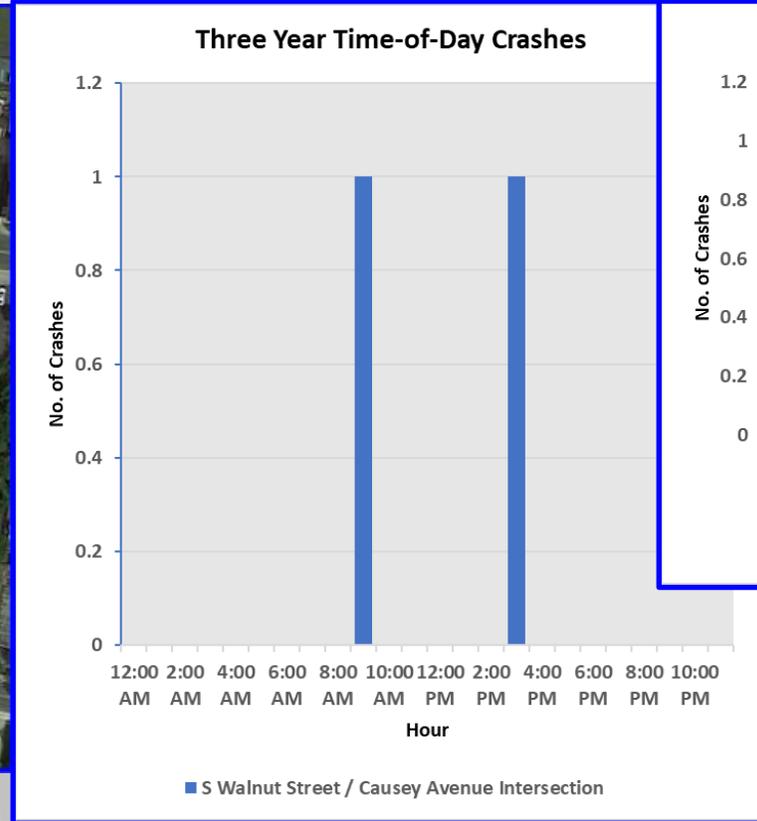
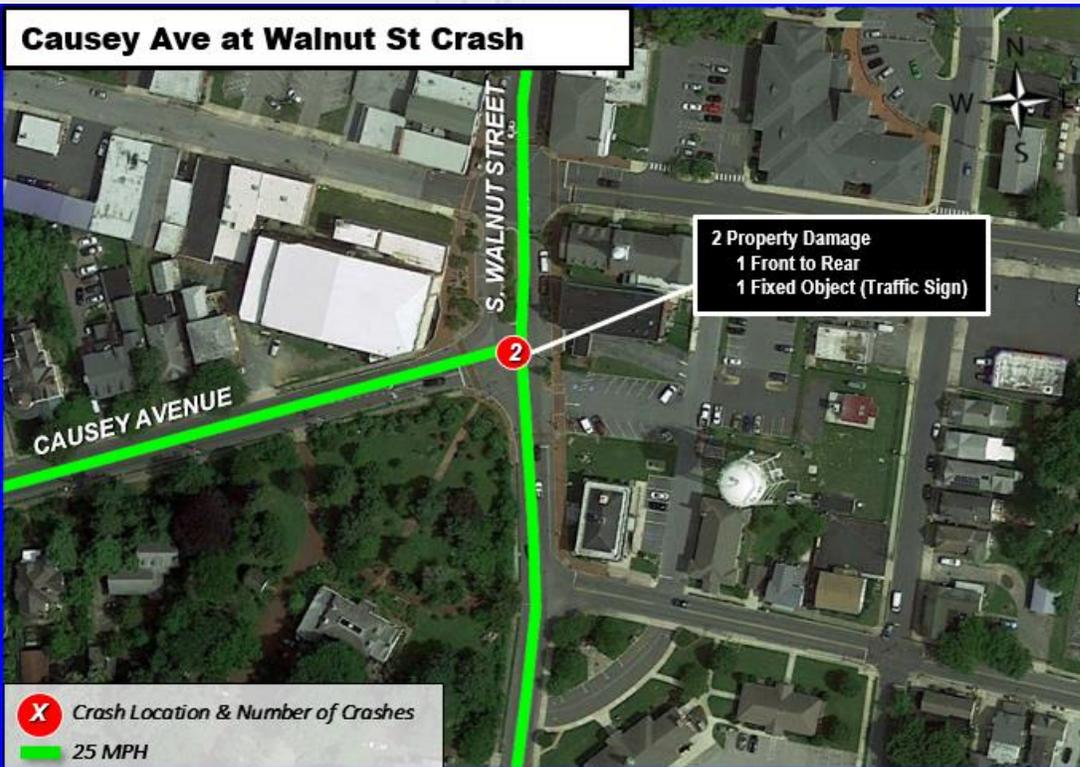
- ❖ Crash data for the three-year from July 8, 2019, to July 8, 2022, for the study area were obtained from DeIDOT Traffic Safety Section. The Figures that follow summarize the number, type, location of crashes, time-of-day and annual distribution within the study limits
- ❖ Surface & weather conditions and primary contributing circumstances are included in Appendix A



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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

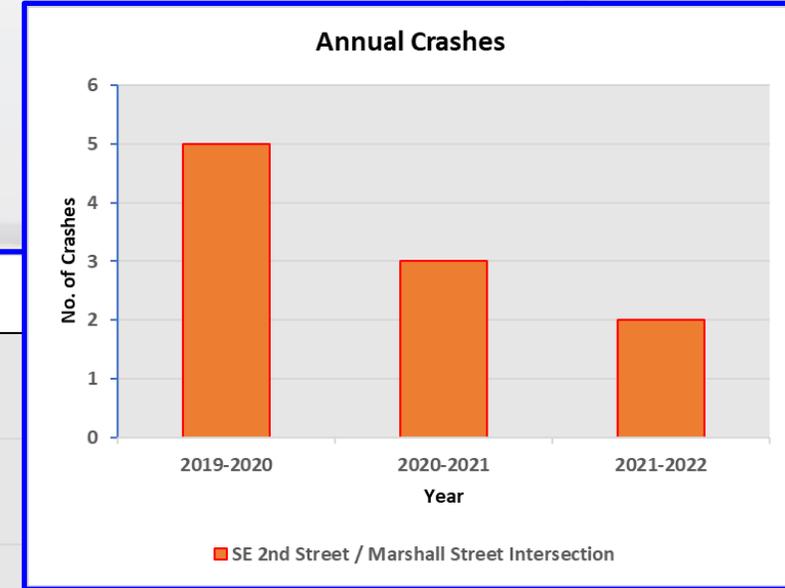
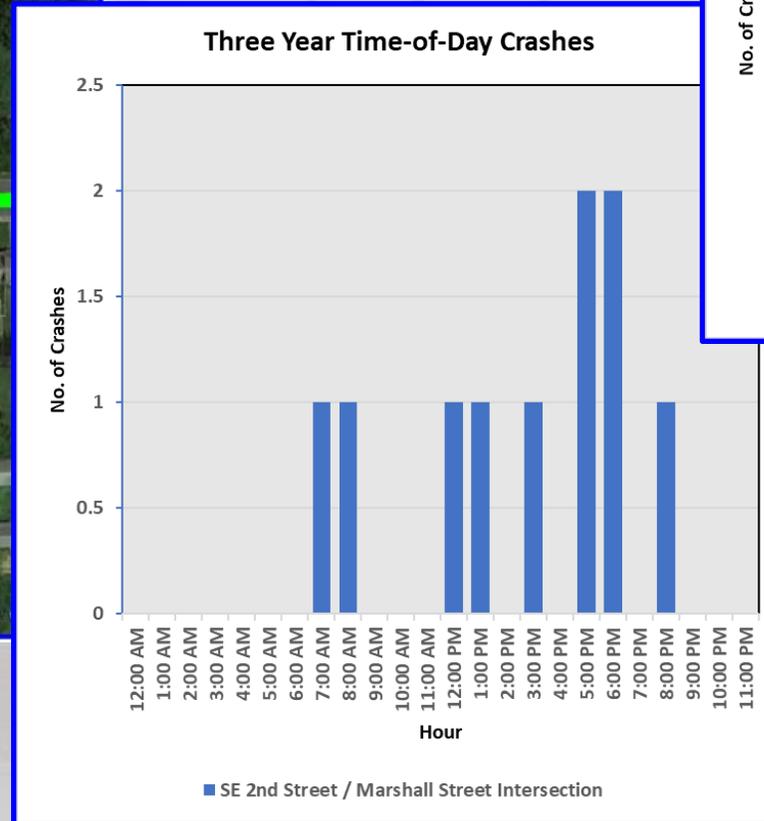
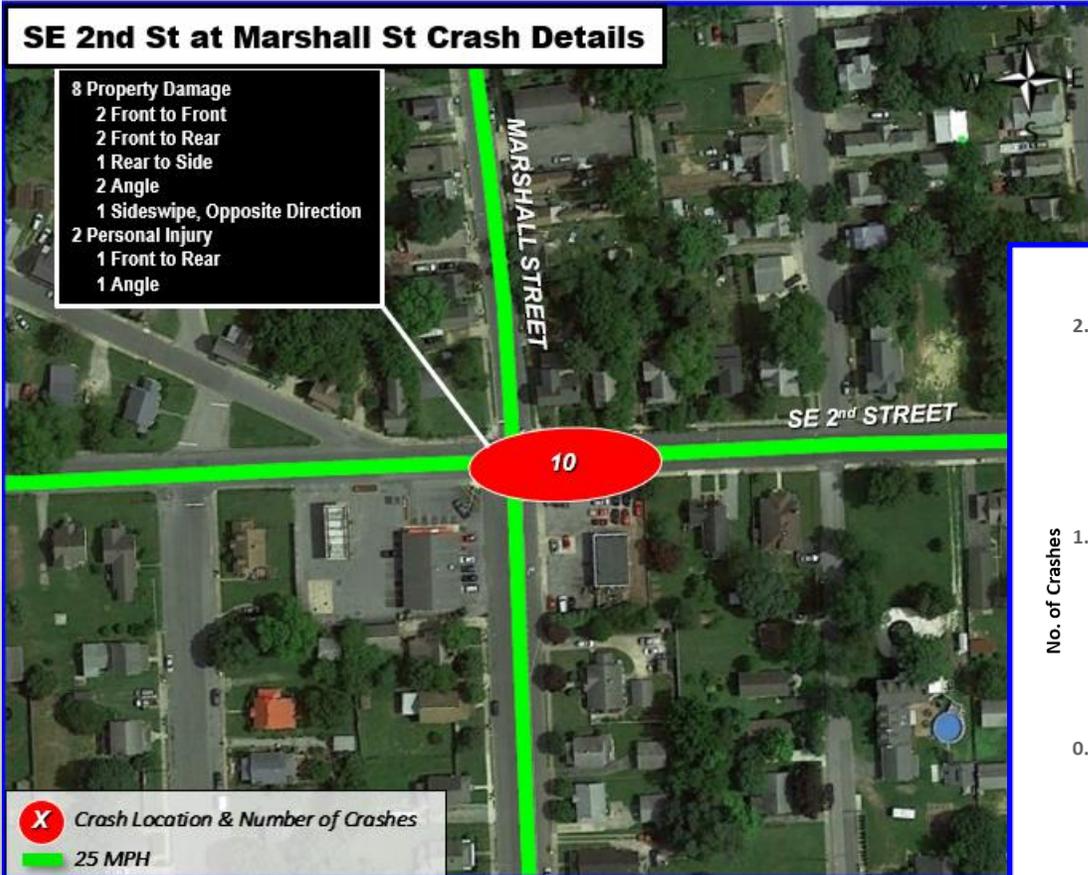
Crash Data



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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Crash Data



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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Signal Justification:

❖ Signal Warrants Analysis

- ❖ The 8-hour TMC were used to perform DE MUTCD Signal Warrant Analysis at the three study intersections
- ❖ All nine warrants were considered and four were found to be applicable for all three locations – Warrant 1 – Eight Hour Vehicular Volume; Warrant 2 – Four Hour Vehicular Volume; Warrant 3 – Peak Hour, and Warrant 7 – Crash Experience
- ❖ **None of the signal warrants were satisfied** for any of the three study intersections
 - ❖ Intersection Sight Distance
- ❖ Intersection sight distance deficiencies were found to exist at each of the three study intersections as summarized in the Table below based on the minimum required per AASHTO

❖ Signal Justification Summary:

- ❖ While none of the signal warrants are satisfied at any of the intersections, the **signals** at each of the study intersections can be **justified by inadequate intersection Sight distances**
- ❖ The signal warrant worksheets are included in Appendix B

Intersection/Turn	Intersection Sight Distance							
	Northbound		Southbound		Eastbound		Westbound	
	Available	Required	Available	Required	Available	Required	Available	Required
S Walnut St at SE/SW Front St								
Left Turn	96'	335'					101'	335'
Right Turn			166'	290'			125'	290'
S Walnut St at Causey Ave								
Left Turn	25'	335'			121'	335'		
Right Turn			185'	290'	100'	290'		
SE 2nd St at Marshall St								
Left Turn	450+'	335'	450+'	335'	360'	335'	110'	335'
Right Turn	450+'	290'	260'	290'	250'	290'	290'	290'

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

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- ❖ **None of the signal warrants were satisfied** for any of the three study intersections
 - ❖ Intersection Sight Distance
- ❖ Intersection sight distance deficiencies were found to exist at each of the three study intersections as summarized in the Table below based on the minimum required per AASHTO

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Intersection/Turn	Intersection Sight Distance							
	Northbound		Southbound		Eastbound		Westbound	
	Available	Required	Available	Required	Available	Required	Available	Required
S Walnut St at SE/SW Front St								
Left Turn	96'	335'					101'	335'
Right Turn			166'	290'			125'	290'
S Walnut St at Causey Ave								
Left Turn	25'	335'			121'	335'		
Right Turn			185'	290'	100'	290'		
SE 2nd St at Marshall St								
Left Turn	450+'	335'	450+'	335'	360'	335'	110'	335'
Right Turn	450+'	290'	260'	290'	250'	290'	290'	290'

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Stop Control Appropriateness Assessment

❖ Two-Way Stop Control (TWSC)

- ❖ The appropriateness of TWSC as an alternative for the traffic signal intersection control at the three study intersections was assessed in accordance with the provisions in Part 2, Section 2B.06 of the DE MUTCD.
- ❖ All the three study intersections satisfied the restricted view and minimum minor street vehicular volume provisions
- ❖ Based solely on these provisions **without consideration of any other limiting circumstances, TWSC may be considered appropriate intersection control** for all three study intersections

❖ All-Way Stop Control (AWSC)

- ❖ The appropriateness of AWSC as an alternative for the traffic signal intersection control at the three study intersections was assessed in accordance with the provisions in Part 2, Section 2B.07 of the DE MUTCD.
- ❖ All three study intersections satisfied the justified traffic signal criteria
- ❖ All three study intersections also satisfied the inability of a stopped road user to see conflicting traffic for at least one approach in the other considerations provisions
- ❖ As a result, **AWSC may be considered appropriate intersection control** for all three study intersections
- ❖ The Stop Control Assessment worksheets are included in Appendix C

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis:

- ❖ Description of Analysis and Scenarios
- ❖ Operational analysis was performed for the three study intersections using Synchro 11 software
- ❖ The analysis was performed for the existing signalized control, TWSC and AWSC for all three intersections
- ❖ Additionally, for the two closely spaced intersections of S Walnut Street at SE/SW Front Street and at Causey Avenue currently operating as one signalized intersection, analysis was also performed combining the two intersections into one six-legged roundabout
- ❖ The intersection of S Walnut Street at SE/SW Front Street was analyzed with the current one-way westbound SW Front Street, in addition to the proposed two-way conversion for traffic signal control, TWSC and AWSC alternatives.
- ❖ The intersection of S Walnut Street at Causey Avenue was also analyzed for traffic signal control, TWSC and AWSC for current traffic distribution and for traffic distribution when SW Front Street was under proposed two-way conversion conditions
- ❖ Analysis for all scenarios were performed for the A.M., midday and P.M. peak hours.

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis:

- ❖ Derivation of SW Front Street Eastbound Traffic Volumes for Two-Way Conversion
- ❖ Proposed SW Front Street eastbound traffic volumes for A.M., midday and P.M. peak were based on information provided by the businesses along SW front street regarding cardinal direction origin-destination of employees, some patrons and incoming and outgoing trucks
- ❖ The data from the ATR deployed along the SW Front Street two-way segment, in conjunction with the TMC obtained at SW Front Street & Church Street were used as controls to verify and check that the assigned proposed eastbound traffic were reasonable and not exceeding existing traffic for the given peak hour

- ❖ Operational Analysis Results
- ❖ Intersection of S Walnut Street at SE/SW Front Street:
 - ❖ For all scenarios analyzed, all approaches/movements would operate at LOS C or better and overall intersection at B or better under one-way or two-way SW Front Street operation. The analysis does not indicate any significant queues would occur under any of the alternative intersection controls. Longest 95th percentile queue of 148 feet is experienced by southbound S Walnut street under signal control and two-way SW Front Street conversion.

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis:

❖ Operational Analysis Results

❖ Intersection of S Walnut Street at Causey Avenue:

❖ For all scenarios analyzed, all approaches/movements would operate at level of service (LOS) C or better and overall intersection at B or better under one-way or two-way SW Front Street operation. The analysis does not indicate any significant queues would occur under any of the alternative intersection controls. Longest 95th percentile queue of 156 feet is experienced by northbound S Walnut street under signal control and two-way SW Front Street conversion.

❖ Intersection of S Marshall Street at 2nd Street:

❖ For all scenarios analyzed, all approaches/movements and overall intersection would operate at LOS B or better. The analysis does not indicate any significant queues would occur under any of the alternative intersection controls. Longest 95th percentile queue of 28 feet is experienced by westbound SE 2nd street under signal control.

❖ The LOS criteria and detailed tabulated operational analysis results are provided in the tables that follow.

❖ LOS is not defined for major road approaches or the intersection as a whole for TWSC Per HCM 6th methodology

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Walnut Street at SE/SW Front Street One-Way Condition: Signalized												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound SW Front St			Westbound SE Front St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Signalized												
Approach	1.1	A	4	10.5	B	68				25.8	C	69
Intersection	9.3 / A											
Midday Peak Signalized												
Approach	1.5	A	0	17.3	B	116				26.0	C	133
Intersection	15.8 / B											
P.M. Peak Signalized												
Approach	1.3	A	5	15.7	B	133				33.3	C	108
Intersection	13.6 / B											

Level of Service Criteria		
LOS	Delay (Seconds per Vehicle)	
	Signalized	Unsignalized
A	0 to 10	0 to 10
B	>10 to 20	>10 to 15
C	>20 to 35	>15 to 25
D	>35 to 55	>25 to 35
E	>55 to 80	>35 to 50
F	>80	>50

S Walnut Street at SE/SW Front Street Two-Way Condition: Signalized												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound SW Front St			Westbound SE Front St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Signalized												
Approach	1.2	A	0	12.0	B	75	21.1	C	14	25.1	C	67
Intersection	9.8 / A											
Midday Peak Signalized												
Approach	1.5	A	0	18.0	B	118	14.6	B	12	27.6	C	133
Intersection	16.3 / B											
P.M. Peak Signalized												
Approach	1.3	A	0	18.7	B	148	20.6	C	38	33.7	C	108

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Walnut Street at SE/SW Front Street One-Way Condition: Two-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound SW Front St			Westbound SE Front St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Left Turn	7.5	A	0	7.7	A	0						
Approach										11.0	B	13
Midday Peak Two-Way Stop Control												
Left Turn	7.7	A	0	7.7	A	3						
Approach										12.9	B	43
P.M. Peak Two-Way Stop Control												
Left Turn	7.6	A	0	7.9	A	3						
Approach										14.0	B	28

S Walnut Street at SE/SW Front Street Two-Way Condition: Two-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound SW Front St			Westbound SE Front St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Left Turn	7.5	A	0	7.7	A	3						
Approach							11.0	B	3	11.7	B	15
Midday Peak Two-Way Stop Control												
Left Turn	7.5	A	0	7.7	A	3						
Approach							12.0	B	3	14.6	B	53
P.M. Peak Two-Way Stop Control												
Left Turn	7.6	A	0	7.9	A	3						
Approach										14.0	B	28

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Walnut Street at SE/SW Front Street One-Way Condition: All-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound SW Front St			Westbound SE Front St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Approach	9.0	A	28	8.3	A	15				8.3	A	13
Intersection	8.6 / A											
Midday Peak Two-Way Stop Control												
Approach	10.1	B	33	9.8	A	28				10.5	B	40
Intersection	10.2 / B											
P.M. Peak Two-Way Stop Control												
Approach	10.0	A	43	9.8	A	35				9.5	A	20
Intrsection	9.8 / A											

S Walnut Street at SE/SW Front Street Two-Way Condition: All-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound SW Front St			Westbound SE Front St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Approach	9.0	A	13	8.3	A	15	7.9	A	0	8.4	A	13
Intersection	8.6 / A											
Midday Peak Two-Way Stop Control												
Approach	10.1	B	33	9.9	A	28	8.3	A	3	10.6	B	40
Intersection	10.2 / B											
P.M. Peak Two-Way Stop Control												
Approach	10.4	B	45	10.4	B	27	8.8	A	5	9.5	A	27
Intersection	10.2 / B											

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Walnut Street at Causey Avenue with One-Way SW Front Street: Signalized												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound Causey			Westbound Bank Exit		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Signalized												
Approach	11.8	B	115	0.5	A	0	19.3	B	81	0.0	A	0
Intersection	12.1/B											
Midday Peak Signalized												
Approach	16.8	B	112	0.5	A	0	19.3	B	86	4.0	A	4
Intersection	12.0/B											
P.M. Peak Signalized												
Approach	14.3	B	139	0.8	A	0	23.2	C	116	0.0	A	0
Intersection	13.3/B											

S Walnut Street at Causey Avenue with 2-Way SW Front Street: Signalized												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound Causey			Westbound Bank Exit		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Signalized												
Approach	13.5	B	127	0.5	A	0	16.6	B	75	0.0	A	0
Intersection	11.7/B											
Midday Peak Signalized												
Approach	17.5	B	115	0.5	A	0	19.2	B	86	4.0	A	4
Intersection	12.1/B											
P.M. Peak Signalized												
Approach	17.4	B	156	0.8	A	0	23.7	C	116	0.0	A	0
Intersection	13.3/B											

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Walnut Street at Causey Avenue with One-Way SW Front St.: Two-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound Causey			Westbound Bank Exit		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Left Turn	8.1	A	8				20.0	C	43			
Approach							14.8	B		0.0	A	0
Midday Peak Two-Way Stop Control												
Left Turn	7.9	A	5				13.9	B	18			
Approach							14.0	B		9.7	A	0
P.M. Peak Two-Way Stop Control												
Left Turn	8.1	A	8				20.0	C	18			
Approach										0.0	A	0

S Walnut Street at Causey Avenue with Two-Way SW Front St.: Two-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound Causey			Westbound Bank Exit		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Left Turn	7.8	A	5				15.6	C	23			
Approach							12.1	B		9.0	A	0
Midday Peak Two-Way Stop Control												
Left Turn	7.9	A	5				14.0	B	18			
Approach							11.6	B		14.1	B	0
P.M. Peak Two-Way Stop Control												
Left Turn	8.1	A	8				20.6	C	43			

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Walnut Street at Causey Avenue: All-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound Causey			Westbound Bank Exit		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Approach	10.8	B	43	9.2	A	20	9.6	A	43	8.0	A	0
Intersection	10.0 / B											
Midday Peak Two-Way Stop Control												
Approach	9.6	A	25	9.1	A	28	9.2	A	15	8.0	A	0
Intersection	9.3 / A											
P.M. Peak Two-Way Stop Control												
Approach	11.5	B	45	10.4	B	38	10.3	B	23	0.0	A	0
Intrsection	10.7 / B											

S Walnut Street at Causey Avenue with Two-Way SW Front Street: All-Way Stop Controlled												
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound Causey			Westbound Bank Exit		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Approach	10.9	B	43	9.3	A	20	9.6	A	43	8.0	A	0
Intersection	10.0 / A											
Midday Peak Two-Way Stop Control												
Approach	9.6	A	25	9.1	A	28	9.2	A	25	8.0	A	15
Intersection	9.3 / A											
P.M. Peak Two-Way Stop Control												
Approach	11.6	B	45	10.6	B	40	10.3	B	45	0.0	A	0

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Marshall Street at SE 2nd Street: Signalized												
Movement	Northbound S Marshall St			Southbound S Marshall			Eastbound SE 2nd St			Westbound SE 2nd St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Signalized												
Approach	16.9	B	73	15.4	B	25	5.5	A	53	4.9	A	28
Intersection	9.5 / A											
Midday Peak Signalized												
Approach	16.7	B	35	16.0	B	8	4.2	A	25	3.9	A	13
Intersection	7.9 / A											
P.M. Peak Signalized												
Approach	16.1	B	25	16.3	B	28	4.7	A	33	4.4	A	23
Intersection	8.3 / A											

S Marshall Street at SE 2nd Street: Two-Way Stop Controlled												
Movement	Northbound S Marshall St			Southbound S Marshall			Eastbound SE 2nd St			Westbound SE 2nd St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Left Turn							7.7	A	0	8.0	A	0
Approach	16.9	B	48	13.3	B	13						
Midday Peak Two-Way Stop Control												
Left Turn							7.5	A	0	7.5	A	0
Approach	11.3	B	13	11.3	B	3						
P.M. Peak Two-Way Stop Control												

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Marshall Street at SE 2nd Street: All-Way Stop Controlled												
Movement	Northbound S Marshall St			Southbound S Marshall			Eastbound SE 2nd St			Westbound SE 2nd St		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control												
Approach	11.4	B	33	9.6	A	10	12.2	B	53	10.6	B	28
Intersection	11.4 / B											
Midday Peak Two-Way Stop Control												
Approach	8.8	A	13	8.2	A	3	8.6	A	20	8.1	A	10
Intersection	8.5 / A											
P.M. Peak Two-Way Stop Control												
Approach	8.7	A	10	8.5	A	8	8.8	A	25	8.0	A	18
Intrsection	8.7 / A											

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DRAFT

SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Traffic Analysis

❖ Existing and Alternative Intersection Control Operational Analysis Results

S Walnut Street at SE/SW Front Street and Causey Avenue Roundabout																		
Movement	Northbound S Walnut St			Southbound S Walnut St			Eastbound SW Front St			Westbound SE Front St			Northeastbound Causey			Northwestbound Bank		
	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)	Delay (Sec)	LOS	Queue (feet)
A.M. Peak Two-Way Stop Control																		
Approach	5.0	A	25	4.7	A	0	3.6	A	0	4.8	A	0	5.1	A	25	3.8	A	0
Intersection	5.0 / A																	
Midday Peak Two-Way Stop Control																		
Approach	4.7	A	25	5.2	A	25	3.9	A	0	6.1	A	25	5.0	A	25	3.7	A	0
Intersection	5.3 / A																	
P.M. Peak Two-Way Stop Control																		
Approach	5.9	A	25	6.0	A	25	4.7	A	0	5.4	A	25	6.2	A	25	4.5	A	0
Intrsection	5.8 / A																	

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Conclusions and Recommendations

- ❖ The three existing signalized intersections included in this study are
 - ❖ S Walnut Street at SE/SW Front Street
 - ❖ S Walnut Street at Causey Avenue
 - ❖ S Marshall Street at SE 2nd Street
- ❖ None of the DE MUTCD signal warrants were satisfied, for the intersections, however due to sight distance deficiencies, traffic signals are justified at each location
- ❖ The study ascertained that making SW front Street the westbound approach by converted to two-way would not cause detrimental traffic operations at the intersection of S Walnut Street at SE/SW Front Street and at the intersection of S Walnut Street at Causey Avenue
- ❖ From a purely operational perspective, all the alternative intersection controls analyzed - TWSC, AWSC and roundabout would all give satisfactory results.
- ❖ Due to restricted sight distances at multiple approaches to each of the intersections, TWSC is not considered as a safe option.
- ❖ The AWSC is the most cost effective and amenable as a quick interim measure to be installed to provide access for SW Front Street Traffic during Bridge 504 replacement.
- ❖ It is therefore recommended that AWSC be implemented at the two closely spaced intersections of S Walnut Street at SE/SW Front Street and at Causey Avenue.

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SW Front Street Two-Way Conversion & Alternative Intersections Control Study

Conclusions and Recommendations

- ❖ It is also recommended that the intersections be monitored for delays and queues while under AWSC. If the monitoring ascertains no operational issues, during peak and off-peak hours, it will be recommended that the AWSC be maintained as the permanent intersection control in lieu of a traffic signal.
- ❖ AWSC is also recommended for the intersection of S Marshall Street and SE 2nd Street, where again, monitoring should occur to ascertain whether it can be kept as the permanent intersection control in lieu of a traffic signal.

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THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION

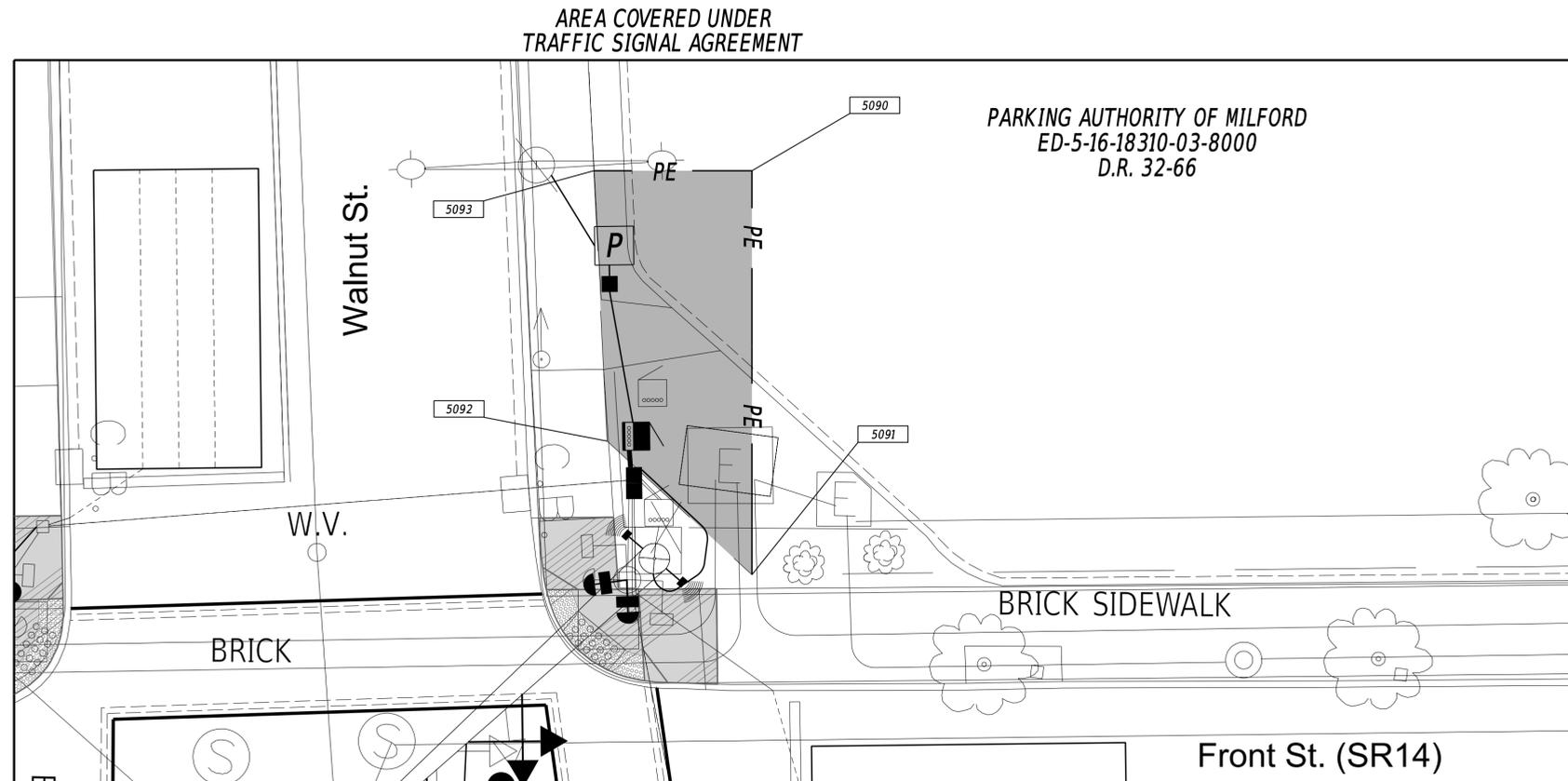
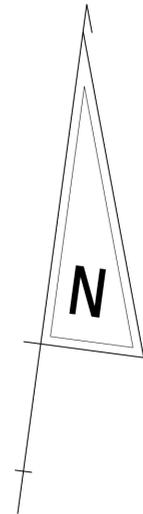
**CITY OF MILFORD SIGNAL AUDIT TRAFFIC
SIGNAL/INTERSECTION DESIGN**



CONTRACT NUMBER: N/A

COUNTY: KENT

PERMIT NO.: K176T



ASSESSMENT NUMBER	OWNERSHIP OF RECORD	TYPE OF ACQUISITION	TITLE SOURCE	PARCEL AREA (ACRES)							
ED-5-16-18310-03-8000	PARKING AUTHORITY OF MILFORD	SEE TRAFFIC SIGNAL AGMT.	D.R. 32-66	0.11							
ALIGNMENT NUMBER & DESCRIPTION: N/A											
PT. NO.	ALIGN. NO.	STATION	OFFSET *	NORTH	EAST	BEARING	DISTANCE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	RADIUS **
5090	N/A	N/A	N/A	333124.6170	652898.3370	S 7°39'03" W	33.78				
5091	N/A	N/A	N/A	333091.2300	652903.8650	N 54°40'37" W	16.39				
5092	N/A	N/A	N/A	333102.3600	652889.6390	N 10°25'40" W	22.63				
5093	N/A	N/A	N/A	333123.6070	652886.4800	N 82°20'57" E	13.09				
<p>FIGURE AREA = 350.395 SQ. FT. (0.008 ACRES)</p>											

Tax Parcel No. 5-16-18310-03-8000-00001

Prepared by: City of Milford
201 S. Walnut Street
Milford, DE 19963

Return to: City of Milford
201 S. Walnut St.
Milford, DE 19963

EASEMENT CONVEYANCE AND AGREEMENT

THIS EASEMENT AGREEMENT is made and entered into this _____ day of _____, A.D. _____ by and between, City of Milford, 201 S. Walnut Street, Milford, Delaware 19963, party of the first part (hereinafter referred to as “the Grantor”), and Delaware Division of Traffic, 800 S Bay Rd, Dover, DE 19901, an agency of the U.S. State of Delaware, party of the second part (hereinafter referred to as the “Grantee”).

WHEREAS, the Grantor is the owner of that certain tract of lands and premises located in the Cedar Creek Hundred, Sussex County and State of Delaware, and said parcel of land (hereinafter referred to as “the Property”) being described as Tax Parcel No.(s) 5-16-18310-03-8000-00001 further described in Deed Book D Vol 32 Page 66.

WHEREAS, DelDOT is preparing plans for certain improvements (hereinafter referred to as “Improvements”) to Public Utilities (hereinafter referred to as “the Systems”).

WHEREAS, it is necessary that the Improvements to the Systems pass under and through the Property;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, as well as the sum of **One Dollar (\$1.00)** in hand paid to the Grantor, the receipt and sufficiency of which are hereby acknowledged, the parties to this Easement Agreement do hereby agree as follows;

The Grantor does hereby grant and convey unto the Grantee a permanent easement and right of way under and through a limited portion of the Property, as defined and described herein below for the purpose of locating, establishing, laying, constructing, using, operating, maintaining, relaying, repairing, and removing the Improvements to the Systems, including but not limited to any and all pipes, below grade structures, wiring and appurtenances relating thereto, limited to installation of below grade facilities, at any time, for the benefit of the Grantee, its successors, heirs and assigns. The permanent easement and right of way granted hereunder shall be and is hereby limited to a **Fourteen (14)-foot wide permanent easement of approximately 350 square feet** as shown on attached ‘Exhibit’ and further described below;

BEGINNING at a point, in line with the northerly right of way line of Front Street (SR14); said point being located within the Delaware State Plane 1983 at North 333091.2300, East 652903.8650; thence from point of beginning and

running, 1) North 54°40'37" West 16.39 feet; thence running with said lands of City of Milford., 2) North 10°25'40" West 22.63 feet to a point; thence 3) North 82°20'57" East 13.09 feet to a point; thence 4) South 7°39'03" West 33.78 feet to the point and place of beginning and containing 350.395 square feet of land, be the same more or less, said easement being a utility easement in favor of Delaware's Division of Traffic. In the event there is a discrepancy between the description and the attached survey, the survey shall control.

All earth which is removed by the Grantee shall be replaced in such a manner not to change any grades or disturb any existing drainage features, and after the construction of the Improvements to the Systems, or after any repairs to same, the Property shall be restored to its former condition, consistent with good engineering and construction practices.

Grantee shall have uninterrupted right of ingress and egress to and from the easement. This ingress and egress shall be exercised with proper 48-hour notification to the Grantor, unless an emergency repair dictates otherwise.

The easements and rights of way granted hereunder, and all of the mutual promises and covenants contained herein, shall be deemed to be easements, rights of way, and promises and covenants running with the land, and accordingly, the same shall be binding upon the successors, heirs and assigns of the respective parties hereto.

The Grantee agrees to abide by all applicable laws, rules, and regulations pertaining to the use and operation of the Systems.

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties to this Easement Agreement have hereunto set their respective hands and seals on the day and year first above written.

Signed in the
Presence of:

DELAWARE DEPARTMENT OF TRANSPORTATION

Attest

BY: _____ (Seal)
Nicole Majeski,
Secretary of the Delaware Department of Transportation

CITY OF MILFORD

Attest

BY: _____ (Seal)
Mayor Arthur J. Campbell

(Municipal Seal)

STATE OF DELAWARE :
:
COUNTY OF KENT :

Signed and sworn to before me this _____ day of _____, 2022, by Nicole Majeski, Secretary of the Delaware Department of Transportation.

Signature of Notary Public

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

Signed and sworn to before me this _____ day of _____, 2022, by Arthur J. Campbell, Mayor of the City of Milford.

Signature of Notary Public



CITY OF MILFORD, DELAWARE
SUSSEX/KENT COUNTIES
2020 SIDEWALK PROGRAM PROJECT
ANNOUNCEMENT OF BID

Sealed Bids, in duplicate, related to the 2020 Sidewalk Program Project will be received by the City of Milford, City Clerk's Office, City Hall, 201 South Walnut Street, Milford, Delaware 19963, until 2:00 PM local time on Friday, July 22, 2022, at which time they will be publicly opened and read aloud.

The scope of work on the proposed project includes the removal and replacement of approximately 13,600 square feet of sidewalk and 300 linear feet of grinding within the City of Milford.

The contract documents may be obtained digitally, free of charge, of both the plans and specifications. Please email jpuddicombe@milford-de.gov to obtain the required bidding documents.

Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including addenda if any, obtained from sources other than the issuing office.

A pre-bid conference will be held at 11:00 AM local time on Thursday, June 30, 2022, via video conferencing. Attendance at the pre-bid conference is highly encouraged but not mandatory. Interested parties can contact James Puddicombe, City Engineer, at (302) 393-5395 for additional details.

Bid security shall be furnished according to the Instructions to Bidders.

Owner: City of Milford
By: Arthur J. Campbell
Title: Mayor
Date: 6/15/2022



Date: August 5, 2022
To: Mayor and City Council
Through: Mark Whitfield, City Manager
Mike Svaby, Public Works Director
From: James Puddicombe, City Engineer
Re: 2020 Sidewalk Program, Project Number: 2020-ST-007

The City Engineer reviewed three bids for the 2020 Sidewalk Program Project. The bids received were:

Tru Grit LLC:	\$896,500.00
Mitten Construction Co:	\$412,670.00
Jaquez Concrete LLC:	\$380,760.00

We recommend awarding a contract to Jaquez Concrete a Limited Liability Company in the amount of \$380,760 as it is the apparent low bidder with a strong reputation for local work similar to this project. The bid solicitation included the private component of the Sidewalk Program (\$289,000) and a City component (\$91,760). The recommended funding for this contract follows:

City Component – Realty Transfer Taxes (RTT):	\$ 91,760
<u>Private Component – RTT & Sidewalk Funds:</u>	<u>289,000 (breakdown below)</u>
Total Contract:	\$380,760

RTT funding was used in the first round of the Sidewalk Program, with an additional \$140,000 reserved for the current round. Of the \$211,510 billed to property owners in round one, \$104,591 has been paid back to the City, and \$106,920 is being paid monthly over a five-year term, with collections averaging about \$750 per month. The City’s Sidewalk Program can be characterized as a “revolving fund” with recurring rounds of advance funding and a mix of repayments. The recommended funding for the 2020 Sidewalk Program Project follows:

Sidewalk Fund Repayments Available from Round One:	\$104,591
Sidewalk Funding Reserved for Round Two (RTT):	140,000
<u>Advance Funding for Round Two (RTT):</u>	<u>44,410</u>
Subtotal – Private Component	\$289,000
<u>City Component – RTT Funding</u>	<u>91,760</u>
Grand Total – Contract Funding	\$380,760

Recommendation: We recommend Council award the contract to Jaquez Concrete a Limited Liability Company in the amount of \$380,760.00 to be funded with a combination of \$104,591 in Sidewalk Funds available and \$276,170 in Realty Transfer Taxes (RTT). Of that amount, \$289,000 will be subject to repayment by property owners.

Section 8: BID FORM

Proposal of JAQUEZ CONCRETE, LLC (hereafter called "BIDDER"),
 organized and existing under the laws of the State of DELAWARE doing business as
CORPORATION (*Insert "a corporation", "a partnership", or "an individual" as
 applicable*) to the City of Milford (hereinafter called "OWNER").

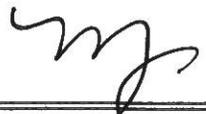
In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK
 for **2020 Sidewalk Program PROJECT, CONTRACT No. 2020-ST-007**, in strict accordance with the
 CONTRACT DOCUMENTS, within the time set forth herein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at
 independently, without consultation, communication, or agreement as to any matter relating to
 this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be
 specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **120 CONSECUTIVE
 CALENDAR DAYS** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **\$500
 PER CALENDAR DAY**.

BIDDER acknowledges receipt of the following ADDENDA:

- Addendum 1
- _____
- _____
- _____

BIDDER'S ACKNOWLEDGEMENT OF CITY'S ABILITY TO ADJUST QUANTITIES	INITIAL BELOW
BIDDER acknowledges the estimated quantities listed below may be increased or decreased at the sole discretion of the City.	

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum:

BID QUANTITIES					
<u>Spec/Item</u>	<u>Description</u>	<u>Unit</u>	<u>Amount</u>	<u>Unit Cost</u>	<u>Sub Total</u>
<u>Sidewalk Construction</u>					
1A	Mobilization	QTY	1	\$13,360.00	\$13,360.00
1B	Remove & Replace Existing 4" Concrete Sidewalk and Other Appurtenant Work	S.F.	13,500	\$17.00	\$229,500.00
1C	Remove & Replace Existing 6" Concrete Sidewalk and Other Appurtenant Work	S.F.	2,000	\$21.00	\$42,000.00
1D	Maintenance of Traffic	QTY	1	\$33,400.00	\$33,400.00
1E	Remove and Replace Curbing and Other Appurtenant Work	L.F.	500	\$90.00	\$45,000.00
1F	Concrete Grinding Less Than 1"	L.F.	350	\$50.00	\$17,500.00
TOTAL:					\$380,760.00

Notes:

Maintenance of Traffic (MOT) shall be provided by the Contractor for review and approval by the City.

The City shall be responsible for meeting with individual property owners to determine the location and width of driveway aprons. Driveway aprons will be constructed in accordance with Del DOT standard detail C-3.

Prior to construction, the number of new water service connections and meters shall be verified by the City.

Total Bid (Base Bid and Contingent Items): \$ 380,760.00

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	
1.				
2.				
3.				
4.				
5.				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	
1.	Concrete	Heritage Concrete	270 Presidential Dr. Wilmington, DE 19807	
2.	Concrete	Atlantic Concrete Company, Inc.	PO Box 321 Milford, DE 19963	
3.	Materials	Tri Supply	1685 River Rd. New Castle, DE 19720	
4.				
5.				

BIDDER PLEASE NOTE:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that:

- (1) they are licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code;
- (2) they have not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and
- (3) they comprehend the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT, attached to said notice, within Twenty (20) days and deliver a Surety BOND or BONDS as required by the INFORMATION FOR BIDDER.

The BID security attached in the sum of \$ 38,076.00, representing Ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted,

JAQUEZ CONCRETE, LLC
(Business Name)

BY: *Jose G. Jaquez Lopez*
(Signature)

JOSE G. Jaquez Lopez
(Printed Name)

PRESIDENT
(Title)

State of Delaware

County of New Castle

This instrument was acknowledged before me on 22nd of July 2022 (date) by Jose Gabriel Jaquez Lopez (name(s) of person(s)).

(Seal, if any)



Moraima Jaquez
Signature of notarial officer

Administrator
Title (and Rank)

My Commission expires: June 18, 2024

Section 9: BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the Undersigned,
JAQUEZ CONCRETE, LLC, as PRINCIPAL, and Great Midwest Insurance Company, as SURETY,
are hereby held and firmly bound unto the City of Milford, as OWNER, the penal sum of
Ten Percent of the Total Bid, (\$ 10% of Total Bid) for the payment of which, well and truly to
be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 22nd day of July, 2022.

The condition of the above obligation is such that whereas the PRINCIPAL has submitted to the City of Milford a certain BID, attached hereto and hereby made a part hereof to enter into a CONTRACT in writing, for the **2020 Sidewalk Program PROJECT, CONTRACT No. 2020-ST-007** NOW, THEREFORE,

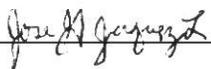
- A. If said BID shall be rejected, or
- B. If said BID shall be accepted and the PRINCIPAL shall execute and deliver a CONTRACT in the form of CONTRACT attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said CONTRACT, and for the payment of all persons performing labor and furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the SURETY for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The SURETY, for value received, hereby stipulates and agrees that the obligations of said SURETY and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said SURETY does hereby waive notice of any extension.

In WITNESS WHEREOF, the PRINCIPAL and the SURETY have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above. SURETY executing BONDS shall be a licensed agent in the State of Delaware.

JAQUEZ CONCRETE, LLC

Great Midwest Insurance Company





(Principal Signature)

(Surety Signature)

By: Jose Gabriel Jaquez Lopez

By: Russell C. Tester

IMPORTANT – SURETY companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located

POWER OF ATTORNEY

Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that GREAT MIDWEST INSURANCE COMPANY, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint: RUSSELL C. TESTER

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of GREAT MIDWEST INSURANCE COMPANY, on the 1st day of October, 2018 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Ten Million dollars (\$10,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, GREAT MIDWEST INSURANCE COMPANY, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 30th day of November, 2020.

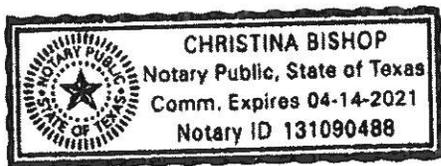


GREAT MIDWEST INSURANCE COMPANY

BY [Signature] Mark W. Haushill President

ACKNOWLEDGEMENT

On this 30th day of November, 2020, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of GREAT MIDWEST INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY [Signature] Christina Bishop Notary Public

CERTIFICATE

I, the undersigned, Secretary of GREAT MIDWEST INSURANCE COMPANY, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 22 Day of July, 2022.



BY [Signature] Leslie K. Shaunty Secretary

WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, August 16, 2022 @ 7:00 p.m.
City Council Hearing: Monday, August 22, 2022 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2022-28

Application of Feebs Distilling Co on behalf of S & P Holdings LLC for an Amended Conditional Use
2.19 +/- acres of land located along the east side of
McColley Street between Delaware Avenue and McCoy Street.
Addressed: 733 McColley Street, Milford, Delaware.
Comprehensive Plan Designation: Industrial
Zoning District: I-1 (Limited Industrial District)
Present use: Distillery with Tasting Room
Proposed Use: Distillery with Tasting Room and Outdoor Seating
Tax Parcel: 3-30-11.09-015.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for an Amended conditional use; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on August 16, 2022; and

WHEREAS, Milford City Council will hold a Public Hearing on August 22, 2022 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the conditional use, as herein described.

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

Section 1. Following adoption of Ordinance 2022-28, and upon the effective date, Feebs Distilling Co on behalf of S & P Holdings LLC is hereby granted a Conditional Use to allow a craft distillery, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

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

Section 3. Dates.

Planning Commission Review & Public Hearing: August 16, 2022

City Council Introduction: August 8, 2022

City Council Public Hearing: August 22, 2022

Effective: September 21, 2022

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

Advertised: Delaware State News 07-13-22

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, August 16, 2022 @ 7:00 p.m.
City Council Hearing: Monday, August 22, 2022 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2022-29

Application of PAM Milford on behalf of CAH Development, LLC
for a Preliminary Conditional Use

128.87 +/- acres of land located along the south side of Wilkins Road, east of Elks Lodge Road
and west of Cedar Creek Road, part of the Sussex Health Campus.

Comprehensive Plan Designation: Employment

Zoning District: IS (Institutional Service District)

Present use: Health Campus

Proposed Use: Health Campus with Additional Medical Office Building

Tax Parcel: 3-30-15.00-058.05 (portion of)

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Preliminary Conditional Use; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on August 16, 2022; and

WHEREAS, Milford City Council will hold a Public Hearing on August 22, 2022 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Preliminary Conditional Use, as herein described.

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

Section 1. Following adoption of Ordinance 2022-29, and upon the effective date, PAM Milford on behalf of CAH Development, LLC is hereby granted a Preliminary Conditional Use to allow a health campus with an additional medical office building, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

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

Section 3. Dates.

Planning Commission Review & Public Hearing: August 16, 2022

City Council Introduction: August 8, 2022

City Council Public Hearing: August 22, 2022

Effective: September 21, 2022

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

Advertised: Delaware State News 07-13-22

08-08-2022 (R)

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW
City Council Hearing: Monday, August 22, 2022 @ 6:00 PM
Repeals Chapter 41 Meetings

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

ORDINANCE 2022-30
Chapter 41 Meetings

WHEREAS, after a thorough and extensive examination of the Code of the City of Milford, it was determined it contained several Chapters found to be outdated and obsolete; and

WHEREAS, the City Council of the City of Milford, Delaware, by ordinance, originally adopted this ordinance on January 19, 1972; and

WHEREAS, Chapter 41 Meetings, derived from requirements at that time, have since been addressed in updated legislation; and

WHEREAS, the City Council of the City of Milford desires to conform its legislation in accordance with current local and state laws.

NOW, THEREFORE, the City of Milford hereby resolves:

Section 1. The purpose of this ordinance is to repeal Chapter 41 Meetings of the Code of the City of Milford.

Section 2. City Council concurs with its purpose and hereby amends the Code of the City of Milford Part I Administration Legislation by rescinding Chapter 41 in its entirety and reserving the Chapter number for future uses:

Chapter 41 MEETINGS

~~§ 41-1. Regular and special meetings.~~

~~The regular meetings of the Milford City Council shall be held on the second Monday in each month at 7:30 p.m. in the Council chambers. Special meetings may be called by the Mayor or by four or more members and, whenever practicable, upon no less than 12 hours' notice. All meetings, regular and special, shall be open to the public.~~

Section 3. Dates

Introduction: August 8, 2022

Council Review/Public Comments: August 22, 2022

Effective Date: Ten Days Following Adoption of this Ordinance

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW
City Council Hearing: Monday, August 22, 2022 @ 6:00 PM
Repeals Chapter 45 City of Milford Parking Authority

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

ORDINANCE 2022-31
City of Milford Parking Authority

WHEREAS, the City Council of the City of Milford, Delaware, by ordinance, originally adopted Chapter 45 Parking Authority on July 30, 1974, in accordance with the provisions of the State of Delaware and the City of Milford; and

WHEREAS, on March 8, 2010, City Manager David Baird reported that he had received a request from Harvey Marvel, Chairman of the Milford Parking Authority to terminate its existence and that the City of Milford take ownership of its lands; and

WHEREAS, on November 28, 2011, City Council by unanimous vote, authorized the approval of a Certificate Requesting the Termination of Existence of Parking Authority, per 22 Del. C. § 513, be forwarded to the State of Delaware; and

WHEREAS, after a careful examination and analysis of the Code of the City of Milford, City Council has determined that Chapter 45 Parking Authority remains in the Code without cause, and

WHEREAS, for editorial and codification purposes, it is in the best interests of the City to remove Chapter 45 from the Code of the City of Milford in its entirety as it is no longer applicable.

NOW, THEREFORE, BE IT RESOLVED, by the City of Milford:

Section 1. Dissolution of Parking Authority

The Parking Authority of the City of Milford, created by an ordinance that was adopted on July 30, 1974, was officially dissolved on November 28, 2011.

Section 2. Removal from Code

Chapter 45 Parking Authority of the City of Milford Code Part I Administrative Legislation is hereby stricken in its entirety and the Chapter number reserved for future use as deemed necessary:

~~Chapter 45 PARKING AUTHORITY~~
~~GENERAL REFERENCES~~

~~§ 45-1. Obligations.~~

~~The Parking Authority shall not at any time or in any manner pledge the credit or taxing power of the State of Delaware or the City of Milford, nor shall any of its obligations be deemed to be obligations of the State of Delaware or the City of Milford, nor shall the State of Delaware or the City of Milford be liable for the payment of principal or of interest on such obligations.~~

~~§ 45-2. Establishment of benefit district.~~

~~In addition to the provisions contained in Chapter 5 of Title 22 of the Delaware Code providing for the financing of the cost of acquiring land and premises for the construction and improvement of parking projects, the Parking Authority of the City of Milford may, by resolution, as provided in 22 Del. C. § 504, establish a benefit district.~~

§ 45-3. Sale of real property.

A. ~~When any real property or any interest therein heretofore or hereafter acquired by the Parking Authority of the City of Milford is no longer needed for the purposes defined in Chapter 5 of Title 22 of the Delaware Code or when, in the opinion of the Parking Authority of the City of Milford, it is not desirable or feasible to hold and use said property for said purposes, the Parking Authority of the City of Milford may sell the same at private or public sale, as the Authority shall determine, granting and conveying to the purchaser thereof a fee simple marketable title thereto.~~

B. ~~The Authority may make such sale for such price and upon such terms and conditions as the Authority deems advisable and for the best interest of the Authority and may accept in payment, wholly or partly, cash, bonds, mortgages, debentures, notes, warrants or other evidences of indebtedness as the Authority may approve. The consideration received from any such sale may be applied by the Authority, in its discretion, to the repayment, in whole or in part, of any funds contributed to the Authority by the City of Milford under the provisions of 22 Del. C. § 508 or retained by the Authority for the purposes for which it was incorporated.~~

C. ~~Without limitation of the foregoing, the Authority may accept as consideration in whole or in part for the sale of any such real property a covenant, agreement or undertaking on the part of any purchaser to provide and maintain off-street parking facilities on such property or a portion thereof for the fulfillment of public parking needs for such period and under such terms and conditions as the Authority shall determine. Any such covenant, agreement or undertaking on the part of the purchaser as aforesaid and the right of the Authority to fix and alter rates to be charged for any such parking facilities as well as the right of appeal as set forth in Chapter 5 of Title 22 of the Delaware Code shall be set forth and reserved in the deed or deeds of conveyance. Any such contract, agreement or undertaking may be enforced by the Authority in an action for specific performance brought in the court of jurisdiction of the State of Delaware.~~

§ 45-4. Issuance of bonds.

~~All bonds issued by the Parking Authority of the City of Milford shall be issued in accordance with the provision of Chapter 5 of Title 22 of the Delaware Code and all other applicable laws of the City of Milford, State of Delaware and United States of America.~~

§ 45-5. Rights and remedies of bond holders.

~~All holders of bonds of the Parking Authority of the City of Milford shall have the rights and the remedies conferred upon or granted to the bond holders by Chapter 5 of Title 22 of the Delaware Code and other applicable laws of the State of Delaware and the United States of America, which rights and remedies shall be in addition to, and not in limitation of, any rights and remedies lawfully granted to such bond holders by the resolution or resolutions providing for the issuance of bonds or by any deed of trust, indenture or other agreement under which the same may be issued by the Parking Authority of the City of Milford.~~

§ 45-6. Board; appointments; terms of office; vacancies; removal.

~~The powers of the Parking Authority of the City of Milford shall be exercised by a board composed of five members, all of whom shall be residents of the City of Milford. The Mayor of the City of Milford shall appoint the members of the Board, one of whom shall serve for one year, one for two years, one for three years, one for four years and one for five years from the first day of July in the year in which this Authority is created. Thereafter the Mayor shall, not sooner than 60 days nor later than 30 days prior to July 1 in each year in which a vacancy occurs, appoint a member of the Board for a term of five years to succeed the member whose term expires on the first day of July next succeeding. Vacancies for unexpired terms that occur more than 60 days before the end of a term shall be promptly filled by appointment by the Mayor. All such appointments shall be subject to the confirmation of the City Council. Any member of the Board may be removed for cause by the Mayor, with the concurrence of 2/3 of all the members of the City Council, and the person against whom such charges are made shall be given a reasonable opportunity to make his defense.~~

§ 45-7. Succession of members; salaries and compensation.

Members of the Parking Authority of the City of Milford shall hold office until their successors have been appointed and may succeed themselves. A member shall receive no compensation for his services but shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties.

§ 45-8. Board officers; staff; quorum; liability; powers and duties.

The members of the Board of the Parking Authority of the City of Milford shall select from among themselves a Chairman, a Vice Chairman and such other officers as the Board may determine. The Board may employ a Secretary and Executive Director, its own legal counsel and legal staff and such technical experts and such other agents and employees, permanent or temporary, as it may require and may determine the qualifications and fix the compensation of such persons. Three members of the Board shall constitute a quorum for its meeting. Members of the Board shall not be liable personally on the bonds or other obligations of the Authority, and the rights of creditors shall be solely against such Authority. The Board may delegate to one or more of its agents or employees such of its powers as it deems necessary to carry out its purposes, subject always to the supervision and control of the Board. The Board shall have full authority to manage the properties and business of the Authority and to prescribe, amend and repeal bylaws, rules and regulations governing the manner in which the business of the Authority may be conducted and the powers granted to it may be exercised and embodied.

§ 45-9. Acquisitions through purchase or eminent domain proceedings.

The Parking Authority of the City of Milford may acquire by purchase or eminent domain proceedings either the fee or such rights, title, interest or easement in such lands as the Parking Authority of the City of Milford deems necessary for any of its purposes, subject to the qualifications and restrictions set forth in Chapter 5 of Title 22 of the Delaware Code and in accordance with the provisions for the exercise of the right of eminent domain as set forth in Chapter 61 of Title 10 of the Delaware Code.

§ 45-10. Financing incurred costs.

The Parking Authority of the City of Milford shall finance those costs incurred to achieve its established purposes in accordance with the provisions set forth in Chapter 5 of Title 22 of the Delaware Code.

§ 45-11. Contracts and agreements.

A. — The procurement of material and the award of contracts for construction, repairs or work of any nature made by the Parking Authority of the City of Milford shall be subject to the provisions of Chapter 69 of Title 29 of the Delaware Code.

B. — No member of the Authority or officer thereof shall either directly or indirectly be a party to, or be in any manner interested in, any contract or agreement with the Authority for any matter, cause or thing whatsoever by reason whereof any liability or indebtedness shall in any way be created against such Authority. If any contract or agreement shall be made in violation of the provisions of this section, the same shall be null and void, and no action shall be maintained thereon against such Authority.

C. — The provisions of Subsection A shall not apply to the construction of parking facilities intended to serve and be an integral part of the redevelopment project in the City of Milford, where the City of Milford or its redevelopment agency has designated or selected a developer who is responsible for the overall development of the project, including parking facilities. In such case, the Authority may negotiate with the developer for the construction and design of parking facilities on such terms and conditions as the Authority may deem justified and in the public interest.

§ 45-12. Transfer of property, projects and existing facilities to Authority.

A. — The City of Milford or any owner of property may sell, lease, lend, grant or convey to the Parking Authority of the City of Milford any interest in real or personal property which may be used by the Authority in the construction, improvement, maintenance or operation of any project. The City of Milford may transfer, assign and set over to the Authority any contracts which may have been awarded to it for the construction of projects not begun or, if begun, not completed. The territory being served by any project or the territory within such project is authorized to render service at the time of the acquisition of

~~such project by the Parking Authority of the City of Milford and shall constitute the area in which the Parking Authority of the City of Milford shall be authorized to render service.~~

~~B. The Parking Authority of the City of Milford shall first report to and advise the City Council of the City of Milford of the agreement to acquire existing facilities, including all its terms and conditions. The proposed action of the Authority, and the proposed agreement to acquire existing facilities, shall be approved by the City Council. Such approval shall be by two thirds vote of all members of the Council.~~

~~§ 45-13. Termination.~~

~~Unless previously terminated by operation of law, the Parking Authority of the City of Milford shall be terminated only in accordance with the provisions of Chapter 5 of Title 22 of the Delaware Code.~~

Section 3. Dates

Introduction: August 8, 2022

Council Review/Public Comments: August 22, 2022

Effective Date: Ten Days Following Adoption of this Ordinance

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW
City Council Hearing: Monday, August 22, 2022 @ 6:00 PM
Repeals Chapter 52 Partnership of Greater Milford

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

ORDINANCE 2022-32
Chapter 52 Partnership of Greater Milford

WHEREAS, the City Council of the City of Milford, Delaware originally adopted on October 5, 1987, Chapter 52 Partnership of Greater Milford, in accordance with the provisions of the State of Delaware, the City of Milford, and the City of Milford Comprehensive Plan; and

WHEREAS, on November 12, 1989, the language related to the Partnership of Greater Milford was removed from the City of Milford Comprehensive Plan; and

WHEREAS, the Partnership of Greater Milford has not convened since prior to that date; and

WHEREAS, after a careful examination and analysis of the Code of the City of Milford, City Council has determined that Chapter 52 has remained in the Code of the City of Milford without need; and

WHEREAS, it is in the best interest of the City of Milford to repeal Chapter 52 from Part I Administrative Legislation of the Code of the City of Milford, in its entirety, as it is no longer applicable.

ORDINANCE 2022-32
Repeal Chapter 52 Partnership of Greater Milford

NOW, THEREFORE, BE IT RESOLVED, by the City of Milford:

Section 1. The purpose of this ordinance is to rescind Chapter 52 Partnership of Greater Milford of the Code of the City of Milford.

Section 2. City Council concurs with the purpose and hereby amends the Code of the City of Milford by rescinding Chapter 52 in its entirety and reserving the Chapter number for future uses:

~~Chapter 52 PARTNERSHIP OF GREATER MILFORD~~

~~§ 52-1. Establishment.~~

~~There is hereby established a commission to be known as the "Partnership of Greater Milford," hereinafter referred to as the "Commission."~~

~~§ 52-2. Membership; residency requirements.~~

~~The Commission shall be comprised of no more than 19 members, at least 10 of whom but no more than 12 of whom shall be residents of the City of Milford. One member shall be a representative from the Milford Planning Commission. Additional members shall reside in any of the neighborhoods adjoining city limits.~~

~~§ 52-3. Appointment of resident members; terms of office.~~

~~Those members of the Commission who are residents of the City of Milford shall be appointed by the Mayor each, subject to the approval of City Council. Initially, 1/3 of the appointments shall be made for a term of three years, 1/3 of the appointments shall be made for a term of two years and 1/3 of the appointments shall be made for a term of one year. At the expiration of those initial terms all new appointments shall be made for three year terms.~~

~~§ 52-4. Election of nonresident members; terms of office.~~

~~Members of the Commission who reside in those neighborhoods adjacent to city limits shall be nominated by and elected to the Commission by the Commissioners themselves. One third of these Commissioners shall be elected to serve three year terms, 1/3 of these Commissioners shall be elected to serve two year terms and 1/3 of these Commissioners shall be~~

elected to serve a one-year term. At the expiration of those initial terms all new Commissioners shall be elected for a three-year term. Elections shall be held no later than one month following the appointment of Commissioners by the Mayor and approval of these appointments by Council.

~~§ 52-5. Quorum.~~

~~A simple majority of the Commission shall constitute a quorum, but a smaller number as determined by the Commission may conduct hearings.~~

~~§ 52-6. Salaries and compensation.~~

~~The members of the Commission shall serve without compensation, but they shall be reimbursed by the city for travel, subsistence and other necessary expenses incurred by them in the performance of the duties invested in the Commission. In no case, however, will expenses be compensated for by the city unless they are within the limits of a budget approved by City Council.~~

~~§ 52-7. Action Plan.~~

~~The function of the Commission is to vigorously pursue the objectives set forth in the Action Plan adopted by Council in a meeting held on October 5, 1987. It is the further objective of this Commission to see that the Action Plan is updated on an annual basis and formally reviewed and reapproved by Council in no more than five-year intervals.~~

~~§ 52-8. Recommendations.~~

~~The Commission shall present its recommendations to City Council from time to time but at least once per year at the regular meeting of the Council in June.~~

~~§ 52-9. Records.~~

~~All records and papers of the Commission shall be delivered to the City Manager for deposit at City Hall.~~

~~§ 52-10. Advisement from outside sources.~~

~~In carrying out its duties the Commission shall seek the advice of various groups interested in the problems concerning the Commission, including but not limited to federal, state and county governments, public and private organizations and city groups and interested citizens.~~

~~§ 52-11. Annual budget request.~~

~~The Commission shall submit an annual budget request to the City Council at the aforementioned April meeting. Said request, when approved, shall be administered solely by the Commission without further approval of City Council and subject only to such qualifications as uniformly imposed on other disbursements of the City of Milford.~~

~~§ 52-12. Contracts.~~

~~The Commission is not authorized to enter into any contract or agreement with any public or private organization, but shall recommend such course of action to the City Council only, in order to carry out assigned purposes.~~

~~§ 52-13. Powers and duties.~~

~~The Commission, within the approved budget and approved plan, shall have the following powers and shall be able to:~~

- ~~A.— Hire an efficient staff.~~
- ~~B.— Expend funds as authorized.~~
- ~~C.— Make application for grants in the name of the City of Milford to county, state, federal or other governmental agencies.~~
- ~~D.— Provide leadership to the city and to the citizens of its immediately surrounding area to achieve the goals set forth in the Action Plan adopted by Council.~~

Section 3. Dates

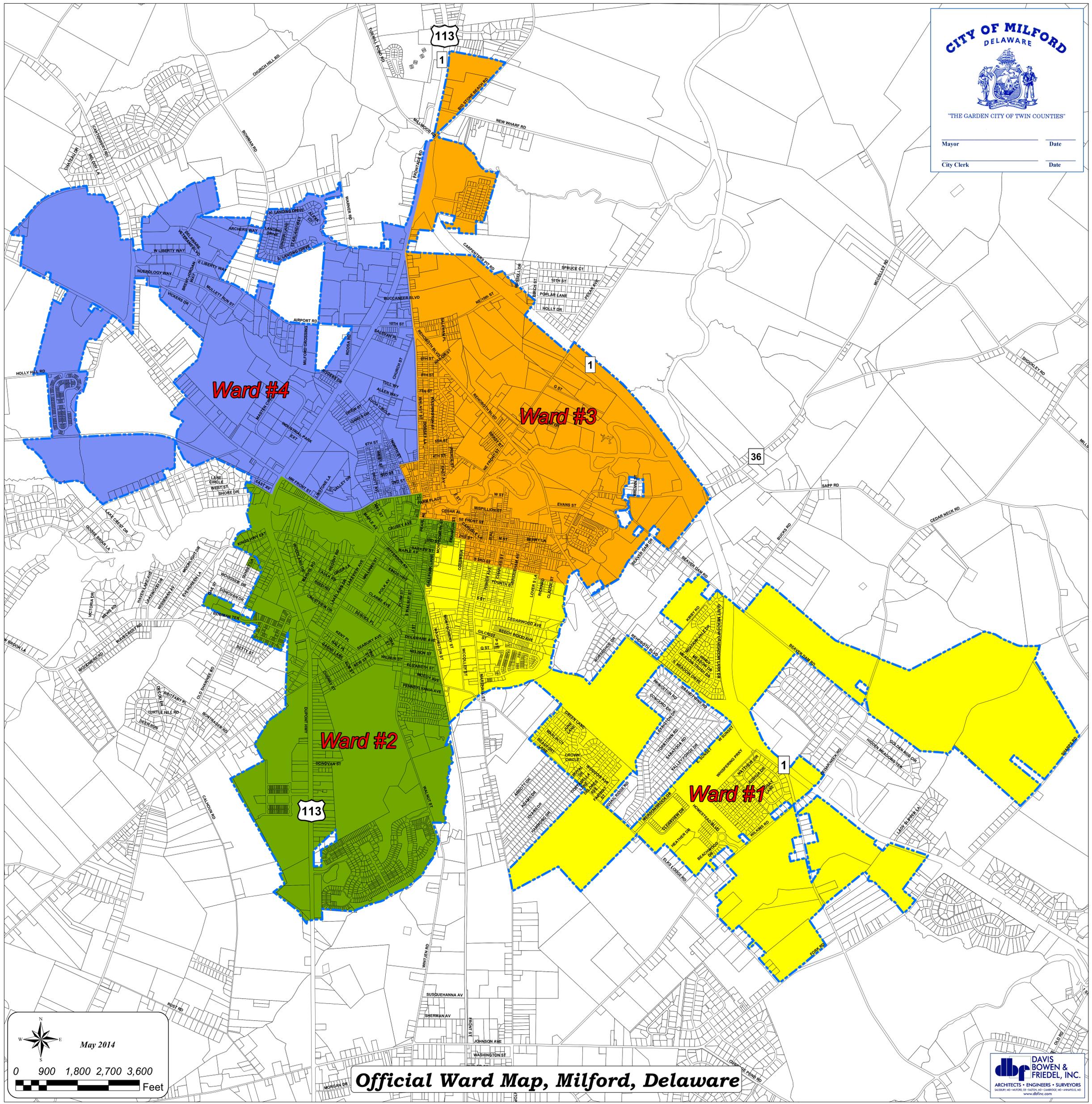
Introduction: August 8, 2022

Council Review/Public Comments: August 22, 2022

Effective Date: Ten Days Following Adoption



Mayor _____ Date _____
City Clerk _____ Date _____



Ward #4

Ward #3

Ward #2

Ward #1

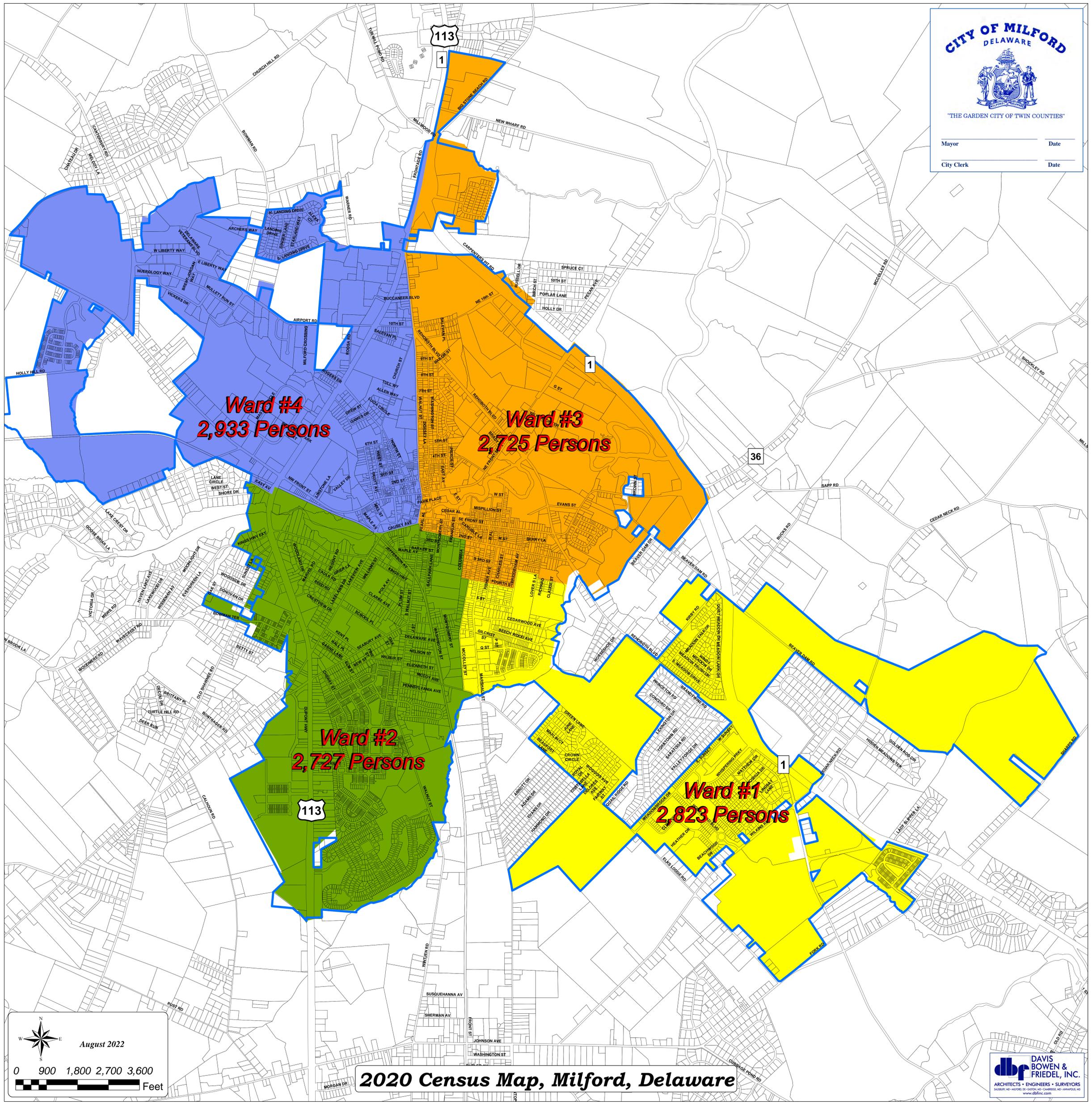
May 2014

0 900 1,800 2,700 3,600 Feet

Official Ward Map, Milford, Delaware



Mayor _____ Date _____
City Clerk _____ Date _____

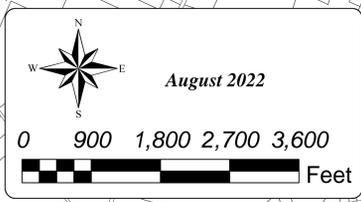


Ward #4
2,933 Persons

Ward #3
2,725 Persons

Ward #2
2,727 Persons

Ward #1
2,823 Persons



August 2022

2020 Census Map, Milford, Delaware



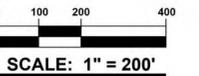
PROJECT TITLE

MILFORD CORPORATE CENTER

MILFORD HARRINGTON WAY
CITY OF MILFORD
KENT COUNTY, DE

SHEET TITLE

CONCEPT MASTER PLAN



ISSUE BLOCK

MARK DATE DESCRIPTION

LAYER/STATE: CONCEPT

PROJECT NO.: 2022083.00

DATE: 04/21/22

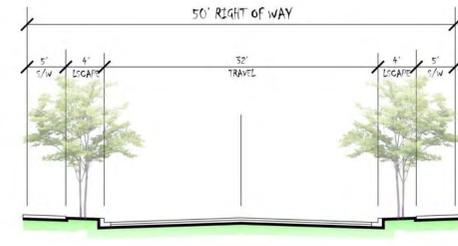
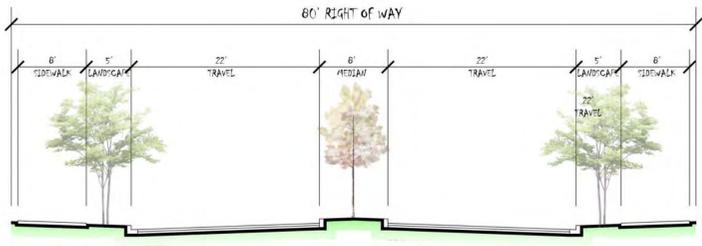
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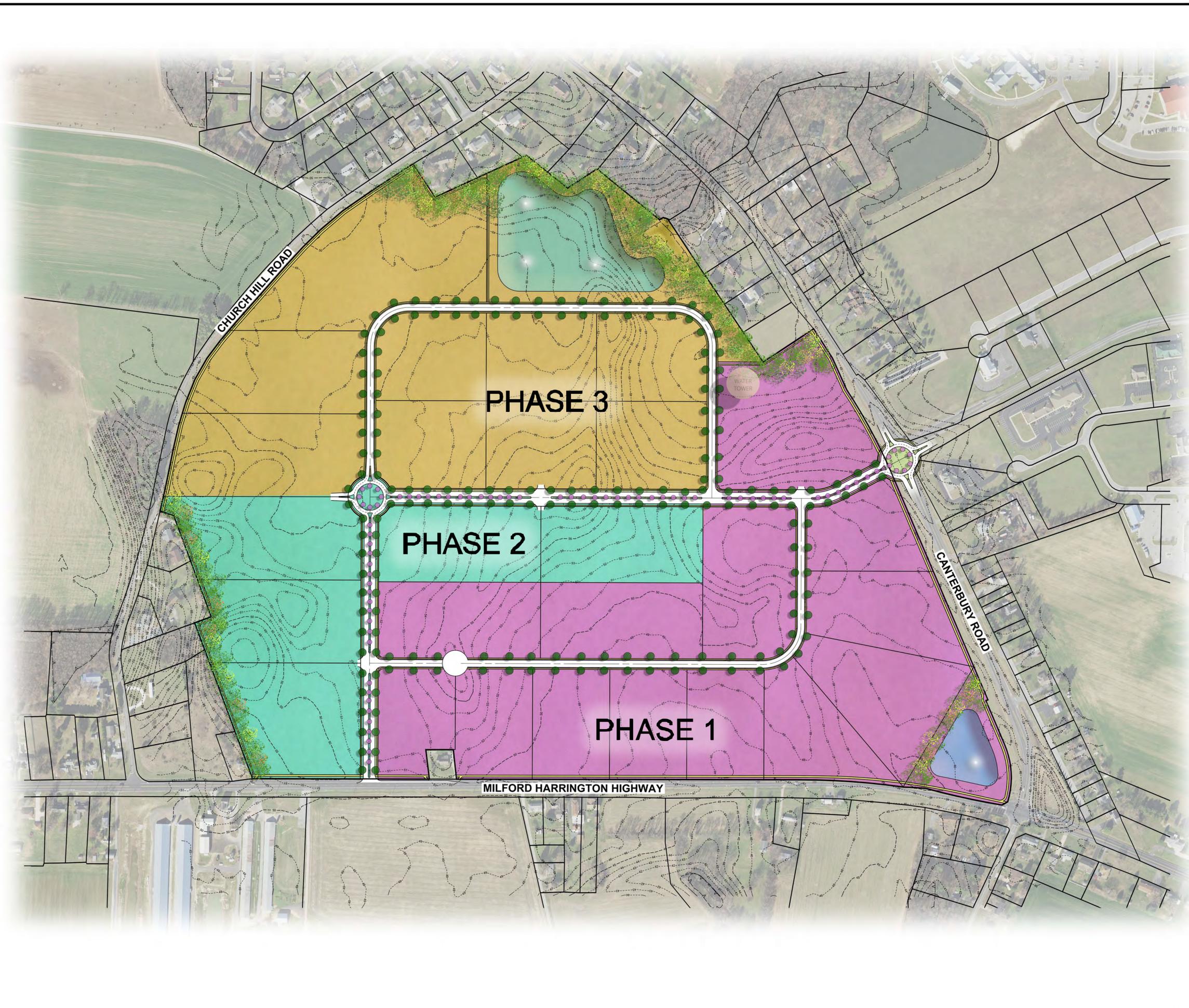
DRAWN BY: CDC PROJ. MGR.: JMR

SHEET

CONCEPT

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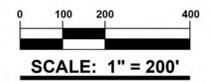




BECKER MORGAN GROUP
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 302.734.7950
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 Newark, DE 19713
 302.369.3700
 Maryland
 312 West Main Street, Suite 300
 Salisbury, MD 21801
 410.546.9100
 North Carolina
 3333 Jaeckle Drive, Suite 120
 Wilmington, NC 28403
 910.341.7600
 www.beckermorgan.com



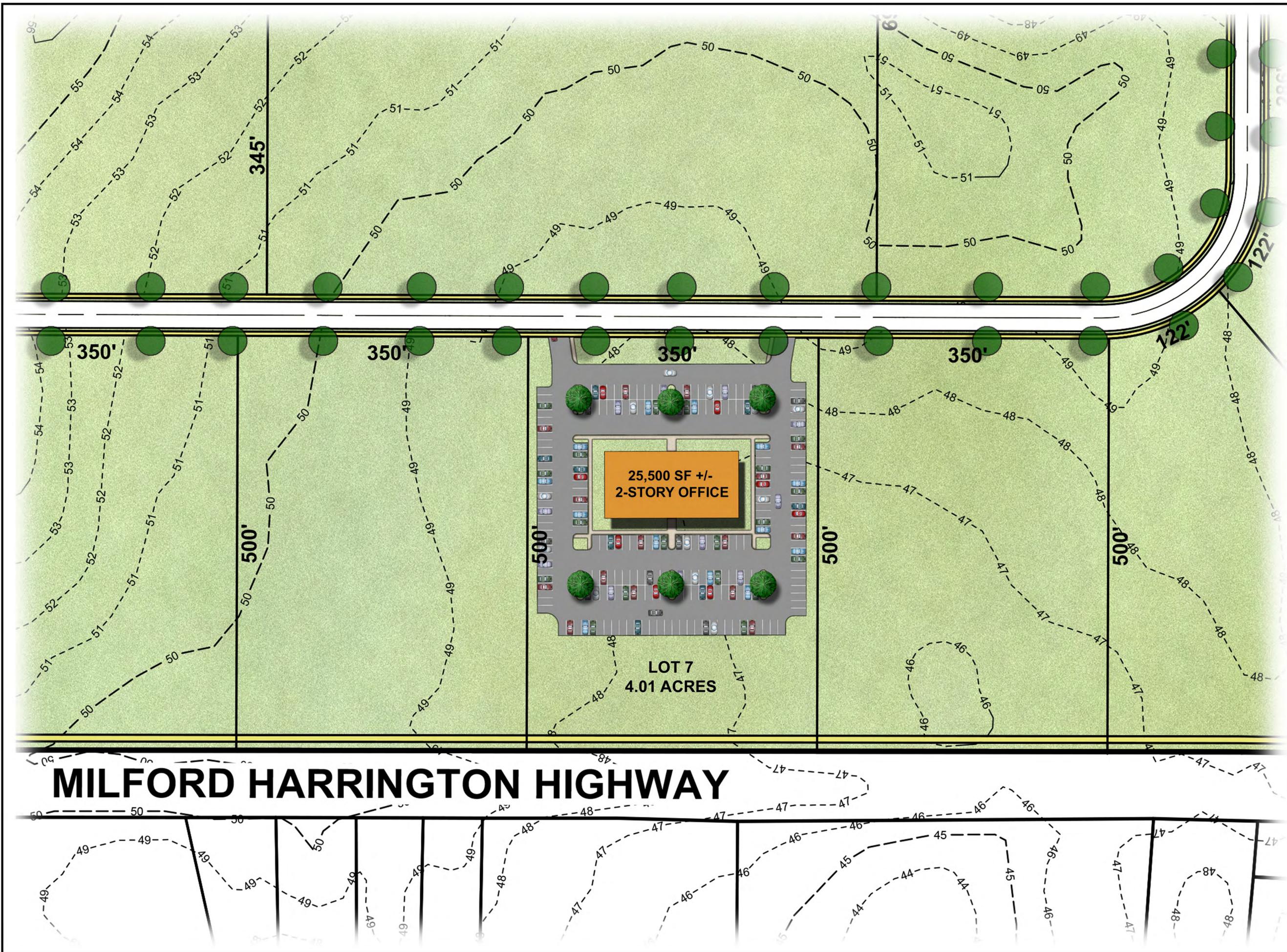
PROJECT TITLE
MILFORD CORPORATE CENTER
 MILFORD HARRINGTON WAY
 CITY OF MILFORD
 KENT COUNTY, DE
 SHEET TITLE
CONCEPT MASTER PLAN



MARK	DATE	DESCRIPTION
LAYERSTATE	CONCEPT	

PROJECT NO.: 2022083.00
 DATE: 04/21/22
 SCALE: 1" = 200'
 DRAWN BY: CDC PROJ. MGR.: JMR

CONCEPT



BECKER MORGAN GROUP
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 309 South Governors Avenue
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PROJECT TITLE

**MILFORD
CORPORATE
CENTER**

MILFORD HARRINGTON WAY
CITY OF MILFORD
KENT COUNTY, DE

SHEET TITLE

**CONCEPT MASTER
PLAN**

ISSUE BLOCK

MARK	DATE	DESCRIPTION
LAYERSTATE: CONCEPT		

PROJECT NO.: 2022083.00

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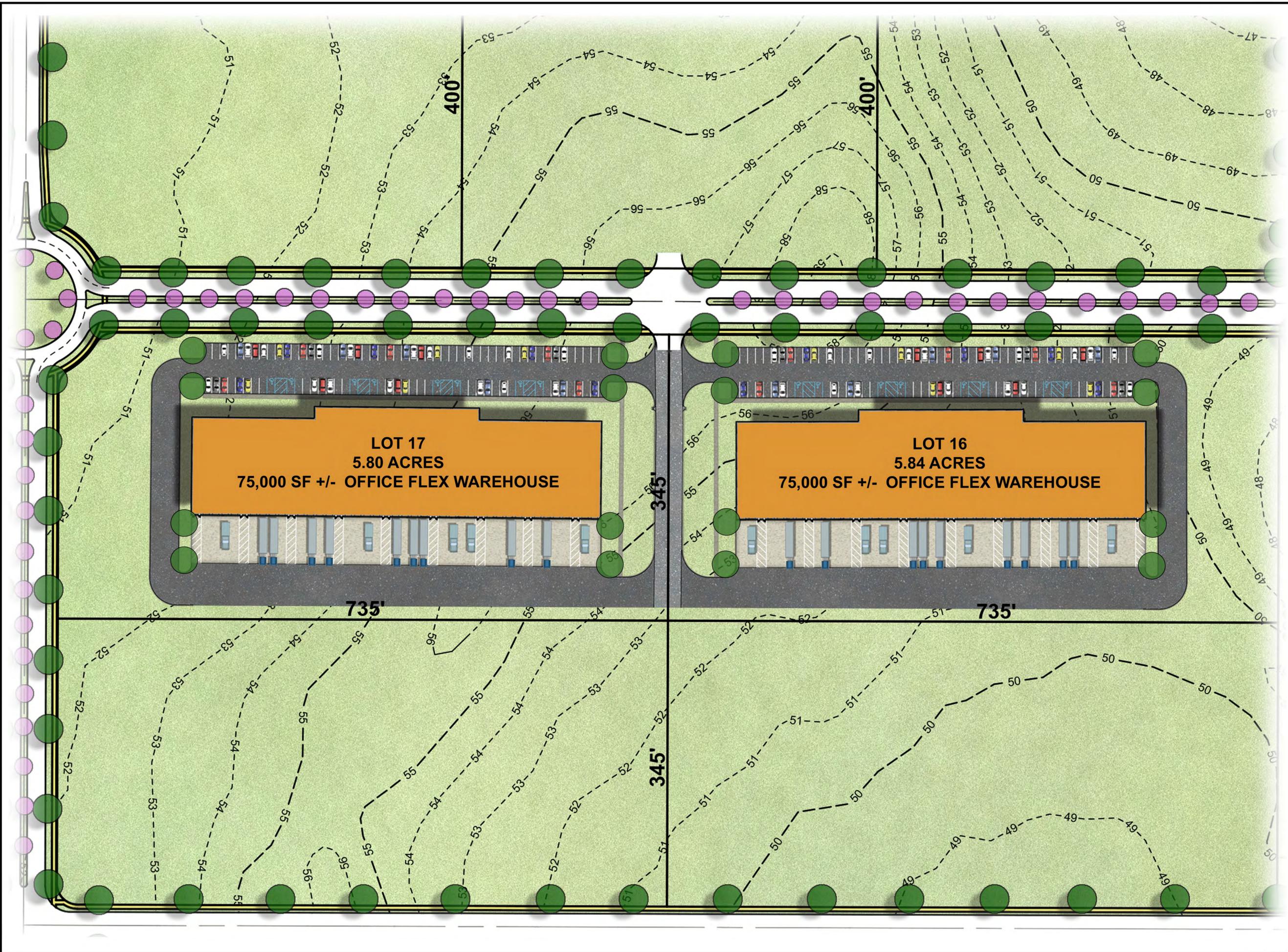
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CONCEPT

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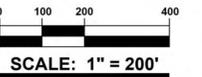
PROJECT TITLE

**MILFORD
CORPORATE
CENTER**

MILFORD HARRINGTON WAY
CITY OF MILFORD
KENT COUNTY, DE

SHEET TITLE

**CONCEPT MASTER
PLAN**



ISSUE BLOCK

MARK	DATE	DESCRIPTION
LAYER STATE: CONCEPT		

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SHEET

CONCEPT

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

CITY COUNCIL MEETING

Monday, April 12, 2021



Executive Session
has concluded.
Council has returned to
Open Session