

City of Milford



AGENDA

Monthly Council Meeting

May 9, 2011

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

COUNCIL MEETING - 7:00 p.m.

Call to Order - Mayor Joseph Ronnie Rogers

Swearing In-Councilman James O. Starling, Sr./Judge William J. Walls, Jr.

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition -

Proclamation 2011-5/Milford Lodge 2401/Elks Youth Month

Proclamation 2011-6/Memorial Day & Milford Veterans Affairs Poppy Sale Days

Monthly Police Report

City Manager's Report

Committee Reports

Communications

Unfinished Business

New Business -

Preliminary Major Subdivision Approval Extension/Shawnee Farms LLC/Cypress Hall Commercial

Adoption of Resolution 2011-2/Refunding '2002 Series' Bonds, Issuance of '2011 Series' Bonds
& Scheduling of Public Hearing

*Adoption of Resolution 2011-3/Fork Landing Farm/Dedication of Utilities

Introduction of Ordinance 2011-11/Conditional Use-Two Farms, Incorporated on behalf of Harry H. Mulholland,
Trustee of James P. Hammond III

Introduction of Ordinance 2011-12/Modification to Conditional Use/ Morris and Ritchie Associates, Incorporated
on behalf of Griffin Realty, LLC

Authorization to Submit Application/Drinking Water State Revolving Fund

Economic Development Advisory Panel/Presentation:

Chair, Sher Valenzuela - Overall Scope and Direction/Workforce Development

Craig Crouch - Infrastructure/Organizational Support

Bob Connelly - Marketing, Promotion/Internal Communication

- Approval to Proceed with Business Survey

Director Richard Carmean - Economic Development Report

Vice Chair Dave Hitchens - Summary

Monthly Finance Report

Adjourn

This agenda shall be subject to change to include additional items including executive sessions or the
deletion of items including executive sessions which arise at the time of the public body's meeting.

**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.**

City of Milford



PROCLAMATION

2011-5

BENEVOLENT & PROTECTIVE ORDER OF ELKS YOUTH MONTH

WHEREAS, the Benevolent and Protective Order of Elks has designated the month of May as Youth Month to honor America's Junior citizens for their accomplishments and to give fitting recognition of their services to Community, State and Nation; and

WHEREAS, Milford Lodge #2401 will sponsor an observance during the month in tribute to the Junior Citizens of this community; and

WHEREAS, no event could be more deserving of our support and participation than one dedicated to these Young People who represent the Nation's greatest resource, and who in the years ahead will assume the responsibility for the advancement of our free society; and

WHEREAS, our Youth need the guidance, inspiration and encouragement which we alone can give in order to develop those qualities of character essential for future leadership, and go forth to serve America; and

WHEREAS, to achieve this worthy objective, we should demonstrate our partnership with Youth, our understanding of their hopes and aspirations and a sincere willingness to help prepare them in every way for the responsibilities and opportunities of citizenship.

NOW, THEREFORE, I, Joseph Ronnie Rogers, by virtue of the authority vested in me as Mayor of the City of Milford, Delaware, do hereby proclaim the month of May 2011 as

YOUTH MONTH

in the City of Milford and urge all Departments of Government, Civic, Fraternal and Patriotic Groups, and our Citizens generally, to participate wholeheartedly in its observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 9th Day of May in the Year of our Lord Two Thousand and Eleven.

Mayor Joseph Ronnie Rogers

Attest _____

City of Milford



PROCLAMATION

2011-6

Memorial Day & Milford Veterans Affairs Poppy Sale Days

WHEREAS, The annual distribution of buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, Buddy Poppies are assembled by disabled veterans, and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of disabled and needy veterans and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual sale of Buddy Poppies by the Veterans of Foreign Wars is movingly reflected in the desire to "honor the dead by helping the living"; and

WHEREAS, the 2011 Buddy Poppy Drive is being held from May 1 through May 31, 2010 and

WHEREAS, The Milford VFW Post #6483 and its Ladies Auxiliary have promoted the sale of the Buddy Poppy through their hospital visits and activities at the Veterans Home and within the City of Milford; and

WHEREAS, those funds have been distributed to worthy individuals within the Community.

NOW, THEREFORE, BE IT RESOLVED, that I, Joseph Ronnie Rogers, Mayor of the City of Milford, do urge all patriotic citizens to wear a Buddy Poppy as a mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens and do hereby proclaim that May 2011 is Buddy Poppy Month in the City of Milford.

AND, BE IT FURTHER RESOLVED, that I, Joseph Ronnie Rogers, Mayor of the City of Milford, Delaware, do hereby declare that Memorial Day be observed on Monday, May 30, 2011 in this City.

Due reverence and honors will be given to those valiant veterans who gave their lives in defense of this great Nation so that we may remain free. It is urged that we all join together in honoring them for their supreme sacrifice.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this Ninth Day of May in the year of our Lord Two Thousand and Eleven.

Mayor Joseph Ronnie Rogers

Attest _____

CITY OF MILFORD

DELAWARE



OFFICE OF THE CHIEF OF POLICE
E. KEITH HUDSON

“THE GARDEN CITY OF TWIN COUNTIES”

400 N.E. FRONT STREET
MILFORD, DELAWARE 19963
(302)422-8081 FAX (302)424-2330

MEMORANDUM

TO: Mayor and Members of City Council

FROM: E. Keith Hudson, Chief of Police

DATE: May 3, 2011

RE: Activity Report/April 2011

=====

Monthly Stats:

A total of 610 arrests were made by the Milford Police Department during April 2011. Of these arrests, 114 were for criminal offenses and 496 for traffic violations. Criminal offenses consisted of 8 felonies and 96 misdemeanors. Traffic violations consisted of 197 Regular Duty Radar, 7 Drunk-Driving charges, 234 Special Duty Radar and 58 other.

Police officers investigated 36 accidents during the month (2 personal injury, and 34 property damage) and issued 159 written reprimands. In addition, they responded to 1281 various complaints including city requests and other agency assistance.

A total of \$10,753.84 was collected in fines during April.

No False Alarm Violation Invoices were issued during the month of April.

Monthly Activities:

The department is currently equipping five seasonal officers to begin patrol on Memorial Day Weekend. They begin training within the next couple of weeks.

The department is partnering with the Office of Highway Safety in four Enforcement Projects which are as follows:

“Respect the Sign” (Aggressive Driving) (through end of year)

“Pedestrian/Bicyclist Enforcement” (through October)
“D.U.I. Enforcement” (through October)
“Click It or Ticket” (mid to late May)

Two of our officers have been selected as instructors to new recruits at the Delaware State Police Academy this month.

Four Officers assisted with a Delaware Special Olympics Event at the Georgetown Center in Georgetown.

The department had two officers attend a two week “Advanced Traffic Crash Investigation” School in Jacksonville, Florida hosted by The Institute of Police Technology & Management of the University of North Florida.

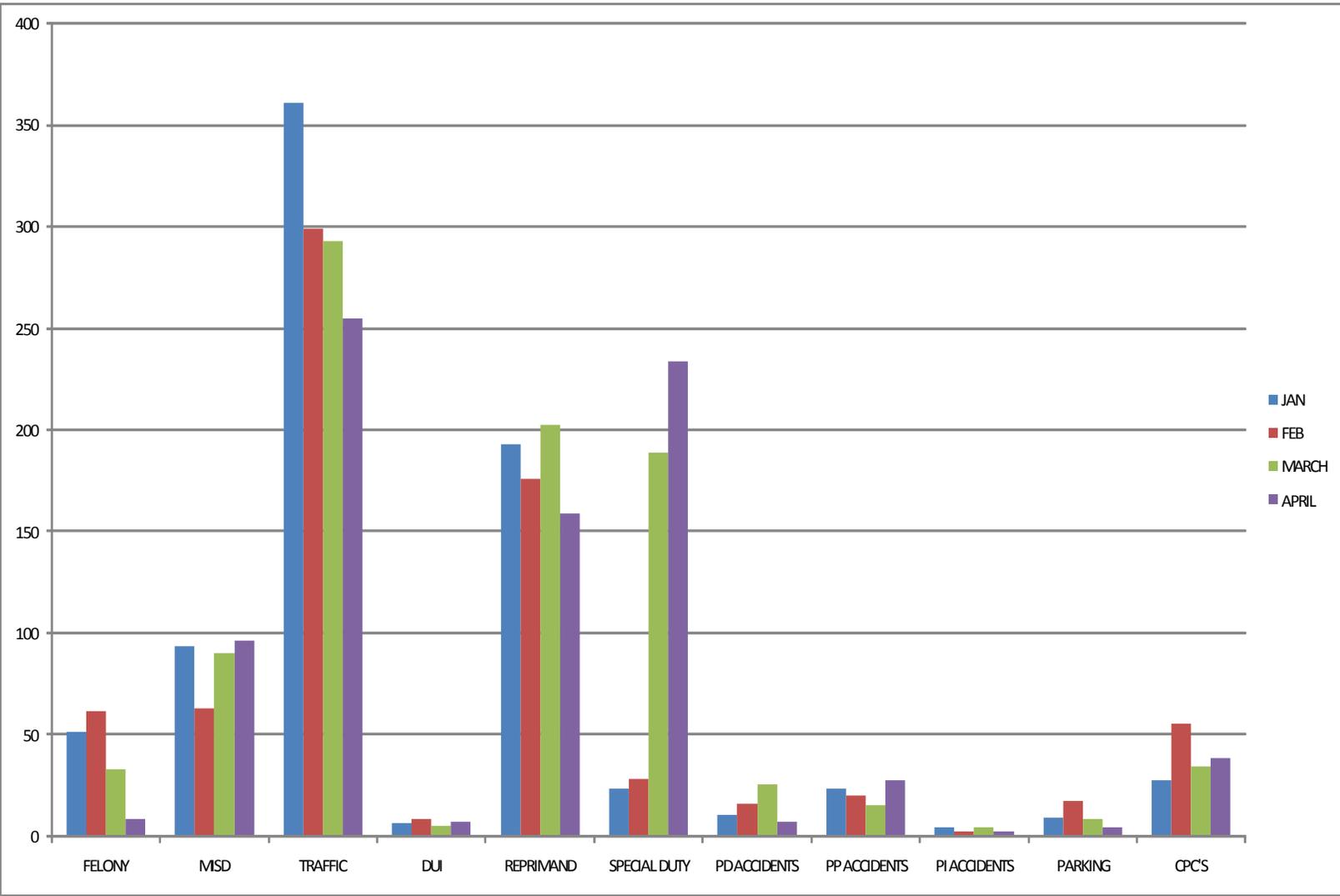
Please take a moment to visit the Face book Page of our School Resource Officer. It has been an overwhelming success with students and parents.

EKH

vrk

APRIL ACTIVITY REPORT

	<u>APR 2010</u>	<u>TOTAL 2010</u>	<u>APR 2011</u>	<u>TOTAL 2011</u>
<u>Complaints</u>	1159	4360	1281	4579
<u>Criminal Arrests</u>	129	541	114	498
Felonies	39	160	8	149
Misdemeanors	90	381	96	333
<u>Traffic Arrests</u>	269	1227	496	1440
Regular Duty Radar	17	88	197	280
D.W.I.	4	30	7	23
Special Duty Radar	103	170	234	487
Other	145	939	58	680
<u>Reprimands</u>	149	472	159	730
<u>Accidents</u>	42	188	36	149
Personal Injury	9	31	2	11
Property Damage	33	157	34	138
Fatal (included in PI)	0	0	0	0
<u>Parking Summons</u>	7	41	4	38
<u>Crime Prevention Checks</u>	49	137	38	151
<u>Fines Received</u>	\$7,965.37	\$32,215.39	\$10,753.84	\$36,682.71



City Manager's Report

May 9, 2011

- **Impact Fee Waivers**

Since the waiver of impact fees was implemented in June 2010, the City has waived \$173,032 in fees. This waiver has allowed property owners in Milford to retain this money and has helped to support a total investment of \$10,298,931 (based on building permit values) during the months of June 2010 through April 2011.

- **FY 2011-12 Budget**

Mr. Portmann and I have been met with Department Heads to finalize the FY 2011-12 Budget Proposal and briefed the Finance Committee at its meeting on May 5, 2011. A complete draft of the proposal is scheduled to be completed for City Council by Monday, May 16 to allow time for review prior to the budget hearings. Budget hearings are scheduled for the evenings of June 6-8, 2011.

- **Public Sale of Wawa Property**

A public sale of the Wawa property has been scheduled for Thursday, May 19, 2011 beginning at 11:00 a.m. at City Hall. Interested parties may review and/or obtain a copy of the associated information at City Hall.

- **City Bond Issue**

The City is planning to move forward with its 2011 Bond issue for improvements to the sewer and electric systems. Upon favorable conditions, the bond issue may include the refunding of the City's 2002 Bond issue (Resolution 2011-2 on tonight's agenda). The City's Bond Counsel will be in attendance at your May 23, 2011 meeting to review the specifics of the bond sale that is scheduled to be held in June.

- **DEMEC Bond Issue**

As authorized by City Council in July 2010 and by the DEMEC Board in April, 2011, DEMEC is proceeding with a bond issue for the construction of a second natural gas fired peaking generator at the Beasley Power Plant in Smyrna. Mayor Rogers has signed the appropriate documents on behalf of the City and DEMEC is expected to sell bonds this summer with the project kicking off later this year.

- **Spyrous Maroulas v. City of Milford Board of Appeals (205/207 NW Front St)**

Tim Willard filed an answering brief to the plaintiff's opening brief on April 21, 2011 and now the plaintiff has until May 10, 2011 to file their reply. I will continue to keep City Council informed as we obtain further instructions or a ruling from the Court.

- **North Church Street Paving Project**

After further review of the street by the City's Public Works staff, I have directed the department to conduct further engineering and design on the street in an effort to reduce our risk of similar issues occurring on N. Church St. in the manner in which they occurred on NE 10th Street. Once the additional engineering and design is completed, we will move forward with bidding the project for construction.

**DELAWARE LEAGUE OF LOCAL GOVERNMENTS
MONTHLY DINNER MEETING
MAY 26TH, 2011
SHERATON DOVER HOTEL
1570 NORTH DUPONT HIGHWAY
DOVER, DELAWARE**

SOCIAL HOUR: 6:00 P.M. - 6:45 P.M.
OPENING: 6:45 P.M. - 7:00P.M.
DINNER: 7:00 P.M. - 7:20 P.M.
PROGRAM: 7:20 P.M. - 8:00 P.M.

PROGRAM

The May League Meeting will host Delaware State Treasurer, Chipman “Chip” Flowers Jr. Since he was sworn in this past January, he has focused on supporting innovative ideas to improve the lives of Delawareans. While Chip attended Georgetown University, pursuing a JD and MBA, he worked at the A. Philip Randolph Institute (the nation’s oldest African-American labor association), the Congressional Joint Economic Committee, and the White House Office of Political Affairs.

The mission of the Delaware State Treasury (DTS), under Chip’s direction, is to restore economic prosperity by providing critical financial services through promotion of economic growth and fighting the state’s high unemployment. The office has “an inherent mandate to ensure state funds are used to support Delaware local and community financial institutions in furtherance of its mission.” Furthermore, Chip advocates the creation of DST’s Small Business Economic Recovery Program which supports creating jobs, encouraging commercial lending to small business, and leveraging state funds without placing taxpayer funds at risk.

NEXT MEETING: SEPTEMBER 18, 2011

Special diets can be accommodated with 24 hours notice

WE MUST HAVE YOUR RESERVATIONS NO LATER THAN May 19, 2011

Mail To: Delaware League of Local Governments
P.O. Box 484
Dover, Delaware 19903
Telephone: 302-678-0991 Fax: 302-678-4777

_____ will have _____ attendees
(Municipality/County/Agency)

PLEASE LIST THE NAMES OF THOSE ATTENDING

<u>Name</u>		<u>Title</u>
_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____

- () Check enclosed for () dinners @ \$20.00 each
- () Please direct bill the Municipality/County/Agency
- () Payment will be made at the door
- () Enclosed for () dinners @ \$20.00 each



DELAWARE SOLID WASTE AUTHORITY

Pasquale S. Canzano, P.E., BCEE
Chief Executive Officer

Richard P. Watson, P.E., BCEE
Chief Operating Officer

Board of Directors
Richard V. Pryor
Chairman
Ronald G. McCabe
Vice Chairman
Theodore W. Ryan
Timothy P. Sheldon
Tonda L. Parks
Gerard L. Esposito
Gregory V. Moore, P.E.

April 18, 2011

Mr. David Baird
City of Milford
P.O. Box 159
Milford, DE 19963

Dear David:

Enclosed please find the City of Milford's numbers for the month of March 2011.

**March 2011
Weight in Pounds**

MARSHALL STREET			
CARD BOARD	SINGLE-STREAM	TOTAL	OIL GALLONS
3,977	59,372	63,349	375
MILFORD MIDDLE SCHOOL			
1,153	3,813	4,966	
MILFORD COMMONS			
1,623	14,707	16,330	

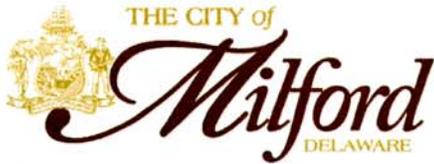
Sincerely,

Rich Von Stetten
Sr. Manager of Statewide Recycling

C:\RV\S\RD correspondence\cityofmilford.doc
Attachments: City of Milford Site Totals

1128 S. Bradford Street, P.O. Box 455, Dover, Delaware 19903-0455
Phone: (302) 739-5361 Fax: (302) 739-4287

CITIZENS' RESPONSE LINE: 1-800-404-7080 www.dswa.com



Land Use Application Cover Sheet

File Name: Cypress Hall Commercial

Date Stamp

File Number: Project 08-016 #08-017

Instructions for Applicants:

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items. No applications will be accepted if violations exist or if any fees owed the City are delinquent.

Specify Type of Land Use Application to be submitted (check all that apply):

- Preliminary Site Plan
- Final Site Plan
- Change of Zone
- Preliminary Major Subdivision
- Final Major Subdivision
- Conditional Use
- Final Minor Subdivision
- Variance

EXTENSION APPROVAL

Please Type or Print Legibly

Property Owner: Shawnee Farms LLC			Phone: (302) 429-8700
Address: 105 Foulk Rd			Cell:
City: Wilmington	State: DE	Zip: 19803	Fax:
E-Mail:			
Contact Person, if different: (SAME) Bill Krapf			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Applicant: Davis, Bowen, & Friedel, Inc.			Phone: (302) 424-1441
Address: 23 North Walnut Street			Cell:
City: Milford	State: DE	Zip: 19963	Fax: (302) 424-0430
E-Mail: crs@dbfinc.com / rbd@dbfinc.com			
Site Address: Located along Rt.113, near Rt.36 and corner of Seabury Ext.			Zoning: C-3
Tax Map & Parcel Number (s): 1-30-3.00-261.00			Acreage: 43.96 +/- Acres
Description of Proposal: 206,914 Sq. Ft. Retail Shopping Center with 3 buildings and 5 outparcel lots.			
I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant Property Owner:			Date: 2/22/11
Signature of Property Owner Applicant:			Date: 2/23/11

City of Milford



RESOLUTION 2011-2

WHEREAS, the City Council of the City of Milford, Delaware (“City Council”) has been advised that the City of Milford can achieve present value debt service savings by refunding the City’s outstanding General Obligation Refunding Bonds, Series of 2002 (the “Refunding Program”).

NOW, THEREFORE, BE IT RESOLVED, and it is resolved that the City Council of the City of Milford does hereby propose the borrowing of an amount of money not exceeding \$3,975,000 to be utilized for the Refunding Program described above, and to pay certain costs associated with the issuance of its General Obligation Bonds, Series B of 2011 (the “2011B Bonds”). The average rate of interest on the 2011B Bonds shall not exceed 5.00%. The 2011B Bonds shall be secured by the full faith and credit of the City. The 2011B Bonds shall be paid or funded by available revenues of the City. The City is authorized to use a portion of the proceeds of the 2011B Bonds to pay costs associated with the issuance of the 2011B Bonds. A public hearing upon this resolution and final authorization for the borrowing is scheduled in the Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware, on May 23, 2011 at 7:00 p.m. with final authorization for the borrowing expected at the regular monthly meeting to follow on the same date.

Mayor Joseph Ronnie Rogers

Attest:

City Clerk Teresa K. Hudson

Adopted: May 9, 2011

Fork Landing Farm, LLC
34634 Bay Crossing Blvd.
Lewes, DE 19958
(302) 227-0768

April 28, 2011

Dear City of Milford Council:

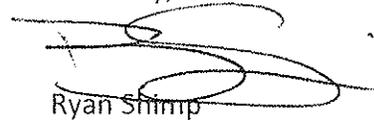
I am pleased to announce that the infrastructure for the Fork Landing development is complete. The development consists of 41 single-family home lots and 36 duplex lots. The City of Milford is currently holding a letter of credit (LOC) for \$1,361,508, which is 125% of the cost of the necessary site work. Attached is a complete itemized spreadsheet used to determine the original total LOC amount for the project (see Page 2). We are requesting that the, currently held, LOC be reduced to \$145,562 to cover two separate LOC bonds.

1. \$84,756 for the 10% Maintenance Bond LOC that will be held for one year from the date of conditional acceptance. (see Page 3)
2. \$60,806 for the 125% Insurance Bond LOC that will be held for one year from the date of conditional acceptance and renewed each year after until the final street pavement is installed at 75% build-out. (see Page 4)

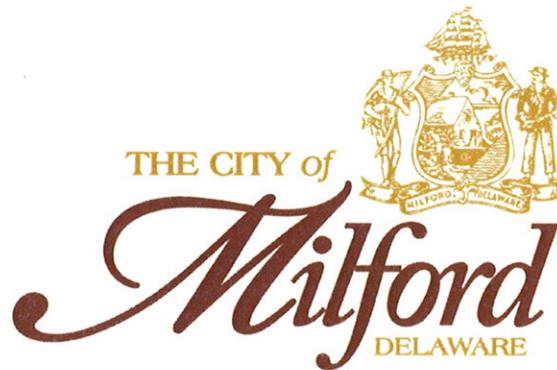
The sidewalks on the individual lots will be installed by the buyer/builder of their prospective lot as the home is being constructed. This way the sidewalk will not be damaged during the construction process and there is flexibility with driveway locations. It is also understood that the developer will continue to work with the City of Milford to address any current or future issues.

In summary, the site work construction process has run fairly smooth and we appreciate the cooperation of the engineering and the electric departments. We are currently working with two local and reputable builders, Capstone Homes & Ashburn Homes, to construct quality models on-site. We look forward to a continued, healthy working relationship with the City of Milford.

Sincerely,



Ryan Shimp
Fork Landing Farm, LLC



ENGINEERING DEPARTMENT
302.422.1110, FAX 302.422.1119

180 VICKERS DRIVE
MILFORD, DE 19963

www.cityofmilford.com

MEMORANDUM

TO: David Baird, City Manager

FROM: Mark S. Mallamo, P.E., City Engineer 

DATE: May 4, 2011

REFERENCE: Fork Landing Farm Subdivision Utility Dedication

I have received a written request from the developer of Fork Landing Farm subdivision for the dedication of the water system, sanitary sewer system and associated easements and right of way to the City of Milford. They have also requested a reduction of the Letter of Credit (bond) that covered the construction of those utilities. These systems have approval to operate from the Division of Public Health and the DNREC Division of Water as required by the construction permits. The developer proposes to issue a Letter of Credit for maintenance of these systems for a one year period. These proposed terms are in accord with the requirements of the Subdivision Agreement and City Code.

I recommend the City of Milford accept the sewer and water systems for operation and maintenance at this time. I have attached a resolution for adoption by City Council that accepts this public utility dedication. Please add this item to the City Council meeting agenda for May 9th, 2011.

Cc: Terri Hudson, City Clerk
Gary Norris, City Planner

**2010
PRICES FOR ESTIMATING PUBLIC WORKS AGREEMENTS**

Project Name: Fork Landing

Date: 4/15/2010

EARTHWORK	UNITS	QUANTITY	UNIT PRICE	TOTAL
Clearing and Grubbing	ACRE	5	\$4,500.00	\$22,500.00
Topsoil Removal	CY	3,751	\$1.50	\$5,626.50
Grading (cut and fill)	CY	2,569	\$2.25	\$5,780.25
Grading (borrow)	CY	1,759	\$7.00	\$12,313.00
CURB & GUTTER	UNITS	QUANTITY	UNIT PRICE	TOTAL
Standard 7" combined curb and gutter	LF	6,500	\$12.50	\$81,250.00
Modified combined curb and gutter	LF	0	\$0.00	\$0.00
SUBBASE COURSES	UNITS	QUANTITY	UNIT PRICE	TOTAL
4" Crusher run (CR-6)/467 base	TN	2005	\$24.00	\$48,120.00
BITUMINOUS PAVEMENTS	UNITS	QUANTITY	UNIT PRICE	TOTAL
Binder Course - 2.5" thick	SY	8460	\$9.15	\$77,409.00
Binder Course - 3" thick	SY	0		\$0.00
Binder Course - 3" thick	SY	0		\$0.00
Wearing Course - 1 1/2" thick	SY	8460	\$5.75	\$48,645.00
Wearing Course - 2" thick	SY	0		\$0.00
Wearing Course - 2-1/2" thick	SY	0		\$0.00
ADS STORM PIPE	UNITS	QUANTITY	UNIT PRICE	TOTAL
15"	LF	700	\$17.50	\$12,250.00
18"	LF	300	\$20.00	\$6,000.00
24"	LF	680	\$28.00	\$19,040.00
30"	LF	260	\$38.00	\$9,880.00
36"	LF	0	\$0.00	\$0.00
24x38	LF	0	\$0.00	\$0.00
19x30	LF	0	\$0.00	\$0.00
15" flared end section	EACH	1	\$185.00	\$185.00
24" flared end section	EACH	0	\$0.00	\$0.00
36" flared end section	EACH	0	\$0.00	\$0.00
24"x38" flared end section	EACH	0	\$0.00	\$0.00
STRUCTURES	UNITS	QUANTITY	UNIT PRICE	TOTAL
Storm Basins	EACH	22	\$2,000.00	\$44,000.00
Level Spreader	EACH	1	\$3,200.00	\$3,200.00
Standard Storm Drain Manhole	EACH	2	\$2,400.00	\$4,800.00
Pond Outlet Structure	EACH	1	\$3,500.00	\$3,500.00
INCIDENTAL CONSTRUCTION	UNITS	QUANTITY	UNIT PRICE	TOTAL
4' Sidewalk (4')	SF	31,500	\$3.50	\$110,250.00
Handicap ramps In Sidewalk Price	EACH	0	\$0.00	\$0.00
Signs N.I.C.	EACH	0	\$0.00	\$0.00
Riprap (in place)	TON	100	\$40.00	\$4,000.00
ROADSIDE DEVELOPMENT	UNITS	QUANTITY	UNIT PRICE	TOTAL
6" Topsoil seed and mulch	SY	16800	\$0.50	\$8,400.00
EROSION AND SEDIMENT CONTROL	UNITS	QUANTITY	UNIT PRICE	TOTAL
Filter cloth	SY	85	\$1.50	\$127.50
Super Silt Fence	LF	3,050	\$7.00	\$21,350.00
Inlet protection	EACH	22	\$75.00	\$1,650.00
Stabilized construction entrance	EACH	1	\$1,000.00	\$1,000.00
WATER AND SEWER	UNITS	QUANTITY	UNIT PRICE	TOTAL
Sanitary Sewer				
4" PVC Forcemain	LF	1600	\$11.50	\$18,400.00
Sewer Manholes	EACH	14	\$2,800.00	\$39,200.00
8" PVC Gravity sewer	LF	3100	\$32.00	\$99,200.00
Sewer service connection	EACH	77	\$550.00	\$42,350.00
Pump Station	EACH	1	\$190,000.00	\$190,000.00
Water				
6" C-900 Water Main	LF	2240	\$16.00	\$35,840.00
10" C-900 Water Main	LF	1340	\$26.00	\$34,840.00
6" Water Valves	EACH	11	\$750.00	\$8,250.00
10" Water Valves	EACH	6	\$1,550.00	\$9,300.00
Water service connection	EACH	77	\$650.00	\$50,050.00
Fire Hydrant	EACH	3	\$3,500.00	\$10,500.00

TOTAL \$1,089,206.25

Bond Amt. (125%) \$1,361,507.81



Fork Landing Farm, LLC · 34634 Bay Crossing Boulevard · Lewes, DE 19958 · (302) 227-0768 office

April 28, 2011

Maintenance Bond LOC

The following is a cost breakdown for warranty coverage on completed work. This 10% Maintenance Bond LOC would be released one year from conditional acceptance by the City of Milford.

Work ready for dedication:

1. Water system	\$148,780
2. Sewer system including pump station	\$389,150
3. Storm pipe (ADS)	\$ 47,355
4. Base pavement	\$ 77,409
5. Crusher run	\$ 48,120
6. Structures	\$ 55,500
7. Curb & gutter	<u>\$ 81,250</u>
Total	\$847,564

10% Maintenance Bond LOC **\$ 84,756**



Fork Landing Farm, LLC · 34634 Bay Crossing Boulevard · Lewes, DE 19958 · (302) 227-0768 office

April 28, 2011

Performance bond LOC

The following is a cost breakdown for long term performance warranty coverage to insure the final paving top coat is installed to, approved, plan specifications. This 125% Performance Bond LOC will be renewed each year from conditional acceptance by the City of Milford until the development achieves 75% build out.

Work remaining to be held at %125:

• Surface pavement		<u>\$ 48,645</u>
	125% Insurance Bond LOC	\$ 60,806

City of Milford



RESOLUTION

2011-3

ACCEPTING PUBLIC IMPROVEMENTS FOR FORK LANDING FARMS SUBDIVISION

WHEREAS, Chapter 200 provides that public utilities shall be accepted into the City of Milford's Public Utility System by resolution of City Council; and

WHEREAS, The City Engineer has determined that all required improvements to the Fork Landing Farm Water and Sewer Utility Systems have been completed; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State Agencies; and

WHEREAS, the developer will provide the City of Milford with a Letter of Credit for the Public Improvements and Public Utilities guarantying the improvements for one year from the date of acceptance of these improvements; and

WHEREAS, the developer has provided as-built drawings of the Utilities to the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Milford during a regular session of Council, by a favorable majority vote, accepts the improved and completed Public Utilities in the Fork Landing Farm Subdivision that are being dedicated for public use into the City of Milford Public Utility System.

Mayor Joseph Ronnie Rogers

Attest: _____
City Clerk Teresa K. Hudson

Adopted: May 9, 2011

PUBLIC NOTICE

Notice is hereby given the following ordinance is under review by the Milford Planning Commission and Milford City Council for adoption as so noted:

Ordinance 2011-11

Conditional Use-Two Farms, Incorporated on behalf of Harry H. Mulholland, Trustee of James P. Hammond III

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE AUTHORIZING A CONDITIONAL USE PERMIT FOR EQUITABLE OWNER TWO FARMS, INCORPORATED ON BEHALF OF HARRY H. MULHOLLAND, TRUSTEE OF JAMES P. HAMMOND III TO ALLOW A CONVENIENCE STORE WITH GAS PUMPS AND CAR WASH IN A C-3 DISTRICT ON 2.69 +/- ACRES AT 601 NORTH DUPONT BOULEVARD, MILFORD, DELAWARE. TAX MAP(S): MD-16-183.09-01-01.00; MD-16-183.09-01-02.00; MD-16-183.09-01-03.00.

Whereas, the City of Milford Planning Commission reviewed the application at a Public Hearing on May 17, 2011 and has presented item to be considered by the City Council; and

Whereas, Milford City Council held an advertised Public Hearing on June 27, 2011 to allow for public comment on the application; and

Whereas, it is deemed in the best interest of the City of Milford to allow the Convenience Store with Gas Pumps and a Car Wash as herein described.

Now, Therefore, the City of Milford hereby ordains as follows:

Section 1. Upon the adoption of this ordinance, Equitable Owner Two Farms, Incorporated on behalf of Harry H. Mullholland, Trustee of James P. Hammond III is hereby granted a Conditional Use Permit in accordance with the application, approved plans and any conditions set forth.

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

Section 3. Dates.

Introduction to City Council: 05-09-11

Planning Commission Review & Public Hearing: 05-17-11

City Council Review & Public Hearing 06-27-11

This ordinance shall take effect and be in force ten days after its adoption.

Ordinance 2011-11 is scheduled for adoption, with or without amendments, at the Council Meeting on Monday, June 27, 2011. Should you have questions, please contact the City of Milford Planning Department at 302-424-3712 Extension 308.

PUBLIC NOTICE

Notice is hereby given the following ordinance is under review by the Milford Planning Commission and Milford City Council for adoption as so noted:

Ordinance 2011-12

Modification to Conditional Use-Morris and Ritchie Associates, Incorporated on behalf of Griffin Realty, LLC

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE APPROVING THE MODIFICATION OF A CONDITIONAL USE TO ALLOW A PLANNED UNIT DEVELOPMENT FOR MORRIS AND RITCHIE ASSOCIATES, INCORPORATED ON BEHALF OF GRIFFIN REALTY LLC ON 107.50 +/- ACRES IN AN R-1, R-2 AND R-3 DISTRICT LOCATED EAST OF US ROUTE 113 AT THE INTERSECTION OF WEST HEIRLOOM WAY, SOUTH OF SEABURY AVENUE, MILFORD, DELAWARE, FORMERLY KNOWN AS CENTRAL PARKE AT MILFORD/MILFORD PONDS. TAX MAP NO(s): 1-30-6.00-108.00, 1-30-3.00-6.00-167.00 thru 1-30-3.00-6.00-550.00; 1-30-3.00-6.00-557.00; 1-30-3.00-6.00-558.00.

Whereas, the City of Milford Planning Commission reviewed the application at a Public Hearing on May 17, 2011 and has presented item to be considered by the City Council; and

Whereas, Milford City Council held an advertised Public Hearing on May 23, 2011 to allow for public comment on the application; and

Whereas, it is deemed in the best interest of the City of Milford to allow the Modifications to the Conditional Use for a Planned Unit Development as herein described.

Now, Therefore, the City of Milford hereby ordains as follows:

Section 1. Upon the adoption of this ordinance, Morris and Ritchie Associates, Incorporated on behalf of Griffin Realty, LLC is hereby granted an Amended Conditional Use Permit in accordance with the application, approved plans and any conditions set forth.

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

Section 3. Dates.

Introduction to City Council: 05-09-11

Planning Commission Review & Public Hearing: 05-17-11

City Council Review & Public Hearing 05-23-11

This ordinance shall take effect and be in force ten days after its adoption.

Ordinance 2011-12 is scheduled for adoption, with or without amendments, at the Council Meeting on Monday, May 23, 2011. Should you have questions, please contact the City of Milford Planning Department at 302-424-3712 Extension 308.

CITY OF MILFORD MEMORANDUM

TO: Mayor & City Council
FROM: David W. Baird, City Manager
SUBJECT: DWSRF Application—Washington Street Water Plant
DATE: May 2, 2011

The Delaware Office of Drinking Water (ODW) is re-soliciting applications for funding from the Drinking Water State Revolving Fund. Based on our preliminary conversations with ODW, we were informed that the City may be in a position to qualify for funding for the Washington Street Water Project and possibly be in a position to receive “principal forgiveness” (grant funds) on a portion of the project.

Based on this information, I requested Davis, Bowen & Friedel, Inc. (DBF) prepare a pre-application for submittal to ODW in mid-April to determine if the City would qualify for funding. Last week, the City was invited to submit an application for funding and we have prepared a funding application for improvements totaling \$2.7 million for improvements to the Washington Street Water Plant.

PROJECT DESCRIPTION:

The City of Milford proposes to rehabilitate and make improvements to its Washington Street Water Treatment Facility. The scope of the proposed project includes the demolition of the existing facilities due to its poor condition, construction of new treatment and storage buildings and associated site and piping work, the installation of a replacement well and the replacement of the existing raw water main which connects the remote well site to the treatment facility. Lastly, improvements will be made to the remaining structure on site for possible conversion to the City’s billing office.

Additionally, the City is proposing to add and or upgrade instrumentation and controls that will allow them to maintain and operate their production and distribution systems more efficiently. The anticipated improvements include upgrades at all of their facilities.

DEFICIENCIES ADDRESSED BY THIS PROJECT:

The existing water treatment facility is located on Washington Street immediately south of the Mispillion River. The date of construction of the existing water treatment facility is currently unknown. The facility was originally used as part of the City’s electrical generation plant that was abandoned in the 1950’s. Upgrades were made over the years to convert the facility to a water treatment plant. The last major upgrade was

performed in 1987 and included minor structural/roofing repairs, chemical system improvements, minor piping repairs/replacements and mechanical and electrical upgrades. Existing structures at the facility are in poor condition and need to be repaired and/or demolished. An existing well, the raw water main from the remote well site to the treatment facility and the existing treatment equipment, pumps, piping, mechanical and electrical equipment in the facility are all in need of rehabilitation and/or replacement. Lastly, the exterior of the existing clear well is in need of structural repairs to remain in service.

The size, age and configuration of the treatment building are such that the facility is inefficient and potentially hazardous to continue to operate. The rehabilitation, replacement and improvements of existing equipment will help to improve the overall efficiency of the facility and to safeguard the health and welfare of the City’s water system users and operators.

Additionally, the City is proposing to add and or upgrade instrumentation and controls that will allow them to maintain and operate their production and distribution systems more efficiently. The anticipated improvements will include upgrades at all of their facilities and should allow the City to better monitor a number of items such as the impacts on the aquifers in the area and the performance of their pumping equipment. Modifications to the existing controls will allow the City to use the facilities closest to the demands rather than all of the facilities at once.

PROPOSED PROJECT BUDGET:

Construction:	\$ 1,985,500
Contingency (15%)	\$ 298,000
Legal & City Admin. (3%)	\$ 59,500
Engineering, Cont. Admin & Inspection (18%)	<u>\$ 357,000</u>
PROJECT TOTAL	\$ 2,700,000

PROPOSED TIMELINE:

Binding Commitment from ODW:	November 2011
Loan Closing:	January 2012
Completion of planning, design & permitting:	September 2012
Contract Awarded:	November 2012
Construction Begins:	December 2012
Construction Complete:	November 2013
Project Closeout	January 2014

POSSIBLE FINANCING OPTIONS:

(Estimates Only)

Option 1--\$2.5 Million from Reserves	
Total Project Cost	\$ 2,500,000
Total Borrowing	\$ -
Total Grant	\$ -
Total Reserves	\$ 2,500,000
Annual Debt Service	\$ -
Total Project Cost to City	\$ 2,500,000

Option 2a--\$2.7 Million DWSRF Project (27% Grant/73% Loan @ 3% for 5 yrs)	
Total Project Cost	\$ 2,700,000*
Total Borrowing	\$ 1,957,500
Total Grant	\$ 742,500
Total Reserves	\$ -
Annual Debt Service	\$ 422,088
Total Project Cost (5 yrs) to City	\$ 2,110,440

Option 2b--2.7 Million DWSRF Project (27% Grant/73% Loan @ 3% for 20 yrs)	
Total Project Cost	\$ 2,700,000*
Total Borrowing	\$ 1,957,500
Total Grant	\$ 742,500
Total Reserves	\$ -
Annual Debt Service	\$ 130,284
Total Project Cost (20 yrs) to City	\$ 2,605,680

*Cost increase due to prevailing wage requirements, additional admin. & borrowing costs, etc.

RECOMMENDATION:

I recommend City Council submit an application to the DWSRF in order for ODW to prepare a formal funding offer for the City to consider. Our desire is to receive a funding offer similar to or better than the option 2a. It should be pointed out that filing the application does not commit the City accepting a funding offer. City Council will have the opportunity to accept or reject any funding offer from ODW.

Advisory Panel Update Report to City Council

Purpose: To provide City Council with an update on the progress of the Advisory Panel to date with respect to John Rhodes recommendations under Section 2, Action Plan for Achieving Economic Growth

Introduction: Chair, Sher Valenzuela - Vice-President 1st State Manufacturing

Sher will update the Council on the overall scope and direction of the Advisory Panel to date with emphasis on the opportunities before us. Sher will expand on specific ideas that the Panel has gathered to date and some possibilities of modeling other Delaware City's Economic Development Initiatives.

2. Workforce Development, Sher Valenzuela

Sher's report will include the possibility of Milford's Lions Club partnering with the Milford School District to offer a work/scholarship opportunity. Sher will update the State's effort on 'Work Force Development which will have a direct impact on Milford. The special announcement on Junior Achievement of Delaware will be presented by Richard Carmean, Director, Economic Development.

3. Infrastructure [Utilities] and Organizational Support for Economic Development - Craig Crouch, CEO-Kent/Sussex Industries

Craig will report on the data gathering efforts of the Action Team addressing John Rhodes concern[s] that Milford needs to be more competitive with their commercial electric rates. To date, the teams has gathered rates from 4 Cities in Delaware with similar demographics. Also, the initial rate data base will include DP&L and Delaware Electric Cooperative. The next step will be to solicit assistance from Richard Carmean and Dick Carmean in assessing and analyzing the opportunity for Milford to be more competitive thus leveling the playing field in attracting new business to Milford and keeping the ones that we have.

Craig will summarize the attributes of the top two possibilities for creating the most effective Economic Organization possibilities. First possibility is the model that most aligns with the private/corporate sector is centered around functional/independent departments reporting to the President i.e. Accounting/Marketing/Operations. These model provides the independence to perform without interference from other departments. Today, the City has an 'Operations' manager [City Manager] and the Chief of Police reporting directly to the Mayor and City Council. This model seems to be a 'Best Practice'.

Second possible is the 501[c]3 organization which is the Kent Partnership model and the summary of its success will be provided from Dan Wolfensberger from the May 4th meeting.

6 Marketing, Promotion and Internal Communication, Bob Connelly, Retired

Bob will provide to the Council a business survey as the first initiative to reach out to the community for feedback. This is the 'Action Teams' first request of City Council to take positive action steps based on John Rhodes recommendations and approved by City Council. Bob's team is also working with Mrs. Renzi and the Chamber to develop a 'Welcome Basket' and a group to welcome our new citizens to town. The plan for community involvement is a building block process and will be continued to be developed in a systematic process.

Director, Economic Development - Richard Carmean

Mr. Carmean's report to be provided

Summary, Dave Hitchens - Vice President, Key Properties Group

Economic Development field trip to Atlantis Marine World Aquarium

I was impressed with the success and the variety of programs offered at the Atlantis Marine World Aquarium. She said we should build on the success of others and this is an opportunity to do just that.

Based on my findings of our trip on April 13, 2011, I reviewed the recommended and proposed action plans. I believe every sub-committee could be involved in this project. This would include the following:

1. Real Estate;
A site would be determined and recommended for acquisition.
2. Workforce Development;
Programs could be developed in conjunction with the Milford High School, local colleges and tech schools to create career paths in the fields of marketing, accounting, business management, marine biology, teaching, I.T. services, veterinary services Etc.
3. Infrastructure;
Evaluate availability of utilities and recommend upgrades as needed.
4. Support New Business Start-ups & Expansion of Existing Businesses;
Seek support from the city for a feasibility study, funding to create a non-profit Corporation, assistance in obtaining available Grants and loans to fund the project.
5. Marketing and promotion;
Inform the Milford community and all government agencies of the project and seek their support.

I would like to request that each of you look at your packets and discuss this opportunity with people you know. At the May 4, 2011 meeting, we could discuss this as a group and decide if it is worthy of a recommendation to the Milford City Council.

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ATLANTIS MARINE WORLD

Atlantis Marine World [map](#)
431 East Main Street
Riverhead, New York 11901
(631) 208-9200

Atlantis Marine World, Long Island's newest Aquarium, is located in downtown Riverhead on 3.2 acres along the scenic Peconic River. Minutes from Tanger Outlets and Splish Splash Water Park, Atlantis Marine World Aquarium sits in the gateway to the twin forks – renowned for their wineries and the relaxing beaches and lush state parks of Long Island.



By capturing our visitors' imaginations and emphasizing the importance of marine life and environmental preservation, Atlantis Marine World Aquarium's mission is to provide visitors with a fun and exciting educational experience that is also interactive. AMW is also the home of The Riverhead Foundation for Marine Research and Preservation, New York's only authorized stranding and rehabilitation center in the Northeast.

- Enjoy "South African Black Footed Penguins" while they frolic in AMW's newest exhibit (New for Summer).
- Watch our famous Sea Lion Feeding and Training Session in our 500-seat Coliseum.
- Feed the sting rays and sharks at our Sting Ray Bay or do the same indoors with sharks, striped bass, and other game fish in our Sand Shark Lagoon.
- Gaze in wonderment as awesome sharks glide past in our 120,000 gallon Lost City of Atlantis Shark Exhibit.
- Wonder at the most spectacular and largest live Coral Reef displayed in North America.
- Snorkel with sting rays, sharks, and tropical fish in our Shark Reef Lagoon.
- Be greeted by our frolicking seals in our outdoor natural rockscap habitat.
- Take a photo with exotic and endangered parrots in our Priceless Parrot Preserve.
- Stand in awe at our Lost Temple of Atlantis guarded by our Japanese Snow Monkeys.
- Travel all the way to the Amazon when you visit our Amazon Rain Forest display.
- Discover the Ancient Reptile Ruins and observe our African Spur Thigh Tortoises.
- Play archeologist and decipher hieroglyphics at The Dig exhibit.
- Wade through our "Interactive Salt Marsh."
- Get on board and hop on the educational Tour Boat, Atlantis Explorer, touring the scenic Peconic River.
- Take a ride on our Submarine Simulator.
- Try your luck and win prizes at Nemo's Family Arcade.
- Celebrate your next birthday by the sea and have our mascots, Jimbo Jaws and Oliver the Octopus, help blow out your candles.
- Sleep with the sharks, well, next to their tank, during Group or Family Sleepovers
- I do! Have your wedding, or next catered event, in our unique and elegant surroundings.
- Book a room with a view...plan your next corporate meeting or social event at Atlantis.
- Take a break from the fun and refuel at our Gourmet Café and Scoops, our new ice creamery.
- Seal your trip with a kiss – Seal Kiss.

Discover all these incredible underwater and outdoor wonders as you explore the ancient ruins of Poseidon's Kingdom here at Atlantis Marine World Aquarium. Discover Atlantis. It's like no place else.

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Atlantis Marine World

Coordinates: 40.917874°N 72.656407°W﻿ / ﻿40.917874°N 72.656407°W﻿ / 40.917874; -72.656407

From Wikipedia, the free encyclopedia

Atlantis Marine World is a museum with an Atlantis theme which opened in 2000 on Long Island in Riverhead, New York, United States.

One of its biggest attractions is a 20,000 gallon coral reef display tank, which the organizations website claims has the largest living-coral display in the Western Hemisphere. For a fee, the aquarium permits a limited number of visitors to snorkel in the reef.^[1]

Contents

- 1 History
- 2 Exhibits
- 3 References
- 4 External links

History

Construction on the aquarium began in 1999, and it opened June 15, 2000. It is located on a 3.2-acre (1.3 ha) parcel on Peconic River.^[2]

The Town of Riverhead bought the land in 1995 with the hopes the Okeanos Foundation of Hampton Bays, New York would operate it as part of a rehabilitation project of the Peconic waterfront. However Okeanos was unable to raise funds. Space in the aquarium is provided free to the Riverhead Foundation for Marine Research and Preservation.

It originally cost \$15 million, almost all of which was provided by developers James J. Bissett and Joseph M. Petrocelli.^[3] Bissett's family owns the Bissett Nursery in Holtsville, New York. Bissett also owns the Treasure Cove Resort Marina next to the aquarium. Petrocelli's family owns Petrocelli Construction based in Ronkonkoma, New York.

Exhibits

Indoor exhibits include Amazon Aviary (parrots), Amazon Rainforest, Best Buddies (clownfish & anemone), Coral Reef, Cuttlefish, Electric Eel, Flounder Find, Form & Function, Giant Pacific Octopus, Jellyfish, Lake Malawi Cichlids, Local Rocky Shores, Lost City of Atlantis Shark Exhibit, Megalodon Display, Moray Eels, Ocean Creatures of the World/Crab Villa, Piranha, Poseidon's Treasure Room, Puffer Fish, Ray Bay, Sand Shark Lagoon, Schooling Fish, Seahorses, Shipwreck/Artificial Reef, Tidal Marsh, and a touch tank.^[4]

Atlantis Marine World



Date opened	15 June 2000
Location	Riverhead, New York, United States
Coordinates	40.917874°N 72.656407°W﻿ / ﻿40.917874°N 72.656407°W﻿ / 40.917874; -72.656407
Volume of largest tank	120,000 US gallons (450,000 l)
Website	http://www.atlantismarineworld.com/

Outdoor exhibits include Ancient Reptile Ruins, Koi Pond, Interactive Salt Marsh, Lost Temple of Atlantis, Otter Falls (North American river otters), Penguin Pavilion, Ray Bay, Sea Lion Coliseum, Seals, and Shark Reef Lagoon.^[5]

Interactive displays include Discovery Tower, Interactive Salt Marsh, Nemo's Family Fun Center, Poseidon's Peak & Playground, Ray Bay, Sea Lion Kiss, Submarine Simulator, Unearthing Atlantis, and the touch tank.^[6]

References

- ↑ Fischler, Marcelle S. (2004-08-29). "Museumus Peconicus, an Evolving Species" (<http://www.nytimes.com/2004/08/29/nyregion/long-island-journal-museumus-peconicus-an-evolving-species.html>) . *nytimes.com* (New York Times). <http://www.nytimes.com/2004/08/29/nyregion/long-island-journal-museumus-peconicus-an-evolving-species.html>. Retrieved 2009-08-29.
- ↑ "Facts & History" (<http://www.atlantismarineworld.com/about-facts.html>) . *atlantismarineworld.com*. Atlantis Marine World. <http://www.atlantismarineworld.com/about-facts.html>. Retrieved 14 May 2010.
- ↑ Shaman, Diana (2000-01-09). "Two Hamlets Pin Downtown Hopes on Aquariums" (<http://www.nytimes.com/2000/01/09/realestate/in-the-region-long-island-two-hamlets-pin-downtown-hopes-on-aquariums.html>) . *nytimes.com* (New York Times). <http://www.nytimes.com/2000/01/09/realestate/in-the-region-long-island-two-hamlets-pin-downtown-hopes-on-aquariums.html>. Retrieved 2009-08-29.
- ↑ "Indoor Exhibits" (<http://www.atlantismarineworld.com/exhibit-indoor.html>) . *atlantismarineworld.com*. Atlantis Marine World. <http://www.atlantismarineworld.com/exhibit-indoor.html>. Retrieved 14 May 2010.
- ↑ "Outdoor Exhibits" (<http://www.atlantismarineworld.com/exhibit-outdoor.html>) . *atlantismarineworld.com*. Atlantis Marine World. <http://www.atlantismarineworld.com/exhibit-outdoor.html>. Retrieved 14 May 2010.
- ↑ "Interactive Experiences" (<http://www.atlantismarineworld.com/exhibit-interactive.html>) . *atlantismarineworld.com*. Atlantis Marine World. <http://www.atlantismarineworld.com/exhibit-interactive.html>. Retrieved 14 May 2010.

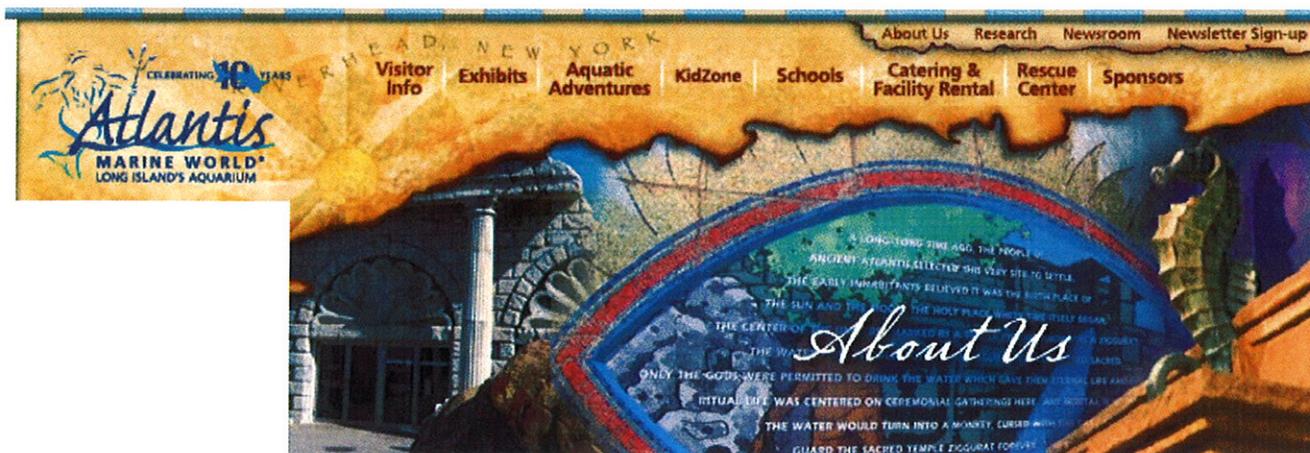
External links

- Official website (<http://www.atlantismarineworld.com/>)

Retrieved from "http://en.wikipedia.org/wiki/Atlantis_Marine_World"

Categories: Riverhead (town), New York | Aquaria in New York | Visitor attractions in Suffolk County, New York

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Facts & History

Atlantis Marine World is located in downtown Riverhead, Long Island, on 3.2 acres along the scenic Peconic River.

Construction on Atlantis Marine World began in late spring of 1999. The facility officially opened on June 15, 2000, becoming the first large-scale Aquarium to open in New York State in more than 35 years.

Today, more than one million people have already visited Atlantis Marine World, making it one of Long Island's most popular year-round attractions.

Notable Facts

- Home of the Western hemisphere's largest all-living Coral Reef display;
- More than one million gallons of water;
- Exhibit ocean water delivered by tanker truck from Shinnecock Bay.

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Located on Main Street in Riverhead, along the Peconic River, Atlantis Marine World is Long Island's full-scale Aquarium.

Themed around the "Lost City of Atlantis," Atlantis Marine World blends science and nature with myth to create an informative and entertaining environment for visitors of all ages. We offer a rich variety of experiences, from **fascinating marine life exhibits** to **Aquatic Adventures** and **educational programs**.

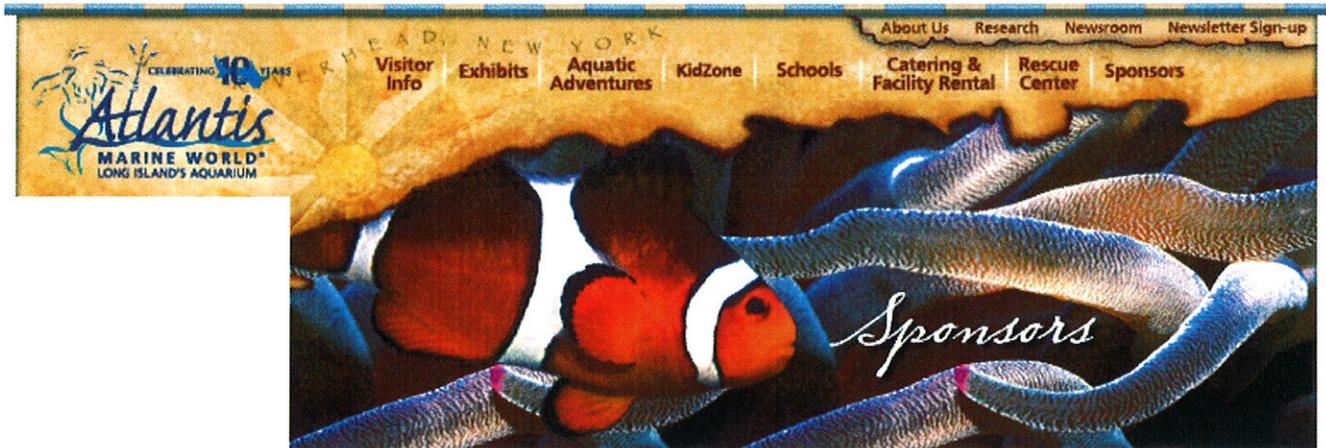
Atlantis Marine World is also home to the **Riverhead Foundation for Marine Research and Preservation**, New York State's only authorized marine mammal and sea turtle rescue and rehabilitation center.

Our Mission

By capturing visitors' imaginations and emphasizing the importance of marine life and environmental preservation, Atlantis Marine World aims to provide an interactive and exciting educational experience.

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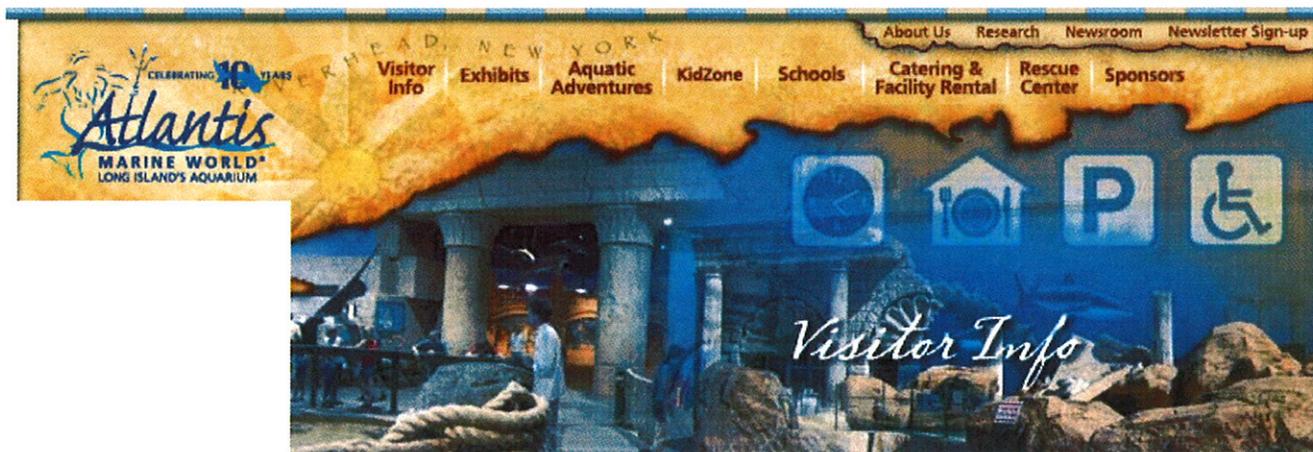
Atlantis Marine World is proud to work in partnership with several organizations that share our dedication to promoting the preservation of marine life and environments, as well as our commitment to rescuing endangered creatures.

Our partners include:

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- [Blue Ocean Institute](#)
- [Hampton Dive Center](#)
- [Priceless Parrot Preserve](#)

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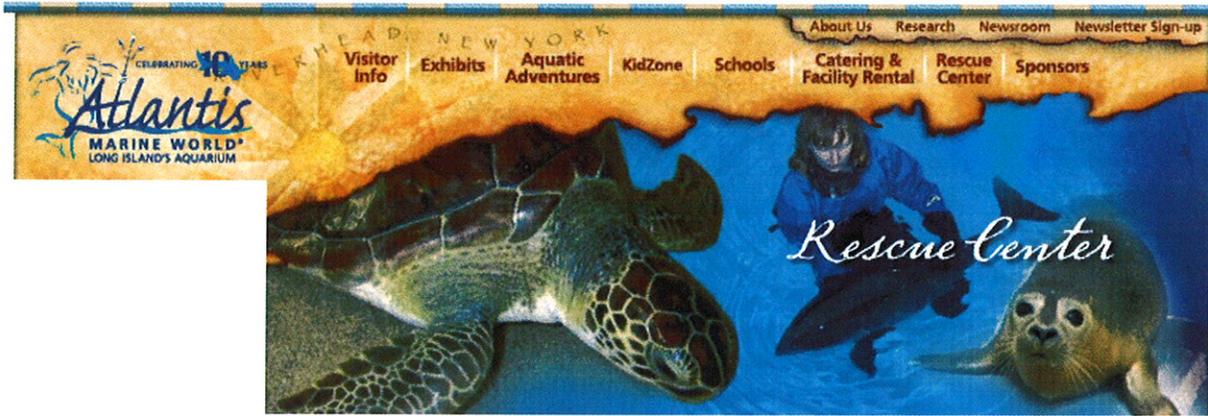
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Rescue Center

Rescue Center

Atlantis Marine World is more than a fascinating place to explore – and experience – the wonders of the sea. It's also a place committed to preserving and protecting marine life of all types.

Atlantis Marine World is home to the **Riverhead Foundation for Marine Research and Preservation**, New York State's only authorized stranding and research facility. The not-for-profit Foundation is dedicated to the rescue, rehabilitation, and release of seals, sea turtles, whales, dolphins, and porpoises – critically endangered species facing the real threat of extinction.

The Foundation's educational efforts are dedicated to informing the public about our marine environment and the ways in which all of us can aid in its preservation. The Foundation engages in tours of the facility, lectures, seal cruises, ecology walks, and beach cleanups to foster good stewardship of the environment.

You can view stranded sea turtles, seals, or other marine animals on the mend at the Foundation's "hospital," located within Atlantis Marine World.

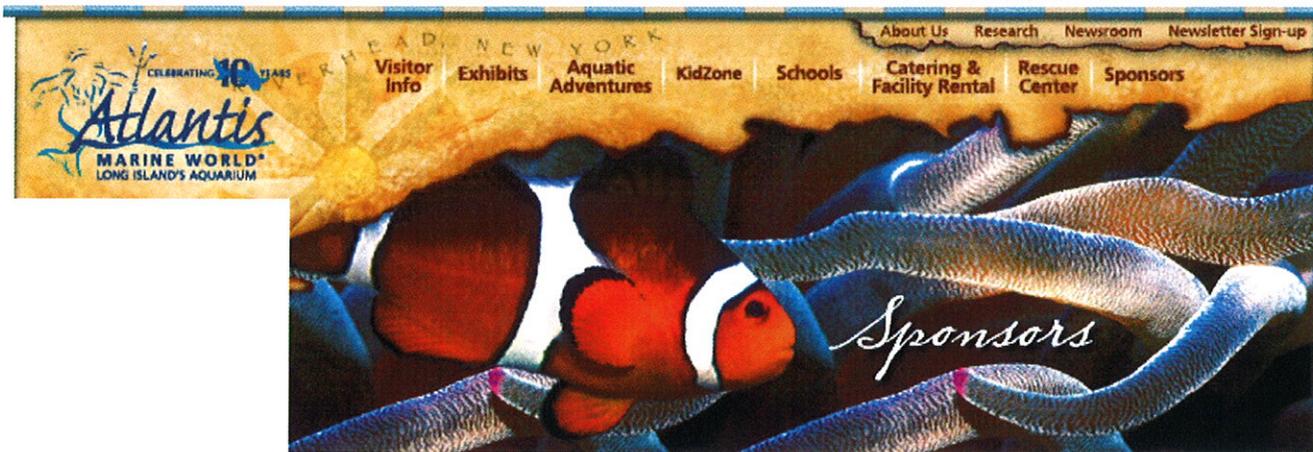
And if you'd like to help the Foundation carry out its important mission, here are two steps you can take:

- Call the Foundation's 24-hour stranding hotline at 631.369.9829 if you ever encounter a sick or stranded marine mammal or sea turtle;
- Make a donation by calling 631.369.9840.



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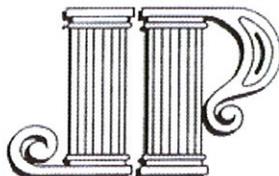
As one of Long Island's top year-round tourist attractions and gateway to Long Island's East End, Atlantis Marine World receives hundreds of thousands of visitors each year.

Becoming an Atlantis Marine World sponsor is a great way to raise your organization's visibility among the families and other visitors who come to us from all parts of the greater New York metropolitan area.

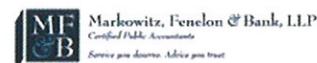
It's also a great way to demonstrate that your business supports our mission of educating the public about the importance of protecting and preserving marine life of all forms.



Jet Sanitation



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431 E Main St, Riverhead, NY 11901

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Imagery Date: 9/19/2010

40°55'04.59" N 72°39'21.50" W elev 5 ft

Eye alt 1074 ft

Local Business Enabling Environment Survey

The aim of this **Local Business Enabling Environment Survey** is to obtain information on your perceptions of local conditions and regulations that affect local businesses. The goal is to highlight policies and practices that hinder business development and identify key opportunities and issues facing local businesses. Your answers should reflect only your experience of the city/municipal business enabling environment. The information obtained will be treated confidentially and neither your name, nor the name of your business will be used. The information will be used by the Local Economic Development Partnership in your city/municipality to help develop a strategy to develop the local economy. Your input to that strategy is invited by contacting:

I. Information About Your Business

Q.1 What is your position/job title in this business?

Owner	
Chief Executive/Chief Operating Officer/Principal	
Manager (finance, marketing, personnel)	
Other (please specify)	
.....	

Q.2 Type of business activity?

Agricultural Production	
Manufacturing	
Retail Trade	
Service Sector	
Construction	
Other (please specify)	
.....	

Q.3 Organizational form. (please choose one)

Type	Private Enterprise	Public Enterprise
a) Partnership		
b) Sole proprietorship		
c) Cooperative		
d) Other (please specify)		
.....		

This survey instrument was designed by a team of consultants under the guidance of Gwen Swinburn, Senior Urban Specialist at the World Bank. The team included consultants Fergus Murphy, World Bank and Carmen Zarzu, Romania. Contributions were also received from Artan Rroji at the Foundation for Local Autonomy and Governance, Albania. Support for developing and piloting this survey was received from the Local Government Institute, Budapest, and the World Bank. The survey serves as a quick and easy tool to obtain the views from businesses and local institutions as inputs into a local economic development strategic planning process. As this instrument is piloted and used, the World Bank requests that results and suggestions for survey enhancement are sent to Gwen Swinburn at gswinburn@worldbank.org or gwen.swinburn@gmail.com. LED practitioners are encouraged to abstract or reproduce the survey to suit their needs with the usual acknowledgements. A spreadsheet will shortly be prepared to facilitate the analysis of survey results. Further information about the local economic development program at the World Bank can be found at www.worldbank.org/urban/led and www.deltakosova.org/

Q.4 What are your key business products/services?

Q.5 How long has your business been active (years/months)? _____

Q.6 Please estimate the percentage of your products/services that are sold:

In your town/city area		%
In the region		%
Within the country		%
Outside the country		%

Q.7 How many people does your business currently employ (full-time equivalents)?

0	1-5	6-10	11-50	51-200	>201	N/a

II. Business Perspective on the Operating Environment

Q.8 Do you intend to expand your business? YES Go to Q.8.1
NO Go to Q.9

Q.8.1 Where do you intend to expand your business? (please tick the appropriate box)

Within the Municipality	Outside the Municipality	Outside the Country

Q.9 Are you optimistic or pessimistic about the future of your business in your community?

OPTIMISTIC
PESSIMISTIC

Q.10 Does the business experience difficulties in finding qualified people? YES
NO

Q.11 In which skills areas do you think your staff need training? Rank each skills area from 1 to 9 according to priority, with 1 being the highest and 9 being the lowest.

a.) Technical skills		f.) Finance	
b.) Accounting		g.) Quality Control	
c.) Computer skills		h.) Budgeting	
d.) Management		i.) Other (please specify)	
e.) Marketing and Sales		

Q.12 Where do you experience the main competition for your products/services? Using a scale of 1-3, please rank accordingly in order of importance, 1 being the most competition, 3 being the least.

a.) Other local businesses	
b.) National businesses	
c.) Foreign goods/suppliers	

Q.13 Do you think that business associations can help you develop your business?

YES
NO

Q.14 List any business association operating in your community.

Q.15 In which business sector would you invest in a new business?

Q.16 Please list in order of importance, the five most important factors that hinder you from expanding your business. (do not prompt)

1. _____

2. _____

3. _____

4. _____

5. _____

III. Perceptions of Municipal Government

Q.17 Approximately how many days per year does the owner/manager spend dealing with municipal government officials on regulatory requirements? _____ days.

Q.17.1 Do you consider this to be: Too Little Reasonable Too much

Q.18 Approximately how much time per year does it take you to process and receive all of the required licenses and permits that allow you to operate as a business (please include land, construction, waste water, all other permits and certifications) _____ days.

Q.18.1 Do you consider this to be: Too Little Reasonable Too much

Q.19 Based on your current experience of municipal government practices, please rate each of the following practices in terms of how they currently impact your business. (Using a scale of 1-5, where 1 is *no impact* and 5 is the *most impact*, please circle the appropriate number).

MUNICIPAL PRACTICES	No Impact	Little Impact	Moderate Impact	Major Impact	Significant Impact
Rules and regulations change too frequently	1	2	3	4	5
Too much time is spent in dealing with authorities	1	2	3	4	5
Overlapping, duplicating and contradictory rules	1	2	3	4	5
Rules are too complex and impossible to comply with	1	2	3	4	5
Requirements are unpredictable and depend on officials	1	2	3	4	5
Lack of clear regulations in some areas	1	2	3	4	5
Costs are too high and unpredictable	1	2	3	4	5
Use of municipal power in unfair competition	1	2	3	4	5
Unregulated competition from informal sector economy	1	2	3	4	5
Corruption and irregular practices	1	2	3	4	5

Q.20 Please list in order of importance, the three most important measures that the municipal government could introduce/undertake to make it easier for your business to grow. (do not prompt)

1. _____
2. _____
3. _____

Q.21 From the list below and using a scale of 1-6 where 1 is the most important, please identify in order of importance, the measures that you would like to see introduced by the municipality that you think would support your business to develop and expand.

MUNICIPAL MEASURE	Rank in Importance (1-6)
Provide training and expertise for the business	
Improve procedures for businesses	
Provide information on business development	
Improve business support infrastructure	
Reforming local taxation policies	
Other (please specify)	

Q.22 Based on your current experience of factors that affect the growth and effective operation of your business, please rate each of the following factors in terms of how they impact your business. (Using a scale of 1-5, where 1 is *no impact* and 5 is the *most impact*, please circle the appropriate number).

INFRASTRUCTURE	No Impact	Little Impact	Moderate Impact	Major Impact	Significant Impact
Roads	1	2	3	4	5
Rail	1	2	3	4	5
Air Access	1	2	3	4	5
Port Access/services	1	2	3	4	5
Business premises/land	1	2	3	4	5

PUBLIC SERVICES	No Impact	Little Impact	Moderate Impact	Major Impact	Significant Impact
Tax administration	1	2	3	4	5
Business licensing and operating permits	1	2	3	4	5
Electricity supply	1	2	3	4	5
Water availability	1	2	3	4	5
Solid waste disposal	1	2	3	4	5
Telecommunications availability	1	2	3	4	5
Police protection	1	2	3	4	5
Fire protection	1	2	3	4	5
Planning and zoning regulations	1	2	3	4	5

QUALITY OF LIFE	No Impact	Little Impact	Moderate Impact	Major Impact	Significant Impact
Tax rates	1	2	3	4	5
Medical care and hospitals	1	2	3	4	5
Education system	1	2	3	4	5
Hotel facilities	1	2	3	4	5
Conference facilities	1	2	3	4	5
Telecommunications costs	1	2	3	4	5
Crime, theft and disorder	1	2	3	4	5
Housing costs and availability	1	2	3	4	5
Recreation amenities	1	2	3	4	5

OTHER	No Impact	Little Impact	Moderate Impact	Major Impact	Significant Impact
Lack of qualified personnel	1	2	3	4	5
Customs and trade regulations	1	2	3	4	5
Corruption	1	2	3	4	5
Access to, and cost of, financing	1	2	3	4	5
Availability of effective business support services	1	2	3	4	5

Q.23 Based on your current experience, how good do you think the support to Small and Medium-sized Enterprises (SMEs) is in your community? (Using a scale of 1-5 where 1 is *poor* and 5 is *excellent*, please circle the appropriate number).

SUPPORT TO SMEs	Poor	Fair	Satisfactory	Good	Excellent
Business Associations	1	2	3	4	5
Professional Associations	1	2	3	4	5
Municipal Government	1	2	3	4	5
Central Government	1	2	3	4	5
Professional Private Services	1	2	3	4	5
Local Economic Development Office	1	2	3	4	5
Regional Economic Development Office	1	2	3	4	5
International Organizations	1	2	3	4	5
Non-Governmental Organizations	1	2	3	4	5

Q.24 How would you rate your relationship with the following bodies/departments? (Using a scale of 1-5 where 1 is *poor* and 5 is *excellent*, please circle the appropriate number).

WORKING RELATIONSHIPS	Poor	Fair	Satisfactory	Good	Excellent	N/A
Mayor	1	2	3	4	5	6
City Council	1	2	3	4	5	6
LED Team in City Hall						
Municipal Finance and Tax Department	1	2	3	4	5	6
Economic Development Office of the Regional Government	1	2	3	4	5	6
Prefect	1	2	3	4	5	6
National/State Tax and Income Tax Directorate	1	2	3	4	5	6

Q.25 Which municipal government department most positively affects the development of your business and why?

Q.26 Which municipal government department most negatively affects the development of your business and why?

Q.27 Can you name one municipal government department that deals with local economic development?

YES Please provide the name of the department _____
 NO

Q.28 Which of the following groups, if any, is the most active in promoting local economic development in your community? (please tick/check only one)

Municipality	
A formal incorporated public-private partnership organization	
Private business (Chamber of Commerce, Board of Trade)	
Other (please specify)	
Do not know	

Q.28.1 Does the municipal government provide any LED funding for external organizations? If yes, please specify which organization.

YES _____
 NO
 DO NOT KNOW

Q.29 Which of the following best describes the situation with regard the organization and delivery of local economic development in your municipality? (please tick/check only one)

The office of the Mayor/chief executive officer/city manager has responsibility for local economic development activities	
Local economic development activities are centralized in a separate department/division	
Local economic development is decentralized and functions are carried out by several line departments	
Some local economic development functions are centralized while others are carried out by separate line departments	
Local economic development is a function of a larger agency, such as a community development department, that is responsible for housing, zoning, and inspections	
Do not know	

IV. Business View on the Economic Development of the Community

Q.30 In order of importance, which are the three fastest growing sectors/industries in your community?

Q.31 In your opinion, which are the three sectors/industries that are declining the most in your community?

Q.32 Which are the three most attractive businesses enabling environment features about your community for investors (three strengths)?

Q.33 In order of importance, which are the three worst businesses enabling environment features (three weaknesses)?
 1. _____
 2. _____
 3. _____

Q.34 In your opinion, how has the overall business enabling environment changed over the last three years?
(Please circle the appropriate number)

Improved	Stayed the Same	Deteriorated
1	2	3

Q.35 What three things could you do to contribute towards the development of the local economy in your city?

1. _____
2. _____
3. _____

Q.36 From the list below, please select the most appropriate description that describes the development of your community's economy during the last five years. (please tick/check only one)

Rapid growth	
Moderate growth	
Slow growth	
Economic base is stable; no real growth or decline	
Modest decline	
Significant decline	

Q.37 Does your municipality have an official economic development plan? YES Go to Q.37.1
NO Go to end

Q.37.1 Do you or somebody you know that participated in the economic development process, know which of the following methods were used to develop the plan? (check/tick all that are applicable)

Business needs survey	
Citizen survey	
Advisory committees appointed to represent the entire community	
Special interest advisory groups (e.g., city center/downtown merchants, top industry representatives)	
Elected neighbourhood commissions	
Open meetings/public hearings	
Inspections/evaluations of the condition of existing facilities	
Consultant studies (please provide a brief description of what these were)	
Analysis of local data on permits, employment, etc.	
Information from state agencies responsible for economic development	
Other (please specify)	

Thank You

Local Business Enabling Environment Survey
Additions & Deletions

- Page 1 line 4 delete /municipal
 - Line 6 change Local Economic Development Partnership to Economic Development Advisory Panel –Line 6 change your to our - Line 6 delete /municipality
- Page 2 Question 8.1 - change Outside the Country to Outside Delaware
 - Add Question 8.2 – When do you plan to expand your business 6-12 months ___ 1-3 years _____
 - Question 11 To Skills chart add under a heading of “Vocational“ - Construction – Electrical – Plumbing – Welding --
 - Add Question 11.1 What can your business offer to improve the education of future employees thorough the Milford School District
 - Apprenticeships _____
 - Co-operative education program _____
 - Internships _____
 - Mentoring _____
 - Career Days _____
 - Other _____
 - Add Question 11.2 What equipment, machinery and/or tools can you donate to the Milford School District that will enable MSD to train future employees to enter your business fully prepared to be productive?

- Page 3 Add Question 16.1 What products or services are missing in Greater Milford that would help your business to grow?
 - List 3 – 5 choices
- Page 6 Question 24 Row 5 delete regional replace with State
Delete Row 6 “Prefect”
Delete Row 7 “National/State Tax and Income Tax Directorate”
- Page 7 Question 28.1 delete LED replace with Economic Development Advisory Panel.

Page 8 Add after Q.37.1 the following statement. “Survey to be returned in the enclosed envelope no later than (date to be specified later. To be one or two weeks from distribution of the survey.)

MEMORANDUM

DATE: May 3, 2011

TO: Economic Development Advisory Panel

FROM: Richard Carmean, Director Economic Development

REFERENCE: Activities

- I attended a meeting with Connie Holland of State Planning, City Manager David Baird, City Attorney, Mayor Rogers, Councilperson Grier, Councilperson Brooks, Key Properties representatives, and DBF staff representative concerning infrastructure plans for lands annexed east of Route 1. The planned and possible water improvements were discussed. No decision was made on the three possible water tower locations. The need for sewer in the same area was also discussed, and again no decision was reached on the extension of that service.
- I attended a meeting with John Rhodes our economic development consultant, City Manager David Baird, City Manager and the Director of Economic Development for the City of Seaford, Economic Development Director for the City of Dover, City Manger of Smyrna, and Economic Development representative for the State of Delaware. The meeting was a general brainstorming question and answer format. Mr. Rhodes explained the methodology of Milford's study, and then gave the other attendees an overview of how he could possibly assist them with economic development.

- In the past two weeks I have cold contacted numerous small business owners from other geographical locations in hopes of sparking some interests in expanding into Milford. I have found many of the contacts willing to continue to discuss their expansion to Milford, but I have also found most interested parties large and small are hesitant for me to make their interest public. I would be happy, within FOIA rules, to discuss some of these possible new businesses with Panel members.
- I have continued to take an inventory of properties which could be of interest to new businesses. At present I have a simple list of those I think worth consideration, but I will probably develop and compose a more descriptive document suitable to give to a party looking for a property. I am pleased to tell you that Dogfish Brewery has rented 22,000 sq. feet at an empty warehouse on McColley St. This enables us to at least say Dogfish has a presence in Milford. (Marketing) I believe it is also positive that at least some vacant space is being utilized. Councilperson Grier brought this lead to the table when he learned the company was seeking space either in Milford or Georgetown. Milford got it.
- I have had several meetings, numerous telephone conversations, and e-mails with members of the Panel. I feel these communications valuable to me because I know the direction members are taking and goals they are pursuing.

- I have been trying to expand my answer to the question “Why Milford?” It is mostly a matter of marketing, but I have found there are different answers for different people. I simply cannot have a boilerplate response. I welcome from the Panel any ideas on “Why Milford?”
- I reported a few months ago that we were attempting to have a local processing company chose Milford over another location they own. The possibility is good we may get the expansion.

Respectfully submitted,
Richard Carmean
Director Economic Development

**CITY OF MILFORD
FUND BALANCES REPORT**

Date: March 2011

Cash Balance - General Fund Bank Balance	\$2,236,228
Cash Balance - Electric Fund Bank Balance	\$2,934,711
Cash Balance - Water Fund Bank Balance	\$722,456
Cash Balance - Sewer Fund Bank Balance	\$434,044
Cash Balance - Trash Fund Bank Balance	\$521,728

	General <u>Improvement</u>	Municipal <u>Street Aid</u>	Real Estate <u>Transfer Tax</u>	Water Bond <u>Escrow</u>
Beginning Cash Balance	422,897	732,627	545,240	412,757
Deposits	3,638		4,685	
Interest Earned this Month	43	76	52	
Disbursements this Month	(6,201)		(41,667)	
Investments			1,600,000	
Ending Cash Balance	\$420,377	\$732,703	\$2,108,310	\$412,757

	GF Capital <u>Reserves</u>	Water Capital <u>Reserves</u>	Sewer Capital <u>Reserves</u>	Electric <u>Reserves</u>
Beginning Cash Balance	712,124	1,287,184	369,265	2,586,411
Deposits				
Interest Earned this Month	5,000	10,002	10,001	12,433
Disbursements this Month	(17,160)	(300)		
Investments	1,000,000	2,960,000	2,245,000	7,486,000
Ending Cash Balance	\$1,699,964	\$4,256,886	\$2,624,266	\$10,084,844

	Water <u>Impact Fee</u>	Sewer <u>Impact Fee</u>	Electric <u>Impact Fee</u>
Beginning Cash Balance	62,632	\$38,516	\$7,828
Deposits			
Interest Earned this Month			
Disbursements this Month			
Investments	850,000	\$625,000	\$250,000
Ending Cash Balance	\$912,632	\$663,516	\$257,828

INTEREST THROUGH THE NINTH MONTH OF THE FISCAL YEAR:

General Fund	7,435	Water Fund	902
GF Capital Reserves	14,337	Water Bond Escrow	257
General Improvement Fund	630	Water Capital Reserves	33,200
Municipal Street Aid	928	Water Impact Fees	6,765
Real Estate Transfer Tax	10,355	Sewer Fund	355
Electric Fund	3,973	Sewer Capital Reserves	28,082
Electric Reserves	76,547	Sewer Impact Fees	3,368
Electric Impact Fees	1,927	Trash Fund	776

TOTAL INTEREST EARNED TO DATE \$189,837

REVENUE REPORT

Page Two

Date: March 2011

AMOUNT BUDGETED

MTD

75% of Year Expended

YTD

YTD%

ACCOUNT

Budgeted Fund Balance	242,749	26,000	242,749	100.00%
General Fund Capital Reserves	226,000	84,470	173,458	76.75%
Property Transfer Tax-Capital	152,100	0	139,460	91.69%
Property Transfer Tax-Police	500,000	41,667	375,000	75.00%
Real Estate Tax	2,962,377	(6,545)	2,949,087	99.55%
Business License	35,000	3,125	33,795	96.56%
Rental License	85,000	575	83,450	98.18%
Building Permits	30,000	7,267	52,363	174.54%
Planning & Zoning	40,000	300	7,600	19.00%
Misc. Revenues	346,775	57,186	197,283	56.89%
Transfers From	3,215,480	267,956	2,411,610	75.00%
Police Revenues	289,000	10,958	123,936	42.88%
Engineering & Inspection Fees	40,000	45,196	47,196	117.99%
Total General Fund Revenues	\$8,164,481	\$538,155	\$6,836,987	83.74%
Water Revenues	2,139,312	164,755	1,711,540	80.00%
Sewer Revenues	1,966,956	152,223	1,423,492	72.37%
Kent County Sewer	1,400,000	104,018	982,921	70.21%
Solid Waste Revenues	1,085,702	91,920	814,719	75.04%
Electric Revenues	26,925,565	2,192,055	21,537,133	79.99%
TOTAL REVENUES	\$41,682,016	\$3,243,126	\$33,306,792	79.91%
YTD Enterprise Expense	70,282			
YTD Enterprise Revenue	85,323			
LTD Carlisle Fire Building Permit Fee	28,140			

EXPENDITURE REPORT

Page Three

Date: March 2011

75% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	336,780	\$28,487	235,985	70.07%	100,795
O&M	124,398	\$13,258	76,686	61.65%	47,712
Capital	0	\$0	0		0
Total City Manager	\$461,178	\$41,745	\$312,671	67.80%	148,507
Planning & Zoning					
Personnel	174,735	\$13,610	121,013	69.26%	53,722
O&M	51,176	\$6,146	25,605	50.03%	25,571
Capital	0	\$0	0		0
Total P, C & I	\$225,911	\$19,756	\$146,618	64.90%	79,293
Code Enforcement & Inspections					
Personnel	127,975	\$9,908	89,247	69.74%	38,728
O&M	62,245	\$2,300	39,407	63.31%	22,838
Capital	0	\$0	0		0
Total P, C & I	\$190,220	\$12,208	\$128,654	67.63%	61,566
Tax Department					
Personnel	73,405	\$5,651	\$51,547	70.22%	21,858
O&M	19,914	\$301	\$11,549	57.99%	8,365
Capital	0	\$0	\$0		0
Total Tax Department	\$93,319	\$5,952	\$63,096	67.61%	30,223
Council					
Personnel	31,225	\$3,207	20,530	65.75%	10,695
O&M	26,840	\$1,676	11,961	44.56%	14,879
Council Expense	18,500	\$768	17,826	96.36%	674
Contributions	436,734	\$0	436,734	100.00%	0
Codification	4,200	\$1,140	3,092	73.62%	1,108
Employee Recognition	9,107	\$0	9,107	0.00%	0
Insurance	16,420	\$3,597	10,791	65.72%	5,629
Live Near Your Work	2,000	\$2,000	2,000	100.00%	0
Total Council	\$545,026	\$12,388	\$512,041	93.95%	32,985
Finance					
Personnel	309,230	\$23,816	222,004	71.79%	87,226
O&M	60,900	\$3,609	30,139	49.49%	30,761
Capital	0	\$0	0		0
Total Finance	\$370,130	\$27,425	\$252,143	68.12%	117,987
Information Technology					
Personnel	160,595	\$12,601	118,568	73.83%	42,027
O&M	171,000	\$59,811	136,128	79.61%	34,872
Capital	27,000	\$0	26,960	99.85%	40
Total Information Technology	\$358,595	\$72,412	\$281,656	78.54%	76,939

EXPENDITURE REPORT

Page Four

Date: March 2011

75% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	3,457,955	\$272,135	2,428,117	70.16%	1,031,838
O&M	465,245	\$39,570	341,682	73.44%	123,563
Capital	162,500	\$3,300	154,788	95.25%	7,712
Total Police	\$4,085,700	\$315,005	\$2,922,587	71.53%	1,163,113
Streets & Grounds Division					
Personnel	399,605	\$30,702	285,764	71.51%	113,841
O&M	386,551	\$32,773	247,247	63.96%	139,304
Capital	91,000	\$0	0		91,000
Debt Service	46,445	\$0	42,011	90.45%	4,434
Total Streets & Grounds	\$923,601	\$63,475	\$575,022	62.26%	348,579
Parks & Recreation					
Personnel	468,165	\$31,887	313,566	66.98%	154,599
O&M	242,415	\$12,893	175,143	72.25%	67,272
Capital	54,615	\$0	7,015	12.84%	47,600
Total Parks & Recreation	\$765,195	\$44,780	\$495,724	64.78%	269,471
Engineering & Inspections					
Personnel	162,225	\$12,592	114,570	70.62%	47,655
O&M	70,981	\$4,980	37,717	53.14%	33,264
Capital	0	\$0	0		0
Total Engineering & Inspections	\$233,206	\$17,572	\$152,287	65.30%	80,919
Less Interdepartmental Revenue	(\$87,600)	(\$7,300)	(65,700)	75.00%	(21,900)
Net Engineering & Inspections	\$145,606	\$10,272	\$86,587	59.47%	59,019
Total General Fund					
Operating Budget	\$8,164,481	\$625,418	\$5,776,799	70.76%	2,387,682

EXPENDITURE REPORT

Page Five

Date: March 2011

75% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	207,695	\$16,336	150,933	72.67%	56,762
O&M	1,200,927	\$98,076	716,341	59.65%	484,586
Capital	640	\$640	640	0.00%	0
Debt Service	730,050	\$0	451,392	61.83%	278,658
Total Water	\$2,139,312	\$115,052	\$1,319,306	61.67%	820,006
Sewer Division					
Personnel	207,695	\$16,337	150,898	72.65%	56,797
O&M	1,103,611	\$40,049	682,444	61.84%	421,167
Capital	0	\$0	0	0.00%	0
Debt Service	655,650	\$0	255,752	39.01%	399,898
Sewer Sub Total	\$1,966,956	\$56,386	\$1,089,094	55.37%	877,862
Kent County Sewer	1,400,000	\$0	878,906	62.78%	521,094
Total Sewer	\$3,366,956	\$56,386	\$1,968,000	58.45%	1,398,956
Solid Waste Division					
Personnel	338,080	\$22,872	204,240	60.41%	133,840
O&M	701,185	\$58,023	500,703	71.41%	200,482
Capital	68,000	\$0	0	0.00%	68,000
Total Solid Waste	\$1,107,265	\$78,895	\$704,943	63.67%	402,322
Total Water, Sewer Solid Waste	\$6,613,533	\$250,333	\$3,992,249	60.36%	2,821,284
Electric Division					
Personnel	1,049,515	\$78,251	678,554	64.65%	370,961
O&M	2,013,055	\$169,546	1,149,447	57.10%	863,608
Transfer to General Fund	2,500,000	\$208,333	1,875,000	75.00%	625,000
Capital	195,000	\$494	19,902	10.21%	175,098
Debt Service	667,995	\$233,997	297,995	44.61%	370,000
Electric Sub Total	\$6,425,565	\$688,621	\$4,020,898	62.58%	2,404,667
Power Purchased	20,500,000	\$1,579,094	15,866,714	77.40%	4,633,286
Total Electric	\$26,925,565	\$2,267,715	\$19,887,612	73.86%	7,037,953
TOTAL OPERATING BUDGET	\$41,703,579	\$3,143,466	\$29,656,660	71.11%	12,046,919

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: March 2011

ACCOUNT	AMOUNT BUDGETED	MTD	75% of Year Expended		UNEXPENDED BALANCE
			YTD	YTD%	
Garage					
Personnel	129,330	5,196	46,892	36.26%	82,438
O&M	76,450	5,308	44,084	57.66%	32,366
Capital	0	0	0		0
Total Garage Expense	\$205,780	10,504	\$90,976	44.21%	114,804
Public Works					
Personnel	162,980	12,628	116,355	71.39%	46,625
O&M	162,602	11,620	109,576	67.39%	53,026
Capital	20,000	0	0		20,000
Total Public Works Expense	\$345,582	24,248	\$225,931	65.38%	119,651
Meter Department-Water					
Personnel	118,479	8,837	85,702	72.34%	32,777
O&M	108,372	3,442	31,725	29.27%	76,647
Capital	100,000	0	0	0.00%	100,000
Total Water Meter Expense	\$326,851	12,279	\$117,427	35.93%	209,424
Meter Department-Electric					
Personnel	225,995	17,909	160,881	71.19%	65,114
O&M	163,667	16,627	58,042	35.46%	105,625
Capital	0	0	0		0
Total Electric Meter Expense	\$389,662	34,536	\$218,923	56.18%	170,739
Billing & Collections					
Personnel	434,621	34,310	303,204	69.76%	131,417
O&M	169,051	14,005	120,654	71.37%	48,397
Capital	0	0	0		0
Total Billing & Collections	\$603,672	48,315	\$423,858	70.21%	179,814
City Hall Cost Allocation					
Personnel	0	0	0		0
O&M	54,200	5,335	41,029	75.70%	13,171
Capital	0	0	0		0
Total City Hall Cost Allocation	\$54,200	5,335	\$41,029	75.70%	13,171

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 6, 2011

A meeting of the Economic Development Advisory Panel was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Wednesday, April 6, 2011.

PRESIDING: Chair Sher Valenzuela

IN ATTENDANCE: Robert Connelly, Irvin Ambrose, Nolan Williams, Sharon Kanter, Bill Pilecki,
David Hitchens, Fred Rohm and Craig Crouch

Mayor Joseph Ronnie Rogers
Economic Development Committee Chair Garrett Grier III
City Manager David Baird, City Clerk/Recorder Terri Hudson and
Economic Director Richard Carmean

SPECIAL GUEST: Melody Booker, Delaware Economic Development Office

ABSENT: David Markowitz, Jason James and Harvey Kenton

Call to Order

Chairwoman Valenzuela called the meeting to order at 6:04 p.m. Ms. Valenzuela recognized and thanked Ms. Booker for taking time from her busy schedule to attend this meeting.

She then encouraged the panel members to submit ideas of special guests they would like to participate in future meetings.

Ms. Valenzuela reminded members that when the follow-up e-mails went out, each team was asked to arrange a meeting and select a team leader as the teams got to know one another as they discussed the action items identified in the Strategic Plan.

She noted that Vice Chair Dave Hitchens had sent out the names of each individual group after which each group has met.

Approval of Minutes

Motion by Mr. Hitchens to approve the minutes of the March 9, 2011 and March 23, 2011 meetings as submitted, seconded by Mr. Pilecki. Motion carried.

Economic Director Report

Mr. Carmean submitted the following report:

Contact and Communications

I contacted J. Forbes General Manager of Snap Fitness of Dover. He will be searching for adequate space for an expansion of that business in Milford. They are owned by a group of investors from New York and presently have two facilities in Delaware. They have been looking at Northeast, Maryland, but are now considering Milford as their next facility. This is a 24/7 center which is something many people wish to have available.

(Mr. Carmean was given this information by one of their clients at another location. After talking with one of the owners, he has since provided them with some available locations.)

I have also contacted the Frankford Bakery of Dover and spoke with Owner Andreas Jamke regarding a retail outlet in Milford. He received a great response when Mr. Carmean offered his assistance. This lead was given to me by panel member Bill Pilecki.

I also met with City Manager Baird and Bob Ruggio of the Commonwealth Group. They have a property in Milford that some of the panel members are familiar with. He is more of a shopping center/mall developer, though they discussed the expansion of the business park. Mr. Ruggio was also involved with the expansion of the Smyrna Business Park.

I met with Peter Bosworth of Bosworth Properties to discuss the possibility of the city purchasing one hundred acres of his two hundred acres on Route 113. This would be used as an additional Industrial/Business Park for the city to develop.

(Mr. Carmean feels it may be more feasible to extend our present park across Route 15/Canterbury Road if an agreeable price can be negotiated.)

I also spoke with Mr. Joe Warnell about putting him and another small business owner together in a joint venture involving composite materials. (He advised that Mr. Warnell is the owner of Plastic Materials on Marshall Street.)

I wrote to CFO Jerry Gordon of Sea Watch International to further assure his company of our interest in an expansion of their production business in Milford. I believe there is a growing possibility this may happen.

Contact was made with Mike Harding who is interested in a recycling bulk container business in Milford. He is considering the building presently housed by First State Manufacturing. I have not had a response though Patti Cannon of DEDO is following up to ensure he received the information.

Training

I attended a seminar at Delaware State University on March 31st given by the USDA Rural Development Office. It provided useful direction on grants and loans for businesses in rural areas. Milford meets the criteria for both.

I have been in contact with the Delaware Energy Office regarding assistance for businesses and homeowners in installing renewable energy systems.

Advisor Panel Members Robert Connelly and Nolan Williams and I, along with Dan Marabello attended a lecture at the Virden Center in Lewes entitled "Current and Future Demographic and Economic Trends in Delaware, with an Emphasis on Sussex County". The information was interesting though the lecture did not have the content expected.

Ms. Booker stated that Mr. Carmean, along with Mr. Baird were instrumental in bringing Sussex County and the State of Delaware to a meeting with Seawatch representatives. As a follow up, Governor Markell and DEDO Director Alan Levin are meeting with Seawatch next Friday. She added there are two potential expansion opportunities there.

Ms. Valenzuela asked if there is any information from the conference that could be made available to the panel members; Mr. Carmean said he requested pamphlets and other related information noting the money is already earmarked this year. It was mentioned that Delaware did not apply for the money as Maryland did. It appears to him there are some advantages being overlooked which should be considered this upcoming fiscal year.

Ms. Valenzuela agreed there is a lot of money waiting to be dispersed. She said their own business through the USDA is becoming aware of grants and other opportunities pointing out their new facility will be solar powered with the help of some financial assistance.

Mr. Carmean said there was a group from Wilmington that reported the USDA often provide loans to small businesses, many times when banks are uninterested. The advantage is it is a very quick process.

Mr. Hitchens stated he was happy to attend KSI's Open House yesterday where more than 300 people attended. Two

Senior Vice Presidents from Wilmington Savings Funds Society (WSFS) were also in attendance and announced they will be returning. They had a branch in Milford during the 1970's and 1980's. Mr. Carmean added that WSFS has the reputation of being one of the friendliest banks for small businesses in the State of Delaware.

Mr. Crouch proposed a representative from the financial world participate as a panel member noting they could bring a different perspective to the group. Ms. Valenzuela agreed that is an excellent idea particularly one that is small-business friendly.

Mr. Hitchens emphasized the reason they are back is because WSFS projects that Milford will grow.

Mr. Hitchens said they had asked how to get in touch with Mr. Carmean. It was then noted that Mr. Carmean's e-mail address is not his name as the other city employees which can be confusing. He suggested that be reviewed because many people know Mr. Carmean throughout this region because of his leadership role over the years.

Mr. Carmean agreed noting that Chair Valenzuela already pointed that out in addition to his name not being in the city employee phone directory. He already informed the city's IT Manager Wes Banasan.

Ms. Valenzuela pointed out the flurry of activity Mr. Carmean has been involved in since the last meeting. She agrees those things are very important considering the increasing number of people he is meeting with noting that one contact constitutes many. Therefore, she feels it is of key importance and at the top of priorities to equip him with what is needed to up his profile in terms of the directory, e-mail and business cards. She wants to make sure his contact information can be easily accessed. She agrees his name should be visible wherever possible.

Mr. Rohm said he has had a number of discussions with USDA Rural Development and most recently received funding for a parking lot. He feels that if this group meets with them with some specific targeted ideas, they will find a way to make a fit even though initially it may not look that way. In addition, Downtown Milford and the Chamber should probably work together on some potential funding.

Ms. Valenzuela agreed noting the USDA is one of the best equipped outfits and most responsive of providing a menu of options when needs are presented. She said as we talk about our action items tonight in terms of identifying our needs, she feels we can come together as a common focus of what is needed, get an idea of costs and have that information available to provide to the USDA once the decisions are made to move forward. She feels that would create some momentum while providing a menu of needs which would allow us to understand what vehicles are available.

She said the same applies to DEDO when identifying options where state funding is available or when their understanding of federal money may be available.

Mr. Carmean agreed stating that at the meeting with Seawatch, it was extremely important that DEDO be involved. When they stated that our governor would like to tour their facility, their CFO was very impressed and that tour has since been scheduled.

Superintendent Kanter advised that Mr. Carmean also spoke with the school board Monday night. Mr. Carmean noted that he and the city manager were well received at that meeting at which time Mr. Baird gave a Power Point Presentation on Economic Development in the city.

He and City Planner Gary Norris also met this week with State Planning to discuss the master plan and some related topics.

Mr. Ambrose then reported that he is unsure which team he is on and has not met with any other panel members as of this date. It was determined that Mr. Ambrose is on Teams #5 and #2. Ms. Valenzuela will follow up with him.

Mr. Ambrose excused himself at this time due to another commitment and left at 6:32 p.m.

Team Updates and Comments

Ms. Valenzuela asked that to stay within the one hour time frame, comments be restricted to the document being submitted and that it be completed within five minutes.

Team #1 (Real Estate)

Mr. Hitchens reported that Team #1 does not exist at this time though it may be addressed at a later date.

Team #2 (Workforce Development)

Mr. Pilecki stated that in response to the March 24th e-mail, he arranged a meeting with Sharon Kanter and Fred Rohm. David Markowitz was unavailable though he expects he will participate in the future

They met on April 4th at Mr. Pilecki's house at 79 Ivy Lane in Milford. He presented the following draft mission statement:

Workforce Development Subcommittee Mission Statement

It is the mission of the Workforce Development subcommittee to create a positive working relationship with the business community and all levels of education. The goal of this relationship is to identify the needs of business and assist individuals in developing their knowledge and skills to meet these needs.

It was reviewed and accepted as written.

They then discussed creating a program that would help lower income students that do not have the expectation of going to a four-year college after high school. The program would offer the following:

- *Part-time and/or summer employment in local businesses. In some cases the student might be retained as a permanent employee.
- *State and federal funding which would be pursued to encourage employers to participate.
- *Set up a scholarship fund, created by donations from the employer, the student and local charities. Funds would be used for advanced training in a variety of fields.
- *Program would be managed by a coalition made up of an educator, business professional and a member of a service organization.
- *Funds would be paid directly to the training organization.
- *If funds are not utilized by the student in a timely manner, those contributions would be returned and the balance banked for other students.
- *To date, Milford Schools, three businesses and a local service organization are interested in starting this program.

He asked this proposal be considered for approval and to share what further steps need to be taken.

Mr. Pilecki stated that Sharon Kanter shared her experience with a survey conducted by the Department of Education in an attempt to receive grant monies for a networking academy. The grant request was denied because only seventeen businesses replied. Fred Rohm stated that many businesses did not understand the implications and he was willing to assist in getting a better response from chamber members.

When asked if the mission statement was something related to their group or pulled from the strategic plan, Mr. Pilecki said he basically reworded what was on the strategic plan.

Ms. Valenzuela recalled previous discussion about Baltimore Air Coil needing welders and that they were willing to hire forty if they could get the training. She said the Workforce Investment Board under the Department of Labor made a comment earlier that day that the welding training available in the past might be discontinued because no welders were needed.

She then attended another board meeting and informed them of the Baltimore Air Coil situation. As a result, they are interested in coming together in Milford as the training needs of the business owners are identified. In that manner, structured, uniquely designed programs can be developed so people can acquire the training to fill those jobs.

Ms. Valenzuela believes those type things need to be considered as we move the action items forward and identify those resources that can support the business needs of this region.

When asked the next step, Ms. Valenzuela asked for questions and comments.

Mr. Rohm said as a committee member, he thinks there are some components they are willing to take on. However, there are other areas where outside help will be needed. They plan to review this at their next meeting.

Mr. Pilecki said the key is to get the go-ahead to move forward.

Ms. Valenzuela then suggested the one page document be provided to each member in advance of the next meeting. She asked that a summary of the next action items be included in the document.

Mr. Pilecki stated they would like to be able to offer funding possibilities through the state when talking to local businesses. They can bring in the student to work with the business; the funding will allow some or all of the costs to be offset for the training and experience. The idea is the employer, the student and the service organization each contribute \$1 an hour toward tuition for some type of trade school.

He feels this would give the individual some money to look forward to when they graduate from high school. If they choose not to pursue that road, then their portion would be returned to them. In that case, the balance of the money would go toward other students.

Mr. Pilecki feels this would help the portion of our population that is lost frequently.

Ms. Valenzuela said we are talking about an age range and people developing a career path, an entrepreneurial path and people out of work for various reasons. The demographics of that group are rapidly changing versus what they were a year ago. When she reviewed the summary of people looking for work right now, she found the Department of Labor statistics have drastically changed over the past year. The Department of Labor is rewriting all of its initiatives to meet the needs of this newly defined range of demographic. Included is the student population whom we can connect in terms of a career path for skilled development.

Mr. Pilecki agreed stating that is part of it but the other large part is to keep our students in Milford as workers. The strategy indicated we are on par with the nation as far as the twenty to thirty-four year olds. To draw people here, we need to raise those numbers above the national average. Right now, we are losing one-third of our population.

Ms. Valenzuela pointed out there are a lot of things happening in Milford that she believes will address those type things and make a difference to groups reviewing those challenges. An example is the Junior Achievement program who is looking to locate in Milford. She feels we would be fortunate to have them here and are able to involve them in what is being done in our school systems in terms of developing a career path and retaining talent pool in the Milford area. Today she spoke with Director Rob Epps about funding resources noting that the business community supports much of their program.

She said they are also looking at engaging in a Small Business Accelerator to address another level of skill path development.

Ms. Valenzuela suggests using and pooling that information in Mr. Pilecki's group and connecting funding mechanisms available through the Delaware Economic Development Office, Department of Labor and other entities. She asked for input on the best way to go forward in terms of our next steps.

Mr. Rohm responded by noting this is an advisory panel. He feels there will be a point when the group could be doing all of the work if we don't start drawing from other resources such as DEDO and the Department of Labor. He said it could become a time-consuming burden on the three people on the team.

Ms. Valenzuela agreed and suggests we draw on the talent and resources in this room. Councilman Grier, Mr. Carmean, Vice Chair Dave Hitchens and herself are available to contribute to any team in terms of information, ideas and suggestions that can be brought back to this panel. She feels that may be a good way to move forward in terms of creating an outline or frame of work for each of our individual groups.

She suggests that when taking everyone's information tonight, we look at a way to combine those ideas as we move forward. She would be happy to contribute to a group meeting of the teams to identify funding mechanisms and resources already available. The next steps can then be presented to the panel at the next meeting.

Ms. Valenzuela reminded each team to submit their reports to the city clerk for inclusion in the minutes.

Team #3 (Infrastructure/Utilities & Rates)

Mr. Hitchens reported that four members make up Items #3 and #4.

The group met March 25th at the Grand Buffet. Regarding item 3, they chose what John Rhodes recommended which is to be more competitive as Mr. Carmean is doing in his work of bringing businesses to Milford. He said is there a way to do a better job of promoting this city through lower electric rates, particularly commercial rates.

They decided on three scopes of work. The first is to do a comparison to similar communities in relation to population and demographics such as Middletown, Smyrna, Seaford, etc. He reported that Team Member Jason James has completed his task which means he has acquired the data.

Secondly, is to consider Milford's rate structure with respect to commercial and to those towns we are competing with. He feels this truly is a case of 'what you can do for me'. It could involve a decision about whether to come to Delaware or stay in Maryland. By looking at these rates, they can determine if there is some action that needs to be taken to make Milford more competitive as Mr. Rhodes pointed out.

He advised the city manager had informed him that he could depend on Mr. Carmean for some of that data adding they had already received the city rate structure.

Mr. Hitchens reported they still need the electric department's expense budget and year-end results as well as the electric revenue generated by class of services including the commercial aspect. They plan to do a high level overview. He said having previously been involved in rate structures on the communication side, he has some knowledge of the matrix that are used. Teammate Jason James, who is a controller for Burris, works on this daily.

Mr. James had informed him they are locating a new operation in Connecticut. The first thing given to them by that town was a package representing 'here are the reasons you need to be here'. It provided rate information, permit information and how they will do the things necessary to promote the fact they were coming to town. That would be a very useful tool moving forward.

He said action item 3 is focused on the election rates as they move forward.

Mr. Hitchens advised that one of the most competitive towns in Delaware is Middletown as was previously discussed. Ms. Valenzuela reported that the current issue of Delaware Today rates the top sixty cities in Delaware. Number one is Lewes and number two is Middletown. The things Milford is looking at in the strategic plan are part of rating system used with business-friendliness a big portion of the top-five components.

She feels that what is being done now could easily move Milford upwards. Right now, Milford is rated thirty which means

we are in the middle though we need to move toward the top with a goal of becoming #1.

Team #4 (Organizational Support for Economic Development)

Mr. Rohm advised that at on the same date and time, they discussed item 4. It is the team's recommendation, which was in the initial report received from John Rhodes, that we create a 501(c)3 organization to further this endeavor.

Mr. Rohm has been the CEO of several 501(c)3 organizations in this career. They have had good relationships with county and city governments regarding development. With a 501(c)3, he said they can expect to get funding from other groups such as builders, banks and large construction companies. Those groups look at government as an entity they need to deal with, but do not want to feel constrictive by going in to talk with them. They prefer a neutral place to invest their money and their planning while taking the lead in some instances.

They are recommending a 501(c)3 and merge things into that process.

He has since talked to David Rutt who is willing to put the paperwork together. A professional CPA is required to submit the actual application. It is nothing they will commit to though they are presenting it for an opinion. They hope to have that completed within the next month.

Mr. Connelly asked if the goal is to take the government completely out of the process and make this a separate entity. Mr. Rohm answered yes, though the government would still be involved by contributing. The entity itself would be a non-governmental, non-profit corporation.

Mr. Connelly feels that is what the chamber is and asked if this would be a duplication of efforts. Mr. Rohm said it could be an option to be placed under the chamber though that is not the recommendation. He is recommending a totally independent 501(c)3.

Mr. Crouch pointed out that Dover has tourism, the chamber of commerce and economic development all in the same building.

When a call comes in, it goes to the right person. They also support the City of Dover's initiative. They can also be used to get done what cannot be accomplished by a government entity. He agrees a separate entity would appear more neutral and also has the ability to attract other people that a government entity may not.

Mr. Connelly feels a business still needs to go to government to get a lot of things done and to him, this adds an extra layer.

Mr. Rohm explained that a lot of times when businesses are looking to go to a place, they do that behind the scenes before they step out in front of the government requirements.

Ms. Valenzuela stated that the scope of action items being covered by Teams #4 and #5 appear to overlap the goals of item 5. Team #5 is the team that Mr. Ambrose was to be part of. She suggests doing something to create or accelerate momentum by combining the thoughts of the two groups. She noted that ultimately, all of the goals overlap one another because they all provide a structure or foundation for economic development.

Mr. Hitchens advised the Economic Development Group in Dover has been around since the early 1980's. He feels Director Dan Wolfensberger of the Central Delaware Economic Development Council could speak to this group about how effective they have been. He said it is the synergies of the chamber, economic development and tourism, outside the layers of the bureaucracy of government, that are able to operate independently. Though they are independent, they work closely together while still supporting the city's initiatives.

It was agreed they would discuss the matter further. Mr. Carmean added that he would like to be present when they continue that conversation.

Ms. Valenzuela said that item 5 was chosen by a number of panel members as their second choice. She pointed out the importance of item 5 which includes support new business start-ups and the expansion of existing businesses.

Mr. Hitchens said he will follow up with the group members of Team #5 in order to keep that moving.

Team #6 (Marketing, Promotion and Internal Communications)

Mr. Connelly advised that his computer crashed and he was unable to provide the synopsis of his meeting with Mr. Williams adding Mr. Crouch will also participate with this group.

Mr. Connelly and Mr. Williams met April 4th at West Side Restaurant. They talked about the need for surveys. He feels he is part of this group to get citizen input and business input. Mr. Williams also suggested obtaining high school students' input as to their future.

There is a need to know what business wants, where business feels there are shortfalls in the communities and how we can help them interrelate to one another. The same applies to the citizens and what they want and what they do not want.

Their next step will be who to go to and how to create the surveys so they are done quickly. They feel we should not move into a heavy marketing area until they know who, what, where and how it will be accomplished. That will be discussed at the next meeting.

Media and Community News Releases

Ms. Valenzuela pointed out the art of the survey is an instrument in itself. The idea of moving forward as fast as possible and identifying the unique populations we need input from can be accomplished once we recognize the available resources such as Editor Bryan Shupe of Milford Live. She noted that Mr. Shupe attends almost every meeting and recently covered what was being done by the Advisory Panel. Mr. Shupe wants to participate at another level by asking the question "Why Milford?" in his publication. That information would be available to their readers adding they currently have 2,500 subscribers and the publication is less than six months old.

She also noted that Gwen Guerke of the Milford Chronicle is very willing to help gather information and furthering this group's efforts. She suggested Survey Monkey be used which has the capability of gathering information very quickly.

Mr. Connelly advised that a lot of what he is doing is researching what other cities have; what he has found is a lot of the business communities go directly to their economic development government webpage for the information. As a result, they do not typically need to interact with anyone and have responded well to that system. He then pointed out we do not have an economic development webpage in Milford.

Ms. Valenzuela agreed that is part of a marketing plan and the type of service that can distinguish us as a city that has enlisted its members and its community to engage business and job growth.

Mr. Connelly stated that he has already been in contact with the University of Delaware Institute of Public Administration. He spoke with someone who is very interested in what we are doing but will need approval and a funding source to assist.

Mr. Carmean said the team has discussed hiring a professional to handle the survey. He feels the computation of the survey results alone can be daunting. He believes the University of Delaware may be a good resource if they are willing to help.

Ms. Valenzuela noted the survey is as good as the people driving the content. She pointed out that Survey Monkey does all of that very easily. There are a number of surveys that can gather information though it is not central to the core of what is really being asked. She feels this group can be used in terms to combine thoughts under focused areas to determine what we really need to know and drill that down to the essence of that question. All of those things have something to do with

the success rate in terms of content. We can then move those collective thoughts into the hands of whatever document goes out and begin to collect that.

Mr. Craig emphasized that each of the members of this group has a responsibility to talk about this panel and what we are trying to do. An identity needs to be built before this group starts asking people to do something for us.

She agreed adding that a one sheet could be developed that goes out from this group and forwards our message and the reasons we exist.

Mr. Craig noted this is really the result of work the city did around planning, recognized the need, acted upon it and continue to support those efforts.

Mr. Connelly stated it sounds as though we need a Public Information Officer; Mr. Crouch agreed noting that would be Mr. Carmean. Ms. Valenzuela said another tool Mr. Carmean would be equipped is the one-sheet with all our information because he is the one communicating this message to the community.

Mayor Rogers then informed the panel that the current town manager of Middletown is Morris Deputy. He noted that Mr. Deputy grew up and went to Milford Schools. He went away to college, became assistant manager at a town down south and then applied for the Middletown Town Manager position because his family is still in Delaware. He said this is a perfect example of the quality and talented students we are raising and then losing.

Next Steps

Ms. Valenzuela suggested that from this point on, the one sheet of information based on our team discussions be sent to Ms. Hudson in advance of the next meeting. She will then put them together and provide each member with a packet which become part of the public record.

The next meeting was scheduled for Wednesday, April 20th.

Ms. Valenzuela reiterated that Mr. Carmean, Councilman Grier, Vice Chair Hitchens and herself are available as we move forward into combining efforts. She suggested reviewing the action items based on the tonight's notes in order to stay connected with what each team is doing.

Melody Booker was thanked for taking time from her schedule to attend and for taking this information into the other communities and back to DEDO to keep them informed. Ms. Valenzuela then noted that Ms. Booker is our key point of contact for Milford and a unique resource who is aware of what is happening with funding, programs and resources throughout the state.

Ms. Booker stated she was pleased to be here this evening but added that she also feels a sincere need to be here and looks forward to working with the group in the future.

City Manager David Baird then thanked the members for the time they are putting in. He said this goes back to some internal discussions about two years ago when our two youngest council members came on board. He noted that economic development was a huge priority of Jason Adkins. When Mr. Grier was elected the same conversation occurred, which was immediately supported by some of our senior members of city council. That included Mayor Rogers, who under his leadership, has made a huge difference. He said we came up with a concept of talking to the business community, getting a strategic plan together and this is the result. He is very pleased with what is occurring.

He reminded panel members that when the subcommittees are meeting, to let Ms. Hudson know in advance of those times and locations. In that manner, they can be posted at city hall so we can make every effort to comply with the Freedom of Information requirements.

Mr. Baird said that is something we have become accustomed to because it is the law and we are held under such close

scrutiny. As an agency of the city, it is necessary this panel comply.

He asked that a record is kept of any discussions occurring as they will become part of our public records.

The city manager then introduced Attorney James Sharp who is an associate with Moore and Rutt who serves as our city solicitor. He said if there are any questions from a legal standpoint, Mr. Sharp will be taking over any issues that come before this body and related to our economic development activity.

Ms. Valenzuela said she spoke with the city clerk about putting Mr. Sharp on the agenda at an upcoming meeting. She also understands that a packet of information will be provided with the general understanding of FOIA at which time any questions can be asked.

Mr. Baird concluded by stating that as the subcommittees are meeting and coming up with specifics and talking about end outcomes, he asked the members stay focused on those outcomes and to make sure they are clearly defined. In that manner, the staff will know how to address them. He emphasized the need for those outcomes to be measurable as well.

Ms. Valenzuela agreed that we need to stay connected to the strategic plan that was unanimously accepted by city council that will result in great things occurring in Milford.

Adjourn

With no further business, the meeting adjourned at 7:36 p.m.

Respectfully submitted,

Terri K. Hudson, CMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 11, 2011

The Monthly Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, April 11, 2011

RESIDING: Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Jason Adkins, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager David Baird, Police Chief Keith Hudson and City Clerk/
Recorder Terri Hudson

City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Rogers called the Monthly Meeting to order at 7:04 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

APPROVAL OF MINUTES

Motion made by Ms. Wilson, seconded by Mr. Pikus to approve the minutes of the March 9 (Economic Development Advisory Panel), 14, 23, and 28, 2011 Committee and Council Meetings as presented. Motion carried.

RECOGNITION

Councilman Pikus then wished Mayor Rogers a Happy Birthday.

N. Joe Lear, Sr./Milford Community Band

Mr. Lear introduced himself as Manager of the Milford Band stating they are in attendance to thank the city for all they have done over the years. He noted that in 2008, the building formerly known as the Kiwanis Youth Center was deeded to the band. He said they also thank the city for continuing to maintain their grounds and for removing snow the past couple of years. They added that Parks and Recreation recently placed a flower box in front of their building.

Seven members of the band then serenaded the Mayor and City Council with a special rendition of "Mame" complete with personalized lyrics about our town, followed by a great round of applause.

POLICE REPORT

Mr. Pikus moved to accept the police report as submitted by Chief Hudson, seconded by Mr. Brooks. Motion carried.

CITY MANAGER REPORT

Mr. Baird then read the following report into record:

Solid Waste & Recycling

In 2010, SB234 was signed into law and part of the legislation establishes diversion rates of 50% by January 1, 2015 for Municipal Solid Waste being disposed of at the landfill. The tables below compare the City’s diversion rate by month with the same period of the previous year, as well as year to date and annual totals.

	Solid Waste	Curbside Recycling	Igloo Recycling	Yard Waste	Total	Diversion Rate
March 2010	462.30	33.72	42.09	-	538.11	14.1%
March 2011	341.55	45.57	42.32	38.21	467.65	26.9%

	Solid Waste	Curbside Recycling	Igloo Recycling	Yard Waste	Total	Diversion Rate
2009	4,684.38	442.44	545.68	-	5,672.50	17.4%
2010	4,630.47	450.12	505.82	37.49	5,632.39	17.6%
2011 (YTD)	941.93	114.97	122.11	48.01	1,227.02	23.2%

Impact Fee Waivers

Since the waiver of impact fees was implemented in June 2010, the City has waived \$169,259 in fees. This waiver has allowed property owners in Milford to retain this money and has helped to support a total investment of \$10,011,516 (based on building permit values) during the months of June 2010 through March 2011.

Electric Utility Rate Comparison

See the attached Residential Utility Rate Comparison from DEMEC as of April 1, 2011. Milford has moved from being the second lowest utilities to third with a recent rate reduction in the City of Lewes.

RESIDENTIAL RATE COMPARISON @ 1,000 kWh

		% Difference	% Difference
<i>Del Co-op</i>	<i>\$111.72</i>	<i>0%</i>	<i>-27%</i>
<i>Lewes</i>	<i>\$138.02</i>	<i>24%</i>	<i>-10%</i>
<i>Milford</i>	<i>\$143.53</i>	<i>28%</i>	<i>-6%</i>
<i>New Castle</i>	<i>\$144.63</i>	<i>29%</i>	<i>-5%</i>
<i>Dover</i>	<i>\$147.38</i>	<i>32%</i>	<i>-4%</i>
<i>Smyrna</i>	<i>\$152.48</i>	<i>36%</i>	<i>0%</i>
<i>Delmarva Power</i>	<i>\$153.01</i>	<i>37%</i>	<i>0%</i>
<i>Seaford</i>	<i>\$156.05</i>	<i>40%</i>	<i>2%</i>
<i>Middletown</i>	<i>\$157.92</i>	<i>41%</i>	<i>3%</i>
<i>Clayton</i>	<i>\$162.70</i>	<i>46%</i>	<i>6%</i>
<i>Newark</i>	<i>\$163.71</i>	<i>47%</i>	<i>7%</i>

Water Tower Maintenance Contract

The City is accepting proposals from qualified firms for a 10-year maintenance contract on the City’s three existing water towers. Proposals are due by April 20, 2011 and will then be reviewed by staff to develop a recommendation. It is expected the recommendation will be presented to City Council in early May.

Sewer I&I Project

The sewer project for the I&I repairs is being bid and is due back on May 6, 2011. It is expected the recommendations will be presented to City Council at the May 23, 2011 meeting.

Election Ward Redistricting

We are working with the University of Delaware's Center for Applied Demography, Office of State Planning Coordination to obtain the street level population data for Milford. This information will be integrated into the GIS system managed by DBF to evaluate the current election ward boundaries and propose any modifications to City Council. Work will continue on this over the coming weeks and our goal is to have something for City Council to review during the late Spring/early Summer months.

Outdoor Wood Burning Fireplace & RV Ordinances

Mr. Williams and I have been preparing revisions to the outdoor wood burning fireplace ordinance that will be ready for review by City Council at a future meeting. In regards to the RV ordinance, Mr. Williams is evaluating the current code and drafting alternative options that address City Council's concerns raised at the last meeting. If it is determined an ordinance will be necessary, a revision will be presented in the near future.

It was confirmed the Organizational meeting would be held April 25, 2011. It is earlier than normal this year due to the election date change because of Easter weekend. Mr. Starling advised that he has another commitment and will need to be sworn in on another date.

Ms. Wilson moved to accept City Manager Report, seconded by Mr. Brooks. Motion carried.

COMMITTEE REPORTS

None offered.

COMMUNICATIONS

Mayor Rogers thanked everyone for their support and acts of kindness in recent days following the death of his wife's brother on April 1st.

It was confirmed the Ribbon Cutting Ceremony at Popeye's Restaurant is planned for 9 a.m. on Thursday, April 14, 2011.

UNFINISHED BUSINESS

Mr. Baird advised the following five ordinances all add a stipulation that prior to the issuance of the license described in each code, anyone applying must have all fees and charges in the city in good standing with no outstanding balances.

Adoption of Ordinance 2011-3/Zoning Code/Licenses

Mr. Pikus made a motion, duly seconded by Mr. Starling, to approved Ordinance 2011-3 as presented. Motion carried on a unanimous roll call vote.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

ORDINANCE NO. 2011-3

Chapter 230: Zoning

Section 1. An Ordinance to Amend the Code of the City of Milford, Chapter 230, thereof, entitled Zoning, by requiring that all fees due the City of Milford are paid and in good standing before a license can be issued.

Section 2. Article XIII Permits and Certificates, §230-62 Application and Issuance, Paragraph D, is hereby amended by inserting the word "LICENSES" after certificates of occupancy and before building permits, to read as follows:

D. No zoning permits, certificates of occupancy, LICENSES or building permits shall be issued nor shall any applications for changes of zoning, conditional uses, variances or special exceptions be accepted unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.

Section 3. Dates.
Adoption Date: 04/11/11
Effective Date: 04/21/11

Adoption of Ordinance 2011-7/Chapter 168/Peddling, Soliciting & Transient Merchants/Issuance of Licenses

Mr. Pikus made a motion, duly seconded by Mr. Brooks, to approved Ordinance 2011-7 as presented. Motion carried on a unanimous roll call vote.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

ORDINANCE NO. 2011-7

Chapter 168: Peddling, Soliciting and Transient Merchants.

§168-5. Issuance of license or permit; list of vendors.

Section 1. An Ordinance to Amend the Code of the City of Milford, Chapter 168, thereof, entitled Peddling, Soliciting and Transient Merchants, by requiring that all fees due the City of Milford are paid and in good standing before a license or permit can be issued.

Section 2. Section 168-5(A) "Issuance of license or permit; list of vendors" is hereby amended by adding a new subparagraph §168-5(A)(1) to read as follows:

(1) No license or permit shall be issued to any person or business unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.

Section 3. Dates.
Adoption Date: 04/11/11
Effective Date: 04/21/11

Adoption of Ordinance 2011-8/Chapter 180/Residential Rental Operating License/Issuance of Licenses

Ms. Wilson made a motion, duly seconded by Mr. Morrow, to approved Ordinance 2011-8 as presented. Motion carried on a unanimous roll call vote.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

ORDINANCE NO. 2011-8

Chapter 180: Residential Rental Operating License.

§180-7. Regulation for Issuance of Licenses.

Section 1. An Ordinance to Amend the Code of the City of Milford, Chapter 180, thereof, entitled Residential Rental Operating License, by requiring that all fees due the City of Milford are paid and in good standing before a license can be issued.

Section 2. Existing Paragraph E of Section 180-7 “Regulations for Issuance of Licenses“ is hereby renumbered as Paragraph F.

Section 3. A new Paragraph E shall be added to Section 180-7 “Regulations for Issuance of Licenses“ to read as follows:

(E) No license shall be issued to any person or business unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.

Section 4. Dates.
Adoption Date: 04/11/11
Effective Date: 04/21/11

Adoption of Ordinance 2011-9/Chapter 193/Solid Waste/Issuance of Licenses

Ms. Wilson made a motion, duly seconded by Mr. Starling, to approved Ordinance 2011-9 as presented. Motion carried on a unanimous roll call vote.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

ORDINANCE NO. 2011-9

Chapter 193. Solid Waste.

Article I. Collection and Disposal.
§193-6: Commercial Hauling of Solid Waste.

Section 1. An Ordinance to Amend the Code of the City of Milford, Chapter 193, thereof, entitled Solid Waste, by requiring that all fees due the City of Milford are paid and in good standing before a license can be issued to a commercial hauler.

Section 2. Section 193-6(B) is hereby amended by adding a new sub-paragraph §193-6(B)(1) to read as follows:

(1) No license or permit shall be issued to any person or business unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.

Section 3. Dates.
Adoption Date: 04/11/11
Effective Date: 04/21/11

Adoption of Ordinance 2011-10/Chapter 208/Teen Centers/Issuance of Licenses

Mr. Adkins made a motion, duly seconded by Mr. Brooks, to approved Ordinance 2011-10 as presented. Motion carried on a unanimous roll call vote.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

ORDINANCE NO. 2011-10

Chapter 208: Teen Centers.

§208-1. License Required.

Section 1. An Ordinance to Amend the Code of the City of Milford, Chapter 208, thereof, entitled Teen Centers, by requiring that all fees due the City of Milford are paid and in good standing before a license can be issued by the City Code Official.

Section 2. Existing Section 208-1 is hereby renumbered as Section 208-1, Paragraph A, by removing and inserting text to read as follows:

A. Whoever operates, as a commercial venture, a teen center or place of amusement or dance hall catering solely or primarily to the teenage trade, shall first obtain a license FROM THE CITY CODE OFFICIAL ~~to do so~~ as provided ~~under~~ in this chapter.

Section 3. A new Paragraph B will be added to Section 208-1, to read as follows:

(B) No license shall be issued to any person or business unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.

Section 4. Dates.

Adoption Date: 04/11/11

Effective Date: 04/21/11

Certification of Voter Registration List for April 16, 2011 Election

Mr. Pikus moved for certification of the Voter Registration List for the April 16, 2011 Election, duly seconded by Mr. Morrow. Motion carried on a unanimous roll call vote.

Approval of Business Park Lots for Proposed Police Facility

Mr. Morrow recalled the recent reviews of potential lots for the new police department and moved that council formally approve Lots 12 and 13 at Independence Commons for the new police department. Mr. Pikus seconded motion which carried by a unanimous roll call vote.

NEW BUSINESS

No new business items to offer.

MONTHLY FINANCE REPORT

Chairman Pikus reported that through the eighth month of Fiscal Year 2010-2011 with 67% of the fiscal year having passed, 72% of revenues have been received and 63% of the operating budget expended.

He noted that building permits are at 150% which is a good sign and can be partially attributed to the impact fee waivers.

Mr. Pikus also reported the budget committee will soon begin at which time our finances will be thoroughly reviewed. He said whatever is necessary to budget the budget will be recommended to city council.

Mr. Pikus moved to accept the February 2011 Finance Report, seconded by Ms. Wilson. Motion carried.

OUTGOING COUNCILMAN JASON ADKINS

Mayor Rogers thanked Councilman Adkins stating that he was always sincere and commanded a deep sense of trust. He said Mr. Adkins will be missed on council but understands the need to concentrate on furthering his education and wished him the best.

He feels Mr. Adkins is an excellent role model particularly for our younger citizens.

ANNUAL CITY ELECTION

Mayor Rogers reminded those present our annual election is a week earlier this year and is scheduled for April 16th. He encouraged everyone to come out and vote.

ADJOURN

With no further business, Mayor Rogers adjourned the Monthly Meeting of City Council at 7:31 p.m.

Respectfully submitted,

Terri K. Hudson, CMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 20, 2011

A meeting of the Economic Development Advisory Panel was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Wednesday, April 20, 2011.

PRESIDING: Vice Chair David Hitchens

IN ATTENDANCE: David Markowitz, Robert Connelly, Irvin Ambrose, Nolan Williams, Bill Pilecki,
David Hitchens, Fred Rohm and Craig Crouch

Economic Development Committee Chair Garrett Grier III
Economic Director Richard Carmean
City Clerk/Recorder Terri Hudson

ABSENT: Chair Sher Valenzuela, Jason James, Sharon Kanter and Harvey Kenton

Call to Order

Vice Chair Hitchens called the meeting to order at 5:58 p.m.

Approval of Minutes

Motion by Mr. Crouch to approve the minutes of the April 6, 2011 meeting as submitted, seconded by Mr. Connelly. Motion carried.

General Announcements

Mr. Hitchens noted those members absent.

Reporting on behalf of Chair Valenzuela, Mr. Hitchens announced that Junior Achievement of Delaware is planning to make Milford its southern campus though it is still unofficial.

Special Guests

Daniel Wolfensberger, CEO, Kent Economic Partnership, Incorporated will attend the May 4th Advisory Panel Meeting.

Economic Director Report

Mr. Carmean read into record the following activity report:

- City Planner and I met with State Planning Officials Director Connie Holland and David Edgell to discuss Master Plan for Southeast Milford. When I left my job as city manager, the property was being looked at as a residential area. Since that time, there has been a swing more toward economic development. There will be at least one further public meeting before the document is sent to the Mayor and Council.
- Met with DBF along with Garrett Grier, David Baird, Owen Brooks, and Skip Pikus to look at the planned delivery of services to the Southeast Milford area. This same group along with State Planning will be meeting with property owners in the near future to discuss the direction and time line the city will be setting for moving ahead in this area.

- I had a discussion with Superfresh after hearing again they will be closing. The manager indicated they really are not closing. The company is putting the business, along with about thirty other stores, up for sale. I hope this indicates they may have a buyer on the sidelines. Nolan Williams has notified Harris Teeter there is an available grocery store in Milford.
- I have been in contact with a person who is considering placing a semi-pro sports enterprise in Milford. Mr. Williams referred this person to me to see if I could assist in anyway. I have been asked by the person to try and locate a suitable property for the enterprise. Currently, they are using Milford Skating Center for practice.
- I reported two weeks ago that a 24/7 fitness center may be interested in locating in Milford. I have given them several properties to explore.
- David Hitchens requested information on electric operations and billing numbers. I put those together for Mr. Hitchens and his committee. I have also offered my assistance in meeting with that committee if they feel that I could help answer any questions on Milford's electric business.
- Garrett Grier and I traveled to Riverhead, New York with Bill Pilecki to tour an aquarium located in that community. I will be making a short report on that trip.

Mr. Pilecki advised the project started about ten years ago as an animal rescue facility and today includes an animal hospital. Over those ten years, approximately \$20 million was reinvested in the operation. Currently, it averages about 200,000 visitors a year, many of whom are students.

It is supported by a number of large sponsors and instead of exchanging money, most use a barter system. For example, the aquarium is printed on one million Pepsi cans that include discount coupons for admission. Also, a number of the exhibits inside have plaques with names of local businesses that have contributed.

Wedding receptions are also being held at the aquarium and with that use came the justification for a new Hyatt Hotel that will be connected to the aquarium. The hotel is already booked two years in advance for 15-25 room blocks.

He then read the following report:

Action Item 2-Economic Development field trip to Atlantis Marine World Aquarium

I was impressed with the success and the variety of programs offered at the Atlantis Marine World Aquarium. Sher said we should build on the success of others and this is an opportunity to do just that.

Based on my findings of our trip on April 13, 2011, I reviewed the recommended and proposed action plans. I believe every subcommittee could be involved in this project. This would include the following:

1. Real Estate;

A site would be determined and recommended for acquisition.

2. Workforce Development;

Programs could be developed in conjunction with the Milford High School, local colleges and tech schools to create career paths in the fields of marketing, accounting, business management, marine biology, teaching, LT. services, veterinary services Etc.

3. Infrastructure;

Evaluate availability of utilities and recommend upgrades as needed.

4. Support New Business Start-ups & Expansion of Existing Businesses;

Seek support from the city for a feasibility study, funding to create a nonprofit Corporation, assistance in obtaining available Grants and loans to fund the project.

5. Marketing and promotion;

Inform the Milford community and all government agencies of the project and seek their support.

I would like to request that each of you look at your packets and discuss this opportunity with people you know. At the May 4, 2011 meeting, we could discuss this as a group and decide if it is worthy of a recommendation to the Milford City Council.

(Mr. Grier arrived at 6:21 p.m.)

Mr. Hitchens feels these opportunities need to be promoted and offered to the city as joint efforts or some similar manner. He emphasized the importance of molding it into a business plan of some sort. As this group moves forward, the teams should bring it to a more professional level to be included in future presentations.

Action Item 3-Infrastructure

Mr. Crouch reported their group recently met at the Grand Buffet. They are operating on John Rhodes' recommendation that Milford's electric rates be reviewed in order to be more competitive.

A cursory review of the FY2011 city budget and recent audit was done though Mr. James is doing a more significant critique. The city's electric operations include about \$23 million in expenses and \$27 million in revenues for a difference of about \$3.6 million net revenues, representing a 13.4% profit. Rates are the same for both inside and outside the city with electric revenues representing about 39% of the budget.

He feels the team needs to meet with city staff in order to get a better understanding.

Mr. Crouch said that a lot of realtors have found clients who want to live in Milford but do not want city electric. He feels there may be some opportunities for Milford to create a more competitive environment and that Mr. Rhodes saw this as a way to attract new business and allow existing businesses to become more competitive.

Mr. Hitchens recalled Mr. Carmean's comment that Middletown is more competitive than Milford with their commercial rates. He emphasized the intent is not to redo the rates but to consider other options that may be used to tweak the rates. He agrees it may be necessary to call on the experts in the city to get a better understanding of how these rates work.

Action Item 4-Economic Development Support

The following report was submitted and read by Mr. Rohm:

After reviewing the different options available to support and promote economic development, the team selected two management options to explore:

I] CEO/Director, Economic Development Partnership, Inc., 501[c]3

- Can be sponsored by city, chamber, & private funding, i.e., the Dover/Kent County Model

2] Director, Economic Development reporting to Council Chair, Economic Development

- This organizational model mirrors that of the Chief of Police reporting to Council. By design, it keeps economic development independent of city operations and allows the focus to be directly on promoting all aspects of the city without prejudice. [Public versus Private availability of lands/buildings].

The team has invited Mr. Dan Wolfensberger, CEO-Kent Economic Partnership, Incorporated to speak about his experience with his organization and discuss the attributes and successes of his group over the past 25 years. Dan will join us at the May 4th meeting.

Mr. Rohm then explained the 501[c]3 organization would become the governing body of this organization and would oversee the Economic Development Director.

He had asked City Solicitor David Rutt to prepare a not-for profit business outline; should that occur, an accountant would be hired to handle the 501[c]3 work.

Councilman Skip Pikus was in attendance and asked where would the money come from to fund this organization; the panel stated they have not gotten that far. Mr. Hitchens added that Mr. Wolfensberger will provide some related ideas at their next meeting.

Mr. Pikus recalled that in the last 1970's, there was a serious attempt to revive economic development. Forward Central Delaware, a joint venture between the Kent County Levy Court and the Central Delaware Chamber of Commerce, was formed. The committee was funded with grants from Levy Court and administered through Chamber of Commerce volunteers. Hence, it became Central Delaware Chamber of Commerce. When a full-time director was hired, they were paid through private sector contributions.

Mr. Rohm agreed that most chambers have contributions from businesses that have an economic interest such as banks, dealerships, contractors, etc.

There was a long discussion about the importance of the Economic Development Director reporting to the Economic Development Committee of Council. There were questions about the current structure and it was agreed some clarity would follow.

Action Item 5-Support New Business Start-Ups and Expansion of Existing Businesses

Mr. Hitchens reported that Chair Valenzuela informed him today that she believes the decision has been made to open a Junior Achievement Southern Campus in Milford in the new First State Manufacturing Facility.

Action Item 6-Marketing, Promotion and Internal Communications

Mr. Connelly presented the following report:

We decided to go ahead with the "Local Business Enabling Survey" slightly modified from the example provided. Nolan and I added, altered or deleted questions to clarify a few issues.

The city staff would have to arrange to type the survey, print it and prepare self-addressed return envelopes for distribution.

Does the city send out a separate utility bill mailing to businesses?

Does the city have a postage account for the return envelopes?

We further decided to ask for a specific start date for the survey. This is crucial because before the survey can begin we need to publicize how it will be distributed and the importance of returning the completed survey.

A pre-survey publicity campaign would contact all media outlets civic and professional organizations in the area alerting them to the upcoming survey and the purpose of the collected data.

Can we make the survey available online (city's website) with a clear way to insure that each individual completes only one per email address? If we make available the survey via Internet, it should indicate on each page that this the Internet version to protect the survey from being polluted by duplicate submissions.

Translate the survey to Spanish?

We decided to wait on the Citizen's Survey until the Business Survey is underway and not have two separate projects going at once. We do not want to overload city staff or dilute the importance of either survey. We intend to keep the Citizen Survey as concise as possible and still get all the data needed to make the effort worthwhile. The CS would be distributed to randomly selected addresses. We are thinking if the population is 9559 then the number of households is approximately 3,100. If we survey 15% of the households divided into the four election wards that would be approximately 116 addresses per ward. Taking all the street names in each ward and dividing the addresses up to a particular number from each street would provide a very random sample.

We are still working on the High School survey. It is more difficult than anticipated to find useful samples of questions to ask to obtain the data we hope to collect. I have contacted the Principal Ms Cooper, via email and await a reply. We thought we should solicit the help of the school counselors to feed us questions on the minds of students in regard to their future living and working in Milford.

This is the ideal time to create a "Milford Newsletter" initially as a publicity tool for the surveys and to announce the progress of the Economic Development Committee. It can be distributed in the city utility bill on a regular basis. After the push is over on Economic Development, a quarterly schedule would be the perfect tool to educate the citizens as to what city government does for them and about how tax dollars are spent, using pie charts to show where tax dollars are spent by the city as a whole and then by each department. It could provide facts about the city, i.e., - number of parking spaces downtown, major employers, etc., charities, Welcome Wagon facts.

The National League of Cities 2007 study, "State of American Cities" stated, "58% of city officials said the lack of trust and degree of disengagement between residents and government is a big problem in the nation generally." One of the studies solutions is a designated individual in city hall with a budget for active communication a PIO - public information officer.

After the surveys are completed, create an Economic Development webpage on the city website to report on Economic Development progress and to answer any questions a perspective business or resident would have in regard to the business climate in Milford and government policies or procedures

Develop an online, publicly accessible, Market Intelligence tool that allows businesses to identify market, infrastructure, population characteristics and available real estate in the area.

Conduct an inventory of all vacant commercial, business and residential property in the city with the help of realtors and brokers to be kept up to date on the city's website's Economic Development page.

In the future the City Economic Development Professional should attend local region Business and Tourism Trade shows to market Milford to a new audience.

Assist the Chamber of Commerce in developing a packet of information to be given to every new business in the area. To be distributed by a Chamber of Commerce cadre of Milford Volunteer Ambassadors.

Assist the Chamber of Commerce in bringing on board a cadre of Real Estate Brokers and Agents to distribute to every new resident a Newcomers Packet.

Plan and implement a regular schedule of Citizen Forums with a clearly defined goals and a system to publicly respond to issues raised at Citizen Forums. There is nothing worse for morale than for someone to go to the effort to share his or her ideas or opinions and never hear a word in response. It is possibly the lowest form of disrespect possible in civic discourse.

Add Wi-Fi to the entire downtown area. On Sept 20, 2010, Delaware receive \$1.9 million in Stimulus Funds.

Did we get any of it and what are we using it for?

Reach out to Community Based Programs/Community Activists to utilize their staff and expertise. Don't reinvent the wheel

Mr. Connelly stated he is asking that city council act on the business survey as quickly as possible. Without understanding what business wants, he feels we are hampered. He referenced a lot of the questions, additions, amendments they would like made to the Local Business Enabling Survey.

Mr. Hitchens agreed with the effort noting this committee is all about urgency and purpose. He recalled that Chair Valenzuela asked that he inform the panel that she plans to make the presentation to city council at their first meeting in May. This survey request will be the first action requested.

It was confirmed that at this point, only the business survey will be addressed.

Mr. Carmean concurs adding that before he was hired in this position, he and Economic Development Committee Chair Grier agreed that businesses needed to be surveyed. He expects some problems with mailings though he is willing to handle that.

Mr. Grier then asked if the newsletter being planned for mailing with the utility bills, could be ready by the May 9th meeting; Mr. Connelly stated yes. However, he feels some pre-survey publicity is needed in order for these

businesses to be on the lookout for the surveys and what they can expect back from them. Without that, he does not expect a positive response. Once the business survey is approved, the plan is to proceed with the citizen and high school surveys. However, he does not intend to overload city staff with this work.

Mr. Connelly also prefers the newsletter be started during the survey period. The monthly newsletter will eventually become a quarterly newsletter included on the back of the utility bill. Initially, it would inform residents that a survey is being sent to discuss what government does for them.

Mr. Connelly feels the end of the survey period is a logical time to start regularly scheduled citizens' forums.

Mr. Rohm expressed some concern about the response to open-ended questions in the survey and asked that those issues be covered in the true-false or number selection questions.

Miscellaneous

Pastor Gregory Nelson of Bethel AME Church then asked if most Milfordians are aware of this committee; Mr. Connelly advised there have been several articles in the newspapers and on Milford Live. Pastor Nelson said he does not read newspapers and expressed concern that as he talks to his colleagues, they are unaware of this committee.

He was only educated yesterday and today about this forum. As an example, he noted there are 26 African American Churches in the Milford School District and wants to know if the other 25 colleagues are aware because he wants them to attend.

He also asked if people are permitted to come to this forum or if this a select group of people. Mr. Hitchens advised that Pastor Nelson and his friends are welcome at anytime. He feels it is important in the success of this committee to tap into the organization and especially faith-based entities that have been here hundreds of years. To overlook the faith-based leaders in this community would be a disservice in his opinion.

Pastor Nelson concluded by stating he will try to be more attentive in the future and will inform all of his colleagues in order to see more pastors participate.

Mr. Hitchens emphasized this is a total-community effort as was recognized by Consultant John Rhodes with the intent to make Milford the best it can be.

The pastor announced the Milford Ministerium and the Black Caucus of Pastors meet monthly. Both would be great opportunities for someone from this committee to speak to these groups

Collins Batchelor of 417 S. Washington Street then suggested an agenda be done with specific topics listed such as when a decision will be made on the land where the old police station is located. In that manner, the public knows what is being discussed. He did not feel there was an inviting time at this meeting to make a comment or suggestion though there may be people who are interested.

It was pointed out their goal was to complete the meeting in one hour. Completing the committee reports alone took an hour and a half. They realize the time is not sufficient which is why they are requesting a longer period.

Attending many meetings, Mr. Batchelor said he has learned how to get these groups to buckle down. He noted that the board members get the reports before the meeting so the entire report does not need to be presented again. It could be made available on line to read in advance which allows the committee to get to the point quicker and reduce their time by one third. In that manner, the public can contribute.

He also recommends copies be made available to anyone attending the meeting.

Mr. Hitchens noted this is a maturing process and agrees it should be more inclusive. He thanked Mr. Batchelor for his comments.

Questions/Suggestions

Submission of Team Reports & Documents

Mr. Williams moved that each team provide their meeting information to the city clerk by 5 p.m. on the Monday prior to the Wednesday meeting, seconded by Mr. Connelly.

Mr. Crouch added that if the document is not provided by that deadline, copies should be brought to the meeting for distribution. Ms. Hudson emphasized the need to e-mail her any documents planned for presentation so that the meeting packet on line is current at the time of the meeting.

Motion carried.

The vice chair then stated it would be a great idea for the city to participate in a survey of their people noting their employees have the most contact with our residents. Mr. Connelly apologized stating that was Mr. Williams' suggestion which was left out of his report in error.

Mr. Hitchens then referenced the FOIA documentation adding the importance of communicating our meetings. He reminded members that e-mails continue to be sent to the city clerk as was requested to ensure we are covered under this law.

The next meeting was scheduled for May 4, 2011. The vice chair suggests the meeting be targeted for Mr. Wolfensberger and Mr. Connelly to report with the first initiative the survey.

He asked that in the meantime, a new starting time be considered by the panel members.

Mr. Crouch reported he will be absent from the May 4, 2011 meeting.

Adjourn

Mr. Pilecki moved to adjourn, seconded by Mr. Connelly.

With no further business, the meeting adjourned at 7:36 p.m.

Respectfully submitted,

Terri K. Hudson, CMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 25, 2011

The Annual Organization Meeting of Milford City Council was held April 25, 2011 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall at 201 South Walnut Street, Milford, Delaware.

PRESIDING: Honorable Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Owen Brooks, Jr.,
Douglas Morrow and Katrina Wilson

Council-Elect Dirk Gleysteen

City Manager David Baird, Police Chief Keith Hudson and City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt

CALL TO ORDER

Mayor Rogers called the Monthly Meeting to order at 7:01 p.m.

PLEDGE AND INVOCATION

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

ELECTION REPORT

City Manager David Baird then read the following results of the 2011 City of Milford Election:

“On behalf of the Board of Elections for the City of Milford, I am reporting the certified results of the April 16, 2011 City of Milford Annual Election to be as follows:

In the 1st Ward—a total of 369 persons voted with
Steven L. Johnson receiving 240 votes
and
Michael D. Spillane receiving 129 votes.
As a result, Steven L. Johnson
has been re-elected to serve a two-year term
as Council Representative of the 1st Ward
beginning this date, April 25, 2011.

In the 2nd Ward—a total of 253 persons voted with
Gary W. Downes receiving 122 votes
and
Dirk G. Gleysteen receiving 131 votes.
As a result, Dirk G. Gleysteen
has been elected to serve a two-year term as
Council Representative of the 2nd Ward
beginning this date, April 25, 2011.

Given 3rd Ward Councilperson Douglas E. Morrow Sr.
and
4th Ward Councilperson James O. Starling Sr.

each ran unopposed,
an Election for those Offices was not required.”

Motion to accept the results was made by Councilman Pikus and seconded by Mr. Brooks. Motion carried with no one opposed.

OATH OF OFFICE

The Honorable William J. Walls, Jr. Judge of the Kent County Family Court administered the Oath of Office to the following recently elected members of Council for a two-year term”

Steven L. Johnson	First Ward
Dirk G. Gleysteen	Second Ward
Douglas E. Morrow, Sr.	Third Ward

Oaths of Office were then signed and Certificates of Office, certified by the City of Milford Board of Election, were then presented by Mayor Rogers.

VICE MAYOR NOMINATION

Mayor Rogers then opened the floor to nominations for Vice Mayor.

On motion of Mr. Pikus, seconded by Mr. Johnson, Councilwoman Wilson was nominated for the Office of Vice-Mayor. Mr. Pikus moved that the nominations be closed, seconded by Mr. Grier with motion carrying. The motion was then approved that Ms. Wilson serve as Vice-Mayor for the council year beginning this date.

CITY SOLICITOR APPOINTMENT

On motion of Mr. Pikus, seconded by Ms. Wilson, Esquire David Rutt was reappointed Solicitor for the City of Milford. Motion carried.

ADJOURN

Mr. Pikus moved to adjourn the Organization Meeting, seconded by Ms. Wilson. Motion carried.

The Organization Meeting adjourned at 7:13 p.m.

Respectfully submitted,

Terri K. Hudson, CMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 25, 2011

The Milford City Council held a Public Hearing on Monday, April 25, 2011 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware to hear the application of:

Bob Nash Associates on behalf of Jacob H. Roosa III, Trustee
Minor Subdivision of one parcel into two parcels in an R-1 District at 917 Roosa Road
Tax Parcel MD-16-174.17-01-06.00

PRESIDING: Honorable Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen
Owen Brooks, Jr., Douglas Morrow, Sr. and Katrina Wilson

City Manager David Baird, Police Chief Keith Hudson and City Clerk/Recorder Terri Hudson

City Solicitor David Rutt

Mayor Rogers called the Public Hearing to order at 7:14 p.m.

Matt Metz of Bob Nash Associates was present on behalf of the applicant. He advised the parcel is located at 918 Roosa Road. The land is partially within city limits and partially within the county. The request is to subdivide one lot out of the city side that consists of .94 acre lot and is zoned R-1 and is comparable to the Comprehensive Plan. The residual land will be 25.78 acres of which 6.3 acres will remain in the city.

He explained the lot will have city water and private septic only because the existing system does not exist in this immediate area. A letter of explanation was included in the packet along with the approval of the Public Works Department.

Last Tuesday, the Planning Commission recommended approval of the application.

Due to the City Planner's absence, Mr. Baird confirmed a public hearing was held last Tuesday at which time no public comments were heard. He agrees the sewer was appropriately addressed at that time. The application received a unanimous vote of the Planning Commission in support of the subdivision.

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

Mr. Brooks moved for approval of the minor subdivision, seconded by Ms. Wilson. Motion carried by unanimous roll call vote.

Mr. Gleysteen voted yes stating the application complies with the city's comprehensive plan.

With no further business, Mayor Rogers concluded the Public Hearing at 7:17 p.m.

Respectfully submitted,

Terri K. Hudson, CMC
Recorder/City Clerk

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 25, 2011

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 25, 2011.

PRESIDING: Honorable Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen
Owen Brooks, Jr., Douglas Morrow, Sr. and Katrina Wilson

City Manager David Baird, Police Chief Keith Hudson and City Clerk/Recorder
Terri Hudson

City Solicitor David Rutt

CALL TO ORDER

Mayor Rogers called the Council Meeting to order at 7:08 p.m.

RECOGNITION

Proclamation 2011-3/Milford Police Department School Crossing Guards & Presentation

Motion made by Mr. Pikus, seconded by Mr. Morrow to adopt Proclamation 2011-3 as follows:

Whereas, each and every school day, Milford Police Department's School Crossing Guards spend countless hours assisting our children across busy intersections as they arrive and depart from school; and

Whereas, the City of Milford places a top priority on child safety issues and awareness that plays a critical role in ensuring the safety of our children; and

Whereas, School Crossing Guards often encounter adversarial, dangerous and sometimes hostile attitudes during the performance of their duties; and

Whereas, these Guards provide an invaluable service to our community and receive little recognition or compensation for their tireless efforts.

Now, Therefore, I, Joseph Ronnie Rogers, by virtue of the authority vested in me as Mayor of the City of Milford, do hereby proclaim the week beginning May 1, 2011, as "School Crossing Guard Appreciation Week" in Milford, Delaware and invite all citizens to recognize these individuals for their commitment to the safety of our children.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Milford this Twenty-Fifth day of April, 2011.

Motion carried.

Mayor Rogers then asked the school crossing guards to come forward. Chief Hudson then introduced them noting the Milford Middle School Crossing Guard is Laura Nell and the Lulu Ross Crossing Guard is Jennifer Parnell. He then presented each with a token of appreciation and reading its inscription:

"Presented to Laura L. Knell/Jennifer Parnell this April 25, 2011 for support of the Milford Police Department and Milford School District working each and every day, despite the weather conditions, to ensure the safety and well being of our school children".

Chief Hudson also advised a third crossing guard was unable to attend due to an illness in his family. He will present Clarence Harris with these items at a later date.

Mayor Rogers then expressed his appreciation on behalf of the city.

Proclamation 2011-1/Police Week & Peace Officers' Memorial Day

Mayor Rogers then presented the following proclamation to Chief Hudson adding he is very proud of Chief Hudson and his fine police department:

WHEREAS, the Congress and President of the United States have designated May 15, 2011 as Peace Officers' Memorial Day and the week in which it falls as National Police week; and

WHEREAS, the members of the law enforcement agency of Milford, Delaware play an essential role in safeguarding the rights and freedoms in Milford, Delaware; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Milford Police Department unceasingly provide a vital public service.

NOW, THEREFORE, I, Joseph Ronnie Rogers, by virtue of the authority vested in me as Mayor of the City of Milford, Delaware, call upon all citizens of Milford, Delaware, and upon all patriotic, civic and educational organizations to observe the week beginning May 15, 2011 as Police Week during which time all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens in the City of Milford.

I further call upon all citizens of Milford, Delaware, to observe May 15, 2011 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this Twenty-Fifth day of April in the Year of our Lord Two Thousand and Eleven.

COMMUNICATIONS

Mayor Rogers expressed his appreciation for the acts of kindness expressed as a result of his recent hospital visit and the death of this sister-in-law that occurred so quickly after the death of his wife's brother.

ADJOURN

The Meeting of City Council was adjourned at 7:18 p.m.

Respectfully submitted,

Terri K. Hudson, CMC
Recorder/City Clerk

*MILFORD CITY COUNCIL
MINUTES OF MEETING
April 25, 2011*

The City Council of the City of Milford met in Workshop Session on Monday, April 25, 2011 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Honorable Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., and Katrina Wilson

City Manager David Baird, Police Chief Keith Hudson and City Clerk/Recorder Terri Hudson

City Solicitor David Rutt

The Workshop Session convened at 7:18 p.m.

Carlisle Fire Company/Life Safety Rings Program/Follow Up

With no one present, this matter was postponed until the May workshop.

Review of Ordinance 2011-5/Chapter 230/Outdoor Woodburning Furnaces

Ordinance 2011-5

Section 5. D. Outdoor Wood Burning Furnaces.

(1) Prohibited.

(A) The construction and operation of outdoor wood burning furnaces is hereby prohibited within the City of Milford.

(2) Nonconforming Uses.

(A) All wood burning furnaces operating within the City of Milford must be removed by the property owner from the subject premises no later than April 30, 2012. This will allow for an alternate source of heat to be established. During the transition, such use shall conform with the following provisions:

(1) Only firewood and untreated lumber are permitted to be burned in any outdoor furnace.

(2) Wood stored in a neat pile no closer than five feet from side and rear property lines.

Mr. Baird recalled the review of the proposed ordinance which council requested some follow up. He noted the concerns about the time frame the city would allow people to continue to use the furnaces until the prohibition went into effect. There were also questions with regard to the maintenance of the lumber and firewood piles.

He noted this amendment prohibits them as is written in paragraph (1). The non-conforming uses are addressed in paragraph (2).

Mr. Baird feels this addresses those concerns.

Ms. Wilson asked if anyone has contacted Mr. Baird since this was first discussed. Mr. Baird advised that several concerns were expressed from property owners particularly in the Southeast Second Street/Fisher Avenue area. He said they are pleased with the prohibition and prefer it be enacted as soon as possible.

Ms. Wilson asked if this was anyone's primary source of heat; the city manager said in only one situation that he is aware of. However, it has become a recurring nuisance for those neighbors and surrounding properties.

She asked for reassurance the city would work with that resident during the transition period. Mr. Baird stated yes, emphasizing there are a minimal number in the city and we will work with them one on one while they come into compliance.

Mr. Baird advised these ordinances will be placed in the form of an ordinance so that council can take official action.

Review of Ordinance 2011-6/Recreational Vehicle Storage

Ordinance 2011-6 Recreational Vehicles (Zoning Code)

230-44 Prohibited uses.

EXISTING:

B. The parking, storing or keeping of a dismantled, inoperative or discarded motor vehicle or any parts thereof unless within an enclosed building.

PROPOSED CHANGE

B. The parking, storing or keeping of a dismantled, inoperative or discarded motor vehicle, to include, but not limited to cars, boats, boat trailers, campers, tractors or any parts thereof unless within an enclosed building. All vehicles requiring tags/registration must be valid at all times and vehicles maintained in its original configuration. All boats requiring a trailer for transportation must be stored on a registered trailer.

230-20 General Provisions.

EXISTING:

I. Boat, trailer, bus and van parking. In any residential district, no house trailer, camper, boat trailer, bus or boat shall be parked in the front yard. Parking is allowed in the side or rear yards five feet from the property line if it does not take up space normally occupied by an automobile.

PROPOSED CHANGE

I. Boat, trailer, bus and van parking. In any residential district, no house trailer, camper, boat trailer, bus or boat shall be parked in the front yard. Parking is allowed in the side or rear yard five feet from the property line. and cannot take up space normally occupied by an automobile. All vehicles requiring a trailer for transportation must be stored on a registered trailer.

Mr. Baird recalled councils' comments to simplify the ordinance and to review each item to ensure it is needed. Mr. Williams added some language for clarification purposes which is what is shown in red.

The changes were then read into record.

Mr. Pikus recalled councils' concern about some existing RV's/campers that are neatly and properly parked in yards as was discussed at the previous meetings. He asked the impact to those individuals.

Mr. Baird said the only change is that the registration must now be valid. They are only prohibited from parking in the front yards though it is permitted in the side and rear yards as long as it is five feet from the property line. He said this provides much more flexibility than what was originally proposed.

He asked council to remember that Mr. Williams will take a practical approach to each of these situations.

Mr. Brooks asked how many problems we have; Mr. Baird said there have been a number of problems over the years though most have involved old campers, tow-behind campers and old deteriorating boats.

Mr. Baird noted this will also be put in the form of an ordinance for formal consideration at an upcoming council meeting.

The Workshop Session concluded at 7:31 p.m.

Respectfully submitted,

Terri K. Hudson, CMC
City Clerk/Recorder