



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

CITY COUNCIL AGENDA February 26, 2024

Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a Ⓢ. Virtual attendees may alert the City Clerk that they wish to speak by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting.

Those attending in person may comment when the floor is opened for that purpose.
All written public comments received prior to the meeting will be read into the record.

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

<https://zoom.us/j/94877121629>

or

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

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

Call 301 715 8592 Webinar ID: 948 7712 1629

6:00 PM

15-Minute Public Comment Period*

Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Council Meeting.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Roll Call

Recognition

New City Employee Introduction

Monthly Finance Report

Unfinished Business

Update & Authorization/Downtown Restroom Project

New Business

Presentation/Eugenia Thornton/Kent County Recorder of Deeds/Property Transaction Alert Program

Presentation/Customer Service Update/Cash Operations & Revenue Supervisor Suzannah Frederick

Presentation/Milford Public Library/Focus Group

Authorization/DNREC/State Mosquito Control Services

Authorization/Emory Hill MOU

Award/Delivery 2 Electrical Testing

Contract Renewal Authorization/Efficiency Smart Program.

Executive Session

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

Adjournment

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

ALL 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, DISTRIBUTED, OR PRESENTED AT MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING THE MEETING SHALL BE FROM THE COUNCIL PACKET AND REFERENCED BY PRESENTER USING AUDIO AND VISUAL MEANS TO ENSURE VIRTUAL PARTICIPATION BY ALL IN ATTENDANCE.

*Time Limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers prior to start of meeting/workshop.

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

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Property Fraud Plan of Action

Registration & Education

Presented by Hon. Eugenia Thornton

Kent County Recorder of Deeds

- FBI “Latest Scam on the Block” 2008
- Use Fake ID to take out loan on equity
- State Law: Attorney Closing State
- Nevertheless, cybercrimes are on the rise

House Stealing

The Latest Scam on the Block

03/25/08



What do you get when you combine two popular rackets these days—identity theft and mortgage fraud? A totally new kind of crime: house stealing.

Here's how it generally works:

...The con artists start by picking out a house to steal—say, YOURS.

...Next, they assume your identity—getting a hold of your name and personal information (easy enough to do off the Internet) and using that to create fake IDs, social security cards, etc.

...Then, they go to an office supply store and purchase forms that transfer property.

...After forging your signature and using the fake IDs, they file these deeds with the proper authorities, and lo and behold, your house is now THEIRS.*

There are some variations on this theme...

...Con artists look for a vacant house—say, a vacation home or rental property—and do a little research to find out who owns it. Then, they steal the owner's identity, go through the same process of transferring the deed, put the empty house on the market, and pocket the profits.

...Or, the fraudsters steal a house a family is still living in...find a buyer (someone, say, who is satisfied with a few online photos)...and sell the house without the family even knowing. In fact, the rightful owners continue right on paying the mortgage for a house they no longer own.

HOUSE STEALING

Here's how it generally works:

Step 1: Con artists pick a house to steal—say, yours. It can be a vacation home, rental property, or the home someone is living in right now.

Step 2: They assume the identity of the homeowner (often using the Internet to obtain personal information) and then create realistic fake IDs.

Step 3: They transfer the deed of the house into their name by obtaining the forms, forging signatures, using the fake IDs, and filing the paperwork with proper authorities. Now, they own the home.

Validation 1: Con artists find a home, steal the owner's identity, sell the property, and pocket the profits—even if someone still lives in the house.

Validation 2: Crooks prey on homeowners having trouble paying their mortgage, promising to refinance but instead "buying" the home using fake identities. The crooks use the title and the banks lose the money they loaned to fake buyers.

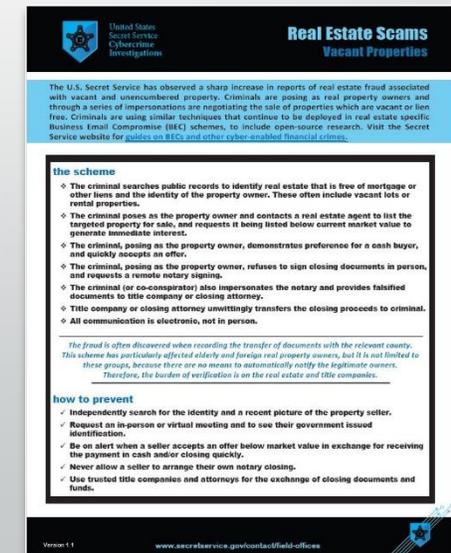
Screen Print of FBI Webpage about House Stealing.
https://archives.fbi.gov/archives/news/stories/2008/march/housestealing_032508



- 2023: Secret Service, Mortgage Companies & ALTA warn
- Fake ID & notaries, sell vacant lots, vacation homes
- Bargain price, fast closing, cash sale, all online
- \$900,000 damage City of Philadelphia, ring busted 2021
- Wooded lot in CT—ongoing lawsuit now
- 7 one-million-dollar homes in Sussex Jan 2023
- Per KCAR, 4 Dover properties almost sold in 1 week, May 2023
- 1 vacant lot, Windswept, June 2023; Milton Sept 2023



ALTA, above, and US Secret Service, below, created a handouts to explain the crime and provide precautions to take to help prevent these scams

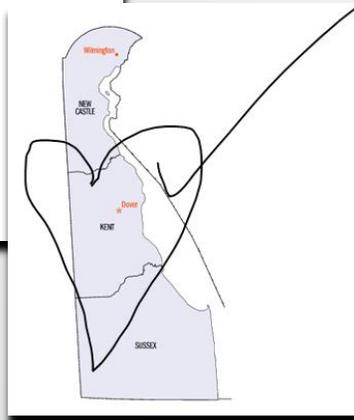
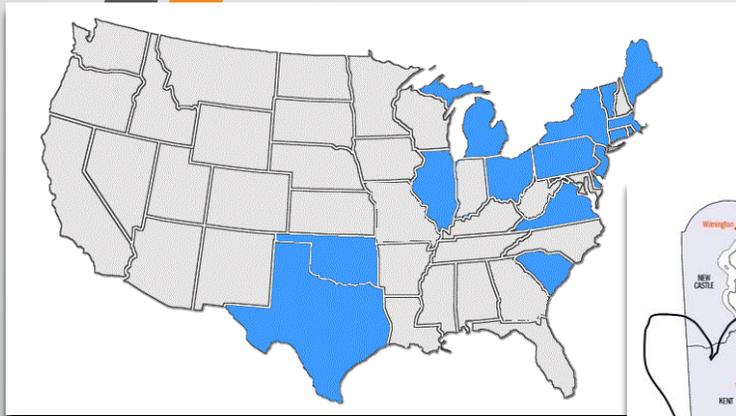


Kent County Recorder of Deeds

- Announce Transaction Alert Plan, June 24, 2023
- Registration for email alerts:
 - \$667 registrations in 1st 30 days = \$93,380* value 1st 30 days!
- Education via Communications Plan
 - Fact Sheet 1: *Explore property history from anywhere--Free*
 - Fact Sheet 2: *Why Register for Property Transaction Alerts?*
 - Radio/TV, print, speaking to civic groups
 - White Paper to focus on the Law, educate taxpayers (pending)

*Commercial product not as fast or secure is \$140 per year. Ours is one-time registration as long as we keep our same Land Records Management System Vendor.

Explore what is already recorded in your name uslandrecords.com



Office: Search Type: * Business Last Name First Name Party Type
Real Property Name Search Both
Search Reset Advanced Options

Real Property Name Search Last Recorded Doc#: 478208 on 08/11/2023 @ 3:02:29 PM

Kent County, DE


Honorable Eugenia Thornton
Kent County Recorder of Deeds

Kent County Recorder of Deeds
555 Bay Road
Dover, DE 19901
Phone: 302 744-2314
Email: recorder@kentcountytde.gov

Office Hours
Monday through Friday 8:00 AM to 5:00 PM
Recording Hours 8:00 AM to 3:00 PM
excluding holidays

Disclaimer
In no event shall Kent County, Kent County Recorder of Deeds and participating agencies be liable to users for data or services obtained through internet access. The Kent County Recorder of Deeds Office presents the information on this web site as a service. We have endeavored to ensure the information contained in this electronic search system is accurate. However, assessing accuracy and reliable information is the responsibility of the user. The user is advised to search all possible spelling variations of proper names, in order to maximize search results. The Recorder of Deeds and Kent County make no warranty or guarantee concerning the accuracy or reliability of the content at this site or other sites to which we link.

Welcome to Kent County Real Property Search

Important Note:
Please click this link ["Website Help"](#) to contact Avenu Insights Web Support with any website technical questions or problems.

New!! Property Fraud Alert
This new FREE service provided by Kent County will alert you with an e-mail notification when a document is filed in Kent County Recorder of Deeds office with your name on it. To sign up, please click [Property Fraud Alert](#)

Real Property indices are certified from January 30, 1874 to present.
New recordings will be added and kept up to date as quickly as possible. Be sure to check the certification dates when searching these records.

- Search:**
In general, names are searchable as written on legal documents. However, in the case of non-human names such as corporations, governments, schools, cemeteries, and churches, one should bear in mind conventions used when the Recorder of Deeds indexed these documents.
[Click here](#) for Kent County DE Indexing Standards
[Click here](#) for Searching Instructions
[Click here](#) for Image Viewing and Printing Instructions
[Click here](#) for Download (Basket) Instructions
- Notice:** Effective March 7, 2023, all existing logins were terminated due to payment portal change (PayPal). You now have the option to use a PayPal account, or a credit card through the secure PayPal interface. The Kent County USLandRecords website will no longer keep your credit card info.
- Fees:**
Searching and watermarked document viewing is provided as a free service. Printing and/or downloading will incur the following charges:
 - Monthly Subscribers**
Our subscription users will be charged a flat monthly fee per user to download or print any document available on-line. To become a subscription user choose Register in the upper right corner of this page, fill out the registration form, choose Subscriber30 in the Subscription Criteria. *Subscriptions are not automatically renewed.*
 - Casual Access**
Real Property and Financing Statements documents will be charged at \$2.00 per page. Users can choose which pages of the document to download or print and will only be charged for those pages. No registration is necessary.
 - Search Results**
Search results may be printed for \$2.00 per page. Please be aware of this fee before printing search results!
 - Payment Options:**
When ready to make a purchase, on the amount verification page, continue by clicking the yellow Check out with PayPal button. On the Pay with PayPal page, users will be prompted for a PayPal account or they can scroll down and click "Pay with Debit or Credit Card" to check out as a guest with their credit card information.
 - System Requirements**
This site uses Pop-ups when printing and downloading documents
[Click here](#) to learn how to allow Pop-ups
[Click here](#) to test Pop-ups

Search FREE! Down loading, printing modest charge—security benefit!

Watermarked unless paid for by legitimate source verified by PayPal!

Property Fraud Alert



Property Fraud Alert is an electronic notification service that alerts a subscriber via email every time a land records document is recorded with a requested name in a participating County Land Records Office. The Property Fraud Alert Service is offered, based on Customer specifications at either no charge or a charge of a small fee.

PFA is currently serving these counties:

Allegheny(PA), Angelina(TX), Barnard(VT),
Bristol Fall River(MA), Bristol North(MA),
Bristol South(MA), Cumberland(ME),
Gloucester(NJ), Kent(DE), Plymouth(MA),
South Burlington(VT), Val Verde(TX)

Nassau County NY PFA Users Please click [Here](#) to go to the Nassau County NY custom Property Fraud Alert website.

[Register now](#) and protect your property from fraud...

Registration Help: Click the "Register Now" to start your registration. Test After accepting the terms of the web site agreement you will be prompted to enter an email address (email address of the recipient of the notifications) and phone number. The next page will prompt you to select the counties for which you wish to be notified, and the notification method (email, or phone if available) that you prefer. The next page is where you will specify the list of names of physical persons (First Name and Last Name) or organizations (Business Name) which will be monitored in the documents recorded in the counties previously selected. If you choose a county that charges for this service, the next registration step prompts you for your credit card data. The final page summarizes your registration selections. You will see the counties selected, notification method, and fees (if applicable) and subscription duration. Press Finish to complete the registration.

If you are experiencing any problems with your registration please click [here](#).
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Pfa.uslandrecords.com

- **REGISTER FOR FREE**
- One email per registration, unlimited names. Use all aliases.
- Get email within one week if *anything* is recorded in your name (mortgage, liens, UCC, sales)

Don't be a Victim: Don't Pay for What is FREE!

Sponsored
mywebsearch.co
https://www.mywebsearch.co
Find History of my property free - Search Here
Search For **History** of my property **free**. Find It Here!

Sponsored
yahoo
https://search.yahoo.com › arts › recording
Property History Public Records Free - Free Public-records Info
Search For Property **History** Public Records **Free** Results. Learn More With The Next Search.
Find Public Records · Free Public-records · Free Background Check

Sponsored
Ownerty
https://www.ownerty.com
Trace Your Property History - Homeowner Property History
Insight Into Property Values. Get The Tools You Need To Help You Manage Your Largest Asset

Sponsored
commonsearches.net
https://www.commonsearches.net › reference › public
Free House History Public Records - Public Records Resources
Explore **Free House History** Public Records Results. Learn More With These Top Searches.

Family Tree Magazine
https://familytreemagazine.com › House History
Free Online Resources for Tracing House Histories
Free Online Resources for Tracing **House** Histories · Chronicing America · FamilySearch · General Land Records Office · Historic Map Works · Kansas **Historical** Society ...
Familysearch · Library Of Congress · Books About House History...

Google uslandrecords.com de

Property search Free Real estate Images Shopping Videos News Maps Book

About 52,700 results (0.22 seconds)

US Land Records
https://de.uslandrecords.com
Real Property Official Records Search
Select a Registry to begin your search. ... Documents related to the ownership of real estate within the district are recorded at the Registry of Deeds. Recorded ... *yes!*

US Land Records
https://2.uslandrecords.com › Kent2 › Default
Welcome to Kent County Real Property Search
The Kent County **USLandRecords** website will no longer keep your credit card info. ... Dover, DE 19901. Phone: 302 744-2314. Email: recorder@kentcountyde.gov. *yes!*

US Land Records
https://www.uslandrecords.com
Welcome to US Land Records
Welcome to **USLandRecords** Real Property Official Records Search. To begin, select your state from the map or from the list above. Welcome LandAccess.com users. *yes!*

US Land Records
https://www.uslandrecords.com › delr_hoa
Welcome to the Kent County Real Property Official Records
Welcome to the Kent County, **Delaware** Recorder of Deeds Limited Access Web Service. ... Contact Us or call 866-211-1802 between the hours of 7:30 a.m. and 6:00 ... *yes!*

Don't be a victim of property fraud!

- Property owner
 - New Lender documents in your mailbox
 - Utility bills rising on property you are not occupying
 - County property tax bill does not come when expected
 - Have someone check your property if you are not living there
- Buyer
 - Bargain basement price
 - All communication done online
 - Seller wants to use own notary and closing company
 - Cash sale and quick closing

What should you do about Property Fraud?

Registration AND Education

- Eugenia.Thornton@kentcountyde.gov
- 302 744 2321 direct line
- 302 744 2314 main office

Find out what is in your Records

Register for Property Fraud Alerts

Help a Senior Register

Contact Kent ROD, ask for handouts to share

Ask Gene to Speak

Support legislative initiatives

Recorder of Deeds

Serving Kent County with Pride by using property records industry standards and best practices to make transactions faster, safer, & more convenient for everyone



Explore Property Records from Anywhere—Free



Most people who use the County's

public land records database are professional title searchers, real estate attorneys, paralegals, realtors, and surveyors. But average citizens may find it instructive and fun to trace the ownership history of their current home.

In addition, a few times a week, citizens call or come to the Deeds office to verify the ownership of their property records.

Citizens can do this themselves from the comfort and privacy of their own homes.



Before Jan 30 1874, look in books in the Deeds office. Thereafter, look online.

In addition to our electronic records, we also have books dating back to when the Dutch

granted lands from 1646 to 1657 and when the Duke of York granted lands from 1657 to 1680.

We don't have all records: the British destroyed some when they captured New Castle during the Revolutionary War!

Using any computer, follow this link: <https://i2g.uslandrecords.com/DE/Kent2/D/Default.aspx>, or use the camera on your smartphone to enter the site using this QR code.



Type a name in the search box and access electronic records as far back as January 30, 1874.

Researching and viewing are free, but a nominal charge occurs for downloading/printing.

There are download/printing three options:

Need just a few pages? Use the PayPal portal to pay \$2.00 per page with your PayPal account or credit or debit card.

More than 25 pages in one month? Take a 30-day unlimited download subscription for \$50.

Don't have a computer? Visit the Recorder of Deeds office at the Kent County Building, 555 Bay Road, Dover. We have several computers for public use. We cannot help you with your title search but will print pages for \$1.00 each.

In addition to this US Land Records database, Kent County maintains its own database—also free to use—that shows taxes, permits, etc. To access that database, click:

<https://kcpms.co.kent.de.us/>

Print free from your home.

To learn more, contact the Honorable Eugenia Thornton, Kent County Recorder of Deeds.

- No need to come or call the deeds office.
- Use any device connected to the internet.
- Use QR code or URL to access.
- Viewing is free.
- Copies \$2.00 per page; unlimited copies \$50 for 30-day subscription.



- Use the PayPal portal, using your PayPal account, or your debit/credit card.
- Free computers in the Deeds office and copies \$1.00 per page.
- Questions? Call Hon. Eugenia Thornton.



Recorder of Deeds

Serving Kent County with Pride by using property records industry standards and best practices to make transactions faster, safer, & more convenient for everyone



Why Register for Property Transaction Alerts?

As early as 2008, the FBI warned about Dark Web thieves using false identities to "steal" houses. Examples:

- Unoccupied homes rented or "sold" by thieves impersonating owners,
- Wiring instructions intercepted and redirected to fake accounts,
- False deeds recorded; used by squatters to keep the police at bay while thieves abscond at night.

The US Secret Service and the American Land Title Association warned of a new scam in Spring 2023: "seller impersonation."

In one week, May 2023, the Kent County Realtors Association said four Dover properties were put up for sale by someone who did not own them. In June, Troop 3 detectives investigated the fraudulent listing of a vacant lot near Lebanon.



Buyers should be suspicious if properties are listed online for bargain prices, quick closings, and cash sales using "sellers" notary. Empty lots, vacant land, multiple homes, and houses without mortgages are targeted.

Properties cannot be "stolen" from lawful owners using fraudulent documents and property fraud is rare. However, it takes time and money to set things right when thieves borrow against, rent out, or pose as sellers for properties they do not own. The longer the crime goes undetected, the more complex the case becomes and the more expensive to rectify the damage.

Lawyers, realtors, and mortgage companies do their best to prevent fraud, yet cybercrime continues to grow. Several states are drafting Property Theft laws. Ads on radio and TV urge property owners to buy \$140 a year commercial products that alert of fraud.

Sussex, New Castle, and—as of

June 2023—Kent offer Industry Best Practice Property Transaction alert software to minimize damage by alerting victims within days of recording. **Registration is FREE!**

Besides quickly discovering fraud, property owners benefit significantly from the transparency of prompt notice of



legitimate recordings.

Use your cell phone camera to

access this QR code or go to

<https://>

pfa.uslandrecords.com/

[Default.aspx](https://pfa.uslandrecords.com/Default.aspx) to register for

free notifications whenever your name is part of a property transaction recording.

Of course, most transactions are legitimate: liens removed, equity lines of credit added, houses legitimately sold, etc.

In this day and age of increasing cybercrime, it is better to be safe than sorry.

Recorder of Deeds & the Law

Documents must be in "recordable format" before we upload to the database: is legible, has buyer and seller, TAX ID #, notary, margins and paper to standard, etc.

Our time stamp on the recording sets precedence for encumbrances, so speed is important as well as accuracy.

We do not slow the recording process to inquire if signatures are fake, or ID used by the seller is real.

Delaware Law: "It is not the Recorder's responsibility to ensure the accuracy or legality of the documents themselves, except insofar as they qualify to be recorded. Security for that lies outside the scope of recording."

Learn more. Contact the Honorable Eugenia Thornton, Kent County's Recorder of Deeds, contact info below.

Details

In just a few minutes, citizens can lessen the damages caused by Property Fraud, as well as be up to the minute on legitimate transactions recorded in their names by registering for FREE Transaction Alert Email notifications.

[Pfa.uslandrecords.com](https://pfa.uslandrecords.com)

YOU MUST HAVE AN EMAIL TO USE THIS SERVICE! The phone alert is not activated. Only the email.

If you do not have your own email, ask your children, your attorney, your power of attorney, the executor of your will, or a very good friend to register in your name using their email address.

You may register as many names as you like per email address. We suggest you look at your credit report and register any variations of your name found there.

While more than one name or variation of a name may be registered, only one email will be used for the alert. If you want more than one email, you must register again using that email.

You may add, subtract, or delete names as often as you like.

If you have a common name, you may get a lot of false alerts.

You cannot print using this software. The alert will direct you to use the US Land Records software to research the document if you don't recognize the document.

Please review the Recorder of Deeds Issue Paper "Explore Property Records from Anywhere—Free" for details of how to review documents recorded in your name.

An alert does not mean illegal or unauthorized activity. It means a property transaction has been recorded in your name.

How to Register

1. Using the URL or QR code on the opposite page, click "Register Now" to start your registration.
2. After accepting the terms of the web site agreement you will be prompted to enter an email address (email address of the recipient of the notifications) and phone numbers.
3. The next page will prompt you to select the counties for which you wish to be notified. Select Kent County, DE. (If you own in NCC or Sussex, you must go to their respective Recorders of Deeds websites to register. All three counties have similar alert software.)
4. Select EMAIL for the notification method (email is the only option available. The phone alert is not activated.)
5. The next page is where you will specify the list of names of physical persons (First Name and Last Name) or organizations (Business Name) which will be monitored in the documents recorded in the counties previously selected.
6. The final page summarizes your registration selections. You will see the counties selected, notification method, and subscription duration.
7. Press Finish to complete the registration.
8. You will receive a confirmation email from PFA.DoNotReply@avenuinsights.com
9. When documents are recorded in your name from then on, you will receive a DO NOT REPLY email directly from AVENU, our vendor. It will tell you the type of document that has been recorded and direct you to US Land Records to review the document for yourself.
10. Refer to our "Explore Property Records from Anywhere—Free" issue paper for step by step instructions.
11. If you see a name you do not recognize, contact the mortgage company or your closing attorney for explanation. If you detect fraud, initiate a police investigation from the jurisdictional agency over the property. You will need to contact a Real Estate Attorney for help once you file the police report.
12. Please do not contact the Deeds office. We cannot offer legal advice and will only slow the process. Speed is key!



STATE OF DELAWARE
**DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

DIVISION OF FISH & WILDLIFE
RICHARDSON & ROBBINS BUILDING
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

**MOSQUITO CONTROL
SECTION**

PHONE
(302) 739-9917

February 8, 2024

Mark Whitfield
City of Milford
201 South Walnut Street;
Milford, DE 19963

Re: Do you want State Mosquito Control services in your municipality this year?

Dear City Manager,

It's time for you to think about the start of another mosquito control season, involving our program now inquiring about whether your city or town might want to receive the State's mosquito control services for the upcoming year (2024). By mid-March the **Delaware Mosquito Control Section (MCS)** will once again start its statewide spring woodland control program (to control larval, or immature, mosquitoes breeding in wet woodlands). We'll then be performing from early April into early November our usual range of other statewide efforts to control these pests and public health menaces, which can originate from coastal tidal marshes, freshwater wetlands, and within developed or domestic settings. As such, **we now want to know if your city / town wants to participate in our control program for the upcoming year**, and to receive at no cost to your municipality the State's mosquito control services.

Potential problems if for some reason you choose not to sign up

In addition to our usual concern for mosquito nuisance problems and their quality-of-life and economic impacts (for local economies based on tourism, outdoor recreation, hosting outdoor events, animal husbandry), plus our traditional concern for possible transmission to humans or horses of highly virulent Eastern Equine Encephalitis (EEE), this upcoming season also carries the specter for the quite probable continued occurrence of a relatively new mosquito-borne disease problem given much publicity over the past 20 years or so, being West Nile Encephalitis (WNE), which also affects both humans and horses. While WNE might not be as sickening or deadly a problem as EEE, it will probably more frequently occur, and still be quite problematic for some people who contract this virus. Delaware continues to be on the lookout for another recent mosquito-borne disease to hit the Western Hemisphere, specifically chikungunya; this virus first came to the Caribbean in December 2013. For the past ten summers Delaware has had a few imported cases brought back by travelers from the Caribbean and Central or South America, but fortunately not yet any locally transmitted chikungunya. Another mosquito-borne disease, by way of South America and the Caribbean, and having many characteristics similar to chikungunya, including being imported from the Old World, but now with an additional concern for pregnant women in possibly leading to microcephaly and other developmental issues among newborns, is Zika virus. Fortunately to date, we've had no locally transmitted cases of Zika, and we're working hard to see this doesn't occur, whereby your hopeful cooperation and participation in our mosquito control program then also helps. Dengue fever is another mosquito-borne disease of concern in southern areas of Florida or Texas, but with warming climate we're now on the alert for possible northward expansion of this malady that can

have severe human health consequences. Finally, imported cases of malaria infrequently are found in the mid-Atlantic region every year, which when found need attention such that reestablishment of historic locally transmitted malaria doesn't occur.

It's important to understand that if at this time your municipality chooses not to participate in the Section's program, then in event of your sudden change of mind, perhaps due to intolerable nuisance or disease problems sometime during the upcoming year, the Section might *not* be able to take control actions until all the agreements and procedures contained herein are fulfilled by your municipality. This can slow down, or even preclude the Section's ability to take or deliver timely response actions.

What you need to do to participate

In order to best serve the public, the Delaware Department of Natural Resources and Environmental Control (DNREC) has developed and adopted its **Mosquito Control Spray Policy** to govern applications of insecticides, with particular emphasis on the spraying of aerially- or ground-applied adulticides (insecticides to kill adult mosquitoes), and to a lesser degree for aerially- or ground-applied larvicides (insecticides to kill immature mosquitoes in their aquatic stages), within incorporated cities or towns. Aerial spraying of adulticides or larvicides might be done by fixed-wing aircraft or by helicopter. Ground application of adulticides will be done by truck-mounted sprayers (a.k.a. "foggers"). Ground application of larvicides might be done by truck-mounted sprayers, backpack sprayers, or by hand. We are not requesting your endorsement for our ability to undertake ground applications of larvicides, but we are for all types of aerial spraying for adulticiding or larviciding, as well as for ground applications of adulticides.

The Spray Policy requires annual consent by municipalities before the Section will undertake certain types of needed insecticide spraying within a municipality's jurisdictional boundaries; provides for contact persons to represent both the municipality and the State; allows through a municipality's own devices for identification of human health-related "No-spray zones" for adulticides (if any); and addresses mosquito control in event of a declared public health emergency. This annual consent can be indicated by completing and returning the enclosed "**Municipality Endorsement**" form. There is also the option on the endorsement form to indicate that your city or town does not wish to participate. We would greatly appreciate your returning the endorsement form in either case. Without receiving the endorsement signed in some manner by the time requested, the Section will assume that your city or town does **not** wish to participate in the upcoming year's control program.

Please note that just by your signing and returning the Municipality Endorsement form it does **not** mean that you then automatically receive **all** of our mosquito control services whenever needed without any further actions on your part. Converse to this and as a specific exception (exclusive of a public health emergency that MCS might recognize), and as described in our Spray Policy (see Section III-4), **each and every time** that you want MCS to undertake any adulticide spraying (to control adult mosquitoes), done by us either via ground-based or aerial applications within or over areas in your municipality's jurisdiction, **your designated Mosquito Control contact person must contact MCS to request such adulticiding**. Please note that there can be occasions when we might recommend to your city or town that such type of spraying be undertaken (based on technical information that our program collects), and whereby we advise you that your municipality should then officially request that we take such spray actions. However, in many instances it will be more a matter of your first contacting us on an **event-by-event** basis that you want MCS to apply adulticides (which could be determined by your municipality as being necessary or desirable for us to undertake via several avenues, such as hearing from constituents about intolerable local mosquito infestations, or by other means that your city or town might use).

The Section also requires participating municipalities **prepare a signed a waiver on official city / town letterhead** permitting spray applications by low-flying aircraft, in order to comply with Federal Aviation Administration (FAA) regulations. Additionally, we have included a map of your city / town's area **for your municipality to delineate its current incorporated boundaries**; and for you **to also indicate and delineate requests for human health-related adulticide No-spray Zones (if any)** in regard to adulticide aerial spraying, adulticide ground spraying, or both. In

regard to requesting any human-health-related adulticide No-Spray Zones, you will then also have to follow-up with additional information when making such requests in accordance with our Mosquito Control Spray Policy.

Information about the products we use

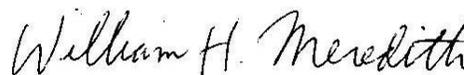
We have provided links to Dropbox.com (an online file hosting service) which contains insecticide product labels and Safety Data Sheets (SDS) for the insecticides mentioned in our Spray Policy; these constitute the range of products that we might use this upcoming season. [Please view these product labels and SDS here: <https://bit.ly/MCS-Products>; and our Mosquito Control Spray Policy here: <https://bit.ly/MCS-Spray-Policy>.] These written materials, although technical in nature, can provide a wealth of information to any concerned individuals regarding an insecticide's safety for human health, wildlife, or the environment. We only use EPA-registered products for the purpose at-hand, safely done in full accordance with federally approved label instructions. Please note that we also send our Spray Announcements to you throughout the control season via phone call, e-mail, or text message, and that you can also receive notice of this via our new Spray Zone Notification System (SZNS), with more details about the latter in our Spray Policy. We have also provided a Dropbox link to our public information handout [Mosquito Control in Delaware](#), which can be reproduced and used however you see fit.

If your city or town wishes to participate in the Section's mosquito control program next season, please sign and return **by no later than COB on Wednesday, March 13, 2024**:

1. the enclosed Municipality Endorsement;
2. an FAA waiver letter, on your municipal letterhead, giving MCS permission to aerially spray over your city or town;
3. the enclosed Municipality Boundary Map, where you have drawn your municipality's current boundaries along with any requested No-spray Zones.

Your response, no matter where in Delaware you might be located, should be emailed to [Mosquito.Control@delaware.gov](mailto:William.H.Meredith@delaware.gov) or mailed to **Delaware Mosquito Control Section, 1161 Airport Road, Milford, DE 19963 (attn. Anne Newlin)**. If you have any questions, please call me at 302-739-9917. Thank you for your cooperation.

Sincerely,



William H. Meredith, Ph.D.
Environmental Program Administrator
Delaware Mosquito Control Section

Encl: [Dropbox link](#) to Mosquito Control Spray Policy:
[Dropbox link](#) to product labels and Safety Data Sheets (SDS):
Municipality Endorsement form (to sign and return)
Municipality Boundary Map (to indicate boundaries and return)
[Dropbox link](#) to an informational handout on Mosquito Control:

<https://bit.ly/MCS-Spray-Policy>
<https://bit.ly/MCS-Products>

<https://bit.ly/MC-in-Delaware>

MUNICIPALITY ENDORSEMENT

MOSQUITO CONTROL SPRAY POLICY

- A. I hereby certify that the **City of Milford** has received from the Delaware Mosquito Control Section (MCS) for the year **2024** a copy of the Mosquito Control Spray Policy, along with electronic product labels and Safety Data Sheets (SDS) for the insecticides mentioned in the Spray Policy via Dropbox.com at <https://bit.ly/MCS-Spray-Policy>.
- B. On behalf of the City / Town in regard to participating in and permitting the Section's mosquito control spray activities to occur this year (from March through mid-November) within our jurisdictional boundaries (please check one):
- I agree to allow MCS to undertake its spraying activities within the City / Town to be done in adherence to and per provisions of the Mosquito Control Spray Policy.
- OR
- I do not request the Section's mosquito control spray services this year within City / Town boundaries.
- C. In agreeing to participate and permit mosquito control activities within the City / Town, I have enclosed:
- 1) a Municipality Boundary Map showing the current boundaries, as well as identifying and delineating any requested human health-related No-spray Zones (if any) but which will then require further follow-up on my part in accordance with the Mosquito Control Spray Policy.
- YES, municipal limits have changed** **NO, municipality has not changed**
- 2) a signed waiver prepared on official City / Town letterhead permitting spray applications by low-flying aircraft.
- D. In event of agreeing to participate and permit mosquito control spraying within the City / Town, the primary municipal contact person is _____ at phone number _____ and e-mail address _____.
- As a second municipal contact, his/her alternate is _____ at phone number _____ and e-mail address _____.
- Consent to receive Mosquito Control spraying notices? **TEXTS?** **EMAILS?**
- E. Please note that the Mosquito Control Section will send Spray Announcements concerning your municipality to the phone number(s) and/or e-mail address(es) provided, throughout the control season. For further details on the Spray Zone Notification System (SZNS), please see the Mosquito Control Spray Policy.

(Signature of municipal official)

(Title of municipal official)

(Date)

*Please return endorsement, current map, and FAA waiver by **Wednesday, March 13, 2024**:
electronically to Mosquito.Control@delaware.gov or via mail service to
Delaware Mosquito Control Section, c/o Anne Newlin, 1161 Airport Road, Milford, DE 19963*



MILFORD





PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.6616
FAX 302.422.1117
www.cityofmilford.com

To: Mark Whitfield, City Manager
From: Tony Chipola, Electric Director
Subject: Electrical Testing Award – Delivery 2 & Tap Station
Date: February 16, 2024

On January 12, 2024, the City of Milford's Electric Department requested quotes from three NETA (International Electrical Testing Association) certified Electrical Testing companies for the preventative maintenance and testing of our Delivery 2 Substation and 138kV Tap Station. Periodic electrical testing is critical in ensuring the safe, reliable operation of our electric system and crucial in identifying and resolving potential issues prior to equipment failure. NFPA 70B recommends performing electrical testing at least every 60 months or as required based on Equipment Condition Assessment.

Of the three companies contacted, only one, Asplundh Electrical Testing, responded by the requested cut-off date of February 2, 2024. Staff requests City Council consider a recommendation to award the Electrical Testing for both the Delivery 2 Substation and 138kV Tap Station to Asplundh Electrical Testing. While Asplundh's Electrical Testing Unit has not performed work directly with the City, Asplundh has performed Vegetation Management for a number of years. Also, as of December 24, 2023, American Electrical Testing and Burlington Electrical Testing have merged to form Asplundh Electrical Testing while maintaining NETA (International Electrical Testing Association) accreditation. Burlington Electrical Testing performed the electrical testing of our Delivery 1 Substation last year and has proven to be efficient and effective. Their bid is also consistent with their submitted bid from last year for the Delivery 1 electrical testing.

STAFF RECOMMENDATION: Staff recommend Council authorize award and purchase order to Asplundh Electrical Testing, up to 63,000.00 (\$57,200 quote plus \$5,800.00 in contingency) for the Electrical Testing of the Delivery 2 Substation and 138kV Tap Station as budgeted as budgeted on line 29 of the 2024 Approved CIP, funded with Electric Reserves as anticipated.

Delivery #2 and 138kV Tap Station Electrical Testing

	Asplundh Electrical Testing	Electrical Test Tech, LLC	North Central Electric
<u>SUBMITTED PRICE</u>		No Bid	No Bid
Delivery 2	\$49,600.00		
138kV Tap Station	\$7,600.00		
Working Schedule			
Duration	5.00		
Hours / day	10.00		

BID TOTAL	\$57,200.00	NO BID	NO BID
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Recommend award to Asplundh Electrical Testing

Acct: 355007078 - 577044 - 4EL03 Delivery 2
Electrical Testing

1/30/2024

The City of Milford Delaware
Anthony Chipola | Electric Director
180 Vickers Dr. | Milford, DE 19963
achipola@milford-de.gov

AET quote # Q72480 Electrical testing Delivery 2 distribution station and Transmission Tap Station

Asplundh Electrical Testing Company LLC has a staff of highly skilled NETA Certified Field Engineers, Power System Engineers, Professional Engineers, and support personnel available to provide the power system services required for this project.

List of Equipment to be tested

138kV Tap Station Equipment List

- One (1) 138kV SF6 High Side Circuit Breaker

Delivery #2 Equipment List

- Six (6) 25KV Feeder Vacuum Circuit Breakers
- Two (2) 25KV Bus Vacuum Circuit Breakers
- Two (2) 138kV SF6 High Side Circuit Breakers
- Two (2) 138/25KV Liquid filled Distribution transformers

Clarifications

- This quote does not include provisions for bucket truck or lift. If these are needed, they are to be provided by others.
- Quote is based upon work being performed during (5) 10-hour days. Customer to provide outage for each piece of equipment.
- Quote does not include testing / cleaning of overhead bus and insulators

AET is a union company affiliated with the International Brotherhood of Electrical Workers (IBEW). Our agreement is an international agreement that allows us to work in any jurisdiction in the United States harmoniously with other trade unions on this project.

Asplundh Electrical Testing 's Field Engineers meet OSHA requirements for "qualified" personnel to work on or near energized equipment. Persons without specialized training do not meet OSHA requirements for working on an energized system; therefore, criminal penalties could result if a serious accident resulted.

Price

Our price to perform the services in this proposal is ...Fifty-Seven Thousand, Two Hundred Dollars (\$57,200.00)

Price based upon work being performed during normal working hours on weekdays.

This price is firm for 60 days and includes a complete, accurate report, signed by the Project Manager. One digital report will be furnished via email at the completion of testing. This report will document the work that was performed and the test results.

Standard terms are net 30. Any applicable sales tax is not included in price. For nontaxable services, please provide copy of sales tax exemption form.

Thank you for the opportunity to serve you. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

William Phipps
Chief Estimator

Asplundh Electrical Testing, LLC
W: (215) 826-9400 ext. 0226
wphipps@asplundhtesting.com.

Testing Scope

1. 25KV Circuit Breakers:

Test and inspect according to NETA 2019 Inspection and test procedures for Medium Voltage Vacuum Circuit Breakers and other applicable industry standards.

Testing shall not include:

- Insulation resistance tests on control wiring
- Minimum pickup voltage tests on trip and close coils
- Testing of Protective Relays

2. 138KV Circuit Breakers:

Test and inspect according to NETA 2019 Inspection and test procedures for SF6 Circuit Breakers and other applicable industry standards.

Testing shall not include:

- Sampling and Testing of SF6 gas
- Insulation resistance tests on control wiring
- Minimum pickup voltage tests on trip and close coils
- Testing of Protective Relays

3. Liquid Filled Distribution Transformers:

Test and inspect according to NETA 2019 Inspection and test procedures for Liquid Filled Transformers and other applicable industry standards.

The tests and inspections shall not include sampling and testing of insulating liquid.