THE CITY of Milford DELAWARE

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

CITY COUNCIL AGENDA
March 11, 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 available for viewing by the public by accessing the following link:
https://zoom.us/j/99156131279
or
http://www.cityofmilford.com/553/Watch-Public-Meetings

Members of the public may also dial in by phone using the following number:
Call 301 715 8592 Webinar ID: 991 5613 1279

6:00 PM
15-Minute Public Comment Period*

Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1142 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 that wish to speak must sign up prior to the start of the Council Meeting.

COUNCIL MEETING

Call to Order – Mayor Arthur J. Campbell

Invocation

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Recognition
- Introduction/New City Employees

Staff Reports
- Police Department
- City Clerk
- City Manager
- Public Works
- Electric

Planning & Zoning
Parks & Recreation
Human Resources
Information Technology
Finance

Communications & Correspondence

Unfinished Business

New Business

Bid Award/2024 Street Maintenance & Repair Project

Authorization/Washington Street Pump Station Retrofit

Contract Award/SE Second Street Pump Station Design

Support Authorization/2024 Bridge Investment Program/DelDOT Grant Application/Slaughter Beach

Introduction/Ordinance 2024-04
Application of Milford Corporate Center on behalf of City of Milford
for a Final Major Subdivision
182 +/- acres of land located at the northwest corner
of Milford-Harrington Highway and Canterbury
Comprehensive Plan Designation: Industrial, Commercial
Zoning District: I-1 (Limited Industrial), BP (Business Park)
Present use: Vacant Proposed Use: Industrial Park
Tax Parcel: MD-16-173.00-01-01.00

Introduction/Ordinance 2024-05
Application of Red Cedar Farms for a Final Major Subdivision
101.42 +/- acres of land located along the
east side of Bucks Road north of Cedar Neck Road
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)
Present use: Vacant Proposed Use: Single-family Detached
Dwelling Subdivision
Tax Parcel: 3-30-11.00-068

Executive Session

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

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

Potential Votes:

Legal Matter
Personnel Matter

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.

021924 022024 022324 030424
030824 Item Removed
031124 Late Info Received From City Manager/Time Sensitive (Negotiations)



CITY OF MILFORD
COUNCIL MEETING MINUTES
October 9, 2023

The City Council of the City of Milford met in Regular Session on Monday, October 9, 2023, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

PUBLIC COMMENT SESSION PRIOR TO MEETING

With no one signed up to speak, and the Public Comment Session was closed.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:08 p.m., prior to the scheduled Public Comment period.

INVOCATION AND PLEDGE

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

ORDINANCE REVIEW/PUBLIC COMMENTS/FINAL DETERMINATION

Ordinance 2023-38/Electric Tariff/Appendix B/Transfer of Fees to City Fee Schedule

Electric Director Tony Chipola referenced the ordinance amending the existing electric tariff. The major points for review are the removal of any language within the document related to specific electric fees. Those fees are being stricken from the tariff and transferred to an external document of city fees. There were also some language discrepancies that had to be rewritten to align with the rest of the sections. Minor changes have been made for clarification and consistency and the rate classes had some language discrepancies that were updated to align with the remaining language.

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

With removal of any display of rates in the tariff, there will be one document that will contain all rates charged for all utilities and services by the City of Milford.

When asked how DEMEC handles solar renewable energy credits (SRECS), City Manager Whitfield said that the City of Milford can purchase SRECS and DEMEC will act as Milford's broker in that situation. The City of Newark does that and if interested, he will have to get more information from DEMEC.

Councilman Baer asked if people with solar panels receive SRECS and who do they come from; Mr. Chipola advised that the SRECS do not fall under the city's responsibility.

Finance Director Lou Vitola explained that each deal that is made between the solar customer and the installer, and they may as part of the contract, be signing away their monetary interest in SRECS, but that is privately negotiated and outside the purview of both DEMEC and its members cities, of which Milford is one. Therefore, the city is not involved in purchasing, trading, or selling SRECS to and from property owners within the city.

Councilmember Boyle moved to adopt 2023-38 amending the City Electric Tariff/Appendix B, to include the transfer of Fees to the City Fee Schedule, seconded by Councilmember James. Motion carried with no one opposed.

APPROVAL OF PREVIOUS MINUTES

Councilmember Culotta moved to approve the minutes of the June 26, 2023, and July 10, 2023 Council Meetings, and the July 17, 2023 Special Council Meetings, as presented, seconded by Councilmember Baer. Motion carried.

RECOGNITION

Introduction/New City Employees

Public Works Director Mike Svaby stated that on September 18, 2023, Frederick Douglas began working as a Public Works Equipment Operator in Solid Waste. He is an experienced driver from Baltimore City and will report to Brian Jester, Building Operations and Maintenance Supervisor. He provided Council with details of his youth and work history and is excited to work for the city.

The following four proclamations were presented on behalf of Mayor Campbell for the designation as indicated:

Proclamation/2023-20/Dysautonomia Awareness Month

PROCLAMATION 2023-20
Dysautonomia Awareness Month

WHEREAS, Dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for "automatic" bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more; and

WHEREAS, Dysautonomia impacts over 70 million people around the world, and includes conditions such as Diabetic Autonomic Neuropathy, Vasovagal Syncope, Pure Autonomic Failure, and Postural Orthostatic Tachycardia Syndrome; and

WHEREAS, Dysautonomia impacts people of any age, gender, race, or background, including many individuals living in the City of Milford, Delaware; and

WHEREAS, Dysautonomia can be very disabling, and this disability can result in social isolation, stress on the families of those impacted, and financial hardship; and

WHEREAS, Some forms of Dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones; and

WHEREAS, Increased awareness about Dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with Dysautonomia in our community; and

WHEREAS, Dysautonomia International, a 501(c)(3) nonprofit organization that advocates on behalf of patients living with Dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world; and

WHEREAS, We seek to recognize the contributions of medical professionals, patients and family members who are working to educate our citizenry about Dysautonomia in the City of Milford.

NOW, THEREFORE, BE IT RESOLVED, I, Arthur J. Campbell, Mayor of the City of Milford, by the power vested in me, do hereby proclaim the month of October 2023 to be Dysautonomia Awareness Month in the City of Milford.

Proclamation 2023-21/National Customer Service Week

PROCLAMATION 2023-21
Recognizing National Customer Service Week in the City of Milford

WHEREAS, National Customer Service Week was first championed by the International Customer Service Association in 1984, proclaimed a National Event by Congress in 1992, and is now celebrated the first full week of October every year; and

WHEREAS, Customer Service Professionals work the front lines and are often the first to meet new customers and make a

positive impact on behalf of the City; and

WHEREAS, Through the use of responsive policies and procedures, and by demonstrating simple courtesy, Customer Service Professionals go a long way toward ensuring customer satisfaction; and

WHEREAS, Having the passion to serve Milford's customers by supporting the City's efforts to deliver safe and reliable power, clean drinking water, sanitary wastewater and solid waste collection and disposal by maintaining a positive attitude when facing adversity, are personal goals of every Customer Service Professional in the City of Milford; and

WHEREAS, We celebrate National Customer Service Week to recognize the phenomenal job that Cash Operations & Revenue Supervisor Suzannah Frederick and her Customer Service Professionals do fifty-two weeks a year and because they understand their significance to the residents and businesses in the City of Milford; and

WHEREAS, The theme of this year's National Customer Service Week is "Celebrate Service" to recognize the value of service and the contributions of our frontline team who pours their time, energy, and compassion into the work of servicing customers, most often without recognition; and

WHEREAS, We applaud the value of the friendly, face-to-face, personal service that Cash Operations & Revenue Supervisor Suzannah Frederick, Billing Clerk I Julie Eisenbrey, Billing Clerk I Vicky Love, and the Service Professional Team eagerly provide to residents, property owners, businesses, and industries within our city by constantly looking for ways to assist and improve.

NOW, THEREFORE, BE IT RESOLVED, I, Arthur J. Campbell, Mayor of the City of Milford, by the power vested in me, do hereby proclaim October 2-6, 2023, to be National Customer Service Week in the City of Milford.

Proclamation 2023-22/Public Power Week

PROCLAMATION 2023-22
Recognizing Public Power Week Beginning October 1, 2023

WHEREAS, the utility customers of Milford, Delaware, place a high value on local choice through our city-owned, not-for-profit electric utility; and

WHEREAS, the City of Milford Electric Utility provides our homes, businesses, schools, social service, and local government agencies with reliable, efficient, and safe electricity employing sound business practices designed to ensure the best possible service at the lowest possible rates; and

WHEREAS, the City of Milford Electric Staff, under the management of Electric Director Tony Chipo and his Professional Utility Team, is a valuable asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and

WHEREAS, the City of Milford Electric Utility is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work and contributes to protecting the global environment.

NOW, THEREFORE, I, Mayor Arthur J. Campbell, do hereby proclaim October 1 to 6, 2023, as "PUBLIC POWER WEEK" in our community as Milford City Council continues to work to bring low-cost, safe, reliable, and sustainable electricity to our homes and businesses just as it has since the day it was created to serve all customers within Milford's Electrical Service Territory.

Proclamation 2023-23/Cybersecurity Awareness Month

PROCLAMATION 2023-23
National Cyber Security Awareness Month

WHEREAS, the City of Milford recognizes the vital role technology has in our daily lives and the future of our Nation and State, whereby today many critical infrastructure sectors are increasingly reliant on information systems to support financial services, energy, telecommunications, transportation, utilities, healthcare, and emergency response systems; and

WHEREAS, internet users, citizens, and information infrastructure face an increasing threat of malicious cyber-attack, significant financial and personal privacy losses due to identity theft and fraud; and

WHEREAS, throughout October, in recognition of Cybersecurity Awareness Month, the Department of Homeland Security is committed to raising awareness about ways to combat the constant and ever-increasing danger from cyber threat actors; and

WHEREAS, Milford's IT Director Bill Pettigrew and IT Experts Denham Dodd, Paul Beebe, and Mike Smith maintain the security of cyberspace is a shared responsibility in which all of us have a critical role; and

WHEREAS, by integrating cybersecurity into the overall cultures and operations of the City of Milford, the Department leads by example; and

WHEREAS, the Cybersecurity and Infrastructure Security Agency (CISA) a division of the U.S. Department of Homeland Security, and its Cybersecurity Advisor, and the Delaware Department of Technology and Information have declared October as National Cyber Security Awareness Month.

NOW THEREFORE, BE IT RESOLVED, that I, Arthur J. Campbell, Mayor of the City of Milford, do hereby proclaim that all residents and businesses within the City of Milford support October 2023 as Cybersecurity Awareness Month; and

MONTHLY STAFF REPORTS

Complete reports from each department were included in the council packet.

Police Report
Chief Ashe delivered a detailed report of the officer's monthly statistics and department activities during the month, including those within the Behavioral Health Unit.

Councilmember Wilson moved to accept the monthly police report, seconded by Councilmember Baer. Motion carried.

City Clerk
City Clerk Hudson provided a review of June activities within the clerk's office.

Councilmember Boyle moved to accept the monthly city clerk report, seconded by Councilmember Wilson. Motion carried.

Monthly City Manager Report
City Manager Whitfield talked about several items handled with staff members over the month.

Public Works Department
Public Works Director Svaby reviewed the highlights included in his report.

Electric Department
Electric Department Director Tony Chipola supplied information related to his department.

Planning & Zoning Department
Director Rob Pierce provided a quick synopsis of his department's accomplishments in September.

Parks & Recreation Department
Parks & Recreation Director Brad Dennehy highlighted several items, noting the pickleball courts are expected to be completed by the end of the month.

Human Resources
Human Resources Director Jamesha Williams provided HR highlights from the previous month.

Economic Development & Community Engagement
Administrator Sara Bluhm shared details of several activities she was involved in during September.

IT Department
IT Director Pettigrew provided a complete review of his monthly report.

Finance Department

Finance Director Lou Vitola provided details of finance and customer service staff undertakings.

Councilmember Fulton moved to accept the city manager and associated departmental reports, seconded by Councilmember Baer. Motion carried.

COMMUNICATIONS & CORRESPONDENCE

Councilmembers Baer and Samaroo are distributing invitations to the Meet the Chief Event and have received a lot of good feedback. They also received comments on the new marijuana law. Councilman Fulton said people are confused and think that Milford can ban marijuana within the city boundaries and emphasized that is not part of the law.

Solicitor Rutt pointed out this is not on the agenda and should not be discussed.

Councilmember Wilson talked about the successful Faith & Blue event held in the Bicentennial Park on October 6th that was spearheaded by Sergeant Tim Maloney.

UNFINISHED BUSINESS

Authorization/Downtown Restroom Project

Public Works Director Mike Svaby said this is a follow up to the last discussion on September 20th and the request for additional information.

Council noted that at the previous meeting, they had asked for information on four to five stalls and questioned if there was a problem with space. Director Svaby talked about the buildable footprint with the walkable sidewalk and the slope necessary for ADA access.

Originally two to three stalls were requested, and the chosen location was across from the library. The general neutral restrooms were preferred, and it was determined they were most practical for family use as a group.

The Cortez, Dakota, and Kodiak models were then discussed and would fit in the planned space.

The budget identified and remaining are as follows:

CIP Budget	$282,500.00
Site Cost/Utilities	$80,000
Remaining Restroom Unit Budget	**$202,500.00**

The Cortez unit was previously presented. The two units that would fit in the same space are the Kodiak unit for $182,000 and the Dakota at a cost of $186,000. The benefit of the Dakota is it fits in the buildable space, has front facing entrances, provides two stalls for women and one stall/urinal for men, and fits within the available budget of $186,000.

Both alternative models have more stalls, but going larger than this, will require an adjustment in the budget and a possible alternative location.

It was confirmed that the projected costs do not include utility connections, which will be an additional fee. Also confirmed that electric service is available to this site as well.

The second-choice location on South Walnut Street was also considered.

The consensus seems to be that the location across from the library was more centrally located to the various recreational amenities downtown, as well as the farmers markets and similar events.

It was determined that a stick-built unit was higher per square foot than the prefab, though Director Svaby is willing to investigate that further.

He noted there is a six-month lead on the prefab units. That would accommodate preparing the site so that on delivery day, the crane could drop that in place with all utilities aligned and operating in time for the spring activities. It was also agreed to explore solar opportunities once the unit was in place.

Director Svaby was directed to come back with additional options for the basic prefab unit and information on stick-built units to also be considered.

Councilmember Culotta moved to postpone any action until additional information is received from Director Svaby, seconded by Councilmember Baer. Motion carried by a vote of 5-3 with Councilmembers Boyle, Wilson, and Fulton casting dissenting votes.

NEW BUSINESS

Municipal Electric Utilities Renewable Portfolio Standard Compliance 2022-2023 Report

City Manager Whitfield said State Law requires this information be provided to the legislative body though no action is needed.

Adoption Resolution 2023-17/Updated Fee Schedule (Adds Fences & Electric Rates)

Resolution 2023-17 incorporates the newest electric fee schedule into the City Comprehensive Fee Schedule, in addition to the newest permit fee now required by the Planning and Zoning Office for fence installations.

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

Councilmember Fulton moved to adopt Resolution 2023-17, seconded by Councilmember James:

RESOLUTION 2023-17
AUTHORIZATION OF CONSOLIDATED CITY FEE SCHEDULE

WHEREAS, the City Council of the City of Milford has the authority to establish fees for various services; and
WHEREAS, City Staff reviews costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and
WHEREAS, City Council finds that providing these services are of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interest of fairness to the general public, it is better recovering the costs from applicants who have sought or require the City's services by maintaining a schedule of fees; and
WHEREAS, City Council Resolution Numbers 09/08/2008, 2013-14, 2013-20, 2014-09, 2015-19, 2016-12, 2016-17, 2017-06, 2018-02, 2018-14, 2019-01, 2019-02, 2019-05, 2019-09, 2019-11, 2019-15, 2020-04, 2020-05, 2020-06, 2020-22, 2020-23, 2020-24, 2020-27, 2020-33, 2020-43, 2020-44, 2202-03, 2023-12, and 2023-13 are hereby rescinded upon the effective date described in Section 2 of this Resolution; and
WHEREAS, the adoption of a current and comprehensive City Fee Schedule will assist the public, as well as City staff, in readily locating fees, while continuing the City's quest for governmental transparency; and
WHEREAS, the fees within the consolidated City Fee Schedule will be evaluated no less than on an annual basis to ensure quality services continue to be provided while practical, but necessary cost recovery fees are measured; and
WHEREAS, the updated City Fee Schedule contains eradicated City Electric Utility rates and fees, previously defined in Appendix B-City of Milford Electric Tariff, and properly referenced by Ordinance 2023-38, adopted on this date and effective October 19, 2023; and
WHEREAS, a new Planning and Code permit fee for the installation of fences is also incorporated to cover expenses associated with inspection and administrative costs.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:
Section 1. Resolution 2023-17, to be known as the consolidated City Fee Schedule, attached hereto, is hereby adopted.
Section 2. All fees and rates adopted by Resolution 2023-17, including those that are new or adjusted, shall become effective October 19, 2023.
Section 3. Although most City fees are inclusive, this consolidated Fee Schedule may not show all fees and penalties authorized by administrative rules or in a city contract, such as concession and franchise fees.

Section 4. It is the intention of the City that future versions of this document show all rates and fees and shall distinguish those that are being proposed at the time of the adoption.
Section 5. The City Fee Schedule will be available on the City of Milford website or by contacting the City Clerk's Office at Milford City Hall.

Motion carried.

Award/Professional Service/Deep Creek/Herring Branch Greenway Phase I

City Manager Whitfield presented the following request from Director Brad Dennehy for the first phase in the development of the Sharp Farm:

A proposal from Becker Morgan Group (BMG) for professional services for Deep Creek/Herring Branch Greenway Phase I. Earlier this year, BMG completed concept plans for Phase I of the Greenway, which will serve as the basis for the additional work proposed.

The proposal is to prepare the associated construction documents and prepare site plan applications for submission to Sussex County. The park improvements include entrance road and parking lot, utility extension into the site, playground, bike paths, sidewalks, and other related sitework. The proposal calls for a stated fee of $80,000 to be billed periodically as work is performed, plus the firm's out-of-pocket expenses, including application/permit fees required by state/county agencies.

Funding for this project was approved in the FY24-28 Capital Improvement Plan and has been obtained entirely through grant proceeds, including $250,000 from the FY23 Bond Bill, $200,000 from the FY24 Bond Bill, and $200,000 from Community Transportation Funds in FY24.

Councilmember Boyle moved to accept the Becker Morgan Group proposal for the base amount of $80,000 for professional services, plus actual costs required to produce construction documents and prepare site plan applications for Sussex County, to be funded through a combination of Bond Bill and Community Transportation Funds.

Motion carried with no one opposed.

ADJOURNMENT

Councilmember Boyle moved to adjourn the meeting, seconded by Councilmember Fulton. Motion carried.

The meeting was adjourned by Mayor Campbell at 7:46 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF COUNCIL RETREAT
October 21, 2023

The Mayor and Members of Milford City Council met for a retreat beginning at 8:38 a.m. on Saturday, October 21, 2023, at Etta's Catering, 319 South Rehoboth Boulevard, Milford, Delaware.

IN ATTENDANCE: Mayor Arthur Campbell

Councilmembers Daniele Marabello, Mike Boyle, Todd Culotta, Brian Baer, Jason James Sr., and Katrina Wilson

STAFF: City Manager Mark Whitfield, City Clerk Terri Hudson, and Senior Deputy Clerk Katrina White

ABSENT: Councilmembers Andrew Fulton & Nirmala Samaroo

The Retreat convened at 8:41 a.m. and was recorded by IT Staff Denham Dodd and Mike Smith.

STRATEGIC PLAN REVIEW & FORECAST

The purpose of the Council Retreat is to review the goals and objectives of each department in relation to the Strategic Plan and to get feedback from Councilmembers on whether the City is headed in the correct direction. Council was asked to provide comments and recommendations on upcoming projects.

Presentations were made by the following staff members:

Police/Chief Ashe

Electric/Tony Chipola

Information Technology/Bill Pettigrew

Economic Development & Community Development/Sara Bluhm

Human Resources/Jamesha Williams

Parks and Recreation/Brad Dennehy

Planning-Zoning-Code/Rob Pierce

Finance/Lou Vitola

Public Works/Mike Svaby

City Manager/Mark Whitfield

City Clerk/Terri Hudson

The Council Retreat concluded at 2:01 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:
Council Retreat Presentation (Combined)

2023 City Council Retreat

Strategic Plan Initiatives

Police Department

Presented by Chief Cecilia Ashe

Efficiently Utilize All Police Resources

Objective 1

Evaluate and regularly monitor the Milford Police Department

- Including patterns of calls for service
- Types of crimes
- Deployment of police resource

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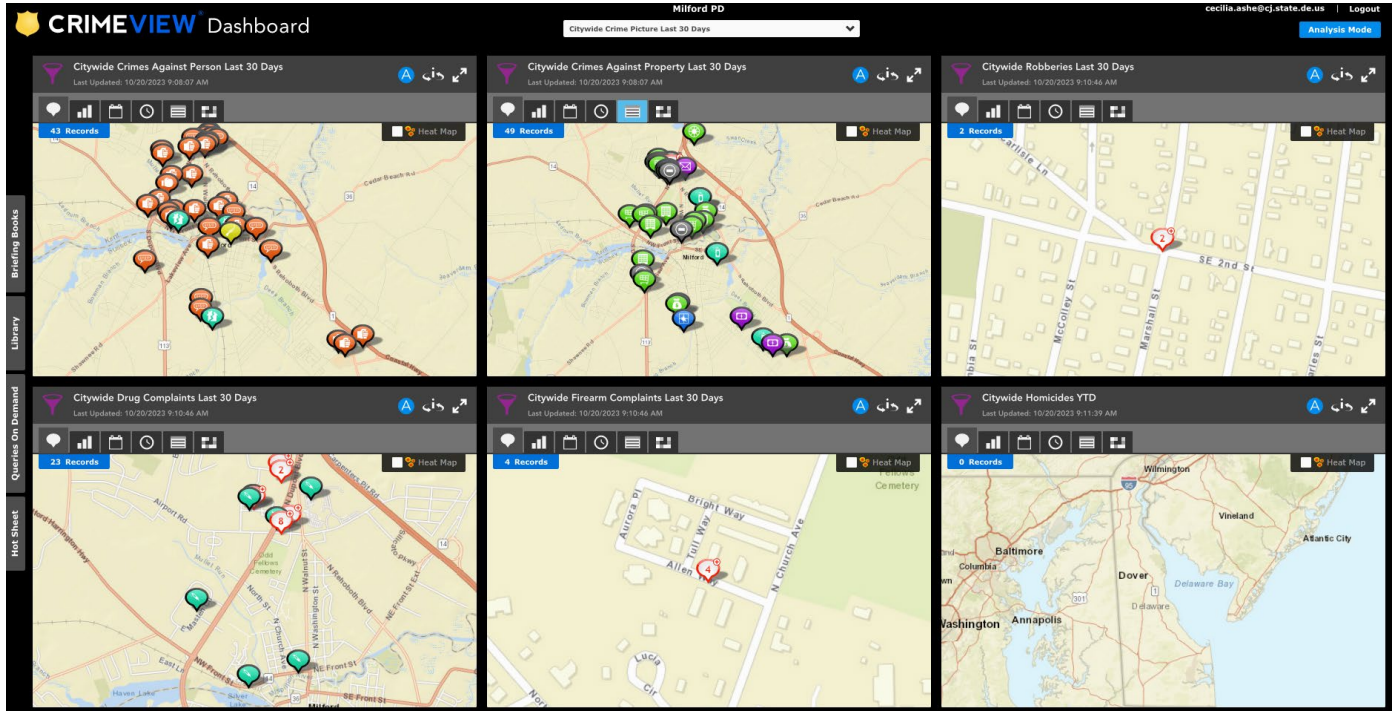
Strategies

Analyze existing data to understand:

- What types of crime are taking place
- Where, When, and How
- Responses to address crime patterns in real time
- Identify new tools, technology, and analytics to assist in establishing patterns and promote intelligence lead policing models to reduce crime.
- Utilize current and new technology to help collect and analyze data that will deploy police resources to address crime trends.

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Operationalize Strategies



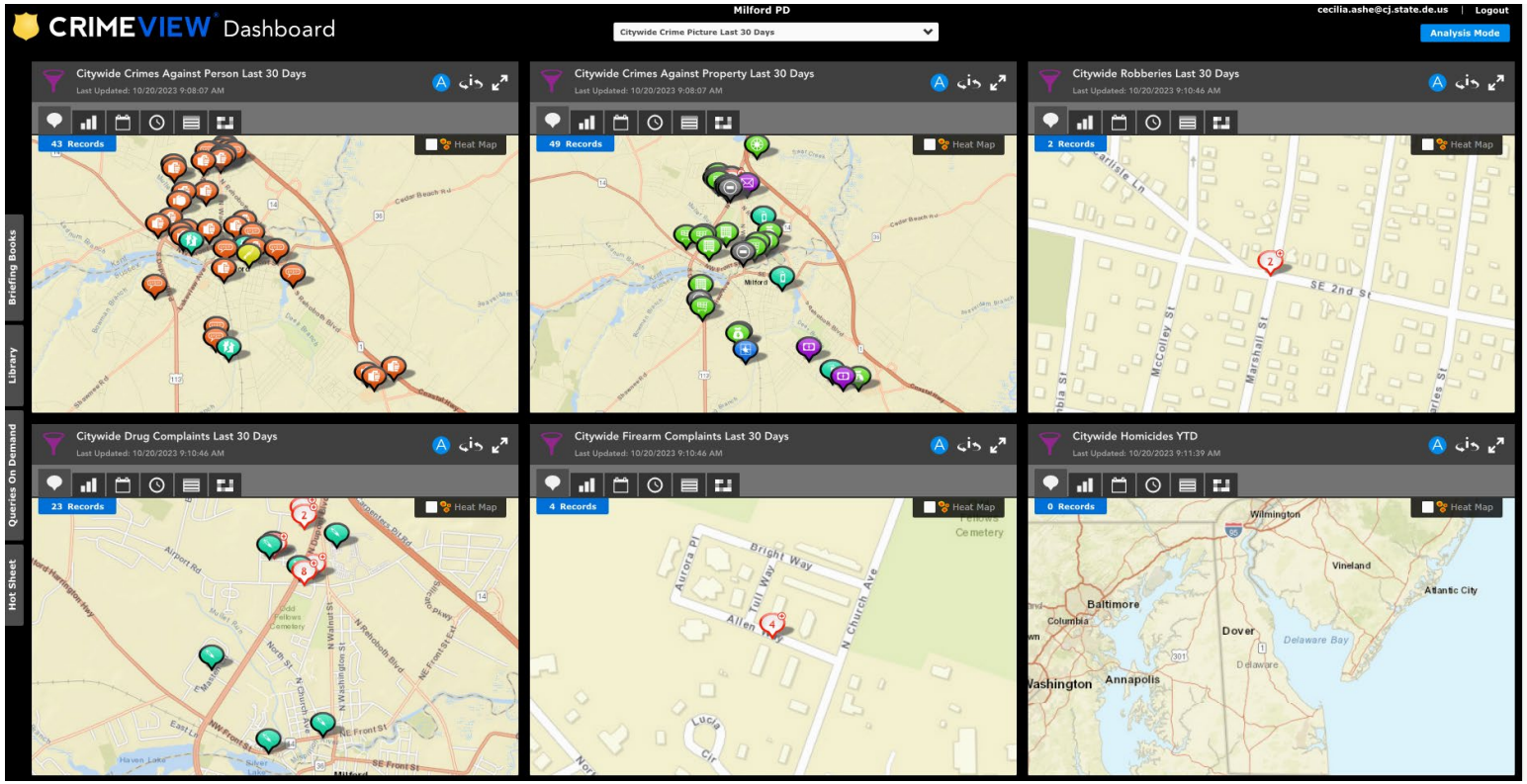
Building a Foundation

- Crime View
- Breaking the City into 4 Sectors
- Information Automatically Entered From LEISS
- Total of 7 categories are reviewed

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Types of Crime

- Crimes Against Person
- Crimes Against Property
- Robberies
- Drug Complaints
- Firearms Complaints
- Homicides
- Traffic

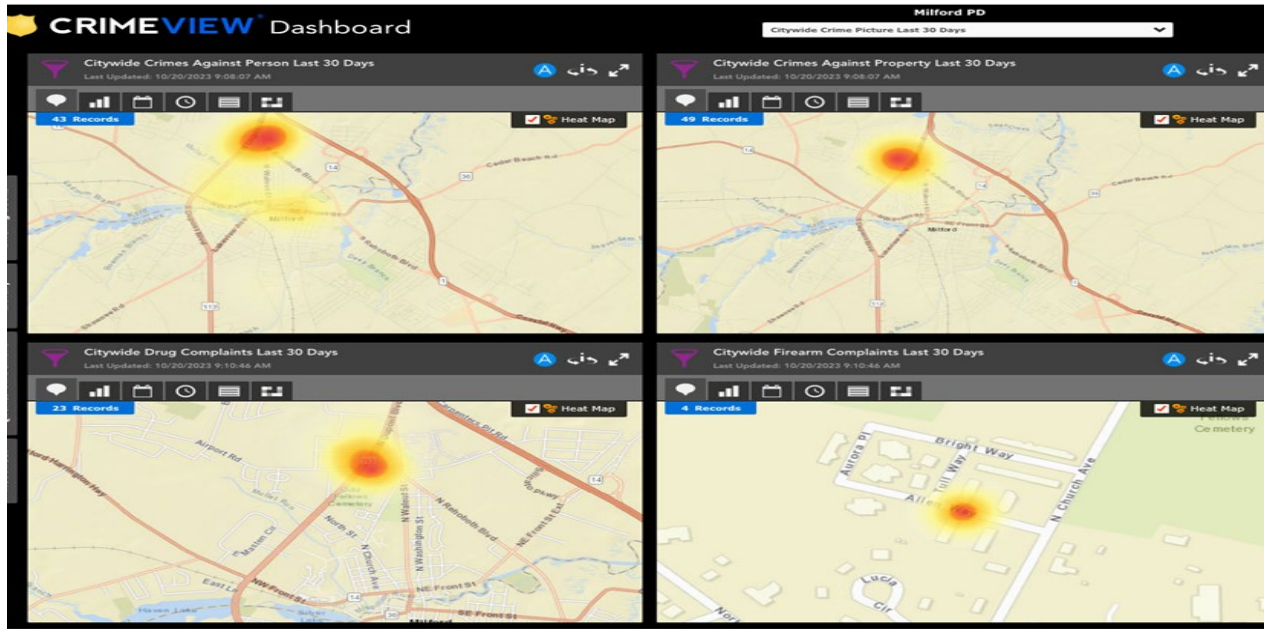


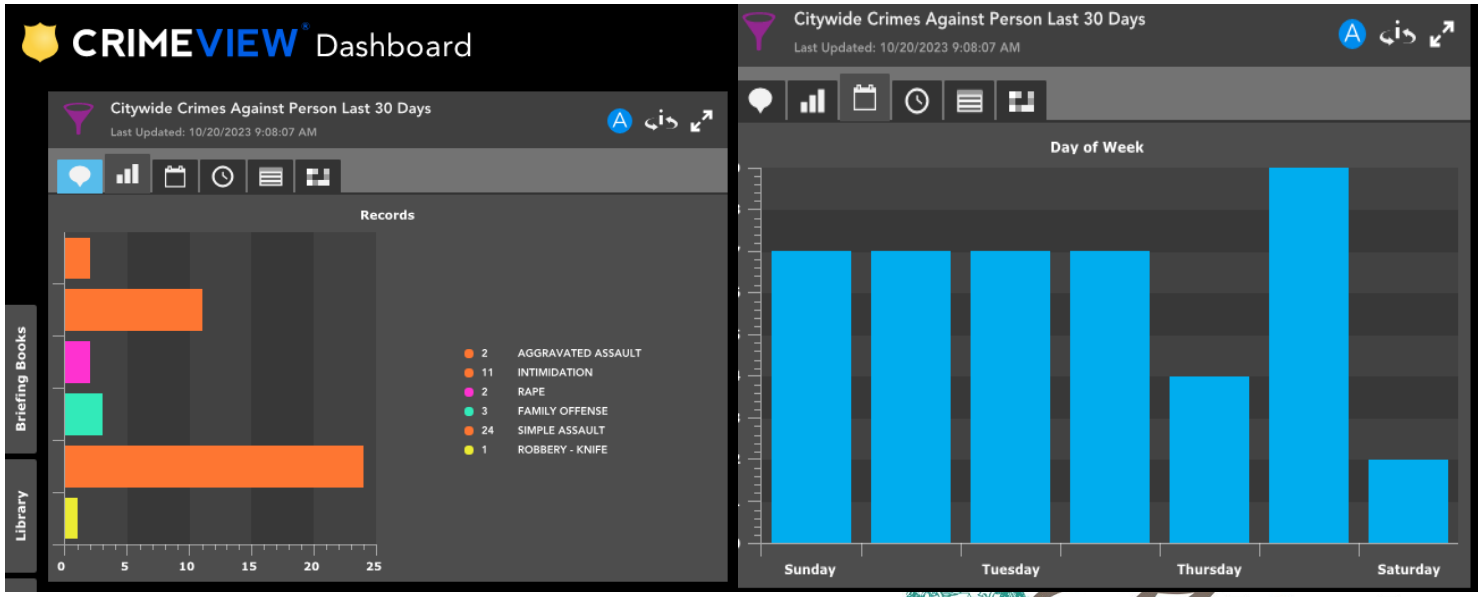
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Where, When, How

Breaks down in various formats

- Real Time Data (w/i 12 hours)
- Address Patterns of Crime
- Proper and Proportionate Deployment of resources





Milford DELAWARE

Reduce Crime

Objective 1

- Make a meaningful reduction in Part 1 crime in the City of Milford.

Objective 2

- Implement researched-based policing strategies to reduce overall crime and improve public safety

Objective 3

- Expand the City's efforts and capacity to address homelessness.

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Strategies Objective 1

- Identify the types of crimes being committed in the City of Milford.
- Create bi-weekly meeting with Police Command Staff
- Create avenues of accountable for where, when, and why the crime is occurring.
- Create a plan of action for those crimes, execute the plan and reevaluate the plan to effectively reduce crime.

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Strategies Objective 2



Adapt evidence-based approaches to local conditions

- Evaluate their effectiveness
- Demonstrate successful outcomes with promising strategies in reducing crime.
- Conduct listening sessions
- Community meetings to identify problems and co-produce tangible solutions.
- Offer citizen police academies, volunteer opportunities
- Neighborhood watch programs
- Youth engagement activities.

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Strategies Objective 3

Partner with state agencies and towns to identify and implement best practices

- Establish strategic partnerships with
  - Community-based service providers
  - Substance abuse treatment services
  - Victim services
  - Business associations
  - Faith-based organizations
  - Educational institutions



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Strategies Objective 3

Partner with state agencies and towns to identify and implement best practices

- Explore other community initiatives
- Explore innovative housing solutions
- Promote opportunities for residents to volunteer in assisting this population.
- Continue to seek additional funding for full-time Behavioral Health Unit Staff

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Establish and Maintain Strong and Beneficial Police-Community Relations

Objective 1

- Create a reciprocal and trusting relationship between
- Milford residents
- Police officers by
  - Consistently proactive
  - Responsive
  - Visible policing



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Strategies

- Established patrol areas for officers to work same area
    - Officers know their community and the community knows them
    - Creates areas of responsibility
    - Creates Accountability



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Strategies

- Leverage existing community partnerships support
  - Increase community-police engagement



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Strategies

- Leverage social media
- Share information
- Promote transparency
- Conduct citizen surveys
- Establish a community advisory group



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Questions?

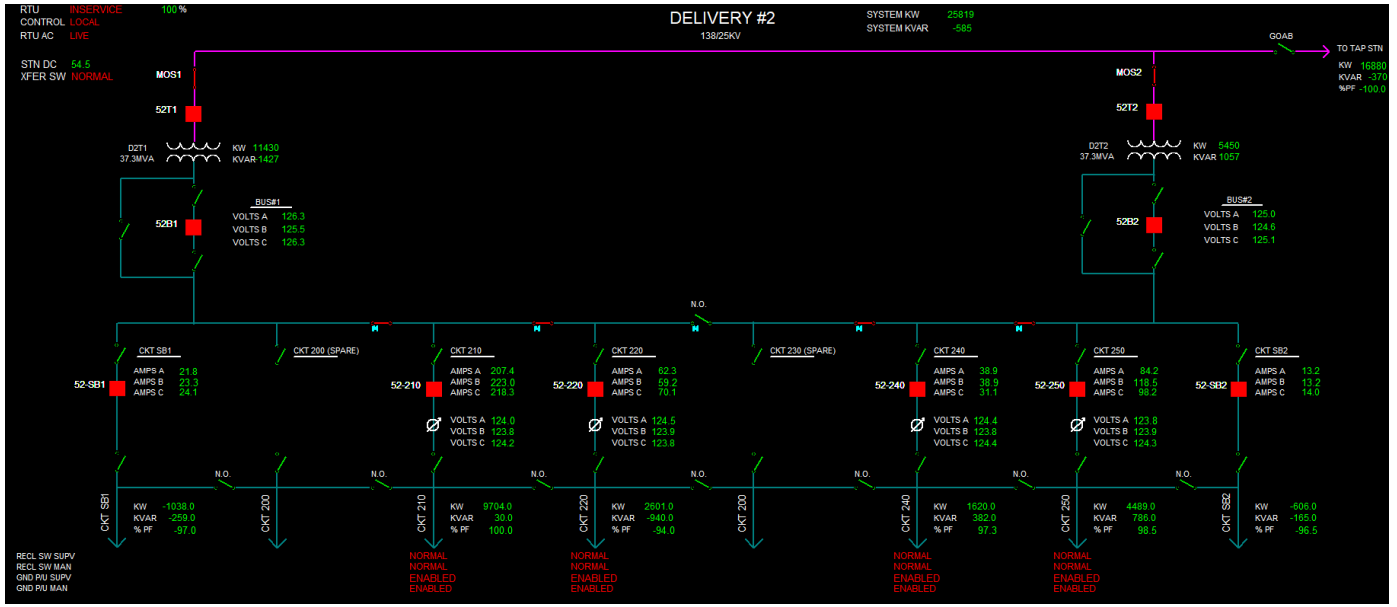
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Electric Department

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SCADA Upgrade Project Status

- ☑ CIP Line Item developed / Approved
- ☑ Sole Source Approval Received (QEI)
- ☑ Engineering Support Engaged (Progressive Engineering Consultants)
- ☑ New SCADA Screen Development completed internally
  - ☑ 9 Electric Screens
  - ☑ 10 Water / Wastewater Screens
  - ☑ 4 System / Misc Screens
- ☐ Preparation of Database for Conversion
- ☐ Installation of New Hardware
- ☐ Testing / Commissioning
- ☐ Parallel operation / System Audit
- ☐ Full Transition
- ☐ Removal of Legacy Hardware

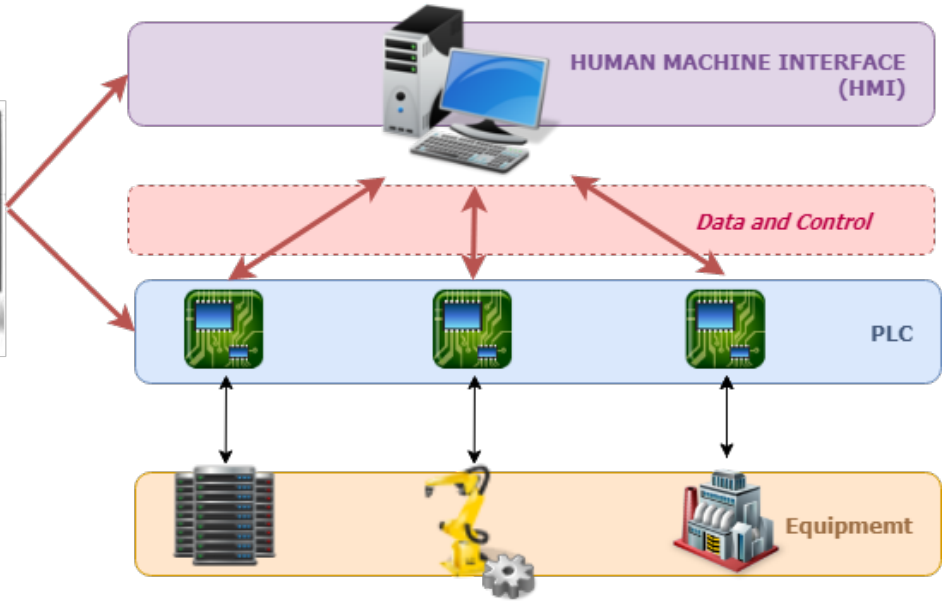


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What is SCADA?

- SCADA – Supervisory Control and Data Acquisition
- What it does
  - Data Acquisition
  - Remote Control
  - Networked Data Communication
  - Data Presentation
  - Real-time and Historical Data logging
  - Alarms & Reporting
- Components can be both hardware and software
  - Remote Terminal Units (RTUs)
  - SCADA Supervisory Computers
  - Communication Infrastructure
  - Sensors, Actuators, Gauges, Meters
  - Controllers, PLCs
  - HMI Software





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Benefits of Modern SCADA



Scalability

Better availability of supported hardware and software

Use of cloud computing to meet workload demand.



Interoperability

Legacy SCADA systems rely on proprietary hardware and software

Results in vendor lock-in.



Communications

More widely supported and modern communications protocols

Enables greater accessibility to SCADA data and controls.



Support

Legacy SCADA systems have limited options for support.

Third-party support becomes more accessible via commercial hardware, open networking standards, and modern software development platforms

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Public EV Charging

Types of EV Chargers

- Level 1
  - Slowest – 40-50 hrs full charge from empty
  - Typically, through residential 120V outlet
  - Common in residential applications (becoming less prevalent)
- Level 2
  - 4-10 hrs full charge from empty
  - 240V residential or 208V commercial
  - Common in homes, workplaces, public settings
- Direct Current Fast Charging (DCFC)
  - Rapid Charging – 80 % charge in 20 min – 1 hr
  - Common in public locations

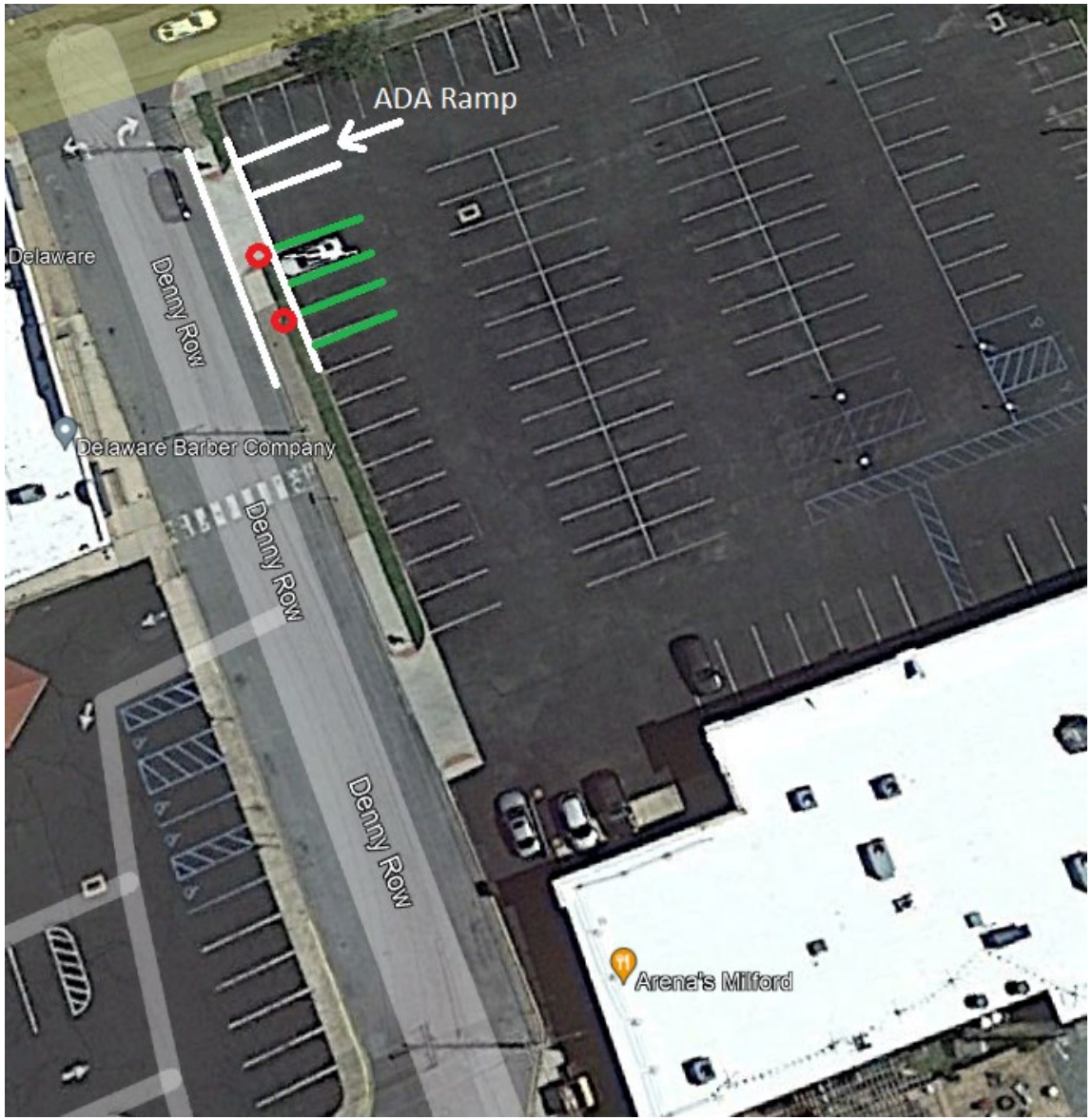
Connector Type	J1772 connector 	J1772 connector 	CCS connector  CHAdeMO connector  Tesla connector 
Typical Power Output	1 kW	7 kW - 19 kW	50 - 350 kW
Estimated Light-Duty PHEV Charge Time from Empty[1]	5 - 6 hours	1 - 2 hours	N/A
Estimated Light-Duty BEV Charge Time from Empty[2]	40 - 50 hours	4 - 10 hours	20 minutes - 1 hour[3]
Estimated Electric Range per Hour of	2 - 5 miles	10 - 20 miles	180 - 240 miles

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Public EV Charging Project Info

- Funding through DEMA
- 2 - ChargePoint CPE250 Stations
  - DC Fast Charging
  - Each with 1x CCS1 cable and 1x CHAdeMO cable
  - Ability to Pair stations for increased charging
- Located at Arena's Parking Lot
  - 4 - designated EV spaces
  - ADA Ramp and Access
- Status
  - EV Charging stations received
  - Site work in progress
  - Transformers, conduit, and panels installed
- Future Considerations
  - NACS for new Installs
    - Federal Funding currently only allows for CCS Enabled Chargers*
    - Recent Adoption of NACS by Ford and GM
  - More Robust Flood Plain Investigation

*As of 6/09/2023



Public EV Charging Project Info







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Electric System Reliability Metrics & KPIs

- Developed reliability metrics and KPIs based on IEEE and industry reliability standards
- Excludes Major Event Days (MEDs)
- Allows for trending poor performing circuits and leading outage causes

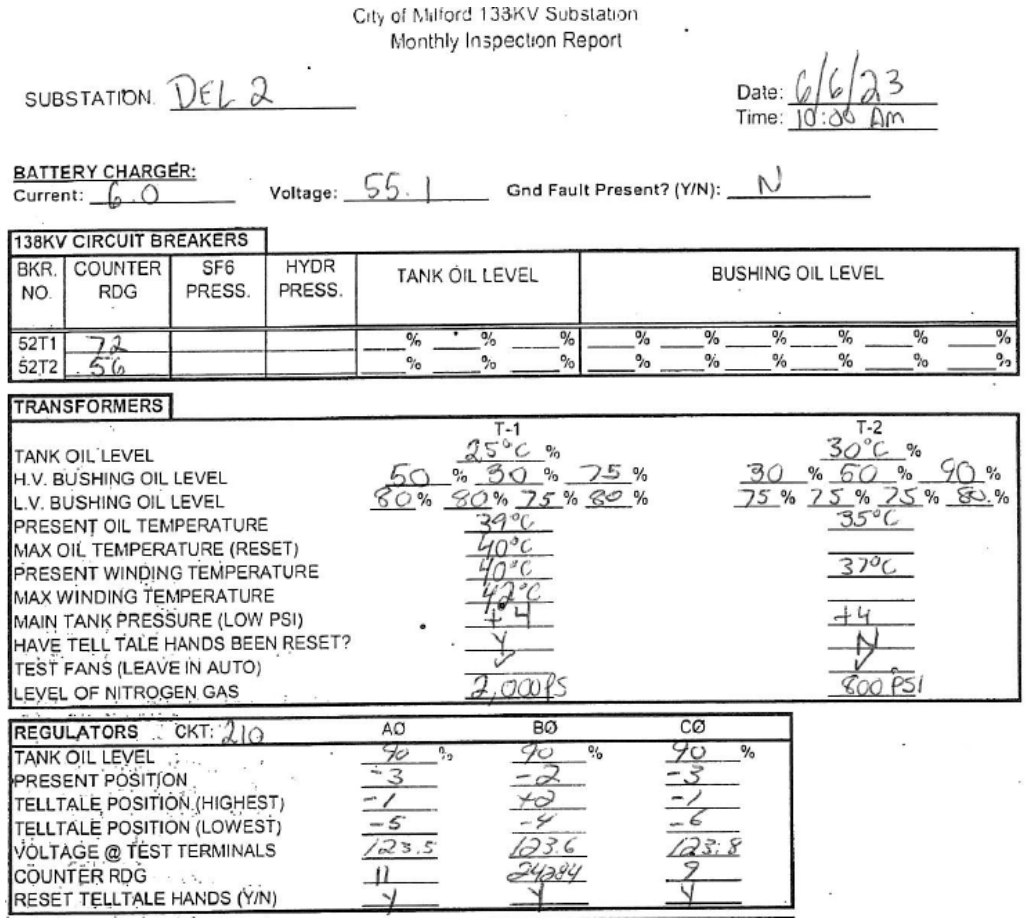
Metric	Description	1st Quartile	2nd Quartile	3rd Quartile	Milford
MAIFI:	MAIFI = (Total number of momentary customer interruptions)/(Total No of customers served)	0.00	0.00	0.15	0.325
SAIFI:	SAIFI = (Total No Of customers interrupted)/(Total No. Of Customers served)	0.32	0.62	1.08	0.085
SAIDI:	SAIDI =(Sum of all customer interruption durations)/(Total No. of Customers served)	11	25	56	5.153
CAIDI:	CAIDI = (Sum of all customer interruption durations)/(Total No. of Customers that experienced one or more interruptions)	60	82	132	60.75

Outage Date	Outage Time	Restoration Date	Restoration Time	Duration	Substation	Circuit	Device	Pole # / Device ID	Fault Location	Cause	Weather	Comments	Customers OOS
2-Apr-23	3:10:07 PM	2-Apr-23	8:40:11 PM	5:30:04	DEL1	110	XFMR	Q14-04PMT	8 & 10 BRANDYWINE DR	Equip Fail	Clear	TRANSFORMER FIRE	2
22-Apr-23	6:26:35 PM	22-Apr-23	7:29:23 PM	1:02:48	DEL1	150	Fuse		419 KINGS HWY	Tree	Wind	WIND/RAIN TREE BRANCH FELL ON LINE,	11
23-Apr-23	11:38:23 AM	23-Apr-23	5:59:57 PM	6:21:34	DEL2	210	XFMR		293 Jenkins Pond Rd	Equip Fail	Clear	TRANSFORMER PUTTING OUT LOW VOLT	1
30-Apr-23	11:19:05 AM	30-Apr-23	1:15:53 PM	1:56:48	DEL2	210	FUSE		1125 MILFORD-HARRING	MVA	Clear	DPL POLE WAS HIT, CALLED THEM, THEY F	157
1-May-23	2:11:14 PM	1-May-23	4:58:15 PM	2:47:01	DEL1	110	FUSE	P13-003P	7035 Woodwycke Ter	Foreign Conta	Clear	contractor hit wire digging	3
1-May-23	11:35:46 AM	1-May-23	12:33:08 PM	0:57:22	DEL1	120	FUSE		5660 BUCKS RD	Animal	Clear	Squirrel	1
5-May-23	9:29:26 PM	5-May-23	9:29:26 PM	0:00:00	DEL1	110	BKR	VCB110	Shawnee Acres	Equip Fail	Clear	bad cable, isolated and backfed transform	248

*Outage KPI data as per 9/29/2023

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Monthly Substation Inspections



City of Milford 138KV Substation
Monthly Inspection Report

SUBSTATION: DEL 2

Date: 6/6/23
Time: 10:00 AM

BATTERY CHARGER:
Current: 6.0 Voltage: 55.1 Gnd Fault Present? (Y/N): N

138KV CIRCUIT BREAKERS

BKR. NO.	COUNTER RDG	SF6 PRESS.	HYDR PRESS.	TANK OIL LEVEL	BUSHING OIL LEVEL
52T1	72			% % %	% % % % % %
52T2	56			% % %	% % % % % %

TRANSFORMERS

	T-1	T-2
TANK OIL LEVEL	25°C %	30°C %
H.V. BUSHING OIL LEVEL	50 % 30 % 75 %	30 % 60 % 90 %
L.V. BUSHING OIL LEVEL	80 % 80 % 75 % 80 %	75 % 75 % 75 % 80 %
PRESENT OIL TEMPERATURE	39°C	35°C
MAX OIL TEMPERATURE (RESET)	40°C	
PRESENT WINDING TEMPERATURE	40°C	37°C
MAX WINDING TEMPERATURE	42°C	
MAIN TANK PRESSURE (LOW PSI)	+4	+4
HAVE TELL TALE HANDS BEEN RESET?	Y	N
TEST FANS (LEAVE IN AUTO)	✓	✓
LEVEL OF NITROGEN GAS	2,000PS	800 PSI

REGULATORS CKT: 210	AØ	BØ	CØ
TANK OIL LEVEL	90 %	90 %	90 %
PRESENT POSITION	-3	-2	-3
TELLTALE POSITION (HIGHEST)	-1	+2	-1
TELLTALE POSITION (LOWEST)	-5	-4	-6
VOLTAGE @ TEST TERMINALS	123.5	123.6	123.8
COUNTER RDG	11	24284	9
RESET TELLTALE HANDS (Y/N)	Y	Y	Y

Instituted Monthly Substation Inspections

- Performed 1st of the month
- All deficiencies captured Equipment Condition Report
- Issues are tracked and through MS Teams List
- Inspections also Include Physical Conditions & Security Checks
  - Gate and Fence Conditions
  - Status of Locks and other deterrents

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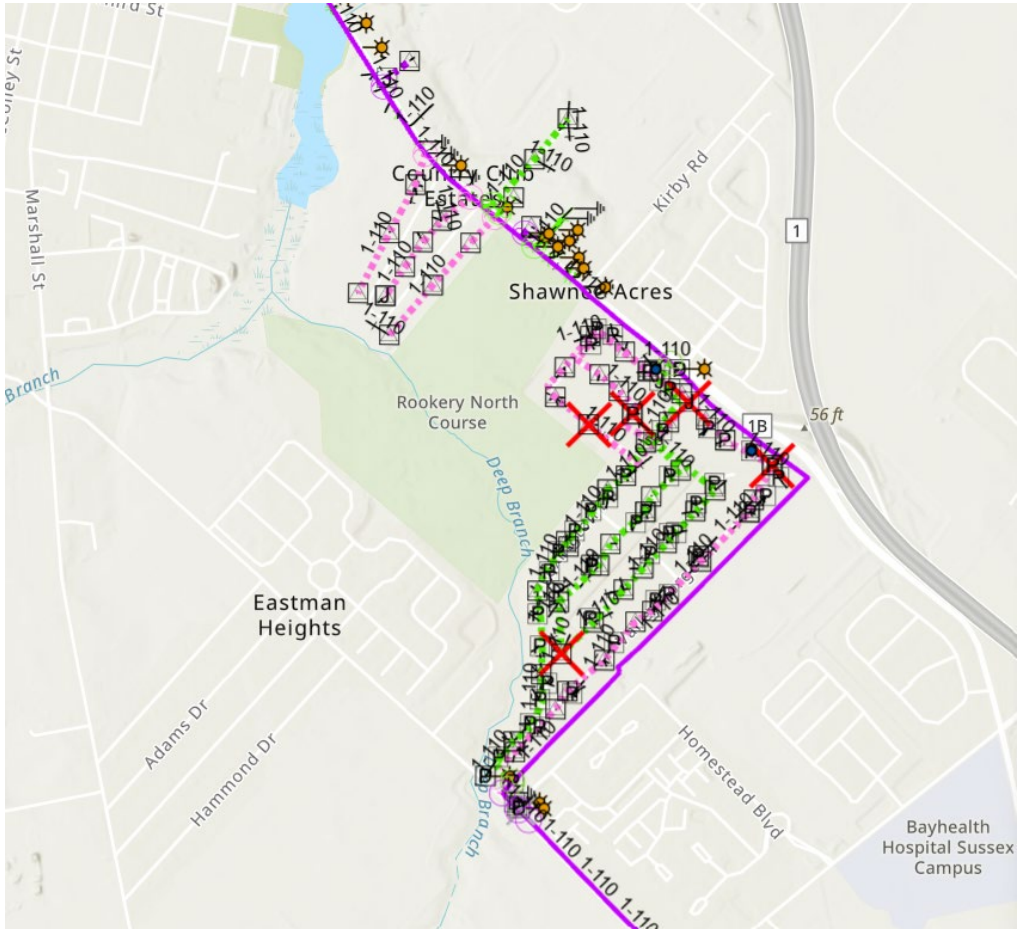
Periodic Preventative Maintenance

- Annual Infrared, Thermography, & Acoustic Testing
  - Substations and Distribution Equipment
  - Can Identify bad connections / failing equipment
  - Used to flag equipment for further testing if warranted
- Annual Oil Analysis
  - Can Identify internal faults, failures and oil condition
- Annual Battery and DC System testing
- 5 Year Electrical Testing
  - Transformers, Breakers, etc.

Substati...	Equipment ...	Equipme...	Description	Date Report...	Reported By	Priority	Assigned to	Status	Date Completed	Comments
Substation : Del 1 (5)										
Del 1	Regulator	623	CEI - Potential Partial Discharge Detected - ...	3/22/2022		Low	Anthony J. Chipol	Completed	10/18/2022	No issue as per SD Myers Oil Analysis
Del 1	Regulator	633	CEI - Partial Discharge Detected - Confirm s...	3/23/2022		High	Anthony J. Chipol	Completed	10/18/2022	No issue as per SD Myers Oil Analysis
Del 1	Regulator	643	Exit / Wake Button does not work	5/1/2023	Jay Clark	Low	Cornelio Ramirez-	Under Investigatio		
Del 1	Transformer	T1	T1 Low-side Surge arrestors failed PM testing	4/3/2023		High	Anthony J. Chipol	Equipment Ordered		
Del 1	Transformer	T1	LV Bushing shows signs of deterioration fro...	4/3/2023		Medium	Anthony J. Chipol	Equipment Ordered		

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Electric Asset Inventory



- Provides foundational data
  - Outage Management System (OMS)
  - Public Facing Outage Maps
  - Power Flow Software
  - Solar Hosting Capacity Studies
- Allows for quicker response and Ease of Troubleshooting
- Digitizing Field Assets
  - DRG Currently in Field Collecting Data
  - Elec Dept currently reviewing Pilot Ckt for Accuracy
  - Projected Completion – 10/27/2023
- Tablets for Field Workers to access digital maps

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Process & Procedures

Completed:

- New Residential Service Application
- New 3rd Party Attachment Application
- New Lockout / Tagout (LOTO) Procedure (Electric & Public Works)
- New Power System Switching Policy & Procedure
  - Formalized process
  - Updated Technical Requirements
  - Instituted QA/QC Checks and Approvals
- Updates to Electric Tariff
  - Removal of Fees and Rates to Supplemental City Fee Schedule
- Instituted Field Safety Audits for Supervisors
- New Padmounted Primary Metering Standards

In Progress:

- Electric Emergency Response & Restoration Plan
- Equipment Grounding Procedures

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Potential Energy Storage Project

- Working with DEMEC for Energy Storage use case
- Installation would be at Delivery 2 (Near Solar Field)
- Would allow for increased solar penetration at Delivery 2
  - Currently limited to residential installations
  - Limited hosting capacity based on Reverse Power Conditions at the substation level
- Increase Renewable Energy Portfolio
- Aligns with City Strategic Plan and Statewide Energy Goals
- Preference to toward 3rd party ownership
  - Decreased financial burden for City and customers
  - Owner / Operator can participate in PJM Market
  - Can be used to flatten load profile and protect against cloud cover related voltage events

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Questions?

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Information Technology Department

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Cities Use To Drive Technology, Now We Are Driven By Technology!



- There is not one City of Milford department that is not enhanced by technology
- Once implemented technology drives the departments policies & procedures
- If used right technology will save money and increase performance

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IT’s alignment with the strategic plan

- IT is a support department for Milford’s operations, this role directs IT to be involved with every city department therefore every aspect of the strategic plan
- We work hand in hand with all departments, starting with technology planning, implementation, daily operations, ongoing support, and finally the replacement of the technology to make way for the next generation



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Community Engagement



IT Promoting ACP at Touch-a-Truck!

- IT records council & other hearings & publishes them on the website for the community
- Milford IT sat on the board for the state-wide initiative for the ACP Broadband program and promoted the initiative at the touch a truck event.
- Milford IT helped implement RAVE the new notification system for the City, we also will be integrating notifications with Tyler's ERP system
- We have explored the feasibility of a city-wide public Wi-Fi, as well as a streamlined Riverwalk option, which will go to RFI

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Public Safety & Preparedness

- IT is helping to design, implement, and maintain the state-of-the-art data center at the new Milford police department, this includes connecting to the city networks phones, and cameras
- IT supports various PD applications like Tyler New World CAD, mobile computing in police cars, radio systems, and more



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Economic Health & Development



- IT supports workforce development through newly implemented on-line IT skills training for IT staff as well as all of Milford
- Working with HR & schools to connect educational opportunities and internships to encourage young residents to learn a trade, this also benefits Milford as we can see a person's ability prior to a job commitment

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Mobility & Infrastructure

- Looking into options for free public Wi-Fi
- Promoting the ACP broadband initiative
- Maintain current and newly implemented ERP Systems that interface with Milford's Operational Technology (OT)
- Help to upgrade, and make more secure Milford's Supervisory Control and Data Acquisition (SCADA) system, including AMI, and other smart technologies
- Help to implement & support the new CRO solid waste routing system
- Implemented internet redundancy using Cradlepoint in a town with few options



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Neighborhoods & Community Services



- IT Implemented a cloud-based phone system, removing single point of failure in the event of a hardware failure or disaster situation for business continuity
- Using AI for the phone auto attendant allowing for changes in seconds that would have taken days to re-record
- Help to implement the Tyler Code Enforcement, EPL Civic access & EPL Community Development modules.

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Fiscal Responsibility

- We now challenge every hardware, software, and professional services contract, new or renewal to make sure we are being responsible to our customers, the taxpayers of Milford.
- Many contracts we have been able to enhance our product or support and save money



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Questions?

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Economic Development & Community Engagement

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Economic Development

- Incentives
  - Strategic Plan Objective: Identify opportunities for growth and development of new businesses in Milford by promoting advantages and opportunities in Milford and leveraging the Downtown Development District and other state assistance.
  - 2023 incentive recipients:
    - Milford Wash It
    - PAM Milford
    - Robert Grant
    - Southern Delaware Golf Club

Total Capital Investment	$123,445,500.00
Total Job Creation	516
Max Impact Fees Waived by the City	$1,421,712.20

- Milford Corporate Center
  - Strategic Plan Objective: Foster economic activity that will grow the local employment by 4% in 5 years.
  - Site Readiness Funds
    - $1.1M awarded; round 3 possible
  - Transportation Infrastructure Investment Fund (TIIF)
    - $2.7M awarded; Jan. 2024 application
  - Consideration: job creation per acre

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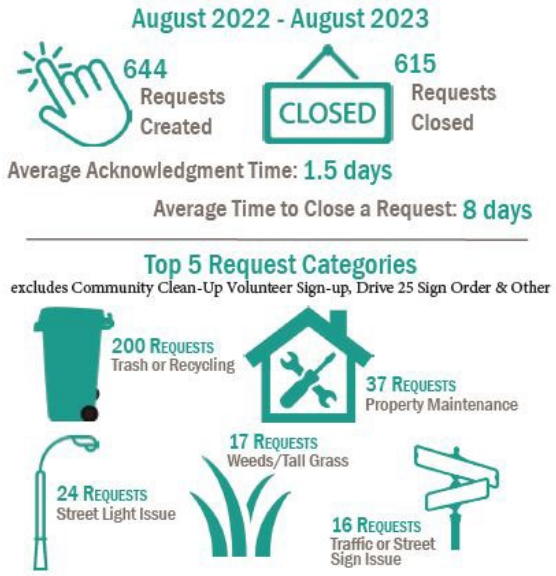
Economic Development

- MSD Principal for a Day
  - Strategic Plan Objective: Foster economic activity that will grow the local employment by 4% in 5 years.
  - Program goal: create a stronger connection between educators and the business community.
  - Oct. 16 & 18, 2023
- OperaDelaware Events
  - Strategic Plan Objective: Develop monthly community events to engage the community and attract visitors to the City.
  - Free pop-up opera
  - Fundraiser Microgala

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Community Engagement

- SeeClickFix/MyMilford
  - Strategic Plan Objective: Maintain City streets so that 80% are always in “Fair,” “Satisfactory” or “Good” condition.



- Website Redesign
  - Strategic Plan Objective: Build and maintain regular and timely communications with community members about the City’s activities, programs, and services.
  - Goal: modernize website design and prioritize web accessibility (ADA Compliancy)
  - Timeline: 6 months

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ED & CE Goals

- Salvation Army Mural
  - Strategic Plan Objective: Develop a more vibrant downtown, to bring more visitors to Milford and promote community pride.
  - Written Approval
  - UD Partnership
  - Milford Arts Community
- Additional community event
  - Strategic Plan Objective: Actively promote tourism opportunities through arts, culture, and eco-tourism in Milford to bring in visitors and provide residents with more recreational options.
  - Ideas:
    - Fourth Fest
    - Memorial Day
    - Juneteenth

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ED & CE Goals

- Customer Satisfaction Survey
  - Strategic Plan Objective: Ensure City ordinances and procedures support new and expanding businesses to promote business success in the City of Milford.
  - Resident & Commercial satisfaction survey after city interaction
- Rejoin Kent Economic Partnership
  - Strategic Plan Objective: Encourage a greater variety of businesses and restaurants.
  - Milford has something to sell now

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Questions?

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Human Resources Department

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People Strategy



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Workforce Overview

The City of Milford has a multi-generational workforce, and each generation has its own work habits, expectations, and communication styles.

- 130 full-time employees with 3 unions
- Police Dispatchers: 8 full-time authorizations
- Police Officers (Sergeant and Below): 32 full-time authorizations
- IBEW-Electric: 9 full-time authorizations

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Recruitment

Strategic Goal: Creation of a skilled, diverse, and bilingual work environment.

Strategic Goal: Partner to provide and advertise job training opportunities so the Milford workforce is ready for the future.

- Attracting top talent
- Expanded Applicant Tracking System that will provide key performance metrics
- Establishing and Leveraging the City's brand
- Expanding our reach on social media and other utilizing niche job boards
- Creating recruitment videos
- Prioritizing diversity, equity, and inclusion practices

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Bilingual Work Environment

Strategic Goal: Creation of a skilled, diverse, and bilingual work environment.

- The City had 0 bilingual employees in March 2018, and we created a bilingual pay differential allowance policy in April 2018 for Spanish, Haitian Creole, and American Sign Language.
- Currently, we have the following job positions staffed with an employee that is fluent in Spanish.
    - Mechanic – Public Works
    - Associate Engineer – Electric
    - Engineering Technician – Public Works
    - Billing Clerk II – Customer Service
    - Cash Operations Clerk II – Customer Service
    - Police Officer – 3 employees

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Retention

Strategic Goal: Support workforce development through job training and apprenticeship programs.

We have implemented a variety of programs and incentives to engage, retain, and manage a multigenerational workforce.

- Volunteer Time Off
- Tuition Reimbursement
- Flexible work arrangements
- Job Classification and Compensation studies every 4 years (2017, 2021)
- Performance Merit Salary Increases
- Current employee policy manual
- Training line for each departmental budget to allow for opportunities to attend classes, conferences, etc.
- Delaware Municipal Supervisory Management Academy-4th year with Wilmington University
- Webinar with Wilmington University in December 2023 for the workforce to review available learning opportunities.
- FY24 Staffing Study which will also include a heavy focus succession planning.
- In-house skill training sessions (Microsoft excel, etc.)

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Apprenticeships and Partnerships

Strategic Goal: Support workforce development through job training and apprenticeship programs.

- Engineering Interns – University of Delaware
- University of Delaware Summer City Management Fellows Program
- Work Based Learning Partnership with Milford School District
- Customer Service Intern – Delaware Technical Community College
- Paint the Plow Program with Public Works
- Mrs. Kelly Sharp's 4th Grade Class Field Trip to City Hall
- Speaking opportunities for City employees at Milford School District

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Recognition and Appreciation

We have implemented a variety of programs and initiatives that focus on recognition and appreciation.

- Excellence Award
- Employee Newsletter-Inside Scoop
- Utility Newsletter-Employee Spotlight
- Annual Service Awards Event
- Special Performance Awards
- Annual Employee Appreciation Events
- Passing of the Rooster of Barcelos

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Health and Well-being

Strategic Goal: Promote a healthy community.

- To actively promote health and well-being for workforce
- Annual health and wellness fairs
- Wellness health initiatives
- Confidential mental health, emotional, financial support, and work life resources through our Employee Assistance Program (EAP)

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Questions?

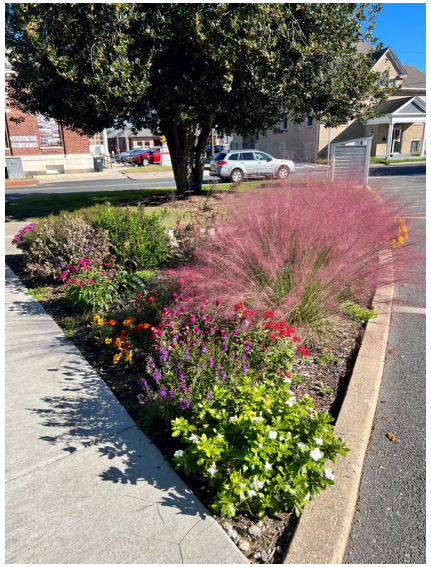
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Parks & Recreation Department

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Expand

- Increase Beautification efforts throughout the City
- Implement the Gateway plan (native plantings) and expand it throughout the City
- Hire an Arborist and Horticulturist
- Continue to work with DMI Design Committee for plantings and volunteer opportunities







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Create

- Additional recreational amenities
- Build a picnic pavilion in Memorial Park
  - Connect it with additional sidewalks and provide more shade (mixture of trees and sunshades)
- Rubber surfacing or matting for pickleball courts
- Design documents for City Hall plaza



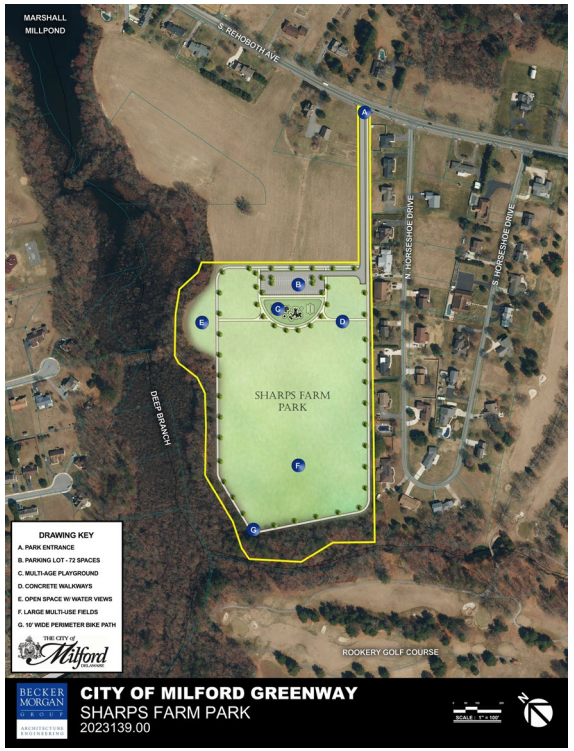




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Connectivity

- Future of Milford depends on connectivity
- 11 bike paths have been proposed by the Planning Department as part of the 2024-2029 CIP
- P&R will be focusing on the Deep Creek Herring Greenway
- Phase I construction documents for the entrance way and parking lots.



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Partner

- With existing partners and “new” partners to provide additional recreational, sporting and volunteer opportunities
- Milford School District, Greater Boys and Girls Club for Milford, Delaware Nature Society (Abbott’s Mill), Town of Slaughter Beach (WIIN Coalition), Chamber of Commerce and Downtown Milford, Inc.
- Milford Soccer league – Memorial Park
- Pop-up ice-skating rink in Bicentennial Park





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Public Art

- Back wall of the Salvation Army
- Enhance the view from the Pickleball courts and the Riverwalk
- Working with Economic Development for a MOU and to see how it can be funded
- Bigger question of more public art on privately owned buildings







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Promote

- Continue to utilize the Parks and Recreation Board for Public input
- Embrace various forms of media (social media/promotional videos/email blasts/flyers in schools)
- Attending community events-tables set up with recreation staff, open houses at schools
- Develop a scholarship fund for youth programming
- Newest marketing tool – Parker B(lue) Heron





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Questions?

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Finance Department

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Strategic Goals and Objectives

- Goals
  - Operate Efficiently and Responsibly
- Objectives
  - Manage Resources Wisely and Sustainably
  - Maintain Appropriate Fund Balances and Reserves

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Strategies

- Achieve Structural Balance
- Develop Long-Range Operating Plan
- Maintain Fiscally Sound Reserve Balances
- Properly Fund Utilities through Fair, Objective Rates
- Avoid Rate Shock due to Peak Power Costs

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Structural Balance



(Not just a balanced budget)

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Structural Balance



Recurring, stable, predictable revenue sources fund all operating, debt service, and capital maintenance expenses

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Structural Balance

Budget Breakdown	FY 2004	FY 2014	FY 2024
Grand Total Revenue	$ 25,816,585	$ 41,471,340	$ 59,554,040
Grand Total Expense	25,816,585	41,471,340	59,554,040
Less: One-Time/Capital Funding Sources	(2,233,929)	(3,651,604)	(7,071,413)
Less: Capital Expenditures	(821,665)	(2,299,760)	(5,921,880)
Net O&M Revenue Sources	23,582,656	37,819,736	52,482,627
Net O&M Expenditures	24,994,920	39,171,580	53,632,160
O&M Structural Balance	$ (1,412,264)	$ (1,351,844)	$ (1,149,533)
O&M Structural Balance, As %	*-5.5%*	*-3.3%*	*-1.9%*

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Long-Range Operating Plan

- 10-Year Operating Plan
  - Comprehensive Financial Modeling
    - Personnel Forecasts / Bargaining Units
    - Utility Forecasts
    - Integrated Debt Service Schedule; Future Borrowing Needs
    - Cash & Investment Forecasts w/Forward Yield Curve Projections
    - Economic Forecasts – Housing, Planning, Permitting
    - 10-Year Capital Improvement Plan
  - Two-Year Budget Reliability
  - Sensitivity Analysis
  - Still several years away

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Solid Waste 7-Year Operating Projection

CITY OF MILFORD
FY 2022-23 OPERATING BUDGET & PROJECTIONS
SOLID WASTE FUND

SOLID WASTE FUND SUMMARY OF
BUDGETED AND PROJECTED OPERATIONS AND RESERVES

OPERATING SUMMARY	BUDGET FY 22-23	3-9 PROJ FY 22-23	PROJ FY 23-24	PROJ FY 24-25	PROJ FY 25-26	PROJ FY 26-27	PROJ FY 27-28	PROJ FY 28-29	PROJ FY 29-30	CAGR FY23-30
Billing Revenue	1,554,444	1,574,970	1,606,389	1,638,437	1,671,126	1,704,468	1,738,476	1,773,165	1,808,548	2.0%
Other Revenue	2,023	2,023	187,250	97,500	7,750	7,750	7,500	7,250	7,023	-40.9%
TOTAL REVENUE	1,556,467	1,576,993	1,793,639	1,735,937	1,678,876	1,712,218	1,745,976	1,780,415	1,815,571	0.9%
Personnel	359,480	329,563	-	-	-	-	-	-	-	
Operating Expenses	1,022,444	1,059,592	1,771,086	1,853,798	1,940,773	2,011,522	2,085,026	2,161,403	2,240,777	3.9%
Fuel & Utilities	57,825	59,248	-	-	-	-	-	-	-	
TOTAL OPERATING EXPENSE	1,439,749	1,448,403	1,771,086	1,853,798	1,940,773	2,011,522	2,085,026	2,161,403	2,240,777	3.9%
SURPLUS (DEFICIT) BEFORE CAPITAL FUNDING	**116,719**	**128,590**	**22,553**	**(117,861)**	**(261,898)**	**(299,304)**	**(339,049)**	**(380,988)**	**(425,206)**	**29.3%**
VEH/EQUIP FUNDING & SURPLUS (DEFICIT) XFERS	(101,430)	(101,430)	(102,930)	(71,430)	(71,430)	(71,430)	-	-	-	-100.0%
NET OPERATING SURPLUS (DEFICIT)	**15,289**	**27,160**	**(80,377)**	**(189,291)**	**(333,328)**	**(370,734)**	**(339,049)**	**(380,988)**	**(425,206)**	**17.6%**
RESERVE BALANCE ROLLFORWARD:										
RESERVES, BEGINNING BALANCE	504,152	504,152	636,776	664,424	551,879	294,397	(5,072)	5,838	44,951	
DIRECT CONTRIBUTION FROM OPERATIONS	101,430	101,430	102,930	71,430	71,430	71,430	0	0	0	
INFLOW FROM (OUTFLOW TO) OPERATIONS	15,289	27,160	(80,377)	(189,291)	(333,328)	(370,734)	(339,049)	(380,988)	(425,206)	
RESERVES AVAILABLE TO SUPPORT CAPITAL	**620,871**	**632,743**	**659,330**	**546,564**	**289,982**	**(4,907)**	**(344,121)**	**(375,149)**	**(380,255)**	
CAPITAL OUTLAY & FUNDING ACTIVITY:										
CAPITAL OUTLAY - VEHICLES	(549,500)	-	-	-	-	(302,521)	-	-	-	
CAPITAL OUTLAY - ALL OTHER	(153,650)	-	-	-	-	-	-	-	-	
FUNDING SOURCES (GRANTS, INTEREST, XFERS)	85,000	4,033	5,094	5,315	4,415	302,355	349,959	420,100	425,100	140.2%
CAPITAL OUTLAY, NET OF EXTERNAL FUNDING	(618,150)	4,033	5,094	5,315	4,415	(165)	349,959	420,100	425,100	140.2%
SOLID WASTE FUND RESERVES, ENDING BALANCE	**2,721**	**636,776**	**664,424**	**551,879**	**294,397**	**(5,072)**	**5,838**	**44,951**	**44,845**	**-39.5%**

THE CITY of Milford DELAWARE

Maintain Fiscally Sound Reserve Balances

Operating Cash Balances

▼ *Marks Ref Closing Bal* [4]

Description	Opening Balance (Jul 31, 2022)		Closing Balance (Aug 31, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	$ 2,280	→	$ 2,058	$ -	$ (500)	$ (1,491)	$ 67
Electric Fund	3,291	→	3,250	-	(23)	(1,652)	1,576
Water Fund	1,978	→	2,046	-	(739)	(294)	1,014
Sewer Fund	1,124	↑	1,276	-	(644)	(205)	428
Solid Waste Fund	558	→	585	-	(314)	(190)	81
Operating Cash Totals[4]	**$ 9,231**	●	**$ 9,216**	**$ -**	**$ (2,220)**	**$ (3,831)**	**$ 3,165**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Jul 31, 2022)		Closing Balance (Aug 31, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	$ 553	↑	$ 609	$ -	$ (500)	$ -	$ 109
Municipal Street Aid (MSA)	371	→	370	269	(639)	-	-
Realty Transfer Tax (RTT)	4,570	→	4,718	591	(3,259)	(1,203)	847
Economic Development	682	→	682	224	(906)	-	-
Lodging Tax Fund[3]	447	→	478	132	(610)	-	-
ARPA Grant Fund	2,413	→	2,406	-	(2,406)	-	-
Special Purpose Cash Totals[2,4]	**$ 9,035**	●	**$ 9,264**	**$ 1,216**	**$ (8,320)**	**$ (1,203)**	**$ 957**

Reserve Fund Cash Balances[1]

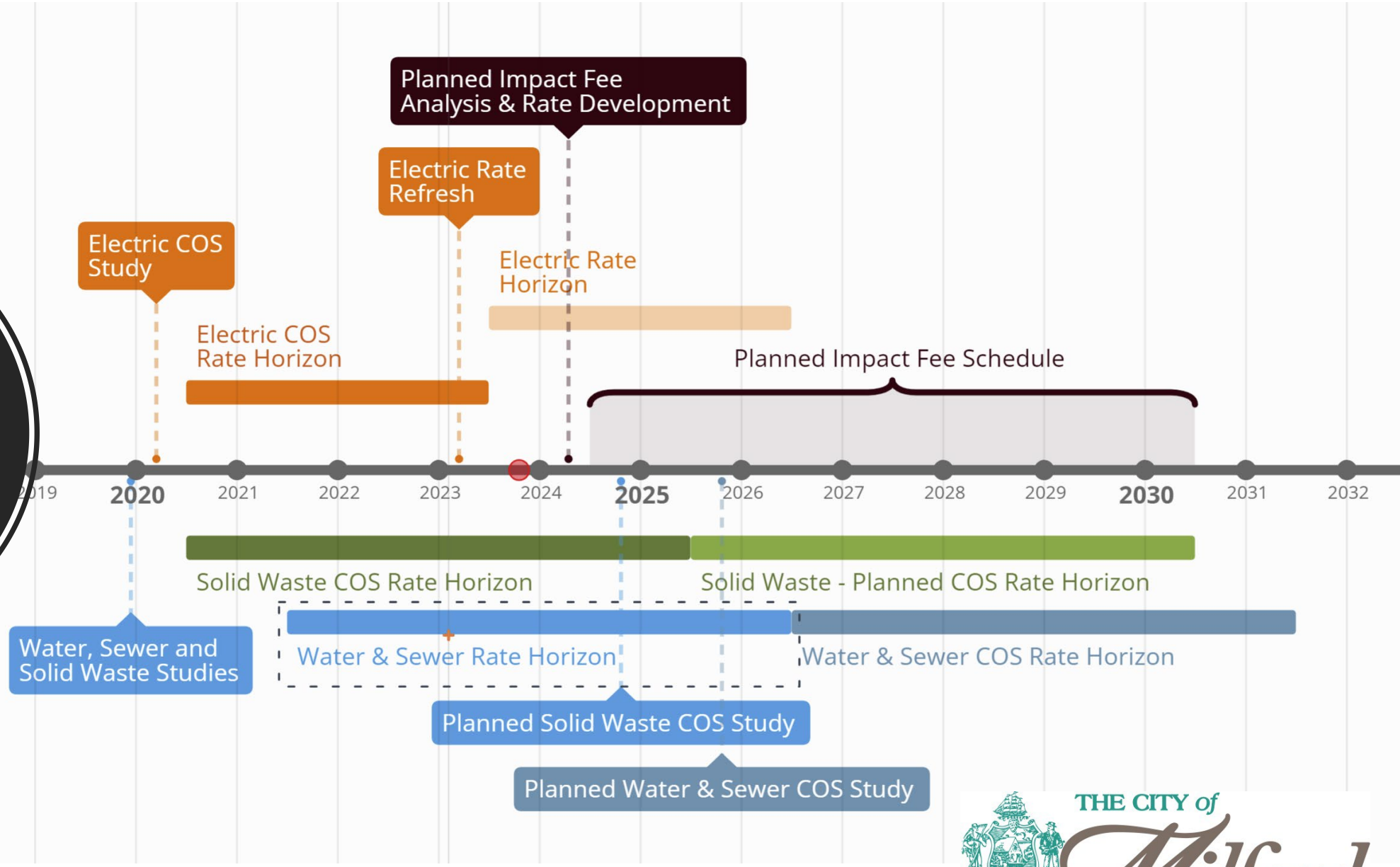
Description	Opening Balance (Jul 31, 2022)		Closing Balance (Aug 31, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	$ 1,961	→	$ 1,796	$ 2,500	$ (3,332)	$ (356)	$ 609
Water Fund Capital Reserves	2,779	→	2,710	739	(1,124)	(2,245)	80
Sewer Fund Capital Reserves	3,901	→	3,899	644	(1,091)	(3,437)	14
Solid Waste Fund Capital Reserves	275	→	271	386	(656)	-	1
Electric Fund Capital Reserves	15,113	→	15,118	23	(6,785)	(4,753)	3,603
Operating Cash Totals[4]	**$ 24,028**	●	**$ 23,795**	**$ 4,292**	**$ (12,987)**	**$ (10,792)**	**$ 4,307**

Maintain Fiscally Sound Reserve Balances

- Groundwork & Policies Currently in Place
- Strengths
  - Electric, Water, & Sewer Reserves and Impact Fees
  - Realty Transfer Taxes (RTT) & Municipal Street Aid (MSA)
  - Most Vehicle & Equipment Replacement Reserves (ERR)
  - Dynamic Policies Change with City & Economic Growth
  - Policies Draw from Subject Matter Expertise (Rate Studies, Credit Agencies)
- Challenges
  - Solid Waste Reserves, Solid Waste ERR, Police ERR
  - General Fund Reserves

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Properly Fund Utilities with Fair, Objective Rates



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Questions?

THE CITY of Milford DELAWARE

Planning Department

Building Inspections & Permitting

Code Enforcement & Licensing

Planning & Zoning

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Code Enforcement & Licensing

- Hire and onboard 3rd Code Enforcement Officer
- Continue addressing older code violations by issuing court summons
  - 44 cases which are more than 2 years old
  - 23 cases which are 1-2 years old
  - 411 cases less than 1 year old (217 are for grass)
- The Department has set a goal to take all cases older than 1 year to court in 2024 and we plan on continuing to narrow the time between initial violation notice and court summons in order to gain compliance
- Consider moving from the 2015 International Property Maintenance Code to the 2018 version to match our Building Code

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Code Enforcement & Licensing

- Finish residential rental inspections in Ward 4 (2023)
- Perform residential rental inspections in Ward 1 (2024)
- Issue court summons to those property owners who have failed to schedule a rental inspection or address violations within a timely manner

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Building Inspections & Permitting

- Implementation of new permitting, inspections & licensing software (Tyler Enterprise Permitting & Licensing) to allow for streamlined review and online permitting and licensing submissions/payments
- Continue record retention efforts for older building permits and building plans per State of Delaware requirements

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Planning & Zoning

- Submit Downtown Development District designation extension request to the State of Delaware. Designation is due to expire in 2026. Extension would be for 5 years
- Dover/Kent County Metropolitan Planning Organization (MPO) & City of Milford – N. Rehoboth Boulevard Corridor Study
- Develop Historic Preservation Ordinance options for City Council's consideration

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Planning & Zoning

- Assist Public Works, Parks & Recreation and DelDOT with the design of various bike paths and streetscaping projects identified in the 5-year CIP that were a result of previous planning efforts.
  - NW Front Street, Route 113 & Buccaneer Boulevard (*DelDOT*)
  - NE Front Street (NE Fourth to Rehoboth)(*DelDOT*)
  - NW Front Street (Church St to Maple Ave)(*DelDOT*)
  - Downtown Streetscapes (SW Front St, Park Ave, Denney Row, N. Wash. St)
  - S. Walnut Street Traffic Calming & Bike Ped
  - Watergate & Southern Delaware Golf Club
  - Marshall Street Striping
  - Wickersham to Route 30

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Questions?

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Public Works Department

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Current Initiatives

Solid Waste Improvement

- Priority Area: Economic Health and Development
- Goal: Meet Commercial Needs of Residents, Businesses, and Visitors

1. Implement Route Management Software
    i. Includes GIS accountability by pickup location
        a. Records:
            1. Each pickup
            2. Each location that does not have containers deployed
            3. Each location that has non-compliant containers that cannot be picked up
    ii. Will allow for customer sign up for email when SW, Recycle, and YW containers have been collected

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Current Initiatives

Solid Waste Improvement

- Priority Area: Economic Health and Development
- Goal: Meet Commercial Needs of Residents, Businesses, and Visitors

2. Review all discreet levels of service for partial contractual assistance.
    i. Note entire service like was previously done

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Current Initiatives

Solid Waste Improvement

- Priority Area: Economic Health and Development
- Goal: Meet Commercial Needs of Residents, Businesses, and Visitors

3. Capture account growth from last 5-8 years. Develop account growth analysis based on number of expected residences in approved record plans, each time a new plan is submitted, and construction permits are issued.
   i. Study resource allocation among peer Cities that operate their own SW collection program. Determine profile of number of operators on staff and number of collection vehicles owned based on number of accounts and number of vehicle miles traveled per year by Collection trucks.

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CY 24 Initiative

Public Works Satisfaction Service Survey (for each Public Works Output)

- Priority Area: Community Engagement
- Goal: Build an Open, Transparent Dialog

1. Develop a survey that includes fact finding questions for each output of Public Works:
   - **i.** **Streets/Roads** – identify problem locations, rate satisfaction on awareness of closures and detours, determine ways to improve outreach for public hearings and workshops
   - **ii.** **Water** – odors, taste, billing, availability of information available to customers
   - **iii.** **Sanitary Sewer** – odors, backups, new connections
   - **iv.** **Refuse** – pick ups/misses, container return, cleanliness of collection, regularity of pickup time
   - **v.** **Development Coordination** – promptness of responses, inspection result clarity, turnaround of document review

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CY 24 Initiative

Develop and Implement Key Performance Measures (KPM) Program

- Priority Area: Mobility and Infrastructure/ Economic Health and Development
- Goal: Proactively manage our own utility infrastructure, meet commercial needs of residents, businesses and visitors, measure the successes of these efforts, identify and zero in on needed areas for improvement

1. Record survey results and set goals to achieving the highest/best level of service, the needs from which were identified in the surveys from public input.
2. Develop KPM's that measure progress toward those goals
3. Include KPM's as a fractionally-weighted line item in employee's performance evaluation

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CY 24 Initiative

Develop Volunteer Corps (seniors, retirees and others) to serve as greeters for PW and Planning at the Public Works Building

- Priority Area: Community Engagement
- Goal: Build an Open, Transparent Dialog

1. Recruit from senior centers, churches, retirement facilities.
2. Modify PW vestibule area to be made larger so that volunteers can be seated in the area for their brief shift as greeter
3. Develop incentives in kind for volunteers – eligibility for employee recognition, holiday parties, Department lunches, etc.
4. Once volunteer serves a predetermined amount of time, give them progressive recognition – i.e. dedicate a tree planting to them with a plaque, inscribed brick in pavered sidewalk, wall of fame in City Plaza, etc.

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CY 24 Initiative

Re-evaluate Energy Usage

- Priority Area: Fiscal Responsibility
- Goal: Operate in an Efficient and Responsible Manner

1. Some upgrades have taken place previously under prior studies.
2. Ensure the oldest fixtures for HVAC and lighting are serving us best from a lifecycle cost point of view.

THE CITY of Milford DELAWARE

CY 24 Initiative

Train Inspectors (in OSAH Standards) to affect Lower Insurance Rates and Mitigate Liability

- Priority Area: Fiscal Responsibility
- Goal: Operate in an Efficient and Responsible Manner

1. State of DE Governments are exempt from OSHA requirements –contractors are NOT.
    - Private Projects as well as Public Projects Involving Private Contractors
2. City's Engineering Techs as well as the City's Contract Inspectors
3. Being on site for specific inspection requirements (building, sidewalk, roadway, etc) exposes inspectors to unsafe situations they could report to the Owner/City.
4. Culpability

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Questions?

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City Administration

City Manager

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Community Engagement

- Expand communication strategies to residents
- Provide more avenues for resident feedback
- Expand volunteer opportunities
- Expand community festivals
- Improve Capital Improvement Plan document
- Improve Annual Budget document

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Public Safety & Awareness

- Strengthen ties with Carlisle
- Educate public on City emergency management plans
- Complete mock disaster drill
- Evaluate City's radio system

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Economic Health & Development

- Work with schools to develop future employees
- Continue to work on connecting sidewalks and bike paths
- Improve entryways into town
- Market Milford Corporate Center
- Develop more river-based activities – promote Delaware's Hidden River
- Development of the Sharp property
- Actively work on green way connections

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Mobility & Infrastructure

- Route 113 Congestions/By-Pass
- East – West Traffic Options
- Energy storage options
- NW City Water/Storage
- Consolidation of City departments into one location

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Neighborhoods & Community Services

- Improve City entryways
- Zoning ordinance changes to stimulate workforce and affordable housing
- Historic preservation ordinance
- Explore indoor recreation facility

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Fiscal Responsibility

- Long range budget forecasting
- Make decisions based on sustainability in lieu of low cost
- Explore central purchasing
- Continue a robust grant program

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Questions?

THE CITY of Milford DELAWARE



The Office of the City Clerk

Today & Tomorrow

Terri K. Hudson, MMC
City Clerk
October 21, 2023

THE CITY of Milford DELAWARE

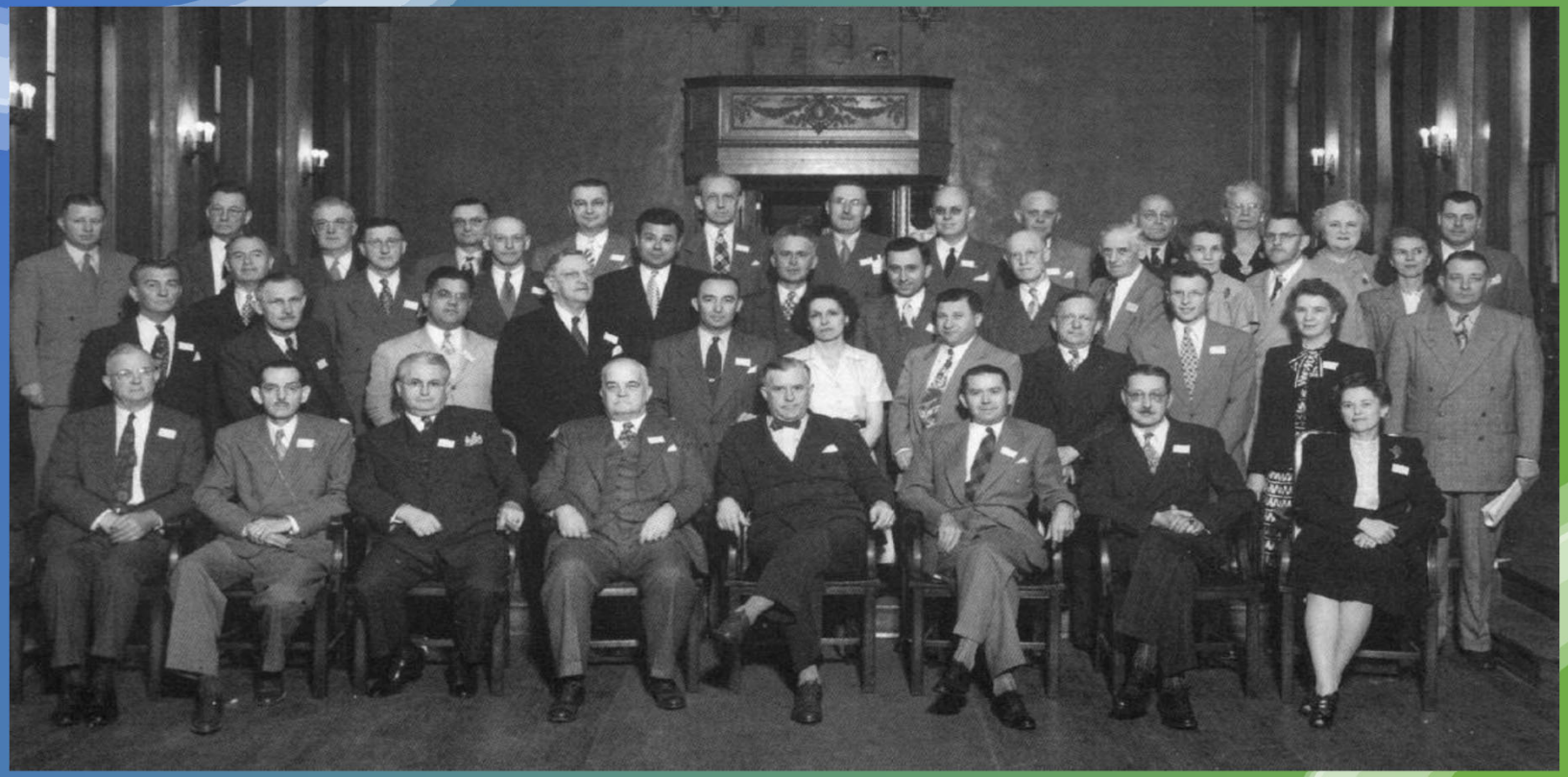
The Role of the City Clerk

- The role of the City Clerk dates back to Ancient Greece.
- Today, that role is considered the backbone of most local governments.
- As we have talked about many times, the role of the City Clerk varies depending on the size of structure of the local governments.
- Besides the obvious duties, some City Clerks perform the duties of the office manger, accountant, public relations, customer service representative, purchasing agent, and event licensing and permitting.
- City Clerks are the direct link between the residents within their community and their government.
- The City Clerk works closely and directly with members of Council.
- To be successful, both council and the clerk must clearly understand the nature of the relationship.

The Role of the City Clerk

- One way to eliminate confusion is to have a clearly defined and agreed upon job description.
- In many instances, failure to understand the nature of the relationship is the greatest source of tension between council and the clerk.
- The role of council is to develop policy, and the role of the clerk is to support the council's efforts.
- While members of council may come and go with each election cycle, the clerk is the one constant who can provide the background and history of events to ease this transition.
- The clerk is an invaluable resource to council and has a wealth of information to provide.

National Institute of Municipal Clerks
Original Board, Indiana 1947



International Institute of Municipal Clerks
75th Anniversary, Board of Directors
Grand Rapids, Michigan 2022



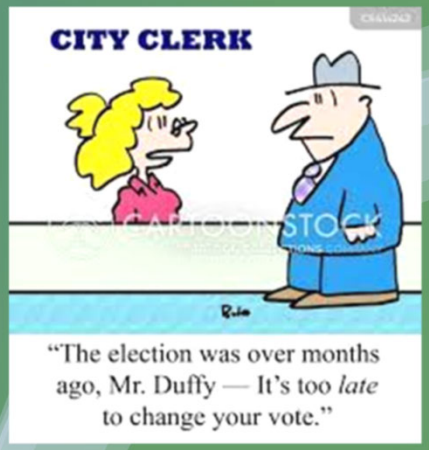
Your City Clerk - Today

- The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public.
- The City Clerk acts as a compliance officer for federal, state, and local statutes including the Delaware Freedom of Information Act.
- The City Clerk manages daily public inquiries and relationships and arranges ceremonial and other official functions.
- The City Clerk's Office supports the Mayor, Council, and all City Departments, and serves the public by providing records maintenance and management services, including the preparation of Agendas, Minutes, Ordinances, Resolutions, Tributes, and Agreements and Contracts of the City.

Election Official

The City Clerk is the Elections Official for the City, overseeing and working with the Board of Elections to see that every step from the creation of the Solicitation of Candidate Notice to the final step of arranging for the Oath of Office to be given to newly elected or re-elected Mayor or members of City Council. The City Clerk must strictly adhere to the State of Delaware Municipal and Absentee Law, step by step, and with the aid of her Senior Deputy Clerk, render those specified election services for our elected officials and residents within the City.

- Voter Registration
- Conducts All Elections
- Conducts Referendums
- Ballot Measures or Charter Amendments as Needed



Local Legislation Administrator

- Public Notices/Public Hearings
- Contracts and Agreements
- Bonds and Insurance
- Authority to Execute Instruments
- Ordinances & Resolutions
- Municipal Code

City Official

One of three positions in the City of Milford government appointed by City Council.



- Clerk to the Mayor and Council
- Performs Attestations
- Administer Affirmations/Oaths of Office
- Maintain Custody of City Seal
- Accept Subpoenas and Lawsuits
- Countersigns General Obligation Bonds
- Ensures Sanctioned Documents are Properly Recorded
- Provides Notary Services for City & Residents

Records & Archives

The Freedom of Information Act was enacted to provide access to information that enables the public to monitor the functioning of their government. As the Custodian of Records for the City, the City Clerk is responsible for ensuring compliance with the Public Records Act Citywide.

- Receives and Answers Public Records Request – Records exempt from disclosure include personal information, medical information, crime/intelligence records, voter records, utility usage records or as otherwise stated in 29 Del. Code, Chapter 100.

Records & Archives (continued)



City Clerk - A public officer charged with recording the official preceedings and vital statistics of a city (compliments of Webster). Hmm, they left out the definition of a SMALL Town City Clerk.

- Indexing, Research & Retrieval

- Records Retention – All correspondence received/sent by Councilmember directed to the City Clerk for proper disclosure/indexing/retention. Includes e-mails.

- Maintains and Produces Minutes of the Meetings of the City Council, Commissions, Boards and Committees
  - History and legal record.
  - Records actions and proceedings.
  - Provides reader sufficient understanding of proceedings.

Public Inquiries & Relationships

- The City Clerk serves as a liaison between the public and City Council.
- The City Clerk provides access to information and assists with open participation in the decision and policymaking process.
- The City Clerk is often the first person a member of the public contacts when seeking assistance from the City Hall.

Mayor & City Council Support Services

The City Clerk provides support services to the City Council in many ways.

- • Ceremonial Functions
- • Resolutions, Commendations, Awards
- • Administrative
- • Commissions
- • Resources
- • Research
- • History, Institutional Knowledge

Your City Clerk - Tomorrow

SUCCESSION PLANNING . . .

Planning for Future Success

Succession Planning

A process for identifying and developing internal people with the potential to fill key leadership positions in the organization.

Succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available.

Why Succession Planning?

- Allows for the transfer of Departmental Knowledge
- Ensures the Continuity of Operations
- Ensures Efficiency of Operations
- Positions organization to become an “Employer of Choice”
- It supports Employee Development and Retention
- Recognizes and Respects the Expertise and Longevity of Incumbent Employees
- It’s Fiscally Prudent to do so!



Succession Planning Key Elements

- Clear expectations of outcomes to be achieved
- Aligning Succession Plan goals with organizational goals
- Inclusion of innovative alternative methods for Staffing Commitment to Employee Development
- Commitment to Employee Retention
- Workforce analysis
- Transfer of Institutional Knowledge

Career Advancement Opportunities?

Milford is a small to mid-sized municipality. Options for career advancement are much more limited than in larger jurisdictions.

However, an opportunity exists here to improve promotional pathways through an ongoing succession plan. Succession planning has helped identify the Clerk's Office long range needs and has cultivated internal talent to meet those needs, while preparing for new roles in the organization.

There is an opportunity here to use a succession plan that has been in place over the past three years to facilitate knowledge and skill transfer to current employees, which can help them meet qualifications for future career advancement.



Succession Advantages

- Knowing who will continue doing the work and maintaining the office's good reputation.
- Motivates employees to do their best and take their responsibilities seriously.
- Ensure preservation of the current operation, and provides for an orderly and stable future transition when the time arrives
- Having peace of mind as to what happens after the current employee leaves
- Helps to put in place processes that are known quantities, and therefore sets the successors up for a successful future.

- An ongoing multi-year plan has narrowed the gap between what the employee currently knows and what the employee needs to know to achieve a higher level of responsibility.
- Specific work assignments, formal and informal training, certifications, and additional work has been assigned in preparation of the City Clerk's retirement.

Readiness

One of the many strengths of succession planning is that it helps to develop talent that already exists. This means that when a key position becomes vacant, there is a qualified succession candidate ready and willing to step into the role.

The City Clerk is a key leadership position that requires specialized training and experience in the public sector.

****This position does not have to become a high vacancy risk****



Questions?

THE CITY of Milford DELAWARE

CITY OF MILFORD
PUBLIC WORKS & UTILITIES COMMITTEE MINUTES
October 23, 2023

The Public Works and Utilities Committee of the Milford City Council met on Monday, October 23, 2023, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware beginning at 5:07 p.m.

PRESIDING: Chairman Daniel Marabello

IN ATTENDANCE: Committee Members:
Councilpersons Andrew Fulton, Brian Baer, and Jason James Sr.

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and City Clerk Terri Hudson

Public Comment Period Prior to Official Meeting

No one was signed up to speak and the floor was closed to public comments.

Call to Order

Miss Utility of Delmarva Presentation

Public Works Director Mike Svaby introduced President Jason Lyon of the Miss Utility of Delmarva, who is also the Director of Water and Wastewater in the Engineering Services at the City of Dover.

Also in attendance is Miss Utility Board Member Steven Keyser.

President Lyon put together a presentation about Miss Utility and how it impacts the City of Milford as a as a utility operator.

He provided a brief background of their incorporation within the State of Delaware that was instituted in 1974. The organization consists of volunteers from different utilities and stakeholders in the industry. The major charge is to operate a call center that is contracted through One Call Concepts.

The other charge is to promote what is essentially the law in the State of Delaware, though they also have territory on the Eastern Shore of Maryland.

They view these opportunities as a safety message as they protect underground utilities, human life, injuries, and the environment by not allowing utility lines to be hit. Water, sewer, and telecommunications are all important services that are relied on every day.

Milford owns their underground utility lines and handle their own excavation work. When a repair is scheduled, 811 is called to obtain the location of other utilities in the area to prevent damaging them. Those include Verizon, Comcast, Chesapeake Gas, Eastern Shore, etc.

President Lyon talked about the responsibilities of an operator such as Milford.

Either someone on the city's staff or contract out a locator to ensure the city's utility lines are marked before any excavation occurs.

He then talked about the associated APWA color codes which must be marked within 18 inches of the outer wall.

He provided a schematic showing the responsibility of each utility, noting that most of the time, the water is marked out by the utility company to the property line. It could be the curb stop or water valve that turns off the service to the property, or the meter pit, and is generally a point of demarcation of ownership.

Most electric companies mark up to the meter pan which is typically on the side of the building.

The Public Service Commission put forth a Senate Bill in 2018 that requires any damage over $3,000 to be reported by the utility owner within 15 working days. This is because Delaware has been underwhelming with regards to their enforcement of the law. There were penalties for people that did not follow the law though it has never been enforced by the Attorney General's Office in Delaware.

To get a good rating from the Federal Government, the State of Delaware had to enforce this law. By doing so, it provided a notice of violation or notice of complaint system allowing the Public Service Commission to assess fines for violators.

To date, they have provided fines to some stakeholders which looks good on the resume provided to the federal government for future funding and/or assistance.

He shared that Delaware is hitting a large excavation period and referenced a chart that tracks the current activity versus the previous year. It shows a 15.5% increase in tickets (or calls for excavation), meaning there is a lot of activity where construction is taking place.

Also presented was a graph showing activity divided into Kent, Sussex, and New Castle Counties.

Excavators in the City of Milford average 440 tickets per month in 2023, 740 tickets per month in 2022, and 370 tickets per month in 2021.

When asked if Mr. Keyser wished to comment, he stated there is a need to make these calls when the earth is disturbed. Something as simple as replacing a mailbox post or planting flowers.

He reminded the Committee Members that utilities are being replaced all the time often by error. There is no cost involved in submitting a ticket. Miss Utility comes out and clears the area or marks it appropriately, and the project can proceed.

Sidewalk Infill Program

City Engineer James Puddicombe began by providing a short history of the program. Almost two years ago, a sidewalk inventory was completed. As part of that, the engineering division inventoried sidewalk gaps. That information was provided to the Planning Department who reviewed those areas and were later rated based on curbing, grading issues, right-of-way width, and the difficulty and their proximity to school or other public areas.

That was brought to Council in February 2022 as part of the Sidewalk Master Plan created by the City Planner Rob Pierce. It included a prioritization map which can be seen in the packet. The prioritization was to inform the Council of the key areas that needed sidewalk gaps.

A large quantity of funding was available from the federal government through the Safe Streets for All (SS4A) program. In June 2023, shortly before the grant was due, a Vision Zero Task Force and Vision Zero roughed-out plan was presented to Council.

Part of that plan was a sidewalk infill, ADA repair, and ADA ramp that determined how the work was to be done. The wards were broken into a four-year section with a focus on the disadvantaged community areas, as was required by the grant. The total grant request of $18,738,297.60 of which $8,909,800.80 would go to underserved communities.

December is when the city should receive a determination on the funding.

A portion of the application was to ensure the Vision Zero information is available to the public which includes information related to the sidewalk infill program. For this reason, the Engineering Division created a dedicated page for Vision Zero items where residents can find information about and comment on Vision Zero projects.

The page can be found by navigating to the City of Milford Public Works Website and clicking on the Vision Zero link or the QR code or web address in the presentation at https://maps.milford-de.gov/arcgis/apps/experiencebuilder/experience/?data_id=dataSource_3-InfrastructureProjects_allfundedprojects_566%3A11&id=29569568890b42c18d19f01b3200d3ed

- The Vision Zero Plan shows Sidewalk Infill occurring over a four-year period pending grant award and would systematically take place throughout the city.
- While we hope to receive 100% of the grants, we apply for we must work towards achieving our goals either way.
- New Street is identified in the original plan as a critical area due to its proximity to a school and future connection between Simpson's Crossing and Seabury Avenue multimodal path.
- In addition, when meeting with residents it was discovered that elementary age students stand and walk in the roadway for bus access due to lack of pedestrian facilities.
- Consensus from residents was positive and no private land encroachment is needed to install sidewalks.
- Provides staff an opportunity to gear up towards the larger scale sidewalk infill that will be necessary should grant funding be awarded.

A meeting notification was added, with the next meeting on October 25th at 6:00 p.m.

If the full grant funds are received, they will attempt to infill all areas over a four-to-five-year period. If not, the previous plan will be used with a longer-term plan to infill based on the Council appropriated funds.

The initial focus on the New Street area was addressed. Engineer Puddicombe emphasized we cannot rely on grant funds and city funding is already in place for this purpose.

He referenced the areas that need infill that were marked in red. The new Middle School, under construction, will be responsible for two separate bike paths and a sidewalk. The plan is to complete the curb and sidewalk on the other side of the road as part of a city project and to complete paving on School Place.

With the sidewalk going in as part of the school project, and the required Simpson Crossing bike path on Walnut Street, and other city installed bike path on McCoy Street north, the New Street area would be key when traveling north and to safely access the school. Other key areas discussed were earmarked as well.

He also spoke more about the concerns from residents and the solution to get interconnectivity through the area without disturbing the front of those homes. He emphasized that none of the sidewalks are required to go on private property and are within the rights-of-way.

There being no further business, the Committee Meeting was adjourned at 5:47 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
October 23, 2023

The City Council of the City of Milford met in Regular Session on Monday, October 28, 2023, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield, Chief Cecilia Ashe, and City Clerk Terri Hudson

COUNSEL: James Sharp, Esquire, Moore & Rutt, P.A.

ABSENT: Councilmember Nirmala Samaroo

Councilmember Samaroo left at this time because of a medical issue.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:09 p.m.

PUBLIC COMMENT PERIOD

Though the Public Comment period was scheduled prior to the start of the official meeting, it was opened by Mayor Campbell after the meeting was called to order.

No persons were signed up to speak and the comment period was closed.

INVOCATION AND PLEDGE

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

RECOGNITION

Introduction of New Employees

Public Works Director Mike Svaby shared that that Frederick Douglas was recently hired as the fourth Solid Waste Operator and will be introduced at the next Council meeting.

RECOGNITION

Proclamation 2023-15 /Lung Cancer Awareness Month

Mayor Campbell proclaimed November as Lung Cancer Awareness Month:

PROCLAMATION 2023-15
Lung Cancer Awareness Month – NOVEMBER 2023

Whereas, lung cancer is the leading cause of cancer death among men and women in the United States and Milford, accounting for more deaths than colon cancer, breast cancer, and prostate cancer combined; and
Whereas, according to the Centers for Disease Control, there were 1,309 new lung cancer cases and 857 deaths because of lung cancer between 2016 and 2020 in Sussex County; and

Whereas, the 5-year survival rate for localized lung cancer is ~60%, yet only ~24% of lung cancers are diagnosed at this stage; and
Whereas, screening for lung cancer for high-risk individuals using low dose computed tomography can lead to the earlier detection of lung cancer and save lives, reducing the mortality by 20% when compared to screening by chest x-ray in the National Lung Screening Trial (3) and reducing the risk of death at 10 years by 24% in men and 33% in women as demonstrated by another large, randomized trial; and
Whereas, funding for lung cancer research trails far behind funding for research of many other cancers, and additional research is needed in early diagnosis, screening, and treatment for lung cancer as well as in lung cancer affecting women and lung cancer health disparities; and
Whereas, lung cancer incidence is decreasing twice as fast in men as it is in women, each year more women die from lung cancer than breast cancer and by 2035, more women will die from lung cancer than men; and
Whereas, African Americans have the highest lung cancer incidence and mortality of all races, and disparities in lung cancer screening, diagnosis, treatment, and mortality are well characterized among African Americans and other racial minorities; and
Whereas, lung cancer in individuals who never smoked is the 7th leading cause of cancer-related death and accounts for 17,000-26,000 deaths in the US every year (7), 60-70% of individuals diagnosed with lung cancer who never smoked are women (9,10), and the proportion of lung cancers diagnosed in people who never smoked is increasing in the US; and
Whereas, radon is the leading cause of lung cancer among individuals who never smoked and the second leading cause of lung cancer overall; and
Whereas, the stigma surrounding lung cancer creates barriers to early diagnosis, treatment, and funding for research, has a detrimental impact on the quality of life of people diagnosed with lung cancer, and hinders awareness of and research into lung cancer risk factors other than smoking; and
Whereas, lung cancer research is leading to breakthroughs in the identification of genetic alterations associated with lung cancer and in the development of lung cancer treatments, including immunotherapies and targeted therapies; and
Whereas, organizations working in Milford such as the American Lung Cancer Screening Initiative and Women's Lung Cancer Forum, are committed to educating about lung cancer and lung cancer screening and working to increase lung cancer screening rates in Milford.
NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, hereby proclaim November 2023 as Lung Cancer Awareness Month in Milford, and recognize the need for research in lung cancer affecting women and lung cancer health disparities and encourage all citizens to learn about lung cancer and early detection through lung cancer screening.

Proclamation 2023-17/Extra Mile Day

Mayor Campbell also proclaimed Wednesday, November 1st as Extra Mile Day in the City of Milford:

Proclamation 2023-17
Extra Mile Day-November 1, 2023

WHEREAS, the City of Milford is a community that acknowledges that an exceptional vibrancy exists within the community as a whole when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and
WHEREAS, Milford is a community that encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and
WHEREAS, Milford is a community that chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and
WHEREAS, the City of Milford acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2023.
NOW THEREFORE, I, Arthur Campbell, Mayor of the City of Milford do hereby proclaim November 1, 2023 to be Extra Mile Day and urge each individual in the community to take time on this day to not only "go the extra mile" in his or her

own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

COMMUNICATIONS & CORRESPONDENCE

DelDOT Letter/US North/South Alternative/Community Consensus

A letter from DelDOT Secretary Nicole Majeski regarding the request from City Manager Whitfield and signed by Mayor Campbell to request reconsideration new alternate routes for North/South traffic. The General Assembly, along with DelDOT Secretary Wicks, in 2008 determined there was no community consensus for a compromise alternative and that DelDOT discontinued further action at the time.

The city is requesting DelDOT consider a new route.

Mayor Campbell reported that Milford Advocacy for the Homeless Martha Gery is requesting additional buses for use by our homeless community, due to a recent decrease in routes.

MONTHLY FINANCE REPORT

Director Lou Vitola is ill and unable to attend. The report will be postponed until the next meeting.

UNFINISHED BUSINESS

Authorization/Downtown Restroom Plans/Recommendation

Public Works Director Mike Svaby provided an update noting this is the third review.

His first recommendation was for a prefabricated unit from CXT Precast Concrete Restrooms and Council asked for more options.

At the last meeting, he presented three new options that would fit in the buildable footprint at 5 South Washington Street (across from library). After a review of those options, there was a desire for more size and features. Councilman Culotta also suggested evaluating a built-on-site restroom facility.

Further research of an *estimate* of a design/build on-site option overseen by RY Johnson, the General Contractor for the new Police Facility, based on the specifications of the Dakota and Cortez prefab units. While slightly higher, the turnkey responsibility for construction of a *designed* restroom building and its accessories, site preparation and utility connections would all fall under the purview of the general contractor RY Johnson. Further, the process of letting a competitive bid for a GC may result in a lower price than our initial estimate.

A price comparison determined the following total costs:

Model	Square Foot	PreFab Building	Site Costs	Total	Price/Square Foot
Cortez	170	$153,000	$60,000	$213,000	$1,253
Dakota	132	$186,000	$60,000	$246,000	$788

Model	*Square Foot*	*Site Built Building*	*Cost of GC*	*Site Costs*	*Total*	*Price/Square Foot*	
						w/GC	*w/o GC*
Cortez	*170*	*$199,698*	*$26,150*	*$29,955*	*$255,803*	*$1505*	*$1329*
Dakota	*312*	*$233,400*	*$31,320*	*$35,010*	*$299,730*	*$961*	*$848*

After the time the spreadsheet was submitted for the packet, with a design cost estimate of approximately $29,000 and $35,000, he received a quote for the design fee of $20,000. That number would reduce the per square foot price of the Dakota model from $961 to $913 per square foot.

The total project costs to have one company responsible for turnkey construction and turnover of the restroom constructed on site is estimated at $284,720. That being more than the price quoted for the production, shipping and alignment of the unit, but still with risks about multiple parties involved, his recommendation is that Council authorize Public Works to 1) award a contract to Becker Morgan Group (State Contract) for design of a public restroom, and 2) conduct an RFP Process to identify a General Contractor qualified to deliver turnkey construction management services and oversight for the downtown restroom project from start to finish. Funding for both design and construction is budgeted in the FY24 CIP through General Fund Reserves.

It was confirmed that the difference in the estimated completion date of the site-built unit and prefab is about one week.

After this review, Council indicated that there appears to be no other reason but to continue with the prefab unit. Director Svaby said the only risk is the element of risk and being able to hold one contractor responsible. It was also noted that we have a lot of very qualified, well-paid employees that can oversee the project and the risk should not be an issue.

When asked if they can provide two urinals on the men's side, Director Svaby would have to ask for that option which would most likely slightly increase the price of the Dakota.

Councilman Culotta also noted that exact amenities have not been determined. Councilmember James recalled that at the last presentation, an additional stall was added to each unit. He does not recall Council being unsatisfied with that presentation.

Councilmember Fulton moved to proceed with the purchase of the Dakota Prefab Unit with the design shown in the packet for a price not to exceed $250,000, seconded by Councilmember Wilson. Motion carried with no one opposed.

When questioned, City Manager Whitfield said the funding source was already identified.

Council commended Director Svaby for the good job, including his due diligence.

NEW BUSINESS

New Street Sidewalk Infill

City Engineer James Puddicombe shared that this same information was presented to the Public Works Committee prior to this meeting. He discussed the Sidewalk Master Plan which outlines City Staff's proposed areas by eliminating sidewalk gaps throughout the city. Over 600 feet of sidewalk was installed during the last street program as part of the sidewalk infill program though involved mostly small sections allowing complete connectivity in this part of the city.

The contractor hired for the sidewalk program 18 months ago is willing to hold their current price for some additional sidewalk infill.

He talked about the construction of the new Milford Middle School which falls within about 1,700 feet of the school district area which is a critical sidewalk area. The right of way is about seven foot wider than the curb resulting in sufficient room for a five-foot sidewalk without impacting privates. The school district is also required to install multi-mobile paths and sidewalks along the south side of their property.

With Simpson Crossing installing sidewalks as well, the infill will connect all existing sidewalks in this southwestern portion of the city.

He also provided a synopsis of the conversations they had with area residents who do not want sidewalks installed. A conversation followed about the great good of the community and residents. Other residents asked for sidewalks to be installed, though they were outside of the focus area.

Councilmember Fulton then questioned the gaps on East Clarke and adjacent dead-end streets, pointing out his residence. Engineer Puddicombe explained they are only addressing New Street by directing people to the main thoroughfares such as arterials and collectors.

When questioned about the funding, City Manager Whitfield thinks it was paid by general fund money and not RTT though the Finance Director will need to confirm that. City Engineer Puddicombe confirmed it is being paid from general fund reserves and funded under the capital plan under sidewalk infill with $250,000 budgeted.

There were concerns expressed by Council about the residents who were required to pay for their sidewalk repairs and whether this is fair to them. Council asked the total cost to the private homeowner for required repairs and maintenance to their sidewalks.

The City Manager said there were exceptions made to any sidewalk requirements before he came. That has since changed but needs to be a Council decision and make the property owner pay for the sidewalk installation. He said that is how other municipalities handle it. But this is being done, at the council's direction, as part of an infill projection. Once installed, the maintenance and repair fall under the property owner based on the city ordinance.

Councilman Boyle sees no problem and property owners assume the full responsibility for maintenance over the years. Councilwoman Wilson recalled the block grants that paid for installation and repair of sidewalks. The City Engineer shared that a grant was submitted by the City Manager's assistant for the additional infill and though we expected a response in early October, the city has not heard anything.

It was agreed the City Manager should add the sidewalk ordinance for council review at an upcoming workshop.

Councilmember Boyle moved to modify the agreement with Jaquez Concrete to add an additional $210,000 of sidewalk work to complete the 1,560 linear feet of sidewalk infill including 9 ADA ramp replacements, with funding proposed to come from general fund reserves and that the sidewalk will not be interrupted by gaps and completed as shown on the r Sidewalk Plan submitted by the City Engineer, seconded by Councilmember Marabello.

Motion failed by a vote of 3 to 5.

Councilmembers Marabello, Boyle, and Baer voting yes.

Councilman Fulton votes no based on the motion because it will not meet the requirements and the 1,560 does not include the gaps and if it does not, this motion will not infill those gaps and it is just an added unfunded requirement and is not included in the money or the feet.

Councilmember Culotta votes no because there are a lot of conflicting issues within the sidewalk policy and more needs to be discussed.

Councilmember Samaroo votes no.

Councilmember James votes no considering Councilman Fulton's comments regarding the absence of the additional two portions not being included in the original motion.

Councilmember Wilson votes no based on the same information presented plus, more feedback is needed regarding the two property owners who chose not to install sidewalks before moving forward.

The City Engineer then talked about the cost estimate for the grant which was around $430,000 total and the grant was submitted of $75,000. The problem is without the grant funds, there is not enough set aside in the general fund.

City Manager said he will come back on November 13th with additional information. Council requested total lineage, feet of sidewalk, ADA ramps for a total cost, in addition to the funding source.

Public Works Director Mike Svaby presented the following requests for Council review:

Authorization/Replacement & Purchase Vehicle/Streets & Utilities/S-2 2024 Ford F350/CIP

Staff requests City Council consider a recommendation to replace unit S- 2, a 2012 Ford F-250 with approximately 81,000 miles. Purchase of this replacement vehicle was identified in the FY24 Capital Improvement Plan.

Pricing for this vehicle was obtained using the State of Delaware Contract Pricing. The Streets and Utilities Division of Public Works budgeted $85,000 for this replacement vehicle; the quote from Hertrich Fleet Services totals $69,924. The Division elected to upgrade the replacement from the existing Ford F-250to a Ford F-350 given the expected use and equipment load. The additional power and suspension of a **1-** ton pickup will be more effective when used in conjunction with snowplow gear and a salt spreader that will be attached to the vehicle for use in inclement weather response. Specifications for the unit are in the packet.

Councilmember Fulton moved to authorize a purchase order to Hertrich Fleet per State of Delaware Contract pricing, with funding from General Fund Reserves through the Streets and Utilities Vehicle & Equipment Replacement Reserves in the amount of $69,924 for the Ford F350, seconded by Councilmember Wilson. Motion carried.

Authorization/Replacement & Purchase Vehicle/Parks & Recreation/PR-06 2024 15-Pass Ford Cargo Van/CIP

Staff requests City Council consider a recommendation to replace the existing PR-6 Van, which was pre- owned at the time of purchase in 2014 and has logged over 60,000 total miles. The replacement of the unit was first identified in FY23 with an estimate of $45,000, although cost escalation required the Parks & Recreation Department to consume $11,543 of the budget on a higher priority vehicle, leaving $33,457. While additional funding was added in the FY24 Capital Improvement Plan, the State Contract price is $705 higher than the available budget.

The purchase of this vehicle will be made through the State of Delaware Contract. Specifications for the unit are included in the packet. The available budget of $50,057 is $705 short of the new state contract price of $50,762. The shortfall may be met with General Fund Reserves.

Councilmember Fulton moved to authorize a purchase order to Hertrich Fleet per State of Delaware Contract pricing, with $50,057 available through the Parks and Recreation Vehicle and Equipment Replacement Reserves and $705 in additional funding sourced from General Fund Reserves for the van replacement, seconded by Councilmember Boyle. Motion carried.

Authorization/Purchase Vehicle/Parks & Recreation/PR-16 2024 Ford F350/CIP

Staff requests Council consider a recommendation to purchase a Ford F-350 1-ton Dump Body. This is an expansion vehicle that will be shared by the Arborist and the Horticulturist for transporting shrubs, plants, and planting equipment to locations such as the City Gateways and other public flower beds and trees. The need for this expansion vehicle was identified in the FY24 Capital Improvement Plan.

Pricing for this vehicle was obtained using the State of Delaware Contract Pricing. The Parks and Rec Department budgeted $85,000 for the vehicle; the quote from Hertrich Fleet Services totals $77,545. Specifications included in the packet.

Councilmember Wilson moved to authorize a purchase order to Hertrich Fleet per the State of Delaware Contract pricing, in the amount of $77,545, with funding through General Fund Reserves, seconded by Councilmember Baer. Motion

carried.

Authorization/Replacement & Purchase Equipment/Parks & Rec/PR-30 2024 Mahindra Cab Tractor & Accessories/CIP

Staff requests City Council consider a recommendation to replace the existing 2008 New Holland tractor with mower deck with a 2023 Mahindra 71 HP tractor with a Titan/Iron Craft Flexwing cutter. The existing tractor is 15 years old, and the motor was previously rebuilt and has again failed. The replacement of the unit was identified in the FY24 Capital Improvement Plan.

Pricing for this tractor was obtained using State of Delaware Contract pricing. The Parks & Rec division budgeted $85,000 for this replacement; the quote from Southern States Milford Corp. totals $75,180. Specifications included in packet.

Councilmember Fulton moved to authorize a purchase order to Southern States Milford Co-Op per the State of Delaware Contract pricing, with funding coming from General Fund Reserves through the Parks and Rec Vehicle and Equipment Replacement Reserves, in the amount of $75,180, for a 2023 Mahindra 71 HP Tractor with Titan/Iron Craft Flexwing Cutter, seconded by Councilmember Wilson. Motion carried.

Authorization/Replacement & Purchase Vehicle/Parks & Recreation/PR-41 2024 Ford 250/CIP

Staff requests City Council consider a recommendation to replace the existing 1998 Chevrolet Utility body truck driven over 100,000 miles (PR 41) with a 2024 Ford F250. The existing vehicle is 25 years old and has been used beyond its life expectancy. The replacement of the unit was identified in the 2024 Capital Improvement Plan.

The purchase of this truck will be made through the State of Delaware Contract. Specifications for the 2024 F 250 are included in the packet. The Parks & Recreation Department budgeted $65,000 for the purchase of this unit; the final cost is $64,661.

ff recommends City Council authorize a purchase order to Hertrich Fleet Services, Inc. per State of Delaware Contract pricing, with funding coming from the General Fund Reserves through the Parks & Rec Vehicle & Equipment Replacement Reserves in the amount of $64,661 for the 2024 Ford F250, seconded by Councilmember Baer. Motion carried.

Ordinance Introductions:

Mayor Campbell introduced the following ordinances, with City Planner Rob Pierce providing a synopsis of each:

ORDINANCE 2023-39
Application 23-020/Riverwalk Villas
Applicant & Owner: Milford Housing Development Corporation
977 East Masten Circle
Milford, DE 19968
Application Type: Preliminary Major Subdivision
Comprehensive Plan Designation: Moderate Density Residential
Zoning District: R-3 Garden Apartment & Townhouse District
Present Use: Vacant Land Proposed Use: Townhouse Subdivision
Area and Location:
3.829 +/- acres of land located along the north side of Mispillion Street and west side of Marshall Street.
Tax Map & Parcel: 3-30-7.17-11.00

ORDINANCE 2023-40
Amending and Adopting the 2018 City of Milford Comprehensive Plan
Amendment #16
Milford Corporate Center

MD-16-173.00-01-01.00 (portion)
FUTURE LAND USE DESIGNATION CHANGE

ORDINANCE 2023-41
Application: 23-008 / Milford Corporate Center
Applicant & Owner: City of Milford, 201 South Walnut Street, Milford, DE 19963
Application Type: Change of Zone
Present Comprehensive Plan Map Designation: Industrial & Commercial
Present Zoning District(s): I-1 (Limited Industrial) Proposed Zoning District(s): BP (Business Park)
Present Use: Vacant Land Proposed Use:Industrial Park/Corporate Center
Size and Location:
182 +/- acres of land (portion of) located at the northwest corner of Milford-Harrington Highway & Canterbury Road
Tax Map & Parcel: MD-16-173.00-01-01.00 (portion of)

ORDINANCE 2023-42
Amending and Adopting the 2018 City of Milford Comprehensive Plan
Amendment #17
Burris Foods, Inc.
3-30-10.08-070.00 (portion)
FUTURE LAND USE DESIGNATION CHANGE

ORDINANCE 2023-43
Application 23-027/Burris Foods, Inc.
Applicant & Owner: Burris Foods, Inc., 501 SE Fifth Street, Milford, DE 19963
Application Type: Change of Zone
Present Comprehensive Plan Map Designation: Industrial
Present Zoning District(s): R-2 (Residential District)
Proposed Zoning District(s): I-1 (Limited Industrial District)
Present Use: Industrial Outdoor Storage Proposed Use: Industrial Outdoor Storage
Size and Location: 0.621 +/- acres of land located to the west of 412 McColley Street.
Tax Map & Parcel: 3-30-10.08-070.00 (portion)

ORDINANCE 2023-44
Amending and Adopting the 2018 City of Milford Comprehensive Plan
Amendment #18
Kenton Property
MD-16-183.07-01-12.00 & MD-16-183.07-01-14.00
FUTURE LAND USE DESIGNATION CHANGE

All applications will go before the Planning Commission tomorrow evening and return to Council for a final determination on November 13, 2023.

Adoption/Resolution 2023-22/City Holidays 2024

City Manager Whitfield confirmed that no new holidays have been added.

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

Councilmember Fulton moved to adopt Resolution 2023-22, seconded by Councilmember Baer:

RESOLUTION 2023-22
Approval of 2024 City of Milford Holidays

WHEREAS, Chapter 55 of the City of Milford Code governs personnel policies for all City of Milford employees and is intended to inform employees with important information about the City's rules, policies, practices, and procedures, as well as educate them on their own privileges and responsibilities; and
WHEREAS, Section 7.3 of Chapter 55 of the City Code, entitled Holidays, currently states the City will grant holiday time off to all employees on all legal holidays, officially adopted and approved by the Milford City Council each calendar year and that all City offices shall be closed during designated City holidays; and
WHEREAS, City employees shall be granted holiday pay, or accrual time, in accordance with Chapter 55, or their respective collective bargaining agreements with the Teamsters Union and International Brotherhood of Electrical Workers as designated by City Council, and
NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Milford, during a lawful session duly assembled on the 23rd day of October 2023, by a favorable majority vote, authorize the following holidays be observed beginning January 1, 2024:

Motion carried.

Purchase Authorization/Generator/Fork Landing Pump Station

Public Works Director Svaby explained this is a facility generator that keeps the operation running and controls the SCADA system and a server bank. If not effective when the power is out and it switches to generated power and back to the normal power supply, would create a potential emergency.

They only learned recently of the cost and action that is needed to repair it. It followed three instances while trying to find a company qualified to do such a diagnosis.

He is asking for funding from an existing capital budget to purchase a generator for the Fork Landing in the amount of $75,000 though most recently has been reduced. There is an eight to ten-month lead time, and the unit has been ordered leaving a surplus.

Director Svaby is asking that $24,000 out of the line item into the facilities to make the necessary repairs to the public works generator.

It was confirmed that the recommendation of Finance Director Vitola is to transfer $24,000 from the sewer generator line item into the facilities line item. City Manager Whitfield is unable to comment due to the unique situation of moving sewer capital into the facilities.

It was confirmed that if the power is discontinued for some reason, will require someone to go out and manually handle the switch over.

Electric Director Tony Chipola verified that while there was a problem with both switchovers, more recently it works only in one direction and does not switch back.

Councilmember Fulton moved to postpone action until additional information is received, seconded by Councilmember James. Motion carried.

EXECUTIVE SESSION

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

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 7:30 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

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

Council returned to Open Session at 7:40 p.m.

Potential Vote/Personnel Matter

No action was needed on the items discussed in Executive Session.

ADJOURNMENT

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

The Council Meeting adjourned at 7:41 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
PUBLIC SAFETY COMMITTEE MINUTES
November 13, 2023

The Public Safety Committee of the Milford City Council met on Monday, November 13, 2023 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Chairman Mike Boyle

IN ATTENDANCE: Committee Members:
Councilpersons Andrew Fulton and Jason James Sr.

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and City Clerk Terri Hudson

ABSENT: Councilmember Brian Baer

Public Comment Period Prior to Official Meeting

No one was signed up to speak and the floor was closed to public comments.

The meeting commenced at 5:13 p.m.

Carlisle Fire Company Update

Carlisle Fire Company President Tor Hazzard announced he is stepping down from his position at the end of the year.

He talked about the company's administration, noting that Dorian Klaus, was installed as their newest Secretary.

The various community events the fire company has participated in over the past year include:

- Multiple Touch a Truck Events
- River Walk Festival
- Milford Night Out
- Record year in Fire Prevention Activities; twenty-four visits to various daycares and organizations
- Puppet show themed designed and implemented; huge success with children
- 1st Annual Joint Chain Saw Carving Event; preparing for next year's event
- Milford Community Parade
- Annual Trunk or Treat Event
- Preparing for Upcoming Santa Runs

Improvements include:

- Recruitment (numbers increase)
- Junior Membership continues to grow (future of the department; four new junior members installed)
- New Rescue Tools Put in Service
- Perimeter Fence Installed
- New Ambulance Contract Executed; Delivery January 2025
- New Engine Committee Recommendations Wrapping Up
- New Replacement Tools put into Service
- Training Continues to Improve
- Response Time Continues to Improve
- Alarm Attendance has Increased
- Pension Plan for Employees Implemented July 2024
- Two Ambulances Operating Daily

President Hazzard confirmed the Emergency Medical Services (EMS) program is operating at Milford High School and one of their junior members is now participating in that program.

He also emphasized the City Property Tax Exemption Incentive was very well received by those members of the Carlisle Fire Company that own homes in city limits.

The President then elaborated on the need for the fence. He said there is often equipment stored outside and some security was needed to protect the equipment, in addition to liability reasons. There are also training activities that occur outside, and Fitzgerald Salvage and Recycling donates vehicles that are stored in this now-secured area. The idea was proposed to install a perimeter fence to prevent any possible injury during those practice sessions that involve doors being removed, windows and windshields being broken, etc.

In addition, the fire company has functions on weekends and children often play in the parking lot area and this prevents any potential injuries to them, as well as the increase in foot traffic through their property from the apartments to the rear of their facility.

Fire Chief Shawn Hinton then addressed Council.

He spoke about that in addition to the foot traffic throughout their property, there is also a lot of vehicle traffic that cuts through their parking. The ambulance building sits on the east side of the building and responds from that area. The fence helps eliminate the potential of responding ambulances colliding with vehicles, and aids members when arriving at the department without encountering unexpected traffic.

Chief Hinton commented about the newest Junior Members. One is part of the EMS program at Milford High School, has completed basic firefighting skills and recently attended structural firefighting skills. At the age of 17½, he will be more involved with the apparatus that is used when responding to emergencies.

The program has been well received by the students and interest has grown. Some bylaws had to be changed to attract more youth.

The other junior member is only 14 years old and not yet eligible to attend fire school, though he is exposed and can observe a scene once it is deemed safe.

Carlisle's Auxiliary also donated a fast board which is used for the firefighters. He explained the first 10 minutes are the most crucial period in the suppression of a fire. There is a lot of commotion and how effectively and efficiently firefighters perform during this period has a significant impact on the overall outcome of the event. It can be very chaotic, and the board is positioned in the front area for easy access in case a firefighter experiencing some type of emergency had to be moved.

He also discussed the various training and drills that have taken place in recent months.

In 2022, the Company ran 781 fire calls, of which 454 were within city limits.

Year to date, Carlisle Fire Company has received 648 Fire Alarms of which 367 were within city limits. During the same time frame, 3,579 EMS calls were made.

Following is a breakdown of the ambulance calls since the last report in early spring:

March 253
April 309
May 264
June 383
August 381
September 349
October 410

He explained the various scenarios when sometimes they receive four to five emergencies while the two ambulances are out.

Chief Hinton talked about the inner facility transports and increase with the addition of 21 West Clarke Street (former Milford Hospital), which often involves four to six transports. Calls from senior facilities are also on the rise. Bayhealth Occupational Health requests are also on the rise.

He talked about the two full-time ambulances on the road and the goal of eight full-time staff members, which would include a supervisor. A third ambulance will be needed in the very near future.

There is a third ambulance that is considered out of service, that has high mileage and is not reliable. They are in the process of getting their newest ambulance through the process and in service. Maintenance is crucial and done daily. One ambulance out of service has a destructive impact and patients must wait for ambulances from out-of-town fire companies.

Motor vehicle crashes are the number one reason for responses, as well as automatic fire alarms which occur daily and account for approximately 75% of their call volume.

Challenges for the fire company:

- Continued road work in the district
- Cuts departments access seeking alternate routed
- Inflation cost of equipment and gear
- Increased training requirements for members
- Continued competitive EMS division market statewide

Chief Hinton talked about the problems the fire company experienced with the closing of the Mispillion Bridge for a very long-time frame. Presently, the Route 36 bridge and major road construction in downtown Milford continues which creates inconvenient routes of travel. That severely impacts both response time to the fire department, as well as arriving at the scene of the fire or vehicle accident. Two to three minutes longer is monumental.

The Chief talked about successes which include recruitment, increases in junior members who are the future of the department, continued partnership with Milford Police Department, as well as ongoing public fire prevention education.

He said the city has again brought complaints about the fire sirens and the many people that moved here that were not familiar with fire sirens. However, most people that live in Milford have been raised with it.

Carlisle Fire Company has provided volunteer service to the citizens of Milford since 1802. The fire siren was installed in the 1940s to alert Carlisle members and the public since that time. Its purpose is to alert the citizens and volunteer fire members of an emergency. While relying on other forms of communication such as pagers and cell phones, they have shortcomings.

It says to everyone, somebody needs help. When people in town hear the siren, it tells them there is an emergency and help is needed. It warns citizens to be aware of volunteers responding to the firehouse and to watch out for fire trucks responding. He asked that people remember this is an emergency, and the siren ensures that help is on the way.

President Tor then provided a closing statement.

There being no further discussion, the Committee Meeting concluded at 5:58 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
November 13, 2023

The City Council of the City of Milford met in Regular Session on Monday, November 13, 2023, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Brian Baer

PUBLIC COMMENT SESSION PRIOR TO MEETING

With no one signed up to speak, and the Public Comment Session was closed.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:10 p.m., prior to the scheduled Public Comment period.

INVOCATION AND PLEDGE

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

RECOGNITION

New Employees

Planning Director Rob Pierce introduced Howard Rothstein to fill the newest code enforcement position in his department. He comes from Rehoboth Beach Delaware where he spent the last three years.

Finance Director Lou Vitola welcomed the two newest customer service employees Zuleika Ramos-Diaz
Zuleika comes from Sequoia Landscaping and is fluent in two languages. Alexis Janusiewicz comes from the Bank of Delmarva where she was a Universal Banker.

ORDINANCE REVIEW/PUBLIC COMMENTS/FINAL DETERMINATION

Solicitor Rutt read the rules of the public hearing process into the record.

Ordinance 2023-39
Lands of Riverwalk Villas on behalf of Milford Housing Development Corporation
3.829 +/- acres of land located along the north side of Mispillion Street and west side of Marshall Street
Application Type: Preliminary Major Subdivision
Comprehensive Plan Designation: Moderate Density Residential
Zoning District: R-3 Garden Apartment & Townhouse District
Present Use: Vacant Land
Proposed Use: Townhouse Subdivision
Tax Parcel: 3-30-7.17-11.00

Planning Director Rob Pierce provided a synopsis of the application. The applicant plans to develop a 27-lot townhouse subdivision on property located at the northwest intersection of Mispillion and Marshall Streets. The most recent project on the site was a 48-unit apartment complex known as Riverwalk Villas that has since expired. Milford Housing Development Corporation brought the property for the townhouse community.

Various sections of the reports were reviewed along with the preliminary plans for compliance with the city's standards and specifications. The property is located along the river and includes a portion of the riverwalk west of the Dog Park and east of the shipyard.

The public notice was published in the Delaware State News, mailed to owners of properties within 200 feet, and posted on the site.

The Planning Commission reviewed this application at their October 24th meeting and recommended approval upon a vote of 5 to 0 with one member recusing themselves due to a conflict of interest.

Representing the applicant was Merestone Professional Engineer Roger Gross of Lewes. Milford Housing Development President and CEO David Moore, owner/developer of the property was also in attendance.

He stated the site plan complies with the city zoning and subdivision chapters. The property is being developed in accordance with the R-3 zoning category and meets the dimensional requirements of that ordinance. The plan proposes 27 townhouse lots, a stormwater management parcel of approximately .8 acre and an open space parcel of approximately .9 acre.

Utilities, including sewer water and electricity are available to the site. Initially, vegetative channels and ephemeral constructed wetlands are proposed to meet our stormwater quality requirements in accordance with the Delaware Sediment and Stormwater Regulations. Portions of the site lie within a FEMA designated floodplain.

The developer will file a revised conditional letter of map revision with FEMA based on fill to exclude those areas from the flood hazard areas.

He then discussed the various agency approvals and applications that will be made prior to submitting final construction improvement plans.

Milford Housing Development Corporation's President Dave Moore then addressed Council. He talked about the conversations related to the open areas behind the townhomes. Their intentions were to get the .9 acre (section B) donated back to the city. Their hope is to complete the backs of these townhouses with patios and balconies to allow self-contained backyards and not a hodgepodge.

Fencing will also be included, after which the .9-acre site would be dedicated back to the City of Milford to be a no-built zone against the riverwalk.

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

Councilman Fulton moved to adopt Ordinance 2023-39, seconded by Councilmember Boyle. Motion carried by the following 7-0 roll call vote:

Samaroo: I vote yes, based on meeting the requirement of Chapter 230 zoning and Chapter 200 subdivision and thinks more housing is needed in Milford, along with the comments made by the Planning Commission addressed prior, final major subdivision approval.
James: I vote yes, it does meet the requirements of the city code and does address the dire housing need in the city and the need is great and it is good to see the 27 units recommended to be built and I vote yes based on the need of the residents.
Wilson: I vote yes, based on meeting all our requirements with Chapter 230 and 200 ordinances. And it is a bonus because it meets our need for affordable housing with the 27 units. And it's going to benefit a lot of people that are living at a lower level. It's an opportunity to move up to the next level and am happy about that.

Culotta: I vote yes, this is a unique project in a unique area. I am excited to see it take place and Milford Corporate Housing Development is a good organization to oversee it.
Fulton: I vote yes, Chapter 200, Chapter 230 compliance. It is a need for the city, as I stated before.
Boyle: I vote yes for the motion; it is consistent with Chapter 230 zoning and Chapter 200 subdivision of land. But, more importantly, we're putting 27 homeowners in a downtown setting on a piece of ground that could have been a disaster if this project hadn't come along. And this is good for Milford.
Marabello: I vote yes, for the 27 new townhouses, in addition to a plan for beautifying this city, especially in that area.

Ordinance 2023-40
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #16
Milford Corporate Center
MD-16-173.00-01-01.00 (portion)
Future Land Use Designation Change

Planning Director Pierce summarized the application related to a portion of the Milford Corporate Center owned by the City of Milford. During the final subdivision review of the corporate center, modifications were made to the internal road alignment which shifted the frontage road, that runs parallel with Routes 14 and 15, further into the site.

As a result, there's lots anticipated being zoned BP business park are going to further in and requires the line to be shift approximately 100 feet.

The comprehensive plan map amendment changes the future land use for that portion from future industrial to future commercial, which aligns with the vision for the site.

He then reviewed each of the documents included in the packet, reiterating this aligns it up with the planned internal roadway geometry.

The final major subdivision plan should be seen by Council before the end of the year.

Planner Pierce then reviewed each of the agency's comments.

The public notice was published in the Delaware State News, mailed to owners of properties within 200 feet and posted at the site.

The Planning Commission reviewed the request and recommended approval at their October 24th meeting by a vote of 6 to zero.

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

Councilman Fulton moved to adopt Ordinance 2023-40, seconded by Councilmember James. Motion carried by the following 7 to zero roll call vote:

Boyle: I vote yes, it makes sense to do this and better aligns the comprehensive plan with the intended use of the park and gives more commercial opportunities for the residents in Milford.
Marabello: I vote yes, the change doesn't have any adverse effects in that area at all.
Culotta: I vote yes. There are no issues with the change.
Samaroo: I vote yes based on the planning analysis, and that commercial feature land category allows different levels of commercial development.
James: I vote yes, it aligns the parcel with the city's commercial desire in that area.
Wilson: I vote yes, based on approval of the PLUS review, as well as the alignment of the land usages. It just makes sense to clean it up.
Fulton: I vote yes, flexibility and vision. All good.

Ordinance 2023-41
Lands of Milford Corporate Center
182 +/- acres of land (portion of) located at the northwest corner of Milford-Harrington Highway & Canterbury Road
Application Type: Change of Zone
Comprehensive Plan Designation: Industrial & Commercial (pending adoption of Ordinance 2023-40)
Present Zoning District: I-1 (Limited Industrial)
Proposed Zoning District: BP (Business Park)
Present Use: Vacant Land
Proposed Use: Industrial Park/Corporate Center
Tax Parcel: MD-16-173.00-01-01.00 (portion of)

Planner Pierce reviewed the application noting this the subsequent ordinance to rezone the property based on the previous ordinance adoption of amending the comprehensive plan future land use maps. It changes that portion of the property from I1 limited industrial to BP business Park.

The public notice was published in the Delaware State News, all properties within 200 feet of the Milford Corporate Center received a copy of the public notice for the change of zone, and the property was posted with a public notice sign.

The Planning Commission reviewed the application at their October 24th meeting and recommended approval by a vote of 7 to zero.

When asked if the original lots on the end of Route 14 would be made smaller, Planner Pierce said the lots that would front Routes 14 and 15 would be deeper and have internal access. There will be entrance toward the western limits of the property which would come in and go behind these lots. It will make that area a little deeper. There is an internal loop and those lots remain the same size but slightly shifted.

The floor was open for public comment; no one responded, and the floor was closed.

Councilmember Fulton moved to adopt Ordinance 2023-41, seconded by Councilmember Wilson. Motion carried by the following 7 to zero roll call vote:

Fulton: I vote yes, as the zoning change reflects the comprehensive plan, as amended.
Boyle: I vote yes, for the same reason that is now aligned with the comprehensive plan as amended.
Marabello: I vote yes, that it is consistent with the change.
Culotta: I vote yes, for the same reasons as Councilman Marabello.
Samaroo: I vote yes for the rezoning, that it proposes lots along Route 14 to be slightly larger and align with the road.
James: I vote yes, it is not in conflict with our comprehensive plan.
Wilson: I vote yes based on the compliance with the comp plan.

Ordinance 2023-42
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #17
Burris Foods Incorporated
3-30-10.08-070.00 (portion)
Future Land Use Designation Change

Councilman James recused himself due to a potential conflict as an employee of Burris Foods Incorporated.

Planning Director Pierce reviewed the comprehensive plan future land use map amendment from open space to the industrial zone for a portion of the space. It is currently used as an industrial storage area associated with the property zoned I1 located to the east and has been utilized as a fenced-in industrial storage area since at least 1992.

It is also shared by Milford Little League for use as ball fields. The comp plan allows industrial use to remain separate from recreational use. The applicant proposes to record a lot line adjustment plan to encompass this fenced in area with the industrial building to the east.

He then reviewed each of documents in the meeting packet.

A survey highlights the area that would be changed and the improvements that include an existing garage, concrete pad, storage containers, and a fenced in yard associated with the building to the east.

The public notice was advertised in Delaware State News, mailed to all owners of properties within 200 feet, and posted at the site.

The Planning Commission reviewed the comprehensive plan amendment and recommended approval at their October 24th meeting and recommended approval by a vote of 7 to zero.

Davis, Bowen, and Friedel Engineer Clifford Mumford of 1 Park Avenue, Milford, represented the application. Burris is planning to construct a storage building on the rear of the property and when they discovered it was not part of the industrial parcel and zoned differently. They began with a topography and boundary survey and informed them of the need to rezone the parcel. Once that was complete, a lot line adjustment would be done to make that part of the bigger industrial parcel.

The first step is the change to the comprehensive plan.

Mr. Mumford then referred to the area where the fence is located.

When asked by Councilmember Fulton if there are any plans to impact Milford Little League, Mr. Mumford explained the property line was adjusted to prevent any bearing on the outfield fence and avoids the dugouts on the opposite side.

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

Councilmember Fulton moved to adopt Ordinance 2023-42, seconded by Councilmember Boyle. Motion carried by the following 6 to zero roll call vote:

Marabello: I vote yes, it's already being used for storage so there is no adverse impact by changing the map.
Boyle: I vote yes for the same reason and historically it has been thirty years that it has been used as a storage facility and this just aligns it better with our comprehensive plan, and from the actual use of the property.
Fulton: I vote yes, Burris Industries has been a good neighbor for helping to take care of the Little League and this is doing nothing more than cleaning up the map.
Culotta: I vote yes for the reasons stated and this seems like a formality for the most part.
Samaroo: I vote yes based on the Planning Commission's analysis and this land is similar to I1 and I2 zoning district as found in the Milford ordinances.
Wilson: I vote yes, based on the proper alignment of the property for future use.

Ordinance 2023-43
Lands of Burris Foods, Inc.
0.621 +/- acres of land located to the west of 412 McColley Street
Application Type: Change of Zone
Comprehensive Plan Designation: Industrial (pending adoption of Ordinance 2023-42)
Present Zoning District: R-2 (Residential District)
Proposed Zoning District(s): I-1 (Limited Industrial District)
Present Use: Industrial Outdoor Storage
Proposed Use: Industrial Outdoor Storage
Tax Parcel: 3-30-10.08-070.00 (portion)

Councilman James was recused due to a potential conflict as an employee of Burris Foods Incorporated.

Planning Director Pierce reviewed the change of zone request because of the previous comprehensive plan amendment just approved by City Council. The request is for a portion of the property to be rezoned from R2 residential to I1 limited industrial and encompass the area in and around the fenced storage area depicted on the map. It will eventually be combined with the parcel to the east through a lot line adjustment application.

All documents in the packet were reviewed.

The public notice was advertised in Delaware State News, mailed to all owners of properties within 200 feet, and posted at the site.

The Planning Commission reviewed the application and recommended approval at their October 24th meeting and recommended approval by a vote of 7 to zero.

Engineer Cliff Mumford reintroduced himself and confirmed that what has been stated is correct and his previous comments should be incorporated into the record to apply to this ordinance.

It was confirmed that a closed storage building would eventually be constructed similar to what already exists.

When asked why this had not been corrected previously, Planner Pierce said the map showed it as R2 because it was on the parcel utilized by Little League as are most parcels up and own that stretch. He recalled the change of zones that were required when First State Manufacturing developed in the area. Some were cleaned up during the 2018 comprehensive plan update, but these were not included.

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

Councilmember Fulton moved to adopt Ordinance 2023-43, seconded by Councilmember Boyle. Motion carried by the following 6 to zero roll call vote:

Marabello: I vote yes, it is consistent with the prior ordinance approval Ordinance 2023-42.
Boyle: I vote yes, this action aligns it now with the comprehensive plan that we just amended.
Fulton: I vote yes, meets comprehensive plan as amended by Number 17, and meets Chapter 230 requirements.
Culotta: I vote yes for the reasons stated.
Samaroo: I vote yes based on its consistency with the adopted comprehensive plan future land use map as amended.
Wilson: I vote yes based on meeting the comp plan requirements.

Ordinance 2023-44
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #18
Kenton Property
MD-16-183.07-01-12.00 & MD-16-183.07-01-14.00

Planning Director Pierce provided a synopsis of the application for the future land use map amendment. The change of zone application is scheduled before the Planning Commission at their November meeting and for a final determination by City Council on November 27th.

The owner of the property requested that two parcels of land be changed from industrial to a commercial district. Both parcels are vacant though being used for industrial storage. The change is to potentially redevelop the North Rehoboth Boulevard and Northeast Front Street into a commercial use.

The properties in this area are primarily commercial except for those owned by Perdue Foods and Kent Sussex Industries. There are also lands on Northeast Front Streets owned by Atlantic Concrete and other parcels on the south side that are industrial.

The documents in the packet were then reviewed by Planner Pierce

The public notice was advertised in Delaware State News, mailed to all owners of properties within 200 feet, and posted at the site.

The Planning Commission reviewed the comprehensive plan amendment request and recommended approval at their October 24th meeting and recommended approval by a vote of 7 to zero.

Randall Kenton of 16140 Fitzgeralds Road, Milford, Delaware then addressed the Council stating this property is owned by his family who worked there for many years. He believes commercial use is a better fit in the area than the industrial zone, noting this is one of the gateways into Milford and in particular, downtown Milford.

When asked if they owned the piece on the corner that used to be a gas station, Mr. Kenton shared that at one point, it was a Tire King forty to fifty years ago. The plan is to beautify the parcel and he recently applied for its demolition, adding that site is already zoned commercial.

Mr. Kenton confirmed that his family purchased the land from Walter Sharp approximately forty years ago.

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

Councilmember Fulton moved to adopt Ordinance 2024-44, seconded by Councilmember Wilson. Motion carried by the following 7 to zero roll call vote:

Fulton: I vote yes, it meets the PLUS review standards and meets the usages of neighboring sites and there is beautification going on as well.
Boyle: I vote yes, for the reasons cited by Mr. Fulton.
Marabello: I vote yes for the reasons stated by his two councilmen to his left.
Culotta: I vote yes it will be a good use of the property.
Samaroo: I vote yes, it is consistent with the 2018 comprehensive plan.
James: I vote yes, it will bring uniformity with the surrounding properties, and it will allow beautification to take place on that property.
Wilson: I vote yes, it is surrounded by commercial zoning, and it makes sense to make it uniform.

APPROVAL OF PREVIOUS MINUTES

Councilmember Fulton moved to approve the minutes of the July 24, 2023, Council Meeting and August 14, 2023, Public Safety Committee Meeting, seconded by Councilmember Wilson. Motion carried.

MONTHLY STAFF REPORTS

Complete reports from each department were included in the council packet.

Police Report

Chief Ashe provided highlights of a number of undertakings within the department, and an update of several ongoing programs within the department.

Councilmember Fulton moved to accept the monthly police report, seconded by Councilmember Boyle. Motion carried.

City Clerk

City Clerk Hudson provided a synopsis of the monthly activities that have occurred during the month. She also commended Senior Deputy Clerk Katrina Wilson on obtaining her Master Municipal Clerk designation from the International Institute of Municipal Clerks. She is presently the fourth active clerk in Delaware to have received the designation.

Councilmember Fulton moved to accept the City Clerk's report, seconded by Councilmember Wilson. Motion carried.

Monthly City Manager Report

City Manager Whitfield reviewed several items in his report and provided a briefing from a training session he attended at a recent conference.

Public Works

Public Works Director Mike Svaby presented an in-depth report of accomplishments at Public Works during the month.

Electric Department

Electric Department Director Tony Chipola offered information and updates related to his department.

Planning & Zoning Department

Director Rob Pierce provided a synopsis of his accomplishments in October.

Human Resources

Human Resources Director Jamesha Williams provided HR highlights from the month.

IT Department

IT Director Pettigrew read into the record several portions of his monthly report.

Economic Development & Community Engagement

From San Antonio, Texas, Economic Development & Community Engagement Administrator Sara Bluhm provided an overview of her undertakings throughout the month.

Finance Department

Finance Director Lou Vitola provided details about the USDA police loan and several staff updates including the benefits resulting from the hiring of the new finance employees.

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

MONTHLY FINANCE REPORT

Finance Director Vitola reported on the September 2023 Finance Report.

The expected boost to cash materialized as is seen in the report with $2.6 million of the $2.8 million net increase in cash is attributable to property tax receipts.

Another $2.3 million followed in October and will be reflected in October.

There were ten different reserve and special purpose accounts that all expended money totaling almost $265,000. Despite those outflows, and with an ordinary month of RTT receipts, permit fees, and impact fees, and a very strong investment return combined, inflows across all those accounts were at $331,000 which more than offset the outflow.

Cash should remain strong through the spring. He will clarify any cash burn on whether it was budgeted or unexpected expenses.

In terms of performance, the general fund looks great with respect to the seasonalized budget, though not as strong as the first quarter of last year. That is primarily due to a quicker start with ongoing projects and new fiscal 24 projects.

On the utility side, except for water, the first quarter is behind last year and lagging in total against the budget, although it is 0.3% in total.

This will recur in utilities for two reasons. One is the council approved transfers out of the electric and sewer budget. Those transfers are made monthly resulting in 1/12 of the budget.

The second reason is August has surprisingly cooler weather than previous years. On the wholesale side, our electric consumption was over 7% less than this time last year. August's weather influences August and September billings.

On the utility side, when you start a year light due to a weather event, it has a negative impact through the spring.

For those funds that were put into investments, the question was asked where the earnings are reflected; Director Vitola explained they are shown on page two in the interest earned column and referenced by the $15,741 and the $140,429. Councilmember James asked that going forward, the amounts gained from investments be added.

Councilmember Fulton moved to accept the September 2023 Finance Report, seconded by Councilmember Boyle. Motion carried.

COMMUNICATIONS & CORRESPONDENCE

Information on SCAT, Tastes of Milford, and the Holiday Stroll were included in the packet.

UNFINISHED BUSINSS

FY24 Budget Adjustment/Emergency/Generator//Public Works Facility

Public Works Director Svaby discussed the following recommendation:

Public Works is requesting Council authorize a budget adjustment of $8,000 each from the Stationary Generator at Fork Landing Pump Station CIP, electric reserves, and water reserves totaling $24,000 to Public Works O&M Building Maintenance for an emergency repair of the existing backup generator serving public works facilities. The addition of the generator at the Fork Landing Pump Station was identified in the FY24 Capital Improvement Plan. Considering the project is being funded with sewer reserves, an underspent slice of its budget is an ideal funding source in lieu of sewer reserves as part of a three-way cost share between electric, water and sewer reserves.

The need for repair of the generator that supports the Public Works (PW) Complex is an urgent one. Not only does its functionality enable the full operation of the PW facility including the administrative offices, the garage, warehouse, and wash bays during power outages, it also includes continuous operation of the IT server room that supports the SCADA system – that tracks alarms for sanitary sewer wet wells, drinking water wells, and electrical service continuity throughout the city.

Councilman Fulton moved to authorize a budget adjustment of $24,000 to the Public Works operating budget to fund the emergency generator repair at the Public Works facility, with funding sourced equally from among electric, water and sewer reserves, with the sewer share derived from the surplus funds of the Fork Landing Generator Project, seconded by Councilmember Boyle. Motion carried with no one opposed.

NEW BUSINESS

Authorization/Additional Funding/Davey Resource Group/Electric Infrastructure Inventory Project

Electric Director Tony Chipola referenced the request for an authorization to increase the existing professional services engagement with Davey Resource Group (DRG) in the amount of $65,000 for the ongoing project to survey and conduct a field inventory of the City's electric infrastructure.

Initial estimates were based on older maps and data which did not capture the true number of featured points. As of October 26, 2023,11,864 features were collected by DRG out of an original estimate of 12,203. Based on the number of circuits remaining and the average feature count per circuit, it is estimated that there are at least 5,000 additional features that need to be collected. However, with the remainder of the infrastructure located in the downtown area where the assets are more highly concentrated with recordable features, we are estimating 7,035 remaining at the initial bid of $9.83 per feature, or about $69,154 (although only $65,000 is required thanks to the initial contingency budget).

DRG has mapped six of nine distribution circuits, plus the 138KV Transmission line, and the City has been provided preliminary data for review / approval of four distribution circuits. Internal audits have shown the data collection to be highly accurate with no inconsistencies found to date through various spot checks audits.

It was confirmed the FY24 Capital Budget included a consolidated total of $200,000 for this project funded with electric reserves. Council authorized the existing $125,000 engagement with DRG on December 14, 20222 following a public bid process ($119,895 award + contingency of $5,105).

Councilmember Fulton moved to authorize an increase of $65,000 to the existing engagement with Davey Resource Group for a total of $190,000 to cover the anticipated overages due to increased feature counts, seconded by Councilmember Wilson. Motion carried.

Confirmation/Mayoral Appointment/Tree Preservation & Advisory Council

Parks and Recreation Director Brad Dennehy submitted a recommendation to fill the vacancy on the Tree Preservation and Advisory Council. In consultation with Mayor Campbell, they agreed the most suitable experienced candidate is Eric Johnsen of 703 North Walnut Street.

Mr. Johnsen is a retired horticulturist from New England and a new resident of Milford, who brings a depth of knowledge for all things tree related.

Councilmember Boyle moved to appoint Eric Johnson to the Tree Preservation and Advisory Council to fill the current vacancy whose term expires 08/31/2026, seconded by Councilmember Fulton. Motion carried.

Authorization/General Fund Reserves/NE Front Street Floating Dock Repairs

Due to Parks and Recreation Director Dennehy being on leave, Finance Director Vitola reported that earlier this year, it was discovered the floating kayak/boat dock behind the Milford Police Station had suffered some damage and was posing a risk to users. This dock is used year-round not just for kayaks, but to launch fishing, crabbing, and other boats onto the river.

The dock is fabricated out of aluminum and consists of a hinged gangplank connected to the floating dock; flotation is provided by ballast underneath the dock and gangplank. The dock's flotation separated from the dock (likely being struck by debris or possibly a boat in the river). As a result, both the dock and the gangplank had to be removed by crane from the river.

A lot of time was spent figuring out who originally built the dock and how it could be repaired. First State Crane prepared a proposal to fix the dock and place it back in the water. It is believed to be the most cost-effective way of returning the dock to a usable condition.

Councilmember Fulton moved to authorize $24,900 from general fund reserves to fund the emergency repairs to be made to the floating dock by First State Crane Services, seconded by Councilmember Wilson. Motion carried.

Authorization/Easement License Agreement/West Shores at New Milford/Stormwater Management Infrastructure

Planning Director Pierce reviewed the following request:

Over the past few years, the developer for the West Shores at New Milford development has been working with the Sussex Conservation District to address a failed infiltration stormwater management pond in the northeast corner of the development. To address the failed pond, the developer is proposing to construct an outfall pipe that would discharge into the existing roadside swale along the west side of Cedar Creek Road. The developer has received approvals from Sussex Conservation District and DelDOT for this modification.

Deed Book 3233 Page 288 recorded with the Sussex County Recorder of Deeds reserves and grants a perpetual non-exclusive easement to the City of Milford along the north side of the Matlinds Estates development.

Staff met with representatives of the Matlinds Estates Homeowners Association in February 2023 to review the proposed outfall modification and to begin coordination of access to the easement within the open space area. A letter dated February 17, 2023, from the HOA acknowledges receipt of notice.

A clarification email on February 20, 2023, to the HOA, indicating that the West Shores at New Milford developer and HOA would only maintain the stormwater pipe, manholes and other stormwater infrastructure below grade within the easement area, and that the Matlinds Estates HOA would still be the owner of the land and would have to maintain the vegetation, grass, and trees.

For the West Shores at New Milford developer to construct and maintain the stormwater utility within the City's non-exclusive easement area, a license agreement is needed between the city and the developer. A draft agreement is in the packet.

Councilmember Fulton moved to authorize the Mayor to execute the license agreement to allow West Shores at New Milford developer to install the stormwater outfall pipe, manholes, outfall structure and related appurtenances within the City of Milford easement located on Sussex Tax Parcel 3-30-11.00-407.00, with the condition that the developer provide confirmation from the bonding company that the performance bond is still in effect to complete the streets, curbing, sidewalks, and utility repairs within the development or provide a new bond. Said stormwater improvements within the license area will be initially maintained by the developer until such time that the West Shores at New Milford open space areas are properly assigned to the West Shores at New Milford Homeowners Association or similar maintenance corporation. Motion seconded by Councilmember Wilson. Motion carried.

Authorization/Windward on the River Pump Station Agreement & Pump Station Contribution
Authorization/Knight Crossing Development Agreement

Director Pierce explained that these two items are related. Several years ago, the Windward on the River Development signed an annexation or development agreement with the City of Milford related to the construction of their apartment project off Beaver Dam Road. The agreement included a requirement to construct a regional sewer pump station force main and related gravity sewer main, that would accommodate, anticipated sewer flows for the Windward on the River residential project, along with their commercial project known as Deep Creek Plaza, and some land owned by the adjacent developer for the Knight Crossing development.

The City required Knight Crossing to enter into a private cost-sharing agreement with Windward to facilitate Windward's recovery of the pro-rata cost attributable to Knight Crossing sewer capacity needs. Both Windward and Knight Crossing were made aware of these terms early in the development review process and both parties agreed in principle.

The Windward on the River apartment project obtained final approval from the City in 2019 and completed construction of the required sanitary sewer pump station, force main and extended the gravity sewer to the Knight Crossing development in 2021.

Due to unforeseen circumstances, the Knight Crossing project progressed at a much slower pace than the Windward on the River project, and a private cost-sharing agreement for the sewer infrastructure was never executed between the parties.

To resolve the timing difference and promote continued development across the regional sewer collection area, staff is recommending that the City acquire the pro-rata share of the sewer infrastructure improvements attributable to Knight Crossing's sewer capacity from Windward for $468,549.10, representing Knight Crossing's contribution to the sewer infrastructure. In order to do so, the original Windward on the River development agreement would need to be amended. Enclosed is a copy of the draft amendment for review.

Additionally, staff recommends that the city recover its investment in the sewer infrastructure through Aid-in-Construction (AIC) fees that would be collected at the time of building permit issuance for the first 122 EDUs of the Knight Crossing development. The AIC fee would be subject to increase on July 1st each year at the same rate of increase as the City Sewer Impact Fee as adopted by City Council. If authorized by City Council, we would add this AIC fee to the City fee schedule for tracking purposes at a later date. Both Windward on the River, LP and Milford Marina, LLC (Knight Crossing) are agreeable to the terms outlined above and in the draft development agreements and amendments.

Director Pierce talked about the various developments that were provided funding in advance and would be reimbursed at a later date. Specifically, the city carried 50 EDUs carried for the Bayhealth pump station back in 2016. The Aid in Construction charge would be set by Council at a later date, but based on the amount in the agreement.

Councilmember James pointed out the impact fees are set by Council at 4% unless a later decision is made to increase them.

It was confirmed the Aid in Construction charges are included on the comprehensive fee schedule adopted by City Council and can be reviewed on the website. If approved, a resolution would need to be adopted to amend that schedule by adding this fee.

Councilmember Fulton moved to execute an amendment to the Windward on the River development agreement and authorize a one-time payment from the City to Windward on the River, LP in the amount of $468,549.10 for costs related to the design and construction of the regional sewer pumping station, force main and gravity sewer main to be paid from Sewer Impact Fee Reserves, seconded by Councilmember Boyle. Motion carried.

Councilmember Fulton moved to execute the Knight Crossing development agreement requiring the developer to remit scheduled Aid in Construction fees per EDU in consideration of the City's contribution to the regional sewer pumping station and related infrastructure in the initial amount of $468,549.10, in the form outlined in the agreement. Fees collected shall be reimbursed to the City's Sewer Impact Fee Reserves. Motion seconded by Councilmember Boyle and carried.

The following three ordinances were introduced by Mayor Campbell, followed by a brief synopsis by Director Pierce:

Introduction/Ordinance 2023-45
Amendment to City of Milford Code
Chapter 180-Residential Rental Operating License
License Fee Waiver/Disabled Tenants

Introduction/Ordinance 2023-46
Lands of Randall Kenton
3.72 +/- acres of land located along the north side of NE Front Street and the east side of N. Rehoboth Boulevard
Application Type: Change of Zone
Comprehensive Plan Designation: Commercial (pending adoption of Ordinance 2023-46)
Zoning District: C-3 (Highway Commercial District)
Present Use: Pallet Recycling
Proposed Use: Pallet Recycling
Address: 609 NE Front St
Tax Parcel: MD-16-183.07-01-12.00 & MD-16-183.07-01-14.00

Introduction/Ordinance 2023-47
Lands of Iglesia Pentecostal Bethel Delaware, Inc.

0.808 +/- acres of land located along the north side of SE Front Street approximately 55 feet east of the Charles Street Intersection
Application Type: Conditional Use
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)
Present Use: Church (095.00), Church Parking (094.00), Former Single-family Dwelling (096.00)
Proposed Use: Church with associated parking
Address: 803, 805 & 807 SE Front Street
Tax Parcel: 3-30-7.17-094.00, 3-30-7.17-095.00 & 3-30-7.17-096.00

All three ordinances will be back to City Council for a final determination at the November 27th Council Meeting.

Finance Director Vitola explained that Resolution 2023-28, 2023-29, and 2023-30 are all related to the Police Department loan financed through the USDA.

Resolution 2023-28 is the city's resolution authorizing both USDA loans, with the first $8.5 million and the second $8 million totaling $16.5 million initially approved on December 14, 2022.

There were pervious resolutions approved before and after the referendum that was approved by the public. Those included locking in the term. This resolution simply authorizes the Mayor to execute the loan closing documents so that the USDA can advance the $8.5 million and then later, the $8 million to the city.

It is likely that 100% of the funds will be used to reimburse the temporary financing, the bond anticipation note and there are also allowances for costs of issuance and similar items.

Resolutions 2023-29 and 30 are the individual USDA resolutions that the USDA requires City Council to approve and that it coincides with their requirements. The first is for loan 11 in the amount of $8.5 million for the 2023 Series A. The second one is 2023 Series B Loan 12 for $8 million.

Nothing changes in these that was adopted in a previous resolution with the rate remaining at 3.5% rate max though it could go down. There is a 40-year max and that is needed to meet what was promised to our property owners and the amount is not to exceed $16.5 million.

The City’s Bond Counsel Tim Anderson is also on the line if Council has any questions.

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

Councilmember Fulton moved to adopt Resolution 2023-28, seconded by Councilmember James:

Adoption/Resolution 2023-28

AUTHORIZING A CERTAIN PROJECT HEREIN DESCRIBED AND THE INCURRENCE OF INDEBTEDNESS AND THE RATIFICATION OF THE APPROVAL OF A CERTAIN CAPITAL PROJECT; AUTHORIZING THE ISSUANCE OF THE USDA GENERAL OBLIGATION BONDS, SERIES OF 2023 (THE "USDA BONDS"), IN ONE OR MORE SERIES, TO PROVIDE FUNDS FOR AND TOWARD SUCH PROJECT; SETTING FORTH TERMS OF THE USDA BONDS; COVENANTING TO BUDGET, APPROPRIATE AND PAY DEBT SERVICE ON THE USDA BONDS AND PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER OF THE CITY FOR PAYMENT OF THE USDA BONDS; SETTING FORTH THE SUBSTANTIAL FORM OF THE USDA BONDS; PROVIDING FOR THE EXECUTION AND AUTHENTICATION OF THE USDA BONDS; PROVIDING FOR THE SALE OF THE USDA BONDS AND AUTHORIZING THE ACCEPTANCE OF THE USDA COMMITMENTS FOR THE PURCHASE OF THE USDA BONDS: SETTING FORTH THE INTEREST RATE AND MAXIMUM DATE OF MATURITY; SETTING FORTH CERTAIN FEDERAL TAX COVENANTS; PROVIDING FOR THE APPLICATION OF USDA BOND PROCEEDS; AUTHORIZING OFFICERS TO ACT; APPROVING THE UNDERTAKING OF CERTAIN CONTINUING DISCLOSURE, IF ANY; SETTING FORTH THE DATE OF THE USDA BONDS AND OTHER

DOCUMENTS; AUTHORIZING OTHER NECESSARY ACTION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL INCONSISTENT ORDINANCES; AND STATING THE EFFECTIVE DATE.

Motion carried by a unanimous roll call vote of 7 to zero (Marabello, Boyle, Fulton, Culotta, Samaroo, James, Wilson).

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

Councilmember Fulton moved to adopt Resolution 2023-29, seconded by Councilmember James:

Adoption/Resolution 2023-29

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS 2023 MILFORD POLICE FACILITY ACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE IN THE AMOUNT OF $8,500,000.00.

Motion carried by a unanimous roll call vote of 7 to zero (Marabello, Boyle, Fulton, Culotta, Samaroo, James, Wilson).

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

Councilmember Fulton moved to adopt Resolution 2023-30, seconded by Councilmember James:

Adoption/Resolution 2023-30

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS 2023 MILFORD POLICE FACILITY ACILIT*Y TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE IN THE AMOUNT OF $8,000,000.00.*

Motion carried by a unanimous roll call vote of 7 to zero (Marabello, Boyle, Fulton, Culotta, Samaroo, James, Wilson).

Sussex County Land Use Application CZ-2004
*Key Properties Group, LLC/Tax Parcel 3-30-11.00-070.*00

City Manager Whitfield referenced a draft letter that would be provided to Sussex County Planning Commission and County Council opposing the rezoning of Sussex County Land Use Application CZ-2004, Key Properties Group, LLC, Sussex Tax Map 3-30-11.00-070.00, AR-1 (Agricultural Residential District) to C-4 (Planned Commercial District) from AR-1 to C-4.

The request will be deliberated in the next couple of months. This letter was based on Council's decision in the past not to have the property rezoned. He has the Planning Director draft a letter under Council's direction opposing the rezoning.

The City Manager confirmed that Council, on two to three different occasions, voted against the change of zone to commercial in the past couple of years and prefer it stayed as low density residential.

Milford Council Chambers: There was a lot of conversation about this. I don't want to redeliberate. It's packed.

Council agreed this involved long discussions in the past and they preferred not to redeliberate. However, the various reasons for the denial were reviewed.

Councilmember Boyle moved to authorize the letter to be sent as written, seconded by Councilmember Marabello. Motion carried by a vote of 5-2.

ADJOURNMENT

Councilmember Fulton moved to adjourn the meeting, seconded by Councilmember James. Motion carried.

Mayor Campbell adjourned the meeting at 8:53 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

OFFICE OF THE CHIEF OF POLICE
CECILIA E. ASHE
cecilia.ashe@cj.state.de.us

THE CITY of Milford DELAWARE

401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Chief Cecilia E. Ashe

DATE: March 6, 2024

RE: Activity Report/February 2024

Chief and Police Command Staff:

Throughout the month of February, Chief and Command Staff participated in numerous conference calls, virtual meetings and in-person meetings including City Council and Workshop meetings, bi-weekly City Manager's meeting with Department Heads, and PD Staff meetings. Mayor and City Council are provided weekly updates on major incidents and activities within MPD throughout the month to ensure they stay informed of all activities.

In the month of February Milford PD responded to over 1139 calls for service.

MPD Activities for the Month

Community Engagement:

- Command Staff and Patrol Officers attended a Coffee with a Cop Event at Surf Bagel.





- Lt. Smith along with PFC Smith and Behavioral Health Unit Director Jenna Haines attended the Sussex Technical High School's Career and Technical Fair.



Emergency Preparedness:

- The Milford Schools had two planned fire drills in February.
- Chief and Superintendent conducted their monthly meeting to review any issues or concerns.

Training and Professional Development:

- Annual Departmental Meeting – February 15, 2024
- Ten officers attended Intoxilyzer 9000 training conducted by the Delaware State Police Crime Lab.
- One officer attended Basic SRO training hosted by the Milford Police Department.

- One officer attended ASP Instructor training hosted by Rehoboth Police Department.
- One officer attended Advanced Roadside Impaired Driving Enforcement

K9:

- K9 Mason assisted Harrington Police Department with a combative subject.
- K9 Mason was utilized to conduct an area search for a subject who fled a traffic stop.
- K9 Mason and K9 Raven assisted with an area search for a shooting suspect that fled to Milford from Laurel. Both suspects involved in the shooting were taken into custody without incident, with two firearms being recovered.

Recognition:

- Promoted to Patrolman First Class (PFC) February 22, 2024 - Officer Diante Cannon

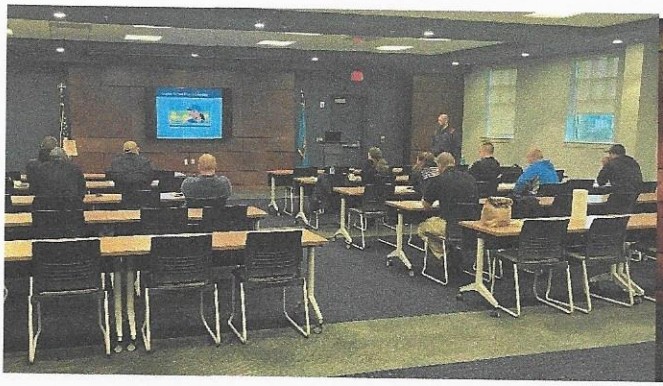


Community Room:

- CSTAG Training – Milford School District – February 6 & 7, 2024



- NASRO Course – February 19 – 23, 2024





- Department of Justice Fraud Presentation- February 22, 2024



Behavioral Health Unit:

Milford Police Department – February 2024 BHU Statistics
Jenna Haines, LCSW, MSW, DE-CMHS
Gregory Bisset, LCSW, C-AADC
Danielle Blackwell, LMSW

Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
February 1- February 4, 2024	**13.5**	1. Rural Subcommittee Meeting	N/A	**2**	**Referrals to Services:** Check the Welfare Public Assistance	**0**	**0**	**3**
February 5- February 11, 2024	**61**	1. Opioid System of Care Meeting 2. Meeting w/ Pace Your Life	N/A	**8**	**Referrals to Services:** 10-81 Public Assistance Victim Services Check the Welfare	**1**	**1**	**7**
February 12- February 18, 2024	**68**	1. Housing Alliance Meeting 2. Statewide Mental Health Clinician Huddle	1. Victim Services in a Rural Population	**9**	**Referrals to Services:** Domestic Rape Victim Services Traffic Disorderly	**1**	**2**	**6**
February 19- February 25, 2024	**69**	1. Coffee with a Cop 2. Milford Public Library Narcan Training	1. Juvenile Substance Use in Modern Times	**6**	**Referrals to Services:** Domestic DUI Victim Services Check the Welfare	**0**	**1**	**5**
February 26- February 29, 2024	**48**	1. Sussex Tech Job Fair	1. Fentanyl Training	**6**	**Referrals to Services:** Check the Welfare Public Assistance 10-81 Victim Services	**1**	**0**	**6**
Totals:	**259.5**			**31**		**3**	**4**	**27**
Year to Date Totals:	**512**			**67**		**6**	**7**	**59**
Overall Totals:	**6920.85**			**1281**		**99**	**142**	**1162**

Social Media/Public Information Update:

Our Facebook page had 174 new followers for a total following of 14,428. Currently our followers are 35% male and 65 % female. Posts during the month reached 45,683 people. Our top reach and engagement post for February was Officer Cannon's promotion to Patrolman First Class (PFC). This post had a reach of 16,391 and engagement of 4,892.

Our Instagram account had 4 new followers for a total following 1,923. Currently our followers are 37% male and 63 % female. Posts during the month reached 1,735 people.

We still have a Twitter account but due to new settings with the program, we are unable to pull data from the site. We currently have 1450 followers.

Our Nextdoor posts reached 610 people during the month. Nextdoor reaches 2970 members according to statistics provided by the website.

MPD News Releases:

February 22, 2024: Two Charged in Robbery Investigation
https://www.milfordpolicede.org/news/Two-Charged-in-Robbery-Investigation.htm

February 22, 2024: Setting the Record Straight regarding Milford Police Department's Involvement in City Eminent Domain Case
https://www.milfordpolicede.org/news/Setting-the-Record-Straight-Regarding-Milford-Police-Departments-involvement-in-City-Eminent-Domain-Case.htm

February 22, 2024: Milford man Arrested on Burglary Charges
https://www.milfordpolicede.org/news/Milford-Man-Arrested-On-Burglary-Charges.htm

February 22, 2024: Milford PD Assists Laurel PD with Shots Fired Incident
https://www.milfordpolicede.org/news/Milford-PD-Assists-Laurel-PD-with-Shots-Fired-Incident.htm

February 23, 2024: Milford Man Arrested for DUI after Pursuit
https://www.milfordpolicede.org/news/Milford-Man-Arrested-for-DUI-after-Pursuit.htm

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

THE CITY of Milford DELAWARE

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

DATE: March 1, 2024
TO: Mayor and Members of City Council
FROM: City Clerk Terri Hudson
RE: February 2024

Our office remains extremely busy with the upcoming elections. We are seeing a surge from nonresidents who own property within the city and wish to vote.

Absentee ballots requests are also ramping up. As we have discussed, our intent is that everyone gets the opportunity to vote. We also want to make sure they are knowledgeable and informed of how they can vote, the location and hours of the polling place, and who is on the ballot. We anticipate a flurry of activity due to the five contested races being what we believe is the first time in the city's history.

Our election board has scheduled their training in early April, and our goal is to have all workers in place by the end of March, so they are also able to take advantage of the virtual training.

We are also receiving inquiries about candidates and their political party. They are informed that the Mayor and Councilmembers are currently elected to a two-year staggered term on a non-partisan basis.

With warmer weather on the horizon, folks have begun planning special events in the community. Thus far, the following applications have been submitted with Kent Sussex Industries leading the way with new activities:

Permit #	Organization	Event Name	Event Date
2024 08	Milford Little League	Parade	4/19/2024
2024 07	Kent Sussex Industries	Car Show	5/4/2024
2024 06	Dolce	Coffee & Cars	5/18/2024
2024 05	DMI	Bud & Bug Festival	4/27/2024
2024 04	Kent Sussex Industries	KSI Paths to Possibilities 5KRun/Walk	6/8/2024
2024 03	Races to Run	(Fur Baby Pet Resort)	9/5/2024
2024 02	DMI	St. Patricks Day Pub Crawl	3/16/2024
2024 01	Milford Library	Music in the Park	6/26/24, 7/3/24, 7/10/24, 7/24/24

Senior Deputy City Clerk (SDCC) White attended a training class with the New England Clerks Institute Association on February 14th.

SDCC White participated in a virtual meeting with International Institute Municipal Clerks (IIMC) President Mary Ann Hess of Laurel, Mississippi on February 20th.

The SDCC also joined other Delaware Women Leading Government members for a Coaching Call related to time management on February 21st.

The SDCC participated in a demo with IT Staff for a new records management program that has been recommended by our IT Director. Our office will be transitioning from LaserFiche to DocuWare under his direction. Customer Service and other departments will be following suit until all employees are utilizing the new software.

We are also meeting this month to examine two agenda and meeting management software programs. Our office had originally planned to present its recommendation to Council in late December/early January with the goal of having the program in place and up and running in early 2024.

Myself, along with the Senior Deputy City Clerk, attended Tyler Munis budget training on February 27th. Senior Deputy City Clerk White returned on February 28th for additional training.

As Chair of IIMC's Research and Resource Committee, I along with committee members across the United States, Canada, and Europe, vetted several requests for information that included various topics that not only applied to the Municipal Clerk's Office, but to local government in general.

Monthly Activities

- ❑ Assisted multiple Delaware Municipalities with policy, procedural, and related items
- ❑ Record requests/Assistance from City Departments (8)
- ❑ FOIA Requests to Date (27)
- ❑ Coordinate FOIA issues with other Departments to ensure compliance
- ❑ Created/revised/reloaded 02/12 Council Meeting Agenda (6)
- ❑ Created/revised/reloaded 02/12 Council Meeting Packet (10)
- ❑ Created/revised/reloaded 02/21 Special Council Meeting Agenda (4)
- ❑ Created/revised/reloaded 02/21 Special Council Meeting Packet (4)
- ❑ Created/revised/reloaded 02/26 Public Safety Committee Agenda (2)
- ❑ Created/revised/reloaded 02/26 Public Safety Committee Packet (3)
- ❑ Created/revised/reloaded 02/26 Council Meeting Agenda (7)
- ❑ Created/revised/reloaded 02/26 Council Meeting Packet (8)
- ❑ Created/revised/reloaded 02/28 Council Workshop Agenda (3)
- ❑ Created/revised/reloaded 02/28 Council Workshop Packet (3)
- ❑ Executive Sessions Year to Date (4)
- ❑ Created/revised/reloaded Planning Commission Notices (0)
- ❑ Created/revised/reloaded Planning Commission Agenda (0)
- ❑ Created/revised/reloaded Board of Adjustment Notices (1)

- ❑ Created/revised/reloaded Board of Adjustment Agenda (1)
- ❑ Created/revised/reloaded P & R Advisory Board Agenda (0)
- ❑ Created/revised/reloaded P & R Advisory Board Packet (0)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Agenda (1)
- ❑ Created/revised/reloaded Tree Preservation Advisory Council Packet (1)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Agenda (0)
- ❑ Created/revised/reloaded Milford Community Cemetery Board Packet (0)
- ❑ Transcribed and Proofread Minutes from City Council Meetings (11)
- ❑ Transcribed and Proofread Minutes from Board of Adjustment (1)
- ❑ Transcribed and proofread Minutes from Planning Commission (0)
- ❑ Transcribed and proofread Minutes from P & R Advisory Board (0)
- ❑ Transcribed and Proofread Minutes from Milford Community Cemetery Board (0)
- ❑ Transcribed and Proofread Minutes from Tree Preservation & Advisory Council (1)
- ❑ Provided Notary Public Services (3)
- ❑ Proclamations Created Year to Date (6)
- ❑ Resolutions Created Year to Date (2)

MARK A. WHITFIELD, CITY MANAGER
201 South Walnut Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1111
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www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: February 2024 Monthly Report
Date: March 7, 2024

- Rob, James and I met with Malcolm Jacobs and Mike Petit de Mange of the Kent County MPO. The MPO is updating the county's metropolitan transportation plan and we provided them with growth statistics as well as various transportation issues that need to be considered in Milford.
- I attended the Rotary meeting on Tuesday February 13 where Rob gave a great presentation on the growth of Milford, and how the growth is managed.
- Tony, Lou, and I met with Tom Coyle of the Efficiency Smart program. Their contract with us expires at the end of the month. A new contract will be on the Council agenda for 2/26
- Becker Morgan is in the final stages of the land development plan for the Milford Corporate Center. They are awaiting the final approvals from Kent Conservation District and DELDOT.
- The State Benefits Office is now telling us there will be a 27% increase in healthcare insurance costs beginning in July.
- The EV charging stations in the City's parking lot next to Arena's is ready to be commissioned. The last remaining item is coding for financial transaction. A ribbon cutting is planned for March.
- Rob and I met with DELDOT in reference to submitting a second TIIF grant application. DELDOT is requiring the City to improve Churchill Road from Canterbury Road to Milford-Harrington Highway and to construct at round-about at Churchill and Canterbury due to traffic impacts anticipated with the Milford Corporate Center. Both improvements are TIIF eligible, and our engineers anticipate the cost to be about $2.5 million. The formal hearing for the TIIF funding will be April 2.
- Rob and I met with Jon LeBlondo (MSD), Lance Skinner (DSP), and Michael Hahn (DELDOT) regarding the possible installation of a mid-block crossing on Rehoboth Boulevard just south of N Walnut Street. We have asked for an engineering proposal from KCI to complete the design work and obtain DELDOT approval.
- I participated as the Delaware representative for the selection of a regional director for the APWA board.
- Chief Ashe and I met on several items.
- Rob and I met with Becker Morgan and Emory Hill regarding the Milford Corporate Center plans.
- I met with Charles Hammond and Claudia Leister regarding the Milford Museum.
- I attended the DEMEC special board meeting on land acquisition.
- We interviewed a candidate for the public works director position on Monday, but were informed later that he accepted another position.

Public Works Department - FEB 2024	*FEB 2023*	FEB 2024	*FY23 YTD (07/01/22-06/30/23)*	FY24 YTD *(07/01/23-06/30/24)*
Streets/Utility Division				
Signs Installed/Replaced	*29 signs 37 poles*	20 poles/13 signs	249	68 poles/66 signs
Curb Miles Swept	*1,425*	1,400	7,950	9,600
Sewer Lines Flushed (in feet)	*2,700*	230,000	35,298	886,000
Sewer Back-up Response	*1*	2	12	22
Sewer Line Repaired	*0*	2	3	4
Water Hydrants Flushed	*4*	6	58	57
Fire Hydrants Replaced/Installed	*0*	0	2	2
Water Line Repair	*0*	1	9	18
Water Valves Exercised	*6*	8	86	96
De-icing Salt Used (tons)	*1*	12	1	72
Potholes Filled - Cold Patch	*18*	16	397	93
Potholes Filled/Spray Patch - Gallons Emulsion Used	*0*	0	0	350
Leaves Collected (Tons)	*0*	0	113	121.00
After Hours Calls	*3*	4	39	38
Crack Sealing (pounds of sealant used)	*300*	0	500	800
Work Orders Completed	*6*	6	128	69
Storm Sewer Inlets Cleaned	*72*	100	592	675
Street Closures/Festivals	*1*	2	18	22
Engineering Division				
Utility Locates Completed	*Data Unavailable*	328	*1,159*	1030
Infrastructure Work Orders Completed	*16*	Data Unavailable	*94*	**Data Unavailable**
Backfill Inspection Work Orders Completed	*4*	Data Unavailable	*73*	**Data Unavailable**
Operations Division				
Fleet Work Orders Completed	15	26	*235*	144
Fuel Use-Diesel (Gallons)	2,277	Data Unavailable	*18,424*	**19,473**
Fuel Use-Gas (Gallons)	3,617	Data Unavailable	*18,773*	**28,812**
Blue Def (Gallons)	81.43	Data Unavailable	*560*	**443**
Solid Waste & Facilities Division				
Refuse Collected (Tons)	269.58	291.64	*2,761*	2244.17
Recycle Collected (Tons)	57.05	80.05	*630*	536.21

Yard Waste Collected (Tons)	23.25	15.1	*421.25*	314.9
Missed Collections	*39*	64	*335*	519
Bulk/Brush Collection Requests Completed	*41*	36	*464*	443
Containers Delivered	*36*	32	*311*	353
Containers Serviced (Swap, Replacement, Removed)	*9*	19	*212*	172
Facilities After Hours Calls	*53*	Data Unavailable	*56*	**7**
Facilities Work Orders Completed	*7*	Data Unavailable	*60*	**47**
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons)	*Data Unavailable*	75,533,500	*1,085,221,200*	156,883,000
Waste Water Transferred (Millions of Gallons)	*Data Unavailable*	no report	*874,382,000*	**no report**
Work Orders Completed	*Data Unavailable*	Data Unavailable	*372*	**84**
Pump Stations Cleaned	*Data Unavailable*	Data Unavailable	*8*	**2**
After Hours Calls	*Data Unavailable*	8	*44*	18

Public Works Projects - FEB 2024	Planning Stage	Bid/PO Award	In Progress	Complete
Water				
Install Automated Blow-off Valves 2 in stock	Charlie / James	Charlie	Charlie	simpson/mil. Pon
Protection Upgrades Caulk & 10th Street Towers	Steve			
Water Trtmnt Monitoring & Process Control Upgrades (4&5)	Steve / Steve Z.		X	on going
City-wide Valve & Hydrant Replacement/Improvements	Charlie / James	Charlie	Charlie	
Standardized Water Treatment Facility Controls	Steve / Steve Z.		X	on going
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair	KCI	KCI	X	KCI
SCADA Instrumentation Upgrades & Integration	Steve / Steve Z.		X	On going
Targeted Inflow and Infiltration Investigation & Repair	KCI	KCI	X	KCI
North Shore Pump Station Hatch Replacement	DBF	?		
Streets				
Mispillion, McColley, Marshall Streets Reconstruct/Paving				
Fisher Ave				
Financing for Private Sidewalk Improvements				
Street Resurfacing and Rehabilitation, ADA Ramps				
Installation of ADA Compliant Ramps				
Walnut Street Pedestrian Crossing (Landscaping)				
Truck Turning Study				

PARKING				
BUILDINGS				
PW-Complex Security				X
Shutter Painting and Molding Repair- City Hall				x
Siding Replacement- Parks & Rec				x
HVAC Replacement- Parks & Rec				x
Exterior Lighting- Parks & Rec				X
Basement Waterproofing- Customer Service				X
Concrete Repair Drive-Thru- Customer Service	X			
Door Replacement- Armory				x
HVAC- Armory		X		
Facilities Management Binder				

Public Works Equipment & Vehicles - FEB 2024	Planning Stage	Bid/PO Award	In Progress	**Complete**
ELECTRIC				
Replacing Vermer Trencher (E128)				
Replacing 3 Phase Wire Trailer (E114)				
Replacing Dump Truck				
TECHNICAL SERVICES				
WATER				
Replace W-16 IR Compressor				
Replace W-8 F250 2022	Ordered	**Hertrich**	Ordered	**delivery march 24**
Replace W-15 Pick up 2022	Ordered	**Hertrich**	Ordered	**delivery march 24**
SEWER				
Replace SE-2 Ford F250 Pickup 2022	Ordered	**Hertrich**	Ordered	**delivery march 24**
STREETS				
SOLID WASTE				
Grappler Hook Body			X	

GARAGE				
Hetra Lifts for fork lifts				X
WAREHOUSE				
Indoor Forklift			X	
Active Developments - FEB 2024	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Hearthstone Manor I				
Lighthouse Estates II				
Brookstone Trace				
Brookstone Trace II				

Orchard Hill				
West Shores at New Milford				
Watergate				
Walnut Village				
Milford Ponds Phase I				
Hearthstone Manor II				
Milford Ponds Phase II				
Simpson's Crossing Phase 1a				
Simpson's Crossing Phase 1b				
Simpson's Crossing Phase 1c				
Cypress Hall Phase I				
Cypress Hall Phase II				
Wickersham				
Mispillion Landing				
Riverwalk Villas				
Windward on the River				
Milford Ponds Phase III				
Red Cedar Farms				
Hickory Glen				
Knights Crossing				
Commercial Projects - FEB 2024	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Wash-It				
Splash Laundry Mat				
Deep Branch Plaza				
Police Station				
Delaware Mini Storage				
William Allen Property Lot 3				
Food Bank				
Arbys				
PAM				

February 2024 Accomplishments

Streets/ Utilities- Charles Nordberg

- Fix water leak at 700 N. SHORE DR.
- Replacing signs and poles on Lakeview
- Filling pothole around town.
- Striping and stencil EV pattering on blacktop
- Fix broken sewer lateral from sidewalk to main at 429 north church St.
- Salted and plowed snow.
- Cut out parking lot at costume service for a concrete pad for drop box.

Building Maintenance / Solid Waste - Brian Jester

- Had Garage Bay door fixed.
- Fixed Elevator at City Hall
- Getting City Hall entrance doors fixed- Marks door & Main Front door
- Fixed the lights in the IT server room
- Had alarm fixed at Finance, Public Works, Parks & Rec and Customer Service
- Fixed door to Payroll office
- Removed lettering from the front of the old PD building
- Installed Wi-Fi boosters at Parks & Rec
- Reinstalled the siding at P&R on Franklin on south side

Solid Waste Truck Issues

- 2/1/24- We were down to One Truck for a portion of the day.
- Sw14 went to Delmar for def module which was under warranty 2/1/24 Returned 2/29/24
- SW-28 had a hydraulic leak which was fixed that day but out for a few hours. 2/1/24
- Sw-11 was still in the shop getting a new head gasket. Took two weeks to repair.
- Sw-28 had Brakes losing pressure- found leak and replaced line. Still having issues with the brakes 2/13/24
- SW-28 strap on side arm broke and need replaced. Brakes adjusted and parts ordered 2/14/24
- 2/20/24 SW-28 getting brake repairs done
- SW-11 went down because of a cam Sensor 2/29/24

Engineering – James Puddicombe

- Preconstruction meeting for Milford Ponds Phase 1.9.
- Preconstruction meeting for Milford Middle School
- Bid Closing and Preconstruction Meeting for Walnut Street Pedestrian Bridge
- Preconstruction Meeting for Teal Creek Plaza
- Cypress Hall Phase 1B Walk Through and Conditional Acceptance
- Hearthstone Phase 9 Rebonding for Urgent house closings.
- Staff attended the DRWA Water Conference

Water/ Waste Water- Steve Ellingsworth

Accomplishments Attached

February Monthly Accomplishments 2024

1. **Fork Landing pump 1 lockout again. Friday 2/9/24**



Same as always – underwear.

2. **Wendy's Pump Station – Pull Grinder Pump due to gear drive cutters were broke. The new grinder will arrive week of March 4th.**

3. **Attended DRWA Conference at Harrington. Attended several Classes.**

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

Anthony J. Chipola III, Electric Director
PHONE 302.422.6616, Ext 1137
achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: January 2024 Electric Dept Staff Report
Date: March 5, 2024

Director's Office

- Held Dept Safety Meeting
  - Reviewed FR Policies and new processes / procedures
- Participated in Battery Storage Discussions with potential Vendor
- Attended DELDOT monthly mtg
- Installed and Commissioned EV Chargers at Municipal Lot by Arena's
- Awarded Electrical Testing RFP to Asplundh Electrical Services
- Participated in Battery Storage discussions with potential vendor
- Held Project Status Update Mtg w/ DRG RE: Field Asset Collection
- Tyler EAM Module
  - Go Live Training provided to various PW Depts
  - Module went live Feb 26
- Attended S&C Voltage Regulated Distribution Transformer Lunch & Learn hosted by DEMEC
- Participated in Distribution Hosting Capacity Discussions
- Attended APPA Webinar RE: Physical Security Walls and Structures
- Participated in Interviews for Public Works Director
- Attended Tyler Budget Training Seminar
- Attended various Pre-con mtgs

Electric Lines

- Sean Barnes promoted to Line Technician – 3rd Class
- Performed Switching to support DPL requested outage
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Provided prelim support to IT for PW Network Upgrade
- Adjusted valves / controls to address water tower levels
- Revised communications to Wendy's Pump Station to address false data
- Continued Camera installs for Substation Physical Security
- Corrected issue to remotely view status of pumps at Shawnee Pump Station
- Met with various contractors to specify metering equipment and advise on installation.
- Processed multiple applications for solar panel interconnections

Electric Department -February 2024	February 2023	**February 2024**	FY23 YTD *(07/01/22-02/28/23)*	**FY24 YTD *(07/01/23-02/28/24)***
Electric Division				
Trouble Service Call	15	**28**	160	**206**
Work Orders Completed	25	**45**	280	**340**
Outages	1	**2**	55	**60**
LED Street Lights Replaced	7	**10**	115	**39**
New Service Install	2	**11**	25	**60**
Poles Replaced	8	**1**	31	**16**
After Hours Calls	4	**8**	109	**116**
Trees Cut (Days)	0	**0**	19	**14**
Technical Services Division				
New Electric Service Installed/Meter Set	2	**17**	88	**106**
New Water Service Installed/Meter Set	2	**10**	28	**62**
Electric Meter Replacement	10	**1**	61	**38**
Water Meter Replacement	51	**33**	445	**493**
Work Orders Completed	691	**?**	5,359	**3,694**
After Hours Calls	7	**2**	44	**28**

2 outages, 1 bird and 1 unknown (both blown fuses).

*Unable to obtain for the month due to Issues w/ Cognos reporting. Working w/ IT to resolve.

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
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THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: March 5, 2024

RE: February 2024 – Planning Department Staff Report

- During the two months of the 2024 calendar year, the City issued 58 new residential construction permits. The total construction investment in Milford through the end of February 2024 based on issued building permits was $9,534,373.00. In comparison, through the end of February 2023, the City issued 13 new residential permits and had a total construction investment of $5,398,238.
- The City of Milford has seen 189 projects with a committed investment of over $26.3 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over $3.2 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over $979,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines (click the below link to see project locations).
  https://milfordde.maps.arcgis.com/apps/MapSeries/index.html?appid=ab3ecb0d8cbc44d884b7c3063f75125c
- The Planning Commission will review four items at the March meeting. Both Red Cedar Farms and Milford Corporate Center are seeking final major subdivision approval. Teal Creek Expansion is seeking a final site plan approval extension and Windward Grove Clubhouse is seeking preliminary site plan approval to add a clubhouse, swimming pool and other amenities to the open space parcel within the Windward Grove subdivision (fka Wickersham).
- The Board of Adjustment will review three variance applications at the March meeting. Windward Grove Clubhouse is seeking a variance from the off-street parking requirements associated with the construction of a community clubhouse, Hickman Overhead Door Company is seeking a variance related to the placement of an accessory structure in the front yard area and Chick-Fil-A is seeking a parking space reduction in order to modify their drive thru configuration.
- The City reviewed a resubmission for the Milford Middle School project and granted final site plan approval.
- The City reviewed a final major subdivision resubmission for the Red Cedar Farms subdivision and placed the item on the March Planning Commission and City Council agendas for review.
- The City reviewed a resubmission of the Milford Corporate Center final major subdivision application and placed the item on the March Planning Commission and City Council agendas for review.

- The City received a Utility Feasibility Study request for a new Wawa to be placed at the northeast intersection of New Wharf Road and SR1.
- The City received a final site plan submission for the 84 Lumber project and provided review comments to the applicant.
- The City received a final site plan submission for the Caliber Collision project and is currently reviewing the application.
- The City received a preliminary site plan application for Sussex Campus Development, LLC for the construction of a daycare on the health campus property. The City is currently reviewing the submission.
- The City received a preliminary site plan application for PUGS2, LLC for the construction of flex warehouse/office space on a property located at 975 W. Masten Circle. The City is currently reviewing the submission.
- The City received a final site plan resubmission for 1st State Self Storage and is currently reviewing the submission.
- The City received a resubmission of the Windward Grove Clubhouse preliminary site plan application and placed the item on the March Planning Commission agenda for review.
- Staff attended the weekly ERP Project update meetings.
- Planning Department staff attended 56 hours of ERP implementation sessions. Department resources will be committed to additional sessions over the next six months.
- Attended monthly Milford Corporate Center project update meeting.
- Permit Technicians finished processing business, contractor and rental license renewal applications. Late notices were mailed out for those who didn't renew.
- Code Enforcement sent out the first set of notices for Ward 1 rental inspections.
- Code Enforcement continue to issue court summons for code violations that are older than 6 months.
- Staff met with downtown property owners to review streetscape and parking lot designs for SW Front Street, Park Avenue, Denney Row and N. Washington Street. Feedback gathered was forwarded to the design engineer to incorporate into the construction plans.
- Attended pre-construction meeting for the Teal Creek Plaza expansion project.
- Staff met with Bayhealth to discuss proposed daycare building for the Sussex Health Campus.
- Staff met with Dover/Kent County MPO to provide input into the next Metropolitan Transportation Plan (MTP) being developed by the MPO.
- Attended the February Dover/Kent County MPO Technical Advisory Committee (TAC) meeting.
- Staff made a presentation to the Milford Rotary Club on the Milford Planning Department, including various planning documents, proposed residential growth and commercial development.
- Attended the Milford Middle School pre-construction meeting.
- Staff met with Milford School District and DelDOT to discuss interim options for improving pedestrian access across N. Rehoboth Boulevard to the school property near 10th Street. The City requested a design scope from KCI to assist with engineering design for a potential mid-block crosswalk.
- The Dover/Kent County MPO and City held a second public open house to review draft recommendations for the N. Rehoboth Boulevard/N. Walnut Street Corridor Study on February 6, 2024 from 6:00 PM to 8:00 PM at the Public Works facility.
- Staff is in the beginning stages of preparing for a Downtown Development District renewal application submission. Our current designation expires in 2026 and the State has provided an

application for current districts to renew their designations for another 5 years. The renewal would extend our designation until 2031. We can submit a renewal request towards the end of August 2023.

- Staff is beginning to work on a Historic Preservation ordinance for City Council's consideration. The Planning Department is currently researching different options for framework.
- Staff continue to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
    - **2018 Comprehensive Plan & SE Master Plan (Click Here to View)**
    - **Downtown Development District Plan (Click Here to View)**
    - **Rivertown Rebirth Master Plan (Click Here to View)**
    - **Strategic Plan – Press Play: Vision 2023 (Click Here to View)**

Case Activity:

	Total
New Cases	32
Closed Cases	37
Open Cases at Start of Period	240
Open Cases at End of Period	236

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	7
Dangerous Tree	1
Furniture Violation	1
Generic Violation	6
Property Maintenance Violation	6
Rubbish & Garbage	11
Weeds & Grass	0
Zoning Use Violation	0
Total	32

Rental Licenses Issued: 1714
Vendor Licenses Issued: 0
Contractors Licenses Issued: 82
Business Licenses Issued: 107

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	6
Construction Trailer	0
Residential Demolition	0
Residential Building New Construction	41
Residential Renovation/Accessory	4
Roof/Siding Permit	6
Sign Permit	2
Solar Panel Permit	0
Utility Permit	5
Total	64

Inspections Performed:

Inspections Performed by Type	Count
Footer	33
Foundation	46
Framing	22
Insulation	7
Final	30
Residential Rental	37
Total	175

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963

PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: 3/06/2024

RE: February 2024 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- Byran Hurd a seasonal worker was hired fulltime to the vacant position of parks maintenance coordinator, February 5th and was introduced to Council.
- Interviews were conducted to bring back seasonal workers which will occur in March.
- Repairs were made to a section of broken anchor chain in Memorial Park alongside the Riverwalk.
- Repairs were made to two flagpoles in the parks which were damaged in high winds.
- Staff made some repairs at the Can-Do playground.
- Staff removed both a dual can trash can and bicycle from the river.
- Staff continued to work on lawnmowers in preparation for the cutting season.
- Crews began de-weeding flower beds and mulch beds on warmer days.
- Crews began trimming back overgrown sections of the shoreline along the Mispillion River, specifically down around Chaney Wilmont section. This will be an ongoing project.
- Any reported issues on the seeclickfix app which were assigned to Parks and Recreation were acknowledged and resolved.
- Crews moved soccer goals and equipment back from Marvel Square to Tony Silicato Memorial Park in preparation for the spring soccer season.

Other

- Staff continued training for the new work order system. Several days were spent by several staff members both online and in person in training sessions. This included field staff getting trained on the app so work orders can be completed in the field.
- 4 members of staff attended the annual Delaware Recreation and Parks Association conference at Rehoboth beach for two days. This offers staff both educational and networking opportunities at the Statewide level.

- Park Superintendent attended the awards and recognition committee meeting.
- Director and Park Superintendent attended the monthly spring clean-up meeting.
- Director and Parks Superintendent met with the mechanic to discuss budget items for the Capital budget.
- Director submitted Capital budget for review.
- City Manager and the Director attended the Tree preservation committee meeting.
- Director attended software training for budgets, as part of the Tyler-Munis upgrades.
- Director attended a meeting with the new Director of DMI to discuss the direction of DMI and event coordination.
- Director met with a site contractor and various staff members from Public Works to verify that the proposed bigger restroom will fit at the original proposed location. Due to the restroom having to be set up higher due to the flood elevation, the site contractor is going to set grade stakes with the elevation to see how it will affect the existing sidewalks and the elevation with the pickleball courts. This will be done in the next few days. Once this has occurred, I will make a formal recommendation to Council for funding to proceed with both the ordering of the restroom and approving the site contract.

Recreation

Pickleball League

- We are quickly approaching our final two weeks of the Pickleball league.
- The program has been very well received with many teams opting to sign-up for our upcoming Spring league.

Adult Drop-In Basketball

- Drop-in basketball has seen a total of 108 drop-in players and 7 additional players enrolled online for the full program. Our final drop-in session for this program was Wednesday, February 28th.

Creative Spark: A Kid's Art Workshop

- This program has kicked off allowing young artists to express their creativity in a variety of mediums. Guided instruction helps these participants bring their thoughts to life in a creative environment.

Taekwondo

- This program has reached the phase of heavy sparring and self-defense. Participants are practicing on one another in combative sparring. The programs last session is Wednesday February 28th.

Youth Basketball League

- Youth basketball is down to its final week. Players competed in an 8 weeklong season featuring 8 practices and 8 games. The final games take place on Saturday March 2nd at the Milford Boys and Girls Club 9:00am start.

Indoor Soccer

- Indoor soccer has reached its final week. Players are excited for the upcoming spring season. The Final games take place Sunday March 3rd.

Spring Program Information

Girls Basketball League

- Girls' basketball has seen an uptick in registrations, we are very optimistic and believe this league will take place.
- This new program that is going to be introduced to the community is a chance for the Recreation Department to focus on creating and establishing a girl's only league.
- This program can introduce girls to playing basketball for the first time as well as a chance for those more experienced to maintain their skill during the off-season.

Flag Football

- Flag Football will be held again this spring, it's a great introductory program for football newcomers.
- Flag Football has surpassed its player limit with registrations.

Field Hockey

- This season of field hockey will introduce actual gameplay as well as creating teams to bring a competitive element to the program.
- Participants from this program have been steadily increasing over the last two years, which is why a league is being formed.

Tiny Tykes

- This new program was introduced to give the community a place for 3–4-year-olds to be able to play and learn about sports.
- This program was wildly successful and had maxed out registration for sign-ups. We expect the same level of enthusiasm this upcoming Spring.

Tennis

- This program has continued to show growth for the last two seasons.
- We have also increased our instructor count for this program, paving the way for future expansion.




MILFORD
SOCCER




RAPTOR




PERIOD
BONUS

HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council

FROM Jamesha C. Williams, MBA, MSL- Human Resources Director

DATE: March 7, 2024

RE: February 2024 –Human Resources Department Staff Report

- Onboarded employees in the following job positions:
  Public Works Equipment Operator-Streets & Utilities

- Attended HR/Payroll Tyler Munis Sessions

- Interviews conducted for the positions of Public Works Director, Public Works Equipment Operator-Streets & Utilities, and Public Works Equipment Operator II-Solid Waste

- Job offer extended for the position of Public Works Equipment Operator II-Solid Waste to fill the last vacancy.

- **Current Job Openings as March 7, 2024:**
- Arborist/Urban Forestry Coordinator-1 opening
- Police Officer-1 opening
- Public Works Director-1 opening
- Economic Development & Community Engagement Administrator-1 opening

- Onsite candidate tour scheduled for March 13, 2024, for the position of Public Works Director.

INFORMATION TECHNOLOGY
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

City Hall 302.422.1098
www.cityofmilford.com

Date: March 11th 2024

To: Mayor and City Council

From: Bill Pettigrew

Re: March 2024 Information Technology Department Staff Report

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My apologies for not attending the council meeting due to a conference / vacation, I will be happy to answer any questions you may have via email.

Update Naviline Software
The Naviline software update was completed with success, this was the main reason we migrated Naviline to the cloud away from antiquated IBM hardware.

Document / Content Management Implementation
As much as we feel good that the product, we are looking at will handle most of our document needs this has been a little slower selecting because of the quantity of legacy products we currently have.

Network Switch Upgrades (CIP)
This project went excellent and ahead of schedule at Public Works, IT along with OT had worked to keep OT / SCADA up while all core switches at Public Works were upgraded. The old switches were out of warranty and had no support. With the success of this project, we will be scheduling two additional data centers in the weeks to come, City Hall and then Customer Service.

Tyler Munis ERP
I scheduled a meeting this month with Gillette Wyoming and Milford, Gillette utilizes Tyler Munis Utility Billing with solar, this will help us feel comfortable going into this more complicated implementation.

IT Physical Access Control (CIP)
We are still evaluating vendors.

Riverwalk Public Wi-Fi (CIP)
We have the RFI completed, but after speaking with the town manager we may try to do a scaled back quicker solution for the farmers market, I have spoken with the acting director of DMI and she was going to discuss it with her board as it would involve the ice cream store / Santa house for hosting.

Wi-Fi Upgrades (CIP)

We have successfully upgraded access points at Parks & Rec & Public Works with business class Wi-Fi, using Cisco / Meraki APs, giving us better coverage & a more secure network

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

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To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: March 11, 2024
Re: February 2024 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for the month ended January 31, 2024 was presented to City Council
- Training and Improvement Efforts

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT
Accounting & Professional Certification	4.0	4.0	-
Customer Service	20.0	-	20.0
Management & Staff Development	-	-	-
ERP, Software and Technology	128.5	107.5	21.0
MONTHLY TOTAL (HOURS)	**152.5**	**111.5**	**41.0**

NOTES
SEP - CPE
C/S Team - Conflict Resolution Session
C/S Team - Tax/Intro; Finc Team - HR/PR & Budg

- Police Facility Project Financing
  - Finance Staff and the City's Bond Counsel continue to work with USDA on permanent financing
  - Complete reconciliation will be provided to Council when all activity is processed and the loan is closed. The monthly financial summary follows:

Police Facility Project: Budget & Payment Activity	Approved Budget	Incurred thru 2/29/24	Less: Retainage & Unpaid	Paid as of 2/29/24
Construction & CM: Total Bid Awards	$ 13,650,954	$ 13,658,914	$ 7,961	$ 13,666,875
Plus (Less) Proposed Change Orders	401,781	381,692	(381,692)	(0)
Subtotal: Construction & CM Contracts	$ 14,052,735	$ 14,040,606	$ (373,731)	$ 13,666,875
Other Project Expenses & Contingencies				
Design / Architect (BMG)	$ 805,594	$ 805,594	$ -	$ 805,594
Builder's Contingency	469,724	469,724	(469,724)	-
Owner's Contingency	581,132	548,132	(27,407)	520,725
Owner's FFE ($350k) / Tech ($150k)	600,000	571,000	(356,851)	214,149
Subtotal: Pre/Post-Construction & Contingencies	$ 2,456,450	$ 2,394,450	$ (853,982)	$ 1,540,468
Grand Total Project Budget	$ 16,509,185	$ 16,435,056	$ (1,227,713)	$ 15,207,343

- FY22 Audit
  - The FY22 audit process has been delayed from the outset as a result of the extended FY21 process
  - Staff met with independent auditors several times in February to follow up on January's testing
  - We made efforts in February to satisfy auditor requests to maintain the latest timeline including the draft shared in the Finance & Audit Committee Meeting packet and March 31, 2024 completion
- Audit RFP Process – Proposals were received on March 1 for Audit Services for FY24-26 and will be evaluated by staff and the Finance and Audit Committee
- Billing & Customer Service Department
  - The table below shows the outstanding tax receivables for the current year and prior years in thousands and as a function of the total levy for comparability

Property Tax Levy	Past Due ($000) as of: 11/1/23	12/1/23	1/1/24	2/1/24	3/1/24	As % of Levy 3/1/24
2023 *(FY24)*	$396	$315	$261	$235	$228	4.0%
2022 & Prior	$149	$142	$137	$128	$127	2.3%
Total	**$544**	**$456**	**$398**	**$363**	**$355**	**6.3%**

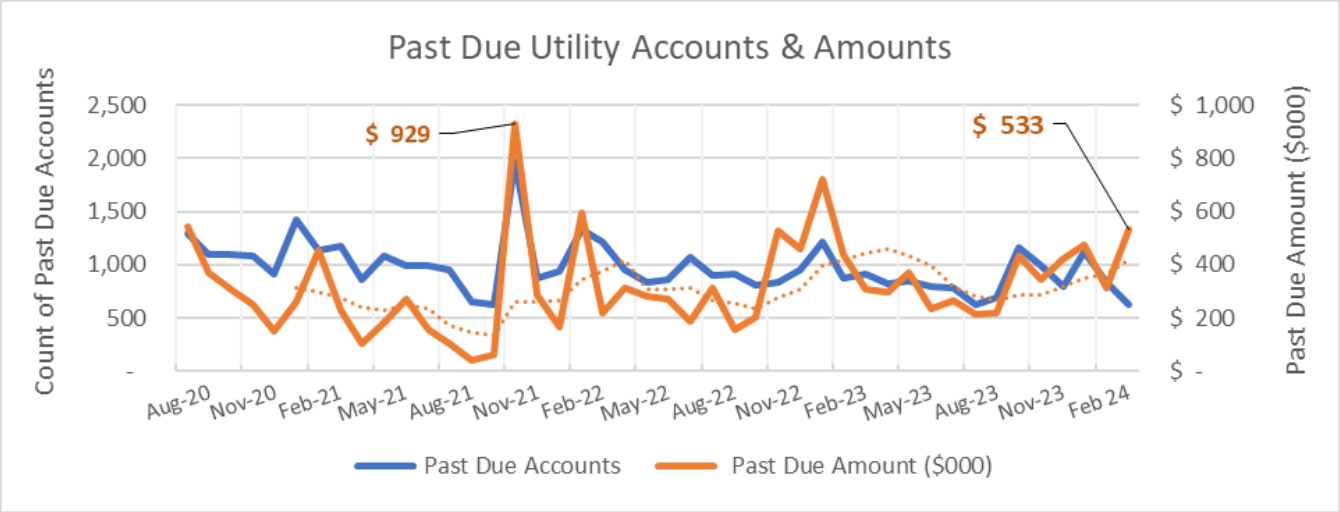
Property Tax Levy	As of: 3/1/23	As % of Levy 3/1/23
2022 *(FY23)*	$132	2.7%
2021 & Prior	$176	3.6%
Total	**$308**	**6.3%**

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

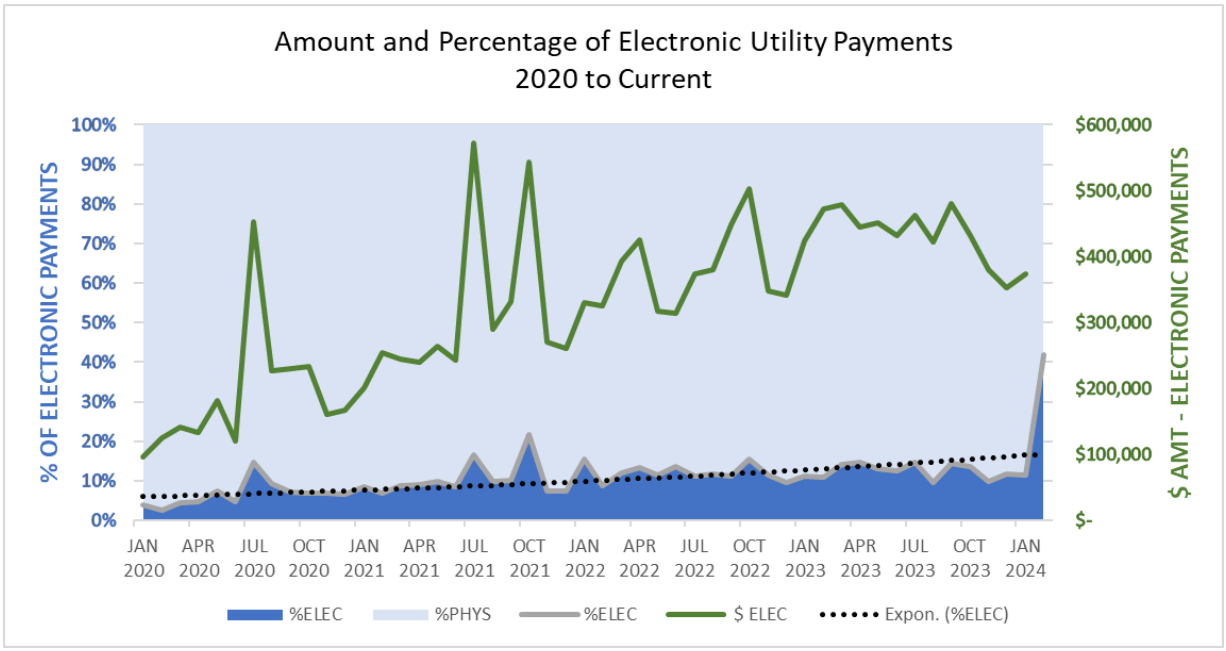
THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

- Billing & Customer Service Department, Continued
  - February results are mixed versus January, last February, and long-term averages
  - The count of past due accounts has improved across the board, while the dollar amount is higher ATB
    - The count of past due accounts (blue) is 36% below average and 31% lower than last February
    - The dollar amount past due (orange) is 71% above average and 73% higher than February 2023



  - The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2020 through February 29, 2024
    - This graph replaces the previous chart, which broke down by autopayment type what is now summarized by the green line on the chart, which corresponds with the green axis at right
    - The new chart below is better and showing the penetration of electronic payments – incoming wires, ACH payments, and automatic card transactions – as a function of all payments, which include cash, check, and other physical forms of payment
    - The dark blue area represents the proportion of electronic payments as a function of all payments and corresponds to the blue axis at left
    - The black dotted line is a liner projection of the percentage of electronic payments





DLLG March 28, 2024 Monthly Dinner Meeting

Commissioner Rob Coupe will discuss Recreational Marijuana: Contingencies & Possibilities.

Thursday, March 28 · 5:30 - 8pm EDT
Maple Dale Country Club Golf, Dover, DE

Milford Area Ministerial Association

400 Pierce St.
Milford, DE 19963
REH2056@gmail.com
302-228-8541

February 28, 2024

Mayor of Milford
201 North Walnut St.
Milford, DE 19963

Dear City of Milford Mayor,

We are writing to invite your participation to the upcoming National Day of Prayer at the Bicentennial Park, May 2nd at 6:30pm. The City of Milford is one of the chief objectives for which the Ministerial members and others will be praying.

Depending on your availability, we would be happy to acknowledge you as an honored guest, and/or you could offer a prayer of your own, if you would choose to do so. If you can arrange to attend, please let us know, and we will make time for you in the schedule.

The National day of Prayer is held each year on the first Thursday in May. On this day, people of all faiths gather to pray for our country and its people. The Milford Area Ministerial Association will be hosting a public gathering at the gazebo in Bicentennial Park downtown beginning at 6:30 PM for spontaneous prayers. This organization represents various churches in the city of Milford.

If you have any questions, please let me know.

Thank you in advance,

Sincerely,

Ruth Houston-Behrens
Milford Area Ministerial Association
Secretary/Treasurer

CITY OF MILFORD
SUSSEX/KENT COUNTY, DELAWARE
2024 UTILITIES AND STREET REHABILITATION PROJECT
ADVERTISEMENT FOR BIDS

Sealed Bids, in duplicate, for the construction of the 2024 UTILITIES AND STREET REHABILITATION Project will be received by the City of Milford, Attn: City Clerk's Office, City Hall, 201 South Walnut Street, Milford, Delaware 19963, until 2:00 PM local time on Friday, March 1, 2024, at which time the bids will be publicly opened and read. Bids received after that time will not be considered.

The scope of work on the proposed project includes test pitting for the removal of lead water services, replacement of the water service connection lines, water main realignment and abandonment, new water services, minor sewer repairs, and associated work. Project also includes road milling and paving as well as ADA improvements.

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

Bidding Documents must be obtained from the City to be eligible to submit a bid. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

A mandatory pre-bid conference will be held at 2:00 PM local time on Tuesday, February 5, 2024, via video conferencing. Interested parties shall contact Ismael Lopez, City Engineering Tech, at (302) 500-0089 for details.

Bid security shall be furnished in accordance with the Instructions to Bidders.

Owner: City of Milford
By: Arthur J. Campbell
Title: Mayor
Date: 1/19/2024

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: City Council and Mayor
Through: Mark A. Whitfield, City Manager
From: James Puddicombe, City Engineer
Subject: 2024 Streets Project
Date: March 11, 2024

Subject: Bid Award for 2024 Streets Project

The 2024 Streets and Utilities Project Consists of the following City improvements:

- Investigation and replacement of 307 potential lead services.
- Milling and repaving of nearly 2.1 miles of city streets including Caulk Rd, SE 3rd St, S Maple Ave, S Church St, S Washington St, N Washington St, NW 2nd St, NW 4th St, NE 4th St, NW 5th St, NW 6th St, N Church St, and NE 8th St. A map is attached below.
- Replacement of 800 square feet of sidewalk and 80 non-compliant ADA ramps.
- Replacement of 2,047 linear feet of asbestos water main and 2,078 linear feet of ductile iron pipe suspected of being in poor shape and undersized.
- City Hall parking lot improvements.

The city noticed the bid in the Delaware State News on January 26, 28 and 31, 2024. A mandatory pre-bid conference was held on February 5, 2024, with nine contractors in attendance. Of those contractors, only two submitted a bid prior to the bid opening deadline of 2:00 PM on March 1, 2024.

The City Engineer reviewed the bid received by Eastern States Construction Service, Inc. in the amount of $6,237,051.00 and found it to be complete, accurate and within the range expected when compared to previous City projects. We recommend awarding the contract to Eastern States Construction Service, Inc. in the amount of $6,237,051.00 as the firm is the apparent low bidder and has earned a strong reputation for local work consistent with the various components making up this project.

To improve efficiency and reduce costs, lines 52, 54, 55, 57, 99, 120, 121, 139, 151, from the Capital Improvement Plan (CIP) were combined within this project. Utility system repairs required additional funding, which staff recommend sourcing from eligible utility reserves and impact fee reserves to cover the additional utility work. A summary of the previously approved items by CIP Line Item and their proposed funding follows on the next page.

CIP Line	Description	CIP Budgeted	Requested Amount	Remaining
52	Water Street Rehab	$642,091	$1,222,718	($580,627)
54	Water Asbestos Pipe Removal	231,000	300,000	(69,000)
55	Valve and Hydrant Replacement	350,000	130,000	220,000
57	Lead Service Line Removal	479,725	1,072,282	(592,557)
99	Sewer Street Rehab	198,779	420,000	(221,221)
120	ADA Plan & Improvements	300,499	225,000	75,499
121	Annual Street Rehab	1,744,913	1,970,000	(225,087)
139	Sidewalk Connectivity Initiative	300,000	85,360	214,640
151	City Hall Parking Lot	30,000	161,692	(131,692)

In addition to the programmed CIP funding, staff recommend the use of $650,000 of Water Impact Funds to offset the growth-driven size upgrades for several pipes to improve pressure and supply issues that have emerged in some areas of the City.

Council previously approved $4,277,007 in funding for the applicable CIP projects, $3,766,868 of which is available for the project components in the bid. Staff recommends Council approve the application of the $3,766,868 in previously-approved CIP funding for the project with the remainder of $2,470,184 recommended through a mix of water reserves, sewer reserves, realty transfer taxes (RTT) and water impact fees as follows:

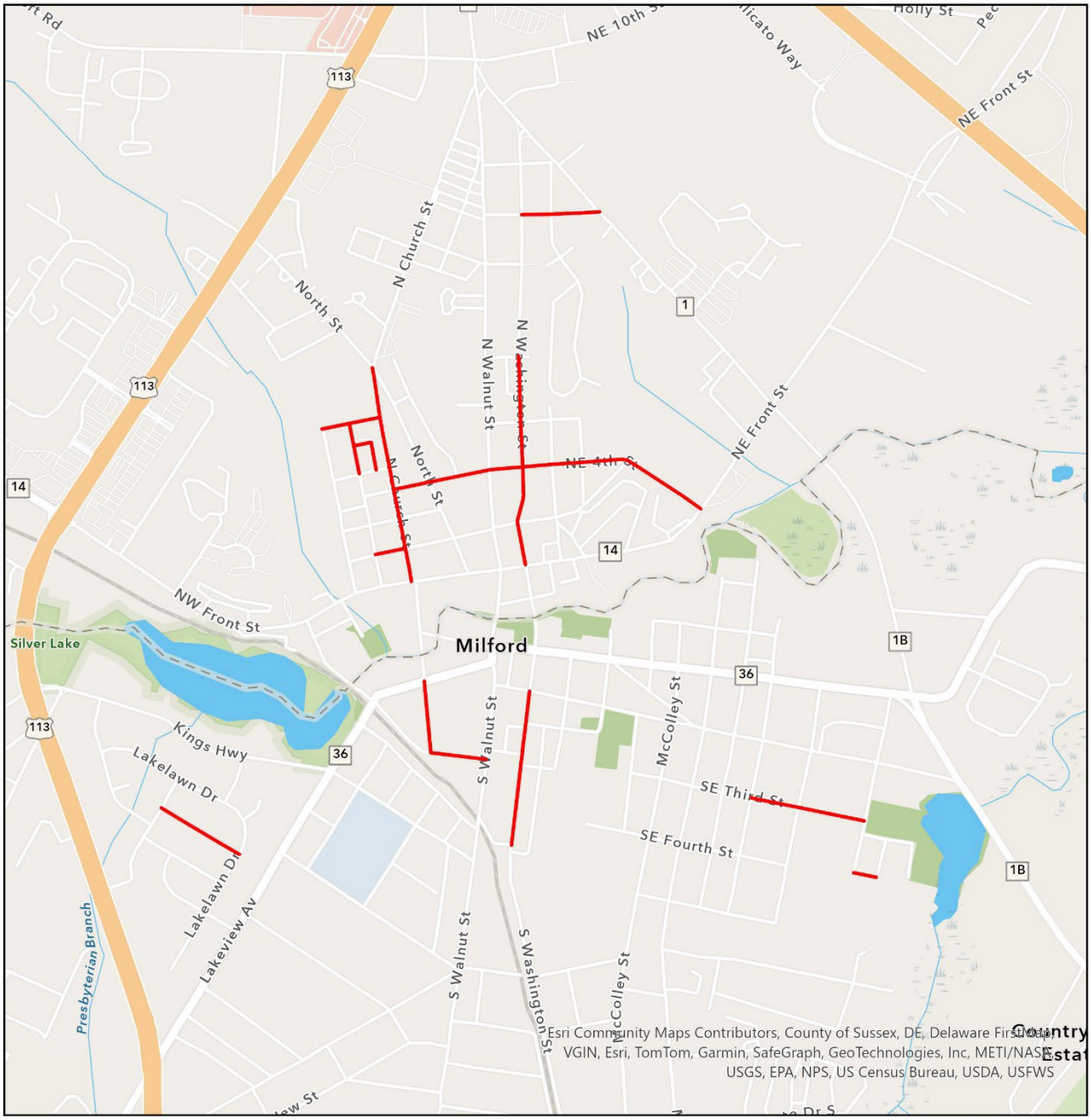
- $ 3,766,868 from existing Capital Project Lines
- $ 1,242,184 from Water Reserves
- $ 221,221 from Sewer Reserves
- $ 356,779 from Realty Transfer Tax
- $ 650,000 from Water Impact Fees

Staff reviewed the total amount of linear road repaving proposed and compared it with the previous streets project and found that the project is slightly larger than the previous project but contains a significantly larger number of services and water main to be replaced. Water main upgrades and service replacements account for approximately $2.3 million of the total cost of the project. If removed from the project and compared to the previous project, the cost per linear foot is similar and the total project cost is in line with inflationary increases.

As an alternative, staff reviewed changes to project scope, but any reduction in scope raised concerns about keeping up with street maintenance as indicated in the most recent street inventory to improve or maintain roadways within the City.

Recommendation: Staff recommends City Council authorize the Mayor to execute the contract with Eastern States Construction Service Inc. in the amount of $6,237,052, with the funds coming from the following accounts and amounts:

- $ 3,766,868 of funding from those existing Capital Project Lines
- $ 1,242,184 from Water Reserves
- $ 221,221 from Sewer Reserves
- $ 356,779 from Realty Transfer Tax
- $ 650,000 from Water Impact Fees



GENERAL NOTES:

1. OWNER: CITY OF MILFORD PUBLIC WORKS DEPARTMENT
   ADDRESS: 180 VICKERS DRIVE
   MILFORD, DE 19963
   PHONE: 302-422-1110
2. ALL CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF MILFORD STANDARD SPECIFICATIONS FOR CONSTRUCTION. ALL CONSTRUCTION WITHIN A STATE RIGHT-OF-WAY SHALL BE PERFORMED IN ACCORDANCE WITH THE CURRENT DELAWARE DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STANDARD SPECIFICATION FOR CONSTRUCTION AND MATERIALS.
3. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL AMENDMENTS THERETO. THESE DRAWINGS DO NOT INCLUDE THE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY.
4. ALL WORK SHALL COMPLY WITH DELAWARE SEDIMENT & STORM WATER REGULATIONS AND DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK.
5. PLAN LOCATIONS AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
6. FULL ACCESS SHALL BE PROVIDED FOR EMERGENCY VEHICLES, PEDESTRIANS, MAIL, TRASH PICKUP, DELIVERIES, AND ACCESS TO ALL BUILDINGS.
7. EXISTING UTILITY LOCATIONS, SIZES AND MATERIALS ARE BASED ON THE BEST AVAILABILITY GIS AND AS-BUILT INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONFIRMING LOCATION, SIZE AND MATERIAL.
8. EXISTING UTILITIES AS OF THIS DATE ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS AND CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONFER WITH THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BE DONE WITHOUT FIRST CALLING "MISS UTILITY" (1-800-282-8555) 72 HOURS PRIOR TO EXCAVATION TO HAVE UNDERGROUND UTILITY CABLES LOCATED AND MARKED.
9. CONTRACTOR SHALL PERFORM TEST PITS AS NECESSARY TO VERIFY EXISTING CONDITIONS AT THE SITE. IN CERTAIN INSTANCES, SPECIFIC TEST PIT LOCATIONS HAVE BEEN IDENTIFIED AS REQUIRED BY THE ENGINEER. THIS DOES NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO VERIFY OTHER LOCATIONS AS NEEDED.
10. THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE, AND ANY DAMAGE DONE TO THEM DUE TO THEIR NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S SOLE EXPENSE. THIS SHALL INCLUDE BUT SHALL NOT BE LIMITED TO STORM DRAINS, INLETS, PAVEMENT, SIGNALS, CONDUITS, CABLES, PIPING POLES, AND OVERHEAD FACILITIES, ETC., REGARDLESS OF OWNERSHIP.
11. THE CONTRACTOR SHALL PROTECT ALL ADJOINING AND NEARBY BUILDINGS, EQUIPMENT, ALL UTILITIES, STRUCTURES, FENCES, TREES, SHRUBBERY, ETC. FROM DAMAGE DUE TO EXCAVATION, DEMOLITION, AND CONSTRUCTION, DURING THE ENTIRE CONSTRUCTION PERIOD. ANYTHING REMOVED OR DAMAGED DURING CONSTRUCTION, CAUSED DIRECTLY OR INDIRECTLY WILL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
12. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROTECT ALL INSTALLED UTILITIES UNTIL THE COMPLETION OF CONSTRUCTION. PIPES WITH SHALLOW COVER SHALL BE PROTECTED FROM DAMAGE BY CONSTRUCTION MACHINERY WITH ADEQUATE TEMPORARY COVER. PIPING AND MANHOLE AND VAULT OPENINGS SHALL BE PROTECTED TO PREVENT MUD, DEBRIS AND WATER FROM ENTERING THE FACILITIES. THE CONTRACTOR SHALL CLEAN AND DISPOSE OF ALL MATERIAL TO THE SATISFACTION OF THE CITY SHOULD THESE MATERIALS BE ALLOWED TO ENTER THE INSTALLED FACILITIES OR EXISTING FACILITIES WHERE CONNECTIONS EXIST.
13. THE CONTRACTOR SHALL MAINTAIN ALL CONSTRUCTION ACTIVITIES WITHIN THE DESIGNATED LIMITS OF DISTURBANCE. ANY CHANGE TO THOSE LIMITS MUST BE AGREED UPON BY THE CITY OF MILFORD AND DNREC. STAGING AREAS SHALL ONLY BE THOSE APPROVED BY THE CITY OF MILFORD. THE CONTRACTOR SHALL COORDINATE WITH THE ENGINEER FOR THE LOCATION AND SIZE OF THE CONTRACTOR'S TEMPORARY LAY DOWN, STORAGE AREA AND CONSTRUCTION TRAILER. THIS AREA SHALL BE RESTORED TO ITS ORIGINAL BY THE CONTRACTOR UPON COMPLETION OF CONSTRUCTION.
14. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL PROPERTY OWNER'S AND BUSINESS POINTS OF ACCESS.
15. ALL FIRE HYDRANTS SHALL BE MARKED AND/OR PROTECTED IN ACCORDANCE WITH THE DELAWARE STATE FIRE REGULATIONS.
16. ALL COMMON FACILITIES INCLUDING, BUT NOT LIMITED TO, PAVED AREAS, SIDEWALKS, CURBING, LANDSCAPING, PUBLIC OPEN SPACE, AND/OR UTILITIES SHALL BE KEPT IN GOOD REPAIR AND MAINTAINED IN A SAFE SANITARY CONDITION.
17. ALL ROADWAYS ARE TO BE SWEPT FREE OF SEDIMENT ON A DAILY BASIS. CONTRACTOR SHALL MAINTAIN A CLEAN AND ORGANIZED WORK SITE AT ALL TIMES.
18. THE CONTRACTOR SHALL OPEN ONLY THAT SECTION OF TRENCH OR ACCESS PITS WHICH CAN BE BACKFILLED AND STABILIZED AT THE END OF EACH WORKING DAY. STEEL PLATES SHALL BE USED ON ANY TRENCH OR ACCESS PITS WHICH MUST REMAIN OPEN OVERNIGHT. THIS REQUIREMENT DOES NOT APPLY TO AREAS COMPLETELY CLOSED AND SECURE FROM VEHICULAR OR PEDESTRIAN TRAFFIC.
19. ALL MATERIALS SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
20. CONTRACTOR SHALL PROVIDE ALL NECESSARY ADAPTER FITTINGS OR REDUCERS REQUIRED TO CONNECT TO EXISTING UTILITIES.
21. THE CONTRACTOR SHALL USE ONLY NEW MATERIALS, PARTS, AND PRODUCTS. ALL MATERIALS SHALL BE STORED SO AS TO ASSURE THE PRESERVATION OF THEIR QUALITY AND FITNESS FOR THE INTENDED WORK.
22. THE CONTRACTOR SHALL MAINTAIN ONE COMPLETE SET OF CONTRACT DRAWINGS ON WHICH HE SHALL NOTE, IN RED, THE ALIGNMENTS AND INVERTS OF ALL UNDERGROUND UTILITIES INSTALLED OR ENCOUNTERED DURING THE PROSECUTION OF THE WORK. ALL DISCREPANCIES BETWEEN THE PLAN LOCATIONS AND ELEVATIONS OF BOTH THE EXISTING AND PROPOSED UTILITIES SHALL BE SHOWN ON THE AS-BUILT DRAWINGS TO BE MAINTAINED BY THE CONTRACTOR IN THE FIELD.
23. IT IS THE INTENT OF THE CONTRACT DOCUMENTS TO PROVIDE SUFFICIENT INFORMATION TO THE CONTRACTOR TO COMPLETE THE WORK. ALL OTHER INCIDENTAL WORK REQUIRED BY THE DRAWINGS OR SPECIFICATIONS FOR WHICH NO PAYMENT IS SPECIFICALLY PROVIDED AND ANY WORK OR MATERIALS NOT THEREIN SPECIFIED WHICH ARE REQUIRED TO COMPLETE THE WORK AND WHICH MAY FAIRLY BE IMPLIED AS INCLUDED IN THE CONTRACT OR WHICH THE ENGINEER MAY JUDGE TO BE SO INCLUDED SHALL BE FURNISHED AND CONSTRUCTED BY THE CONTRACTOR.
24. CONTRACTOR SHALL VERIFY THAT ALL APPLICABLE PERMITS HAVE BEEN OBTAINED PRIOR TO THE START OF WORK.
25. SIZE, DEPTH, AND LOCATION OF GAS SERVICES ARE UNKNOWN. THE CONTRACTOR SHALL TEST PIT FOR GAS SERVICES.
26. THE CONTRACTOR SHALL REPLACE IN KIND ALL IMPACTED/DAMAGED VEGETATIVE PLANTINGS TO EXISTING CONDITIONS.
27. ALL IMPACTED PAVEMENT, ROADWAY ISLANDS, SIDEWALKS, SIGNAGE, ETC. WITHIN THE DELDOT RIGHT-OF-WAY SHALL BE RESTORED IN ACCORDANCE WITH THE APPLICABLE DELDOT STANDARD SPECIFICATIONS AND CONSTRUCTION DETAILS.
28. THE CONTRACTOR SHALL NOTE THAT OVERHEAD UTILITIES ARE PRESENT THROUGHOUT THE PROJECT SITE. THE CONTRACTOR SHALL SOLICIT SPECIFIC REQUIREMENTS FROM THE CITY OF MILFORD ELECTRIC DEPARTMENT RELATIVE TO THE REQUIREMENTS FOR WORKING AROUND AND UNDER THEIR OVERHEAD FACILITIES. IT IS LIKELY THAT CERTAIN ELECTRIC POLES ALONG THE PROJECT LIMITS MAY REQUIRE HOLDING AND BRACING DURING CONSTRUCTION. THE CONTRACTOR SHALL COORDINATE WITH THE MILFORD ELECTRIC DEPARTMENT TO SCHEDULE THE REQUIRED HOLDING AND BRACING AS THE WORK PROGRESSES.
29. ALL BACKFILL MATERIAL IN EXISTING/PROPOSED ROADWAY SHALL CONFORM TO TYPE"C" BORROW. ALL BORROW BACKFILL SHALL BE COMPACTED TO 95% USING AASHTO T99 STANDARD FOR TESTING.
30. 95% MODIFIED PROCTOR PER CONSTRUCTION SPECIFICATIONS.
31. THE PROJECT SCOPE INCLUDES WORK THAT IMPACTS SCHOOL OPERATIONS AND BUS ROUTES. THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE WORK SCHEDULE WITH THE SCHOOL DISTRICT.

WATER AND SEWER NOTES:

1. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF MILFORD STANDARD SPECIFICATIONS AND DETAILS
2. INTERRUPTION OF WATER AND SEWER SERVICE SHALL BE MINIMIZED AND MAY NOT BE INTERRUPTED WITHOUT PRIOR NOTIFICATION AND APPROVAL FROM THE CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS. ONE WEEK NOTICE OF WATER/SEWER SERVICE INTERRUPTION SHALL BE GIVEN TO ALL AFFECTED CUSTOMERS.
3. WATER SERVICE TO ALL FIRE HYDRANTS SHALL BE MAINTAINED OR APPROVAL FOR THE INTERRUPTION SHALL BE GAINED FROM THE CITY OF MILFORD FIRE CHIEF 48 HOURS IN ADVANCE.
4. REPRESENTATIVES OF THE DIVISION OF PUBLIC HEALTH, OFFICE OF DRINKING WATER, OR DNREC, MAY INSPECT THIS PROJECT AT ANY TIME DURING CONSTRUCTION.
5. ALL CHEMICALS, MATERIALS, MECHANICAL DEVICES, AND COATINGS IN CONTACT WITH POTABLE WATER SHALL COMPLY WITH NATIONAL SANITATION FOUNDATION/AMERICAN NATIONAL STANDARDS INSTITUTE STANDARDS (NSF/ANSI) 60 AND 61 AND SHALL BE INERT, NONTOXIC, AND SHALL NOT IMPART ANY TASTE, ODOR, OR COLOR TO THE WATER.
6. IN ACCORDANCE WITH THE TEN STATES STANDARDS, A MINIMUM TEN (10) FOOT HORIZONTAL AND EIGHTEEN (18) INCH VERTICAL SEPARATION MUST BE MAINSTAINED BETWEEN WATER MAINS AND SANITARY SEWER. WHEN IT IS IMPOSSIBLE TO OBTAIN THE MINIMAL 10 FOOT HORIZONTAL SEPARATION AND/OR 18 INCH VERTICAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER, THE OFFICE OF DRINKING WATER MUST SPECIFICALLY APPROVE ANY VARIANCE SUPPORTED BY DATA FROM THE DESIGN ENGINEER
7. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE APPRIVAL AND ACCEPTANCE OF THE SANITARY SEWER AND WATER SYSTEMS BY THE CITY OF MILFORD UPON COMPLETION OF CONSTRUCTION.

SEQUENCE OF CONSTRUCTION:

1. SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE CITY OF MILFORD.
2. CONTACT THE CITY OF MILFORD FIVE DAYS PRIOR TO ANY SITE DISTURBANCE
3. SETUP ALL REQUIRED MAINTENANCE OF TRAFFIC CONTROLS PRIOR TO STARTING ANY WORK.
4. REPLACE, REPAIR OR INSTALL THE PROPOSED UTILITIES AND PERFORM ALL NECESSARY WORK AND TESTING REQUIRED.
5. ABANDON ANY NECESSARY WATER SERVICES AS REQUIRED.
6. AFTER CONSTRUCTION IS COMPLETE, RESTORE AS REQUIRED AND REMOVE ALL MAINTENANCE OF TRAFFIC.

Professional Engineer or Professional Land Surveyor Certification:

I, DAN STRING, P.E. hereby certify that these improvement construction plans have been prepared in accordance with the current, as of the date below zoning ordinance and subdivision and land development ordinance of the City of Milford.

Name and Seal — Date: 01-11-2024

City Manager Certification:

These improvement construction plans conform to the applicable City of Milford ordinances and Standards.

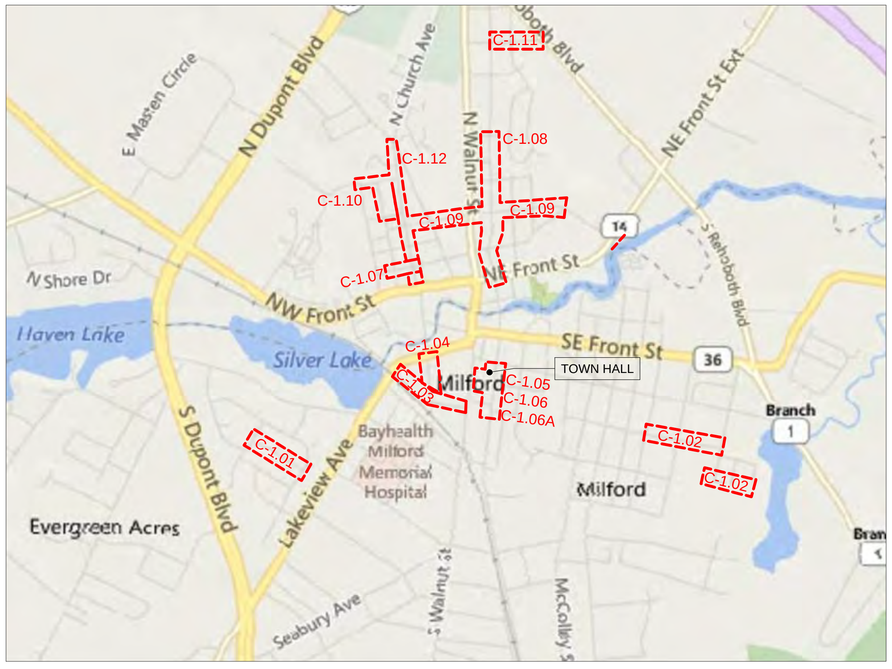
City Manager — Date

PREPARED BY
THE CONSULTING FIRM OF
KCI TECHNOLOGIES, INC.

SEAL

DAN STRING, PE (DE PE #13532) — DATE: 01-11-2024

CITY OF MILFORD, DELAWARE
CONSTRUCTION PLANS
FOR
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
CONTRACT NO. 2023-EN / ST-002



LOCATION MAP
SCALE: 1" = 1000'

LIST OF ABBREVIATIONS USED

FM	FORCE MAIN
MH	MANHOLE
P.E.	PROFESSIONAL ENGINEER
S	SEWER MANHOLE
SS	SANITARY SEWER PIPE
TR	TRANSITE
VCP	VITRIFIED CLAY PIPE
W	WATER

INDEX OF SHEETS

SHEET No.	TABLE OF CONTENTS
G-0.01	TITLE SHEET
C-1.01	PLAN SHEET - CAULK RD
C-1.02	PLAN SHEET - SE 3RD ST, RICHARD ST, L ST
C-1.03	PLAN SHEET - S MAPLE AVE
C-1.04	PLAN SHEET - S CHURCH AVE
C-1.05	PLAN SHEET - S WASHINGTON ST
C-1.06	PLAN SHEET - S WASHINGTON ST PARKING LOT
C-1.06A	PLAN SHEET - S WASHINGTON ST PARKING LOT
C-1.07	PLAN SHEET - NW 2ND ST
C-1.08	PLAN SHEET - N WASHINGTON ST
C-1.09	PLAN SHEET - NW / NE 4TH ST
C-1.10	PLAN SHEET - NW 6TH ST, WEST ST, A ALLEY
C-1.11	PLAN SHEET - NE 8TH ST
C-1.12	PLAN SHEET - N CHURCH ST
C-1.13	DETAILS
C-1.14	DETAILS
C-1.15	MOT DETAILS
17 SHEETS	

MISS UTILITY OF DELMARVA
BEFORE YOU DIG CALL 1-800-282-8555 (IN DE) 1-800-441-8355 (MD & VA) PROTECT YOURSELF, GIVE TWO WORKING DAYS NOTICE

PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.
LICENSE NO.: 13532 EXP. DATE: 6-30-24

OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

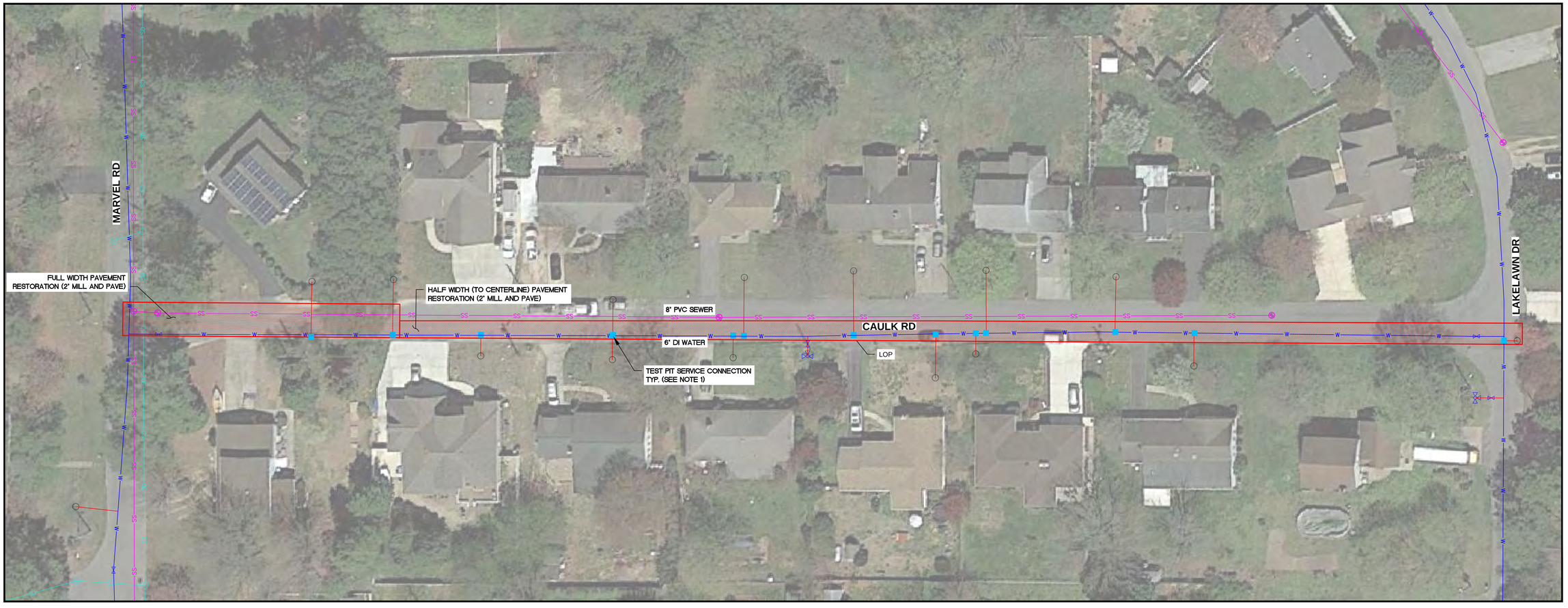
REVISION
DATE

KCI TECHNOLOGIES, INC.
ENGINEERS - PLANNERS - SURVEYORS
1352 MARROWS RD - SUITE 100 - NEWARK, DELAWARE 19711
PHONE: (302) 294-1810 FAX: (302) 731-1807 WWW.KCI.COM

TITLE SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY DELAWARE
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	G-01		

BY: Jeffrey Cox PRINTED: 1/11/2024 11:30 AM
LOCATION: C:\dms\papyrus\files\cox\db1\3501301_1318036322.21U_G-UTILITIES SERIES.dwg



PLAN VIEW

SCALE: 1"=30'

NOTES:

1. A 3' X 3' SAW CUT OPENING SHALL BE MADE FOR EACH WATER SERVICE REPLACEMENT. REFER TO "TRENCH BACKFILL AND PERMANENT PAVEMENT RESTORATION DETAIL" ON SHEET C-1.15. THE CONTRACTOR SHALL VERIFY THE EXISTING WATER SERVICE PIPE MATERIAL AND REPLACE THE SERVICE IF REQUIRED. REFER TO THE "MOLED WATER SERVICE AND RESTORATION DETAIL" ON SHEET C-1.14 AND THE PROJECT SPECIFICATIONS, SECTION 01010, FOR A DETAILED SCOPE OF WORK.
2. HOT MIX DETAIL IS THE MINIMUM PAVEMENT SECTION IF THE EXISTING PAVEMENT SECTION IS GREATER, MATCH EXISTING.
3. EXISTING SERVICE CONNECTIONS TO 6" MAIN SHALL BE INSPECTED AND REPLACED IF REQUIRED. AS REQUIRED BY OWNER.
4. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION. W/ TEMPORARY PATCH.
5. BASED ON A KCI REPORT TITLED "PAVEMENT CONDITION ASSESSMENT AND PAVEMENT MANAGEMENT SYSTEM IMPLEMENTATION FOR CITY OF MILFORD, DE," SEGMENTS OF CAULK ROAD CALL FOR AC SHALLOW PATCHING AND AC DEEP PATCHING.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
- WATER METER
- WATER LATERAL SERVICE CONNECTION
- SANITARY SEWER CLEANOUT
- NEW WATER SERVICE CONNECTION, ABANDON EX. SERVICE CONNECTION
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- NEW CURB
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- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP
- FLOW DIRECTION

PROFESSIONAL CERTIFICATION

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LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRUNK LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

REVISION | DATE

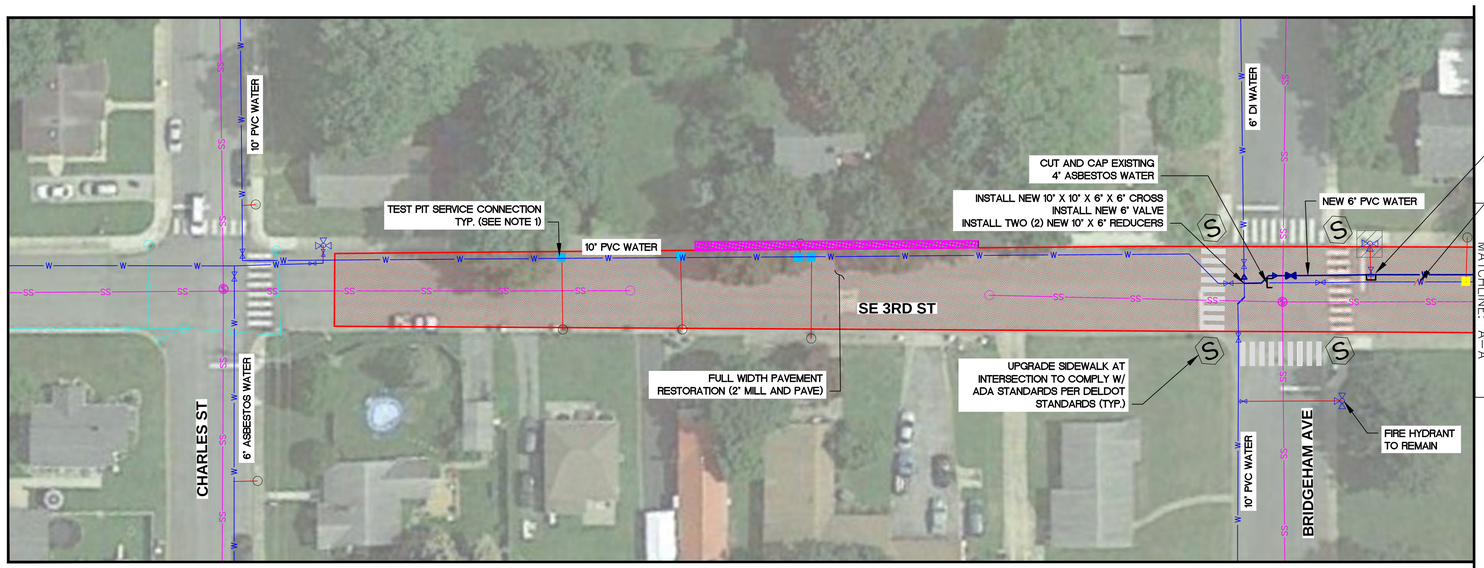
OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

KCI TECHNOLOGIES, INC.
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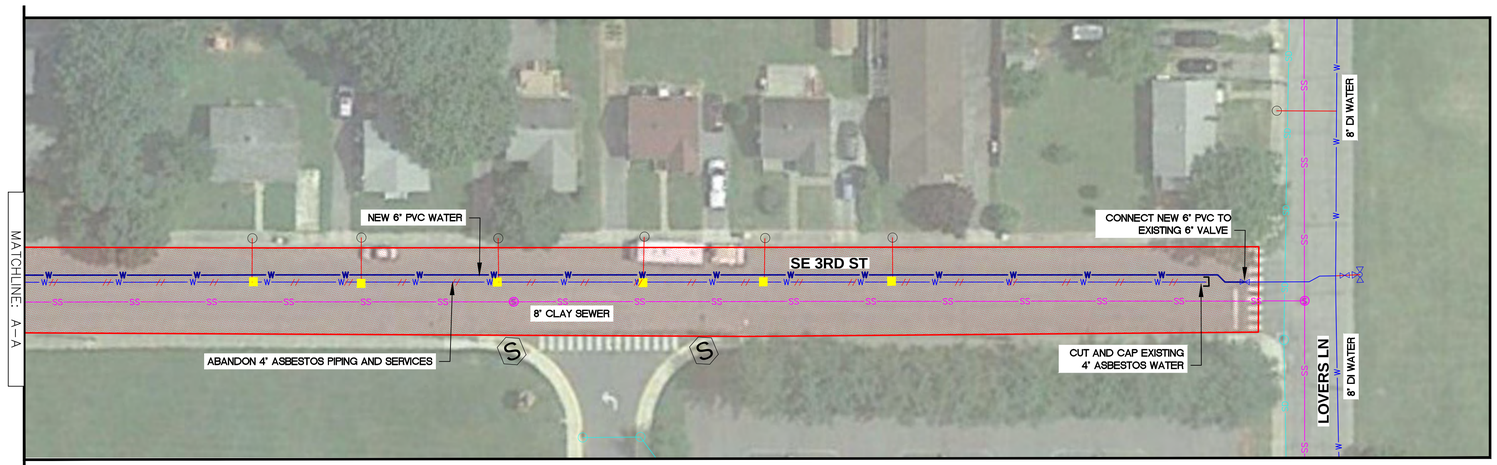
PLAN SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY
DELAWARE
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.01		

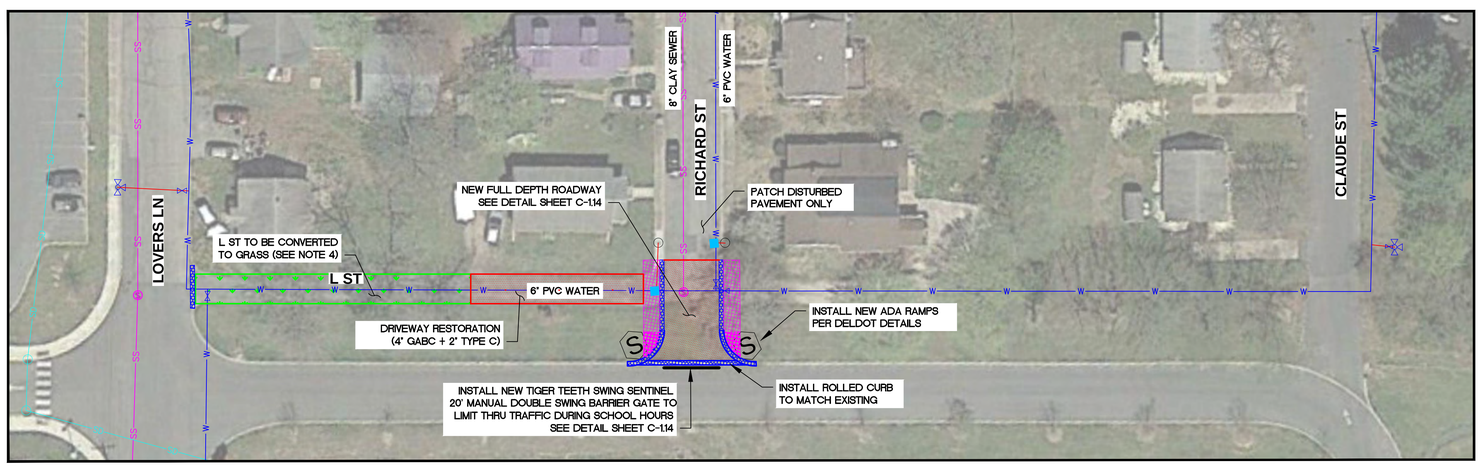
BY: Jeffrey Cox PRINTED: 1/11/2024 11:30 AM
LOCATION: C:\Employees\Jeffrey cox\Desktop\131803632.21U_C UTILITIES & STREETS SHEETS.dwg



PLAN VIEW
SCALE: 1"=30'



PLAN VIEW
SCALE: 1"=30'



PLAN VIEW
SCALE: 1"=30'

NOTES:

1. A 3' X 3' SAW CUT OPENING SHALL BE MADE FOR EACH WATER SERVICE REPLACEMENT. REFER TO "TRENCH BACKFILL AND PERMANENT PAVEMENT RESTORATION DETAIL" ON SHEET C-1.15. THE CONTRACTOR SHALL VERIFY THE EXISTING WATER SERVICE PIPE MATERIAL AND REPLACE THE SERVICE IF REQUIRED. REFER TO THE "MOLED WATER SERVICE AND RESTORATION DETAIL" ON SHEET C-1.14 AND THE PROJECT SPECIFICATIONS, SECTION 01010, FOR A DETAILED SCOPE OF WORK.
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3. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION.
4. A PORTION OF L STREET TO BE REMOVED AND REPLACED WITH GRASS COVER. CONTRACTOR TO EXCAVATE MINIMUM OF 12", BACKFILL WITH 6" BORROW AND 6" TOPSOIL, SEED, AND STABILIZE.
5. BASED ON A KCI REPORT TITLED "PAVEMENT CONDITION ASSESSMENT AND PAVEMENT MANAGEMENT SYSTEM IMPLEMENTATION FOR CITY OF MILFORD, DE," SEGMENTS OF RICHARD STREET CALL FOR AC SHALLOW PATCHING, CRACK SEALING, AND MICROSURFACING.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
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- FIRE HYDRANT
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- ABANDON / REMOVE STRUCTURE
- ADA RAMP
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DANIEL R. STRING LICENSE No. 13532 PROFESSIONAL ENGINEER DELAWARE

REVISION | DATE

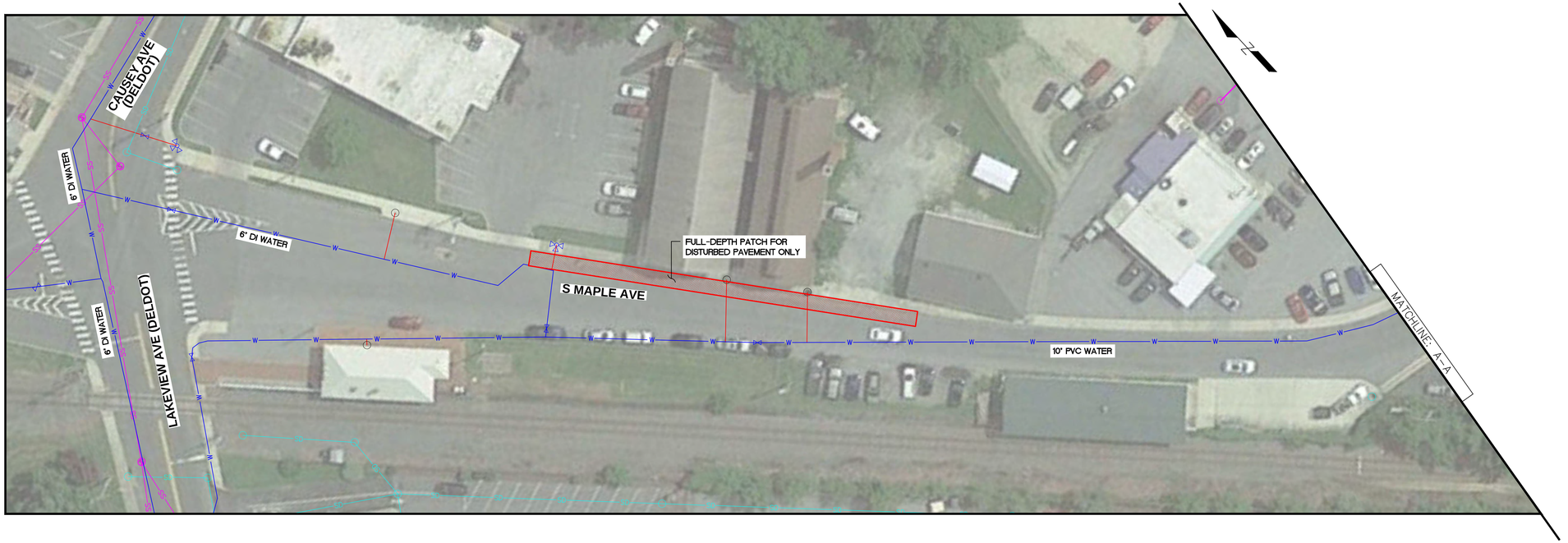
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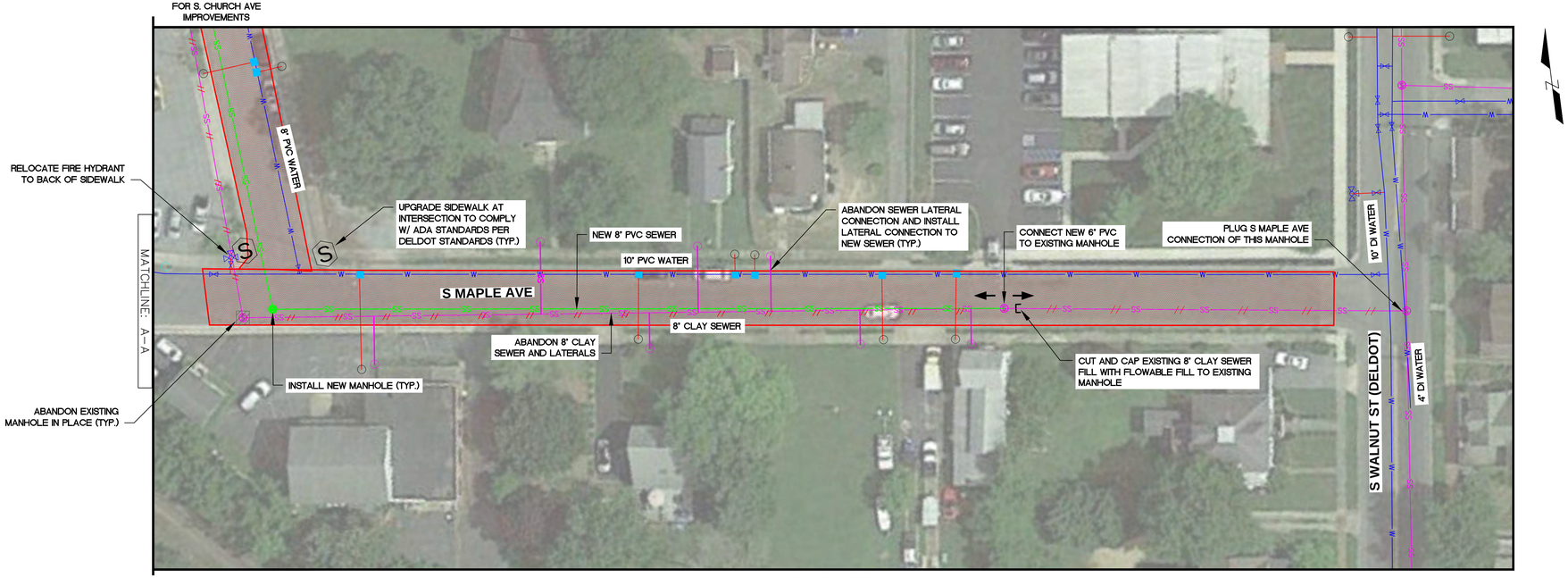
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PLAN SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY
DELAWARE
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
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SHEET:	C-1.02		

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PLAN VIEW
SCALE: 1"=30'

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
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- NEW STORM DRAIN MANHOLE/INLET
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- NEW CURB
- NEW SIDEWALK
- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP
- FLOW DIRECTION

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LICENSE NO.: 13532 EXP. DATE:: 6-30-24
DANIEL R. STRUNK LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

OWNER/DEVELOPER:
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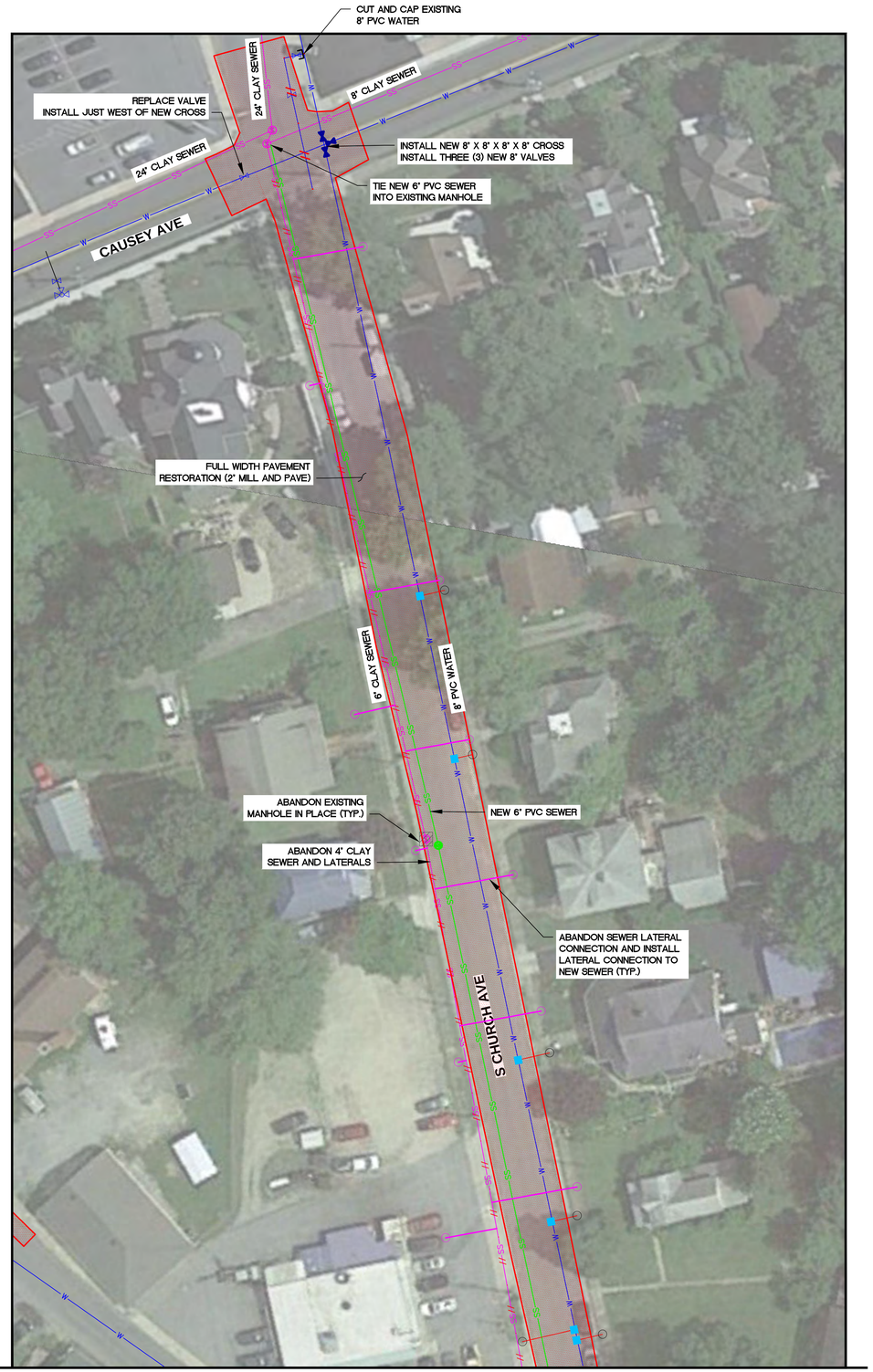
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SUSSEX COUNTY
DELAWARE
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
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DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.03		

BY: Jeffrey.Cox PRINTED: 1/17/2024 11:20 AM
LOCATION: C:\Bentley\ase\Jeffrey.cox\Doc\connect\9379133\dgn_131803632.21U_C-UTILITIES & STREETS SERIES.dwg



MATCHLINE: SHEET C-1.03

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LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
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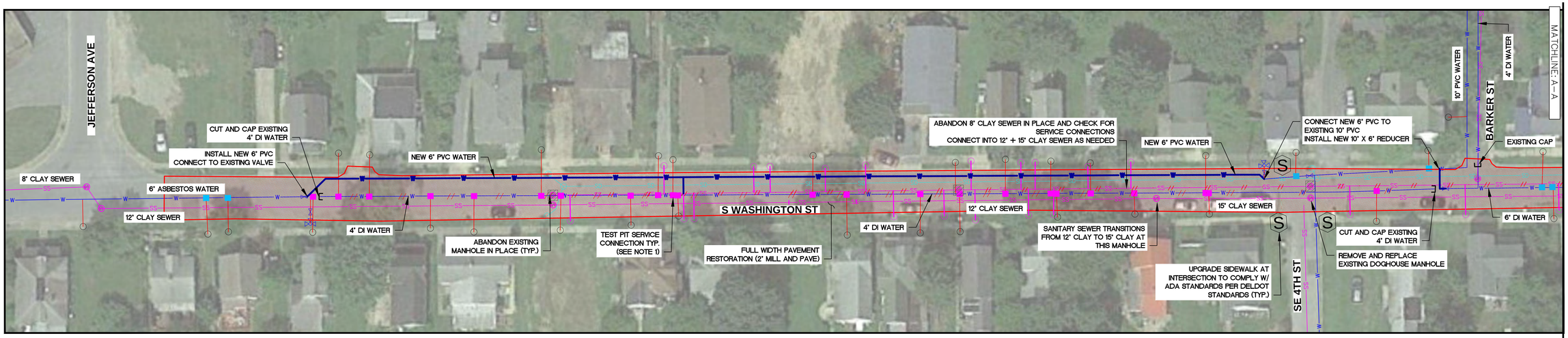
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SUSSEX COUNTY
MILFORD DELAWARE

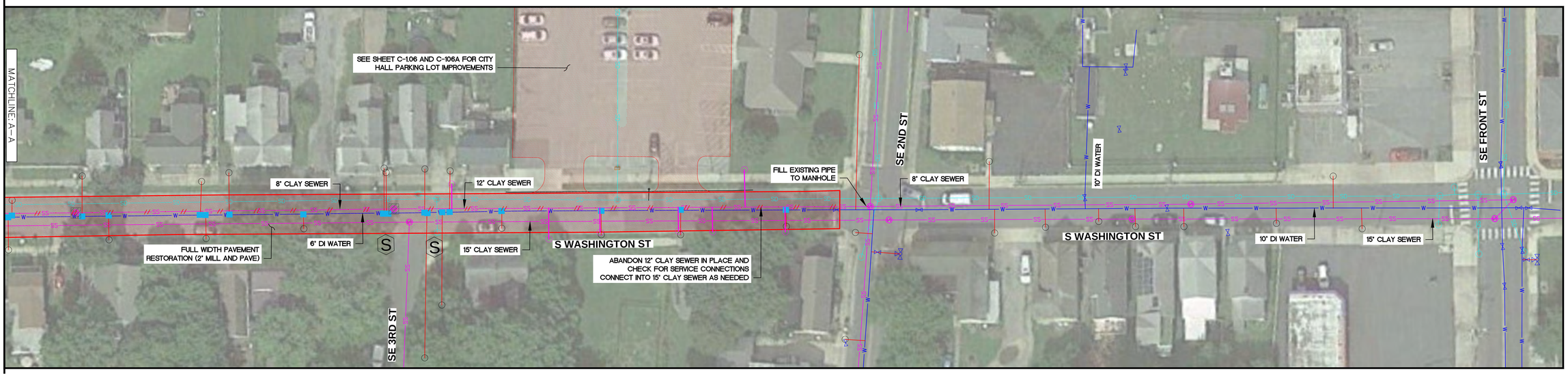
Drafting:	JWC	Check:	DS
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SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.04		

By: Jeffrey Cox PRINTED: 1/11/2024 11:20 AM
LOCATION: C:\Users\jeffrey.cox\ftn1.com\0197\0197\0131803632.21U_C-UTILITIES & STREETS SERIES.dwg



PLAN VIEW

SCALE: 1"=30'



PLAN VIEW

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NOTES:

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4. FOR MANHOLE ABANDONMENT, SEE THE "ABANDONED MANHOLE AND PIPE" DETAIL ON SHEET C-1.15.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SS MAIN
- NEW SS MAIN
- STORM DRAIN
- NEW STORM DRAIN
- SS MANHOLE
- SS CLEANOUT
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
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DANIEL R. STRONG LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

REVISION | DATE

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PH. (302) 422-1110

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PLAN SHEET

MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT

SUSSEX COUNTY DELAWARE

MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.05		

BY: Jeffrey Cox PRINTED: 1/11/2024 11:30 AM
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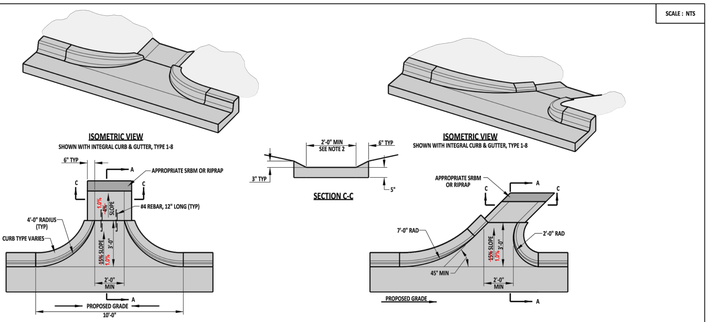
PLAN VIEW

SCALE: 1"=20'

NOTES:

1. SEE SHEET 1.05 FOR WASHINGTON ST. UTILITY & STREET REHABILITATION.
2. SEE SHEET 1.06A FOR PARKING LOT ENTRANCE DETAILS.

SCALE : NTS

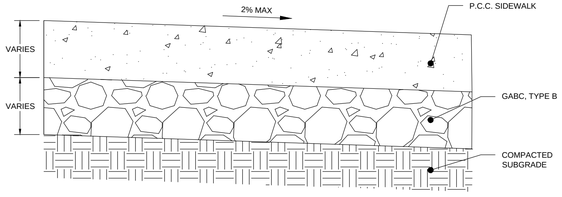


NOTES:

1). DESIGNER SHALL ESTABLISH WIDTH OF OPENING BASED ON DRAINAGE CALCULATIONS.
2). THE WIDTH OF THE APRON (SHOWN IN SECTION C-C) SHALL MATCH THE WIDTH OF THE CURB OPENING (SHOWN IN PLAN VIEW).

DELAWARE DEPARTMENT OF TRANSPORTATION	CURB OPENING DETAILS				APPROVED	SIGNATURE ON FILE	01/07/2013
	STANDARD NO. C-4 (2012)	SHT. 1	OF 1		RECOMMENDED	SIGNATURE ON FILE	12/26/2012

12/4/2012



TYPICAL SIDEWALK SECTION

N.T.S.

NOTES:

1. SCORE MARK IN 5-FOOT SQUARES, USE PREMOLDED EXPANSION JOINTS AT INTERVALS NOT GREATER THAN 15 FEET.
2. CONCRETE SIDEWALKS SHALL BE CONSTRUCTED AS PER DELDOT SPECIFICATIONS.
3. MINIMUM SIDEWALK CROSS SLOPE = 1%
   MAXIMUM SIDEWALK CROSS SLOPE = 2%
   TYPICAL SIDEWALK CROSS SLOPE = 1.5%
4. STANDARD SIDEWALK SHALL BE 4 INCHES THICK. DEPRESSED AND TRANSITION SIDEWALK SHALL BE 6 INCHES THICK.
5. STONE AGGREGATE BELOW CONCRETE SIDEWALK SHALL BE TYPE B GABC. THICKNESS OF GABC SHALL BE 4 INCHES FOR STANDARD SIDEWALK AND 6 INCHES FOR DEPRESSED AND TRANSITION SIDEWALK.
6. PROOF ROOL SUBGRADE, COMPACT TO 95% DENSITY (ASTM D-1557).

LEGEND

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- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
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- SANITARY SEWER MANHOLE
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- NEW SIDEWALK
- NEW DEPRESSED SIDEWALK
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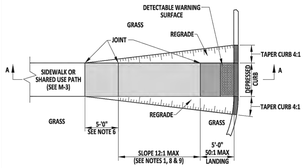
SUSSEX COUNTY DELAWARE

MILFORD

Drafting:	JWC	Check:	DS
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DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.06		

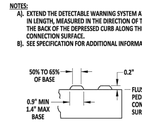
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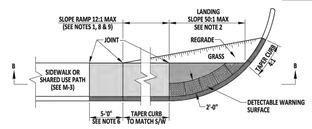
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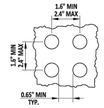
PLAN

NOTES:
A). EXTEND THE DETECTABLE WARNING SYSTEM AT LEAST 2'-0" IN LENGTH, MEASURED IN THE DIRECTION OF TRAVEL, FROM THE BACK OF THE DEPRESSED CURB ALONG THE PEDESTRIAN CONNECTION SURFACE.
B). SEE SPECIFICATION FOR ADDITIONAL INFORMATION.

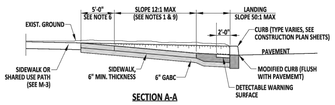




PLAN (ADJACENT TO CURB)



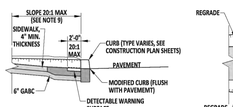
DETECTABLE WARNING SURFACE DETAILS



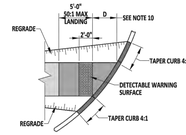
SECTION A-A



SECTION B-B



SECTION A-A
BLENDED TRANSITION



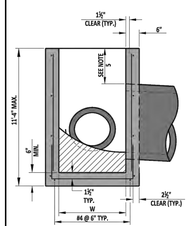
DETECTABLE WARNING SURFACE ON CURVE

NOTES:
1). FOR ALTERATIONS WHERE THE MAXIMUM ALLOWABLE 12:1 RUNNING SLOPE WILL NOT MEET THE EXISTING SIDEWALK GRADE WITHIN A LENGTH OF 15'-0" BEYOND THE LANDING, THE SLOPED SEGMENT OF THE PEDESTRIAN CONNECTION MAY BE LIMITED TO 15'-0" AT A CONSTANT SLOPE, AND ALLOWED TO EXCEED THE 12:1 MAXIMUM SLOPE.
2). APPLY A 50:1 (2%) MAXIMUM CROSS SLOPE TO SIDEWALK, SHARED USE PATHS AND PEDESTRIAN CONNECTIONS. THE PEDESTRIAN CONNECTION CROSS SLOPE IS NOT TO EXCEED THE SLOPE OF THE ADJACENT ROADWAY IN ACCORDANCE WITH THE LATEST VERSION OF THE PEDESTRIAN ACCESSIBILITY STANDARDS.
3). A 61 GRADE IS REQUIRED FOR A MINIMUM OF 2'-0" ADJACENT TO THE PEDESTRIAN CONNECTION IN ACCORDANCE WITH M-3, SHEET 1.
4). THE MAXIMUM ALGEBRAIC DIFFERENCE IN GRADE BETWEEN THE PEDESTRIAN CONNECTION OR MODIFIED CURB FROM THE PEDESTRIAN CONNECTION TO THE PAVEMENT SHALL NOT EXCEED 13.3%, WITH A MAXIMUM OF 8.3% ON THE PEDESTRIAN CONNECTION AND A MAXIMUM OF 5% ON THE PAVEMENT IN THE DIRECTION OF TRAVEL. SEE DETAIL C-1, SHEET 3 OF 4.
5). DELINEATE THE LANDING AREA WITH JOINTS.
6). FOR 3-R REHABILITATION WORK, PLACE TRANSITION SLAB FROM THE NEW PEDESTRIAN CONNECTION TO THE EXISTING SIDEWALK WHEN THE EXISTING SIDEWALK HAS A NON-CONFORMING CROSS SLOPE OR WIDTH.
7). REFER TO THE DE MUTCD FOR DETAILS REGARDING THE LOCATION OF PEDESTRIAN PUSH BUTTONS.
8). LAYOUT JOINTS AND EXPANSION IN ACCORDANCE WITH M-3, SHEET 1 OF 1.
9). IF THE RUNNING SLOPE OF THE PEDESTRIAN CONNECTION IS 5% (20:1) OR LESS WITH NO REQUIRED TURNING MOVEMENTS, THE LANDING CAN BE OMITTED AS IT IS A BLENDED TRANSITION. DETECTABLE WARNING SURFACE TO BE INSTALLED AS DIRECTED BY THE ENGINEER.
10). FOR INSTALLATIONS ON A RADIUS AND WHEN DIMENSION D IS LESS THAN 5'-0", THE DETECTABLE WARNING SURFACE SHALL BE INSTALLED AT THE INTERSECTION OF THE BACK OF THE CURB AND THE BEGINNING OF THE FULL WIDTH OF THE PEDESTRIAN ACCESS ROUTE. THE DETECTABLE WARNING SURFACE SHALL BE INSTALLED PERPENDICULAR TO THE PATH OF PEDESTRIAN TRAVEL AND BE THE FULL WIDTH OF THE PEDESTRIAN ACCESS ROUTE.
11). WHERE THERE IS NO DEPRESSED CURB AT A CUT-THROUGH OF PEDESTRIAN CONNECTION, INSTALL THE DETECTABLE WARNING SURFACE A MINIMUM OF 8" FROM THE PAVEMENT EDGE. WHERE THERE IS DEPRESSED CURB, INSTALL THE DETECTABLE WARNING SURFACE DIRECTLY BEHIND THE FULL WIDTH OF THE DEPRESSED CURB.

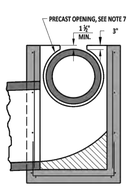
PEDESTRIAN CONNECTION, TYPE 1

DelDOT		PEDESTRIAN CONNECTION, TYPE 1			REVIEWED	
	09/01/2020 DATE	RECOMMENDED	STANDARD NO. C-2 (2020)	SHT. 1 OF 3	APPROVED	09/01/2020 DATE

SCALE : NTS



SECTION A-A

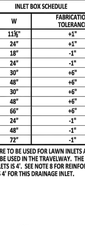


OPTIONAL PIPE OPENING DETAIL
SEE NOTE 5

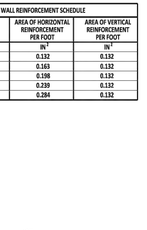
INLET BOX SCHEDULE			
L	W	FABRICATION TOLERANCE	
17⅝"	11⅜"	+1"	*
24"	24"	+1"	*
34"	18"	-1"	**
34"	24"	-1"	
48"	30"	+6"	
48"	48"	+6"	
66"	30"	+6"	
66"	48"	+6"	
66"	66"	+6"	
72"	24"	-1"	
72"	48"	-1"	
72"	72"	-1"	

* - THESE SIZES ARE TO BE USED FOR LAWN INLETS AND ARE NOT INTENDED TO BE USED IN THE TRAVELWAY. THE MAX DEPTH FOR THESE INLETS IS 4'. SEE NOTE 8 FOR REINFORCEMENT.
** - MAX DEPTH IS 4' FOR THIS DRAINAGE INLET.

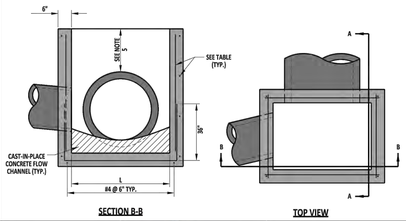
WALL REINFORCEMENT SCHEDULE		
INTERIOR WALL DIMENSION	AREA OF HORIZONTAL REINFORCEMENT PER FOOT IN²	AREA OF VERTICAL REINFORCEMENT PER FOOT IN²
LESS THAN 4'	0.132	0.132
≥ 4'	0.163	0.132
≥ 4.5'	0.198	0.132
≥ 5'	0.239	0.132
≥ 5.5'	0.284	0.132



24" X 24" LAWN INLET BOX DETAIL



17 5/8" X 11 3/8" LAWN INLET BOX DETAIL



SECTION B-B

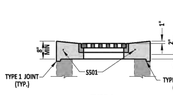
TOP VIEW

NOTES:
1). PROVIDE PRECAST OR CAST-IN-PLACE INLET BOXES IN ACCORDANCE WITH SECTION 602 .
2). DO NOT INSTALL PIPES THROUGH ANY CORNER OF THE INLET BOX.
3). RISER SECTIONS MAY BE USED FOR DEEP INLET BOXES.
4). PIPES MAY BE INSTALLED NEAR OR THROUGH JOINTS FOR RISER SECTIONS.
5). WHEN THE COVER ABOVE THE PIPE IS LESS THAN 4" TO THE COVER SLAB OR TOP UNIT OPENING, THE PORTION OF BOX WALL ABOVE THE PIPE MAY BE REMOVED AS SHOWN IN THE OPTIONAL PIPE OPENING DETAIL. FORM AND FILL THE AREA ABOVE THE PIPE WITH HIGH-STRENGTH, NON-SHRINK GROUT MIXED WITH COARSE AGGREGATE IN A 1:1 RATIO BY WEIGHT.
6). ENSURE POSITIVE FLOW WHEN CONSTRUCTING THE FLOW CHANNEL.
7). WHEN INLET BOX IS PRECAST, PROVIDE A PIPE OPENING DIAMETER BETWEEN 3" AND 4" LARGER THAN OUTSIDE DIAMETER OF PIPE.
8). USE 6" X 6", W4 X W4 WELDED WIRE AS REINFORCEMENT FOR LAWN INLET BOXES.
9). EXTEND PIPE TO BE FLUSH WITH THE INSIDE WALL OF THE INLET BOX IN ACCORDANCE WITH SECTION 602.3.B OF THE STANDARD SPECIFICATIONS.
10). PIPE SHALL NOT ENCROACH ON ADJACENT WALL.
11). INSTALL STEPS IN ACCORDANCE WITH SECTION 602.3.B WHEN INLETS ARE 4' OR DEEPER FROM THE TOP OF GRATE TO THE INVERT OF THE LOWEST PIPE.

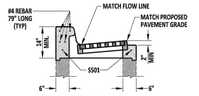
INLET BOX

DelDOT		INLET BOX			REVIEWED	
	09/01/2020 DATE	RECOMMENDED	STANDARD NO. D-4 (2020)	SHT. 1 OF 1	APPROVED	09/01/2020 DATE

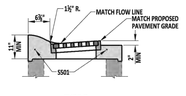
SCALE : NTS



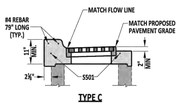
TYPE A



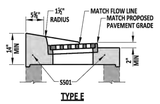
TYPE B



TYPE D

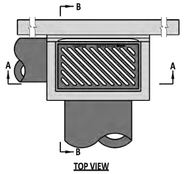


TYPE C

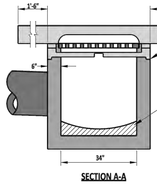


TYPE E

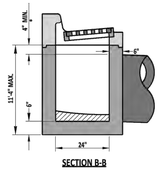
TOP UNIT DETAILS
NOTE: SEE DETAIL D-5, SHEET 3 OF 9 FOR INLET TOP UNIT APPLICATIONS.



TOP VIEW



SECTION A-A

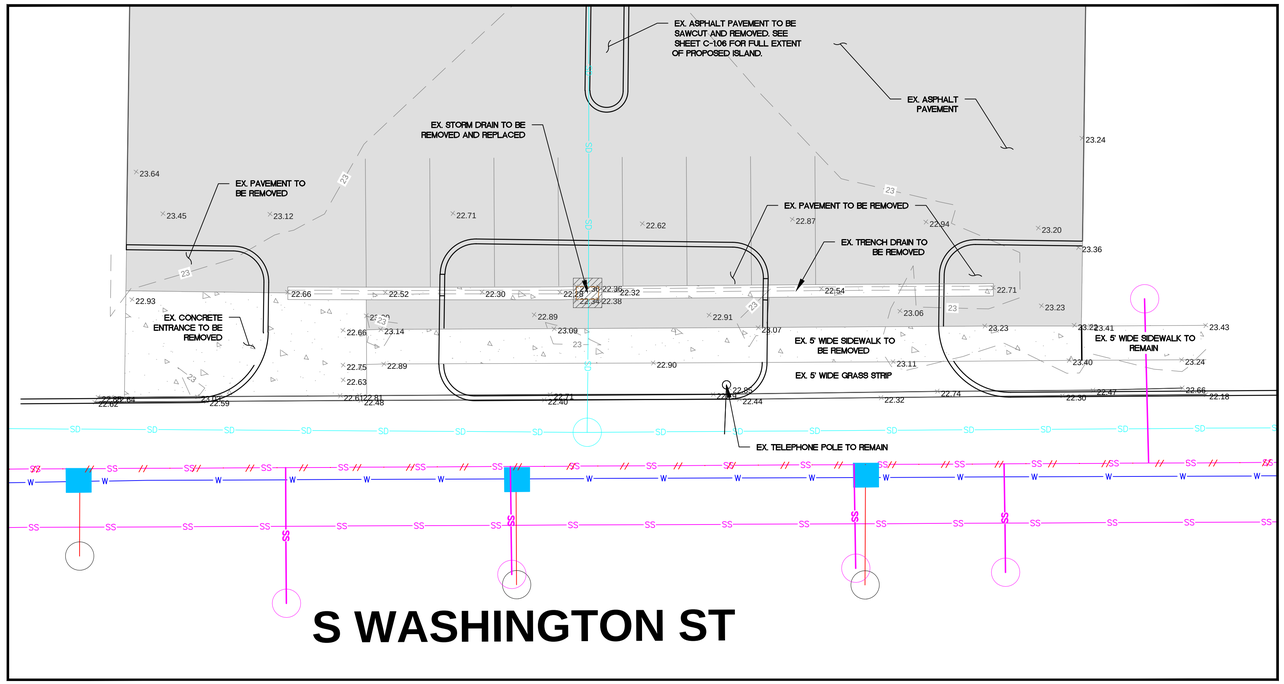


SECTION B-B

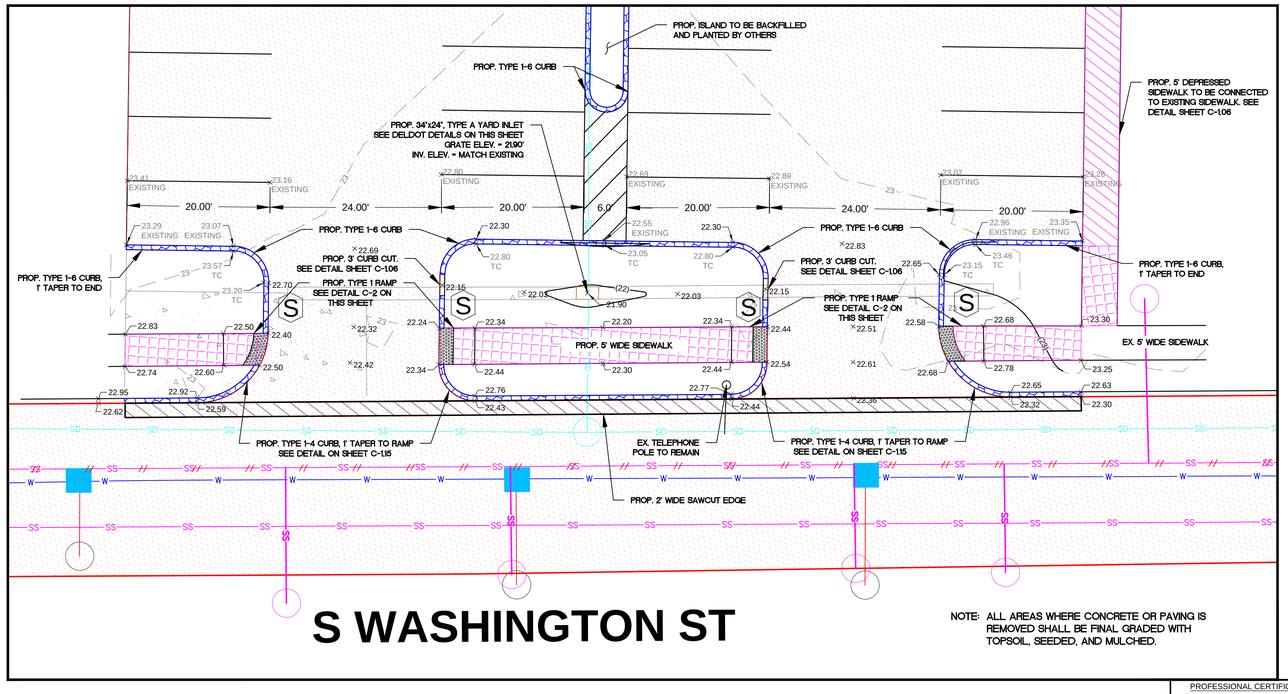
DRAINAGE INLET DETAILS
NOTE: REFER TO PREVIOUS SHEETS FOR REINFORCING REQUIREMENTS
*- SEE OPTIONAL PIPE OPENING DETAIL ON STANDARD NO. D-5, SHEET 1 OF 1

34" x 24" DRAINAGE INLET

DelDOT		34" x 24" DRAINAGE INLET			REVIEWED	
	09/01/2020 DATE	RECOMMENDED	STANDARD NO. D-5 (2020)	SHT. 6 OF 9	APPROVED	09/01/2020 DATE



EXISTING PLAN VIEW
SCALE: 1"=10'



PROPOSED PLAN VIEW
SCALE: 1"=10'

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- WATER METER
- WATER LATERAL SERVICE CONNECTION
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
- NEW WATER SERVICE CONNECTION, ABANDON EX. SERVICE CONNECTION
- WATER CONNECTION TEST PIT
- HYDRANT CONNECTION TEST PIT
- NEW SERVICE CONNECTION FOR EX. HYDRANT, REMOVE & REPLACE EX. CONNECTION
- NEW WATER SERVICE CONNECTION, REMOVE & REPLACE EX. CONNECTION.
- NEW CURB
- NEW SIDEWALK
- NEW DEPRESSED SIDEWALK
- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.

LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRUNK LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

KCI TECHNOLOGIES, INC.
ENGINEERS - PLANNERS - SURVEYORS
1352 MARROWS ROAD, SUITE 200, NEWARK, DELAWARE 19711
PHONE: (302) 731-9176 FAX: (302) 731-7807 Website: www.kci.com

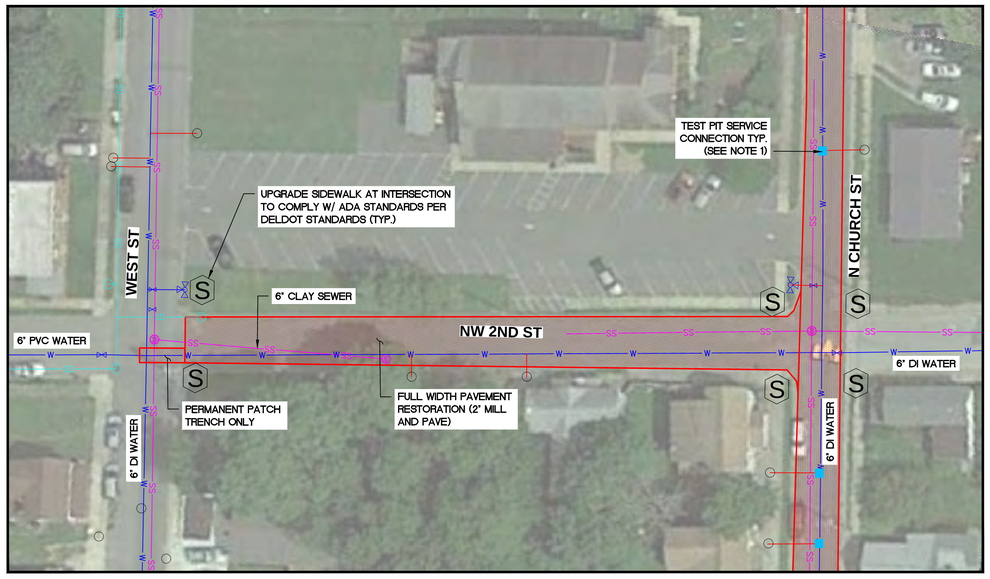
REVISION | DATE

PLAN SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY
DELAWARE
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.06A		

BY: Jeffrey Cox PRINTED: 12/12/2024 11:31 AM
LOCATION: C:\Employees\Jeffrey cox\Desktop\131793\3700_131803632.21U_C UTILITIES & STREETS SERIES.dwg

SEE SHEET C-1.12 FOR
N. CHURCH ST
IMPROVEMENTS



PLAN VIEW
SCALE: 1"=30'

NOTES:

1. A 3' X 3' SAW CUT OPENING SHALL BE MADE FOR EACH WATER SERVICE REPLACEMENT. REFER TO "TRENCH BACKFILL AND PERMANENT PAVEMENT RESTORATION DETAIL" ON SHEET C-1.15. THE CONTRACTOR SHALL VERIFY THE EXISTING WATER SERVICE PIPE MATERIAL AND REPLACE THE SERVICE IF REQUIRED. REFER TO THE "MOLED WATER SERVICE AND RESTORATION DETAIL" ON SHEET C-1.14 AND THE PROJECT SPECIFICATIONS, SECTION 01010, FOR A DETAILED SCOPE OF WORK.
2. HOT MIX DETAIL IS THE MINIMUM PAVEMENT SECTION IF THE EXISTING PAVEMENT SECTION IS GREATER, MATCH EXISTING.
3. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
- WATER METER
- WATER LATERAL SERVICE CONNECTION
- SANITARY SEWER CLEANOUT
- NEW WATER SERVICE CONNECTION, ABANDON EX. SERVICE CONNECTION
- WATER CONNECTION TEST PIT
- HYDRANT CONNECTION TEST PIT
- NEW SERVICE CONNECTION FOR EX. HYDRANT. REMOVE & REPLACE EX. CONNECTION
- NEW WATER SERVICE CONNECTION. REMOVE & REPLACE EX. CONNECTION.
- NEW CURB
- NEW SIDEWALK
- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP
- FLOW DIRECTION

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.

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REVISION	DATE

PLAN SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY
DELAWARE
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.07		

BY: Jeffrey Coy PRINTED: 1/11/2024 11:33 AM
LOCATION: C:\Users\jeffreycoy.cos\Desktop\Jeffrey cos@kci.com\637913292_131803632.21U_C UTILITIES & STREETS SERIES.dwg

MATCHLINE: THIS SHEET A–A

8" PVC SEWER

6" ASBESTOS WATER

NEW 6" PVC WATER

FULL WIDTH PAVEMENT RESTORATION (2" MILL AND PAVE)

ABANDON 6" ASBESTOS PIPING AND SERVICES

CUT AND CAP EXISTING 6" ASBESTOS WATER

CONNECT NEW 6" PVC TO EXISTING 4" PVC AT CAP INSTALL NEW 6" X 4" REDUCER

NE 2ND ST

6" DI WATER

MH 3-033

CONNECT NEW 4" PVC TO EXISTING 4" PVC AT CAP

UPGRADE SIDEWALK AT INTERSECTION TO COMPLY W/ ADA STANDARDS PER DELDOT STANDARDS (TYP.)

10' POINT REPAIR, 58' FROM MH 3-033

8" CLAY SEWER

MH 3-032

N WASHINGTON ST

FURNISH AND INSTALL NEW 4" WATER LINE FROM NE 2ND ST INTO STUBBED AND CAPPED LINE AT N.E. FRONT

MAIN CURRENTLY STUBBED AND CAPPED IN SIDEWALK CONNECT TO NEW 4" MAIN

INSTALL NEW 24" RCP STORM DRAIN AND INLETS

NE FRONT ST (DELDOT)

10" PVC WATER

10" PVC WATER

PLAN VIEW

SCALE: 1"=30'

MATCHLINE: THIS SHEET B–B

NEW 6" PVC WATER

ABANDON 6" ASBESTOS PIPING AND SERVICES

6" PVC SEWER

6" ASBESTOS WATER

REMOVE EXISTING STORM INLETS, INSTALL NEW TYPE B INLETS AND PIPE, AND TIE-IN TO EXISTING 36" STORM DRAIN

REMOVE VALVE AND FIRE HYDRANT CUT AND CAP EXISTING FIRE HYDRANT WATER MAIN

RECONNECT EXISTING FIRE HYDRANT TO NEW WATER MAIN

NE 4TH ST

4" PVC WATER

TEST PIT SERVICE CONNECTION TYP. (SEE NOTE 1)

SEE SHEET C-109 FOR NE 4TH ST IMPROVEMENTS

N WASHINGTON ST

6" ASBESTOS WATER

CONNECT NEW 6" PVC TO EXISTING 4" PVC AT INTERSECTION CROSSING INSTALL NEW 6" X 4" X 6" X 4" CROSS INSTALL TWO (2) NEW 6" VALVES INSTALL NEW 4" VALVE

NEW 6" PVC WATER

ABANDON 6" ASBESTOS PIPING AND SERVICES

6" PVC SEWER

INSTALL NEW 6" VALVE

MATCHLINE: THIS SHEET A–A

CONNECT NEW 6" PVC TO EXISTING 6" ASBESTOS AT 90° BEND INSTALL NEW 6" VALVE

NE 6TH ST

6" ASBESTOS WATER

10" CLAY SEWER

CUT AND CAP EXISTING 6" ASBESTOS WATER

ABANDON 6" ASBESTOS PIPING AND SERVICES

NEW 6" PVC WATER

N WASHINGTON ST

8" PVC SEWER

DORSEY LN

ABANDON 6" ASBESTOS PIPING AND SERVICES

NEW 6" PVC WATER

CONNECT NEW 6" PVC TO EXISTING 6" PVC AT INTERSECTION CROSSING INSTALL NEW 6" X 6" X 6" X 6" CROSS INSTALL THREE (3) NEW 6" VALVES

CUT AND CAP EXISTING FIRE HYDRANT WATER MAIN

REUSE EXISTING FIRE HYDRANT AND INTERCONNECT TO NEW 6" PVC WATER

NE 5TH ST

6" PVC WATER

EAST ST

MATCHLINE: THIS SHEET B–B

NOTES:

1. A 3' X 3' SAW CUT OPENING SHALL BE MADE FOR EACH WATER SERVICE REPLACEMENT. REFER TO "TRENCH BACKFILL AND PERMANENT PAVEMENT RESTORATION DETAIL" ON SHEET C-1.15. THE CONTRACTOR SHALL VERIFY THE EXISTING WATER SERVICE PIPE MATERIAL AND REPLACE THE SERVICE IF REQUIRED. REFER TO THE "MOLED WATER SERVICE AND RESTORATION DETAIL" ON SHEET C-1.14 AND THE PROJECT SPECIFICATIONS, SECTION 01010, FOR A DETAILED SCOPE OF WORK.
2. HOT MIX DETAIL IS THE MINIMUM PAVEMENT SECTION IF THE EXISTING PAVEMENT SECTION IS GREATER, MATCH EXISTING.
3. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION.
4. ABANDON ALL VALVES ASSOCIATED WITH THE EXISTING 6" ASBESTOS WATER MAIN. ABANDONMENT INCLUDES TURNING THE VALVES CLOSED, REMOVING THE VALVE STEMS, AND BURYING THE VALVES IN-PLACE.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
- WATER METER
- WATER LATERAL SERVICE CONNECTION
- SANITARY SEWER CLEANOUT
- NEW WATER SERVICE CONNECTION, ABANDON EX. SERVICE CONNECTION
- WATER CONNECTION TEST PIT
- HYDRANT CONNECTION TEST PIT
- NEW SERVICE CONNECTION FOR EX. HYDRANT. REMOVE & REPLACE EX. CONNECTION
- NEW WATER SERVICE CONNECTION. REMOVE & REPLACE EX. CONNECTION.
- NEW CURB
- NEW SIDEWALK
- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP
- FLOW DIRECTION

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.

LICENSE NO.: 13532 EXP. DATE:: 6-30-24

DANIEL R. STRING LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

REVISION

DATE

OWNER/DEVELOPER:

CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

KCI TECHNOLOGIES, INC.
ENGINEERS · PLANNERS · SURVEYORS
1352 MARROWS RD. SUITE 100 NEWARK, DELAWARE 19711
PHONE: (302) 731-9176 FAX: (302) 731-7807 Website: www.kci.com

PLAN SHEET

MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT

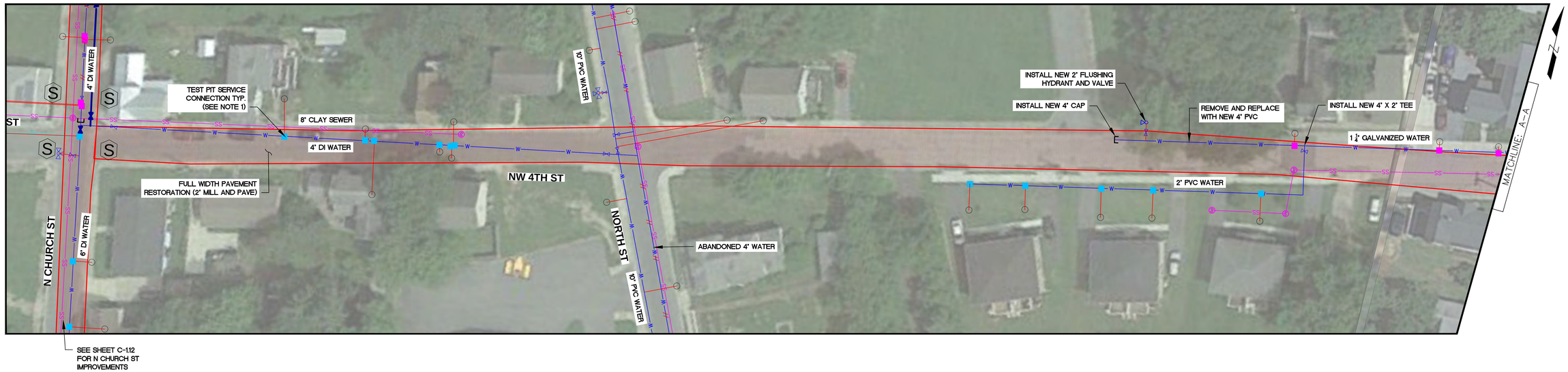
SUSSEX COUNTY

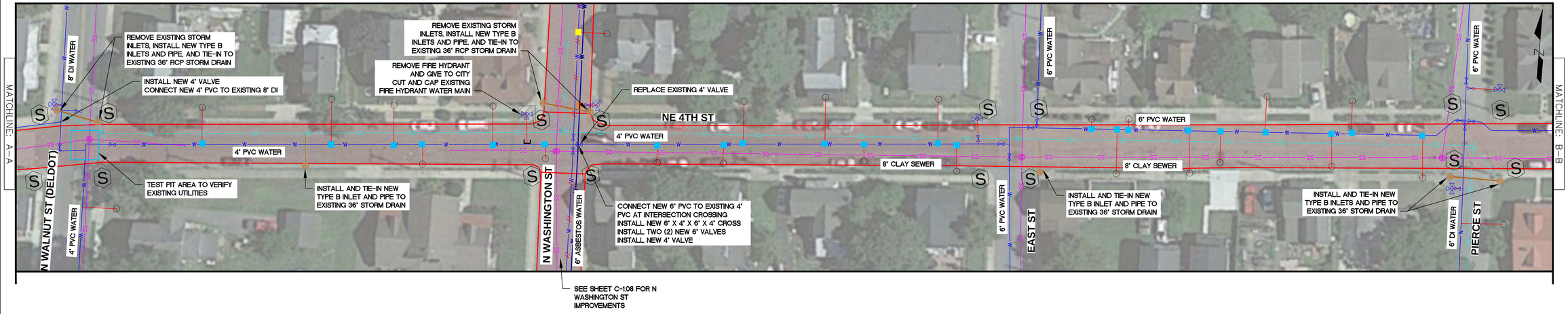
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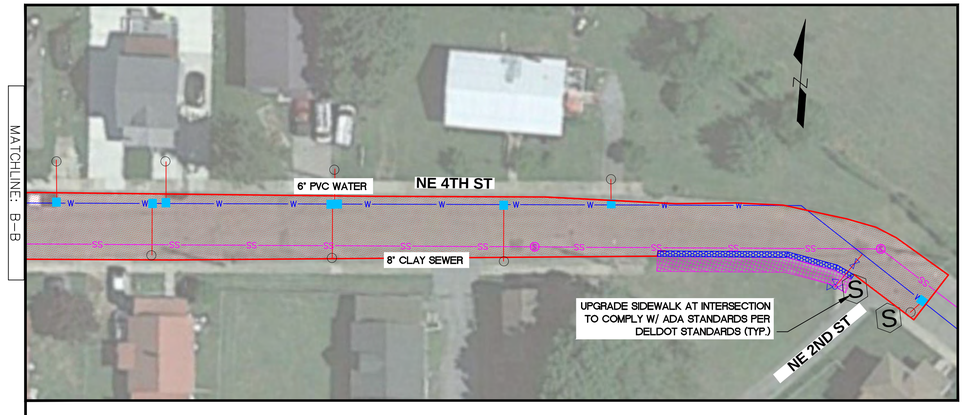
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.08		

By: Jeffrey Cox PRINTED: 1/11/2024 11:23 AM
LOCATION: C:\Employee\Jeffrey.cox\Bim Level\2019\263\0_131803632.21U_C-UTILITIES & STREETS SERIES.dwg







PLAN VIEW
SCALE: 1"=30'

NOTES:

1. A 3' X 3' SAW CUT OPENING SHALL BE MADE FOR EACH WATER SERVICE REPLACEMENT. REFER TO "TRENCH BACKFILL AND PERMANENT PAVEMENT RESTORATION DETAIL" ON SHEET C-1.15. THE CONTRACTOR SHALL VERIFY THE EXISTING WATER SERVICE PIPE MATERIAL AND REPLACE THE SERVICE IF REQUIRED. REFER TO THE "MOLED WATER SERVICE AND RESTORATION DETAIL" ON SHEET C-1.14 AND THE PROJECT SPECIFICATIONS, SECTION 01010, FOR A DETAILED SCOPE OF WORK.
2. HOT MIX DETAIL IS THE MINIMUM PAVEMENT SECTION IF THE EXISTING PAVEMENT SECTION IS GREATER, MATCH EXISTING.
3. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
- WATER METER
- WATER LATERAL SERVICE CONNECTION
- SANITARY SEWER CLEANOUT
- NEW WATER SERVICE CONNECTION, ABANDON EX. SERVICE CONNECTION
- WATER CONNECTION TEST PIT
- HYDRANT CONNECTION TEST PIT
- NEW SERVICE CONNECTION FOR EX. HYDRANT. REMOVE & REPLACE EX. CONNECTION
- NEW WATER SERVICE CONNECTION. REMOVE & REPLACE EX. CONNECTION.
- NEW CURB
- NEW SIDEWALK
- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP
- FLOW DIRECTION

PROFESSIONAL CERTIFICATION

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LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRUNK LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

KCI TECHNOLOGIES, INC.
ENGINEERS - PLANNERS - SURVEYORS
1352 MARROWS ROAD, SUITE 100, NEWARK, DELAWARE 19711
PHONE: (302) 731-9176 FAX: (302) 731-7807 Website: www.kci.com

REVISION | DATE

PLAN SHEET

MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT

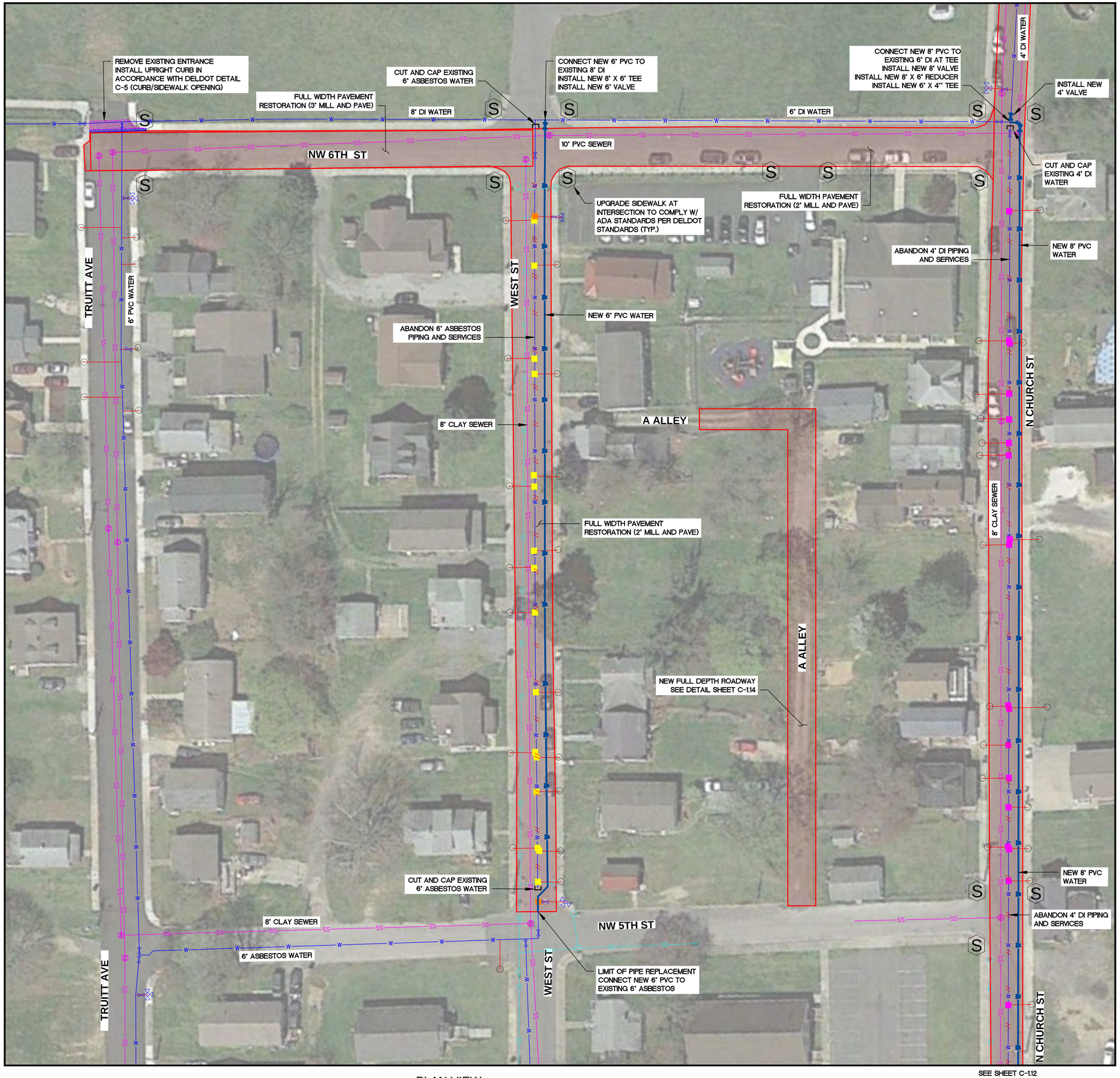
SUSSEX COUNTY

DELAWARE

MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.09		

BY: Jeffrey Cox PRINTED: 1/11/2024 11:31 AM
LOCATION: C:\Employees\Jeffrey cox\Desktop\131793\3\02_131803632.21U_C-UTILITIES & STREETS SHEETS.dwg



PLAN VIEW
SCALE: 1"=30'

NOTES:

1. A 3' X 3' SAW CUT OPENING SHALL BE MADE FOR EACH WATER SERVICE REPLACEMENT. REFER TO "TRENCH BACKFILL AND PERMANENT PAVEMENT RESTORATION DETAIL" ON SHEET C-1.15. THE CONTRACTOR SHALL VERIFY THE EXISTING WATER SERVICE PIPE MATERIAL AND REPLACE THE SERVICE IF REQUIRED. REFER TO THE "MOLED WATER SERVICE AND RESTORATION DETAIL" ON SHEET C-1.14 AND THE PROJECT SPECIFICATIONS, SECTION 01010, FOR A DETAILED SCOPE OF WORK.
2. HOT MIX DETAIL IS THE MINIMUM PAVEMENT SECTION IF THE EXISTING PAVEMENT SECTION IS GREATER, MATCH EXISTING.
3. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION.
4. ABANDON ALL VALVES ASSOCIATED WITH THE EXISTING 6" ASBESTOS WATER MAIN. ABANDONMENT INCLUDES TURNING THE VALVES CLOSED, REMOVING THE VALVE STEMS, AND BURYING THE VALVES IN-PLACE.
5. BASED ON A KCI REPORT TITLED "PAVEMENT CONDITION ASSESSMENT AND PAVEMENT MANAGEMENT SYSTEM IMPLEMENTATION FOR CITY OF MILFORD, DE," A SECTION OF NW 6TH STREET BETWEEN TRUITT AVENUE AND WEST STREET CALLS FOR 3" MILL AND PAVE. PLEASE SEE THE ASSOCIATED CALLOUT SHOWN ON THIS SHEET.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
- WATER METER
- WATER LATERAL SERVICE CONNECTION
- SANITARY SEWER CLEANOUT
- NEW WATER SERVICE CONNECTION, ABANDON EX. SERVICE CONNECTION
- WATER CONNECTION TEST PIT
- HYDRANT CONNECTION TEST PIT
- NEW SERVICE CONNECTION FOR EX. HYDRANT. REMOVE & REPLACE EX. CONNECTION
- NEW WATER SERVICE CONNECTION. REMOVE & REPLACE EX. CONNECTION.
- NEW CURB
- NEW SIDEWALK
- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP
- FLOW DIRECTION

OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

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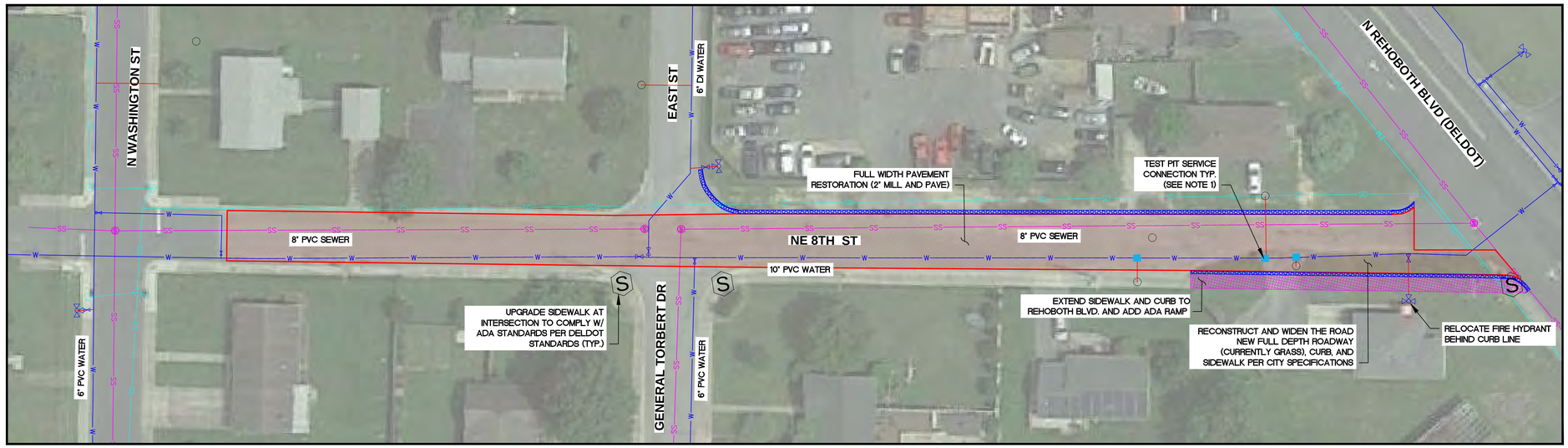
PLAN SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY DELAWARE
MILFORD

PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.
LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRING LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.10		

By: Jeffrey Cox PRINTED: 1/11/2024 11:31 AM
LOCATION: C:\Employees\jeffrey.cox\Box\Jeffrey.cox@kci.com\237\[237\(2\)_131803632.21U_C-UTILITIES & STREETS SHEETS.dwg



PLAN VIEW
SCALE: 1"=30'

NOTES:

1. A 3' X 3' SAW CUT OPENING SHALL BE MADE FOR EACH WATER SERVICE REPLACEMENT. REFER TO "TRENCH BACKFILL AND PERMANENT PAVEMENT RESTORATION DETAIL" ON SHEET C-1.15. THE CONTRACTOR SHALL VERIFY THE EXISTING WATER SERVICE PIPE MATERIAL AND REPLACE THE SERVICE IF REQUIRED. REFER TO THE "MOLED WATER SERVICE AND RESTORATION DETAIL" ON SHEET C-1.14 AND THE PROJECT SPECIFICATIONS, SECTION 01010, FOR A DETAILED SCOPE OF WORK.
2. HOT MIX DETAIL IS THE MINIMUM PAVEMENT SECTION IF THE EXISTING PAVEMENT SECTION IS GREATER, MATCH EXISTING.
3. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION. W/ TEMPORARY PATCH.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
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- WATER METER
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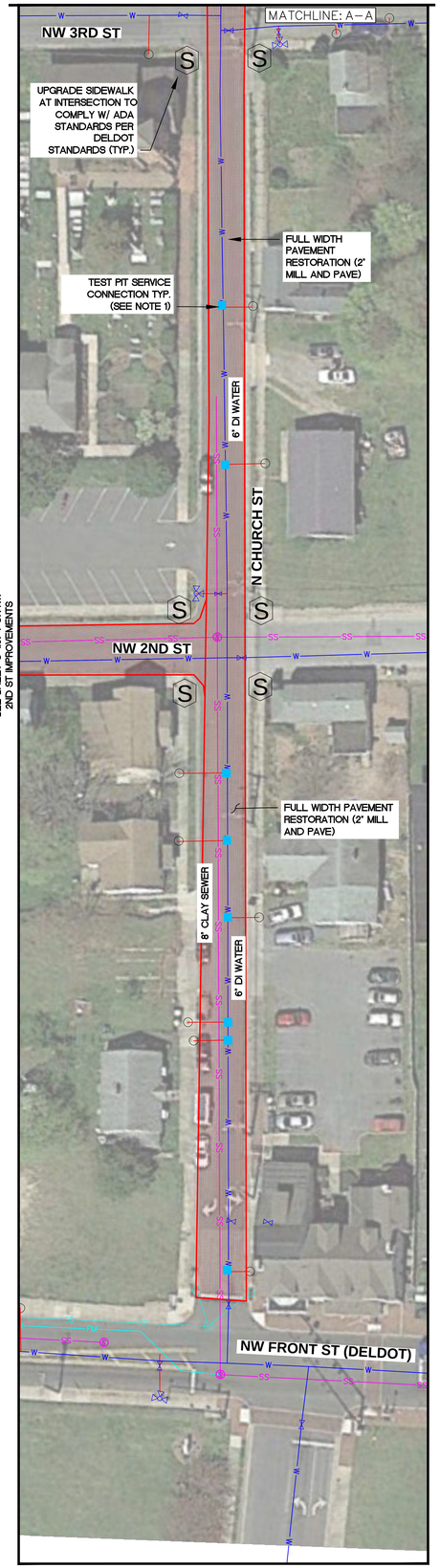
OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

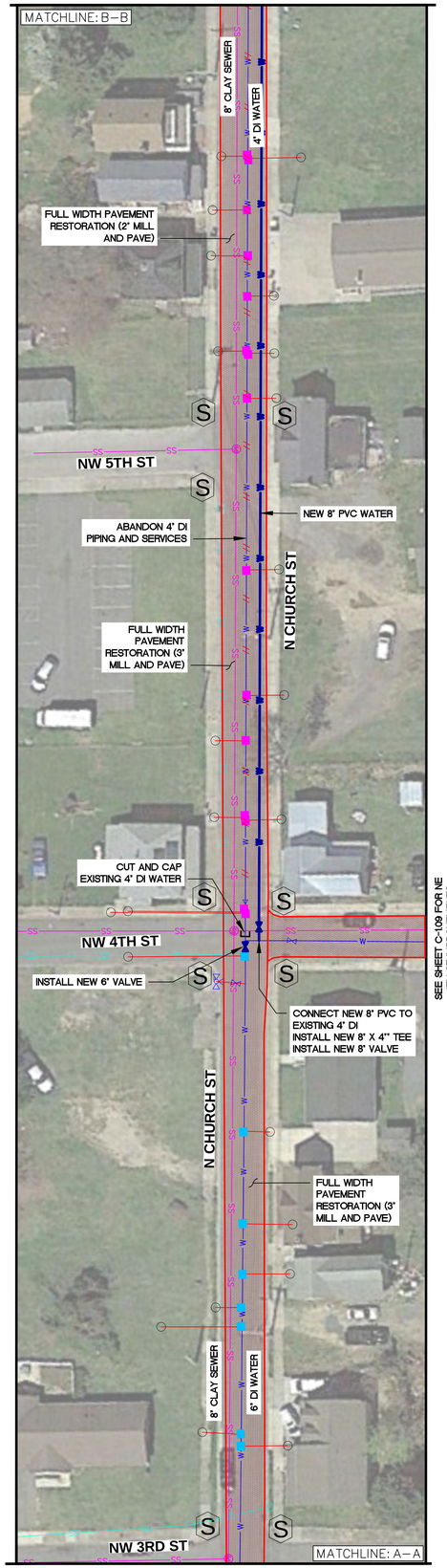
KCI TECHNOLOGIES, INC.
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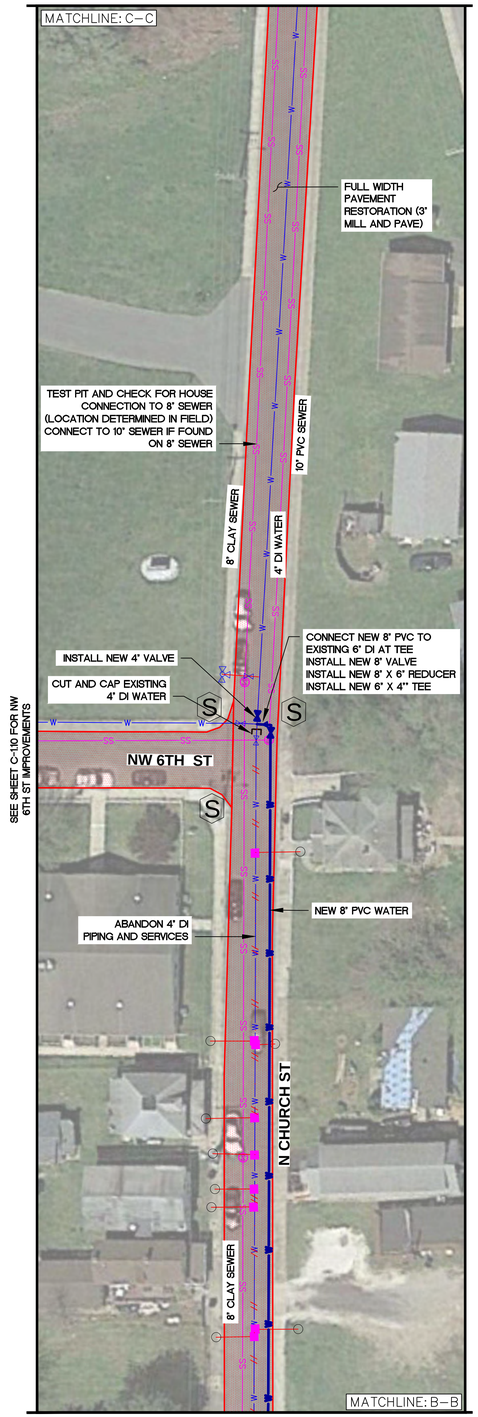
PLAN SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY
DELAWARE
MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
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BY: Jeffrey Cox PRINTED: 1/11/2024 11:31 AM
LOCATION: C:\temp\user\jeffrey.cox@kci.com\d0279313d2_131803632.21U_C-UTILITIES & STREETS SERIES.dwg







NOTES:

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3. RESTORE DISTURBED SIDEWALK & CURB AS REQUIRED TO PERFORM CONNECTION.
4. FOR MANHOLE ABANDONMENT, SEE THE "ABANDONED MANHOLE AND PIPE" DETAIL ON SHEET C-1.15.
5. BASED ON A KCI REPORT TITLED "PAVEMENT CONDITION ASSESSMENT AND PAVEMENT MANAGEMENT SYSTEM IMPLEMENTATION FOR CITY OF MILFORD, DE." THREE (3) SECTIONS OF NORTH CHURCH STREET (BETWEEN NORTH STREET AND NW 6TH STREET, BETWEEN NW 5TH STREET AND NW 4TH STREET, AND BETWEEN NW 4TH STREET AND NW 3RD STREET) CALL FOR 3" MILL AND PAVE. PLEASE SEE THE ASSOCIATED CALLOUTS SHOWN ON THIS SHEET.

LEGEND

- WATER MAIN
- NEW WATER MAIN
- SANITARY SEWER MAIN
- NEW SANITARY SEWER MAIN
- STORM DRAIN
- NEW STORM DRAIN
- ABANDON IN PLACE
- SANITARY SEWER MANHOLE
- NEW SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE/INLET
- NEW STORM DRAIN MANHOLE/INLET
- FIRE HYDRANT
- WATER VALVE
- WATER METER
- WATER LATERAL SERVICE CONNECTION
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- NEW CURB
- NEW SIDEWALK
- PERMANENT LIMITS OF PAVING
- ABANDON / REMOVE STRUCTURE
- ADA RAMP
- FLOW DIRECTION

PROFESSIONAL CERTIFICATION

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LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRONG LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

REVISION

DATE

OWNER/DEVELOPER:
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180 VICKERS DRIVE
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PLAN SHEET
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT

SUSSEX COUNTY

DELAWARE

MILFORD

Drafting:	JWC	Check:	DS
Design:	JWC	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
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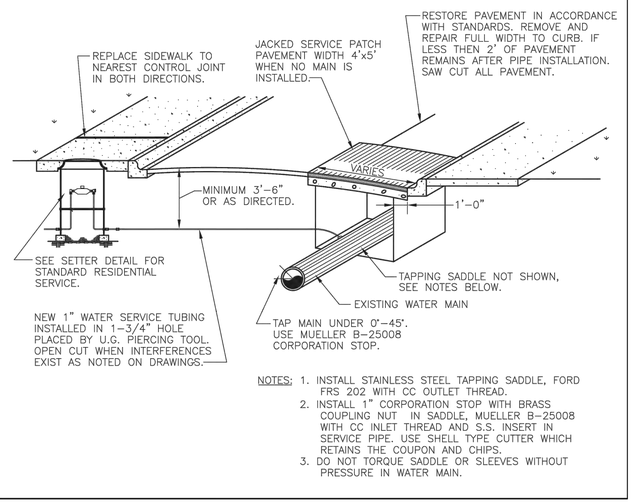
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LOCATION: C:\Employee\jeffrey.cox@kci.com\d3750\3302_131803632.21U_C-UTILITIES & STREETS SERIES.dwg

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

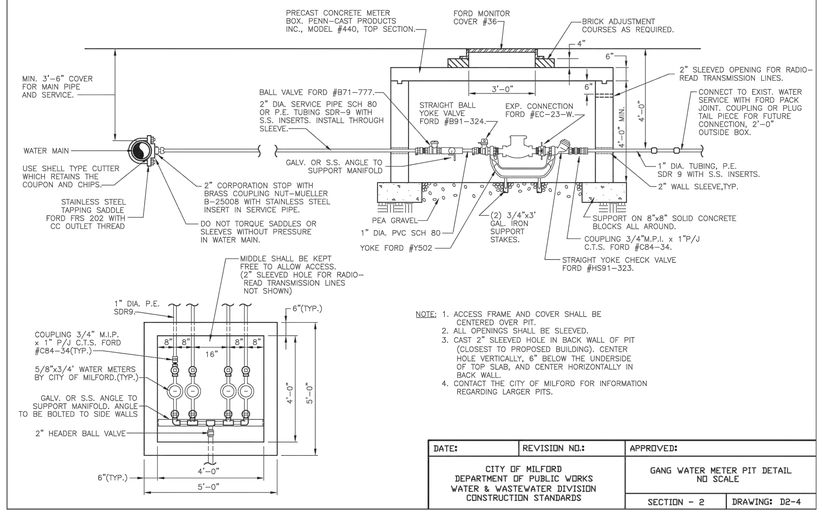
DATE: | REVISION NO.: | APPROVED:

MOLED WATER SERVICE AND RESTORATION DETAIL
NO SCALE

SECTION - 2 | DRAWING: D2-6



NOTES: 1. INSTALL STAINLESS STEEL TAPPING SADDLE, FORD FRS 202 WITH CC OUTLET THREAD.
2. INSTALL 1" CORPORATION STOP WITH BRASS COUPLING NUT IN SADDLE, MUELLER B-25008 WITH CC INLET THREAD AND S.S. INSERT IN SERVICE PIPE. USE SHELL TYPE CUTTER WHICH RETAINS THE COUPON AND CHIPS.
3. DO NOT TORQUE SADDLE OR SLEEVES WITHOUT PRESSURE IN WATER MAIN.



NOTE: 1. ACCESS FRAME AND COVER SHALL BE CENTERED OVER PIT.
2. ALL OPENINGS SHALL BE SLEEVED.
3. CAST 2" SLEEVED HOLE IN BACK WALL OF PIT (CLOSEST TO PROPOSED BUILDING). CENTER HOLE VERTICALLY, 6" BELOW THE UNDERSIDE OF TOP SLAB, AND CENTER HORIZONTALLY IN BACK WALL.
4. CONTACT THE CITY OF MILFORD FOR INFORMATION REGARDING LARGER PITS.

DATE: | REVISION NO.: | APPROVED:

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

GANG WATER METER PIT DETAIL
NO SCALE

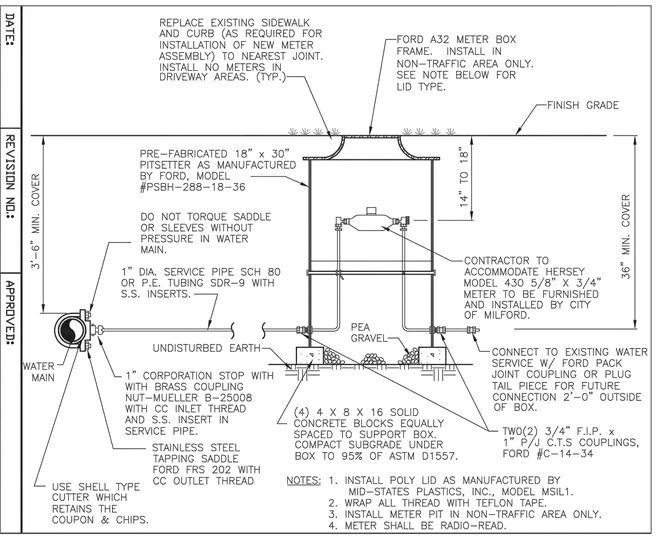
SECTION - 2 | DRAWING: D2-4

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

STANDARD SINGLE METER PIT DETAIL(PREFABRICATED)
NO SCALE

SECTION - 2 | DRAWING: D2-1



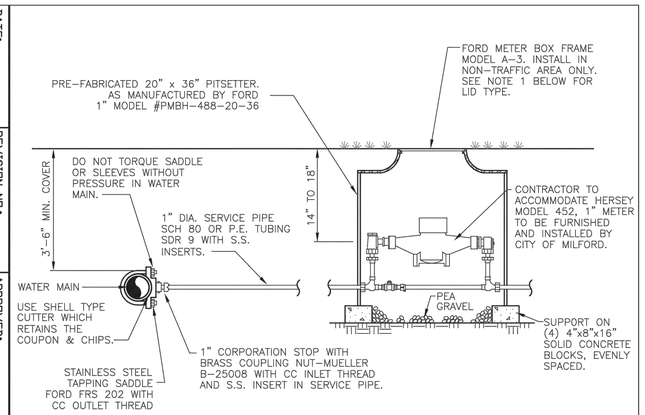
NOTES: 1. INSTALL POLY LID AS MANUFACTURED BY MID-STATES PLASTICS, INC., MODEL MSIL1.
2. WRAP ALL THREAD WITH TEFLON TAPE.
3. INSTALL METER PIT IN NON-TRAFFIC AREA ONLY.
4. METER SHALL BE RADIO-READ.

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

1" WATER METER SERVICE CONNECTION
NO SCALE

SECTION - 2 | DRAWING: D2-2



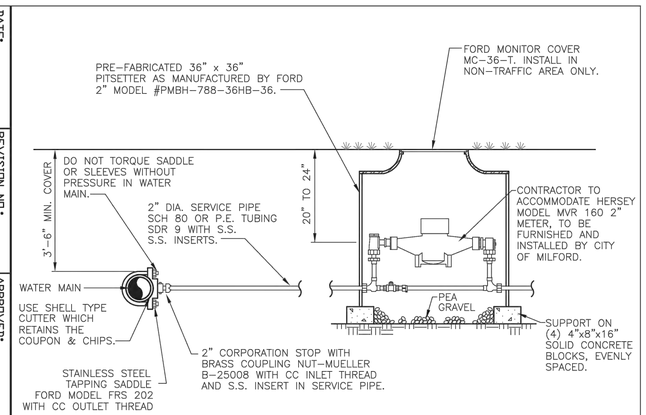
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4. METER SHALL BE RADIO-READ.

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

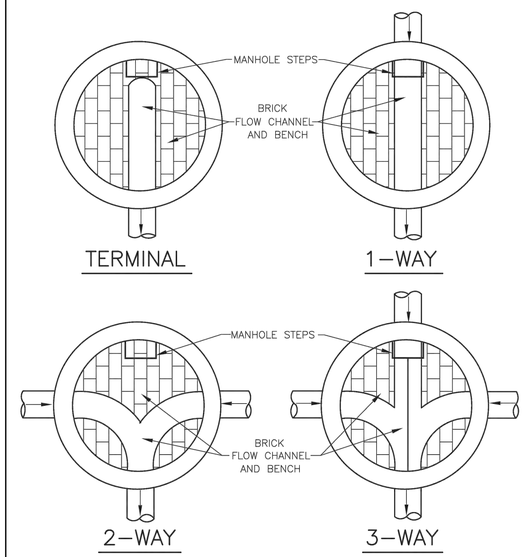
DATE: | REVISION NO.: | APPROVED:

2" WATER METER SERVICE CONNECTION
NO SCALE

SECTION - 2 | DRAWING: D2-3



NOTES: 1. WRAP ALL THREAD WITH TEFLON TAPE.
2. INSTALL METER PIT IN NON-TRAFFIC AREA ONLY.
3. METER SHALL BE RADIO READ.



DATE: | REVISION NO.: | APPROVED:

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

TYPICAL MANHOLE FLOW CHANNEL DETAIL
NO SCALE

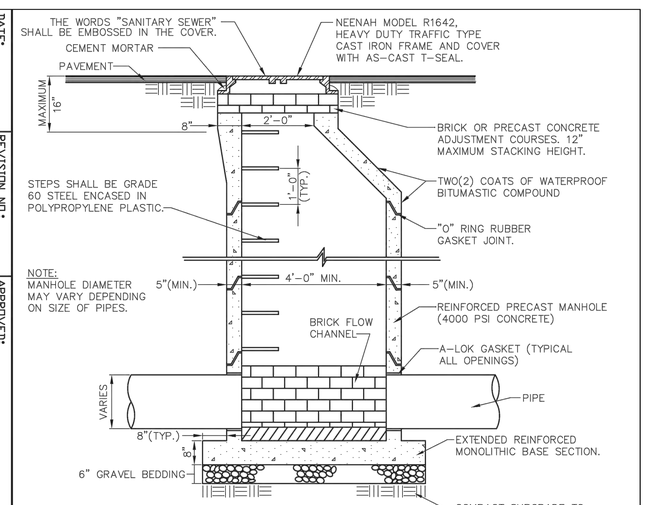
SECTION - 3 | DRAWING: D3-6

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

PRECAST CONCRETE MANHOLE DETAIL
NO SCALE

SECTION - 3 | DRAWING: D3-2

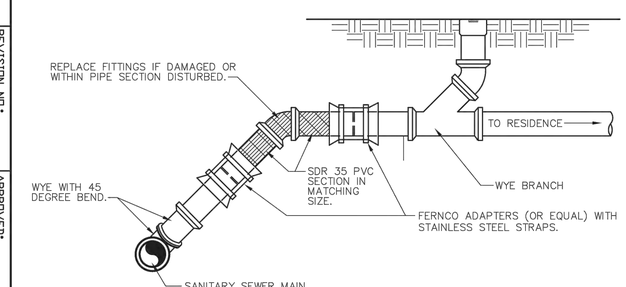


CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

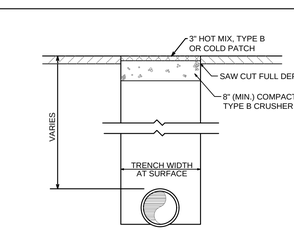
DATE: | REVISION NO.: | APPROVED:

SEWER LATERAL RESTORATION DETAIL
NO SCALE

SECTION - 3 | DRAWING: D3-8



NOTES: 1. LOCATE LATERALS IN FIELD AS DIRECTED BY CITY OF MILFORD.
2. CAST IRON FRAME AND COVER, AND CONCRETE OR HDPE BASE NOT SHOWN, BUT REQUIRED. SEE DETAIL D3-7.



NOTE:
PERMANENT TRENCH RESTORATION MUST BE MADE PRIOR TO OVERLAY.

TEMPORARY PAVEMENT RESTORATION
NO SCALE

PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.
LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRING LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

KCI TECHNOLOGIES, INC.
ENGINEERS - PLANNERS - SURVEYORS
1352 MARROWS RD - SUITE 100 - NEWARK, DELAWARE 19711
PHONE: (302) 738-7601 FAX: (302) 738-7601 WWW.KCI.COM

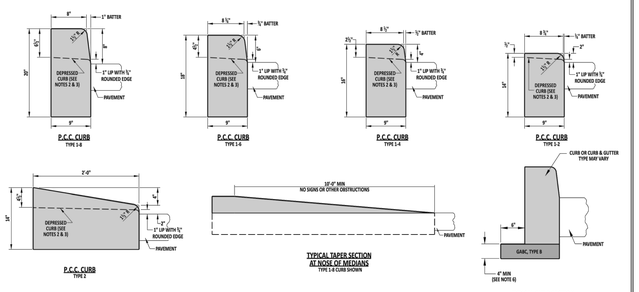
REVISION	DATE

DETAILS
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY
DELAWARE
MILFORD

Drafting:	TJG	Check:	DS
Design:	RH	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.13		

Dwg Name: C:\Users\jeffrey.cox\131803632.21U\Drawings\Milford Standard Details.dwg
Layout: D3-6 TYPICAL MANHOLE FLOW CHANNEL DETAIL
Date/Time: 1/11/2024 11:18:59 AM
By: Jeffrey Cox

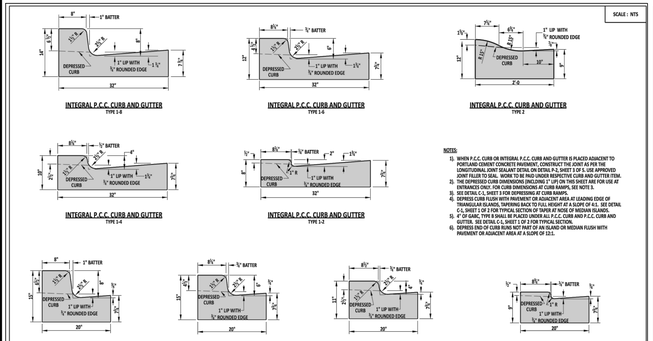
SCALE : NTS



NOTES:
1) WHEN P.C.C. CURB OR INTEGRAL P.C.C. CURB AND GUTTER IS PLACED ADJACENT TO PORTLAND CEMENT CONCRETE PAVEMENT, CONSTRUCT THE JOINT AS PER THE LONGITUDINAL JOINT SEALANT DETAIL ON DETAIL P-2, SHEET 3 OF 5. USE APPROVED JOINT FILLER TO SEAL. WORK TO BE PAID UNDER RESPECTIVE CURB AND GUTTER ITEM.
2) THE DEPRESSED CURB DIMENSIONS ENCLOSING 1" LIP ON THIS SHEET ARE FOR USE AT DRIVEWAYS ONLY. FOR CURB DEPRESSIONS AT CURB RAMPS, SEE NOTE 3.
3) AT CURB RAMPS, DEPRESS CURB FLUSH WITH THE PAVEMENT (WITH NO LIP). SLOPE THE TOP OF THE CURB 0.5% OR FLATTER IN THE DIRECTION OF PEDESTRIAN TRAVEL.
4) DEPRESS CURB FLUSH WITH PAVEMENT OR ADJACENT AREA AT ALL CORNERS OF TRIANGULAR ISLANDS, TAPERING BACK TO FULL HEIGHT AT A RATE OF 6:1.
5) TAPER END OF CURB RUNS NOT PART OF AN ISLAND OR MEDIAN FLUSH WITH PAVEMENT OR ADJACENT AREA AT A RATE OF 12:1.
6) FOR SUBDIVISION APPLICATIONS, A MINIMUM OF 6" OF GABC IS REQUIRED.

DELAWARE DEPARTMENT OF TRANSPORTATION	P.C.C. CURB					APPROVED	SIGNATURE ON FILE	1/31/2017
	STANDARD NO.	C-1 (2017)	SHT.	1	OF 3	RECOMMENDED	SIGNATURE ON FILE	1/18/2017

SCALE : NTS

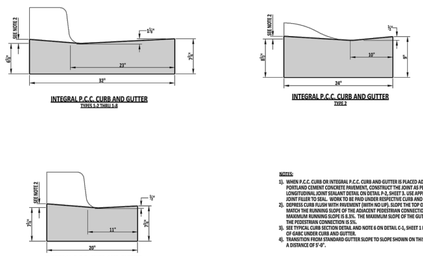


NOTES:
1) WHEN P.C.C. CURB OR INTEGRAL P.C.C. CURB AND GUTTER IS PLACED ADJACENT TO PORTLAND CEMENT CONCRETE PAVEMENT, CONSTRUCT THE JOINT AS PER THE LONGITUDINAL JOINT SEALANT DETAIL ON DETAIL P-2, SHEET 3 OF 5. USE APPROVED JOINT FILLER TO SEAL. WORK TO BE PAID UNDER RESPECTIVE CURB AND GUTTER ITEM.
2) THE DEPRESSED CURB DIMENSIONS ENCLOSING 1" LIP ON THIS SHEET ARE FOR USE AT DRIVEWAYS ONLY. FOR CURB DEPRESSIONS AT CURB RAMPS, SEE NOTE 3.
3) SEE DETAIL C-1, SHEET 3 FOR DEPRESSING AT CURB RAMPS.
4) DEPRESS CURB FLUSH WITH PAVEMENT OR ADJACENT AREA AT LEADING EDGE OF TRIANGULAR ISLANDS, TAPERING BACK TO FULL HEIGHT AT A SLOPE OF 6:1. SEE DETAIL C-1, SHEET 1 OF 3 FOR TYPICAL SECTION OF TAPER AT NOSE OF MEDIAN ISLANDS.
5) TAPER END OF CURB RUNS NOT PART OF AN ISLAND OR MEDIAN FLUSH WITH P.C.C. CURB AND GUTTER. SEE DETAIL C-1, SHEET 1 OF 3 FOR TYPICAL SECTION.
6) DEPRESS END OF CURB RUNS NOT PART OF AN ISLAND OR MEDIAN FLUSH WITH PAVEMENT OR ADJACENT AREA AT A SLOPE OF 12:1.

DELAWARE DEPARTMENT OF TRANSPORTATION	INTEGRAL P.C.C. CURB & GUTTER					APPROVED	SIGNATURE ON FILE	1/31/2017
	STANDARD NO.	C-1 (2017)	SHT.	2	OF 3	RECOMMENDED	SIGNATURE ON FILE	1/18/2017

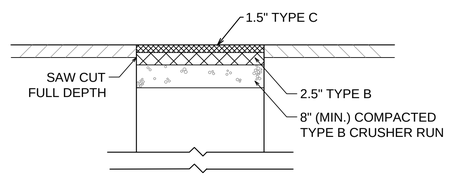
THIS DETAIL IS TO BE USED ONLY FOR THE SECTIONS OF CURB & GUTTER THAT ARE DIRECTLY IN FRONT OF THE PEDESTRIAN CONNECTIONS. REFER TO DETAIL C-1, SHEET 2 FOR TYPICAL CURB DIMENSIONS AND FOR DEPRESSING CURB AT ENTRANCES

SCALE : NTS



NOTES:
1) WHEN P.C.C. CURB OR INTEGRAL P.C.C. CURB AND GUTTER IS PLACED ADJACENT TO PORTLAND CEMENT CONCRETE PAVEMENT, CONSTRUCT THE JOINT AS PER THE LONGITUDINAL JOINT SEALANT DETAIL ON DETAIL P-2, SHEET 3 OF 5. USE APPROVED JOINT FILLER TO SEAL. WORK TO BE PAID UNDER RESPECTIVE CURB AND GUTTER ITEM.
2) DEPRESS CURB FLUSH WITH PAVEMENT (WITH NO LIP). SLOPE THE TOP OF THE CURB TO MATCH THE RUNNING SLOPE OF THE ADJACENT PEDESTRIAN CONNECTION. THE MAXIMUM RUNNING SLOPE IS 5.0%. THE MINIMUM SLOPE OF THE GUTTER PAN AT THE LOW POINT IS 2.0%. SEE DETAIL C-1, SHEET 1 FOR TYPICAL SECTION.
3) SEE TYPICAL CURB SECTION DETAIL AND NOTE 6 ON DETAIL C-1, SHEET 1 FOR PLACEMENT OF GABC UNDER CURB AND GUTTER.
4) TRANSITION FROM STANDARD GUTTER SLOPE TO SLOPE SHOWN ON THIS DETAIL OVER A DISTANCE OF 5'-0".

DELAWARE DEPARTMENT OF TRANSPORTATION	INTEGRAL P.C.C. CURB & GUTTER (FOR USE AT PEDESTRIAN CONNECTIONS ONLY)					APPROVED	SIGNATURE ON FILE	1/04/2019
	STANDARD NO.	C-1 (2018)	SHT.	3	OF 3	RECOMMENDED	SIGNATURE ON FILE	12/20/2018

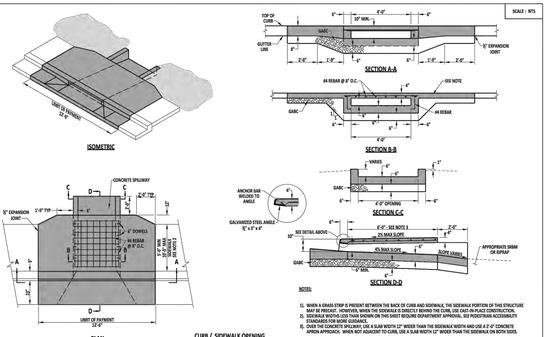


NOTE:
PERMANENT TRENCH RESTORATION MUST BE MADE PRIOR TO OVERLAY.

RICHARD ST. AND A ALLEY PAVEMENT RESTORATION

NO SCALE

SCALE : NTS

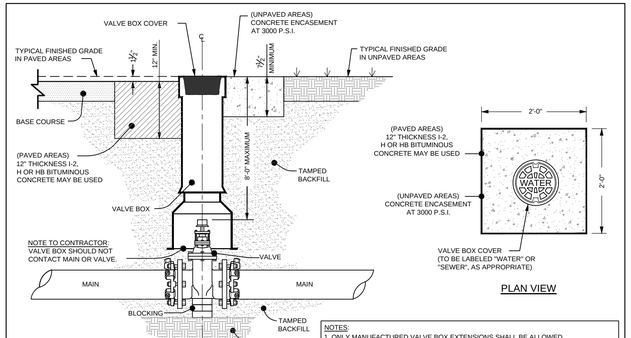


NOTES:
1) WHEN A GRASS STRIP IS PRESENT BETWEEN THE BACK OF CURB AND SIDEWALK, THE SIDEWALK PORTION OF THIS STRUCTURE MAY BE PRECAST. HOWEVER, WHEN THE SIDEWALK IS DIRECTLY BEHIND THE CURB, USE CAST-IN-PLACE CONSTRUCTION.
2) SIDEWALK WIDTHS LESS THAN SHOWN ON THIS SHEET REQUIRE DEPARTMENT APPROVAL. SEE PEDESTRIAN ACCESSIBILITY STANDARDS FOR MINIMUM WIDTHS.
3) OVER THE CONCRETE SPILLWAY, USE A SLAB WIDTH 12" WIDER THAN THE SIDEWALK WIDTH AND USE A 3'-0" CONCRETE APRON APPROACH. WHEN NOT ADJACENT TO CURB, USE A SLAB WIDTH 12" WIDER THAN THE SIDEWALK ON BOTH SIDES.

DelDOT		CURB / SIDEWALK OPENING					REVIEWED	09/01/2020
	RECOMMENDED	STANDARD NO.	C-5 (2020)	SHT.	1	OF 1	APPROVED	09/21/2020

09/30/2020

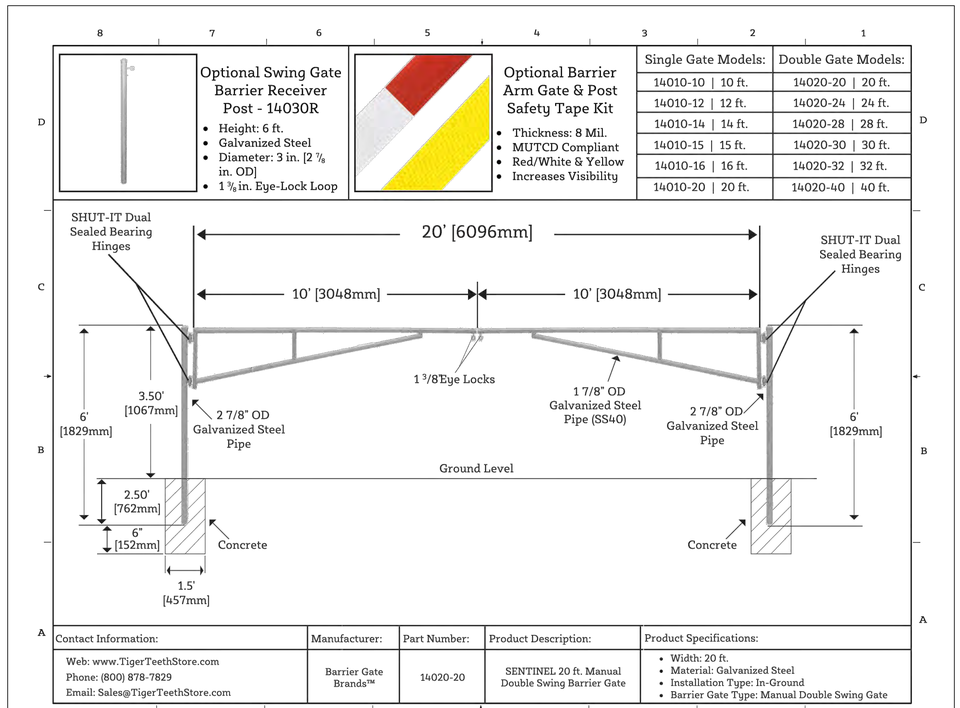
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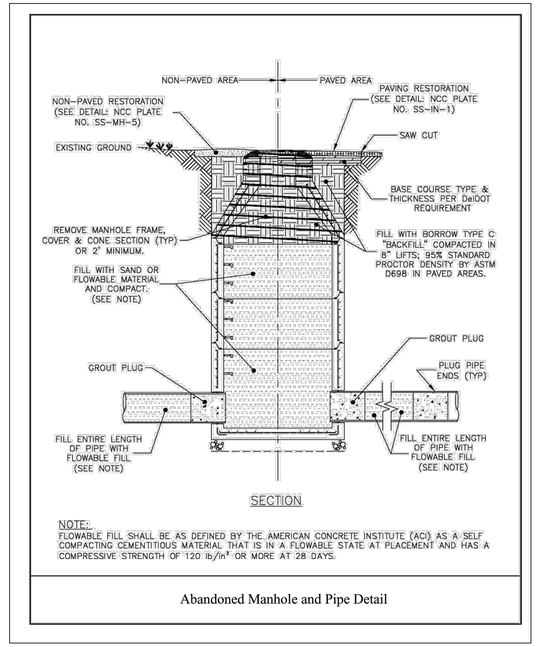


NOTES:
1. ONLY MANUFACTURED VALVE BOX EXTENSIONS SHALL BE ALLOWED.
2. VALVE OPERATING NUT MUST BE EXTENDED SO THAT THE DEPTH IS NO GREATER THAN 6' (ft.) FROM THE SURFACE USING A MANUFACTURER APPROVED EXTENSION KIT.
3. PRECAST CONCRETE ENCASEMENT IS ALLOWED OUTSIDE OF PAVED AREAS.

STANDARD VALVE BOX INSTALLATION

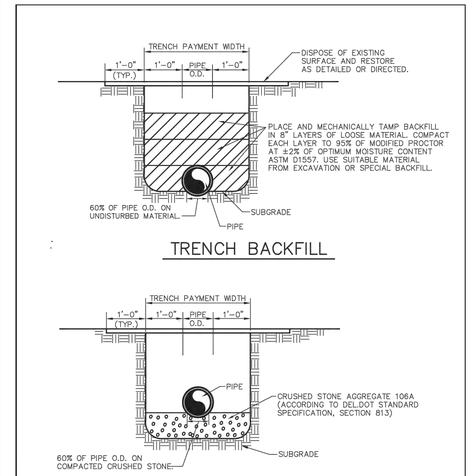
NO SCALE



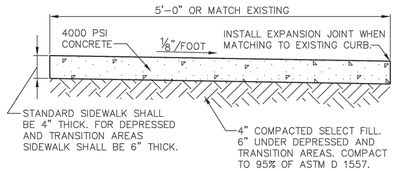


NOTE:
FLOWABLE FILL SHALL BE AS DEFINED BY THE AMERICAN CONCRETE INSTITUTE (ACI) AS A SELF COMPACTING CEMENTITIOUS MATERIAL THAT IS IN A FLOWABLE STATE AT PLACEMENT AND HAS A COMPRESSIVE STRENGTH OF 120 lb/in² OR MORE AT 28 DAYS.

Abandoned Manhole and Pipe Detail



DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		TRENCH BACKFILL & PIPE BEDDING DETAIL NO SCALE
		SECTION - 1 | DRAWING: D1-1



NOTE: PLACE EXPANSION JOINTS 20' ON CENTER AND CONTROL JOINTS 5' ON CENTER OR MATCH EXISTING PATTERN.

CONCRETE SIDEWALK DETAIL

NO SCALE

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS STREET DIVISION CONSTRUCTION STANDARDS		SIDEWALK DETAIL NO SCALE
		SECTION - 5 | DRAWING: D5-1

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.

LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRUNK LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

REVISION | DATE

KCI TECHNOLOGIES, INC.
ENGINEERS · PLANNERS · SURVEYORS
1352 MARROWS RD · SUITE 100 · NEWARK, DELAWARE 19711
PHONE: (302) 368-9818 · FAX: (302) 368-9807 · WWW.KCI.COM

DETAILS
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
SUSSEX COUNTY
DELAWARE
MILFORD

Drafting: TJG	Check: DS
Design: RH	Check: DS
SCALE: AS NOTED	
DATE: 01-11-2024	
KCI JOB #: 131803632.21U	
SHEET: C-1.14	

BY: Jeffrey Cox PRINTED: 11/1/2024 11:31 AM
LOCATION: C:\Employee\Jeffrey.cox@kci.com\82\7553783_131803632.21U_C Details.dwg

Notes for Figure 6H-10—Typical Application 10
Lane Closure on a Two-Lane Road Using Flaggers
(Delaware Revision)

Option:

1. For low-volume situations with short work zones on straight roadways where the flagger is visible to road users approaching from both directions, a single flagger, positioned to be visible to road users approaching from both directions, may be used (see Chapter 6E).
2. The ROAD WORK AHEAD and the END ROAD WORK signs may be omitted for short-duration operations.
3. A BE PREPARED TO STOP sign may be added to the sign series.

Guidance:

4. The buffer space should be extended so that the two-way traffic taper is placed before a horizontal (or crest vertical) curve to provide adequate sight distance for the flagger and a queue of stopped vehicles.

Standard:

5. At night, flagger stations shall be illuminated, except in emergencies.

Guidance:

6. When used, the BE PREPARED TO STOP sign should be located between the Flagger symbol (or FLAGGER AHEAD) sign and the ONE LANE ROAD sign.

7. Where drivers emerging from an intersecting roadway will not encounter an advance warning sign prior to the work zone, additional signs should be placed on the intersecting road.

8. When a grade crossing exists within or upstream of the transition area and it is anticipated that queues resulting from the lane closure might extend through the grade crossing, the TTC zone should be extended so that the transition area precedes the grade crossing (see Figure 6H-46).

9. When a grade crossing equipped with active warning devices exists within the activity area, provisions should be made for keeping flaggers informed as to the activation status of these warning devices (see Figure 6H-46).

10. When a grade crossing exists within the activity area, drivers operating on the left-hand side of the normal center line should be provided with comparable warning devices as for drivers operating on the right-hand side of the normal center line (see Figure 6H-46).

11. Early coordination with the railroad company or light rail transit agency should occur before work starts (see Figure 6H-46).

Option:

12. A flagger or a uniformed law enforcement officer may be used at the upstream side of the grade crossing to minimize the probability that vehicles are stopped within 50 feet of the grade crossing, measured from both sides of the outside rails (see Figure 6H-46).

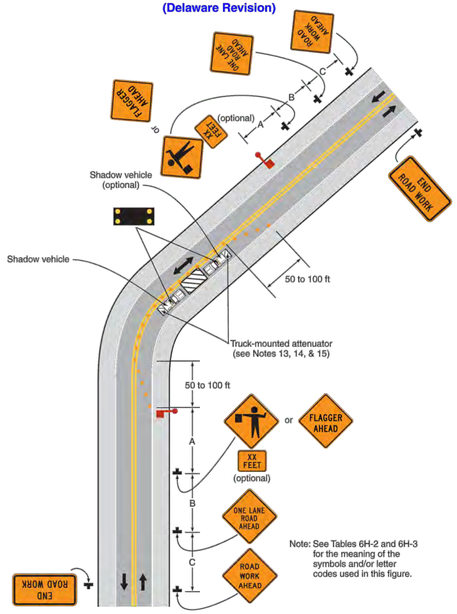
Standard:

13. For long-term, intermediate-term, and short-term operations, a truck-mounted attenuator shall be used on roadways with a posted speed limit or 85th-percentile speed greater than 40 mph.

Option:

14. For short duration operations along roadways with a posted speed limit or 85th-percentile speed greater than 40 mph, a truck-mounted attenuator may be omitted if a vehicle with activated high-intensity rotating, flashing, oscillating, or strobe lights is used.
15. Truck-mounted attenuators may be used for all operations along roadways with a posted speed limit or 85th-percentile speed less than or equal to 40 mph.

Figure 6H-10. Lane Closure on a Two-Lane Road Using Flaggers (TA-10)
(Delaware Revision)



Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

Typical Application 10

Table 6H-1. Index to Typical Applications (Sheet 2 of 2)
(Delaware Revision)

Typical Application Description	Typical Application Number		
	Two-Lane Conventional Road	Multi-Lane Conventional Road	Interstate, Freeway, or Expressway
Work Within the Traveled Way of an Interstate, Freeway, or Expressway (see Section 6G.14) – also applicable to other roadway types, as noted			
Rolling Road Blocks on a Limited Access Multi-Lane, Divided Highway	—	—	TA-35H
Lane Shift on a Multi-Lane, Divided Highway	—	TA-36	TA-36
Double Lane Closure on a Multi-Lane, Divided Highway	—	TA-37	TA-37
Interior Lane Closure on a Multi-Lane, Divided Highway	—	TA-37 or TA-38	TA-37 or TA-38
Median Crossover on a Multi-Lane, Divided Highway	—	TA-39	TA-39
Median Crossover for an Entrance Ramp	—	TA-40	TA-40
Median Crossover for an Exit Ramp	—	TA-41	TA-41
Work in the Vicinity of an Exit Ramp	—	TA-42	TA-42
Partial Exit Ramp Closure	—	TA-43	TA-43
Work in the Vicinity of an Entrance Ramp	—	TA-44	TA-44
Temporary Reversible Lane Using Movable Barriers	—	Not applicable in Delaware	Not applicable in Delaware
Work in the Vicinity of a Grade Crossing (see Section 6G.18)			
Work in the Vicinity of a Grade Crossing	TA-46	TA-33	—

Table 6H-2. Meaning of Symbols on Typical Application Diagrams
(Delaware Revision)

	Arrow board		Shadow vehicle
	Arrow board support or trailer (shown facing down)		Sign (shown facing left)
	Changeable message sign or support trailer		Surveyor
	Channelizing device		Temporary barrier
	Crash cushion		Temporary barrier with retroreflective enhanced conspicuity panel
	Direction of temporary traffic detour		Traffic or pedestrian signal
	Direction of traffic		Truck-mounted attenuator
	Flagger		Type 3 barricade
	High-level warning device (Flag tree)		Warning light
	Longitudinal channelizing device		Work space
	Luminaire		Work vehicle
	Pavement markings that should be removed for a long-term project		

Notes for Figure 6H-28—Typical Application 28
Sidewalk Detour or Diversion
(Delaware Revision)

Standard:

1. When crosswalks or other pedestrian facilities are closed or relocated, temporary facilities shall be detectable and shall include accessibility features consistent with the features present in the existing pedestrian facility.

2. Pedestrian detours along state-maintained roadways shall have a pedestrian detour plan approved by DelDOT Traffic.

Guidance:

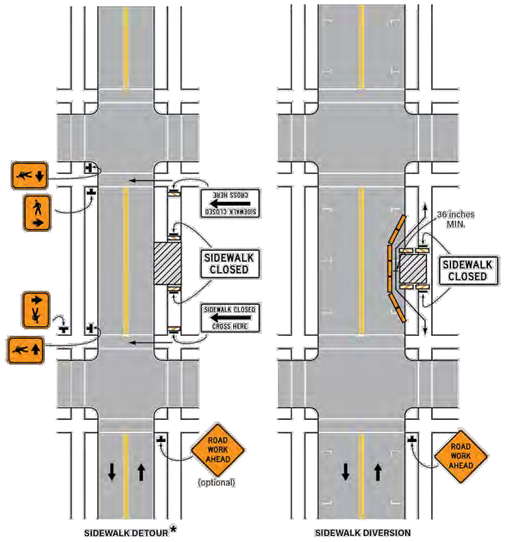
3. Where high speeds are anticipated, a temporary traffic barrier and, if necessary, a crash cushion should be used to separate the temporary sidewalks from vehicular traffic.

4. Audible information devices should be considered where midblock closings and changed crosswalk areas cause inadequate communication to be provided to pedestrians who have visual disabilities.

Option:

5. Street lighting may be considered.
6. If establishing or maintaining an alternate pedestrian route is not feasible during the project, an alternate means of providing for pedestrians may be used, such as adding free bus service around the project or assigning someone the responsibility to assist pedestrians with disabilities through the project limits.

Figure 6H-28. Sidewalk Detour or Diversion (TA-28)
(Delaware Revision)



Typical Application 28

Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

★ Preferred application on state-maintained roadways

Table 6H-3. Meaning of Letter Codes on Typical Application Diagrams
(Delaware Revision)

Road Type	Distance Between Signs**		
	A	B	C
Urban (low speed)*	100 feet	100 feet	100 feet
Urban (high speed)*	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Interstate / Expressway / Freeway	1,000 feet	1,640 feet	2,640 feet

* 40 mph or less is "low speed" and over 40 mph is "high speed" on state-maintained roadways.
** The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-46. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)

Table 6H-4. Formulas for Determining Taper Length
(Delaware Revision)

Speed (S)	Taper Length (L) in feet
40 mph or less	$L = \frac{WS^2}{60}$
More than 40 mph	L = WS

Where: L = taper length in feet
W = width of offset in feet
S = posted speed limit, or off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

OWNER/DEVELOPER:
CITY OF MILFORD
PUBLIC WORKS DEPARTMENT
180 VICKERS DRIVE
MILFORD, DE 19963
PH. (302) 422-1110

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ENGINEERS - PLANNERS - SURVEYORS
1352 MARROWS RD - SUITE 100 - NEWARK, DELAWARE 19711
PHONE: (302) 738-7519 - FAX: (302) 738-7905 - WWW.KCI.COM

REVISION | DATE

MOT DETAILS
MILFORD 2024 UTILITIES AND STREETS REHABILITATION PROJECT
MILFORD — SUSSEX COUNTY — DELAWARE

PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF DELAWARE.
LICENSE NO.: 13532 EXP. DATE: 6-30-24

DANIEL R. STRUNK LICENSE No. 13532 DELAWARE PROFESSIONAL ENGINEER

Drafting:	TJG	Check:	DS
Design:	RH	Check:	DS
SCALE:	AS NOTED		
DATE:	01-11-2024		
KCI JOB #:	131803632.21U		
SHEET:	C-1.15		

BY: Jeffrey Cox PRINTED: 1/12/2024 11:31 AM
LOCATION: C:\Users\www.jeffrey.cox@kci.com\d\131803_131803632.21U_C_Details.dwg

SECTION 00300

BID FORM

Proposal of Eastern States Construction Service, Inc. (hereafter called "BIDDER"), organized and existing under the laws of the State of Delaware doing business as a Corporation *(Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for **MILFORD 2024 UTILITIES AND STREETS REHAB, CONTRACT NO. 2023-EN/ST-002**, in strict accordance with the CONTRACT DOCUMENTS, within the time set forth herein, and at the prices stated below.

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

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT in accordance with a mutually agreed upon schedule and no later than 180 calender days. BIDDER further agrees to pay, as liquidated damages, an amount of **$500.00 PER CALENDAR DAY** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

#1

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

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

Milford 2024 Utilities and Streets Rehabilitation Project

Bid Form:

	Item No. & Description	Unit	Quantity	Unit Price	Total Price
1	Mobilization/Demobilization (Max 3% of Total Bid)	LS	1	$180,000.00	$180,000 -.00
2	Maintenance of Traffic	LS	1	$509,000.00	$ 509,000 -.00
3	Excavate Existing Water Service Connection at Main (test pit)	EA	184	$1,093.00	$ 201,112 -.00
4	Re-use Existing Corp. Stop, Furnish & Install New Water Service via Bore Method, including Backfill and Compact	LF	100	$55.00	$5,500 -.00
5	Furnish and Install New Service Tap, Including Tapping Saddle and Corp. Stop, and Abandon and/or Remove Existing Connection as Needed	EA	123	$1,020.00	$125,460 -.00
6	Connect to New Corp. Stop, Furnish & Install New Water Service via Bore Method, including Backfill and Compact	LF	2,124	$33.00	$70,092 -.00
7	Sewer Point Repair	LF	10	$500.00	$5,000 -.00
8	Replace Manhole Frame and Cover	EA	5	$1,980.00	$ 9,900 -.00
9	Cut and Cap Existing Water Main (Abandon Line)	EA	11	$1,320.00	$14,520 -.00

10	Cut and Cap Existing FH Water Main (Abandon Line)	EA	4	$1,570.00	$ 6,280 -.00
11	Connect Existing Hydrant to New Main and Remove Existing Connection (DIP)	LF	20	$107.00	$2,140 -.00
12	Abandon or Remove as Necessary Existing 8" Gravity Sewer	LF	2,110	$13.00	$27,430 -.00
13	Abandon or Remove as Necessary Existing 12" Gravity Sewer	LF	300	$18.00	$5,400 -.00
14	Abandon Existing Gravity Sewer Manhole	EA	7	$3,110.00	$21,770 -.00
15	Remove Existing Gravity Sewer Manhole	EA	1	$2,680.00	$2,680 -.00
16	Furnish and Install New 8" Gravity Sewer	LF	1,040	$150.00	$156,000 -.00
17	Abandon Gravity Sewer Lateral Connection and Install New Gravity Sewer Lateral Connection to New Gravity Sewer Main	LF	450	$134.00	$60,300 -.00
18	Furnish and Install New Gravity Sewer Manhole	EA	3	$8,435.00	$25,305 -.00
19	Furnish and Install 4" Water Main	LF	650	$100.00	$65,000 -.00
20	Furnish and Install 6" Water Main	LF	4,700	$105.00	$493,500 -.00
21	Furnish and Install 8" Water Main	LF	710	$120.00	$ 85,200 -.00
22	Abandon or Remove as Necessary Existing Water Main	LF	5,170	$5.00	$25,850 -.00
23	Relocate Existing Fire Hydrant	EA	2	$4,700.00	$ 9,400 -.00
24	Furnish and Install New Fire Hydrant	EA	1	$12,000.00	$12,000 -.00
25	Furnish and Install 4" Valve	EA	5	$2,000.00	$10,000 - .00
26	Furnish and Install 6" Valve	EA	11	$2,320.00	$25,520 -.00
27	Furnish and Install 8" Valve	EA	8	$3,330.00	$26,640 -.00
28	Replace Existing Valve and Box	EA	2	$5,800.00	$11,600 -.00
29	Remove Existing Valve Box / Bury Valve	EA	11	$750.00	$ 8,250 - .00
30	Furnish, Install & Compact Permanent and Temporary GABC, including Maintenance and Removal of Temporary GABC Prior to Asphalt Paving (15")	CY	1,980	$98.00	$194,040 -.00

31	Pavement Milling Operations (2")	SY	34,120	$2.30	$78,476 -00
32	Pavement Milling Operations (3")	SY	2,510	$3.70	$9,287 -00
33	Furnish & Install Hot Mix Asphalt Paving, Type "B" (3")	Ton	6,200	$115.50	$716,100 -00
34	Furnish and Install Hot Mix Asphalt Paving, Type "C" (2")	Ton	4,200	$123.50	$518,700 -.00
35	Remove & Replace Existing Concrete Curb	LF	1,500	$90.00	$135,000 -00
36	Remove & Replace Existing Concrete Sidewalk, Including Select Base	SF	800	$27.00	$21,600 -00
37	Install 5" Wide Permanent Roadway Striping	LF	70	$27.00	$1,890 -.00
38	Install Stop Bars	SF	300	$14.00	$4,200 -00
39	Install Crosswalk Striping	SF	720	$14.00	$ 10,080 - .00
40	Remove and Replace ADA Ramps to be Compliant	EA	80	$1,720.00	$137,600 -00
41	Install New Gate	EA	1	$3,200.00	$3,200 -.00
42	Furnish and Install Storm Drain Inlet	EA	10	$7,800.00	$78,000 -.00
43	Furnish and Install Storm Drain Piping	LF	160	$140.00	$22,400 -.00
				TOTAL BASE BID:	$4,131,422 - .00

CONTINGENT ITEMS (TO BE COMPLETED AT DIRECTION OF ENGINEER)					
	Item No. & Description	**Unit**	**Quantity**	**Unit Price**	**Total Price**
44	Re-Use Existing Corp. Stop, Furnish & Install New Water service via Open Cut Method, including Backfill and Compact	LF	100	$54.00	$5,400 -.00
45	Remove Existing Corp. Stop and Tapping Saddle, Re-Use Existing Tap and Furnish & Install New Tapping Saddle & Corp Stop	EA	184	$1,130.00	$207,920 -.00
46	Connect to New Corp. Stop, Furnish & Install New Water service via Open Cut Method, including Backfill and Compact	LF	100	$55.00	$5,500 -.00
47	Remove Existing Corp. Stop and Tapping Saddle, and Furnish & Install Full Circle Repair Clamp	EA	184	$700.00	$ 128,800 -.00
48	Furnish and Install New Service Tap, Including Tapping Saddle & Corp. Stop	EA	184	$1,130.00	$ 207,920 -.00
49	Remove Existing Meter Pit Assembly	EA	307	$489.00	$ 150,123 -.00
50	Furnish & Install New Meter Pit Assembly	EA	307	$1,920.00	$589,440 -.00
51	Furnish & Install Blank in Existing Meter Pit	EA	307	$154.00	$47,278 -.00
52	Remove & Replace Existing Curb Box and Curb Stop	EA	307	$1,084.00	$332,788 -.00
53	Undercut, Furnish, Install & Compact GABC (#57 Stone)	CY	50	$116.00	$ 5,800 -.00
54	Undercut, Furnish, Install & Compact Select Fill	CY	50	$96.00	$ 4,800 -.00
55	Hot Mix Patching (6" Depth)	SY	250	$45.00	$ 11,250 -.00
56	Hot Mix Patching (12" Depth)	SY	100	$84.00	$ 8,400 -.00
57	Furnish & Install "Cold Patch" Temporary Pavement, including Maintenance and Removal of "Cold Patch" Prior to Permanent Asphalt Paving	SF	200	$28.00	$ 5,600 -.00
58	Furnish & Install C-900, DR 18, PVC Water Main	LF	150	$120.00	$18,000 -.00

59	Test Pitting, Including Temporary Restoration	CY	600	$104.00	$62,400 -.00
60	Secure Modified Proctor Tests	EA	10	$124.00	$1,240 -.00
61	Secure Field Density Tests	EA	10	$124.00	$1,240 -.00
62	Furnish and Install New Curb	LF	1,700	$82.00	$139,400 -.00
63	Furnish and Install New Sidewalk	SF	3,000	$13.00	$39,000 -.00
64	Adjust Broken Valve/Manhole Lids	EA	10	$1,200.00	$12,000 -.00
65	Repair Catch Basins	EA	10	$1,800.00	$18,000 -.00
66	DelDOT Concrete Collars (Manholes)	EA	42	$1,400.00	$58,800 -.00
67	DelDOT Concrete Collars (Valves)	EA	61	$730.00	$44,530 -.00
				TOTAL CONTINGENT BID:	$2,105,629.00
				TOTAL BID:	$6,237,051.00

SUBCONTRACTOR and SUPPLIER LIST

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

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1.	Sanitary	Eastern States Construction Service, Inc.	Wilmington, DE	N
2.	Water	Eastern States Construction Service, Inc.	Wilmington, DE	N
3.	Storm	Eastern States Construction Service, Inc.	Wilmington, DE	N
4.	Paving	Eastern States Construction Service, Inc.	Wilmington, DE	N
5.				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1.	Pipe and Fitting	Core & Main	Milton, DE	N
2.	Pipe and Fitting	Ferguson Wateworks	Wilmington, DE	N
3.	Asphalt	Tri County Materials	Dover DE	N
4.				
5.				

BIDDER Please Note:

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

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

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of **one-hundred twenty (120) days** after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT, attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required by the INFORMATION FOR BIDDER.

The BID security attached in the sum of $ 623,705.10 , representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:

/ Terence T. Gleason
Signature

03/01/2024
Date

Vice President
Title

702 First State Street
Address

1989022813
License Number (If applicable)

Wilmington, DE 19804
Address (cont'd)

EASTERN STATES CONSTRUCTION SERVICE, INC. CORPORATE SEAL 1983 DELAWARE
Seal – (if bid is by a corporation)

END OF SECTION

SECTION 00370

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the Undersigned,

Eastern States Construction Service, Inc.,

as PRINCIPAL, and

Travelers Casualty and Surety Company of America

_, as SURETY, are hereby held and firmly bound unto the City of Milford, as OWNER, the penal sum of

10% of total amount bid, ($

_____) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 1st day of March, 2024.

The condition of the above obligation is such that whereas the PRINCIPAL has submitted to the City of Milford a certain BID, attached hereto and hereby made a part hereof to enter into a CONTRACT in writing, for the **MILFORD 2024 UTILITIES AND STREETS REHABILITATION, CONTRACT NO. 2023-EN/ST-002**.

NOW, THEREFORE,

A. If said BID shall be rejected, or

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

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

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

Eastern States Construction Service, Inc.

_____ (L.S.)

Principal Terence T. Gleason, Vice President

EASTERN STATES CONSTRUCTION SERVICE, INC. CORPORATE SEAL 1983 DELAWARE

Travelers Casualty and Surety Company of America

Surety

By: _____

Gina M. Semonelle, Attorney-in-Fact

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

END OF SECTION

CONSENT OF SURETY

We, the undersigned surety, Travelers Casualty and Surety Company of America

a corporation organized and existing under the State of Connecticut
are hereby authorized to do business in the State of Delaware
do hereby consent and agree with City of Milford

that if the foregoing proposal of Eastern States Construction Service, Inc.

for Milford 2024 Utilities and Streets Rehabilitation
Contract No. 2023-EN/ST-002

be accepted and the contract timely awarded and executed by the Obligee and Principal, that we will, as surety, upon its being so awarded and entered into, become surety for the said project in the sum not to exceed 100% for the faithful performance of said contract.

Signed and dated: March 1, 2024

Travelers Casualty and Surety Company of America
(Surety)

Gina M. Semonelle
Attorney-in-Fact

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **GINA M SEMONELLE** of **WILMINGTON**, **Delaware**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **1st** day of **March**, **2024**.

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

SECTION 00530

AGREEMENT

THIS AGREEMENT, made this 6th day of March, 2024, by and between the City of Milford, hereinafter called "OWNER", and Eastern States Construction Service Inc. , doing business as Eastern States Construction Service Inc. , hereinafter called "Contractor".

WITNESSETH; that for and in consideration of the payments and agreements herein after mentioned:

A. The CONTRACTOR will commence and complete the **MILFORD 2024 UTILITIES AND STREETS REHABILITATION, CONTRACT NO. 2023-EN/ST-002.**

B. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and any other services necessary for the construction and completion of the PROJECT described herein.

C. The CONTRACTOR will commence the WORK required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete all work within in accordance with the attached schedule.

D. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of $6,237,051, or as shown in the BID schedule.

E. The term " CONTRACT DOCUMENTS " means and includes the following:

1. INVITATION TO BIDDERS
2. INFORMATION FOR BIDDERS
3. BID FORM
4. BID BOND
5. AGREEMENT
6. NOTICE OF AWARD
7. NOTICE TO PROCEED
8. PAYMENT BOND
9. PERFORMANCE BOND
10. GENERAL CONDITIONS
11. CHANGE ORDER
12. INSURANCE CERTIFICATES
13. DRAWINGS PREPARED BY THE CITY OF MILFORD
14. SPECIFICATIONS PREPARED OR ISSUED BY THE CITY OF MILFORD
15. APPENDICES
16. ADDENDA
17. PROPOSED SCHEDULE (ATTACHED)

F. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

G. This Agreement shall be bonding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized official, this Agreement in three (3) copies, each of which shall be deemed an original on the date first above written.

OWNER:

City of Milford

BY: _____

NAME: *Arthur J. Campbell*
(Please Type)

(SEAL) TITLE: _____

ATTEST: _____

NAME: _____
(Please Type)

TITLE: _____

CONTRACTOR:

_____

BY: _____

NAME: _____
(Please Type)

TITLE: _____

(SEAL) ADDRESS: _____

_____

EMPLOYER IDENTIFICATION NUMBER: _____

ATTEST: _____

NAME: _____
(Please Type)

TITLE: _____

END OF SECTION

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

Date: March 11, 2024

To: Mayor and City Council

Through: Mark Whitfield, City Manager

From: James Puddicombe, City Engineer

Re: Washington Street Pump Station Retrofit Design

The Public Works Department worked with the Electric Department to determine that the Washington Street Pump Station has an existing environmental hazard that has resulted in the degradation of the existing controls and creates a health risk to employees within the facility. A third-party engineer and environmental health specialist were consulted to evaluate the station and it was determined that the existing facility will need to be retrofit to meet current standards and bring the air filtration equipment up to modern standards. In addition, the electrical and SCADA control cabinets need to be removed from the environment to prevent additional damage or potential failure of the station. This project was approved in the FY24 Budget as referenced in the Capital Improvement Plan (CIP) on line 100 totaling $200,000 to be funded with sewer fund reserves. A location map is below for reference.

KCI Engineering provided the attached scope of work to provide design services which would include separation of the dry well from the wet well, HVAC improvements and removing the electronics from the building. This contract would allow KCI to complete construction design to allow for the construction of the necessary improvements at the Pump Station. The total cost of the contract is $99,000 which is proposed to be funded with sewer fund reserves as budgeted.

<u>Recommendation:</u> Staff recommends Council authorize the Mayor to execute the contract with KCI Engineering for the design of the Washington Street Pump Station Retrofit in the amount of $99,000 funded with sewer reserves.



KCI TECHNOLOGIES, INC.
TASK ORDER AUTHORIZATION

Washington Street Pump Station

December 28, 2023
KCI Project No. *131803632*

The purpose of this form is to obtain your authorization for the work verbally requested and to confirm the terms under which these services will be provided. KCI Technologies, Inc. is pleased to provide the services described below as an amendment to the contract previously executed, dated *May 24, 2018,* for the Project called *City of Milford On Call Services* located in *Milford, Delaware*.

Invoices to: *City of Milford*
Attention: *Mr. Steve Ellingsworth*
180 Vickers Drive
Milford, DE 19963

KCI Technologies, Inc. ("KCI") is pleased to submit this professional services proposal (the "Proposal") to The City of Milford ("Client" or "City") for the services (the "Services") described in the Scope of Services section of this Proposal. The Proposal shall be valid for a period of thirty (30) business days from the date above. Acceptance and execution thereafter shall be conditioned on KCI's reaffirmation of the Proposal.

BACKGROUND

The Washington Street PS has historically experienced significant odor and corrosion issues as reported by City staff. KCI was requested to perform an initial evaluation of the facility and make recommendations regarding health, safety, and sustainability of the facility. KCI provided a summary of our findings and recommendations in a letter report dated June 22, 2023. The report recommended constructing a new building adjacent to the pump station and relocating the electrical and controls equipment to that structure. In addition, improvements to the existing building to isolate the gases from the wet well away from the dry-pit and personnel access points. The following scope of services is based on that report and discussions with the City.

SCOPE OF SERVICES

This Proposal is limited exclusively to the Services described below. Anything not expressly described shall be considered excluded from the Services. Any modifications to the Services made after execution of this Proposal will be Additional Services unless otherwise agreed to in writing by both parties.

Mechanical

Scope is based on the Technical Memorandum previously sent to the City, dated June 22, 2023. Scope includes providing a separate electrical control building with new HVAC systems,

modifying the existing station structure to isolate the dry well from the wet well, and replacing existing HVAC equipment and ductwork with NFPA 820 compliant systems. Existing building systems will include new odor control. Relocation of portions of compressed air piping will be needed to allow installation of a divider wall. Services will include preparation of drawings, specifications, and cost estimates related to mechanical systems (HVAC) for the proposed improvements. KCI will produce these deliverables for the 50% and 100% milestone submissions.

- KCI will develop HVAC systems layouts for the proposed Electrical/Control Building and the existing structure. All HVAC items within the buildings will be new and adhere to City of Milford Pump Station Design Standards.
- KCI will coordinate mechanical systems with other disciplines.
- KCI will provide mechanical building plans and sections, details and schedules to convey mechanical work efforts for the contractor.

Electrical

Scope will include items such as the location of electrical/control equipment, connection of wet well/dry well spaces, and ventilation systems. Services will include preparation of drawings, specifications, and cost estimates related to electrical, instrumentation, and controls for the proposed improvements. KCI will produce these deliverables for the 50% and 100% milestone submissions.

- KCI will develop an equipment layout for the proposed Electrical/Control Building recommended in the memo. All devices within the building will be new and adhere to City of Milford Pump Station Design Standards. KCI will determine the appropriate power design for the new equipment by coordinating with the power utility and coordinating with City's preferred equipment vendors. Coordination will also be required for the station's standby power source coming from another City owned facility. KCI will design the staged removal and connection of power sources to minimize station shutdown times.
- KCI will coordinate with preferred equipment vendors regarding field mounted instruments that are required as well as a new control system. Using City supplied information, KCI will coordinate SCADA alarms. KCI will develop controls for proposed HVAC systems under this project.
- KCI will provide site plans, building plans, lighting selections, connection diagrams, and details to convey electrical and control work efforts for the contractor.

Structural/Electrical

Based on the mechanical and electrical design listed above, KCI will provide structural and architectural design associated with the new building and modifications to the exiting structure. The new building is anticipated to be constructed of brick and block, with an elevated floor and exterior access stairs due to floodplain concerns.

Survey/Site Layout/Permitting:

KCI will perform a field survey to establish existing topography and site features for base plan use. No property boundary or deed research will be performed. Based on the proposed scope of work, we assume no stormwater management will be required and a standard E&S plan will be sufficient for a disturbance of less than 5,000 SF. As no changes to the pump station capacity are proposed, no DNREC Wastewater Construction permit is required. No City of Milford land use approvals are anticipated.

Project Management

KCI will provide overall project management services including progress updates, two (2) review meetings at critical submittals, budget and scheduling monitoring, etc.

ASSUMPTIONS, EXCLUSIONS, AND CAVEATS

The following assumptions have been made:

1. Items not specifically mentioned above are excluded.
2. Direct expenses assume one (1) visit to the site.
3. Public meetings are excluded.
4. No bid phase or construction phase services are included.

FEES AND PAYMENTS

The total estimated fee, including labor and direct costs to provide the above scope as defined is **$99,000.00.** Billing will be Time & Material based on the already approved Schedule of Rates.

The following provides an estimate of the fees by discipline:

Mechanical Design	$31,000
Electrical and Instrumentation Design	$30,000
Architectural and Structural Design	$10,000
Survey/Site Layout/Permitting	$18,000
Project Management	$10,000

DIRECT EXPENSES AND CHARGES

In addition to the above fees, Client shall also pay KCI the following expenses and charges:

1. Cost for fees associated with the filing of applications and permits and for reproductions and prints, special mailings and courier fees as requested or required in KCI's normal performance of the Services.

2. KCI Current Mileage Rate (IRS guidelines) per mile for all automobile mileage associated with KCI's normal performance of the Services.

Based upon currently available information, KCI estimates that the fees for the Direct Expenses and Charges associated with the performance of the Work stated in the Scope of Services above will be **$550.00.**

ADDITIONAL SERVICES

Experience indicates that certain additional services ("Additional Services") may be appropriate, required, or necessary that KCI cannot presently determine or estimate. For this reason, the fee for Additional Services is not included in the "Fees and Payments" section of this Proposal. Further, the performance of these Additional Services is not included in the Scope of Services unless expressly described in that section of this Proposal.

FEES AND PAYMENTS FOR ADDITIONAL SERVICES

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Task Order Authorization (TOA):

If this TOA is satisfactory, acceptable and fully sets forth the terms of our understanding, please sign the Acceptance and return a copy to KCI's office. This TOA shall be deemed an ADDENDUM to the Contract previously executed between the parties hereto dated March 24, 2018, and all the terms and conditions set forth in the originating aforementioned contract are hereby by reference thereto. The 2024 rate schedule is attached to this TOA.

KCI welcomes the opportunity to serve the City and looks forward to working on this project. The Project Manager to be assigned to the Work is Daniel R. String, P.E. and his telephone number is (302) 448-9905.

Prepared by: _____

Daniel R. String, PE
Practice Leader / Sr. Project Manager

Work Authorized by:

_____

City of Milford

2024 Hourly Rate Schedule

City of Milford

Job Description	Hourly Rate
Sr. Project Manager	$ 180.00
Project Manager	$ 171.00
Sr. Project Engineer	$ 157.00
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Design Supervisor	$ 131.00
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Planning Manager	$ 170.00

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Mileage ($/mile)	@ IRS Rate	
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11 x 17 Color	$	0.79

*Night work and weekend work may result in higher rates

*Billing Rates are subject to increase annually on January 1st

*Specialty classifications may be added for specific tasks.

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

Date: March 11, 2024

To: Mayor and City Council

Through: Mark Whitfield, City Manager

From: James Puddicombe, City Engineer

Re: SE 2nd Street Pump Station Relocation Design

The Sewer department identified the SE 2nd Street Pump Station as a hazard to employees and residents due to the current location within the roadway. In addition, the pump station is beginning to exhibit control problems and other issues which need to be addressed. This project will review the sizing of the current pump station and the location as well as explore alternatives to the pump station and the potential to remove it or replace it in a new location.

The City received the attached design contract from KCI Engineering to provide design services to relocate the SE 2nd Street Pump Station with a proposed cost of $79,500, which is available in sewer fund reserves carried forward from the FY23 Capital Budget. The current Capital Improvement Plan (CIP) line item 94 reflects the FY23 carryforward and the FY24 plan combining for $800,000 scheduled funding for this project with an additional $1,500,000 in the out years to complete the construction of the improvements. A location map is shown below for reference.

<u>Recommendation:</u> Staff recommends Council authorize the Mayor to execute the contract with KCI Engineering for the design of the SE 2nd Street Pump Station Relocation in the amount of $79,500 funded through sewer fund reserves.





KCI TECHNOLOGIES, INC.
TASK ORDER AUTHORIZATION

2nd Street Pump Station Relocation

February 21, 2024
KCI Project No. *131803632*

The purpose of this form is to obtain your authorization for the work verbally requested and to confirm the terms under which these services will be provided. KCI Technologies, Inc. is pleased to provide the services described below as an amendment to the contract previously executed, dated *May 24, 2018,* for the Project called *City of Milford On Call Services* located in *Milford, Delaware*.

Invoices to: *City of Milford*
Attention: *Mr. Rob Pierce*
180 Vickers Drive
Milford, DE 19963

KCI Technologies, Inc. ("KCI") is pleased to submit this professional services proposal (the "Proposal") to The City of Milford ("Client" or "City") for the services (the "Services") described in the Scope of Services section of this Proposal. The Proposal shall be valid for a period of thirty (30) business days from the date above. Acceptance and execution thereafter shall be conditioned on KCI's reaffirmation of the Proposal.

BACKGROUND

The City requested KCI to provide professional engineering services to design a new wastewater pump station to replace the existing 2nd Street PS at a new location. Based on discussions with the City, the existing capacity of the pump station is sufficient, but the location and condition are not satisfactory. The City is currently evaluating potential locations for the new pump station. For the purposes of this proposal, KCI assumes the new pump station will be located adjacent to the existing or on a new parcel east of S. Rehoboth Boulevard. This scope of work is for the pump station design only and specifically excludes offsite sewer modifications, which can be provided for an additional cost if needed. The following scope of services is based on discussions with the City.

SCOPE OF SERVICES

This Proposal is limited exclusively to the Services described below. Anything not expressly described shall be considered excluded from the Services. Any modifications to the Services made after execution of this Proposal will be Additional Services unless otherwise agreed to in writing by both parties.

Design Services to be provided will be based on the information provided by the City and in accordance with our discussions with the City staff regarding standard pump station design. The

pump station is proposed to be a typical wetwell submersible style with a free-standing electrical/controls enclosure. No building is proposed. Design tasks will include the following:

- Review of proposed capacity requirements for the 2nd Street collection area.
- Sizing of wetwell, pumps, and forcemain for discharge to the City's collection system.
- Site layout including gravity discharge, wetwell, valve vault, driveway, security fencing, electrical/control cabinet, ventilation, bypass connections, and forcemain within the pump station facility (offsite FM routing drawings excluded).
- Electrical and Controls design will be coordinated with City of Milford staff. Design shall include locations for electrical meter, transformer, etc. for permitting and bidding purposes.
- Wetwell is assumed to be precast concrete construction.
- KCI will perform a field survey to establish existing topography and site features for base plan use. No property boundary or deed research will be performed. Based on the proposed scope of work, we assume no stormwater management will be required and a standard E&S plan will be sufficient for a disturbance of less than 5,000 SF.
- KCI will provide overall project management services including progress updates, two (2) review meetings at critical submittals, budget and scheduling monitoring, etc.
- Geotechnical subsurface investigation is specifically excluded at this time. KCI can assist the City to obtain proposals from qualified vendors when appropriate.

KCI will submit progressive design submission packages to Client for review and comment. KCI is proposing the following submission packages with a description of efforts to be included with each.

<u>60% Design Submission</u>

- KCI to host kickoff meeting to address any concerns or preferences from the City regarding the scoped upgrades.
- Development of proposed pump station capacity demands and basis of design for review by the City.
- Design of pump station wetwell, pumps, and forcemain based on the design criteria.
- Development of drawings to show existing conditions and new work required to incorporate items listed above.
- Development of project specifications Table of Contents, Technical Specifications, Appendices, and Client standard documents as required.
- Review meeting with Client to discuss comments on submission.

<u>90% Design Submission</u>

- Continued development of drawings to show more details and address Client comments from previous submission.
- Development of project specifications and bid documents based on direction from the City.
- Submission of documents to permitting agencies.
- QA/QC of documents prior to submitting to Client for review.
- Review meeting with Client to discuss comments on submission.

Final Documents Design Submission

- Final development of drawings to address permit comments as well as Client comments from previous submission. Drawings to be signed and sealed at this stage.
- Final development of project specifications.
- Resubmission of documents to permitting agencies as needed.
- QA/QC of documents prior to submitting to Client for review.

ASSUMPTIONS, EXCLUSIONS, AND CAVEATS

The following assumptions have been made:

1. Items not specifically mentioned above are excluded.
2. Public meetings are excluded.
3. No bid phase or construction phase services are included.
4. No subsurface utility location activities are included.

FEES AND PAYMENTS

The total estimated fee, including labor and direct costs to provide the above scope as defined is **$79,500.00.** Billing will be Time & Material based on the 2024 Schedule of Rates.

The following provides an estimate of the fees by discipline:

Pump Station Design	$36,500.00
Electrical and Instrumentation Design	$25,000.00
Survey/Site Layout/Permitting	$18,000.00

DIRECT EXPENSES AND CHARGES

In addition to the above fees, Client shall also pay KCI the following expenses and charges:

1. Cost for fees associated with the filing of applications and permits and for reproductions and prints, special mailings and courier fees as requested or required in KCI's normal performance of the Services.

2. KCI Current Mileage Rate (IRS guidelines) per mile for all automobile mileage associated with KCI's normal performance of the Services.

Based upon currently available information, KCI estimates that the fees for the Direct Expenses and Charges associated with the performance of the Work stated in the Scope of Services above will be **$550.00.**

ADDITIONAL SERVICES

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Practice Leader / Sr. Project Manager

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City of Milford

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OFFICE OF THE MAYOR
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

Arthur J. Campbell, MAYOR
City Hall 302.422.1111
Fax 302.424.3558
Mayor@milford-de.gov

March 11, 2024

The Honorable Peter Buttigieg
Secretary, U.S. Department of Transportation
1200 New Jersey Ave., S.E.
Washington, D.C. 20590

Dear Secretary Buttigieg,

The purpose of this letter is to express strong support for the 2024 Bridge Investment Program (BIP) Grant application by the Delaware Department of Transportation for the Cedar Creek Bridge Replacement Project in Slaughter Beach, Sussex County, Delaware.

This grant application supports the full replacement of Bridge 3-164 on SR36 Cedar Beach Road. The bridge carries Cedar Beach Road over Cedar Creek and is the primary route into and out of Slaughter Beach from the north. The creek serves as a key link for boats accessing the Delaware Bay which makes this structure DelDOT's most frequently operated movable bridge.

The existing bridge is a swing span bridge which pivots horizontally into a position parallel with the channel to allow boats to pass through the channel. The mechanical components that operate this bridge are located beneath the structure. During high water events, which are happening at an increasing frequency, the mechanical components are submerged in the salt water, putting them at higher risk of failure. Mechanical malfunctions have required the bridge to close for extended periods of time over the last decade, and these closures are expected to increase if the bridge is not replaced. DelDOT is seeking funding to replace the structure with a movable bridge that provides the operating components above the flood elevation to maintain access for vehicle traffic along Cedar Beach Road and boat access along Cedar Creek.

We support DelDOT's efforts to upgrade the infrastructure and provide a more resilient transportation asset for the Slaughter Beach community and greater Milford area. The replacement of the bridge will improve safety and reliability of the movement of people and freight between the City of Milford and the Town of Slaughter Beach.

DelDOT is requesting federal funding to supplement planned state funding to reconstruct the bridge and improve the approaches to ensure safe travel and maintain commerce in the Sussex County area. Thank you for your consideration of the Cedar Creek Bridge Replacement Project for an FY 2024 BIP Grant Award. If you have any questions, I can be contacted at MayorCampbell@milford-de.gov or 302-422-1111.

Sincerely,

Arthur J. Campbell
Mayor

CITY OF MILFORD

NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, March 19, 2024 @ 6:00 p.m.
City Council Hearing: Monday, March 25, 2024 @ 6:00 p.m.

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

ORDINANCE 2024-04

Application of Milford Corporate Center on behalf of City of Milford
for a Final Major Subdivision
182 +/- acres of land located at the northwest corner
of Milford-Harrington Highway and Canterbury
Comprehensive Plan Designation: Industrial, Commercial
Zoning District: I-1 (Limited Industrial), BP (Business Park)
Present use: Vacant Proposed Use: Industrial Park
Tax Parcel: MD-16-173.00-01-01.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for the Final Major Subdivision; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on March 19, 2024, whereby public comment will be taken and a recommendation will be made; and

WHEREAS, Milford City Council will hold a Public Hearing on March 25, 2024 to make a final determination following further review and additional public comment of the ordinance.

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

In accordance with Chapter 200 of the City of Milford Code, the City Council hereby finds and determines, as follows:

Section 1. The Final Major Subdivision Plan of Milford Corporate Center is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Milford Corporate Center.

Section 2. The Final Major Subdivision Plan is in conformity with public convenience, general welfare and good land use practice.

Section 3. The Final Major Subdivision Plan will not be detrimental to the public health, safety and general welfare of this community.

Section 4. The Final Major Subdivision Plan will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.

Section 5. Dates.
City Council Introduction: March 11, 2024
Planning Commission Review & Public Hearing: March 19, 2024
City Council Public Hearing: March 25, 2024
Effective: Ten Days following Adoption

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

Published: *Delaware State News 02/28/2024*

CITY OF MILFORD

NOTICE OF PUBLIC HEARINGS
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ORDINANCE 2024-05

Application of Red Cedar Farms for a Final Major Subdivision
101.42 +/- acres of land located along the
east side of Bucks Road north of Cedar Neck Road
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)
Present use: Vacant Proposed Use: Single-family Detached
Dwelling Subdivision
Tax Parcel: 3-30-11.00-068

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for the Final Major Subdivision; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on March 19, 2024, whereby public comment will be taken and a recommendation will be made; and

WHEREAS, Milford City Council will hold a Public Hearing on March 25, 2024 to make a final determination following further review and additional public comment of the ordinance.

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

In accordance with Chapter 200 of the City of Milford Code, the City Council hereby finds and determines, as follows:

Section 1. The Final Major Subdivision Plan of Red Cedar Farms is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Red Cedar Farms Project.

Section 2. The Final Major Subdivision Plan is in conformity with public convenience, general welfare and good land use practice.

Section 3. The Final Major Subdivision Plan will not be detrimental to the public health, safety and general welfare of this community.

Section 4. The Final Major Subdivision Plan will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.

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Published: *Delaware State News 02/28/2024*

THE CITY of Milford DELAWARE

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