

CITY OF MILFORD
COUNCIL MEETING MINUTES
May 13, 2024

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, May 13, 2024.

PRESIDING: Mayor F. Todd Culotta

IN ATTENDANCE: Councilmembers Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Nirmala Samaroo, and Jason James Sr.,

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Katrina Wilson

The Public Comment Period commenced at 6:00 p.m. after which Solicitor Rutt read the public comment rules into record.

Archie Campbell of 6 Little Pond Drive told Council that people have been talking about what the city should be working and doing. They do not live in the city. The constituents of Milford said they wanted a park in the survey. The industrial park will bring 800 to 1,200 jobs and he said they must push it. The people that have said things about streets we need a park for the kids.

Kim Wills of 8061 Shawnee Road pointed out she is one of those people that live outside of city limits. Since she last spoke, one area has been evacuated and the fence is up, though the homeless are pulling the tarps back over to the fence and trying to live there. There are presently tents along Walgreen on the outside of the fence now. Walmart is being reinfested and there is a need to get them moved again. An ambulance was there today for a lady that was released from one of the drug rehabs on Friday and today she is in the back of the ambulance. She admitted to Ms. Wills on Friday that she was trying the heroin that is in Milford. There is a need to work with the rehabs to prevent them from putting them onto the streets because that is where a lot of homeless people in Milford come in. A burglary recently occurred, and people are again living inside the old fire house even though there is a lot of money being invested in that property. And the businesses are discouraged by the impact of the homeless, plus there is money being spent on employees checking those areas. The homeless are getting free stuff from various agencies but still stealing from our businesses. She also noted that the previous mayor never made a committee to work on this problem and she asked that be taken care of soon to help the homeless and agency resources. The ten that area let have been here for many years and it will be difficult to get them up and moving.

Trish Marvel of 6525 Shawnee Road, Milford, feels there is a differentiation between the homeless, the library, the middle of town versus the population that Ms. Wills is talking about which is in the tents. There is a lot of drug activity in those tent areas. She uses the 80/20 rule and believes it may be more 90/10. But there is a small percentage of people that are on drugs and are causing the collateral damages that the businesses are feeling. She is aware of a child that stepped on a needle and this type of thing is associated with a very small group. They know for a fact that drugs are being sold there, used there, and her opinion is there are three common denominators that are associated. Brandywine is one and she is unsure they are effective with their services. She thinks they enable. She also wants to say that MAH was also enabling because they were encouraging them to live in the woods that are private property. She also feels the drug addicts are also accountable for this. She thinks they can manage some that were able to use state and federal facilities. But that small number of less than ten, is probably where the focus needs to be in terms of forcing the law because they are trespassing and for drugs. Brandywine had drugs in their facility a week ago when someone overdosed and there were a lot of drugs on that person's body. She is asking that attention needs to be paid to Brandywine and the \$50,000 that MAH got from the city needs to be looked at. They are asking the city to focus on some of the components and hopefully that will help minimize some of the things being stolen like the ceiling. She said it was talked about putting in another park and she asked if there is a need for a park that has safe places for children or just parks. Take all that into consideration.

No other persons were signed up and the public comment period concluded.

CALL TO ORDER

Mayor Culotta commenced the meeting at 6:10 p.m.

OATH OF OFFICE

The Honorable Noel Eason Primos, Judge of the Superior Court of Delaware, then administered the Oath of Office to newly appointed Nadia Zychal in as Council Representative of the 2nd Ward, to complete the term of former 2nd Ward Councilmember Culotta who was elected to the Office of Mayor on April 27, 2024.

Councilwoman Zychal's term will end in May 2025, though she has the option to run for her own two-year term and if successful in that election, would begin on the same date.

She was accompanied by her husband Craig.

INVOCATION AND PLEDGE

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

ROLL CALL

Mayor Culotta noted the only member absent was Councilwoman Wilson.

APPROVAL OF PREVIOUS MINUTES

Councilman James moved to approve the Council Minutes of the January 22, 2024 Finance & Audit Committee, Council Meeting, February 21, 2024 Special Council Meeting, and the March 25, 2024 Economic Development and Code Enforcement Committee and Council Meeting, seconded by Councilmember Samaroo. Motion carried.

RECOGNITION

Mayor Culotta acknowledged the following proclamations.

Members of the United States Coast Guard Auxiliary were in attendance and presented with the following proclamation ready by IT Director Bill Pettigrew who encouraged those in attendance to participate in his photo op to follow.

PROCLAMATION 2024-03
National Safe Boating Week
May 18-24, 2024

Whereas, For over 100 million Americans, boating continues to be a popular recreational activity.

Whereas, From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling, and fishing.

Whereas, During National Safe Boating Week, the U.S. Coast Guard, and the National Safe Boating Council, along with federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

Whereas, Beginning with preparation, the Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 75 percent of boating fatalities.

Whereas, Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

Whereas, National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

Whereas, on average, 650 people die each year in boating-related accidents in the U.S.; 75 percent of these are fatalities caused by drowning; and

Whereas, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

Whereas, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

Therefore, I, F. Todd Culotta, do hereby support the goals of the Safe Boating Campaign and PROCLAIM MAY 18-24, 2024 as NATIONAL SAFE BOATING WEEK in the CITY OF MILFORD by starting a year-round effort to promote safe boating and ask that our residents practice safe boating habits by always wearing a life jacket while boating.

Public Works Director Willis Shafer read the following proclamation into record:

PROCLAMATION 2024-09
National Public Works Week
May 19–25, 2024
“Advancing Quality of Life For All”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Milford, Delaware; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Milford to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now.

NOW, THEREFORE, BE IT RESOLVED, I, F. Todd Culotta, Mayor of the City of Milford, do hereby designate the week May 19–25, 2024, as National Public Works Week, and urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

HR Director Jamesha Williams read the following proclamation into record:

PROCLAMATION 2024-10
Children’s Mental Health Week

Whereas, addressing the complex mental health needs of children, youth, and families today is fundamental to the future of this community;

Whereas, the need for comprehensive, coordinated mental health services for children, youth, young adults, and families places upon our community a critical responsibility;

Whereas, since the recent pandemic, children have faced increased stress due to changes, fear and uncertainty caused by illness and isolation at rates never before seen;

Whereas, the Centers for Disease Control and Prevention reports that more than 20 percent of youth have a diagnosed mental health disorder in the United States;

Whereas, the average age of early signs of mental illness is 14, when most students are entering high school;

Whereas, the number of children ages 6 to 12 who visited children's hospitals for suicidal thoughts or self-harm has more than doubled since 2016, according to the Children's Hospital Association;

Whereas, studies show that educating school staff, students and parents in the signs and symptoms of mental illness is key to both early intervention and dismantling the stigma surrounding health.; and

Whereas, it is appropriate that a week should be set apart each year for the direction of our thoughts toward our children's mental health and well-being.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim the week of May 5 to 11, 2024 as Children's Mental Health Awareness Week and urge our citizens and all agencies and organizations interested in meeting every child's mental health needs to unite during that week in the observance of such exercises as will acquaint the people of the City of Milford with the fundamental necessity of a year-round program for children, youth, and young adults with mental health or substance use disorders and their families.

Mayor Culotta added comments about the growth of economic development in Milford.

City Manager read an abbreviated version of below proclamation:

PROCLAMATION 2024-11
Economic Development Week May 6-10, 2024

WHEREAS, economic development is a process that is supported by the collaborations between economic development professionals and local government leadership to promote a shared vision for developing resilient communities; and

WHEREAS, economic developers work with industries, brokers, educators, and other key allies to foster an effective business climate and meet the increasingly critical need for a skilled and competitive workforce; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, the economic development entities throughout Delaware work to strengthen our state's economy by unifying organizations involved in economic development, fostering the exchange of ideas, insights, and best practices for economic developers; and

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim May 6 to 10, 2024 as "National Economic Development Week" in our community and recognize the contributions of our affiliates Downtown Milford, Incorporated and the Chamber of Commerce for Greater Milford, and remind community members and business persons of the importance of this community celebration that supports expanding career opportunities and improving the quality of life.

The City Manager made a couple comments about Mayor Culotta's declaration of Emergency Medical Services Week:

PROCLAMATION 2024-13
Emergency Medical Services Week

WHEREAS, Emergency Medical Services (EMS) Week is the time to honor the entire EMS profession and its importance in protecting the safety and health of our citizens.

WHEREAS, Our Community's EMS Professionals serve in a broad range of roles, from providing highly skilled care in an ambulance, to serving as educators, to practicing community paramedicine, to conducting research.

WHEREAS, These individuals are dedicated to improving emergency medical services on numerous levels and are helping to advance the vision of EMS Agenda 2050, that of a data-driven, evidence-based, people-centered EMS system.

WHEREAS, May 19-25, 2024 marks the 50th Anniversary of EMS Week and this year's theme, "Honoring Our Past. Forging Our Future" reminds us to acknowledge the foundational work of those who came before us, while also striving to build and lead the EMS system we envision for our future.

WHEREAS, In the 50 years since celebrating EMS Week, this profession has made enormous strides in pre-hospital care, data collection, emergency management and community-based healthcare by developing comprehensive EMS systems that are ready for any kind of emergency—seven days a week, 24 hours a day.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, on behalf of the residents and City Council, hereby acknowledge our EMS's unwavering dedication and hard work and commitment to saving lives every day and thank them for their service to the Milford Community.

STAFF REPORTS

Complete reports from each department were included and can be reviewed in the May 13, 2024 Council Packet.

Chief Ashe talked about a few activities that occurred during April.

Councilmember James moved to accept the Monthly Police Report, seconded by Councilwoman Samaroo. Motion carried

City Clerk Hudson shared a few items of interest from April. Councilwoman Kalesis moved to accept the City Clerk report, seconded by Councilmember James. Motion carried.

Accomplishments were then furnished by Manager Whitfield and his Department Heads, Public Works Director Shafer, Electric Director Chipola, Director Pierce, Director Dennehy, Director Williams, Director Pettigrew, and Director Vitola.

When questioned about the status of the Sharp Farm Park, Director Dennehy said he and the City Manager met with the lead designer who is preparing three plans for the Sharp Farm Park. He also plans an open house for the public to come in and provide their opinions within the next couple of months.

He also shared information about the downtown bathrooms noting that the city was promised federal funding though that is a more difficult process. The funding is expected sometime next year, and Director Dennehy will follow up with an update at the next Council Meeting.

Director Dennehy said he has met with city staff and confirmed that the utilities are in place and the prefab building would be his recommendation though the newer design with four units still needs approval.

Director Vitola reported the department's entire workload in April was entirely driven by FY22 audit. All financials and documents are in their hands for final review and the rendering of the opinion. They were not yet ready for this meeting, but it will be presented by the end of May.

They have done what they could in the absence of having the FY22 final, which is still in the old system, but FY22 remains the priority.

Councilmember Marabello moved to accept the City Manager's report through the Finance Department, seconded by Councilmember Connor. Motion carried.

COMMUNICATIONS & CORRESPONDENCE

Councilmember Marabello addressed several comments that were made during the last public comment session noting that several statements he made were incorrect.

Councilmember Kalesis said she is getting a lot of complaints about Wilbur Street not being paved. She also attended the meeting about the homeless at the police department and agrees with Ms. Wills that committee should be addressed at some point.

The packet included several invitations that include as always, Delaware League of Local Government and SCAT, both monthly meetings. DEMEC has also scheduled an event that will provide information about their operations for new councilmembers and anyone that wants a refresher.

UNFINISHED

BUSINESS

Amendment/2024 Street & Utilities Contract

City Engineer James Puddicombe presented the item, explaining a contractor is scheduled to handle the next set of streets that are included in the maintenance schedule. DeIDOT is planning rehabilitation on Kings Highway between Route 113 and Lakeview Avenue and when that occurs, any utility work must be postponed for the next five years. While the city is currently performing lead service rehabilitation, he is recommending the lead service work be completed prior to the DeIDOT rehabilitation. If not, the city will be responsible for the paving costs associated with the lead service maintenance if the work is done after the DeIDOT project is completed.

This involves approximately 25 services at a cost of \$10,000 to \$11,800 per service and aligns with previous contracts for this work.

Staff evaluated the cost based on the current contract for the excavation and replacement of services from main to meter and established an approximate cost of \$255,345 for the work to be performed. Given the hasty nature of the estimate we recommend the inclusion of a 15% contingency to cover unexpected costs which would bring the total to near the requested \$295,000 which is requested as an additional funding request.

It was confirmed this street is not part of the Street Rehabilitation Plan because it is a state-maintained roadway. However, it was included in the lead service plan to eventually evaluate. The DeIDOT project would postpone this work for five years or the city would be required to dig up the road and the entire road would be repatched as a result.

Finance Director Vitola confirmed the recommendation has been reviewed and water reserves is an appropriate funding source for this project.

Councilmember James asked this information to be included in future requests, including the funding source.

Councilmember James move that Council authorize \$295,000 be paid from Water Reserves for the Kings Highway lead service project and that Mayor Culotta execute the contract amendment with Eastern States Construction Services

Incorporated to avoid additional costs following the completion of the DelDOT project, seconded by Councilmember Zychal. Motion carried.

NEW BUSINESS

Diligent Meeting & Minutes Software Presentation/Authorization/Contract & Budget Adjustment

City Clerk Hudson explained that after the budget hearings last year, Council directed her office to look for ways to help save time preparing meetings and completing minutes. She noted that the minutes have not been current since a personnel change occurred in late 2020 and before Ms. White came on board in 2021. In addition, the number of meetings and executive sessions have increased over 125% over the past three years.

An evaluation has been ongoing even prior to that time, and while reviewing several programs and talking and sharing information with other municipal clerks, they found Diligent. Diligent Community is an electronic agenda management tool that integrates several other features to help streamline meeting and minute preparation as well as on line citizen engagement.

She then explained the new process and the benefits of the proposed program.

The City Clerk then introduced Cameron Aud, Regional Sales Director, to provide the background of Diligent and a synopsis of the program. Overall, it will improve governance within the city.

Mrs. Hudson referred to the proposal included in the packet and the cost is \$9,750 per year and includes 13 all current public bodies. There is an additional cost due to having more than 10 boards.

When questioned about the constant change in the agenda, Mr. Aud confirmed that the program can be customized to provide notifications to councilmembers when a change is made, via email or text.

Councilmember Kalesis moved to authorize the purchase of the Diligent program at the cost of \$9,750, as submitted, seconded by Councilmember James. Motion carried with no one opposed.

Authorization/Milford Corporate Center/Construction Administration and Inspection/KCI

Planner Pierce reported that a proposal for bid and construction phase services for Phase I of the Milford Corporate Center. Scope of work include the preparation of a bid package containing all work required for the construction of Phase I, including the sanitary sewage pumping station, administration of the bid procurement process, general construction administration and inspection services. These services would be billed to the city based on time and materials utilized to complete the tasks. The total estimated fee for these services is \$268,680.

Councilwoman Kalesis moved to authorize the Mayor to execute the proposal from KCI Technologies, Incorporated at an amount not to exceed \$268,680 for bid and construction phase services for Phase I of the Milford Corporate Center project utilizing funding approved in the FY24 capital budget, seconded by Councilman James. Motion carried.

Authorization/Milford Corporate Center/Construction Administration and Support Award/Becker Morgan Group

Becker Morgan Group has provided the enclosed proposal for bid and construction phase assistance for Phase I of the Milford Corporate Center. Becker Morgan Group will provide support to KCI Technologies, Inc. during the bid and construction phase. The scope of work includes bid package coordination, reviewing bid submissions and general construction phase services. These services would be billed to the city based on time and materials utilized to complete the tasks. The total estimated fee for these services is \$48,000.

It was confirmed that phase one includes the entrance at Canterbury Road and Airport Road and service road leading through the site to the entrance on Route 14. It encompasses about half the site. Phases 2 and 3 are more toward the center of the project or the Church Hill side of the development.

Councilwoman Connor moved to authorize the Mayor to execute the proposal from Becker Morgan Group for the Bidding and Construction Phase Services at an amount not to exceed \$48,000 for bid and construction phase services for Phase I of the Milford Corporate Center project utilizing funding approved in the FY24 capital budget. Motion seconded by Councilmember Kalesis and carried.

Authorization/Milford Corporate Center/Engagement Letter Legal Services/Archer & Greiner Attorneys

The City Manager read the memo in the packet into record:

As part of the Milford Corporate Center project, the city has engaged with Tsionas/Emory Hill to provide professional development advice during the land development process. Now that the project is ready to start construction, staff recommend moving forward with a Master Development Agreement with Tsionas/Emory Hill. The Master Development Agreement will cover the management, marketing and sale of lots.

Due to the nuances of such an agreement, staff consulted with and obtained an engagement proposal from Archer and Greiner, a law firm specializing in land development agreements. Based on information provided by staff, the firm estimates an expected fee based on their hourly rate of \$7500 - \$15,000.

Councilman Marabello moved to execute the Letter of Engagement with Archer and Greiner, PC in an amount not to exceed \$15,000, with funds coming from the Milford Corporate Center Capital Improvement Line, seconded by Councilman James. Motion carried.

Authorization/Milford Corporate Center/Design Contract/Routes 14 &15/Route 15 & Churchill Road/Becker Morgan Group

The Planner recalled the City receiving \$2.283 million in State TIF funds associated with the design and construction of additional transportation improvements required by DelDOT. He referenced a memo from PE Mike Riemann of Becker Morgan Group outlining Mr. Pierce's request for additional engineering services for off-site improvements.

The original contract with Becker Morgan Group included the design of the on-site improvements and the two entrances. A traffic impact study was prepared by Becker Morgan Group and determined that additional offsite improvements were needed. DelDOT is requiring the city-improved of Canterbury Road and Churchill Road, mill and overlay of Canterbury Road from Airport Road to State Route 14, and mill Church Hill Road along the property frontage. Also required is the lengthening of the right turn lane on Route 14 approaching Canterbury Road.

Becker Morgan Group was contacted to prepare these construction plans for these improvements.

A proposal of \$170,500 to complete the necessary design. An additional \$10,000 is requested to cover any additional direct expense resulting from the design process and assistance in preparation of the TIF grant application which will be prepared by Becker Morgan Group.

They also noted that we will be required to provide as built surveys for both DelDOT entrances associated with the first TIF award and Becker Morgan Group has provided an additional proposal in the amount of \$5,500 to prepare those as well.

Motion made by Councilman Marabello to execute the proposal from Becker Morgan Group at an amount not to exceed \$180,500 for the design of the offsite transportation improvements utilizing funding in the capital budget, with costs reimbursed by the State of Delaware TIF award, seconded by Councilwoman Samaroo. Motion carried.

Motion made by Councilman Marabello to authorize Mayor Culotta to execute the proposal from Becker Morgan Group at an amount not to exceed \$5,500 for as-built surveys for both entrances as required by DelDOT utilizing funding approved in the capital budget, with costs reimbursed by the State of Delaware TIF award, seconded by Councilwoman Samaroo. Motion carried.

Update/Findings/Engineering Study/Downtown Signals

Milford is the only municipality in the State of Delaware that operates traffic signals and DelDOT is much better equipped to handle the service of traffic signals. DelDOT agreed to take over the signals once they were brought up to standard.

City Manager Whitfield then talked about the need to refurbish the bridge on Southwest Front Street which is in bad shape and presently has a three-ton weight limit. One of the issues when turning onto that street from Walnut Street is that the western portion of the street is one-way, and the street needed to be made two ways in order for traffic to properly flow when the bridge was removed.

A traffic study was needed, and Century Engineering hired. Tyler Hartman, Traffic Design Manager, at Century Engineering, a Kleinfelder Company, provided a presentation related to the Traffic Signal Removal Study on Walnut Street (K036 & K213) at South Front Street 9SR36 & K036) and Causey Avenue (SR 36 & K036).

Mr. Hartmann explained the purpose was to determine if deactivating the existing traffic signal is feasible. They had to observe the delay being occurred at the intersection after the all-way stop was established and any safety concerns.

The study included:

- Scope & Findings of Previous Study
- Study Area Characteristics
- Existing Traffic Control Devices
- Proposed Interim Improvements
- Stop Controlled Approach Delay Study
- Stop Controlled Approach Delay Study Results
- Before/After Crash Data Analysis
- Summary of Findings/Recommendations

The objectives were to identify if the signal is needed for intersection control and determine short-term and long-term solutions.

He then presented the findings of the study and determined that none of the warrants were met for the actual signal. They also investigated what would mean to introduce a bi-directional road on Southwest Front Street, because the whole purpose was to try and expedite that process and prevent a long process.

The existing signals were working simultaneously at both intersections of one controller. Signalized pedestrian crossings were at all approaches except for the bank/customer service. All had a one-lane approach, but Causey Avenue had left and right turn lanes.

He also spoke about the proposed interim improvements and DelDOT's deactivation guidelines. A copy of the design is included in the packet.

Bi-directional pavement markings were applied of Southwest Front Street and removed the one-way signage.

On the day of the actual of the actual conversion, delays of each vehicle were calculated. That provides the average amount of delay that will occur at each approach. Stop delays were conducted at different times and dates on the following approaches:

- Northbound approach for South Walnut Street
- Southbound approach for South Walnut Street
- Eastbound approach for left-turn lane and right-turn lane on Causey Avenue
- Westbound approach for Southeast Front Street

Mr. Hartmann then reviewed the findings.

Stop delay findings:

- All approaches are operating with minimal delay during both AM and PM peak
- The Level of service for all approaches were either level A (less than 10 seconds) or B* (10-15 seconds)

Crash Data Comparison:

- There were no increases in crash frequency after the conversion
- No crashes susceptible to correctio via all-way stop control were observed after the conversion

Recommendations:

Short term

- Permanent implementation of bidirectional Southwest Front Street, stop signs, and advance stop ahead signs with removal of signal equipment
- Continued observation of intersection to see if further measures are needed

Long term

- Investigate moving northbound South Walnut Street stop bar further north
- Investigate combining left-turn lane and right-turn lane on Causey Avenue

So right now, because of the one property between Walnut Street and Causey Avenue causes a blind spot where pedestrians are unable to be seen coming around that corner. The geometrics of the road prevent anything from being done unless further development of the area is done.

They would not want to investigate the combination turn on Causey Avenue, but from the numbers it does not look promising just because of getting into the B range*.

City Manager Whitfield wants to add an item to the capital improvement plan for the authorization and removal of the traffic signals at the intersection.

Mr. Hartmann referenced the two pieces of concrete being used as decorative plant holders and asked if those can be moved; Mr. Whitfield said he will have his employees handle that.

Because the signals are city-maintained and owned, Mr. Hartman suggested a call can be made though there is no other compliance other than on Causey Avenue and Southeast Front Street, where they are state-maintained, there is a need to let DelDOT know. The others can be removed any time.

Authorization/T-Mobile Northeast Lease Agreement/Tenth Street Water Tower

Finance Director Vitola spoke about the various lease agreements on the city's water towers which generate about \$165,000 in FY24 for the general fund and a critical revenue.

Most recently, T-Mobile has approached the City and requested consideration to locate their equipment on the city's tower at 215 Aerenon Drive (Wawa). The request went through Public Works to determine its feasibility. Finance and Admin then negotiated with them which resulted in the agreement in the packet. The installation requirements are driven by City Code and the City's third-party tank maintenance contractor.

The proposed monthly rent of \$2,400 is reflective of the average existing lease agreements and contains customary automatic escalators in successive lease renewals, which is comparable with the other six agreements in force.

Councilwoman Samaroo moved to authorize the Mayor to execute the lease agreement included in the packet with a proposed monthly rent of \$2,400 and the customary automatic escalators in successive renewals, seconded by Councilmember James. Motion carried.

Adoption/Resolution 2024-07/WSFS Business Account Authorization

Finance Director Vitola reported that the city's commercial banking is handled through Wilmington Savings Fund Society, FSB (WSFS) Bank. The City's control environment requires that the Mayor, Vice Mayor and City Manager serve as account signers.

With the election and swearing in of Mayor Culotta, an update to the WSFS signature card reflecting current authorized signers is required and the former mayor removed. The update takes the form of the enclosed resolution prepared by WSFS Bank. This action does not require any funding approval.

Councilmember Samaroo moved to adopt Business Resolution 2024-07 that WSFS Bank be, and is hereby designated as a depository for the funds of the City of Milford, which may be withdrawn utilizing checks, drafts, advice of debt, notes or other orders for the payment of monies bearing the signature of one of three city officials by adding Mayor F Todd Culotta, seconded by Councilwoman Kalesis. Motion carried.

EXECUTIVE SESSION

Councilmember Marabello moved to go into Executive Session reference the below statutes, seconded by Councilmember James:

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

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

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

Motion carried.

Mayor Culotta recessed the Council Meeting at 8:12 pm for the purposes as permitted by the Delaware Freedom of Information Act. Council relocated to the Conference Room for the closed session discussion.

Return to Open Session

At 8:57 p.m., Councilmember James moved to return to Open Session, seconded by Councilmember Zychal. Motion carried.

Land Swap

Councilmember James moved that Council approve the City Manager to pursue an appraisal on the property discussed in executive session. Motion seconded by Councilmember Marabello. Motion carried.

Subdivision Litigation

Councilmember James moved that Council authorize the City Solicitor to enforce the bond related the subdivision as discussed in executive session, seconded by Councilmember Stewart. Motion carried.

No other action needed.

ADJOURNMENT

Councilmember Marabello moved to adjourn, seconded by Councilmember James. Motion carried.

The meeting was adjourned by Mayor Culotta at 9:02 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder