



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

## CITY COUNCIL AGENDA August 12, 2024

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<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\***

All interested parties are invited to speak during the public comment portion of the Meeting. Discussion of those items appearing on the agenda as a public hearing is prohibited during the Public Comment Period, as an opportunity will be provided at the time it is being considered. Virtual attendees must register prior to start time of the meeting by calling 302-422-1111 Extension 1142 or 1303, or by sending an email to [cityclerk@milford-de.gov](mailto:cityclerk@milford-de.gov) and providing their name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Meeting. Citizen comments are limited to three (3) minutes. Council and Committee Members are prohibited from responding or taking action since this is not an official session; however, items may be considered for placement on a future agenda.

## COUNCIL MEETING

Call to Order - Mayor F. Todd Culotta

Invocation

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Recognition

New City Employee Introduction

Tuition Reimbursement – Degree Completion/Lucas David<sup>1</sup>

Staff Reports

Police Department

City Clerk

City Manager

Public Works

Electric

Planning & Zoning  
 Parks & Recreation  
 Human Resources  
 Economic Development & Community Engagement  
 Information Technology  
 Finance

Communications & Correspondence

Unfinished Business

New Business

Authorization/ Purchase Replacement Equipment/Public Works/Backhoe-2024 Caterpillar  
 Authorization/Purchase Replacement Vehicle/Public Works/101-E/2024 Ford F150 Lightning Electric Vehicle  
 Authorization/Utility Bill Inserts/Milford Community Parade/Solicitation Flyer

Introduction/Ordinance 2024-08  
 Application of Ribera Development, LLC on behalf of Westwood Subdivision  
 for Final Major Subdivision  
 130.5 +/- acres of land located on the north side of Williamsville Road  
 approximately 2,300 west of the Route 14 intersection  
 Comprehensive Plan Designation: Low Density Residential  
 Zoning District: R-2 (Residential District)  
 Present use: Vacant Proposed Use: Planned Unit Development  
 Tax Parcel: MD-16-182.00-01-11.00 thru 21.00

EXECUTIVE SESSION

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

Return to Open Session

Potential Vote-Personnel Matter/City Clerk Position

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 ADDITIONAL 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 MUST BE INCLUDED IN THE COUNCIL PACKET AND ACCESSIBLE BY AUDIO AND VISUAL MEANS PURSUANT TO 29 Del. Code, Chapter 100, §10006A(c)(5).**

*\*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.*

072924 080524

080824 – Item Removed

<sup>1</sup>081224 – Late Addition/Omitted in Error



CITY OF MILFORD  
CITY COUNCIL MEETING MINUTES  
July 22, 2024

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, July 22, 2024.

PRESIDING: Mayor F. Todd Culotta

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

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and Interim City Clerk Katrina White

COUNSEL: Solicitor David Rutt, Esquire

#### FY25 PROPERTY TAX APPEAL HEARING

There were no appeal hearings scheduled.

#### PUBLIC COMMENT

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

Eric Johnsen, 703 N. Walnut Street, Milford, DE 19963, stated that he had several concerns. The first being that he thought that there should be a crosswalk by the post office due to the dangerous bend in the road there and people not slowing down. Another concern is that there aren't any No Littering signs in town and there is a lot of trash on the streets. He said that there also aren't enough trash cans around town. Another concern was that there weren't any doggie bags in the bag station located in the park by Surf Bagel. He explained that these little things would really help to increase the beauty of the town. His last concern was that the geese in town are a nuisance, there were too many of them in town and all the droppings have become a health hazard.

#### CALL TO ORDER

Mayor Culotta called the regular meeting to order at 6:07 p.m. Roll Call showed that there were nine members present.

#### INVOCATION AND PLEDGE

The invocation was given by Councilmember Wilson, followed by the Pledge of Allegiance and a moment of silence in remembrance of former Milford City Manager, Mike Booker.

#### APPROVAL OF PREVIOUS MINUTES

Councilmember Wilson made the motion to approve the February 12, 2024, February 21, 2024, May 28, 2024 Council Meetings, May 29, 2024 Budget Hearing Workshop, June 10, 2024 Council Meeting and June 10 Finance & Audit Committee meeting minutes. Councilmember Kalesis seconded. The motion carried unanimously.

## RECOGNITION

There were no new city employee introductions.

## COMMUNICATIONS & CORRESPONDENCE

Councilmember James gave a report on Word of Life Church's Take It To The Streets yearly event that took place on July 19, 20, & 21, 2024. He stated that it kicked off with prayer, featured a car show, basketball tournament and ended on Sunday with a tent service in Banneker Park. Pastor Jonathan Dukes expressed his thanks to the city for the assistance on making it a great event.

Councilmember Wilson announced that Mt. Enon Baptist Church had invited Mayor, Council and the Police Chief to their Annual Conference on July 24, 2024 to welcome the out of town members and update them about the great City of Milford.

Councilmember Zychal reported that she had a resident who was concerned about speeding on Walnut Street and had questions concerning the long-range plan of the traffic study. They wanted to know if there were more immediate measures being taken to eliminate some of the speeding.

Councilmember Kalesis reported that residents had traffic concerns and there needed to be a mirror on the corner of Park Avenue and N. Washington St at Park Place. City Manager Whitfield stated that he would pull accident data and it may warrant a three way stop at that location.

## MONTHLY FINANCE REPORT

Finance Director Lou Vitola reviewed the June 30, 2024 financial statement that was included in the packet. He reported that for cash, there is a little bit of an outflow in total this month not unexpected for this time of year, even for the utilities. It is May's activity that is transacting in June and we're farther away from last year's tax receipts in the General Fund. So, there's not a lot of cash activity in the general fund this time of year. The utilities will recover in the summer months and then the General Fund will recover in September and October, when the tax receipts come in.

He further reported that interest income was stronger than expected and some of the permit activity that was strong as the year ended helped to offset that. In terms of P&L Performance, the budget is flat on a citywide basis. Utilities are a little less than \$500,000 under budget and the governmental funds are about \$600,000 over. The difference is basically the additional \$500,000 of transfers from the Electric Fund to the General Fund approved on June 10<sup>th</sup> in connection with the budget to get ahead of the Fiscal 25 budget year. So, in total, we're \$100,000 or so to the good and right where we need to be for the 2025 budget, in terms of General Fund Reserves able to support FY25 activity.

Utilities versus the previous year are not as strong. FY23 was a strong year, but sewer is driving it and the differences. Otherwise, results are very consistent and in tune with the budget. We should see something similar for Fiscal Year 2025 unless there are any unexpected changes.

Councilmember Samaroo made a motion to accept the monthly Finance Report. Councilmember Wilson seconded. The motion carried unanimously.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Presentation/Shpigler Group

Electric Director Tony Chipola introduced David Shpigler from the Shpigler Group who evaluated the current state of the electric utility and also evaluated parts of the Public Works, specific to water and customer service.

The intent was to focus on what could be done to leverage some of the existing systems, what efficiencies could garner from adopting some newer technology options and performing a cost benefit analysis to see where it may make sense to push towards a more modernized system.

David Sphigler, Shpigler Group, reviewed the presentation that was included in the packet. (Pages 65 -79 in the packet)

Adoption/City of Milford Fiscal Year 2025 Tax Warrant

City Manager Whitfield reviewed the City of Milford Fiscal Year 2025 Tax Warrant that was included in the packet.

Greetings:

The Charter of the City of Milford provides the following:

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

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

Property Assessment Values Per Billing Register	\$ 1,398,562,514
Exemptions	[\$ 353,271,500]
Total Assessed Values	\$ 1,045,291,014
Tax Rate	<u>          x \$0.0059</u>

Council Meeting

July 22, 2024

Estimated Tax Collection	\$ 6,167,217
Senior Citizen Discount	[\$ 53,100]
TOTAL TAX COLLECTION (Fiscal Year 2024-2025)	\$ 6,114,117

Tax Due Date: September 30, 2024

Councilmember James made a motion that the City Manager is authorized to collect the tax for the warrant that is to be signed by the mayor. Councilmember Wilson seconded. The motion carried unanimously.

#### Authorization/ Purchase of a Solid Waste Truck

Public Works Director Willis Shafer reviewed the memo and proposal that was included in the packet. (Pages 81-86) He stated that staff recommended City Council to authorize a purchase order in the amount of \$422,454 to acquire a HEIL 28 cubic yard refuse truck through Mid Atlantic pursuant to the Sourcewell contract to expand the solid waste fleet to five vehicles.

Councilmember Connor made a motion to authorize a purchase order in the amount of \$422,454 to acquire the truck through Mid-Atlantic pursuant to the Sourcewell contract. Councilmember Wilson seconded. The motion carried unanimously.

#### Reappointments:

Mayor Culotta stated that these are reappointments for the three committees.

#### Tree Preservation and Advisory Board

Councilmember James made a motion to reappoint Leigh Muldrow and Eric Wahl to the Tree Preservation and Advisory Board. Councilmember Connor seconded. The motion carried unanimously.

#### Parks & Recreation Advisory Board

Councilmember Kalesis made a motion to reappoint William Shupe and Tiffany Walter to the Parks & Recreation Advisory Board. Councilmember James seconded. The motion carried unanimously.

#### Planning Commission

Councilmember Connor made a motion to reappoint Marvin Sharp and Mark Redden to the Planning Commission. Councilmember Zychal seconded. The motion carried unanimously.

#### Authorization/ Salary/Interim City Clerk

Mayor Culotta stated it was his advice to simply follow the pay scale that was publicly listed on the website. There are job classifications for every job within the City of Milford and Council should follow the currently approved pay scale. He further explained that Council would discuss the experience and how it lands on the approved pay scale in Executive Session.

Solicitor Rutt suggested that if there were questions about the pay scale to do it in open session.

Human Resources Director Jamesha Williams explained that the pay scale is from the 2021 job classification and pay study that is based upon the classification of jobs and not set as years of experience. It is a combination of years in the position and the market value for the position. But experience is not included in the calculation. She referenced the memo that was included in the packet. (Page 89) She further explained that the Senior Deputy City Clerk/Interim City Clerk is currently at pay grade 107. The City Clerk is a Pay

Grade 109, so it will be at Council's discretion to determine what step on 109 the temporary salary increase should be assigned, effective July 1, 2024, the date that the additional responsibilities were assigned.

Councilmember James stated that in following the memo that was provided by Human Resources Director Williams with the Senior Deputy City Clerk at Pay Grade 107 Step 5 and follow the precedent that has been set for temporary positions of 5 to 10%, the precedent would be met at Pay Grade 109 Step 1. That would be going from \$72,611.59 to \$78,062. He also stated that in following the memo of the Human Resource Director, once the temporary period is over the Senior Deputy City Clerk, if not elevated to actual City Clerk, would return to Pay Grade 107 Step 5.

Mayor Culotta responded that it makes sense to have the discussion in Executive Session since there is some debate because the employee is coming from an hourly rate with overtime and those factors have not been discussed.

Solicitor Rutt explained that the Department of Justice was very clear in its June 26, 2024 opinion regarding Rehoboth that says:

*Discussions of salary and other compensation involve the expenditure of public funds and are not related to the individual's qualifications to hold a job. Public employees' compensation is a matter of public record, as it is well settled. Citizens have a right to know how their public servants are compensated with taxpayer monies, in whatever form that compensation might take. Accordingly, we find that the city violated FOIA by engaging in discussions of the city manager's employment contract, and especially the compensation package in executive session.*

He stated that it is pretty clear from this ruling, within just the last month from the Department of Justice, that salary discussions are to be held in in public session.

Councilmember Connor stated that she just did some quick math and if Council was going with the higher end the 10% and taking into account what was made with overtime salary would have been more along the lines of \$79,000. When you do the math, we would probably need to be a little further on the Step range if looking at 10% versus 5%.

Mayor Culotta stated that was correct.

Councilmember James stated that Council needed to discuss if they want to go to the upper percentage end. Pay Grade 109 Step 1 puts it at 7½ % which falls in the middle of the 5-10%.

Councilmember Wilson stated that she was in agreement with Councilmember James, which would be midway.

Councilmember Zychal stated that this is an important job and it's one that requires a lot of responsibility. We are dependent upon the quality of her work and I think that she should be duly compensated for that. So, with that in consideration, I would highly recommend the higher step.

Councilmember Kalesis stated that she agreed. Councilmember Connor stated that she agreed.

Councilmember Stewart asked what the required weekly overtime average for the Interim City Clerk position was. Councilmember James responded that is an unknown. Mayor Culotta stated that all Council had to go on was the number of overtime hours from last year. Councilmember James restated that this is an unknown number.

Councilmember Stewart stated that the Pay Grade 109 is a salary, so the overtime that she still puts in she doesn't get anything for. He asked if in the end, the pay was the same rate and does it equal out to the salary base that she's making currently with overtime.

Councilmember Connor stated that she did the math with the 108 hours of overtime that was worked last year and that added \$5600 to her salary which would put her at about \$79,000 a year. So, if we did the lower end of 5%, she would really be closer to step 3 and then the higher end of the 10%, Step 5 would cover us.

Human Resources Director stated just to add one more point for consideration, until the position is filled that means that you have one person for every meeting, every workshop, and things of that nature until you actually get someone in the position. All of the meetings and all of the minutes will be tasked to her.

Councilmember James stated that he wanted to clarify again that we have other talent in the house in the administration that know how to do City Clerk work. Council needs to make sure that we don't have one person overburdened when there's other talent in the house that can help accommodate. He stated that he wanted to repeat that the math is easy and if Council wanted to stay within the precedent as the Human Resources Director pointed out in her number one, that we have traditionally provided 5 to 10% temporary salary increase. He further explained that if you take \$72,000, add 10% to it, you get closer to Pay Grade 109 Step 2 and then we're not breaking precedent. We are also not setting a new precedent.

Councilmember Wilson stated that she was in agreement with Councilmember James.

Councilmember Kalesis made the motion to increase the Interim City Clerk to Pay Grade 109 Step 2. Councilmember Zychal seconded.

Councilmember Kalesis amended her motion that the increased pay scale will be in effect as long as the Senior Deputy City Clerk is an Interim City Clerk and her salary will be adjusted back to the current pay scale. Councilmember Zychal seconded.

Councilmember James stated that it was recommended by the Human Resources Director that since she started performing the duties on July 1, 2024 this would be retroactive to July 1, 2024.

Councilmember Kalesis stated that she accepted Council Member James's amendment to the motion. Councilmember Zychal seconded. The motion carried 6 Yes 2 No.

Councilmember Marabello - YES  
Councilmember Zychal – YES  
Councilmember James – YES  
Councilmember Connor – NO

Councilmember Madula Kalesis – YES  
Councilmember Wilson – YES  
Councilmember Samaroo – YES  
Councilmember Stewart - NO

Councilmember Connor stated that she opposed because she felt like it should be a higher step on the Pay Grade.

Councilmember Wilson made a motion to go into Executive Session reference the below statutes. Councilmember James seconded.

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

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<sup>1</sup>

Motion carried.

Mayor Culotta recessed the Council Meeting at 7:43 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 8:45 p.m., Councilmember Wilson moved to return to Open Session, seconded by Councilmember Zychal. Motion carried.

*Potential Vote-Personnel Matter/City Clerk*

*Potential Vote-Legal Matters*

Councilmember Kalesis made the motion to enter into a Use of Agreement with the Sussex Conservation District for the West Shores development. Councilmember Marabello seconded. The motion carried unanimously.

Adjournment

Councilmember Kalesis made the motion to adjourn. Councilmember Zychal seconded. The motion carried unanimously.

Vice Mayor James adjourned the meeting at 8:46 pm.

Respectfully submitted,

Katrina L. White, MMC  
Interim City Clerk/Recorder

**CITY OF MILFORD**  
**FINANCE & AUDIT COMMITTEE MINUTES**  
July 22, 2024

The Finance and Audit Committee of the Milford City Council met on Monday, July 22, 2024 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

**PRESIDING:** Chairman Jason James Sr.

**IN ATTENDANCE:** Committee Members:  
Councilmembers Daniel Marabello, Nirmala Samaroo, Lori Connor

**STAFF:** City Manager Mark Whitfield and Interim City Clerk Katrina White

**ABSENT:**

*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*

Chairman James called the Committee Meeting to order at 5:04 p.m., then deferred to Finance Director Lou Vitola.

*Investment Update*

Finance Director Lou Vitola introduced a representative from PFM Investments, Zach O'Grady, who gave a presentation on the Investment Performance Review For the Quarter Ended June 30, 2024 that was included in the packet. (See packet)

There being no further business, Chairman James adjourned the Finance Committee Meeting at 5:29 p.m.

Respectfully submitted,

Katrina L. White, MMC  
Interim City Clerk/Recorder



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

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: Aug 7, 2024  
 RE: Activity Report for July 2024

**Chief and Police Command Staff:**

Throughout the month of July, the 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 meetings 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 July, Milford PD responded to over 1505 calls for service.**

**MPD Activities for the Month**

**Community Engagement:**

- S/Cpl. Bloodsworth and S/Cpl Golding enjoyed presenting law enforcement and safety information to the children at the Milford Parks and Recreation Day camp held at Mispillion Elementary. Units from patrol and K9 also visited the children, and they were treated to a demo from K9 Raven. They asked a multitude of questions and gave our agency thank you notes.



- Officers enjoyed socializing with patrons at the Milford Library amphitheater for Music in the Park. Due to weather conditions, this event was moved inside the Jesus Love Temple. The band Mike Hines and the Look were well received. During this event, officers performed foot patrol of the Riverwalk allowing them to engage with several pedestrians.
- Command Staff and Patrol Officers attended a Breakfast event at the Milford Public Library. These events are a great time for us to sit down and talk with community members about issues going on within the community.



- Hosted a tour of the police department for the children of the Early Life Learning Center.
- S/Cpl. Golding met with Silver Lake Estates and Brightway Commons management in an effort to continue to foster a stronger relationship with them and their communities.
- Chief Ashe along with the Patrol Division had a great time at the Take it to the Streets Event. They enjoyed catching up with our neighbors and playing some corn hole.



- K9 Raven performed a demo at The Breakfast Club daycare for numerous small children. Each child received a K9 Raven Trading Card after the demo.
- K9 Raven performed a demo for the Milford Library during the Breakfast with a Cop event.



**Emergency Preparedness:**

- Chief and Superintendent will be begin conducting meetings again in August due to summer break.

**Training and Professional Development:**

- S/Cpl. Bloodsworth attended the Annual Law Enforcement Training Conference at STAR Campus at UD where youth involvement in various criminal activities was discussed. They presented updated and highly concerning information on new teen trends.
- One officer attended the VALOR Mid-Level Leadership Workshop held at the Wilmington University Dover Campus.
- Two officers attended Intoxilyzer 9000 Certification Training held at the Dover Police Department.

**Recognition:**

- Retirement of Lt. Richard Jefferson after 35 years of service to the Milford Community.



- Promotion to Lieutenant- Sgt. Albert A. Sargent



- Promotion to Sergeant- S/Cpl. Cory A. Swan



- Promotion to Cpl. – PFC Anthony M. Quiroz

## **Community Room:**

- We had two (2) organizations use the community room in July.



## **Electric Vehicle (EV) Program:**

- Captain Wells and Lt. Matt Smith have been busy on moving forward with the Electric vehicle grant program through Energize Delaware. This grant has allowed the department to acquire three electric vehicles and the charging stations to charge them. The charging stations have been ordered and should be installed in the coming weeks. We have recently ordered two 2024 black F-150 Lightning trucks and one 2024 black Mustang Mach E. One F-150 Lightning and the Mustang Mach E will be assigned to our civilian staff (Facilities staff and Behavioral Health Unit). The remaining F-150 Lightning will be assigned to a command staff member.



**Behavioral Health Unit:**

**Milford Police Department – July 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
July 1-July 7, 2024	<b>62</b>	1. Milford First Friday	N/A	<b>9</b>	<b>Referrals to Services:</b> Domestic Violence Public Assistance Check the Welfare	<b>1</b>	<b>1</b>	<b>5</b>
July 8-July 14, 2024	<b>81</b>	1. Opioid System of Care Meeting	1. PACE Your Life Narcan Training Event 2. Milford Advocacy for the Homeless Narcan Training Event 3. Breakfast with Badges	<b>11</b>	<b>Referrals to Services:</b> Homeless Resources Public Assistance 10-81 Check the Welfare Domestic	<b>1</b>	<b>3</b>	<b>6</b>
July 15-July 21, 2024	<b>77.25</b>	1. Delaware Housing Alliance Meeting	1. Delaware Veterans Home Narcan Training Event	<b>8</b>	<b>Referrals to Services:</b> Domestic Violence Public Assistance Homeless Resources Check the Welfare	<b>2</b>	<b>1</b>	<b>5</b>
July 22-July 28, 2024	<b>77</b>	1. Co-Responder Collaborative Meeting 2. Meeting w/ People's Place Domestic Violence	1. Veterans and Homelessness Training	<b>9</b>	<b>Referrals to Services:</b> Check the Welfare 10-81 Public Assistance	<b>2</b>	<b>3</b>	<b>6</b>
July 29-July 31, 2024	<b>33</b>	N/A	N/A	<b>4</b>	<b>Referrals to Services:</b> Overdose Check the Welfare 10-81	<b>0</b>	<b>1</b>	<b>5</b>
<b>Totals:</b>	<b>330.25</b>			<b>41</b>		<b>6</b>	<b>9</b>	<b>27</b>
<b>Year to Date Totals:</b>	<b>1986.75</b>			<b>262</b>		<b>35</b>	<b>39</b>	<b>195</b>
<b>Overall Totals:</b>	<b>8395.6</b>			<b>1476</b>		<b>128</b>	<b>174</b>	<b>1298</b>

## **Social Media/Public Information Update:**

Our Facebook page had 95 new followers for a total following of 15,495. Currently our followers are 34% male and 66% female. Posts during the month reached 61,716 people. Our top reach post for July was a check the welfare post. The post had a reach of 25,956. Our top engagement post for July was the Traffic Stop Leads to Arrest of Two release on 07/16/2024. This post had an engagement of 6,891.

Our Instagram account had 2 new followers for a total following 2,113. Currently our followers are 38% male and 62% female. Posts during the month reached 2,077 people.

Our Twitter followers are 1,459.

We did not have any Nextdoor posts during the month. Nextdoor reaches 3,225 members according to statistics provided by the website.

MPD News Releases:

July 15, 2024: 3 Juveniles Arrested in Reckless Endangering Incidents

<https://www.milfordpolicede.org/news/3-Juveniles-Arrested-in-Reckless-Endangering-Incidents.htm>

July 16, 2024: Traffic Stop Leads to Arrest of Two

<https://www.milfordpolicede.org/news/Traffic-Stop-Leads-to-Arrest-of-Two.htm>

DATE: August 1, 2024  
TO: Mayor and Members of City Council  
FROM: Interim City Clerk Katrina White  
RE: July 2024

The month of July, I began the process to re-evaluate, reorganize and update the City Clerk's departmental processes. I worked with the IT department to ensure the process was smooth in the transference of digital records from the former City Clerk.

- Attended two meetings, in person and virtually, with the IT Department for the new Docuware system and have been working with IT to begin archiving the old records that are stored at City Hall. I want to thank Nick Jones, the IT intern who has been a huge help in this project and has begun the scanning process.
- Attended the staff meetings where council meeting agendas and departmental information was shared.
- Worked with the Employee Rewards & Recognition Committee to kick off the City of Milford Employee Back to School Backpack Drive.
- Processed Bayhealth J1 Visa Support Request Letter with mayor to bring Hematology/Oncology, Sports Medicine, and Academic Hospitalists doctors into the area.

### **Monthly Activities**

Requests for information are still coming in, I also continue to work with other Delaware municipalities assisting with policy, procedural, and related information.

- ❖ FOIA Requests to Date (71)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:
  - Council Meetings - July 8, & July 22
  - Annexation Meeting – July 22
  - Finance & Audit Committee – July 22
  - Board of Adjustment – July 11
  - Planning Commission July 16
- ❖ Prepared Public Notices (7)

❖ Transcribed and Proofread Minutes (6)

Council Meeting

Finance & Audit Committee

Board of Adjustment

Planning Commission

❖ Executive Sessions Year to Date (14)

❖ Notary Public Services Provided (3)

❖ Proclamations Created Year to Date (18)

❖ Resolutions Created Year to Date (12)

❖ Special Event Submissions to Date (26)

Special event applications continue to be submitted for processing. We continue working with applicants, other city departments and outside agencies to ensure proper preparation and direction. A list of previous and upcoming events in 2024 follows:

Permit #	Organization	Event Name	Event Date
2024 26	Kimberly Black	Matlinds Estates Yard Sale and Meet & Greet	9/2/2024
2024 25	Delaware Hospice Inc	Car Show	8/10/2024
2024 24	Word of Life Community Church	Take It To The Streets	7/19/2024, 7/20/2024, 7/21/2024
2024 23	Milford Museum	Hippie Fest	8/17/2024
2024 22	Food Bank of Delaware	Out Run Hunger 5K	6/26/2024
2024 21	Delaware Arts Alliance	Delaware Arts Alliance Community Engagement Launch Event - CANCELED	8/1/2024
2024 20	Desmandre Entertainment/ Bibi's	Riverwalk Plaza Hispanic Festival	7/14/2024
2024 19	City of Milford	Juneteenth Celebration	6/19/2024
2024 18	Milford Library	Animal Expo	7/9/2024
2024 17	DMI	Riverwalk Farmers Market	5/4/24 -12/21/24
2024 16	DMI	2024 First Fridays	5/3/24, 6/7/24, 7/5/24, 8/2/24, 9/6/24, 10/4/24



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

PHONE 302.422.1111  
FAX 302.424.3553  
www.cityofmilford.com

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

- KCI Technologies engineers are putting the final touches on the Bid for Construction for the Milford Corporate Center roads and utilities. We expect a late August/early September bid letting and a bid award in October, with construction to begin in the late fall.
- We reached a labor agreement with the IBEW union who represents our electrical linemen and meter technicians.
- I had phone discussions with attorneys David Rutt and Scott Wilcox regarding the West Shores project.
- I met with Phil McGinnis regarding the appraisal of City property.
- The exterior of City Hall will be pressure washed.
- Staff met regarding the completion of the West Shores project. City Engineer provided a cost estimate for completion. I also discussed a path forward with Sussex County Conservation District Executive Director David Baird.
- Staff held their kick-off meeting with Coordinated Response, the consultant developing a Business Continuity/Business Impact Plan for the City.
- Various staff also reviewed the preliminary drawings for the streetscape plans for SW Front Street, N. Washington, Park Ave, and Denny Row.
- Staff met to review the ECM claim for final payment on the NE Front Street Waterline Project. Information will be sent to Solicitor Rutt, who will respond.
- I attended the DEMEC July Executive Board Meeting. We received good news on a couple of fronts that should correlate with rate stabilization for 2025. The transmission line being built in Maryland that will provide electricity for the closing on Indian River Generating Station, is well ahead of schedule. Originally, the line was to be completed by December 2026. It now appears it will be complete by December 2024 or January 2025. Once built, Delmarva power customers will no longer need to pay to keep the Indian River Station in a "Run-Must Run" condition, and the generating station can go offline. Additionally, a recent court case found the Delmarva South Zone was overcharged for transmission cost, and we should receive a significant refund soon (amount is unknown at this time). Both items point to stabilization of electric rates moving into 2025, and possibly a reduction in rates.
- I responded to an HOA damage claim for an irrigation system.
- I responded to a customer complaint regarding intermittent power outages along Shawnee Road.
- I attended the quarterly DELDOT Utilities Coordination Council meeting as the DEMEC representative.

- I met with a resident regarding a damage claim to her car during the City Hall power washing.
- Rob and I met with Attorney Gary Green of Archer & Greiner regarding the Master Development Agreement with Tsionas/Emory Hill for the Milford Corporate Center.
- I attended the monthly executive board meeting of the Delaware State Chapter of APWA.
- Rob and I met with John Van Gorp of Bayhealth and architect Eric Aulestia regarding Bayhealth's planned development of the Hall tract (between Route 1 and Route 30) across Route 30 from the Bayhealth campus.
- Lou and I met with Councilman James regarding the monthly finance report.
- I met with Drew Boyce from Century Engineering regarding the Route 1 and Route 30 intersection alignment and frontage road plan.
- Rob and I met with a resident regarding code violations and construction inspections.
- Rob and I met with Becker Morgan and Tsionas/Emory Hill regarding the Milford Corporate Center project.
- I attended the DEMEC Board Retreat on July 31.

<b>Public Works Department - JULY 2024</b>	<b>JULY 2023</b>	<b>JULY 2024</b>	<b>FY23 YTD (07/01/22-06/30/23)</b>	<b>FY24 YTD (07/01/23-06/30/24)</b>
<b>Streets/Utility Division</b>				
Signs Installed/Replaced	Data Unavailable	10 signs / 7 poles	Data Unavailable	10 signs / 7 poles
Curb Miles Swept	1,400	1,200	1,400	1,200
Sewer Lines Flushed (in feet)	25,000	24,575	25,000	24,575
Sewer Back-up Response	1	3	1	3
Sewer Line Repaired	0	0	0	0
Water Hydrants Flushed	4	12	4	12
Fire Hydrants Replaced/Installed	0	0	0	0
Water Line Repair	4	2	4	2
Water Valves Exercised	25	7	25	7
De-icing Salt Used (tons)	0	0	0	0
Potholes Filled - Cold Patch	4 big ones	20	4	20
Potholes Filled/Spray Patch - Gallons Emulsion Used	250	250	250	250
Leaves Collected (Tons)	0	0	0	0.00
After Hours Calls	Data Unavailable	7	Data Unavailable	7
Crack Sealing (pounds of sealant used)	300	30	300	30
Work Orders Completed	Data Unavailable	10	Data Unavailable	10
Storm Sewer Inlets Cleaned	75	75	75	75
Street Closures/Festivals	5	3	5	3
<b>Engineering Division</b>				
Utility Locates Completed	Data Not Received	364	Data Unavailable	364
Infrastructure Work Orders Completed	Data Not Received	13	Data Unavailable	13
Backfill Inspection Work Orders Completed	Data Not Received	84	Data Unavailable	84
<b>Operations Division</b>				
Fleet Work Orders Completed	32	41	32	41
Fuel Use-Diesel (Gallons)	2,496	3,053.17	2,496	3,053
Fuel Use-Gas (Gallons)	4,697	5,601.26	4,697	5,601
Blue Def (Gallons)	80.69	91.87	80.69	92
<b>Solid Waste &amp; Facilities Division</b>				
Refuse Collected (Tons)	334.6	338.4	335	338.4
Recycle Collected (Tons)	61.97	89.18	62	89.18
Yard Waste Collected (Tons)	51.15	57.9	51.15	57.9
Missed Collections	62	59	62	59
Bulk/Brush Collection Requests Completed	83	66	83	66
Containers Delivered	34	89	34	89
Containers Serviced (Swap, Replacement, Removed)	18	29	18	29
Facilities After Hours Calls	Data Unavailable	0	Data Unavailable	0
Facilities Work Orders Completed	Data Unavailable	0	Data Unavailable	0
<b>Water &amp; Waste Water Facilities Division</b>				
Water Treated (Millions of Gallons) 7 Months	85,695,100	94,738,200	85,695,100	94,738,200
Waste water transfer(millions of Gallons.) 6 months	72,753,000	78,480,000	72,753,000	78,480,000
Work Orders Completed	Data Unavailable	Data Unavailable	Data Unavailable	Data Unavailable
Pump Stations Cleaned	Data Unavailable	Data Unavailable	Data Unavailable	Data Unavailable
After Hours Calls	Data Unavailable	6	Data Unavailable	6
<b>Public Works Projects - JULY 2024</b>	Planning Stage	Bid/PO Award	In Progress	Complete
<b>Water</b>				
Install Automated Blow-off Valves 1 in stock	Charlie / James	Charlie	Charlie	Milford hospice
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
<b>Sewer</b>				
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	?	?	?
<b>Streets</b>				
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				
<b>PARKING</b>				
<b>BUILDINGS</b>				
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				
<b>Public Works Equipment &amp; Vehicles - JULY 2024</b>	Planning Stage	Bid/PO Award	In Progress	Complete
<b>ELECTRIC</b>				
Replacing 3 Phase Wire Trailer (E114)				
<b>TECHNICAL SERVICES</b>				
<b>WATER</b>				
Replace W-8 F250 2022	Ordered	Hertrich	Ordered	Delivered 6/24/24
Replace W-15 Pick up 2022	Ordered	Hertich	Ordered	Delivered 6/24/24
<b>SEWER</b>				
Replace SE-2 Ford F250 pickup 2022	Ordered	Hertrich	Ordered	delivery sept 2024
<b>STREETS</b>				
<b>SOLID WASTE</b>				
Grapppler Hook Body			X	
<b>GARAGE</b>				
<b>WAREHOUSE</b>				
<b>Active Developments - JULY 2024</b>	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Hearthstone Manor I	X	X	X	
Lighthouse Estates II	X	X	X	Complete
Brookstone Trace	X	X	X	Complete
Brookstone Trace II	X	X	X	Complete
Orchard Hill	X	X	X	
West Shores at New Milford	X	X	X	
Watergate	X	X	X	
Walnut Village	X	X	X	Complete
Milford Ponds Phase 1.1-1.7	X	X	X	Complete
Milford Ponds Phase 1.8	X	X	X	
Milford Ponds Phase 1.9	X	X		
Hearthstone Manor II	X			
Milford Ponds Phase II	X			
Simpson's Crossing Phase 1a	X	X	X	
Simpson's Crossing Phase 1b	X	X	X	
Simpson's Crossing Phase 1c	X	X	X	
Cypress Hall Phase I	X	X	X	
Cypress Hall Phase 2 A & B	X	X	X	
Cypress Hall Phase 2 C	X			

Wickersham Phase 1	X	X	X	
Wickersham Phase 2	X	X	X	
Mispiration Landing (Entrance Only)	X	X	X	Complete
Mispiration Landing	X			
Riverwalk Villas	X			
Milford Ponds Phase III	X			
Red Cedar Farms	X			
Hickory Glen	X			
Knights Crossing	X			
<b>Commercial Projects - JULY 2024</b>	<b>Plan Review</b>	<b>Utility Mains Installation</b>	<b>Utility Service Line Inspection</b>	<b>Awaiting Final Inspection</b>
Milford Middle School	X	X		
Splash Laundry Mat	X	X	X	
Deep Branch Plaza	X			
Milford Corporate Center	X			
1st State Storage	X			
Arbys	X	X	X	
PAM	X	X	X	
Napa Valley Investment, Multi Use Buildings	X	X	X	
The Lab at SeaScape	X	X	X	
Teal Creek Plaza	X			
Big Oyster Brewing	X	X	X	
Zoom Carwash	X			

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## July 2024 Accomplishments

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### **Streets/ Utilities- Charles Nordberg**

- Close S, N Walnut for first Friday
- Help with trash and recycling pick up Friday route and part of Thursday Due to holiday.
- Fix water leak a meter pit at 608 S. Walnut.
- Repair curd at park and N. Washington.
- Removed handicap parking on north walnut due to not ADA compliant turn it to regular parking.
- Deliver barricades on E street for the Hispanic festival.
- Replace meter pit check valve at Sea watch 3' line
- Remove tree at the end of Richard St.

### **Building Maintenance / Solid Waste - Brian Jester**

- Had badge access installed at can-do bathrooms
- Had A/C replaced at City Hall
- Had City Hall and Finance pressured washed
- Fixed leaking toilet at City Hall
- Fixed sink at Finance
- Overseen Streets department while Charlie was on vacation. 7/18/24-7/26/24
- Fixed sink at Parks & Rec main

### **Solid Waste Truck Issues**

- SW-28 in shop for general maintenance 7/15/24
- SW14 in shop for general maintenance 7/25/24

### **Water/ Waste Water- Steve Ellingsworth**

\*Accomplishments attached.

### **Engineering – James Puddicombe**

\*Accomplishments not received

## July Monthly Accomplishments 2024

1. BAC pump Sation cleaned out by Brandon and Jose. During Delaware Electric power issues.
2. Shawn, Brndon, Steve, and Jose attended Sampling course at Office of Drinking Water on Tues. 16<sup>th</sup>. And Thursday 18<sup>th</sup>.
3. Shawnee Transducer and floats tangled during heavy rain. This caused pumps to start and stop several times Floats were moved, Cleaned and checked out. Photos below. Yellow float tangled, Jose pulling Transducer, Jose and Brandon cleaning probe.



4. Kenton's treatment plant (Wells 4R & 5R) Valve replacement done on 7/30/24.





**PUBLIC WORKS FACILITY**

180 Vickers Drive  
Milford, DE 19963  
www.cityofmilford.com

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: June 2024 Electric Dept Staff Report  
Date: August 7, 2024

### Director's Office

- Finalized IBEW 126 Contract
- Began evaluating Load Flow Analysis Software
  - Software was included in 2025 CIP
  - Allows more in house studies to be performed
  - Attended demo presentations from multiple vendors
- Began evaluating Fiber Network software
  - Software included in 2025 CIP
  - To serve as System of Record for City owned Fiber
  - Allows for more robust expansion plans and assists in troubleshooting
  - Attended multiple demo presentations from various vendors
- Participated in Business Continuity Plan Kick-off
- Participated in Monthly AMI Call w/ AMP
- Attended DEMEC Regular Board Mtg
- Attended DEME Annual Board Retreat
- Continued final submittal review of Field Inventory / Mapping
  - Working with Z. Lawson on formatting

### Electric Lines

- Supported Milford Chamber of Commerce with Annual Golf Classic ball drop ceremony
- Continued vegetation management activities for Circuit 250
- Supported customer work at Milford Solar Field
- Assisted in replacement of cooling fans for DEL1 Transformer
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

## Technical Services and Engineering

- Assisted Water dept by identifying & repairing a low level float issue at Shawnee Pump station
- Organized the relocation of overhead fiber optic cable for the Front St project.
- Responded to a SCADA malfunction that caused the overflow of a water tower. We were able to remote in and correct the issue.
- Worked with QEI to resolve SCADA server issue
- Outfitted Del 1, Del 2, and Tap station with LOTO Station
- Updated SCADA Displays to show the switch and disconnect labeling
- Updating Equipment identifiers to aid in switching activities
  - Added physical labels in field
  - Updated SCADA Displays to show the switch and disconnect labeling
- Investigating replacement CT's for 52-240 – previously reported as being “cracked”
- Developed switching procedure for 240 Ckt to assist in replacing regulator that needs to be repaired due to crack in weld
- Met with various contractors to specify metering equipment and advise on installation.
- Processed multiple applications for solar panel interconnections
- 

<b>EV Charger Statistics</b>	<b><u>Previous Month</u></b>	<b><u>Current Month</u></b>
Unique Drivers	<b>59</b>	<b>78</b>
# of Sessions	<b>171</b>	<b>186</b>
Energy Delivered (MWh)	<b>4.17</b>	<b>5.55</b>

Total Avoided Greenhouse Gas Emissions:

12,055kg

<b>Electric Department -July 2024</b>	July 2023	July 2024	<b>FY24 YTD (07/01/23- 07/31/23)</b>	<b>FY25 YTD (07/01/24- 07/31/24)</b>
Electric Division				
Trouble Service Call	28	34	28	34
Work Orders Completed	42	55	42	55
Outages	13	13	13	13
LED Street Lights Replaced	7	1	7	1
New Service Install	5	7	5	7
Poles Replaced	1	2	1	2
After Hours Calls	14	19	14	19
Vegetation Control (Days)	Asplundh	20	Asplundh	20
Technical Services Division				
New Electric Service Installed/Meter Set	3	26	3	26
New Water Service Installed/Meter Set	6	21	6	21
Electric Meter Replacement	4	3	4	3
Water Meter Replacement	16	72	16	72
Work Orders Completed	618	352	618	352
After Hours Calls	0	8	0	8

13 documented outages, 4 Equipment failure, 1 MVA, 3 Birds, 4 Vegetation, 1 weather.

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: August 2, 2024

RE: July 2024 – Planning Department Staff Report

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- During the first seven months of the 2024 calendar year, the City issued 153 new residential dwelling construction permits. The total construction investment in Milford through the end of July 2024 based on issued building permits was \$87,177,652.00.
- The City of Milford has seen 220 projects with a committed investment of over \$36.7 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 \$4.4 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$1,059,000 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://maps.milford-de.gov/portal/apps/webappviewer/index.html?id=4ae5fcb23f0c466b924cecc41fc1db46>
- The Planning Commission will review a final major subdivision application for the Westwood development located on Williamsville Road at the August meeting.
- The Board of Adjustment will review three applications at the August meeting. The first variance is for a front yard fence height exceedance for a commercial property located along NW Second Street. The second variance is for a side yard setback encroachment for a proposed residential addition on Hall Place. The third variance is for a proposed three unit building on Truitt Avenue.
- The City received a preliminary conditional use application for a Mavis Discount Tires for one of the outparcels in front of the Cypress Hall Shopping Center and is currently reviewing the submission.
- The City received a preliminary site plan for Recover Solutions, LLC for the construction of a new office building at 117 E. Liberty Way in Independence Commons.
- The City received three variance applications from the Sussex Habitat for Humanity for the construction of new single-family detached dwellings in the vicinity of Columbia Street, Mispillion Street and McColley Street. These have been placed on the September Board of Adjustment agenda for review.
- The City received a variance application for the construction of a new two-family dwelling at the corner of NW Fourth Street and N. Walnut Street. The item has been placed on the September Board of Adjustment agenda for review.
- The City received a final site plan resubmission for the Buccaneer Carwash redevelopment and granted final site plan approval for the project.

- The City provided plan review comments to the applicant for a revision of the Milford Ponds Planned Unit Development and Phase II. The City received a subsequent resubmission and is currently reviewing the plans.
- The City received a final major subdivision resubmission for the Riverwalk Villas development and is currently reviewing the plans.
- The City received a final site plan resubmission for the Caliber Collision project and is currently reviewing the plans.
- The City approved an administrative change to the Simpsons Crossing development to reduce the lot widths for a few townhouse lots which is allowed under Chapter 200 Subdivision of Land.
- The City reviewed and approved the final site plans for the Windward Grove community clubhouse.
- The City provided plan review comments for a modification to the Chick-fil-A drive-thru. The City has received a subsequent resubmission and is currently reviewing the plans.
- The City approved a minor revision to the Windward Grove subdivision (fka Wickersham) related to some side yard encroachments on the constructed townhouses.
- Staff attended the weekly ERP Project update meetings.
- Planning Department staff attended 80 hours of ERP implementation sessions. The tentative Go-Live date for Enterprise Permitting & Licensing is August 20, 2024.
- The Permit Technicians and Code Enforcement Officers attended Haitian Creole training at City Hall.
- Attended the Chamber of Commerce Affordable Housing Taskforce meeting.
- Attended the Homebuilders Association (HBA) & City of Milford bi-monthly coordination meeting.
- Staff continues to research options for the implementation of a historic preservation ordinance and is currently developing draft language with the Planning Commission.
- 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.
- 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:

	Count
New Cases	36
Cases Closed	37
Open Cases at Start of Period	455
Open Cases at End of Period	454

\*293 open cases are for weeds/grass which stay open until the end of the year.

Violation Activity:

New Violations Cited	Count
Abandoned Vehicle	1
Dangerous Tree	1
Furniture Violation	3
Generic Violation	10
Property Maintenance Violation	6
Rubbish & Garbage	7
Weeds & Grass	6
Zoning Use Violation	2
Total	36

Rental Licenses Issued: 12

Vendor Licenses Issued: 1

Contractors Licenses Issued: 13

Business Licenses Issued: 6

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	9
Construction Trailer	0
Residential Demolition	2
Fence	9
Residential Building New Construction	17
Residential Renovation/Accessory	14
Roof/Siding Permit	7
Sign Permit	4
Solar Panel Permit	0
Utility Permit	2
Total	64

Inspections Performed:

Inspections Performed by Type	Count
Footer	35
Foundation	86
Framing	63
Insulation	27
Final	53
Residential Rental	61
Total	325

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: 8/6/2024

RE: July 2024 – Parks and Recreation Staff Report

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## **Parks**

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- The early part of July continued to be a hot dry month however rain finally came, and crews continued to cut grass on all city owned properties.
- Parks crews also continued to perform a variety of maintenance projects.
- An Irrigation reel at the soccer fields broke beyond repair and had to be replaced to keep up with the drought like conditions.
- Part-time staff continued to water flowers in the hanging baskets and throughout the downtown in challenging hot conditions of July.
- We continue to have inmates from Sussex Correctional Institution come weekly to Milford to pick up trash along roadways.
- Crews did a pre and post “First Friday” trash collection for the DMI monthly event downtown.
- Can-Do restroom received some minor graffiti which was removed by staff. The petty trash issues seemed to have calmed down since the after-hours automatic locks were installed.
- Shrubs were trimmed at City Hall and the Finance building.
- Vegetation was cut back along the Penn Fountain walkway that was impeding pedestrian traffic along the sidewalk.
- A yard hydrant was fixed at the community garden so they could water their plantings.
- New basketball nets were installed at the Banneker basketball court for the 30<sup>th</sup> annual “Take it to the Streets” basketball tournament.
- Staff continue to monitor and address any issues which are submitted by the seeclickfix app.
- Bottom rail was installed at the new pickleball courts and should address any concerns from the public.
- New surfacing was applied to both the Memorial Park basketball court and the pickleball courts. We have had nothing but positive feedback on how good the new playing surfaces are. The pickleball courts continue to be used a lot.

## Other

- Director attended the monthly Riverwalk freedom festival meeting, scheduled for 9/21/24.
- Park Superintendent the monthly safety committee meeting.
- Director attended the Downtown streetscape meeting.
- Director attended the business impact/business continuity plan.
- Staff continue to embrace and use the new Tyler Munis workorder system.
- All Mileage was obtained on all vehicles assigned to P&R for the mechanic's log.
- Director attend the Delaware Outdoor Recreation Technical Advisory Committee meeting.
- Director continued to work on capital projects.

## Recreation

### Summer Programs

- **Summer Fun club**
  - The summer camp has ended for the 2024 year with a total of 193 campers.
  - Our program had a sign-up rate of 100% and was at complete compacity.
  - The camp program included three brand new field trip destinations. Delaware Aero Space Education, Delaware Museum of Nature & Science, and Lefty's Alley & Eats
- **Tennis Camp**
  - This program also reached capacity with total sign-ups.
  - Parents commented on how much they liked the tennis coaches  
"Positivity and kid focused."  
"I love that it is low pressure but still teaches technique and is low cost."
- **Basketball Camp**
  - This camp ended near the end of July also with a max enrollment rate which was tripled from last year.
  - Feedback from the players has been positive and many of them are looking forward to next year.
- **Pickleball Camp**
  - Pickleball camp starts in August.
  - This program is just one sign-up away from being at capacity.

### Fall Program Information

A list of our Fall Programs is as follows:

- Tiny Tykes
- Soccer

- Field Hockey
- Pickleball
- Tennis

Registration for our Fall Programs opened on July 23. As of 8/5/24, we are at 31% capacity in just 13 days.





# MILFORD PARKS & RECREATION:

## **INSTRUCTIONAL SOCCER 5-6**

Start Date: 9.17.24 on Tuesdays  
Start Time: 5:00-5:45pm  
Location: Silicato Park; Small Fields



## **FALL SOCCER 7-8 & 11-14**

Start Date: 9.5.24 on Thursdays & Saturdays  
Start Time: 5:00-6:00pm  
Location: Silicato Park; Small Fields & Large Fields .



## **FALL SOCCER 9-10**

Start Date: 9.3.24 on Tuesdays & Saturdays  
Start Time: 5:00-6:00pm  
Location: Silicato Park; Large Fields .



## **FIELD HOCKEY 7-12**

Start Date: 9.8.24 on Sundays  
Start Time: 1:00-2:30pm  
Location: Practice Fields; Milford High School



## **TENNIS**

Start Date: 9.9.24 on Mondays & Wednesdays  
Start Time: 5:00-6:30pm  
Location: Milford High School Tennis Courts



## **CONTACT:**

302-422-1104 ext 1600  
[webtrac.milford-de.gov/](http://webtrac.milford-de.gov/)



# ADULT PICKLEBALL LEAGUE

**Starts: August 26th**  
**Ends: October 21st**

**Monday Evenings**

**Fee: \$60**



*Milford*  
PARKS & RECREATION  
play • connect • grow

<https://webtrac.milford-de.gov>



**FEE:  
\$120**

**12 PLAYER  
ROSTER MAX**

**MINIMUM OF 3  
CO-ED PLAYERS**

**MUST BE OVER  
18**

**ADULT KICKBALL  
MILFORD P&R KICKBALL LEAGUE**



**STARTS  
SEPTEMBER  
4TH**

**ENDS  
NOVEMBER 6TH**

**WEDS  
NIGHTS**

**(SUBJECT TO CHANGE)**

**REGISTER ONLINE:  
[WEBTRAC.MILFORD-DE.GOV](http://WEBTRAC.MILFORD-DE.GOV)**

Date: August 2024  
To: Mayor and City Council  
From: Bill Pettigrew  
Re: August 2024 Information Technology Department Staff Report

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**Council Orientation** – IT would like to thank The City Clerk & City Manager for setting up the council orientation, as well as thank the two-council people for meeting with our department, we look forward to the next wave of visits.

**Docuware City Wide Document / Content Management Implementation** – The system is live and is being implemented, we have worked with the City Clerk to set up a scanning process for old paper documents, IT intern Nick Jones has been scanning boxes in and indexing. The vendor KDI is working on the final Laserfiche & Optiview / Optispool conversions and imports.

**Network Infrastructure Upgrades** - Once the next wave of upgrades is implemented, we will be able to remotely reset switches and shutdown our network in case of issues including ransomware. This could also double as a limited, but redundant internet connection (cellular bandwidth), a few items are unfortunately backordered.

**Tyler Munis ERP** - HR & Payroll had some issues with Tyler, we identified those problems, and Tyler is working through the list, we are still shooting for a n October 1<sup>st</sup> go live, if the major items are addressed. Enterprise Permit and licensing (EP&L) go-Live is set for August 20<sup>th</sup> with no reported issues. Tax bills will print and mail shortly.

**IT Physical Access Control (CIP)** – We are waiting on Advantech for parts

**Riverwalk Public Wi-Fi (CIP)** - Comcast dug the outside cable work to the pump station, they initially did not do a good job cleaning up the site, but they did come back out and fixed the grounds, we are closer than we have ever been. Once equipment is installed the access points will be configured, and testing will begin.

**Datto Cloud Backup / Disaster Recovery & Business Continuity** -We did a proof of concept of the server restores in the cloud and all worked well. This solution is a big plus in Milford's business continuity plan, our next test will be the Microsoft 365 restore (already scheduled).

**State Local Cyber Security Grant** – This is In DEMA’s hands for the funding, the project we chose was a single sign on, and adaptive multifactor authentication solution called Okta.

**Business Impact / Business Continuity Plan** – IT worked with Coordinated Response to modify their form, which is better suited for Milford. IT is working on a few processes, as well as Finance.



FINANCE DEPARTMENT  
10 SE Second Street  
Milford, DE 19963

PHONE 302.424.5140  
FAX 302.424.5932  
www.cityofmilford.com

To: Mayor and City Council  
From: Louis C. Vitola, Finance Director  
Date: August 8, 2024  
Re: July 2024 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for FY24 ended June 30, 2024 was presented to City Council
- Training and Improvement Efforts

**FINANCE DEPARTMENT TRAINING - JULY 2024**

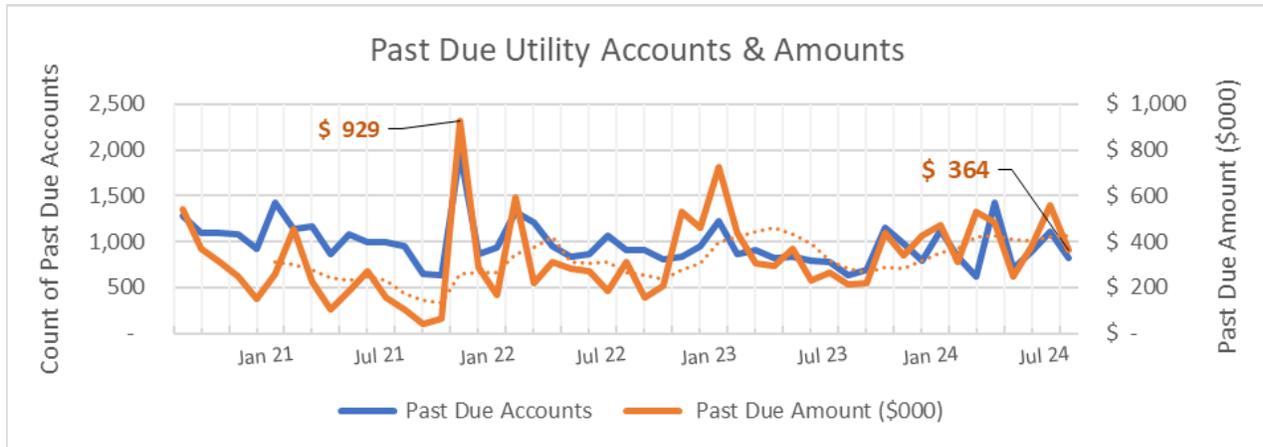
FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	-	-	-	
Customer Service	40.0	-	40.0	DEMEC Supervisory; DEMEC Body Language
Management & Staff Development	-	-	-	
ERP, Software and Technology	164.3	17.3	147.0	Primarily Tax Billing Post Go-Live (C/S)
<b>MONTHLY TOTAL (HOURS)</b>	<b>204.3</b>	<b>17.3</b>	<b>187.0</b>	<b>120 TOTAL HOURS LAST MONTH</b>

- 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.
- FY23 Audit
  - The FY23 audit process has been delayed as a result of the extended FY21-22 processes
  - Staff and I are working aggressively to prepare the FY23 trial balance, schedules and statements and to schedule the auditors for field work beginning in August
  - We have completed the majority of audit schedules required and nearly all audit adjustments have been made (fixed assets and pension are among the final schedules and adjustments)
  - We have scheduled the last week in August and the first week in September with the auditors to review documentation and begin testing/fieldwork
- Billing & Customer Service Department
  - The new tax billing module in Tyler Munis went live as scheduled at the start of the new fiscal year
  - Customer Service Staff, principally Suzannah Frederick and Vicky Jones, were recognized by Tyler staff and IT staff for the outstanding work put forth beginning last fall to execute the implementation and go live on schedule.
    - Training for tax billing clerks and all staff related to the module was largely completed in July; additional training will be completed in August/scheduled as needed
    - The first tax billing from the new system remains scheduled for mid-August
  - 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
    - The increase in FY24 past due from June to July/August is related to supplemental tax billings

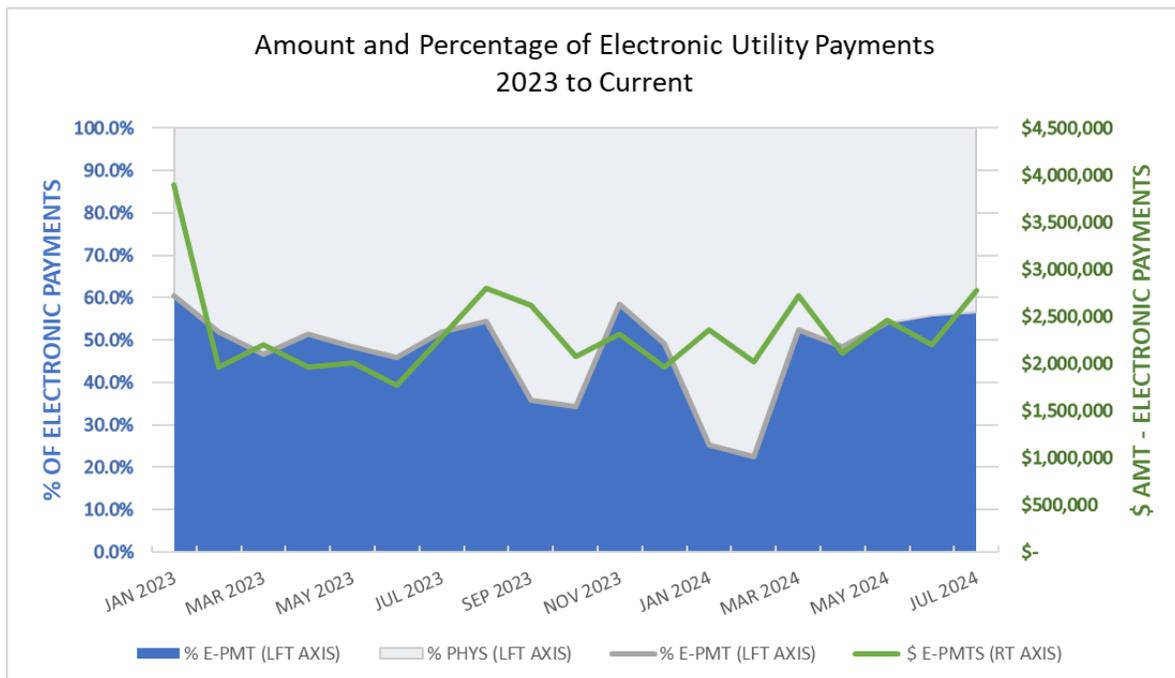
Property Tax Levy	1/1/24	2/1/24	3/1/24	4/1/24	5/1/24	6/1/24	7/1/24	8/1/24	As % of Levy 8/1/24	Property Tax Levy	As of: 8/1/23	As % of Levy 8/1/23
	2023 (FY24)	\$261	\$235	\$228	\$222	\$221	\$134	\$204	\$189	3.3%	2022 (FY23)	\$92
2022 & Prior	\$137	\$128	\$127	\$127	\$118	\$117	\$101	\$94	1.7%	2021 & Prior	\$81	1.7%
<b>Total</b>	<b>\$398</b>	<b>\$363</b>	<b>\$355</b>	<b>\$348</b>	<b>\$339</b>	<b>\$251</b>	<b>\$305</b>	<b>\$283</b>	<b>5.0%</b>	<b>Total</b>	<b>\$173</b>	<b>3.5%</b>

• Billing & Customer Service Department, Continued

- July compares positively to June – both the count of past due accounts and amount due decreased
  - The count of past due accounts (blue) is 16% below average but 31% higher than last July
  - The dollar amount past due (orange) is 12% above average and 69% higher than last July
    - The increase in amount past due is driven by one commercial account
    - Staff and I are maintaining contact with the account to encourage a return to current status



- The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through July 31, 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 in a given month and corresponds to the blue axis at left
  - The green line represents the dollar amount of electronic payments by month and corresponds to the green axis at right





To: Mayor and Council  
Thru: Mark Whitfield, City Manager  
From: Willis Shafer, Director of Public Works  
Subject: Backhoe Replacement Purchase  
Date: August 2, 2024

Staff request that City Council approve the purchase of a 2024 Caterpillar backhoe to replace a 2011 John Deere with 1,950 engine hours. The Caterpillar specifications are attached; the 2011 John Deere will be listed for public auction on GovDeals<sup>1</sup> and is expected to sell for approximately \$60,000.

The replacement of the 2011 John Deere is essential to the daily operations of the Street and Electric Divisions and is needed to help crews perform digging and loading operation more efficiently. The backhoe is used approximately 10 days each month; nearly half of the operating days in a year. The rental and transport costs for one week (five workdays) total \$1,393, which is \$2,786 per month and \$33,432 a year, excluding the costs of refueling and cleaning upon return. The life expectancy of a backhoe is 10 to 12 years. If we rely on rentals at the prevailing rate, it will cost the City over \$334,320 over 12 years. The total cost of ownership of the proposed replacement vehicle is \$286,757 over 12 years, likewise excluding the cost of fuel/cleaning to maintain comparability. On a net present value (NPV) basis, using a constant 4% discount rate, the cost of ownership is favorable to non-ownership over ten-year and twelve-year ownership periods by a NPV of \$61,252 and \$85,905, respectively. The forward-looking cost comparison is subject to variability due to the use of estimates and assumptions. To reduce the risk of overstating the ownership advantage, all estimates are conservative, and no values were assigned to non-monetary benefits of ownership, such as labor and transport efficiencies, on-demand access, the "option value" of ownership, etc.

Staff recommend the purchase of the Caterpillar backhoe through the Sourcewell/Delaware State Contract GSS23750-EQUIP\_HD at a contract price of \$175,383 funded through the Equipment Replacement Reserve (ERR). The finance team have reviewed the purchase and have confirmed that the funding was approved in the FY25 budget and that funds are available in the ERR.

**Recommendation:** Staff recommend City Council authorize a purchase order in the amount of \$175,383 to acquire a backhoe through Carter Cat pursuant to the Sourcewell/Delaware State Contract GSS23750-EQUIP\_HD.

Enc

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<sup>1</sup> Online public auction marketplace used to maximize value received for retired City vehicles and equipment.  
[www.govdeals.com](http://www.govdeals.com)

# Carter



Feb 19, 2024

**CITY OF MILFORD**  
10 S.E. 2ND STREET  
MILFORD, Delaware 19963

**Attention: CHARLES NORDBERG**

**RE: Quote 184657-03**

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration. This quote is made in accordance with Delaware State Contract GSS23750-EQUIP\_HD. Delaware Multiple Machine Order Discounts have been included.

Cat Model: 420-07ACXE Backhoe Loaders with all standard equipment in addition to the additional specifications

**ID# :** 1037210      **SERIAL NUMBER :**      **YEAR :** 2024      **HOURS :**

**MACHINE SPECIFICATIONS**

Description	Reference No	List
420 XE 07A BACKHOE LOADER CFG1	563-5593	\$120,614.20
LANE 2 ORDER	0P-9002	\$0.00
TRIM PACKAGE 3	642-9534	\$56,519.60
ENGINE, 74.5KW, C3.6 DITA, T4F	541-9540	\$12,483.60
BELT, SEAT, 2" SUSPENSION	206-1747	\$0.00
TIRES, 340 80-18/500 70-24, MX	533-0488	\$3,696.60
STABILIZER PADS, FLIP-OVER	9R-6007	\$439.35
BUCKET-MP, 1.3 YD3, IT	216-8810	\$7,729.53
CUTTING EDGE, TWO PIECE	9R-5321	\$334.31
BUCKET-HD, 24", 6.2 FT3	219-3387	\$2,055.35
PRODUCT LINK, CELLULAR, PLE643	639-4880	\$0.00
420 LANE 2 ZCON	626-9389	\$0.00
CARRIAGE, PAL CL3, 61", IT	6W-8832	\$2,536.11
FORK TINE, 2" X 5" X 48"	195-6935	\$1,866.48
COUPLER, PG, MAN.D.LOCK, BHL	444-7500	\$2,349.26
THUMB, HYDRAULIC, NO TINE, BHL	282-5409	\$6,495.31
THUMB, TINE, A 3	221-4283	\$492.88
SNOW PUSH, 10', IT	479-8087	\$8,894.06
BROOM, HYD. ANGLE, BA25, 12V	600-8980	\$17,844.00
HOOK, BROOM, IT	487-8490	\$821.00

420 XE BACKHOE LOADER  
LEICESTER, ENGLAND

Ship Weight  
lbs

LIST PRICE  
AT DEALER

Standard Equipment:

### BOOMS, STICKS, AND LINKAGES

#### BACKHOE

- 14'4" Center pivot backhoe  
4.3 Meters
- Boom and swing transport locks
- Electro hydraulic operated backhoe  
and stabilizer controls
- Street type stabilizer shoes
- Anti-drift hydraulics (boom, stick,  
and E-stick)
- Cat Cushion Swing(tm) system

#### LOADER

- Single Tilt Loader
- Lift cylinder brace
- Self-leveling loader with single  
lever control
- Return-to-dig  
(automatic bucket positioner)
- Transmission neutralizer switch
- Bucket level indicator

### POWERTRAIN

- Water separator
- Thermal starting aid system
- Dry type axial seal air cleaner with  
integral precleaner
- Automatic dust ejection system
- Filter condition indicator
- Hydraulically boosted multi-plate  
wet disk brake with dual pedals &  
interlock
- Differential lock
- Spring Applied Hydraulic Release  
(SAHR) Drive-line parking brake
- Torque converter
- Neutral safety switch
- Spin-on filters for  
Fuel  
Engine oil  
Transmission oil
- Outboard Planetary Rear Axles
- Diesel particulate filter
- Hydrostatic power steering

### HYDRAULICS

- Electro hydraulic hoe and loader

- controls
- Load sensing, variable flow system  
with 43 gpm (162 L/min) axial piston  
pump
- 6 micron hydraulic filter
- Caterpillar XT-3 hose
- Hydraulic oil cooler
- Pilot control shutoff switch
- Flow-sharing hydraulic valves
- Hydraulic suction strainer

### ELECTRICAL

- 12 volt electrical start
- 150 ampere alternator
- Horn, front and rear
- Backup alarm
- Hazard flashers/turn signals
- Halogen head lights (2)
- Halogen rear flood lights (2)
- Stop and tail lights
- Audible system fault alarm
- Key start/stop system
- 850 CCA maintenance free battery
- Battery disconnect switch
- External Power Receptacle (12v)
- Diagnostic ports for engine and  
machine Electronic Control Modules

### OPERATOR ENVIRONMENT

- Interior rearview mirror
- ROPS canopy, Rear Fenders
- 2-inch (50mm) retractable seat belt
- Tilt steering column
- Steering knob
- Hand and foot throttle
- Automatic Engine Speed Control
- One Touch Low Idle
- Floor mat and Coat Strap
- Lockable storage area
- Air suspension seat

### FLUIDS

- Antifreeze - Extended Life Coolant  
-20F (-30C)

### OTHER STANDARD EQUIPMENT

- Standard Storage Box
- Transport tie-down points
- Ground line fill fuel tank with  
42.3 gal (160L) capacity & 5 gal (19L)  
diesel exhaust fluid
- Rubber impact strips on radiator  
guard
- Safety Manual
- Operations and Maintenance Manual



**Delaware State Contract GSS23750-EQUIP\_HD MACHINE QUOTATION: Cat 420XE**

Contract Agency: CITY OF MILFORD  
RFQ/Solicitation #:

Date Quoted: 2/19/2024  
Quote Expires: 3/20/2024

Contracting Officer:  
Phone:  
Email:  
Customer/End User: CHARLES NORDBERG  
Phone:  
Fax:  
E-Mail:  
Address:

Quote Prepared by:  
Michael Hunt  
Governmental Machine Sales  
Carter Machinery Co., Inc  
804-823-1036  
804-730-4866  
michael\_hunt@cartermachinery.com

Part Number	Description	List Price
563-5593	420 XE 07A BACKHOE LOADER CFG1	\$120,614.20
0P-9002	LANE 2 ORDER	\$0.00
642-9534	TRIM PACKAGE 3	\$56,519.60
541-9540	ENGINE, 74.5KW, C3.6 DITA, T4F	\$12,483.60
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221-4283	THUMB, TINE, A 3	\$492.88
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600-8980	BROOM, HYD. ANGLE, BA25, 12V	\$17,844.00
487-8490	HOOK, BROOM, IT	\$821.00

Total List Price (USD): \$ 245,172

Less GSS23750-EQUIP\_HD Discount 28.00% \$ (68,648)

Net Price Factory Items: \$ 176,524

**Open Market Items**

Item No.	Description	Net Price
Item 1	Freight and Delivery	\$ 3,333
Item 2	420-36 MO/1500 HR POWERTRAIN + HYDRAULICS + TECH	\$ 1,238
Item 3	FILTER KITS THRU 1500HR Included	\$ -
Item 4		\$ -
Item 5		\$ -
Item 6		\$ -
Item 7	*Delaware Multiple Machine Order Discount*	\$ (5,712)

Total Net Price - F.O.B. : Delivered \$ **175,383**

Standard Warranty 12 Months / Unlimited Hours

**This quote is made in accordance with Delaware State Contract GSS23750-EQUIP\_HD.**

Backhoe Replacement - Ownership Case

Time (Years) ▶	0	1	2	3	4	5	6	7	8	9	10	11	12	Notes
Sale of Existing	-													Not Relevant - Sale of S-006 at t=0 Regardless
Replacement	(175,383)													Existing Estimate for Actual Replacement
Maintenance		(7,892)	(8,769)	(9,646)	(10,523)	(11,400)	(12,715)	(12,715)	(13,154)	(14,031)	(14,908)	(15,784)	(16,661)	Escalates from 4.5% to 9.5% years 1-12 for 7% fleet avg
Insurance		(454)	(474)	(496)	(518)	(541)	(566)	(591)	(618)	(646)	(675)	(705)	(737)	Est FY25 I/M Prop Prem per \$1 x Repl Cost + 4.5% Esc
Fuel	-													Not Relevant - Fuel Cost Incurred Regardless
Sale of Replacement													43,846	Estimated at 25% of purchase cost (conservative)
<b>Total</b>	<b>(175,383)</b>	<b>(8,346)</b>	<b>(9,244)</b>	<b>(10,142)</b>	<b>(11,041)</b>	<b>(11,941)</b>	<b>(13,281)</b>	<b>(13,306)</b>	<b>(13,772)</b>	<b>(14,676)</b>	<b>(15,582)</b>	<b>(16,490)</b>	<b>26,448</b>	
NPV-12	(265,924)													NPV assumes 4.0% cost of funding
NPV-10	(236,188)													NPV assumes sale of replacement = 30% in year 10

Backhoe Replacement - Rental Case

Time (Years) ▶	0	1	2	3	4	5	6	7	8	9	10	11	12	Notes
Sale of Existing	-													Not Relevant - Sale of S-006 at t=0 Regardless
Replacement	-													
Maintenance	-													
Insurance	-													
Fuel	-													Not Relevant - Fuel Cost Incurred Regardless
Rental	-	(33,432)	(33,766)	(34,610)	(35,476)	(36,363)	(37,272)	(38,203)	(39,159)	(40,138)	(41,141)	(42,170)	(43,224)	Conservative Estimate of 1.5% per year
<b>Total</b>	<b>-</b>	<b>(33,432)</b>	<b>(33,766)</b>	<b>(34,610)</b>	<b>(35,476)</b>	<b>(36,363)</b>	<b>(37,272)</b>	<b>(38,203)</b>	<b>(39,159)</b>	<b>(40,138)</b>	<b>(41,141)</b>	<b>(42,170)</b>	<b>(43,224)</b>	
NPV-12	(351,830)													NPV assumes 4.0% cost of funding
NPV-10	(297,440)													

Fav (Unfav)

NPV-12	85,905
NPV-10	61,252
Discount Rate	4.0%



PUBLIC WORKS FACILITY

180 Vickers Drive  
Milford, DE 19963  
www.cityofmilford.com

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: Electric Division Ram QuadCab Replacement  
Date: July 26, 2024

Staff requests City Council consider a recommendation to replace the existing 2017 Ram QuadCab (Unit E-101) used by the Electric Division with a 2024 Ford F150 Lightning Electric Vehicle. The existing vehicle has over 100,000 miles, is 7 years old, has body rust, and has reached its life expectancy. The replacement of the unit was identified in the 2025 Capital Improvement Plan. The truck is currently used by the Electric Line Supervisor.

Consideration has been given for replacement with a similar traditional, internal combustion engine (ICE) vehicle; however, Staff has determined that the migration to a hybrid and EV fleet should be further pursued. The purchase of the EV will allow the City to better understand the impacts of EVs in its fleet maintenance and to its distribution system as adoption becomes more wide spread.

The purchase of this truck will be made through the Delaware State Contract. The Electric Division budgeted \$60,000.00 for the purchase of this unit, and the quoted final cost is \$59,394.

**RECOMMENDATION:** Staff recommends City Council authorize a purchase order to Hertrich Fleet Services, Inc, in accordance with the State of Delaware contract, with funding coming from Electric Operating funds, specifically Capital Vehicle Replacement.



# Support the 2024 Milford Community Parade! “Movie Magic”

Milford's longest running family tradition marches on Walnut Street!

Keep the tradition alive. Your sponsorship of \$20, \$40, \$50 or more will help defray the cost associated with the Milford Community Parade. And now you can include your sponsorship in a **separate check** when you mail in your electric bill. If you missed out last year, this can be your year to be included. You may also contribute at <https://milfordparade.eventbrite.com>

Here's how you can help us reach our goal of \$10,000 in sponsorships: Just write a check in the amount of your sponsorship to Milford Community Parades, Inc. and include the check in your electric bill with the bottom portion of this flyer. The City of Milford will forward your contribution to the Milford Parade Committee. Then join us on Walnut Street, Wednesday, October 16, 2024 at 6:30pm for “Movie Magic”. We are on Facebook at Milford Parade for fun facts and updates. Download an entry form at [www.milfordparade.com](http://www.milfordparade.com). Thank you for your continued support.

---

YES! Keep the tradition alive---

Please accept my  \$20  \$40  \$50  \$100 Campaign\*\*

**\*\*RECEIVE A YARD SIGN FOR YOUR YARD OR WINDOW!**

Sponsorship on behalf of

---

individual name / family name / company name

---

street address

---

city/state/zip

---

check #



Please return this bottom portion and separate check with your electric bill.

**CITY OF MILFORD**  
**NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, August 20, 2024 @ 6:00 p.m.  
City Council Hearing: Monday, August 26, 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 2024-08**

Application of Ribera Development, LLC on behalf of Westwood Subdivision  
for a Final Major Subdivision  
130.5 +/- acres of land located on the north side of Williamsville Road  
approximately 2,300 west of the Route 14 intersection  
Comprehensive Plan Designation: Low Density Residential  
Zoning District: R-2 (Residential District)  
Present use: Vacant Proposed Use: Planned Unit Development  
Tax Parcel: MD-16-182.00-01-11.00 thru 21.00

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 August 20, 2024, whereby public comment will be taken and a recommendation will be made; and

WHEREAS, Milford City Council will hold a Public Hearing on August 26, 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 Ribera Development, LLC 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: August 12, 2024  
Planning Commission Review & Public Hearing: August 20, 2024  
City Council Public Hearing: August 26, 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](mailto:RPierce@milford-de.gov) or by calling 302.424.8396.

Published: *Delaware State News 07/26/2024*



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



CITY OF MILFORD  
CITY COUNCIL MEETING MINUTES  
July 22, 2024

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, July 22, 2024.

PRESIDING: Mayor F. Todd Culotta

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

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and Interim City Clerk Katrina White

COUNSEL: Solicitor David Rutt, Esquire

#### FY25 PROPERTY TAX APPEAL HEARING

There were no appeal hearings scheduled.

#### PUBLIC COMMENT

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

Eric Johnsen, 703 N. Walnut Street, Milford, DE 19963, stated that he had several concerns. The first being that he thought that there should be a crosswalk by the post office due to the dangerous bend in the road there and people not slowing down. Another concern is that there aren't any No Littering signs in town and there is a lot of trash on the streets. He said that there also aren't enough trash cans around town. Another concern was that there weren't any doggie bags in the bag station located in the park by Surf Bagel. He explained that these little things would really help to increase the beauty of the town. His last concern was that the geese in town are a nuisance, there were too many of them in town and all the droppings have become a health hazard.

#### CALL TO ORDER

Mayor Culotta called the regular meeting to order at 6:07 p.m. Roll Call showed that there were nine members present.

#### INVOCATION AND PLEDGE

The invocation was given by Councilmember Wilson, followed by the Pledge of Allegiance and a moment of silence in remembrance of former Milford City Manager, Mike Booker.

#### APPROVAL OF PREVIOUS MINUTES

Councilmember Wilson made the motion to approve the February 12, 2024, February 21, 2024, May 28, 2024 Council Meetings, May 29, 2024 Budget Hearing Workshop, June 10, 2024 Council Meeting and June 10 Finance & Audit Committee meeting minutes. Councilmember Kalesis seconded. The motion carried unanimously.

## RECOGNITION

There were no new city employee introductions.

## COMMUNICATIONS & CORRESPONDENCE

Councilmember James gave a report on Word of Life Church's Take It To The Streets yearly event that took place on July 19, 20, & 21, 2024. He stated that it kicked off with prayer, featured a car show, basketball tournament and ended on Sunday with a tent service in Banneker Park. Pastor Jonathan Dukes expressed his thanks to the city for the assistance on making it a great event.

Councilmember Wilson announced that Mt. Enon Baptist Church had invited Mayor, Council and the Police Chief to their Annual Conference on July 24, 2024 to welcome the out of town members and update them about the great City of Milford.

Councilmember Zychal reported that she had a resident who was concerned about speeding on Walnut Street and had questions concerning the long-range plan of the traffic study. They wanted to know if there were more immediate measures being taken to eliminate some of the speeding.

Councilmember Kalesis reported that residents had traffic concerns and there needed to be a mirror on the corner of Park Avenue and N. Washington St at Park Place. City Manager Whitfield stated that he would pull accident data and it may warrant a three way stop at that location.

## MONTHLY FINANCE REPORT

Finance Director Lou Vitola reviewed the June 30, 2024 financial statement that was included in the packet. He reported that for cash, there is a little bit of an outflow in total this month not unexpected for this time of year, even for the utilities. It is May's activity that is transacting in June and we're farther away from last year's tax receipts in the General Fund. So, there's not a lot of cash activity in the general fund this time of year. The utilities will recover in the summer months and then the General Fund will recover in September and October, when the tax receipts come in.

He further reported that interest income was stronger than expected and some of the permit activity that was strong as the year ended helped to offset that. In terms of P&L Performance, the budget is flat on a citywide basis. Utilities are a little less than \$500,000 under budget and the governmental funds are about \$600,000 over. The difference is basically the additional \$500,000 of transfers from the Electric Fund to the General Fund approved on June 10<sup>th</sup> in connection with the budget to get ahead of the Fiscal 25 budget year. So, in total, we're \$100,000 or so to the good and right where we need to be for the 2025 budget, in terms of General Fund Reserves able to support FY25 activity.

Utilities versus the previous year are not as strong. FY23 was a strong year, but sewer is driving it and the differences. Otherwise, results are very consistent and in tune with the budget. We should see something similar for Fiscal Year 2025 unless there are any unexpected changes.

Councilmember Samaroo made a motion to accept the monthly Finance Report. Councilmember Wilson seconded. The motion carried unanimously.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Presentation/Shpigler Group

Electric Director Tony Chipola introduced David Shpigler from the Shpigler Group who evaluated the current state of the electric utility and also evaluated parts of the Public Works, specific to water and customer service.

The intent was to focus on what could be done to leverage some of the existing systems, what efficiencies could garner from adopting some newer technology options and performing a cost benefit analysis to see where it may make sense to push towards a more modernized system.

David Sphigler, Shpigler Group, reviewed the presentation that was included in the packet. (Pages 65 -79 in the packet)

Adoption/City of Milford Fiscal Year 2025 Tax Warrant

City Manager Whitfield reviewed the City of Milford Fiscal Year 2025 Tax Warrant that was included in the packet.

Greetings:

The Charter of the City of Milford provides the following:

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

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

Property Assessment Values Per Billing Register	\$ 1,398,562,514
Exemptions	[\$ 353,271,500]
Total Assessed Values	\$ 1,045,291,014
Tax Rate	<u>          x \$0.0059</u>

Council Meeting

July 22, 2024

Estimated Tax Collection	\$ 6,167,217
Senior Citizen Discount	[\$ 53,100]
TOTAL TAX COLLECTION (Fiscal Year 2024-2025)	\$ 6,114,117

Tax Due Date: September 30, 2024

Councilmember James made a motion that the City Manager is authorized to collect the tax for the warrant that is to be signed by the mayor. Councilmember Wilson seconded. The motion carried unanimously.

#### Authorization/ Purchase of a Solid Waste Truck

Public Works Director Willis Shafer reviewed the memo and proposal that was included in the packet. (Pages 81-86) He stated that staff recommended City Council to authorize a purchase order in the amount of \$422,454 to acquire a HEIL 28 cubic yard refuse truck through Mid Atlantic pursuant to the Sourcewell contract to expand the solid waste fleet to five vehicles.

Councilmember Connor made a motion to authorize a purchase order in the amount of \$422,454 to acquire the truck through Mid-Atlantic pursuant to the Sourcewell contract. Councilmember Wilson seconded. The motion carried unanimously.

#### Reappointments:

Mayor Culotta stated that these are reappointments for the three committees.

#### Tree Preservation and Advisory Board

Councilmember James made a motion to reappoint Leigh Muldrow and Eric Wahl to the Tree Preservation and Advisory Board. Councilmember Connor seconded. The motion carried unanimously.

#### Parks & Recreation Advisory Board

Councilmember Kalesis made a motion to reappoint William Shupe and Tiffany Walter to the Parks & Recreation Advisory Board. Councilmember James seconded. The motion carried unanimously.

#### Planning Commission

Councilmember Connor made a motion to reappoint Marvin Sharp and Mark Redden to the Planning Commission. Councilmember Zychal seconded. The motion carried unanimously.

#### Authorization/ Salary/Interim City Clerk

Mayor Culotta stated it was his advice to simply follow the pay scale that was publicly listed on the website. There are job classifications for every job within the City of Milford and Council should follow the currently approved pay scale. He further explained that Council would discuss the experience and how it lands on the approved pay scale in Executive Session.

Solicitor Rutt suggested that if there were questions about the pay scale to do it in open session.

Human Resources Director Jamesha Williams explained that the pay scale is from the 2021 job classification and pay study that is based upon the classification of jobs and not set as years of experience. It is a combination of years in the position and the market value for the position. But experience is not included in the calculation. She referenced the memo that was included in the packet. (Page 89) She further explained that the Senior Deputy City Clerk/Interim City Clerk is currently at pay grade 107. The City Clerk is a Pay

Grade 109, so it will be at Council's discretion to determine what step on 109 the temporary salary increase should be assigned, effective July 1, 2024, the date that the additional responsibilities were assigned.

Councilmember James stated that in following the memo that was provided by Human Resources Director Williams with the Senior Deputy City Clerk at Pay Grade 107 Step 5 and follow the precedent that has been set for temporary positions of 5 to 10%, the precedent would be met at Pay Grade 109 Step 1. That would be going from \$72,611.59 to \$78,062. He also stated that in following the memo of the Human Resource Director, once the temporary period is over the Senior Deputy City Clerk, if not elevated to actual City Clerk, would return to Pay Grade 107 Step 5.

Mayor Culotta responded that it makes sense to have the discussion in Executive Session since there is some debate because the employee is coming from an hourly rate with overtime and those factors have not been discussed.

Solicitor Rutt explained that the Department of Justice was very clear in its June 26, 2024 opinion regarding Rehoboth that says:

*Discussions of salary and other compensation involve the expenditure of public funds and are not related to the individual's qualifications to hold a job. Public employees' compensation is a matter of public record, as it is well settled. Citizens have a right to know how their public servants are compensated with taxpayer monies, in whatever form that compensation might take. Accordingly, we find that the city violated FOIA by engaging in discussions of the city manager's employment contract, and especially the compensation package in executive session.*

He stated that it is pretty clear from this ruling, within just the last month from the Department of Justice, that salary discussions are to be held in in public session.

Councilmember Connor stated that she just did some quick math and if Council was going with the higher end the 10% and taking into account what was made with overtime salary would have been more along the lines of \$79,000. When you do the math, we would probably need to be a little further on the Step range if looking at 10% versus 5%.

Mayor Culotta stated that was correct.

Councilmember James stated that Council needed to discuss if they want to go to the upper percentage end. Pay Grade 109 Step 1 puts it at 7½ % which falls in the middle of the 5-10%.

Councilmember Wilson stated that she was in agreement with Councilmember James, which would be midway.

Councilmember Zychal stated that this is an important job and it's one that requires a lot of responsibility. We are dependent upon the quality of her work and I think that she should be duly compensated for that. So, with that in consideration, I would highly recommend the higher step.

Councilmember Kalesis stated that she agreed. Councilmember Connor stated that she agreed.

Councilmember Stewart asked what the required weekly overtime average for the Interim City Clerk position was. Councilmember James responded that is an unknown. Mayor Culotta stated that all Council had to go on was the number of overtime hours from last year. Councilmember James restated that this is an unknown number.

Councilmember Stewart stated that the Pay Grade 109 is a salary, so the overtime that she still puts in she doesn't get anything for. He asked if in the end, the pay was the same rate and does it equal out to the salary base that she's making currently with overtime.

Councilmember Connor stated that she did the math with the 108 hours of overtime that was worked last year and that added \$5600 to her salary which would put her at about \$79,000 a year. So, if we did the lower end of 5%, she would really be closer to step 3 and then the higher end of the 10%, Step 5 would cover us.

Human Resources Director stated just to add one more point for consideration, until the position is filled that means that you have one person for every meeting, every workshop, and things of that nature until you actually get someone in the position. All of the meetings and all of the minutes will be tasked to her.

Councilmember James stated that he wanted to clarify again that we have other talent in the house in the administration that know how to do City Clerk work. Council needs to make sure that we don't have one person overburdened when there's other talent in the house that can help accommodate. He stated that he wanted to repeat that the math is easy and if Council wanted to stay within the precedent as the Human Resources Director pointed out in her number one, that we have traditionally provided 5 to 10% temporary salary increase. He further explained that if you take \$72,000, add 10% to it, you get closer to Pay Grade 109 Step 2 and then we're not breaking precedent. We are also not setting a new precedent.

Councilmember Wilson stated that she was in agreement with Councilmember James.

Councilmember Kalesis made the motion to increase the Interim City Clerk to Pay Grade 109 Step 2. Councilmember Zychal seconded.

Councilmember Kalesis amended her motion that the increased pay scale will be in effect as long as the Senior Deputy City Clerk is an Interim City Clerk and her salary will be adjusted back to the current pay scale. Councilmember Zychal seconded.

Councilmember James stated that it was recommended by the Human Resources Director that since she started performing the duties on July 1, 2024 this would be retroactive to July 1, 2024.

Councilmember Kalesis stated that she accepted Council Member James's amendment to the motion. Councilmember Zychal seconded. The motion carried 6 Yes 2 No.

Councilmember Marabello - YES  
Councilmember Zychal – YES  
Councilmember James – YES  
Councilmember Connor – NO

Councilmember Madula Kalesis – YES  
Councilmember Wilson – YES  
Councilmember Samaroo – YES  
Councilmember Stewart - NO

Councilmember Connor stated that she opposed because she felt like it should be a higher step on the Pay Grade.

Councilmember Wilson made a motion to go into Executive Session reference the below statutes. Councilmember James seconded.

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

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<sup>1</sup>

Motion carried.

Mayor Culotta recessed the Council Meeting at 7:43 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 8:45 p.m., Councilmember Wilson moved to return to Open Session, seconded by Councilmember Zychal. Motion carried.

*Potential Vote-Personnel Matter/City Clerk*

*Potential Vote-Legal Matters*

Councilmember Kalesis made the motion to enter into a Use of Agreement with the Sussex Conservation District for the West Shores development. Councilmember Marabello seconded. The motion carried unanimously.

Adjournment

Councilmember Kalesis made the motion to adjourn. Councilmember Zychal seconded. The motion carried unanimously.

Vice Mayor James adjourned the meeting at 8:46 pm.

Respectfully submitted,

Katrina L. White, MMC  
Interim City Clerk/Recorder

**CITY OF MILFORD**  
**FINANCE & AUDIT COMMITTEE MINUTES**  
July 22, 2024

The Finance and Audit Committee of the Milford City Council met on Monday, July 22, 2024 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

**PRESIDING:** Chairman Jason James Sr.

**IN ATTENDANCE:** Committee Members:  
Councilmembers Daniel Marabello, Nirmala Samaroo, Lori Connor

**STAFF:** City Manager Mark Whitfield and Interim City Clerk Katrina White

**ABSENT:**

*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*

Chairman James called the Committee Meeting to order at 5:04 p.m., then deferred to Finance Director Lou Vitola.

*Investment Update*

Finance Director Lou Vitola introduced a representative from PFM Investments, Zach O'Grady, who gave a presentation on the Investment Performance Review For the Quarter Ended June 30, 2024 that was included in the packet. (See packet)

There being no further business, Chairman James adjourned the Finance Committee Meeting at 5:29 p.m.

Respectfully submitted,

Katrina L. White, MMC  
Interim City Clerk/Recorder



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

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: Aug 7, 2024  
 RE: Activity Report for July 2024

**Chief and Police Command Staff:**

Throughout the month of July, the 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 meetings 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 July, Milford PD responded to over 1505 calls for service.**

**MPD Activities for the Month**

**Community Engagement:**

- S/Cpl. Bloodsworth and S/Cpl Golding enjoyed presenting law enforcement and safety information to the children at the Milford Parks and Recreation Day camp held at Mispillion Elementary. Units from patrol and K9 also visited the children, and they were treated to a demo from K9 Raven. They asked a multitude of questions and gave our agency thank you notes.



- Officers enjoyed socializing with patrons at the Milford Library amphitheater for Music in the Park. Due to weather conditions, this event was moved inside the Jesus Love Temple. The band Mike Hines and the Look were well received. During this event, officers performed foot patrol of the Riverwalk allowing them to engage with several pedestrians.
- Command Staff and Patrol Officers attended a Breakfast event at the Milford Public Library. These events are a great time for us to sit down and talk with community members about issues going on within the community.



- Hosted a tour of the police department for the children of the Early Life Learning Center.
- S/Cpl. Golding met with Silver Lake Estates and Brightway Commons management in an effort to continue to foster a stronger relationship with them and their communities.
- Chief Ashe along with the Patrol Division had a great time at the Take it to the Streets Event. They enjoyed catching up with our neighbors and playing some corn hole.



- K9 Raven performed a demo at The Breakfast Club daycare for numerous small children. Each child received a K9 Raven Trading Card after the demo.
- K9 Raven performed a demo for the Milford Library during the Breakfast with a Cop event.



**Emergency Preparedness:**

- Chief and Superintendent will be begin conducting meetings again in August due to summer break.

**Training and Professional Development:**

- S/Cpl. Bloodsworth attended the Annual Law Enforcement Training Conference at STAR Campus at UD where youth involvement in various criminal activities was discussed. They presented updated and highly concerning information on new teen trends.
- One officer attended the VALOR Mid-Level Leadership Workshop held at the Wilmington University Dover Campus.
- Two officers attended Intoxilyzer 9000 Certification Training held at the Dover Police Department.

**Recognition:**

- Retirement of Lt. Richard Jefferson after 35 years of service to the Milford Community.



- Promotion to Lieutenant- Sgt. Albert A. Sargent



- Promotion to Sergeant- S/Cpl. Cory A. Swan



- Promotion to Cpl. – PFC Anthony M. Quiroz

## **Community Room:**

- We had two (2) organizations use the community room in July.



## **Electric Vehicle (EV) Program:**

- Captain Wells and Lt. Matt Smith have been busy on moving forward with the Electric vehicle grant program through Energize Delaware. This grant has allowed the department to acquire three electric vehicles and the charging stations to charge them. The charging stations have been ordered and should be installed in the coming weeks. We have recently ordered two 2024 black F-150 Lightning trucks and one 2024 black Mustang Mach E. One F-150 Lightning and the Mustang Mach E will be assigned to our civilian staff (Facilities staff and Behavioral Health Unit). The remaining F-150 Lightning will be assigned to a command staff member.



**Behavioral Health Unit:**

**Milford Police Department – July 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
July 1-July 7, 2024	<b>62</b>	1. Milford First Friday	N/A	<b>9</b>	<b>Referrals to Services:</b> Domestic Violence Public Assistance Check the Welfare	<b>1</b>	<b>1</b>	<b>5</b>
July 8-July 14, 2024	<b>81</b>	1. Opioid System of Care Meeting	1. PACE Your Life Narcan Training Event 2. Milford Advocacy for the Homeless Narcan Training Event 3. Breakfast with Badges	<b>11</b>	<b>Referrals to Services:</b> Homeless Resources Public Assistance 10-81 Check the Welfare Domestic	<b>1</b>	<b>3</b>	<b>6</b>
July 15-July 21, 2024	<b>77.25</b>	1. Delaware Housing Alliance Meeting	1. Delaware Veterans Home Narcan Training Event	<b>8</b>	<b>Referrals to Services:</b> Domestic Violence Public Assistance Homeless Resources Check the Welfare	<b>2</b>	<b>1</b>	<b>5</b>
July 22-July 28, 2024	<b>77</b>	1. Co-Responder Collaborative Meeting 2. Meeting w/ People's Place Domestic Violence	1. Veterans and Homelessness Training	<b>9</b>	<b>Referrals to Services:</b> Check the Welfare 10-81 Public Assistance	<b>2</b>	<b>3</b>	<b>6</b>
July 29-July 31, 2024	<b>33</b>	N/A	N/A	<b>4</b>	<b>Referrals to Services:</b> Overdose Check the Welfare 10-81	<b>0</b>	<b>1</b>	<b>5</b>
<b>Totals:</b>	<b>330.25</b>			<b>41</b>		<b>6</b>	<b>9</b>	<b>27</b>
<b>Year to Date Totals:</b>	<b>1986.75</b>			<b>262</b>		<b>35</b>	<b>39</b>	<b>195</b>
<b>Overall Totals:</b>	<b>8395.6</b>			<b>1476</b>		<b>128</b>	<b>174</b>	<b>1298</b>

## **Social Media/Public Information Update:**

Our Facebook page had 95 new followers for a total following of 15,495. Currently our followers are 34% male and 66% female. Posts during the month reached 61,716 people. Our top reach post for July was a check the welfare post. The post had a reach of 25,956. Our top engagement post for July was the Traffic Stop Leads to Arrest of Two release on 07/16/2024. This post had an engagement of 6,891.

Our Instagram account had 2 new followers for a total following 2,113. Currently our followers are 38% male and 62% female. Posts during the month reached 2,077 people.

Our Twitter followers are 1,459.

We did not have any Nextdoor posts during the month. Nextdoor reaches 3,225 members according to statistics provided by the website.

MPD News Releases:

July 15, 2024: 3 Juveniles Arrested in Reckless Endangering Incidents

<https://www.milfordpolicede.org/news/3-Juveniles-Arrested-in-Reckless-Endangering-Incidents.htm>

July 16, 2024: Traffic Stop Leads to Arrest of Two

<https://www.milfordpolicede.org/news/Traffic-Stop-Leads-to-Arrest-of-Two.htm>

DATE: August 1, 2024  
TO: Mayor and Members of City Council  
FROM: Interim City Clerk Katrina White  
RE: July 2024

The month of July, I began the process to re-evaluate, reorganize and update the City Clerk's departmental processes. I worked with the IT department to ensure the process was smooth in the transference of digital records from the former City Clerk.

- Attended two meetings, in person and virtually, with the IT Department for the new Docuware system and have been working with IT to begin archiving the old records that are stored at City Hall. I want to thank Nick Jones, the IT intern who has been a huge help in this project and has begun the scanning process.
- Attended the staff meetings where council meeting agendas and departmental information was shared.
- Worked with the Employee Rewards & Recognition Committee to kick off the City of Milford Employee Back to School Backpack Drive.
- Processed Bayhealth J1 Visa Support Request Letter with mayor to bring Hematology/Oncology, Sports Medicine, and Academic Hospitalists doctors into the area.

### **Monthly Activities**

Requests for information are still coming in, I also continue to work with other Delaware municipalities assisting with policy, procedural, and related information.

- ❖ FOIA Requests to Date (71)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Prepared Agendas & Packets for:
  - Council Meetings - July 8, & July 22
  - Annexation Meeting – July 22
  - Finance & Audit Committee – July 22
  - Board of Adjustment – July 11
  - Planning Commission July 16
- ❖ Prepared Public Notices (7)

❖ Transcribed and Proofread Minutes (6)

Council Meeting

Finance & Audit Committee

Board of Adjustment

Planning Commission

❖ Executive Sessions Year to Date (14)

❖ Notary Public Services Provided (3)

❖ Proclamations Created Year to Date (18)

❖ Resolutions Created Year to Date (12)

❖ Special Event Submissions to Date (26)

Special event applications continue to be submitted for processing. We continue working with applicants, other city departments and outside agencies to ensure proper preparation and direction. A list of previous and upcoming events in 2024 follows:

Permit #	Organization	Event Name	Event Date
2024 26	Kimberly Black	Matlinds Estates Yard Sale and Meet & Greet	9/2/2024
2024 25	Delaware Hospice Inc	Car Show	8/10/2024
2024 24	Word of Life Community Church	Take It To The Streets	7/19/2024, 7/20/2024, 7/21/2024
2024 23	Milford Museum	Hippie Fest	8/17/2024
2024 22	Food Bank of Delaware	Out Run Hunger 5K	6/26/2024
2024 21	Delaware Arts Alliance	Delaware Arts Alliance Community Engagement Launch Event - CANCELED	8/1/2024
2024 20	Desmandre Entertainment/ Bibi's	Riverwalk Plaza Hispanic Festival	7/14/2024
2024 19	City of Milford	Juneteenth Celebration	6/19/2024
2024 18	Milford Library	Animal Expo	7/9/2024
2024 17	DMI	Riverwalk Farmers Market	5/4/24 -12/21/24
2024 16	DMI	2024 First Fridays	5/3/24, 6/7/24, 7/5/24, 8/2/24, 9/6/24, 10/4/24



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

PHONE 302.422.1111  
FAX 302.424.3553  
www.cityofmilford.com

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

- KCI Technologies engineers are putting the final touches on the Bid for Construction for the Milford Corporate Center roads and utilities. We expect a late August/early September bid letting and a bid award in October, with construction to begin in the late fall.
- We reached a labor agreement with the IBEW union who represents our electrical linemen and meter technicians.
- I had phone discussions with attorneys David Rutt and Scott Wilcox regarding the West Shores project.
- I met with Phil McGinnis regarding the appraisal of City property.
- The exterior of City Hall will be pressure washed.
- Staff met regarding the completion of the West Shores project. City Engineer provided a cost estimate for completion. I also discussed a path forward with Sussex County Conservation District Executive Director David Baird.
- Staff held their kick-off meeting with Coordinated Response, the consultant developing a Business Continuity/Business Impact Plan for the City.
- Various staff also reviewed the preliminary drawings for the streetscape plans for SW Front Street, N. Washington, Park Ave, and Denny Row.
- Staff met to review the ECM claim for final payment on the NE Front Street Waterline Project. Information will be sent to Solicitor Rutt, who will respond.
- I attended the DEMEC July Executive Board Meeting. We received good news on a couple of fronts that should correlate with rate stabilization for 2025. The transmission line being built in Maryland that will provide electricity for the closing on Indian River Generating Station, is well ahead of schedule. Originally, the line was to be completed by December 2026. It now appears it will be complete by December 2024 or January 2025. Once built, Delmarva power customers will no longer need to pay to keep the Indian River Station in a "Run-Must Run" condition, and the generating station can go offline. Additionally, a recent court case found the Delmarva South Zone was overcharged for transmission cost, and we should receive a significant refund soon (amount is unknown at this time). Both items point to stabilization of electric rates moving into 2025, and possibly a reduction in rates.
- I responded to an HOA damage claim for an irrigation system.
- I responded to a customer complaint regarding intermittent power outages along Shawnee Road.
- I attended the quarterly DELDOT Utilities Coordination Council meeting as the DEMEC representative.

- I met with a resident regarding a damage claim to her car during the City Hall power washing.
- Rob and I met with Attorney Gary Green of Archer & Greiner regarding the Master Development Agreement with Tsionas/Emory Hill for the Milford Corporate Center.
- I attended the monthly executive board meeting of the Delaware State Chapter of APWA.
- Rob and I met with John Van Gorp of Bayhealth and architect Eric Aulestia regarding Bayhealth's planned development of the Hall tract (between Route 1 and Route 30) across Route 30 from the Bayhealth campus.
- Lou and I met with Councilman James regarding the monthly finance report.
- I met with Drew Boyce from Century Engineering regarding the Route 1 and Route 30 intersection alignment and frontage road plan.
- Rob and I met with a resident regarding code violations and construction inspections.
- Rob and I met with Becker Morgan and Tsionas/Emory Hill regarding the Milford Corporate Center project.
- I attended the DEMEC Board Retreat on July 31.

<b>Public Works Department - JULY 2024</b>	<b>JULY 2023</b>	<b>JULY 2024</b>	<b>FY23 YTD (07/01/22-06/30/23)</b>	<b>FY24 YTD (07/01/23-06/30/24)</b>
<b>Streets/Utility Division</b>				
Signs Installed/Replaced	Data Unavailable	10 signs / 7 poles	Data Unavailable	10 signs / 7 poles
Curb Miles Swept	1,400	1,200	1,400	1,200
Sewer Lines Flushed (in feet)	25,000	24,575	25,000	24,575
Sewer Back-up Response	1	3	1	3
Sewer Line Repaired	0	0	0	0
Water Hydrants Flushed	4	12	4	12
Fire Hydrants Replaced/Installed	0	0	0	0
Water Line Repair	4	2	4	2
Water Valves Exercised	25	7	25	7
De-icing Salt Used (tons)	0	0	0	0
Potholes Filled - Cold Patch	4 big ones	20	4	20
Potholes Filled/Spray Patch - Gallons Emulsion Used	250	250	250	250
Leaves Collected (Tons)	0	0	0	0.00
After Hours Calls	Data Unavailable	7	Data Unavailable	7
Crack Sealing (pounds of sealant used)	300	30	300	30
Work Orders Completed	Data Unavailable	10	Data Unavailable	10
Storm Sewer Inlets Cleaned	75	75	75	75
Street Closures/Festivals	5	3	5	3
<b>Engineering Division</b>				
Utility Locates Completed	Data Not Received	364	Data Unavailable	364
Infrastructure Work Orders Completed	Data Not Received	13	Data Unavailable	13
Backfill Inspection Work Orders Completed	Data Not Received	84	Data Unavailable	84
<b>Operations Division</b>				
Fleet Work Orders Completed	32	41	32	41
Fuel Use-Diesel (Gallons)	2,496	3,053.17	2,496	3,053
Fuel Use-Gas (Gallons)	4,697	5,601.26	4,697	5,601
Blue Def (Gallons)	80.69	91.87	80.69	92
<b>Solid Waste &amp; Facilities Division</b>				
Refuse Collected (Tons)	334.6	338.4	335	338.4
Recycle Collected (Tons)	61.97	89.18	62	89.18
Yard Waste Collected (Tons)	51.15	57.9	51.15	57.9
Missed Collections	62	59	62	59
Bulk/Brush Collection Requests Completed	83	66	83	66
Containers Delivered	34	89	34	89
Containers Serviced (Swap, Replacement, Removed)	18	29	18	29
Facilities After Hours Calls	Data Unavailable	0	Data Unavailable	0
Facilities Work Orders Completed	Data Unavailable	0	Data Unavailable	0
<b>Water &amp; Waste Water Facilities Division</b>				
Water Treated (Millions of Gallons) 7 Months	85,695,100	94,738,200	85,695,100	94,738,200
Waste water transfer(millions of Gallons.) 6 months	72,753,000	78,480,000	72,753,000	78,480,000
Work Orders Completed	Data Unavailable	Data Unavailable	Data Unavailable	Data Unavailable
Pump Stations Cleaned	Data Unavailable	Data Unavailable	Data Unavailable	Data Unavailable
After Hours Calls	Data Unavailable	6	Data Unavailable	6
<b>Public Works Projects - JULY 2024</b>	Planning Stage	Bid/PO Award	In Progress	Complete
<b>Water</b>				
Install Automated Blow-off Valves 1 in stock	Charlie / James	Charlie	Charlie	Milford hospice
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
<b>Sewer</b>				
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	?	?	?
<b>Streets</b>				
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				
<b>PARKING</b>				
<b>BUILDINGS</b>				
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				
<b>Public Works Equipment &amp; Vehicles - JULY 2024</b>	Planning Stage	Bid/PO Award	In Progress	Complete
<b>ELECTRIC</b>				
Replacing 3 Phase Wire Trailer (E114)				
<b>TECHNICAL SERVICES</b>				
<b>WATER</b>				
Replace W-8 F250 2022	Ordered	Hertrich	Ordered	Delivered 6/24/24
Replace W-15 Pick up 2022	Ordered	Hertich	Ordered	Delivered 6/24/24
<b>SEWER</b>				
Replace SE-2 Ford F250 pickup 2022	Ordered	Hertrich	Ordered	delivery sept 2024
<b>STREETS</b>				
<b>SOLID WASTE</b>				
Grapppler Hook Body			X	
<b>GARAGE</b>				
<b>WAREHOUSE</b>				
<b>Active Developments - JULY 2024</b>	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Awaiting Final Inspection
Hearthstone Manor I	X	X	X	
Lighthouse Estates II	X	X	X	Complete
Brookstone Trace	X	X	X	Complete
Brookstone Trace II	X	X	X	Complete
Orchard Hill	X	X	X	
West Shores at New Milford	X	X	X	
Watergate	X	X	X	
Walnut Village	X	X	X	Complete
Milford Ponds Phase 1.1-1.7	X	X	X	Complete
Milford Ponds Phase 1.8	X	X	X	
Milford Ponds Phase 1.9	X	X		
Hearthstone Manor II	X			
Milford Ponds Phase II	X			
Simpson's Crossing Phase 1a	X	X	X	
Simpson's Crossing Phase 1b	X	X	X	
Simpson's Crossing Phase 1c	X	X	X	
Cypress Hall Phase I	X	X	X	
Cypress Hall Phase 2 A & B	X	X	X	
Cypress Hall Phase 2 C	X			

Wickersham Phase 1	X	X	X	
Wickersham Phase 2	X	X	X	
Mispiration Landing (Entrance Only)	X	X	X	Complete
Mispiration Landing	X			
Riverwalk Villas	X			
Milford Ponds Phase III	X			
Red Cedar Farms	X			
Hickory Glen	X			
Knights Crossing	X			
<b>Commercial Projects - JULY 2024</b>	<b>Plan Review</b>	<b>Utility Mains Installation</b>	<b>Utility Service Line Inspection</b>	<b>Awaiting Final Inspection</b>
Milford Middle School	X	X		
Splash Laundry Mat	X	X	X	
Deep Branch Plaza	X			
Milford Corporate Center	X			
1st State Storage	X			
Arbys	X	X	X	
PAM	X	X	X	
Napa Valley Investment, Multi Use Buildings	X	X	X	
The Lab at SeaScape	X	X	X	
Teal Creek Plaza	X			
Big Oyster Brewing	X	X	X	
Zoom Carwash	X			

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## July 2024 Accomplishments

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### **Streets/ Utilities- Charles Nordberg**

- Close S, N Walnut for first Friday
- Help with trash and recycling pick up Friday route and part of Thursday Due to holiday.
- Fix water leak a meter pit at 608 S. Walnut.
- Repair curd at park and N. Washington.
- Removed handicap parking on north walnut due to not ADA compliant turn it to regular parking.
- Deliver barricades on E street for the Hispanic festival.
- Replace meter pit check valve at Sea watch 3' line
- Remove tree at the end of Richard St.

### **Building Maintenance / Solid Waste - Brian Jester**

- Had badge access installed at can-do bathrooms
- Had A/C replaced at City Hall
- Had City Hall and Finance pressured washed
- Fixed leaking toilet at City Hall
- Fixed sink at Finance
- Overseen Streets department while Charlie was on vacation. 7/18/24-7/26/24
- Fixed sink at Parks & Rec main

### **Solid Waste Truck Issues**

- SW-28 in shop for general maintenance 7/15/24
- SW14 in shop for general maintenance 7/25/24

### **Water/ Waste Water- Steve Ellingsworth**

\*Accomplishments attached.

### **Engineering – James Puddicombe**

\*Accomplishments not received

## July Monthly Accomplishments 2024

1. BAC pump Sation cleaned out by Brandon and Jose. During Delaware Electric power issues.
2. Shawn, Brndon, Steve, and Jose attended Sampling course at Office of Drinking Water on Tues. 16<sup>th</sup>. And Thursday 18<sup>th</sup>.
3. Shawnee Transducer and floats tangled during heavy rain. This caused pumps to start and stop several times Floats were moved, Cleaned and checked out. Photos below. Yellow float tangled, Jose pulling Transducer, Jose and Brandon cleaning probe.



4. Kenton's treatment plant (Wells 4R & 5R) Valve replacement done on 7/30/24.





**PUBLIC WORKS FACILITY**

180 Vickers Drive  
Milford, DE 19963  
www.cityofmilford.com

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: June 2024 Electric Dept Staff Report  
Date: August 7, 2024

### Director's Office

- Finalized IBEW 126 Contract
- Began evaluating Load Flow Analysis Software
  - Software was included in 2025 CIP
  - Allows more in house studies to be performed
  - Attended demo presentations from multiple vendors
- Began evaluating Fiber Network software
  - Software included in 2025 CIP
  - To serve as System of Record for City owned Fiber
  - Allows for more robust expansion plans and assists in troubleshooting
  - Attended multiple demo presentations from various vendors
- Participated in Business Continuity Plan Kick-off
- Participated in Monthly AMI Call w/ AMP
- Attended DEMEC Regular Board Mtg
- Attended DEME Annual Board Retreat
- Continued final submittal review of Field Inventory / Mapping
  - Working with Z. Lawson on formatting

### Electric Lines

- Supported Milford Chamber of Commerce with Annual Golf Classic ball drop ceremony
- Continued vegetation management activities for Circuit 250
- Supported customer work at Milford Solar Field
- Assisted in replacement of cooling fans for DEL1 Transformer
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

## Technical Services and Engineering

- Assisted Water dept by identifying & repairing a low level float issue at Shawnee Pump station
- Organized the relocation of overhead fiber optic cable for the Front St project.
- Responded to a SCADA malfunction that caused the overflow of a water tower. We were able to remote in and correct the issue.
- Worked with QEI to resolve SCADA server issue
- Outfitted Del 1, Del 2, and Tap station with LOTO Station
- Updated SCADA Displays to show the switch and disconnect labeling
- Updating Equipment identifiers to aid in switching activities
  - Added physical labels in field
  - Updated SCADA Displays to show the switch and disconnect labeling
- Investigating replacement CT's for 52-240 – previously reported as being “cracked”
- Developed switching procedure for 240 Ckt to assist in replacing regulator that needs to be repaired due to crack in weld
- Met with various contractors to specify metering equipment and advise on installation.
- Processed multiple applications for solar panel interconnections
- 

<b>EV Charger Statistics</b>	<b><u>Previous Month</u></b>	<b><u>Current Month</u></b>
Unique Drivers	<b>59</b>	<b>78</b>
# of Sessions	<b>171</b>	<b>186</b>
Energy Delivered (MWh)	<b>4.17</b>	<b>5.55</b>

Total Avoided Greenhouse Gas Emissions: 12,055kg

<b>Electric Department -July 2024</b>	July 2023	July 2024	<b>FY24 YTD (07/01/23- 07/31/23)</b>	<b>FY25 YTD (07/01/24- 07/31/24)</b>
Electric Division				
Trouble Service Call	28	34	28	34
Work Orders Completed	42	55	42	55
Outages	13	13	13	13
LED Street Lights Replaced	7	1	7	1
New Service Install	5	7	5	7
Poles Replaced	1	2	1	2
After Hours Calls	14	19	14	19
Vegetation Control (Days)	Asplundh	20	Asplundh	20
Technical Services Division				
New Electric Service Installed/Meter Set	3	26	3	26
New Water Service Installed/Meter Set	6	21	6	21
Electric Meter Replacement	4	3	4	3
Water Meter Replacement	16	72	16	72
Work Orders Completed	618	352	618	352
After Hours Calls	0	8	0	8

13 documented outages, 4 Equipment failure, 1 MVA, 3 Birds, 4 Vegetation, 1 weather.

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: August 2, 2024

RE: July 2024 – Planning Department Staff Report

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- During the first seven months of the 2024 calendar year, the City issued 153 new residential dwelling construction permits. The total construction investment in Milford through the end of July 2024 based on issued building permits was \$87,177,652.00.
- The City of Milford has seen 220 projects with a committed investment of over \$36.7 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 \$4.4 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$1,059,000 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://maps.milford-de.gov/portal/apps/webappviewer/index.html?id=4ae5fcb23f0c466b924cecc41fc1db46>
- The Planning Commission will review a final major subdivision application for the Westwood development located on Williamsville Road at the August meeting.
- The Board of Adjustment will review three applications at the August meeting. The first variance is for a front yard fence height exceedance for a commercial property located along NW Second Street. The second variance is for a side yard setback encroachment for a proposed residential addition on Hall Place. The third variance is for a proposed three unit building on Truitt Avenue.
- The City received a preliminary conditional use application for a Mavis Discount Tires for one of the outparcels in front of the Cypress Hall Shopping Center and is currently reviewing the submission.
- The City received a preliminary site plan for Recover Solutions, LLC for the construction of a new office building at 117 E. Liberty Way in Independence Commons.
- The City received three variance applications from the Sussex Habitat for Humanity for the construction of new single-family detached dwellings in the vicinity of Columbia Street, Mispillion Street and McColley Street. These have been placed on the September Board of Adjustment agenda for review.
- The City received a variance application for the construction of a new two-family dwelling at the corner of NW Fourth Street and N. Walnut Street. The item has been placed on the September Board of Adjustment agenda for review.
- The City received a final site plan resubmission for the Buccaneer Carwash redevelopment and granted final site plan approval for the project.

- The City provided plan review comments to the applicant for a revision of the Milford Ponds Planned Unit Development and Phase II. The City received a subsequent resubmission and is currently reviewing the plans.
- The City received a final major subdivision resubmission for the Riverwalk Villas development and is currently reviewing the plans.
- The City received a final site plan resubmission for the Caliber Collision project and is currently reviewing the plans.
- The City approved an administrative change to the Simpsons Crossing development to reduce the lot widths for a few townhouse lots which is allowed under Chapter 200 Subdivision of Land.
- The City reviewed and approved the final site plans for the Windward Grove community clubhouse.
- The City provided plan review comments for a modification to the Chick-fil-A drive-thru. The City has received a subsequent resubmission and is currently reviewing the plans.
- The City approved a minor revision to the Windward Grove subdivision (fka Wickersham) related to some side yard encroachments on the constructed townhouses.
- Staff attended the weekly ERP Project update meetings.
- Planning Department staff attended 80 hours of ERP implementation sessions. The tentative Go-Live date for Enterprise Permitting & Licensing is August 20, 2024.
- The Permit Technicians and Code Enforcement Officers attended Haitian Creole training at City Hall.
- Attended the Chamber of Commerce Affordable Housing Taskforce meeting.
- Attended the Homebuilders Association (HBA) & City of Milford bi-monthly coordination meeting.
- Staff continues to research options for the implementation of a historic preservation ordinance and is currently developing draft language with the Planning Commission.
- 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.
- 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:

	Count
New Cases	36
Cases Closed	37
Open Cases at Start of Period	455
Open Cases at End of Period	454

\*293 open cases are for weeds/grass which stay open until the end of the year.

Violation Activity:

New Violations Cited	Count
Abandoned Vehicle	1
Dangerous Tree	1
Furniture Violation	3
Generic Violation	10
Property Maintenance Violation	6
Rubbish & Garbage	7
Weeds & Grass	6
Zoning Use Violation	2
<b>Total</b>	<b>36</b>

Rental Licenses Issued: 12

Vendor Licenses Issued: 1

Contractors Licenses Issued: 13

Business Licenses Issued: 6

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	9
Construction Trailer	0
Residential Demolition	2
Fence	9
Residential Building New Construction	17
Residential Renovation/Accessory	14
Roof/Siding Permit	7
Sign Permit	4
Solar Panel Permit	0
Utility Permit	2
<b>Total</b>	<b>64</b>

Inspections Performed:

Inspections Performed by Type	Count
Footer	35
Foundation	86
Framing	63
Insulation	27
Final	53
Residential Rental	61
<b>Total</b>	<b>325</b>

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: 8/6/2024

RE: July 2024 – Parks and Recreation Staff Report

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## **Parks**

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- The early part of July continued to be a hot dry month however rain finally came, and crews continued to cut grass on all city owned properties.
- Parks crews also continued to perform a variety of maintenance projects.
- An Irrigation reel at the soccer fields broke beyond repair and had to be replaced to keep up with the drought like conditions.
- Part-time staff continued to water flowers in the hanging baskets and throughout the downtown in challenging hot conditions of July.
- We continue to have inmates from Sussex Correctional Institution come weekly to Milford to pick up trash along roadways.
- Crews did a pre and post “First Friday” trash collection for the DMI monthly event downtown.
- Can-Do restroom received some minor graffiti which was removed by staff. The petty trash issues seemed to have calmed down since the after-hours automatic locks were installed.
- Shrubs were trimmed at City Hall and the Finance building.
- Vegetation was cut back along the Penn Fountain walkway that was impeding pedestrian traffic along the sidewalk.
- A yard hydrant was fixed at the community garden so they could water their plantings.
- New basketball nets were installed at the Banneker basketball court for the 30<sup>th</sup> annual “Take it to the Streets” basketball tournament.
- Staff continue to monitor and address any issues which are submitted by the seeclickfix app.
- Bottom rail was installed at the new pickleball courts and should address any concerns from the public.
- New surfacing was applied to both the Memorial Park basketball court and the pickleball courts. We have had nothing but positive feedback on how good the new playing surfaces are. The pickleball courts continue to be used a lot.

## Other

- Director attended the monthly Riverwalk freedom festival meeting, scheduled for 9/21/24.
- Park Superintendent the monthly safety committee meeting.
- Director attended the Downtown streetscape meeting.
- Director attended the business impact/business continuity plan.
- Staff continue to embrace and use the new Tyler Munis workorder system.
- All Mileage was obtained on all vehicles assigned to P&R for the mechanic's log.
- Director attend the Delaware Outdoor Recreation Technical Advisory Committee meeting.
- Director continued to work on capital projects.

## Recreation

### Summer Programs

- **Summer Fun club**
  - The summer camp has ended for the 2024 year with a total of 193 campers.
  - Our program had a sign-up rate of 100% and was at complete compacity.
  - The camp program included three brand new field trip destinations. Delaware Aero Space Education, Delaware Museum of Nature & Science, and Lefty's Alley & Eats
- **Tennis Camp**
  - This program also reached capacity with total sign-ups.
  - Parents commented on how much they liked the tennis coaches  
"Positivity and kid focused."  
"I love that it is low pressure but still teaches technique and is low cost."
- **Basketball Camp**
  - This camp ended near the end of July also with a max enrollment rate which was tripled from last year.
  - Feedback from the players has been positive and many of them are looking forward to next year.
- **Pickleball Camp**
  - Pickleball camp starts in August.
  - This program is just one sign-up away from being at capacity.

### Fall Program Information

A list of our Fall Programs is as follows:

- Tiny Tykes
- Soccer

- Field Hockey
- Pickleball
- Tennis

Registration for our Fall Programs opened on July 23. As of 8/5/24, we are at 31% capacity in just 13 days.





# MILFORD PARKS & RECREATION:

## **INSTRUCTIONAL SOCCER 5-6**

Start Date: 9.17.24 on Tuesdays  
Start Time: 5:00-5:45pm  
Location: Silicato Park; Small Fields



## **FALL SOCCER 7-8 & 11-14**

Start Date: 9.5.24 on Thursdays & Saturdays  
Start Time: 5:00-6:00pm  
Location: Silicato Park; Small Fields & Large Fields .



## **FALL SOCCER 9-10**

Start Date: 9.3.24 on Tuesdays & Saturdays  
Start Time: 5:00-6:00pm  
Location: Silicato Park; Large Fields .



## **FIELD HOCKEY 7-12**

Start Date: 9.8.24 on Sundays  
Start Time: 1:00-2:30pm  
Location: Practice Fields; Milford High School



## **TENNIS**

Start Date: 9.9.24 on Mondays & Wednesdays  
Start Time: 5:00-6:30pm  
Location: Milford High School Tennis Courts



## **CONTACT:**

302-422-1104 ext 1600  
[webtrac.milford-de.gov/](http://webtrac.milford-de.gov/)



# ADULT PICKLEBALL LEAGUE

**Starts: August 26th**  
**Ends: October 21st**

**Monday Evenings**

**Fee: \$60**



*Milford*  
PARKS & RECREATION  
play • connect • grow

<https://webtrac.milford-de.gov>



**FEE:  
\$120**

**12 PLAYER  
ROSTER MAX**

**MINIMUM OF 3  
CO-ED PLAYERS**

**MUST BE OVER  
18**

**ADULT KICKBALL  
MILFORD P&R KICKBALL LEAGUE**



**STARTS  
SEPTEMBER  
4TH**

**ENDS  
NOVEMBER 6TH**

**WEDS  
NIGHTS**

**(SUBJECT TO CHANGE)**

**REGISTER ONLINE:  
[WEBTRAC.MILFORD-DE.GOV](http://WEBTRAC.MILFORD-DE.GOV)**

Date: August 2024  
To: Mayor and City Council  
From: Bill Pettigrew  
Re: August 2024 Information Technology Department Staff Report

---

**Council Orientation** – IT would like to thank The City Clerk & City Manager for setting up the council orientation, as well as thank the two-council people for meeting with our department, we look forward to the next wave of visits.

**Docuware City Wide Document / Content Management Implementation** – The system is live and is being implemented, we have worked with the City Clerk to set up a scanning process for old paper documents, IT intern Nick Jones has been scanning boxes in and indexing. The vendor KDI is working on the final Laserfiche & Optiview / Optispool conversions and imports.

**Network Infrastructure Upgrades** - Once the next wave of upgrades is implemented, we will be able to remotely reset switches and shutdown our network in case of issues including ransomware. This could also double as a limited, but redundant internet connection (cellular bandwidth), a few items are unfortunately backordered.

**Tyler Munis ERP** - HR & Payroll had some issues with Tyler, we identified those problems, and Tyler is working through the list, we are still shooting for a n October 1<sup>st</sup> go live, if the major items are addressed. Enterprise Permit and licensing (EP&L) go-Live is set for August 20<sup>th</sup> with no reported issues. Tax bills will print and mail shortly.

**IT Physical Access Control (CIP)** – We are waiting on Advantech for parts

**Riverwalk Public Wi-Fi (CIP)** - Comcast dug the outside cable work to the pump station, they initially did not do a good job cleaning up the site, but they did come back out and fixed the grounds, we are closer than we have ever been. Once equipment is installed the access points will be configured, and testing will begin.

**Datto Cloud Backup / Disaster Recovery & Business Continuity** -We did a proof of concept of the server restores in the cloud and all worked well. This solution is a big plus in Milford's business continuity plan, our next test will be the Microsoft 365 restore (already scheduled).

**State Local Cyber Security Grant** – This is In DEMA’s hands for the funding, the project we chose was a single sign on, and adaptive multifactor authentication solution called Okta.

**Business Impact / Business Continuity Plan** – IT worked with Coordinated Response to modify their form, which is better suited for Milford. IT is working on a few processes, as well as Finance.



FINANCE DEPARTMENT  
10 SE Second Street  
Milford, DE 19963

PHONE 302.424.5140  
FAX 302.424.5932  
www.cityofmilford.com

To: Mayor and City Council  
From: Louis C. Vitola, Finance Director  
Date: August 8, 2024  
Re: July 2024 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for FY24 ended June 30, 2024 was presented to City Council
- Training and Improvement Efforts

**FINANCE DEPARTMENT TRAINING - JULY 2024**

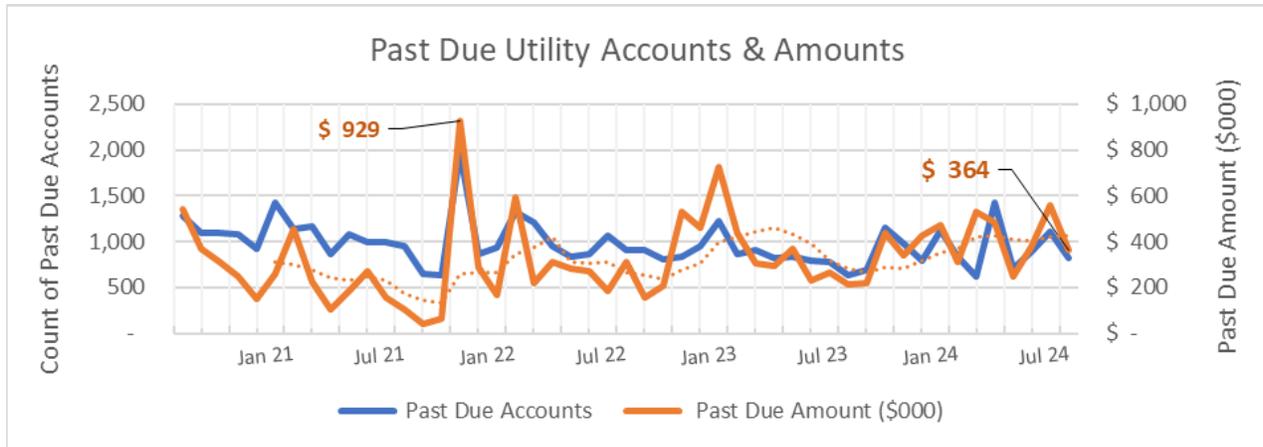
FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	-	-	-	
Customer Service	40.0	-	40.0	DEMEC Supervisory; DEMEC Body Language
Management & Staff Development	-	-	-	
ERP, Software and Technology	164.3	17.3	147.0	Primarily Tax Billing Post Go-Live (C/S)
<b>MONTHLY TOTAL (HOURS)</b>	<b>204.3</b>	<b>17.3</b>	<b>187.0</b>	<b>120 TOTAL HOURS LAST MONTH</b>

- 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.
- FY23 Audit
  - The FY23 audit process has been delayed as a result of the extended FY21-22 processes
  - Staff and I are working aggressively to prepare the FY23 trial balance, schedules and statements and to schedule the auditors for field work beginning in August
  - We have completed the majority of audit schedules required and nearly all audit adjustments have been made (fixed assets and pension are among the final schedules and adjustments)
  - We have scheduled the last week in August and the first week in September with the auditors to review documentation and begin testing/fieldwork
- Billing & Customer Service Department
  - The new tax billing module in Tyler Munis went live as scheduled at the start of the new fiscal year
  - Customer Service Staff, principally Suzannah Frederick and Vicky Jones, were recognized by Tyler staff and IT staff for the outstanding work put forth beginning last fall to execute the implementation and go live on schedule.
    - Training for tax billing clerks and all staff related to the module was largely completed in July; additional training will be completed in August/scheduled as needed
    - The first tax billing from the new system remains scheduled for mid-August
  - 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
    - The increase in FY24 past due from June to July/August is related to supplemental tax billings

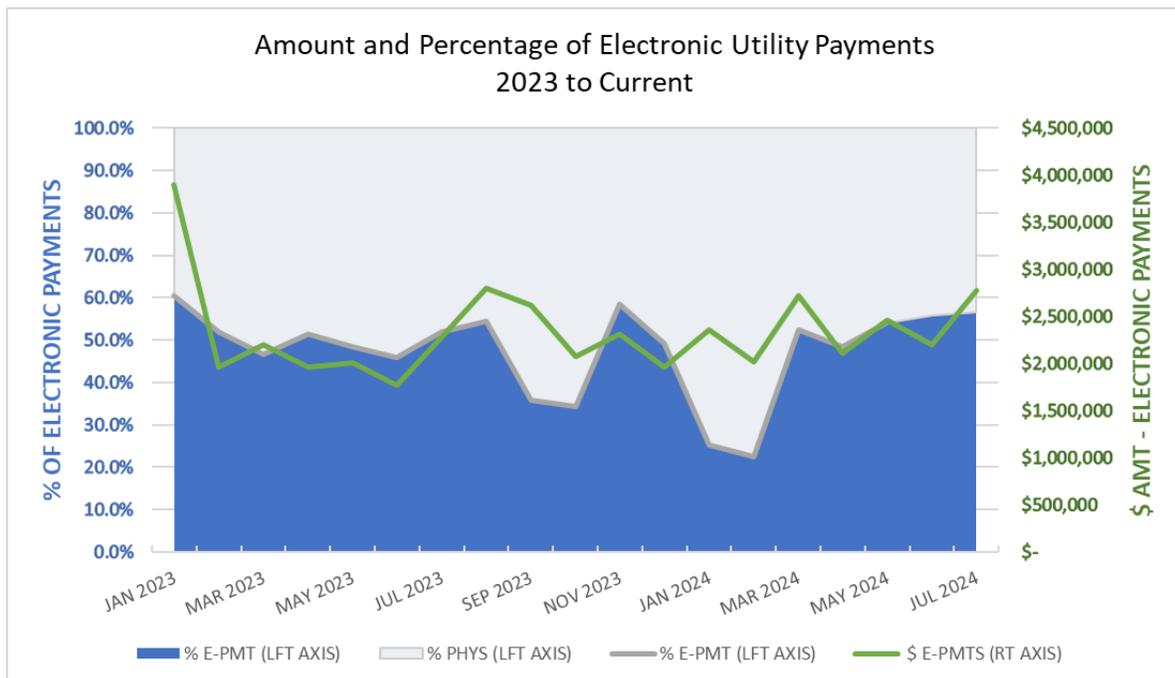
Property Tax Levy	1/1/24	2/1/24	3/1/24	4/1/24	5/1/24	6/1/24	7/1/24	8/1/24	As % of Levy	Property Tax Levy	As of:	As % of Levy
									8/1/24		8/1/23	8/1/23
2023 (FY24)	\$261	\$235	\$228	\$222	\$221	\$134	\$204	\$189	3.3%	2022 (FY23)	\$92	1.9%
2022 & Prior	\$137	\$128	\$127	\$127	\$118	\$117	\$101	\$94	1.7%	2021 & Prior	\$81	1.7%
<b>Total</b>	<b>\$398</b>	<b>\$363</b>	<b>\$355</b>	<b>\$348</b>	<b>\$339</b>	<b>\$251</b>	<b>\$305</b>	<b>\$283</b>	<b>5.0%</b>	<b>Total</b>	<b>\$173</b>	<b>3.5%</b>

• Billing & Customer Service Department, Continued

- July compares positively to June – both the count of past due accounts and amount due decreased
  - The count of past due accounts (blue) is 16% below average but 31% higher than last July
  - The dollar amount past due (orange) is 12% above average and 69% higher than last July
    - The increase in amount past due is driven by one commercial account
    - Staff and I are maintaining contact with the account to encourage a return to current status



- The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through July 31, 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 in a given month and corresponds to the blue axis at left
  - The green line represents the dollar amount of electronic payments by month and corresponds to the green axis at right





To: Mayor and Council  
Thru: Mark Whitfield, City Manager  
From: Willis Shafer, Director of Public Works  
Subject: Backhoe Replacement Purchase  
Date: August 2, 2024

Staff request that City Council approve the purchase of a 2024 Caterpillar backhoe to replace a 2011 John Deere with 1,950 engine hours. The Caterpillar specifications are attached; the 2011 John Deere will be listed for public auction on GovDeals<sup>1</sup> and is expected to sell for approximately \$60,000.

The replacement of the 2011 John Deere is essential to the daily operations of the Street and Electric Divisions and is needed to help crews perform digging and loading operation more efficiently. The backhoe is used approximately 10 days each month; nearly half of the operating days in a year. The rental and transport costs for one week (five workdays) total \$1,393, which is \$2,786 per month and \$33,432 a year, excluding the costs of refueling and cleaning upon return. The life expectancy of a backhoe is 10 to 12 years. If we rely on rentals at the prevailing rate, it will cost the City over \$334,320 over 12 years. The total cost of ownership of the proposed replacement vehicle is \$286,757 over 12 years, likewise excluding the cost of fuel/cleaning to maintain comparability. On a net present value (NPV) basis, using a constant 4% discount rate, the cost of ownership is favorable to non-ownership over ten-year and twelve-year ownership periods by a NPV of \$61,252 and \$85,905, respectively. The forward-looking cost comparison is subject to variability due to the use of estimates and assumptions. To reduce the risk of overstating the ownership advantage, all estimates are conservative, and no values were assigned to non-monetary benefits of ownership, such as labor and transport efficiencies, on-demand access, the "option value" of ownership, etc.

Staff recommend the purchase of the Caterpillar backhoe through the Sourcewell/Delaware State Contract GSS23750-EQUIP\_HD at a contract price of \$175,383 funded through the Equipment Replacement Reserve (ERR). The finance team have reviewed the purchase and have confirmed that the funding was approved in the FY25 budget and that funds are available in the ERR.

**Recommendation:** Staff recommend City Council authorize a purchase order in the amount of \$175,383 to acquire a backhoe through Carter Cat pursuant to the Sourcewell/Delaware State Contract GSS23750-EQUIP\_HD.

Enc

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<sup>1</sup> Online public auction marketplace used to maximize value received for retired City vehicles and equipment.  
[www.govdeals.com](http://www.govdeals.com)

# Carter



Feb 19, 2024

**CITY OF MILFORD**  
10 S.E. 2ND STREET  
MILFORD, Delaware 19963

**Attention: CHARLES NORDBERG**

**RE: Quote 184657-03**

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration. This quote is made in accordance with Delaware State Contract GSS23750-EQUIP\_HD. Delaware Multiple Machine Order Discounts have been included.

Cat Model: 420-07ACXE Backhoe Loaders with all standard equipment in addition to the additional specifications

**ID# :** 1037210      **SERIAL NUMBER :**      **YEAR :** 2024      **HOURS :**

**MACHINE SPECIFICATIONS**

Description	Reference No	List
420 XE 07A BACKHOE LOADER CFG1	563-5593	\$120,614.20
LANE 2 ORDER	0P-9002	\$0.00
TRIM PACKAGE 3	642-9534	\$56,519.60
ENGINE, 74.5KW, C3.6 DITA, T4F	541-9540	\$12,483.60
BELT, SEAT, 2" SUSPENSION	206-1747	\$0.00
TIRES, 340 80-18/500 70-24, MX	533-0488	\$3,696.60
STABILIZER PADS, FLIP-OVER	9R-6007	\$439.35
BUCKET-MP, 1.3 YD3, IT	216-8810	\$7,729.53
CUTTING EDGE, TWO PIECE	9R-5321	\$334.31
BUCKET-HD, 24", 6.2 FT3	219-3387	\$2,055.35
PRODUCT LINK, CELLULAR, PLE643	639-4880	\$0.00
420 LANE 2 ZCON	626-9389	\$0.00
CARRIAGE, PAL CL3, 61", IT	6W-8832	\$2,536.11
FORK TINE, 2" X 5" X 48"	195-6935	\$1,866.48
COUPLER, PG, MAN.D.LOCK, BHL	444-7500	\$2,349.26
THUMB, HYDRAULIC, NO TINE, BHL	282-5409	\$6,495.31
THUMB, TINE, A 3	221-4283	\$492.88
SNOW PUSH, 10', IT	479-8087	\$8,894.06
BROOM, HYD. ANGLE, BA25, 12V	600-8980	\$17,844.00
HOOK, BROOM, IT	487-8490	\$821.00

420 XE BACKHOE LOADER  
LEICESTER, ENGLAND

Ship Weight  
lbs

LIST PRICE  
AT DEALER

Standard Equipment:

### BOOMS, STICKS, AND LINKAGES

#### BACKHOE

- 14'4" Center pivot backhoe  
4.3 Meters
- Boom and swing transport locks
- Electro hydraulic operated backhoe  
and stabilizer controls
- Street type stabilizer shoes
- Anti-drift hydraulics (boom, stick,  
and E-stick)
- Cat Cushion Swing(tm) system

#### LOADER

- Single Tilt Loader
- Lift cylinder brace
- Self-leveling loader with single  
lever control
- Return-to-dig  
(automatic bucket positioner)
- Transmission neutralizer switch
- Bucket level indicator

### POWERTRAIN

- Water separator
- Thermal starting aid system
- Dry type axial seal air cleaner with  
integral precleaner
- Automatic dust ejection system
- Filter condition indicator
- Hydraulically boosted multi-plate  
wet disk brake with dual pedals &  
interlock
- Differential lock
- Spring Applied Hydraulic Release  
(SAHR) Drive-line parking brake
- Torque converter
- Neutral safety switch
- Spin-on filters for  
Fuel  
Engine oil  
Transmission oil
- Outboard Planetary Rear Axles
- Diesel particulate filter
- Hydrostatic power steering

### HYDRAULICS

- Electro hydraulic hoe and loader

controls

- Load sensing, variable flow system  
with 43 gpm (162 L/min) axial piston  
pump
- 6 micron hydraulic filter
- Caterpillar XT-3 hose
- Hydraulic oil cooler
- Pilot control shutoff switch
- Flow-sharing hydraulic valves
- Hydraulic suction strainer

### ELECTRICAL

- 12 volt electrical start
- 150 ampere alternator
- Horn, front and rear
- Backup alarm
- Hazard flashers/turn signals
- Halogen head lights (2)
- Halogen rear flood lights (2)
- Stop and tail lights
- Audible system fault alarm
- Key start/stop system
- 850 CCA maintenance free battery
- Battery disconnect switch
- External Power Receptacle (12v)
- Diagnostic ports for engine and  
machine Electronic Control Modules

### OPERATOR ENVIRONMENT

- Interior rearview mirror
- ROPS canopy, Rear Fenders
- 2-inch (50mm) retractable seat belt
- Tilt steering column
- Steering knob
- Hand and foot throttle
- Automatic Engine Speed Control
- One Touch Low Idle
- Floor mat and Coat Strap
- Lockable storage area
- Air suspension seat

### FLUIDS

- Antifreeze - Extended Life Coolant  
-20F (-30C)

### OTHER STANDARD EQUIPMENT

- Standard Storage Box
- Transport tie-down points
- Ground line fill fuel tank with  
42.3 gal (160L) capacity & 5 gal (19L)  
diesel exhaust fluid
- Rubber impact strips on radiator  
guard
- Safety Manual
- Operations and Maintenance Manual



**Delaware State Contract GSS23750-EQUIP\_HD MACHINE QUOTATION: Cat 420XE**

Contract Agency: CITY OF MILFORD  
RFQ/Solicitation #:

Date Quoted: 2/19/2024  
Quote Expires: 3/20/2024

Contracting Officer:  
Phone:  
Email:  
Customer/End User: CHARLES NORDBERG  
Phone:  
Fax:  
E-Mail:  
Address:

Quote Prepared by:  
Michael Hunt  
Governmental Machine Sales  
Carter Machinery Co., Inc  
804-823-1036  
804-730-4866  
michael\_hunt@cartermachinery.com

Part Number	Description	List Price
563-5593	420 XE 07A BACKHOE LOADER CFG1	\$120,614.20
0P-9002	LANE 2 ORDER	\$0.00
642-9534	TRIM PACKAGE 3	\$56,519.60
541-9540	ENGINE, 74.5KW, C3.6 DITA, T4F	\$12,483.60
206-1747	BELT, SEAT, 2" SUSPENSION	\$0.00
533-0488	TIRES, 340 80-18/500 70-24, MX	\$3,696.60
9R-6007	STABILIZER PADS, FLIP-OVER	\$439.35
216-8810	BUCKET-MP, 1.3 YD3, IT	\$7,729.53
9R-5321	CUTTING EDGE, TWO PIECE	\$334.31
219-3387	BUCKET-HD, 24", 6.2 FT3	\$2,055.35
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6W-8832	CARRIAGE, PAL CL3, 61", IT	\$2,536.11
195-6935	FORK TINE, 2" X 5" X 48"	\$1,866.48
444-7500	COUPLER, PG, MAN.D.LOCK, BHL	\$2,349.26
282-5409	THUMB, HYDRAULIC, NO TINE, BHL	\$6,495.31
221-4283	THUMB, TINE, A 3	\$492.88
479-8087	SNOW PUSH, 10', IT	\$8,894.06
600-8980	BROOM, HYD. ANGLE, BA25, 12V	\$17,844.00
487-8490	HOOK, BROOM, IT	\$821.00

Total List Price (USD): \$ 245,172

Less GSS23750-EQUIP\_HD Discount 28.00% \$ (68,648)

Net Price Factory Items: \$ 176,524

**Open Market Items**

Item No.	Description	Net Price
Item 1	Freight and Delivery	\$ 3,333
Item 2	420-36 MO/1500 HR POWERTRAIN + HYDRAULICS + TECH	\$ 1,238
Item 3	FILTER KITS THRU 1500HR Included	\$ -
Item 4		\$ -
Item 5		\$ -
Item 6		\$ -
Item 7	*Delaware Multiple Machine Order Discount*	\$ (5,712)

Total Net Price - F.O.B. : Delivered \$ **175,383**

Standard Warranty 12 Months / Unlimited Hours

**This quote is made in accordance with Delaware State Contract GSS23750-EQUIP\_HD.**

Backhoe Replacement - Ownership Case

Time (Years) ▶	0	1	2	3	4	5	6	7	8	9	10	11	12	Notes
Sale of Existing	-													Not Relevant - Sale of S-006 at t=0 Regardless
Replacement	(175,383)													Existing Estimate for Actual Replacement
Maintenance		(7,892)	(8,769)	(9,646)	(10,523)	(11,400)	(12,715)	(12,715)	(13,154)	(14,031)	(14,908)	(15,784)	(16,661)	Escalates from 4.5% to 9.5% years 1-12 for 7% fleet avg
Insurance		(454)	(474)	(496)	(518)	(541)	(566)	(591)	(618)	(646)	(675)	(705)	(737)	Est FY25 I/M Prop Prem per \$1 x Repl Cost + 4.5% Esc
Fuel	-													Not Relevant - Fuel Cost Incurred Regardless
Sale of Replacement													43,846	Estimated at 25% of purchase cost (conservative)
<b>Total</b>	<b>(175,383)</b>	<b>(8,346)</b>	<b>(9,244)</b>	<b>(10,142)</b>	<b>(11,041)</b>	<b>(11,941)</b>	<b>(13,281)</b>	<b>(13,306)</b>	<b>(13,772)</b>	<b>(14,676)</b>	<b>(15,582)</b>	<b>(16,490)</b>	<b>26,448</b>	
NPV-12	(265,924)													NPV assumes 4.0% cost of funding
NPV-10	(236,188)													NPV assumes sale of replacement = 30% in year 10

Backhoe Replacement - Rental Case

Time (Years) ▶	0	1	2	3	4	5	6	7	8	9	10	11	12	Notes
Sale of Existing	-													Not Relevant - Sale of S-006 at t=0 Regardless
Replacement	-													
Maintenance	-													
Insurance	-													
Fuel	-													Not Relevant - Fuel Cost Incurred Regardless
Rental	-	(33,432)	(33,766)	(34,610)	(35,476)	(36,363)	(37,272)	(38,203)	(39,159)	(40,138)	(41,141)	(42,170)	(43,224)	Conservative Estimate of 1.5% per year
<b>Total</b>	<b>-</b>	<b>(33,432)</b>	<b>(33,766)</b>	<b>(34,610)</b>	<b>(35,476)</b>	<b>(36,363)</b>	<b>(37,272)</b>	<b>(38,203)</b>	<b>(39,159)</b>	<b>(40,138)</b>	<b>(41,141)</b>	<b>(42,170)</b>	<b>(43,224)</b>	
NPV-12	(351,830)													NPV assumes 4.0% cost of funding
NPV-10	(297,440)													

Fav (Unfav)

NPV-12	85,905
NPV-10	61,252
Discount Rate	4.0%



PUBLIC WORKS FACILITY

180 Vickers Drive  
Milford, DE 19963  
www.cityofmilford.com

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: Electric Division Ram QuadCab Replacement  
Date: July 26, 2024

Staff requests City Council consider a recommendation to replace the existing 2017 Ram QuadCab (Unit E-101) used by the Electric Division with a 2024 Ford F150 Lightning Electric Vehicle. The existing vehicle has over 100,000 miles, is 7 years old, has body rust, and has reached its life expectancy. The replacement of the unit was identified in the 2025 Capital Improvement Plan. The truck is currently used by the Electric Line Supervisor.

Consideration has been given for replacement with a similar traditional, internal combustion engine (ICE) vehicle; however, Staff has determined that the migration to a hybrid and EV fleet should be further pursued. The purchase of the EV will allow the City to better understand the impacts of EVs in its fleet maintenance and to its distribution system as adoption becomes more wide spread.

The purchase of this truck will be made through the Delaware State Contract. The Electric Division budgeted \$60,000.00 for the purchase of this unit, and the quoted final cost is \$59,394.

**RECOMMENDATION:** Staff recommends City Council authorize a purchase order to Hertrich Fleet Services, Inc, in accordance with the State of Delaware contract, with funding coming from Electric Operating funds, specifically Capital Vehicle Replacement.



# Support the 2024 Milford Community Parade! “Movie Magic”

Milford's longest running family tradition marches on Walnut Street!

Keep the tradition alive. Your sponsorship of \$20, \$40, \$50 or more will help defray the cost associated with the Milford Community Parade. And now you can include your sponsorship in a **separate check** when you mail in your electric bill. If you missed out last year, this can be your year to be included. You may also contribute at <https://milfordparade.eventbrite.com>

Here's how you can help us reach our goal of \$10,000 in sponsorships: Just write a check in the amount of your sponsorship to Milford Community Parades, Inc. and include the check in your electric bill with the bottom portion of this flyer. The City of Milford will forward your contribution to the Milford Parade Committee. Then join us on Walnut Street, Wednesday, October 16, 2024 at 6:30pm for “Movie Magic”. We are on Facebook at Milford Parade for fun facts and updates. Download an entry form at [www.milfordparade.com](http://www.milfordparade.com). Thank you for your continued support.

---

YES! Keep the tradition alive---

Please accept my  \$20  \$40  \$50  \$100 Campaign\*\*

**\*\*RECEIVE A YARD SIGN FOR YOUR YARD OR WINDOW!**

Sponsorship on behalf of

---

individual name / family name / company name

---

street address

---

city/state/zip

---

check #



Please return this bottom portion and separate check with your electric bill.

**CITY OF MILFORD**  
**NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, August 20, 2024 @ 6:00 p.m.  
City Council Hearing: Monday, August 26, 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 2024-08**

Application of Ribera Development, LLC on behalf of Westwood Subdivision  
for a Final Major Subdivision  
130.5 +/- acres of land located on the north side of Williamsville Road  
approximately 2,300 west of the Route 14 intersection  
Comprehensive Plan Designation: Low Density Residential  
Zoning District: R-2 (Residential District)  
Present use: Vacant Proposed Use: Planned Unit Development  
Tax Parcel: MD-16-182.00-01-11.00 thru 21.00

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 August 20, 2024, whereby public comment will be taken and a recommendation will be made; and

WHEREAS, Milford City Council will hold a Public Hearing on August 26, 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 Ribera Development, LLC 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: August 12, 2024  
Planning Commission Review & Public Hearing: August 20, 2024  
City Council Public Hearing: August 26, 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](mailto:RPierce@milford-de.gov) or by calling 302.424.8396.

Published: *Delaware State News 07/26/2024*



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