



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

City Council Meeting Agenda Monday, April 28, 2025

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

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

or

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

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

Call 301 715 8592 Webinar ID: 948 7712 1629

6:00 PM

15-Minute Public Comment Period*

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 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

Page

- 1. Public Comment**
- 2. Call to Order - Mayor F. Todd Culotta**
- 3. Roll Call**
- 4. Invocation**

5. Pledge of Allegiance

6. Approval of the Agenda

7. Recognition

Proclamation 2025-06 - Professional Municipal Clerks Week

- a. [Proclamation 2025 06 Professional Municipal Clerks Week](#)  4

8. Public Hearings/Comments/Final Determination 

Ordinance 2025-07 Personnel/Emergency Conditions

- a. [2025 07 Personnel Section 6.08 Emergency Conditions](#)  5 - 6

9. Communications & Correspondence

10. City Solicitor Comments***

11. Unfinished Business

12. New Business

Charter Change Update

Authorization/Change Order/ 2024 Utilities and Street Rehabilitation Contract 2023-EN/ST-002

- a. [Change Order Utility and Street Rehab Contract](#)  7

Authorization/Purchase/Public Works/Gas Chlorine System

- b. [Water Treatment Chlorine Scrubber Purchase](#)  8

Authorization/S. Washington Street Well-3R/Additional Maintenance

- c. [Required Additional Maintenance Well 3-R](#)  9

13. EXECUTIVE SESSION*

Motion to Recess into 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

Clarification on City Manager Recruitment Process

a. [City Manager Recruitment Process Memo](#) 

10

Potential Vote/Personnel – City Manager Recruitment Process

14. 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.

042125

*042425 Late addition

**042625 Item removed

***042825 Late addition by City Manager



PROCLAMATION 2025-06

56th Annual Professional Municipal Clerks Week

May 4 – 10, 2025

Whereas, The Office of the Professional Municipal Clerk, a time-honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, F. Todd Culotta, Mayor of the City of Milford, Delaware, do hereby proclaim the week of May 4 through May 10, 2025 as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Master Municipal City Clerk Katrina White and Deputy Clerk Milanie Velazquez, and to all Professional Municipal Clerks throughout the world for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 28nd day of April 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW
City Council Public Comments: Monday, April 14, 2025 @ 6:00 PM

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by the City of Milford City Council, with action scheduled to occur on the date(s) and time(s) so indicated:

ORDINANCE 2025-07
Chapter 55 Personnel
Section 6.8-Emergency Conditions

WHEREAS, The City Council (“Council”) of the City of Milford, Delaware has enacted and codified the "The Code of the City of Milford"; and

WHEREAS, after a thorough and extensive examination of the Code of the City of Milford, it was determined it contained information that was found to be outdated due to enhanced essential technologies for a remote workforce implemented by the City of Milford’s Information Technology Department; and

WHEREAS, essential and non-essential employees that can work remotely may be required to work from home during emergency conditions; and

WHEREAS, Council has determined that every effort should be made to ensure that personnel policies are kept current and amended when needed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILFORD:

Section 1.

The City of Milford hereby ordains that Chapter 55-Personnel SECTION 6.8 – EMERGENCY CONDITIONS

Section 2.

§ 11.3 is hereby amended by inserting the language indicated in underlined bold text.

Section 3.

§ 6.8 EMERGENCY CONDITIONS hereby amended to read as follows:

Emergency conditions, including severe weather, can disrupt the City’s operations and interfere with work schedules.

The City Manager or designated appointee will determine whether and the extent to which the City will operate in inclement weather. Employees in positions designated as Essential Employees ~~may be are~~ required to report to work during emergency closures. **Non-Essential and Essential employees that can work remotely may will be required to work from home during emergency conditions. Non-Essential employees that cannot work remotely or commute to work due to the weather conditions, will be required to use approved vacation leave.**

In the event that such an emergency closing occurs before 8:00 am or after 4:30 pm (normal business hours), the closing will be posted on the city's website (www.cityofmilford.com) and the City Manager or designated appointee will contact each Department Director, who will then notify their staff if or when they need to report during the emergency closing. City of Milford emergency closing information will also be provided to local media.

Since the City of Milford is responsible for providing essential public services during emergency conditions, each department / division supervisor or appointed designee will determine which employees are essential to their department's operation or department's designated duties during the emergency closing. Employees that have been designated essential for an emergency should report as instructed during the emergency. The supervisor or appointed designee will notify each employee that has not previously been designated as essential when and if they are required to work during the emergency closing. When an emergency closing occurs during normal M-F work hours, non-essential non-exempt and exempt employees that have been allowed to leave work, report to work on a delay opening or not report for work shall receive a supplement of hours to ensure that they have eight (8) hours of pay or salary for the day. Essential non-exempt employees which are required to work shall be paid their regular eight (8) hours of pay for the day, plus time and one half for the actual number of hours worked during the emergency closing. Essential exempt employees which are required to work shall receive their salary for the day and be granted compensatory time off, as approved by the City Manager.

All Police Department officers and dispatchers are classified Essential personnel and are required to work their normal scheduled shifts. Depending on the circumstances of the emergency closing and with the authorization of the Chief of Police, the Police Department may require additional staff to report. The Police Department officers and dispatchers will be granted compensatory time equal to the number of hours that the City of Milford emergency closing was in effect during a normal eight (8) hour business day. These compensatory hours will be added to the holiday accrual bank for each officer and dispatcher.

If inclement weather does not result in an emergency closing for the City of Milford and an employee is unable to commute to work due to the weather conditions, the employee should contact their supervisor prior to the start of their shift to make arrangements to obtain transportation to work or be approved to use vacation leave.

Section 4. Dates

Introduction: March 24, 2025

Public Comment/Review: April 14, 2025

Section 5.

This Ordinance is effective Ten days following Adoption.

TO: City Council and Mayor
Thru: Mark Whitfield, City Manager
FROM: Willis Shafer, Public Works Director
DATE: April 21, 2025
RE: Change order Contract number 2023-EN/ST-002 utilities and streets rehabilitation

City Council approved a Utility and Street Rehabilitation contract in 2024 with Eastern States Construction Service for the sum of \$6,166,163 to replace aging utilities and pave the following streets:

Caulk Road	Kings Highway	N Church Street
N Washington Street	NE 4 th Street	NE 8 th Street
NW 2 nd Street	NW 4 th Street	NW 5 th Street
NW 6 th Street	S Church Street	S Maple Avenue
S Washington Street	SE 3 rd Street	SE 4 th Street

As of the last invoice dated March 27, 2025, the City has spent \$3,087,116 of the contracted amount. The remaining work to be performed within this contract is road surface paving and the City Hall entrance project. There will be a remaining balance of over \$2,000,000.

Public Works is requesting Council approval of the following additional road projects:

- Kent Place, concrete infrastructure and pavement overlay. Staff recommends completing the road improvements before the Middle School re-opens this fall. Cost estimate \$100,000
- Limstone, concrete infrastructure and pavement overlay. Staff have received requests from residents to address the condition of the roads deteriorating surface. Cost estimate \$75,000
- Buccaneer Blvd., concrete infrastructure and pavement overlay. Staff have received requests from residents to address the condition of the roads deteriorating surface. Cost estimate \$65,000
- SE 2nd storm drainage pipe modification. The existing pipe is undersized and has partially collapsed and is causing road flooding on SE 2nd and Rehoboth Blvd. Cost estimate \$125,000
- NW Front storm structure replacement. Structure is collapsing and is causing a road hazard. \$20,000
- NW Front water main leak. Leak is causing hazard to residents and business customers. Cost estimate \$50,000

Staff is requesting that Council approval a change order to contract 2023-EN/ST-002 in the amount of \$500,000 to allow for additional road work and 3rd party site inspection.

Recommendation: Staff recommend City Council authorize a change order to contract 2023-EN/ST-002 in the amount of \$500,000 to proceed with additional road improvement projects.

To: Mayor and Council
Thru: Mark Whitfield, City Manager
From: Willis Shafer, Director of Public Works
Subject: Water treatment chlorine scrubber purchase
Date: April 22, 2025

Public Works staff are requesting that City Council approve the purchase of a chlorine scrubber system for the 10th Street water treatment plant. The project was approved in FY25, project number 5WA10, chlorine scrubber for gas chlorine at 10th Street. The 10th Street treatment plant is the City's largest water producer at approximately 1.4 million gallons per day.

Currently, chlorine treatment is done with chlorine tablets, which are placed in a compartment, dissolved and then introduced into the water system. This method can cause water treatment to have irregular readings and require staff to test levels multiple times per day. Tables are purchased monthly at a cost of \$24,000 a year, per treatment facility. Staff must wear protective clothing and breathing apparatus. In addition, there is also monthly cleaning requirements of the facility equipment due to undissolved chlorine resin that build up in tanks and equipment.

The chlorine scrubber is a State mandated requirement if a municipality transitions from chlorine tables to chlorine gas. Staff have met with the City of Camden water treatment officials that use the chlorine scrubber and received positive feedback about the system. The 10th Street treatment plant has been reviewed by the City's engineering consultant, KCI and has been approved by the Office of Drinking Water for a chlorine scrubber system.

The following is a yearly cost comparison of chlorine tablet vs gas per treatment facility:

- Chlorine tables \$24,000
- Chlorine gas \$7,000

Staff recommends the purchase of the chlorine scrubber system through Pyrz Water, sole source at a contract price of \$75,000 funded with water fund reserve as approved in the FY25 Capital Improvement Plan (CIP) and capital budget.

Recommendation: Staff recommend City Council authorize a purchase order in the amount of \$75,000 to acquire the chlorine scrubber system from Pyrz Water.

Willis Shafer
Director of Public Works

TO: City Council and Mayor
FROM: Willis Shafer, Public Works Director
THRU: Mark Whitfield, City Manager
DATE: April 21, 2025
RE: Required additional maintenance expenditure to Well, 3R

There are currently 12 wells within the City’s water system, which produce 2.6 million gallons per day. The wells and associated pump systems are inspected every two years through our maintenance inspections agreement with A.C. Schultes. The inspection checks the pump capacity and multiple components of the pump system.

Well, 3R, which is located on South Washington Street, became operational in 2016 to support water production to the Washington water tower; it is approximately 245 feet deep and produces 175 gallons per minute. During the inspection it was determined that the well needed to be “redeveloped”. The redeveloped process provides multiple cleaning phases of the well infrastructure, casing pipe inspection and a new pump. This process cost \$42,000 which is paid with funds from FY25 CIP, project number 2WA46, Treatment Plant Upgrades.

It was determined during the “redeveloped” process that the well casing pipe needs to be relined due to deterioration. The cost to reline the casing will be \$35,720 and funds from the O and M budget, line item, wells, will be used.

The total cost to rehabilitate well 3R will be \$77,720.



MARK A. WHITFIELD, CITY MANAGER
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To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: City Manager Recruitment Process
Date: April 24, 2025

At Council's Special Meeting held on April 23, 2025, a motion was passed to "restart the (recruitment of City Manager candidates) process over with a new recruiter". Staff needs clarification of Council's desires for a "new recruiter". Does Council wish to go with a different recruitment firm and have the Human Resources Director solicit proposals from other recruitment firms? Or does Council wish to continue the process with MGT and have the Human Resources Director ask for a new recruiter?

Secondly, the motion passed by Council on April 14, 2025 to interview candidates as recommended by the recruiter needs to be rescinded.

Staff recommendation: Council needs to provide staff with direction on how to proceed with the City Manager recruitment process and to rescind the action of April 14, 2025.

Cc: Jamesha Williams, HR Director
Katrina White, City Clerk