



CITY OF MILFORD
CITY COUNCIL MEETING MINUTES
February 10, 2025

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, February 10, 2025.

PRESIDING: Mayor F. Todd Culotta
IN ATTENDANCE: Councilmembers Daniel Marabello, Madula Kalesis, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, and Jason James, Sr.
ABSENT: Councilmember Katrina Wilson
STAFF: City Manager Mark Whitfield, Chief Cecilia Ashe, and City Clerk Katrina White
COUNSEL: Solicitor David Rutt, Esquire

Public Comment Period

There were no public comments.

Call to Order - Mayor F. Todd Culotta

Mayor Culotta called the regular meeting to order at 6:03 pm.

Roll Call

Roll Call showed that there were eight members present. Councilmember Wilson was not present at that time but later joined during the Executive Session.

Invocation and Pledge of Allegiance

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

Approval of the Agenda

Councilmember James made the motion to approve the agenda. Councilmember Connor seconded.

The motion carried unanimously. 7-0

Approval of Previous Minutes

Councilmember Kalesis made the motion to approve January 13, 2025, meeting minutes. Councilmember James seconded.

The motion carried unanimously. 7-0

Recognition

Proclamation 2025-04 Recognizing Black History Month

Councilmember James read Proclamation 2025-04 that Recognized February as Black History Month.

Chief Ashe recognized and congratulated Detective Daniel Burgos as Officer of the Year and Victoria Sessoms, Executive Assistant to the Chief of Police, as Civilian of the Year.

City Manager Whitfield introduced Kevin Gaboriault as the new Acting Finance Director.

Staff Reports

Police Report

Chief Ashe reviewed the police report that was included in the packet.

Councilmember James made the motion to approve the Police Report. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

City Clerk

City Clerk White reviewed the City Clerk Report that was included in the packet.

Councilmember Connor made the motion to approve the City Clerk report. Councilmember Kalesis seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

City Manager

City Manager Mark Whitfield reviewed the City Manager's Report that was included in the packet.

Councilmember Samaroo made the motion to approve the city manager and departmental reports that were included in the packet. Councilmember Kalesis seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

Public Works

Public Works Director Willis Shaffer reviewed the Public Works report that was included in the packet.

Electric

Electric Director Tony Chipola reviewed the electric report that was included in the packet.

Planning & Zoning

Planning Director Rob Pierce reviewed the Planning and Zoning report that was included in the packet.

Parks & Recreation

Parks & Recreation Director Brad Dennehy reviewed the parks & recreation report that was included in the packet.

Human Resources

Human Resources Director Jamesha Williams was virtual and reviewed the HR report that was included in the packet.

Economic Development & Community Engagement

Economic Development & Community Engagement Administrator Lauren Swain reviewed the ED & Community Engagement report that was included in the packet.

Information Technology

IT Director Bill Pettigrew was virtual and reviewed the IT report that was included in the packet.

Finance

Lou Vitola, Senior Accountant, reviewed the finance report that was included in the packet.

Monthly Finance Report

Lou Vitola, Senior Accountant, reviewed the finance report that was included in the packet. He reported that the city experienced a cash dip for the month, but overall, it was a stable month for operations. While the cash operating fund slightly increased, special purpose and reserve funds decreased due to significant activity related to the 2024 streets project. This was partially offset by strong transfer tax collections, which is typical for December as the calendar year closed.

At the halfway point of the fiscal year, operating performance is generally positive. Both the utilities and the general fund are ahead of budget. The general fund is also performing better than at the same time last year, attributed partly to personnel savings from staffing adjustments and some O & M savings.

However, the utility side is behind its performance at the midpoint of the last fiscal year. This trend is expected to continue throughout the year because increased transfers from electric, water, and sewer utilities have been budgeted. Despite this, the utilities are currently on track with their budget.

Councilmember Kalesis made the motion to accept the Monthly Finance Report for December 2024. Councilmember James seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

Communications & Correspondence

Councilmember Kalesis reported that the businesswomen in the community would be planning an event for National Women’s Day on March 8, 2025.

City Manager Whitfield mentioned the current electric fees and usage residents were seeing on their bills.

City Clerk White announced the upcoming Delaware League of Local Government dinner on February 17, 2025, and Representative Sara McBride would be the speaker.

Unfinished Business

There was no unfinished business.

New Business

Appointment/City of Milford Board of Election

City Clerk White requested Council approval for the 2025 City of Milford Election Board, comprising Karen Boone, Carlene Wilson, and Donna Merchant.

Councilmember Jason James made the motion to approve the Board of Election members as stated. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

Appointment/Auditor/2025 Audit

Lou Vitola, Senior Accountant, recommend that City Council appoint Zelenkofske Axelrod (ZA) as independent auditors for the City’s FY2025 audit for a 5th and final appointment.

Councilmember James made the motion to appoint Zelenkofske Axelrod (ZA) as independent auditors for the City’s FY2025 audit engagement. Councilmember Samaroo seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

Authorization/ Land Exchange Agreement/111 N Walnut Street LLC

City Manager Whitfield reviewed the Land exchange Agreement and the License Agreement with 111 N Walnut Street LLC that was included in the packet.

Councilmember James made the motion for council to approve the Land Exchange Agreement with 111 N Walnut Street, LLC and the license agreement to provide 111 N Walnut Street, LLC temporary access through the proposed parking lot. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

Ordinance introductions:

Ordinance 2025-02
Amendment to City of Milford Code
Chapter 174 Property Maintenance/Habitual Offenders

City Manager Whitfield introduced Ordinance 2025-02 which amended Chapter 174 - Property Maintenance to include Habitual Offenders. The ordinance was included in the packet.

Ordinance 2025-03
Amendment to City of Milford Code
Chapter 125 Fiber Optics

City Manager Whitfield introduced Ordinance 2025-03 which amended Chapter 125 – Fiber Optics. The ordinance was included in the packet.

EXECUTIVE SESSION

Motion to Recess into Executive Session

Mayor Culotta asked for a motion to move into Executive Session at 6:57 pm.

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

Councilmember Kalesis made the motion to move into executive Session. Councilmember Connor seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo and Jason James

The motion carried unanimously. 7-0

Councilmember Katrina Wilson joined the executive session at 7:00 pm

Return to Open Session

Mayor Culotta asked for a motion to return to Open Session at 8:15pm.

Councilmember Stewart made the motion to return to Open Session. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson and Jason James

The motion carried unanimously. 8-0

Potential Motion/Legal

Councilmember Connor made a motion to extend a deadline concerning the roads that were discussed in Executive Session to June 1, 2025, with no further extensions to be granted. Councilmember Marabello seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson and Jason James

The motion carried. 8-0

Potential Motion /Personnel

There was no motion to be made for Personnel.

Adjournment

Councilmember Marabello made the motion to adjourn. Councilmember Zychal seconded.

Yes Madula Kalesis, Daniel Marabello, Lori Connor, Nadia Zychal, Michael Stewart, Nirmala Samaroo, Katrina Wilson and Jason James

The meeting adjourned at 8:19 pm.

Respectfully submitted,

Katrina L. White, MMC
City Clerk/Recorder