



CITY OF MILFORD
CITY COUNCIL MEETING MINUTES

September 8, 2025

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, September 8, 2025.

PRESIDING: Mayor F. Todd Culotta
IN ATTENDANCE: Councilmembers Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James, Sr.
ABSENT: Councilmember Katrina Wilson
STAFF: City Manager Christopher Coleman, Chief Cecilia Ashe, and City Clerk Katrina White
COUNSEL: Solicitor Gregory Morris, Esquire

Public Comment

Solicitor Morris read the rules of public comment.

Julie Morris, 74 Cedar Beach Road, Milford, DE 19963, thanked City Manager Coleman and Rob Pierce for their quick response regarding oxygen tanks in town last week. She also shared that Lynn Morrison, President and CEO of Brandywine Counseling, had signed a trespassing agreement with the police that states that no one is permitted to loiter, trespass, or use the premises after business hours.

Moira Cleary, 510 Truitt Avenue, Milford, DE 19963, expressed concerns about the Truitt Avenue project. She stated that she had been speaking with other community members and noted that while they aren't against a new building, they are against the proposed 39 units. She explained that this number of units could bring 40-120 people to a very small area. She also mentioned possible drug activity behind a new neighbor's house, which increased her existing concerns about crime, lack of street parking, and people walking behind their homes. She believes that the increase in population from the new development will only worsen these existing issues.

Call to Order - Mayor F. Todd Culotta

Mayor Culotta called the meeting to order at 6:06 pm.

Roll Call

Roll Call showed that there were eight members present. Councilmember Wilson was not present.

Councilmembers Connor and Kalesis were in attendance virtually.

Invocation and Pledge of Allegiance

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

Approval of the Agenda

Due to the monthly finance report not being available in the meeting packet, Mayor Culotta asked for a motion to move it to the next meeting on September 22, 2025.

Councilmember Zychal made the motion to move the finance report to the September 22, 2025, meeting. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Councilmember Zychal made a motion to remove the Executive session from the agenda. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Councilmember Marabello made the motion to approve the agenda as amended. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Approval of Previous Minutes

Councilmember Marabello made the motion to approve August 25, 2025, meeting minutes. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

[2025 08 25 Council Minutes](#)

Recognition

There was no recognition.

Staff Reports

Police Report

Chief Ashe reviewed the August Police report that was submitted in the packet.

Councilmember Stewart made the motion to approve the August Police Report.

Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Police Report - August 2025

City Clerk

City Clerk White reviewed the August City Clerk's report that was submitted in the packet.

Councilmember Zychal made the motion to approve the August City Clerk's report.

Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

City Clerk Report - August 2025

City Manager

City Manager Coleman reported that his first month had been a great month and he had the opportunity to meet with numerous city officials, volunteers and members from the community and the various city departments. He expressed how fortunate Milford is to have individuals who truly care about the community and take pride in the work that they do.

He reported that Public Works Director Willis Shaffer would not be available to review the Public Works report due to being out with his team at Lighthouse Estates handling a four-sewer main break that was occurring. He also reported that Parks & Recreation Director Brad Dennehy and Electric Director Tony Chipola would also not be available to review their reports but their reports were included in the packet.

The remaining department directors reviewed the August departmental reports that were submitted in the packet.

Councilmember Stewart made the motion to approve the August City Manager's report.

Councilmember Marabello seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

[City Manager Report - August 2025](#) 

Public Works

[Public Works Report - August 2025](#) 

Electric

Planning & Zoning

[Planning Report - August 2025](#) 

Parks & Recreation

[Memo MP R Aug 2025 update.pdf](#) 

Human Resources

[HR Report - August 2025](#) 

Economic Development & Community Engagement

[ED & Community Engagement Report - August 2025](#) 

Information Technology

[IT Department Report September 2025](#) 

Finance

The finance report was not available for approval.

Monthly Finance Report

The Monthly Finance Report was moved to the September 22, 2025, meeting.

Communications & Correspondence

Councilmember James announced that the Carlisle Fire Company would be having their Crab Feast on Saturday, September 13 and that tickets were still available.

Chief Ashe announced, in regard to Ms. Morris's announcement during the public comment session about the agreement with Brandywine Counseling concerning the homeless, that if there are businesses or other entities, that are having these issues, it's important that they register with the police department. She also thanked Director Bill Pettigrew, the IT staff and City Manager Coleman, for their assistance in fixing an issue with the camera system.

City Clerk White announced the Delaware League of Local Governments monthly dinner meeting on September 25, 2025, at the Modern Maturity Center in Dover, DE.

[Delaware League of Local Government - September 25, 2025](#)

Unfinished Business

There was no unfinished business.

New Business

Presentation Dover/Kent MPO Transportation Study-Airport Road between Route 113 and Route 15.

Planning Director Rob Pierce explained that the Dover-Kent MPO is assisting Milford with another transportation study. They're based out of Camden, but they handle transportation planning for the center part of the state of Delaware, which includes Milford. In the past, they've helped Milford with various planning studies, the downtown parking study several years ago and now they've also helped Milford evaluate the 10th Street and Rehoboth Boulevard intersection, the Rehoboth Boulevard corridor and more.

He went on to explain that this year, they have been asked to assist with a transportation study of Airport Road between the Route 113 intersection and the Corporate Center at Route 15.

He introduced Malcolm Jacob, Transportation Planner and Savannah Edwards, Rossi Group Senior Planner who were in attendance virtually and would review the presentation that was submitted in the packet.

[Airport Road Study 090825](#)

Authorization/Milford Corporate Center/Deed Restrictions

Director Pierce provided an update on the Corporate Center deed restrictions. The restrictions were drafted by the Planning Department and Economic Development Office in collaboration with Emory Hill and Moore & Rutt.

He highlighted two main points about the restrictions. One, the restrictions are set up so that the City Council will retain ownership and responsibility for the maintenance of stormwater and common areas, similar to what was currently done at Independence Commons and the Greater Milford Business Park. However, a provision has been included that would allow the city to transfer this responsibility to a formal maintenance corporation (like a homeowner's association) in the future.

Second, The Planning Commission will serve as the Architectural Review Committee for the Corporate Center. This is a temporary arrangement until a formal maintenance corporation is established. Director Pierce noted that the architectural guidelines have been updated to require that 5% of the front building facade must be glass, along with specific masonry requirements.

The restrictions must be recorded with Sussex County before any properties are sold to ensure buyers are aware of the rules. The staff is recommending that the Council authorize the mayor to sign the restrictions so they can be recorded.

Councilmember James made the motion that the Council authorize the mayor to execute the prepared Declaration of Restrictions for the Milford Corporate Center. Councilmember Marabello seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

[MCC Deed Restrictions - City Council Memo - 090825](#)

Authorization/SW Front Street Lease Agreement/Trinity Development/Façade Awning

Director Pierce explained the conditions of the lease agreement request for an awning that was built within the public right-of-way on Southwest Front Street. The awning was flagged by code enforcement in May with a notice of violation.

He further explained that according to Chapter 197 of the city code, City Council has the authority to permit such construction within the right-of-way by executing a license agreement. This type of agreement has been used in the past for similar situations, such as ADA entrance ramps. The code also specifies that the Planning Director can review and the City Manager can approve the placement of canopies and awnings.

Staff is recommending that the Council authorize the mayor to sign the license agreement, which would permit the awning to remain in its current location, subject to the terms of the agreement.

Councilmember Marabello stated that he regrets that the work was done before approval and would like to ensure that this would not be repeated, especially by the same real estate operation. Director Pierce stated that he would make sure that it did not occur again.

Councilmember Zychal made the motion that the City Council authorize the mayor to execute the license agreement permitting the awning to be located within the right-of-way of Southwest Front Street. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

[Trinity Redevelopment - License Agreement - City Council Memo - 090825](#)

Authorization/Milford Corporate Center/Chesapeake Utilities/Gas Main/Relocation #2

Director Pierce discussed the remaining conflicts between the gas main and a stormwater pipe on the north side of Route 14. He referenced a memo in the packet that detailed the

project's history and the council's previous action to pay over \$130,000 for the first set of relocations.

He explained that staff and engineers from Becker Morgan Group and KCI Technologies have since reviewed the other conflicts. Chesapeake Utilities provided an updated invoice for the remaining relocations, which involves installing about 1,700 feet of gas main. This work is necessary for the stormwater pipes to be constructed as designed.

Director Pierce noted that the cost of these relocations, approximately \$220,000, was not initially in the budget. However, he clarified that this cost is equivalent to about \$1,500 per acre, and the project remains in a strong financial position compared to its break-even point and the projected market price for the lots.

Staff recommended that the council authorize a payment of \$95,061 to Chesapeake Utilities for the remaining portion of the gas pipe relocation, with the funding to come from the Realty Transfer Tax Reserves.

Councilmember Marabello made the motion for the City Council to authorize the payment in an amount not to exceed \$95,061 to the Chesapeake Utilities for the relocation of the 6-inch natural gas pipeline to be taken from the Realty Transfer Tax Reserves, and as further outlined in the proposal. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

[Chesapeake Reloc - City Council Memo - 090825](#)

Ordinance Introduction:

Ordinance 2025-16 Cypress Hall/PUD

Director Pierce introduced 2025-16 Cypress Hall as a revised Planned Unit Development application for the Cypress Hall residential project. The project will be reviewed by the Planning Commission on September 16, 2025, and will be brought back to City Council on September 22, 2025, for public comment.

[Cypress Hall - PUD - Packet](#)

Ordinance 2025-15 Cypress Hall/Phase III/Preliminary Major Subdivision

Director Pierce introduced Ordinance 2025-15 Cypress Hall/Phase III/Preliminary Major Subdivision. The project will be reviewed by the Planning Commission at the September 16, 2025 meeting, and will be brought back to City Council on September 22, 2025, for public comment.

[Cypress Hall - Phase III - Packet](#)

EXECUTIVE SESSION

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

The executive session was removed from the agenda.

Adjournment

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

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Danny Perez, and Jason James

The motion carried. 7-0

Mayor Culotta adjourned the meeting at 6:52 pm.