

City of Milford



AGENDA

Monthly Council Meeting

March 11, 2013

Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware

7:00 P.M.

COUNCIL MEETING

Call to Order - Vice Mayor Douglas Morrow, Sr.

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

**Consultant Mark Roberts, Shibumi Consulting Services, LLC

Monthly Police Report

City Manager Report

Committee & Ward Reports

Annexation Committee Report/Chair Katrina Wilson

Task Force for Homelessness/Chair Steve Johnson

Communications & Correspondence

Unfinished Business

Adoption of Ordinance 2013-1/Chapter 185 Sewers/Sewer Rate Increase

Adoption of Ordinance 2013-2/Chapter 193 Solid Waste/Adds Article III-Extended Absence Provision

New Business

Adoption of Resolution 2013-08/Sale of Masten Park/Marshall & Mispillion Street/Parks and Recreation

*Approval of API Agreement (Develop Custom Program/Utility Bill File Transfer) & Funding Source

*Approval of API Agreement (Software, Professional Services, Annual Maintenance) & Funding Source

*Approval of Pinnacle Data Systems Proposal

Monthly Finance Report

Adjourn

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

**SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT
NO LATER THAN ONE WEEK PRIOR TO MEETING; NO PAPER DOCUMENTS WILL BE ACCEPTED
OR DISTRIBUTED AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.**

Milford Police Department



E. Keith Hudson
Chief of Police



400 N.E. Front Street
Milford, Delaware 19963

TO: Mayor and Members of City Council

FROM: E. Keith Hudson, Chief of Police

DATE: March 11, 2013

RE: Activity Report/February 2013

Monthly Stats:

A total of 481 arrests were made by the Milford Police Department during February 2013. Of these arrests, 84 were for criminal offenses and 397 for traffic violations. Criminal offenses consisted of 27 felonies and 57 misdemeanors. Traffic violations consisted of 24 Special Duty Radar, 5 Drunk-Driving charges, and 368 other.

Police officers investigated 48 accidents during the month (6 personal injury, and 42 property damage) and issued 151 written reprimands. In addition, they responded to 1021 various complaints including city requests and other agency assistance.

Monthly Activities:

Our School Resource Officer was involved in the following events this past month:

Guest speaker during the Jobs for Delaware Graduates class (JDG). Spoke on the topic of negotiations and the police officer profession.

Conducted a table top exercise at Milford Central Academy with the Safety Team utilizing the department's safety plan (related to a student suicide inside school).

Conducted a table top exercise at Morris Early Childhood Center with Safety Team utilizing the department's safety plan (related to missing student missing from school with recent PFA involving father).

Gave a tour of the Milford Police Department to cub scouts.

Taught Active Shooter Survival at Morris Early Childhood Center in Lincoln and W.T. Chipman Middle School in Harrington for teachers and other staff.

Created a presentation for Active Shooter Survival of Students which will be presented to students during lock down drills at Milford Middle, Central Academy and Milford High School.

Met with State Representative Harvey Kenton and the Pastor of Milford Church of God to discuss safety of the church and plan development.

The Milford Police Department K-9 units were involved in the following incidents last month:

- utilized on 41 different incidents;
- conducted 5 assist other police agencies (DSP7, DSP5, DSP3 (twice), Dover PD);
- utilized 5 times as a precautionary presence on suspects known as flight risks;
- conducted 6 building searches;
- assisted patrol units with 7 large violent crowds;
- had 6 no-bite apprehensions (armed wanted suspects, suspects of felony drug dealing);
- had 1 bite apprehension (armed suspect who fled from patrol units);
- conducted 2 tracks;
- conducted 9 sniffs for CDS;

One gram of marijuana (\$20 street value) and marijuana (\$20 street value) were located and subsequently seized as a direct result of the K-9 Units sniffs for CDS.

On February 8, 2013, members of the Milford Police Department Drug Unit, the Kent County Drug Unit, Kent County GTF and Dover Police Department conducted a joint heroin investigation which resulted in the seizure of 60 bundles of heroin (6 logs/780 baggies/19.5 grams) along with \$500 cash. One person was charged with Possession Tier 5 Heroin, Delivery of Heroin Tier 2, Possession with the Intent to Deliver Heroin Tier 4, Conspiracy II and Possession of Drug Paraphernalia. A second person was charged with Possession Tier 3 Heroin, Possession with the Intent to Deliver Heroin Tier 2, Conspiracy II and Possession of Drug Paraphernalia.

The new vehicles are on the road, the replacement radio system is nearly complete and the grounding work is proceeding.

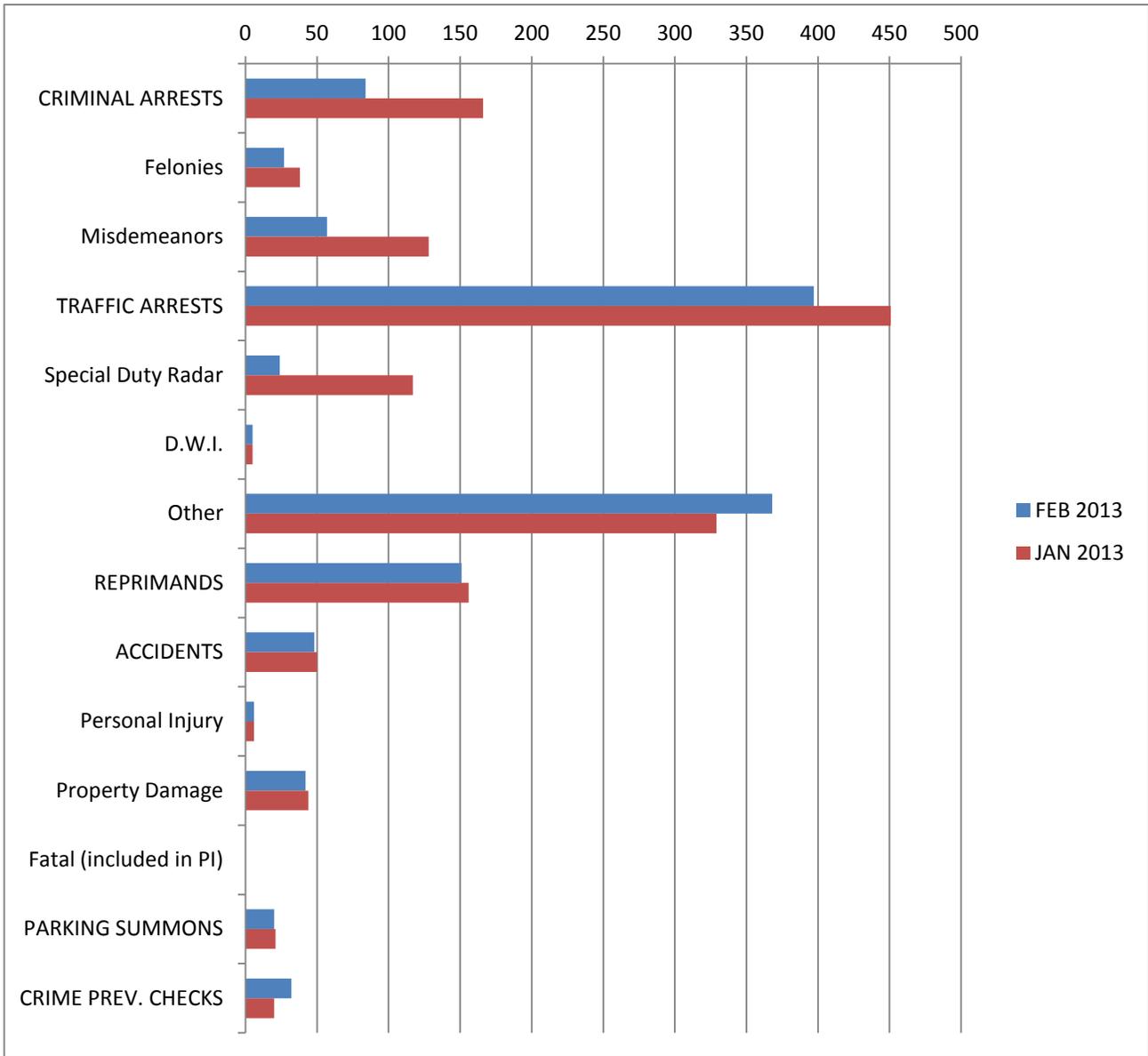
Testing of applicants for police officer will begin later this month or in early April.

We were approved to continue in the Military LESO 1033 program without question and received a thank you for our quick responses to their audits, which we passed with no issues.

National Telecommunications Week is in April and I will ask Mayor Rogers to prepare a proclamation to recognize our dispatchers.

FEBRUARY 2013 ACTIVITY REPORT

	FEB 2013	TOTAL 2013	FEB 2012	TOTAL 2012
COMPLAINTS	1021	2070	1089	2189
CRIMINAL ARRESTS	84	250	143	384
Felonies	27	65	26	75
Misdemeanors	57	185	117	309
TRAFFIC ARRESTS	397	848	372	742
Special Duty Radar	24	141	96	194
D.W.I.	5	10	6	15
Other	368	697	270	533
REPRIMANDS	151	307	132	233
ACCIDENTS	48	98	42	79
Personal Injury	6	12	2	6
Property Damage	42	86	40	73
Fatal (included in PI)	0	0	0	0
PARKING SUMMONS	20	41	7	11
CRIME PREV. CHECKS	32	52	34	79
FINES RECEIVED	\$ 11,427.19	\$ 21,949.21	\$ 9,408.14	\$ 22,272.00



COUNCIL REPORT

MARCH 11, 2013

ADMINISTRATION

Mark Roberts our consultant for billing is finishing up his second week of training and reorganizing our billing process. He is making suggestions and instituting changes that should make positive differences to staff members and customers. I will have him at a future workshop or meeting to speak with the Mayor and Council.

The radios have been installed in all equipment. The new tower will be erected when weather allows.

ELECTRIC

On March 6, 2013 we experienced high winds with rain and snow. This weather caused several outages, but crews responded quickly and power was back on in a very reasonable time.

The decorative lights have been installed on the S. Washington St. Bridge. I think they make the bridge look complete as well as more attractive.

STREETS AND SOLID WASTE

Our crews have been distributing the yard waste containers during the last few weeks. These roll-outs are only delivered at customers' request. The pick-up of these cans will begin April 1st. I remind Mayor and Council we will no longer be picking up any debris that doesn't fit into these containers. I anticipate that we all will be getting complaints about not taking large piles of branches and other items that are placed on the curb. I intend to stand firm with customers who will expect us to continue our past practices of no limit on debris.

There will be a detour on Airport Road beginning in early April. This is necessary because of the construction of a by-pass lane at the entrance of the Cascades Development. This detour could be in place for as long as a month.

SEWER AND WATER

The S.E. water main extension has been completed as far as construction required. Pressure testing of the lines is now being done.

We are seeking environmental approval for the water tower and treatment facility to be located on the Wickersham site as well as the mains from the tower to Wilkins Road. Once that is complete we will seek consent from USDA to begin the project.

The Washington Street well will be installed in the near future. We had a successful test well on our property behind city hall and this is where the well is to be placed. A line will be installed from the well to our new treatment plant that is to be built at Washington Street.

ANNEXATION COMMITTEE REPORT

TO: Mayor Ronnie Rogers & City of Milford Council Members

FROM: Annexation Committee

DATE: 03/05/2013

RE: Annexation Committee Report

A public meeting was held in Council Chambers on March 5, 2013 to consider the annexation request for lands described as:

Property Owner:	Louis J. & Shirley L. Renzi
Location:	7296 Cedar Creek Road
Size:	3.00 +/- Acres
Existing Zoning:	AR-1
Proposed Zoning:	C-3
Tax Map and Parcel Number:	3-30-15.00-059.00; 3-30-15.00-059.01

The Annexation Committee of the City of Milford City Council recommends approval of the application, with the following comments:

1.	Annexation is consistent with the "Comprehensive Land Use Plan".
2.	Property is contiguous to existing City Limits. It is surrounded on the west and east by areas already zoned C-3 Highway Commercial so this would be either an island of nonconforming zoning or spot zoning. Therefore it would be advantageous to incorporate this parcel within the C-3 Highway Commercial zoning classification.
3.	Any changes to the property would be subject to review by the City of Milford Planning Commission and/or City Council.
4.	Property will be served by City Electric, Sewer, and Water. At present, these utilities are not available to the site.
5.	The City will benefit through additional revenues, including taxes and the sale of water, sewer and electric.
6.	Upon Council approval, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: C-3

Council Representative/Committee Chairman	Date
Council Representative	Date
Council Representative	Date
Planning Commission Chairman	Date

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 185 of the Code of the City of Milford, entitled Sewers, Article II Rates and Regulations §185-10, Schedule of Rates and Charges, shall be amended by increasing the sewer rate by 7 cents per thousand gallons as was approved by City Council at its April 13, 2009 meeting due to an amendment in the Kent County Sewer User Agreement.

The City of Milford hereby ordains:

Section 2. §185-10 Schedule of rates and charges is hereby amended by removing “which shall be effective July 22, 2010 and” and inserting “Said Fees” and “the” as indicated below:

The Council has the authority to establish sewer rates and charges set forth in the following schedule, ~~which shall be effective July 22, 2010 and~~ Said fees shall be collected from the customers of the sewer system under the operation of the City of Milford. The rates and regulations shall be reviewed on an annual basis and adjusted as necessary. Each user of the wastewater facilities will be notified annually of effective user charge rates either by mail or advertisement in a paper of general circulation within the City of Milford.

Section 3. §185-10(A)(1)(b) Rate Scheduled based on Metered Water Consumption is hereby amended by removing \$2.71 and inserting \$2.78.

A. Rate schedule based on metered water consumption.

(1) City service rate:

(a) Zero to 1,000 gallons: \$10 minimum per month.

(b) Over 1,000 gallons: ~~\$2.71~~ \$2.78 per 1,000 gallons.

(2) County service rate. This fee is an adjustable sewer charge for sewage treatment performed by the Kent County Disposal District No. 1. It will be adjusted annually to the actual billing and flow documented by Kent County. This rate will be charged to each customer based on total water meter consumption recorded.

Section 4. §185-10(B)(1)(b) Rate Scheduled based on Metered Water Consumption is hereby amended by removing \$2.71 and inserting \$2.78.

B. Rate schedule based on metered sewage flows.

(1) City service rate:

(a) Zero to 1,000 gallons: \$10 minimum per month.

(b) Over 1,000 gallons: ~~\$2.71~~ \$2.78 per 1,000 gallons.

(2) County service rate. This fee is an adjustable sewer charge for sewer treatment performed by the Kent County Disposal District No. 1. It will be adjusted annually to the actual billing and flow documented by Kent County. This rate will be charged to each customer based on total metered sewage flow recorded up to the average of the four quarters immediately preceding the effective date of this chapter. The rate is set by Kent County.

Section 5. Dates

Introduction: February 25, 2013

Adoption (Projected): March 11, 2013

Effective (Projected): March 21, 2013

ORDINANCE NO. 2013-2
AN ORDINANCE ADDING A NEW ARTICLE III, ENTITLED
"EXTENDED ABSENCE PROVISION" TO CHAPTER 193 ENTITLED "SOLID WASTE"
OF THE CODE OF THE CITY OF MILFORD, DELAWARE.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. That Chapter 193 of Part II (General Legislation) of the Code of the City of Milford, is hereby amended by adding thereto a new Article III to read as follows:

ARTICLE III - Extended Absence Provision

A. Suspension of Temporary Service

- (1) The Public Works Director may suspend trash and recycling (and yard waste when applicable) collection services on an owner-occupied residence only if the home is unoccupied for a minimum of three months.
- (2) A "Suspend Service Temporarily" form must be completed in order to place the service on hold.
- (3) "Suspend Service Temporarily" form must be received by the Public Works Department at least five business days prior to the start of the suspension period.
- (4) The Solid Waste Department will collect the trash, recycling and yard waste (if applicable) containers at the start of the suspension and redeliver them on the expected date of return.
- (5) The residence for which the suspension has been approved shall remain vacant during the suspension period.
- (6) Service will automatically be reactivated at the end of the approved suspension period, unless a request for an additional period of temporary suspension has been requested and approved by the Public Works Director prior to the automatic reactivation. Failure to request an extension prior to the reactivation date will result in the resumption of the monthly solid waste fee. To continue a suspension of service after reactivation, a new suspension form must be filed with the appropriate fee.
- (7) When a suspension is active, the customer may not use any other city trash/recycling/yard waste services, including someone else's container or bulk service.
- (8) No credit will be issued should customer fail to submit and complete the "Suspend Service Temporarily" form.
- (9) Partial or retroactive payments of monthly fees are prohibited.

B. Suspension Fee

- (1) At the time of the suspension request, a service fee of \$35 will be charged for the removal, storage and re-delivery of the containers.
- (2) Service fee shall be paid at the time the "Suspend Service Temporarily" form is submitted to the Public Works Department.

C. Noncompliance, Violations and Penalties.

- (1) Noncompliance of this Article will result in the immediate re-activation of the solid waste services.
- (2) The account will be billed the full service fees for the entire suspension period and a \$100 account reconciliation fee assessed for noncompliance.
- (2) Violations and Penalties set forth in Section 193-7 shall also apply to Article III.

Section 2. Dates.

Introduction: February 25, 2013

Adopted: March 11, 2013

Effective: March 21, 2013

Reference: §193-7. Violations and penalties.

A. Any person or any officer of any firm or corporation violating any of the provisions of this article shall, upon conviction thereof before a Justice of the Peace, be sentenced to pay a fine of not less than \$25 nor more than \$300, together with costs of prosecution.

B. Every violation of this article shall be deemed a separate offense for each and every day a violation shall continue and shall be subject to the penalty imposed by this section for each and every such separate offense.

CITY OF MILFORD

Suspend Service Temporarily Form

Form will **NOT be processed unless all information below is completed**

Fill out this form to **TEMPORARILY SUSPEND** your solid waste services. If you need to cancel your service, please contact the City of Milford Billing Department.

Please be sure to include your current contact information as we may be contacting you to confirm your order. Required information is marked in **RED**.

NAME	Last Name:	
	First Name:	Middle Initial:
ACCOUNT NUMBER		
SERVICE ADDRESS	Street:	
	City:	
HOME PHONE		
CELL PHONE		
E-MAIL ADDRESS		
<p>I want to temporarily suspend my garbage pickup. I am going to be away for AT LEAST three months. I understand there is a \$35 service fee required and that partial and retroactive payments of my normal monthly fee are prohibited.</p> <p style="text-align: center;">LAST SERVICE DAY: _____</p> <p style="text-align: center;">RESUME SERVICE DAY: _____</p>		
Additional Comments:		
SIGNED:		DATE:
<i>For Office Use Only:</i>		
Date Form Received at Public Works: _____		\$35 Fee Received: yes____ no____
Date Forwarded to Billing Department: _____		Date Received by Billing Department: _____

City of Milford



RESOLUTION

2013-08

A RESOLUTION AUTHORIZING THE SALE OF A PARCEL OF REAL PROPERTY CONTAINING .186 ACRES, MORE OR LESS, BEING IDENTIFIED AS SUSSEX COUNTY TAX PARCEL 3-30-7.17-49.

WHEREAS, the City of Milford is the owner of a parcel of real property containing .186 acres, more or less, and identified as Sussex County Tax Parcel 3-30-7.17-49; and

WHEREAS, the land was intended to be utilized by the Parks and Recreation Department; and

WHEREAS, the Parks and Recreation Department has determined that said parcel is not compatible with the department's future plans for park or recreational activities and is, therefore, surplus real property; and

WHEREAS, the Parks and Recreation Department has determined that said parcel could be sold and the proceeds from the sale utilized to fund recreational activities that will benefit the citizens of the City of Milford; and

WHEREAS, the Parks and Recreation Department has had the property appraised, which appraisal value was Eighteen Thousand Dollars (\$18,000.00); and

WHEREAS, the Parks and Recreation Department desires to sell said parcel by receipt of sealed bids after duly advertising the terms of the sale.

NOW, THEREFORE, BE IT RESOLVED, the Office of the City Manager, with authorization from the City Council of the City of Milford, State of Delaware, may advertise and sell Sussex County Tax Parcel 3-30-7.17-49.

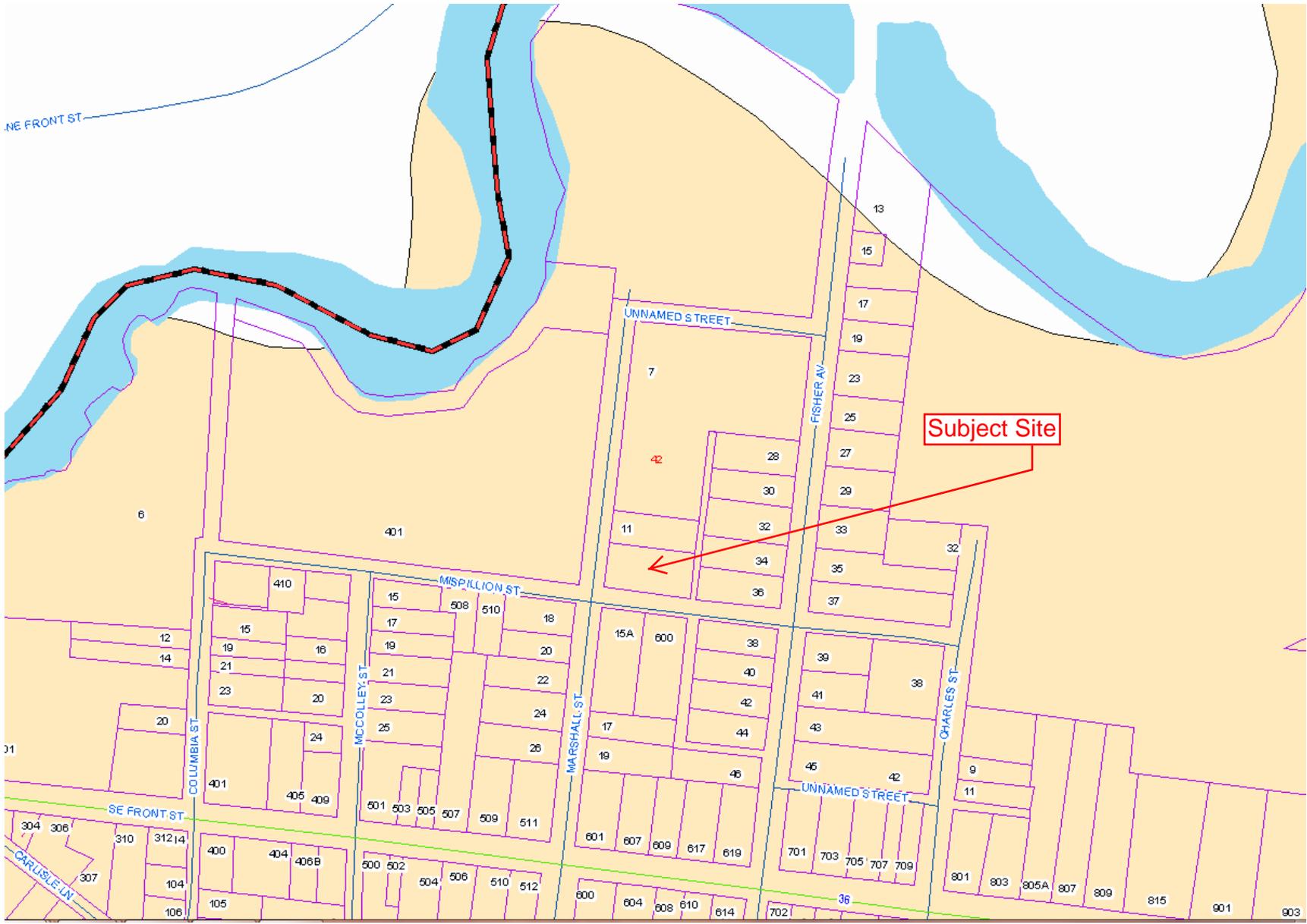
BE IT FURTHER RESOLVED that the Office of the City Manager shall advertise the real property sale and establish the terms and conditions under which it may be sold.

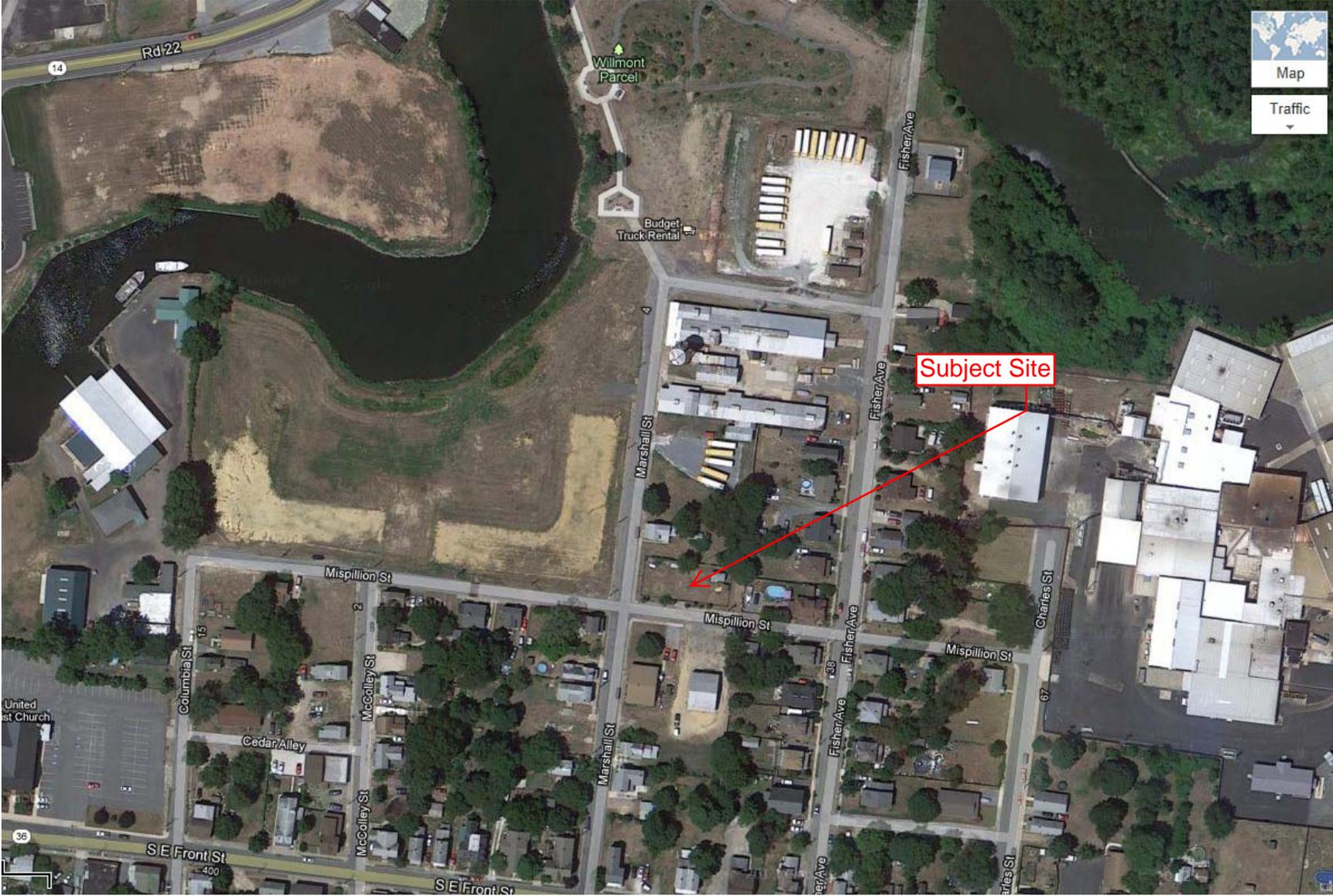
BE IT FURTHER RESOLVED that the proceeds from the sale shall be used to enhance the recreational activities available to the citizens of the City of Milford.

Mayor Joseph R. Rogers
City of Milford

Attest:

Teresa K. Hudson, MMC
City Clerk





APPRAISAL OF REAL PROPERTY

City of Milford

Lot - Corner of Marshall and Mispillion Sts. Milford, DE 19963



LOCATED AT

Lot - Corner of Marshall & Mispillion St.
Milford, DE 19963
MARSHALL & MISPILLION STS *1,051*

FOR

CITY OF MILFORD
PO BOX 159
MILFORD, DE 19963

OPINION OF VALUE

18,000

AS OF

January 8, 2013

BY

JOE WELLS
WELLS AGENCY, INC
POB 599
MILFORD, DE 19963
(302) 422-2400
JWELLS@WELLSREALTY.COM

WELLS AGENCY, INC
POB 599
MILFORD, DE 19963
(302) 422-2400

January 08, 2013

Gary Emory, Parks and REc
Gary Emory

Re: Property: Lot - Corner of Marshall & Mispillion St.
Milford, DE 19963
Borrower: City of Milford
File No.: city of Milford- lot Marshall s

Opinion of Value: \$ 18,000
Effective Date: January 8, 2013

In accordance with your request, we have appraised the above referenced property. The report of that appraisal is attached.

The purpose of the appraisal is to develop an opinion of market value for the property described in this appraisal report, as improved, in unencumbered fee simple title of ownership.

This report is based on a physical analysis of the site and improvements, a locational analysis of the neighborhood and city, and an economic analysis of the market for properties such as the subject. The appraisal was developed and the report was prepared in accordance with the Uniform Standards of Professional Appraisal Practice.

The opinion of value reported above is as of the stated effective date and is contingent upon the certification and limiting conditions attached.

It has been a pleasure to assist you. Please do not hesitate to contact me or any of my staff if we can be of additional service to you.

Sincerely,



JOE WELLS
Certified General Real Property Appraiser
License or Certification #: X1-0000004
State: DE Expires: 10/31/2013
JWELLS@WELLSREALTY.COM

SUMMARY OF SALIENT FEATURES

SUBJECT INFORMATION	Subject Address	Lot - Corner of Marshall & Mispillion St.
	Legal Description	MARSHALL & MISPILLION STS *1,051*
	City	Milford
	County	Sussex
	State	DE
	Zip Code	19963
	Census Tract	0501.04
	Map Reference	330-7.17-49.00
SALES PRICE	Sale Price	\$
	Date of Sale	
CLIENT	Lender/Client	CITY OF MILFORD
	Borrower	City of Milford
DESCRIPTION OF IMPROVEMENTS	Size (Square Feet)	
	Price per Square Foot	\$
	Location	City of Milford
	Age	
	Condition	
	Total Rooms	
	Bedrooms	
Baths		
APPRAISER	Appraiser	JOE WELLS
	Date of Appraised Value	January 8, 2013
VALUE	Opinion of Value	\$ 18,000



Billtrust CompleteBilling Service Agreement

This CompleteBilling Service Agreement (“Agreement”) is made as of this ____ day of _____, 2012 by and between City of Milford DE (“Customer”) having its principal place of business at 201 South Walnut Street, Milford, DE 19963 and Factor Systems, Inc. dba Billtrust, a DE corporation (“Billtrust”), having its principal place of business at 100 American Metro Blvd, Suite 150, Hamilton, NJ 08619.

Term: This Agreement is for one (1) year and will automatically renew for one-year periods. Customer may cancel this Agreement at any time and for any reason by notifying Billtrust in writing. Billtrust may terminate this Agreement only by giving written notice to Customer at least sixty days prior to the end of the current term.

Unconditional Guarantee: If at any time Customer is dissatisfied with the performance of Billtrust or for any other reason wishes to cease using the Billtrust CompleteBilling Service, Customer may terminate this Agreement by providing written notice to Billtrust.

Pricing: The pricing in Attachment 1 is guaranteed not to change for one year from the date of this Agreement. Any price increases in subsequent years will not exceed 5% per year and Billtrust will notify Customer in writing of such increases sixty (60) days in advance of their effective date. The pricing in Attachment 1 is based on Customer’s estimated monthly volume of 8,000 bills per month (bills are defined as any invoices, statements, credit memos, or late/service charge notices delivered by Billtrust in any paper or electronic format). Billtrust reserves the right to change this pricing by more than 5% per year if actual volumes are 10% or more below this volume.

Distribution Schedule: Billtrust guarantees that for all scheduled mailings that billing files are delivered electronically to Billtrust and approved by Customer (if applicable) by 11:59 PM Eastern time Sunday to Thursday and by 9:00 PM Eastern time on Fridays will be processed and delivered to the post office, web, email or fax the next day, Monday through Saturday (except postal holidays). Delivery to the post office on Saturdays is subject to regional post office availability. Billtrust will provide Customer with an emailed report on the same day that billing has been performed, detailing the number of statements sent by each delivery method.

Print and Mail Facilities: Billtrust will print and mail paper bills from its facilities currently located in NJ, IL and CA, and Billtrust certified print partner facilities currently located in TX, OR and FL. Additional charges apply for Canadian bills mailed from our Toronto facility. The future locations of any print and mail facilities are subject to change at the sole discretion of the management of Billtrust. Customer’s requirements for processing such as physical inserts and custom or preprinted materials will restrict Customer’s ability to utilize certain facilities.

Privacy: Billtrust respects Customer’s right to privacy and has a strict policy of never disclosing our Customers’ personal information. For details about our privacy policy, please see our website at www.billtrust.com.

Confidentiality: Billtrust will not disclose any information or data submitted by Customer to any third party without the Customer’s prior permission, unless Billtrust has a good faith belief that such action is necessary to (a) conform to legal requirements or comply with legal process or (b) protect and defend the rights or property of Billtrust. Billtrust will notify Customer in writing prior to the release of any information. Customer will not disclose any information or data submitted by Billtrust to any third party without Billtrust’s prior permission, including but not limited to the terms of this contract and trade or other proprietary secrets or technology related to Billtrust’s services.

Security: Billtrust employs numerous security measures to protect Customer’s personally identifiable information, including data encryption, SSL (Secure Socket Layer) encryption for all web transactions, shredding of confidential documents, and appropriate employee procedures.



Prepaid Postage Account: If client chooses to utilize Billtrust paper and mail services, Billtrust will establish a prepaid postage account for Customer. Two (2) months of estimated postage will be billed by Billtrust and must be paid prior to the first live processing of Customer’s bills. Bills will not be mailed if Customer has depleted or exceeded its prepaid postage account. If this Agreement is terminated by either party, funds in this account may be applied to Customer’s open balance and any amount remaining will be refunded to Customer.

Payment: Billtrust invoices are payable upon receipt. Interest will accrue at the rate of one percent per month (12% per annum) for any balances that exceed thirty (30) days. Payment may be made by company check or ACH.

Taxes: All fees charged by Billtrust are exclusive of any sales, use, value added (VAT), consumption, receipts and/or other such taxes or duties, however designated (collectively "Taxes"). Customer shall pay these taxes; except for taxes based on Billtrust's net income, unless Customer provides to Billtrust an appropriate certificate of exemption from the applicable taxing authority.

Online Billing ACH Payments: This section is applicable if Customer licenses Online Billing and elects to utilize Billtrust’s bank processor for ACH payments from Customer’s clients (“Clients”). For risk management, the maximum ACH payment allowed through Online Billing is \$2,500 and there is a one (1) business day holding period for processing of ACH returns. Customer agrees to return any funds and hold Billtrust harmless for ACH transactions that are returned from a Client’s account. If an ACH transaction is returned after one day (“Reversal”), Billtrust will either deduct this amount from the next scheduled ACH payment to Customer processed through Online Billing or debit via ACH the bank account of Customer. Customer agrees to provide Billtrust an exception to any debit blocks associated with its bank account used to process ACH payments in order for Billtrust to process Reversals. If Billtrust is unable to recover the full amount of the returned funds within three (3) business days, Billtrust may suspend all services under this Agreement until the funds are received. The provisions of this section will remain in force and effect beyond the termination or expiration of this Agreement.

Indemnification; Limit of Liability: Customer agrees to indemnify and hold harmless Billtrust, and its employees, agents, officers and directors, from any third party claims and liabilities, including costs and expenses, as a result of services provided under this Agreement, except to the extent determined to result from the gross negligence or willful misconduct of Billtrust. Customer agrees that Billtrust’s maximum liability to Customer for any negligent errors or omissions committed by Billtrust in the performance of services will be limited to direct damages only and the amount will not exceed the Billtrust non-postage fees for services for the six (6) months prior to the event that caused the liability.

Force Majeure: A party shall not be considered in default in performance of its obligations should their execution be delayed by any act or cause, which is beyond the reasonable control of such party.

Billtrust

Customer

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Attachment 1 - Pricing

Pricing – Paper Billing, eLockbox and CustomerCare		US \$
One Time Setup		\$1,495.00
<ul style="list-style-type: none"> • Document Design for up to two (2) forms • Parsing of data for up to two (2) billing files • Paper Billing with guaranteed next day turnaround • CompleteMessaging for customized bill communication messages designed online • CustomerCare for easy access to electronic documents and reports • eLockbox for converting paper checks from online banking sites into ACH payments • Testing, quality assurance and training on all of the above 		
Monthly Maintenance		\$100.00
<ul style="list-style-type: none"> • Unlimited Customer Service help desk support • Hosting and new versions of CustomerCare and CompleteMessaging. Includes up to 25 users of CustomerCare. Add \$5 per month for additional users beyond 25. 		
Item Processing – Paper Documents (based on ~8,000 bills per month)		
<ul style="list-style-type: none"> • Printing, folding, inserting, sealing, and delivery to post office. Includes blank high-speed laser stock with horizontal micro-perforation, #10 double window envelope, # 9 business reply envelope and SmartTrak postal tracking. Add \$0.05 for dynamic four color printing on the front. Add \$0.06 if mailed to Canada. \$0.20 • Multi-page fee for printing and inserting additional pages beyond the first page in the envelope. Add \$0.02 if mailed to Canada. \$0.05 • Pre-printed inserts you provide (add \$0.01 if folding is required) \$0.01 • Handling and materials fee for 6 x 9 envelopes with 6-12 pages \$0.07 • Handling and materials fee for 9 x 12 envelopes with 13 or more pages \$0.30 • Postage (Pre-sorted First Class) passed through at actual expense. Depends on density and volume. \$0.36 (estimated) 		
Item Processing – Electronic Bills & Payments		
<ul style="list-style-type: none"> • Storage of PDF images of documents for 1 year for access by CustomerCare users (additional years \$0.005 per bill) \$0.01 • Fax fee (US and Canada) per page for resends through CustomerCare (e-mail resends are free) \$0.09 • E-Lockbox payments \$0.25 		
Insert 360 marketing inserts provided in PDF format		
<ul style="list-style-type: none"> • Printed bills – see multi-page fee and duplex fee if applicable above 		
Options		
<ul style="list-style-type: none"> • Custom programming per hour (variable marketing inserts, special projects, etc.) \$150.00 • Setup fee for additional forms/billing files beyond the ones included in Setup above \$1,000.00 		

Pricing is guaranteed through September 30, 2012

List Pricing Worksheet

Quote for **City of Milford**

Customer Price

Professional Services	3,000
API to Develop a custom program that will automate the process of transferring the Utility bill file via FTP site to the city's 3rd party printing organization	

INVESTMENT SUMMARY

Customer
Price

Professional Services Total (one time fee)	3,000
Total Investment	\$ 3,000

Expiration: Friday, March 29, 2013

Currency: USD

Executed master customer agreement is due by the expiration date listed above along with initial deposit.

Professional services do not include expenses for shipping, travel and per diem. Hardware shipping is a separate cost at the time of order and is dependent on shipping specifications, dimensions, distance etc.

Prepared for: Debbie Johnson

Prepared by: Laurie VanDoezelaar

Approved By: _____

Date: _____

List Pricing Worksheet

Quote for	City of Milford	MSRP Price	Customer Price	Annual Support/ Maintenance
	OptiSpool Unlimited Overlay tool	5,000	3,775	755
Information Gateway Suite		10,000	5,663	1,133
	Online Bill Presentation			
	Enhanced GovNow integration			
Professional Services		11,700	10,475	
	Server Software Installation			
	Analysis & Configuration			
	Administrator Training Session(s)			
	User Training Session(s)			
	Monitoring & Coaching Session(s)			

INVESTMENT SUMMARY		MSRP Price	Customer Price	Annual Support/ Maintenance
Software Total		15,000	9,438	1,888
Professional Services Total		11,700	10,475	
Annual Maintenance Total		3,000	1,888	
Total Investment		\$ 29,700	\$ 21,801	

Expiration: Monday, March 18, 2013

Currency: USD

Executed master customer agreement is due by the expiration date listed above along with initial deposit.

Professional services do not include expenses for shipping, travel and per diem. Hardware shipping is a separate cost at the time of order and is dependent on shipping specifications, dimensions, distance etc.

Training classes are restricted to a maximum of 10 participants. Additional training classes are required if more than 10 individuals need to be trained.

***This proposal includes the spool file capture, overlay, bridging to OptiView, estatements & PDF creation for 3rd party vendor to print & mail. API to confirm enhanced GovNow integration upon testing**

Prepared for: Debbie Johnson

Prepared by: Laurie VanDoezelaar

Approved By: _____

Date: _____



February 6, 2013

City of Milford
Attn: Debbie Johnson
201 S Walnut St
Milford, DE 19963

Debbie,

Please find the pricing below:

- Initial system design, programming and implementation
- Warehouse and inventory control of all PDS procured forms, envelopes and inserts
- Folding and inserting of bills and #9
- Printing of Double Sided Utility bills
- First class bar coding, pre-sorting, and qualification
- Print on 8 1/2 x 11 in 24 lb. paper, with perforation
- Mailed in White Envelope #10 generic two window
- Return Envelope #9 generic window

Unit price per one page bill \$0.105 all of the above services are included in this price

Additional Charges

Additional pages for multiple bills:	\$.045 per page
Full color printing	\$.01 per page
Insertion of additional inserts:	\$.005 per insert
Creation of PDF file	\$0.01 per image
Programming charge (after initial setup)	\$125.00 per hour
One2One Web Portal	\$300.00 per month
eTrack (mail piece tracking & reporting)	\$.005 per mail piece
eBill (electronic presentment)	\$0.10 per bill (Minimum charge of \$300.00 per month)
ePay	\$0.12 per payment
PDF Archival	\$200.00 per month (4 months storage on PDS server)

One2One Collaborative marketing solution

One2One is a dynamic message Web portal that allows changes to bill messages prior to production. Messages can be setup to selectively print on individual bills. The City may also include messages within the HTE data stream, you are not limited to the One2One product offering. I have included a sample of Bristol Virginia's bill for you to review to use of the One2One product.

Sincerely,

Bonnie Curry

**CITY OF MILFORD
FUND BALANCES REPORT**

Date: JANUARY 2013

Cash Balance - General Fund Bank Balance	\$2,869,451
Cash Balance - Electric Fund Bank Balance	\$3,871,420
Cash Balance - Water Fund Bank Balance	\$2,010,100
Cash Balance - Sewer Fund Bank Balance	\$291,528
Cash Balance - Trash Fund Bank Balance	\$406,959

	General <u>Improvement</u>	Municipal <u>Street Aid</u>	Real Estate <u>Transfer Tax</u>	Solid Waste <u>Reserves</u>
Beginning Cash Balance	270,167	883,550	1,901,507	0
Deposits	58,488	89,739	23,189	
Interest Earned this Month	46	141	256	
Disbursements this Month	(8,200)		(41,666)	
Investments				250,000
Ending Cash Balance	\$320,501	\$973,430	\$1,883,286	\$250,000

	GF Capital <u>Reserves</u>	Water Capital <u>Reserves</u>	Sewer Capital <u>Reserves</u>	Electric <u>Reserves</u>
Beginning Cash Balance	2,475,154	4,422,124	3,541,667	11,019,847
Deposits				
Interest Earned this Month	330	588	471	1,510
Disbursements this Month	(35,665)			
Investments	250,000			
Ending Cash Balance	\$2,689,819	\$4,422,712	\$3,542,138	\$11,021,357

	Water <u>Impact Fee</u>	Sewer <u>Impact Fee</u>	Electric <u>Impact Fee</u>
Beginning Cash Balance	1,034,417	\$725,990	\$267,925
Deposits	3,368	\$1,779	\$1,800
Interest Earned this Month	123	\$89	\$35
Disbursements this Month			
Investments			
Ending Cash Balance	\$1,037,908	\$727,858	\$269,760

INTEREST THROUGH THE SEVENTH MONTH OF THE FISCAL YEAR:

General Fund	6,410	Water Fund	1,948
GF Capital Reserves	7,478	Water Capital Reserves	11,923
General Improvement Fund	302	Water Impact Fees	508
Municipal Street Aid	866	Sewer Fund	538
Real Estate Transfer Tax	4,100	Sewer Capital Reserves	12,388
Electric Fund	4,168	Sewer Impact Fees	368
Electric Reserves	49,957	Trash Fund	3,633
Electric Impact Fees	143		

TOTAL INTEREST EARNED TO DATE \$104,730

REVENUE REPORT

Page Two

58% of Year Expended

Date: January 2013	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Budgeted Fund Balance	163,735	0	163,733	100.00%
General Fund Capital Reserves	334,705	11,701	101,633	30.36%
Property Transfer Tax-Police	500,000	41,667	291,667	58.33%
Real Estate Tax	3,508,380	2,103	3,578,227	101.99%
Business License	35,000	21,250	25,325	72.36%
Rental License	85,000	71,950	79,550	93.59%
Building Permits	60,000	5,448	83,577	139.30%
Planning & Zoning	25,000	400	3,400	13.60%
Grasscutting Revenue	5,000	416	2,912	58.24%
Police Revenues	431,454	12,413	248,108	57.51%
Misc. Revenues	262,810	37,816	89,974	34.24%
Transfers From	3,215,480	267,956	1,875,696	58.33%
Total General Fund Revenues	\$8,626,564	\$473,120	\$6,543,802	75.86%
Water Revenues	2,330,000	203,793	1,482,190	63.61%
Sewer Revenues	2,039,708	179,535	1,221,574	59.89%
Kent County Sewer	1,500,000	127,438	862,561	57.50%
Solid Waste Revenues	1,118,252	91,866	646,021	57.77%
Electric Revenues	23,686,500	2,150,670	14,909,014	62.94%
TOTAL REVENUES	\$39,301,024	\$3,226,422	\$25,665,162	65.30%
YTD Enterprise Expense		50,534		
YTD Enterprise Revenue		50,408		
LTD Carlisle Fire Company Building Permit Fund		81,535		

EXPENDITURE REPORT
Page Three

Date: January 2013

58% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	477,650	\$33,480	282,165	59.07%	195,485
O&M	156,505	\$7,718	59,308	37.90%	97,197
Capital	0	\$0	0		0
Total City Manager	\$634,155	\$41,178	\$341,473	53.85%	292,682
Planning & Zoning					
Personnel	127,535	\$9,294	64,445	50.53%	63,090
O&M	35,550	\$5,792	15,797	44.44%	19,753
Capital	0	\$0	0		0
Total P, C & I	\$163,085	\$15,086	\$80,242	49.20%	82,843
Code Enforcement & Inspections					
Personnel	141,890	\$10,888	75,780	53.41%	66,110
O&M	55,200	\$1,988	22,515	40.79%	32,685
Capital	0	\$0	0		0
Total P, C & I	\$197,090	\$12,856	\$98,295	49.87%	98,795
Council					
Personnel	31,225	\$1,434	13,767	44.09%	17,458
O&M	39,650	\$2,305	17,117	43.17%	22,533
Council Expense	17,000	\$1,600	12,626	74.27%	4,374
Contributions	369,735	\$0	369,733	100.00%	2
Codification	3,000	\$0	2,642	88.07%	358
Employee Recognition	9,000	\$0	8,885	0.00%	115
Insurance	17,000	\$0	13,418	78.93%	3,582
Capital	18,275	\$0	18,338	100.34%	(63)
Total Council	\$504,885	\$5,339	\$456,526	90.42%	48,359
Finance					
Personnel	330,625	\$25,656	178,202	53.90%	152,423
O&M	51,325	\$2,430	24,119	46.98%	27,206
Capital	0	\$0	0		0
Total Finance	\$381,950	\$28,086	\$202,321	52.97%	179,629
Information Technology					
Personnel	170,165	\$13,342	93,397	54.89%	76,768
O&M	169,550	\$1,321	59,150	34.89%	110,400
Capital	61,575	\$0	28,540	46.35%	33,035
Total Information Technology	\$401,290	\$14,663	\$181,087	45.13%	220,203

EXPENDITURE REPORT
Page Four

Date: January 2013

58% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	3,585,375	\$305,054	1,939,431	54.09%	1,645,944
O&M	489,280	\$48,988	324,284	66.28%	164,996
Capital	253,954	\$134,108	211,495	83.28%	42,459
Total Police	\$4,328,589	\$486,146	\$2,475,210	57.18%	1,853,379
Streets & Grounds Division					
Personnel	422,865	\$27,824	199,142	47.09%	223,723
O&M	407,265	\$20,153	198,379	48.71%	208,886
Capital	75,000	\$0	0	0.00%	75,000
Debt Service	46,095	\$0	44,182	95.85%	1,913
Total Streets & Grounds	\$951,225	\$47,977	\$441,703	46.44%	509,522
Parks & Recreation					
Personnel	480,345	\$28,419	272,052	56.64%	208,293
O&M	232,940	\$10,671	138,407	59.42%	94,533
Capital	381,010	\$0	165,997	43.57%	215,013
Total Parks & Recreation	\$1,074,295	\$39,090	\$576,456	53.66%	497,839
Total General Fund					
Operating Budget	\$8,636,564	\$690,421	\$4,853,313	56.19%	3,783,251

EXPENDITURE REPORT

Page Five

Date: January 2013

58 % of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	219,350	\$17,649	120,133	54.77%	99,217
O&M	1,185,150	\$93,434	665,652	56.17%	519,498
Capital	80,000	\$0	31,377	39.22%	48,623
Debt Service	845,500	\$0	474,716	56.15%	370,784
Total Water	\$2,330,000	\$111,083	\$1,291,878	55.45%	1,038,122
Sewer Division					
Personnel	219,350	\$17,649	120,126	54.76%	99,224
O&M	1,092,885	\$115,715	646,860	59.19%	446,025
Capital	35,000	\$7,051	33,905	0.00%	1,095
Debt Service	692,473	\$58,787	541,556	78.21%	150,917
Sewer Sub Total	\$2,039,708	\$199,202	\$1,342,447	65.82%	697,261
Kent County Sewer	1,500,000	\$117,770	862,893	57.53%	637,107
Total Sewer	\$3,539,708	\$316,972	\$2,205,340	62.30%	1,334,368
Solid Waste Division					
Personnel	338,610	\$26,195	188,564	55.69%	150,046
O&M	779,642	\$67,301	448,120	57.48%	331,522
Capital	0	\$0	0		0
Total Solid Waste	\$1,118,252	\$93,496	\$636,684	56.94%	481,568
Total Water, Sewer Solid Waste	\$6,987,960	\$521,551	\$4,133,902	59.16%	2,854,058
Electric Division					
Personnel	972,700	\$74,720	532,378	54.73%	440,322
O&M	1,801,635	\$117,708	906,491	50.31%	895,144
Transfer to General Fund	2,500,000	\$208,333	1,458,333	58.33%	1,041,667
Capital	266,725	\$0	7,940	2.98%	258,785
Debt Service	645,440	\$0	308,469	47.79%	336,971
Electric Sub Total	\$6,186,500	\$400,761	\$3,213,611	51.95%	2,972,889
Power Purchased	17,500,000	\$1,587,352	11,310,153	64.63%	6,189,847
Total Electric	\$23,686,500	\$1,988,113	\$14,523,764	61.32%	9,162,736
TOTAL OPERATING BUDGET	\$39,311,024	\$3,200,085	\$23,510,979	59.81%	15,800,045

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: January 2013

ACCOUNT	AMOUNT BUDGETED	MTD	58% of Year Expended		UNEXPENDED BALANCE
			YTD	YTD%	
Garage					
Personnel	91,800	5,891	41,864	45.60%	49,936
O&M	65,655	4,311	35,053	53.39%	30,602
Capital	0	0	0		0
Total Garage Expense	\$157,455	10,202	\$76,917	48.85%	80,538
Public Works					
Personnel	275,070	17,891	122,266	44.45%	152,804
O&M	240,550	22,649	100,797	41.90%	139,753
Capital	21,300	0	20,880	98.03%	420
Total Public Works Expense	\$536,920	40,540	\$243,943	45.43%	292,977
Meter Department-Water					
Personnel	123,030	10,022	68,636	55.79%	54,394
O&M	100,145	1,315	41,590	41.53%	58,555
Capital	0	0	0		0
Total Water Meter Expense	\$223,175	11,337	\$110,226	49.39%	112,949
Meter Department-Electric					
Personnel	174,500	13,267	96,597	55.36%	77,903
O&M	97,560	5,388	31,079	31.86%	66,481
Capital	0	0	0		0
Total Electric Meter Expense	\$272,060	18,655	\$127,676	46.93%	144,384
Billing & Collections					
Personnel	445,725	35,038	243,576	54.65%	202,149
O&M	283,830	22,610	160,206	56.44%	123,624
Capital	0	0	0		0
Total Billing & Collections	\$729,555	57,648	\$403,782	55.35%	325,773
City Hall Cost Allocation					
Personnel	0	0	0		0
O&M	54,600	5,448	28,778	52.71%	25,822
Capital	0	0	0		0
Total City Hall Cost Allocation	\$54,600	5,448	\$28,778	52.71%	25,822

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.

MILFORD CITY COUNCIL
MINUTES OF MEETING
February 11, 2013

The Monthly Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, February 11, 2013.

PRESIDING: Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager Richard Carmean, Police Chief Keith Hudson and City Clerk/
Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt

CALL TO ORDER

Mayor Rogers called the Monthly Meeting to order at 7:02 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

APPROVAL OF MINUTES

Motion made by Mr. Brooks, seconded by Mr. Morrow to approve the minutes of the January 14, January 15, January 24 and January 28, 2013 Committee and Council Meeting as presented. Motion carried.

RECOGNITION

No guests were present to be recognized.

MONTHLY POLICE REPORT

After presenting the monthly police report on behalf of Chief Hudson, Mr. Pikus moved to accept the police report as submitted, seconded by Mr. Starling. Motion carried.

CITY MANAGER REPORT

Mr. Carmean presented the following report:

ADMINISTRATION

At this time I have to report we may need to replace our boiler in city hall. This boiler was only three or four years old when the last city hall renovation was done. The system has to be inspected by DNREC every few years and the most recent inspection failed due to several issues. I have enclosed the letter of inspection. Electronic controls are needed that can be manually operated from outside the room. I have been told that some of the items can be fixed, although at a cost, but the leak may be another story. We put some radiator stop in it which slowed it down to where it is almost non-existent. The manufacturer is willing to argue with DNREC on our behalf. I feel that for a boiler to leak a little is not a danger and not like an oil fume leak or something that could lead to an explosion. They informed us that to fix the leak may be close to the cost of a new boiler. I will keep mayor and council advised and will provide more information at the workshop.

Mr. Johnson noted that the violation notice indicated the repairs had to be made within thirty days of the letter which is dated January 30th. He asked if an extension was possible; Mr. Carmean stated he has already addressed that and informed a supervisor at DNREC it will take more than thirty days for council to make a decision and determine how to fund the repairs.

Mr. Brooks asked if we have a routine maintenance program on the boiler; Mr. Carmean said our HVAC technicians are at city hall on a regular basis though they do not thoroughly examine the boiler. Mr. Morrow advised that a boiler is required to be inspected annually.

Mr. Gleysteen recommended an extension be requested until the heating season is over. He explained it is customary to check the operation pressure and if it is normal at that time, a variance may be able to be granted. If not, it needs to be replaced.

It is public knowledge the PNC bank will be closing the branch office located on South Walnut Street in April. I am considering not putting our billing office at the proposed South Washington Street site and instead will pursue acquiring this building to house that department. There are many reasons in addition to cutting the project costs in half. I feel that PNC would suit our needs perfectly. We would also like to acquire the parking lot adjacent to the water tower. The drive thru window is in place though some interior work is needed. I feel we could still come in below 50% of what would have been spent on the new billing office on South Washington Street. In addition, there is no room for expansion should additional room be needed for the water plant at that site.

I have been in contact with the PNC realty division to express interest. If council has no interest in the idea, I will drop the matter.

ELECTRIC

Planning and design continues for the new substation. The original route has been changed several times due to our reluctance to use some easements that would in all probability reduce the property owners' values. Easements have been in place on a property for a number of years but due to changes in the area, those properties now lend themselves to more lucrative development. I agree that if the easement was used for the large poles and guide wires that are needed, it will ruin the value of both commercial properties. We are now laying out an alternate route that will have a lesser impact but still get us out to Route 113.

We still need to get to the point of delivery in order to get power down to our substation. The upper level of DP&L lines is no longer available for our use. The majority of the company was purchased by PEPCO Holdings which created the change. Our consultant is now considering whether to use free standing poles or poles with guide wires. I will update city council on this matter at the workshop.

The crews did an excellent job of keeping our electric on during the extremely high winds experienced in recent weeks. We had a few instances of tree limbs causing a fuse to blow in some areas. These were quickly fixed and power restored. On Friday, February 1st, there were accidents on Route 36 West and Route 36 East that caused two of our poles to be cut off by vehicles striking them. The customers affected by the loss of electric were restored to power within 1½ hours.

SEWER AND WATER

Bids for the Washington Street sewer pumping station rebuild should be opened and brought to mayor and council for approval. I intend to get work started on that project as quickly as possible. Having three very major construction projects within 100 yards of each other has caused the scheduling to be a little more difficult than usual.

Now that our Washington Street Bridge project is complete, I am going to begin the process of demolishing the water treatment facility at the same location. It is my plan to bid this demolition in two phases. Phase one will encompass all structures above grade and phase two would cover those materials below grade. These two phases will not be bid separately and instead will be broken down and priced individually in a single bid. If we change direction on where we place the billing office, we would not have to remove the below grade materials. This would save dollars that could be used elsewhere on water improvements.

Once the site is cleared, construction can begin in early summer.

I have been informed by DNREC we have to officially abandon the test well drilled on the Hall property. The well was closed today (as was confirmed by DBF Engineer Erik Retzlaff who was present).

Our Southeast Water Project on Wilkins Road is about 80% complete. The boring under Route 1 will take place next week. The extension of this main to our new tower site at the Wickersham site is progressing. The owner of the property on which the extension has to be placed has granted permission to use the front of his land. We also have the work being completed on running this same extension under the exit ramp of the Route 1 overpass.

Mr. Pikus moved to accept the city manager report, seconded by Mr. Gleysteen. Motion carried.

COMMITTEE & WARD REPORTS

Finance Committee

Mr. Pikus advised that he received a letter from Co-Presidents Dawn Kenton and Connie Howell in regard to the acquisition of the Milford Century Club.

The letter was given to City Clerk Hudson to be considered during the Fiscal Year 2013-2014 budget hearings.

Finance Report was given by Mr. Pikus at this time (reflected later in minutes).

COMMUNICATIONS & CORRESPONDENCE

All correspondence included in council packet.

UNFINISHED BUSINESS

DSWA Discount Disposal Fee Agreement

The term of the proposed agreement is July 1, 2013 to June 30, 2016 and spelled out accordingly:

Customer shall pay to the Authority:

- (a) a base rate of Eighty-Five Dollars and Fifty Cents (\$85.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority-designated facilities, during the period commencing July 1, 2013 and ending June 30, 2014.
- (b) a base rate of Eighty-Seven Dollars (\$87.00) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority designated facilities, during the period commencing July 1, 2014 and ending June 30, 2015.
- (c) a base rate of Eighty-Eight Dollars and Fifty Cents (\$88.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority designated facilities, during the period commencing July 1, 2015 to June 30, 2016.

The following rebates shall be paid to Customer:

- (a) a rebate of Eight Dollars (\$8.00) shall be paid by the Authority to Customer for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority landfills; namely, the Northern Solid Waste Facility located at Cherry Island in Delaware, the Central Solid Waste Facility located at Sandtown in Delaware, and the Southern Solid Waste Facility located at Jones Crossroads in Delaware.
- (b) a rebate of Four Dollars (\$4.00) shall be paid by the Authority to Customer for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority transfer stations; namely, the Pine Tree Comer facility, the Milford facility and the Route 5 facility.
- (c) the rebates shall be paid for the following periods in which solid waste and/or dry waste (excluding construction and demolition waste) have been delivered:

- (1) July 1, 2013 to June 30, 2014
- (2) July 1, 2014 to June 30, 2015

(3) July 1, 2015 to June 30, 2016

Mr. Carmean advised that this is a boilerplate agreement adding that the tonnage fee increases each year which is normal.

The city manager reported that the city is the most economic solid waste company in this area. He is aware of private companies who are charging around \$100 per quarter for residential trash where Milford customers are paying \$70. In addition, they receive yard waste pickup and recycling services. He personally, is very satisfied with our solid waste services.

Mr. Brooks recalled discussing on a regular basis the new mandates that required increased percentages of recycling(versus the amount of solid waste) over a period of years and asked the status. Mr. Carmean believes those rules were changed during the two years he was gone and there is no longer a minimum or maximum required. Mr. Brooks remembered the push for specific goals that had to be met by the municipalities.

Mr. Carmean explained that when DSWA got out of the recycling business, those requirements no longer applied. The only correspondence the city receives from them now relates to the numbers of recyclables collected at the various drop areas in Milford.

The city manager stated he is still very pleased that recycling is not mandatory though we have a number of customers that recycle.

Mr. Grier moved to approve the DSWA Discount Disposal Fee Agreement, seconded by Mr. Pikus. Motion carried.

River Art Center/Endowment Fund Committee/Appointment

Postponed until a later date.

Temporary Suspension of Trash Services/Container Pickup/Delivery Fee Update

Mr. Carmean said that Public Works Director Brad Dennehy and Street Superintendent Tim Webb agree the proposed \$35 fee discussed at the last council meeting is sufficient and will cover the employee and equipment costs of providing this service.

He then explained that in most cases, the city will be picking up three containers that will have to be taken to the city yard to be stored.

Mr. Carmean said that he spent two hours speaking with a landlord whose rental was vacant for two months and wanted his trash fees reimbursed. He stated the city will not be able to accommodate those requests considering Milford is rental heavy and the number of single and multi-family rentals. He added that the home must be vacant for a minimum of three months for the property owner to qualify.

His recommendation is a \$35 fee be implemented to cover the pickup, storage and re-delivery of the containers with the requirement the property owner be absent at least three months.

Mr. Pikus moved to accept the city manager's recommendation, seconded by Mr. Grier. Motion carried with no one opposed.

Mr. Carmean explained the solid waste ordinance must be amended in order to provide this new service to property owners.

Circle of Light, Incorporated/Task Force for Homelessness

Mr. Morrow recalled this being presented at the last workshop. At the time, he had asked it be placed on the next agenda and directed the city manager to follow up with Circle of Light representatives the following day. Mr. Carmean informed their representatives the matter will be put into committee and Mr. Morrow agreed it was appropriate for the Community Affairs Committee to review and return to council with a recommendation.

It was verified that Steve Johnson was chairman of the committee and that Mr. Starling was a member. However, there was some confusion over the third member. Mr. Pikus agreed to serve on the committee after Mr. Starling recused himself due to his wife being a member of the Task Force.

Mayor Rogers asked Mr. Johnson to follow up and schedule the meeting through the city clerk.

2013 Comprehensive Plan Update Review

City Planner Norris advised the draft for the 2013 Comprehensive Plan was submitted to the Office of State Planning. Their response and major concern was the John and Dewey Lynch property that lies east of Route 1 and south of New Wharf Road/Route 14.

The Lynch Brothers want their property annexed though the existing comprehensive plan needs to be amended to ensure the future land use is consistent with their plans. Their plans involve approximately 33 acres of highway commercial, 33 acres of high density residential with the remaining 33 plus acres in wetlands or floodplains.

Mr. Norris reported concerns expressed by Office of State Planning Coordination Principle Planner David Edgell included the land being originally designated as open space and the area not close to the core of the city. This was conveyed particularly because of the size and potential density of the property.

He intends to discuss it further with Mr. Edgell on February 13th. The new Comp Plan will be presented preliminarily to the planning commission on February 19th. In summary, the Office of State Planning is very much opposed to the proposed future land use.

Mr. Norris confirmed that this land is zoned AR-1 in Kent County.

He also explained the proposed overpass on Route 14 will take at least ten acres. The planner believes that when the McColley property was annexed into the city in December 2008 one of the conditions was that no development could occur until the overpass was completed.

When questioned about the comprehensive plan not complying with the requested use, Mr. Norris explained the procedure is the comp plan must designate this area for future land use. Initially, the city designated this area as open space. However, it is possible it can be annexed as open space.

At the time an annexation is proposed, a zoning must be requested. The recommendation of the zoning is made by the planning commission. That designation must comply with the future land use. If this area was left as open space, it could not be annexed as highway commercial or high density residential.

Mr. Pikus confirmed the vision of the State Planning Office is that very little development occurs east of Route 1. Mr. Norris agreed noting that is apparent in Mr. Edgell's letter. Mr. Norris and Mr. Carmean have met with representatives from the Department of Agriculture who was opposed to any development east of Route 1 other than the three properties already annexed.

Mr. Brooks expressed concerns about the amount of traffic in this area particularly at these intersections. Mr. Pikus said that the overpass will help though the Route 30/Wilkins Road overpass will be completed first. It was noted that the overpass for New Wharf Road/Northeast Front Street/Route 1 is planned for 2017.

Mr. Norris advised that the Thawley property in the city at Cedar Neck Road and Route 1 is zoned highway commercial and the subdivision behind that land is Knollac Acres. According to the city planner, the property on Route 30 and south is owned by DelDOT for the ramp.

Mr. Norris said he will report back to council after he meets with DelDOT.

NEW BUSINESS

Bid Award/Washington Street Pump Station Rehabilitation

Sealed bids were received, publicly opened and read on February 7, 2013 for the Washington Street Pump Station Rehabilitation Project. Four bidders were expected though only the below two bids were received:

BIDDER	Bid Amount Items 1-13	Alternate Bid
Johnston Construction Company Dover, Pennsylvania	\$918,201	\$893,201
Bearing Construction Company Sudlersville, Maryland	\$762,400	\$717,400

Erik Retzlaff of DBF reported that items were broken out of the bid that may not be pursued depending on the funding and the difference is in the alternate bid for the bypass pumping. He explained that in order to do the work inside the station, it is necessary to bypass around it.

The one way bid with the alternate was to rent three pumps. The second way was to rent two pumps and purchase the third, which would be used during the bypassing and then turned over to the city at the end of the project.

It was confirmed the city does not own a bypass and this would be a trailer-mounted bypass pump which could be used at every pump station.

Mr. Retzlaff advised that the 6-inch pump pumps upwards of 1,700 to 1,800 gallons per minute. The flow rate at the pump station is currently 2,000 gallons per minute per pump which is the reason three were needed to do the bypassing. The rental of the pumps is between \$120,000 and \$160,000 according to the bids. At the end of the project, the city will receive a bypass pump valued at approximately \$60,000.

Mr. Pikus asked if the funds are built in to purchase the bypass pump; Mr. Retzlaff answered yes.

Mr. Retzlaff advised the numbers were more favorable for Bearing Construction. Considering the city is getting a \$60,000 pump for the \$45,000 additional contract, he recommends that be included in the award.

Mr. Gleysteen referenced the bid items and asked what a comminutor channel is. Mr. Retzlaff explained there are three levels inside the station. The upper level contains the electrical components, a middle level is where the sewage comes in through a channel where a grinder is located and a lower level is where the actual sewage is. The grinder was formerly known as a comminutor and is used to shred rags and other materials that end up in the sewer.

The bid item includes the installation of a protective lining system on the wetted areas because the sewage is corrosive to the concrete, that helps to get some longevity out of the structure.

When asked what type of life can be expected, Mr. Retzlaff said they are rated for a minimum of fifty years. The pump station was constructed in 1977.

It was confirmed the comminutor channel for the current system is still in place; according to Mr. Retzlaff, they have not been able to shut the station down to evaluate the condition of the concrete in any of the active areas. There is a lump sum bid to place the lining and contingent items to do the repairs that are not visible.

Mr. Brooks moved to award the contract to Bearing Construction, Inc. in the amount of \$762,400.00 as recommended by Davis, Bowen and Friedel, seconded by Mr. Morrow. Motion carried.

Mr. Carmean assured council that the rebuilding of this plant will help eliminate the odor that currently exists. Mr. Retzlaff added there are two components being installed to relieve those odor issues.

Introduction of Ordinance 2013-1/Chapter 185 Sewers/Rate Increase

Mr. Pikus reporting that after speaking with Kent County Public Works Director/Engineer Hans Medlarz about this matter, he feels that matter should be postponed due to the amount of money involved. Mr. Pikus then moved this item be postponed, seconded by Mr. Grier. Motion carried by unanimous roll call vote.

Mr. Carmean said he will return with this matter at the next meeting noting it will cost approximately \$12,000 a month. Until the time a decision is made, he will have our finance director pay the bill from sewer reserves.

Adoption of Resolution 2013-07/Annexation of Louis and Shirley Renzi Properties

City Planner Gary Norris advised he will begin to work on the plan of services. Because the parcel is small and surrounded by other commercial uses, it is classified as an enclave. Therefore, letters will not have to be sent to the sewer authority and Carlisle Fire Company.

He will be further discussing the matter with State Planner David Edgell on February 13th.

Mr. Grier moved to adopt the following resolution, seconded by Mr. Morrow:

*Annexation/Lands belonging to Louis J. & Shirley L. Renzi
Tax Parcel No. 3-30-15.00-059.00
3-30-15.00-059.01
3.00 +/- Acres
Current Zone AR-1/Proposed Zone C-3*

COMMITTEE DIRECTED TO INVESTIGATE ANNEXATION

Whereas, a Petition, signed by the legal property owner and duly witnessed, requesting annexation into the City of Milford, situated on the west side of Cedar Creek Road (SR 30) approximately 1,500 feet south of the intersection of Wilkins Road (CR 206) and Cedar Creek Road (SR 30), legally described as follows:

Tax Parcel 3-30-15-59.00

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the westerly side of Cedar Creek Road and being located in Cedar Creek Hundred, Sussex County, Delaware, as shown on a plat entitled "Property to be conveyed to Louis J. & Shirley L. Renzi," completed by Charles D. Murphy Associates, Inc., dated October 2004; said piece or parcel being more particularly described as follows:

COMMENCING at an iron pipe found at a point formed by the intersection of the westerly right-of-way line of Cedar Creek Road, 60 feet wide, with the northerly line of lands of, now or formerly, James H. Vreeland et al, thence running,

- 1) leaving said right-of-way line of Cedar Creek Road and running by and with said James H. Vreeland lands, South 87 degrees 15 minutes 00 seconds West 288.00 feet to an iron pipe found at the point of BEGINNING; thence running,*
- 2) running by and with said James H. Vreeland lands, the following 3 courses and distances, South 87 degrees 15 minutes 00 seconds West 196.00 feet to a capped rebar set at a point, thence running,*
- 3) North 02 degrees 45 minutes 00 seconds West 270.00 feet to a capped rebar set at a point, thence running,*
- 4) North 87 degrees 15 minutes 00 seconds East 209.00 feet to an iron pipe found at a point on the westerly line of other lands of, Louis J. & Shirley L. Renzi, thence running,*
- 5) leaving said James H. Vreeland lands and running by and with said other Renzi lands, South 00 degrees 00 minutes 23 seconds West 270.31 feet to the point and place of beginning;*

CONTAINING 1.26 acres of land, more or less.

and

Tax Parcel 3-30-15-59.01

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the westerly side of Cedar Creek Road and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Lot 1 as shown on a plat entitled "Minor Subdivision, Mary Louise & Francis A. Webb, IV," completed by AKS Associates, Inc., dated January 2001; said piece or parcel being more particularly described as follows:

BEGINNING at an iron pipe set at a point formed by the intersection of the westerly right-of-way line of Cedar Creek Road, 60 feet wide, with the northerly line of lands of, now or formerly, James H. Vreeland et al, thence running,

- 1) leaving said right-of-way line of Cedar Creek Road and running by and with said James H. Vreeland lands, South 87 degrees 15 minutes 00 seconds West 288.00 feet to an iron pipe set on the easterly line of residue lands of James H. Vreeland et al; thence running,*
- 2) running by and with said James H. Vreeland residue lands, North 00 degrees 00 minutes 23 seconds East 270.31 feet to an iron pipe set at a point on said Vreeland lands, thence running,*
- 3) North 87 degrees 15 minutes 00 seconds East 275.00 feet to an iron pipe set at a point on the aforementioned right-of-way line of Cedar Creek Road, thence running,*
- 4) leaving said Vreeland lands and running by and with said right-of-way line of Cedar Creek Road, South 02 degrees 45 minutes 00 seconds East 270.00 feet to the point and place of beginning;*

CONTAINING 1.74 acres of land, more or less.

has been submitted to the City Council of the City of Milford.

Now, Therefore, a Committee, composed of three (3) elected members of City Council and one (1) member of the Planning Commission has been appointed by the Mayor to investigate the possibility of annexing said property, said Committee to be comprised of Chair Katrina Wilson, Douglas Morrow, S. Allen Pikus and Planning Commission Chairman James Burk.

Be It Further Resolved, that said Committee shall submit a written report containing its findings and conclusions, including the advantages and disadvantages of the proposed annexation both to the City and to the property proposed to be annexed and said report shall further contain the committees' recommendations whether or not to proceed with the proposed annexation and the reasons therefor.

Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Pikus reported that through the sixth month of Fiscal Year 2012-2013 with 50% of the fiscal year having passed, 57.11% of revenues have been received and 51.69% of the operating budget expended.

He reminded council the report is two months behind though we are actually into February.

Mr. Pikus noted that our investments are excellent and that \$1,554 has been rebated in property taxes this month through negotiations of property owners who asked to be heard before the city manager.

Electric revenues are up and expenses are up 1.7%. Overall, the town is in excellent shape and ending cash balances are good. He feels that if we continue on path, we should end the year on a positive note.

Mr. Pikus was unable to get the total of property taxes received to date because Mr. Portmann was out of town.

When questioned why only 11% has been collected for business licenses, Mr. Pikus explained that he spoke with Mr. Portmann about this last week. He said that number always depends on the number of businesses that need licenses though a license is not required for regular businesses. The anticipated revenue is based on the previous licenses. Sometimes the painters and contractors get them but not normally until the summer months.

He recalled when years ago, the city considered creating a \$25 business license so that the city would know who was doing business in town; however, that never happened.

Mr. Pikus believes that number will increase during the summer months. Mr. Brooks pointed out that this is a six-month report that included the months of July, August and September.

Mr. Pikus then reported that only 8.9% of the rental license has been collected. He explained that 95% of rental licenses are paid by property owners who live out of town and come in very slow. Mr. Grier asked the due date; Mr. Pikus said there is no final due date and Mr. Carmean agreed adding they are only required to pay them by June 30th.

Mr. Carmean explained the rental licenses were only billed a couple months ago. He emphasized that the city keeps an eye on contractors because they are found working in town without a license on a regular basis.

He reported that rental licenses are similar to taxes and if not paid, the city liens the property. Historically, landlords are slow getting them in and some of our larger complexes are almost all owned by out of state businesses.

City Planner Gary Norris verified that people are coming in on a regular basis to pay those fees.

Mr. Pikus reiterated that this report is as of December and that most of these fees are paid after the first of the year.

Mr. Brooks pointed out that when comparing the rental license and business license accounts to the May 2012 Finance Report, he found both to be above 90% and agreed that it will even out toward the end of the fiscal year.

Mr. Pikus moved to accept the monthly finance report, seconded by Mr. Gleysteen. Motion carried.

ADJOURN

With no further business, Mr. Pikus moved to adjourn the Monthly Council Meeting, seconded by Mr. Starling. Motion carried.

Meeting adjourned at 7:58 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
February 25, 2013

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, February 25, 2013.

PRESIDING: Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager Richard Carmean, Police Chief Keith Hudson and City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt

CALL TO ORDER

Mayor Rogers called the Council Meeting to order at 7:01 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

RECOGNITION

No special guests in attendance.

COMMUNICATIONS & CORRESPONDENCE

All items included in packet.

UNFINISHED BUSINESS

Introduction of Ordinance 2013-1/Chapter 185 Sewers/Rate Increase

Mr. Carmean recalled that when the sewer bypass was approved, a sewer rate increase was proposed to cover its cost. This resulted in an increase of seven cents per thousand gallons. He has looked at the average users and determined that most customers will be charged less than one dollar.

This rate increase is necessary to pay Kent County who financed the project. According to the city manager, the city has transferred \$12,000 each of the past two months from sewer reserves to cover what will be the average payment over the life of the loan.

It was noted that it was originally scheduled for introduction last month and adoption this meeting, but Mr. Pikus asked it be tabled to allow two more weeks to review the numbers received from Kent County Public Works Director/Engineer Hans Medlarz.

Mr. Carmean said he did confirm with Mr. Medlarz the seven cents was an accurate number because he was not the city manager at the time this project was approved.

Mr. Pikus reported that he was comfortable with the increase after Finance Director Jeff Portmann assessed the figures.

The city manager then introduced the following ordinance:

ORDINANCE 2013-1

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 185 of the Code of the City of Milford, entitled Sewers, Article II Rates and Regulations §185-10, Schedule of Rates and Charges, shall be amended by increasing the sewer rate by 7 cents per thousand gallons as was approved by City Council at its April 13, 2009 meeting due to an amendment in the Kent County Sewer User Agreement.

The City of Milford hereby ordains:

Section 2. §185-10 Schedule of rates and charges is hereby amended by removing “which shall be effective July 22, 2010 and” and inserting “Said Fees” and “the” as indicated below:

*The Council has the authority to establish sewer rates and charges set forth in the following schedule. ~~which shall be effective July 22, 2010 and~~ Said fees shall be collected from the customers of the sewer system under **the** operation of the City of Milford. The rates and regulations shall be reviewed on an annual basis and adjusted as necessary. Each user of the wastewater facilities will be notified annually of effective user charge rates either by mail or advertisement in a paper of general circulation within the City of Milford.*

Section 3. §185-10(A)(1)(b) Rate Scheduled based on Metered Water Consumption is hereby amended by removing \$2.71 and inserting \$2.78.

A. Rate schedule based on metered water consumption.

(1) City service rate:

(a) Zero to 1,000 gallons: \$10 minimum per month.

(b) Over 1,000 gallons: ~~\$2.71~~ \$2.78 per 1,000 gallons.

(2) County service rate. This fee is an adjustable sewer charge for sewage treatment performed by the Kent County Disposal District No. 1. It will be adjusted annually to the actual billing and flow documented by Kent County. This rate will be charged to each customer based on total water meter consumption recorded.

Section 4. §185-10(B)(1)(b) Rate Scheduled based on Metered Water Consumption is hereby amended by removing \$2.71 and inserting \$2.78.

B. Rate schedule based on metered sewage flows.

(1) City service rate:

(a) Zero to 1,000 gallons: \$10 minimum per month.

(b) Over 1,000 gallons: ~~\$2.71~~ \$2.78 per 1,000 gallons.

(2) County service rate. This fee is an adjustable sewer charge for sewer treatment performed by the Kent County Disposal District No. 1. It will be adjusted annually to the actual billing and flow documented by Kent County. This rate will be charged to each customer based on total metered sewage flow recorded up to the average of the four quarters immediately preceding the effective date of this chapter. The rate is set by Kent County.

Section 5. Dates

Introduction: February 25, 2013

Adoption (Projected): March 11, 2013

Effective (Projected): March 21, 2013

The ordinance has been tentatively scheduled for adoption in March.

*Request for Abandonment of Portion of W. Clarke Avenue/Harold Roberts
Request for Abandonment of Western End of Evans Street/Seawatch*

City Solicitor Rutt recalled these requests were discussed at the January meeting in which Mr. Rutt was absent. At that time, there was a discussion about the abandonment process and having to go to Superior Court. However, Mr. Rutt has discovered a short cut manner in which this can be done. He stated that if the street has not been used or maintained by the city for twenty or more years (both street sections qualify under that criteria), the requirement of going to Superior Court is eliminated.

Mr. Rutt reported that a resolution will need to be prepared and advertised at least two times, twenty days before a public hearing is held. A copy of the resolution must be sent to the surrounding property owners, DelDOT and the Sussex County Administrator.

He further explained that if that the time of the hearing someone has an objection to the abandonment, that is the time they voice the objection. After the public hearing, council can declare the street abandoned and the resolution adopted. The resolution is then recorded by the property owner(s) at the Sussex County Recorder of Deeds. Mr. Rutt added it is also the property owners' responsibility to have the deeds prepared and to handle any other legalities necessary to transfer the land. The city only signs the deeds after they have been prepared.

Mr. Rutt noted that the city has received the metes and bounds for Clarke Avenue but have not received the legal description from Seawatch.

Mr. Pikus confirmed it is the responsibility of the land owner to handle the deed and recording. Mr. Rutt stated yes adding this is essentially a quick claim deed that would state the city quick claims through the abandonment process any right, title and interest to the property. The property owner then takes care of recording it.

Mr. Rutt stated that at this point, the next step is the preparation of the resolution and advertisement of the hearing. It could then be scheduled in accordance with the required time frame and can be completed in potentially six weeks.

He will follow-up with the city clerk. In the meantime, Seawatch will need to submit the legal description in order to begin the process.

NEW BUSINESS

Introduction of Ordinance 2013-2/Adds Article III-Extended Absence Provision/Chapter 193 Solid Waste Chapter

City Manager Carmean introduced the following ordinance:

ORDINANCE NO. 2013-2

*AN ORDINANCE ADDING A NEW ARTICLE III, ENTITLED
"EXTENDED ABSENCE PROVISION" TO CHAPTER 193 ENTITLED "SOLID WASTE"
OF THE CODE OF THE CITY OF MILFORD*

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. That Chapter 193 of Part II (General Legislation) of the Code of the City of Milford, is hereby amended by adding thereto a new Article III to read as follows:

ARTICLE III - Extended Absence Provision

A. Suspension of Temporary Service

- (1) The Public Works Director may suspend trash and recycling (and yard waste when applicable) collection services on an owner-occupied residence only if the home is unoccupied for a minimum of three months.*
- (2) A "Suspend Service Temporarily" form must be completed in order to place your service on hold.*
- (3) "Suspend Service Temporarily" form must be received by the Public Works Department at least five business days prior to the start of the suspension period.*

(4) *The Solid Waste Department will collect the trash, recycling and yard waste (if applicable) containers at the start of the suspension and redeliver them on the expected date of return.*

(5) *The residence for which the suspension has been approved shall remain vacant during the suspension period.*

(6) *Service will automatically be reactivated at the end of the approved suspension period, unless a request for an additional period of temporary suspension has been requested and approved by the Public Works Director prior to the automatic reactivation. Failure to request an extension prior to the reactivation date will result in the resumption of the monthly solid waste fee. An additional \$35 fee will be charged to continue the suspended service.*

(7) *When a suspension is active, the customer may not use any other city trash/recycling/yard waste services, including someone else's container or bulk service.*

(8) *No credit will be issued should customer fail to submit and complete the "Suspend Service Temporarily" form.*

(9) *Partial or retroactive payments of monthly fees are prohibited.*

B. Suspension Fee

(1) *At the time of the suspension request, a service fee of \$35 will be charged for the removal, storage and re-delivery of the containers.*

(2) *Service fee shall be paid at the time the "Suspend Service Temporarily" form is submitted to the Public Works Department.*

C. Noncompliance, Violations and Penalties.

(1) *Noncompliance of this Article will result in the immediate re-activation of the solid waste services.*

(2) *The account will be billed the full service fees for the entire suspension period and a \$100 account reconciliation fee assessed for noncompliance.*

(2) *Violations and Penalties set forth in Section 193-7 shall also apply to Article III.*

Section 2. Dates.

Introduction: February 25, 2013

Adopted: March 11, 2013

Effective: March 21, 2013

Mr. Carmean recalled these being discussed at some previous meetings. He emphasized that the property owner will need to be gone a minimum of three months to be eligible for the suspended service and will have to pay a \$35 fee.

The city manager said the trash containers will need to be kept separate due to the numbering system assigned to each can in order to ensure the proper container is redelivered. He feels the \$35 fee will adequately cover the cost and time of picking up potentially three cans, their storage and the re-delivery.

He said over the years, he has explained to many upset residents who were going to Florida for three or four months that even though their trash was not being picked up during that time, they still had to pay the monthly fee. He believes this should appease them.

Mr. Johnson questioned if a customer is charged \$35, is there an additional \$35 fee to have the container redelivered; Mr. Carmean said the customer will only be charged one \$35 fee for the service. Mr. Johnson said the ordinance does not read that way.

Mr. Rutt pointed out that the entire subsection states that the service will be reactivated at the end of the approved suspension period, unless the customer requests an additional period of time. Failure to request the additional time will result in an additional \$35 fee. What Mr. Johnson is referring to is actually for a second suspension period.

FY 2012-2013 Budget Adjustment/Finance Department/Building Improvements

The following request from received from Finance Director Jeff Portmann:

Request for a \$16,000 transfer from General Fund Reserves to 101-1310-415-70-20 (FINANCE BUILDING CAPITAL) to pay for the attic steps and attic fan to preserve finance department records upstairs. Estimate for \$11,700 from

Brendon Warfel does not include electric, wiring or permits. It also does not include the attic fan which will be added to the contract which is reason for the \$16,000 request. Expense line would be 101-1310-415-70-20.

Mr. Carmean advised that Mr. Portmann is requesting \$16,000 to cover the cost of these improvements. Currently, the finance staff is using pull-down stairs to access the attic which is used for storage of the finance records. The employees use the steps on a regular basis and the current steps are very flimsy particularly for Mr. Portmann.

Mr. Carmean advised the first estimate was \$13,000. However, it has been decided to close the payroll office and use that space for the stairway and a landing. Additional fan systems will be needed and the duct work relocated which is why Mr. Portmann is requesting \$16,000. He explained that adding a simple staircase would not have been this expensive.

He advised that our payroll clerk will be moving to another vacant office in the finance building.

The city manager confirmed that Mr. Portmann has been talking about this project for the past five to six years.

Mr. Brooks asked if these records should be stored in a fireproof room; Mr. Carmean said that would be ideal though most of the records can be retrieved on her computer. In some cases, a hard copy is required for a certain number of years per State of Delaware Archives Laws.

The city manager hopes that the consultant we hired to work with billing will find ways to eliminate a lot of our paper documents in lieu of electronic records, not only in the billing department, but in the finance department as well.

It was asked if a dehumidifier is needed; Mr. Carmean answered no, just an additional fan. He explained a lot of the additional costs are a result of the duct work being moved to accommodate the improvements.

He then confirmed that no wall will need to be moved though the one wall may need to be cut through.

Mr. Pikus moved to approve the request to transfer \$16,000 from General Fund Reserves to 101-1310-415-70-20 (Finance Building Capital) to pay for the costs of adding attic steps and an attic fan, seconded by Mr. Grier. Motion carried.

FY 2012-2013 Budget Adjustment/Police Department/Grounding Expenses/Police Department

Chief Hudson requested a \$13,000 transfer from the General Fund Reserve Account into the Capital Equipment Account (101-1610-421-70-40). He explained this is needed to cover the costs of addressing the grounding issues found as a result of a recent evaluation of the building after several lightning strikes this past summer.

The chief emphasized that the Division of Communications will not install the equipment until the grounding problems are corrected due to their warranty.

Mr. Grier moved to approve the \$13,000 transfer from the General Fund Reserve Account into the Police Capital Equipment Account (101-1610-421-70-40), seconded by Ms. Wilson. Motion carried.

EXECUTIVE SESSION - Land Acquisition - Pursuant to 29 Del. C. §10004(b)(2) Preliminary Discussions on Site Acquisitions for Any Publicly Funded Capital Improvements.

Mr. Pikus moved to go into Executive Session reference a discussion on site acquisitions, seconded by Mr. Grier. Motion carried.

Mayor Rogers recessed the Council Meeting at 7:18 p.m. for the purpose of an Executive Session as is permitted by Delaware's Freedom of Information Act.

Return to Open Session

City Council returned to Open Session at 7:49 p.m.

Executive Session Matter - Land Acquisition

City Solicitor Rutt advised that no action is needed as a result of the discussion in Executive Session.

ADJOURN

With no further business, Mr. Brooks moved to adjourn the Council Meeting, seconded by Mr. Morrow. Motion carried.

The Council Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk

MILFORD CITY COUNCIL
MINUTES OF MEETING
February 25, 2013

The City Council of the City of Milford met in Workshop Session on Monday, February 25, 2013 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager Richard Carmean, Police Chief Keith Hudson and City Clerk/
Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt

The Workshop Session convened at 7:50 p.m.

Update on City Hall Boiler Violations

Mr. Carmean reported on the boiler leak at the last council meeting discovered during its inspection in January. The boiler is more than seven years old so it is not under warranty. Our HVAC people are trying to convince us to purchase a new unit.

He reported that Rumpstich Machine Works on Rehoboth Boulevard has done extensive boiler work for many years. Mr. Carmean spoke with one of their employees who specializes in boilers. He was asked to check the boiler and decide what needs to be done and hopes the piping can be pulled out and welded.

Mr. Carmean will provide council with additional information once a determination is made. In the meantime, he believes DNREC will allow some leniency on the 30-day requirement.

Fortunately, the boiler continues to work normally.

Update on City of Milford Substation/Point of Delivery

The city manager advised that a few years ago, Delmarva Power was willing to allow the city to jump across the Milford-Harrington Road, onto their poles and down the railroad right-of-way. When he came back as city manager, he learned that Delmarva Power merged with another company which created some obstacles in the plan to get to the substation.

The new plans are to come down State Route 14, hit the corner of Hammond Cadillac, go toward Kentucky Fried Chicken, down the outside perimeter of the Hammond Cadillac land and jump Route 113 and head south with our new poles.

He directed Electric Superintendent Rick Carmean to use the more aesthetic galvanized pole because of this being a main corridor of our town.

Presently, the only hold up is for Norfolk Southern to give the go-ahead to cross the tracks at Walgreen's Pharmacy. They previously approved the right-of-way on the west side so we do not anticipate any problems.

Most of the equipment has been received for the substation and the poles will be ordered in the near future.

They expect the substation to be up and running by the warm weather.

With no further business, the Workshop Session concluded at 7:57 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

*MILFORD CITY COUNCIL
MINUTES OF MEETING
March 5, 2013*

A Meeting of the Annexation Committee of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Tuesday, March 5, 2013.

PRESIDING: Chairwoman Katrina Wilson

IN ATTENDANCE: Committee Members:
Councilman Douglas Morrow, Councilman S. Allen Pikus and Planning Commission
Chairman James Burk

Councilman Owen Brooks, Jr.

City Clerk/Recorder Terri Hudson

Chairwoman Wilson called the Annexation Committee Meeting to order at 5:36 p.m. to review the following request dated January 17, 2013:

*CITY OF MILFORD
Planning and Zoning Department
201 S. Walnut Street
Milford, DE 19963*

Attn: Mr. Gary Norris, AICP

*RE: Request for Annexation of Property
Tax Parcel # 3-30-15.00-59.00 & 3-30-15.00-59.01 (Lots 1 & 2)*

Dear Gary:

We wish to request the above referenced tax parcels be annexed in to the City of Milford from Sussex County, approximately 3.00+/- acres in total. Currently these parcels are zoned AR-1 in Sussex County.

The property is located on the west side of Cedar Creek Road (State Route 30) approximately 1,500' south of the intersection of Wilkens Road (County Road. 206) and Cedar Creek Road (State Route 30).

The reason for the annexation request is so that this property will be zoned commercial and to be consistent with the most current City of Milford Comprehensive Plan. We hereby request this property be zoned C-3 Commercial (Highway Commercial).

We are enclosing the recorded deed and property survey plan as required.

Sincerely,

*s/Louis J. Renzi
s/Shirley L. Renzie*

*7296 Cedar Creek Road
Lincoln, DE 19960*

City Planner Gary Norris advised that he has reviewed the request noting this is designated in the City of Milford 2008 Comprehensive Plan as Proposed Highway Commercial. Mr. Norris classifies this as 'almost' an enclave with the property to the west owned by Elmer Fannin is highway commercial (C-3) and the majority to the east is also zoned highway commercial (C-3) excluding four houses along the east side of Cedar Creek Road.

Mr. and Mrs. Renzi are requesting highway commercial (C-3) which is consistent with the current City of Milford Comprehensive Plan.

Ms. Wilson asked for comments regarding the advantages and disadvantages of the proposed annexation.

Mr. Norris stated that one advantage is the zoning will be consistent with the comprehensive plan. The zone will permit more commercial development which is consistent with what is planned for the properties behind and to the east of this site.

With the construction of the proposed exit ramps to the future overpass, this is a natural fit.

In Mr. Norris' opinion, there are very few disadvantages considering this is a three-acre parcel.

Mr. Pikus added that he sees no disadvantages and believes this is a no-brainer considering this is a three-acre site in the middle of a commercial zoned area.

Ms. Wilson asked if the applicant wished to make any comments; there was no reply.

Therefore, Mr. Pikus moved to recommend to city council we proceed with the annexation and that the property be rezoned to C-3, seconded by Mr. Morrow. Motion carried with no one opposed.

Ms. Wilson advised that the annexation committee report will be submitted to council at their meeting Monday night. The petition for annexation and the zoning application will be presented to the Planning Commission for a review and public hearing. Their recommendation will be then be forwarded to city council for a second hearing and final determination.

With no further business, the Annexation Committee Meeting adjourned at 5:48 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/ Recorder

CITY OF MILFORD
MINUTES OF MEETING
January 2, 2013

A meeting of the Economic Development Advisory Panel, New Business Start Up & Expansion Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Wednesday, January 2, 2013, at 11:00 a.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: Jo Schmeister, Irv Ambrose

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for New Business / Start Up / Expansion for 2011-2012.

- Delaware Junior Achievement considering establishing a lower Delaware presence at First State Manufacturing- JA board met at First State to review the location- pending
- City of Milford, Delaware State University and First State Manufacturing signed a partnership agreement to proceed with plans to create a 'Business Accelerator' at First State Manufacturing- pending Of interest, Senator Carper participated in the 'Signing' event.
- City expands 'River Walk' and include Goat Island.
- Downtown Milford [DMI] continues to promote economic development in the Downtown Area focusing on empty stores; several new businesses opened during the past months.
- Preliminary discussions were held with the Loftlands to explore the possibility of creating a ship-building museum. Pending Panel follow-up

The following items were reviewed and discussed:

- Feb 19, 2013 Chamber Business Forum - Milford Senior Center – P.M.
- Establishing Legislative Relationships
- DMI-Potential of new downtown business
 - Promote new business start-up space @ reduced rents, etc.
 - Look at revenue streams for downtown project funding
 - Met with DEDO regarding old fire house project/school
 - Establish Milford Round Table
 - Objectives
 - Projects
 - Economic Impact
- Grants: Have grants been identified or needed? Delaware Grant Watch.com
- Downtown Milford Merchants Association, 1st Monday @ 9:00 a.m. @ Milford Library
- Website: Available Spaces?
 - Link existing real estate
 - Intern for website development
- Business List of Milford Businesses?
 - Support existing businesses
 - Retention of existing
 - Chamber of Commerce Ambassador Committee
 - How have you been successful?
- Create Next Step Guide:
 - Website
 - Paper Guide
 - Contact Person
 - New Business Packet
 - What permits are needed and next step

- Chamber of Commerce quarterly luncheon on Rookery, 01/23/13, 11:30 to 1:00 (Gov. Markell)
- Milford Magic Monday Series, beginning January 21, February 18, March 18, 3rd Monday, Milford Senior Center 7:00 p.m.

The meeting adjourned at 12:23 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephen T. Masten". The signature is written in black ink and includes a horizontal flourish extending to the right.

Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 2, 2013

A meeting of the Economic Development Advisory Panel, Infrastructure Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Wednesday, January 2, 2013, at 12:30 p.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: David Hitchens, Brian Warnock

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for Infrastructure for 2011-2012.

- Committee presented recommendations for lowering electric rates to City Council.
- City was pro-active in lowering electric rates for large commercial customers in cooperation with State's request. Further electric rate reduction pending City budget evaluations.
- Panel suggested that the City include a flyer in the electric bills noting ways customers could lower their bills. Action pending by the City.
- Current Infrastructure plans by the City include: new sub-station near Rt. 14 in conjunction with a privately owned solar farm, water and sewer plan to serve Southeast Milford work scheduled to begin in 2013 and major renovation of infrastructure in Downtown Milford.

The following items were reviewed and discussed:

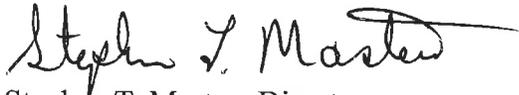
- City Plan of coordinated services
 - Reflect 5 specific areas per comprehensive plan: Water, sewer, electric status
 - What is the plan to service these areas?
 - Who are the elected officials for these areas?
- Business Incentives
 - Invitation to meet to discuss business going forward
 - Perks presented
 - Matrix for incentives
 - Grandfather in incentives for business expansion
 - Business Finders Fee Package (BFF).
 - Franchise Fees
- Business Expansion Incentives: Based on increases of sq. ft. and/or employees
- Energy Cost: Quality of service for utilities
 - How does the budget being funded for each utility being addressed (Where are we in relationship to the maintenance of the utility?)
 - Energy Education, flyer, classes, monitor, etc.
- Milford Police: Cost Benefit Analyses
 - Current station is flood zone
 - Lack of space
 - Population Change
 - Location is important
 - Community awareness of statics
 - Need to be proactive with public
- Mispillion River: Clean Delaware application on property next to the Mispillion River, potential dump site.
DMI and City should focus on the project
- Mispillion River Project:

Cost of funding
Health Benefit
Eco Tourism DEDO
Marina Opening linked to dredging
Risk Assessment

- Fiber Optics:
 - Fiber Ring around the City of Milford in the 90's
 - Cost Benefit Analyst
 - Still being used.
 - Potential Infrastructure Tool
 - Contact Rick Carmean for background information
- Hospital Expansion: Additional information to be gathered
- Life Style Mall: Meet with State Highway in January 2013 for highway entrance
- Innovation Park: No action
- Rt. 1 & Wilkins Road Overpass: Completion in or about 12-14 months
- Town Bridges:
 - Marshall Street Bridge -Completed
 - Washington Street Bridge - Completed
- Secondary Road Improvements: No action
- Side Walk Improvement throughout City: No action
- Cemetery Improvement: No action
- Gateway entrance improvement: No action

The meeting adjourned at 2:01 p.m.

Respectfully submitted,



Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 3, 2013

A meeting of the Economic Development Advisory Panel, Marketing & Promotion Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Thursday, January 3, 2013, at 1:00 p.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: David Hitchens, Brian Warnock

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for Marketing & Promotion 2011/2012.

- Chamber of Commerce conducted a 'Community Forum' in 2011 and it was highly successful. The top concerns of the attendees included:
 1. Need for a major post-secondary educational institution
 2. City should focus on Economic Development and job creation
 3. Lowering of utility bills
- Initiated a New Neighbor Welcome Basket: Process started but did not result in an action plan to continue--pending
- Committee met with owners of Hampton Inn to assist with issues of signage and street lighting. City will provide assistance in order to improve these issues.
- Hampton Inn managers presented their issues to Panel and explored corrective action options with Panel and City Manager.
- Panel initiated and completed a Community and Business Survey. Survey results shared with City Council. Utility rate reduction and job availability were two of the top concerns noted in the respective surveys and related to improving economic growth.
- City Web Site improvements targeted for 2013.

The following items were reviewed and discussed:

- Economic Development Advisory Panel Accomplishments for 2011 – 2012
- Demand electric meter education for public: Web site & Utility Bill Mailing Insert
- Welcome Wagon:
 - CC new business orient...
 - Linked to real estate agent (s)
 - List available services on web-site
 - Utility Bill notices of available services & pick up welcome basket at City Hall
 - List news outlets
 - Gather e-mail addresses at time of utility sign-up
 - E-mail alerts based on e-mail addresses, new
- Website Development
 - Intern from college
 - What do we want the web-site to provide
 - Who will look at the web-site
 - Inside or outside web-site?
 - Information on web-site, ED listing residential & business/Analytics
 - Include CC, DMI,
 - Churches
 - Quality Living link
 - Kent & Sussex Profile Link
 - Who maintains Facebook account
 - Social Media

Better Communication w/citizens
KISS

- Gateways
 - Rt. 1 & Rt. 36 improvement for walk/bike way
 - Sidewalk improvement
 - Adopt highway road
 - Showcase a business making improvements as a model
 - Promote improvements to various businesses
 - Coordinate with events, i.e. Bug & Bud
 - Coordinate with Milford Garden Club & Milford Parks and Recreation
- Review City Survey: Bob Connelly & Steve Masten to meet.
- Hospitality Training
 - City of Milford
 - Hotels
 - Restaurants
 - Fire Departments
 - Police Departments
 - Businesses
 - HOA
- Community Forum: Bob Connelly & Steve Masten to meet.
- Promotion of Local Organizations: To be developed
- Promotional Brochures: To be reviewed and developed
- Sports Complex: To be completed on or about 2014
- BMX Nationals September 13-15, 2013: Involving Hotels & Restaurants; Not part of the new sports complex
- Chamber of Commerce Business Forum, 02/19/13, Senior Center, 6:00 to 8:00 p.m. to be confirmed.
- Business Survey-Coordinate with Business Forum
- Chamber of Commerce: Business Luncheon, 11:30 to 1:00, Rookery, January 23, 2013
- Wi-Fi downtown, Craig Crouch has a contact at Comcast
- Better access to Basketball Courts along the Mispillion
- Promote walkways and City waterfront
- Promote and Market Milford in targeted areas: Connect with DEDO
- Soften up crime reports in newspapers

The meeting adjourned at 2:26 p.m.

Respectfully submitted,



Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 3, 2013

A meeting of the Economic Development Advisory Panel, Real Estate Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Thursday, January 3, 2013, at 3:00 p.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: David Markowitz, Irv Ambrose

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for Real Estate for 2011-2012.

- No update was available for this action item and it remains under the purview of the City.

The following items were reviewed and discussed:

- Brown Fields: Refer to DNREC
- Status/promote shopping districts in distress
- Identify light industrial and business buildings and land
- Inventory commercial and business real estate
- Build real estate inventory
- Abatement for remodeling of existing property
- Sign up for services, i.e. welcome package to include: register to vote, etc.
- Link Kent & Sussex Realtors Association to website

The meeting adjourned at 4:01 p.m.

Respectfully submitted,



Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 2, 2013

A meeting of the Economic Development Advisory Panel, New Business Start Up & Expansion Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Wednesday, January 2, 2013, at 11:00 a.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: Jo Schmeister, Irv Ambrose

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for New Business / Start Up / Expansion for 2011-2012.

- Delaware Junior Achievement considering establishing a lower Delaware presence at First State Manufacturing- JA board met at First State to review the location- pending
- City of Milford, Delaware State University and First State Manufacturing signed a partnership agreement to proceed with plans to create a 'Business Accelerator' at First State Manufacturing- pending Of interest, Senator Carper participated in the 'Signing' event.
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- Milford Magic Monday Series, beginning January 21, February 18, March 18, 3rd Monday, Milford Senior Center 7:00 p.m.

The meeting adjourned at 12:23 p.m.

Respectfully submitted,

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Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 2, 2013

A meeting of the Economic Development Advisory Panel, Infrastructure Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Wednesday, January 2, 2013, at 12:30 p.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: David Hitchens, Brian Warnock

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for Infrastructure for 2011-2012.

- Committee presented recommendations for lowering electric rates to City Council.
- City was pro-active in lowering electric rates for large commercial customers in cooperation with State's request. Further electric rate reduction pending City budget evaluations.
- Panel suggested that the City include a flyer in the electric bills noting ways customers could lower their bills. Action pending by the City.
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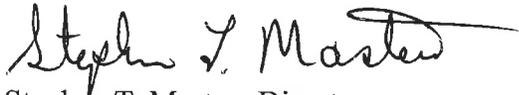
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- Town Bridges:
 - Marshall Street Bridge -Completed
 - Washington Street Bridge - Completed
- Secondary Road Improvements: No action
- Side Walk Improvement throughout City: No action
- Cemetery Improvement: No action
- Gateway entrance improvement: No action

The meeting adjourned at 2:01 p.m.

Respectfully submitted,



Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 2, 2013

A meeting of the Economic Development Advisory Panel, Workforce Development Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Wednesday, January 2, 2013, at 3:00 p.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: Sylvia Henderson, David Markowitz

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for Workforce Development for 2011-2012.

- A job-mentoring program initiated at the Milford High School in cooperation with Milford Lions Club. Several students participated in the program and plans are to continue the program.
- First State Manufacturing hosted students from School for Entrepreneurial Sciences located in Newark, Delaware and a Milford High parent/student group focusing on business development.

The following items were reviewed and discussed:

- Need for Workforce Development
 - What is available
 - Training Funds / Programs Available
 - DEDO: Workforce Dev. Representative
 - Tech Schools
 - DT & CC
 - I. G. Burton H/R (Training): (Jobs for Jr's)
 - DEMAP Representative
 - Business Accelerator
 - Soft Skills Development
 - Junior Achievement
 - ESL with businesses (Milford School District)
 - Mentoring program with Milford School District
 - Nightingale Program at MMS/medical field
- LEAD Program at MHS/increase study and social skills
- Business Program MHS/Judy Emory/Rose Parker: Invite for next meeting

The meeting adjourned at 3:47 p.m.

Respectfully submitted,



Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 3, 2013

A meeting of the Economic Development Advisory Panel, Marketing & Promotion Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Thursday, January 3, 2013, at 1:00 p.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: David Hitchens, Brian Warnock

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for Marketing & Promotion 2011/2012.

- Chamber of Commerce conducted a 'Community Forum' in 2011 and it was highly successful. The top concerns of the attendees included:
 1. Need for a major post-secondary educational institution
 2. City should focus on Economic Development and job creation
 3. Lowering of utility bills
- Initiated a New Neighbor Welcome Basket: Process started but did not result in an action plan to continue--pending
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The following items were reviewed and discussed:

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 - List news outlets
 - Gather e-mail addresses at time of utility sign-up
 - E-mail alerts based on e-mail addresses, new
- Website Development
 - Intern from college
 - What do we want the web-site to provide
 - Who will look at the web-site
 - Inside or outside web-site?
 - Information on web-site, ED listing residential & business/Analytics
 - Include CC, DMI,
 - Churches
 - Quality Living link
 - Kent & Sussex Profile Link
 - Who maintains Facebook account
 - Social Media

Better Communication w/citizens
KISS

- Gateways
 - Rt. 1 & Rt. 36 improvement for walk/bike way
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- Better access to Basketball Courts along the Mispillion
- Promote walkways and City waterfront
- Promote and Market Milford in targeted areas: Connect with DEDO
- Soften up crime reports in newspapers

The meeting adjourned at 2:26 p.m.

Respectfully submitted,



Stephen T. Masten, Director
Economic Development

CITY OF MILFORD
MINUTES OF MEETING
January 3, 2013

A meeting of the Economic Development Advisory Panel, Real Estate Sub-committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Thursday, January 3, 2013, at 3:00 p.m.

PRESIDING: Economic Development Director Stephen Masten
IN ATTENDANCE: David Markowitz, Irv Ambrose

A reviewed of the following accomplishments of the Economic Development Advisory Panel sub-committee for Real Estate for 2011-2012.

- No update was available for this action item and it remains under the purview of the City.

The following items were reviewed and discussed:

- Brown Fields: Refer to DNREC
- Status/promote shopping districts in distress
- Identify light industrial and business buildings and land
- Inventory commercial and business real estate
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- Sign up for services, i.e. welcome package to include: register to vote, etc.
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Respectfully submitted,



Stephen T. Masten, Director
Economic Development