



CITY OF MILFORD
CITY COUNCIL MEETING MINUTES

October 13, 2025

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in Regular Session on Monday, October 13, 2025.

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

Public Comment

There were no public comments.

Call to Order - Mayor F. Todd Culotta

Mayor Culotta called the meeting to order at 6:01 pm.

Roll Call

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

Invocation and Pledge of Allegiance

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

Approval of the Agenda

Councilmember Wilson made the motion to approve the agenda as amended.
Councilmember Stewart seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried. 7-0

Approval of Previous Minutes

Councilmember Kalesis made the motion to approve September 22, 2025, meeting minutes. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[2025 09 22 Council Minutes](#) 

Recognition

Building Operations & Refuse Supervisor Brian Jester introduced new city employee, Tyler Weider who began working as a temporary employee in the Solid Waste Department and is now a full-time employee working as a Public Works Equipment Operator in the Solid Waste Department.

Staff Reports

Police Report

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

Councilmember James made the motion to approve the September Police Report. Councilmember Stewart seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[Police Report - September 2025](#) 

City Clerk

Deputy City Clerk Velazquez reviewed the September City Clerk's report that was submitted in the packet.

Councilmember James made the motion to approve the September City Clerk's report. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[City Clerk Report - September 2025](#) 

City Manager

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

Councilmember Marabello made the motion to approve the September City Manager’s report. Councilmember Wilson seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[City Manager Report - September 2025](#) 

Public Works

[Public Works Report - September 2025](#) 

Electric

Electric Director Tony Chipola announced that there were two promotions within the electric lines group. Gabriel Wagner was promoted to First Class Line Technician and Sean Barnes was promoted to Second Class Line Technician.

[Electric Report - September 2025](#) 

[Scheduled Outage Letter WWG](#) 

[Scheduled Outage FAQs](#) 

[City of Milford Electric Dept Cust. Brochure](#) 

Planning & Zoning

[Planning Report - September 2025](#) 

Parks & Recreation

[Parks & Recreation Report - September 2025](#) 

Human Resources

[HR Report-September 2025](#) 

Economic Development & Community Engagement

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

Information Technology

[IT Report - October 2025](#) 

Finance

[Finance Report September 2025](#) 

Monthly Finance Report

Senior Account Lou Vitola reviewed the Finance Report that was included in the packet.

Councilmember James made the motion to approve the Finance Report. Councilmember Kalesis seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[Finance Report - Aug 2025](#) 

Communications & Correspondence

Mayor Culotta announced that the November SCAT meeting was scheduled for November 5, 2025.

City Manager Coleman thanked all departments for their work and support of the Riverwalk Freedom Festival and all city events. He noted that these events require a substantial amount of work and preparation, and this effort demonstrates the city's commitment to supporting its local organizations.

[SCAT Dinner Meeting - November 5, 2025](#) 

Unfinished Business

There was no unfinished business.

Ordinance 2025-14 Carlisle Lane, LLC/Preliminary Major Subdivision

City Manager Coleman reviewed the results of the public hearing for this application, which was held on August 11, 2025. He reported that council heard from the applicant, Carlisle Lane LLC, on the project on Truitt Avenue. As part of that public hearing process, council members heard testimony from the applicant, the public, and team members. At that meeting, the public hearing process was closed, and the Council began its deliberations. As a result, the Council voted to table it. During the Council's deliberation, there was discussion regarding affordable housing and remote housing in a workshop.

He reminded council that any workshop discussion could not be applied to the application that was before them. Workshop discussions could be applied for future applications, but not

this application at this point. He explained that this is back on the agenda and council had two options. One being since the public hearing was closed on August 11, 2025, a vote could be taken based on the testimony that council heard. If there was additional testimony that council would like to hear, or would want to hear, a public hearing notice would need to be posted. Council could have a discussion amongst themselves but would not be able to ask questions of any team members, the applicant or the general public because any response would be considered additional testimony.

Councilmember Wilson made a motion to table the item for a future date for additional information. Councilmember James seconded.

Councilmember Zychal voted yes for the reason that this requires further discussion and testimony.

Councilmember Kalesis voted yes if there is more testimony to hear but thinks the council has heard the testimony that it needed to hear.

Councilmember Marabello voted yes.

Councilmember Wilson voted yes.

Councilmember James voted yes.

Councilmember Perez voted yes.

Councilmember Stewart voted yes.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

City Manager Coleman suggested scheduling it for the November 24, 2025 council meeting to ensure that all public hearing requirements were met.

[Carlisle Lane - Packet](#) 

New Business

Authorization/DelDOT Agreements/NE Front St

Planning Director stated that the Department of Transportation is doing a project on NE Front Street between S. Rehoboth Boulevard, and SR1. The project would essentially break the road up to functional classification by adding shoulders and a shared use path on the north side of the roadway that'll connect from the red light all the way out to the overpass improvements that were completed a few years ago. As part of that project, DelDOT is requesting a donation of land. The project does cross a property that's owned by the City of Milford that contains the well facility just east of the red light and the old pickle plant on NE Front St. He explained that

they were asking for a donation of that land at no cost to DelDOT. It would be for widening the right-of-way there and allowing the improvements to be constructed. He further explained that in the packet there were a couple of agreements that would allow the project to move forward. He stated that there was also a temporary easement that was required for construction activities along that roadway.

Fee Acquisition

[DelDOT T202101201 NE Front St Reh Blvd to SR1 Agreement Letter 2025](#) 

Temporary Construction Easement

Councilmember Wilson made a motion to approve the Temporary Construction Easement agreement. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[DelDOT Temporary Easement Agreement 2025](#) 

Right of Entry

Councilmember Wilson made a motion to approve the Right of Entry agreement. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[DelDOT Right-Of-Entry Agreement 2025](#) 

Purchase Contract

Councilmember Wilson made a motion to approve the Temporary Construction Easement agreement. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[DelDOT Purchase Agreement 2025](#) 

Authorization/Memorandum of Understanding/Bayhealth

Director Rob Pierce stated that this was an agreement that was sent by Bayhealth requesting the mayor's signature and appears to be something that supports the Public Services Act in a 340-B program. It is not related to the electric department.

City Manager Coleman stated that this is to participate in the 340-B Program by Bayhealth to enter into an agreement with local government. He said that Bayhealth was committing to provide healthcare services to low-income individuals who are not entitled to benefits under the Social Security Act or assistance under the state plan.

Councilmember Wilson made the motion to authorize the Memorandum of Understanding with Bayhealth to provide those services to the individuals who meet the categories that were stated. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[Milford and Bayhealth MOU 340B](#) 

Resolution 2025-12 Lighthouse Phase I

Public Works Director Willis Shafer stated that staff is requesting that Council accept Lighthouse Estates Phase 1. Lighthouse Phase 1 was built after 2006 but had never received final acceptance from council. He explained that according to records, public works performed site inspections during construction. In July of 2025, he directed the city's site inspectors, KCI, to do a right-of-way site inspection. They determined that the right-of-way had approximately 10 years of life left before that section needed to be milled and paved. He further explained that Phase 2 of the site had already been accepted by Council. The portion of Phase 1 to be accepted included utilities within the right-of-way, as depicted on the phasing plan sealed and dated October 25, 2006. The resolution included the roadways, Starlight Lane, Anchor Lane, and Shore Lane. The phase included Lots 1- 11, and 28-58, so it is a total of 42 lots.

The city will be accepting the water, sewer, and pavement within Phase 1 of the Lighthouse Estates Subdivision. So, staff would like Council to accept Phase 1 into the right-of-way system.

There were no public comments.

Councilmember Marabello made the motion to approve Resolution 2025-12 regarding the final acceptance of Lighthouse Estates Subdivision Phase 1 for the water system, sewer system and streets. Councilmember Kalesis seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[Council Memo Lighthouse Phase 1 2025](#) 

[2025 12 Acceptance of Lighthouse Estates Phase 1 Water, Sewer and Streets](#) 

Resolution 2025-13 Acceptance of West Shores

Director Shafer stated that staff is requesting Council's acceptance of the West Shore Subdivision. West Shore Subdivision was built in 2015 and the site is built out. He explained that the city had performed all the inspections and was looking for final acceptance approval from Council to accept the utilities, the roadway, and the curbing gutter. The resolution included acceptance of the roadways, Beachfield Lane, Gregory Boulevard, Parkfield Lane, Smithfield Lane, Unionfield Lane. It is approximately 1.42 miles of roadway.

The resolution included the acceptance of public water system, wastewater system, storm drainage system, and concrete curb within the city's right-of-way.

There were no public comments

Councilmember Marabello made the motion to accept Resolution 2025-13 regarding the final acceptance of the West Shores Subdivision water system, sewer system and streets.

Councilmember Wilson seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[Council Memo West Shores 2025](#) 

[2025 13 Acceptance of West Shores Subdivision Water, Sewer and Streets.pdf](#) 

Resolution 2025-15 DSHA Technical Assistance/Zoning & Land Use Reforms

Director Pierce stated that the city received notice from the Delaware State Housing Authority (DSHA) of an opportunity to receive technical assistance related to Zoning and Land Use Reform. He reviewed the Resolution 2025-15 and the memo that was included in the packet. He stated that staff were recommending adoption of Resolution 2025-15, which would support the submission of a grant application to the DSHA for technical assistance.

Councilmember Marabello asked who would be getting assistance, just the planning department or can the council participate in the discussions. Director Pierce answered that it would be the planning department, the Planning Commission and City Council. The public would also be included and that workshops would be held.

There were no public comments.

Councilmember Wilson asked if what they are offering is within the parameters of what the city already had or is there something additional that is being offered that the city does not provide. Director Pierce stated that the city already had the requirements and it is just to determine if they are restrictive. He stated that there may be one or two new things but the rest would be more modifying what the city already had potentially. He explained that they do allow the city to not move forward with the recommendations as long as the city can document reasons why the adoption did not occur.

Councilmember Zychal made the motion to adopt Resolution 2025-15 in support of Application for Technical Assistance from Delaware State Housing Authority for Zoning and Land Use Reforms. Councilmember Wilson seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[DSHA TA - City Council Memo - 101325](#) 

Resolution 2025-16 Downtown Development 5-Year District Renewal Application ©

Director Pierce reviewed the memo that was included in the packet. He explained that the city was designated a Downtown Development District (DDD) by the State of Delaware in August 2016 for a ten-year term. The city is eligible for a 5-year extension and that application is due by February 1, 2026.

There were no public comments.

Councilmember James made the motion to adopt Resolution 2025-16 supporting submission of the Milford Downtown Development District renewal application and authorizing the district boundary adjustment. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[DDD Renewal - Application - 092125](#) 

Authorization/Public Works Vehicle Purchase/Electric Bucket Truck Replacement

Electric Director Tony Chipola stated that this is a request for a bucket truck replacement for Vehicle E111. Staff are requesting City Council approve the purchase of a 2026 International HV607 which is equipped with the first lift VST40-I Aerial Device. This is to replace the existing 2012 International 7300 Terrex High Ranger which has reached its end of service life. This was approved in the FY26 Capital Improvement Plan, and to be funded through the Vehicle Replacement Reserves.

Councilmember James asked when these type of things are presented and it is being said that they are identified in the budget, give council the budget amount and the amount that it will cost so that council can know what they are looking at.

Councilmember James made the motion for Council to authorize the purchase order in the amount of \$268,339 to acquire the truck through Versalift pursuant to the Sourcewell Contract. Councilmember Zychal seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

[E-111 Replacement Request](#) 

[VST-47-MHI 25192N Presentation](#) 

Ordinance Introduction:

Ordinance 2025-17 Iglesia Pentecostal/Annexation

Director Pierce introduced Ordinance 2025-17 Iglesia Pentecostal La Senda Antigua - Annexation

The project will be reviewed by the Planning Commission at the October 21, 2025 meeting, and will be brought back to City Council on October 27, 2025, for public comment.

[Iglesia Public Hearing Packet](#)

EXECUTIVE SESSION

Motion to Recess into Executive Session

Mayor Culotta asked for a motion to move into executive session at 7:29.

Property Sale/Lease - Pursuant to 29 Del. C. §10004(b)(2) Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property

Legal - Pursuant to 29 Del. C. §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation

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

Councilmember Zychal made the motion to move into executive session. Councilmember James seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Michael Stewart, Danny Perez, Katrina Wilson and Jason James

The motion carried 7-0.

Return to Open Session

Potential Motion/Personnel

Potential Motions/Legal Matters

Potential Motions/Property

There were no motions made as a result of the Executive Session.

Adjournment

Mayor Culotta asked for a motion to adjourn at 8:24 pm.

Councilmember Kalesis made the motion to adjourn. Councilmember Wilson seconded.

Yes Daniel Marabello, Madula Kalesis, Nadia Zychal, Danny Perez, and Katrina Wilson.

The motion carried 5-0.

Council Members James & Stewart, City Manager Coleman & Deputy City Clerk Velazquez were not present at the time of adjournment.

Respectfully submitted,

Katrina L. White, MMC
City Clerk/Recorder