

Milford City Council  
*Minutes of Meeting*  
December 14, 2020

The City Council of the City of Milford met by way of video conferencing on December 14, 2020 for a Council Meeting.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Daniel Marabello, Mike Boyle, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson.

STAFF: City Manager Mark Whitfield, Police Chief Kenneth Brown and City Clerk Terri Hudson

ABSENT: Councilman Andrew Fulton

In an effort to adhere to social distancing protocols and best practices imposed by Governor Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has cancelled all public gatherings until further notice, See December 14, 2020 Council Meeting agenda for additional information.

*CALL TO ORDER*

Mayor Campbell called the regular Council Meeting to order at 7:04 p.m.

*INVOCATION AND PLEDGE*

Councilwoman Wilson gave the invocation followed by the Pledge of Allegiance.

*APPROVAL OF PREVIOUS MINUTES*

Councilwoman Wilson made a motion to approve the minutes of November 9, 2020 & November 23, 2020 Council, Workshops and Committee Meetings. Councilman Boyle seconded the motion which passed with all present voting in favor.

*RECOGNITION*

Director of Human Resources Jamesha Eaddy highlighted the employees that were selected over the course of last year as Excellence Award winners. These winners were nominated by their peers or supervisor and she reminded Mayor and Council the program was created by the Reward and Recognition Committee.

The first employee recognized was Howard Willis, Code Enforcement Official II.

The next employees that were recognized were CC Dennis, Code Enforcement Officer 1 and Howard Willis, Code Enforcement Officer II.

The Electric Crew of Timmy Barnett, Keith Knotts, Scott Moore, Gary Johnston, Chris Hitchens, Jeremiah Curry, Rob Palladino and John Tweed was also recognized.

Ms. Eaddy was pleased there have been several employees that were nominated through this program.

*INTRODUCTION OF NEW EMPLOYEES*

Director Mike Svaby introduced two new members of the Public Works Department--Reagan Ogden and Mark Moore.

*PUBLIC HEARINGS*

*Adoption/Resolutions 2020-34, 35, 36, 37, 38*  
*DSHA/Community Development Block Grant Program*  
*Kent & Sussex County*

Mike Miles from Kent County and Brad Whaley from Sussex County were present to provide the information.

Mr. Whaley explained that Delaware State Housing Authority applies funding and the communities within Kent and Sussex County apply to receive those funds. One of the requirements is that a public hearing is held to provide additional information about the program.

The HUD funding is designed to assist low to moderate resident homeowners with housing issues. The funds are primarily used for housing rehabilitation projects and smaller infrastructure projects such as demolitions can also be completed. Water and sewer hookup costs can also be applied for.

In order to qualify for the program, the household must have an income that is at, or below 80%, of the median income. Currently, in Sussex County, a one-person household income has to be below \$42,500 per year but does increase by \$6,000 per additional household member.

The program is mostly used to keep the housing unit stable and is not geared for housing remodeling. Over the past 10 years, the City of Milford has received over \$280,000 in Community Development Block Grant funding. The program has been able to help 16 households in the City of Milford. There are currently about 12 people on the waiting list for the City of Milford on the Sussex County side.

Mr. Miles then added that his office is looking to put some funds into Milford on the Kent County side though it was unsuccessful in FY19. There is a need to have at least four viable households and at this point, there remains three on the waiting list.

Mr. Miles shared that the Kent County income limit is \$38,300 for a single household which is a little lower than Sussex County.

Mayor Campbell asked why Kent County income limit was lower than Sussex County. Mr. Miles replied that it is due to the median income; Kent County has always been slightly lower than Sussex. Mr. Whaley explained that HUD puts out yearly median incomes and they do fluctuate. To meet the requirements, you have to be at 80% of the median income that is set by HUD.

Mayor Campbell asked if there was a time frame that the homeowner has to stay in the home if they received this assistance. Mr. Whaley said they are required to protect this funding with a prorated non-interest-bearing loan. The loan depends on how much money is spent. If it is over \$15,000, there is a ten-year prorate non-interest loan. Anything less than \$15,000 is a five-year loan in Sussex County. He further explained that there is no payment though it must be paid if the property is sold or transferred. The loan can be passed onto the new property owner if they qualify for the program.

Mayor Campbell opened it up for public comment and questions at 7:26 p.m.; hearing none, the floor was closed.

Councilman Boyle made a motion to adopt Resolutions 2020-34, 35, 36, 37 and 38 as presented:

*RESOLUTION 2020-34*  
*Sussex County*

Councilmember Boyle submitted to the Council the following Proposed Resolution:

ENDORISING PROJECT TO BE SUBMITTED TO THE DELAWARE STATE HOUSING AUTHORITY FOR FUNDING FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AUTHORIZING TODD F. LAWSON, SUSSEX COUNTY ADMINISTRATOR TO SUBMIT APPLICATION.

WHEREAS, the City of Milford resolves to apply for Community Development funds from the Delaware State Housing Authority in accordance with appropriate regulations governing Community Development Block Grants State of Delaware Program for Block Grants as contained in Sections 570.488-499 24 CFR U.S. Department of Housing and Urban Development; and

WHEREAS, the City of Milford has met the application requirements of (Attachment E Delaware Community Block Grant Program Policies and Procedures) Citizen Participation requirements; and

WHEREAS, Sussex County plans on accomplishing the requested projects with CDBG funds; and

WHEREAS, the City of Milford hereby agrees to allow Sussex County to accomplish the projects in the targeted areas of Milford; and

WHEREAS, the City of Milford and Sussex County are in agreement with this activity.

NOW, THEREFORE, BE IT RESOLVED by the City of Milford and Sussex County that they endorse and grant permission for the following activity:

APPLICATION:           Rehabilitation/Infrastructure/Demolition

Total Infrastructure project cost is \$ \_\_\_\_\_, total CDBG grant request is \$ \_\_\_\_\_.

Matching funds in the amount of \$ \_\_\_\_\_ will be provided by the City of Milford general funds.

NOTE: To be used for Infrastructure projects only.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A RESOLUTION PASSED BY THE CITY OF MILFORD, SUSSEX COUNTY, ON THE 14th DAY OF DECEMBER 2020.

WE GIVE MAYOR AUTHORIZATION TO SIGN RESOLUTION:

*Councilmembers*

Daniel Marabello	Brian Baer
Mike Boyle	Douglas Morrow
Andrew Fulton (Absent)	Jason James Sr.
Todd Culotta	Katrina Wilson

\_\_\_\_\_  
Mayor Arthur J. Campbell

I DO HEREBY CERTIFY THAT THE FOREGOING TITLE OF RESOLUTION ADOPTED BY THE CITY OF MILFORD IS THE SAME TITLE OF RESOLUTION NO. \_\_\_\_\_ ADOPTED BY THE COUNTY COUNCIL OF SUSSEX COUNTY ON THE \_\_\_\_DAY OF \_\_\_\_\_.

Robin A. Griffith  
Clerk of the County Council

*Resolution 2020-35*  
*CITIZEN PARTICIPATION*  
*CERTIFICATE OF ASSURANCE*  
*Sussex County*

It is hereby assured and certified to the Delaware State Housing Authority that Sussex County, Delaware, has met application requirements of (Attachment E Delaware Community Development Block Grant Program Policies and procedures) citizen participation requirements, and that Sussex County has:

- 1) made available information concerning the amount of funds that may be applied for;
- 2) made known the range of activities that may be undertaken with these funds;
- 3) made known the fact that more applications will be submitted to the State of Delaware than can be funded;
- 4) outlined the processes to be followed in soliciting and responding to the views and proposals of citizens, communities, nonprofit agencies and others in a timely manner; and
- 5) provided a summary of other important program requirements.

The City of Milford has held a Public Hearing on December 14, 2020 with required notice for all citizens, including low and moderate income persons, to have an opportunity to present their views and proposals.

The City of Milford has by resolution and following a Public Hearing, endorsed this application.

Mayor Arthur J. Campbell

Adopted: December 14, 2020

*RESOLUTION 2020-36*  
*Requirement for Fair Housing*  
*Sussex County*

WHEREAS, the City of Milford recognizes the importance of fair housing for the citizens of Milford; and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW, THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to insure that no person shall, on the grounds of race, color, national origin or sex, be discriminated against or denied a fair and equal opportunity for housing; and

BE IT FURTHER RESOLVED, that the City of Milford, when acting as administrator of a Community Block Grant, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

This RESOLUTION was passed by a majority of the Council of the City of Milford on December 14, 2020.  
Mayor Arthur J. Campbell

*RESOLUTION 2020-37  
Authorizes Levy Court of Kent County to Submit Application*

The City Council of Milford, Delaware, hereby authorizes Mayor Arthur J. Campbell, to submit the Fiscal Year 2021 Community Development Block Grant (CDBG) application and all understandings and assurances therein contained, and furthermore authorizes the Levy Court of Kent County to Act as the official representative of the City of Milford in connection with the submission of the Fiscal Year 2021 CDBG applicant and to provide such additional information as may be required. In the event the City of Milford's application is funded, the Levy Court of Kent County is hereby authorized to administer the funded application on behalf of the City of Milford.

This resolution was passed by a majority of the Council of the City of Milford on December 14, 2020.

Mayor Arthur J. Campbell

*RESOLUTION 2020-38  
Requirement for Fair Housing  
Kent County*

WHEREAS, the City of Milford recognizes the importance of fair housing for the citizens of Milford; and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW, THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to insure that no person shall, on the grounds of race, color, national origin or sex, be discriminated against or denied a fair and equal opportunity for housing; and

BE IT FURTHER RESOLVED, that the Kent County Levy Court, when acting as administrators of a Community Block Grant for the City of Milford, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

This RESOLUTION was passed by a majority of the Council of the City of Milford on December 14, 2020.

Mayor Arthur J. Campbell

Councilman Culotta seconded the motion. Motion passed with all present voting in favor.

*Adoption/Resolution 2020-41  
Milford Police Department Borrowing*

The following proposal was presented to City Council for review and comment by the public to be followed by final action by City Council. Said public notice was published and posted according to the requirements of the City of Milford Charter:

**RESOLUTION 2020-41**  
**AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS**  
**IN AN AMOUNT NOT TO EXCEED \$20,000,000 AND**  
**SCHEDULING A SPECIAL ELECTION ON JANUARY 26, 2021**

**WHEREAS**, the City Council of the City of Milford, Delaware ("Council") has been advised that up to \$20,000,000 is required to finance the design, construction and equipping of a police station and to complete other necessary infrastructure improvements in connection therewith, as well as other miscellaneous capital projects (the "Capital Project").

**WHEREAS**, the Capital Project is expected to be financed through the issuance of the City of Milford's General Obligation Bonds, which may be issued in one or more series or subseries, including any interim financing related thereto (the "Bonds").

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

1. The Council hereby proposes unto the electors of the City that an amount of money not exceeding \$20,000,000 be borrowed to finance the Capital Project:
2. The average rate of interest of the Bonds shall not exceed 5.0%.
3. The Bonds shall be secured by the full faith and credit of the City.
4. The Bonds shall be paid or funded from tax revenues of the City.
5. The City will be authorized to use the Bond proceeds to fund the Capital Project and will be authorized to use a portion of the proceeds of the Bonds to pay costs associated with the issuance of the Bonds.
6. The City Council orders and directs that a Special Election be held in the City of Milford. The purpose of such Special Election shall be for registered voters of the City to vote for or against the proposed borrowing. The Special Election shall be held at the City of Milford Public Works Facility, at 180 Vickers Drive located in the Greater Milford Business Park within the City of Milford, on Tuesday, January 26, 2021, between the hours of 8:00 a.m. and 7:00 p.m.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 14<sup>th</sup> day of December 2020.

City Clerk Teresa K. Hudson

Mayor Campbell asked about the \$20 million amount since the cost of construction would most likely be less than originally anticipated. Finance Director Lou Vitola replied that he does not see the harm of the resolution language as presented. The cost savings is based on not having to do prevailing wages, however, there has not been anything received from the architect or engineer yet that shows a different amount.

Councilman Culotta explained this is similar to a credit line and that the City will be using as much as is needed for the police station but not all will necessarily be needed. However, if the amount is limited then it would have to come back to the public for an additional ask.

Solicitor Rutt pointed out that it has been advertised 'not to exceed \$20 million and if the language of the resolution is desired to be changed, it would need to be readvertised and another public hearing scheduled.

Mayor Campbell asked about the tax increase if the project cost comes in lower. Mr. Vitola replied that if this resolution is approved and on January 26<sup>th</sup> the referendum is passed, that does not mean there will be an immediate tax increase and instead it will occur when it is needed to meet the needs of the debt service associated with this borrowing.

Mayor Campbell asked if a tax increase could be done over three years. Mr. Vitola replied that it depends on the form of borrowing though it is a possibility.

Mayor Campbell then opened the floor for questions or comments from the public; hearing none he closed the public hearing.

Councilman Culotta moved to adopt Resolution 2020-41; authorizing the issuance of general obligation bond and the amount to not exceed \$20 million and to schedule a Special Election on January 26, 2021. Councilman Marrow seconded the motion. Motion carried by the following roll call vote:

Councilman Marabello voted yes and it is needed;

Councilman Boyle voted yes and it is something that is desperately needed;

Councilman Culotta voted yes, he hopes that everyone involved will keep costs as low as possible to meet the requirements;

Councilman Baer voted yes, and he looks forward to hearing from the public on what they are feeling about the new police station;

Councilman Morrow voted yes; he feels the citizens will support the station;

Councilman James voted yes, that Chief Brown has sufficiently demonstrated the need for the police station based on the size of the force and growth of the City;

Councilwoman Wilson voted yes; based on the reasons stated prior and our community is also deserving of this new building.

## STAFF REPORTS

### *Monthly Police Department Report*

Councilman Boyle reported on behalf of the police department:

#### **Monthly Stats:**

A total of 536 arrests were made by the Milford Police Department during November 2020. Of these arrests, 128 were for criminal offenses and 408 for traffic violations. Criminal offenses consisted of 15 felonies and 113 misdemeanors. Traffic violations consisted of 107 Special Duty Radar, 8 Drunk-Driving charges, 293 other.

Police officers investigated 62 accidents during the month and issued 135 written reprimands. In addition, they responded to 1173 various complaints including city requests and other agency assistance.

#### **Monthly Activities:**

Throughout the month of November, participated in numerous conference calls and virtual meetings in reference the COVID-19 and the Governor's Emergency Order for the State of Delaware. This includes weekly Fire and Police conference calls, calls with the Governor, Municipalities of Sussex Co. conference call and numerous calls with City Government Officials, the City Manager and the public. Also, participated

in monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, and the weekly City Manager's Meeting with Department Heads.

Attended the Senior Center Monthly Board meeting via Zoom held on November 2, 2020.

Met with Attorney's in reference to on-going litigation held on November 4, 2020.

Met with Finance Director on November 5, 2020, to discuss the Police Department Facility Estimate.

Attended the Milford Senior Center Personnel Committee conference call held on November 5, 2020.

Attended the SALLE/EIDE Committee meeting via WebEx held on November 10, 2020.

Met with Amy Kevis with the Behavioral Unit at the Police Department held on November 12, 2020.

Attended the Delaware Police Accreditation Commission (DPAC) meeting via WebEx held on November 17, 2020.

Attended De-Escalation Training held at the Selbyville Fire Company on November 19, 2020.

Attended the Virtual Use of Force Summit – Technology Test held on November 24, 2020.

Attended mandatory weapons training held at the Bridgeville Shooting Range on November 24, 2020.

### **Training** –

Three dispatchers attended Crisis Intervention training held at the Delaware State Police Academy on November 16, 2020 – November 17, 2020.

Most training outside the department was cancelled for the Month of November 2020 due to the COVID-19 Pandemic. Officers and civilians have been assigned required training via webinars throughout the month.

### **SRO** –

The Community Policing Unit partnered with Mountaire Farms to supply dozens of Milford area families with Thanksgiving meals. Lt. Wells and Sgt. Masten delivered the meals on November 23, 2020, directly to the family's homes.

S/Cpl. Bloodsworth assisted Ross and Mispillion Elementary Schools with their annual "Table Top" exercise as required by Delaware law.

### **K9 Unit** –

For the month of November 2020, the Milford Police Department K9 unit had the following stats:

K9-1 (Mason)

- Drug Sniff 1
- Assist Other Agency 1

K9-1 was off for more than half the month for leave/vacation.

K9-2 (Audie)

- Building Search 5
- CP/Demo 2
- Drug Sniff 1
- Tracking 1

K9-2 was off 6 days this month for leave/vacation.

### **Seized Items**

- Marijuana

### **Amount**

2.7 Grams

### **Value**

Due to the COVID-19 Pandemic stats for the K9 Unit are lower than usual for the Month of November 2020.

Chief Brown added that there will be reduced contact due to COVID.

Mayor Campbell asked for an update on the officer that was injured. Chief Brown replied that Senior Corporal Webb was shot while attempting an arrest warrant in Rehoboth. He is doing remarkably well in the hospital and anticipates coming home later this week.

### *Monthly City Manager Report*

City Manager Whitfield gave the following report:

- Councilpersons Culotta & Fulton and their wives, along with the Mayor and I attended the November SCAT meeting in Ocean View.
- I attended several executive sessions of the DEMEC Board as well as the regular monthly meeting.
- Jamesha, Lou Terri and I worked on personnel issue this past month.
- Lou and I have worked on various cost comparisons for the Police Station.
- Councilpersons Culotta & Fulton and I along with Mayor Lock of Slaughter Beach, took a boat ride up the Mispillion River from Slaughter Beach. Slaughter Beach is working with the State and various conservation agencies to preserve the nature habitat along the river.
- We received some exciting news that a project we are partnering with Slaughter Beach through an organization known as WIIN (Waterways Infrastructure and Investment Network), received a grant from the National Fish and Wildlife Foundation to study the Mispillion and Cedar Creek waterways.
- Several employees were recognized for graduating from the first class of the Delaware Municipal Supervisory Management Academy. Wilmington University also recognized Jamesha Eaddy for putting the program together. I am proud of those who have graduated as well as Jamesha Eaddy for putting the statewide municipal program together.
- I attended a virtual town hall meeting with Perdue.
- Jamesha, Mike Svaby, Brad Dennehy and I met regarding possible changes in how we handle seasonal employees
- I met our new Efficiency Smart representative Carol Dehorty
- Due to the increase in Covid cases throughout the area, we have made plans to start working staggered shifts beginning November 30. We will keep crews separated throughout the day, to limit any exposure between crews. Additionally, we will be staggering work from home schedules between December 14 and January 11 to comply with the Governor's Stay at Home advisory.

Councilwoman Wilson thanked City Manager Whitfield for looking into Save-A-Lot grocery store closing.

### *Finance Department*

Finance Director Vitola provided the staff/financial report.

- The October 2020 month-to-date (MTD) and fiscal year-to-date (YTD) financial reporting package was distributed to Council with a separate narrative addressing financial results and minor changes to page two of the report.
- The FY20 financial statement preparation and audit process has resumed following the identification of FY20 opening balance items requiring review and reconciliation by the independent auditors, which contributed to the delay reported with the October 2020 staff report.
- The Billing & Customer service department has continued its efforts to collect past due tax and utility balances.

- Past due utility accounts continue to be monitored through the spectrum of the Modifications to the Governor's Declaration of a State of Emergency. Extended payment plans, COVID-19 relief funds and referrals to charitable resources are being offered to customers experiencing COVID-19 hardships, while the disconnection process has been resumed for accounts showing sustained periods with no payments or attempts to establish a payment plan.
- The 2020 tax levy was due September 30, 2020, escalated collection efforts have been underway since August resulting in collections of delinquent tax balances. After staff from several City departments met to discuss the most significant past due property tax balances, we reached out to notify owners that the next stage in our collection efforts is to recover outstanding balances through the monitions process. The letter campaign introducing a thirty-day notice period has encouraged additional payments.
- The customer service team has been operating at a breakneck pace since August in an attempt to restore past due account balances to pre-COVID levels, which is a challenging task requiring our team members to step into the daily lives of Milford residents and the daily operations of Milford businesses to serve reminders of their obligations as taxpayers and utility customers. The message is correct and right; it is repetitive and routine and clearly understood by staff on our side of the window, yet it is often met with denial, misunderstanding, argument and at times, contempt or even unduly harsh personal criticism from the other side. Please join me in sincerely thanking the team for their understanding commitment to serve the entirety of Milford's taxpayers and utility customers by treating all collection efforts with fairness, consistency, professionalism and conformity with City code.
- A Finance and Public Work Committee meeting will be held on January 11, 2021, Drafts of Reserve Fund Policies addressing Minimum Cash Requirements (MCRs) and Equipment Replacement Reserve recommendation will be distributed to the committee members for review and discussion.

#### *Public Works Department*

Director of Public Works Svaby gave the following report:

#### **Director's Office**

- After discussing pedestrian/resident needs on Beechwood Avenue in Marshall Commons, signs will be placed on both sides of the incoming/outgoing traffic along Beechwood that read "Children at Play". One sign is in stock at the PW warehouse. Another will be ordered and will likely have a 4-6 week lead time before installation.
- Hired a two-year Public Works intern candidate, Regan Ogden. His first-year rotational schedule will be split among Parks and Recreation, Operations such as the Warehouse and Garage, and the Electric Division.

#### **Electric/Technical Services**

- Made-up and installed City's decorative Christmas lights in accordance with direction from PW Director and DMI.
- Responded to emergency outage caused by pole being hit on small business Saturday. Crew quickly reported to work on Saturday 11/28 and safely and expeditiously isolated damage, replaced pole, and restored power.
- Installed instrument rated metering for Milford Movies
- Installed new level transducer in Cascades pump station wet well.

#### **Streets and Utilities Division**

- Leaf collection is fully underway and operational.

- Worked toward resolution of exploratory dig up at new test well on 10<sup>TH</sup> Street.
- Put hydrant flags up for snow removal this winter.
- Removed tree stump and root for new sidewalk on Franklin St.
- Mothballed water service line on 13 N. Church St to old meter pit that went to parking lot.

### **Engineering Division**

- Tenth Street Test Well Drilled (waiting on report from AC Schultes)



### **Fleet/Operations**

- Ordering Hybrid-fueled vehicles for both IT and Engineering Divisions

### **Solid Waste**

- Solid Waste missed collections continue to decrease. Collections occurred over Thanksgiving Holiday as expected; Superintendent joins collections crew for the day



### **Water/Sewer**

- Public Works officials attended the Kent County Sewer Advisory Board meeting on 12/2/20 at 5:00 PM.

- Reviewed bond requirements for Shawnee Acres Pump Station. Will be issuing a partial withhold/extension of secured bond value to insure final installation and commissioning of soft start mechanism and start-up of “de-ragger” mechanisms.

*Planning & Economic Development Department*

P&ED Director Pierce gave the following report:

- Through the first eleven months of the 2020 calendar year, the City has issued 203 new residential construction permits and 6 new construction permits for 144 apartment units.
- The total construction investment in Milford from January through the end of November based on issued building permits was \$71,994,069.
- The City of Milford has seen 72 projects with a committed investment of over \$22.1 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$2.68 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$346,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.
- The Planning Commission recommended approval of and City Council approved rezonings stemming from the 2018 Comprehensive Plan that affected 11 properties.
- The Planning Commission reviewed the Final Major Subdivision application for Milford Ponds Phase II (consisting of 89 single-family detached dwellings) and recommended approval to City Council. City Council tabled this agenda item until the January 11, 2021 meeting.
- The Planning Commission will review a conditional use application for Clear Definition Detailing to conduct a car detailing operation at 301 NE Front Street at the December meeting. This will be on the City Council agenda for January 11, 2021 for review.
- The Planning Commission will begin workshops to review and update sections of Chapter 230 Zoning and Chapter 200 Subdivision of Land beginning in January 2021.
- The Board of Adjustment reviewed and approved several variances related to oversized accessory structures and setback reductions for accessory buildings at the November meeting.
- The Board of Adjustment will review three variance applications in December for the construction of a new house on N. Church Street, the construction of an addition in West Shores and the construction of an addition in Walnut Village.
- Milford Ponds withdrew its Preliminary Site Plan application for Phase IV of the development consisting of 264 multi-family units.
- The City reviewed an application for Final Major Subdivision of Phase I of the Knight Crossing project and submitted review comments to the developer.
- The City reviewed final construction plans for Milford Ponds Phase III and provided the review comments to the developer.
- Simpsons Crossing submitted a request for 5 new single-family detached dwelling permits which should be issued in early December. Construction of these homes should begin in this community in the first half of December.
- Rental License, Contractor’s License and Business License courtesy renewal notices will be mailed out in the middle of December reminding landlords and business owners to register with the City. Landlords and business owners have until January 31, 2021 to submit renewal forms and payment.
- Staff attended a 2-day virtual FEMA workshop regarding the Community Rating System. FEMA provides flood insurance rate reductions for communities that participate in the Community Rating System and commit to higher standards and efforts to mitigate flood risks.
- Century Engineering, DelDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed and will be prioritized using DelDOT criteria and software during the month of December. The Bicycle Advisory Committee will review the prioritization efforts and project list in January.
- Staff continues to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see

below links). Attached to the staff report are the 2020 annual reports provided to the State of Delaware last summer for both the City’s Comprehensive Plan and the DDD program.

- [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
- [Downtown Development District Plan \(Click Here to View\)](#)
- [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
- [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Total
New Cases	19
Closed Cases	18
Open Cases at Start of Period	321
Open Cases at End of Period	321

Note: 185 open cases are for Weeds & Grass which stay open for the entire growing season

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	1
Dangerous Tree	0
Furniture Violation	0
Generic Violation	14
Property Maintenance Violation	2
Rubbish & Garbage	0
Weeds & Grass	1
Zoning Use Violation	1
Total	19

Rental Licenses Issued: 18  
Vendor Licenses Issued: 0  
Contractors Licenses Issued: 20

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	7
Residential Demolition	0
Residential Building New Construction	6
Residential Renovation/Accessory	11
Roof/Siding Permit	9
Sign Permit	4
Solar Panel Permit	0
Utility Permit	2
Total	39

Inspections Performed:

Inspections Performed by Type	Count
Footer	37
Foundation	15
Framing	40
Insulation	25
Final	15
Residential Rental	0
Total	132

Note: Proactive rental inspections have been placed on hold due to COVID-19.

*Parks & Recreation Department*

Director Dennehy provided the following report:

- Work continues on rebuilding the basketball court alongside the river. New backboards have been fabricated and are currently being painted, and will soon be installed with new rims. The court will be temporarily striped for winter and a new top coat (referred to as a “sports coat”) will be installed in the spring when the weather is warmer.
- Park staff finished removing all the dead flowers from the hanging baskets and flower beds the month of November and prepared all the baskets with liners and soil in preparation for installing the Christmas decorations and greenery.
- Park staff assisted DMI and a number of volunteers on Sunday November 22, with the annual planting of greenery for the hanging baskets downtown. There was a good turnout of volunteers, and the Park Superintendent “RJ” Skinner gave some positive comments for a newspaper article which appeared in the State News.
- Holiday banners were installed downtown which involves removing the DMI sail type banners and replacing them with the “Happy Holiday banners” which hang on the lower part of the light poles.
- Crews worked diligently to install the holiday lights on all the lower trees, and light poles in the downtown area and install the garland. A number of new strands of lights were purchased this year and we have received many positive comments on how good the lights look.
- Parks crews cut and weed whacked both cemeteries one time at the end of the growing season in order for both cemeteries to be presentable over the winter months. Leafs along the exterior wall will be picked up.
- Fallen leafs were removed from library square and additional wood chips were installed in preparation for the winter market in December.
- Preparations continued to move forward with a winter basketball league and the associated rules, regulations and guidelines from the Department of Health and Governor’s advice pertaining to Covid-19. We are hopeful that tryouts and practices will be allowed to continue in the month of December.
- Construction of the much-needed bathrooms at the Park maintenance building (rear building at the old Armory) was completed, staff are thankful to see these finally get installed.
- Work began on handrail repair on the Riverwalk near the State service building; however, we have run into some issues with the type of existing handrail and the best method to fabricate and install a new handrail. We will continue to work with our contractor to seek a resolution.

- Parks crews addressed Bicentennial Park and the area of the Riverwalk in terms of weeding, trimming of trees, shrubs and bushes.
- Irrigation at the dog park was winterized. Some Christmas wreaths and bows were also installed at the dog park.
- Annual playground inspections were performed at both playgrounds by the Park Superintendent at the City's risk control specialist, from PMA. An inspection report was generated and any items which need attention will be rectified in the near future.
- Park Superintendent Ralph "RJ" Skinner graduated the Supervisor training academy.
- "RJ" Skinner represented the City of Milford at the DeLea Founders Insurance Trust (DFIT), annual snow plow ROAD-E-O at Dover Downs, participating in the Non-CDL and small equipment division (this is where drivers are timed and scored on a practice snow plow obstacle course).
- Director and Park Superintendent attended an on-site meeting with representatives of DMI in planning logistics for the winter market, specifically lighting of the event.
- Director attended (virtually) the Supervisor training academy graduation.
- Director attended (virtually) the monthly Kent County Tourism meeting.
- Director continued to work on the Memorandum of Understanding with the Delaware Nature Society, and participated in another meeting to bring additional programming into Milford.

*Human Resources Office*

HR Administrator Jamesha Eaddy provided an update from HR:

- Interviews were conducted for the positions of Public Works Equipment Operator and ICMA Local Government Management Fellowship.
- Onboarded a new hire for the position of Public Works Intern. The new hire's first day was November 16, 2020. In this position, the new hire will rotate through the divisions of Public Works and Parks and Recreation.
- City Offices were closed on November 11, 2020 in observance of Veterans Day. The City is a military-friendly employer and honored 32 individuals with a lapel pin to wear for their branch of service.
- City employees participated in the DeLea Founders Insurance Trust (DFIT) 2020 Snow Plow Road-E-O competition which was held on November 18, 2020 at Dover Downs. The winners from the CDL, Non CDL and Small Equipment divisions will be announced at the DFIT Safety Meeting on December 15, 2020.
- Fresh turkeys for Thanksgiving were distributed to City employees and applicable City boards on November 24, 2020.
- 7 City employees graduated from the Delaware Municipal Supervisory Management Academy on November 18, 2020. All graduates received 3 credits towards a Wilmington University Bachelor of Science in Business Administration or Organizational Management. Employees from the City of Lewes, City of Seaford, City of Rehoboth, Kent County, Town of Milton, City of Newark and Town of Newport also graduated from the academy.

Councilman Boyle expressed his appreciation for everything that Ms. Eaddy has done with the leadership training program.

*MONTHLY FINANCE REPORT*

Councilman James shared that he had a meeting on Thursday with the Finance Director and City Manager. During the meeting, he learned that the RFP has been put out for a new ERP system. The police station was also discussed; confirmation has been received that prevailing wages will not be required for that project. Councilman James shared that he believes that the collection process is working exceptionally well for delinquent accounts.

Councilman James shared that on revenues and expenses, Mr. Vitola will continue to work on getting those things in a profit and loss format. That will provide the ability to see what line items are making money and which are not.

Mr. Vitla shared the following report for the period ending October 31, 2020:

1 **Operating Cash Balances**

2 Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Oct 31, 2020)
3 General Fund	\$ 3,728,180	\$ 3,146,115	\$ 1,470	\$ (1,499,242)	\$ 5,376,522
4 Electric Fund	5,179,884	2,548,951	2,754	(2,129,526)	5,602,062
5 Water Fund	739,281	241,062	1,499	(153,160)	828,682
6 Sewer Fund	449,556	428,930	646	(422,992)	456,140
7 Solid Waste Fund	363,616	124,299	83	(109,929)	378,068
8 <b>Operating Cash Totals</b>	<b>\$ 10,460,517</b>	<b>\$ 6,489,356</b>	<b>\$ 6,452</b>	<b>\$ (4,314,851)</b>	<b>\$ 12,641,475</b>

9 **Federal, State and Other Special Purpose Cash Balances**

10 Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements <sup>3</sup>	Closing Balance (Oct 31, 2020)
11 General Improvement	\$ 380,102	\$ -	\$ 84	\$ -	\$ 380,186
12 Municipal Street Aid (MSA)	445,294	68,254	113	-	513,661
13 Realty Transfer Tax (RTT)	3,128,828	61,389	692	(41,667)	3,149,242
14 Economic Development	32,289	-	-	-	32,289
15 <b>Special Purpose Cash Totals</b>	<b>\$ 3,986,513</b>	<b>\$ 129,643</b>	<b>\$ 889</b>	<b>\$ (41,667)</b>	<b>\$ 4,075,378</b>

16 **Reserve Fund Cash Balances<sup>2</sup>**

17 Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements <sup>4</sup>	Closing Balance (Oct 31, 2020)
18 General Fund Capital Reserves	\$ 2,092,021	\$ -	\$ 1,033	\$ (145,495)	\$ 1,947,559
19 Water Fund Capital Reserves	9,589,639	-	5,735	(6,745)	9,588,629
20 Sewer Fund Capital Reserves	4,008,521	-	2,410	(14,825)	3,996,106
21 Electric Fund Capital Reserves	11,703,331	-	7,193	(273,133)	11,437,391
22 <b>Reserve Fund Cash Totals</b>	<b>\$ 27,393,512</b>	<b>\$ -</b>	<b>\$ 16,371</b>	<b>\$ (440,197)</b>	<b>\$ 26,969,685</b>

23 **Impact Fees and Police/General Facilities Cash Balances**

24 Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Oct 31, 2020)
25 Police & General Gov't Facilities	\$ 418,663	\$ 26,709	\$ -	\$ (1,850)	\$ 443,523
26 Water Impact Fee Reserves	3,709,272	89,088	-	(6,144)	3,792,216
27 Sewer Impact Fee Reserves	2,172,899	47,067	-	(3,246)	2,216,720
28 Electric Impact Fee Reserves	906,840	36,950	-	(1,200)	942,590
29 <b>Impact Fees &amp; Police/GF Totals</b>	<b>\$ 7,207,674</b>	<b>\$ 199,814</b>	<b>\$ -</b>	<b>\$ (12,440)</b>	<b>\$ 7,395,049</b>

30 <b>Grand Totals</b>	<b>\$ 49,048,216</b>	<b>\$ 6,818,814</b>	<b>\$ 23,712</b>	<b>\$ (4,809,155)</b>	<b>\$ 51,081,587</b>
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31 <sup>1</sup>Balances reflect banking and investment account statements and are not indicative of funding availability

32 <sup>2</sup>See enclosed Restricted Cash Reserves Report for breakdown of reserve funding commitments

33 <sup>3</sup>Transfer to Police to support operating expenditures (line 13)

34 <sup>4</sup>Electric Reserves used to purchase budgeted equipment (line truck); GF Reserves used to purchase budgeted police vehicle, IT server & Parks/Rec Equip

Mr. Vitola shared that cash investment balances continue to remain strong and steady as of the end of October. There were a few significant cash outflows that were noted at the bottom of the page. There was less than a half of a million dollars used to purchase some budgeted capital items.

Mr. Vitola then discussed the reserve balances. He noted that the discussions that were held at the 11/17/2020 Council retreat are reflected in the revised titles and dollar amounts in terms of draft reserve fund policies.

Restricted Cash Reserves Report  
As of October 31, 2020

General Fund Capital Reserves		Amount	Water Fund Capital Reserves		Amount	Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/20)	\$	1,947,559	Cash/Investment Balance (10/31/20)	\$	9,588,629	Cash/Investment Balance (10/31/20)	\$	3,996,106
Restricted Funds:			Restricted Funds:			Restricted Funds:		
FY'19 Approved with Budget		(33,410)	NW & NE Front Street Waterline		(131,718)	Service Vehicle - Ford F250		(35,000)
FY'19 Capital - Council Approved		(55,830)	Streets 2020 Utility Engineering		(9,334)	Hook/Dump Truck with Plow		(7,524)
FY'20 Approved with Budget		(230,165)	SE Second Street - Lead Gooseneck		(152,562)	I&I Engineering Study		(13,943)
FY'20 Capital - Council Approved		(7,300)	Two Test Wells - 10th Street		(80,000)	DNREC Surface Water Grant		(50,000)
FY'21 Approved with Budget <sup>1</sup>		(667,670)	Automated Blow-Off Valves		(48,628)	Mill Street - Line Rerouting		(5,439)
FY'21 Capital - Council Approved		(256,320)	Lovers Lane Water Lines		(44,950)	Streets 2020 Utility Engineering		(9,333)
Funding for 5 Police Officers - Yr 3		(436,800)	Fencing & Water Source Study		(54,500)	Fencing - Lighthouse Pump Station		(28,000)
			SE Regional Water Quality Study		(36,500)	I&I - Shawnee Acres & Truitt Ave		(141,634)
			Front Street Water Lines		(1,500,000)			
Support Policy with RTT Transfer <sup>2</sup>		2,000,000	Draft Reserve (MCR) Policy <sup>4</sup>		(887,632)	Draft Reserve (MCR) Policy <sup>4</sup>		(2,948,637)
Draft Reserve (MCR) Policy <sup>3</sup>		(1,835,293)	Equipment Replacement Reserve <sup>4</sup>		(1,546,200)	Equipment Replacement Reserve <sup>4</sup>		(613,000)
Equipment Replacement Reserve <sup>3</sup>		(293,902)	Uncommitted Reserve Balance	\$	5,096,606	Uncommitted Reserve Balance	\$	143,596
Uncommitted Reserve Balance	\$	130,869						
<b>Electric Fund Capital Reserves</b>			<b>Municipal Street Aid Reserves</b>			<b>Realty Transfer Tax Reserves</b>		
Cash/Investment Balance (10/31/20)	\$	11,437,391	Cash/Investment Balance (10/31/20)	\$	513,661	Cash/Investment Balance (10/31/20)	\$	3,149,242
Restricted Funds:			Projected Receipts through FY'21:			Projected Receipts through FY'21:		
SCADA / Smart Metering Wall		(100,000)	Restricted Funds:		138,248	Restricted Funds:		407,333
International Line Truck (E110)		(8,125)	Misplillon Street Group		(434,440)	Transfer to Police Dept		(333,332)
FY'19 Budgeted Capital		(297,150)	Street Improvement Plan: 2020		(133,000)	Sidewalk Project Funding		(140,000)
FY'20 Budgeted Capital		(466,400)	Street Improvement Plan: 2019		(72,000)	Misplillon Street Group		(80,000)
Early Redemption of Bond (1/1/22)		(1,060,000)	Balance of Fisher, Plum, Masten, etc		(1,094)			
			Balance of Lovers Lane Project		(3,125)	Support GF Policies w Transfer <sup>2</sup>		(2,000,000)
Draft Reserve (MCR) Policy <sup>4</sup>		(5,185,486)	Restricted for Bridge Improvements		(6,552)			
Equipment Replacement Reserve <sup>4</sup>		(1,241,200)				Draft Reserve Policy <sup>3</sup>		(1,000,000)
Uncommitted Reserve Balance	\$	3,079,030	Uncommitted Reserve Balance	\$	1,698	Uncommitted Reserve Balance	\$	3,243

<sup>1</sup>Includes \$347,899 for FY'21 General Fund Operating Budget Deficit-Funding  
<sup>2</sup>Per discussions held at 11/17/2020 Council Retreat, implementation of GF Reserve Policies would require support from an eligible funding source  
<sup>3</sup>Per 11/17 Council Retreat, initial draft of GF Policies recommend MCR of 60 days OpEx & Equip Repl Res of PY Equipment Depreciation Expense  
<sup>4</sup>Per 11/17 Retreat, initial drafts of Enterprise Fund Policies recommend dynamic MCR based on formula developed in COS study, with separate Equip Repl Reserve of 20% of 5-yr CIP  
<sup>5</sup>Per 11/17 Retreat, initial draft of RTT Fund Policy recommends dynamic MCR based on average of trailing-three-year RTT receipts

Mr. Vitola noted that draft reserve policies will be formalized in draft policies for the January 11, 2021 Finance and Public Works Committee meeting. They will then be subject to Council approval after that.

Mr. Vitola shared a revenue report that showed that revenues remain strong and ahead of the pace of the localized budget.

Councilman Baer asked if voters for the January election would have a range of numbers on how much their taxes will potentially go up; Mr. Vitola replied that he would be able to provide that information.

Mayor Campbell felt that there could be a lot of controversy based on the assessed values of houses. Mr. Vitola replied that there is a link on the City of Milford's website with information regarding the new police station. He added that some type of chart would be valuable or something similar to an impact calculator. There is a lot of concern due to not having a final known number for the cost of the project; so, it could be used as reference material.

Councilman James commented that prior referendums have had difficulties due to lack of transparency on the impact to taxpayers. He believes that an estimated amount should be provided to taxpayers. Councilman Marabello commented that transparency is extremely important.

Councilman Boyle made a motion to accept the monthly City Managers, Finance Department, Planning and Economic Development, HR, Police, Parks and Recreation and Public Works as presented. Councilman James seconded the motion that passed with all present voting in favor.

## COMMITTEE & WARD REPORTS

Councilman Baer reported that the Not Too Shabby building has finally been torn down and there is now nothing there.

## COMMUNICATIONS & CORRESPONDENCE

Councilman James reported that he attended the Food Bank food distribution on December 5<sup>th</sup> at KSI. He noted that they did an exceptionally good job and were able to distribute food to about 260 families.

## UNFINISHED BUSINESS

### *Authorization/City Economic Development Director*

City Manager Whitfield explained that City Council has discussed this on several occasions and they desire to add a position within the City for an Economic Development Director. A draft job description outlining the duties was included in the packet of information that was distributed. He is recommending the Council authorize the position of Economic Development and Community Engagement Administration with no change to the 2021 budget.

Mayor Campbell stated that City of Seaford currently has this position and several municipalities are looking to go this way.

Councilman Culotta thanked City Manager Whitfield for finding the funding in this budget and doing the work to coordinate this position. He added that it is important to the growth of Milford to have this position.

Councilman James pointed out that it is important to increase the tax base by bringing in more businesses to attract more residential areas to develop.

Councilwoman Wilson agreed that she was in support of this position and happy that City Manager Whitfield has been proactive with this position to move it forward.

Councilman Baer stated that it believes that it is a good opportunity for the City to add this position with the recent loss of business by so many and it is much needed to help those entities as well.

Councilman Marabello made a motion to approve the funding for the position of Economic Development and Community Engagement Administrator, seconded by Councilwoman Wilson. Motion carried by the following unanimous roll call vote:

Councilman Marbello voted yes; he believes that it is an important position;

Councilman Boyle voted yes; this position is potentially the most viable new hire that will be made this year;

Councilman Culotta voted yes; he agrees with Councilman Boyle reason;

Councilman Baer voted yes; based on the reasons previously stated;

Councilman Morrow voted yes; based on the reasons previously stated;

Councilman James voted yes; he believes this is the single most important hire that the City will make and give us control of our destiny as far as economic growth is concerned;

Councilwoman Wilson voted yes; this is a very valuable position for the City of Milford.

## NEW BUSINESS

*Adoption of Resolution 2020-42/Waiver/Business License Late Fee*

Director Pierce stated that the information was provided in the packet.

RESOLUTION 2020-42  
MORATORIUM ON 2020 BUSINESS LICENSE DELINQUENCY FEES

WHEREAS, City Council has adopted Ordinance 2019-35 on October 14, 2019 providing for the requirement and procedures to issue licenses to businesses operating within the corporate limits of the City;

WHEREAS, Chapter 90-3(A) states “all businesses in existence prior to January 1, 2020 shall obtain a business license prior to July 1, 2020”;

WHEREAS, Chapter 90-6(B) states “In the event that an existing business has not applied for and paid the business license fee on or before the first day of February, a penalty of ten percent (10%) shall be assessed for each month or portion thereof that the license fee remains unpaid”;

WHEREAS, on March 12, 2020, Governor John Carney declared a State of Emergency due to the Public Health Threat of COVID-19, which became effective on March 13, 2020;

WHEREAS, additional modifications to the Declaration of the State of Emergency included social distancing and shelter-in-place mandates that required the closure of nonessential businesses and resulted in a number of layoffs and hardships on existing businesses; and,

WHEREAS, the City of Milford has already implemented customer protections in response to the COVID-19 pandemic, including the temporary suspension of utility disconnects and late fees, and the implantation of flexible credit and payment procedures to ensure all customers remain connected to essential utility services, moratorium on increase in water and sewer utility rates.

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

City Council hereby authorizes a moratorium on business license delinquency fees outlined in Chapter 90-6 to last until December 31, 2021, in order to allow existing businesses to register for the City’s business licensing program without penalty. This resolution does not waive the annual fee that was due for the 2020 calendar year.

Last October, an ordinance was passed to establish a business license program. The rollout of the plan started on January 1, 2020 for all new businesses. Existing businesses were given until July 1, 2020 to register. The department made attempts in a couple of different ways to try to get the existing business community to register, but have fallen short of where they would like to be at this current moment. There are about 1/3 of the businesses left to get registered into the program. Due to the pandemic and other items, he would like to request that Council to waive the late fee. Through the end of 2021, it would not leave the businesses their obligation to pay for this past year’s annual fee but will allow a little more flexibility.

Councilman James believes that the moratorium is needed. He asked if those that have not registered is due to COVID or just non-compliance and whether the non-compliant businesses created a void in meeting the police department's goal of getting information. Director Pierce replied that he is not entirely and added that the application requires all of the pertinent information needed at the planning offices and police department. There was coordination with Chief Brown in terms of what information they would be looking for to include on the application.

Councilman Culotta pointed out that may need to be looked into further to ensure they have the information in the event of an emergency.

Mayor Campbell called for any public comments or questions at 8:54 p.m.; hearing none he closed the public comment period at 8:55 p.m.



Late Utility Payment	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
<b>PERMITTING FEES</b>						
<i>Description</i>	<i>Fee</i>					
Sewer Utility Permit	\$10.00					
Sewer Tap/Connection	Actual City cost					
Sewer Inspection	\$35 per inspection					
Sewer Re-inspection	\$50.00 per inspection					
Impact Fee, Kent County	As determined by Kent County, per EDU					
Impact Fee, City	\$1,561 per EDU		Effective July 1, 2019			
	\$1,623 per EDU		Effective July 1, 2020			
	\$1,688 per EDU		Effective July 1, 2021			
	\$1,756 per EDU		Effective July 1, 2022			
	\$1,826 per EDU		Effective July 1, 2023			
	\$1,899 per EDU		Effective July 1, 2024			
	\$1,975 per EDU		Effective July 1, 2025			
	\$2,054 per EDU		Effective July 1, 2026			
\$2,136 per EDU		Effective July 1, 2027				
<b>MISC FEES</b>						
<i>Description</i>	<i>Fee</i>					
Penalties & Fines	Not less than \$100 nor more than \$1,000 plus cost of prosecution					

*Resolution 2020-43 replaces Resolution 2020-27 in its entirety.*

Adopted: December 14, 2020  
Effective: July 1, 2021

CITY OF MILFORD  
RESOLUTION 2020-44  
WATER FEE SCHEDULE

WHEREAS, Chapter 222 of the City of Milford Code provides the ability to establish rates to operate a water system for its water customers; and,  
WHEREAS, certain rates must cover the costs related to administration, construction, maintenance, and upgrades to the system; and  
WHEREAS, the cost to effectively operate said system demonstrated a need to increase City water rates effective July 1, 2020; and  
WHEREAS, to address the effect caused by the COVID-19 pandemic, including not only health impacts but economic impacts as many residents have had their jobs eliminated or hours reduced to decrease its spread, on April 13, 2020, City Council adopted Resolution 2020-15 that enacted a moratorium on water and sewer increases through December 31, 2020; and  
WHEREAS, City Council remains cognizant of how Covid-19 significantly continues to place undue financial burdens on the residents in our community.  
NOW, THEREFORE BE IT RESOLVED, by the City of Milford, the moratorium on water rate increases is hereby extended another six months to help alleviate some of that burden, and Resolution 2020-44 is hereby adopted, as stated below:

<b>BILLING FEES</b>							
<i>Description</i>		<i>Fee Per Month</i>	<i>Fee Per Month effective 07/01/20 21</i>	<i>Fee Per Month effective 07/01/20 22</i>	<i>Fee Per Month effective 07/01/20 23</i>	<i>Fee Per Month effective 07/01/20 24</i>	<i>Fee Per Month effective 07/01/20 25</i>
<i>Usage Fee; Residential;</i>	<i>Up to 1,000 gallons of metered water</i>	\$3.25	3.38	3.52	3.66	3.80	3.95

<i>In-City Users</i>	<i>1,001-4,000 gallons of metered water consumption, per 1,000 gallons</i>		\$3.25	3.38	3.52	3.66	3.80	3.95
	<i>4,001-8,000 gallons of metered water consumption, per 1,000 gallons</i>		\$3.50	3.64	3.79	3.94	4.09	4.26
	<i>Over 8,000 gallons of metered water consumption, per 1,000 gallons</i>		\$4.00	4.16	4.33	4.50	4.68	4.87
<i>Usage Fee; Residential Out-of-City Users</i>	<i>Up to 1,000 gallons of metered water</i>		\$4.88	5.08	5.28	5.49	5.71	5.94
	<i>1,001-4,000 gallons of metered water consumption, per 1,000 gallons</i>		\$4.88	5.08	5.28	5.49	5.71	5.94
	<i>4,001-8,000 gallons of metered water consumption, per 1,000 gallons</i>		\$5.25	5.46	5.68	5.91	6.14	6.39
	<i>Over 8,000 gallons of metered water consumption, per 1,000 gallons</i>		\$6.00	6.24	6.49	6.75	7.02	7.30
<i>Usage Fee; Commercial, Inside City</i>	<i>≤1" meter</i>	<i>Up to 10,000 gallons</i>	32.50	33.80	35.15	36.56	38.02	39.54
		<i>10,001-31M gallons, per 1,000 gallons</i>	2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	3.25	3.38	3.52	3.66	3.80	3.95
	<i>1.25" meter</i>	<i>Up to 15,000 gallons</i>	48.75	50.70	52.73	54.84	57.03	59.31
		<i>15,001-31M gallons, per 1,000 gallons</i>	2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	3.25	3.38	3.52	3.66	3.80	3.95
	<i>1.5" meter</i>	<i>Up to 25,000 gallons</i>	81.25	84.50	87.88	91.40	95.05	98.85
		<i>25,001-31M gallons, per 1,000 gallons</i>	2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	3.25	3.38	3.52	3.66	3.80	3.95
	<i>2" meter</i>	<i>Up to 50,000 gallons</i>	162.50	169.00	175.76	182.79	190.10	197.71
		<i>50,001-31M gallons, per 1,000 gallons</i>	2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	3.25	3.38	3.52	3.66	3.80	3.95
	<i>3" meter</i>	<i>Up to 125,000 gallons</i>	406.25	422.50	439.40	456.98	475.26	494.27
		<i>125,001-31M gallons, per 1,000 gallons</i>	2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	3.25	3.38	3.52	3.66	3.80	3.95
	<i>4" meter</i>	<i>Up to 300,000 gallons</i>	975.00	1,014.00	1,054.56	1,096.74	1,140.61	1,186.24
		<i>300,001-31M gallons, per 1,000 gallons</i>	2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	3.25	3.38	3.52	3.66	3.80	3.95
	<i>6" meter</i>	<i>Up to 800,000 gallons</i>	2,600.00	2,704.00	2,812.16	2,924.65	3,041.63	3,163.30
		<i>800,001-31M gallons, per 1,000 gallons</i>	2.60	2.70	2.81	2.92	3.04	3.16

		<i>Over 31M gallons, per 1,000 gallons</i>	3.25	3.38	3.52	3.66	3.80	3.95
8" meter		<i>Up to 1.2M gallons</i>	3,900.00	4,056.00	4,218.24	4,386.97	4,562.45	4,744.95
		<i>1.21M-31M gallons, per 1,000 gallons</i>	\$2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	\$3.25	3.38	3.52	3.66	3.80	3.95
10" meter		<i>Up to 1.6M gallons</i>	\$5,200.00	5,408.00	5,624.32	5,849.29	6,083.26	6,326.60
		<i>1.61M-31M gallons</i>	\$2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	\$3.25	3.38	3.52	3.66	3.80	3.95
12" meter		<i>Up to 2M gallons</i>	\$6,500.00	6,760.00	7,030.40	7,311.62	7,604.08	7,908.24
		<i>2.1M-31M gallons, per 1,000 gallons</i>	\$2.60	2.70	2.81	2.92	3.04	3.16
		<i>Over 31M gallons, per 1,000 gallons</i>	\$3.25	3.38	3.52	3.66	3.80	3.95

**BILLING FEES, CONTINUED**

Description		Fee Per Month	Fee Per Month effective 07/01/2021	Fee Per Month effective 07/01/2022	Fee Per Month effective 07/01/2023	Fee Per Month effective 07/01/2024	Fee Per Month effective 07/01/2025	
Usage Fee; Commercial, Outside City	≤1" meter	<i>Up to 10,000 gallons</i>	\$48.75	50.66	52.64	54.70	56.84	59.06
		<i>10,001-31M gallons, per 1,000 gallons</i>	\$3.90	4.06	4.22	4.39	4.57	4.75
		<i>Over 31M gallons, per 1,000 gallons</i>	\$4.88	5.08	5.28	5.49	5.71	5.94
	1.25" meter	<i>Up to 15,000 gallons</i>	\$73.13	75.99	78.96	82.04	85.24	88.57
		<i>15,001-31M gallons, per 1,000 gallons</i>	\$3.90	4.06	4.22	4.39	4.57	4.75
		<i>Over 31M gallons, per 1,000 gallons</i>	\$4.88	5.08	5.28	5.49	5.71	5.94
	1.5" meter	<i>Up to 25,000 gallons</i>	\$121.88	126.64	131.58	136.72	142.06	147.61
		<i>25,001-31M gallons, per 1,000 gallons</i>	\$3.90	4.06	4.22	4.39	4.57	4.75
		<i>Over 31M gallons, per 1,000 gallons</i>	\$4.88	5.08	5.28	5.49	5.71	5.94
	2" meter	<i>Up to 50,000 gallons</i>	\$243.75	253.26	263.14	273.41	284.08	295.16
		<i>50,001-31M gallons, per 1,000 gallons</i>	\$3.90	4.06	4.22	4.39	4.57	4.75
		<i>Over 31M gallons, per 1,000 gallons</i>	\$4.88	5.08	5.28	5.49	5.71	5.94
	3" meter	<i>Up to 125,000 gallons</i>	\$609.38	633.15	657.85	683.51	710.17	737.87
		<i>125,001-31M gallons, per 1,000 gallons</i>	\$3.90	4.06	4.22	4.39	4.57	4.75
		<i>Over 31M gallons, per 1,000 gallons</i>	\$4.88	5.08	5.28	5.49	5.71	5.94

4" meter	Up to 300,000 gallons	\$1,462.50	1,519.54	1,578.81	1,640.39	1,704.37	1,770.85
	300,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
6" meter	Up to 800,000 gallons	\$3,900.00	4,052.10	4,210.14	4,374.34	4,544.94	4,722.20
	800,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
8" meter	Up to 1.2M gallons	\$5,850.00	6,078.15	6,315.20	6,561.50	6,817.40	7,083.28
	1.21M-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
10" meter	Up to 1.6M gallons	\$7,800.00	8,104.20	8,420.27	8,748.67	9,089.87	9,444.38
	1.61M-31M gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
12" meter	Up to 2M gallons	\$9,750.00	10,130.25	10,525.33	10,935.82	11,362.32	11,805.46
	2.1M-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
<i>Temporary Water Usage, Consumption Rate per 1,000 gallons</i>		\$4.00	4.16	4.33	4.50	4.68	4.87
<i>Fire Line/Hydrant, Consumption Rate, Inside City</i>	1-4,000 gallons, per 1,000 gallons	\$3.25	4.16	4.33	4.50	4.68	4.87
	4,001-8,000 gallons, per 1,000 gallons	\$3.50	3.38	3.52	3.66	3.80	3.95
	8,001+ gallons, Per 1,000 gallons	\$4.00	4.16	4.33	4.50	4.68	4.87
<i>Fire Line/Hydrant, Consumption Rate, Outside City</i>	1-4,000 gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
	4,001-8,000 gallons, per 1,000 gallons	\$5.25	5.46	5.68	5.91	6.14	6.39
	8,001+ gallons, Per 1,000 gallons	\$6.00	6.24	6.49	6.75	7.02	7.30
<i>Late Utility Payment</i>		1.50% Per month	1.50% Per month	1.50% Per month	1.50% Per month	1.50% Per month	1.50% Per month
<b>BILLING FEES, CONTINUED</b>							
<i>Description</i>			<i>Fee</i>				
<i>Temporary Water Usage, Flat Fee per day</i>			<i>\$50.00 per day</i>				
<i>Fire Line/Hydrant, Private Availability, Inside/Outside City</i>			<i>\$15.00 per month</i>				
<i>Water Tampering</i>			<i>\$250.00 per occurrence</i>				

<i>Water Account Set Up</i>	<i>\$50.00 each</i>
<i>Water Service Re-connection</i>	<i>\$50.00 per occurrence</i>
<i>Service Call; during normal business hours</i>	<i>\$50.00 per occurrence</i>
<i>Service Call; after normal business hours</i>	<i>\$100.00 per occurrence</i>
<i>Water Meter Testing</i>	<i>\$100.00 per occurrence</i>

<b>PERMITTING FEES</b>		
<i>Description</i>		<i>Fee</i>
<i>Water Tap/Connection Permit</i>		<i>\$10.00</i>
<i>Water Tap/Connection</i>		<i>Actual City cost</i>
<i>Water Line Installation</i>		<i>Actual City cost, plus 10%</i>
<i>Water Line Inspection</i>		<i>\$35.00</i>
<i>Water Line Re-inspection</i>		<i>\$50.00</i>
<i>Water Meter</i>	<i>Residential, 1"</i>	<i>\$200.00</i>
	<i>Commercial, 1"</i>	<i>\$350.00</i>
	<i>Over 1"</i>	<i>Calculated on individual basis</i>
<i>Water Meter Installation</i>		<i>\$35.00</i>
<i>Fire Line</i>	<i>2" line size</i>	<i>\$2,500</i>
	<i>4" line size</i>	<i>\$3,000</i>
	<i>6" line size</i>	<i>\$3,500</i>
	<i>8" line size</i>	<i>\$4,000</i>
	<i>10" line size</i>	<i>\$6,000</i>
<i>Impact Fee, Irrigation</i>		<i>Equal to current City Impact Fee</i>
<i>Impact Fee, City</i>	<i>\$2,954 per EDU</i>	<i>Effective July 1, 2019</i>
	<i>\$3,072 per EDU</i>	<i>Effective July 1, 2020</i>
	<i>\$3,195 per EDU</i>	<i>Effective July 1, 2021</i>
	<i>\$3,323 per EDU</i>	<i>Effective July 1, 2022</i>
	<i>\$3,456 per EDU</i>	<i>Effective July 1, 2023</i>
	<i>\$3,594 per EDU</i>	<i>Effective July 1, 2024</i>
	<i>\$3,738 per EDU</i>	<i>Effective July 1, 2025</i>
	<i>\$3,887 per EDU</i>	<i>Effective July 1, 2026</i>
	<i>\$4,043 per EDU</i>	<i>Effective July 1, 2027</i>
<b>MISC FEES</b>		
<i>Description</i>		<i>Fee</i>
<i>Penalties &amp; Fines</i>		<i>Not less than \$50 nor more than \$1,000 plus cost of prosecution</i>

*Resolution 2020-44 replaces Resolution 2020-06 in its entirety.*

Adopted: December 14, 2020  
Effective: July 1, 2021

Mayor Campbell asked for any public comment or questions; hearing none, he closed the public session at 8:58 p.m.

Councilman Boyle made a motion to adopt Resolution 2020-43 for the updated sewer rate schedule originally adopted earlier to be extended for six more months and to end on June 30, 2021. Councilman James seconded the motion. Motion carried.

Councilman Boyle made a motion to approve Resolution 2020-44, extending the moratorium on the updated water rates six more months through June 30, 2021. Councilman James seconded the motion. Motion carried.

*Funding Authorization/Generator/Milford Crossing Apartment Complex*

City Engineer Puddicombe explained that a generator engine failed at one of the substations. Due to the nature of the design of the engine, it cannot be repaired. One option would be to replace the engine, which is near as costly or more costly than to replace the generator. It is being proposed to replace that generator requiring funding to be transferred from reserve accounts.

The failed generator was installed in 2007 and is approximately 13 years old. Currently, the Public Works Department is renting a backup generator at a rate of \$1,900 a month to ensure the pump station does not overflow in the event of a power failure. A quote was requested and received through Roy's Electric Service to procure and install a C35D6 Diesel Genset, 60Hz, 35 kW and installation with costs totaling \$9,250. The total cost for the replacement of the generator is \$40,950, which will result in a payback period of 21.6 months, which is significantly less than the depreciation life of 20 years under MACRS.

Councilman James commented that this is a piece of equipment that has run a long life and he believes what is being proposed is the proper thing to do.

Councilman Marabello made a motion to authorize the purchase of a new generator for the Milford Crossing Pump Station and that the funds be paid from the sewer reserve fund. Councilman James seconded the motion which passed with all present voting in favor.

Councilwoman Wilson made a motion to adjourn. Councilman James seconded the motion; motion so passed with all present voting in favor.

With no further questions or comments, Mayor Campbell adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Tracy N. Torbert  
Transcriptionist