

Milford City Council
MEETING MINUTES
April 12, 2021

The City Council of the City of Milford convened in a Workshop Session by way of a video conferencing website on Monday, April 12, 2021 at 6:31 p.m.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public gatherings until further notice. See April 12, 2021 Council Meeting Agenda and Packet for additional information.

CIP Presentation

City Manager Whitfield said he is pleased to present a draft of the Capital Improvement Plan for the next five years. He reminded Council this is only a planning document and is only looking for feedback this evening, in addition to any other projects that may need to be included.

The other item is the sequence of the projects and those that have a higher priority. As Council knows, there is a lot of opportunity in the near future for various streams of funding that Congress is presently considering through the infrastructure bill and the American Rescue Act. Hopefully, there will be other streams available over the five-year period as well.

Finance Director Lou Vitola echoed the City Manager's sentiments, emphasizing that this involves a lot of dollars over a number of years, but asked Council to keep in mind this is only a plan and there should be a lot of funding available.

Director Vitola noted that the file looks like the February 28th CIP update though is the actual FY22 to 26 CIP plan. He has what is current through February 28, 2021 for the year-to-date spent, versus FY20 and 21 approvals. The version to look for is the one that shows the FY22 budget and the planning years for FY23 through 26.

He then referenced the total lines, emphasizing there is a consolidated column for FY20 and 21 approved projects, and what was spent through February.

Public Works Director Svaby then shared the FY22 capital budget and the plans from FY23 through 26. He noted that he also has several staff members in attendance who will be participating.

He then introduced the Operations Supervisor Rhiannon Slater who heads up all the administrative functions at public works. She is the leader on the vehicle depreciation schedule that was pulled together this year for the Department of Public Works and they were able to true it up with the submissions for FY22 and future years. In terms of the public works vehicles and equipment long term, they hope to bring the balance of all city vehicles and equipment into it.

He said that Ms. Slater will be discussing some basic guidelines that will be used to replace vehicles and equipment and then talk more about the process and review as the budgeted is prepared. She will then highlight some of the areas for each division's submission for vehicles and equipment.

Directory Svaby then spoke about City Engineer James Puddicombe who is primarily responsible for capital designs and project management in both residential and commercial development, as well as infrastructure standards for

construction and inspections. He will be talking about some of the current projects and how they relate to what is going on now and in the future.

The Director recalled that on March 19th, the City lost their Electric Superintendent so he has assumed some of those responsibilities while they continue to search for a new Superintendent.

Tech Services Supervisor Steve Zeveney was introduced, stating he is filling in on behalf of the Electric Superintendent. He talked about the fiber optic backup project. A redundant loop of fiber optic cable will be installed between public works and other city offices, including city hall and customer service. Should something happen to the fiber optic cable that currently extends down Airport Road, this will prevent losing the entire network. That previously happened and the reason they wanted to prevent that from occurring again in the future.

Mr. Zeveney then talked about the GIS/Mapping Smart Metering project and the inclusion of the city's infrastructure as part of the GIS mapping system. This involved a large scope of work at the beginning of the smart metering project that included a number of elements. When the project first started, a lot of items were not billed on a timely basis and in some cases, for over a year. Our vendor would complete various stages of the work, but did not bill the city at that time. All this happened at the same time many of the administrative positions changed at Public Works. They are now at the point, where the invoicing is catching up and the remaining costs projected at \$150,000 to be paid in FY22.

The Shawnee Acres primary underground cable that's been a problem since it was installed back in 1979 and the reason for the replacement project. The majority of that work is actually done.

Mr. Zeveney then spoke about the last three items:

Delivery No. 1 Circuit Addition (Circuit 130) \$990,000; Delivery No. 2 Circuit Additional #1 \$960,000; and Delivery No. 2 Circuit Addition \$2 \$1,000,000 were needed to address the expansion and development that has occurred within the city. This helps with the overall distribution system and balances the load by preventing a lot of customers from being on the same large circuit.

The Delivery No. 1 circuit addition in the 100 series is actually connecting where there is current capacity in the station for additional circuitry for expansion of customers. He confirmed there is capacity at the substation to be able to add, as is planned in FY23. The \$990,000 is a planned number at this point and is not part of the FY22 budgeting.

There two additional planned to the substation No. 2. In those cases, the capacity does not exist, so it will be added as part of the addition circuits also in expectation of new customers.

The Public Works Director shared information on the LED Street light replacement project. To date, approximately \$96,000 have been completed through the end of February. The project is about 60% complete, with 40% remaining to be retrofitted. In FY22, there will be 30,000 more installed for a combined number of 126,000 should complete the project and includes all streetlights.

Councilman James asked for the savings as a result of the streetlights being converted; Director Svaby said he does not have that number, but is happy to follow up.

Operations Supervisor Rhiannon Slater then spoke about the vehicle and equipment within the Enterprise Funds.

Ms. Slater noted that last fiscal year, there was \$45,000 previously approved for W-15 though it was insufficient to purchase the vehicle. An additional \$4,000 is being requested in FY22 as a result.

The other vehicle needed is to purchase is a new W-8 estimated at \$52,000. The current W-8 is a 2011 F450 truck, also beyond its expected lifetime and is in need of some major repairs that are beginning to add up.

Director Svaby added there may be times where the city is buying off the state contract for vehicles, where budget planning and subsequent actual acquisition efforts do not coincide necessarily with the production schedule. For instance, if approval is received on July 1st, it would work better if there was an F450 readily available on that date. Unfortunately, if approval is granted and something were to happen along the way to delay that purchase, that amount

would most likely change. They have discussed adding some direction and guidance on how to handle such things because that price has the ability to change by the time it actually becomes available.

That is what occurred for W-15 and the reason for the additional \$4,000 needed in the following budget.

City Engineer James Puddicombe then spoke briefly about the first few items already approved by Council.

The first one is the lead service line replacement and miscellaneous work that is needed on Southeast Second Street. That should be closing out within the next week or so. There was one meter missed, so that service had to be redone, along with some sidewalk installation along Marvel Plaza.

Streets 2020 Utility Engineering covers the engineering costs for the 2020 Street Program. That is the repetitive \$840,000 that is spent on streets each year. In future years, the engineering cost have been combined with the construction costs to provide a single line item.

When asked about grant funding, Mr. Puddicombe said there is no actual grant funding, but the state did not require the city to repave the road as part of the lead line replacements. Instead, they will come in and pave the street after the utility work has been completed. The bid for the State of Delaware to repave the street is either out or was very recently awarded. Also included are the ADA ramps wherever required, which is a large savings to Milford.

When asked if the \$152,652 will be expended by the end of this fiscal year, Mr. Puddicombe said he will need to check with the Finance Director, though the most current invoice was received today in the amount of approximately \$90,000. That will depend any additional outstanding bills though he believes the majority have been paid.

When asked about not replacing the lines to the home, Mr. Puddicombe explained that in order to replace the line to the homes, construction easements would be required from every homeowner and would have significantly slowed its progress. Though it predates him, he believes that the decision was made to go ahead and get as much of those lead services out from the main to the meter. That section was completely replaced though that leaves the service line from the meter to the house which is considered to be on private property.

Councilman Baer asked if the new infrastructure bill from the Biden Administration will help with replacing the remainder of the service line; City Manager Whitfield explained there are two available funding streams for water. One is through the infrastructure bill, but the American Rescue Plan also provides for funding for water infrastructure improvements.

The City Engineer then discussed the two test wells for the southeast area that were approved by Council some time ago. Both have been drilled though the billing has not yet come for the second one. Once that comes in, the second quantity will be removed.

The Mispillion Street Group lead water service line project includes Mispillion, McColley and Marshal Streets. That construction was planned to start this week but the majority of the crew came down with Covid causing it to be delayed by a week or two. They will hold a public meeting for the homeowners and residents of that area prior to starting that construction.

The Lovers Lane projects should be dropping off shortly as the repaving has been completed and includes the removal of some asbestos concrete. Fortunately, the test pitting found some of those services were not actually lead and had been replaced but never marked. Those are all completed at this time.

The water source study is again related to the southern wells with the water quality, and the exploration of the possibility of additional shallow wells in the southeast area. That is something KCI is working through.

The southeast regional water quality study is related to a similar item but is the actual connection of the potential water source. Depending on which direction it goes will determine if it will be a well field or a new property would need to be purchased. This is a grant-funded project whose money should be received any day.

Phase two water well out at the Rookery North is related to the water quality and an attempt to determine the potential use as a water source. He then talked about the depth and the attempt to go deeper though after testing the soils, it was discovered there was nothing further down.

Director Svaby added that the actual drilling was done in a little bit of an unorthodox manner. The probe was sent down 600 feet to obtain a cross section of how the layers were constructed and what to expect so. They would normally not drill in the same hole, but DNREC came by when it was being done and told them to proceed which the contractor did. As a result, it was not considered collapsing, but that was the reason they couldn't settle the actual durability in the water.

He explained that the second time a fresh well was drilled and results obtained.

Mr. Puddicombe then spoke on the Northwest Front Street waterline and the eastern side that is currently being replaced. This will coincide with a potential TAP or Streetscape project similar to what is occurring North Front Street.

Streets & Utilities Supervisor Charlie Nordberg then talked about the automated blow off valves. He stated that four automatic blow-off valves were purchased and two have been installed. Plans were to install two on Beaver Dam Road and Kirby Road, but a loop has been installed to connect Rehoboth Boulevard. Therefore, a different site needs to be located. In FY22, they have plans to work more with water quality and the discoloration of water.

The purpose of the street rehab is to remove asbestos piping out of the streets before they are paved. The citywide valve and hydrant replacement is the result of a number of backwards valves or valves that are simply not working. Without doing that, there is a need to shut off three or four streets when any water leak occurs. New workable valves will correct that problem. In addition, there are a lot of old fire hydrant that need to be replaced, of which some that date back to the 1950's.

The time frame was questioned regarding the street rehab valve and hydrant replacement; City Engineer Puddicombe explained the valve and hydrant work will coincide with other ongoing water and street projects over the next five years, but will not be completed citywide. The asbestos project will be finalized by FY26.

As far as the life cycle goes, upkeep should be slightly lower with more long-term maintenance planned in the future.

Public Services Superintendent Steve Ellingsworth then presented the standardized water treatment facility control project estimated at \$50,000 in FY22 and needed because of the city's growing population. A state mandate will require in-line residual monitoring at the city's five treatment plants. In July, they will begin adding chlorine fluoride and pH analyzers.

The Seabury water treatment facility upgrades have been ongoing and were added to FY23. The plan is to make improvements to this treatment plant as has been done with the Washington Street plant, well four and five and 10th Street treatment plants.

Operations Supervisor Rhiannon Slater then shared that Ford F250 pickup truck, much like the water vehicle that was discussed earlier, needed an additional \$45,000 added to the previously approved \$30,000 for a total of \$75,000. Again, by the time they were able to purchase that vehicle, the price had increased substantially.

The original cost was \$65,000 and \$30,000 of that is falling off at the end of FY21; they were unable to come up with the \$10,000 in the operating budget to cover that difference. That is the reason they are asking for \$45,000 this time.

Mr. Svaby discussed the pump station upgrades (grinders, spares and the required design). There is currently a wholesale problem with how people are using the sewer system and the kinds of things being placed into it. Those items end up creating dysfunction and shutdown at the pump stations. They have installed grinder equipment at two of the twelve locations. Eight of the ten remaining are good candidates for grinders to be installed. These adjust the performance without having to shut down the pump station completely when items such as clothes, shoes or toys are found.

Some engineering works is needed prior to the installation, so \$150,000 was added beginning in FY22. As they become more accustomed to the tempo of how that process will work, some adjustments will be needed in FY23, 24 and 25 and could involve higher or lower numbers.

Steve Ellingsworth then spoke about the generator replacement approved by City Council this past December for Milford Crossing. It is currently being operated by a portable unit and they anticipate delivery at some point in May.

He then spoke about two pumps and a motor for the Washington Street Pump Station. The two pumps, one is right-handed and the other is left-handed, will be kept on hand as spares.

Mr. Ellingsworth explained the different types of flygt pumps and how it typically takes three to four months to have a new pump installed and another six weeks or so to have them rebuilt. He also wants to purchase two more, at a cost of \$40,000, to be used as backup pumps.

The \$50,000 Ingersol Rand Compressor and \$40,000 equipment trailer are both scheduled in FY24.

Three Kubota mowers are on list to be replaced in FY25 and 26 so this is only informational at this time.

Director Svaby explained that because of the many brands, designs and configurations of the pumps Mr. Ellingsworth spoke about, there is a need to have some spares on hand to prevent any problems with not having a usable ready if needed. When pump stations are designed, there is no continuity from one to the next when they are spec'd out. That is one thing Public Works is going to try to get ahead of moving forward.

The next discussion involved the balance of infrastructure projects that fall under City Engineer James Puddicombe.

The City Engineer spoke about the Mill Street Sewer Realignment grant-funded project that he believes no additional funding is needed.

The I&I engineering study is the annual funding from last year, along with some additional working this past year to study the Truitt and Washington pump stations. That will be ready to present to council in the near future.

He also talked about the ongoing Fourth Street surface water drainage project that was needed to investigate some flooding issues. That is a grant-funded project with \$50,000 from the city and \$50,000 from the State of Delaware.

Street 2020 utility engineering is the same project but the sewer portion. This includes CCTV or related engineering work to identify stormwater systems and piping within the street systems.

The Mispillion Street sewer group involves sewer repairs and additions in conjunction with the Mispillion Street Group.

Street rehabilitation is included as part of the 2020 Streets and is funded each year through projected out funding for both asbestos removal and engineering costs on the sewer side.

The \$1 million Southeast Second Street pump station replacement is out to FY23.

Mr. Puddicombe said the remaining items have been previously discussed and include the Southeast Regional Pump Station and Force Main - East of Route, the Southeast Pump Station/Force Main project south of Johnson Road and Front Streets that are all future projects.

When asked the area of Fourth Street with the flooding issues, Mr. Puddicombe explained it includes a rather large area extending from the Mispillion River, that encompasses portions of Walnut, Washington, Fourth, Second and Third Streets.

Rhiannon Slater added that when she reviewed the vehicle replacements, she did not include the solid waste vehicles. However, they are handled on an eight-year schedule, as can be seen in the depreciation list and capital plan.

A question was asked about the water vehicles again that were scheduled for purchase in previous fiscal years. Because that money was not spent, it was reallocated through an additional \$45,000 to purchase the vehicle; Director Vitola explained there was actually \$35,000 approved in FY19 which has now dropped off the CIP. That \$35,000, along with the \$30,000 in FY20 only totals \$65,000. Because the vehicle cost is now up to \$75,000, the \$35,000 that dropped off was replaced with an additional \$10,000, increasing it to \$45,000.

Councilmember James asked that the numbers that drop off each year can be shown. He feels this would provide Council with a better understanding of what is new and what has been carried over from the drop-off numbers.

Solid Waste and Facilities Supervisor Christie Murphy then spoke about the leaf vacuum attachment that was previously purchased as a replacement. The leaf vacuum that the department currently has will continue to be used but requires approximately three to four crew members to manage.

The new one, at a cost of \$110,000, only needs one person to operate. The old one will continue to be used only as backup or when we have excessive amounts of leaves to be collected.

In FY23, the plan includes a multi-collection rear replacement loader at a cost of \$360,000 and in FY25 and FY26, automated side loader trucks that were purchased in FY17 and FY18.

Ms. Murphy verified the street sweeper falls under the Street Department.

She then spoke about the LED lighting upgrade and replacement project that continues to move along and will be wrapping up, after the Police Department is completed this week. As a result, that project will be finished this fiscal year.

They hope to start the facility security/door access/gates/IP camera project in FY22. Two other line items planned for the Public Works facility were merged together, for a total project cost of \$88,000. They are working with EDIS Company on that project.

The HVAC control automation system for building 200 & 300 will allow the thermostat to be monitored internally and will mirror the system already in place at building 100. This will help with the varying changes in temperature and allow it to be controlled in house.

Ms. Murphy said there is one remaining HVAC unit that needs to be replaced in the main building at an estimated \$14,700. Once that is complete, all HVAC equipment in the Public Works complex will have been replaced. The typical lifespan of those units is approximately fifteen years.

Complaints of air infiltration have increased over the past few years. The facility has a lot of windows, and after eighteen years, there is need to re-seal and re-caulk them throughout the facilities. There are some roof drainage issues as the result of the original manufacturing design and it is recommended to replace the interior drainage system with a more traditional guttering system. The three buildings would then be reinsulated which will also help with the air filtration problems. The total cost of that project is \$165,000.

When asked about grant funding, Finance Director Vitola said he hopes to recover all of these costs using ARPA grant funding, particularly the air quality problems.

City Manager Whitfield added that the city continues to wait for the guidelines on how the money can be used. However, air filtration and buildings are listed as eligible expenses.

Councilmember James asked if there are other building expenses, such as City Hall, that may have eligible expenses and not just area infiltration, but air purification and similar things that may be eligible. Mr. Whitfield agreed to review that moving forward.

Ms. Slater returned and talked about the interior forklift, used to move and transport bulky items, particularly those stored on higher shelves within the warehouse. The forklift needs to be replaced and is included in FY22 at an estimated cost of \$12,000.

A Chevrolet Colorado 4WD Ext Cab Truck is shown as a new item for \$33,052 and will be purchased for use our Engineering Techs. Presently they share one vehicle, which requires them to travel together or one is left behind without transportation. Another vehicle will allow them to perform separate duties thus making the operations more efficient.

BlueDef is a solution that is used to reduce the amount of pollution created by diesel engines. When injected into the exhaust stream and passed over a catalyst, it helps convert those pollutants into natural components of the air.

She reported that diesel vehicles are required to utilize BluDef. Currently, the drivers add it to their vehicles using gallon boxes. This presents a problem because there are times the mechanics are not in the garage and they are unable to access it. The plan calls for a \$41,000 in-line system that will sit next to the fuel pumps and when the drivers get their fuel, they can go ahead and add the BluDef at that time. Though it will take a little time to recoup the initial costs, purchasing BluDef by bulk will be half the cost we pay now. She estimates a saving of between \$4,500 to \$5,000 a year.

City Engineer Puddicombe then explained the GPS survey field unit will upgrade the existing units that we have. The older units contain software that is integrated with the GPS receiver. The newer units have a separate GPS receiver that can connect to a phone or other equipment. This allows the implementation and use of our ESRI software that has already been purchased to locate items in the field, as well provide live updates through our GIS server and more overall accuracy.

Public Works Director Svaby then commented on the last couple CIP items.

FY22 includes \$475,000 for a rack and reel pole building to be used by the Electric Department. The purpose of the pole building is to take some of the precious materials that are now stored outside, including wire stock, transformers, and other equipment that has a high value, in addition to anything that can be partly degraded by weather over time. That will be stored inside, not only to preserve their useful life, but also to secure them and prevent any potential thefts.

Director Svaby noted that in order to erect the building, some of the engineering and site work will need to be completed in FY22. Adding more impervious surface to the complex, including the lot paving needed to support the building and parking around it, will require a stormwater pond to be added.

The engineering work in FY22 is needed to identify the new impervious equation and determine where and of what capacity the stormwater pond will need to be in FY23.

The project, set as a plan in FY24, is a Public Works building expansion project. There are two options for how to reconfigure some of the complex. One is joining two of the existing buildings--the warehouse and the existing public works administrative building. Depending upon the option chosen, all the parking between the buildings would eventually be replaced by the paving effort in FY23.

Though it is only a plan at this point, it would allow a contiguous building between the administrative building and the warehouse. It would allow for a reconfiguration of the the entire space plan for the facility in FY24.

A discussion followed about postponing any further CIP review and allow the Council Meeting, scheduled to begin at 7:00 p.m., to proceed.

Public Works Director Svaby confirmed that a depreciation schedule has been created for all equipment and vehicles that extend from FY23 through 26.

The Workshop Session concluded at 7:19 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk Recorder

Milford City Council
MEETING MINUTES
April 12, 2021

The City Council of the City of Milford convened their regular meeting by way of video conferencing on Monday, April 12, 2021. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

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CALL TO ORDER

Mayor Campbell called the meeting to order at 7:26 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the January 25, 2021 Council Workshop and Council Meeting. Motion made to approve by Councilmember Fulton, seconded by Councilmember Culotta seconded. Motion carried.

RECOGNITION

The following two proclamations were presented and appropriate day/week proclaimed as indicated:

Proclamation 2021-03/Lineman Appreciation Day/April 18, 2021

City Manager Whitfield recognized the Lineman in the City and the work they do on a daily basis.

*PROCLAMATION 2021-03
LINEMAN APPRECIATION DAY*

Whereas, on January 3, 2017, the 115th United States Congress adopted House Resolution 10 recognizing the profession of Electric Linemen, the contributions these brave men and women make to protect public safety, and to express support for the designation of April 18th as National Lineman Appreciation Day; and

Whereas, Linemen work with thousands of volts of electricity high atop power lines, sometimes 24 hours a day, 365 days a year, putting their lives on the line with little recognition from the community regarding the danger of their work; and

Whereas, Linemen are often the first responders during storms working to repair broken and damaged electrical lines under hazardous conditions to make the area safe for other public safety officials; and

Whereas, Milford's Linemen have been temporarily mobilized to assist other communities in emergency situations where mass numbers of people were left without electricity; and

Whereas, on this day, it is only appropriate we recognize the many contributions of these brave men who work tirelessly to provide dependable electricity not only within the City, but also to the Greater Milford area; and

Whereas, linemen play a vital role in our citizens' everyday lives by maintaining and growing our electrical infrastructure and simply 'keeping our lights on', which is often taken for granted by so many customers.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, hereby proclaim April 18, 2021 as

Lineman Appreciation Day in the City of Milford

and urge all citizens to take a moment and recognize the professionals that work tirelessly each day to ensure electricity continues to flow to our homes, schools, hospitals, and businesses throughout our community.

Proclamation 2021-08/National Public Safety Telecommunicators Week/Milford/April 11-17, 2021

Milford Police Department Communication Supervisor Lt. Edward Huey then spoke on the following proclamation:

*NATIONAL TELECOMMUNICATORS WEEK
April 11-17, 2021*

Whereas, emergencies can occur at any time that require police, fire or emergency medical services; and,

Whereas, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Milford Police Department Emergency Communications Center and Sussex County and Kent County 911 Centers; and

Whereas, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

Whereas, Public Safety Telecommunicators of the Milford Police Department, and the Kent and Sussex 911 Centers have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job 24 hours per day and seven days per week.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim week of April 11 through 17, 2021, to be

National Public Safety Telecommunicators Week

in the City of Milford, in honor of the men and women of the Milford Police Department Emergency Communications Center, Sussex County 911 Center and Kent County 911 Center, whose diligence and professionalism keep our city, county and citizens safe.

Public Safety Telecommunicators from Milford Police Department, and Kent and Sussex 911 Centers were then acknowledged for attending the virtual meeting.

STAFF REPORTS

Monthly Police Chief Report

Police Committee Chair Boyle gave the report for Chief Brown.

Monthly Stats:

A total of 479 arrests were made by the Milford Police Department during March 2021. Of these arrests, 134 were for criminal offenses and 345 for traffic violations. Criminal offenses consisted of 45 felony and 89 misdemeanors. Traffic violations consisted of 62 Special Duty Radar, 8 Drunk-Driving charges, 275 others.

Police officers investigated 51 accidents during the month and issued 68 written reprimands. In addition, they responded to 1084 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of March, participated in numerous conference calls and virtual meetings in reference to 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 calls 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 meeting with FirstNet to discuss MPD account via zoom held on March 3, 2021.

Attended Milford Senior Center Board meeting via Zoom held on March 3, 2021.

Presented check to Sr. Cpl. Webb at Benvenuto Restaurant in reference to fund raiser hosted by Take my Hand Ministries on March 4, 2021.

Attended new Police Department Facility Project Team meeting with Becker Morgan via Zoom held on March 5, 2021.

Attended SLEAF meeting via Zoom held on March 9, 2021.

Met with Becker Morgan to tour and inventory all out buildings in reference to new police facility held on March 10, 2021.

Attended Milford Senior Center Board meeting via Zoom held on March 10, 2021.

Attended meeting with City Staff in preparation for contract negotiations for sworn officers via Zoom held on March 11, 2021.

Attended Delaware Police Accreditation Commission meeting via Webex held on March 16, 2021.

Interview with IT Director Candidate at City Hall held on March 18, 2021.

Attended SALLE/EIDE meeting via Webex held on March 18, 2021.

Attended State Chief's Board meeting at Dover Police Department held on March 19, 2021.

Met with Representative Charles Postles for a live interview held at the Milford Police Department on March 22, 2021.

Training –

Most training for the department was either cancelled or performed via webinars for the Month of March 2021 due to the COVID-19 Pandemic.

Two officers attended the DUI Refresher Course held at the Delaware State Police Academy on March 11, 2021.

Two officers attended Def Tech Less Lethal Instructor Course held at the Ocean View Police Department from March 13, 2021 thru March 16, 2021.

One officer attended Basic Firearms Instructor training in Exeter, NH from March 1, 2021 thru March 5, 2021.

SRO –

Sgt. Masten and Detective Maloney (who both oversee MPD's Social Media) met with Tim Smith of Delmarva Digital to have a preliminary conversation about an upgrade to the department's website (MilfordPoliceDE.org). The current

web page has limitations and we're exploring a more interactive site that can be more beneficial to our citizens seeking information or services.

Sgt. Masten participated in the City of Milford Bicycle Advisory Committee Zoom meeting, where discussions continue about the City's Bicycle Master Plan.

Sgt. Masten once again registered the Milford Police Department as a DEA Drug Take Back location on April 24, 2021, from 10a-2p. This is an event we participate in twice a year as well as offering a 24 hour a day collection box provided by CVS Pharmacy.

K9 Unit –

For the month of March 2021, the Milford Police Department K9 Unit had the following stats:

K9-1 (Mason)

- Building Search 2
- Drug Sniff 3
- CP/Demo 1
- Track 1

Seized Items **Amount**

- Marijuana 59.9 grams
- Heroin 1,074 bags
- Oxycodone Pills 132.5 pills
- Handgun 2

K9-2 (Audie)

- Building Search 3
- CP/Demo 2
- Drug Sniff 2
- Burglary 1

Seized Items **Amount**

- Marijuana trace
- Heroin .3 grams
- Paraphernalia

Councilman Fulton asked how Milford stood with the violent crimes and if it was increasing or staying the same. Chief Brown replied that violent crimes such as armed robberies are down but drug violence and the shootings are still above.

Monthly City Manager Report

City Manager Whitfield provided highlights from his report included in the packet:

- After months discussing City essential employee's need for Covid-19 vaccination, the Governor approved moving them up on the priority list at the end of March.
- Lou and I have been working with DEMEC on the refinancing of bonds. The City is a 17% owner of DEMEC, and one of the top 3 electric consumers.
- Jamesha and I have been conducting interviews with firms interested in completing an update to our pay plan.
- Staff completed work on the CIP in March, and also made submissions for the 2022 Operating Budget.
- Rob, David Rutt and I have been dealing with a landlocked piece of property off of Masten Circle that is up for monitions sale. The owners have agreed to deed the property over to the City as long as it does not cost anything to them. The property is adjacent to a storm water pond we maintain, and is also adjacent to the solar farm property.
- We continue to receive information on the City's allocation of the American Rescue Plan. We are projected to receive about \$5.98 million.
- Three electric linemen left to take positions with other electric companies over the past seven months as well as our electric superintendent. Obviously, we are concerned about staffing moving forward. Public Works Director Mike Svaby is looking into interim steps.

- We have made an offer and received acceptance from the IT Director position and the Economic Development/Community Engagement Administrator positions.
- The Mayor, Brad Dennehy and I attended the monthly Water Infrastructure and Investment Network meeting.
- A new solar powered street light was installed at the intersection of Shelby Way and Rehoboth Blvd. CTF funds were used to pay for the installation into Maitland Estates.
- We have executed the contract between the Teamsters (Dispatchers) and the City.
- Public Works crews removed the deteriorated wall along the Milford Community Cemetery and Walnut Street.
- Brad, Mayor and I attended the Milford Community Cemetery board meeting. A new grass cutting contract was awarded. A proposal was submitted for an area designated for Jewish people; however, the Board felt the entire cemetery should be open to the public without designated "sections".

Public Works Department

Director Mike Svaby submitted the following report:

Director's Office

- Worked with Human Resources to post critical vacancy of Electric Superintendent.
- Advertised RFP for Construction Management/Agency Advisor Services on the PD Building Project in multiple new media and multiple website listings including the City of Milford, Delaware Contractors' Association (DCA) and the Associated Builder and Contractors' Association (ABC).
- Finalized Capital Budget input and submitted preliminary Operating Budget input to Finance.
- Closed employee ADA survey gathering phase of ADA transition plan with >60% participation.
- Represented the City of Milford at Kent County Sewer Advisory Committee meeting.
- Began Key Accounts management planning for regular visitation and interaction.
- Worked with the State of DE DHSS/Office of Emergency Medical Services toward award of the free AED units for Public Works.
- Assisted Finance in preparing written requirements for shopping insurance services.
- Participated in APWA US Congressional Staffing briefing.
- Participated in selection process for multiple Economic Development and Information Technology Director Candidates.

Electrical/Technical Services Division

- Continued work with infrastructure kickoff at Windward on the River.
- Installed solar-powered community entrance lighting at Matlinds Estates.
- Met with Milford Little League on Lighting options.

Public Services Division

Streets/Utilities Section

- Removed wall from Odd Fellows Cemetery.
- Removed plow and salt spreaders from vehicles.
- Worked on filling pot holes in various locations throughout the City.
- Assisted Engineering in walk thru at Windward on the River, reviewing sewer and water valves with City Engineer.
- Assisted Wastewater crews in puling multiple wet well pumps for cleaning and unclogging.
- Prepped Street Sweeper vehicle for spraying for weeds.
- Implemented Hydrant Flushing schedule for Spring season as follows:
 - Ward 1: April 5-12
 - Ward 2: April 15-19
 - Ward 3: April 13-14
 - Ward 4: April 20-28

Water/Sewer Section

- Utilized Compliance EnviroSystems Inc (CES) to clear clogs at Truitt Avenue and Milford Pond Pumps Stations.
- Fork Landing Pump Station pump #2 pulled and cleared due to clogs.
- AmericInn Hotel Pump Station pump #1 pulled and cleared due to clogs.

Facilities and Solid Waste Section

- Began planning and design for addition of second utility payment drop box location.
- Began LED retrofit project. Installation has been completed at the Public Works Facility and Customer Service.
- Advertised Phase 2 Basement renovation Projects. Bids are due April 15, 2021.
- Completed Customer Service security camera replacement.
- Installed and implemented Finance/HR Building Security Door Access Panel.
- Worked with HR to search and interview for Solid Waste Collection operators.

Engineering Division

- Interviewed multiple Summer Intern applicants.
- Completed modifications to the plan set for Mispillion Group and reviewed cut sheets.
- Reviewed and provided comments on 2020 Street Utilities.
- Met with Milford School District regarding North and Church Street intersection and provided two proposed intersection adjustments.
- Continued work on crafting new construction specification for release
- Performed as-built review of Milford Ponds phase 1.7

Operations Division

- Met with PW Director to plan for July 1 Warehouse takeover of PW Yard control.
- Updated and finalized vehicle and equipment replacement schedule.
- Interviewed candidates and selected for PW Administrative Assistant Vacancy.

Planning & Economic Development Department

Director Rob Pierce presented the following report for his department:

- Through the first three months of the 2021 calendar year, the City issued 41 new residential construction permits. The total construction investment in Milford from January through the end of March based on issued building permits was \$12,809,770.
- The City of Milford has seen 78 projects with a committed investment of over \$22.6 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 \$2.67 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$369,000 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 and City Council will review a conditional use request to convert a former medical office on S. Walnut Street into a single-family detached dwelling with an apartment.
- The Planning Commission has begun reviewing Chapter 230 Zoning and Chapter 200 Subdivision of Land in an effort to address the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of potential Board of Adjustment applications, provide clarity on ambiguous language and modernize portions of the ordinances. The Planning Commission reviewed parking and loading standards, landscape screening and miscellaneous provisions at the March meeting and provided feedback. The Commission will review the Use and Area Regulations and Open Space requirements at the April meeting. Additional workshops will be needed in the upcoming months to review definitions and Chapter 200 Subdivision of Land general design requirements.

The workshops will be held prior to each Planning Commission regular meeting over the next few months with the intent of having final edits for consideration this Summer.

- The Board of Adjustment will review one variance application for an oversized residential accessory garage located on S. Walnut Street.
- During the month of March, the City completed preliminary site plan review for the Food Bank, preliminary major subdivision review for revised plans for Wickersham, final major subdivision review for Knight Crossing – Phase I, minor subdivision applications for two properties in the downtown area, and a lot line adjustment plan for First Baptist Church of Milford.
- Century Engineering, DelDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed by the team and DelDOT is working on prioritizing these segments based on criteria used by the State. The Bicycle Advisory Committee met during the month of March to review the findings. A public workshop will be scheduled for early May to review the same before finalizing the plan.
- Staff attended the Downtown Milford, Inc. Economic Vitality committee meeting and the Greater Milford Chamber of Commerce Economic Development Task Force meeting.
- 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.

Rental Licenses Issued: 154

Vendor Licenses Issued: 0

Contractors Licenses Issued: 45

Business Licenses Issued: 65

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	0
Dangerous Tree	3
Furniture Violation	3
Generic Violation	10
Property Maintenance Violation	5
Rubbish & Garbage	5
Weeds & Grass	0
Zoning Use Violation	2
Total	28

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	4
Construction Trailer	1
Residential Demolition	2
Residential Building New Construction	13
Residential Renovation/Accessory	16
Roof/Siding Permit	10
Sign Permit	6
Solar Panel Permit	0
Utility Permit	6
Total	58

Inspections Performed:

Inspections Performed by Type	Count
Footer	39
Foundation	39
Framing	56
Insulation	42
Final	113
Residential Rental	0
Total	289

Case Activity:

	Total
New Cases	28
Closed Cases	20
Open Cases at Start of Period	107
Open Cases at End of Period	115

Parks & Recreation Department

Director Brad Dennehy provided the following information:

- Winter sports programming concluded and preparations began for spring programming. Staff met with spring coaches to plan for our up-and-coming soccer, tennis and field hockey programs. We are excited to hire a new tennis coach and offer tennis for the first time in a number of years.
- Various new volunteers will be assisting with sports programming and staff worked with them to get them cleared through HR.
- Staff have been actively working with obtaining the various permits to be held at MSD locations for spring programming.
- We are starting to interview and hire staff for our summer kid's camp and have begun working on the schedule and planning trips for the campers.
- Director, Park Superintendent and HR Director had a meeting with the owners of the Temporary employment agency.
- 4 seasonal park tech's started mid-March with the cleanup of the Milford Community Cemetery.
- Mulch was ordered and crews began prepping the various locations for new mulch with de-weeding.
- Two zero turn mowers and two trailers were serviced for the up-and-coming season.
- New coconut liners were ordered for the hanging flower baskets and crews began prepping the new liners with new soil and conditioner and water reservoirs.
- Lights were removed from the trees downtown to coincide with day light saving time change.
- Crews installed a temporary fence alongside the Riverwalk so the railing contractor could begin removing the sections of fence.
- Director and Park Superintendent attended the DFIT safety meeting where the Superintendent presented on safety for riding mowers.
- Director and Park Superintendent attended the Chamber of Commerce meeting for the annual spring clean-up.
- Director attended three interviews for the Economic Development and Community engagement Director with a wrap up meeting.
- Director attended an interview for the IT Director meeting with a wrap up meeting.
- Director attended the bicycle advisory council meeting.
- Director prepared for the Parks and Recreation Advisory board meeting which was held March 17th.
- Director attended a weekly WIIN meeting, a monthly WIIN meeting and assisted the Mayor with a recording for a promotional video.
- Bids for the cemetery grass cutting were received, evaluated and a contract was awarded at the March 25th Community cemetery meeting.

- Director met with representatives of the Milford Rotary twice and engaged in an interview regarding making improvements to Marshall Pond.
- Director met with the Public Works Director, Electric Department and Milford Little League to discuss additional lighting at the ballfields in the interest of public safety.

Human Resources Office

HR Administrator Jamesha Eaddy offered the following report:

- Interviews were conducted for the positions of Public Works Equipment Operator, Solid Waste Operator/Collector and Engineering Intern.
- Onboarded new hire for the position of Public Works Equipment Operator.
- Job offers were accepted for the positions of Information Technology Director and Economic Development and Community Engagement Administrator.
- Internal Job Promotion: Amanda Lake was promoted to the position of Administrative Assistant, Public Works.
- COVID-19: As of March 31, 2021, the City has 0 positive employee cases. The City provided all employees with the registration links for multiple vaccine opportunities for Delaware workers.
- Interviews were conducted with 4 firms for the 2021 Job and Classification and Compensation Study. A firm will be selected in April.
- The Safety Committee identified a need for the placement of Automated External Defibrillator (AED) kits in City vehicles. So far, an AED vehicle kit has been issued to: Parks and Recreation, Solid Waste, Electric, Water/Sewer, Streets and Technical Services. The process will continue until all placement needs are met.
- Administrative Professionals Day: April 21, 2021. The City would like to recognize Amanda Lake (Public Works), Shelly Muise (Public Works), Doreen Wrightsman (Parks and Recreation) and Victoria Sessoms (Police) for their hard work and dedication to the City.

Human Resources Office	Mar 2020	Mar-21	FY20 YTD (07/01/19-3/31/20)	FY21 YTD (07/01/20-3/31/21)
Full Time Employees	122	121	122	121
Part Time/Seasonal Employees	5	9	5	9
Vacant Positions	0	7	0	7
Promotions	0	1	10	9

Councilman James asked if all employees will be covered by the compensation study; Ms. Eaddy replied that it will cover all departments though Chief Brown chose not to include the police officers and police dispatchers.

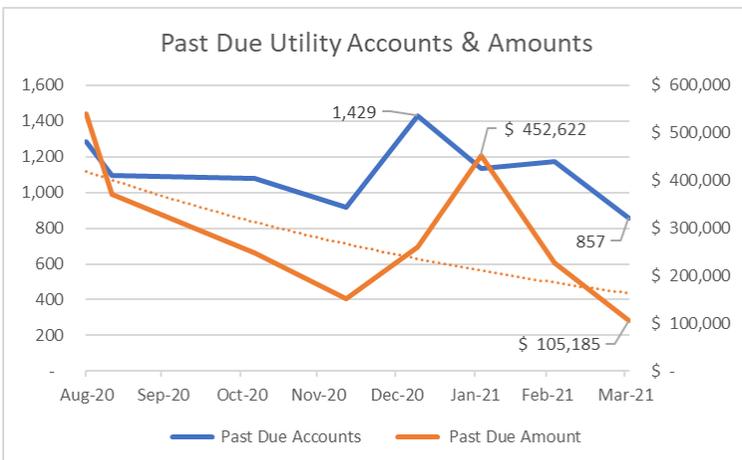
She added that the dispatcher contract was just finalized and the police officer contract will be moving into negotiations soon.

Finance Department

The following department report was then provided by Finance Director Lou Vitola:

- Monthly Financial Reporting
 - The February 2021 Month-to-Date (MTD) and Fiscal Year-to-Date (YTD) Financial Reporting Package was distributed to Council with a narrative addressing financial results.
 - One significant change (addition of p.3 – Enterprise Fund income statement summary) and one correction (excerpt of January expenditure report on p. 8) were made to the financial reporting package this month.
- Capital Improvement Planning
 - The Fiscal Year 2022-2026 Capital Improvement Plan (CIP) budgeting process was launched internally in February; staff from all departments met the deliverables in the schedule through March to prepare for the April 12, 2021 presentations. A recap of the schedule follows:
 - March 2021 – Finance & Management Staff to review, question, build spreadsheet, prepare presentation

- April 12, 2021 – CIP to Finance & Public Works Committee and City Council
 - April 26, 2021 – Council adopts CIP with funding addressed in 2022 Operating Budget
- Operating Budget
 - The Fiscal Year 2022 Operating Budget process kicked off on Monday, March 1 with the distribution of spreadsheet templates, internal projections and guidance to department heads; we will work according to the following schedule:
 - March 24, 2021 – All worksheets and supporting documentation due to Sandra Peck
 - April – Review and update spreadsheets (Sandra/Lou/Mark)
 - April 12-16, 2021 – Supervisor meetings/questions (Mark/Lou/Sandra)
 - April 19 – May 3, 2021 – Finalize and prepare budget for presentation (Sandra/Lou/Mark)
 - May 7, 2021 – Draft FY22 Operating Budget to Clerk for distribution to City Council
 - May 17-20, 2021 – Evening budget workshops with City Council (two evenings)
 - June 7, 2021 – Final FY22 Budget distributed to City Council
 - June 14, 2021 – FY22 Budget adoption by City Council
- FY20 Financial Statement Preparation and Audit
 - As expected, all final audit communications confirmed an unmodified opinion ("clean audit"), as well as a successful audit of federal funds and internal controls
 - The FY20 Annual Report was approved by City Council on March 8, 2021
 - From March 9 through March 17, 2021, the Auditors finalized their subsequent testing requirements and quality control, dated and executed all required communications and merged audit disclosures with the approved document to render the final report for publication
 - *See signed & dated "communication to governance" enclosed, which replaces previous draft distributed to Council on March 8, 2021*
 - The City met its annual disclosure requirement by publishing the approved, audited FY20 Annual Report to the Municipal Securities Rulemaking Board (MSRB) by the deadline
 - The City met its federal audit requirements by publishing approved, audited FY20 Annual Report and "single audit" to the Federal Audit Clearinghouse (FAC) by the deadline
- Enterprise Resource Planning (ERP) Vendor Demonstrations
 - The City of Milford ERP Scoring Team and staff representing functions throughout City operations participated in software demonstrations from the two finalists in the process over the course of six full days the last week of February and the first week of March.
 - The project team compiled staff evaluations and incorporated reviews into the scoring model
 - The project team conducted five reference calls at the end of March and the first week of April
 - The evaluations and reference calls will be reviewed the second week of April to assist in the development of a software platform recommendation, though a clear selection has yet to emerge
- Billing & Customer Service Department
 - After suspending utility service interruptions from December 10, 2020 through January 28, 2021 due to reduced staffing levels and weather conditions, past due volumes approached levels consistent with the spike observed last spring resulting from statewide restrictions on utility disconnections. Staffing and conditions returned to normal in February and remained consistent through March.



February and remained consistent through March. Our ability to contain credit risk and limit exposure to losses improve substantially with the ability to interrupt service delivery, which is evident in the graph to the left. At the same time, we continue to monitor past due accounts carefully, offering extended payment plans, COVID-19 relief funds, and referrals to charitable resources.

- The 2020 tax levy was due September 30, 2020.
- The table below highlights past due property tax data since then. The formal monitions process kicked off in February and continued through March

with assistance from Solicitor Rutt. We will continue to review the Department's collection processes to encourage payment, improve the property tax collection rate and signal a standardized set of regular tax collection procedures.

Property Tax Levy	Past Due Amounts as of:					
	11/5/2020	12/11/2020	1/8/2021	2/1/2021	3/3/2021	4/1/2021
2020	\$ 229,290	\$ 132,511	\$ 108,200	\$ 102,144	\$ 95,069	\$ 81,056
2019 & Prior	249,788	229,831	221,023	218,418	208,083	195,772
Total	\$ 479,078	\$ 362,342	\$ 329,223	\$ 320,562	\$ 303,152	\$ 276,828

MONTHLY CITY FINANCE REPORT

Finance Chair James provided a brief synopsis and referred to page three. Many of council have been asking for a P&L type summary for the enterprise funds that gives the revenues and expenses and the net position and is in good condition.

He thinks it is in good condition, but that has occurred over time. The first thing done was to give the cash reserves statement that reflect what is in reserves and those things that are encumbered. That has been greatly encumbered by the Finance Director. Those are two enhancements but if there's other enhancements that will help Council to make decisions and whether to say yay or nay to funding something. Even at budget this will show the financial position that impact is and he encouraged Council to speak to Mr. Vitola if additional information is needed to help.

Director Vitola then continued with his summary of the City's finances as of February 2021:

The following executive summary highlights this month's notable developments. One significant change was made to the report layout this month: a new page (p. 3) was inserted between pages 2 and 3 in the legacy report to summarize the YTD performance of the four enterprise funds in a "profit and loss" (P&L) or income statement format. In addition, an error from the January report was corrected and included with this month's report. Details of each follow.

- Pages 1-2: Cash and Reserve Balances
 - Cash and investment balances (page 1) remain strong through the first eight months of the year, but the standard caution is that reserve requirements and funding commitments (page 2) encumber a significant portion of the balance in each fund, most notably the general fund, sewer fund, the Municipal Street Aid (MSA) fund and Realty Transfer Tax (RTT) fund.
 - Nominal disbursements were made from the four major reserve accounts (page 2, lines 18-21) during February, which primarily constituted investment fees.
 - Impact fee collections, permit charges and RTT receipts were strong in February, representing a continuation of the above-average activity in residential and commercial construction and resale markets.
 - The Minimum Cash Requirement (MCR) in the general fund (p. 2, row 13) was adjusted downward from 60 to 45 days' operating expenses to permit an offsetting expansion in the Equipment Replacement Reserve (ER) such that the ER balance (p. 2, row 14) will be sufficient to meet the general fund vehicle and equipment replacement schedule contemplated in the first draft of the FY2022-26 Capital Improvement Plan.
- New Page 3: Enterprise Funds – Statement of Revenue & Expenditures (P&L Style Statement)
 - The new presentation features a consolidated view of the YTD performance of the City's four major enterprise funds using a "P&L" or income statement format readers may recognize more readily than the detailed revenue (p. 4) and expenditure (p. 5-9) reports that follow.
 - The statement was modeled after the presentation of the Proprietary Funds Statement of Revenues, Expenses and Changes in Net Position found in the City's annual audited financial statements, though this monthly version excludes the internal service fund, certain non-operating revenue (such as impact fees and grants) and expense (such as depreciation expense), and consolidates operating expenses into two categories.
 - The presentation will be modified as needed based on feedback and the Finance Department's plans to incorporate comparative data and non-financial operating data into the monthly report.
- Page 4-9: Revenue & Expenditures
 - YTD general fund revenue as a percentage of the annual budget is 81%, but the figure is skewed by the annual tax billing and the monthly recognition of reserves and transfers to match the budget. Adjusted for property tax billing, incoming transfers and reserve-funded initiatives, YTD general fund revenue is still a healthy 74% of the

annual budget, while expenditures are being monitored closely, again measuring under the levelized budgeted expenditures through the end of February.

- Enterprise fund revenues likewise remain strong through the first eight months of the year. After December's light results, revenue rebounded in the first two months of 2021 to exceed the budget in all funds, pushing the YTD revenue variance ahead of the levelized revenue budget by almost 5%.
- Page 8 in the February report contains an excerpt from the January report (p. 7 of 8) containing a correction of an omitted expense account. The correction shown in blue on line 76 impacted various subtotals and grand totals throughout the page, which are shown in red to highlight the changes versus the January report as submitted. A corrected version of the January report will be published on the City's website.
- Total enterprise fund expenses were higher this month compared to January, even when adjusted for the sewer expense omission. Increased expenditures in the water and sewer divisions were offset by lower costs in the electric and solid waste operations.
- The narrative through fiscal year 2021 continues to hold through February; the City's controllable operating expenses and capital spending funded by current operations have been held deliberately low as long as possible. Necessary operating and capital expenditures deferred to the second half of the year have the potential to contribute to a reversal of the positive budget variance experienced throughout the fiscal year.

Mayor Campbell asked if the delinquent tax balances have improved; Director Vitola replied that the amount due has decreased. The report in the packet shows the numbers through February. When he reviewed the data through April 1st, he observed that March was a great month for past due collections. Currently, the past due balance has decreased to \$105,000.

Councilmember Marabello moved to accept the Police Report given by Councilman Boyle and the City Manager Staff Reports and Monthly Finance Report, seconded by Councilmember Culotta. Motion carried.

COMMITTEE & WARD REPORTS

Councilman James received a complaint from a business owner on Walnut Street who had a concern when coming to the stop sign beside Davis, Bowen and Friedel and facing Park Place, it is difficult to see traffic coming up and down Washington street without sticking your front bumper out to risk getting hit. They were wondering if perhaps a mirror or something could be added to show the Washington Street traffic to prevent that situation.

City Manager Whitfield will have Public Works and the City Engineer review the situation.

COMMUNICATION & CORRESPONDENCE

Reminder/Annual Organizational Meeting-Swearing in of City Council/May 3, 2021

The Annual Organizational Meeting will be held on Monday, May 3, 2021 at 7:00 p.m. Councilmembers Marabello, Culotta, Morrow and James will be sworn in at that time.

The City Clerk encouraged the engagement of family members even though it will be done virtually.

UNFINISHED BUSINESS

Authorization/Capital Purchase/Trencher/Electric Department

Public Works Director Svaby asked for authorization to replace the existing 2001 Vermeer Trencher used by the Electric Division, with a 2021 Ditch Witch RT45A Compact Trencher. The existing trencher is 20 years old, is too small, is unable to keep up with current needs, and has been used beyond its life expectancy. The replacement of the unit was identified in the 2021 Capital Improvement Plan.

The purchase of this truck will be made through the SourceWell Contract. The Electric Division budgeted \$95,000.00 for the purchase of this unit with the SourceWell final cost coming in at \$89,599.77.

Councilman James moved to authorize a purchase order to Charles Machine Works per the SourceWell Contract pricing, Quote #20169416 in the amount of \$89,599.77, with funding coming from Electric Operating/Vehicle Capitol line item, seconded by Councilmember Wilson. Motion carried with no one opposed.

Authorization/Capital Purchase/Dump Truck/Electric Department

Public Works Director Svaby asked the City Council to consider the replacement the existing 2005 Ford F350 Dump Truck used by the Electric Division with a 2022 Ford F450 Dump Truck. The existing truck is sixteen years old, has approximately 54,000 miles, and has been used beyond its life expectancy. The replacement of the unit was also identified in the 2021 Capital Improvement Plan.

The purchase of this truck will be made through the State of Delaware Procurement System. The Electric Division budgeted \$100,000.00 for the purchase of this vehicle with the final State of Delaware cost at \$67,520.00.

Councilmember Fulton moved to authorize a purchase order to Hertrich Fleet Services, Milford, Delaware per State of Delaware Contract pricing in the amount of \$67,520.00, with funding to be paid from Electric Operating/ Vehicle Capitol, seconded by Councilmember James. Motion carried.

NEW BUSINESS

Chamber of Commerce/2021 Freedom Festival/Request for Funding/Alcohol Waiver Request/Bicentennial Park

Event Chair Angela Dorey communicated the following request:

The Chamber of Commerce for Greater Milford is excited to host the 20th Anniversary Riverwalk "Freedom" Festival scheduled for Saturday, September 18, 2021. As in the past, the event will be held on one day, with vendors and various attractions beginning at 9 am continuing throughout the day, concluding with fireworks after dark that evening. We would like to host the Red, White and Brew Garden in Bicentennial Park again this year. We request your permission to waive the alcohol restrictions in the park on the date of the festival.

We will use a similar layout that has worked so well in past years with minor adjustments to allow for proper social distancing if required at the time. There will be a fenced area in a section of the park with a view of the stage. We will be checking identifications and hand stamping those twenty-one (21) years old or older. This will allow the purchase and consumption of alcoholic beverages during the festival in the designated area only. As the Delaware Alcoholic Beverage Control regulations permit, the designated area will be family friendly, so all ages will be permitted to enter the area. We will have one entrance/exit clearly marked with eye level signage that no alcoholic beverages are permitted beyond the designated area. We will have crowd monitors to assure no one leaves the area with alcohol. We will have a portable restroom in the enclosed area, as well as multiple trash bins.

We plan to have cornhole and food vendor(s) in the area as well. We will provide several open tents to provide shade, cover and in the evening the area will be well lit. All Delaware Alcoholic Beverage Control regulations regarding alcohol service, including obtaining a "Gathering License" will be observed and adhered to. The Brew Garden would open at 12 noon on Saturday, September 18th and would close at 10:30 pm. All alcoholic beverage sales will end promptly at 10:00 pm. We are requesting your approval to waive the restrictions against alcohol in the park on this date (or the rain date). If you have any questions, please contact me at 302-588-3573 or email at angeladorey@comcast.net. Thank you for your consideration in this matter.

Councilman James commented that the last time this event was held, the area designated for alcohol was well monitored and maintained.

City Manager Whitfield asked the timeframe of when the \$30,000 was needed. Ms. Dorey replied as soon as possible due to advertising needs and to secure entertainment.

Councilman James stated that he believes that this is something that the community desperately needs.

Councilman Fulton noted the big uptick in Covid numbers and asked if there was a plan should things begin to get shut down again. Ms. Dorey explained they are working very closely with the Department of Health and Human Services.

A plan will be developed based on the situation at that time. Since the event is outdoors, it is believed that distance will be enough to proceed with the event. All of the guidelines provided by the Governor will be followed.

Councilman Culotta asked if the event were to be cancelled, how would happen to the funding that has already been donated. Ms. Dorey replied that a lot of their vendors are local and work with them with this a consideration. Any money spent on advertising done prior to the cancelation would be lost.

Solicitor Rutt suggested that when these contracts are entered to include a clause that in the event of COVID, all money would be refunded or carried forward to the next event to prevent additional funds being lost.

Councilman Fulton moved to grant a waiver for alcohol as well as to allocate \$30,000.00 for this event. Councilmember Boyle seconded the motion that carried unanimously.

*Adoption/Resolution 2021-05/Annexation Committee Investigation/Lands belonging to Walter G. & Sharon A. Feindt, Trustees/Sussex County Tax Map No. 330 -11.00-44.05, 44.06 & 44.07
East side of South Rehoboth Boulevard, approximately 0.4 miles south/southeast of Route 36*

The following request was received from Mr. and Mrs. Feindt:

Dear Mayor and City Council,

Please accept this letter as our formal request for annexation of the above referenced parcels into the City of Milford. The land is currently zoned as Agricultural Residential (AR-1) and the land is currently vacant. As per the City's 2018 Comprehensive Plan the parcel is classified as proposed Residential- Low Density. Based on this, we are requesting Community Neighborhood Commercial (C-1) zoning for all three parcels, which contain 1.994 +/- acres. The purpose of this request is to utilize all the services and resources that the City has to offer as well as provide support to the nearby hospital with medical offices.

Director Pierce reviewed the information that was included in the packet.

Mayor Campbell asked for any public comment or questions; there was none.

Councilmember Boyle made a motion, seconded by Councilmember Morrow to adopt Resolution 2021-05 as follows:

Annexation/Lands belonging to Walter G. & Sharon A. Feindt, Trustees
East side of South Rehoboth Boulevard, approximately .4 mile south/southeast of Delaware Route 36
Milford, DE 19963
Sussex County Tax Map No(s): 330 -11.00-44.05, 330 -11.00-44.06 & 330 -11.00- 44.07
1.994 +/- Acres
Current Zone: Agricultural Residential (AR-1)
Proposed Zone: Community Neighborhood Commercial (C-1)

COMMITTEE DIRECTED TO INVESTIGATE ANNEXATION

Whereas, a Petition, signed by the legal property owners and duly witnessed, requesting annexation into the City of Milford, all that certain lot, pieces or parcels of land situate in Cedar Creek Hundred, Sussex County in the State of Delaware, in accordance with a recent survey prepared by Christopher D. Waters, Professional Land Surveyor, DE NO. S6-647, dated March 22, 2021, attached hereto as Exhibit A, more particularly described as follows, to wit:

LEGAL DESCRIPTION LANDS OF WALTER G. & SHARON A. FEINDT, TRUSTEES

PARCEL 44.06

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.06," as shown

on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

BEGINNING at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence,

- 1) leaving said Christopher J. Nelson lands and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,
- 2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point, thence running,
- 3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 121.62 feet to an iron pipe found at a point, thence running,
- 4) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West 200.00 feet to an iron pipe found at a point and place of beginning; CONTAINING 24,300 square feet of land, more or less.

PARCEL 44.07

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.07," as shown on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

COMMENCING at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point and place of beginning, thence,

- 1) leaving Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron rod with cap set at a point, thence running,
- 2) by and with lands of Windward Milford, LLC., North 59 degrees 37 minutes 25 seconds East 250.00 feet to an iron pipe found at a point, thence running,
- 3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 50.03 feet to an iron pipe found at a point, thence running,
- 4) by and with other lands of Walter G. & Sharon A. Feindt, trustees, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 50.00 feet and having a total distance of 250.00 feet to an iron pipe found at a point and place of beginning; CONTAINING 12,495 square feet of land, more or less.

PARCEL 44.05

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.05," as shown on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

COMMENCING at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point and place of beginning, thence,

- 1) leaving lands of Christopher J. Nelson, and running by and with Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,
- 2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, the following two (2) courses; North 59 degrees 37 minutes 25 seconds East 50.00 feet to an iron pipe found at a point, thence,
- 3) North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron pipe found at a point, thence running,
- 4) by and with lands of Windward Milford LLC., North 59 degrees 37 minutes 25 seconds East 285.38 feet to an iron rod with cap set at a point, thence running,
- 5) by and with lands of Ann B. Freeman, the following three (3) courses; South 12 degrees 48 minutes 03 seconds East 70.59 feet to a point, thence running,
- 6) South 16 degrees 29 minutes 39 seconds East 100.13 feet to a point, thence running,
- 7) South 22 degrees 07 minutes 29 seconds East 7.05 feet to a point, thence running,
- 8) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 10.14 feet and having a total distance of 281.36 feet to an iron pipe found at a point and place of beginning; CONTAINING 50,077 square feet 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 the legally described property, said Committee to be comprised of Chair Dan Marabello, Councilmembers Brian Baer and Katrina Wilson along with Planning Commission Chairman Marvin Sharp.

Be it Further Resolved, that said Committee shall submit a written report containing its findings and conclusions to the Mayor and City Council of Milford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Milford and to the territory proposed to be annexed, and shall contain the recommendation of the Committee whether or not to proceed with the proposed annexation and the reasons therefore, as well as a recommended zoning district for the property to be annexed.

Motion carried with no one opposed.

Introduction/Ordinance 2021-04 Brad Schlotterbeck for a Conditional Use Permit to allow a Single-Family Detached Dwelling with Apartment on .42 +/- acres of land at 219 South Walnut Street acres located on the east side of South Walnut Street in an R-1 (Single Family Residential) District. Applicant proposes to convert a 6,654 square foot medical office building into a single-family detached dwelling and a single 840 square foot apartment unit. Chapter 230-9 (C)(4) of the City Zoning Code states conversion of a one-family dwelling into multiple dwelling units is permitted with the conditional use approval by City Council. Present Use: Medical Office Tax Map & Parcel 3-30-6.20-055.00

Planning Director Rob Pierce introduced the ordinance on behalf of City Manager Mark Whitfield. Public hearings have been scheduled for the City Planning Commission and City Council later this month.

EXECUTIVE SESSION

Councilmember Boyle moved to go into Executive Session reference below statutes, seconded by Councilmember Wilson:

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.

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;

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:46 p.m. for the purposes as permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 9:26 p.m.

Property Sale/Lease

Councilmember Fulton moved to authorize our city manager to proceed as was discussed in Executive Session, seconded by James. Motion carried.

ADJOURNMENT

There being no further business, Councilmember Wilson moved to adjourn the Council Meeting, seconded by Councilmember James. Motion carried.

The Council Meeting adjourned at 9:28 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder