

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 13, 2013

SPECIAL SITE REVIEW VISIT
PNC Bank
119 South Walnut Street
Milford, Delaware

Mayor Joseph Ronnie Rogers, Councilpersons Bryan Shupe, Garrett Grier III, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. & Katrina Wilson arrived at 6:00 p.m. or shortly thereafter. Councilman Pikus was absent.

Mayor Rogers and members of City Council conducted a site visit to provide later recommendations for the possible purchase of the property and relocation of the customer service staff within the city. Such discussion will occur in Executive Session later this evening during which time council will determine the sale and any conditions of the sale.

The site visit concluded at 6:35 p.m.

MONTHLY COUNCIL MEETING

The Monthly Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, May 13, 2013.

PRESIDING: Mayor Joseph Ronnie Rogers

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

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

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

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

INVOCATION AND PLEDGE

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

APPROVAL OF MINUTES

Motion made by Mr. Pikus, seconded by Mr. Morrow to approve the minutes of the April 8, 9 and 22, 2013 council and committee meetings and the May 6, 2013 organization meeting. Motion carried.

RECOGNITION

No special guests were in attendance.

MONTHLY POLICE REPORT

After Police Committee Chairman Morrow presented the monthly police report on behalf of Chief Hudson, Mr. Pikus moved to accept the report as submitted, seconded by Mr. Grier. Motion carried.

CITY MANAGER REPORT

Mr. Carmean presented the following report:

ADMINISTRATION

The Finance Director and I have been meeting with department heads regarding their budgets for fiscal year 2013-2014. We are determined to present mayor and council with a balanced budget that requires no tax increase. Certain requests will most likely have to be denied, or prioritized over another budget item in order to avoid any increase.

Delaware Municipal Electric Corporation has requested I attend the America Public Power Association National Convention. DEMEC will be paying my expenses for the registration costs and other travel related items. There are several lectures and seminars that could be very informational and helpful in the operation of our electric business. I would be out of the office June 17-21.

WATER AND SEWER

The archaeological study for the continuing extension of the S.E. Water Main Extension Phase 2 has been completed. There were no findings that would hinder our construction plans on extending the water main to the location of the proposed water tower. This report was put with the environmental analysis and sent to USDA for approval.

The construction on the South Washington Street Sewer Pump Station will start in the near future. We had the bypass pump delivered recently. All we need to begin is a component for the vault so that we can begin.

STREETS AND SOLID WASTE

The Spring Clean-Up went well, and I would think many of our customers received an increased service that did not cost them additional money. It also improved the appearance of numerous yards and properties, thus giving our community a little more pleasant look. Our crews have had a little more time to get into the yard debris pick-up rhythm. As important is the fact that our customers are learning how to deal with our new rules on yard debris. I also want to thank State Representative Harvey Kenton for giving the city a \$1,000 grant that could be used toward the tipping fees.

We now have the final engineering on Southeast Front Street. This includes pavement overlay, curb replacement, infrastructure improvement and handicap assessable ramps. We will be installing new sidewalks in areas where we caused damage while doing the curb work.

We had a \$200,000 shortfall so we will need to remove some items that were planned. However, if council agrees to fund the project from our reserve account, the majority of the sidewalks could be completed. That would set a precedence that when we pave a sidewalk, the city would be responsible for the sidewalks. Our ordinance states the responsibilities are that of the property owner.

In the case of sidewalk damage caused by old curbing that is removed or raised, the city will cover those repair costs.

Mr. Carmean reported that some of the bond funds that were earmarked for the Washington Street Treatment Facility Plant project will be used for the valve program that is needed citywide. In addition, those monies can also be used for the SCADA system.

Mr. Gleysteen asked if any money has been set aside to check fire hydrants; Mr. Carmean stated yes, that is included in the valve program. Unfortunately, he anticipates we could run into a problem with some of the old valves in the street that not been turned in years though the fire hydrants will be done as well. He advised there are about 200 valves that need to be turned.

Mr. Brooks asked for confirmation that once this is done, it will be done through routine maintenance. The city manager said that in addition to the need for a valve exercising program on no less than an annual basis, the fire hydrants will also be addressed.

Mr. Gleysteen said there is a need to identify who will handle this and whether it will be the fire department as was previously discussed or the public works employees. Mr. Carmean said the fire department cannot be used because should one of the valves break during this process, that would create a big problem that would need to be addressed by our crews immediately. Because it has been years since this was done, there is going to be substantial cost and it is unknown how many will be a problem.

Mr. Gleysteen noted that he thought the only reason it had not been done is because we are understaffed. Mr. Carmean said he does not know about that argument because he had a flushing program in place where the hydrants were flushed on a regular basis. However, that has not been done for years. The city even has an exercise machine which turns the valves so it does not have to be done manually. He found that in a building seized up because it has not been utilized. Unfortunately, this maintenance was set aside.

Mr. Carmean said the hydrants are actually more important than the valves in the street. There is the possibility of a main break when this work is done where an entire section of town could end up with no water.

Mr. Pikus emphasized that is the problem and is something needed to prevent a major water main break.

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

COMMITTEE & WARD REPORTS

Economic Development Committee

Chairman Grier announced that EDAP will meet on Wednesday, May 15th at 5:30 p.m.

Public Works Committee

Chairman Brooks reported the Public Works Committee is going to become very busy in the near future.

He also reported he has received several complaints about the traffic light at the intersection of Front Street and Washington which appears to be malfunctioning. It takes a great deal of time to change to green particularly for traffic traveling south.

The city manager said the city has reported it to DelDOT on several occasions and believes that one of their technicians worked on it because it is changing faster than it was in the past.

Task Force on Homelessness

Councilwoman Wilson announced the next meeting of the Task Force Working Group is on Tuesday, May 14th at 7:00 p.m. at the Milford Annex (Social Service Facility) on Southwest Front Street.

COMMUNICATIONS & CORRESPONDENCE

Mayor Rogers reported that Councilman Starling, Councilwoman Wilson and he attended the retirement celebration for Gwen Fountain from the Milford School District this past Saturday.

The mayor also reminded members that the next council meeting will be Tuesday, May 28th due to Memorial Day falling on the regular council meeting date.

Workforce Development Commission (item not on agenda)

William Pilecki informed council he has resigned from the Workforce Development Commission due to some medical issues. He emphasized that a lot of people have put a great deal of work into it and he recommends the commission continue. They had seven students in the program over the last year and there is funding available to hire additional students next year.

Mr. Pilecki mentioned the lack of a quorum at recent meetings. Mr. Grier agreed noting that Vice Chair Dave Hitchens was considering reducing the number of members which is currently at eleven; Mr. Pilecki agreed and suggests reducing that number to seven or nine.

Milford Aquarium (item not on agenda)

Mr. Pilecki advised the aquarium organization has incorporated. Most recently they filed with the IRS for nonprofit status.

There have had fund raisers over the past year which has added to their assets. A membership drive was started and they currently have 75 members.

Mr. Pilecki said he became a professional associate with the Association of Zoos and Aquariums, a national organization.

The next step is to hire a consultant to prepare a business plan. From that point, they will move forward with a design concept for the aquarium.

He said he would appreciate city council considering financially supporting the organization.

UNFINISHED BUSINESS

Gateway Entrance Signs/Approval of Funding/Economic Development

Scott Angelucci addressed council informing them he is representing the downtown merchants this evening. He reminded council this had been presented to council previously and involves the signage request at the gateways on Route 1. Because it was presented at a workshop, the matter was never voted on though he has discussed this further with council and in particular, met with the city manager and Councilman Pikus.

Mr. Angelucci stated that he is looking for approval of the funding for the project. The concept is to develop economic vitality for Downtown Milford and the entire city. It relates to the branding adopted by the city several years ago and will allow people to recognize the fact that Milford is becoming a destination.

With the developing arts, he said there are more retail businesses and restaurants in the downtown area. The only way these businesses will thrive is to bring people into the downtown area who will visit the sites and shop. He believes this will eventually impact economic development throughout the entire city.

He approached two Milford businesses to submit proposals for the project. Art Wear and Graphics submitted an estimate of \$27,090 for two signs (letters and installation). He noted the discount if the signs are made at the same time.

William Steele Welding and Fabrication submitted the second proposal in the amount of \$5,382.90.

He explained to council that because the estimate is below \$30,000, it will not have to be publicly bid. Mr. Angelucci said it is council's decision whether they consider this one project or two projects because it involves two different locations.

Mr. Angelucci noted that the letters are being produced by another company that Art Wear and Graphics provided. The letters are high-impact plastic injected molded letters guaranteed for life against fading and cracking.