

**Town of Milton  
Town Council Meeting  
Milton Library, 121 Union Street  
Monday, February 7, 2011  
6:30 pm**

**1. Historic District Expansion presentation by Rebecca Sheppard of University of Delaware**

Rebecca Sheppard: Good evening Mayor Newlands and members of the Town Council and lots of people from Milton. I'm assuming that you are not all here to hear just my presentation; I think you probably have interest in other things on the agenda. Is that correct? Okay, well let me start with the basics. I am Associate Director of the Center for Historic Architecture and Design at the University of Delaware; and I'm here tonight to talk about the results of a project that we conducted between 2007 and 2009 and some of the conclusions that we reached, based on that project and some of the directions that the Town of Milton may or may not decide to go into from there. As I'm sure you all know, Milton currently has a Historic District that is listed on the National Register of Historic Places. It includes about 198 properties that are in the core of the Town of Milton and what you're seeing on the map here, the areas that are kind of in tan or beige, are the properties that are currently in the Historic District. This was based on research and survey work that was done in the late 70's and early 1980's by Dick Carter and a group of citizens from the Town of Milton. They conducted the survey; they prepared the National Register Nomination; and it was accepted by the National Register in 1982. Since 1982, there have been no changes to the National Register District, but there have been a lot of buildings in Town of Milton that are now potentially eligible for nomination to the Register; because of the 50 year age rule. Basically, a building has to be at least 50 years old to be included on the National Register. When this original survey was done, the cut off date that they were looking at was really about 1920. So anything that was built after 1920, wasn't included in the survey first of all; and wasn't included as part of the District. We're now currently in 2011; and if you subtract 50 years; that means that anything built prior to 1960 is now potentially eligible for inclusion. So that gives us a whole 40 years worth of resources that, first of all, weren't even looked at in the early 80's; but that are now, potentially, eligible. So, this map shows you the original district area is still in beige; in 2005, you enacted a Historic District Ordinance that started to provide some guidance for things that could or could not be done within the Historic District. In 2007, we were contacted by the Town of Milton and asked to conduct a survey of the other resources in Town of Milton. In other words, what else outside of the District, potentially needed to be included or at least recognized, for its historic significance. So the area that you see that is marked in blue, is the area where we conducted our survey. So our project had two primary objectives. The first one was to expand the cultural resource survey and the inventory; just so we would actually know what you have out there. Not necessarily saying that its all eligible; but knowing what the resources are that are out there; and having some

basic information about them. The level of information that we are collecting is primarily descriptive, in a survey; includes photographs and then forms that are filled out to identify architectural features; anything that is know about the history of the building; what historic maps it might show up on; what the style of the building; that kind of information. Then, based on that survey, we were going to try to identify properties that were potentially, what we call contributing resources for an expanded District. Who can tell me what the difference is between a contributing and a non-contributing resource? Anybody? Okay, that's what I figured. When you have a Historic District, you might have 198 resources in the District; but not all of those are considered contributing; they're within the boundaries of the District; but some of them are going to be what we call non-contributing; and that means that they are either too new to actually be historic; or there is something about the building itself; it's been altered too much; it doesn't retain its historic character. It's in the District, but is not a contributing resource. So what we were trying to do was look at all those resources that are outside the and try to determine if any of them were potentially contributing. The other thing that we were trying to do was to expand some of the knowledge about Milton's history, in some areas that hadn't been looked at in much detail, in the original nomination. That was particularly focused on the presence of an early free black community; as well as a Native American community; but also the issue of worker's housing. You had a lot of industrial activity here in Milton; there were a lot of houses that were built specifically to provide homes for people who worked in those industrial areas. But a lot of that fell outside of the Historic District area and hadn't really been looked at. So that was something we really wanted to take a look at. The survey was conducted in two phases. We actually started with a little mini-survey in the area right there and did about 32 resources along, as you can see, Walnut, Atlantic, Collins and Coulter Streets and that was based on an initial attempt to try to identify what we believed was going to be the African American community historically. That proved to be true, to some degree, but not entirely. The second phase of the survey was much larger, and, as I said, it included all of the areas that you see in blue and it was a total of 235 properties that we looked at. I have to tell you that I was not part of the on-site field crew, at the time; but the two students who were here, were here for what turned out to be record temperatures in June of 2008; and I think they all lost about 10 pounds apiece and neither one of them had any room to lose weight; just based on the heat. Basically, they came down for about a week to ten days and they did all of the photography and all of the basic form material and then brought all of that data back to our offices and then we spent the better part of the next year and a half trying to process all that material and do a lot of the analysis work. I'm sure that most of you are fairly familiar with the history of Milton, so I'm not going to spend a lot of time on that; what I do want to emphasize very briefly is two things. One is, as I said, Milton has been home to a lot of industry; a real wide variety of industries; and that's included everything from the agriculture that occurred on the outskirts of town; to shipbuilding, which was a major employer and wealth builder in the 19th century; but also brick manufacturing, button making, hosiery, shirt factory; and then of course, the canning industry was also a major player

here in town. All of those industries supported first of all the employment, but the construction of new homes; new offices; new support services for the community; and that's what made Milton grow over more than 200 years now. The second factor that I really want to emphasize, is that one of the things that we learned from our research is that from its earliest beginnings, Milton was home to both a racially and ethnically diverse community. As I said, we have evidence of a very early Native American; very early African American communities; and then, as you get into the late 19th century you get a lot more immigrant populations coming in. If you think about the US as being a melting pot, Milton is one of the original melting pots and continues to do that as you are attracting new members of your population every day. All of those people contributed to the construction of what is now the built environment in Milton. They built the houses; they operated businesses; they worked for each other; they fought with each other; they took each other to court, but they are what gave Milton life, essentially. As you can see from this slide and then the next one, architecturally Milton has a wide range of architectural styles represented here. Everything from very high style things; you see a few of those along the bottom strip there, from the 19th century; as well as things from the 20th century, but also, again, very typical kinds of things like bungalows. Again you see some more bungalows; you see early FHA funded housing; and in the middle row there, you're seeing sort of mid-20th century stuff, that looks very average. You wouldn't think of that as being historic; well, if its built before 1960, theoretically, it is historic; whether it is significant or potentially contributing, is a separate question. On the bottom row, you see a couple of examples of something that turns out to be very typical in Milton; and particularly in the areas where we saw a lot of worker's housing; and it's what we're calling the three bay variation. A bay is an opening, so when you see a door and two windows; that's three bays across the house. What a lot of people have done in Milton, which was actually fairly common throughout the State, was that they would build this basic form and then they would attach to it, whatever was the current architectural style; so it might be Italianate; or it might be just whatever, Gothic Revival; but it dressed up the same basic form; it is probably still very similar on the inside of the building; but the outside looked a little bit different based on when it was built over the course of time. Then you have people like this one at the end here; I think that's the Lank house; where they started out with a three-bay and then they added another couple of bays on the other end, just to get some more room going that way. Let's talk about some of the things that we've learned about Milton. One of the major things that we've discovered is; and you guys all actually probably know this; that there is a very significant concentration of historic resources within the boundaries of the Town of Milton; and I'm not talking about just within the Historic District; but throughout the entire town. Most of the modern construction; this would be the post-1960 material; is mostly constrained to the outer edges of town; not entirely, there is some in fill; but the majority of it is out towards the outside edges. These are three historic maps of the town. The one on your left is the 1868 Bear's Atlas; the middle one is from the 1880's; and this actually is the earliest one, that's closest to me. You can see that the concentration of buildings is really along the

main thoroughfares; Union Street, Federal Street, and then over time, you start to see things happening on Mulberry; and then you start to see the cross streets starting to fill in. That's a consistent pattern that we see over time. You have this core set of things that happen in the center part of town and then you get infill that spreads gradually out to the north and south. We do see some resources, and particularly in the last ten years or so; you've had a number of infill buildings; things that have been built as modern construction, on either empty lots or lots that have been cleared in order to make room for new construction; but, a remarkably small amount of that, compared to some of the other towns that I've seen; and you're to be commended for that. It's nice to be able to have a town where the historic character is still so readable on the visual landscape. Now if you remember back to when I was talking about the objectives, I said that one of the things we were trying to do was to learn a little bit more about the Free Black and Native American populations and about the history of workers. When we originally started this project, we thought that the survey would be about 150 resources; when it turned out to be 267, we had to rethink some of our priorities. So we did do some research in this area, but not nearly as much as there still needs to be done. So one of our findings is that African Americans and Native Americans and workers of all sorts, played an incredibly important role in Milton's history and that those histories are worthy of more expanded research into the future. I'm hoping that some of my graduate students will eventually take it on for thesis research, and so forth. But for those of you who live here and have an interest in this, these are areas that are very under-researched in the history of Milton. I talked about contributing and non-contributing earlier. One of the things that we began to notice as we were conducting this survey; is that a lot of the properties, a lot of the buildings in Milton have been modified. These are modifications that have taken place, in some cases, over 150 years worth of building life. Some of them are more recent and a lot of them are 20th century changes that have to do with repairs; vinyl siding is a really common thing to put on your house when you're trying to protect it. It's a lot easier to take care of. Unfortunately, it has a detrimental affect on the historic character of your building. So in some cases, the kinds of changes that we were seeing did make buildings that were historic based on their age; non-contributing resources based on their current appearance. Now in some cases, some of those changes are reversible. Now if somebody buys a house that has vinyl siding; takes the vinyl siding off and voila there's the original wooden siding underneath; then the determination on that building would probably change from non-contributing to contributing, but we did see a fair amount of buildings that had these kinds of modifications. It's everything from the vinyl siding to things like porches that get enclosed; like this; this would originally have been an opened porch with just single posts. Again, this is a thing that happens a lot. Things like additions that get put on. This isn't the greatest example; but sometimes you get additions that dwarf the original building, in terms of its scale and its massing; and when they change the look of the building, that much; then it makes the building a non-contributing resource. Now in terms of the conclusions and the recommendations that we're making; there are three primary recommendations that we're making to

the town. The first of those is that there's one remaining area in town that has not been surveyed; but should be surveyed at some point in the near future, in order to complete the cultural resource survey inventory; and that's the area that is known locally as the new development. It's this area in purple, here in North Milton; and the housing there is sort of mid-twentieth century; it's primarily related to some of the factories on that side of town; and in part, because of that, it's association with that employer; it makes it a very interesting set of buildings to look at, because they're all constructed at about the same time and finding out whether they were being constructed by the company or by the individual homeowners becomes an interesting part of learning a little bit more of Milton's history. So that's one of the things that we're recommending. The second one, and this is one that is probably going to require some serious discussion on the part of both the Town Council and the town residents; and it's this fact; Milton has 267 additional resources out there. I believe 160 of those are potentially contributing; they are historic resources that could be potentially contributing to a Historic District. But, at the moment, they are not part of the District and they are not protected by your historic ordinance that protects the Historic District. So one of the things we are recommending, very strongly, is that the town consider one of two possibilities. One is to expand the current Historic District to include those resources. The second one is to develop what is called a local historic zoning overlay. Again, you would have to determine what the boundaries are, for both the district or the local zone. In either case, the goal would be to provide protection for those additional resources that are currently not protected by your ordinance. Just to give you an example, this is the northern part of Milton; the dots that are in green are the parts that are already protected by the Historic District. The red dots are potentially contributing resources. The yellow ones are the non-contributing and you can see that you have clusters here, here and then potentially you might have more stuff going on here in the new development; and then you have this chunk up here, so again, you could develop either an expanded district or a local zoning overlay; either of which would be a way of branching greater protection to those resources. This is south Milton; again you're seeing the existing district and then you're seeing the red dots which are potentially contributing; and the yellow dots which are non-contributing. As you can see, there are a lot more of the red ones than there are of the yellow ones, particularly in the south Milton end. The last recommendation that we're making has to do with developing what are called Design Guidelines. These are a tool that is used by a lot of Historic Preservation Commissions as a way to help guide the decisions that they get asked to make about the historic buildings that are protected by a local ordinance. They give you guidance about the types of things that are in character with your particular town, architecturally; so for instance, if you come before the Board and you own a historic house, that's in the district, and you want to put a new door on your building. The Design Guidelines are basically like a catalogue of things that would be in character with what the town already has. As a way of preserving the overall character for the town itself. These guidelines can be for doors, for windows, for exterior materials, like siding; they can cover a wide range of things. The key thing to remember here is that the Guidelines have to work for you as a

town, so it's something that you need to be involved in preparing and deciding what you want to include or what you don't want to include. The National Register of Historic Districts and the Design Guidelines can be very touchy subjects in a town and part of the goal here is to try to get something that works for as many people as possible, while still preserving the elements of the historic character that are important to you. Are there any questions?

Bob Blaney: What are your funding sources for this survey, this research?

Rebecca Sheppard: For the project that we just finished?

Bob Blaney: Yes, Ma'am.

Rebecca Sheppard: It was a combination of money from the town, from what is called a Certified Local Government Grant that came from the State's Historic Preservation Office, and then some additional match that was provided by our office at the University.

Bob Blaney: And the majority of the funding came from which source?

Rebecca Sheppard: It was kind of an equal spread.

Councilwoman Martin-Brown: In fact, your office did quite a bit beyond what was...

Rebecca Sheppard: Yes, I would say there were equal... On the original budget there were pretty much equal contributions from all three parties.

Bob Blaney: Thank you very much.

Mayor Newlands: Rebecca, if there are newer qualifying homes in the existing Historic District, do they automatically go on the register? How does that work? If I have a 1940's house that was in the Historic District, that didn't qualify before; it now qualifies? It's not in the expansion district; it's in the older district.

Rebecca Sheppard: It might now qualify, but the district would have to be amended in order to officially include it as a contributing resource.

Mayor Newlands: So we would have to do that on a home by home basis?

Rebecca Sheppard: You could do it; hopefully, if you have say a handful of maybe 5 or 10 of them, you could do them as a group. You would do an amendment to the District and change the designation on those from non-contributing to contributing.

Mayor Newlands: So that's one project that we can do right away, actually?

Rebecca Sheppard: Yes. Sure.

Sam Garde: When you say amend the District; is that like amending an ordinance or what do you actually amend?

Rebecca Sheppard: No, when you amended the National Register Historic District, there's a document that gets prepared that has basically a list of all the resources that are inside the District. It sets the boundaries, it actually has a drawing that shows the boundaries.

Sam Garde: We have that now?

Rebecca Sheppard: Yes, you have that now for 198 properties.

Sam Garde: Now to amend it, who would amend it? The Council?

Rebecca Sheppard: No, the Council would propose the amendment; there's some paperwork that has to be prepared and basically what you're doing is changing that list of resources that I've talked about; so that instead of saying non-contributing, it says contributing and it has a new description to explain why it is

contributing. It's usually only a short paragraph. That documentation has to be presented to the State Preservation Review Board; they have to approve it; and then it goes from there to the National Office and they approve it, theoretically. For an amendment that is small, it's not that complicated a process and it would likely go pretty quickly. The State Board meets, I think, four times a year and then once they've approved it, it goes on to the National Register and they just process it; they don't have to have a meeting for that. Does that help?

Seth Thompson: Ms. Sheppard, I have a question. Very often property owners are concerned in terms of the financial affect, as far as if their homes is not in a Historic District and then its proposed to be in an expanded area. I had always heard, at least the studies in the past, that said you couldn't really make some general statement as to whether it made the property appreciate or depreciated the property. It really had to be done on an individual basis. I don't know if other people in the audience have that concern. Is that still the case?

Rebecca Sheppard: That's a very common concern and it's a valid one. What I can tell you is this. On a property by property basis, you can't guarantee that its going to cause the value to go up; but what we've seen in community after community, is that the areas in the town that are within a Historic District, tend to be more highly valued then those that are not. Now the other financial benefit that folks may or may not be aware of, is that once you're in a National Register Historic District, and particularly if you have a commercial property; you then become eligible for tax credits; both at the Federal level and at the State level. And those can be used to help cover some of the costs of rehabilitation of your property; it if is done to the standards of the National Park Service. So there can be some real benefits, almost direct benefits, in that case. As I said, what we've seen over and over again is that preservation and revitalization really go hand in hand when it comes to revitalizing a community; because there are additional resources that become available, once you've actually been designated as being eligible and listed on the National Register.

Seth Thompson: Thank you.

Mayor Newlands: Now do we get a choice as to what year we go up to 1940, 1950, 1960? How is that done? Is that strictly up to us to recommend?

Rebecca Sheppard: Yes, sure. Yes Ma'am.

Joanne Mattioni, 309 Union Street: I have two questions. Will this material be made available on the web-site so that people can actually download and look at it?

Rebecca Sheppard: Currently, Melinda at the Historical Society has a hard copy of it and I believe you have a PDF version of it that can be made available.

Melinda Huff: The town has both of those, as well.

Joanne Mattioni: Oh that would be great. And what happens if a homeowner decides that they do not want to be included in the Historic District? Is there any choice on their behalf?

Rebecca Sheppard: If you decide, as a town, that you want to go forward with expanding the boundaries of the District; once the documentation had been prepared, the town property owners would have to vote on whether to accept this or not. You would have to have a majority of the property owners in favor of it.

Once you take that vote, and the town moves forward with that; any property that is within the boundaries then becomes part of the District. So it's either you're in the District or not.

Joanne Mattioni: So it is not up to the individual homeowner. Okay.

Rebecca Sheppard: No, but as I said you have a vote at that meeting and it just depends on how the vote goes.

Joanne Mattioni: Okay, thank you.

Rebecca Sheppard: But it is something that you all really need to talk through and think about what the benefits are; think about what works for you. As I understand it, one of the motivations behind initially hiring us and beginning to think about this, was the pressure of development that has been occurring on the outside edges of town; and the need to protect some of the view sheds that you have in the historic parts of town; and currently your historic zoning ordinance only covers the core part of the town. It doesn't protect those outlying parts of the town, so that was part of the motivation for putting this together.

Mayor Newlands: Now, who does the Design Guidelines? Is that by a Historic Preservation Group would do that; or Planning and Zoning?

Rebecca Sheppard: Yes, there are a number of consultants including our office that would be qualified to take that on; but there are a number of people out there who can do it.

Mayor Newlands: But is there a committee in our town that should parent that? Like Historic Preservation, Planning and Zoning; who should be the one that really should handle this?

Rebecca Sheppard: You have a Historic Preservation Commission?

Mayor Newlands: Yes.

Rebecca Sheppard: Yes you would want them to be working very closely with the consultant. And I would say the public meetings to talk about the kinds of things that are being proposed, would absolutely need to be part of that process.

Mayor Newlands: Okay, great.

John Oates: I'm a relatively new resident down in Heritage Creek. If I understand Rebecca, what you're saying, we've got 198 homes in the existing District. Now you mention tax credits. Is there anything in any database regarding the credits that have been utilized so far with the existing 198 properties? Is anyone tracking that; are those being utilized?

Rebecca Sheppard: The State Preservation Office would have that information. I don't have it myself, but the Preservation Office is the one that processes those applications and they would absolutely have that data.

John Oates: Now does the town have any record of what we've done so far in that area?

Mayor Newlands: Not for individual homes.

John Oates: What kind of money that we've got with tax credits that's been used to renovate, revitalize?

Mayor Newlands: This wouldn't go through town; this would go individually.

Rebecca Sheppard: Yes it goes to the State and then the Federal.

John Oates: That I understand; but isn't this information that we can use or that we should have access to for tax reasons, if for nothing else. If we saved \$1 million...

Mayor Newlands: It's not that we're saving \$1 million; it's the systems money that is coming to the individual homeowners.

John Oates: Okay, if we've received \$1 million worth of tax credits, that's been used to revitalize these 198 properties, isn't that something that we should be aware of?

Mayor Newlands: Yes, it would be.

John Oates: Just a thought.

Councilman Martin-Brown: I think we live in one of those houses and there was a presentation made; in fact, Melinda had a series of presentations made on what you could do to fill in the forms and apply, etc. My husband and I chose not to, just because it was paperwork and we're pooped, but the bottom line is that there could be some arrangement that this local historic commission could request that if you do apply, that they get a submission copy so that it could be an arrangement that would be very labor simple. An individual say if you do apply for it, would you just give us a set of the papers and that committee could then keep a record of what happened.

Melinda Huff: I would be happy to find that information out through the State Historic Preservation Office and also, just to follow up on the tax credit issues; the Historical Society will host Joan Laramie in June for a session on Historic Tax Credits, to find out a little bit more about that; so that's already scheduled.

Mayor Newlands: That's great!

Melinda Huff: I can't remember the date, off the top of my head, but we'll make that available on our web-site.

Mayor Newlands: Thank you.

Rebecca Sheppard: The State Office is very interested in having people take advantage of this, so they're more than happy to help with the paperwork and to come down and visit with you and talk about what's eligible and what isn't and that kind of stuff. Is there anything else?

Mayor Newlands: Does anybody else have questions?

Dennis Hughes: 198 homes that are in the Historic District; that just includes those 198 homes

Rebecca Sheppard: Yes.

Dennis Hughes: Because if you look on some of the maps, it shows houses that are not on that list; but if you see the \_\_\_\_\_, it says it is in the District. So they are not in the District, right?

Rebecca Sheppard: There are 198 properties that are currently included in the District.

Dennis Hughes: Yes, like I'm saying, you have a house here that's in the District, these two aren't, this is; but the line shows that this is all the District. These two houses are not in the District.

Mayor Newlands: I think you're talking about contributing vs. non-contributing.

Dennis Hughes: No, I think all the houses are contributing.

Rebecca Sheppard: Not everything that's currently in the District, is contributing.

Dennis Hughes: But they are listed on the thing. I'm talking about the houses that are on that street that are not listed. They list every...

Councilwoman Duby: Even if you put that first map back up with the beige and

the blue.

Rebecca Sheppard: Sorry, we disconnected it. The map that we have, reflects to the best of our understanding the properties that are actually included. The National Register generally doesn't approve a boundary that goes like this. They want to have an entire street that's included. So it may be that there are properties across the street.

Dennis Hughes: It's not \_\_\_\_\_.

Rebecca Sheppard: No it is not. That's what they call key holing and they really don't like to do that.

Dennis Hughes: Okay, but if you actually take all of the houses, the numbers and go down the streets, it is that way; it goes in and out; that's why I was wondering.

Councilwoman Duby: Can I just ask a related question? If you have a block and on that block there are five houses that were built before 1920 and then there are four houses that were built in 1960, so is that whole block in the District?

Rebecca Sheppard: It depends on how the boundaries were drawn.

Dennis Hughes: I don't think they are.

Rebecca Sheppard: And one of the issues that we've had with this, is a lot of the early nominations that were done, the boundaries weren't drawn very accurately and so your question is a good one. We've spent an awful lot of time trying to figure out for sure, which properties were in and which ones weren't. The GAS map should have the correct information in it. Normally what would happen is that if you have an entire block, say you've got ten properties; five each backed up to each other and the five that are on this side of the block are all historic; and the five on this side of the block are not; there's a very good chance that they drew the boundary down the middle along the property line and excluded the ones that were post-1960. Sometimes that is what they do; sometimes they will actually include the entire block; but those 1960 ones would have been non-contributing resources, within the District. It really just depends on how they decided at that point in time to draw the boundaries.

Dennis Hughes: It would be nice if there was a map; I know there's one that shows all the houses that are actually listed on that; because I think if you do that, you'll see there is like a lot of key holing.

Rebecca Sheppard: We're currently actually working with Melinda to put some of the maps that you saw today, up on the web-site. Hopefully that will help.

Mayor Newlands: This is going on the Historical Society's web-site? Right? Or ours, I don't care.

Rebecca Sheppard: I could go on both.

Melinda Huff: Actually, the town paid for the study, but I guess.

Mayor Newlands: You keep saying it is going up on the web-site; if it is going to be on ours, that's fine; I have no problem with it. We just have to coordinate it, that's all.

Rebecca Sheppard: Is that it?

Mayor Newlands: One more, the last one.

Councilwoman Martin-Brown: I have a sheaf of papers that thick with all the houses; you've seen it; and then the narration for every one. Would that satisfy Mr. Hughes' question as to whether the properties of interest to him would be in

that list or not?

Dennis Hughes: I have that list too. Like I say, you take that list and go through the properties, there's a lot of key holing all through it. I didn't know if the map that the town has does show all the lines; where it looks like some of them aren't on there anymore.

Rebecca Sheppard: Part of the problem we had was that there was some addressing changing that happened between 1982 and the present; and so when we tried to map some of this, it went berserk; but the other issue is that usually the maps that we have that actually drew the boundary line; didn't necessarily match the list that you're talking about and so we spent an awful lot of time going back and forth and trying to figure out what the State Preservation Office had in their records; because that's the official version and what was in the forms and everything that was sent in; and like I said, we think we've got it all right. There's always a possibility that we missed something somewhere back there.

Councilwoman Martin-Brown: If you have that, then you have the same thing I do; which concerns Dennis Hughes.

Rebecca Sheppard: That's the original nomination that was written.

Councilwoman Martin-Brown: Thank you for that clarification.

Mayor Newlands: I think we're done. Thank you.

## **2.Public Participation**

- a)Mayor Newlands: Public participation is next and I'm going to go first. I just want to let people know, contrary to what Mr. Post said in the paper on January 28<sup>th</sup>, we are not owed \$1.1 million from any developers within the town limits. We have a couple of properties; a couple of developments that are sitting, waiting for final approval or sub-division approval and they have many, many steps to go before this can happen; and not until they get actually Final Sub-Division Approval do they actually owe us any money. So these developments that were talked about in the paper are possibly years away from actually getting to Final Sub-Division Approval and owing town any annexation fees. So contrary to what was put in the paper, we are not owed any money by any of these developments. So I'm just trying to put that to rest.
- b)Georgia Dalzell, Chamber of Commerce: Good evening. I have a brief announcement and that is that the Chamber will be hosting a Candidates Forum on February 26<sup>th</sup> at the Fire Hall from 10 to noon, if we need that much time. There are three candidates and they have all been invited and we hope that they will all participate and I wanted to let you know that the League of Women Voters will be joining us. They are supplying several people who will have various duties; one of which is the moderator for the Forum. So please come out and join us and meet your candidates. Thank you.
- c)John Collier, 301 Coulter Street: Thank you for the opportunity to speak. I would like to pose several questions having to do with waste or yard waste. Where do we stand at this point? Because it seems to me that this is the third or fourth month this has been going round and round; and I

don't see any forward progress.

Mayor Newlands: Right now town is not taking a position to do anything with yard waste, because we are not under a mandate by the State to do anything. You can contact M-T Trash or a number of other haulers and they will, for a price, take away yard waste. But it is something that we are not staffed to do at this point in time; and they will, for a price, take away yard waste. But it is something that we are not staffed to do at this point in time.

John Collier: Very good, all right, well that answers that question. Okay, next question, since you used the word mandate. I understand there is going to be mandated recycling; are we looking at an increase?

Mayor Newlands: Recycling is not mandated; charging you for recycling is mandated by the State. If that's what we are mandated to do by the State.

John Collier: So that's what the difference is at this point?

Mayor Newlands: That's what the difference is. We are required by the State to provide a recycling program and charge every resident for that recycling program. Up until last week we were not allowed to tell you how much that recycling program costs and just last week the legislature changed so that we can actually now tell you what it is going to cost for you to recycle. But everybody will get charged.

John Collier: So there is a charge and it is mandated; maybe not by the town.

Mayor Newlands: The charge is mandated by the State and recycling is still voluntary. You're going to get charged for it whether you... You'll get a tote, one of those blue totes with a yellow tops; either a big one, a 55 gal. or a 32 gal. Those will be provided to you.

John Collier: All right.

Mayor Newlands: And you still, I think, we may have the igloos at Ace; those are still under discussion. So if you don't want the can, you can go out to Ace still.

John Collier: Somebody asked how much it was.

Mayor Newlands: That gets out for bidding, along with trash; so that will be one product coming back to us; it will be trash and recycling at the same time.

John Collier: All right, well this brings to mind why I asked the question about recycling. As most of you know or don't know, I play over in the park with the train and I received a contact from the ladies of the Garden Club that maintain the garden around the train shed, asking us to assist with cleaning it up. Now, my problem is once I clean it up; what do I do with the crap?

Mayor Newlands: This is the yard waste from the...

John Collier: It's in the park.

Mayor Newlands: This is the plant waste from the...

John Collier: Yes. Town has said we will take the Garden Club's yard waste. We said we will deal with that.

John Collier: Okay, so I just have to make an arrangement with whomever.

Mayor Newlands: With Allen.

John Collier: With Allen, that we're going to have it; and it is there to be picked up?

Mayor Newlands: We've been doing that in the past; we will continue to do that.

John Collier: Okay well that was what prompted that question, because they want me to help them clean up those lovely grasses out there and they make a big mess.

Mayor Newlands: No, town will take care of that.

John Collier: Well thank you very much.

Mayor Newlands: Thank you.

Councilwoman DUBY: Mr. Mayor, may I ask one follow up question to something you said? You started a sentence which you didn't complete and I just want to make sure that I understand. You said there will be a charge, whether or not you...

Mayor Newlands: Recycle.

Councilwoman DUBY: Does that mean that people who don't recycle are going to be billed for recycling?

Mayor Newlands: Everybody will be billed for recycling; everybody will be provided a can for recycling and nobody will check if you recycle.

Councilwoman DUBY: So you pay for it whether you do it or not.

Mayor Newlands: State mandate. State mandate. Yes.

Councilwoman DUBY: Oh, I thought we were as a town, were mandated to provide the service; but the people weren't mandated to use it.

Mayor Newlands: Yes, but we're providing a service at a fee.

Councilwoman DUBY: Yes, but if they are not using the service; they still pay the fee?

Mayor Newlands: Yes.

Councilwoman DUBY: That I didn't understand was part of the mandate. It is?

Mayor Newlands: It is, yes it is.

Councilwoman DUBY: Okay, I'm glad I use it.

Mayor Newlands: It is sort of a way to encourage you to recycle.

Councilwoman Martin-Brown: You can use your can for compost.

Councilwoman DUBY: I use my can; I've been paying for it all along; I'm a big recycler; but it seems a little unfair to me that if people don't...

Mayor Newlands: I agree, I agree; I prefer to bring it to Ace myself.

d) Lynn Ekelund, 406 Union Street: Just a quick question about the hearing that is going to be going forward I think the 10<sup>th</sup> and maybe the 11<sup>th</sup> for Mr. Dickerson. I'm wondering if Councilwoman Abraham and Councilwoman Betts are going to be participating in that hearing?

Councilwoman Abraham: As far as I know, I am.

Councilwoman Betts: As far as I know; I haven't heard any other.

Lynn Ekelund: Have we, in light of the lawsuit that's ongoing; I'm

assuming that lawsuit is still ongoing?

Seth Thompson: Sorry, the town's policy is going to be to not comment in terms of any pending litigation.

Lynn Ekelund: Okay. Has the town contacted the Public Integrity Commission to determine whether or not Mrs. Betts and Mrs. Abraham should be participating in the personnel hearing?

Seth Thompson: Absent a finding of some violation; that's going to be a confidential process; so again, unfortunately, we're just not able to comment.

Lynn Ekelund: So, you're not; you're not... Let me just understand. I'm not trying to push you here.

Seth Thompson: Right.

Lynn Ekelund: There has not been a finding then, from the Public Integrity Commission that Mrs. Betts and Mrs. Abraham should recuse themselves from the personnel hearing.

Seth Thompson: The Public Integrity Commission is a confidential process that only would cross-over into a public record if there is a finding of a violation.

Lynn Ekelund: Okay, if there's a finding of a violation; so an advisory opinion would not cross into...

Seth Thompson: That's correct. It would remain confidential.

Lynn Ekelund: Okay. I just want to go on record that I think in light of the lawsuit that has been filed against the Town, Chief Phillips, Mrs. Betts, Mrs. Abraham by Mr. Dickerson; that I believe there is a Conflict of Interest of Mrs. Betts and Mrs. Abraham sitting on the personnel committee. I know, I can't contact the Public Integrity Commission; but I hope that we have; and I hope that we have some direction from them. Thank you.

Mayor Newlands: Thank you.

3.Call to Order – Mayor Newlands called the meeting to order at 7:20 pm and close the Public Participation

4.Moment of Silence – Councilwoman Betts

5.Pledge of Allegiance to the Flag

6.

7.Roll Call – Mayor Newlands

8.Councilman LesterPresent

Councilwoman Martin-BrownPresent

Councilwoman DubyPresent

Councilwoman AbrahamPresent

Councilwoman BettsPresent

Mayor NewlandsPresent

Councilman PrettymanAbsent

9.Additions or Corrections to the Agenda

Mayor Newlands: Do we have any additions or corrections to the Agenda?

1.

2.8.Agenda Approval

Mayor Newlands: Do we have a motion to accept the Agenda?

Councilwoman DUBY: So moved.

Councilman Lester: Second.

Mayor Newlands: We have a motion and a second to approve the agenda. All in favor say aye. Opposed. Motion carried.

10.9.Presentation and Approval of Minutes – January 3, 2010

Mayor Newlands: Let's go over the minutes of January 3, 2010. Does anyone have any changes or modifications to the minutes of the January 3<sup>rd</sup> meeting? Can we get a motion to approve that?

Councilwoman Abraham: I make a motion to approve the minutes dated Monday, January 3, 2010 of the Town Council meeting.

Councilwoman Betts: Second.

Mayor Newlands: We have a motion and a second to approve the minutes of January 3, 2010. All in favor say aye. Opposed. Motion is carried.

a.

9.10.Discussion on Written Committee Reports

Mayor Newlands: We don't need to approve those. They just need to be read and see if anybody has any questions on them.

11.Department Reports: Public Works, Project Coordinator, Code and Police

Mayor Newlands: We have the Code Enforcer's Report, the Police Department's Report. Does anybody have any issues with any of the reports?

Councilwoman Abraham : I would like to make a motion to approve the Public Works, Project Coordinator, Code and Police Reports, as presented.

Councilwoman DUBY: Second.

Mayor Newlands: We have a motion and a second to approve the department reports. All in favor say aye. Opposed. Motion carried. Now we have the Police Department that have some appreciation awards they would like to give out. Capt. Cornwell will explain why we have such a large police presence here tonight. There is nothing going on.

1.a.Police-Certificate of Appreciation Awards

Capt. Cornwell: The officers we have now, we have exceptional performance from them. We have a good group of officers; they are highly trained. We continue training on a yearly basis. I'm going to go over an incident that happened January 10<sup>th</sup>. The reason why we are here is because it was a little different; we had actually some public participation that was more so than what we normally have someone just calling an incident in. So that's why we're here, to give out some certificates. Basically what happened on January 10<sup>th</sup>, we had an incident in front of the Wilmington Trust Bank; right across from the Police

Department. Some of the criminal participants in it are from Kent County, originally; so they weren't really sure and they didn't know that the Police Department was right across from the bank. We've actually had that several times with some robberies at the liquor store, next door. We kind of luck out that way. On January 10<sup>th</sup>, Det. Boone, his office is over on Front Street, he looks out every once in a while at the bank; he saw something going on at the bank; it looked a little suspicious; saw a guy go in; some guy right behind him had his hand in his pocket; next thing you know, they come out of the bank fist fighting and there's a large guy standing there. Boone, at first, thought there was going to be a bank robbery going on, because a pick-up truck had stopped there. I believe the pick-up truck actually was one of our witnesses and one of the people that actually went above the call of just reporting it in. Needless to say, what happened was we have another witness there that is going to get a certificate. He saw Boone running across the street to where the fight was. There were three people fighting; one of them ran behind the bank and was taken down by Boone at gunpoint; he had a couple of knives on him; he also had a large bag of marijuana. Apparently what happened is the one that was taken down behind the bank, had contacted the two other people to meet him over at the park for a drug transaction. The drug dealers met the drug dealers at the park; they gave him the product; he looked at it and he jetted. He took off on foot. When he did that, one of them hit Mr. Ruff's vehicle; he saw what was going on and he decided that instead of just going on about his own business; he decided he was going to check out and see what was going on. So he turned around and came back to see what was happening. Mr. Schmidt, he was coming down the road and saw Det. Boone running across the street and he decided that maybe he should help out and see what was going on also. The two people that were fighting; the one person that ripped them off from the drugs, they acted like they were being robbed; well they were robbed, technically; down at the park, but not at the bank. They ran across the street and Mr. Schmidt saw them because they weren't acting normally; usually a victim won't run from the scene where they were a victim. So he saw them in their vehicle; he tried to block them in; they got around him; so he followed them out actually to the Kwik-Stop. Corp. First Collins and Patrolman Fraley; Patrolman Fraley just graduated from the State Police Academy in December; they responded out to the Kwik-Stop to assist Mr. Schmidt and take those two people into custody. It's not normal for victims to be changing clothes while they are riding down the street, either. So Mr. Schmidt filled us in on that. So through all this, we were able to make robbery arrests, drug dealing arrests and several others; weapons offenses. One guy had a couple of knives on him and one was a deadly weapon; it was over a 3" blade. In the car where the two guys that were the so-called victims of robbery; they were also doing a drug deal; they had, I think it was a 7 or 8" survival knife in the car. They also had I think it was five empty casings of 357 Sig, where somebody had been

shooting a pistol. By the indentations on it, it was a Glock that they were shooting. So it was some serious things that were going on. We handle stuff like this. Most of the general public doesn't know that, here, probably; but this is not unusual for us to handle. The unusual part is the assistance by Mr. Ruff and Mr. Schmidt; so that's why we're here to give everyone a certificate. Like I said, it is not unusual for our people to always handle situations like this. What I want to do is I want to hand out the certificates. I'll call each person up. This is to Martin Schmidt, Jr. for a Certificate of Appreciation for assistance rendered to the Milton Police Department on January 10, 2011. [Applause.] This Certificate of Appreciation is presented to Frederick J. Ruff for assistance rendered to the Milton Police Department on January 10, 2011. [Applause.] This is an Exceptional Performance presented to Det. Staff Sgt. Steven Boone for observing and apprehending a robbery and drug dealing suspect. [Applause.] Exceptional Performance presented to Cpl. First John Collins for apprehending drug dealing suspects. [Applause.] And this is an Exceptional Performance presented to Patrolman Dustin Fraley for apprehending drug dealing suspects. [Applause.] As I said, this is different because civilians, the general population, did more than what a phone call usually does. Our people do exceptional work every day. Not too long ago, if people weren't here and saw all of us, we were chasing a bank robbery suspect. Not too long ago, if people remember, Georgetown had an armed robbery at one of the banks. He lived actually just outside of town; we staked him out; he was in between our town. Our town was here; our town was here; surrounded all the way around him. So we got into a high speed chase with him and we actually took him down in Georgetown. It's not unusual for us to do all types of things. It just happens a lot of times where the general public doesn't see what we're doing. So we just wanted to thank our officers and thank the people that assisted us. Just want to tell everybody to be safe and if you ever need anything, just give us a call.

Mayor Newlands: Thank you and congratulations to everybody.

2.

#### 10.12. Finance Report and Revenue/Expenditures Report

Mayor Newlands: Do you have anything to report this week?

C Lester: About three or four weeks ago we met with the partners of the accounting firm that are preparing the review, Zalinowski and Axelrod; and based on the items opened to be completed and their work schedule, I assumed by now that this month we would be able to begin preparing a report. However, I think Mr. Murphy is watching over us very closely, unfortunately. The partner in charge went snowmobiling and had a very serious accident and he suffered a broken arm, a broken leg and some other serious injuries. So he was out. Unfortunately, he was the partner Mr. Weiss was relying on. Mrs. Coulbourne helped him with some work and also relied on me and unfortunately, Mrs. Coulbourne had a family emergency and was out. We're delayed again. I'm going to give you the background of that conversation we had in Dover and where

they are going to go forward and what they had hoped to complete. I have a call into both the State Auditor's Office and to the accounting firm, partner in charge of the accounting firm in Harrisburg to find out who the replacement will be and how soon they'll have somebody here. Most of the work has been accomplished. There's a list of open items, I think; the members of the Council had one and I got here a little late unfortunately; but there is a number of these schedules on the back table.

Mayor Newlands: Councilman Lester, they weren't passed out to Council.

Councilman Lester: I passed it to Councilwoman Martin-Brown.

Mayor Newlands: One copy.

Councilwoman Martin-Brown: I did pass them Norman, I did.

Mayor Newlands: How many do you have?

Councilman Lester: There should be enough. Anyway if people in the audience would like to take one, they are on the back table. On the right hand column; there are two columns; one that lists the date when their work was due; and then a date of completion and there's maybe about half a dozen items that aren't marked off for completion. I will know probably within a day or two. Their goal was to have everything completed before mid-March; at which point the State Auditor's Office was going to come in and they would conduct the audit for the fiscal year September 30, 2010. What the accounting firm was going to prepare for us, is what the town should be preparing at all times; is actually a Financial Statement which they will prepare and give to the State Auditor's Office, so that the State Auditor's Office can audit the Financial Statement, which is what should be done. There are two things that are going to happen. One is they are going to restate the beginning Financial Statement for the year, as it begins October 1, 2009. There are two major reasons for that. One is there's a liability to Tidewater that was not reflected at that time and there are a lot of assets that are on the town's balance sheet that do not belong there. I looked at the actual town's trial balance the other day; and they list some \$500,000 of assets belonging to the sewer plant. I do believe we sold the sewer plant; that's all gone. So there are some pretty dramatic changes they have to make to October 1, 2009 to go forward. I will keep the town apprised. I hope to hear from them very shortly. I have spoken to the State Auditor's Office and as soon as everything is complete, they're ready to come in and take care of the annual audit. I was really hoping that we would have everything cleaned up tonight, but it's not going to be cleaned up tonight. I would like to make one notation. It was said in the paper that legally we are required to prepare a Financial Statement; but it also says in the Charter that the Treasurer shall make an affidavit to his/her belief in the truth and correctness of such monthly report. Well, I haven't been able to do that up to now; and I'm hoping that this accounting firm will clear those problems and we can go forward very, very soon. That's all I have for tonight.

Mayor Newlands: Thank you very much, Councilman Lester.

Councilwoman Martin-Brown: Mr. Mayor, I have a question for my colleague. I'm wondering when the sewer plant was sold to Tidewater; it was my understanding that the town retained ownership of the land; that the sewer plant itself was sold, but not the land and that may explain why it is carried on the

books as an asset.

Councilman Lester: It's carried as a plant, not land.

Councilwoman Martin-Brown: Well then maybe the problem is... I don't know; I just want to flag it.

Councilman Lester: It's land.

Councilwoman Martin-Brown: It may be a problem of labeling.

Mayor Newlands: No, there are other assets that are just listed as land. We have lands listed separately from other buildings.

Councilwoman Martin-Brown: But you have the land under the sewer plant in it. Just as long as we have that right.

Mayor Newlands: I think land is land and the buildings are separately listed.

Councilman Lester: Exactly.

Councilwoman Martin-Brown: Okay.

Councilman Lester: The plant does not belong to the Town of Milton.

Councilwoman Martin-Brown: No, I'm talking about the land underneath.

Councilman Lester: The land does.

Councilwoman Martin-Brown: But the Mayor says that that's listed.

Mayor Newlands: Land is all listed separately. We'll double check that that particular one is correct.

Councilwoman Martin-Brown: Would you check that, because it may be that problem.

Councilman Lester: I don't think so. We will check.

Mayor Newlands: That assessment is from a long time ago, anyway.

Councilwoman Martin-Brown: Well whatever, just as long as we get it right and we get the right...

#### 14.13. Old Business – Discussion and possible vote on the following items:

##### a. Tax Appeal Update – Truitt Jefferson

Truitt Jefferson: At the last meeting I was here and I protested the town's assessment on my Route 16 property and the town said I have to bring back an appraisal for this week if I wanted to continue it; and I have. Robin has it there in the red book and it was done by Jeffrey Masten, over in Milford. His appraisal credentials are on the last page there. On the third page in, he comes up with what he says the value is.

Mayor Newlands: This book is 40 pages, 30 pages long? Almost 50 pages.

Truitt Jefferson: Yes. There's a lot of statistical stuff in there.

Mayor Newlands: I see that. He only gave us one copy for the entire Council. It says that we were not allowed to replicate this in any way, shape or form; so we only have one copy here.

Truitt Jefferson: He gave me two copies and I brought one copy over here. If you need another copy, I'll get you some.

Mayor Newlands: This came today so Council did not have a chance to see this at all. I haven't even seen this, other than somebody holding it up and saying we have a 50 page book here. Do you know where it is in here that the assessment is? So he's estimating the value at being \$400,000 for

that property and the original estimate was \$750,000-\$775,000. So you're appealing this now to have the assessed value for this property be reduced from \$775,000 to \$400,000?

Truitt Jefferson: Yes.

Seth Thompson: You're going to need to give the Town Assessor the opportunity to review this.

Mayor Newlands: I'm being advised that the Town Assessor is going to have to have an opportunity to review this, I guess to make a determination on this.

Truitt Jefferson: That's your call now.

Mayor Newlands: Okay, that's fine. Your bill has been held up while this has been in dispute.

Truitt Jefferson: Okay.

Mayor Newlands: Okay. So we'll give this off to PTA and have them take a look at it and I guess put you on the agenda for next month.

Truitt Jefferson: Three trips; I'll be back. Not really related to this, but I would like to say thanks to the Police Department for doing a good job in town. I've been working on 201 Federal Street, up here. I get to town in the summertime early in the morning. There's a lot of people out there walking the streets; people exercising or whatever; and that's only because the town is safe. We do need the policemen that we have and I know some people condemn that; but we do have as safe a town as we can have.

Mayor Newlands: Thank you Mr. Jefferson.

b. New Water Tower – east side of town

Mayor Newlands: Next we have an update and some more information on our water tower on the east side of town. This is Scott Hoffman from Cabe Associates.

Scott Hoffman: Good evening Mayor and Council. Tonight I'm going to provide an update on the 2012 water system improvements project. At the last Council Meeting, I did a short presentation which summarized everything; the project, the cost, the schedules and so forth. After that meeting, Councilwoman Abraham set up a meeting between Cabe Associates and the Water Committee and we also had some communications with the Office of Drinking Water. The project is potentially going to be funded by the State Revolving Fund; which is Federal money which comes to the State and then the State doles this money out to various applicants. I received a phone call from our contact there; they said that they were receiving additional Federal money and, asked us to check with the town if they would be interested in expanding their project. My first question to them was, the town is interested, potentially; but they really would like to know about this principle forgiveness issue. I just talked to them on Friday and we still don't have any solid information that that is definitely going to happen; although based on my telephone conversation, it sounds like there is a strong possibility. So, we met with the committee and we discussed potentially

adding two things to the project. Both of these are recommendations from the Water Facilities Plan. The first is another crossing across the Broadkill water main interconnection, so to speak; between the northern part of town and the southern part of town; and that has been planned for some time; to make a connection between Chestnut Street and Wagamon's West Shores. That would use that existing right-of-way from that old railroad track that is there now. There are already planned connections in Wagamon's that were installed when the sub-division was built; so that's one potential project. The second thing that we talked about was there are several locations for the new water tower that are being looked at. What we talked about was that we could add some money to the project to construct a new water main to that farthest location; which in the facilities plan is located out at the Key Ventures property. We also discussed some other locations at the Committee Meeting that are a lot closer; that would be a lot cheaper. Basically the cost of water main design, construction and everything is proportional for how long it is. So that's kind of something that's up in the air until the location is finalized; but it seemed to make sense to come up with a number based on the farthest location. We did talk about some possible locations and the need for the town to start looking, possibly contacting some landowners and seeing if there is any interest in the town working with them to find a location for the new water tower. One last thing, the applications were due at the end of January; they have now moved that back to sometime in late February or in early March. I don't have an exact date yet; so we're shooting for early March, is what I'm thinking.

Mayor Newlands: So the application doesn't need a referendum, does it? We don't need to do the referendum first.

Scott Hoffman: The application does not need a referendum; it is simply an application for the town to apply for the loan and any referendum, or anything; will have to happen after that; after you have some kind of plan for how the project would be paid for.

Mayor Newlands: We'll find out if we're going to get a forgiveness loan, before the referendum; that's what happened with Georgetown. Is that what will be happening?

Scott Hoffman: That's correct. I'm pushing the Office of Drinking Water to get that information to us. Hopefully, we'll have it for the next Council Meeting.

Mayor Newlands: So the citizens will know how much we're going to get for free and how much we're going to have to pay back; and what that repayment schedule is going to be.

Scott Hoffman: Yes, we can work with the Water Committee to come up with some kind of financial background information which we can present.

Mayor Newlands: Okay, great.

Scott Hoffman: I think one of the things that we talked about last time, was that the town wouldn't execute an actual binding commitment for this

project until December of this year. One of things I talked about was that we're just way ahead on trying to figure out ways to fund the things and to hopefully take advantage of this money; if it comes out; because it's obvious if you can get 50% of your project paid for for free, it's something you need to look at.

Mayor Newlands: The money doesn't become available until 2013? January of 2013.

Scott Hoffman: Give me a second just to flip back through my notes. We would be looking at bidding the project... The loan closing would be January of 2012 and then you would start doing what they call draw downs. The plan is to initiate operations of this water tower in January of 2014, which is when you would start paying back the loan to the SRF. So it's several years out, but this is the way these things work.

Councilwoman Abraham: So basically I think what's required from us is a copy of the minutes tonight of our okaying approval to go forward with this; not committing, but going forward.

Mayor Newlands: So we just have to approve taking the next step; continuing the project, basically.

Councilwoman Abraham: Right.

Scott Hoffman: The other thing that I wanted to talk about was the additional money, based on the assumptions that I discussed previously; and Item No. 2 on your summary shows the current budget; or the existing budget as it was discussed at the last meeting; and the proposed budget with the two additional projects added in. Again, that's a lot of assumptions based on where the water tower is; is a huge chunk of that additional money; which is an additional \$800,000. So we discussed it tonight. Depending on how you want to handle this in terms of an official Council action, we might be able to wait until the March meeting when we have all the information; so tonight can be just an informational meeting, I think; and then, hopefully before March we have enough information so that some more decisions can be made in terms of Council approval; and that's okay.

Mayor Newlands: That's fine with us.

Councilwoman Abraham: As long as we are not cutting ourselves short.

Scott Hoffman: We still have the meeting minutes to go back on, if something happens.

Councilwoman Abraham: True.

Mayor Newlands: Okay.

Scott Hoffman: That's all I have for tonight.

Mayor Newlands: Questions from Council?

Councilwoman Martin-Brown: We borrowed over \$1 million to do a water thing for one of the developers several years ago and I'm wondering; that loan exists still and there's below a half a million dollars still due on that loan, that we're servicing at \$30,000 a year for whatever.

Mayor Newlands: I'm not sure of the number that's due on that. I know it's \$30,000 or \$40,000 a year.

Councilwoman Martin-Brown: To service it.

Mayor Newlands: Right.

Councilwoman Martin-Brown: The reason I'm asking is that a vehicle that could be amended so that you just continue; you don't have to renegotiate a new financing; that you have a half a million dollars, that we're still paying for what we did for the town plumbing. Could that be amended and would that be more efficient in terms of getting Federal financing passing through more quickly?

Scott Hoffman: I think the answer is no; but I will have to double check; but I'm 90% certain that the answer is no.

Mayor Newlands: In this particular case, I don't think you want to act quickly, number one; because of the timing; we're not there yet that we need this tomorrow; that's the first thing. Secondly, we're trying to get half of the loan forgiven; that it's a grant.

Councilwoman Martin-Brown: And that gives us more time to pay off the one that we have now.

Mayor Newlands: That also; but if we extended that loan per se, you wouldn't get half of it forgiven; it wouldn't come underneath that jurisdiction or whatever it is called. This is all new all these forgiveness loans, I think.

Councilwoman Martin-Brown: Thank you.

Scott Hoffman: Yes, this follows on some of the Federal Government through the AARA was trying to pump money into a lot of public works projects and this is kind of following that, as the second go-around. We rely on the state to tell us these things and they're trying to get the same information for other projects that they are administering. We just don't have all the information; I'm just trying to keep Council updated as to the newest stuff.

Mayor Newlands: Are there any other questions? Anybody else? Thank you, Scott.

c.\*Ordinance amending the Town Code, Chapter 26-11, entitled "Personnel Policies"

ci.Mayor Newlands: I would like to table this until next month.

Councilwoman Duby: So we can't even discuss it?

Councilwoman Martin-Brown: So moved.

Seth Thompson: Well it's a personnel issue, it potentially can be discussed in Executive Session.

Councilwoman Duby: Okay, because I have some real problems with this and I don't want us to get to next month and say okay, well we've got to pass it tonight without the possibility of making changes; because there are some changes needed, badly.

Mayor Newlands: There is no urgency. There was no urgency to begin with; it just was the situation that happened and it was time to clarify it. That's all. So there is no urgency to do anything with it.

Councilwoman Martin-Brown: I have a motion.

Mayor Newlands: We have a motion to table it. Second?

Councilwoman Abraham: Second.

Mayor Newlands: We have a motion and a second to table Item 13c until next month. All in favor say aye. Opposed. Motion is carried.

d.\*Ordinance amending the Town Code, Chapter 26-17, entitled  
“Compensation Rules”

cii.Mayor Newlands: This is for staff. There a couple of little things in here.

How they get paid overtime. There's really nothing in our Code that gives them “comp” time; what's a lot of the staff would like to have and this is non-exempt employees; these are people who get overtime; who get time and half overtime. There are a couple of issues here. One that they would like to be able to take some “comp” time; right now or the way it used to be a year or so ago, was they would get “comp” time and you would have to use the “comp” time within 28 days. It's a little bit strict when you're doing kind of overtime and the snow is happening; and these guys are out on the road constantly. They don't have time to take a couple of days off and also if they are doing snow removal for 32 hours; they would like to go fishing in the springtime. So, what we would like to do now is to extend the “comp” time so that it's for a twelve month period; just to give them a little bit more flexibility. One other request that was brought up; was that in December if anybody has up to 40 hours of “comp” time, they can cash it in. Had they taken overtime, we would have given them the money anyway; so there is no cost difference to town; it's just a convenience; sort of like a little savings plan for them if they would like it. And the next bullet, bullet number 2; Supervisory Positions, Exempt Employees. They are to be compensated and that's just a recommendation at hour to hour; meaning one hour of overtime would be one hour of “compensation” time. Just a note, that exempt employees, it's not a requirement to give them “compensation” time. We're not required to give “compensation” time to exempt employees. The rest of it, the other bullets are the same as was in the prior. I have just added the first two, under a and I got rid of some crazy wording that was in; there were two things. The original a) said you couldn't have more than 100% job with town; which I don't think we would give you; and, b) I just modified it so that it lessened the number of people who had to be notified before overtime would happen. Overtime would be approved and in some cases, that gets a little bit ridiculous; the list of people who had to be notified. So I eliminated paragraph a) in the original; and shortened b) and got rid of the second half, where it had to have the Mayor or Vice Mayor or Personnel Officer or Town Council member.

Councilwoman Duby: I have several questions. First of all, if in fact you haven't changed anything beyond a) and b); the new one says a) thru i) shall be deleted. You don't really need to do that; that's a technical thing I just noticed. I assumed that you had made changes all the way through.

First, I have a general comment, which applies to the one we're going to

table, too; but, and I've said this before; Councilwoman Martin-Brown has said this before; when we revised and updated the Charter, a couple of years ago, it was clear in the Charter and is also clear in the Ordinances, that we've got some language in here that no longer applies; because the language was done at a time when we did not have a Town Manager; when we had different people on staff; and the Charter was changed and there's a requirement that the Ordinances have to be changed to comply with the new Charter. That has never been done. So therefore, we've got this language in both of these and in all the rest of our Ordinances; that assumes that the top staff position is Town Clerk; it mentions a Personnel Officer, which to my knowledge, we don't have.

Mayor Newlands: That is the Town Manager. The Personnel Officer is the Town Manager.

Councilwoman DUBY: Well then it should say Town Manager then; because these are very confusing, because the Town Manager is never called the Personnel Officer and yet all the way through this we have Personnel Officer; and it creates some problems in the other one, which I won't talk about tonight. But, all of that needs to be changed or it's completely wrong and it doesn't comply with the Charter. So that's number one. Number two, I'm not sure I understand; I heard what you said about it and I can understand that you want to do it in December; but it seems like December would be the bad time to do it. First of all, that's just when we're running short of money; because we're waiting for the property taxes to come in; and, if everybody comes in and says I've got 40 hours of "comp" time, I want to cash in; then we've got to put that money out right then; it doesn't make any sense and they ought to be able to do it whenever they want.

Mayor Newlands: Well, you would have done it when they accrued the overtime, in that pay period. This is just delaying it until December, as sort of a Christmas thing for them to accumulate.

Councilwoman DUBY: Yeah and that's what I'm saying; why we would delay it to December when that's the very time we're short on money.

Mayor Newlands: Because it's a nice thing to do for the employees; that's why. We don't have that much overtime that's accrued; other than snowstorms right now. There really isn't that much overtime accrued. We've had, unfortunately, four water main breaks in the last three weeks, so we've had a couple of minor incidents and then the snowstorms. In general, pretty much that's all we accrue in overtime. It's not like it's a heavy...

Councilwoman DUBY: Okay.

Councilwoman BETTS: You're talking about just overtime.

Mayor Newlands: Yes.

Councilwoman DUBY: Well it's "comp" time being cashed in.

Mayor Newlands: Yes, it's "comp" time being cashed in; but we would have paid that money out, anyway; so you would have already lost that money by December.

Councilwoman Duby: I'm not concerned about us paying it out; obviously, we have to pay it out. It just seems like it would be to our benefit to say any time you want to cash it in; you can cash it in or give a certain range of months, or something; so that we don't get hit with all of that at one time. Not that I want us not to pay it; of course, we have to pay it. It just seems like to say specifically and hear that it should be done during December, doesn't seem to make sense.

Mayor Newlands: That's what the employees asked; because that was something that was beneficial to them. So I just was trying to go along and accommodate them with that.

Councilwoman Duby: We should probably specify at what rate it would be cashed in. I assume it is at their employment rate; but, it doesn't say that here.

Mayor Newlands: Okay, as opposed to what rate?

Councilwoman Duby: Well, any. You say that the overtime is 1-1/2 hours for every hour worked. Compensation may either be pay or "comp" time. I assume that if they cash it in, it's at their hourly rate. I just think it should be clarified to say that.

Mayor Newlands: Okay. Since you have so many changes, do you want to take this on?

Councilwoman Duby: Sure, I will be glad to; but I'm not going to propose that you accept my changes. You can vote on them.

Mayor Newlands: So you want to table this for further discussion.

Councilwoman Duby: We can do that or I can read these out and make it a motion and people can accept it tonight.

Mayor Newlands: How much do you have?

Councilwoman Duby: That's basically it, except that I don't see the reason to have "the town is not required."

Mayor Newlands: That's more of a footnote to let people know.

Councilwoman Duby: That's what I mean. I don't think it should be part of the... Well, actually, if you start making all the changes with Personnel Officer and Town Clerk and so on; there are more than that. So I would be glad to just get a clean copy of this and I'll do it for next month.

Mayor Newlands: Why don't we just do that for next month. That will be fine.

Councilwoman Duby: Okay.

Mayor Newlands: So we need a motion to table this until next month.

Councilwoman Duby: I move that we table this until next month as well.

Councilwoman Martin-Brown: Second.

Mayor Newlands: We have a motion and a second. Anybody else with comments, by the way? We have a motion and a second to table this until next month. All in favor say aye. Opposed. Motion is carried.

#### 14. New Business – Discussion and possible vote on the following items:

##### a. Appoint new members of the Board of Elections and Election Day Workers

Mayor Newlands: Nobody has volunteered for that. We just have an

opening for Judges, so nobody else has come forward, so we're just going to...

Seth Thompson: You don't have to take action on it.

Councilwoman DUBY: Do we have enough people to work that day?

Mayor Newlands: Yes, there are.

Councilwoman DUBY: Okay.

b. Seek funding to replace the Well House Roof

Mayor Newlands: Dustan, do we have any documentation on this?

Dustan Russum: No, I don't have any. Allen was off this week on a vacation. I spoke with him briefly; he called me once; he said he thinks he has a folder there in his filing cabinet, somewhere, with some stuff where we've had some "rough" estimates.

Mayor Newlands: We want to actually go out to bidding. What's happening is the roof on the well house, over on Chandler Street, needs to be replaced. It has asbestos shingles on it; so we need to be able to just get an okay from Council to go out and send this out for bidding to have that replaced.

Dustan Russum: He did draw a "rough" thing on what it would look like to put into the paper for bidding. That's the only thing that we have on it, so far.

Mayor Newlands: Okay, that's fine. So really all we're looking for is an approval to put this out for bidding.

Councilwoman Abraham: I make a motion to approve to place the roof replacement for the Well House out for bidding.

Councilwoman Betts: Second.

Mayor Newlands: We have a motion and a second to place the Well House roof out for bidding for replacement. All in favor say aye. Opposed. Motion is carried.

c. Radio Read Meters – Replacement of several 20-year-old 2" meters

Mayor Newlands: Forgive me for all the numbers on the spreadsheet; but this is just illustration. We have a couple of multi-family units out in Milton Landing and Park Royal where the water meters have not been working and we've been losing money for a long time. This chart goes back to 2006, just to show you that. I'll just give you the first two columns. The first column is really when we're reading meters; and somewhere around 2008 we stopped reading the meters and started doing estimates on the meters. Then in December of 2009, we stopped doing the estimates and I don't know why; so don't ask me. So we've been losing money on that. These are not your standard meters; they are 2" meters; so they are larger than household meters because each dwelling has 8 units in it; each building has 8 units in it. So these meters are 20 years old, Dustan?

Dustan Russum: That's correct.

Mayor Newlands: These meters are 20 years old; generally they're good

for about 10; so these need to be replaced both at the Milton Landing and at Park Royal; and the Park Royal are a little smaller; they're 1-1/2" meters, they're not as large as the other ones. The cost difference between the 2" meters at Milton Landing are \$1,500 apiece and they're extremely sensitive and what's the rate they get, Dustan?

Dustan Russum: The meters for Milton Landing will pick up 1/16<sup>th</sup> of a gallon of water a minute.

Mayor Newlands: So when you're talking about an apartment that will be a cup of tea, or something like that, they're going to get you.

Dustan Russum: Oh yes.

Mayor Newlands: I went through this and you need an education on these meters; because they are 2", if a small volume of water goes through them, they're not going to get read unless they're real sensitive. If it's a small meter, they get read pretty easily because it's going through a small pipe. So if it is going through a big pipe, little trickles of water don't get read. So that's why we need the more expensive ones and the total cost for all the meters is \$10,000 and I think there are about five quarters, or so, we get paid back on that \$10,000; we get the money back.

Councilwoman Abraham: Do we have any funds available?

Mayor Newlands: This is the water department; yes, we have funds for this.

Councilwoman Duby: It's the one place where we do have money.

Mayor Newlands: It's the only place we do have money, yes. And the 1-1/2" meters for Park Royal, they don't make them as sensitive as the 2" meters, and they're \$400 dollars apiece, so that's \$1,600.

Councilwoman Duby: I have a question, just out of curiosity; either I don't understand this or it makes no sense.

Mayor Newlands: It took me awhile to learn this.

Councilwoman Duby: If in fact, at the times that we read them, we got a reading; and the next time we estimated it; why would we estimate it at zero when we got a reading the month before? Wouldn't you estimate it at about what it was the month before?

Mayor Newlands: You and I would. Don't ask. It just fell through the cracks and we picked it up and it's getting fixed.

Councilwoman Duby: So what do we need, a motion?

Mayor Newlands: Just a motion to spend this money on the meters.

Councilwoman Duby: I move that we...

Dustan Russum: What were your estimated costs?

Mayor Newlands: \$10,500 for Milton Landing.

Councilwoman Abraham: \$12,100.

Mayor Newlands: \$12,100.

Dustan Russum: That was for both complexes?

Mayor Newlands: Yes, there were four meters for Park Royal, which are \$400 a piece.

Dustan Russum: Just Milton Landing alone, I came up with \$10,710.

Mayor Newlands: Oh you got...

Councilwoman Duby: That's an extra \$210.

Mayor Newlands: Can you give me the total you have then?

Councilwoman Betts: Eight at \$1,500 would be more than \$10,000.

Councilwoman Abraham: Well it's 6 buildings, plus one office, so whoever did these figures, figured seven.

Dustan Russum: I did this on seven. The cost of the meter is a little over \$1,300 times seven, comes to \$9,247 and then we also have to purchase plastic lids to go on there, because the metal lids will not read out. They are \$109 apiece and that comes to \$763 and then you also have to purchase boosters for these meters, which are roughly about \$100 apiece, which comes to \$700; and when you add it altogether and you come up with \$10,710.

Mayor Newlands: Okay, \$10,710. Now Park Royal was \$400 apiece.

Dustan Russum: They were \$406.

Mayor Newlands: So that's \$1,036; and there's a potential in Park Royal, the pits that they are in; this is one of the notes on the bottom; we don't need the pits, but if we break a pit and we have to replace it, they're \$800 apiece; so they are going to try and be real careful out there and work within the pits; but if they break them, they are \$800 apiece to replace them.

Councilwoman Abraham: So do you want to approve the exact figure or would you just say \$1,500 or something?

Seth Thompson: Is this one of those items that would be impractical to obtain some sort of competitive bidding, in essence? Are there a very small number of suppliers for these items?

Dustan Russum: These meters here were compatible to the software that we have now that we're currently using when we read meters.

Seth Thompson: So, in essence, there's not some alternative out there?

Dustan Russum: No, no, this is it.

Seth Thompson: I just want to make that clear.

Mayor Newlands: Okay, because of the bidding process we have?

Dustan Russum: These are all through Master Meter, which is the company that we have now and there's only one dealership for this side of the coast.

Mayor Newlands: And this is a unit cost for a total of \$1,500 for all the equipment per unit?

Seth Thompson: Your Charter requires that an aggregate sum involved of over \$5,000; however, there is an exception if competitive bidding is impractical; and it sounds like it is not practical.

Councilwoman Abraham: I want to make a motion to approve the funding for the replacement of the seven 2" meters at \$1,500 each at Milton Landing and Park Royal for four buildings with four units would be four 1-1/2" replacement meters.

Councilwoman Duby: Second.

Councilwoman Abraham: It's meters and lids and other equipment necessary.

Councilwoman Duby: I'm still seconding that with all the stuff.

Mayor Newlands: We have a motion and a second to purchase the meter equipment needed for Milton Landing and Park Royal. All in favor say aye. Opposed. Motion is carried.

d. Economic Development Committee Tactical Plan

Mayor Newlands: They reason they're going outside of their normal committee presentations is because they need an approval on their tactical plan and the tactical plan approval means money to them and who is presenting tonight from Economic Development? Bob Howard.

Bob Howard: Mayor Newlands and members of the Council, thank you for allowing us to come and present the plan to you this evening. I'm going to take just a couple of minutes of introductory comments and then introduce the members of our Committee who drafted the plan. They're going to present the details of the plan to you. Since we were reorganized and reconstituted last summer, the Committee has been pretty active in gaining momentum and we decided that we needed to work to a plan. We need a long range plan, but for the year we decided we needed a plan just to cover the year and we called that our Tactical Plan. We've done that to cover what we want to do for the coming year. We want to present it to you tonight for a couple of reasons. One, to make sure that we're on board with you and we're not running off doing things that you don't think we should be doing and two, we've been made aware, just recently, of opportunities for assistance from the Delaware Economic Development Office ("DEDO"). We had a meeting with Diane Laird and one of her consultants. They suggested some ways that they could be of assistance to us and they've got funding to do that that runs out later this spring, so time is kind of of the essence and that's why we asked to make sure we could present the plan to you guys tonight. With that, could I introduce the two members of our Committee, who drafted the Plan, Bob Blaney and Don Shandler, and they'll present the details of the Plan.

Don Shandler, 202 Gristmill Drive: I thought it was terrific that we began the evening, coincidentally, by looking at the rich, historical past of Milton. That was very impressive; I've never seen that before; but I think the real challenge to us is where we're going to go and how we're going to get there. I think the Economic Development Committee under Bob's leadership, has a real commitment to not just meet and chat, but really develop a Plan that is supported by the community, that moves us forward. I have to thank the Council for approving my appointment and also Kristin Patterson's and we also have Denise Suthard, who has joined us; so we have three new people and Bob's challenge is managing our energies and differences in style. I introduced him to the concept of creative in-fighting, which we're masters at; but the point is we have a lot of energy. We developed a two-page plan that started out about 8 or 10 pages and we tried to look at all the previous documents that other members of the Economic Development Committee had developed and just to make it a

simple usable tool. It actually has come down to a number of basics, which you have up here and we have copies in the back; what I like to do and Bob and I are going to do this together, is to walk you through some of the key concepts and as Bob Howard indicated, the real importance to this is that when we met with the DEDO and we reviewed this plan with them, they said it was really critically important to them, before they could roll out their support, at no expense to us, that this Plan is supported and endorsed by the Council; that we're not just out there as Bob indicated, doing our own thing. Essentially, building on some past formats, there is a mission; there is a vision, a mission and a plan; just a couple of the highlights of it and I'm just going to paraphrase these very briefly before Bob gets into the more active work that we're doing; but we see our vision is to take meaningful action to assist businesses in the Greater Milton Area to thrive, effectively serve the needs of the community and contribute to the town's tax base and economic well-being. Councilwoman Martin-Brown raised a very interesting point a number of months ago; it's one thing managing our existing budget; but the real challenge is bringing in revenue to the town; that's a real serious issue; so that's where we see our efforts. The mission focuses on four key points; a cost-effective way to make new businesses; provide them with an opportunity to start a business; to maintain their business in the town; and once again, there have been enormous numbers of efforts done by other people; Town Hall at we're just trying to simplify and modify. Streamlining ordinances and procedures; we want to look at ways to sustain existing businesses and attract new businesses. We want to take advantage of new projects and opportunities that come up; for instance, right now through the DEDO there is another wonderful grant that's available, that I think we're a very fine candidate for. So we can make use of funds from other than appropriated funds within the Council. Our workign with DEDO is a very, very important part of the plan. When push came to shove, all of our efforts resulted in sorting our thoughts and strategies down to what became three sub-committees. Each Committee has a very distinct function and what I would like to ask Bob to do, is to walk us through those Committees.

Bob Blaney, 210 Chandler Street: Thank you very much for having us. I'm delighted to be here. I believe this is my third time on the Econmic Development Committee; I'm energized because of the leadership and the members we have on the Committee. I'm working with Don Shandler on the Comprehensive Plan for the Committee; as well as this Tactical Plan, of course. We want to, in the longer term, be inscribed with the town and work in coordination with the town in their Comprehensive Land Use Plan for the future of Milton. The other two sub-committees, and the reason I'm excited about these sub-committees, is because, besides having a Plan and extremely energized members of the Econmic Development Committee, we have assigned members, like Don and I are on the Planning sub-committee; we have two other sub-committees; one is called

Promotion and the third one is called Economic Revitalization Committee. The people on the Promotion sub-committee are John Booros, Kristin Patterson and Denise Suthard. Their action steps, if you will, are to bring in more activities to the town; attract people to the town for Festivals; coordinate the Festivals with... They will be having other members come on to their sub-committee and these other members on the Promotion sub-committee will be working with the various organizations in town and one of the short-term objectives of the Promotion Committee is to put together a coordinated calendar; it will be on the web-site, as well as Don and I believe, Kristin, will be working on a new web-site for the town that really lays out all the activities that are going on in the town; all the Festivals; the Lion's Club activities; the Bargains on the Broadkill; and so forth and so on. As an example of this dynamic group, just last week, I believe it was a couple of weeks ago, Bob Howard went with other members of the Economic Development Committee to the Lion's Club meeting and the long and short of that meeting was how can we, the Economic Development Committee work to facilitate your programs? The Lion's Club, the Library, the Historical Society and so forth; the other organizations in town, of course, and Bob Howard volunteered that we would put together this coordinated calendar, if you will, and the Lion's Club accepted it and that's what we're going to be working on in that area. Just last week, John, Denise, Mike, Don and I, and Bob, were at the DEDO presentation, if you will, or a Workshop in Milford on signage and on tourism. Again, the focus is how to bring in more activities; more economic activities, to your own town. The Economic Revitalization Group is Bob Howard and Mike Clark of the Chamber of Commerce, of course. You all know Mike. That main activity goes back to something some years ago that Joanie Martin-Brown stuck her head out and asked the former mayor and councilpersons to come to a meeting, as well as business people, to come and cite before the former Mayor and Councilmembers, some of the issues of expanding an existing business or opening a new business in the Town of Milton. The general consensus was that there are too many steps, too many notes in getting from a to z. What this Committee is going to be working on is continuing the work on the Ordinances; to streamline the Ordinances, working with the Town; working with Robin; working with other members of Council; to make it easier for someone to invest in town or expand their business. We very much are looking for your support tonight; we're looking for a vote from you tonight and supporting this Plan because, as an example only, the marvelous work that DEDO is providing small towns, through their grant processes and their technical assistance; their money is going to be running out for a number of events in the month of March and they very much want your vote, your support; meaning the Town, the Mayor and the Council of this Economic Development Committee and we would like very much for you to support this Plan. I believe you all have the Plan in your packet. Are there any questions from anybody?

Mayor Newlands: One clarification before we go on to questions. The web-site, is NOT the town's new web-site; we are not redoing the entire web-site. I don't know if you're doing your own small web-site, or we're going to give you a page on the web-site. We're going to work that all out, so we're not going to expend any money right now on this.

Bob Blaney: We're going to work that all out. We're not going to be duplicating any efforts. But the point is that the new web-site or the additional web-site will be linked into the town's web-site and we'll link into everybody else's web-site.

Mayor Newlands: We're going to try to link the town web-site to Economic Development to Historical Society to Chamber's web-site and then we're going to have one event calendar and somebody is going to be the central clearinghouse for that event calendar; so that all the events from all the organizations are in one place for the public to see; so no matter how you get into a web-site, you'll always be able to find the calendar that exists for town.

Don Shandler: I should add, just in closing, before you have a chance to ask other questions, is that each time we came up with what we thought was a great new idea, somebody said gee we did that three years ago; or I found about half the people in Milton were on the Economic Development Committee. So what we're trying to do is just take all these great ideas and get them down on a couple of sheets of paper and one of the action items you have on the Plan is to publish and promote and make available on a monthly basis; a little update of what we're doing and who the key contact person is for that. Because often you get very exhilarated about an idea and then a month later, it's gone; so we want to hold ourselves more accountable for that process. I think the other point that is very critical, and Mayor Newlands raised this point, we realize that there is little or no funding available. We think we can identify ways to fund some of the activities in support of advancing Milton as a community. Grants are just one example of that and we see that as something that we would like to do in a very collaborative fashion; involving partnerships throughout the entire community. These two pages are really a result of about four months' work, but we feel both for our own psychological energy and also for our continued relationship with DEDO, your support in endorsing this Plan would enable us to take it another step.

Councilwoman Doby: I think this is great. I'm very impressed with your Plan and I'm certainly supportive of it; I just had a couple of questions. One had to do with the thing you just mentioned, Don, about the things that had been done. In terms of the streamlining of the Ordinances, we made a start at that and Robin can go over with you, when you work with him, what we did on that and I think it was...

Councilwoman Martin-Brown: In fact, Deanna, if I may interrupt you, it came from your Committee through our Committee. Then we revised whatever we wanted and it came back to Town Hall; so it does need to be dug out.

Councilwoman Duby: And it went into the Ordinances, so it was voted by the Council; so it is what is in effect. That's not to say that's the be all and the end all. I just want to make sure, because there are a lot of people who have come to me with complaints about how long the process takes and are totally unaware that there have been any changes made, so I just wanted to make that comment. I have just a couple of questions. One is on the issue of the Branding Workshop; and I see in here that you are going to continue to work on that; I just want to make sure, because there has been so much discussion about this; I like this logo that he came up with; I think it's a start; it is NOT a finish and I know that some people have very big concerns about the ship and all of the other things, which I think there needs to be discussion of; so I assume that what you have in that is for there to be some public discussions of blending the old and the new and all of that.

Don Shandler: I was just going to address that, excuse me for interrupting Deanna, but I wanted to address that because the promotion committee with John and Denise and Kristin and others are going to be working on that very issue and I want to make it very clear that we're looking to move forward of the branding of... By the way there are a number of brands, if you will, after that fantastic workshop that we had funded by DEDO. Many of the townspeople were here and the business people were here. There was great acceptance of it and we want to move forward with that concept; but there is no intent; there's no desire by the Committee or anyone else to tell you Deanna Duby on your letterhead, that you have to abandon the Ship and use some other brand. It's all up to the individual. If the business wants to use it on their letterhead, a given brand that we've been talking about, that's fine. If they want to maintain the Ship, as we call it; that's fine too.

Councilwoman Duby: Yes and I think that's true, but also in addition to that, I think, as the discussions go forward, I think it would be great if there could be some ways to sort of blend them all; so we had things that more people agreed on; because otherwise that is a little bit for naught; because we won't have come up with a unified thing.

Councilwoman Betts: That was my question on the logo itself. I think that as a town, we need a specific logo and I saw in your minutes that it did say something about everyone wanting to keep whatever they wanted. I don't think that is good. I think we have to have a logo for the town and I hope that this wasn't something set in stone.

Don Shandler: One thing I would add to build on that point, that workshop was very invigorating and I applaud what was accomplished in several days. The one piece to Town Hall; at that I think in a way sort of backfired on us, was that usually when you do something like that, there's an involvement of a large number of people over a period of time; so you build consensus each step of the way; rather than on Day 3, here we go. So I think the Firm generated a lot of excitement and interest, but I think there's a lot more work to be done.

Councilwoman DUBY: That's why I said, I think this is a good start, but it's definitely not the finish.

Mayor Newlands: They did not look at going to the University and get some of the local artists to start talking about that now and that's in their minutes a little bit, too.

Councilwoman DUBY: And I saw that, I just wanted to make sure that was what was intended.

Councilwoman BETTS: One thing I was concerned with was that it wasn't set in stone.

Mayor Newlands: No it is not set in stone, but one thing I do want to get down to at some point; I don't want to have 20 logos. We need to have specific; if the Town's going to keep the Ship or a Ship; that's fine. If the businesses are going to use a set of logos, they have to be a small set so that they are recognizable and uniform. And one thing that I would like to do at some point, is we'll put the logos on the web-site for the businesses to download to use those logos, so it makes it easier for them. Because Muldrow gave us a package on CD's and we're not going to keep passing CD's around; it's just not practical.

Councilwoman DUBY: We're not necessarily going to be using Muldrow's logo; that's the concern that we can take the Ship and take some of what he did and whatever.

Mayor Newlands: What I'm getting to is we'll put up either on the Economic Development's pages, the logos themselves, so they could be downloaded for use by artists.

Don Shandler: And part of our opportunity to continue with DEDO is their willingness to work with us through a series of workshops that does just that.

Councilwoman DUBY: The next question I had has to do with on the second page the linking to web-sites and working with other groups and so on. I would like to see; I assume you're going to; but I would like to see it included in here, work with the Delaware Tourism and the Southern Delaware Tourism Office and also link to web-sites of different towns and that kind of thing; just to expand that some. And then the question I had for you was identifying a Milton business ombudsman. Is your intent for that to be a town staff person or a member of your Committee or who did you have in mind for that or what's the pool of people you would be looking at for that position?

Don Shandler: I don't know if we've taken it that far to identify who it would be. Quite frankly, I know from my experience in organizations in Universities, sometimes if it's a volunteer or somebody that is invested in the community; they have a little more clout in generating the interest and the enthusiasm; but you're also right in that it needs to be a group of people who are well-trained and present the same message; because in some cases people open businesses, not necessarily here, but in spite of, rather than because of. It's almost like a college tour; somebody can show you how it works.

Bob Blaney: And the idea also is that this person could be located in the Chamber's Office; could be located in an office in town somewhere, that would be available. One of my goals, or our goal, is that it would be, I think, excellent someday, to be able to hand a single piece of paper, 1 thru 12; these are the steps that you need to do. This is what you have to bring into Robin Davis, to the Town, in order to open a new business of X-Type. And it's a one page; I mean, there are a number of municipalities that we've learned about through DEDO that have one-pagers, page and a half for expansion or for opening a new business or new investment.

Councilwoman DUBY: And that was our goal on the Committee and I think we got to that point for a big chunk of the businesses. The piece of paper for the others would probably be a little longer; but we should be able to do all of that.

Councilwoman BETTS: Robin, didn't we start it more or less and it just never got finished?

Councilwoman MARTIN-BROWN: Yes.

Councilwoman DUBY: Well the Ordinance change did... What percentage of the businesses do you think could fall under that revised thing, Robin, is it...

Robin DAVIS: It's probably a big percentage.

Councilwoman DUBY: I would think definitely more than half.

Robin DAVIS: Yes.

Councilwoman DUBY: So they've got that one pager.

Bob Blaney: One of the issues with the business people that I've talked to; wanting to open a new business; is where to find the different parts in the Ordinance; because I think there's some redundancy because you have to look at the Land Ordinance; you have to look at this and there are a number of places you have to go within the Ordinances to figure out what exactly do I need to bring to the town to open a business. We would like to put that on one page.

Mayor NEWLANDS: I think some of those cheat sheets need to be put on-line, so that somebody out in a different city or town can see that.

Don SHANDLER: I think what the Mayor is saying is an important point. One of the speakers that we heard last week was from the Delaware Tourism Bureau and they just kept stressing the importance of getting things on-line. People want to click a button, you know; and they want quick responses, so I think that's part of it.

Mayor NEWLANDS: I know that the Chamber is spending a lot of money and the Downtown Business Association is spending money now for brochures and things; just to get these in Kiosks outside of Town. We're looking to put that on the same web-site so that people can download this stuff before they come to Town and they can just spend their own money printing it.

Councilwoman MARTIN-BROWN: Mr. Mayor, when I was involved with the Economic Development Committee going back two administrations, there are still people like Mike Clark and others who have been all this time and

have a wonderful retrospective sense of what's been tried and hasn't worked; which is also important to consider. Secondly, I had been able to work it out, but not really in a way that I think worked well; I strongly urge that if the Ordinance rewriting process involves a committee, again, that there is somebody from the Economic Development Committee on that; because we had to deal with it after the fact, which really doesn't make a lot of sense. The third thing is that Bob Howard and Mike Clark and Bob Blaney and Alex Dunnan, who is not here tonight; I created, as a sub-committee to incubate this relationship with local; I don't want to use the old name; local Economic Development; but what happened which was very positive for progress with this group, is that they got to know the DEDO people and Diane Laird; so that there is a known relationship and track record and this was the first time, in this past iteration, that this connection had been made; so they're able and willing to give us money and see it spent well, so there's a lot more depth for progress at this point and therefore, Mr. Mayor, I would like to make a motion that this two-page Tactical Report be endorsed by the Council as a viable strategy to go forward.

Councilwoman DUBY: Second.

Mayor Newlands: Okay, we have a motion and a second to approve the Economic Development Committee's Tactical Plan. All in favor say aye. Opposed.

Councilman Lester: I have a question. I'm going to abstain.

Mayor Newlands: I'm sorry, did I jump the gun?

Councilwoman Martin-Brown: No he abstained.

Mayor Newlands: I'm sorry. Motion is carried then.

#### 16.15.Executive Session: Discuss Personnel Issues, Litigation and Land Acquisition

Mayor Newlands: Can we get a motion to go into Executive Session?

Councilwoman DUBY: I make a motion to go into Executive Session at 8:41 pm

Councilwoman Betts: Second.

Mayor Newlands: We have a motion and a second to go into Executive Session. All those in favor say aye. Opposed. Motion carried. Norman, we're going into Executive Session.

Councilwoman DUBY: I make a motion to come out of Executive Session at 9:50 p.m.

Councilwoman Martin-Brown: Second.

Mayor Newlands: We have a motion and a second to come out of Executive Session. All in favor say aye. Opposed. Motion carried.

Councilwoman DUBY: I move that we post the position announcement for Code Enforcer, as discussed in Executive Session.

Councilwoman Martin-Brown: Second.

Mayor Newlands: We have a motion and a second to post the job posting for the Code Enforcer. All in favor say aye. Opposed. Motion carried.

Councilwoman Abraham: I would like to make a motion to amend the earlier approval of the minutes for January 3, 2010 to January 3, 2011.

Councilwoman Martin-Brown: Second.

Mayor Newlands: We have a motion and a second to approve the date of the minutes approved during the meeting from January 3, 2010 to January 3, 2011. All in favor say aye. Opposed. Motion is carried.

#### 17.16. Adjournment

Councilwoman Duby: I make a motion to adjourn at 9:51 pm

Councilwoman Betts: Second.

Mayor Newlands: We have a motion and a second to adjourn. All in favor say aye. Opposed. Motion carried. Thank you all.