

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

Memorandum

November 24, 2014

TO: Mayor and Council

FROM: John R. Collier, Project Coordinator 

RE: Collections by Charitable Groups at Public Parades

Attached for your consideration is a Policy Document and an Application Document. These measures are prompted by a recent request made by Shannan Wilcutts representing the Milton Community Food Pantry. Subsequently, Code Enforcement granted the request on a one time only basis. There appears to be nothing in the Milton's Town Code that precludes our ability to do so. I believe it to be prudent to establish a Policy and Procedure for any future requests.

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COLLECTIONS BY CHARITABLE GROUPS AT PUBLIC PARADES POLICY/PROCEDURE

PURPOSE: To establish a policy for allowing the collection of goods and monies for charitable purposes by responsible organizations during public parade events in the Town of Milton. This policy allows the Town to grant responsible organizations the ability to seek donations during a public event yet not infringing on the rights of participants and spectators to have a safe and enjoyable experience.

POLICY: It shall be the policy of the Town of Milton at their discretion to grant responsible organizations the ability to seek charitable donations during public parade events. In order to grant such permission the following conditions must be met:

- Applications shall be submitted no less than 21 days in advance of the event.
- No goods shall be sold or exchanged for monies without obtaining a peddlers' license from the Town of Milton.
- Collection Points shall not impede pedestrian traffic nor shall they be established within the curb lines of the parade route.
- Collection points shall not be established on private property without prior written permission. A copy of said permission shall accompany application submitted to the Town. A map of the parade route noting proposed collection points shall be submitted prior to consideration for approval.
- Collection points shall be between Broad Street and Mill Street along the Parade route. The Town of Milton reserves the right to limit the number of collection points established. Collection points shall be stationary in nature. **Roving collections will not be tolerated.**

- Collection point shall be in place 2 hours prior to the commencement of the parade event and shall remain in place for the duration of the parade. Collection points shall be removed no later than 1 hour after the parade event ends.
- **Failure to abide by this policy shall result in suspension of the group or organizations ability to gain approval at future events.**

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CHARITABLE COLLECTION REQUEST FORM

Individuals and organizations are welcome to request the ability to collect donations of goods for charity during parade events. Requests are reviewed on a first-come, first-served basis at the discretion of the Town.

Organization Name: _____

Contact Name(s): _____

Address: _____

Description of Beneficiary: _____

Estimated Number of collection points: _____

- A map of the parade route must be attached to the request form. Please note that it is the responsibility of the applicant to obtain permission from the property owner to occupy private property.

Do you seek permission to fundraise or collect monies for your organization as part of the event?

Yes No

(If Yes, include purpose for request to collect monies):

(If No, what goods do you intend to collect)

May we include contact information for this event on our website? Yes No

Telephone 1: _____ Telephone 2/Cell: _____ Fax: _____

Organization URL: _____

E-Mail Address: _____ Preferred Contact: Telephone E-Mail

I, _____, certify that the above information is correct, and that I have received, read and agree to the Town of Milton Policies for soliciting charitable donations during a parade and that I am the authorized representative of the above-named organization, serving in the position of _____.

Liability and Responsibility of Applicant

By signing this Use Request Form, I, _____, accept the privilege to solicit charitable donations on behalf of the above-named organization. I understand that permission may be revoked at any time for violation of the Town of Milton Policies for soliciting charitable donations during a parade event. I further acknowledge that the above-named organization shall be responsible for any damages, trash clean up, police costs, maintenance repair fees, etc., if so required by the Town. I further agree to indemnify and hold the Town harmless for any damages, injury or accident during the event. Our organization accepts the premises in the condition that we found them in and we will leave the area in the same condition. We make no claim against the Town for defective condition of the premises or for any other matter. Failure to abide by terms of this agreement shall result in the above named individuals or organization forfeiture of this privilege in the future.

Signed: _____ Date: _____

OFFICAL USE:

APPROVED

DISAPPROVED

Signature of Town Official

required documents received

Date

Copy forwarded to: Code Public Works Police

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RESOLUTION 2014-11

Community Development Block Grant Program

WHEREAS, Town of Milton recognizes the importance of fair housing for the citizens of Milton; and

WHEREAS, the Town of Milton supports the goals of the Federal Fair Housing Law,

NOW THEREFORE,

BE IT RESOLVED, that the Town of Milton heartily encourages all parties involved in the renting, selling or financing of housing in the Town of Milton to insure that no person shall, on the grounds of race, color, national origin, religion, creed, sex, marital status, familial status, age, sexual orientation or disability be discriminated against or denied a fair and equal opportunity to housing; and

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

Respectfully submitted,

Marion Jones
Mayor

Date

ATTEST

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RESOLUTION 2014-12

AFFIRMING THE PRINCIPALS OF THE FAIR HOUSING ACT AS AN ADMINISTRATOR FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE DELAWARE STATE HOUSING AUTHORITY AS ADMINISTERED BY SUSSEX COUNTY COUNCIL

WHEREAS, Town of Milton recognizes the importance of fair housing for the citizens of Milton; and

WHEREAS, the Town of Milton supports the goals of the Federal Fair Housing Law,

NOW THEREFORE, be it resolved that the Town of Milton heartily encourages all parties involved in the renting, selling or financing of housing in the Town of Milton to ensure that no person shall, on the grounds of race, color, national origin, religion, creed, sex, marital status, familial status, age, sexual orientation or disability be discriminated against or denied a fair and equal opportunity to housing; and

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

Respectfully submitted,

Marion Jones
Mayor

Date

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RESOLUTION 2014-13

ENDORISING PROJECT TO BE SUBMITTED TO THE DELAWARE STATE HOUSING AUTHORITY FOR FUNDING FROM THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AUTHORIZING THE SUSSEX COUNTY ADMINISTRATOR TO SUBMIT APPLICATION

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

WHEREAS, the Town of Milton has met the application requirements of Attachment E Delaware Community Development Block Grant Policies and Procedures, citizens participation requirements, and

WHEREAS, Sussex county plans on accomplishing the requested projects with CDBG Funds, and

WHEREAS, the Town of Milton and Sussex County are in agreement with this activity,

NOW THEREFORE, be it resolved by the Town of Milton and Sussex County that they endorse and grant permission for the following activity:

Application, Rehabilitation, Infrastructure and Demolition. The total infrastructure project cost is \$_____ ; matching funds in the amount of \$_____ will be provided by the Town of Milton, General Funds. Note: to be used for infrastructure purposes, only.

I DO CERTIFY that the foregoing is a true and correct copy of Resolution No. 2014-11 and 2014-12 passed by the Town of Milton, Sussex County on the 1st day of December 2014 as evidence by copy of the minutes from the aforementioned meeting, has been approved by the Town of Milton Council and that the Mayor has the authority to sign below.

Marion L. Jones
Mayor

I DO CERTIFY that the foregoing title of resolution no. 2014-13 adopted by the Town of Milton is the same title of Resolution No. _____ adopted by the County Council of Sussex County on the _____ Day of _____, 20_____.

Robin A Griffith
Clerk of the County Council