

Town of Milton

115 Federal St
Milton, DE 19968



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AGENDA
BOARD OF ELECTIONS
Milton Library, 121 Union Street
February 1, 2016, 10:30 a.m.

1. Call to Order
2. Roll Call
3. Additions or Corrections to the Agenda
4. Agenda Approval
5. New Business – Discussion and possible vote on the following items:
 - a. Certification of Candidates and ballot for March 5, 2016 Municipal Election
 - b. Training date with the Department of Elections
 - c. Coordination and Planning of Election Day
6. Adjournment

Pursuant to 29 Del.C. § 10004(e)(2), Agenda items as listed may not be considered in sequence. This Agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the Meeting. Pursuant to 29 Del.C. § 10004(e)(4) this Agenda was prepared by the Town Clerk and posted on January 25, 2016 at 5:00pm.



Milton Economic Development Committee
Meeting Minutes – 10-8-2015
WBOC Conference Room - 5:30 PM
1 The Square, Milton

1. The meeting came to order at 5:32 PM.
2. The following people were in attendance:

Committee Members:

- Mike Clark
- Michela Coffaro
- Steve Crawford
- Jim Crellin
- Bob Howard
- Norma Kraus
- Council Liaison – Councilman Kanakos

3. The agenda was agreed to as published.
4. The minutes of the 9/10/15 meeting were presented and approved.
5. Announcements -

Bob Howard announced that the Bacchus Wine Bar has opened.

Steve Crawford reported that there is going to be a new health food business opening in the storefront alongside Vintage Pasta. Lisa and Ted, who run the Mercantile, will be opening this business.

Bob Howard reported that due to health issues, Bob Blayney has resigned from the EDC and Sustainability Subcommittee.

Bob Howard announced at the last meeting that he was going to have to resign from the EDC due to his changing his permanent address from Milton to Lewes. After some discussion, it is not clear if this is necessary.

6. Old Business Items:

- 6.1 Status Sustainability Subcommittee – Bob Howard reported that during a report to Council, he and Michela were informed that FIOA rules need to be followed when considering having a subcommittee meeting. As a result, a scheduled meeting had to be cancelled and reschedule with

proper notification, which it was. For the status of the work of the subcommittee, see the attached meeting minutes.

One of the sustainability initiatives is to gather information related to recycling and ways to track and improve this effort. In the discussion about tracking waste removal tonnage, Jim Crellin suggested that a more accurate way to measure waste removal tonnage was to look at household averages as the gross tonnage will increase as more houses are built.

During the sustainability discussion, Councilman Kanakos brought up some thoughts about the role of the EDC. There was discussion by Council during the budget exercise that the efforts of the EDC were more PR related than working to improve the economic environment of the town. He suggested that there could be an effort to collect and analyze business data from businesses that could be used to report to Council about how businesses feel about the local economic environment. He brought a flyer from DelTech about how to put data to good use. He suggested that the EDC could become a think tank for providing information to new prospective businesses. There is a thought that the prospective new member Lou Colon could provide expertise on this.

6.2 2016 EDC Budget Status – Steve Crawford reported that the 2016 EDC budget of \$6,189 has been approved. Bob Howard to contact Kristy Rogers about the new process for processing EDC expenditure requests as determined by Council.

6.3 Status Signage Project – Alex Donnan was not in attendance so there was no report by him. However, Bob Howard stated that Alex was still working on the Route 1 sign placement and that he has secured an extension on the USDA grant so that the money will be available when needed. In addition, the last status on the Governor’s Walk sign was that he was waiting to a second estimate.

6.4 Status of EDC Advisor for New Small Business – Steve Crawford reported that he has a meeting on October 21st with John Collier and Kristy Rogers to start to finalize the process for this activity.

6.5 Discussion on Statements Made at Council Meeting Re: Real Estate Agents Steering People Away from Milton – Bob Blayney contacted the individual who made the statement and Steve Crawford read the subsequent email sent to Bob Howard and himself. In summary, the individual could not identify any specific real estate agents that are steering people away from Milton. After some discussion, this issue is closed.

6.6. Discussion on Plan to Address Sidewalk Issues – Steve Crawford read a request to Council by Kristy Rogers to address this issue as a resident has been injured from a fall. After some discussion, it was agreed that this issue is no longer an EDC issue as it is in the hands of Council and Mayor.

7. New Business:

7.1 Start of Holiday Event Planning – Bob Howard and Jim Crellin reported that the subcommittee charged with determining how best to support the town holiday events decided that unless there could be an identified measurable benefit, the EDC should not spend the money. There was much

discussion as to the feasibility of measuring benefit. As a result of the discussion, the support for the holiday events will consist of advertising.

Mike Clark presented a flyer from the Cape Gazette that provides for Milton advertising in a holiday booklet to be included in the home delivered and newsstand newspapers on Tuesday November 24th and Black Friday editions. After discussion, it was voted and approved to have a one page Milton Holiday ad at a cost of \$430 to be included in the booklet. Steve Crawford will work this effort.

In addition, Steve Crawford presented the 2 holiday ads that were put into the Gazette last year. The first ad was run to support the tree lighting and parade. The second ad supported the House Tour and Holly Festival. After discussion, it was voted on and approved to create one ad to support the House Tour and Holly Festival. Steve Crawford will work this effort as well.

Jim Crellin reported that he has contacted Maddy Lauria from the Gazette and that she is going to write a story about the resurgence of Milton from the point of view of new businesses and building renovations. Jim expects this story to be written in December.

7.2 – Discussion and Vote on EDC Ad for Century Club Holiday House Tour Ad – After some discussion, it was voted and approved to place an \$50 EDC ad in the brochure in support of the Century Club Holiday House Tour.

The next meeting is scheduled for **Thursday, November 12th at 5:30** in the WBOC Conference Room.

Adjournment – The meeting was adjourned at approximately 7:04 PM

Respectfully submitted,

Steve Crawford

Attachment: Action Items from 10-8-15 Meeting

- **Michela Coffaro – Status Sustainability Subcommittee**
- **Alex Donnan – Current activities and status of Signage Project**
- **Steve Crawford – Status of EDC Advisory Proposal**
- **Steve Crawford – Status of Holiday Ad Activities**

Attachment

Milton Sustainability EDC Subcommittee
Meeting Minutes – October 6, 2015
Coffaro Residence, Milton – 5:30 PM

1. The meeting came to order at 5:30 PM. Michela Coffaro chaired the meeting.
2. The following people were in attendance:

Committee Members:

- Michela Coffaro
- Bob Howard
- Shelley Grabel
- John King

3. Minutes of the previous meeting were mentioned. No approval/disapproval vote.
4. Announcements: None
5. Old & New Business Items:

Grabel discussed Water Footprint Calculators (WFC). Will identify one that is simple and can be printed so those without internet access can use the tool. Propose that Milton residents use the WFC to establish baseline of water use and then set goals for conservation of water. Grabel will recommend a particular WFC after further investigation. Howard notes that water conservation minimizes the town's costs for water system infrastructure.

Grabel recommends consultation with Delaware Estuary organization to identify a small water-related project in Milton, for example a project for Wagamons Pond.

Howard describes water quality testing being done locally by him and others. The program is funded under the Clean Water Act and is managed by Joe Farrell of UD. Discussion of making this water quality testing data available to the public on a new page on the town's website. Also, it is suggested that good-practices suggestions for sustainability could be shared on the website as well. Coffaro will contact town about a trial run of sharing useful information related to sustainability. The initial topic will be about what to do with fall leaves.

Howard relates his church's project to reduce the use of disposable plastic water bottles. Stainless steel or rigid plastic water bottles are purchased and the organization refills them at events. It is proposed and agreed that such a program would be good to do in Milton. Bottles could be ordered with Town of Milton labelling. These would be sold and refilled for free at town events.

General discussion of recent flooding in town. Coffaro and Grabel point out that several businesses lost several days of work and/or customers because of flooding and related access limitations. Coffaro will get feedback from downtown businesses regarding flood consequences and express concern.

Grabel recommends a kickoff event for water issues in and around Milton. Event could include films, performances, education events, etc.

Coffaro notes that Barry Goodinson (Chair of Planning and Zoning Commission) has already included sustainability plans and accomplishments by the town in the new comprehensive plan.

6. New Business (see above).

7. Action Items

1. Grabel to recommend a particular Water Footprint Calculator.
2. Grabel to contact Delaware Estuary organization regarding possible water project in Milton.
3. Coffaro to communicate subcommittee's activities with Economic Development Committee.
4. Coffaro to pursue having sustainability information added to town website.

The next subcommittee meeting is scheduled for **Monday, November 2, at 5:30** at the Coffaro residence (608 Union St., Milton).

Adjournment – The meeting was adjourned at approximately 6:35 PM.

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