

Town of Milton

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Meeting Minutes
Milton Town Council Meeting
Milton Library, 121 Union Street
Monday, August 5, 2019
5:00pm Executive Session; 6:30 pm Regular Meeting

1. Call to Order at 5:00 pm by Mayor T. Kanakos
2. Roll Call
 - Councilman M. Cote'
 - Councilman S. Garde
 - Vice Mayor K. Kelly
 - Councilman R. Baty
 - Councilman E. West
 - Mayor T. Kanakos
3. Additions or Corrections to the Agenda
4. Agenda Approval
5. Executive Session:
 - a. Discussion of the content of documents, excluded from the definition of "public record" in § 10002 of this title where such discussion would disclose the contents of such documents
 - b. Strategy sessions, involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, when an open meeting would have an adverse effect on the bargaining or litigation position of the public body
 - c. Personnel matters in which the names and abilities of an individual employees are discussed
 - d. Preliminary Land Acquisition
6. Discussion and possible vote on Executive Session items
No items discussed

Motion by Councilman West to return to regular session, second by Councilman Garde. All in favor. Motion carried unanimously.

7. Moment of Silence

8. Pledge of Allegiance to the Flag

9. Public Participation

Mayor Kanakos introduced Antonina Tantillo, University of Delaware Local Government Management Fellow and thanked her for accomplishment made this summer.

Susan Fewell, 206 Mulberry St., talked about traffic on Mulberry St. An 11 yr old boy hit by car. Need speed bumps. Traffic not getting lighter and cars are not slowing down. There are two elementary schools with double the number of children walking. There is a blind spot on Magnolia where cars turn. Councilman West stated that there was a big mirror there and people complained so it was taken down. If the Town puts the mirror up again, there will still be people who complain. He did not think that there were that many speeders on that road because it is not smooth.

Ms. Fewell said that was not a good enough reason to dismiss the safety issue. Why not go to the State and tell them the road is a danger to the town? She lives on Mulberry and nothing has changed.

10. Presentation of the Sustainability Plan

Presenter Jean Holloway, Southeast Rural Community Assistance Program (SERCAP)

The report was the result of the plan written by the Univ. of Maryland for the grant. Existing documents were reviewed. There were five basic action categories. Core values were identified as good government, community action, and energy consumption. Each one has subcategories. There were four workshops held with over two hundred respondents. She displayed the road map for sustainability for the future of the town. It is not a concrete document. It will be presented for adoption by the town. Charts will be used to track implementation.

Vice Mayor Kelly asked about action steps and if format was carried throughout the entire document.

Ms. Holloway: Implementation plan defines who would be the lead committee, the timeframe and any potential costs and is set up to allow tracking. There is a 3-yr action plan on Page 37. Priorities are listed for each year. Once adopted the first year would be getting used to the plan and all the actions being a part of the culture of the town. The last list of resources is color coded for funding or where assistance is needed.

Councilman Garde asked what role Mayor and Council have in approving and/or adopting this plan for Milton?

Ms. Holloway: This is the draft plan. It has been delivered and presented to Mayor and Council and now up to you for adoption.

The committee was thanked for presenting an excellent draft of the plan.

11. Requests for removal of items from the Consent Agenda

Councilman Garde: Nothing to remove

12. Approval of the Consent Agenda on the following items:

- a. Written Committee Reports
- b. Written Department Reports: Administrative, Code Enforcement, Police, Project Coordinator, and Public Works
- c. Finance Report, and Statement of Revenues and Expenditures
- d. Minutes: July 1, 2019
- e. Executive Session Minutes: July 1, 2019
- f. Appointment to Personnel Committee

13. Discussion and possible vote on items removed from the Consent Agenda

Councilman Garde moved to approve Consent Agenda with following remarks: accept the Streets, Sidewalks and Parks Committee report dated June 18, 2019, and recommendations on one-way street, two-way streets, etc. to be on agenda for the Sept. meeting, Planning & Zoning report dated May 21, 2019, Historic Preservation Commission report dated June 11, 2019, and noted that the Project Coordinator report contains three separate documents. He had no other comments. Motion by Councilman Garde to accept and approve the balance of the Consent Agenda, second by Vice Mayor Kelly. Motion carried unanimously.

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

- a. Ordinance 2019-006 Cross-Connection Control Plan, as recommended by the Water Committee
Councilman Garde: This was presented at last meeting by chairman and no vote because the draft was not reviewed by Town Solicitor. It was returned for approval consideration at this meeting. He only had one comment on the draft. The requirement from the State cross connection ordinance and plan. The plan will be developed by Dept of Public Works, but the ordinance needs to be approved by Mayor and Council. Motion by Councilman Garde to approve as amended, second by Councilman Baty. Roll call vote. All yes. Motion carried unanimously.

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

- a. Fiscal Year 2020 Annual Budget and Fee Schedule
Presentation of the budget will be on the agenda for a public hearing on August 19, 2019 at 6:30 and voted on at the September 2019 meeting.

Councilman Garde and Councilman Cote posed questions to Town Manager K. Rogers on several line items which were answered by Ms. Rogers to their satisfaction. Some discussion pertained to a decrease in

engineering and legal fees, transfer tax revenue, dues and subscriptions under Administration, software, streetlights and street improvements, community outreach decrease, telephone system, parking lot project, signage and supplies, staffing and health insurance.

Mr. Don Mazzeo asked if there was money in the budget for Rails to Trails lighting. Town Manager K. Rogers replied that the lighting is not in the budget. Town will have to apply for grants. Mr. Mazzeo also asked if there will be an increase in insurance. Town Manager K. Rogers was not aware of an increase but will double check.

Councilman West: Line item #01-350-5600 Concerts in the Park \$12,000. Wanted people to know that Councilman Fleetwood solicits from sponsors for concert donations.

Motion by Councilman Garde to present the budget as written at the public meeting without the addition of any revisions. All comments will be added at that time for final revision, second by Vice Mayor Kelly.

After discussion on the motion, Councilman Garde asked that Town Manager K. Rogers investigate the items in question and modify the document. It will be presented as a revised draft. Councilman Garde rescinded his first motion and moved to request a cover letter with the current budget document for the public hearing, second by Vice Mayor Kelly. Town Manager K. Rogers will update the telephone line item and clarify the subscription line item before the next Council meeting. Ms. Rogers will also discuss with Council the comments from the public hearing to determine the changes that need to be made.

Councilman Garde stated that the budget needs to be approved prior to Oct. 1, 2019. He withdrew his first motion. The document will be presented at the public hearing with a cover letter detailing what comments were made and changes to individual line items. Vice Mayor Kelly seconded the motion. Roll call vote. All in favor. Motion carried unanimously.

b. Project Coordinator job description

Motion by Councilman Garde to approve the Project Coordinator job description as presented, second by Vice Mayor Kelly. All approved. Motion carried unanimously.

Councilman Cote' noted that he did not see a reference to work on the comprehensive plan. Current Project Coordinator John Collier did a lot of work on that. Councilman Cote' commented that the replacement needs to have capability for GIS and mapping and asked Mr. Collier for comment. Mr. Collier indicated that he was self-taught and could quickly train the next person. Floodplain certification was

also questioned. Education qualifications and personal experiences are very difficult to certify. There are courses available regionally.

Town Solicitor noted that the changes to the description will be comprehensive plan, adding GIS knowledge and Microsoft Office Suite, and Floodplain certification in one year to two years.

c. Town Clerk job description

Motion by Councilman West to accept the Town Clerk job description, second by Vice Mayor Kelly.

Discussion: Councilman Cote' noted that on #6, Page 2, sounds like the Town Clerk will transcribe the minutes. Town Manager K. Rogers stated that the minutes are not verbatim but condensed. Councilman Cote' mentioned the requirements to ascend and descend the stairs and ADA requirements. He also asked about requirement of direct deposit. Town Solicitor stated there was not anything to prohibit it unless part of a protected class.

A motion by Councilman West to accept Town Clerk job description with amendments, second by Vice Mayor Kelly. All approved. Motion carried unanimously.

d. Street improvement project contract award for New Street, between Federal Street and Chestnut Street

Motion by Councilman West to accept recommendation to Matt LLC, second by Vice Mayor Kelly.

Discussion: Councilman West posed a question about closing the street off. Block off at the end of Federal St. and come in on Chestnut St. or block off Chestnut St. and come in the way they are now. Need to make the public aware. Concrete will stop a lot of the damage to that street. It will save the town a lot of money.

All in favor. Motion carried unanimously.

e. Final Land Acquisition, 614 Federal Street, for purposes of future water infrastructure

Motion by Councilman Garde to table this item, second by Councilman West. All in favor. Motion carried unanimously.

Motion to adjourn and seconded. All in favor.

16. Adjournment – 8:22 pm