

Town of Milton

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Milton, DE 19968



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Milton Town Council Meeting Minutes Monday, October 7, 2019

1. Call to Order
2. Roll Call
 - Councilman Cote'
 - VM Kelly
 - Concilman Garde
 - Mayor Kanakos
 - Councilman Baty
 - Councilman West
3. Additions or Corrections to the Agenda - none
4. Agenda Approval – Motion to approve the agenda by Councilman Garde, second by Councilman West. All in favor. Motion carried unanimously.
5. Executive Session:
 - a. Discussion of the content of documents, excluded from the definition of “public record” in SS 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.

Motion by Councilman Garde to come out of Executive Session and into Regular Session and second by Vice Mayor Kelly. All in favor. Motion passed unanimously.
6. Discussion and possible vote on Executive Session items
 - Motion by VM Kelly to proceed with transaction as discussed in Executive Session. Second by Councilman Garde. All in favor. Motion passed unanimously.

7. Moment of Silence
8. Pledge of Allegiance to the Flag

Mayor Kanakos congratulated Town Manager Kristy Rogers who was recognized as the 2019 Town Manager of the Year at the Delaware League of Local Governments meeting in Dover. Mayor and Council were present at the event along with Ms. Rogers and her family. Also, she received another award from the State Legislators at the SCAT (Sussex County Association of Towns) meeting.

9. Public Hearing on the Streets, Sidewalks and Parks Committee on the direction of travel, parking and one-way for the following streets: Manship Street, Sand Street, Church Street, Clifton Street and Poplar Street. Hazzard Street was eliminated from the discussion.

Mal Meehan: Consider reversing the one-way on Sand Street from Chestnut to Federal. Opening at Federal is wider.

Councilman West: People cannot see to get onto Chestnut St. and cited near accidents and safety issues that were considered for the change to one way. In addition, two cars cannot go down that street. It is worse at the corner now with the installation of the fence. The one-way streets would start with Hazzard Lane and then back and forth.

Mal Meehan: A resident expressed concern about motorists driving into Chestnut St. drive over his property because the turn is so tight.

Joanie Martin-Brown: Short's Funeral home and the use of Manship St. and the parking lot. At this point it is 2-way street and works well for the funeral home. Coming up Federal they turn left towards Chestnut St. and park on lawn. Processions follow the reverse. This breaks up the congestion and Mr. Short has arrangements in place to stop the traffic.

Randi Meredith: The number of cars speeding up and down Federal has greatly increased. Use of Route 16 as an alternate route. Neighbor has to back out of driveway and turn down one street. Addressed very real concerns about the entry onto Federal St. Afraid if this happens, rush hour Mulberry and Federal Sts. when dropping kids off at school, the drivers turning left will cut up Manship St. and go onto Chestnut St. Commented that "if it ain't broke, don't fix it."

Mr. Seamans stated that he has lived in Milton since 2016 and was fine with the current directions of his street. He has seen very few instances where two cars tried to pass one another. Regarding Manship St. and the corner house, believes that the fence is a visual obstruction. He took a photo of it and sent to Mr. Collier with a letter showing that as you travel down Manship St. to Federal St, and try to make a left or right hand turn, there is reduced visibility due to the grey picket fence down toward old elementary school. He believes it is a dangerous intersection.

Public comment: During big events, people park on both sides of the streets. If you make it one way, people will speed down the alley. Speeding is a concern for me. Suggested speed bumps to which Mr. Wingo replied that he did not like that idea. He did not recommend speed bumps anywhere in the town because it is a maintenance problem and they do not prevent speeding.

Ginny Weeks: Suggested one way only to Reed St. and then 2-way to Mulberry which would allow the church to use the parking lot and pull in trailer and boat. Mayor Kanakos did not see how it would affect the church. Reed St. is still viable. One way to Union is not good. It is bad accident waiting to happen. There is a telephone pole on the end and turning right go way over into the traffic to get around telephone pole.

Vice Mayor Kelly would prefer one way to Reed St. Clifton St, will be one way going from Union St. to Mulberry St. Councilman Garde stated that recommendations for two-way on Mulberry St. to Reed St. and one way from Union St. to Reed St. are worthy of consideration.

Michael Danker suggested to leave Manship St the way it is. It is a narrow street. Would make it easier for people down from the funeral home to get around. He feels that would be more of a problem.

George Short, Short's Funeral Home: Not a lot of traffic on that street on a daily basis. When funeral is over, some people going to the cemetery will follow the funeral procession. Anybody not going to the cemetery, can leave both ways. He recommends leaving it a two-way street. Grey house on the corner is a visibility issue when pulling out because of the fence and the shrubs that are too big. It is necessary to stop traffic because some people need help getting in and out.

Fred Pepper: Main concern was the UPS turn down that street and the cars turning down the street to find Dogfish. The decision to change the streets should be left up to the property owners living on the street.

Councilman Garde motioned to close the Public Hearing and second by Councilman West. All in favor. Motion passed unanimously.

10. Public Participation

Steve Crawford: Commented on the deliveries to the liquor store and the safety issue about the traffic resulting from the trucks parking in the restricted parking area in front of the police station. The delivery trucks sit in front of the police station. He feels that this is a real problem. Sometimes the truck does not park close to the curb and makes it more difficult for traffic to go around.

Mayor Kanakos introduced Antonina Tantillo who was a summer Local Government Management Fellowship (LGMF) intern. She worked on job descriptions and presented a slide presentation as follows:

Slide #1. Job Descriptions

Slide #2. Personnel Ordinance and Employee Handbook Review

Slide #3. Policy State revolving fund loan tracking sheet

Slide #4. Training and local government meetings

Slide #5. What She Learned as LGMF Fellow.

11. Requests for removal of items from the Consent Agenda

Councilman Garde made one comment about meeting minutes and the deletion of one sentence as discussed because it was confusing. He made a motion to accept written Committee Reports, the written Department Reports from Administrative, Code Enforcement, Police, Project Coordinator and Public Works and approve the balance of the Consent Agenda. Second by Vice Mayor Kelly. All in favor. Motion passed unanimously.

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: September 9, 2019
- e. Executive Session Minutes: September 9, 2019

13. Discussion and possible vote on items removed from the Consent Agenda - none

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

- a. Recommendation from the Streets, Sidewalks and Parks Committee on the direction of travel, parking and one-way for the following streets: Manship Street, Sand Street, Church Street, Clifton Street and Poplar Street.

In light of all the public comments, Councilman West made a motion to table this and send back to Streets and Sidewalks Committee for revision. Second by Vice Mayor Kelly. All in favor. Motion passed unanimously.

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

- a. Request from Jim Hartnett for a sidewalk waiver related to 413 Yew Street. Motion made by Councilman West to grant temporary waiver to Mr. Hartnett until such time as the Town sees that it needs to be done. Councilman Garde second to grant the waiver on the conditions as expressed by Councilman West. All in favor. Motion passed unanimously.

- b. Resolution 2019-015 to ratify adoption of the fiscal year 2020 fee schedule Motion made by Councilman West to ratify adoption of the fiscal year 2020 fee schedule with second by Councilman Garde. Roll call vote: Councilman West, Yes. Councilman Baty, Yes. Councilman Cote', Yes. Councilman Garde, Yes. Vice Mayor Kelly, Yes. Mayor Kanakos, Yes. Motion passed unanimously.
- c. Resolution 2019-016 a request of Historic Preservation Commission on consideration of a color palette for exterior paint within the Historic District. Mayor Kanakos: It was suggested that a color palette for Historic District be considered and assigned to Historic Preservation Commission. Color pallet would be exterior paint pallet such as Historic Paint Color Palette designated by the National Institute for Preservation Trust. Currently there are very few rules, but the Town thinks it is time to come into compliance with other Towns. This Resolution is just to assign the request to the HPC and they have until January 15, 2020 to write a report of its recommendations to the Town Council.

PD Camenisch: Why is this requirement coming up now? What is the purpose?

Mayor Kanakos replied certain builders pick colors that are atrocious. And the Town has no leverage to say what colors are acceptable. The issue should have been addressed five years ago.

Motion by Councilman Garde to approve Resolution 2019-016 to request of Historic Preservation Commission consideration of a color palette for exterior paint within the Historic District. Vice Mayor Kelly second. All in favor. Motion carried unanimously.

- d. Job descriptions for Accounting Clerk, Senior Accountant and Office Assistant/Receptionist.

Presented by Town Manager K. Rogers for Council's consideration.

Councilman Garde motion to approve Accounting Clerk as presented but under Responsibilities where it reads as assigned by "Town Manager" should read "Town Clerk" or in the absence of Town Clerk. Same for #7. In #1, #2 and #4 change the word "employees" to "employee". On that basis, recommend approval of job description for Accounting Clerk. Second by Councilman West. All in favor of approving the job description for Accounting Clerk. Motion passed unanimously.

Councilman Garde comments on Senior Accountant job description. Under #7 and #11, insert "as directed by Town Clerk" for conforming language. Additionally, under #2, #3, #5, and #8, delete the "s" in Employees. He did not see preparation of checks approved by department heads. Town Manager K. Rogers replied that this is a 2-step process between 4 and 5. Councilman Garde expressed his approval and made a motion to accept job description for

Senior Accountant and Councilman West second. Councilman Cote' questioned the bank reconciliation and Town Manager explained it was covered in #1. All in favor of accepting the job description for Senior Accountant. Motion approved unanimously.

In the job description for Office Assistant/Receptionist, Councilman Garde did not like the term "customer" in #11. Suggested change to "residents". VM Kelly stated it could e possible that people would not always be residents but just someone coming in to do business. Suggested the word "parties". It was decided to leave the word "customers". Change Town Clerk wording as in the other job descriptions and in #15 Additional Responsibilities, delete "s" for employee. With those changes, Councilman Garde made motion to approve the job description of Office Assistant/Receptionist and second by Councilman West. All in favor. Motion carried unanimously. Staff was thanked for their work on updating the job descriptions.

e. Final land acquisition 614 Federal Street, for purposes of future water infrastructure

Update by Town Solicitor. There is a contract and will be closing by the end of the year.

Councilman Garde: One of the reasons this was kept on the agenda was to assure the residents that money was being used frugally and with the intent to make significant improvements that need to be done within the town. This land acquisition is for water infrastructure only. The intent is to have a new well to provide water without being in a flood zone and at some point to have a water tower on that facility. The contract is finished and signed by other parties. Asked if anyone had questions.

Motion to go into executive session by Councilman West and second by VM Kelly. All in favor.

Motion by Councilman Garde to go forward with personnel action discusses in Executive Session, second by Councilman West. All in favor. Motion carried unanimously.

Councilman Garde motioned to adjourn, second by Councilman West. All in favor.