



# 2020-2021 Water System Improvements

December 7, 2020

## History

- ▶ 2015, Town received a Drinking Water Planning Grant
  - ▶ Completed mapping and modeling of the water system
  - ▶ Developed summary report and recommendations for improvements
    - ▶ Fire flow capacity
    - ▶ System resiliency
    - ▶ Ability to operate during and after a large storm event
    - ▶ Water quality and capacity
    - ▶ Lead removal in project areas

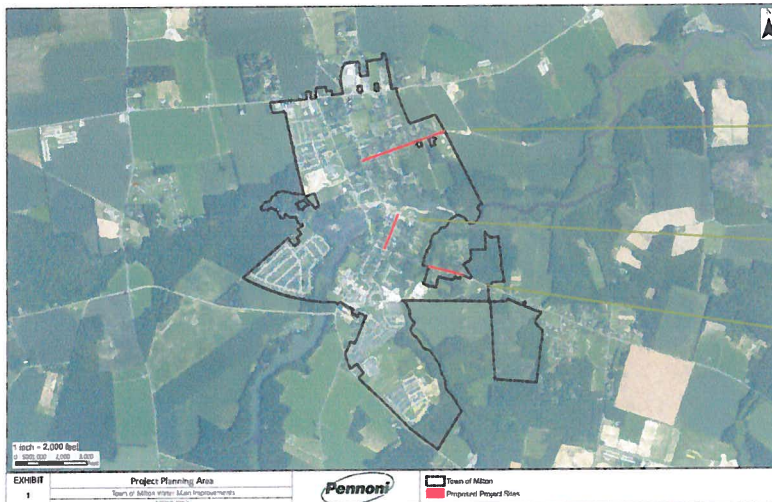


## Recommendations

- ▶ ~~Install Wagamons Water Main Extension (Loop)~~ **Completed**
- ▶ ~~Install New Well~~ **(Completed)** and Construct Treatment Facility **(Under construction)**
- ▶ Build New Storage Facility
- ▶ Replace failing water mains:
  - ▶ **Atlantic Avenue**
  - ▶ **Chestnut Street**
  - ▶ Route 16, **Atlantic Street**, Orchard/Union Streets
- ▶ Improve low flow hydrants - ongoing with improvement projects



## Fiscal Year 2021 Project Areas



Atlantic Avenue

Chestnut Street

Atlantic Street



## Project Description

- Water main replacement beneath the roadway, to address frequent leaks and breaks due to in-part asbestos cement pipe material and long-term corrosion
- Improve water system distribution hydraulic conditions
- Increase fire flow capacity
- Upgrade dimension of existing water main, as follows:
  - Atlantic Ave - 4" Asbestos and 6" Ductile, upgraded to 10" C900PVC
  - Chestnut Street (Front Street to Coulter) - 6" Ductile upgraded to 8" C900PVC
  - Atlantic Street, portion - 6" Ductile upgraded to 12" C900PVC
- Replacement of services to remove lead corporations from the active service within the project area

## Cost Estimates and Affordability

- ▶ Water System Improvements
  - ▶ Estimated cost: \$1,670,000
- ▶ Loan Approval was granted October 2020
  - ▶ 2% interest, 20-year term; **100% principal forgiveness at project completion**
  - ▶ **No fee increases as a result of this construction project**
  - ▶ Interest only payments during construction; paid from Transfer Tax Savings (allowable per Del Code Title 22 Chapter 16)



## Town Charter Section 33

- ▶ Referendum required due to “borrowing” project funding, though 100% principal forgiveness upon completion
- ▶ Resolution 2020-021 to schedule a public hearing on the borrowing of \$1,670,000
- ▶ Public hearing legal notice and circular mailing sent November 23, 2020
- ▶ Resolution 2020-020 to schedule the referendum
- ▶ Referendum must occur between 30 and 60 days from the public hearing



## Proposed Referendum Schedule

- ▶ Resolution 2020-21 to schedule a public hearing on the borrowing of \$1,670,000
  - ▶ November 2, 2020
- ▶ Public Hearing
  - ▶ December 7, 2020
- ▶ Resolution 2020-020 to schedule the referendum
  - ▶ December 7, 2020
- ▶ Referendum must occur between 30 and 60 days from the public hearing
  - ▶ January 16, 2021



## Proposed Project Schedule

- ▶ Advertise Bids
  - ▶ February 2021
- ▶ Open Bids and Award Contracts
  - ▶ April 2021
- ▶ Construction Period
  - ▶ May - September 2021
- ▶ Initiate Operations, and Close project
  - ▶ September - October 2021



## Frequently Asked Questions

1. What is the amount of estimated interest payments during construction? **\$16,700 (based on a 6-month period)**
2. How will the Town fund the interest only payments? **Transfer Tax Revenue, per Del Code Title 22, Chapter 16**
3. Will this construction project result in any fee increases for the Town citizens and businesses? **No; the Towns funding approval is interest only payments with 100% principal forgiveness at construction completion.**
4. Will there be an increase in the Debt Service Fee charged quarterly, as a result of this project? **No; project cost is 100% forgiven.**



## Questions

▶ **Contact:**

▶ Kristy Rogers, Town Manager

▶ 302-684-4110

▶ [krogers@ci.milton.de.us](mailto:krogers@ci.milton.de.us)

▶ Greg Wingo, Public Works Supervisor

▶ 302-684-4110

▶ [gwingo@ci.milton.de.us](mailto:gwingo@ci.milton.de.us)



*Town of Milton*  
115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)  
Phone: 302-684-4110  
Fax: 302-684-8999

November 30, 2020

To: Mayor and Town Council  
From: Kristy Rogers, Town Manager  
Re: November Monthly Report

A handwritten signature in black ink, appearing to be "KR", written over a circular stamp or seal.

To follow is a summary of administrative highlights:

- Received COVID expense reimbursement from CaresAct.
- Received \$100,000 Outdoor Recreation Parks and Trails grant approval for funding towards the Magnolia Street Bulkhead and Drainage Project.
- Reviewed financials in preparation of FY2020 Audit.
- Attended "virtually" the University of Delaware, IPA, Local Government Leaders seminar.
- Drafted Water System Improvements Referendum legal notices and informational mailer.
- Prepared PowerPoint presentation for the Public Hearing on the Referendum.
- Follow-up meetings related to Sidewalk Notices.
- Printed annual business license renewal letters.
- Met on-site in Heritage Creek related to questions on punch-list items.
- Listened-in on bi-weekly calls with the Governors' Office related to COVID-19.
- Continued coordination and communication related to annexation petitions.
- Attended Sussex County Association of Towns Steering Committee meeting.
- Met with Town Engineer on the status of projects.
- Continued organization and oversight of Town projects and administrative matters, and meetings with supervisors and staff members.

#### Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – Trail construction is complete and DelDOT has requested acceptance by the Town. I'm reviewing information, before signing acceptance.
- Town Comprehensive Plan: Zoning Code is the next section to review and propose revisions. A utility/construction manual has been reviewed by Mr. Wingo and comments sent to Pennoni to proceed.
- Wagamons Water Main Extension – Town is trying to finalize needed easement; waiting for property owner review and signature.
- Shipbuilders Well and Treatment Facility – Progress meeting was held in November. Permits have been issued. Site work beginning.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Final design plans are begin prepared. As referenced above, the Town received approval of its ORPT grant in the amount of \$100,000 towards this project.

- Sidewalk Repairs – Sidewalk violation letters were mailed August 21<sup>st</sup>. Mr. Wingo and Mr. Wilson have been meeting with residents on needed repairs. Follow-up staff meeting were held in November.
- Community Impact Fee Study – The fee study is in progress; still waiting for recent data collection.
- Atlantic Avenue (from Union Street to Country Road), Chestnut Street (from Front Street to Coulter Street) and a portion of Atlantic Street: water main, valve, corporation and town service line replacement – Working towards completion of plans and specifications for Atlantic Street. Drinking Water State Revolving Fund (DWSRF) funding was awarded by WIAC with 100% principal forgiveness at project completion; working on coordination of process and referendum.
- Homeland Security Grant – will be working on alternative solution for lobby.
- ADA Transition Plan and Self-Assessment Report - coordinating efforts with University of Delaware, Center for Transportation, for assistance and development of required plans. Funding was approved in the FY2019 Town budget and carried into FY2020 and FY2021.
- Purchasing Procedure – Ad-Hoc Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Capital purchase policy and procedure - Finance Committee is preparing and will forward to Mayor and Town Council once complete. A draft has been prepared and will be put to “test” during the six-month budget review process.



# Town of Milton

115 Federal Street  
Milton, DE 19968




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Phone: 302-684-4110

Fax: 302-684-8999

November 23, 2020

To: Mayor and Town Council  
From: Stephanie Coulbourne, Town Clerk   
Re: November Administrative Report

In addition to administrative functions, below are highlights completed by the administrative staff for the month of November:

- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustments, and Water Committee meetings
- Transcribed Council meeting minutes for November 2, 2020 and November 12, 2020.
- Posted departmental monthly reports and Council minutes on the website
- Posted 2021 scheduled meeting dates for Town Council, Planning & Zoning, Board of Adjustment and Historic Preservation as well as the holiday listing
- Prepared and printed the third quarter supplemental billing
- Completed nine week classes virtually for Wilmington University Municipal Supervisory Training
- Recognized during a virtual graduation ceremony held by Wilmington University for completing the Delaware Municipal Supervisory Management Academy
- Drafted and mailed certified letters to former residents informing them the Board of Elections will hold a meeting on December 7<sup>th</sup> to remove names from the voter registration list
- Attended virtual training for Delaware Institute for Local Government 2020- Moving from Shock to Recovery
- Conducted Administrative staff meeting
- Sent adopted Ordinances to General Code and added them to the Town website
- Prepared legal postings for the Water referendum and 2021 municipal election
- Mailed letters to property owners and residents informing them of the Water Referendum public hearing scheduled December 7, 2020
- Prepared the next submission for the CARES Act reimbursement
- Submitted monthly pension contributions for all employees
- Processed accounts payable checks on a weekly basis
- Processed requests from mortgage companies seeking tax and utility balances for 21 settlements and 7 refinances
- Processed payments for tax and utility accounts
- Continued with the records retention project
- Continued organization and oversight of Town administrative matters
- Town Hall was closed for Election Day, half a day on Return Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving



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1 December 2020

To: Mayor and Town Council

From: Thomas R. Quass

A handwritten signature in black ink, appearing to be "T. Quass", written over the printed name.

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 10/27/2020 - 11/30/2020

- Administratively approved 43 building permits.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answered various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- Attended virtual/electronic, and in person meetings of the Planning and Zoning Commission, Historic Preservation Commission, Town Council, Board of Adjustment, Rails to Trails Phase II Lighting Ad-Hoc Committee, and Staff Meetings as required.
- Met with clients regarding application processes, and reviewed applications as needed.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.

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## BOARD OF ADJUSTMENT MEETING ON 9/29/2020

### CALL TO ORDER:

Meeting called to order at 7:00 pm

### ROLL CALL:

Steve Crawford-present                      Janet Turner- absent  
Allen Sangree-present                      Walter Tydings-present  
John Collier-present  
Thomas Quass, Project Coordinator -present  
Seth Thompson, Town Solicitor –present

### RECOGNITION OF NEW BOA MEMBERS –

Walter Tydings and John Collier

The two new board members have signed notarized ethics oath and Mayor and Town Council has voted and approved the new members on September 21, 2020.

### ADDITIONS OR CORRECTIONS TO THE AGENDA

Motion to approve the agenda (as amended) Switched agenda items 3 and 6

Moved by: Allen Sangree

Seconded by: Steve Crawford

Vote Result: 4/0

### AGENDA

Motion to approve past minutes from August 25, 2020:

Moved by: Allen Sangree

Seconded by: Steve Crawford

Vote Result: 2/0 with 2 abstentions (John Collier, Walther Tydings)

### NEW BUSINESS

#### 1. Nomination of Secretary and Chairman

Motion: Allen Sangree nominated Steve Crawford for Chairman

Seconded by: John Collier

Vote result 4/0

#### 2. Nomination of Secretary

**Motion: Steve Crawford nominated Allen Sangree for Secretary.  
Seconded by: Walter Tydings  
Vote result: 4/0**

## **OLD BUSINESS**

- 1. Resolution to approve application of Lighthouse Construction, Inc on behalf of Dogfish Land Holdings LLC for a variance to the maximum height of a fence as stated in chapter 220 Zoning, 220-46 Fences and Walls, from 8' to 12'. The property is located at 6 Cannery Village Center, Further identified by Sussex County tax map and Parcel #235-20.11-52.01.**

**Seth Thompson wrote the resolution. Everything looked good to the Board.**

**-Motion: Allen Sangree- Motion to approve the resolution as presented  
-Second by: John Collier who stated he was very familiar with this application/project  
-Vote result: 4/0**

## **ADJOURNMENT**

**Moved by: John Collier**

**Seconded by: Allen Sangree**

**Vote result: 4/0**

**These minutes approved at the 16 November 2020 meeting - Vote 3-0**

# Town of Milton Board of Adjustment

## Minutes of October 27, 2020 Public Hearing/Appeal Hearing

**Purpose of Meeting:** The Applicant, James Welu, is appealing the Town's Code Enforcement decision of August 24, 2020, that the property located at 202 Chestnut Street, further identified by Sussex County Tax Map Parcel #235-20.07-92.00, is not Code compliant or a nonconforming use as two parcels. The Applicant and the Town will present evidence as directed by the Board Chairman.

Attendees: Board Members: Steve Crawford - Chairman  
Allen Sangree - Secretary  
Walter Tydings  
Applicant: James Welu  
Town Officials: Thomas Quass - Project Coordinator  
Seth Thompson - Town Attorney  
Others: Stephani J. Ballard, Esq.,- Counsel to the Board

Executive session began at 5:00pm and the public meeting began at 5:30 pm, Grace Church. Member Janet Turner not present and member John Collier recused. Several members of the public were in attendance for the public portion.

### Executive Session called to order at 5:00pm on 10/27/2020

#### Motion to go into executive session

Mr. Sangree made a motion to go into executive session  
Mr. Tydings seconded  
All in favor 3/0

#### Motion to come out of executive session

Mr. Tyding's motion to come out of executive session  
Second by Mr. Sangree  
All in favor 3/0

#### Opening of meeting

Steve Crawford opened the public meeting at 5:30pm October 27, 2020. The Chairperson identified the application and number, the general nature of the proceeding (appeal) and the party who filed the same.

#### No additions or corrections to agenda

#### Review and approval of minutes of 9/29/2020

No minutes of 9/29/2020 to approve at this time.

### THE INFORMATION BELOW IS A SUMMARY OF THE PROCEEDINGS AND PRESENTATIONS MADE AT THIS HEARING. PLEASE REFER TO THE VERBATIM TRANSCRIPT FOR FURTHER DETAILS.

#### INTRODUCTION

Ms. Ballard addressed both parties commenting that, if ok, we were going to have a fluid presentation. She introduced the general nature of the proceeding as follows;

- Mr. Welu needs to show evidence as to why he believes this property can operate as a two dwelling unit.
- The Town is arguing that the non-conforming use ceased at some point or is not operative.  
It is the Town's burden to prove that point.

## SWEARING IN

Steve Crawford had everyone who was going to address the board stand and be sworn in.

## APPLICANT'S EVIDENCE

Mr. Welu presented a lengthy case with much documentation as to why he believes the property in question has in the past and presently can continue to operate as a two-family dwelling. Mr. Welu has never asserted he ever intended to use this property as a single family home. No adverse effect on neighborhood. Possibly originally built as two-family dwelling back in the 1800s. Double solid brick wall separating house with no current way of passing between the two units without having to first go outside. Two mailboxes, two independent cooking, living, sanitary, and sleeping facilities, two electric meters, two sewer lines, and two separate entrances. Much historical evidence to suggest was always used as two-unit dwelling.

Mr. Welu presented the history and chain of ownership with approximate dates.

Ms. Ballard noted that the addressing issue (Chestnut St./Mill St.) is something controlled by the jurisdiction the property is in and is not dispositive of whether the property is an ongoing nonconforming use or not.

Throughout Mr. Welu's presentation board members asked many clarifying questions.

Written statements in support from the public were held till later in the meeting.

## TOWN'S EVIDENCE

Mr. Thompson questioned Mr. Welu at length regarding several issues from his presentation and then proceeded to present the Town's evidence. Mr. Thompson ran through a number of exhibits: property deed for 202 Chestnut Street, Sussex County tax map, several pictures of the house, property record card, County records and permit details, Google maps, real estate multi list, deed from 1958, inventory of Samuel Goslee, observations of Mr. Welu's house diagram drawings, re-assessment paper work.

The important question is, what house design existed in the 1980's when the county zoning code went into effect, not what existed previously. Mr. Thompson stated, If we operate under the assumption that what was there and lawful in 1987, then that controls. In 1982 Sussex county zoning took effect while the Town of Milton's ordinance took effect in 1987. If the property was already grandfathered into Sussex County and the use didn't change from the date of the county zoning and the Town's zoning, the grandfathering continues. Whatever the property was in 1982 when the county started zoning, was grandfathered and if the use didn't change in 1987 the grandfathering would continue under the Town's new zoning.

**Hellen Camenisch** longtime resident and close neighbor made some comments about when the Town installed the public sewer system. Most likely the sewer was installed in the 1960s sometime.

## 10 MINUTE BREAK

**Mr. Thompson continued:** Final exhibit, rental application. Applied to the Town for a license for 1 family, 5-bedroom rental with two leases. Mr. Thompson argued this shows intent to use property as single family dwelling.

**Ms. Ballard** -Licensing is a separate matter from its status, is it non-conforming or has it lost that status. A town can't make a property lose its non-conforming status by the licenses it chooses to grant.

**Mr. Thompson continued:** Structure vs use. It's the Town's burden to prove when and if the dwellings use was abandoned from two units to one unit. 108 missing physical stove, although all hookups were there.

## TOWN'S WITNESSES

**John Collier**- Sworn in by Chairman Crawford. Past Project Coordinator for the Town of Milton and close neighbor to 202 Chestnut Street.

-Mr. Collier testified Mr. Bennett and Clare Bennett and various family members were the only ones to his knowledge to occupy the dwelling since he's been in the neighborhood. To his knowledge after May of 2016 no one lived there on a permanent basis but he would occasionally see Bennett Jr. coming and going, sometimes removing items.

-Mr. Collier saw a mailbox installed and started to look into the zoning issue. He asked Mr. Thompson to write an opinion on the matter of Town code violations 220-71 and 220-72.

- Mr. Welu could have, but was not required to apply for a Certificate of occupancy (220-71-F) which is optional. No one from the town informed Mr. Welu of this option.

-No 911 address assigned to 108 Mill Street



-Mr. Collier stated his opinion on the 1 year nonconforming use issue was, once the house is completely unoccupied that starts the clock for a discontinuance of a nonconforming use.

Ms. Ballard-stated that, by case law, abandonment is more than a temporary cessation of a nonconforming use. It requires some evidence of intent on the part of the property owner to abandon the nonconforming use.

**Thomas Quass**-Present Project Coordinator for the Town of Milton since January 2020.

Job description includes Code compliance. After taking over the job of Town Project Coordinator, Mr. Quass was asked to make a determination on this issue. Determined property was not Code compliant after reviewing all past property records, files, County information from internet, deeds, and reviewed correspondence from past Code Enforcement Officer and a response letter from dated 7/25/2019 from Mr. Welu.

Mr. Quass references a response letter dated 7/25/2019 where Mr. Welu refers to 202 Chestnut Street property as a one family, 5 bedroom structure as evidence he abandoned the use as a two family structure.

Mr. Quass explained the difference between use (daily use) and structure. (how building is built)

#### **MR. WELU'S WITNESSES**

Mr. Welu did not call any witnesses but read several letters, which were placed into the record.

1. Erin Ann Beebe, real estate agent for Mr. Welu.
2. Karen Bierman, 104 Mill Street. Neighbor with no concerns.
3. Robert Gingrich, 206 Chestnut Street no concerns or difficulties.
4. Betsy Smith, past owner of 104 Mill Street. Spoke about Henry Bennet Jr. not abandoning home from 2016 to 2018. Knew it was a two unit home and had no problems.

#### **10 Minute break**

5. Ms. Ballard read one e-mail forwarded to the Town from Bernard Miller, Lewes DE addressed to Mr. Welu. Mr. Miller resided on the Mill Street side of the property for approximately 10 years. House was a duplex and both sides were totally independent of each other with no adjoining doors. Used the address 108 Mill Street. Stated it was two family dwelling before they moved there and two family after they left sometime in 1979. Had correspondence from Cape Henlopen School District mailing report cards to 108 Mill Street. A copy of this email will be placed into the record.

#### **PUBLIC COMMENTS**

1. P. D. Camenisch, 302 Chestnut Street has lived there for 40 plus years. Confirmed Mr. Bernard Miller's letter was correct and stated that to his knowledge no one has rented house till Mr. Welu purchased. Steps entrance steps for 108 were in a very bad state of repair. Questions were raised as to ownership and standing. After Bernard Miller moved Mr. Bennett's family moved in and took over entire house. Concerned this might set precedence. Building unoccupied for two years 10/16 to 2/18 based upon his observations.

#### **CLOSING ARGUMENTS**

**Town's attorney Mr. Thompson went first.** Boils down to the issue of whether the owner of the property can use the structure as a two family dwelling. No structure issue, its use is what is in question. Can Mr. Welu rent out two separate units in this one structure? It's the Town's position when after looking over all the documents and you weigh those documents there are more documents that indicate that it was a single-family residence verses two dwelling units approved at any point in time. 1987 important date. 220-71 & 220-72. Mr. Welu switched over to a conforming use and he cannot now go back to a nonconforming use. It's the Town's position, when the use has been discontinued for one year it shall be deemed abandoned. Intent is not mentioned in Milton's Town Code.

**Mr. Welu presented his closing arguments.** Mr. Welu believes the physical evidence is clear, the property was built as two separate units and has remained the same. Property has always been used as two complete totally separate units. Property was never abandoned even if not lived in, it was always available for the Bennett family's use. Property was never abandoned and use was never discontinued.

Mr. Welu thought the Code must be taken as a whole to avoid absurd results. He believes designating the dwelling as single family would result in an absurd result. He would have to make major structural changes to make this possible. A few clarifying questions from the Board followed Mr. Welu's closing.

**CLOSE PUBLIC HEARING**

Mr. Tyding's made a motion to close the public hearing  
Second by Allen Sangree  
All in favor 3/0

**DISCUSSION, DELIBERATIONS, AND POSSIBLE VOTE ON THE APPLICATION**

The Board began discussions and deliberations on the application and had many questions. The Board determined that given the volume of information presented, we need more time to consider the facts to make an informed decision. The Board would like to get a transcript of the proceedings to review all testimony. Due to the scope and amount of information covered Mr. Sangree asked for a concise statement as to the exact question the Board needs to answer. (Ms. Ballard will be e-mailing board a list of issues and questions that need to be addressed.)

**MOTION TO SCHEDULE CONTINUANCE OF MEETING**

Mr. Sangree made a motion to schedule new meeting after transcripts provided and time for board members to consider. The new date set for next meeting is tentatively November 17<sup>th</sup> 2020.  
Second by Walt Tydings  
All in favor 3/0

**MOTION TO ADJOURN MEETING**

Mr. Tydings - motion to adjourn meeting around 10:00pm  
Mr. Crawford second  
All in favor 3/0

**These minutes approved at the 16 November 2020 meeting.**



# Milton Police Department Monthly Report

November 2020

Submitted by Chief Derrick L. Harvey



# MILTON POLICE DEPARTMENT



PRIDE

INTEGRITY

*Chief. Derrick L. Harvey*

101 Federal Street • Milton • Delaware • 19968

Phone: (302) 684-8547 • Fax: (302) 684-8046

## MILTON TOWN COUNCIL MEETING

Monday, December 07, 2020

### POLICE REPORT FOR THE MONTH OF NOVEMBER 2020

TOTAL COMPLAINTS	115
TOTAL CHARGES FOR THE MONTH(criminal + traffic)	140
ADULT ARRESTS	7
JUVENILE ARRESTS	0

### COMPLAINTS

ACCIDENTS	6
DUI	2
DOMESTICS	2
ASSIST OTHERS AGENCIES	14
OTHERS, CPC, ESCORTS	91
TOTAL COMPLAINTS FOR MONTH	115

### PATROL DATA, DOOR CHECKS, MAN HOURS

VEHICLE PATROL HOURS	570
INVESTIGATION / MISC HOURS(AOA,PAPERWORK,ETC)	224.5
FOOT PATROL HOURS	50.5
TOTAL MAN HOURS	744
PROPERTY DOOR CHECKS	170
TOTAL MILEAGE FOR MONTH	3,483



# MILTON POLICE DEPARTMENT



*Chief Derrick L. Harvey*

*101 Federal Street • Milton • Delaware • 19968*

*Phone: (302) 684-8547 • Fax: (302) 684-8046*

## Monthly Highlights

November

Filled finally open position with lateral transferred out of state officer.

All officers completed and attended de-escalation training.

Staff provided foot patrol and bike patrol during trick or treat event

Milton Pd received more personal protective gear for COVID Response.

Chief Harvey and Lt Harmon attended a workshop on State Accreditation.

Officers have been working OHS speeding and distracted driver special duties.

Officers received new patrol workstation in officer area as updates are being made to the station.





MISDEMEANER	6
Local Fugitives	3
FELONY	26
TOTAL	35

TRAFFIC CHARGES

VARIOUS TRAFFIC VIOLATIONS	94
TOTAL	94

WARNINGS	71
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PERSONNEL AS OF THIS REPORT

Fully Staffed

- 1 CHIEF
- 0 CAPTAIN
- 1 LIEUTENANT
- 0 SERGEANTS
- 0 DETECTIVE / SGT.
- 2 CORPORALS
- 1 PATROLMAN FIRST CLASS
- 3 PATROLMAN
- 0 RECRUIT/CADET
- 1 ADM. ASST. TO POLICE DEPT.

*Derrick L. Harvey*

Derrick L. Harvey  
Chief of Police

Date Submitted: 11/30/2020



# Town of Milton

115 Federal St

Milton, DE 19968



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Phone: 302-684-4110

Fax: 302-684-8999

November 30, 2020

To: Mayor and Town Council

From: Robert Wilson, Code Enforcement Officer

Re: Code Department Monthly Report

Attached you will find a report containing the majority of the duties performed by the code enforcement officer for the month of November, 2020. I am able to elaborate on any, and all, of the duties that are present in this report, if necessary.

Please feel free to contact me if there are any questions and/or comments.

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## C.E. MONTHLY REPORT – NOVEMBER 2020

### Permits Issued:

515 Federal St.	Enclose Screened Porch
309 S. Spinnaker Ln.	Repair/Replace Siding & Deck
301 Chestnut St.	Install Metal Roof on Porch
317 Mill St.	Shed
400 Mulberry St.	New Water Treatment Facility
400 Mulberry St.	Electrical For Treatment Facility
400 Mulberry St.	Plumbing For Treatment Facility
101 Federal St.	Minor Interior Renovations
111 Broad St.	Renovations
205 Lantern Ln.	Fence
301 Mill St.	Addition & Renovations
208 Ridge Rd.	Single Family Dwelling
210 Mulberry St.	Wall Sign
301 Coulter St.	Front Door, Siding & Railing
417 Pine St.	New Sewer Service
110 Federal St.	6' Tall Fence
108 Federal St.	6' Tall Fence
104 Fulham Dr.	Roof-Mount Solar Panels
300 Prospect St.	Single Family Dwelling
302 Prospect St.	Single Family Dwelling
304 Prospect St.	Single Family Dwelling
306 Prospect St.	Single Family Dwelling
308 Prospect St.	Single Family Dwelling
310 Prospect St.	Single Family Dwelling
308 Mill Pond Dr.	Single Family Dwelling
116 Bank Ln.	Single Family Dwelling
6 Village Center Blvd.	Fence
512 Chestnut St.	2" Gas Main & Service
428 Chestnut St.	Screen Porch & Deck
502 Union St.	Sidewalk Repair
602 Bennett St.	Roof-Mount Solar Panels
514 Chestnut St.	Addition to Pole Building

## C.E. MONTHLY REPORT – NOVEMBER 2020

106 Atlantic St.	Deck
112 Fulham Dr.	Screen Porch
307 S. Spinnaker Ln.	Deck & Fence
330 Bay Ct.	Deck & Fence
418 Boxwood St.	Replace Drywall & Siding
408 Behringer Ave.	Install Sliding Glass Door
406 Spruce St.	Replace Roof Materials
354 Bay Ct.	Replace Roof Materials

- Issued 70 Certificates of Occupancy

<b><u>Violations:</u></b>	Grass Height	3
	Junk	1
	Vehicles	2
	Work w/o Bus. License	6
	Housing Standards	1
	Activities Prohibited	2
	Work w/o Permit	2
	Sign w/o Permit	1
	# of Temp. Signs	1
	Sign In R.O.W.	2
	Hours of Construction	

<b><u>Certified Letters Mailed:</u></b>	Unregistered Vehicles	2
	Housing Standards	1
	Junk	1

<b><u>Business Licenses Issued:</u></b>	General Services	3
	Professional Services	1
	Lodging/Hotel/Motel	1
	Residential Contractor	1
	Commercial Contractor	2

11/4/20 – Spoke with a resident regarding air b&b licensing.

11/9/20 -- Spoke with resident about town code pertaining to temporary signs.

## **C.E. MONTHLY REPORT – NOVEMBER 2020**

**11/13/20** – Spoke with builder regarding details for obtaining a certificate of occupancy.

**11/13/20** – Spoke with resident regarding building inspection violations.

**11/16/20** – Spoke with resident pertaining to drawings required for deck permit.

**11/16/20** – Spoke with contractor and resident about code pertaining to fence height.

**11/18/20** – Met with property owner on site to discuss details of building permit.

**11/25/20** – Issued Court Summons to property owner of 110 Broad St.

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# Town of Milton

115 Federal Street  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

Fax: 302-684-8999

To: Mayor and Council

From: Greg Wingo, P.W.S. *Greg Wingo*

Re: November Monthly Report

Date: December 1, 2020

For the month of November, I have supervised the daily, weekly and monthly task for Public Works Water, Streets and Parks Departments. I have answered several phone calls and answered questions from Council, Residents, Contractors, Outside Agencies, Town Engineers and Town Staff. I have reviewed and closed out 59 building permits and reviewed 35 new building permits. I have attended meetings for Heritage Creek Development Punch List issues for Phase 3A and 3B, Sidewalk Status Updates, Meetings with Residents, Town Council Meeting, DFIT Safety Meeting, Streets and Sidewalk Committee Meeting, Shipbuilders Treatment Plant Project Progress Meeting, Weekly PW Staff Meetings and Ad Hoc Committee Meeting for Rails to Trails Phase #2 Lights. Safety tool box talks weekly with PW Staff on proper setting up and climbing ladders, updates on Covid Information and best practice to keeping yourself safe by wearing mask, washing and using the hand sanitizer all through the day. Below you will see a summary of highlights and updates on projects.

## Water Department

- Water Leaks: 501 Atlantic Ave (water meter pit was installed, completed).
- Wagamon's Water Main Ext. Project: Waiting on the status of the easement agreement.
- Shipbuilders Treatment Facility: Survey work has been completed, contractors have performed some test pits for installation of the water and sewer lines, driveway stone has been hauled in and spread out,

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grading work is being done now and building contractor is scheduled to start next week.

- Atlantic Ave/Chestnut St Water Main Projects: Waiting for Referendum.
- Atlantic Street Water Main Upgrade: Waiting for Referendum.
- Fire Hydrant Flags: PW has installed 180 flags, this will be completed this month.

#### Streets Department

- Curb Line Clean up: PW Staff has completed this project of trimming limbs and bushes off the roadway.
- Chestnut Crossing: No update. Currently, the towns Solicitor is working on this.
- Merriweather Sub-Division: The owner has been working on this project. I have discussed with them the status and they have been keeping me updated on the progress. They are still working on resolving the issues with the storm management to satisfy the State.
- Sidewalks Town Wide: Currently, from the letters sent out in August 2020, we have 3 sidewalks that have been completed. Letters will be going out to property owners that have not contacted us or have not showed any progress on moving forward with repairs.
- Front Street Road, Curbing, Drainage and ADA Ramps Project: I have discussed with Ms. Rogers on an agreement with the property owners for an easement to install the storm drain pipe.
- Town owned Sidewalks: I am currently preparing a list for all the brick sidewalks for PW Staff and I have scheduled the concrete repairs with a contractor.
- 204 Union St Light Pole: This has been completed.
- Carlton Drive Sign and Poles: This has been completed.
- Electric Speed Limit Signs: Currently, the signs are on Lavinia St, Broad St. and in the 400 Block of Chestnut St.
- Hanging Christmas Lights and Decorations: All Snow Flakes and Light Poles have been completed on Union St, Federal St. and Magnolia St.

#### Parks Department

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- Cleaning up Parks: Memorial Park, Mill Park, Rails to Trails Phase #1 and Governors Walk have been cleaned up.
- Memorial Park: PW has been working on hanging the Christmas Lights and decorations in the park. We have a few more lights to put up and we will be completed.
- Playground Equipment: PW Staff has been monitoring the caution tape on the playground equipment every day and re-taping as needed.
- Rails to Trails Phase #2: Waiting for the signed agreement for all parties involved. Project is completed. This trail is a great addition to the Town of Milton.
- Two Light Poles Installs in Memorial Park: The two poles have been installed and look very nice.



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## RESOLUTION 2020-020

**TO PROPOSE BORROWING OF UP TO \$1,670,000  
TO FINANCE PUBLIC WATER SYSTEM IMPROVEMENTS  
(Interim interest-only payments pending 100% loan forgiveness)  
AND TO  
ORDER THE REFERENDUM TO BE SCHEDULED**

**WHEREAS**, the Town of Milton, Delaware, owns, operates, and maintains a public water system; and

**WHEREAS**, the Town proposes to construct certain water system improvements, being water main replacement under Atlantic Avenue, a portion of Chestnut Street (from Front Street to Coulter Street), and a portion of Atlantic Street; and

**WHEREAS**, the Town has applied to the State of Delaware and has received a commitment from the Drinking Water State Revolving Fund ("DWSRF"), to finance the total cost of the project with 100% principal forgiveness at project construction completion with the town's only obligation to pay interest during construction; and

**WHEREAS**, Town Charter, Section 33, outlines specific procedures that must be followed before the Town may incur such indebtedness;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of the Town of Milton as follows:

1. Notice is hereby given to the residents and property owners of the Town of Milton that the Mayor and Town Council proposes to borrow, on the full faith and credit and taxing power of the Town, an amount of money not to exceed \$1,670,000.00, to fund the water main replacement as described.
3. The DWSRF loan qualified for 100% principal forgiveness once construction is complete. The Town is required to pay semi-annual interest-only payments during construction. The loan term is a 20-year period at an annual interest rate of 2%.
4. A referendum on the proposed borrowing shall be held on Saturday the 16<sup>th</sup> day of January, 2021, from 8 am until 6 pm at the Milton Town Hall, 115 Federal Street, Milton, Delaware 19968.
5. At the said special referendum, every non-resident property owner owning property within the Town of Milton, including those who have placed their property in a revocable trust, shall have one vote. Further, every partnership or corporation owning property within the Town of Milton

shall have one vote. Notwithstanding how many properties are owned by a single non-resident property owner, partnership or corporation, only one vote will be allowed for each such non-resident property owner, partnership or corporation. In addition, every person, who shall have attained the age of eighteen (18) years on the date of the special referendum and who shall be a citizen of the United States and a bona fide primary legal resident of the Town shall have one vote. Under no circumstances shall a single eligible person or entity be allowed to enter more than one vote, even if such person or entity shall qualify to vote under more than one of the applicable criteria. The votes may be cast either in person or by absentee ballot.

6. The ballot for the referendum shall read as follows:

The purpose of said referendum is for the Town to borrow funding for water system improvements which is water main replacement under Atlantic Avenue, portion of Chestnut Street (from Front Street to Coulter Street), and portion of Atlantic Street. The Town has received approval for the \$1,670,000.00 (Interim interest only payments pending 100% loan forgiveness) from the State of Delaware. Term of such loan is an interest rate of 2% and a 20-year term. The source of funding is the State of Delaware Drinking Water State Revolving Fund.

I APPROVE

I DISAPPROVE

5. Notices shall be published as required by the Town Charter.

**I, THE UNDERSIGNED**, Secretary of the Town Council of the Town of Milton do hereby certify that, following a public hearing noticed pursuant to Section 33(a)(2) of the Town Charter, the above Resolution was passed at the meeting of the Mayor and Town Council, duly called and convened, held on the 7<sup>th</sup> day of December, 2020, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

**BY:** \_\_\_\_\_  
**SECRETARY OF TOWN COUNCIL**

**DATE:** \_\_\_\_\_