

Finance Committee Meeting Minutes
July 28, 2021

Milton Library
121 Union Street
Milton, Delaware

Call to order at 3:05 pm.

Richard Baty, Council Treasurer
Maurice McGrath
Larry Savage, Council Member
Stewart Renard

Kristy Rogers, Town Manager
Tom Quass, Project Coordinator

No additions or corrections to the meeting agenda.

Agenda approved, Maurice McGrath moved, Larry Savage second, all approved.

Approval of July 20, 2021 Meeting Minutes, Stewart Renard moved, Larry Savage second, all approved.

Discussion and vote on Proposed FY22 Budget and Fee Schedule:

1. Discussion of Fee Schedule. Additional raising of fees was discussed but deemed not necessary. The appeal fee escrow was discussed as not being sufficient for all fees associated with the appeal process. All other fees were deemed to be sufficient for FY22.
2. The hiring of a second police officer was discussed. Additionally, the proposed salary scale was discussed. It was deemed necessary to recommend a second police officer hire due to the growth and needs of the Milton Community. Additionally, an additional increase to 6% in the salary grades was recommended in order to be competitive with other towns in Sussex County and to accelerate compliance with the new minimum wage laws that will gradually take effect in future years.
3. The Water Department was discussed in detail. Restructuring the water department in response to the recently issued Town of Milton Water System Asset Management Plan, prepared by KCI Technologies, was discussed. It was determined that the Water Committee has not yet analyzed the report. It was decided to recommend that Town Council ask the Water Committee for an evaluation and comments on the report within the next six months.
4. I Pad Tablets for the members of the planning and zoning committee were discussed. The I Pads were not originally included in the FY22 Proposed Budget. In addition to the costs of the I Pads, connection fees of \$ 4,000 would be incurred. There was also a discussion of cellular vs. Wi-Fi connections, training, and use and storage of paper plans. The I Pads had not been discussed with the Planning and Zoning Committee. The Finance Committee would like a consensus opinion from the P and Z Committee. Therefore, it was decided to inquire of the P and Z Committee about the need, use and implementation I Pad Tablets before a final decision is made about including their purchase in the FY22 budget.

Milton Finance Committee Meeting Minutes, July 28, 2021.

5. Speed signs for speed limit digital reporting were discussed. Grant funding for one sign was included in the budget. No further discussion was made as the ad-hoc Traffic Calming Advisory Committee is involved in making recommendations in this area.

The Following Recommendations were voted on as Follows by the Finance Committee:

1. The addition of a second police officer position in the FY22 Proposed Budget was made by Maurice McGrath and seconded by Larry Savage. All agreed.
2. The request for an evaluation of the KCI Water Asset Management Report by the Water Committee be made within the next six months was made by Maurice McGrath and seconded by Larry Savage. All agreed. The evaluation would be used by the Finance Committee for further recommendations for the Water Department in future budget years.
3. The consideration of the 7 I Pads for the Planning and Zoning Committee should be considered for inclusion in the FY22 Proposed Budget after Planning and Zoning Committee Discussion was made by Maurice McGrath and seconded by Stewart Renard. All agreed.
4. An increase in the salary pay scale was made by Maurice McGrath and seconded by Larry Savage. All agreed. The increase will bring the town in compliance with the minimum wage requirements prior to the 2024 deadline.
5. An increase in the Appeal Fee Escrow to \$ 2,500 was made by Maurice McGrath and seconded by Stewart Renard. All agreed.

Meeting adjournment at 4:45 pm. Larry Savage moved, Maurice McGrath second, all approved.

Respectfully submitted,
Stewart Renard, Secretary