

# City of Milford



## **CITY COUNCIL AGENDA**

**April 11, 2016 - 7:00 P.M.**

Joseph Ronnie Rogers Council Chambers  
Milford City Hall  
201 South Walnut Street  
Milford, Delaware

## **COUNCIL MEETING**

Call to Order - Mayor Bryan Shupe

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Introduction/Chief Kenneth Brown/Milford Police Department Officers

Monthly Police Report

City Manager Report

Committee & Ward Reports

Communications & Correspondence

Unfinished Business

Authorize/Letter of Intent/AMP Smart Meter Project

Introduction/Ordinance 2016-04/Chapter 174-Property Maintenance Code Amendment\*

Introduction/Ordinance 2016-05/Chapter 88-Building Construction/Article III-Board of Appeals Amendment\*

New Business

Comprehensive Plan Update Process/City Planner Rob Pierce

Downtown Development District Process/City Planner Rob Pierce

City of Milford 2016 Annual Election:

Certification/2016 Voter Registration Log

Confirmation/Appointment/City of Milford Election Board

Confirmation/Appointment/Election Workers

Monthly Finance Report

Adjourn

This agenda shall be 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 public body's meeting.

SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING;  
NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.

030116 032816 040416 \*040516 Late Addition by City Planner

# CITY OF MILFORD

DELAWARE



“THE GARDEN CITY OF TWIN COUNTIES”

OFFICE OF THE CHIEF OF POLICE  
KENNETH L. BROWN

400 N.E. FRONT STREET  
MILFORD, DE 19963  
(302) 422-8081 FAX (302) 424-2330

TO: Mayor and Members of City Council

FROM: Kenneth L. Brown, Chief of Police

DATE: April 6, 2016

RE: Activity Report/March 2016

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## Monthly Stats:

A total of 577 arrests were made by the Milford Police Department during March 2016. Of these arrests, 161 were for criminal offenses and 416 for traffic violations. Criminal offenses consisted of 25 felonies and 136 misdemeanors. Traffic violations consisted of 133 Special Duty Radar, 0 Drunk-Driving charges, and 314 other.

Police officers investigated 45 accidents during the month and issued 102 written reprimands. In addition, they responded to 1263 various complaints including city requests and other agency assistance.

## Monthly Activities:

Currently all police officer position are filled. We have four new officer in Field Training status. Three of the four officers are expected to be released to the Patrol Division by June 2016. The fourth officer is certified out of state and his Delaware certification is still pending by C.O.P.T.

The Communications Division has started progressing towards the utilization of a new software that will help them to assist the Public in a more efficient and effective fashion. In the first phase of the implementation of software which is provided by *Total Response* called “**Power Phone**” they will....

1. First participate in an on-line training program which will train and task the Communications Division with problem based calls for service and help them navigate the software.
2. Once this portion of the training is completed, each of the participating Communications personnel will be run through an “Actual Call Scenario” in which they take a call from a “Power Phone Training Specialist” through the on-line training process. This will determine if they have properly

utilized the “Power Phone Software”. During this scenario the caller will assume the role of an individual calling with any number of the many different areas covered by the software.

3. Upon our Communications Personnel completing this scenario successfully they will be able to proceed in utilizing the “Power Phone” call taking system to help them better assist the Milford Community and other Persons calling the Communications Center for assistance.

We are hoping to have each of the five fulltime Communications Personnel trained and utilizing this software by the middle of May 2016. The training and evaluation period for the software is roughly about one month from the time that the person begins the training.

Basically this software will assist each member of our Communications Division with specific questions to ask an individual and directions on what the caller should do based on the information they receive from the caller. This system will give our Communications Division a baseline questioning process so that every call can be handled and or directed in a consistent manner.

This software and training was purchased with Sussex County Council Funds in the amount of \$2,432.00.

### **SRO:**

Cpl. Bloodsworth and Pfc. Stanton participated in “Tabletop” exercises at Mispillion Elementary and Lulu Ross Elementary. These exercises are mock scenarios that utilize the school’s safety plan and must be completed once each year by every school.

Pfc. Stanton participated in a Special Olympics event at the Milford Bowling Alley.

Cpl. Bloodsworth and Pfc. Stanton gave a “Stranger Danger” presentation to the students at Lulu Ross Elementary School and Benjamin Banneker Elementary School.

Cpl. Bloodsworth and Pfc. Stanton had the honor of spending time with Jerry Price, NYPD Retired, as he spoke with students at Mispillion Elementary School about his experiences responding to the World Trade Center on September 11<sup>th</sup>, 2001 and his work there if the months thereafter.

Sgt. Masten attended a meeting at City Hall hosted by Mayor Shupe and the City Manager about improving relations with the growing Haitian community. The meeting was attended by representatives of many area organizations including Perdue Farms, Seawatch, Milford School District, and Bayhealth just to name a few.

Sgt. Masten began the registration process for the DEA’s National Take Back Initiative on April 30, 2016. There will be a public relations push in the coming weeks promoting the program.

Sgt. Masten spoke to a Driver’s Education class at Milford Senior High School about Delaware’s DUI laws and some enforcement issues.

### **K-9:**

For the Month of March the Milford Police Department K9 Unit responded to 117 calls for service.

For the month of March the Milford Police Department K9 Unit was utilized on 19 different incidents.

K9 Unit conducted 1 assist other police agencies (DSP3).

K9 Unit conducted 1 track on a felony armed robbery suspect.

K9 Unit assisted Patrol Division with 2 large violent crowds.

K9 Unit had 3 no-bite apprehensions (armed robbery suspects).

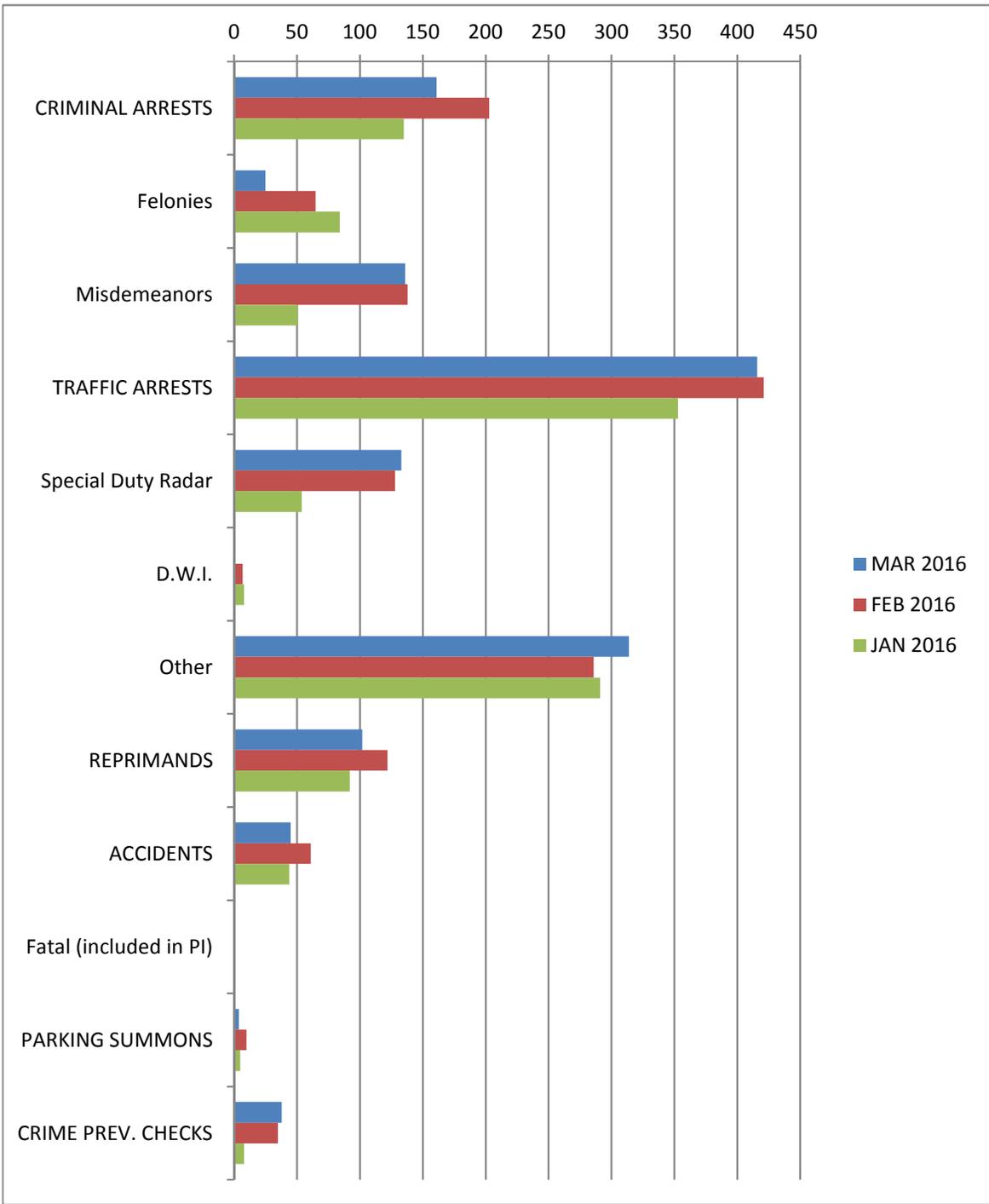
K9 Unit conducted 6 sniff for narcotics resulting to the following seizures:

- Marijuana – 16 grams (street value \$120.00)
- Heroin – 1 dosage (street value \$10.00)

K9 Unit conducted 6 building searches.

MARCH 2016 ACTIVITY REPORT

|                        | MAR 2016    | TOTAL 2016   | MAR 2015    | TOTAL 2015   |
|------------------------|-------------|--------------|-------------|--------------|
| COMPLAINTS             | 1263        | 3430         | 1223        | 3426         |
| CRIMINAL ARRESTS       | 161         | 499          | 278         | 656          |
| Felonies               | 25          | 174          | 17          | 111          |
| Misdemeanors           | 136         | 325          | 261         | 545          |
| TRAFFIC ARRESTS        | 416         | 1190         | 528         | 1338         |
| Special Duty Radar     | 133         | 315          | 177         | 381          |
| D.W.I.                 | 0           | 15           | 5           | 12           |
| Other                  | 314         | 891          | 346         | 945          |
| REPRIMANDS             | 102         | 316          | 139         | 361          |
| ACCIDENTS              | 45          | 150          | 45          | 132          |
| Fatal (included in PI) | 0           | 0            | 0           | 0            |
| PARKING SUMMONS        | 4           | 19           | 13          | 43           |
| CRIME PREV. CHECKS     | 38          | 81           | 26          | 109          |
| FINES RECEIVED         | \$ 8,111.90 | \$ 19,980.29 | \$ 9,161.55 | \$ 28,678.00 |





OFFICE OF THE CITY MANAGER  
 ERIC NOREBERG, IIMC-CM  
 302.424.3712, FAX 302.424.3558

201 SOUTH WALNUT STREET  
 MILFORD, DE 19963  
 www.cityofmilford.com

## City Manager's Report April 11, 2016

### Electric Division

| March                                    | Total |
|--|-------|
| Closed Work Orders/Trouble Service Calls | 18    |
| Open Work Orders at End of Month         | 9     |
| New Electric Services Installed          | 2     |
| Preventative Maintenance                 | 1     |
| Miss Utility Locates                     | 197   |

- Fiber Pulled: To Route 1 substation and to Watergate pump station
- Continuing Projects: Bayhealth's needs assessment continue; proposed Bayhealth water tower electric extension project begun.
- Training: Brad Dean, Jeremiah Curry, Rob Palladino & Dale Breeding received Flagger Certification; Annual Oil Spill Training was attended by crews; Gary Johnston received CEU's to maintain his Master Electrician certification.

### Enforcement & Inspections Division

#### Code Enforcement Activity:

|                               | Total |
|-------------------------------|-------|
| New Cases                     | 92    |
| Closed Cases                  | 7     |
| Open Cases at Start of Period | 42    |
| Open Cases at End of Period   | 126   |

Rental Inspections Performed: 0  
 Rental Licenses Issued: 10  
 Vendor Licenses Issued: 2  
 Contractors Licenses Issued: 25

#### Violation Details:

| New Violations Cited   | Total     |
|------------------------|-----------|
| Abandoned Vehicle      | 8         |
| Furniture Violation    | 6         |
| Generic Complaint      | 1         |
| Property Maintenance   | 6         |
| Rental Unit Inspection | 1         |
| Rubbish & Garbage      | 15        |
| Weeds & Grass          | 55        |
| <b>Total</b>           | <b>92</b> |

#### Building Permits Issued:

| Permits Issued by Type                | Count     |
|---------------------------------------|-----------|
| Commercial Building Permit            | 3         |
| Demolition Permit                     | 1         |
| Residential Building New Construction | 4         |
| Residential Renovation/Accessory      | 6         |
| Roof/Siding Permit                    | 3         |
| Solar Panel Permit                    | 1         |
| Utility Permit                        | 5         |
| <b>Total</b>                          | <b>23</b> |

- Received Bayhealth foundation-only permit submittal and coordinated initial building plan review.
- Developed final draft of amendments to Chapter 174 – Property Maintenance and Chapter 88 – Building Construction related to International Property Maintenance Code (IPMC) 2015 update and revisions to the Board of Appeals.

### **Planning & Zoning Division**

- Board of Adjustment approved reduction in the required amount of parking for the Milford Plaza Shopping Center as related to the recent Preliminary Site Plan application.
- Coordinated efforts with Bayhealth related to property exchange, utility easements and early construction start date.
- Began work on the Downtown Development District Application. Collection and analysis of data from varying sources to develop outline of need and impact. Began developing potential local incentive options to be incorporated into the City Code.
- Presented five items to the Community Affairs Committee related to property maintenance codes, building codes, residential rental licensing, and business licenses.
- Presented minor amendment to City Council for the deed restrictions of Independence Commons.
- Presented the proposed Economic Development and Redevelopment Ordinance to City Council which was approved.
- Finalized ESRI hardware and software package for Council approval related to the City’s asset management program (funded through the State).
- Finalized contracts with engineering consultant and the Partnership for the Delaware Estuary for the Mispillion River Water Quality Improvement Project.
- Met with potential investors to discuss development and redevelopment opportunities.
- Created and updated planning related GIS files for analysis in comprehensive plan update. Specifically focused on verifying City zoning records, land use data, housing types, age and number of units, crime data and community facilities.

### **Parks & Recreation Department**

- Coordinated efforts with DMI to have area of parkland used by the Farmers Market reseeded and fertilized (funded by DMI).
- Executed grant documents in order to proceed with design of floating kayak dock.
- Created an inventory list of the planters, hanging baskets and hayracks in the downtown area.
- Met with Rob Pierce regarding the living shoreline proposal and potentially modifying the scope of the project.
- Continue to explore future use of Armory with City Manager and Finance Director.
- Worked on logistics for Bug & Bud Festival including vendor layout, kayak race, new location of paddle boats.
- Due to a storm, several branches and limbs were cleaned up on Goat Island and at the Little League park.
- Four park technicians returned mid-March to begin cleanup at the cemeteries and parks.
- Held a pre-bid meeting for the Goat Island improvements with a number of contractors, however only one bid was received which came in over budget. Since that time we have decided to rebid.
- Gymnastic equipment was picked up and returned from Banneker school after another successful winter tumbling program.
- Park staff changed out the light bulbs alongside the river to green bulbs and the low voltage lights in the park were turned green for the St. Patrick’s Day Pub Crawl event.
- Represented Parks and Recreation at the “Hungry for Help” event where a number of new volunteers were recruited for parks and recreation activities.

- There was a great turnout of parents and kids for the community Egg Hunt which was held at the new location-Bicentennial and Memorial parks. There were many comments that folks liked the new location and the new Easter bunny suit. (*see attached*)

### **Streets & Solid Waste Division**

| March Pick Ups and Deliveries         | Total |
|---------------------------------------|-------|
| Bulk Pick Up                          | 12    |
| New Container Delivery                | 19    |
| Additional Container -Trash           | 4     |
| Additional Container -Recycle         | 1     |
| Additional Container -Yard Waste      | 1     |
| Damaged/Missing Container Replacement | 3     |

- Tim Webb met with Scott Atkinson of DBF to discuss the upcoming Truitt Ave/Cemetery expansion paving project and to review overseeing the project's weekly wage rate submissions.
- The catch basin behind Good News Food at 1 N Walnut St has been cleaned out. As a courtesy we will continue to keep an eye on it. Per Tim Webb, this catch basin belongs to Joe Wiley.
- Street crews assisted the Electric Division with digging contaminated soil in front of Silver Hill apartments where a transformer spilled. Two truckloads of soil were taken to *Clean Delaware* in New Castle to be disposed of properly.
- Spring clean-up week is April 11-15. Representative Harvey Kenton allocated \$1000 to help offset the disposal cost for bulk items. Residents have been asked to put out bulk items on their trash day and a second truck will come around and remove the items during this week. No scheduling is necessary.
- Kudos were given to Adam Hurd (driver) from Brian Bullock that resides on N Walnut St for helping to keep the city streets looking good. (*see attachment*)

### **Water & Wastewater Division**

- Repaired chlorinator at wells 4 and 5.
- Cleaned sewer main on Washington St by bridge.
- Assisted Electric Division in digging trench to start installing electric to the southeast well site.
- Assisted *Clean Delaware* with clean out of Truitt Ave pump station.
- *Tristate Grouting* videotaped sewer mains on Truitt Ave and Park Place.

Parks & Recreation

Community Egg Hunt Photos 2016



## Streets Division

**From:** Bullock, Brian S. (FireMarshal) <Brian.Bullock@state.de.us>  
**Sent:** Tuesday, March 22, 2016 10:35 AM  
**To:** Public Works  
**Subject:** Incident with City of Milford trash truck

Mr. Webb,

Hope all is going well with you. I just wanted to touch base with you about something I saw earlier this month with one of the City of Milford's trash trucks. The truck was southbound on N. Walnut St. in the area of the old Armory. The truck was occupied with only the driver and no one else. It was not the scheduled trash pick-up day for N. Walnut St residents because no receptacles were along the curbside. There was an old mattress along the street in front of a residence, and the driver saw the mattress along the curb, and pulled over and loaded the mattress by himself in the truck.

Your staff may have been instructed to stop and pick these items up regardless of if it is their scheduled trash pick up day, but non-the-less, I thought it was a "heads up" job by the truck driver. He could of kept going and ignored the mattress, but he didn't. He obviously cares how the streets and Milford look, and took the initiative to keep them clean.

Nice job to your staff!  
Keep up the good work!

Scott Bullock  
Homegrown Milford Boy....

**B. Scott Bullock 90-12 IAAI CFI**  
CHIEF DEPUTY STATE FIRE MARSHAL

**Office of the State Fire Marshal**  
Criminal Investigations Division  
Headquarters  
1537 Chestnut Grove Rd  
Dover, DE 19904  
(302)739-4447 fax (302)739-3696





# DELAWARE SOLID WASTE AUTHORITY

Richard P. Watson, P.E., BCEE  
Chief Executive Officer

Robin M. Roddy, P.E., BCEE  
Chief Operating Officer

## Board of Directors

Gerard L. Esposito  
*Chairman*  
Ronald G. McCabe  
*Vice Chairman*  
Timothy P. Sheldon  
Tonda L. Parks  
Norman D. Griffiths  
Michael R. Paraskewich, Jr., Ph.D., P.E.  
William J. Strickland

March 16, 2016

Eric Norenberg  
City of Milford  
P.O. Box 159  
Milford, DE 19963

Dear Eric:

Enclosed please find the City of Milford's numbers for the month of February 2016.

### February 2016 Weight in Pounds

#### MILFORD TRANSFER STATION

|        |     |
|--------|-----|
| 16,380 | 276 |
|--------|-----|

#### MILFORD COMMONS

|        |   |
|--------|---|
| 42,997 | 0 |
|--------|---|

Sincerely,

Rich Von Stetten  
Sr. Manager of Statewide Recycling

C:\RVS\RD correspondence\cityofmilford.doc  
Christie Murphy  
Attachments: City of Milford Curbside Totals

1128 S. Bradford Street, Dover, Delaware 19904  
Phone: (302) 739-5361 Fax: (302) 739-4287

CITIZENS' RESPONSE LINE: 1-800-404-7080 [www.dswa.com](http://www.dswa.com)

**CITY OF MILFORD CURBSIDE RECYCLING  
FEBRUARY 2016**

| Date Out  | Trans Num | MT Label             | DT Label         | Bill Acct Name  | Net TN       |
|-----------|-----------|----------------------|------------------|-----------------|--------------|
| 2/4/2016  | 741135    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 3.37         |
| 2/4/2016  | 741163    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 4.13         |
| 2/11/2016 | 741798    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 5.92         |
| 2/12/2016 | 741831    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 2.47         |
| 2/12/2016 | 741834    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 8.23         |
| 2/18/2016 | 742333    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 3.79         |
| 2/18/2016 | 742363    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 4.17         |
| 2/25/2016 | 743160    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 5.39         |
| 2/26/2016 | 743217    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 2.46         |
| 2/26/2016 | 743218    | 7100-RC Single Strea | 7000-Recommunity | City of Milford | 7.14         |
|           |           |                      |                  | <b>TOTAL</b>    | <b>47.07</b> |



**DELAWARE LEAGUE OF LOCAL GOVERNMENTS  
MONTHLY DINNER MEETING  
THE DUNCAN CENTER  
500 W. LOOCKERMAN STREET, 5<sup>TH</sup> FLOOR, DOVER**

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**THURSDAY, APRIL 28, 2016**

REGISTRATION/SOCIAL HOUR: 5:30 P.M. - 6:15 P.M.

DINNER: 6:30 P.M. – 7:15 P.M.

PROGRAM: 7:15 P.M.

**PROGRAM:**

Secretary Bernice Whaley, Director of the Delaware Economic Development Office, is the keynote speaker for the April meeting. Ms. Whaley was appointed to the DEDO Cabinet position by Governor Markell in 2015. She joined the Economic Development Office in 2009 and served as Deputy Director. The Secretary is responsible for the business and economic strategies of the State. Economic development is a key topic of interest for League members and our towns, cities and counties. Secretary Whaley will update the DLLG on the current state of business and economic improvements in Delaware, as well as future directions of DEDO.

Joseph Hughes, DLLG homeland security consultant, will provide a brief presentation on grants and program opportunities.

The League wishes to thank Comcast for sponsoring this month’s dinner meeting.

**Next Meeting: Thursday, May 26, 2016**

\*\*\*\*\*

**WE MUST HAVE YOUR RESERVATIONS NO LATER THAN APRIL 22, 2016**

Mail To/Make Payable to: Delaware League of Local Governments • P.O. Box 484 • Dover, DE 19903-0484  
Phone: 302-678-0991 • Email: [cfluft@udel.edu](mailto:cfluft@udel.edu)

\_\_\_\_\_ will have \_\_\_\_\_ attendees  
(Municipality/County/Agency)

PLEASE LIST THE NAMES OF THOSE ATTENDING

| <u>Name</u> | <u>Title</u> |
|-------------|--------------|
| _____       | & _____      |
| _____       | & _____      |
| _____       | & _____      |
| _____       | & _____      |
| _____       | & _____      |
| _____       | & _____      |

- ( ) Check enclosed for ( ) dinners @ \$30 each
- ( ) Payment will be made at the door
- ( ) Check mailed for ( ) dinners @ \$30 each



March 28, 2016

Dear Mr. Norenberg,

As you may know, for the past several months at the direction of the AMP Board of Trustees and Smart Grid Advisory Committee, American Municipal Power, Inc. has been investigating the possibility of establishing a hosted advanced metering infrastructure (AMI) and meter data management system (MDMS) offering for our members. In the second half of 2013, AMP commissioned Leidos to do a study and model several scenarios by which AMP could host these systems for its members. The study results made it clear that it would be beneficial for AMP to develop an advanced metering program that would provide members benefits in lower acquisition costs for field equipment, and allow sharing of costly infrastructure components and subject matter/technical expertise required by these systems.

On March 27, 2015 AMP issued an RFI to 23 of the major vendors in the AMI/MDMS marketplace. Responses were received and 16 of the vendors demonstrated their capabilities to a pilot group of AMP members. A short list of vendors was selected at a member workshop, and on July 6, 2015 AMP issued a request for proposals (RFP) to nine vendors. After a review of RFP responses and comparative analysis, AMP selected Silver Spring Networks to provide the advanced metering infrastructure (AMI) network/head-end system and Electsolve to provide the Meter Data Management system.

Silver Spring Networks provides an industry leading meshed field communications network and AMI headend system. Silver Spring's field network is compatible with the four major U.S. meter manufacturers who all sell meters with an embedded Silver Spring communications module. Silver Spring also provides written Service Level Agreement guarantees of 99% uptime on their field network deployments and monitors these networks 24/7 for issues. Finally, Silver Spring offers an optional best-of-breed street lighting application and street light modules that allow municipalities to integrate smart street lighting control into their AMI network at an incremental cost.

Electsolve has provided MDMS for over 10 years. Their meter data management system is used by municipal organizations across the country and they have a suite of applications, including utility portals, residential customer portals, a loss analysis system, and an enterprise service bus that allows their system to tie into various Customer Information Systems (CIS) for utility

DELAWARE • DELAWARE MUNICIPAL ELECTRIC CORPORATION INDIANA • CANNELTON KENTUCKY • BENHAM • PADUCAH • PRINCETON • WILLIAMSTOWN MARYLAND • BERLIN MICHIGAN • CLINTON COLDWATER • HILLSDALE MARSHALL • UNION CITY • WYANDOTTE OHIO • AMHERST • ARCADIA • ARCANUM • BEACH CITY • BLANCHESTER • BLOOMDALE • BOWLING GREEN • BRADNER • BREWSTER BRYAN • CAREY • CELINA CLEVELAND • CLYDE • COLUMBIANA • COLUMBUS • CUSTAR • CUYAHOGA FALLS • CYGNET • DESHLER • DOVER • EDGERTON • ELDORADO • ELMORE • GALION • GENOA GEORGETOWN • GLOUSTER • GRAFTON • GREENWICH • HAMILTON • HASKINS • HOLIDAY CITY • HUBBARD • HUDSON • HURON • JACKSON • JACKSON CENTER • LAKEVIEW • LEBANON • LODI • LUCAS MARSHALLVILLE • MENDON • MILAN • MINSTER • MONROEVILLE • MONTEPELIER • NAPOLEON • NEW BREMEN • NEW KNOXVILLE • NEWTON FALLS • NILES • OAK HARBOR • OBERLIN OHIO CITY • ORRVILLE • PAINESVILLE • PEMBERVILLE • PIONEER • PIQUA • PLYMOUTH • PROSPECT • REPUBLIC • SEVILLE • SHELBY • SHILOH • SOUTH VIENNA • ST. CLAIRSVILLE • ST. MARYS SYCAMORE • TIPP CITY • TOLEDO • VERSAILLES • WADSWORTH • WAPAKONETA • WAYNESFIELD • WELLINGTON • WESTERVILLE • WHARTON • WOODSFIELD • WOODVILLE • YELLOW SPRINGS PENNSYLVANIA • BERLIN • BLAKELY • CATAWISSA • DUNCANNON • EAST CONEMAUGH • ELLWOOD CITY • EPHRATA • GIRARD • GOLDSBORO • GROVE CITY • HATFIELD • HOOVERSVILLE KUTZTOWN • LANSDALE • LEHIGHTON • LEWISBERRY • MIFFLINBURG • NEW WILMINGTON • PERKASIE • QUAKERTOWN • ROYALTON • SAINT CLAIR • SCHUYLKILL HAVEN • SMETHPORT SUMMERHILL • WAMPUM • WATSONTOWN • WEATHERLY • ZELIENOPLE VIRGINIA • BEDFORD • DANVILLE • FRONT ROYAL • MARTINSVILLE • RICHLANDS WEST VIRGINIA • NEW MARTINSVILLE • PHILIPPI

billing, Geographic Information Systems (GIS), Supervisory Control and Data Acquisition (SCADA) Systems, and Outage Management Systems (OMS). Electsolve's meter data management system has the proven flexibility to integrate with other AMI head-ends in addition to Silver Spring Networks. This will allow members that already have invested in AMI head-end systems and who want the additional functionality that a MDMS can provide to be able to join AMP's hosted metering program and tie into Electsolve's MDMS applications without replacing their entire AMI network and meters. Electsolve's approach to integration and deployment is focused on municipal organizations and recognizes the unique requirements present within municipal utilities. Additionally, Electsolve is an APPA Hometown Connections partner.

AMP will be hiring an AMI program manager and AMI operator to support this program. These two roles will be instrumental in assisting with member business case development, problem resolution, scheduling workflows and reports, coordinating training, resolving systems issues, and performing day-to-day management duties within the systems. Additionally these roles will be working with Silver Spring, Electsolve, and the municipalities involved to ensure successful implementations.

Prior to committing to the program offering, the AMP Board would like some indication of interest from the membership. Therefore, we are requesting that you please send a letter to my attention indicating if your community is interested in participating in the American Municipal Power Advanced Metering Hosted Solution, and if so, at what meter count level of participation by December 31, 2015. Attached is a sample letter for your use. If you have any questions about the program, please feel free to contact Jared Price, CTO at (614) 540-1069 or by E-mail at [jprice@amppartners.org](mailto:jprice@amppartners.org) or Brandon Kelley, CIO at (614) 540-0879 or by E-mail at [bkelly@amppartners.org](mailto:bkelly@amppartners.org).

On Behalf of the Members,



[Brandon Kelley]

[CIO]

cc: Jared Price

EMT



OFFICE OF THE CITY MANAGER  
ERIC NORENBURG, ICMA-CM  
302.424.3712, FAX 302.424.3558

201 SOUTH WALNUT STREET  
MILFORD, DE 19963  
[www.cityofmilford.com](http://www.cityofmilford.com)

April 12, 2016

Mr. Brannndon Kelley, CIO  
American Municipal Power, Inc.  
1111 Schrock Road, Suite 100  
Columbus, Ohio 43229

Dear Mr. Kelley:

This letter is in response to your letter dated March 2016 concerning the American Municipal Power, Inc. ("AMP") Advanced Metering Project (the "Project"). The City of Milford ("Municipality") has reviewed the information provided by AMP regarding the Project.

Based on our review, we have an interest in participating in the Project and expect to include 7052 electrical meters and 4434 water meters in the Project. We would like to begin our deployment on the following date March 1, 2017. We understand that this letter does not serve as a binding commitment of participation in the Project by the Municipality, but is to provide AMP with an indication of our real interest in the Project.

We have been informed, that AMP may be able to secure favorable pricing on meters supplied as part of the Project, by soliciting bids for those meters. AMP is hereby appointed as the Municipality's agent for such bidding purposes. The Municipality's relevant bidding requirements are enclosed with this letter or will be forwarded under separate cover by no later than July 1, 2016. In the event that AMP is unable to comply with any such bidding requirements, we understand that AMP will promptly notify the Municipality.

Sincerely,

Bryan Shupe  
Mayor

cc: Eric Norenberg, City Manager  
Terri Hudson, City Clerk  
Rick Carmean, Electric Superintendent

**ORDINANCE 2016-04**  
CODE OF THE CITY OF MILFORD  
PART II-GENERAL LEGISLATION  
CHAPTER 174-PROPERTY MAINTENANCE

WHEREAS, the City of Milford deems it necessary to regulate and govern the conditions and maintenance of all property, buildings and structures; and

WHEREAS, the City provides the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; and

WHEREAS, the City provides for the issuance of permits and collection of fees therefor; and

WHEREAS, each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Milford are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

*Section 1. An Ordinance to Amend the Code of the City of Milford by Amending Chapter 174 entitled Property Maintenance.*

*Section 2. Chapter 174-1. Adoption of Property Maintenance Code.*

A certain document, three copies of which are on file in the office of the City Clerk of the City of Milford, Delaware, being marked and designated as the International Property Maintenance Code, 2006 ~~2015~~ edition, as published by the International Code Council, is hereby adopted as the Property Maintenance Code of the City of Milford, in the State of Delaware, for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Milford are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in §174-2 of this chapter.

*Section 3. Chapter 174-2. Additions, insertions and changes.*

The following sections are revised as follows:

- A. Section PM-101.1. Title. These regulations shall be known as the International Property Maintenance Code of ~~Insert: City of Milford~~, hereinafter referred to as “this code.”

- B. Section PM-103.5. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule. *Add: Fees shall be assessed as described throughout this chapter.*
- C. *Add: Section PM-104.7. Conflict of interest. No officer or employee who has an official duty in connection with the administration and enforcement of this chapter shall be financially interested in the furnishing of labor, materials or appliances or the construction, alteration or maintenance of a building or in making the plans or specifications therefor unless that person is the owner of such building. No such officer or employee shall engage in any activity which is inconsistent with the public interest and the officer's official duties.*
- D. Section PM-106.4. 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense. *Add: Any person or persons who shall violate a provision of this code shall, upon conviction thereof, shall be fined not less than \$50 nor more than \$1,000.*
- E. Section PM-108.3. Notice. Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2. *Add: If the owner or a holder of a lien of record cannot be found, the order may be served by posting it on the main entrance of the building and by publishing it once each week for three successive weeks in a newspaper of general circulation.*
- F. Section PM-111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means. *Add: Appeals of orders, decisions, or determination made by the Building and/or Code Official relative to the application and interpretation of this code, shall proceed as described in Chapter 88, Article III of the Code of the City of Milford.*
- G. Section PM-112.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than *Insert: \$250* or more than *Insert: \$1000*.
- H. Section PM-202. General Definitions.

*Add: INDOOR FURNITURE — Furniture and similar objects that are not specifically designed by the manufacturer to withstand the elements or are otherwise not intended for outdoor use. Indoor furniture includes, but is not limited to, beds and upholstered chairs, love seats and couches.*

*OUTDOOR AREA — That portion of real property or the improvement located thereon that is not fully enclosed and fully roofed so as to provide effective protection from the elements. Outdoor areas include, but are not limited to, sidewalks, yards, driveways, unenclosed porches, patios and balconies.*

- I. Section PM-302.3. Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. *Add: All vehicles must park on an approved parking surface. Approved parking surfaces include the following; crushed stone, gravel or similar material installed to a depth approved by the Code Official; asphalt, concrete, brick, paving block, or similar durable, dustless surface. Grass or dirt surfaces are not approved surfaces. All parking areas must be maintained in good order and free from vegetation, standing water and structural defects.*
- J. Section PM-302.4. Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of *Insert: 6 inches*. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property. *Add: When cutting the grass as part of yard maintenance, all grass clippings must be removed immediately from the sidewalk and out of the street upon completion.*

*Notice of violation; removal by the City. The owner or agent of the property has five working days, after receipt of said notice, to comply with notice. No such notice shall be required for second and/or subsequent violations in the same calendar year. The notice shall be served upon the property owner or agent acting on behalf of the property owner. If the premises is vacant or unoccupied, notice may be served by posting of a notice placard on the premises and mailing a copy of said notice to the owner or his/her agent at his/her last known address. The City may cause the vegetation to be cut and removed and will impose a fee of \$100 per man hour, plus 10% for inspection and other added costs or fees that might be incurred to render the property in compliance with this chapter. In extreme cases, the fee will be levied in accordance with actual costs of equipment and personnel, and the hourly rate could be higher. These costs shall become and form part of the taxes next to be assessed and levied upon such lot or land and shall bear interest at the same rate as taxes and shall be collected and enforced by the same officers and in the same manner as taxes.*

- K. *Add: Section PM-302.10. Indoor furniture in outdoor areas.*  
*No person shall place, use, keep, store or maintain in any outdoor area any appliance, mattresses, indoor furniture, furnishings, or decorations customarily associated with the interior portion of a residential dwelling in any outdoor area.*  
*Notice and removal. An occupant(s) shall receive a notice in the form set forth in Section PM-107 to remove said appliance, mattresses, indoor furniture, furnishings or decorations. If the appliance, mattresses, indoor furniture, furnishings or decorations are not removed within 5 days of notification, the Code Official or his/her designated agent will have them removed and collected by the City of Milford, not as a regular service, but at a rate determined by the Code Official or his/her designee, and appropriate fees will be applied to the next utility bill for the address.*
- L. Section PM-304.14. Insect screens. During the period from *Insert: April 1 to October 1*, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.  
Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.
- M. Section PM-602.3. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from *Insert: October 1 to April 30* to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.  
Exceptions:  
1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.  
2. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.
- N. Section PM-602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from *Insert: October 1 to April 30* to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.  
Exceptions:  
1. Processing, storage and operation areas that require cooling or special temperature conditions.  
2. Areas in which persons are primarily engaged in vigorous physical activities.
- O. *Include: Appendix A is hereby adopted.*

*Section 4. Dates.*

City Council Introduction: 04/11/16

Adoption: 04/25/16

Effective: 05/05/16

This ordinance shall take effect and be in force ten days after its adoption.

*Advertised: N/A*

**ORDINANCE 2016-05**  
CODE OF THE CITY OF MILFORD  
PART II-GENERAL LEGISLATION  
CHAPTER 88-BUILDING CONSTRUCTION  
ARTICLE III-BOARD OF APPEALS

WHEREAS, the City has adopted a Building Construction code in order to regulate and govern the conditions and maintenance of all property, buildings and structures; and

WHEREAS, the Board of Appeals serves as an important function of the Building Construction Code and requires updating.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

*Section 1. An Ordinance to Amend the Code of the City of Milford by Amending Chapter 88 entitled Building Construction.*

*Section 2. Chapter 88-6 General shall be amended as follows:*

General. In order to hear and decide appeals of orders, decisions, or determinations made by the building or code official relative to the application and interpretation of the code, there shall be and is hereby created a board of appeals. **The Board of Appeals shall be appointed by City Council and shall hold office at its pleasure. The Board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.**

*Section 3. Chapter 88-8 Membership of the board shall be amended as follows:*

~~The Board of Appeals shall consist of three members: the City Manager or his designate, a design professional (architect or engineer), and a representative of the contracting industry. The City Manager or his designate will be a standing member of the Board of Appeals. City Council shall appoint the design professional and the representative from the contracting industry. The initial term of the design professional shall be two years and the initial term of the representative of the contracting industry shall be for one year. The term of all subsequent appointments shall be two years.~~ **The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. City Council shall appoint three members for terms of three years, provided that the terms of the original members shall be established in a manner that the term of at least one member shall expire each year and the successor shall be appointed for a term of three years.**

*Section 4. Chapter 88-8.2 Chairman shall be amended as follows:*

§ 88-8.2. – ~~Chairman~~ **person.**

The Board shall annually select one of its members to serve as ~~chairman~~ **person.**

*Section 5. Chapter 88-9.1 Hearing fee shall be amended as follows:*

The following **nonrefundable** fee schedule shall apply for hearings of the Board of Appeals:  
International Residential Code: \$300.00  
International Building Code: \$1,000.00  
International Property Maintenance Code: \$300.00

*Section 6. Chapter 88-10 Notice of hearing shall be amended as follows:*

The Board shall meet upon notice from the Chairman **person**. The meeting date and time shall be scheduled in accordance with the state guidelines for public hearings. Surrounding property owners within 200 feet of the property or building in question shall be notified by mail.

*Section 7. Dates.*

City Council Introduction: 04/11/16

Adoption: 04/25/16

Effective: 05/05/16

This ordinance shall take effect and be in force ten days after its adoption.

*Advertised: N/A*

## Chapter 7 PLANNING COMMISSION

### § 701 Establishment; membership.

Any incorporated city or town may at any time establish a planning commission under this chapter. A planning commission established hereunder shall consist of not less than 5 nor more than 9 members. Such members shall in cities be appointed by the mayor, subject to confirmation by the city council, and in towns where there is not a mayor shall be elected by the town commissioners. When a planning commission is first established the members thereof shall be appointed or elected for terms of such length and shall be so arranged that the term of at least 1 member shall expire each year and their successor shall be appointed or elected for terms of 2 to 5 years each. Any member of the planning commission so established in a city may be removed for cause after a public hearing by the mayor with the approval of city council; members of the planning commission elected by town commissioners shall be removed by them for cause after a public hearing by a majority vote. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term in a city in the same manner as an original appointment and in a town by the town commissioners. Such a planning commission shall elect annually a chairperson and a secretary from among its own number and may employ experts, clerical and other assistants. It may appoint a custodian of its plan and records who may be the city engineer or town clerk.

(22 Del. C. 1953, § 701; 49 Del. Laws, c. 415, § 1; 59 Del. Laws, c. 463, § 1; 70 Del. Laws, c. 186, § 1.)

### § 702 Comprehensive development plan.

(a) A planning commission established by any incorporated municipality under this chapter shall prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate. It is the purpose of this section to encourage the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development and infrastructure investment actions with those of other municipalities, counties and the State through a process of municipal comprehensive planning.

(b) Comprehensive plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues. The comprehensive planning process shall demonstrate coordination with other municipalities, the county and the State during plan preparation. The comprehensive plan for municipalities of greater than 2,000 population shall also contain, as appropriate to the size and character of the jurisdiction, a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs, in the judgment of the municipality, best promotes the health, safety, prosperity and general public welfare of the jurisdiction's residents.

(c) The comprehensive plan shall be the basis for the development of zoning regulations as permitted pursuant to Chapter 3 of this title. Should a jurisdiction exercise its authority to establish municipal zoning regulations pursuant to Chapter 3 of this title, it shall, within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan.

(d) After a comprehensive plan or portion thereof has been adopted by the municipality in accordance to this chapter, the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan.

(e) At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as necessary, and readopted at least every 10 years; provided, however, the municipality may request an extension of such date by forwarding an official request to the Cabinet Committee at least 90 days prior to the deadline. The basis for the request shall be clearly indicated. The decision whether to grant a request an extension, and the duration of such extension, shall be at the discretion of the Cabinet Committee.

(f) The comprehensive plan or amendments or revisions thereto shall be submitted to the Office of State Planning Coordination for review at such time as the plan is made available for public review. The plan shall be reviewed in accordance with the comprehensive plan review and certification process detailed in § 9103 of Title 29.

(g) Municipalities shall provide to the Office of State Planning Coordination a report describing implementation of their comprehensive plan and identifying development issues, trends or conditions since the plan was last adopted or amended. The report shall be due annually no later than on each anniversary of the effective date of the most recently adopted comprehensive plan or plan update until January 1, 2012, and annually no later than July 1 each year thereafter starting on July 1, 2012.

(22 Del. C. 1953, § 702; 49 Del. Laws, c. 415, § 1; 70 Del. Laws, c. 186, § 1; 71 Del. Laws, c. 477, § 1; 73 Del. Laws, c. 186, §§ 7-9; 78 Del. Laws, c. 92, §§ 26-28.)

### § 703 General studies and reports.

The planning commission shall have full power and authority to make such investigations, maps and reports of the resources, possibilities and needs of the city or town as it deems desirable, providing the total expenditures of said commission shall not exceed the

appropriation for its expenses. Upon completion of any such reports the planning commission shall submit the same to the city council or town commissioners with its recommendations. It shall report annually to the city council or town commissioners on the activities of the planning commission during the preceding year.

(22 Del. C. 1953, § 703; 49 Del. Laws, c. 415, § 1.)

### **§ 704 Adoption of official map.**

Each incorporated city or town established under this title may, by action of its city council or town commissioners, adopt an official map prepared under the direction of such planning commission and showing the public ways and parks therein as theretofore laid out and established by law and the private ways then existing and used in common by more than 2 owners. Such official map is hereby declared to be established to conserve and promote the public health, safety and general welfare. Upon the adoption of such a map and upon any change therein or addition thereto made, as hereinafter provided, the city or town clerk shall forthwith file with the recorder of deeds in the respective counties a certificate of such action and a copy of such map as adopted or as changed or added to.

(22 Del. C. 1953, § 704; 49 Del. Laws, c. 415, § 1.)

### **§ 705 Change of or addition to official map.**

An incorporated city or town so adopting an official map by action of its city council or town commissioners may, whenever and as often as it may deem it for the public interest, change or add to such map, so as to place thereon lines and notations showing existing or proposed locations not theretofore mapped of new or widened public ways and new or enlarged parks and proposed discontinuances in whole or in part of existing or mapped public ways and parks. No such change or addition shall become effective until after a public hearing in relation thereto before the city council or town commissioners, at which parties in interest shall have an opportunity to be heard. At least 10 days' notice of such a public hearing shall be given by advertisement in a newspaper of general circulation in the city or town or in the county in which the city or town is located. No such change or addition which has not been previously recommended by the planning commission established by this chapter shall be adopted until after a report thereon by said commission and no variance from a plan prepared or approved by said planning commission shall be made except by a 2/3 vote of all the members of a city council or by a 2/3 vote of the town commissioners; provided, that the last mentioned requirement shall be deemed to be waived in case the matter has been referred to said commission for a report and it has failed to report within 30 days thereafter.

(22 Del. C. 1953, § 705; 49 Del. Laws, c. 415, § 1.)

### **§ 706 Establishing or changing public ways and parks.**

This chapter shall not abridge the powers of the city council or the town commissioners of any town or any other municipal officer in regard to public ways or parks in any manner except as provided herein, nor shall they authorize the taking of land or the laying out or construction of a way or a park or the alteration, relocation or discontinuance thereof, except in accordance with the laws governing the same; provided, that after an incorporated city and/or town has adopted an official map under this chapter no public way shall be laid out, altered, relocated or discontinued if such laying out, alteration, relocation or discontinuance is not in accordance with such official map as it then appears, unless the proposed laying out, alteration, relocation or discontinuance has been referred to the planning commission of such city or town established under this chapter and such planning commission has reported thereon or has allowed 45 days to elapse after such reference without submitting its report. After a city or town has adopted an official map under this chapter, no person shall open a way for public use, except as provided under the sections of this chapter, unless the location of such way is in accordance with the official map as it then appears or has been approved by the planning commission established under this chapter, and, in either case, the grading, surfacing and draining of such way have been approved by such commission or by the city or town engineer.

(22 Del. C. 1953, § 706; 49 Del. Laws, c. 415, § 1.)

### **§ 707 Public way or park to be shown on official map.**

Upon final action by the proper authorities in laying out, altering or relocating a proper way or in discontinuing the whole or any part thereof or in establishing or enlarging a public park or closing thereof in whole or in part, the lines and notations showing such improvement, discontinuance or closing, as so established or effected, shall, without further action by the city council or town commissioners, be made a part of the official map, if any, of the incorporated city or town in which such public way or park is located.

(22 Del. C. 1953, § 707; 49 Del. Laws, c. 415, § 1.)

### **§ 708 Reference of certain matters to planning commission.**

In a city or town having a planning commission established under this chapter, but which has not adopted an official map, no public way shall be laid out, altered, relocated or discontinued unless the proposed laying out, alteration, relocation or discontinuance has been referred to the planning commission of such city or town and such commission has reported thereon or has allowed 45 days to elapse after such reference without submitting its report. Any city or town having a planning commission established under this chapter may, by ordinance, bylaw or vote, provide for the reference of any other matter or class of matters to the planning commission before final action thereon with or without provision that final action shall not be taken until the planning commission has submitted its report or has had

a reasonable fixed time to submit such report. Such planning commission shall have full power to make such investigations, maps and reports and recommendations in connection therewith, relating to any of the subjects referred to under this section, as it deems desirable.

(22 Del. C. 1953, § 708; 49 Del. Laws, c. 415, § 1.)

### **§ 709 Entry upon lands; making examinations and surveys.**

Planning commissions established under this chapter, their officers and agents may, so far as they deem it necessary in carrying out this chapter, enter upon any lands and there make examinations and surveys and place and maintain monuments and marks.

(22 Del. C. 1953, § 709; 49 Del. Laws, c. 415, § 1.)

### **§ 710 Enforcement.**

The Court of Chancery shall have jurisdiction on petition of the planning commission established hereunder to enforce this chapter and any ordinance or bylaws made thereunder and may restrain by injunction violations thereof.

(22 Del. C. 1953, § 710; 49 Del. Laws, c. 415, § 1.)

### **§ 711 Limitations on powers and liabilities.**

This chapter shall not be construed to authorize the taking of land nor the authorization of a city or town to lay out or construct any way which may be indicated on any plan or plot until such way has been laid out as a public way in the manner prescribed by law, nor shall this chapter be construed to render a city or town liable for damages except as may be sustained under § 705 of this title by reason of changes in the official map.

(22 Del. C. 1953, § 711; 49 Del. Laws, c. 415, § 1.)

the maximum extent possible, reconcile differing opinions and conclusions among agency comments with the objective of providing consistent, timely and useful information to the local government. The Office of State Planning Coordination shall be authorized to represent and speak for the State on land use matters subject to Chapter 92 of this title.

(4) [Repealed.]

(h) The Office of State Planning Coordination shall render local planning technical assistance. The Office of State Planning Coordination may serve as the lead agency to engage other state agencies, local governments, and other governmental and nongovernmental organizations for the purposes of coordinating planning activities, promoting liaison between various state agencies and local governments, building capacity through training and sharing of digital and other information, developing infrastructure plans and master plans, addressing specific growth and design issues, and such other actions as are appropriate to achieve the purposes of this chapter. The Office of State Planning Coordination shall develop and promote cooperation and coordination among state agencies and local governments to ensure effective and efficient planning and infrastructure investment. The Office of State Planning Coordination may make grants available to county and municipal governments to assist them in achieving any of the objectives outlined in this section, provided that funded activities and deliverables are in compliance and in harmony with the Strategies for State Policies and Spending. The Office of State Planning Coordination shall further have such authority and responsibility with respect to Downtown Development Districts as set forth in Chapter 19 of Title 22.

(63 Del. Laws, c. 191, § 2; 69 Del. Laws, c. 458, § 1; 70 Del. Laws, c. 186, § 1; 70 Del. Laws, c. 522, §§ 1, 2; 71 Del. Laws, c. 485, § 1; 73 Del. Laws, c. 43, § 2; 73 Del. Laws, c. 186, § 12; 74 Del. Laws, c. 128, § 8; 76 Del. Laws, c. 103, § 1; 78 Del. Laws, c. 92, §§ 29-31; 79 Del. Laws, c. 240, §§ 2-4.)

### **§ 9102 Governor's Advisory Council on Planning Coordination.**

(63 Del. Laws, c. 191, § 2; 70 Del. Laws, c. 186, § 1; 71 Del. Laws, c. 490, §§ 1-4; 73 Del. Laws, c. 43, § 1; 73 Del. Laws, c. 333, §§ 1, 2; 76 Del. Laws, c. 2, § 5; repealed by 78 Del. Laws, c. 92, § 32, eff. July 5, 2011.)

### **§ 9103 Comprehensive Plan Review and Certification Process.**

(a) The comprehensive plan review and certification process is intended to compare planning goals and development policies among levels of government for the purpose of attaining compatibility and consistency among the interests of state, county and municipal governments. Plan review and certification are necessary to properly address potential burdens on the state government for future infrastructure and public services caused by local land use actions.

(b) Comprehensive plans and amendments or revisions thereto are subject to the provisions of § 9203 of this title. The Office of State Planning Coordination, in addition to soliciting state agency comments as provided therein, shall, within the 20 working day review period provided in § 9204(d) of this title, also conduct a review and comparison of the proposed county or municipal comprehensive plan or amendment or revision with state goals, policies and strategies. The Office of State Planning Coordination shall prepare a report:

- (1) Documenting the degree to which the county or municipal comprehensive plan has incorporated the State's goals, policies, and strategies;
- (2) Including a detailed list of findings, recommendations and objections, including adverse fiscal impacts;
- (3) Identifying improvements, revisions or other actions desired to address and resolve inconsistencies;
- (4) Setting forth a timetable and process for negotiations with the county or municipality for achieving consistency.

The state review shall include an assessment of the potential fiscal impacts of the proposed county or municipal comprehensive plan as they relate to State-funded infrastructure and services, including but not limited to transportation, water and sewer systems, public schools, affordable housing, and public safety. The State's review shall be based on such statewide land development goals, policies and criteria as may have been adopted by the Governor or Cabinet Committee on State Planning Issues, or as set forth in state law or regulation, or in provisions of the State's most recent capital budgets.

(c) Proposed comprehensive plans or amendments or revisions thereto will be shared with other potentially impacted jurisdictions and the Office of State Planning Coordination will provide for such review and comment, pursuant to the provisions of § 9204 of this title. Other jurisdictions desiring to comment on any inconsistencies with a county or municipal comprehensive plan shall do so by an official action of said government setting forth the nature of any inconsistencies, concerns, issues, conflicts, agreement and recommended revisions.

(d) Should the Office of State Planning Coordination make objection to any proposed comprehensive plan or amendments or revisions thereto, then the Office of State Planning Coordination shall immediately enter into negotiation with the county or municipality in an attempt to solicit agreement and resolution. Any agreements reached during these negotiations shall be incorporated into the public record and considered by the governing body prior to final action on the comprehensive plan. If the Office of State Planning Coordination and the county or municipality fail to reach agreement after a period of 45 days, the Office of State Planning Coordination shall report the extent of agreement and areas of continued disagreement to the Cabinet Committee on State Planning Issues for dispute resolution.

(e) For municipal comprehensive plans, the Office of State Planning Coordination shall submit a final comprehensive plan report and recommendation to the Governor or designee for certification. The Governor may designate the State Planning Coordinator as the designee, and may prescribe any policies and procedures deemed necessary to allow municipal plans to be certified by the Office of State Planning Coordination provided that the plan, amendment, update or revision thereto is found to be consistent with state goals, policies

and strategies, and not in conflict with plans of other jurisdictions. If there is a finding that such a plan, amendment, revision or update is inconsistent or if there is a dispute, the report and the plan are to be forwarded to the Cabinet Committee for State Planning Issues and shall follow the same process as for the certification of county plans. For county comprehensive plans, the Office of State Planning Coordination shall submit a final comprehensive plan report and recommendation to the Cabinet Committee on State Planning Issues. The Cabinet Committee shall consider the report submitted by the Office of State Planning Coordination, appropriate state land development goals and strategies, comments submitted by any impacted jurisdiction and such other information as it may determine to be appropriate and in the public interest. The Cabinet Committee may, in its discretion, conduct a public hearing on the proposed comprehensive plan or amendment or revision thereto, except that no hearing shall be held if the proposed plan, amendment, update or revision thereto is found to be consistent with the state goals, policies and strategies, and not in conflict with plans of other jurisdictions. Within 45 days of the receipt of the report from the Office of State Planning Coordination, the Cabinet Committee shall issue its findings and recommendations, and shall submit the proposed plan to the Governor or designee for certification. The State Planning Coordinator may not be the designee for the review and certification of county plans.

(f) Within 20 days of receipt of the findings and recommendations from the Cabinet Committee, the Governor shall certify the comprehensive plan or return the comprehensive plan to the municipality or county for revision. The municipality or county shall have the right to accept or reject any or all of the recommendations. The final decision on the adoption of the comprehensive plan is that of the municipality or county.

(73 Del. Laws, c. 186, § 11; 74 Del. Laws, c. 186, §§ 18, 19; 78 Del. Laws, c. 92, §§ 33-35.)

### Subchapter II

### Development Of State Impact Fees

#### § 9121 Findings.

The General Assembly finds that an equitable program for planning and financing public facilities needed to serve new growth and development is necessary in order to promote and accommodate orderly growth and development and to protect the public health, safety and general welfare of the citizens of the State. It is the intent of this subchapter to:

- (1) Ensure that adequate public facilities are available to serve new growth and development;
- (2) Promote orderly growth and development by establishing uniform standards by which municipalities and counties may require that new growth and development pay a proportionate share of the cost of new public facilities needed to serve new growth and development;
- (3) Establish standards for the determination of impact fees for state facilities and services; and
- (4) Ensure that new growth and development is required to pay no more than its proportionate share of the cost of public facilities needed to serve new growth and development and to prevent duplicate and ad hoc development exactions.

(73 Del. Laws, c. 185, § 1.)

#### § 9122 Definitions.

For purposes of this subchapter, the following definitions shall apply:

- (1) "Community" means those areas designated as communities in the Strategies for State Policies and Spending adopted by the Governor's Cabinet Committee on State Planning Issues on December 23, 1999;
- (2) "Developing area" means an area designated as a developing area in the Strategies for State Policies and Spending adopted by the Governor's Cabinet Committee on State Planning Issues on December 23, 1999;
- (3) "Development" means any construction or expansion of a building, structure or use, any change in use of a building or structure, or any change in the use of land, any of which creates additional demand and need for public facilities;
- (4) "Environmentally sensitive developing area" means an area designated as an environmentally sensitive developing area in the Strategies for State Policies and Spending adopted by the Governor's Cabinet Committee on State Planning Issues on December 23, 1999;
- (5) "Impact fee" means a payment of money imposed upon development as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve new growth and development;
- (6) "Proportionate share" means that portion of the cost of system improvements that is reasonably related to the service demands and needs of the project;
- (7) "Rural area" means an area designated as a rural area in the Strategies for State Policies and Spending adopted by the Governor's Cabinet Committee on State Planning Issues on December 23, 1999;
- (8) "State public facilities" means:
  - a. Roads, streets and bridges, including rights of way, traffic signals, landscaping and any local components of state or federal highways;
  - b. Transit facilities;

**Part IX**  
**State Planning and Property Acquisition**  
**Chapter 92**  
**LAND USE PLANNING**  
**Subchapter I**  
**Findings, Purpose and Definitions**

**§ 9201 Findings; purpose.**

(a) Some land use decisions are far-reaching, complex determinations involving the commitment of finite resources by many levels of government and private investment. Such decisions must be coordinated so as to achieve efficient, effective and timely use of finite resources.

(b) The resource investment, both public and private, in land use decisions is long-term and therefore a process which provides a certain and stable climate for decision-making is necessary to foster rational investment of these resources.

(c) A method of achieving consistency and coordination between the levels of government, and between government and private enterprise, is essential to achieve these goals.

(d) Economic activity should be enhanced by coordinating and simplifying the various state regulatory and review processes required prior to development. It is declared, therefore, that a process for streamlining such processes be established.

(74 Del. Laws, c. 186, § 1.)

**§ 9202 Definitions.**

For the purpose of this chapter:

(1) "Applicant" means any person who must apply to a local jurisdiction for approval to proceed with a project which requires a local jurisdiction to take a land use planning action.

(2) "Comprehensive development plan" means a municipal or county comprehensive land use plan, master plan or comprehensive plan as provided in Titles 9, 22 or this title.

(3) "Final decision" means any legislative, administrative or quasi-judicial action that establishes the final determination of a local jurisdiction concerning any land use planning action.

(4) "Local jurisdiction" means the County of New Castle, the County of Kent, the County of Sussex, municipalities within the State or any other political subdivision of the State, or any instrumentality of any political subdivision of the State.

(5) "Local land use planning action" means any action involving:

- a. the adoption or amendment of a Comprehensive Development Plan;
- b. the zoning or re-zoning of land;
- c. the subdivision or partitioning of 1 parcel of land into 2 or more parcels of land or the combining of 2 or more parcels of land into 1 or more new parcels of land if required by local subdivision review ordinances; or
- d. the review or approval of 1 or more parcels of land for development if required by local site plan review ordinances.

(6) "Person" means any individual, partnership, firm, association, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, local jurisdiction, any interstate body or any other legal entity.

(7) "Rezoning" means any modification of zoning classification of property based upon local zoning codes adopted as provided in Title 9 or 22.

(8) "Site plan" means a plan, to scale, showing uses, structures and any other improvements for a parcel as required by a local jurisdiction's land use regulations.

(9) "Subdivision" means the division of land into 2 or more lots.

(74 Del. Laws, c. 186, § 1.)

**Subchapter II**  
**Pre-application Reviews**

**§ 9203 Local land use planning actions subject to review process.**

(a) All projects meeting any 1 of the following criteria shall undergo a pre-application meeting and review process as set forth in this chapter:

(1) Major residential subdivisions with internal road networks and more than 50 units, excluding previously recorded residential subdivisions of any size which have not been sunsetted.

(2) Any non-residential subdivision involving structures or buildings with a total floor area exceeding 50,000 square feet, excluding any previously approved and recorded non-residential subdivision regardless of floor area size, or any site plan review involving

structures or buildings with a total floor area exceeding 50,000 square feet, excluding any previously approved and recorded non-residential site plan review regardless of floor area size.

(3) Rezoning, conditional uses, site plan reviews and/or subdivisions, within environmentally sensitive areas, as identified within any local jurisdiction's comprehensive plan as certified under § 9103 of this title.

(4) Annexations inconsistent with the local jurisdiction's comprehensive plan as certified under § 9103 of this title.

(5) Applications for rezoning if not in compliance with the local jurisdiction's comprehensive plan as certified under § 9103 of this title.

(6) Any other project which is required to be referred to the State for pre-application review by local jurisdiction regulations.

(7) Any local land use regulation, ordinance or requirement referred to the Office of State Planning Coordination by a local jurisdiction for the purpose of providing the jurisdiction with advisory comments. The land use regulations, ordinances or requirements that are to be referred to the Office of State Planning Coordination may be specified in a jurisdiction's Memorandum of Understanding.

(8) County and municipal comprehensive plans as required by Titles 9 and 22.

(b) Any applicant may voluntarily request to participate in the pre-application review process and shall make such requests in writing to the Office of State Planning Coordination.

(74 Del. Laws, c. 186, § 1.)

### **§ 9204 Pre-application review process.**

(a) Pre-application reviews shall be conducted and concluded, unless otherwise provided for herein, prior to the formal submission of any document required by the first step under any local jurisdiction's land use review regulation, including, but not limited to, a "preliminary" or "sketch" subdivision or site plan, or a written request for a re-zoning, conditional use, or annexation by an applicant to the local jurisdiction. The applicant may elect to initiate the pre-application review process simultaneously with the formal submission or application to any local jurisdiction with an approved Memorandum of Understanding as provided for in § 9205(c) of this title. The applicant is responsible for complying with any and all local regulations and is strongly encouraged to meet with local officials prior to initiating the pre-application review process. The applicant shall be responsible for requesting a pre-application review under this chapter.

(b) The Office of State Planning Coordination shall develop an application and procedures for review and shall be responsible for scheduling and coordinating all pre-application review meetings. Meeting dates shall be designated for 1 or more days certain each month and held in accordance with procedures outlined by the Office of State Planning Coordination. Projects shall be heard at a pre-application meeting within 45 calendar days of receipt of a request by the Office of State Planning Coordination. The Office of State Planning Coordination shall give public notice of all pre-application review meetings by following the requirements of § 10004(e) of this title.

(c) Within 20 business days following the date of the pre-application meeting with the applicant, the Office of State Planning Coordination shall furnish to the applicant and the local jurisdiction a written compilation of all comments received at the meeting. Failure of Office of State Planning Coordination to meet the 20 business day requirement will result in the State forfeiting the opportunity to comment on the local land use planning action. The length of review may be extended by mutual consent of the Office of State Planning Coordination and the applicant. The local jurisdiction shall be notified immediately of any mutually acceptable delays.

(d) Following the pre-application review process and upon filing of an application with the local jurisdiction, the applicant shall provide to the local jurisdiction and the Office of State Planning Coordination a written response to comments received as a result of the pre-application process, noting whether comments were incorporated into the project design or not and the reason therefore.

(74 Del. Laws, c. 186, § 1.)

### **§ 9205 State agency authorities, roles and responsibilities.**

(a) All state agencies shall participate in the pre-application review process if requested by the Office of State Planning Coordination and shall provide such assistance and advice as requested by the Office of State Planning Coordination.

(b) In special circumstances, the Office of State Planning Coordination may waive the pre-application requirements of this chapter. Where such waiver is granted, the Office of State Planning Coordination shall provide a written explanation of the causes for the waiver to the relevant local jurisdiction and the applicant. These circumstances may include, but are not limited to, local governments that impose a more stringent review of projects enumerated in § 9203(a) of this title than required by this chapter, or for projects which will provide an extraordinary benefit to the State and the local jurisdiction through economic development, job creation, educational opportunities, public services or facilities, agricultural preservation or protection and enhancement of the natural environment.

(c) In order to more effectively coordinate with the local land-use process, the Office of State Planning Coordination shall, through a memorandum of understanding agreed to by both parties, exempt the local jurisdiction from the provisions of this chapter or modify the pre-application review process specified herein when the local jurisdiction has a Certified Comprehensive Plan and imposes a more stringent review of projects enumerated in § 9203(a) of this title than required by this chapter.

(d) The Office of State Planning Coordination shall coordinate, where possible, the other state review processes including but not limited to the transportation agreements specified in Title 9, and other state land use review and permitting processes.

(74 Del. Laws, c. 186, § 1.)

**§ 9206 Local jurisdiction authorities, roles and responsibilities.**

(a) Nothing in this subchapter shall be construed to deny local jurisdictions their final decision-making authority over proposed local land use planning actions.

(b) The local jurisdiction shall, in accordance with this chapter, make its final decision and notify the Office of State Planning Coordination of such decision as soon as possible.

(74 Del. Laws, c. 186, § 1.)



# CHAPTER 19 – ECONOMIC DEVELOPMENT AND REDEVELOPMENT

## Article I – General Provisions

### § 19-1 Purpose

The City Council has deemed it to be in the best interest of the residents of the City and in furtherance of their health, safety and welfare to promote economic development and redevelopment within the City of Milford. In order to promote development and redevelopment, City Council has determined that incentives in the form of impact fee waivers, fee waivers, and other options should be made available to qualifying persons and businesses.

### §19-2 Definitions

As used in this article, the following terms shall have the meanings indicated:

**DIRECT JOB**-refers to a Full-Time Equivalent Job that is created by the Incentive Beneficiary that did not exist prior to the receipt of notice of eligibility for a Specific Economic Development Incentive Program available under this Chapter. To be considered a Direct Job, there must be an increase in the total number of Full-time Equivalent Jobs employed by the Incentive Beneficiary.

**ELIGIBLE PROJECT**-refers to a project of an Incentive Beneficiary that is approved by the City Manager to receive economic incentives under a Specific Economic Development Incentive Program offered under this chapter.

**FULL-TIME EQUIVALENT JOB**-calculated as total hours worked in jobs created divided by the number of hours in a Full-time Schedule.

**FULL-TIME SCHEDULE**-an average of thirty (30) hours per week, or at least one-hundred and thirty (130) hours in a month.

**INCENTIVE BENEFICIARY**-refers to the person or entity that has applied for and been approved to receive economic incentives made available under this Chapter. Any individual who owns 50% or more of an entity that has been approved for economic incentives under this Chapter shall also be identified as an Incentive Beneficiary.

**INCENTIVIZED PROJECT**-refers to the specific project identified in the application submitted by the Incentive Beneficiary for receipt of economic incentives under this Chapter.

**INDIRECT JOB**-refers to a job that is created by a person or entity who is not an Incentive Beneficiary but has created an indirect job as a result of an economic incentives offered to an Incentive Beneficiary under this Chapter.

**INSTALLMENT LAND CONTRACT**-refers to a real estate contract between the City and the Incentive Beneficiary whereby the City agrees to sell to the Incentive Beneficiary city-owned property for an agreed

upon price that is to be paid by the Incentive Beneficiary through monthly, quarterly or annual installments. The City shall retain title to the real property until the full purchase price is paid by the Incentive Beneficiary.

**OWNER OCCUPIED** – refers to a residential property that is owned and occupied by the same persons.

**PART-TIME JOB**-refers to a job for which an employee averages less than thirty (30) hours per week on a regular basis.

**SPECIFIC ECONOMIC DEVELOPMENT INCENTIVE PROGRAM (SEDIP)**-refers to any incentive program under Article III that City Council has ordained to be made available to qualifying applicants. Each program may incorporate any of the economic incentives identified under Article II, subject to any unique terms and conditions as City Council may deem appropriate.

**TAX ABATEMENT** – refers to the waiver or reduction of City of Milford property taxes.

#### §19-3 Administration

The City Manager and his or her staff shall develop the administrative procedures necessary to implement any SEDIP available under this Chapter 19. The City Manager or such person as he or she may designate shall promulgate reasonable standards to be used in determining whether an applicant is eligible for economic incentives under the particular SEDIP being applied for in accordance with Article II and the specific terms and conditions of the SEDIP. The City Manager or his or her designee shall be responsible for auditing the Incentive Beneficiary as required. Revocation of eligibility shall be determined by the City Manager.

#### §19-4 Appeals

Any applicant denied eligibility or who is subject to revocation of eligibility may appeal the decision to the City Council within 30 days from the receipt of notice of denial or revocation of eligibility. The appeal shall be made by filing a written request with the City Clerk.

#### §19-5 Miscellaneous

**Severability:** Should any section or provision of this Chapter be declared void, illegal or otherwise invalid by a Court of competent jurisdiction such decision shall not affect the validity of any other provisions of this chapter not otherwise declared invalid or inapplicable.

### **Article II - Economic Development Programs**

#### §19-6 Incentive Options

The following are a list of the incentive options that may be made available for any SEDIP offered under Article III of this Chapter, subject to any specific conditions or restrictions as may be identified in the specific program:

- A. **Impact Fee Waiver or Reduction:** A SEDIP may offer qualifying Incentive Beneficiaries a waiver or reduction from any City assessed water, sewer or electric impact fees to the extent provided for under the SEDIP.

B. Permit and Fee Waiver or Reduction: A SEDIP may offer qualifying Incentive Beneficiaries a waiver or reduction from any of the following permits or fees:

- (1) Building permit fee
- (2) Water service connection fee
- (3) Sewer inspection fee
- (4) Electric service connection fee
- (5) Fees associated with any preliminary or final site plan review
- (6) Other fees associated with professional services provided by the City as it pertains to planning, engineering and legal review.
- (7) Business License

C. Fees that cannot be waived: Any fees or taxes assessed by the State, County or School District and special fees payable for fire or public safety protection cannot be waived and must be paid by the Incentive Beneficiary to maintain eligibility under the Chapter.

D. Installment Land Contract: When applicable, a SEDIP may permit the City Manager, on behalf of the City, to enter into a real estate contract between the City and the Incentive Beneficiary in which the City provides financing to the Incentive Beneficiary, and whereby the Incentive Beneficiary purchases the property through monthly, quarterly or yearly installments. The City shall remain the title owner of the property until full payment is received.

E. Tax Abatements: A SEDIP may offer full or partial tax abatements on City of Milford property taxes for a specified period of time.

#### §19-7 Eligibility

A. Eligibility for participation in any SEDIP shall be determined by the City Manager according to the specific provisions and requirements of the SEDIP being applied for.

B. An otherwise eligible applicant shall be ineligible for any SEDIP if:

- (1) An application for a building permit for the project was filed prior to the effective date of this Chapter; or
- (2) The Incentive Beneficiary is delinquent on any taxes, assessments, sewer, water, electric, trash charges and any other fees due to the City of Milford for any property owned or leased by the Incentive Beneficiary; or
- (3) The Incentive Beneficiary has previously had its eligibility revoked for any SEDIP offered under this Chapter.

C. Revocation of Eligibility. If the Incentive Beneficiary is in default of any of the terms and conditions required under this Chapter, including any requirements specific to the SEDIP or an Installment Land Contract, the City Manager shall provide a written notice of default to the Incentive Beneficiary. In the event the default is not substantially cured within fifteen (15) days, the City Manager shall immediately revoke the Incentive Beneficiary's eligibility and assess the Incentive Beneficiary the full cost of all impact and permit fees that were reduced or waived.

## **Article III – Specific Economic Development Incentive Programs**

An applicant for economic incentives under this Chapter must apply for and meet the conditions of one of the SEDIP programs available under this Article III.

### **§19-8 Greater Milford Business Complex Incentive Program**

#### **A. Eligibility**

Eligible Projects shall include any new construction on city-owned, undeveloped land within the Greater Milford Business Complex. Eligibility shall be based on the creation of full-time equivalent jobs as outlined in Table 1 under this Section. The Incentive Beneficiary shall enter into an agreement with the City of Milford to ensure the eligibility criteria are met and maintained.

#### **B. Target Area – Greater Milford Business Complex**

The Greater Milford Business Complex refers to the business park created by the City of Milford, as located on the south side of Airport Road in Milford, Kent County, Delaware, as further depicted in a Revised Record Plan of record in the Recorder of Deeds in and for Kent County, Delaware under Plot Book 68, Page 44.

#### **C. Development Incentives**

##### **(1) Impact Fee Waivers**

- a) Incentive Beneficiaries may qualify to select a waiver of any of the following impact fees according to the tiers provided in Table 1 below: Water, Sewer or Electric.
- b) The City will audit the Incentive Beneficiary three (3) years after the issuance of the first certificate of occupancy to verify the job creation levels are achieved. If the required Full-Time Equivalent Job levels are not met or maintained, the Incentive Beneficiary is responsible for payment of all fees and costs not otherwise waived or reduced under this program, including any fees and costs assessed by Kent County or other governmental agencies.

##### **(2) Permit and Other Fee Waivers**

- a) The City will provide a one-time reduction of all permits and fees identified under §19-6(b) in accordance with Table 1 below.
- b) The City will audit the Incentive Beneficiary three (3) years after the issuance of the first certificate of occupancy to verify the job creation levels are achieved. If the required Full-Time Equivalent Job levels are not met, the Incentive Beneficiary is responsible for payment of any waived or reduced fees.
- c) The Incentive Beneficiary is responsible for obtaining all required local, State, County, and Federal permits and approvals as may be required to complete the project.
- d) The Incentive Beneficiary shall be responsible for the Carlisle Enhancement Fee as outlined in the City of Milford Code.

(3) Installment Land Contract

- a) The Incentive Beneficiary may apply to purchase the City owned property through an installment land contract at a price and upon such terms and conditions as may be determined by the City Manager. The acceptance of the contract is subject to the express approval of City Council, which approval may be withheld in its complete discretion.
- b) The City will audit the Incentive Beneficiary annually to verify that the Incentive Beneficiary has created and maintained the required number of Full-Time Equivalent Jobs as identified in the installment land contract. Audits shall begin thirty-six (36) months from the date of contract signing and continue until full payment is made to the City. If the Full-Time Equivalent Job level averages below the required number for a period of three (3) consecutive years, excluding the first three years, the City Manager may determine that the Incentive Beneficiary is in default and provide notice as required.
- c) In the event the default is not cured, in addition to such other remedies as may be available, the Incentive Beneficiary shall be required to choose between the following two options:
  - i. Surrender all improvements and the property to the City; or
  - ii. Pay the entire remaining principal balance to the City within 45 days following the date the default notice was issued.

D. Greater Milford Business Complex Economic Incentive Program Tier Incentives

| Tier | Full-time Equivalent Jobs Created | Impact Fee Waivers | Waiver of Permits & Other Fees |
|------|-----------------------------------|--------------------|--------------------------------|
| 1    | 5-9                               | 1                  | 20%                            |
| 2    | 10-14                             | 2                  | 40%                            |
| 3    | 15-19                             | 3                  | 60%                            |
| 4    | 20-24                             | 4                  | 80%                            |
| 5    | 25-29                             | 5                  | All                            |
| 6    | 30+                               | All                | All                            |

**§19-9. – Downtown Development District Incentive Program**

**A. Eligibility**

- (1) Eligible Projects shall include any new residential or commercial construction, redevelopment, or expansion within the Downtown Development District and meet the following criteria:
  - a) Is located within the target area; and
  - b) The fair market value of the materials to be used and the labor to be performed on the project exceeds the sum of \$15,000; and
  - c) Is for commercial, office or a residential use; and
  - d) Conforms to the intent of this ordinance.
- (2) In order for a residential use to be an eligible project, the object of the construction or renovation must be a dwelling unit as defined in the City of Milford zoning ordinance. Construction or renovation of an accessory building as defined in the City of Milford zoning ordinance shall not be eligible for

development incentives. Construction or renovation which constitutes ordinary replacement or routine maintenance shall not qualify as an eligible project.

**B. Target Area – Downtown Development District**

The Downtown Development District refers to the area defined by Resolution/Ordinance of City Council. A copy of the district map shall be on file at City Hall, 201 S. Walnut Street, Milford, Delaware.

**C. Development Incentives**

(1) Abatement of Property Taxes on the Value of Improvements

- a) Incentive Beneficiaries may qualify to receive City of Milford property tax abatements for a period not to exceed ten years on the value of the improvements to the property. The abatement period shall commence from the date of building permit issuance.

(2) Abatement of Property Taxes on Owner Occupied Units

- a) Owner Occupied units within the Target area may qualify for a three (3) year City of Milford property tax abatement. The abatement period shall commence from the date of closing.

(3) Impact Fee Waivers

- a) Incentive Beneficiaries may qualify for a waiver of 5% of the total private investment amount with a maximum waiver of \$50,000.

(4) Permit and Other Fee Waivers

- a) The City will provide a one-time waiver of 50% of all permits and fees identified under §120-6(b)(1) through (6) for all eligible projects.
- b) The City will provide a waiver of the business license fee for new businesses for three (3) years.
- c) The Incentive Beneficiary is responsible for obtaining all required local, State, County, and Federal permits and approvals as may be required to complete the project.
- d) The Incentive Beneficiary shall be responsible for the Carlisle Enhancement Fee as outlined in the City of Milford Code.



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## **Support from State Agencies for Community Development**

Congratulations on your community's designation as a Delaware Downtown Development District! Governor Markell has asked each cabinet agency to offer incentives and information to support your efforts.

In the pages that follow, you will find information to help you access support for your community from state agencies. Each agency has identified a contact person to make your engagement with the agency as smooth as possible. In addition, agencies have pledged program enhancements to support the Downtown Development Districts. Some of these, like the investment incentives offered by the Delaware State Housing Authority or Historic Preservation Tax Credits offered by the Department of State, offer direct monetary support to investors in Downtown Development Districts. Others agencies have pledged to prioritize projects within the Districts. In all cases, the agencies will endeavor to support the districts with their programs.

# Agriculture, Delaware Department of

## **DDA DDD Lead Contact Person**

Holly Porter, Deputy Principal Assistant  
Delaware Department of Agriculture  
2320 South Dupont Hwy  
Dover, DE 19901  
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Cell: (302) 233-0239  
[Holly.Porter@state.de.us](mailto:Holly.Porter@state.de.us)

## *Existing Programs to Further DDD Initiatives*

### **Planting Hope Garden**

A multi-purpose garden housed at Herman Holloway Campus in Newark and began in 2010. This project was a partnership with Dr. Faith Kuehn in DDA's Plant Industry and DHSS. The garden offers a weekly farmers' market, a community supported agriculture (CSA) program, and therapeutic attributes for the residents of the Campus.

### **Urban Gardening/Farming**

Working with the Delaware Urban Farm & Food Coalition, DDA has helped build relationships and worked with several of the community gardens throughout Wilmington. Our support has been anywhere from making connections, to contributing money for materials (dirt, wood, plants), to sponsoring a bus trip of youth to the Delaware State Fair in 2013 to meet with the Governor and learn more about agriculture. There are approximately 70 community gardens and counting in Wilmington and with the help of the DE Urban Farm & Food Coalition, they are building vibrant communities. Dr. Faith Kuehn currently sits on the coalition as a representative for DDA.

### **Eastside Rising**

There are several strategies to the Eastside Rising project, which is being executed through the Central Baptist Church. DDA has been involved with the strategies of community health (see Corner Store initiative below) and economic development. DDA has helped build relationships with farmers from Sussex County to provide a source of fresh fruits and vegetables to Urban Acres, an operation of four farm stands in Wilmington run by Mike Minor from the Central Baptist Church. DDA has

also participated in meetings about creating a Food Hub in the Eastside offering wholesale local food distribution, incubator kitchens, canning facilities and more.

### **Corner Store Initiative**

This project started from the Eastside Rising community health strategy. One of the Rising committee members, Konrad Kmetz, connected with the Philadelphia Food Trust to work on increasing the availability and sales of healthier foods throughout all of Wilmington corner stores – including fresh, local produce. This project is a spinoff from Eastside Rising and has really gained momentum and is moving forward on its own. DDA has matched a planning grant that the group secured through Longwood Foundation, and we also helped the group secure a USDA Specialty Crop Block Grant for the implementation phase.

### **Kent County Food Innovation District**

This is a steering committee through the Kent County Economic Development that is looking at how to maximize the assets of Kent County, specifically agriculture, to develop new markets. The group is partnering with several in Kent County to coordinate some community gardening efforts, especially in Dover. Holly Porter represents DDA on this committee.

### **Farmers' Markets**

There are currently nine farmers' markets within Wilmington. Each year DDA works with market managers to build relationships with farmers, share marketing ideas and promote the farmers' markets throughout the state. A website was established to help promote all farmers' markets and retail operations throughout the state ([de.gov/buylocal](http://de.gov/buylocal)). DDA has created summer campaigns for the past two years to help market the website and encourage local buying.

### *DDD Program Enhancements*

### **Farmers' Markets**

DDA's marketing department is working with DHSS to implement a WIC Farmers' Marketing Nutrition Program (FMNP) for key farmers' markets. We are also investigating a Senior Farmers' Market Nutrition Program (SFMNP) for the Delaware markets as well. That will continue to assure the availability of fresh produce to low-income families, helping to increase healthy living. DDA and DHSS hope to roll out pilot programs for the next season.

### **Specialty Crop Block Grant**

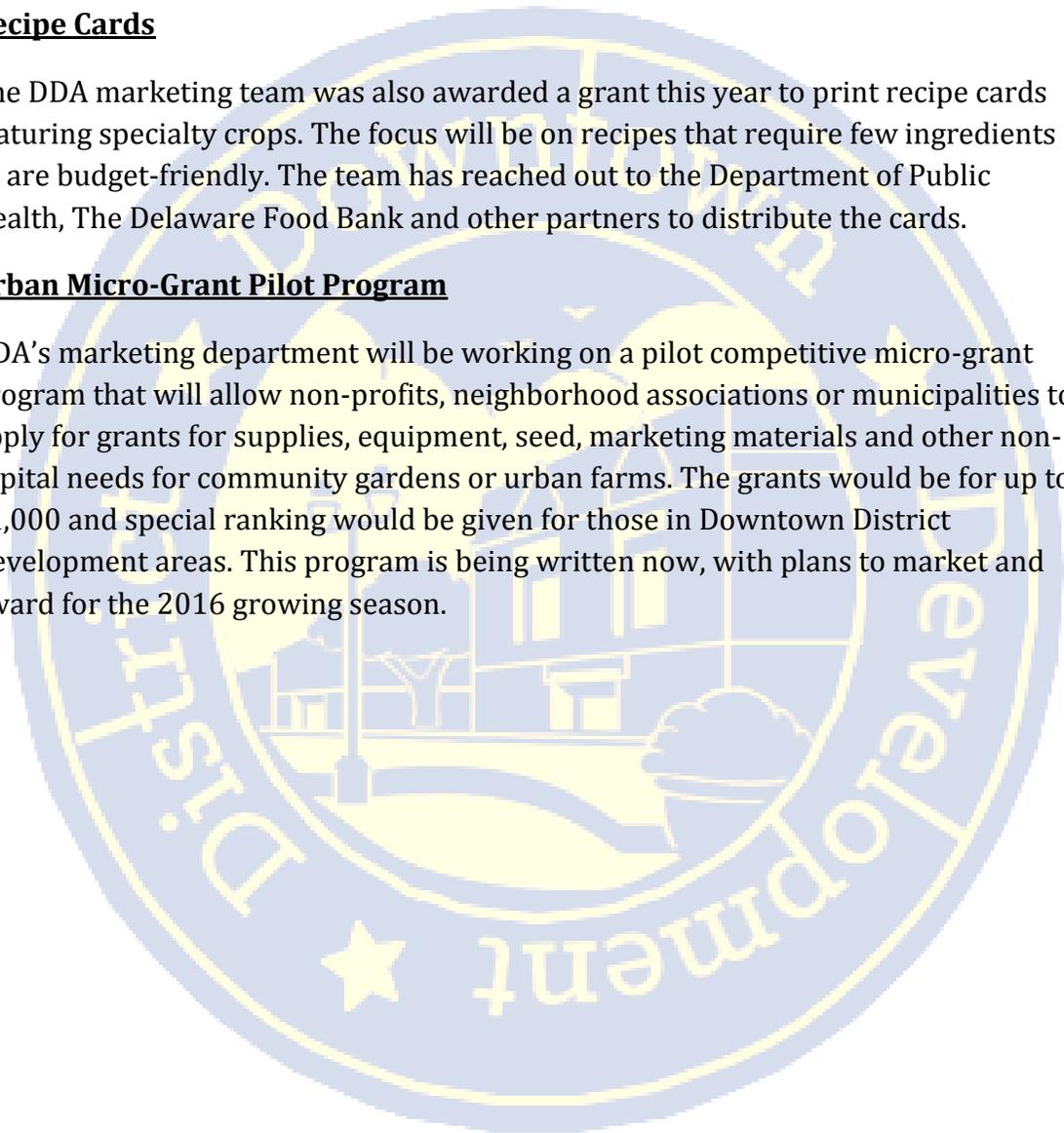
DDA administers this USDA program, and our marketing department continues to promote this grant to any candidates that would help increase consumption of fruits and vegetables and encourage healthy eating in adults and children.

### **Recipe Cards**

The DDA marketing team was also awarded a grant this year to print recipe cards featuring specialty crops. The focus will be on recipes that require few ingredients or are budget-friendly. The team has reached out to the Department of Public Health, The Delaware Food Bank and other partners to distribute the cards.

### **Urban Micro-Grant Pilot Program**

DDA's marketing department will be working on a pilot competitive micro-grant program that will allow non-profits, neighborhood associations or municipalities to apply for grants for supplies, equipment, seed, marketing materials and other non-capital needs for community gardens or urban farms. The grants would be for up to \$1,000 and special ranking would be given for those in Downtown District Development areas. This program is being written now, with plans to market and award for the 2016 growing season.



# Children, Youth and Their Families, Delaware

## Department of

### **DSCYF DDD Lead Contact Person**

Steven E. Yeatman, Chief Policy Advisor  
1825 Faulkland Road, Wilmington, DE 19805  
(302) 633-2505  
[steven.yeatman@state.de.us](mailto:steven.yeatman@state.de.us)

### *DDD Program Enhancements*

#### **Incentivize Community Based Program Investments**

- A program's location within a DDD can be made a preference for which additional points are awarded in the Request for Proposals scoring process for DSCYF contracts.
- The Division of Prevention and Behavioral Health Services has two existing programs that are accessible to students living in each of the Downtown Developmental Districts. The first is the K-5 Early Intervention Program which places Family Crisis Therapists into Elementary Schools. The second is the Behavioral Health Consultant Program which places licensed clinicians in Middle Schools. The participating schools in each of the three counties are:
  - New Castle County
    - Stubbs Elementary
    - Bancroft Elementary
    - Bayard Middle
  - Kent County
    - Fairview Elementary
    - South Dover Elementary
    - Central Middle
    - William Henry Middle
  - Sussex County
    - West Seaford Elementary
    - Douglas Elementary
    - Seaford Middle
- The Department works in partnership with DSHA to provide Statewide Rental Assistance Program vouchers for children aging out of foster care and reunification of families involved with DFS. Once the redevelopment of the DDDs has occurred and the housing stock is available we can encourage youth and families to utilize the vouchers for homes/apartments in those areas.
- DSCYF prevention funding (for billboards, etc.) can be targeted to the DDDs.

# Correction, Delaware Department of

## **DOC DDD Lead Contact Person**

Director John Sebastian, Probation & Parole  
Delaware Department of Correction  
314 Cherry Lane  
New Castle, DE 19720  
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[john.sebastian@state.de.us](mailto:john.sebastian@state.de.us)

### *Existing Programs to Further DDD Initiatives*

Although DOC is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we that could be useful in improving public safety and/or quality of life in our downtowns. DOC welcomes the opportunity to share this information on the many programs which to aid DDD's in achieving their goals.

- Attorney General's Violent Crime Task Force/Crime Strategies Unit: Probation & Parole (P&P) assists as needed with the Task Force.
- Attorney General's Proactive Focus Zone (PFZ) on the Eastside Initiative: The AG's Office coordinates targeted visits to areas of concern on the Eastside of Wilmington. The AG's Office, Licensing & Inspections, DATE and P&P assist. P&P has created a Rapid Response Plan for the City of Wilmington. The plan deploys P&P Officers assigned to Operation Safe Streets to the areas where violent crimes are occurring. P&P Officers conduct home visits and warrant attempts on offenders under the supervision of P&P.
- Operation Safe Streets : P&P has four (4) Probation Officers assigned to the Operation Safe Streets Unit in partnership with WPD and a fifth Probation Officer is assigned to Safe Streets carrying a traditional Probationer Case Load. In addition, the P&P Absconder Unit has two Probation Officers assigned to the City of Wilmington to search for probation and Level 4 absconders.
- Delaware Reentry Court Enhanced Supervision Project- Restricted (ESP): Located in Wilmington under Judges Medinilla and Butler, the first client was enrolled in the court in August 2011 under Judge Toliver. The target population for the ESP-R program is moderate to high risk men who are returning to the City of Wilmington after serving at least one year in a Delaware prison. The offenders in the program receive enhanced supervision and enhanced access to services to assist with employment, housing, education, substance abuse, treatment, etc.

P&P participate with the project through our I-ADAPT assigned Probation Officers (PO) as well as the following four (4) PO's assigned to the case management of offenders in the program; 1-Senior PO, 1 - Level III PO, 1-Level IV Home Confinement PO, 1- Level II PO

- HOPE Commission Achievement Center: DOC will assist in screening candidates for the program and P&P Officers will coordinate supervision efforts of those offenders in the program.
- Federal Task Forces: P&P has officers assigned to the FBI Violent Crime Task Force, the DEA Task Force, and the US Marshals Service Fugitive Task Force.



# Economic Development Office, Delaware

## **DEDO DDD Lead Contact Person**

State Coordinator, Diane Laird  
Delaware Economic Development Office  
99 Kings Highway  
Dover, DE 19901  
Office (302) 739-4271  
[diane.laird@state.de.us](mailto:diane.laird@state.de.us)

### *Existing Programs to Further DDD Initiatives*

DEDO can provide limited but meaningful customized technical assistance to support targeted projects in DDD designated communities on an as-needed and budget-permitting basis.

### *DDD Program Enhancements*

While the Delaware Economic Development Office (DEDO) does not have funding specific to “special DDD enhancements”, Downtown Delaware (a program of DEDO) works through community partners statewide, including representatives in designated Main Street towns and Commercial District Affiliates, and through whom we regularly initiate and participate in conversations that can lead to facilitation and creation of programs, technical assistance, and incentives that will support projects in DDD designated areas.

# Education, Delaware Department of

## **DOE DDD Lead Contact Person**

Tina Shockley, Policy Advisor

Office (302) 735-4105

[Tina.Shockley@state.de.us](mailto:Tina.Shockley@state.de.us)

### *Existing Programs to Further DDD Initiatives*

Although the Delaware Department of Education (DOE) is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we that could be useful in improving public safety and/or quality of life in our downtowns. DOE welcomes the opportunity to share this information on the many programs which to aid DDD's in achieving their goals.

- Pursuing grant funding to expand and increase nutrition programs for children birth to age 18. For example, the Department of Education, Child Nutrition Programs, has a long standing partnership with the City of Wilmington Parks and Recreation Department. The Parks and Recreation Department serves as a sponsor in the Summer Food Service Program (SFSP) and in the Child and Adult Care Food Program (CACFP) as an At Risk Sponsor. As a sponsor in these USDA Child Nutrition Programs, the city is responsible for the oversight of approximately 40 At Risk feeding sites during the school year which provides afternoon snacks, supper meals, and evening snacks to children participating in enrichment programs after school hours throughout the city. When school lets out for the summer, the city coordinates over 90 feeding sites to feed children who may otherwise go without.
- DOE will work with other agencies including the Office of Child Advocate, Family Court, and DSCYF to build compassionate schools based in evidence-based trauma-informed practices
- DOE plans to continue 21st Century Community Learning Center grants. Currently there are close to 50 program sites in Stubbs Elementary, Lewis Dual Language School, Kuumba Academy, Delcastle and Howard HS, AI HS and AI MS, HB MS, Delaware College Prep, Baltz ES, Mote ES, Warner ES, Highlands ES, Richardson Park ES, East Side CS, and Family Foundations CS and Thomas Edison. There is an annual competitive grant available for schools and community partners to apply, posted in the fall and due in February. More information can be found on our website: <http://www.doe.k12.de.us/Page/1058>
- Adult/Education Programs are available in downtown areas of each county as follows:

- New Castle County:
  - ABE/GED classes at the YWCA Home Life Center at 709 N. Madison Street, Wilmington DE (Christina Adult Education)
  - ABE, Career Readiness and Groves High School Classes at the Wilmington Central Library-Inspiration Space at 10<sup>th</sup> and Market Streets in Wilmington DE (Christina Adult Education)
  - ABE/GED classes at the DOL Fox Valley One Stop Center at 4425 North Market Street, Wilmington, DE (New Castle County Adult Education)
- Kent County:
  - ESL/family literacy services in Dover at South Dover Elementary in the evenings (Polytech Adult Education)
  - ABE/GED classes at Smyrna Public Library (Polytech Adult Education)
  - ABE/GED classes at Dover Public Library (Polytech Adult Education)
  - BE/GED classes at Milford Multicultural Community Center (Polytech Adult Education)
- Sussex County:
  - ESL classes in downtown Seaford and Bridgeville (Sussex Tech Adult Education)
  - ABE and Groves classes in downtown Laurel, Seaford and Bridgeville (Sussex Tech Adult Education)
  - After School programs in Downtown Bridgeville (Sussex Tech Adult Education)
  - ESL Family Literacy classes in Downtown Bridgeville (Sussex Tech Adult Education)

# Health and Social Services, Delaware

## **DHSS DDD Lead Contact People**

Henry Smith III, Deputy Cabinet Secretary

Office: (302) 255-9040

[Henry.Smith@state.de.us](mailto:Henry.Smith@state.de.us)

Assistant: Allyson McGonigle: (302) 255-9043

Kevin Kelley, Director, Division of Management Services

Office: (302) 255-9000

[Kevin.Kelley@state.de.us](mailto:Kevin.Kelley@state.de.us)

Assistant: Candace Elliott (302.255.9001)

## *DDD Program Enhancements*

Although DHSS is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we believe are useful, or could be useful, in improving public safety and/or quality of life in our downtowns. These programs represent a mixture of:

- “Safety net” or “public benefit programs” that are basic to human existence;
- Emergency assistance programs that provide a bridge for citizens who are temporarily struggling with life’s exigencies;
- Healing programs, particularly those related to substance use disorder and mental health issues;
- Collaborative efforts with other organizations to directly address crime or work to prevent it through education, training, outreach and various other means; and,
- Volunteer/civic engagement of some of our staff who live in urban communities that are afflicted with crime.

DHSS welcomes the opportunity to share this information on the many programs which we believe could aid DDD’s in achieving their goals.

## *Existing Programs to Further DDD Initiatives*

### **Safety Net Programs**

“Safety net” programs are those that provide for the basic needs of the population. Studies show that people living in poverty and unable to provide for themselves or their loved ones with the basics of existence are more likely to fall victim to crimes and/or become involved in criminal acts. Effective use of Safety Net programs can improve life for the whole community.

### **Health Support Services**

- Medicaid

Medicaid represents the largest fiscal program within the Department’s budget. Medicaid is the federal/state health insurance program for those impoverished, including children, the elderly, and individuals with disabilities. It makes available comprehensive health care benefits to low-income children and adults, including both preventive and acute care services as well as long-term care services and supports.

- Public health services, e.g., WIC, funding for safe drinking water, responding to public health emergencies, Smart Start, Healthy Homes, etc.

The public health team is engaged with advancing positive health outcomes that are population based. These efforts are primarily recognized with immunization campaigns; safe drinking water loans to communities to improve drinking water infrastructure which is critical to maintaining healthy populations; and the State Health Operations Center which was busy during and after Hurricane Sandy to ensure medical support at shelters, activated call center to guide individuals during and after the storm and organized individuals ready to support evacuations of the most vulnerable populations.

### **Benefit Programs**

- Temporary Assistance for Needy Families (TANF) – Cash benefit to indigent families with dependents
- Supplemental Nutritional Assistance Program (SNAP) – nutritional support for low-income families and individuals
- General Assistance (GA) – cash assistance
- Purchase of Care – support for child care for low-income families
- Needy Family Fund assists clients who are eligible for Emergency Assistance Services (EAS) by being an active participant of TANF, SSI, GA or Medicaid

- Utility Fund – Client Assistance assists with paying clients’ utility bills. Funding comes from consumer usage through utility deregulation rules applicable to Delmarva Power

### **Homeless Outreach and Housing Supports**

- Code Purple is a confederation of city, state, non-profit and faith based organizations which provide emergency shelter and services in the city for the homeless. DHSS provides coordination, expanded funding and new in-kind benefits (e.g. blankets and sleeping bags) to support this program.
- Projects in Assistance for Transition from Homelessness (PATH) provides outreach to individuals who are both homeless and who may have a mental illness or co-occurring disorder
- Project Renewal provides services to the homeless in Sussex County
- Oxford Houses provides a network of 37 (and growing) houses for 201 individuals who have a substance use condition and are in recovery and who have jobs and attend programs

### **Emergency Assistance Programs**

Emergency assistance programs provide a temporary “bridge” for Delaware’s citizens who are struggling with a crisis that leaves them unable to meet living needs.

- Child Care Subsidy provides a subsidy for low income workers with children; enrolls children, infants through 12 years, into a childcare program.
- Employment & Training assists unemployed recipients to find jobs
- Adopt-A-Family has been in assistance for more than 30 years, to alleviate crisis and promote independence for Delawareans in need. Sponsors support Year-Round, Back to School and Holiday Programs through tax-deductible donations of household goods, baby supplies, gift certificates and financial assistance
- Community Resource and Assistance Services Program CRAS/CRASP allows each State Service Center Administrator and local Center staff to access donations from community agencies and resources as a result of partnerships they have developed over time; donations are county and locale specific
- Emergency Assistance Services (EAS) provides payments to avoid the destitution of a child or to eliminate an emergency need (i.e. food, shelter, clothing, utilities, etc.) and is funded by the Division of Social Services (DSS)
- Kinship Care Program provides voucher assistance to meet some of the immediate, transitional care needs for infants/children; voucher limit up to \$500 per child; funded through DSS.

- Low Income Home Energy Assistance Program (LIHEAP) provides utility assistance through one time benefits and crisis assistance to prevent weather related health problem
- Regional Greenhouse Gas Initiative (RGGI) provides furnace repair and replacement and energy conservation measures for households throughout Delaware.

### **Healing Programs**

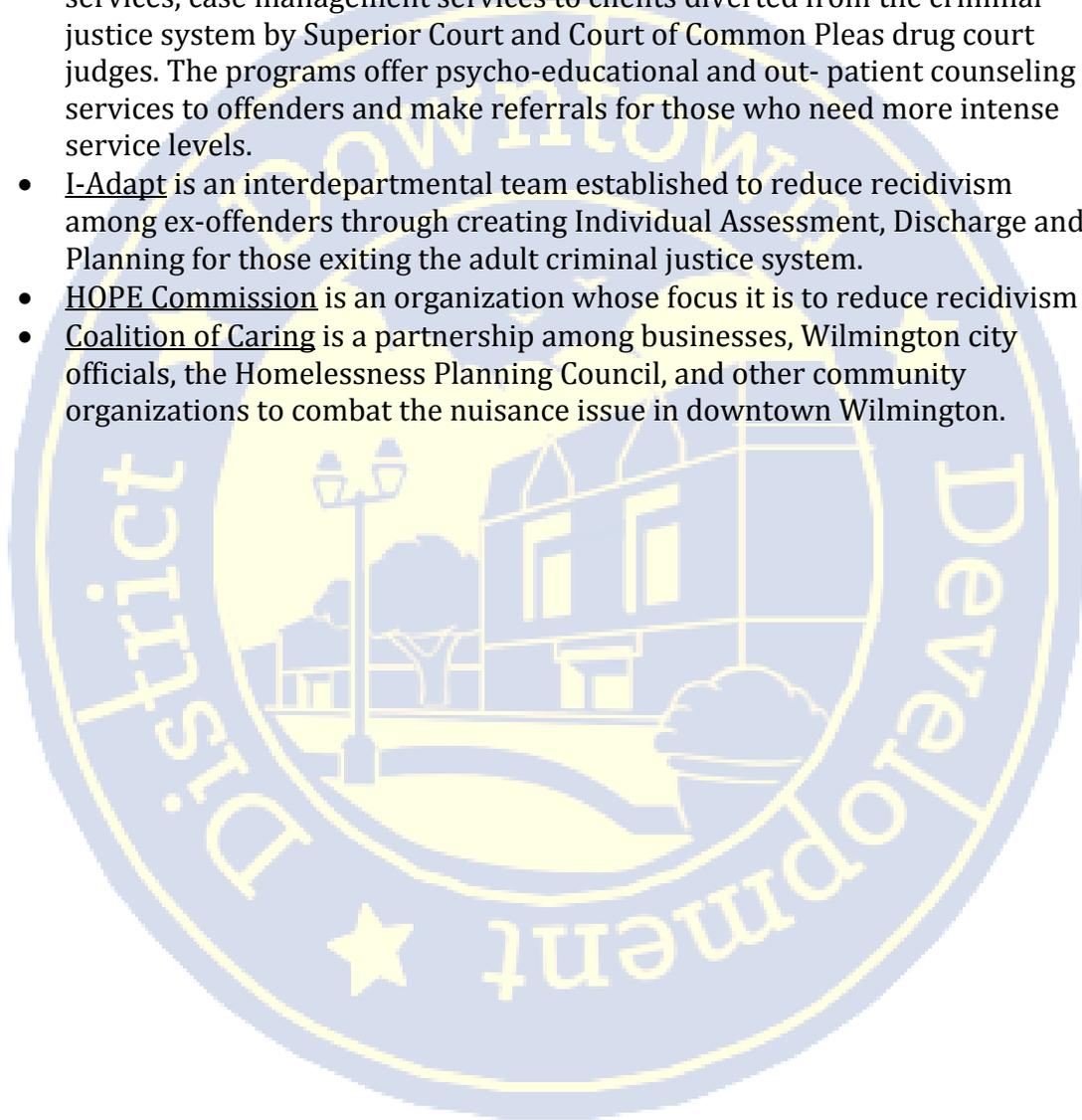
Healing programs primarily focus on mental health and substance use disorder treatment.

- Needle Exchange Program provides clean needles to intravenous drug users which reduces their chances of acquiring chronic health conditions such as hepatitis or HIV. The program also provides treatment services
- DSAMH Crisis Services: Mobile Crisis Intervention Services, Crisis Assessment and Psychiatric Emergency Services (CAPES) and CCCP Crisis Responses. The three primary Crisis Intervention Services help insure that a psychiatric crisis is ameliorated rapidly and those individuals in crisis are promptly connected and engaged to the appropriate services needed.
- DHSS's Division of Substance Abuse and Mental Health (DSAMH) also provides a full continuum of services to treat substance use disorders. A major new initiative on this issue is currently in the planning stages.
- Delaware Council on Problem Gambling provides a quick gambling screen followed by the more thorough South Oaks Gambling Screen. If the people score high on the SOAG screen, they are provided access onsite to gambling counseling or referred to a gambling program. Gambling prevention and a toll free help line is also available.

### **Collaborative Efforts**

- Family Visitation Centers provide a continuum of services designed to help address custody and visitation issues in families with a history of domestic violence and abuse. Visitation centers are located statewide and offer an appropriate way to provide for safe visitation and exchange, along with flexible visitation alternatives on weekends, evenings and holidays. Individuals are referred by the Family Court.
- Foster Care Greenhouse is a collaborative program between DHSS and the West End Neighborhood House employing adults who have aged out of the foster care system. Statistics show that a significant number of those incarcerated had some level of child welfare intervention, including up to foster care. This program provides meaningful training and employment for those young adults which offers them a chance to break a cycle of abuse/neglect and incarceration.

- Court Programs: The Treatment Access Center (TASC) is the primary liaison between DHSS and the criminal justice system (Superior Court). TASC provides statewide assessment, treatment referral and case management services to individuals with legal affairs as they move through both the criminal justice and treatment systems. TASC coordinates and monitors all Drug Court diversion programs that are funded by DHSS.
- Drug Diversion Programs are community based organizations funded by DHSS to provide an array of education, counseling and urine monitoring services, case management services to clients diverted from the criminal justice system by Superior Court and Court of Common Pleas drug court judges. The programs offer psycho-educational and out-patient counseling services to offenders and make referrals for those who need more intense service levels.
- I-Adapt is an interdepartmental team established to reduce recidivism among ex-offenders through creating Individual Assessment, Discharge and Planning for those exiting the adult criminal justice system.
- HOPE Commission is an organization whose focus it is to reduce recidivism
- Coalition of Caring is a partnership among businesses, Wilmington city officials, the Homelessness Planning Council, and other community organizations to combat the nuisance issue in downtown Wilmington.



# Housing Authority, Delaware State

## **DSHA Urban Renewal DDD Lead Contact Person**

Karen Horton, Principal Planner  
18 The Green, Dover DE 19901  
Office: (302) 739-4263  
[karenH@destatehousing.com](mailto:karenH@destatehousing.com)

### *DDD Program Enhancements*

The following are incentives DSHA may provide for housing activities being done within the DDDs. This list is not comprehensive and may adapt as we work with the jurisdictions submitting applications and coordinate with the designated DDD jurisdictions to match our program resources to their identified needs.

#### **Incentivize Real Estate Investments**

DSHA will administer the DDD Grant program to incentivize transformative private investments in DDDs by providing investors with a rebate of up to 20% of invested hard cost associated with the development of residential, commercial, or industrial real estate.

#### **Incentivize Homeownership Development**

DSHA will change Housing Development Fund (“HDF”) policies and application scoring mechanism to ensure that HDF investments are made within DDDs.

- Increase the maximum per unit grant amount from \$35,000 to \$50,000
- Providing prioritization within the scoring points for development incorporated in neighborhood redevelopment plans.

DSHA will focus resources allocated to the Strong Neighborhoods Housing Fund (SNHF) from Settlements or other means on targeted areas that will, by definition, include any designated DDD.

#### **Incentivize Homeownership Financing**

DSHA intends to increase the number of families eligible for our first mortgage product by increasing the maximum income limits. In addition to getting a favorable/below-market interest rate, homebuyers using DSHA programs have access to down payment and settlement assistance loans.

- Increase down payment and settlement assistance loan amount (currently at \$8,000 per homeowner / may need to secure additional funding for this program)
- Offer a new mortgage product that facilitates the acquisition and rehabilitation of homes for sale.

*Combining this product with the increased down payment and settlement assistance for DDDs could be powerful mechanism for facilitating increased homeownership.*

### **Incentivize the Revitalization of Affordable Multi-family Rental Sites**

DSHA intends to ensure that the owners of affordable rental housing stock in DDDs are able to access financing to rehab older units to make them more attractive to renters and ensure they are a positive force in redevelopment efforts.

- Create prioritization for applications for Low-Income Housing Tax Credit (LIHTC) that are part of a DDD plan.

### *Existing Programs to Further DDD Initiatives*

#### **Homeownership**

##### **Homeownership Development**

- Housing Development Fund (HDF) is designed to provide financing for developers through sponsoring agencies. Types of developments that will be considered include, but are not limited to, the acquisition and/or rehabilitation of existing housing, the adaptive reuse buildings, and new construction.
- Strong Neighborhoods Housing Fund (SNHF) is intended to fund local jurisdictions and non-profit development agencies to acquire, renovate and sell vacant, abandoned, foreclosed, or blighted buildings in targeted areas.

##### **Mortgage Assistance**

- Welcome Home/Home Again is a home ownership program that provides first mortgage financing at below-market interest rates to qualified homebuyers.
- First Time Homebuyer Tax Credit is a federal income tax credit designed to help make homeownership more affordable to qualified homebuyers. Homebuyers who elect to use the federal tax credit are eligible to claim a portion of the annual interest paid on their mortgage as a special tax credit.
- Second Mortgage Assistance Loan (SMAL) assists income qualified borrowers in the purchase of their own home by providing down payment and closing cost assistance in the form of second mortgages. SMAL must be used in conjunction with DSHA's Homeownership Loan.

- Advantage 4 grant program assists qualified borrowers in the purchase of their own home by providing down payment and closing costs assistance in the form of a grant equal to four percent (4%) of the first mortgage loan amount.
- Home Purchase Rehabilitation Program assists homebuyer's purchase a home that may need to be repaired, improved, or made more energy efficient. The cost to purchase the home and the costs of repairs (up to \$35,000) are combined into one loan.

### **Homeownership Rehabilitation**

- DSHA administers the Community Development Block Grant (CDBG) program, which offers assistance to low- and moderate-income homeowners in Kent and Sussex Counties who need home repairs or handicapped-accessible features.

### **Foreclosure Prevention**

- Delaware Emergency Mortgage Assistance Program (DEMAP) is designed to assist Delawareans who are 90 days or more delinquent on their mortgage payments. Reasons for hardship are limited to unemployment or reduction in hours as a result of the down turn in the economy, illness, or injury. DSHA brings the mortgage current with a lump sum payment and makes additional payments for up to 24 months total that allows the borrower to stabilize their financial position.
- Wilmington Senior Tax Assistance Program is designed to assist homeowners in Wilmington who are 62 or older and facing imminent foreclosure due to delinquent property taxes, or sewer and water bills. This program is available in the City of Wilmington.

### **Rental Housing Creation and Rehabilitation**

- The statewide Low-Income Housing Tax Credit (LIHTC) program provides a direct federal income tax credit to qualified owners and investors to build, acquire, or rehabilitate rental housing units to rent to working low-income Delawareans. The equity raised through the tax credit investment makes it possible for developers to attract the financing needed to create or restore low-income rental housing.

### **Other**

- The Neighborhood Assistance Act (NAA) program encourages businesses and individuals who pay Delaware state income taxes to invest in programs serving impoverished neighborhoods or serving low- and moderate-income families. In exchange for a qualified contribution to benefit an approved non-profit program, the NAA provides state tax credits equal to 50% of the investment.

# Natural Resources and Environmental Control, Delaware Department of

## **DNREC DDD Lead Contact Person**

Marjorie A. Crofts, Director

Division of Waste and Hazardous Substances

DE Department of Natural Resources & Environmental Control

Office: (302) 739-9400

[Marjorie.Crofts@state.de.us](mailto:Marjorie.Crofts@state.de.us)

## *DDD Program Enhancements*

Although DNREC is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we that could be useful in improving public safety and/or quality of life in our downtowns. These programs represent a mixture of:

- Renewable Energy
- Energy Efficiency
- Brownfield Clean-up
- Water Quality
- Solid and Hazardous Waste
- Flood Mitigation
- Regulatory Assistance

DNREC welcomes the opportunity to share this information on the many programs which we believe could aid DDD's in achieving their goals.

## *Existing Programs to Further DDD Initiatives*

### **RENEWABLE ENERGY**

- Division of Energy & Climate (DEC): The Green Energy Program provides grant incentives for qualifying renewable energy systems installed in Delaware. In order to qualify for rebates under the Green Energy Program, participant's electricity provider must collect funds for the program and currently offer a grant program for renewable energy projects. Each electric utility company offering rebates through the Green Energy Program has unique program regulations, requirements, program budgets, incentive levels and application forms. For more detailed information about each

program please visit program website:

<http://www.dnrec.delaware.gov/energy/services/GreenEnergy/Pages/default.aspx>

- Commercial, Industrial, Residential, Nonprofit, Schools, Local Government, Agricultural, Institutional applicants may be eligible for rebates for use of photovoltaics, wind, geothermal heat pumps or fuel cells using renewable fuels.

Email: [DNREC.GreenEnergyProgram@state.de.us](mailto:DNREC.GreenEnergyProgram@state.de.us), 302-735-3480

- Sustainable Energy Utility (SEU)/DECSEU buys Solar Renewable Energy Credits (SREC) for \$0.45\per watt from solar installations up to 50Kw. In exchange the generation owners assign SREC's generate over the next 20 years to the SEU. Residential photovoltaic systems up to 50kW are eligible to generate for SREC procurement.

Email: [DNREC.GreenEnergyProgram@state.de.us](mailto:DNREC.GreenEnergyProgram@state.de.us), 302-735-3480

### **ENERGY EFFICIENCY**

- Energy Efficiency Investment Fund (EEIF) program helps businesses offset upfront costs for energy efficiency improvements and offers two grant/loan options for installation of energy efficiency projects. A prescriptive energy efficiency grant option to install specified efficiency equipment according to a set incentive amount. A custom option is for businesses with complex energy efficiency projects. The fund will not pay more than 30% of a custom or prescriptive project costs and will not exceed \$500,000. Grants are awarded on a first-come first-served basis and the funds are limited. Non-residential electric or natural gas consumers located in Delaware that pay the Delaware Public Utility are eligible. Energy Assessment rebates and Installation of energy efficiency projects that achieve a simple payback of not more than ten years and not less than one year. Efficiency measures include but are not limited to: Efficiency improvements to thermal barrier, mechanical insulation, HVAC, lighting, and controls Efficiency improvements to process equipment such as air compressors, motors, pumps, variable frequency drives and Retro-commissioning. Contact Patty Murray, [Patricia.Murray@state.de.us](mailto:Patricia.Murray@state.de.us), (302) 735-3480
- Low-interest loans for installation of energy efficiency measures that, in turn, lower their bills while reducing the environmental impacts of energy production, delivery and use. Applicants need an energy audit that includes a detailed project description as well as documented energy savings. Projects are reviewed on a case by case basis. Commercial, Industrial, Nonprofit, Schools, Local Government, Agricultural, and Institutional applicants are eligible. Contact: Ed Synoski, [Edward.Synoski@state.de.us](mailto:Edward.Synoski@state.de.us), (302) 735-3358
- Weatherization Assistance Program (WAP) is a free service that is designed to reduce energy costs for low-income families by improving the energy efficiency of their home. Grant funds are provided by the U.S. Department of

Energy and state sources for administering the program. Residential home owners, low-income housing developers and owners, and home renters are eligible to apply for direct grants to install energy efficiency and home weatherization measures. Contact: Rob Underwood, 302-735-3480, [Robert.Underwood@state.de.us](mailto:Robert.Underwood@state.de.us)

### **Clean Transportation:**

The Delaware Clean Transportation Incentive Program provides grants and rebates for Delawareans, Delaware counties and municipalities, and Delaware businesses for the purchase of new alternatively fueled vehicles and electric vehicle charging stations.

Providing public electric vehicle charging stations in downtown development districts can encourage travel to downtown locations and help support the local economy. Rebates of \$500 are currently available for the purchase of Level 1 and Level 2 charging stations. In addition, this program offers rebates of up to \$2,200 for purchase or lease of electric or plug-in hybrid mid-sized passenger vehicle; rebates of up to \$1,100 are available for dedicated natural gas or propane mid-sized passenger vehicle. Individuals are limited to one rebate, while fleets are limited to five rebates. Municipalities are encouraged to take advantage of these rebates to provide charging services to an increasing number of electric vehicle drivers and to add alternative fueled vehicles to their fleets.

Funding for this program is provided through Delaware's participation in the Regional Greenhouse Gas Initiative (RGGI). More information can be found at [www.de.gov/cleantransportation](http://www.de.gov/cleantransportation) or by contacting Kathy Harris at (302) 735-3480 or [Kathleen.Harris@state.de.us](mailto:Kathleen.Harris@state.de.us).

### **BROWNFIELD CLEANUP**

- Site Investigation and Restoration Section (SIRS) supports brownfield clean-up with a variety of programs. Contact: Tim Ratsep, 302-395-2600, [Timothy.Ratsep@state.de.us](mailto:Timothy.Ratsep@state.de.us)
  - Grant assistance to non-profit entities, local governments, and prospective owners by becoming a Brownfield Developer;
  - Grant and loan assistance to prospective brownfield developers;
  - Loans to owners of potentially contaminated properties to serve a public purpose by protecting groundwater or surface water supplies, or sediment quality.

- SIRS staff can tour neighborhoods at the request of local governments and community groups to identify properties that are potentially Brownfields. Once confirmed, these sites can be added to our Brownfields Inventory for marketing. Contact: Christina Wirtz, 302-395-2600, [Christina.Wirtz@state.de.us](mailto:Christina.Wirtz@state.de.us)
- SIRS can conduct at the request of local governments a community groups a limited number of site histories (Preliminary Assessments) and possibly take actual soil samples (Site Inspection) to determine if a site is contaminated using Federal grant funding. Any site may be eligible, but the request must be submitted through the State's annual grant application to EPA. Contact: Tim Ratsep, 302-395-2600, [Timothy.Ratsep@state.de.us](mailto:Timothy.Ratsep@state.de.us)

## **WATER QUALITY**

- Green Infrastructure loans for are available for projects at below market interest rates. Interest rate subsidies and/or principal forgiveness may be provided based on the affordability of the project. Wastewater facilities and other green infrastructure, water efficiency, energy efficiency or environmentally innovative projects are eligible. Contact: Greg Pope, [Greg.Pope@state.de.us](mailto:Greg.Pope@state.de.us), 302-739-9941
- Stormwater Infrastructure loans are available for stormwater infrastructure projects at below market interest rates. Interest rate subsidies and / or principal forgiveness may be provided based on the affordability of the project. Projects with water quality benefits are eligible. Contact: Greg Pope, [Greg.Pope@state.de.us](mailto:Greg.Pope@state.de.us), 302-739-9941
- Leaking Storage Tank Remediation loans provide a source of low interest financing for protecting the State's groundwater supplies by rehabilitating underground storage tank systems. Eligibility is open to owners or lessees of underground storage tank facilities that need rehabilitation in order to meet regulatory requirements and where the applicant demonstrates the ability to repay the loan. Eligible projects provide the following:
  - Upgrade and/or retrofit underground storage tank systems to include the installation of leak detection, spill containment, overflow protection, and/or corrosion protection on any underground storage tank system;
  - Removal or abandonment of underground storage tank systems; provide maintenance and monitoring of contaminated project sites;
  - Remediation of sites contaminated as a result of a release from an underground storage tank system;
  - Investigation and assessment of contaminated sites;
  - Restoration or replacement of potable water supplies;
  - Emergency response and initial site hazard mitigation.

Contact: Jill Hall, [jill.Hall@state.de.us](mailto:jill.Hall@state.de.us), 302-395-2500

- Community Water Quality Grants program is designed to assist municipalities, government agencies, and non-profit organizations with implementing projects or programs within Delaware's developed landscape to improve water quality in designated impaired watersheds consistent with specific plans developed for watershed improvements. Programs and projects selected will demonstrate innovative and sustainable methods, techniques, and/or practices for water quality improvements with cost effective and measurable results. State or municipal government, agency or program, non-profit organization, educational institution, community organization, homeowner's association applicants are eligible. Grants are for projects or programs within Delaware's developed landscape to improve water quality in designated impaired watersheds consistent with specific plans developed for watershed improvements. Contact: Sharon Webb, [Sharon.Webb@state.de.us](mailto:Sharon.Webb@state.de.us), 302-739-9922 or visit <http://www.dnrec.delaware.gov/fab/Pages/Community-Water-Quality-Grants.aspx>

### **SOLID AND HAZARDOUS WASTE**

- Recycling programs support the statewide universal recycling law and offers grants, loans, business sector recycling toolkits, and technical assistance. Government, commercial, and non-profit applicants are eligible for grants and loans to increase the recycling rate. Contact: Bill Miller, 739-9403, [Bill.Miller@state.de.us](mailto:Bill.Miller@state.de.us)
- Waste Reduction program conducts free waste assessments to help participants understand Best Management Practices (BMPs) and navigate service options related to waste streams. Government and commercial applicants are eligible for technical assistance to increase the recycling rate, reduce waste generation, and cut costs. Contact: Bill Miller, 739-9403, [Bill.Miller@state.de.us](mailto:Bill.Miller@state.de.us)

### **FLOOD MITIGATION**

Delaware's Flood Mitigation Program provides flood-related assistance to individuals and communities for the purpose of reducing the state's vulnerability to flood damages. Information is provided on available flood studies, and assistance is provided to help individuals and communities assess their flood risk at a particular location. Specifically, the program helps communities comply with floodplain standards including Delaware Executive Order 41 flood avoidance guidance. . It also assists individuals and communities obtain funding for projects which reduce vulnerability to flooding. Contact: Michael Powell, (302) 739-9921, [Michael.Powell@state.de.us](mailto:Michael.Powell@state.de.us)

## **REGULATORY ASSISTANCE**

DNREC Regulatory Assistance provides an opportunity for developers or business owners seeking to relocate or expand within the state to consult with DNREC agencies about environmental permitting and design considerations. The RAS provides a one-stop-shop for information about necessary permits and regulations. Both public and private sector applicants are eligible for technical assistance. Contact: Michelle Jacobs, 302-739-9069, [Michelle.Jacobs@state.de.us](mailto:Michelle.Jacobs@state.de.us)



# State, Delaware Department of

## **DOS DDD Lead Contact Person**

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Delaware Department of State  
Division of Historical & Cultural Affairs  
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[Timothy.slavin@state.de.us](mailto:Timothy.slavin@state.de.us)

## *DDD Program Enhancements*

### **Historic Preservation Tax Credits**

The Division of Historical and Cultural Affairs administers the state historic preservation tax credit program. This program is authorized at \$5.0M in tax credits annually. A portion of the rehabilitation costs for eligible projects may qualify for state historic preservation tax credits. Eligible projects must include buildings listed on the National Register of Historic Places and must adhere to the U.S. Secretary of the Interior's Standards for Historic Preservation. (Note: A building may be listed on the National Register either individually or as part of a National Register District.) Projects for income-producing properties may receive up to 20% in credits for allowable rehabilitation expenses; residential projects may receive up to 30% in credits for allowable rehabilitation expenses. Income-producing projects may also be eligible for additional federal historic preservation tax credits.

### **The \$5.0M in historic preservation tax credits are available as follows:**

- Pool A: Projects in DDDs with an expected tax credit of more than \$300,000: \$1.0M in tax credits available.
- Pool B: Projects in DDDs with an expected tax credit of less than \$300,000: \$500,000 in tax credits available.
- Pool C: Projects in Non-DDD areas with an expected tax credit of more than \$300,000: \$2.0M in tax credits available.
- Pool D: Projects in Non-DDD areas with an expected tax credit of less than \$300,000: \$1.5M in tax credits available.

All credits are awarded on a first-come, first-served basis. Please note that on April 1<sup>st</sup> of any fiscal year, all unused tax credits in Pools A through D are available for use by any project, regardless of size and regardless of DDD status.

### *Existing Programs to Further DDD Initiatives*

#### **Federal Historic Preservation Tax Credit Review**

The Division of Historical & Cultural Affairs serves as a reviewer and point-of-contact with all applications made to the National Park Service under the federal historic preservation tax credit program.

#### **Certified Local Government Program**

The Division of Historical & Cultural Affairs operates a Certified Local Government program, which certifies that local government have met the standards related to historic preservation set forth by the National Park Service. Upon designation, all Certified Local Governments are immediately eligible for annual funding for historic preservation activities through the Division.

#### **National Register of Historic Places Technical Assistance**

The Division of Historical & Cultural Affairs provides technical assistance with parties interested in applying for recognition on the National Register of Historic Places.

A multi-purpose garden housed at Herman Holloway Campus in Newark and began in 2010. This project was a partnership with Dr. Faith Kuehn in DDA's Plant Industry and DHSS. The garden offers a weekly farmers' market, a community supported agriculture (CSA) program, and therapeutic attributes for the residents of the Campus.

# Sustainable Energy Utility, Delaware

## **SEU DDD Lead Contact Person**

Tony DePrima, Executive Director, Delaware Sustainable Energy Utility  
109 South State Street  
Dover, DE 19901  
Office: (302) 883-3038  
Cell: (302) 270-6246  
[www.energizedelaware.org](http://www.energizedelaware.org)

## *DDD Program Enhancements*

### **Enhancing Home Performance with Energy Star Program**

This program is being offered to any property that is a residence or has mixed use residence and commercial building space (four units or less and the commercial space must be 2500 SF or less), within the designated Delaware Downtown Development Districts.

The program is designed to improve comfort, energy efficiency, durability and safety. Rather than focusing on a single problem, such as an inefficient heating and cooling system or drafty windows, Home Performance with ENERGY STAR looks at how improvements throughout your building can work together to make your entire building more comfortable and save you money. Participating properties will follow the general requirement that an energy audit be conducted by one of the program's participating contractors, through which a prioritized scope of work will be generated. The following direct install measures will be offered and installed as a part of this program: CFLs, smart strips, faucet aerators, low-flow showerheads and pipe insulation wrap.

The program will offer a \$50 audit for residential or mixed-use buildings. To complete the energy efficiency upgrades and be eligible for incentives, a test-out conducted by the participating contractor will be required to verify the proper installation of the measures and safety of the property. For projects that include commercial spaces, applicable incentives will need to be applied for separately, through the Energy Efficiency Investment Fund (EEIF) Program.

The following rebates will cover up to 75% of the cost for participants who implement the following audit recommendations:

|  | Incentives –<br>75% up to |
|--|---------------------------|
| Home Energy Audit – Customer pays \$50                                   | \$ 350                    |
| Air Sealing 20% Improvement  | \$ 900                    |
| Air Sealing 30% Improvement  | \$ 1,200                  |
| Duct Sealing 20% Improvement   | \$ 900                    |
| Add R-20 Attic Insulation  | \$ 1,000                  |
| Add R-30 Attic Insulation  | \$ 1,200                  |
| Knee Walls   | \$ 400                    |
| Crawlspace Wall Insulation   | \$ 800                    |
| Floor Insulation (open crawl)  | \$ 800                    |
| Rim Joist  | \$ 200                    |
| Wall Insulation (min 50% of walls)                                       | \$ 2,000                  |
| Heat Pump Tier 1: $\geq 14.5$ SEER and $\geq 12$ EER and $\geq 8.2$ HSPF | \$ 600                    |
| Heat Pump Tier 2: $\geq 16$ SEER and $\geq 13$ EER and $\geq 9$ HSPF     | \$ 900                    |
| Central AC Tier 1: $\geq 14.5$ SEER and $\geq 12$ EER                    | \$ 400                    |
| Central AC Tier 2: $\geq 16$ SEER and $\geq 13$ EER                      | \$ 700                    |
| Mini-Split   | \$ 600                    |
| Furnace Tier 1: $\geq 90$ AFUE   | \$ 400                    |
| Furnace Tier 2: $\geq 94$ AFUE and ECM Blower Fan                        | \$ 700                    |
| Boiler $\geq 85$ AFUE  | \$ 1,000                  |
| Heat Pump Water Heater from Electric Resistance                          | \$ 800                    |
| Heat Pump Water Heater from Fossil Fuel                                  | \$ 800                    |
| Natural Gas/Propane Tankless Domestic Water Heaters                      | \$ 800                    |

In addition to rebates, low-interest loans are available for financing the improvements.

Here is a link to the program that describes more about what it does

<http://www.energizedelaware.org/Home-Performance-with-Energy-Star/>

### *Existing Programs to Further DDD Initiatives*

#### **Low-Interest Loan Program for Businesses and Non-Profits**

The SEU will provide direct low-interest loans to businesses, non-profits, and governments for the purpose of financing ECM's. Loans can range between \$25,000 and \$1 Million. Loan terms are based on payback of the efficiency measures. Rates

can vary from 50% to 120% of the AA 20 year municipal bond index. The borrower must be credit qualified. <http://www.energizedelaware.org/Efficiency-Plus-Business-Program/>

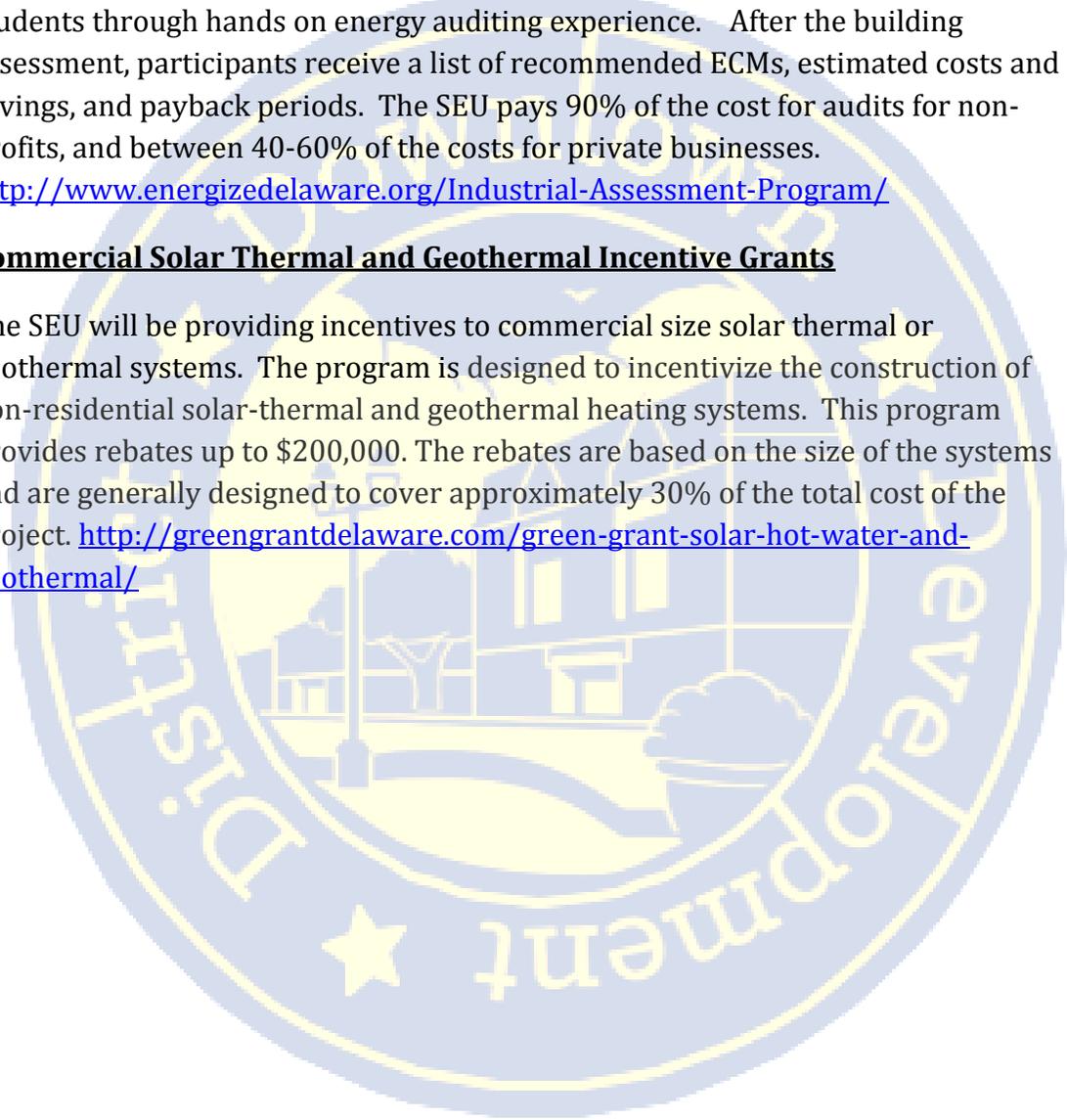
### **Energy Assessments for Non-Profits, Businesses, and Local Governments**

The SEU is subsidizing Energy Audits performed by the University of Delaware's Industrial Assessment Center. This program also serves to train UD graduate students through hands on energy auditing experience. After the building assessment, participants receive a list of recommended ECMs, estimated costs and savings, and payback periods. The SEU pays 90% of the cost for audits for non-profits, and between 40-60% of the costs for private businesses.

<http://www.energizedelaware.org/Industrial-Assessment-Program/>

### **Commercial Solar Thermal and Geothermal Incentive Grants**

The SEU will be providing incentives to commercial size solar thermal or geothermal systems. The program is designed to incentivize the construction of non-residential solar-thermal and geothermal heating systems. This program provides rebates up to \$200,000. The rebates are based on the size of the systems and are generally designed to cover approximately 30% of the total cost of the project. <http://greengrantdelaware.com/green-grant-solar-hot-water-and-geothermal/>



# Transportation, Delaware Department of

## **DelDOT DDD Lead Contact Person**

Nicole Majeski  
Deputy Secretary  
Delaware Department of Transportation  
800 Bay Road  
Dover, DE 19901  
Phone: (302) 760-2715  
[Nicole.Majeski@state.de.us](mailto:Nicole.Majeski@state.de.us)

### *Existing Programs to Further DDD*

#### **Planning Assistance**

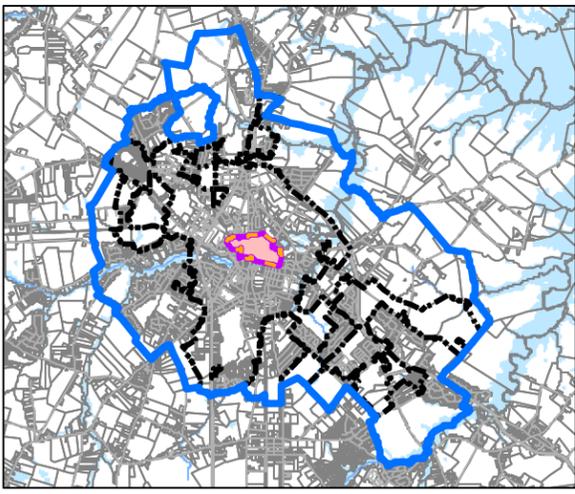
The Division of Planning within DelDOT is available to assist with identifying and incorporating transportation facets into the overall planning of the DDD area and into the individual developer driven projects. This will allow these improvements to be incrementally completed and coordinated with any capital project the department may be planning.

#### **Expedited Reviews**

DelDOT's Division of Planning and Public Works sections will expedite any review and/or permit process for any development plans within a designated DDD that require DelDOT approval. This expedited review could consist of reviewing a plan under the Letter of No Contention process which would allow for approvals to be received within three weeks.

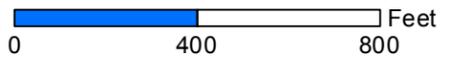
#### **Transit**

Delaware Transit Corporation (DTC) is available to assist with identifying transit and multi-modal options that could be incorporated into the DDD area. Expansion of an existing route, creation of a new line and/or coordination of a transit center are all things that could be considered.

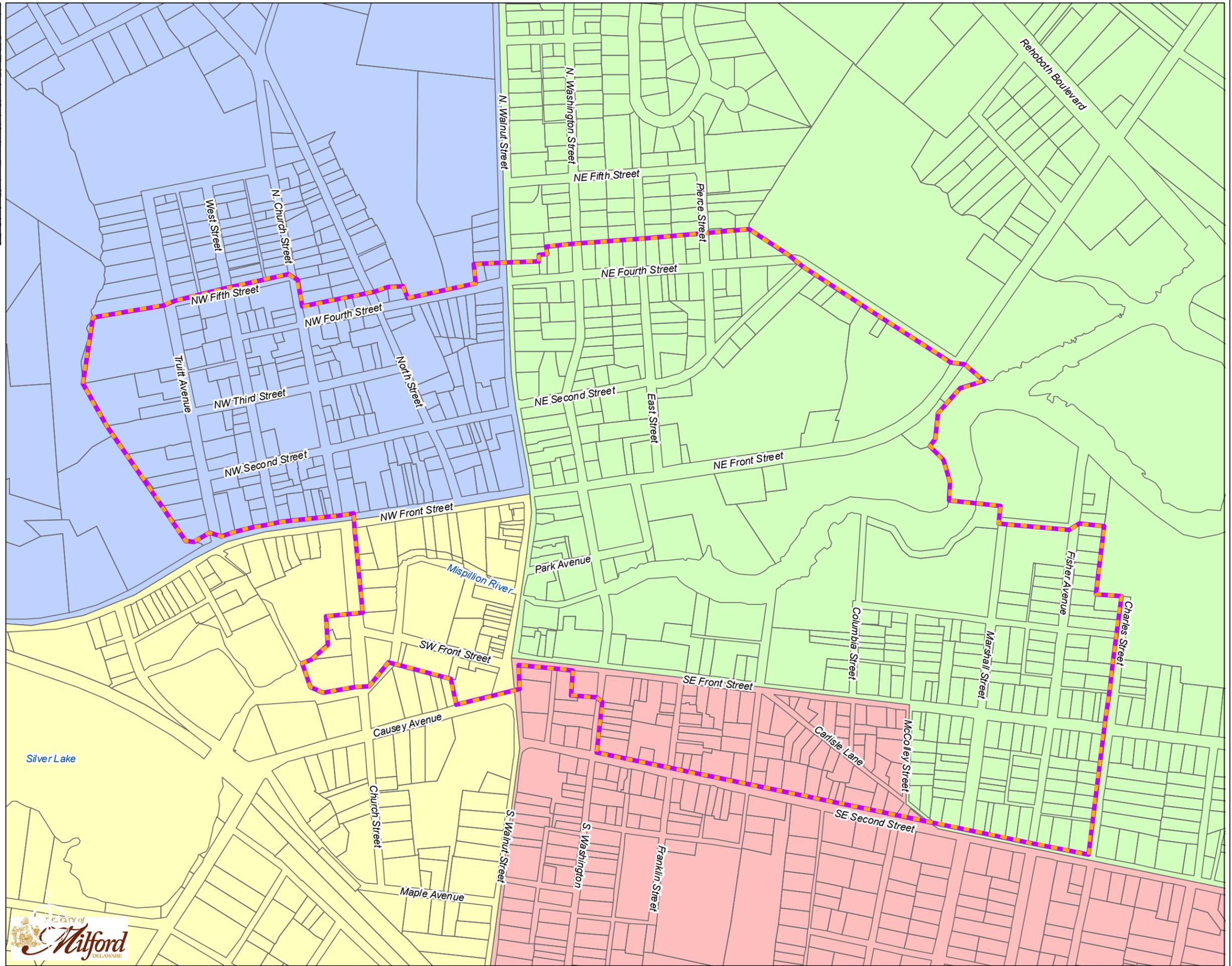


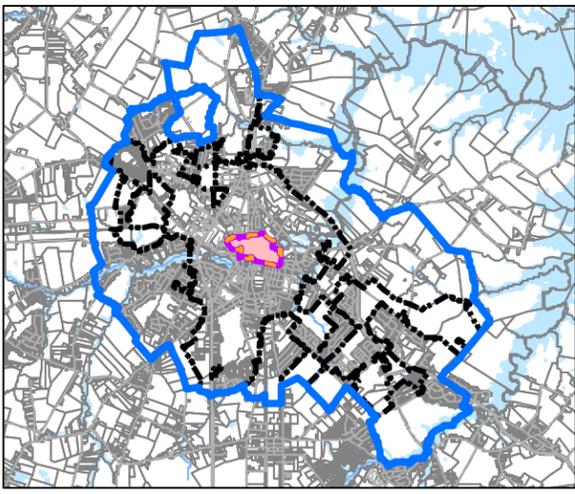
**City of Milford**  
**Downtown Development District**  
 Ward Map  
**Figure XX**

-  Downtown Development District
-  Ward 1
-  Ward 2
-  Ward 3
-  Ward 4



Date: 3/23/2016 User Name: RPierce  
 2016\_DDD\_Wards



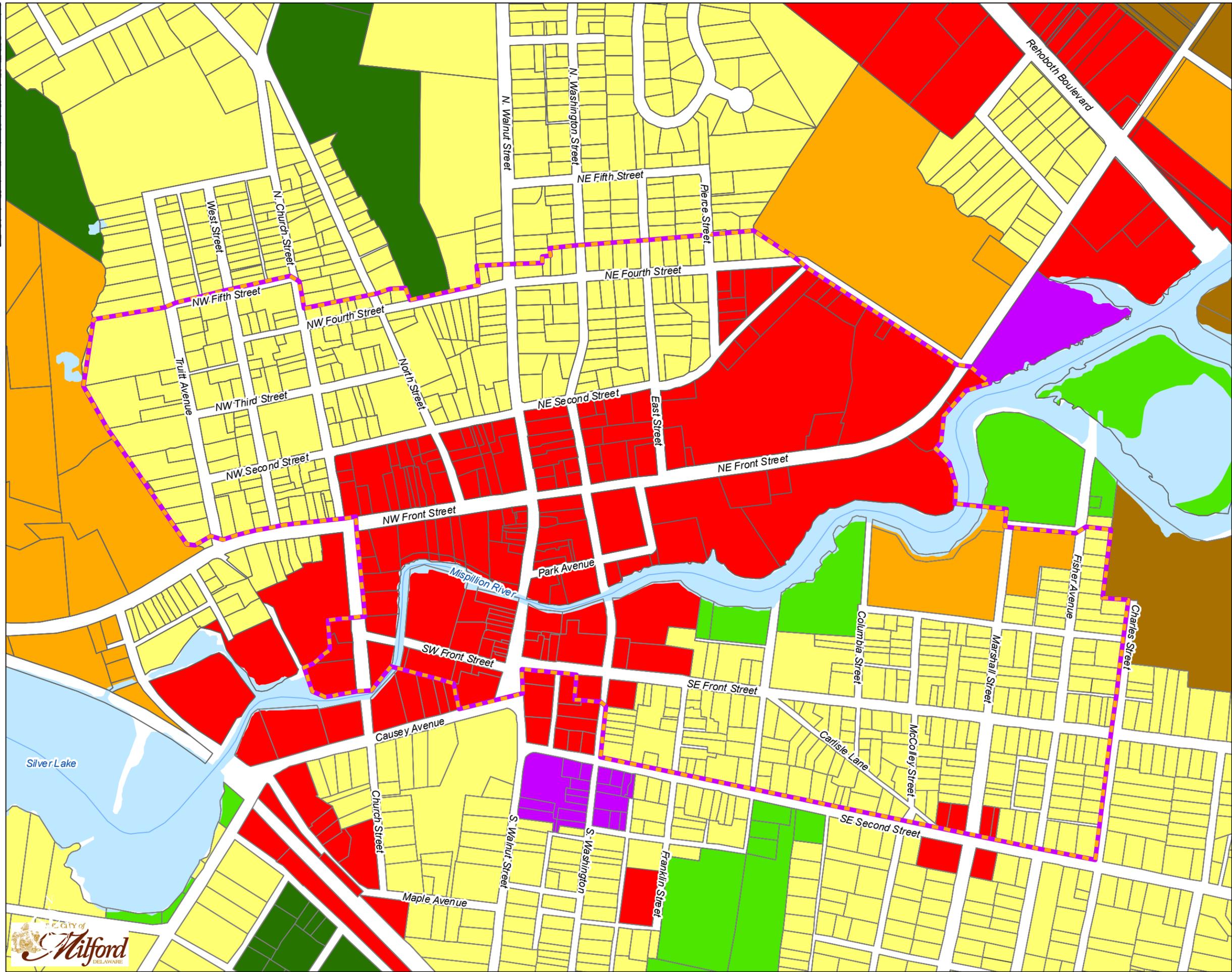


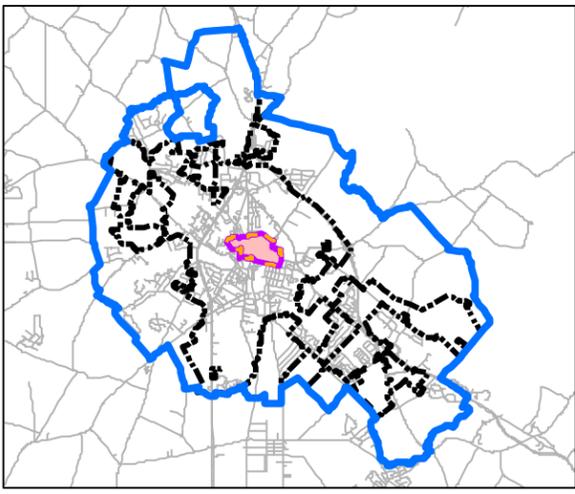
**City of Milford  
Downtown Development District  
Future Land Use Map  
2008 Comprehensive Plan  
Exhibit 1**

- Downtown Development District
- <all other values>
- Business Park
- Employment
- Government
- Highway/Commercial
- Industrial
- Institutional
- Low Density Residential
- Moderate Density Residential
- Open Space
- Proposed Employment
- Proposed Highway/Commercial
- Proposed Institutional
- Proposed Low Density Residential
- Proposed Moderate Density Residential
- Proposed Open Space
- Transfer Station



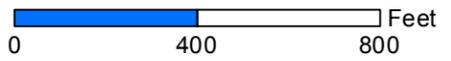
Date: 4/4/2016 User Name: RPierce  
2016\_DDD\_Future\_Land\_Use



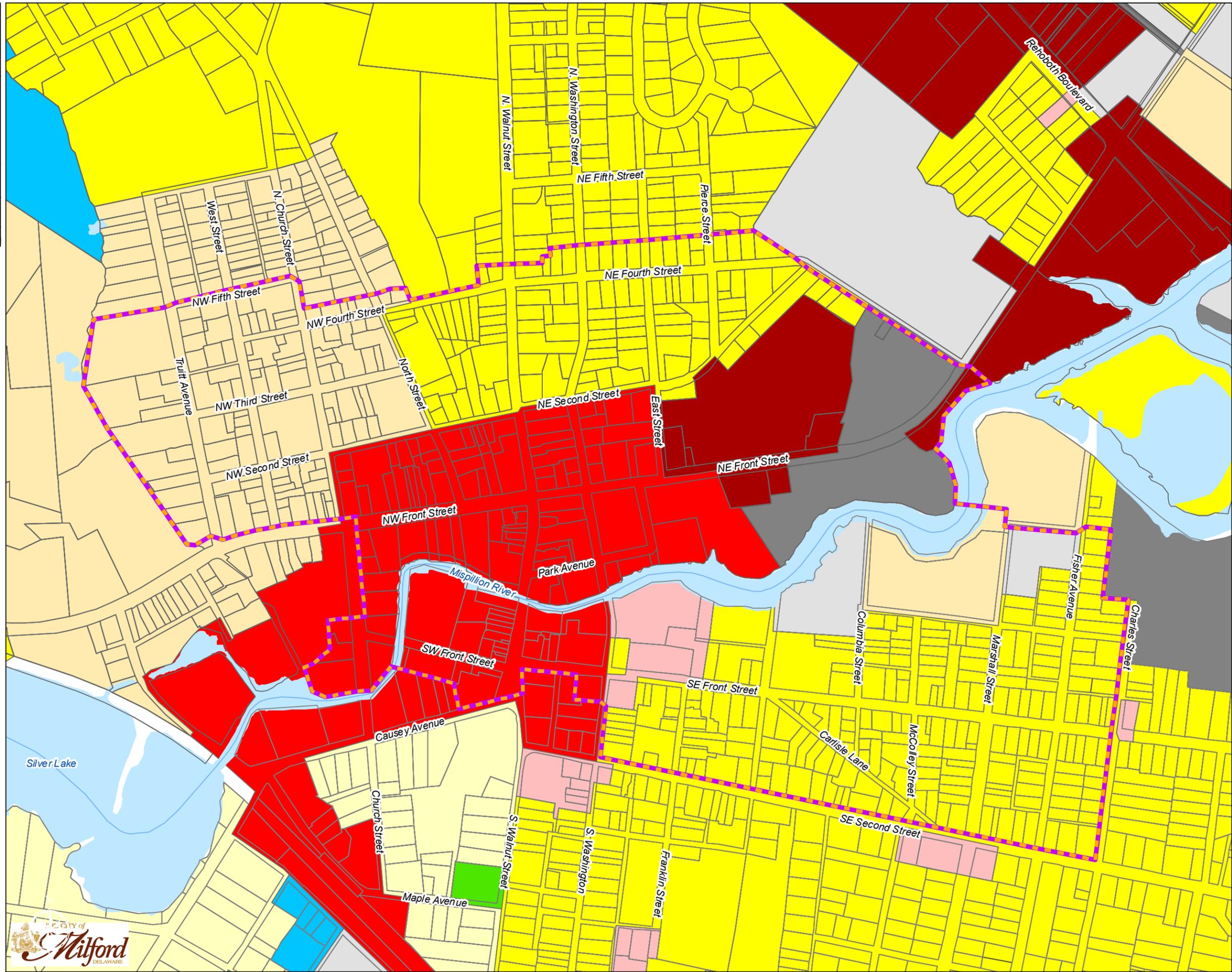


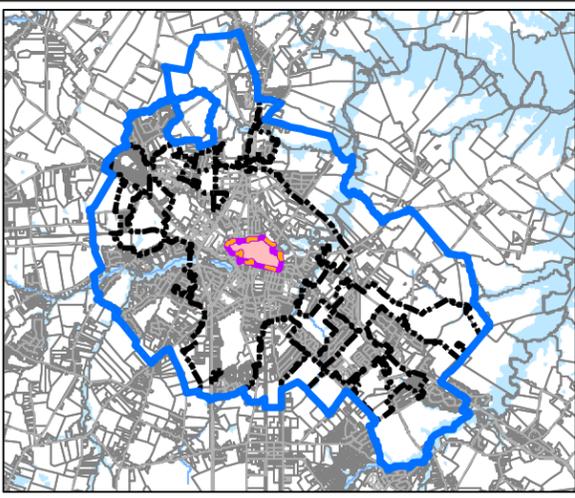
**City of Milford**  
**Downtown Development District**  
 Existing Zoning Map  
**Exhibit 2**

- Downtown Development District
- BP - Business Park
- C-1 - Neighborhood Commercial
- C-2 - Central Business
- C-3 - Highway Commercial
- H-1 - Institutional Development
- I-1 - Limited Industrial
- I-2 - General Industrial
- IS - Institutional Service
- OB-1 - Office Building
- OC-1 - Office Complex
- R-1 - Single-Family Residential
- R-2 - Residential
- R-3 - Garden Apartment and Townhouse
- R-8 - Garden Apartment and Townhouse



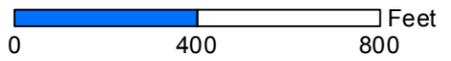
Date: 4/4/2016 User Name: RPierce  
 2016\_DDD\_Existing\_Zoning



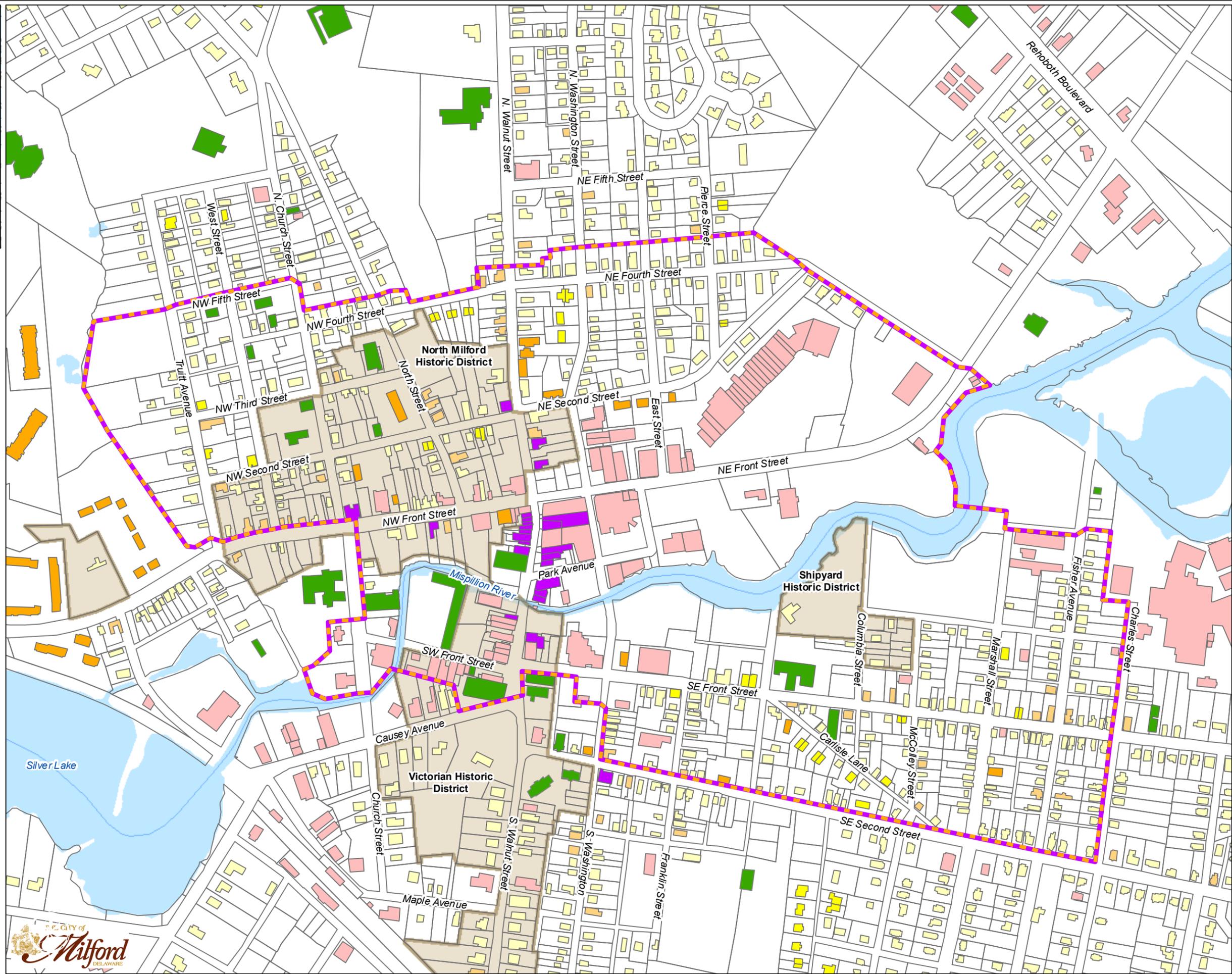


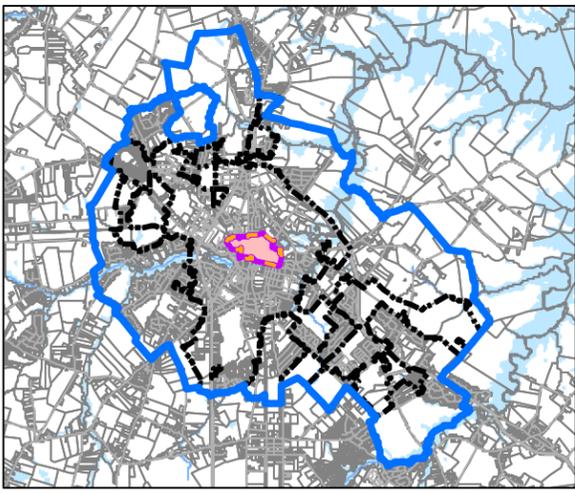
**City of Milford**  
**Downtown Development District**  
 Residential & Commercial Building Types  
**Exhibit 7**

-  Downtown Development District
-  Apartments
-  Church
-  Commercial
-  Condominiums
-  Converted Single Family to Multiple Family
-  Commercial
-  Single Family Semi-detached
-  Garden Apartments
-  Government
-  Home Occupation
-  Industrial
-  Institutional
-  Manufacturing
-  Mixed Use - Commercial w/Apartment
-  School
-  Single Family Detached
-  Historic Districts



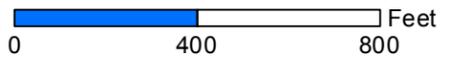
Date: 4/4/2016 User Name: RPierce  
 2016\_DDD\_ResidentialCommercialBuildings





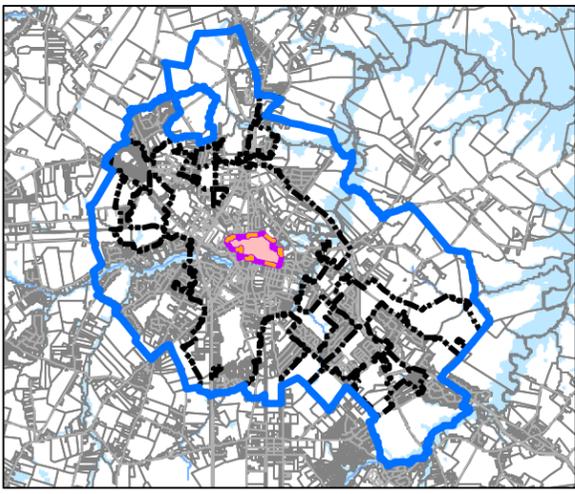
**City of Milford**  
**Downtown Development District**  
 Residential & Commercial Building Age  
**Exhibit 8**

-  Downtown Development District
-  2000 or newer
-  1990 - 2000
-  1980 - 1990
-  1970 - 1980
-  1960 - 1970
-  1950 - 1960
-  older than 1950



Date: 4/4/2016 User Name: RPierce  
 2016\_DDD\_ResidentialCommercialBuildingAge





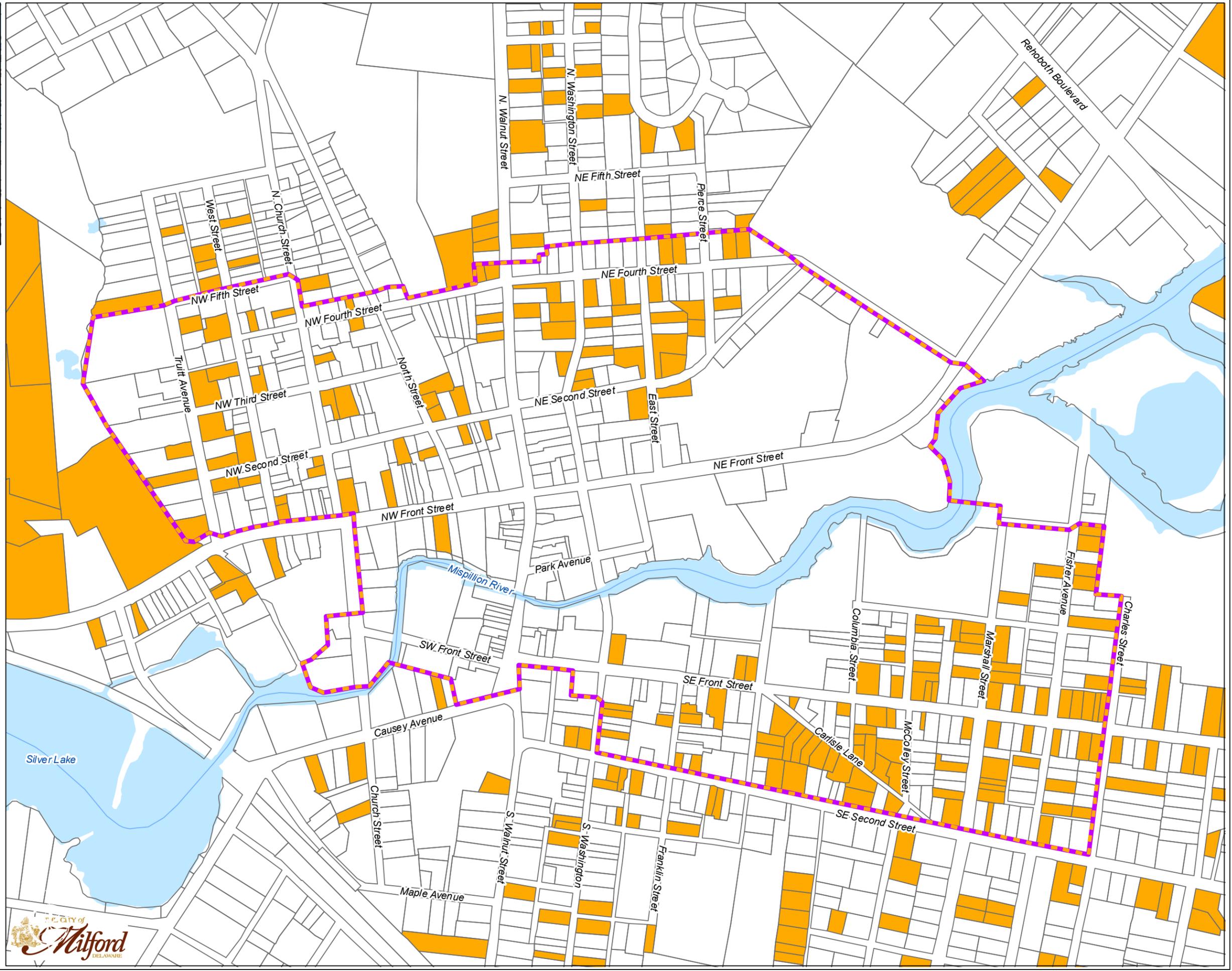
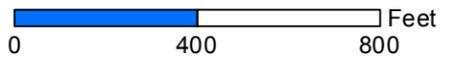
**City of Milford  
Downtown Development District  
2016 Residential Rental Licenses  
Exhibit 9**

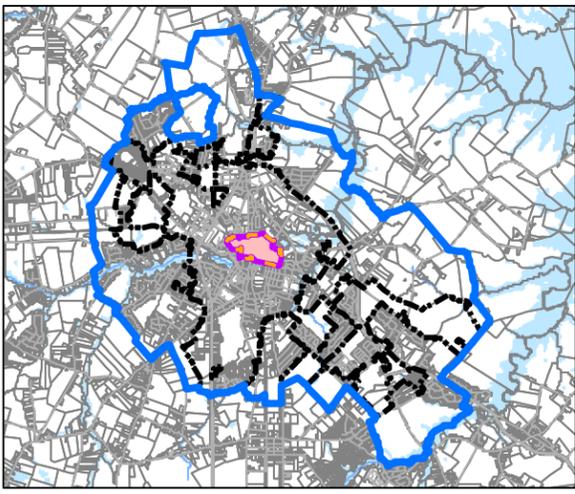


- Downtown Development District
- Registered Residential Rentals

City of Milford  
 Number of Rentals: 1656  
 Total Area (Acres): 6317  
 Rentals/Acre: 0.26

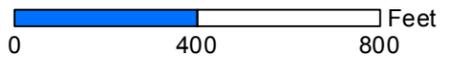
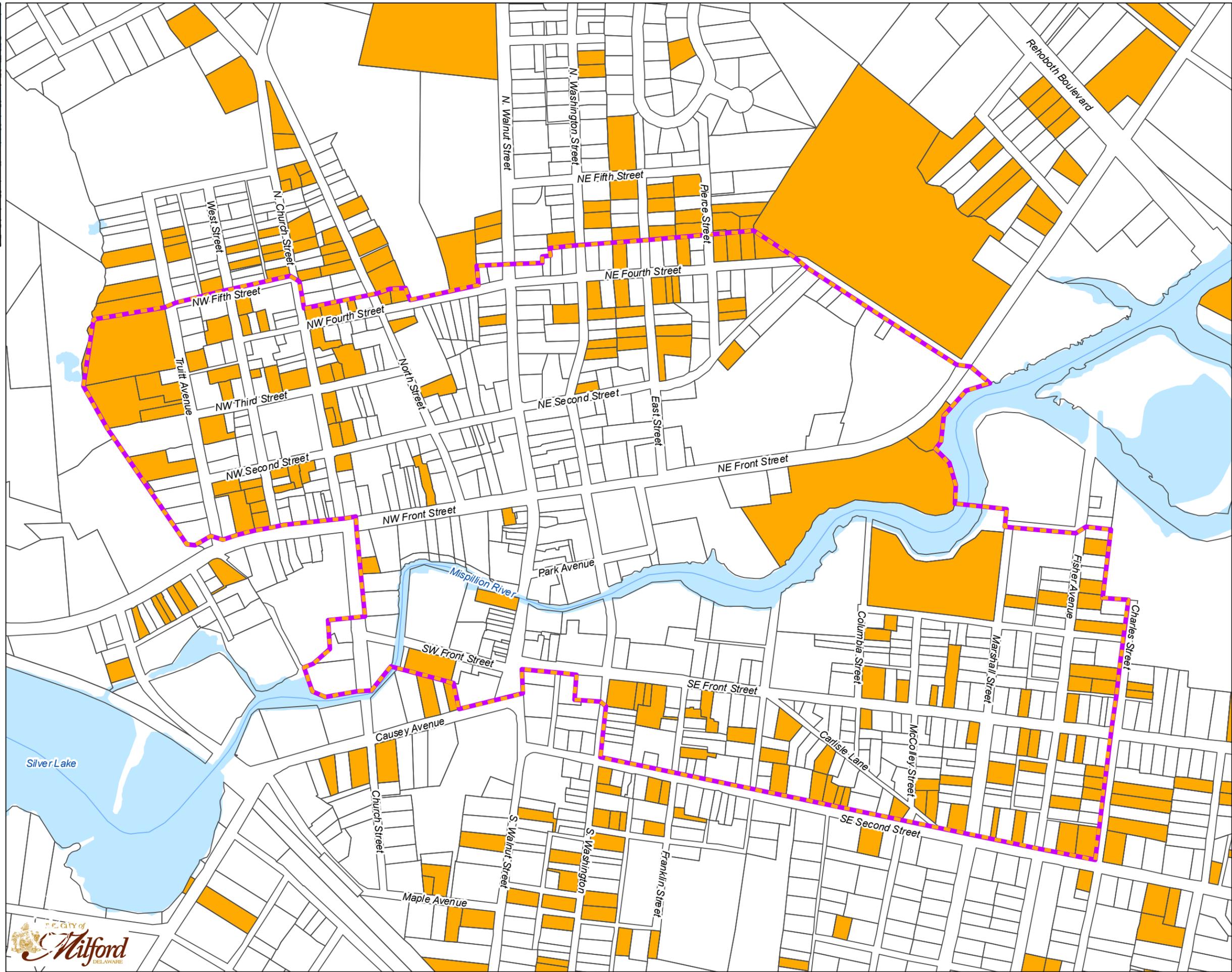
Downtown Development District  
 Number of Rentals: 171  
 Total Area (Acres): 170  
 Rentals/Acre: 1.00





### City of Milford Downtown Development District 2013-2015 Code Enforcement Violations Exhibit 10

-  Downtown Development District
-  Code Enforcement Violations



Date: 4/4/2016 User Name: RPierce  
2016\_DDD\_CodeEnforcement2013-2015





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## **Support from State Agencies for Community Development**

Congratulations on your community's designation as a Delaware Downtown Development District! Governor Markell has asked each cabinet agency to offer incentives and information to support your efforts.

In the pages that follow, you will find information to help you access support for your community from state agencies. Each agency has identified a contact person to make your engagement with the agency as smooth as possible. In addition, agencies have pledged program enhancements to support the Downtown Development Districts. Some of these, like the investment incentives offered by the Delaware State Housing Authority or Historic Preservation Tax Credits offered by the Department of State, offer direct monetary support to investors in Downtown Development Districts. Others agencies have pledged to prioritize projects within the Districts. In all cases, the agencies will endeavor to support the districts with their programs.

# Agriculture, Delaware Department of

## **DDA DDD Lead Contact Person**

Holly Porter, Deputy Principal Assistant  
Delaware Department of Agriculture  
2320 South Dupont Hwy  
Dover, DE 19901  
Office: (302) 698-4503  
Cell: (302) 233-0239  
[Holly.Porter@state.de.us](mailto:Holly.Porter@state.de.us)

## *Existing Programs to Further DDD Initiatives*

### **Planting Hope Garden**

A multi-purpose garden housed at Herman Holloway Campus in Newark and began in 2010. This project was a partnership with Dr. Faith Kuehn in DDA's Plant Industry and DHSS. The garden offers a weekly farmers' market, a community supported agriculture (CSA) program, and therapeutic attributes for the residents of the Campus.

### **Urban Gardening/Farming**

Working with the Delaware Urban Farm & Food Coalition, DDA has helped build relationships and worked with several of the community gardens throughout Wilmington. Our support has been anywhere from making connections, to contributing money for materials (dirt, wood, plants), to sponsoring a bus trip of youth to the Delaware State Fair in 2013 to meet with the Governor and learn more about agriculture. There are approximately 70 community gardens and counting in Wilmington and with the help of the DE Urban Farm & Food Coalition, they are building vibrant communities. Dr. Faith Kuehn currently sits on the coalition as a representative for DDA.

### **Eastside Rising**

There are several strategies to the Eastside Rising project, which is being executed through the Central Baptist Church. DDA has been involved with the strategies of community health (see Corner Store initiative below) and economic development. DDA has helped build relationships with farmers from Sussex County to provide a source of fresh fruits and vegetables to Urban Acres, an operation of four farm stands in Wilmington run by Mike Minor from the Central Baptist Church. DDA has

also participated in meetings about creating a Food Hub in the Eastside offering wholesale local food distribution, incubator kitchens, canning facilities and more.

### **Corner Store Initiative**

This project started from the Eastside Rising community health strategy. One of the Rising committee members, Konrad Kmetz, connected with the Philadelphia Food Trust to work on increasing the availability and sales of healthier foods throughout all of Wilmington corner stores – including fresh, local produce. This project is a spinoff from Eastside Rising and has really gained momentum and is moving forward on its own. DDA has matched a planning grant that the group secured through Longwood Foundation, and we also helped the group secure a USDA Specialty Crop Block Grant for the implementation phase.

### **Kent County Food Innovation District**

This is a steering committee through the Kent County Economic Development that is looking at how to maximize the assets of Kent County, specifically agriculture, to develop new markets. The group is partnering with several in Kent County to coordinate some community gardening efforts, especially in Dover. Holly Porter represents DDA on this committee.

### **Farmers' Markets**

There are currently nine farmers' markets within Wilmington. Each year DDA works with market managers to build relationships with farmers, share marketing ideas and promote the farmers' markets throughout the state. A website was established to help promote all farmers' markets and retail operations throughout the state ([de.gov/buylocal](http://de.gov/buylocal)). DDA has created summer campaigns for the past two years to help market the website and encourage local buying.

### *DDD Program Enhancements*

### **Farmers' Markets**

DDA's marketing department is working with DHSS to implement a WIC Farmers' Marketing Nutrition Program (FMNP) for key farmers' markets. We are also investigating a Senior Farmers' Market Nutrition Program (SFMNP) for the Delaware markets as well. That will continue to assure the availability of fresh produce to low-income families, helping to increase healthy living. DDA and DHSS hope to roll out pilot programs for the next season.

### **Specialty Crop Block Grant**

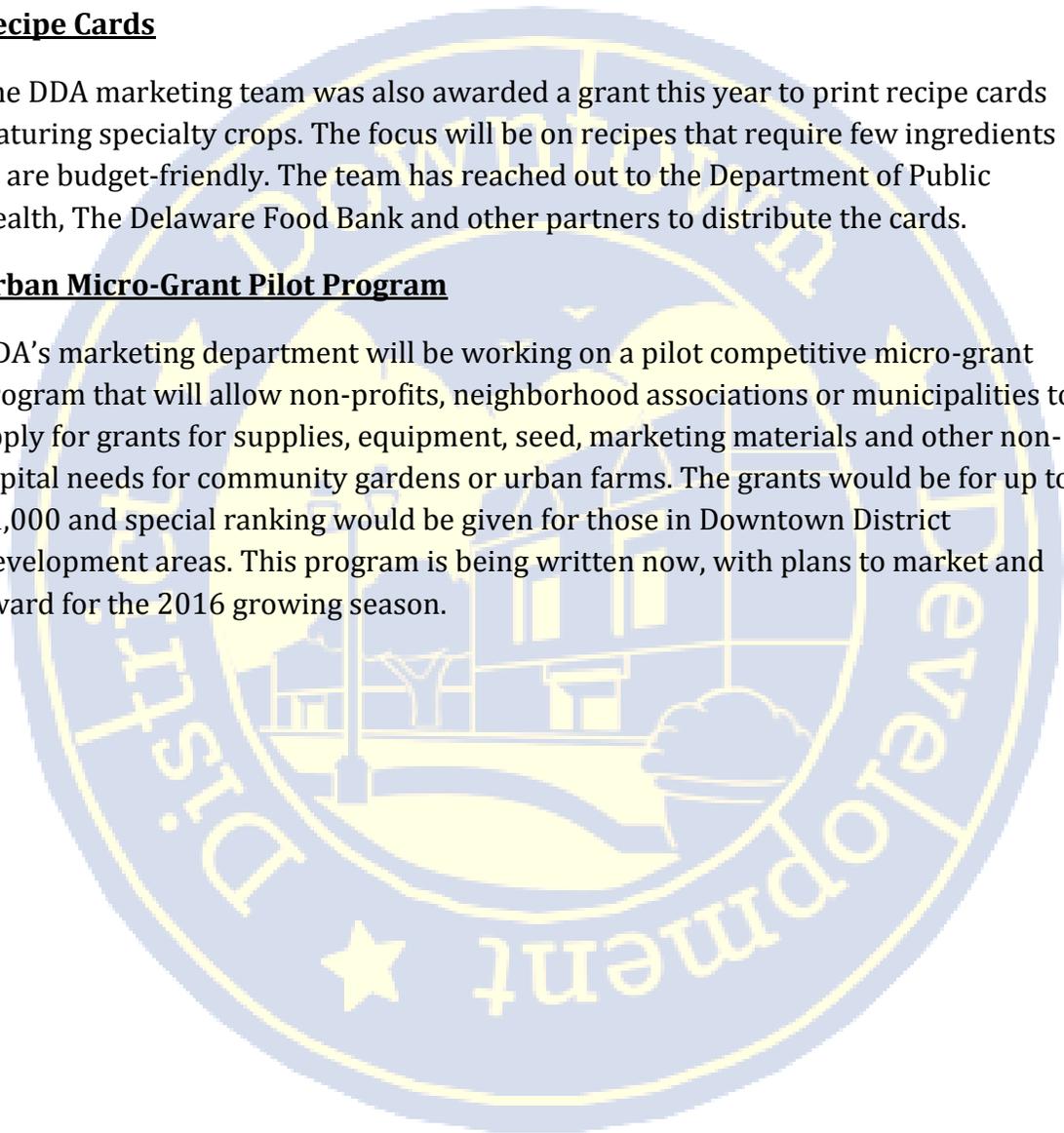
DDA administers this USDA program, and our marketing department continues to promote this grant to any candidates that would help increase consumption of fruits and vegetables and encourage healthy eating in adults and children.

### **Recipe Cards**

The DDA marketing team was also awarded a grant this year to print recipe cards featuring specialty crops. The focus will be on recipes that require few ingredients or are budget-friendly. The team has reached out to the Department of Public Health, The Delaware Food Bank and other partners to distribute the cards.

### **Urban Micro-Grant Pilot Program**

DDA's marketing department will be working on a pilot competitive micro-grant program that will allow non-profits, neighborhood associations or municipalities to apply for grants for supplies, equipment, seed, marketing materials and other non-capital needs for community gardens or urban farms. The grants would be for up to \$1,000 and special ranking would be given for those in Downtown District Development areas. This program is being written now, with plans to market and award for the 2016 growing season.



# Children, Youth and Their Families, Delaware

## Department of

### **DSCYF DDD Lead Contact Person**

Steven E. Yeatman, Chief Policy Advisor  
1825 Faulkland Road, Wilmington, DE 19805  
(302) 633-2505  
[steven.yeatman@state.de.us](mailto:steven.yeatman@state.de.us)

### *DDD Program Enhancements*

#### **Incentivize Community Based Program Investments**

- A program's location within a DDD can be made a preference for which additional points are awarded in the Request for Proposals scoring process for DSCYF contracts.
- The Division of Prevention and Behavioral Health Services has two existing programs that are accessible to students living in each of the Downtown Developmental Districts. The first is the K-5 Early Intervention Program which places Family Crisis Therapists into Elementary Schools. The second is the Behavioral Health Consultant Program which places licensed clinicians in Middle Schools. The participating schools in each of the three counties are:
  - New Castle County
    - Stubbs Elementary
    - Bancroft Elementary
    - Bayard Middle
  - Kent County
    - Fairview Elementary
    - South Dover Elementary
    - Central Middle
    - William Henry Middle
  - Sussex County
    - West Seaford Elementary
    - Douglas Elementary
    - Seaford Middle
- The Department works in partnership with DSHA to provide Statewide Rental Assistance Program vouchers for children aging out of foster care and reunification of families involved with DFS. Once the redevelopment of the DDDs has occurred and the housing stock is available we can encourage youth and families to utilize the vouchers for homes/apartments in those areas.
- DSCYF prevention funding (for billboards, etc.) can be targeted to the DDDs.

# Correction, Delaware Department of

## **DOC DDD Lead Contact Person**

Director John Sebastian, Probation & Parole  
Delaware Department of Correction  
314 Cherry Lane  
New Castle, DE 19720  
Office (302) 577-3443 Ext. 5468  
[john.sebastian@state.de.us](mailto:john.sebastian@state.de.us)

### *Existing Programs to Further DDD Initiatives*

Although DOC is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we that could be useful in improving public safety and/or quality of life in our downtowns. DOC welcomes the opportunity to share this information on the many programs which to aid DDD's in achieving their goals.

- Attorney General's Violent Crime Task Force/Crime Strategies Unit: Probation & Parole (P&P) assists as needed with the Task Force.
- Attorney General's Proactive Focus Zone (PFZ) on the Eastside Initiative: The AG's Office coordinates targeted visits to areas of concern on the Eastside of Wilmington. The AG's Office, Licensing & Inspections, DATE and P&P assist. P&P has created a Rapid Response Plan for the City of Wilmington. The plan deploys P&P Officers assigned to Operation Safe Streets to the areas where violent crimes are occurring. P&P Officers conduct home visits and warrant attempts on offenders under the supervision of P&P.
- Operation Safe Streets : P&P has four (4) Probation Officers assigned to the Operation Safe Streets Unit in partnership with WPD and a fifth Probation Officer is assigned to Safe Streets carrying a traditional Probationer Case Load. In addition, the P&P Absconder Unit has two Probation Officers assigned to the City of Wilmington to search for probation and Level 4 absconders.
- Delaware Reentry Court Enhanced Supervision Project- Restricted (ESP): Located in Wilmington under Judges Medinilla and Butler, the first client was enrolled in the court in August 2011 under Judge Toliver. The target population for the ESP-R program is moderate to high risk men who are returning to the City of Wilmington after serving at least one year in a Delaware prison. The offenders in the program receive enhanced supervision and enhanced access to services to assist with employment, housing, education, substance abuse, treatment, etc.

P&P participate with the project through our I-ADAPT assigned Probation Officers (PO) as well as the following four (4) PO's assigned to the case management of offenders in the program; 1-Senior PO, 1 - Level III PO, 1-Level IV Home Confinement PO, 1- Level II PO

- HOPE Commission Achievement Center: DOC will assist in screening candidates for the program and P&P Officers will coordinate supervision efforts of those offenders in the program.
- Federal Task Forces: P&P has officers assigned to the FBI Violent Crime Task Force, the DEA Task Force, and the US Marshals Service Fugitive Task Force.



# Economic Development Office, Delaware

## **DEDO DDD Lead Contact Person**

State Coordinator, Diane Laird  
Delaware Economic Development Office  
99 Kings Highway  
Dover, DE 19901  
Office (302) 739-4271  
[diane.laird@state.de.us](mailto:diane.laird@state.de.us)

### *Existing Programs to Further DDD Initiatives*

DEDO can provide limited but meaningful customized technical assistance to support targeted projects in DDD designated communities on an as-needed and budget-permitting basis.

### *DDD Program Enhancements*

While the Delaware Economic Development Office (DEDO) does not have funding specific to “special DDD enhancements”, Downtown Delaware (a program of DEDO) works through community partners statewide, including representatives in designated Main Street towns and Commercial District Affiliates, and through whom we regularly initiate and participate in conversations that can lead to facilitation and creation of programs, technical assistance, and incentives that will support projects in DDD designated areas.

# Education, Delaware Department of

## **DOE DDD Lead Contact Person**

Tina Shockley, Policy Advisor

Office (302) 735-4105

[Tina.Shockley@state.de.us](mailto:Tina.Shockley@state.de.us)

### *Existing Programs to Further DDD Initiatives*

Although the Delaware Department of Education (DOE) is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we that could be useful in improving public safety and/or quality of life in our downtowns. DOE welcomes the opportunity to share this information on the many programs which to aid DDD's in achieving their goals.

- Pursuing grant funding to expand and increase nutrition programs for children birth to age 18. For example, the Department of Education, Child Nutrition Programs, has a long standing partnership with the City of Wilmington Parks and Recreation Department. The Parks and Recreation Department serves as a sponsor in the Summer Food Service Program (SFSP) and in the Child and Adult Care Food Program (CACFP) as an At Risk Sponsor. As a sponsor in these USDA Child Nutrition Programs, the city is responsible for the oversight of approximately 40 At Risk feeding sites during the school year which provides afternoon snacks, supper meals, and evening snacks to children participating in enrichment programs after school hours throughout the city. When school lets out for the summer, the city coordinates over 90 feeding sites to feed children who may otherwise go without.
- DOE will work with other agencies including the Office of Child Advocate, Family Court, and DSCYF to build compassionate schools based in evidence-based trauma-informed practices
- DOE plans to continue 21st Century Community Learning Center grants. Currently there are close to 50 program sites in Stubbs Elementary, Lewis Dual Language School, Kuumba Academy, Delcastle and Howard HS, AI HS and AI MS, HB MS, Delaware College Prep, Baltz ES, Mote ES, Warner ES, Highlands ES, Richardson Park ES, East Side CS, and Family Foundations CS and Thomas Edison. There is an annual competitive grant available for schools and community partners to apply, posted in the fall and due in February. More information can be found on our website: <http://www.doe.k12.de.us/Page/1058>
- Adult/Education Programs are available in downtown areas of each county as follows:

- New Castle County:
  - ABE/GED classes at the YWCA Home Life Center at 709 N. Madison Street, Wilmington DE (Christina Adult Education)
  - ABE, Career Readiness and Groves High School Classes at the Wilmington Central Library-Inspiration Space at 10<sup>th</sup> and Market Streets in Wilmington DE (Christina Adult Education)
  - ABE/GED classes at the DOL Fox Valley One Stop Center at 4425 North Market Street, Wilmington, DE (New Castle County Adult Education)
- Kent County:
  - ESL/family literacy services in Dover at South Dover Elementary in the evenings (Polytech Adult Education)
  - ABE/GED classes at Smyrna Public Library (Polytech Adult Education)
  - ABE/GED classes at Dover Public Library (Polytech Adult Education)
  - BE/GED classes at Milford Multicultural Community Center (Polytech Adult Education)
- Sussex County:
  - ESL classes in downtown Seaford and Bridgeville (Sussex Tech Adult Education)
  - ABE and Groves classes in downtown Laurel, Seaford and Bridgeville (Sussex Tech Adult Education)
  - After School programs in Downtown Bridgeville (Sussex Tech Adult Education)
  - ESL Family Literacy classes in Downtown Bridgeville (Sussex Tech Adult Education)

# Health and Social Services, Delaware

## **DHSS DDD Lead Contact People**

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Assistant: Allyson McGonigle: (302) 255-9043

Kevin Kelley, Director, Division of Management Services

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Assistant: Candace Elliott (302.255.9001)

## *DDD Program Enhancements*

Although DHSS is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we believe are useful, or could be useful, in improving public safety and/or quality of life in our downtowns. These programs represent a mixture of:

- “Safety net” or “public benefit programs” that are basic to human existence;
- Emergency assistance programs that provide a bridge for citizens who are temporarily struggling with life’s exigencies;
- Healing programs, particularly those related to substance use disorder and mental health issues;
- Collaborative efforts with other organizations to directly address crime or work to prevent it through education, training, outreach and various other means; and,
- Volunteer/civic engagement of some of our staff who live in urban communities that are afflicted with crime.

DHSS welcomes the opportunity to share this information on the many programs which we believe could aid DDD’s in achieving their goals.

## *Existing Programs to Further DDD Initiatives*

### **Safety Net Programs**

“Safety net” programs are those that provide for the basic needs of the population. Studies show that people living in poverty and unable to provide for themselves or their loved ones with the basics of existence are more likely to fall victim to crimes and/or become involved in criminal acts. Effective use of Safety Net programs can improve life for the whole community.

### **Health Support Services**

- Medicaid

Medicaid represents the largest fiscal program within the Department’s budget. Medicaid is the federal/state health insurance program for those impoverished, including children, the elderly, and individuals with disabilities. It makes available comprehensive health care benefits to low-income children and adults, including both preventive and acute care services as well as long-term care services and supports.

- Public health services, e.g., WIC, funding for safe drinking water, responding to public health emergencies, Smart Start, Healthy Homes, etc.

The public health team is engaged with advancing positive health outcomes that are population based. These efforts are primarily recognized with immunization campaigns; safe drinking water loans to communities to improve drinking water infrastructure which is critical to maintaining healthy populations; and the State Health Operations Center which was busy during and after Hurricane Sandy to ensure medical support at shelters, activated call center to guide individuals during and after the storm and organized individuals ready to support evacuations of the most vulnerable populations.

### **Benefit Programs**

- Temporary Assistance for Needy Families (TANF) – Cash benefit to indigent families with dependents
- Supplemental Nutritional Assistance Program (SNAP) – nutritional support for low-income families and individuals
- General Assistance (GA) – cash assistance
- Purchase of Care – support for child care for low-income families
- Needy Family Fund assists clients who are eligible for Emergency Assistance Services (EAS) by being an active participant of TANF, SSI, GA or Medicaid

- Utility Fund – Client Assistance assists with paying clients’ utility bills. Funding comes from consumer usage through utility deregulation rules applicable to Delmarva Power

### **Homeless Outreach and Housing Supports**

- Code Purple is a confederation of city, state, non-profit and faith based organizations which provide emergency shelter and services in the city for the homeless. DHSS provides coordination, expanded funding and new in-kind benefits (e.g. blankets and sleeping bags) to support this program.
- Projects in Assistance for Transition from Homelessness (PATH) provides outreach to individuals who are both homeless and who may have a mental illness or co-occurring disorder
- Project Renewal provides services to the homeless in Sussex County
- Oxford Houses provides a network of 37 (and growing) houses for 201 individuals who have a substance use condition and are in recovery and who have jobs and attend programs

### **Emergency Assistance Programs**

Emergency assistance programs provide a temporary “bridge” for Delaware’s citizens who are struggling with a crisis that leaves them unable to meet living needs.

- Child Care Subsidy provides a subsidy for low income workers with children; enrolls children, infants through 12 years, into a childcare program.
- Employment & Training assists unemployed recipients to find jobs
- Adopt-A-Family has been in assistance for more than 30 years, to alleviate crisis and promote independence for Delawareans in need. Sponsors support Year-Round, Back to School and Holiday Programs through tax-deductible donations of household goods, baby supplies, gift certificates and financial assistance
- Community Resource and Assistance Services Program CRAS/CRASP allows each State Service Center Administrator and local Center staff to access donations from community agencies and resources as a result of partnerships they have developed over time; donations are county and locale specific
- Emergency Assistance Services (EAS) provides payments to avoid the destitution of a child or to eliminate an emergency need (i.e. food, shelter, clothing, utilities, etc.) and is funded by the Division of Social Services (DSS)
- Kinship Care Program provides voucher assistance to meet some of the immediate, transitional care needs for infants/children; voucher limit up to \$500 per child; funded through DSS.

- Low Income Home Energy Assistance Program (LIHEAP) provides utility assistance through one time benefits and crisis assistance to prevent weather related health problem
- Regional Greenhouse Gas Initiative (RGGI) provides furnace repair and replacement and energy conservation measures for households throughout Delaware.

### **Healing Programs**

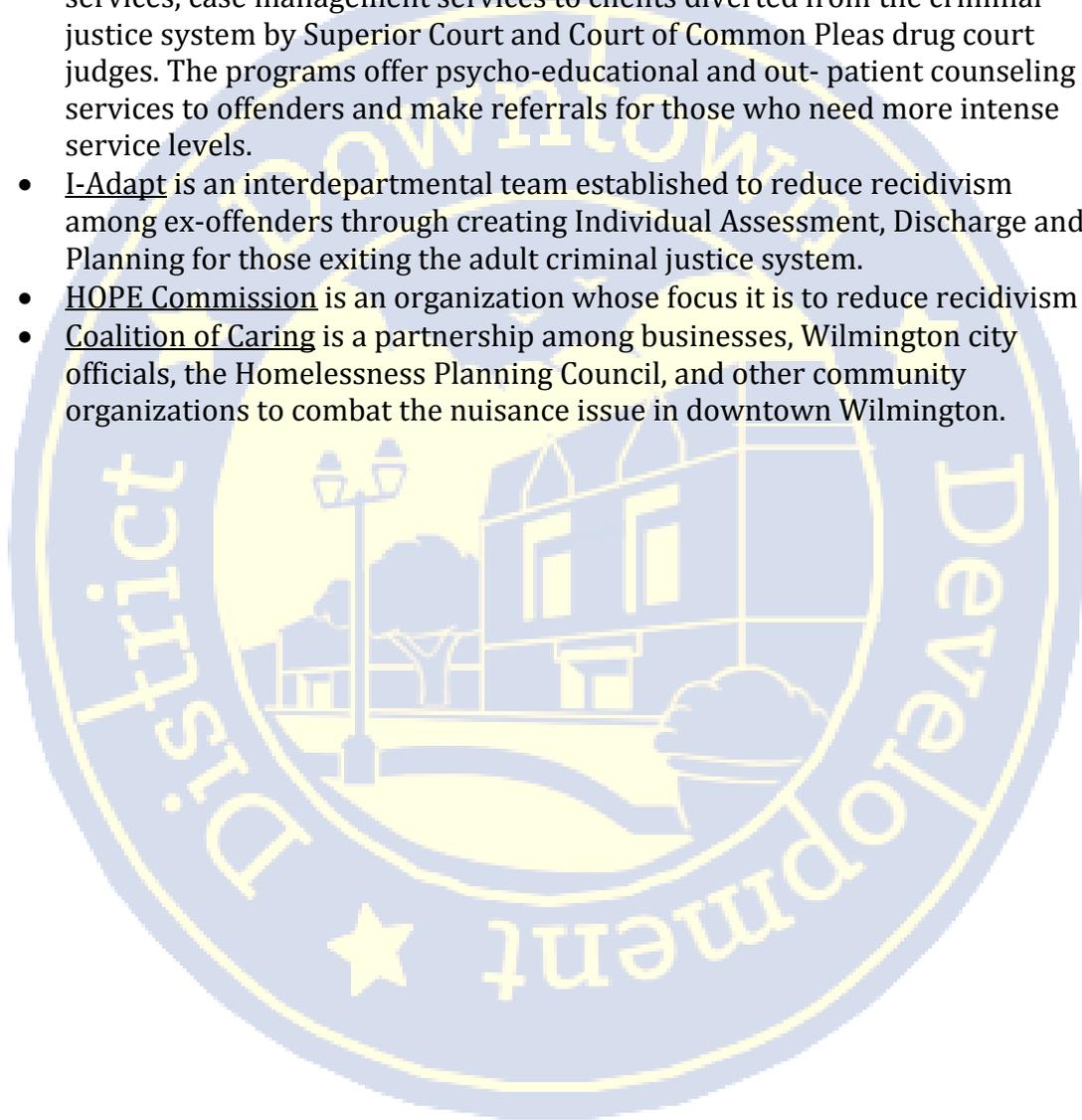
Healing programs primarily focus on mental health and substance use disorder treatment.

- Needle Exchange Program provides clean needles to intravenous drug users which reduces their chances of acquiring chronic health conditions such as hepatitis or HIV. The program also provides treatment services
- DSAMH Crisis Services: Mobile Crisis Intervention Services, Crisis Assessment and Psychiatric Emergency Services (CAPES) and CCCP Crisis Responses. The three primary Crisis Intervention Services help insure that a psychiatric crisis is ameliorated rapidly and those individuals in crisis are promptly connected and engaged to the appropriate services needed.
- DHSS's Division of Substance Abuse and Mental Health (DSAMH) also provides a full continuum of services to treat substance use disorders. A major new initiative on this issue is currently in the planning stages.
- Delaware Council on Problem Gambling provides a quick gambling screen followed by the more thorough South Oaks Gambling Screen. If the people score high on the SOAG screen, they are provided access onsite to gambling counseling or referred to a gambling program. Gambling prevention and a toll free help line is also available.

### **Collaborative Efforts**

- Family Visitation Centers provide a continuum of services designed to help address custody and visitation issues in families with a history of domestic violence and abuse. Visitation centers are located statewide and offer an appropriate way to provide for safe visitation and exchange, along with flexible visitation alternatives on weekends, evenings and holidays. Individuals are referred by the Family Court.
- Foster Care Greenhouse is a collaborative program between DHSS and the West End Neighborhood House employing adults who have aged out of the foster care system. Statistics show that a significant number of those incarcerated had some level of child welfare intervention, including up to foster care. This program provides meaningful training and employment for those young adults which offers them a chance to break a cycle of abuse/neglect and incarceration.

- Court Programs: The Treatment Access Center (TASC) is the primary liaison between DHSS and the criminal justice system (Superior Court). TASC provides statewide assessment, treatment referral and case management services to individuals with legal affairs as they move through both the criminal justice and treatment systems. TASC coordinates and monitors all Drug Court diversion programs that are funded by DHSS.
- Drug Diversion Programs are community based organizations funded by DHSS to provide an array of education, counseling and urine monitoring services, case management services to clients diverted from the criminal justice system by Superior Court and Court of Common Pleas drug court judges. The programs offer psycho-educational and out-patient counseling services to offenders and make referrals for those who need more intense service levels.
- I-Adapt is an interdepartmental team established to reduce recidivism among ex-offenders through creating Individual Assessment, Discharge and Planning for those exiting the adult criminal justice system.
- HOPE Commission is an organization whose focus it is to reduce recidivism
- Coalition of Caring is a partnership among businesses, Wilmington city officials, the Homelessness Planning Council, and other community organizations to combat the nuisance issue in downtown Wilmington.



# Housing Authority, Delaware State

## **DSHA Urban Renewal DDD Lead Contact Person**

Karen Horton, Principal Planner  
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### *DDD Program Enhancements*

The following are incentives DSHA may provide for housing activities being done within the DDDs. This list is not comprehensive and may adapt as we work with the jurisdictions submitting applications and coordinate with the designated DDD jurisdictions to match our program resources to their identified needs.

#### **Incentivize Real Estate Investments**

DSHA will administer the DDD Grant program to incentivize transformative private investments in DDDs by providing investors with a rebate of up to 20% of invested hard cost associated with the development of residential, commercial, or industrial real estate.

#### **Incentivize Homeownership Development**

DSHA will change Housing Development Fund (“HDF”) policies and application scoring mechanism to ensure that HDF investments are made within DDDs.

- Increase the maximum per unit grant amount from \$35,000 to \$50,000
- Providing prioritization within the scoring points for development incorporated in neighborhood redevelopment plans.

DSHA will focus resources allocated to the Strong Neighborhoods Housing Fund (SNHF) from Settlements or other means on targeted areas that will, by definition, include any designated DDD.

#### **Incentivize Homeownership Financing**

DSHA intends to increase the number of families eligible for our first mortgage product by increasing the maximum income limits. In addition to getting a favorable/below-market interest rate, homebuyers using DSHA programs have access to down payment and settlement assistance loans.

- Increase down payment and settlement assistance loan amount (currently at \$8,000 per homeowner / may need to secure additional funding for this program)
- Offer a new mortgage product that facilitates the acquisition and rehabilitation of homes for sale.

*Combining this product with the increased down payment and settlement assistance for DDDs could be powerful mechanism for facilitating increased homeownership.*

### **Incentivize the Revitalization of Affordable Multi-family Rental Sites**

DSHA intends to ensure that the owners of affordable rental housing stock in DDDs are able to access financing to rehab older units to make them more attractive to renters and ensure they are a positive force in redevelopment efforts.

- Create prioritization for applications for Low-Income Housing Tax Credit (LIHTC) that are part of a DDD plan.

### *Existing Programs to Further DDD Initiatives*

#### **Homeownership**

##### **Homeownership Development**

- Housing Development Fund (HDF) is designed to provide financing for developers through sponsoring agencies. Types of developments that will be considered include, but are not limited to, the acquisition and/or rehabilitation of existing housing, the adaptive reuse buildings, and new construction.
- Strong Neighborhoods Housing Fund (SNHF) is intended to fund local jurisdictions and non-profit development agencies to acquire, renovate and sell vacant, abandoned, foreclosed, or blighted buildings in targeted areas.

##### **Mortgage Assistance**

- Welcome Home/Home Again is a home ownership program that provides first mortgage financing at below-market interest rates to qualified homebuyers.
- First Time Homebuyer Tax Credit is a federal income tax credit designed to help make homeownership more affordable to qualified homebuyers. Homebuyers who elect to use the federal tax credit are eligible to claim a portion of the annual interest paid on their mortgage as a special tax credit.
- Second Mortgage Assistance Loan (SMAL) assists income qualified borrowers in the purchase of their own home by providing down payment and closing cost assistance in the form of second mortgages. SMAL must be used in conjunction with DSHA's Homeownership Loan.

- Advantage 4 grant program assists qualified borrowers in the purchase of their own home by providing down payment and closing costs assistance in the form of a grant equal to four percent (4%) of the first mortgage loan amount.
- Home Purchase Rehabilitation Program assists homebuyer's purchase a home that may need to be repaired, improved, or made more energy efficient. The cost to purchase the home and the costs of repairs (up to \$35,000) are combined into one loan.

### **Homeownership Rehabilitation**

- DSHA administers the Community Development Block Grant (CDBG) program, which offers assistance to low- and moderate-income homeowners in Kent and Sussex Counties who need home repairs or handicapped-accessible features.

### **Foreclosure Prevention**

- Delaware Emergency Mortgage Assistance Program (DEMAP) is designed to assist Delawareans who are 90 days or more delinquent on their mortgage payments. Reasons for hardship are limited to unemployment or reduction in hours as a result of the down turn in the economy, illness, or injury. DSHA brings the mortgage current with a lump sum payment and makes additional payments for up to 24 months total that allows the borrower to stabilize their financial position.
- Wilmington Senior Tax Assistance Program is designed to assist homeowners in Wilmington who are 62 or older and facing imminent foreclosure due to delinquent property taxes, or sewer and water bills. This program is available in the City of Wilmington.

### **Rental Housing Creation and Rehabilitation**

- The statewide Low-Income Housing Tax Credit (LIHTC) program provides a direct federal income tax credit to qualified owners and investors to build, acquire, or rehabilitate rental housing units to rent to working low-income Delawareans. The equity raised through the tax credit investment makes it possible for developers to attract the financing needed to create or restore low-income rental housing.

### **Other**

- The Neighborhood Assistance Act (NAA) program encourages businesses and individuals who pay Delaware state income taxes to invest in programs serving impoverished neighborhoods or serving low- and moderate-income families. In exchange for a qualified contribution to benefit an approved non-profit program, the NAA provides state tax credits equal to 50% of the investment.

# Natural Resources and Environmental Control, Delaware Department of

## **DNREC DDD Lead Contact Person**

Marjorie A. Crofts, Director

Division of Waste and Hazardous Substances

DE Department of Natural Resources & Environmental Control

Office: (302) 739-9400

[Marjorie.Crofts@state.de.us](mailto:Marjorie.Crofts@state.de.us)

## *DDD Program Enhancements*

Although DNREC is not offering incentives specifically directed to the DDD program, the Department administers a number of programs and services we that could be useful in improving public safety and/or quality of life in our downtowns. These programs represent a mixture of:

- Renewable Energy
- Energy Efficiency
- Brownfield Clean-up
- Water Quality
- Solid and Hazardous Waste
- Flood Mitigation
- Regulatory Assistance

DNREC welcomes the opportunity to share this information on the many programs which we believe could aid DDD's in achieving their goals.

## *Existing Programs to Further DDD Initiatives*

### **RENEWABLE ENERGY**

- Division of Energy & Climate (DEC): The Green Energy Program provides grant incentives for qualifying renewable energy systems installed in Delaware. In order to qualify for rebates under the Green Energy Program, participant's electricity provider must collect funds for the program and currently offer a grant program for renewable energy projects. Each electric utility company offering rebates through the Green Energy Program has unique program regulations, requirements, program budgets, incentive levels and application forms. For more detailed information about each

program please visit program website:

<http://www.dnrec.delaware.gov/energy/services/GreenEnergy/Pages/default.aspx>

- Commercial, Industrial, Residential, Nonprofit, Schools, Local Government, Agricultural, Institutional applicants may be eligible for rebates for use of photovoltaics, wind, geothermal heat pumps or fuel cells using renewable fuels.

Email: [DNREC.GreenEnergyProgram@state.de.us](mailto:DNREC.GreenEnergyProgram@state.de.us), 302-735-3480

- Sustainable Energy Utility (SEU)/DECSEU buys Solar Renewable Energy Credits (SREC) for \$0.45\per watt from solar installations up to 50Kw. In exchange the generation owners assign SREC's generate over the next 20 years to the SEU. Residential photovoltaic systems up to 50kW are eligible to generate for SREC procurement.

Email: [DNREC.GreenEnergyProgram@state.de.us](mailto:DNREC.GreenEnergyProgram@state.de.us), 302-735-3480

### **ENERGY EFFICIENCY**

- Energy Efficiency Investment Fund (EEIF) program helps businesses offset upfront costs for energy efficiency improvements and offers two grant/loan options for installation of energy efficiency projects. A prescriptive energy efficiency grant option to install specified efficiency equipment according to a set incentive amount. A custom option is for businesses with complex energy efficiency projects. The fund will not pay more than 30% of a custom or prescriptive project costs and will not exceed \$500,000. Grants are awarded on a first-come first-served basis and the funds are limited. Non-residential electric or natural gas consumers located in Delaware that pay the Delaware Public Utility are eligible. Energy Assessment rebates and Installation of energy efficiency projects that achieve a simple payback of not more than ten years and not less than one year. Efficiency measures include but are not limited to: Efficiency improvements to thermal barrier, mechanical insulation, HVAC, lighting, and controls Efficiency improvements to process equipment such as air compressors, motors, pumps, variable frequency drives and Retro-commissioning. Contact Patty Murray, [Patricia.Murray@state.de.us](mailto:Patricia.Murray@state.de.us), (302) 735-3480
- Low-interest loans for installation of energy efficiency measures that, in turn, lower their bills while reducing the environmental impacts of energy production, delivery and use. Applicants need an energy audit that includes a detailed project description as well as documented energy savings. Projects are reviewed on a case by case basis. Commercial, Industrial, Nonprofit, Schools, Local Government, Agricultural, and Institutional applicants are eligible. Contact: Ed Synoski, [Edward.Synoski@state.de.us](mailto:Edward.Synoski@state.de.us), (302) 735-3358
- Weatherization Assistance Program (WAP) is a free service that is designed to reduce energy costs for low-income families by improving the energy efficiency of their home. Grant funds are provided by the U.S. Department of

Energy and state sources for administering the program. Residential home owners, low-income housing developers and owners, and home renters are eligible to apply for direct grants to install energy efficiency and home weatherization measures. Contact: Rob Underwood, 302-735-3480, [Robert.Underwood@state.de.us](mailto:Robert.Underwood@state.de.us)

### **Clean Transportation:**

The Delaware Clean Transportation Incentive Program provides grants and rebates for Delawareans, Delaware counties and municipalities, and Delaware businesses for the purchase of new alternatively fueled vehicles and electric vehicle charging stations.

Providing public electric vehicle charging stations in downtown development districts can encourage travel to downtown locations and help support the local economy. Rebates of \$500 are currently available for the purchase of Level 1 and Level 2 charging stations. In addition, this program offers rebates of up to \$2,200 for purchase or lease of electric or plug-in hybrid mid-sized passenger vehicle; rebates of up to \$1,100 are available for dedicated natural gas or propane mid-sized passenger vehicle. Individuals are limited to one rebate, while fleets are limited to five rebates. Municipalities are encouraged to take advantage of these rebates to provide charging services to an increasing number of electric vehicle drivers and to add alternative fueled vehicles to their fleets.

Funding for this program is provided through Delaware's participation in the Regional Greenhouse Gas Initiative (RGGI). More information can be found at [www.de.gov/cleantransportation](http://www.de.gov/cleantransportation) or by contacting Kathy Harris at (302) 735-3480 or [Kathleen.Harris@state.de.us](mailto:Kathleen.Harris@state.de.us).

### **BROWNFIELD CLEANUP**

- Site Investigation and Restoration Section (SIRS) supports brownfield clean-up with a variety of programs. Contact: Tim Ratsep, 302-395-2600, [Timothy.Ratsep@state.de.us](mailto:Timothy.Ratsep@state.de.us)
  - Grant assistance to non-profit entities, local governments, and prospective owners by becoming a Brownfield Developer;
  - Grant and loan assistance to prospective brownfield developers;
  - Loans to owners of potentially contaminated properties to serve a public purpose by protecting groundwater or surface water supplies, or sediment quality.

- SIRS staff can tour neighborhoods at the request of local governments and community groups to identify properties that are potentially Brownfields. Once confirmed, these sites can be added to our Brownfields Inventory for marketing. Contact: Christina Wirtz, 302-395-2600, [Christina.Wirtz@state.de.us](mailto:Christina.Wirtz@state.de.us)
- SIRS can conduct at the request of local governments a community groups a limited number of site histories (Preliminary Assessments) and possibly take actual soil samples (Site Inspection) to determine if a site is contaminated using Federal grant funding. Any site may be eligible, but the request must be submitted through the State's annual grant application to EPA. Contact: Tim Ratsep, 302-395-2600, [Timothy.Ratsep@state.de.us](mailto:Timothy.Ratsep@state.de.us)

## **WATER QUALITY**

- Green Infrastructure loans for are available for projects at below market interest rates. Interest rate subsidies and/or principal forgiveness may be provided based on the affordability of the project. Wastewater facilities and other green infrastructure, water efficiency, energy efficiency or environmentally innovative projects are eligible. Contact: Greg Pope, [Greg.Pope@state.de.us](mailto:Greg.Pope@state.de.us), 302-739-9941
- Stormwater Infrastructure loans are available for stormwater infrastructure projects at below market interest rates. Interest rate subsidies and / or principal forgiveness may be provided based on the affordability of the project. Projects with water quality benefits are eligible. Contact: Greg Pope, [Greg.Pope@state.de.us](mailto:Greg.Pope@state.de.us), 302-739-9941
- Leaking Storage Tank Remediation loans provide a source of low interest financing for protecting the State's groundwater supplies by rehabilitating underground storage tank systems. Eligibility is open to owners or lessees of underground storage tank facilities that need rehabilitation in order to meet regulatory requirements and where the applicant demonstrates the ability to repay the loan. Eligible projects provide the following:
  - Upgrade and/or retrofit underground storage tank systems to include the installation of leak detection, spill containment, overflow protection, and/or corrosion protection on any underground storage tank system;
  - Removal or abandonment of underground storage tank systems; provide maintenance and monitoring of contaminated project sites;
  - Remediation of sites contaminated as a result of a release from an underground storage tank system;
  - Investigation and assessment of contaminated sites;
  - Restoration or replacement of potable water supplies;
  - Emergency response and initial site hazard mitigation.

Contact: Jill Hall, [jill.Hall@state.de.us](mailto:jill.Hall@state.de.us), 302-395-2500

- Community Water Quality Grants program is designed to assist municipalities, government agencies, and non-profit organizations with implementing projects or programs within Delaware's developed landscape to improve water quality in designated impaired watersheds consistent with specific plans developed for watershed improvements. Programs and projects selected will demonstrate innovative and sustainable methods, techniques, and/or practices for water quality improvements with cost effective and measurable results. State or municipal government, agency or program, non-profit organization, educational institution, community organization, homeowner's association applicants are eligible. Grants are for projects or programs within Delaware's developed landscape to improve water quality in designated impaired watersheds consistent with specific plans developed for watershed improvements. Contact: Sharon Webb, [Sharon.Webb@state.de.us](mailto:Sharon.Webb@state.de.us), 302-739-9922 or visit <http://www.dnrec.delaware.gov/fab/Pages/Community-Water-Quality-Grants.aspx>

### **SOLID AND HAZARDOUS WASTE**

- Recycling programs support the statewide universal recycling law and offers grants, loans, business sector recycling toolkits, and technical assistance. Government, commercial, and non-profit applicants are eligible for grants and loans to increase the recycling rate. Contact: Bill Miller, 739-9403, [Bill.Miller@state.de.us](mailto:Bill.Miller@state.de.us)
- Waste Reduction program conducts free waste assessments to help participants understand Best Management Practices (BMPs) and navigate service options related to waste streams. Government and commercial applicants are eligible for technical assistance to increase the recycling rate, reduce waste generation, and cut costs. Contact: Bill Miller, 739-9403, [Bill.Miller@state.de.us](mailto:Bill.Miller@state.de.us)

### **FLOOD MITIGATION**

Delaware's Flood Mitigation Program provides flood-related assistance to individuals and communities for the purpose of reducing the state's vulnerability to flood damages. Information is provided on available flood studies, and assistance is provided to help individuals and communities assess their flood risk at a particular location. Specifically, the program helps communities comply with floodplain standards including Delaware Executive Order 41 flood avoidance guidance. . It also assists individuals and communities obtain funding for projects which reduce vulnerability to flooding. Contact: Michael Powell, (302) 739-9921, [Michael.Powell@state.de.us](mailto:Michael.Powell@state.de.us)

## **REGULATORY ASSISTANCE**

DNREC Regulatory Assistance provides an opportunity for developers or business owners seeking to relocate or expand within the state to consult with DNREC agencies about environmental permitting and design considerations. The RAS provides a one-stop-shop for information about necessary permits and regulations. Both public and private sector applicants are eligible for technical assistance. Contact: Michelle Jacobs, 302-739-9069, [Michelle.Jacobs@state.de.us](mailto:Michelle.Jacobs@state.de.us)



# State, Delaware Department of

## **DOS DDD Lead Contact Person**

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Division of Historical & Cultural Affairs  
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## *DDD Program Enhancements*

### **Historic Preservation Tax Credits**

The Division of Historical and Cultural Affairs administers the state historic preservation tax credit program. This program is authorized at \$5.0M in tax credits annually. A portion of the rehabilitation costs for eligible projects may qualify for state historic preservation tax credits. Eligible projects must include buildings listed on the National Register of Historic Places and must adhere to the U.S. Secretary of the Interior's Standards for Historic Preservation. (Note: A building may be listed on the National Register either individually or as part of a National Register District.) Projects for income-producing properties may receive up to 20% in credits for allowable rehabilitation expenses; residential projects may receive up to 30% in credits for allowable rehabilitation expenses. Income-producing projects may also be eligible for additional federal historic preservation tax credits.

### **The \$5.0M in historic preservation tax credits are available as follows:**

- Pool A: Projects in DDDs with an expected tax credit of more than \$300,000: \$1.0M in tax credits available.
- Pool B: Projects in DDDs with an expected tax credit of less than \$300,000: \$500,000 in tax credits available.
- Pool C: Projects in Non-DDD areas with an expected tax credit of more than \$300,000: \$2.0M in tax credits available.
- Pool D: Projects in Non-DDD areas with an expected tax credit of less than \$300,000: \$1.5M in tax credits available.

All credits are awarded on a first-come, first-served basis. Please note that on April 1<sup>st</sup> of any fiscal year, all unused tax credits in Pools A through D are available for use by any project, regardless of size and regardless of DDD status.

### *Existing Programs to Further DDD Initiatives*

#### **Federal Historic Preservation Tax Credit Review**

The Division of Historical & Cultural Affairs serves as a reviewer and point-of-contact with all applications made to the National Park Service under the federal historic preservation tax credit program.

#### **Certified Local Government Program**

The Division of Historical & Cultural Affairs operates a Certified Local Government program, which certifies that local government have met the standards related to historic preservation set forth by the National Park Service. Upon designation, all Certified Local Governments are immediately eligible for annual funding for historic preservation activities through the Division.

#### **National Register of Historic Places Technical Assistance**

The Division of Historical & Cultural Affairs provides technical assistance with parties interested in applying for recognition on the National Register of Historic Places.

A multi-purpose garden housed at Herman Holloway Campus in Newark and began in 2010. This project was a partnership with Dr. Faith Kuehn in DDA's Plant Industry and DHSS. The garden offers a weekly farmers' market, a community supported agriculture (CSA) program, and therapeutic attributes for the residents of the Campus.

# Sustainable Energy Utility, Delaware

## **SEU DDD Lead Contact Person**

Tony DePrima, Executive Director, Delaware Sustainable Energy Utility  
109 South State Street  
Dover, DE 19901  
Office: (302) 883-3038  
Cell: (302) 270-6246  
[www.energizedelaware.org](http://www.energizedelaware.org)

## *DDD Program Enhancements*

### **Enhancing Home Performance with Energy Star Program**

This program is being offered to any property that is a residence or has mixed use residence and commercial building space (four units or less and the commercial space must be 2500 SF or less), within the designated Delaware Downtown Development Districts.

The program is designed to improve comfort, energy efficiency, durability and safety. Rather than focusing on a single problem, such as an inefficient heating and cooling system or drafty windows, Home Performance with ENERGY STAR looks at how improvements throughout your building can work together to make your entire building more comfortable and save you money. Participating properties will follow the general requirement that an energy audit be conducted by one of the program's participating contractors, through which a prioritized scope of work will be generated. The following direct install measures will be offered and installed as a part of this program: CFLs, smart strips, faucet aerators, low-flow showerheads and pipe insulation wrap.

The program will offer a \$50 audit for residential or mixed-use buildings. To complete the energy efficiency upgrades and be eligible for incentives, a test-out conducted by the participating contractor will be required to verify the proper installation of the measures and safety of the property. For projects that include commercial spaces, applicable incentives will need to be applied for separately, through the Energy Efficiency Investment Fund (EEIF) Program.

The following rebates will cover up to 75% of the cost for participants who implement the following audit recommendations:

|  | Incentives –<br>75% up to |
|--|---------------------------|
| Home Energy Audit – Customer pays \$50                                   | \$ 350                    |
| Air Sealing 20% Improvement  | \$ 900                    |
| Air Sealing 30% Improvement  | \$ 1,200                  |
| Duct Sealing 20% Improvement   | \$ 900                    |
| Add R-20 Attic Insulation  | \$ 1,000                  |
| Add R-30 Attic Insulation  | \$ 1,200                  |
| Knee Walls   | \$ 400                    |
| Crawlspace Wall Insulation   | \$ 800                    |
| Floor Insulation (open crawl)  | \$ 800                    |
| Rim Joist  | \$ 200                    |
| Wall Insulation (min 50% of walls)                                       | \$ 2,000                  |
| Heat Pump Tier 1: $\geq 14.5$ SEER and $\geq 12$ EER and $\geq 8.2$ HSPF | \$ 600                    |
| Heat Pump Tier 2: $\geq 16$ SEER and $\geq 13$ EER and $\geq 9$ HSPF     | \$ 900                    |
| Central AC Tier 1: $\geq 14.5$ SEER and $\geq 12$ EER                    | \$ 400                    |
| Central AC Tier 2: $\geq 16$ SEER and $\geq 13$ EER                      | \$ 700                    |
| Mini-Split   | \$ 600                    |
| Furnace Tier 1: $\geq 90$ AFUE   | \$ 400                    |
| Furnace Tier 2: $\geq 94$ AFUE and ECM Blower Fan                        | \$ 700                    |
| Boiler $\geq 85$ AFUE  | \$ 1,000                  |
| Heat Pump Water Heater from Electric Resistance                          | \$ 800                    |
| Heat Pump Water Heater from Fossil Fuel                                  | \$ 800                    |
| Natural Gas/Propane Tankless Domestic Water Heaters                      | \$ 800                    |

In addition to rebates, low-interest loans are available for financing the improvements.

Here is a link to the program that describes more about what it does

<http://www.energizedelaware.org/Home-Performance-with-Energy-Star/>

### *Existing Programs to Further DDD Initiatives*

#### **Low-Interest Loan Program for Businesses and Non-Profits**

The SEU will provide direct low-interest loans to businesses, non-profits, and governments for the purpose of financing ECM's. Loans can range between \$25,000 and \$1 Million. Loan terms are based on payback of the efficiency measures. Rates

can vary from 50% to 120% of the AA 20 year municipal bond index. The borrower must be credit qualified. <http://www.energizedelaware.org/Efficiency-Plus-Business-Program/>

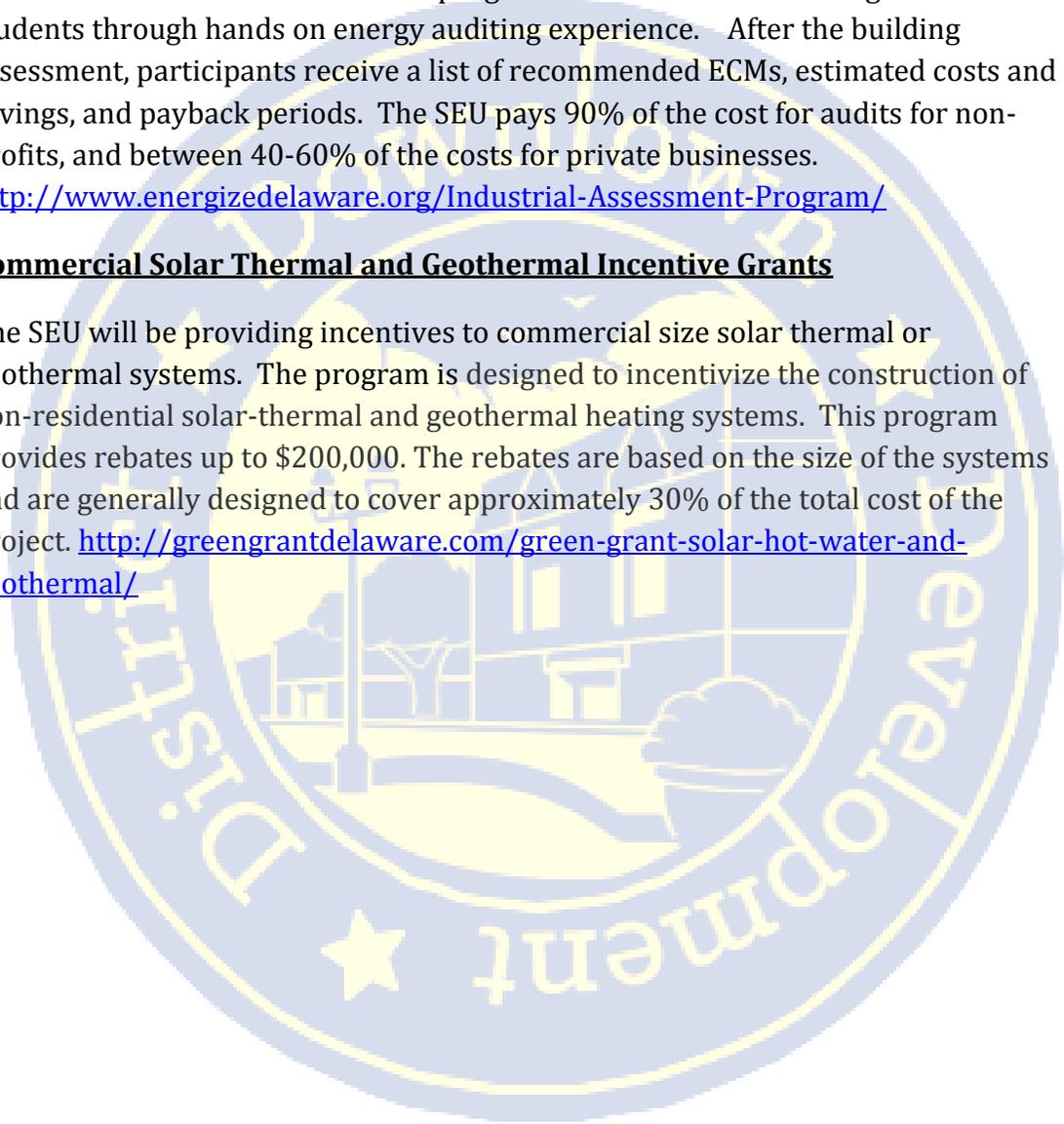
### **Energy Assessments for Non-Profits, Businesses, and Local Governments**

The SEU is subsidizing Energy Audits performed by the University of Delaware's Industrial Assessment Center. This program also serves to train UD graduate students through hands on energy auditing experience. After the building assessment, participants receive a list of recommended ECMs, estimated costs and savings, and payback periods. The SEU pays 90% of the cost for audits for non-profits, and between 40-60% of the costs for private businesses.

<http://www.energizedelaware.org/Industrial-Assessment-Program/>

### **Commercial Solar Thermal and Geothermal Incentive Grants**

The SEU will be providing incentives to commercial size solar thermal or geothermal systems. The program is designed to incentivize the construction of non-residential solar-thermal and geothermal heating systems. This program provides rebates up to \$200,000. The rebates are based on the size of the systems and are generally designed to cover approximately 30% of the total cost of the project. <http://greengrantdelaware.com/green-grant-solar-hot-water-and-geothermal/>



# Transportation, Delaware Department of

## **DelDOT DDD Lead Contact Person**

Nicole Majeski  
Deputy Secretary  
Delaware Department of Transportation  
800 Bay Road  
Dover, DE 19901  
Phone: (302) 760-2715  
[Nicole.Majeski@state.de.us](mailto:Nicole.Majeski@state.de.us)

### *Existing Programs to Further DDD*

#### **Planning Assistance**

The Division of Planning within DelDOT is available to assist with identifying and incorporating transportation facets into the overall planning of the DDD area and into the individual developer driven projects. This will allow these improvements to be incrementally completed and coordinated with any capital project the department may be planning.

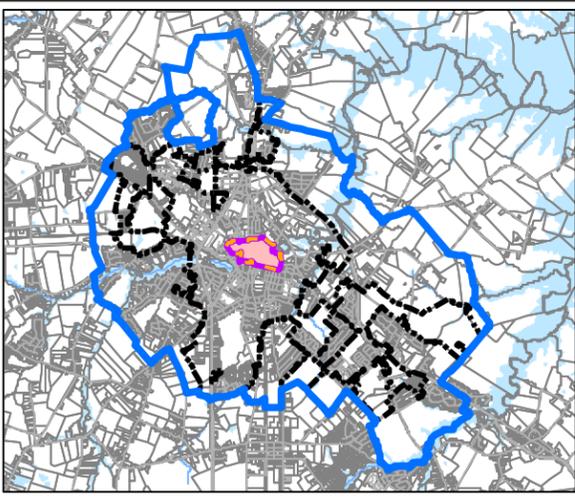
#### **Expedited Reviews**

DelDOT's Division of Planning and Public Works sections will expedite any review and/or permit process for any development plans within a designated DDD that require DelDOT approval. This expedited review could consist of reviewing a plan under the Letter of No Contention process which would allow for approvals to be received within three weeks.

#### **Transit**

Delaware Transit Corporation (DTC) is available to assist with identifying transit and multi-modal options that could be incorporated into the DDD area. Expansion of an existing route, creation of a new line and/or coordination of a transit center are all things that could be considered.



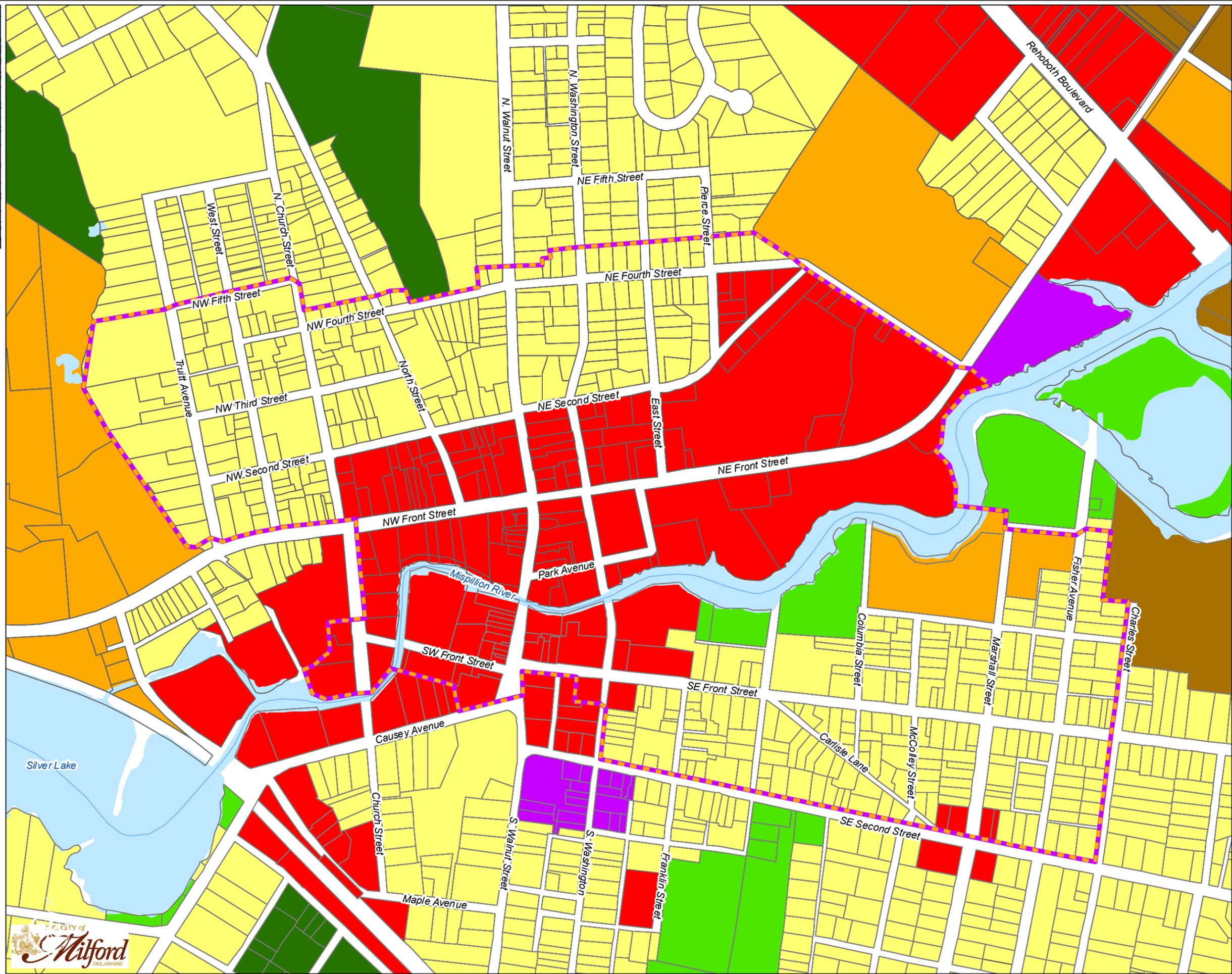


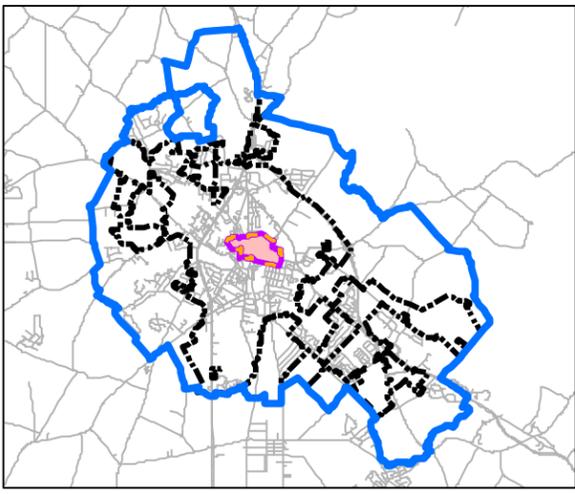
**City of Milford  
Downtown Development District  
Future Land Use Map  
2008 Comprehensive Plan  
Exhibit 1**

- Downtown Development District
- <all other values>
- Business Park
- Employment
- Government
- Highway/Commercial
- Industrial
- Institutional
- Low Density Residential
- Moderate Density Residential
- Open Space
- Proposed Employment
- Proposed Highway/Commercial
- Proposed Institutional
- Proposed Low Density Residential
- Proposed Moderate Density Residential
- Proposed Open Space
- Transfer Station



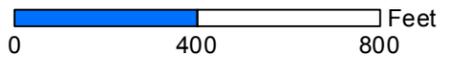
Date: 4/4/2016 User Name: RPierce  
2016\_DDD\_Future\_Land\_Use



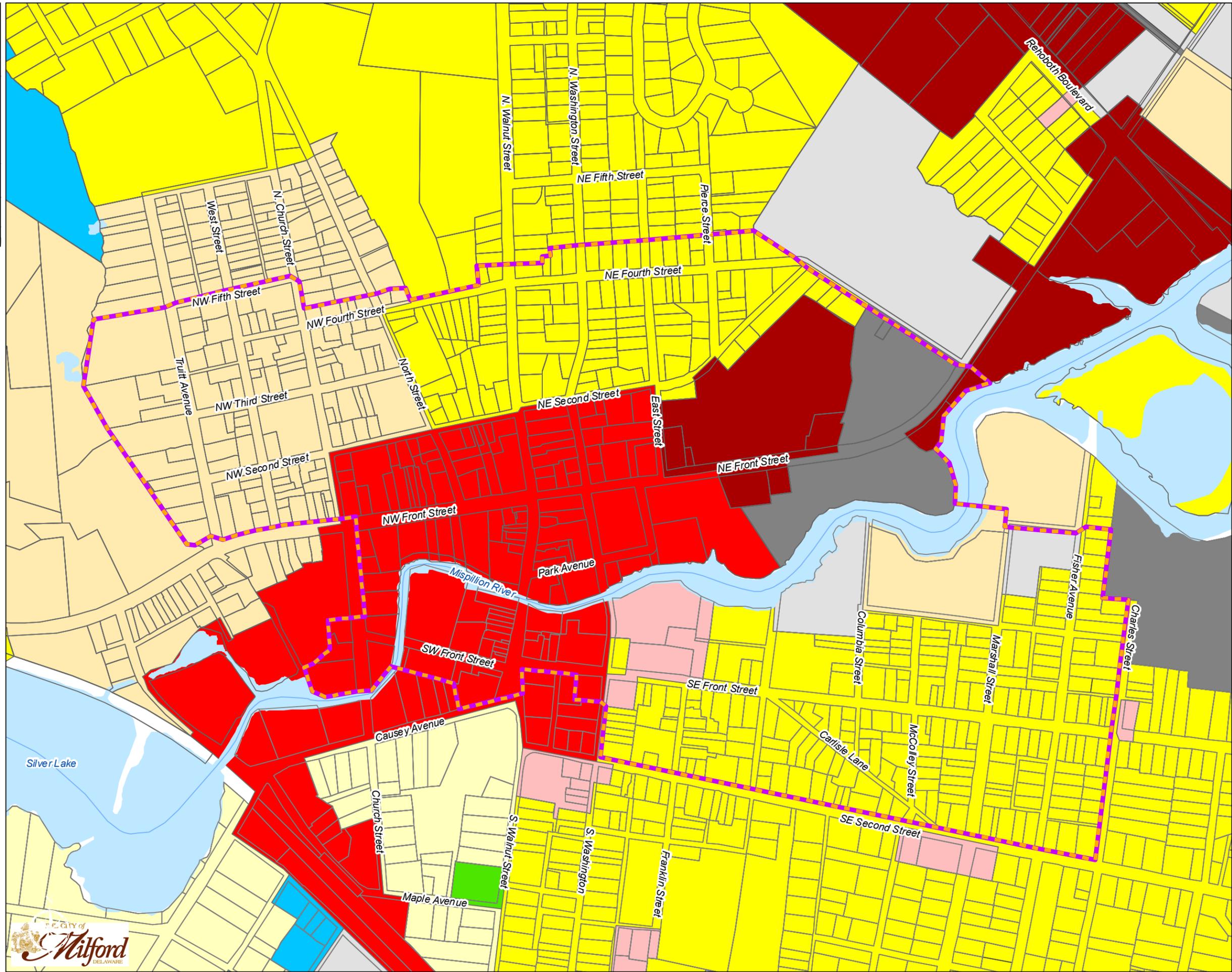


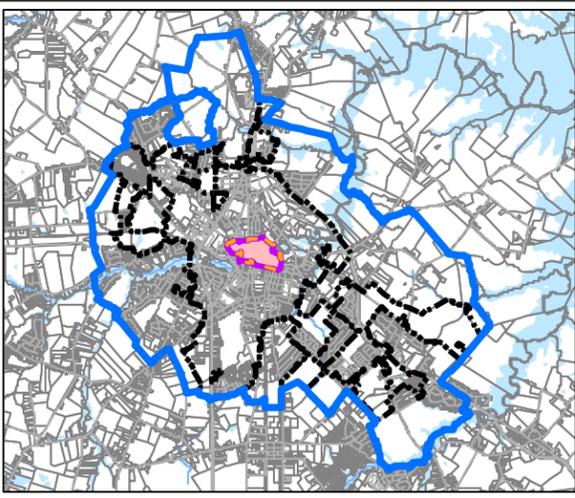
**City of Milford**  
**Downtown Development District**  
 Existing Zoning Map  
**Exhibit 2**

- Downtown Development District
- BP - Business Park
- C-1 - Neighborhood Commercial
- C-2 - Central Business
- C-3 - Highway Commercial
- H-1 - Institutional Development
- I-1 - Limited Industrial
- I-2 - General Industrial
- IS - Institutional Service
- OB-1 - Office Building
- OC-1 - Office Complex
- R-1 - Single-Family Residential
- R-2 - Residential
- R-3 - Garden Apartment and Townhouse
- R-8 - Garden Apartment and Townhouse



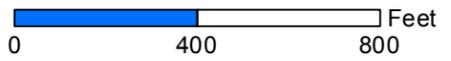
Date: 4/4/2016 User Name: RPierce  
 2016\_DDD\_Existing\_Zoning



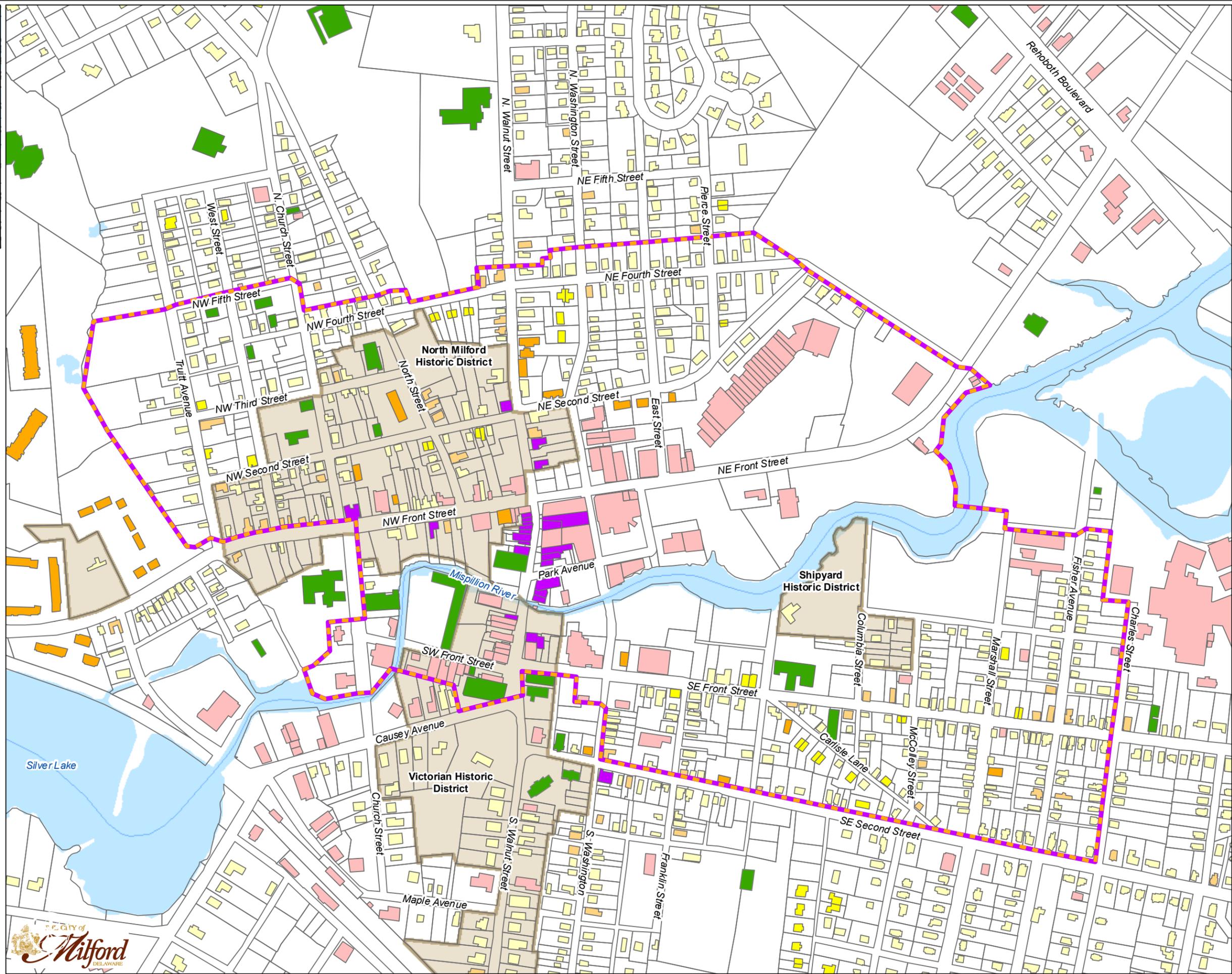


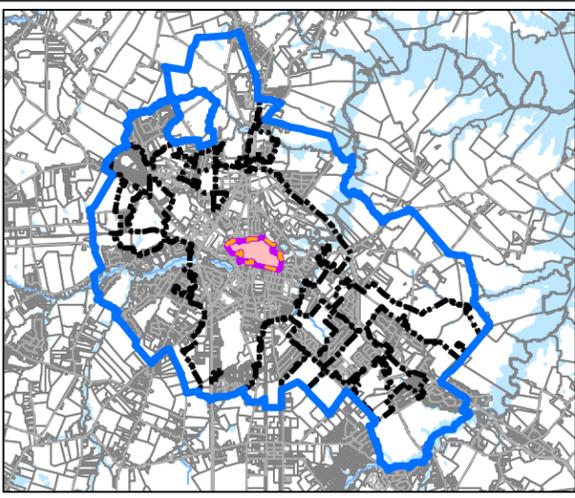
**City of Milford**  
**Downtown Development District**  
 Residential & Commercial Building Types  
**Exhibit 7**

- Downtown Development District
- Apartments
- Church
- Commercial
- Condominiums
- Converted Single Family to Multiple Family
- Commercial
- Single Family Semi-detached
- Garden Apartments
- Government
- Home Occupation
- Industrial
- Institutional
- Manufacturing
- Mixed Use - Commercial w/Apartment
- School
- Single Family Detached
- Historic Districts



Date: 4/4/2016 User Name: RPierce  
 2016\_DDD\_ResidentialCommercialBuildings





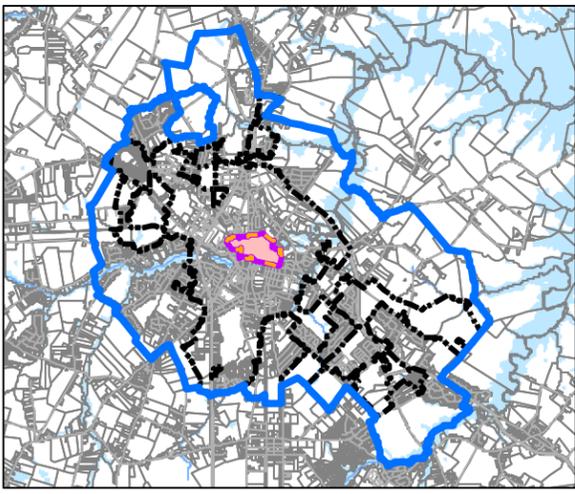
**City of Milford**  
**Downtown Development District**  
 Residential & Commercial Building Age  
**Exhibit 8**

- Downtown Development District
- 2000 or newer
- 1990 - 2000
- 1980 - 1990
- 1970 - 1980
- 1960 - 1970
- 1950 - 1960
- older than 1950



Date: 4/4/2016 User Name: RPierce  
 2016\_DDD\_ResidentialCommercialBuildingAge





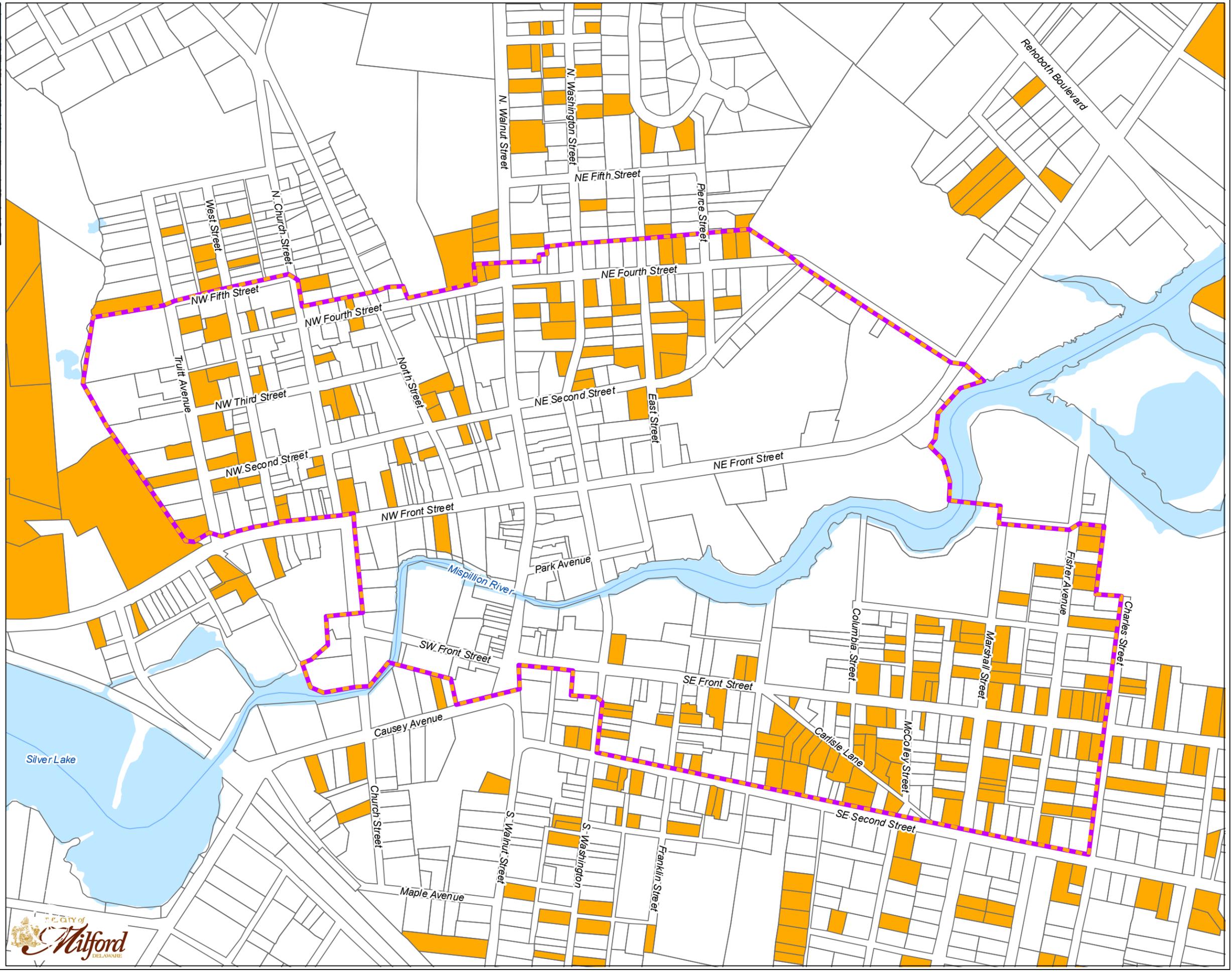
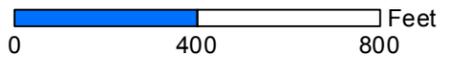
**City of Milford  
Downtown Development District  
2016 Residential Rental Licenses  
Exhibit 9**

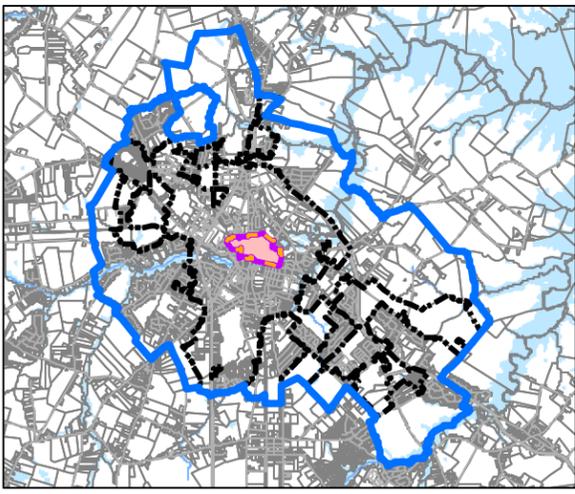


- Downtown Development District
- Registered Residential Rentals

City of Milford  
 Number of Rentals: 1656  
 Total Area (Acres): 6317  
 Rentals/Acre: 0.26

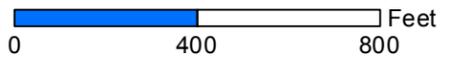
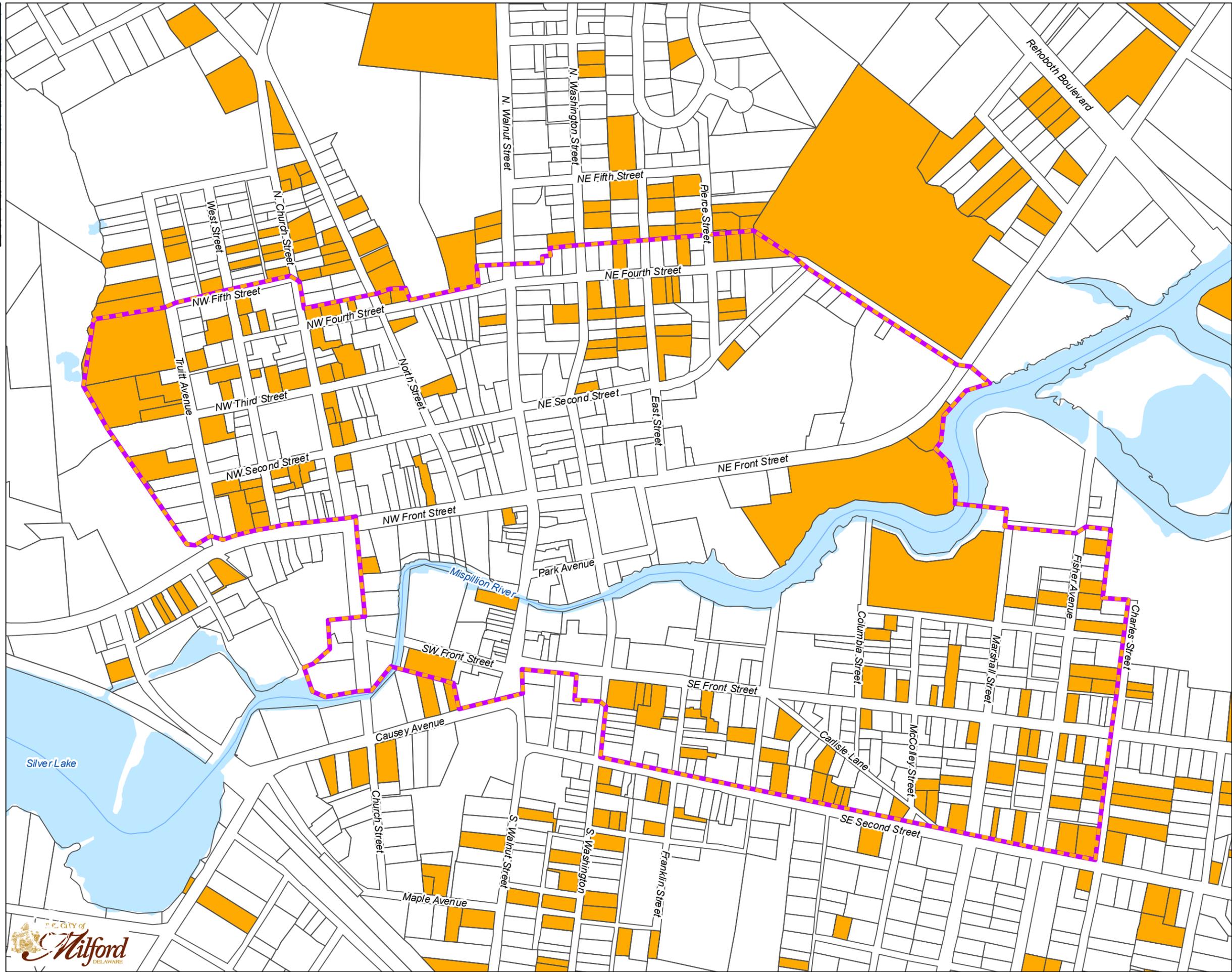
Downtown Development District  
 Number of Rentals: 171  
 Total Area (Acres): 170  
 Rentals/Acre: 1.00





### City of Milford Downtown Development District 2013-2015 Code Enforcement Violations Exhibit 10

-  Downtown Development District
-  Code Enforcement Violations



Date: 4/4/2016 User Name: RPierce  
2016\_DDD\_CodeEnforcement2013-2015





## *Downtown Development Districts*

### Application for Designation as a District

### Summary of Local Incentives 20%

**Instructions:** The municipality or county must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

Attach the Local Incentives. The following table includes **suggested** local incentives. Please attach any that are relevant, and others that have not been listed.

Suggested Local Incentives

|                          |                                  |                            |
|--------------------------|----------------------------------|----------------------------|
| Fee or Tax Reductions    | Regulatory Flexibility           | Permit or Licensing Reform |
| Special Zoning Districts | Exemptions from Local Ordinances | Streamlined Permitting     |
| Other                    |                                  |                            |

Written documentation attached for all Local Incentives

List the Local Incentives that are already in place. Please detail the geographic extent of each incentive (i.e. is the incentive available throughout the entire jurisdiction, or only in certain geographic areas?)

| Local Incentive  | In effect since (approx.) | Geographic area covered  |
|--|---------------------------|--|
| City Impact Fee Waivers                                | 2000/2008                 | Downtown Redevelopment Target Area                                 |
| Building Permit Fee Waivers                            | 2000                      | Downtown Redevelopment Target Area                                 |
| Tax Abatement on Value of Improvements                 | 2000                      | Downtown Redevelopment Target Area                                 |
| First Time Homebuyer Transfer Tax Exemption            | 1996                      | Citywide   |
| First Time Homebuyer Transfer Tax Exemption for Seller | 2000                      | Mary Street to Loockerman Street & Governors Avenue to West Street |
| Homeowner Property Tax Abatement for Owner Occupied    | 2000                      | Mary Street to Loockerman Street & Governors Avenue to             |



## *Downtown Development Districts*

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### **Application for Designation as a District**

|                                  |           |                        |
|----------------------------------|-----------|------------------------|
|                                  |           | West Street            |
| Historic Preservation Tax Credit | 1998/2000 | Historic District Zone |
|                                  |           |                        |
|                                  |           |                        |
|                                  |           |                        |
|                                  |           |                        |



## *Downtown Development Districts*

### Application for Designation as a District

### Summary of Local Incentives - continued 20%

List any of the existing Local Incentives that will be modified to have specific benefits to properties in the proposed District.

| Local Incentive   | How modified?                              | Geographic area covered |
|---|--|-------------------------|
| Transfer Tax Abatement for Seller of House to First-Time Homebuyer/owner occupied in area bounded by Mary Street, Governors Avenue, Loockerman Street & West Street | Modify boundary to match District boundary | DDD Only                |
| Waiver of City Impact Fees (Water & Sewer)  | Expand beyond multi-story, mixed use       | DDD Only                |
| Tax Abatement for owner occupied housing in area bound by Mary Street, Governors Avenue, Loockerman Street & West Street  | Modify boundary to match District boundary | DDD Only                |
|   |  | DDD Only                |

List the Local Incentives that are new and will be available only in the proposed District.

| Local Incentive  | Date enacted (or proposed date of adoption) | Geographic area covered |
|--|---|-------------------------|
| Waiver of Business License fee for new businesses for three years                              | Spring 2015                                 | DDD Only                |
| Rebate of 50% of transfer tax for qualifying project upon issuance of Certificate of Occupancy | Spring 2015                                 | DDD Only                |



## *Downtown Development Districts*

### Application for Designation as a District

|  |                              |          |
|--|------------------------------|----------|
| Architectural services support up to \$5,000 for renovation for new business or business expansion | Immediately upon designation | DDD Only |
|  |                              | DDD Only |

### Summary of Local Incentives - continued 20%

Please describe how each local incentive will be funded. If the incentive involves a reduction or waiver of taxes or fees, or in-kind services (for example, expedited permitting utilizing existing staff resources) please note that here.

| Local Incentive                | Funding Source  |
|--------------------------------|---|
| Tax abatement and fee waivers  | All waived income that the City does not receive due to incentives are a "cost" to the revenue into the General Fund, except the Impact Fee waivers, which are a "cost" to the Water/Wastewater Fund revenues.                        |
| Architectural Services Support | This will be funded through the Downtown Dover Partnership budget. In future fiscal years this may result in a transfer from the City's General Fund to the Downtown Dover Partnership in accordance with the City's approved budget. |
|                                |   |
|                                |   |
|                                |   |
|                                |   |
|                                |   |



## *Downtown Development Districts*

### **Application for Designation as a District**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive encourages economic development and revitalization in your community.

For the Building Permit and Impact Fee waivers and the abatement of taxes on the value of the improvements, the Dover Code prescribes an application process. Applications are submitted to the Economic Development Office, who reviews the applications in accordance with criteria prescribed in the Dover Code and makes a recommendation to the City Manager. The City Manager issues a letter informing the applicant of the incentives for which they have been approved. The letter is copied to the Department of Planning and Inspections and the Tax Office so that the incentives can be appropriately implemented. For these incentives, the applicant pays 10 percent of the value of the incentive to the Downtown Dover Partnership.

For the First Time Homebuyer tax incentives, there are forms that are signed by the buyer and seller at settlement and turned in to the Tax Office. In addition to these incentives, the City offers down payment assistance to low and moderate income homebuyers. Within the District boundary, the Planning Office will also recommend expansion of CDBG funding to include combining the down payment assistance with funds to rehabilitate an existing house.

The process for the Historic Preservation Tax Credit is specified in Dover Code. Application is made to the Planning Office prior to the proposed renovation and the credit is reviewed and approved by the Historic District Commission as a part of the approval of the Architectural Review Certificate.



## *Downtown Development Districts*

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### **Application for Designation as a District**

### **Summary of Local Incentives - continued**

### **20%**

Summarize the package of Local Incentives, and describe how these incentives will work in concert with the Downtown Development District benefits to encourage revitalization and economic development in your proposed District (please limit your response to 750 words or less).

If the City of Dover is selected for the Downtown Development District designation, the City will create a package of information about the various incentives available, including those at the City, County and State level. We will work with our partners in the housing and development community (such as the Kent County Association of Realtors and NCALL) to promote the incentives and inform the public. The Downtown Dover Partnership (DDP) will work to recruit new businesses, using the incentives as a selling point.

As an example of how this could work in Dover, if a prospective business owner had interest in opening in Dover, typically that person would contact the DDP. The DDP staff or volunteers would provide them with the packet of information describing the incentives available and would answer any questions the prospective business owner might have. If there is a tenant space chosen, the DDP staff would let the prospective business owner know of the architectural services available through the DDP. DDP staff would also refer the owner to the Department of Planning and Inspections for an initial meeting with the Planning Staff, Building Inspector and Fire Marshal. The applicant would begin the process of applying for a Building Permit and would complete the incentive paperwork at that time. The combination of Building Permit fee waiver, Impact fee waiver, tax abatement on the value of the improvements, and waiver of Business License fees would be cost savings as the project goes through the process. Upon completion of the project, the applicant would submit the proper paperwork to receive the rebate from the State and Kent County, and if applicable the Transfer Tax rebate.

While application for State and Kent County incentives would be completed directly with the appropriate State and County departments, City staff would provide technical assistance to applicants to assist in navigating the application and rebate processes. City staff will also track the value of the incentives available on each project. City staff would work with developers to help them leverage the various resources and incentives available to make their project feasible.

| Last Name    | First Name             | Ward | Street Number | Street Name          | Development        | Notes        |
|--------------|------------------------|------|---------------|----------------------|--------------------|--------------|
| Abel         | April Allyson          | 1    | 4101D         | Fullerton Court      | Hearthstone Manor  | 302-381-6823 |
| Adams        | John Joel              | 1    | 313           | Fisher Avenue        |                    | 302-222-8573 |
| Alban        | Elizabeth Bounds Davis | 1    | 5             | Fairway Court        | Orchard Hill       | 302-422-2508 |
| Allen        | Christine A.           | 1    | 702           | Lindsay Lane         | Matlinds Estates   | 302-265-2282 |
| Allen        | Dennis E.              | 1    | 4101C         | Fullerton Court      | Hearthstone Manor  | 302-491-6037 |
| Allen        | Linda Ann              | 1    | 27            | Little Birch Drive   | Hearthstone Manor  | 302-491-6353 |
| Allen        | Lottie                 | 1    | 4101C         | Fullerton Court      | Hearthstone Manor  | 302-491-6037 |
| Allen        | Robert Dale            | 1    | 27            | Little Birch Drive   | Hearthstone Manor  | 302-491-6353 |
| Altman       | James E.               | 1    | 134           | Rock Ledge Court     | Hearthstone Manor  | 802-379-2852 |
| Ament        | Patricia C.            | 1    | 3701D         | S. Sagamore Drive    | Hearthstone Manor  | 302-424-6545 |
| Andersen     | Harry C.               | 1    | 501           | Maple Street         | Marshall Commons   | 302-424-6959 |
| Anderson     | Barbara J.             | 1    | 309           | Matthew Circle       | Matlinds Estates   | 302-430-0607 |
| Andrews      | Ann Lee                | 1    | 205           | Matthew Circle       | Matlinds Estates   |              |
| Andrews      | Kathryn J.             | 1    | 702           | Lindsay Lane         | Matlinds Estates   | 302-265-2282 |
| Andrews      | Terry M.               | 1    | 205           | Matthew Circle       | Matlinds Estates   |              |
| Argenio      | Armand                 | 1    | 401           | Marshall Street      |                    | 302-422-1429 |
| Assia        | Anthony Jr.            | 1    | 5             | Briar Court          | Meadows at Shawnee | 302-422-6998 |
| Assia        | Elizabeth Marie        | 1    | 5             | Briar Court          | Meadows at Shawnee | 302-422-6998 |
| Austin       | Gladys A.              | 1    | 4201B         | Summer Brook Way     | Hearthstone Manor  | 302-422-0989 |
| Austin       | Keith A.               | 1    | 304           | Matthew Circle       | Matlinds Estates   | 302-424-3663 |
| Austin       | Veronica D.            | 1    | 304           | Matthew Circle       | Matlinds Estates   | 302-424-3663 |
| Azzanesi     | Margaux Fischer        | 1    | 9             | E. Green Lane        | Orchard Hill       | 302-424-4030 |
| Azzanesi     | Steven                 | 1    | 9             | E. Green Lane        | Orchard Hill       | 302-424-4030 |
| Bailey       | James C.               | 1    | 607           | S. Washington Street |                    | 302-422-3826 |
| Bailey-Brown | Helen                  | 1    | 103           | Barksdale Court      | Hearthstone Manor  | 302-422-6245 |
| Baker        | Donna Louise           | 1    | 108           | Marlin Court         | Orchard Hill       | 302-422-3039 |
| Baker        | George R.              | 1    | 607           | S. Washington Street |                    | 302-422-3826 |
| Baker        | James Lynn             | 1    | 108           | Marlin Court         | Orchard Hill       | 302-422-3039 |
| Baker        | Robert E. Jr.          | 1    | 7             | E. Thrush Drive      | Meadows at Shawnee | 302-270-2333 |
| Baker        | Sally F.               | 1    | 7             | E. Thrush Drive      | Meadows at Shawnee | 757-615-0862 |
| Baksany      | George                 | 1    | 4             | Delores Court        | Orchard Hill       | 302-422-2946 |

| Last Name      | First Name        | Ward | Street Number | Street Name          | Development        | Notes        |
|----------------|-------------------|------|---------------|----------------------|--------------------|--------------|
| Baksany        | Judith J.         | 1    | 4             | Delores Court        | Orchard Hill       | 302-422-2946 |
| Barker         | Barbara A.        | 1    | 165           | Hickory Branch Court | Hearthstone Manor  | 302-424-0314 |
| Barnes         | Paige B.          | 1    | 5             | Hickory Branch Lane  | Hearthstone Manor  | 302-424-3482 |
| Barrows        | Wesley H.         | 1    | 304           | Marshall Street      |                    | 302-943-5433 |
| Bason          | Claudia           | 1    | 400           | Matthew Circle       | Matlinds Estates   | 302-422-7353 |
| Bason          | Frank J.          | 1    | 400           | Matthew Circle       | Matlinds Estates   | 302-422-7353 |
| Beeson         | Linsey J.         | 1    | 4001A         | Fullerton Court      | Hearthstone Manor  | 302-593-2730 |
| Bellia         | Margaret Mary     | 1    | 101           | Aspen Court          | Hearthstone Manor  | 302-430-0636 |
| Bellia         | Matthew J.        | 1    | 101           | Aspen Court          | Hearthstone Manor  | 302-430-0636 |
| Beneventano    | Steven            | 1    | 10            | Big Pond Drive       | Meadows at Shawnee | 302-424-3161 |
| Benham         | Harry William Jr. | 1    | 133           | Aspen Court          | Hearthstone Manor  | 302-424-3161 |
| Benham         | Joselyn R.        | 1    | 133           | Aspen Court          | Hearthstone Manor  | 302-424-3161 |
| Benn           | K. Gwenn          | 1    | 701           | Beechwood Court      | Marshall Commons   | 302-424-1266 |
| Bernadzikowski | Donna L.          | 1    | 13            | E. Bullrush Drive    | Meadows at Shawnee | 302-422-0185 |
| Bernadzikowski | Walter R.         | 1    | 13            | E. Bullrush Drive    | Meadows at Shawnee | 302-422-0185 |
| Betts          | Nancy J.          | 1    | 403           | Ballpark Lane        |                    | 302-422-3801 |
| Biesterfeld    | Atrisha Amber     | 1    | 6             | Windy Drive          | Meadows at Shawnee | 302-430-0885 |
| Biesterfeld    | Steven Andrew     | 1    | 6             | Windy Drive          | Meadows at Shawnee | 302-430-0885 |
| Bilger         | Christine M       | 1    | 3             | Hickory Branch Lane  | Hearthstone Manor  | 302-503-3954 |
| Bilger         | Frank             | 1    | 3             | Hickory Branch Lane  | Hearthstone Manor  | 302-503-3954 |
| Billings       | Audrey J.         | 1    | 133           | Hickory Branch Court | Hearthstone Manor  | 302-424-3022 |
| Billings       | Clarence          | 1    | 133           | Hickory Branch Court | Hearthstone Manor  | 302-424-3022 |
| Bishop         | Jason Lee         | 1    | 8             | W. Thrush Drive      | Meadows at Shawnee | 302-491-6440 |
| Blackson       | W. Scott          | 1    | 412           | Marshall Street      |                    | 302-424-7593 |
| Bocasan        | Colwin Gabina     | 1    | 8             | Meadow Lark Drive    | Meadows at Shawnee | 302-424-1241 |
| Bonner         | Joanne E.         | 1    | 18            | Kingston Terrace     | Hearthstone Manor  | 302-430-0671 |
| Bonner         | John E.           | 1    | 18            | Kingston Terrace     | Hearthstone Manor  | 302-430-0671 |
| Boone          | Linda Jean        | 1    | 12            | Meadow Lark Drive    | Meadows at Shawnee | 302-233-1317 |
| Born           | Cynthia           | 1    | 314           | Matthew Circle       | Matlinds Estates   | 302-424-0499 |
| Boyle          | Geraldine K.      | 1    | 43            | Meadow Lark Drive    | Meadows at Shawnee | 302-430-0544 |
| Boyle          | Michael Joseph    | 1    | 43            | Meadow Lark Drive    | Meadows at Shawnee | 302-430-0544 |

| Last Name   | First Name       | Ward | Street Number | Street Name          | Development        | Notes        |
|-------------|------------------|------|---------------|----------------------|--------------------|--------------|
| Bray        | D. Aileen        | 1    | 305           | Columbia Street      |                    | 302-424-1608 |
| Brennan     | Carole Irene     | 1    | 1             | Hickory Branch Lane  | Hearthstone Manor  | 302-424-3710 |
| Brennan     | Gregory T.       | 1    | 1             | Hickory Branch Lane  | Hearthstone Manor  | 302-424-3710 |
| Brickley    | Robert J.        | 1    | 4             | Fairway Court        | Orchard Hill       | 732-239-2303 |
| Brink       | Mary Ellen       | 1    | 11            | Homestead Boulevard  | Hearthstone Manor  | 302-535-1073 |
| Brittingham | Carol Lee        | 1    | 317           | Fisher Avenue        |                    | 302-422-6402 |
| Brittingham | Michael Anthony  | 1    | 317           | Fisher Avenue        |                    | 302-422-6402 |
| Brittingham | Staci Renee      | 1    | 317           | Fisher Avenue        |                    | 302-422-3399 |
| Brittingham | Thomas R.        | 1    | 313           | Matthew Circle       | Matlinds Estates   | 302-422-3399 |
| Brooks      | Devon J.         | 1    | 218           | Beaufort Lane        | Orchard Hill       | 302-430-7669 |
| Brothers    | Elva J.          | 1    | 704           | Cedarwood Court      | Marshall Commons   | 302-424-3819 |
| Brown       | Beverly Anne     | 1    | 127           | Hickory Branch Court | Hearthstone Manor  | 302-430-0554 |
| Brown       | Carole Ann       | 1    | 706           | Lindsay Lane         | Matlinds Estates   | 302-561-4926 |
| Brown       | Daniel Michael   | 1    | 706           | Lindsay Lane         | Matlinds Estates   | 302-561-4926 |
| Brown       | Kevin            | 1    | 509C          | Marshall Street      |                    |              |
| Brown       | Lorraine E.      | 1    | 135           | Hickory Branch Court | Hearthstone Manor  |              |
| Brown       | Richard T.       | 1    | 4             | E. Bullrush Drive    | Meadows at Shawnee | 302-430-0677 |
| Brown       | Sandra June      | 1    | 4501C         | Summer Brook Way     | Hearthstone Manor  | 302-424-4419 |
| Brown       | Sharon R.        | 1    | 4             | E. Bullrush Drive    | Meadows at Shawnee | 302-430-0677 |
| Brown       | Woodrow          | 1    | 103           | Barksdale Court      | Hearthstone Manor  | 302-422-6249 |
| Bruce       | Frank George     | 1    | 11            | Fairway Street       | Orchard Hill       | 302-725-5647 |
| Bruce       | Marta            | 1    | 11            | Fairway Street       | Orchard Hill       | 302-725-5647 |
| Burke       | Dorothy J.       | 1    | 40            | Meadow Lark Drive    | Meadows at Shawnee | 302-422-8986 |
| Burke       | Neil A.          | 1    | 40            | Meadow Lark Drive    | Meadows at Shawnee | 302-422-8986 |
| Burlingame  | Robert Matthew   | 1    | 318           | Matthew Circle       | Matlinds Estates   | 302-424-3252 |
| Burrows     | Samuel C. III    | 1    | 500           | Gilcrest Street      |                    | 302-424-0403 |
| Burton      | Carla J.         | 1    | 3402H         | S. Sagamore Drive    | Hearthstone Manor  | 302-424-3272 |
| Butcavage   | Lorraine D.      | 1    | 9             | Little Pond Drive    | Meadows at Shawnee | 302-422-6424 |
| Butcavage   | Nicholas J.      | 1    | 9             | Little Pond Drive    | Meadows at Shawnee | 302-422-6424 |
| Byer        | William B.       | 1    | 8             | Homestead Boulevard  | Hearthstone Manor  | 302-265-2742 |
| Byle        | Michael Raymundo | 1    | 7             | Meadow Lark Drive    | Meadows at Shawnee | 302-422-5288 |

| Last Name   | First Name       | Ward | Street Number | Street Name          | Development        | Notes        |
|-------------|------------------|------|---------------|----------------------|--------------------|--------------|
| Byle        | Nennah Asunta R. | 1    | 7             | Meadow Lark Drive    | Meadows at Shawnee | 302-422-5288 |
| Byrum       | Laura Jarman     | 1    | 704           | Lindsay Lane         | Matlinds Estates   | 302-422-5238 |
| Cadmus      | Jeanne C.        | 1    | 28            | Clearview Drive      | Hearthstone Manor  | 302-424-8063 |
| Cadmus      | Russell M.       | 1    | 28            | Clearview Drive      | Hearthstone Manor  | 302-424-8063 |
| Callaway    | Ruth L Melott    | 1    | 3502F         | N. Sagamore Drive    | Hearthstone Manor  | 302-422-0119 |
| Calvert     | Carol T.         | 1    | 702           | S.E. Fifth Street    |                    | 302-422-4287 |
| Calvert     | James Bishop     | 1    | 702           | S.E. Fifth Street    |                    | 302-422-4287 |
| Campaniello | Joseph L.        | 1    | 4             | E. Thrush Drive      | Meadows at Shawnee | 302-422-7459 |
| Campaniello | Tammi L.         | 1    | 4             | E. Thrush Drive      | Meadows at Shawnee | 302-422-7459 |
| Campbell    | Arthur James     | 1    | 6             | Little Pond Drive    | Meadows at Shawnee | 302-424-7999 |
| Campbell    | Charles A.       | 1    | 113           | Hickory Branch Court | Hearthstone Manor  | 302-422-3163 |
| Campbell    | Veronica         | 1    | 6             | Little Pond Drive    | Meadows at Shawnee | 302-424-7999 |
| Cappelli    | Shirley Maxine   | 1    | 112           | Rock Ledge Court     | Hearthstone Manor  | 302-424-4383 |
| Cardea      | Marianne W.      | 1    | 3             | Royal Drive          | Orchard Hill       | 302-422-0519 |
| Cardell     | Margery A.       | 1    | 3301A         | S. Sagamore Drive    | Hearthstone Manor  | 302-519-8782 |
| Carmean     | Chelsea Amanda   | 1    | 102           | McCoy Street         |                    | 813-352-0061 |
| Carmean     | Jacqueline W.    | 1    | 102           | McCoy Street         |                    |              |
| Carmean     | Richard Dennis   | 1    | 102           | McCoy Street         |                    |              |
| Carr        | Ann T.           | 1    | 1             | Little Birth Drive   | Hearthstone Manor  | 302-265-2471 |
| Carr        | Leonard G. Sr.   | 1    | 1             | Little Birch Drive   | Hearthstone Manor  | 302-265-2471 |
| Case        | Barbara Allen    | 1    | 134           | Rock Ledge Court     | Hearthstone Manor  | 802-379-2852 |
| Cavanaugh   | Linda E.         | 1    | 7             | E. Green Lane        | Orchard Hill       | 302-424-1253 |
| Cavanaugh   | Michael M.       | 1    | 7             | E. Green Lane        | Orchard Hill       | 302-424-1253 |
| Chidzik     | Delores Jean     | 1    | 6             | E. Bullrush Drive    | Meadows at Shawnee | 302-422-0158 |
| Chidzik     | Walter           | 1    | 6             | E. Bullrush Drive    | Meadows at Shawnee | 302-422-0158 |
| Chilton     | Henrietta I.     | 1    | 38            | Meadow Lark Drive    | Meadows at Shawnee | 732-742-3133 |
| Chilton     | Thomas J.        | 1    | 38            | Meadow Lark Drive    | Meadows at Shawnee | 732-742-3133 |
| Cioni       | Albert           | 1    | 34            | Meadow Lark Drive    | Meadows at Shawnee | 302-422-9218 |
| Clark       | Karen A.         | 1    | 8             | Delores Court        | Orchard Hill       | 302-422-4117 |
| Clark       | Michael Andrew   | 1    | 34            | Clearview Drive      | Hearthstone Manor  | 302-430-0272 |
| Clarke      | Barbara A.       | 1    | 1             | E. Bullrush Drive    | Meadows at Shawnee |              |

| Last Name      | First Name           | Ward | Street Number | Street Name         | Development        | Notes             |
|----------------|----------------------|------|---------------|---------------------|--------------------|-------------------|
| Clarke         | Brian G.             | 1    | 9             | Fairway Street      | Orchard Hill       | 302-422-3773      |
| Clarke         | Charles Wilson       | 1    | 1             | E. Bullrush Drive   | Meadows at Shawnee |                   |
| Clarke         | Katina Letrice       | 1    | 9             | Fairway Street      | Orchard Hill       | 302-422-3773      |
| Clark-Thompson | Sara Martha          | 1    | 34            | Clearview Drive     | Hearthstone Manor  | 302-430-0272      |
| Clough         | Louis Curtis         | 1    | 802           | Joshua Drive        | Matlinds Estates   | 302-424-7559      |
| Cole           | Trudy G.             | 1    | 618           | Cedarwood Avenue    | Marshall Commons   | 302-424-7740      |
| Coleman        | Andrew L.            | 1    | 14            | Clearview Drive     | Hearthstone Manor  | 302-424-3811      |
| Colletti       | Johanna C.           | 1    | 13            | Homestead Boulevard | Hearthstone Manor  | 302-422-2487      |
| Collins        | Joseph E.            | 1    | 22            | W. Bullrush Drive   | Meadows at Shawnee | 302-424-3172      |
| Collins        | Mary Catherine       | 1    | 22            | W. Bullrush Drive   | Meadows at Shawnee | 302-424-3172      |
| Connelly       | Rosemary             | 1    | 107           | Barksdale Court     | Hearthstone Manor  | 302-265-2525      |
| Cortis         | David S.             | 1    | 6             | Meadow Lark Drive   | Meadows at Shawnee | 413-527-6889      |
| Cortis         | Sandra M.            | 1    | 6             | Meadow Lark Drive   | Meadows at Shawnee | 413-527-6889      |
| Corwin         | Joe-Anne H.          | 1    | 704           | Cedarwood Ct        | Marshall Commons   | 302-422-4384      |
| Corwin         | Kevin Robert         | 1    | 704           | Cedarwood Ct        | Marshall Commons   | 302-422-4384      |
| Coskun         | Barbara Eloise       | 1    | 9             | Homestead Boulevard | Hearthstone Manor  | 302-422-4226      |
| Cotton         | Thomas G.            | 1    | 16            | E. Bullrush Drive   | Meadows at Shawnee | 856-983-8047      |
| Cox            | Marguerite Josephine | 1    | 13            | Windy Drive         | Meadows at Shawnee | 302-422-0789      |
| Crawford       | Robin L.             | 1    | 303           | Lovers Lane         |                    | */** 302-422-0225 |
| Cregier        | Linda L.             | 1    | 147           | Aspen Court         | Hearthstone Manor  | 302-424-0225      |
| Cregier        | Robert P.            | 1    | 147           | Aspen Court         | Hearthstone Manor  | 302-422-0225      |
| Cripps         | Gary D.              | 1    | 26            | Fairway Street      | Orchard Hill       | 302-424-0910      |
| Crossley       | Eric Edward          | 1    | 26            | Kingston Terrace    | Hearthstone Manor  | 302-424-0722      |
| Crossley       | Loretta              | 1    | 26            | Kingston Terrace    | Hearthstone Manor  | 302-424-0722      |
| Croteau        | Camille              | 1    | 134           | W. Green Lane       | Orchard Hill       | 302-265-2722      |
| Croteau        | Wilfred J. III       | 1    | 134           | W. Green Lane       | Orchard Hill       | 302-265-2722      |
| Curiel         | Christine            | 1    | 315           | McColley Street     |                    | 302-424-0533      |
| Daino          | Alice                | 1    | 24            | Fairway Street      | Orchard Hill       |                   |
| Daino          | Edward               | 1    | 24            | Fairway Street      | Orchard Hill       |                   |
| Dakin          | Janet Lillian        | 1    | 6             | Clearview Drive     | Hearthstone Manor  | 302-424-1522      |
| Dalik          | David W.             | 1    | 138           | Rock Ledge Court    | Hearthstone Manor  | 302-236-8114      |

| Last Name   | First Name      | Ward | Street Number | Street Name           | Development        | Notes          |
|-------------|-----------------|------|---------------|-----------------------|--------------------|----------------|
| Dalik       | Geraldine       | 1    | 138           | Rock Ledge Court      | Hearthstone Manor  | 302-430-0838   |
| Dato        | Frederick Jr.   | 1    | 22            | Meadow Lark Drive     | Meadows at Shawnee | 302-422-0206   |
| Dato        | Sandra K.       | 1    | 22            | Meadow Lark Drive     | Meadows at Shawnee | 302-422-0206   |
| Davila      | Antonio         | 1    | 12            | Meadow Lark Drive     | Meadows at Shawnee | 302-422-4692   |
| Davis       | Carol Lee       | 1    | 515           | Cedarwood Avenue      |                    | 302-632-7378   |
| Davis       | Donna J.        | 1    | 701           | Lindsay Lane          | Matlinds Estates   | 302-422-3672   |
| Davis       | Jehu M. Jr.     | 1    | 113           | Barksdale Court       | Hearthstone Manor  | 302-422-9595   |
| Davis       | Jonathan Tyler  | 1    | 701           | Lindsay Lane          | Matlinds Estates   | 302-422-3672   |
| Davis       | Kenneth C.      | 1    | 701           | Lindsay Lane          | Matlinds Estates   | * 302-422-3672 |
| Davis       | Marie R.        | 1    | 113           | Barksdale Court       | Hearthstone Manor  | 302-422-9595   |
| Davis       | Marjorie J.     | 1    | 7             | Windy Drive           | Meadows at Shawnee | 302-430-7656   |
| Davis       | Patricia Ann    | 1    | 1             | Misty Vale Court      | Meadows at Shawnee | 302-491-6134   |
| Davis       | Redmond         | 1    | 1             | Misty Vale Court      | Meadows at Shawnee | 302-491-6134   |
| Davis       | Robert J.       | 1    | 7             | Windy Drive           | Meadows at Shawnee | 302-430-7656   |
| Davis       | Victoria L.     | 1    | 305           | Fisher Avenue         |                    | 302-422-0515   |
| Dawson      | Earl Jesse Jr   | 1    | 15            | E. Bullrush Drive     | Meadows of Shawnee | 302-422-4071   |
| Dawson      | Janet Elaine    | 1    | 1             | Lenape Lane           | Meadows at Shawnee | 410-429-0932   |
| Dawson      | Maria A.        | 1    | 15            | E. Bullrush Drive     | Meadows of Shawnee | 302-422-4071   |
| Delorme     | Dorothy         | 1    | 143           | Barksdale Court       | Hearthstone Manor  | 302-725-5497   |
| Delrossi    | Jeannine        | 1    | 4             | Windy Drive           | Meadows at Shawnee | 302-430-0620   |
| Delrossi    | Kent C.         | 1    | 4             | Windy Drive           | Meadows at Shawnee | 302-430-0620   |
| Densten     | Marilyn A.      | 1    | 7             | E. Bullrush Drive     | Meadows at Shawnee | 302-424-6622   |
| Densten     | Paul L.         | 1    | 7             | E. Bullrush Drive     | Meadows at Shawnee | 302-424-6622   |
| DeRose      | Anthony J.      | 1    | 159           | Aspen Court, Unit 28B | Hearthstone Manor  | 302-265-2278   |
| DeRose      | Margaret D.     | 1    | 159           | Aspen Court, Unit 28B | Hearthstone Manor  | 302-265-2278   |
| DeRue       | Barbara E.      | 1    | 17            | E. Bullrush Drive     | Meadows at Shawnee | 302-424-6624   |
| DeRue       | John III        | 1    | 17            | E. Bullrush Drive     | Meadows at Shawnee | 302-424-6624   |
| Devan       | Constance Marie | 1    | 13            | Kingston Terrace      | Hearthstone Manor  | 302-422-7302   |
| Dick        | Linda L.        | 1    | 158           | Rock Ledge Court      | Hearthstone Manor  |                |
| DiCostanzo  | Kevin L.        | 1    | 310           | Matthew Circle        | Matlinds Estates   | 302-632-5156   |
| DiFrancesca | Christopher M.  | 1    | 4             | W. Thrush Drive       | Meadows at Shawnee | 302-430-0453   |

| Last Name   | First Name        | Ward | Street Number | Street Name          | Development        | Notes        |
|-------------|-------------------|------|---------------|----------------------|--------------------|--------------|
| DiFrancesca | Giselle           | 1    | 4             | W. Thrush Drive      | Meadows at Shawnee | 302-430-0453 |
| Dillon      | April Marie       | 1    | 22            | Fairway Street       | Orchard Hill       | 302-422-4644 |
| Doerfler    | John Henry III    | 1    | 651           | Beechwood Avenue     | Marshall Commons   | 302-491-6207 |
| Donovan     | Phyllis A.        | 1    | 102           | Rock Ledge Court     | Hearthstone Manor  | 302-491-6731 |
| Dorler      | Nancy-Ellen Marie | 1    | 601           | Maple Street         | Marshall Commons   | 302-424-0640 |
| Doughty     | Lillian V.        | 1    | 603           | S. Washington Street |                    | 302-422-2284 |
| Downes      | Lena Mae          | 1    | 303           | Richard Street       |                    |              |
| DuBois      | Joanne Allison    | 1    | 121           | Barksdale Court      | Hearthstone Manor  | 302-745-0186 |
| Dula        | Andrea M.         | 1    | 115           | W. Green Lane        | Orchard Hill       | 302-491-6435 |
| Duncan      | Lorraine E.       | 1    | 408           | Marshall Street      |                    | 302-422-2238 |
| Dunlap      | Dwayne David      | 1    | 4             | Costabella Lane      | Orchard Hill       | 302-265-2330 |
| Dunlap      | Susan Claire      | 1    | 4             | Costabella Lane      | Orchard Hill       | 302-265-2330 |
| Dunn        | Michael J.        | 1    | 304           | Charles Street       |                    | 302-424-0838 |
| Dunn        | Susanna Rose      | 1    | 304           | Charles Street       |                    | 302-424-0838 |
| Eaton       | John Robert       | 1    | 4403K         | Summer Brook Way     | Hearthstone Manor  | 302-245-1894 |
| Eck         | Dennis Thomas     | 1    | 3103L         | W. Brookmeyer Drive  | Hearthstone Manor  | 302-725-5440 |
| Eck         | Shirley Louise    | 1    | 3103L         | W. Brookmeyer Drive  | Hearthstone Manor  | 302-725-5440 |
| Edwards     | Doris J.          | 1    | 312           | Marshall Street      |                    | 302-422-6504 |
| Egan        | Melinda Larimore  | 1    | 602           | McColley Street      |                    | 302-839-3145 |
| Egan        | Trevor J          | 1    | 602           | McColley Street      |                    | 302-745-5933 |
| Eitelbach   | Elaine M.         | 1    | 303           | Columbia Street      |                    | 302-424-1918 |
| Elliott     | Ronald N.         | 1    | 310           | McColley Street      |                    | 302-422-2089 |
| Ellison     | James J           | 1    | 163           | Rockledge Crt        | Hearthstone Manor  | 302-725-5816 |
| Elton       | Richard Alan      | 1    | 111           | W. Green Lane        | Orchard Hill       | 302-422-8853 |
| Elton       | Suzanne L.        | 1    | 111           | W. Green Lane        | Orchard Hill       | 302-422-8853 |
| Emory       | Hunter Jacob      | 1    | 7403          | Cedar Creek Road     | Lincoln            | 302-245-2844 |
| Emory       | Janna Kay         | 1    | 7403          | Cedar Creek Road     | Lincoln            | 302-422-3855 |
| Emory       | Judy L.           | 1    | 7403          | Cedar Creek Road     | Lincoln            | 302-422-3855 |
| Emory       | Patrick Jason     | 1    | 7403          | Cedar Creek Road     | Lincoln            | 302-422-3855 |
| Ennis-Jopp  | Joyce E.          | 1    | 23            | Kingston Terrace     | Hearthstone Manor  | 302-422-1888 |
| Ermer       | Marguerite Mary   | 1    | 3302H         | S. Sagamore Drive    | Hearthstone Manor  | 302-424-7540 |

| Last Name     | First Name      | Ward | Street Number | Street Name        | Development        | Notes        |
|---------------|-----------------|------|---------------|--------------------|--------------------|--------------|
| Ermer         | William Douglas | 1    | 3302H         | S. Sagamore Drive  | Hearthstone Manor  | 302-424-7540 |
| Ernsberger    | Donna Kay       | 1    | 109           | Marlin Street      | Orchard Hill       | 302-422-8891 |
| Ernsberger    | James Clifford  | 1    | 109           | Marlin Street      | Orchard Hill       | 302-422-8891 |
| Evans         | Eileen V.       | 1    | 14            | Clearview Drive    | Hearthstone Manor  | 302-424-3811 |
| Evans         | Laconda Sue     | 1    | 16            | Clearview Drive    | Hearthstone Manor  | 302-344-6470 |
| Evans         | Parry O. Jr.    | 1    | 811           | S.E. Fourth Street |                    | 302-422-8650 |
| Evans         | Ronald T.       | 1    | 315           | Fisher Avenue      |                    | 302-424-2368 |
| Evans-Keesler | Rebecca A.      | 1    | 315           | Fisher Avenue      |                    | 302-424-2368 |
| Evers         | Eric Wayne      | 1    | 16            | Big Pond Drive     | Meadows at Shawnee | 302-422-5128 |
| Evers         | Paige Geraldine | 1    | 16            | Big Pond Drive     | Meadows at Shawnee | 302-422-5128 |
| Ewadinger     | Maureen E.      | 1    | 5             | Little Pond Drive  | Meadows at Shawnee | 302-422-7722 |
| Fannin        | Elmer G.        | 1    |               | CR 211 & 225       |                    | 302-703-4142 |
| Fannin        | Mary Ann        | 1    |               | CR 211 & 225       |                    | 302-703-4142 |
| Fannin        | Todd Matthew    | 1    | 514           | Matthew Circle     | Matlinds Estates   | 302-491-6650 |
| Fannon        | James J.        | 1    | 17            | W. Thrush Drive    | Meadows at Shawnee | 302-430-0520 |
| Fannon        | Mary A.         | 1    | 17            | W. Thrush Drive    | Meadows at Shawnee | 302-430-0520 |
| Farrall       | Ruth J.         | 1    | 504           | Gilcrest Street    |                    | 302-422-2589 |
| Farrell       | Dorothy A.      | 1    | 16            | W. Bullrush Drive  | Meadows at Shawnee | 302-422-5121 |
| Farrell       | Robert J. Jr.   | 1    | 16            | W. Bullrush Drive  | Meadows at Shawnee | 302-422-5121 |
| Farrell       | Robert John     | 1    | 16            | W. Bullrush Drive  | Meadows at Shawnee | 302-422-5121 |
| Fearn         | Ann Elizabeth   | 1    | 7             | Royal Drive        | Orchard Hill       | 302-422-8625 |
| Fearn         | Kenneth Brian   | 1    | 7             | Royal Drive        | Orchard Hill       | 302-422-8625 |
| Feehan        | John S.         | 1    | 103           | Beaufort Lane      | Orchard Hill       | 302-422-2313 |
| Feehan        | Marion C.       | 1    | 103           | Beaufort Lane      | Orchard Hill       | 302-422-2313 |
| Fenton        | Susan Catherine | 1    | 6             | East Green Lane    | Orchard Hill       | 302-422-1299 |
| Ferracci      | Evelyn R.       | 1    | 3401A         | N. Sagamore Drive  | Hearthstone Manor  | 302-841-0392 |
| Fisher        | Lenore Jean     | 1    | 300           | Matthew Circle     | Matlinds Estates   | 302-265-2829 |
| Fitzcharles   | Carl D.         | 1    | 3             | Little Birch Drive | Hearthstone Manor  | 610-316-6742 |
| Flanary       | Sandra Schwartz | 1    | 6177          | Kirby Road         | Meadows at Shawnee | 302-422-3339 |
| Flanary       | Willard Oland   | 1    | 6177          | Kirby Road         | Meadows at Shawnee | 302-422-3339 |
| Fleig         | Alice Ann       | 1    | 4203J         | Summer Brook Way   | Hearthstone Manor  | 302-265-2813 |

| Last Name | First Name        | Ward | Street Number | Street Name       | Development        | Notes        |
|-----------|-------------------|------|---------------|-------------------|--------------------|--------------|
| Fleig     | Michael David     | 1    | 4203J         | Summer Brook Way  | Hearthstone Manor  | 302-265-2813 |
| Fogel     | Stuart Marshall   | 1    | 10            | W. Thrush Drive   | Meadows at Shawnee | 302-424-4387 |
| Fong      | Cecelia L.K.      | 1    | 503           | Charles Street    | Marshall Commons   | 302-422-3733 |
| Forbes    | Gordon S.         | 1    | 2             | Fairway Court     | Orchard Hill       | 302-424-3847 |
| Forbes    | Margaret A.       | 1    | 2             | Fairway Court     | Orchard Hill       | 302-424-5847 |
| Foster    | Brian Gene        | 1    | 201A          | Bridgeham Avenue  |                    | 302-450-1818 |
| Fox       | Phyllis M.        | 1    | 200           | E. Clarke Avenue  |                    | 302-422-5236 |
| Fox       | William J.        | 1    | 200           | E. Clarke Avenue  |                    | 302-422-5236 |
| France    | Richard W.        | 1    | 612           | Beechwood Avenue  | Marshall Commons   | 302-422-2064 |
| Freebery  | Mark              | 1    | 2             | E. Bullrush Drive | Meadows at Shawnee | 302-424-0359 |
| Freebery  | Nancy Bennett     | 1    | 2             | E. Bullrush Drive | Meadows at Shawnee | 302-424-0359 |
| Furlong   | Edward            | 1    | 10            | W. Bullrush Drive | Meadows at Shawnee | 302-424-1729 |
| Furlong   | Lois M.           | 1    | 10            | W. Bullrush Drive | Meadows at Shawnee | 302-424-1729 |
| Furry     | Adam Richard      | 1    | 409           | Fisher Avenue     |                    | 302-430-0199 |
| Furry     | Kristen Steen     | 1    | 409           | Fisher Avenue     |                    | 302-430-0199 |
| Gagnon    | Edward A. Jr.     | 1    | 41            | Meadow Lark Drive | Meadows at Shawnee | 302-422-7228 |
| Garner    | Glenn L.          | 1    | 144           | Rock Ledge Court  | Hearthstone Manor  | 302-422-4545 |
| Garner    | Martha E.         | 1    | 632           | Marshall Street   |                    | 302-422-9093 |
| Garner    | Robert L.         | 1    | 632           | Marshall Street   |                    | 302-422-9093 |
| Gervan    | James R.          | 1    | 415           | Marshall Street   |                    | 302-945-6716 |
| Gervan    | Mary T.           | 1    | 415           | Marshall Street   |                    | 302-945-6716 |
| Giannone  | Julieann E.       | 1    | 3             | W. Thrush Drive   | Meadows at Shawnee | 302-422-1874 |
| Giannone  | Riccardo Giovanni | 1    | 3             | W. Thrush Drive   | Meadows at Shawnee | 302-422-1874 |
| Gilbert   | Carolyn Louise    | 1    | 137           | Aspen Court       | Hearthstone Manor  | 302-265-2082 |
| Gilbert   | Donald Wayne      | 1    | 137           | Aspen Court       | Hearthstone Manor  | 302-265-2082 |
| Gilbert   | Elizabeth Loveman | 1    | 137           | Aspen Court       | Hearthstone Manor  | 302-265-2082 |
| Gilbert   | Gerri L.          | 1    | 3401C         | S. Sagamore Drive | Hearthstone Manor  | 239-560-9177 |
| Gilbert   | Lisette C.        | 1    | 25            | E. Green Lane     | Orchard Hill       | 302-422-0765 |
| Gillette  | Betty J.          | 1    | 304           | Richard Street    |                    | 302-422-7666 |
| Ginn      | Vivian Fowler     | 1    | 20            | Clearview Drive   | Hearthstone Manor  | 302-381-6434 |
| Gladstone | John R.           | 1    | 1             | E. Green Lane     | Orchard Hill       | 302-491-6019 |

| Last Name  | First Name         | Ward | Street Number | Street Name          | Development        | Notes        |
|------------|--------------------|------|---------------|----------------------|--------------------|--------------|
| Gladstone  | Sheila M.          | 1    | 1             | E. Green Lane        | Orchard Hill       | 302-491-6019 |
| Goldstein  | Marsha             | 1    | 15            | W. Thrush Drive      | Meadows at Shawnee | 302-422-2579 |
| Goldstein  | Paul R.            | 1    | 15            | W. Thrush Drive      | Meadows at Shawnee | 302-422-2579 |
| Gooden     | Jayne Nicole       | 1    | 310           | Fisher Avenue        |                    | 302-382-8230 |
| Goodman    | D. Corrine         | 1    | 803           | Joshua Drive         | Matlinds Estates   | 302-422-8566 |
| Goodman    | James P.           | 1    | 803           | Joshua Drive         | Matlinds Estates   | 302-422-8566 |
| Goracci    | Marie              | 1    | 404           | Matthew Circle       | Matlinds Estates   | 302-430-0208 |
| Goracci    | Robert             | 1    | 404           | Matthew Circle       | Matlinds Estates   | 302-430-0208 |
| Gosnell    | Elaisa Sanchez     | 1    | 16            | Little Pond Drive    | Meadows at Shawnee | 302-424-1513 |
| Gosnell    | Peter J.           | 1    | 16            | Little Pond Drive    | Meadows at Shawnee | 302-424-1513 |
| Goswick    | Charles E.         | 1    | 5             | Little Birch Drive   | Hearthstone Manor  | 302-265-2400 |
| Gottfried  | Benjamin F.        | 1    | 14            | Royal Court          | Orchard Hill       | 302-424-4839 |
| Gottfried  | Nancy L.           | 1    | 14            | Royal Court          | Orchard Hill       | 302-424-4839 |
| Gottstein  | Kim Louise         | 1    | 13            | Royal Drive          | Orchard Hill       | 516-639-9804 |
| Gramling   | Carolyn E.         | 1    | 5             | Homestead Boulevard  | Hearthstone Manor  | 302-424-0846 |
| Gramling   | Keith M.           | 1    | 5             | Homestead Boulevard  | Hearthstone Manor  | 302-424-0846 |
| Grammer    | Brian L.           | 1    | 4             | Royal Court          | Orchard Hill       |              |
| Greenwood  | Anna E.            | 1    | 139           | Hickory Branch Court | Hearthstone Manor  | 302-422-0660 |
| Gregory    | Eleanor S.         | 1    | 304           | Bridgeham Avenue     |                    | 302-422-0547 |
| Gregory    | Maynard R. Jr.     | 1    | 304           | Bridgeham Avenue     |                    | 302-422-0547 |
| Grier      | Garrett Layton III | 1    | 203           | Matthew Circle       | Matlinds Estates   | 302-725-5225 |
| Grier      | Rebecca Killen     | 1    | 203           | Matthew Circle       | Matlinds Estates   | 302-242-3738 |
| Griffin    | Earl B.            | 1    | 22            | E. Green Lane        | Orchard Hill       | 302-422-4007 |
| Griffin    | James D.           | 1    | 2             | Kingston Terrace     | Hearthstone Manor  | 302-684-1800 |
| Griffin    | Rachel G.          | 1    | 22            | E. Green Lane        | Orchard Hill       | 302-422-4007 |
| Griffith   | Nancy Jo           | 1    | 35            | Little Birch Drive   | Hearthstone Manor  | 302-265-2490 |
| Griffith   | Thomas Calvin      | 1    | 35            | Little Birch Drive   | Hearthstone Manor  | 302-265-2490 |
| Grimanelis | Gary D.            | 1    | 33            | Meadow Lark Drive    | Meadows at Shawnee | 302-690-3741 |
| Hall       | David Wayne        | 1    | 218           | Columbia Street      |                    | 302-265-2018 |
| Hall       | David William      | 1    | 106           | Marlin Court         | Orchard Hill       | 302-422-7686 |
| Hall       | Janice L.          | 1    | 106           | Marlin Court         | Orchard Hill       | 302-422-7686 |

| Last Name  | First Name       | Ward | Street Number | Street Name          | Development        | Notes        |
|------------|------------------|------|---------------|----------------------|--------------------|--------------|
| Hamer      | Patricia E.      | 1    | 135           | Aspen Court          | Hearthstone Manor  | 302-424-4910 |
| Hamer      | Thomas H.        | 1    | 135           | Aspen Court          | Hearthstone Manor  | 302-424-4910 |
| Hampton    | Patricia Ann     | 1    | 102           | Marlin Court         | Orchard Hill       | 302-430-0142 |
| Hampton    | Robert Raymond   | 1    | 102           | Marlin Court         | Orchard Hill       | 302-430-0142 |
| Hangstefer | Priscilla Lynn   | 1    | 14            | W. Thrush Drive      | Meadows at Shawnee | 302-424-1174 |
| Hardy      | Alice S.         | 1    | 604           | McColley Street      |                    | 302-422-2312 |
| Hardy      | Sandra E.        | 1    | 521           | McColley Street      |                    | 302-382-5034 |
| Hardy      | William A. I.    | 1    | 604           | McColley Street      |                    | 302-422-2312 |
| Hardy      | William A. II    | 1    | 521           | McColley Street      |                    | 302-422-2312 |
| Harkins    | Ada E.           | 1    | 3103I         | E. Brookmyer Drive   | Hearthstone Manor  | 302-584-4375 |
| Harrison   | Beverly Rhodes   | 1    | 141           | Barksdale Court      | Hearthstone Manor  | 302-424-3236 |
| Hart       | Darcel D.        | 1    | 18            | Little Pond Drive    | Meadows at Shawnee | 302-265-2036 |
| Hart       | Samuel           | 1    | 18            | Little Pond Drive    | Meadows at Shawnee | 302-265-2036 |
| Hartford   | Brian Arnold     | 1    | 177           | Hickory Branch Court | Hearthstone Manor  | 302-430-0629 |
| Hartford   | Dorothea         | 1    | 177           | Hickory Branch Court | Hearthstone Manor  | 302-430-0629 |
| Hastings   | Bonnie J.        | 1    | 312           | Fisher Avenue        |                    | 302-422-7883 |
| Hastings   | Granville E. Jr. | 1    | 312           | Fisher Avenue        |                    | 302-422-7883 |
| Hatch      | Timothy Albert   | 1    | 1002          | Lemuel Street        |                    | 302-528-6477 |
| Hauck      | John D.          | 1    | 5             | Hickory Branch Lane  | Hearthstone Manor  | 302-424-3782 |
| Haug       | Laura Kristin    | 1    | 614           | Beechwood Avenue     | Marshall Commons   | 302-424-3482 |
| Hauser     | Charles A.       | 1    | 302           | McColley Street      |                    | 302-424-2494 |
| Hauser     | Karen Renee      | 1    | 302           | McColley Street      |                    | 302-424-2494 |
| Hazzard    | Carla J.         | 1    | 703           | Lindsay Lane         | Matlinds Estates   | 302-422-2227 |
| Hazzard    | Richard M.       | 1    | 703           | Lindsay Lane         | Matlinds Estates   | 302-422-6774 |
| Heath      | Nancy E.         | 1    | 4             | Fairway Court        | Orchard Hill       | 302-422-6774 |
| Hemshrot   | Alva W.          | 1    | 101           | W. Green Lane        | Orchard Hill       | 302-424-1403 |
| Hemshrot   | Gene A.          | 1    | 101           | W. Green Lane        | Orchard Hill       | 302-424-1405 |
| Henderson  | Judith Ann       | 1    | 3401D         | S. Sagamore Drive    | Hearthstone Manor  | 302-725-0693 |
| Henderson  | Walter W.        | 1    | 3401D         | S. Sagamore Drive    | Hearthstone Manor  | 302-725-0693 |
| Hepford    | Sharon R.        | 1    | 139           | Aspen Court          | Hearthstone Manor  | 302-430-0690 |
| Hepford    | Walter J.        | 1    | 139           | Aspen Court          | Hearthstone Manor  | 302-430-0690 |

| Last Name   | First Name          | Ward | Street Number | Street Name          | Development        | Notes          |
|-------------|---------------------|------|---------------|----------------------|--------------------|----------------|
| Heringslake | Rona A.             | 1    | 302           | Marshall Street      |                    | 302-430-3889   |
| Herka       | Peter J.            | 1    | 3703K         | S. Sagamore Drive    | Hearthstone Manor  | 302-943-0381   |
| Hicks       | Robert Wayne        | 1    | 311           | Marshall Street      |                    | 302-422-6669   |
| Higgins     | James L.            | 1    | 20            | Meadow Lark Drive    | Meadows at Shawnee | 302-491-6391   |
| Higgins     | Karyn J.            | 1    | 20            | Meadow Lark Drive    | Meadows at Shawnee | 302-491-6391   |
| Hinex       | Larry Jr.           | 1    | 26            | Meadow Lark Drive    | Meadows at Shawnee | 302-678-7872   |
| Hitchens    | Virginia Richard    | 1    | 314           | Marshall Street      |                    | 302-422-5938   |
| Hoie        | Christine E.        | 1    | 22            | Kingston Terrace     | Hearthstone Manor  | 302-725-5016   |
| Holleger    | Julia L.            | 1    | 3901B         | Fullerton Court      | Hearthstone Manor  | 302-422-9355   |
| Hoskin      | Mary Amelia         | 1    | 44            | Clearview Drive      | Hearthstone Manor  | 302-424-3390   |
| Howard      | Dena I.             | 1    | 114           | Rock Ledge Court     | Hearthstone Manor  | * 302-422-5174 |
| Hudson      | George W.           | 1    | 15            | E. Green Lane        | Orchard Hill       | 302-422-7369   |
| Hudson      | Sandra Kay          | 1    | 15            | E. Green Lane        | Orchard Hill       | 302-422-7369   |
| Hudson      | Sean A.             | 1    | 26            | Clearview Drive      | Hearthstone Manor  | 302-236-6948   |
| Hudson      | Sheldon Paul        | 1    | 2903          | S. Heather Drive     | Hearthstone Manor  | 302-841-0189   |
| Huff        | JoAnn H.            | 1    | 119           | Hickory Branch Court | Hearthstone Manor  | 302-422-7724   |
| Huff        | Warren R.           | 1    | 119           | Hickory Branch Court | Hearthstone Manor  | 302-422-7724   |
| Hughes      | Nancy M.            | 1    | 6             | Fairway Court        | Orchard Hill       | 302-422-4050   |
| Hughes      | William A.          | 1    | 601           | 601 Montgomery St    |                    | 302-491-4839   |
| Hughes      | William S.          | 1    | 6             | Fairway Court        | Orchard Hill       | 302-422-4050   |
| Hundley     | Katherine Elizabeth | 1    | 600           | Maple Street         | Marshall Commons   | 302-839-0755   |
| Hundley     | Victor Linwood 3rd  | 1    | 600           | Maple Street         | Marshall Commons   | 302-682-1015   |
| Hunt        | Christine A.        | 1    | 147           | Barksdale Court      | Hearthstone Manor  | 302-265-2033   |
| Hunt        | Peter J.            | 1    | 147           | Barksdale Court      | Hearthstone Manor  | 302-265-2033   |
| Huot        | Gerry Louise        | 1    | 1             | Fairway Court        | Orchard Hill       | 302-422-0834   |
| Huot        | Robert Armand       | 1    | 1             | Fairway Court        | Orchard Hill       | 302-422-0834   |
| Jackson     | Carol A.            | 1    | 151           | Hickory Branch Court | Hearthstone Manor  | 302-424-3609   |
| Jackson     | John L. Jr.         | 1    | 151           | Hickory Branch Court | Hearthstone Manor  | 302-424-3609   |
| Jackson     | Virginia L.         | 1    | 306           | Marshall Street      |                    | 302-422-5467   |
| Jackson     | William P.          | 1    | 306           | Marshall Street      |                    | 302-422-5467   |
| Janson      | Melissa D.          | 1    | 3201A         | E. Brookmyer Drive   | Hearthstone Manor  | 302-423-1432   |

| Last Name | First Name        | Ward | Street Number | Street Name           | Development        | Notes        |
|-----------|-------------------|------|---------------|-----------------------|--------------------|--------------|
| Jefferson | Charles F.        | 1    | 608           | McColley Street       |                    | 302-422-6571 |
| Jenary    | Rose Marie        | 1    | 151           | Aspen Court           | Hearthstone Manor  | 302-424-0980 |
| Jenkins   | Darryl R.         | 1    | 10            | Homestead Boulevard   | Hearthstone Manor  | 302-383-1157 |
| Jenkins   | Sharon W.         | 1    | 10            | Homestead Boulevard   | Hearthstone Manor  | 302-265-2169 |
| Johansson | Patrica C.        | 1    | 703           | Beechwood Court       | Marshall Commons   | 302-430-0462 |
| Johansson | William F.        | 1    | 703           | Beechwood Court       | Marshall Commons   | 302-430-0462 |
| Johns     | Edward Andre      | 1    | 8             | Little Pond Drive     | Meadows at Shawnee |              |
| Johnson   | Carole Ann        | 1    | 619           | Beechwood Avenue      | Marshall Commons   | 302-430-0691 |
| Johnson   | Charles E. II     | 1    | 4002G         | N. Sagamore Drive     | Hearthstone Manor  | 302-430-0839 |
| Johnson   | Cindy Lynn        | 1    | 23            | E. Bullrush Drive     | Meadows at Shawnee | 302-424-1312 |
| Johnson   | Dwayne Malcolm    | 1    | 129           | Aspen Court           | Hearthstone Manor  | 302-422-3682 |
| Johnson   | George W. Jr.     | 1    | 23            | E. Bullrush Drive     | Meadows at Shawnee | 302-424-1312 |
| Johnson   | Jewell Y.         | 1    | 600           | Beechwood Avenue      | Marshall Commons   | 302-424-2128 |
| Johnson   | June Elaine       | 1    | 645           | Beechwood Avenue      | Marshall Commons   | 302-424-0456 |
| Johnson   | Linda Louise      | 1    | 129           | Aspen Court           | Hearthstone Manor  | 302-422-3682 |
| Johnson   | Raymond O.        | 1    | 600           | Beechwood Avenue      | Marshall Commons   | 302-424-2122 |
| Johnson   | Steven L.         | 1    | 3703L         | S. Sagamore Drive     | Hearthstone Manor  | 302-422-1286 |
| Johnston  | Stuart Douglas    | 1    | 601           | Maple St.             | Marshall Commons   | 302-424-0640 |
| Jones     | Bessie            | 1    | 315           | Fisher Avenue         |                    |              |
| Jones     | Betty R.          | 1    | 509           | Marshall Street Apt A |                    | 302-422-4644 |
| Jones     | Kathleen Callahan | 1    | 28            | Kingston Terrace      | Hearthstone Manor  | 302-424-3842 |
| Jones     | Paul Sevier Jr.   | 1    | 28            | Kingston Terrace      | Hearthstone Manor  | 302-424-3842 |
| Jopp      | Darryl Bennett    | 1    | 23            | Kingston Terrace      | Hearthstone Manor  | 302-422-1888 |
| Joseph    | Anita B.          | 1    | 179           | Hickory Branch Court  | Hearthstone Manor  | 302-422-9700 |
| Joseph    | Ronnie M.         | 1    | 179           | Hickory Branch Court  | Hearthstone Manor  | 302-422-9700 |
| Judd      | Laurie Lee        | 1    | 307           | Richard Street        |                    | 302-222-5664 |
| Kalesis   | Panagioti         | 1    | 3             | E. Green Lane         | Orchard Hill       | 302-424-4888 |
| Kaleyias  | Coula             | 1    | 108           | Marlin Street         | Orchard Hill       | 302-424-0392 |
| Kaleyias  | Frank Steve       | 1    | 108           | Marlin Street         | Orchard Hill       | 302-424-0392 |
| Kane      | Barbara A.        | 1    | 137           | Barksdale Court       | Hearthstone Manor  | 302-422-5616 |
| Kaur      | Charanjit         | 1    | 3             | E. Thrush Drive       | Meadows at Shawnee | 302-422-4975 |

| Last Name | First Name      | Ward | Street Number | Street Name       | Development        | Notes        |
|-----------|-----------------|------|---------------|-------------------|--------------------|--------------|
| Keen      | Donald          | 1    | 5             | Iroquois Ave      | Orchard Hill       | 302-258-3346 |
| Keen      | Michele Stevens | 1    | 5             | W. Thrush Drive   | Meadows at Shawnee | 302-422-8040 |
| Kenney    | David B.        | 1    | 626           | Beechwood Avenue  | Marshall Commons   | 302-430-0299 |
| Kersey    | Michael C.      | 1    | 104           | McCoy Street      |                    | 302-424-8322 |
| Kiefer    | Carol A.        | 1    | 312           | Matthew Circle    | Matlinds Estates   | 302-422-6128 |
| Kiefer    | Jane Mary       | 1    | 312           | Matthew Circle    | Matlinds Estates   | 302-422-6128 |
| Kiefer    | John M.         | 1    | 312           | Matthew Circle    | Matlinds Estates   | 302-422-6128 |
| Killian   | Kevin Patrick   | 1    | 44            | Meadow Lark Drive | Meadows at Shawnee | 302-424-4428 |
| Killian   | Patricia Marie  | 1    | 44            | Meadow Lark Drive | Meadows at Shawnee | 302-424-4428 |
| Kindl     | Adam W.         | 1    | 5             | Royal Drive       | Orchard Hill       | 302-381-7722 |
| Kindl     | Heather Ellen   | 1    | 5             | Royal Drive       | Orchard Hill       | 302-381-7722 |
| King      | John F.         | 1    | 1             | Costabella Court  | Orchard Hill       | 215-828-3553 |
| King      | Nancy L.        | 1    | 1             | Costabella Court  | Orchard Hill       | 302-245-7669 |
| Kingsley  | Joann Ellen     | 1    | 3602F         | N. Sagamore Drive | Hearthstone Manor  | 302-345-2159 |
| Kinkle    | Barbara R.      | 1    | 160           | Rock Ledge Court  | Hearthstone Manor  | 302-430-0279 |
| Kinkle    | Carol Ann       | 1    | 160           | Rock Ledge Court  | Hearthstone Manor  | 302-430-0279 |
| Kinney    | Russell L.      | 1    | 39            | Meadow Lark Drive | Meadows at Shawnee | 302-424-4110 |
| Kinports  | Donna Marie     | 1    | 32            | Clearview Drive   | Hearthstone Manor  | 302-424-8454 |
| Kinports  | Richard Martin  | 1    | 32            | Clearview Drive   | Hearthstone Manor  | 302-424-4858 |
| Kirby     | Alyce Louise    | 1    | 2             | W. Bullrush Drive | Meadows at Shawnee | 302-422-4175 |
| Kirby     | Thomas Ray      | 1    | 2             | W. Bullrush Drive | Meadows at Shawnee | 302-422-4175 |
| Kirk      | Rita Jacqueline | 1    | 105           | Delaware Avenue   |                    | 302-424-1226 |
| Kirlin    | Anna Marie      | 1    | 708           | Lindsay Lane      | Matlinds Estates   | 302-424-4134 |
| Klein     | John Richard    | 1    | 5             | Royal Court       | Orchard Hill       | 530-400-7852 |
| Kline     | Beverly J.      | 1    | 3             | Briar Court       | Meadows at Shawnee | 201-738-1691 |
| Kline     | Harvey Eugene   | 1    | 3             | Briar Court       | Meadows at Shawnee | 201-738-0691 |
| Kniceley  | Beatrice V.     | 1    | 209           | E. Clarke Avenue  |                    | 302-422-8443 |
| Knorr     | Barclay Alan    | 1    | 130           | W. Green Lane     | Orchard Hill       | 302-491-6386 |
| Knutsen   | Dean S.         | 1    | 15            | Meadow Lark Drive | Meadows at Shawnee | 302-265-2156 |
| Knutsen   | Jenny Andrea    | 1    | 15            | Meadow Lark Drive | Meadows at Shawnee | 302-265-2156 |
| Koetz     | Jacqueline      | 1    | 136           | Manor Lane        | Marshall Manor     | 585-746-3070 |

| Last Name  | First Name              | Ward | Street Number | Street Name         | Development        | Notes        |
|------------|-------------------------|------|---------------|---------------------|--------------------|--------------|
| Kooner     | Kalwant S.              | 1    | 3             | E. Thrush Drive     | Meadows at Shawnee | 302-422-4975 |
| Kopack     | Elvira Marie            | 1    | 17            | W. Bullrush Drive   | Meadows at Shawnee | 302-424-8434 |
| Kotwas     | Alexander E.            | 1    | 145           | Barksdale Court     | Hearthstone Manor  | 302-424-1407 |
| Kulhanek   | Stephanie M.            | 1    | 416           | Marshall Street     |                    | 302-839-3091 |
| Kunkel     | Kenneth Christopher     | 1    | 152           | Rock Ledge Court    | Hearthstone Manor  | 302-422-2342 |
| Kurtz      | Eleanor Frances Burnet- | 1    | 3903I         | Fullerton Court     | Hearthstone Manor  | 302-424-3077 |
| Labajo     | Nila B.                 | 1    | 6             | W. Bullrush Drive   | Meadows at Shawnee | 302-422-6329 |
| Labajo     | Pike G.                 | 1    | 6             | W. Bullrush Drive   | Meadows at Shawnee | 302-422-6329 |
| Lacaillade | Henry E.                | 1    | 4402F         | Fullerton Court     | Hearthstone Manor  | 302-491-6538 |
| Lacaillade | Rafaela M.              | 1    | 4402F         | Fullerton Court     | Hearthstone Manor  | 302-491-6538 |
| Lane       | Janet Virginia          | 1    | 6             | Crown Circle        | Orchard Hill       | 302-422-7680 |
| Lane       | Richard Alan Sr.        | 1    | 3             | Fairway Court       | Orchard Hill       | 302-424-7575 |
| Lane       | Rufus G.                | 1    | 6             | Crown Circle        | Orchard Hill       | 302-422-7680 |
| Lane       | Shirley J.              | 1    | 3             | Fairway Court       | Orchard Hill       | 302-424-7575 |
| Lane       | William J.              | 1    | 7             | Hickory Branch Lane | Hearthstone Manor  | 302-422-5556 |
| LaRoss     | David Ryan              | 1    | 503E          | Marshall Street     |                    | 302-424-6564 |
| Lawrence   | Jennifer I              | 1    | 33            | E. Green Lane       | Orchard Hill       | 302-604-8565 |
| Lear       | Mary Jo                 | 1    | 616           | Cedarwood Avenue    | Marshall Commons   | 302-422-6304 |
| Lear       | Norman J. Sr.           | 1    | 616           | Cedarwood Avenue    | Marshall Commons   | 302-422-6304 |
| Lebengood  | Ann M.                  | 1    | 9             | Windy Drive         | Meadows at Shawnee | 302-430-7620 |
| Lebengood  | Peter Reed              | 1    | 9             | Windy Drive         | Meadows at Shawnee | 302-430-7620 |
| LeBright   | Daniel T.               | 1    | 400           | Marshall St.        |                    | 302-422-7000 |
| LeBright   | Joyce G                 | 1    | 400           | Marshall St         |                    | 302-422-7000 |
| Lee        | Melissa A.              | 1    | 655           | Beechwood Avenue    | Marshall Commons   | 302-841-0390 |
| Legg       | Donald T. Sr.           | 1    | 10            | Clearview Drive     | Hearthstone Manor  | 302-424-3039 |
| Legg       | Rosalie D.              | 1    | 10            | Clearview Drive     | Hearthstone Manor  | 302-424-3039 |
| Lehr       | Darlene R.              | 1    | 24            | Clearview Drive     | Hearthstone Manor  | 302-424-7879 |
| Lerch      | Jane L.                 | 1    | 308           | Matthew Circle      | Matlinds Estates   | 302-593-9972 |
| Lessner    | Gabrielle Margaret      | 1    | 1             | E. Thrush Drive     | Meadows at Shawnee | 302-424-3221 |
| Lessner    | Timothy B.              | 1    | 1             | E. Thrush Drive     | Meadows at Shawnee | 302-424-3221 |
| Levenson   | Louis Elliott           | 1    | 17            | Fairway Street      | Orchard Hill       | 302-430-0417 |

| Last Name  | First Name     | Ward | Street Number | Street Name       | Development        | Notes        |
|------------|----------------|------|---------------|-------------------|--------------------|--------------|
| Levin      | Harold P.      | 1    | 704           | Beechwood Court   | Marshall Commons   | 302-422-6473 |
| Lewis      | Linda Spare    | 1    | 4502H         | Summer Brook Way  | Hearthstone Manor  | 302-491-6339 |
| Littmann   | Helmut K.      | 1    | 3301A         | N. Sagamore Drive | Hearthstone Manor  | 302-424-4257 |
| LoBiondo   | Jon R          | 1    | 3             | Iroquois Ave      | Orchard Hill       | 302-725-5851 |
| LoBiondo   | Stephanie Lynn | 1    | 3             | Iroquois Ave      | Orchard Hill       | 302-725-5851 |
| Long       | Curtis C.      | 1    | 612           | McColley Street   |                    | 302-535-4993 |
| Long       | Deborah Kenton | 1    | 612           | McColley Street   |                    | 302-670-7926 |
| Long       | Gary R.        | 1    | 201           | Matthew Circle    | Matlinds Estates   | 302-424-4092 |
| Long       | Sydell R.      | 1    | 201           | Matthew Circle    | Matlinds Estates   | 302-424-4092 |
| Luchinsky  | Alan Lee       | 1    | 154           | Rock Ledge Court  | Hearthstone Manor  | 302-422-8118 |
| Luchinsky  | Sharon L.      | 1    | 154           | Rock Ledge Court  | Hearthstone Manor  | 302-422-8118 |
| Lush       | Elizabeth Ann  | 1    | 31            | E. Green Lane     | Orchard Hill       | 302-424-3656 |
| Lush       | Mary Ann E.    | 1    | 31            | E. Green Lane     | Orchard Hill       | 302-424-3656 |
| Lush       | Richard M.     | 1    | 31            | E. Green Lane     | Orchard Hill       | 302-422-3656 |
| Lynch      | John T.        | 1    | 118           | Rock Ledge Court  | Hearthstone Manor  | 302-519-9677 |
| Lynch      | Judy Ann       | 1    | 3702 H        | S. Sagamore Drive | Hearthstone Manor  | 813-244-7042 |
| Lynch      | Raymond E.     | 1    | 3702H         | S. Sagamore Drive | Hearthstone Manor  | 813-244-7042 |
| Mahammitte | Charles V.     | 1    | 3202E         | Brookmyer Driver  | Hearthstone Manor  | 302-265-2665 |
| Mahammitte | Sandra         | 1    | 3202E         | Brookmyer Drive   | Hearthstone Manor  | 302-265-2665 |
| Malkus     | John A.        | 1    | 15            | Kingston Terrace  | Hearthstone Manor  | 302-265-2316 |
| Maloney    | Gladys D.      | 1    | 1006          | Lemuel Street     |                    | 302-422-4608 |
| Maloney    | Thomas A.      | 1    | 1006          | Lemuel Street     |                    | 302-422-4608 |
| Mancini    | Sally Ann      | 1    | 145           | Barksdale Court   | Hearthstone Manor  | 302-424-1407 |
| Mansolf    | George Bradley | 1    | 16            | Meadow Lark Drive | Meadows at Shawnee | 410-349-9795 |
| Mansolf    | Kathleen Ann   | 1    | 16            | Meadow Lark Drive | Meadows at Shawnee | 410-349-9795 |
| Marabello  | Daniel         | 1    | 1             | Windy Drive       | Meadows at Shawnee | 302-424-3722 |
| Marabello  | Licina         | 1    | 1             | Windy Drive       | Meadows at Shawnee | 302-424-3722 |
| Marcavage  | Joseph E.      | 1    | 22            | Clearview Drive   | Hearthstone Manor  | 302-491-6132 |
| Marcavage  | Josephine M.   | 1    | 22            | Clearview Drive   | Hearthstone Manor  | 302-491-6132 |
| Marcin     | Jo Ann         | 1    | 707           | Lindsay Lane      | Matlinds Estates   | 302-422-7520 |
| Markowitz  | David H.       | 1    | 8             | E. Thrush Drive   | Meadows at Shawnee | 302-422-8003 |

| Last Name  | First Name          | Ward | Street Number | Street Name         | Development        | Notes        |
|------------|---------------------|------|---------------|---------------------|--------------------|--------------|
| Markowitz  | Gloria K.           | 1    | 8             | E. Thrush Drive     | Meadows at Shawnee | 302-422-8003 |
| Marth      | Anne Marie Donna    | 1    | 31            | Meadow Lark Drive   | Meadows at Shawnee |              |
| Marth      | Michael Paul        | 1    | 31            | Meadow Lark Drive   | Meadows at Shawnee |              |
| Mason      | Carole G.           | 1    | 153           | Barksdale Court     | Hearthstone Manor  | 302-422-2809 |
| Mason      | George A.           | 1    | 153           | Barksdale Court     | Hearthstone Manor  | 302-422-2809 |
| Matthews   | William B. Jr.      | 1    | 26            | E. Green Lane       | Orchard Hill       | 302-430-0409 |
| Mayoral    | Angelo              | 1    | 3             | Lenape Lane         | Meadows at Shawnee | 302-422-3820 |
| Mayoral    | Beatriz Medina      | 1    | 3             | Lenape Lane         | Meadows at Shawnee | 302-422-3820 |
| McAllister | Albert              | 1    | 1008          | Lemuel Street       |                    | 302-265-2145 |
| McCarthy   | Donna Reel          | 1    | 4001B         | Fullerton Court     | Hearthstone Manor  | 302-424-2452 |
| McDuff     | John Dix            | 1    | 23            | E. Green Lane       | Orchard Hill       | 302-424-3162 |
| McDuff     | Zelda Arlene        | 1    | 23            | E. Green Lane       | Orchard Hill       | 302-424-3162 |
| McGalagly  | Gloria Marie        | 1    | 13            | Little Pond Drive   | Meadows at Shawnee | 302-424-7951 |
| McGalagly  | John J.             | 1    | 13            | Little Pond Drive   | Meadows at Shawnee | 302-424-7981 |
| McGrath    | Ronald T.           | 1    | 3102H         | W. Brookmyer Drive  | Hearthstone Manor  | 302-430-7546 |
| McKain     | Michael D.          | 1    | 705           | Cedarwood Court     | Marshall Commons   | 302-424-1830 |
| McLeod     | Barbara A.          | 1    | 6             | Kingston Terrace    | Hearthstone Manor  | 302-422-5494 |
| McLeod     | Robert Harry        | 1    | 6             | Kingston Terrace    | Hearthstone Manor  | 302-422-5494 |
| McMurray   | Charlayne Wood      | 1    | 161           | Barksdale Court     | Hearthstone Manor  | 302-491-6021 |
| McMurray   | Thomas Milton       | 1    | 161           | Barksdale Court     | Hearthstone Manor  | 352-302-1419 |
| McPherson  | Jerry H.            | 1    | 614           | Beechwood Avenue    | Marshall Commons   | 302-422-6720 |
| McPherson  | Kevin Scott         | 1    | 4             | E. Green Lane       | Orchard Hill       | 302-344-3289 |
| McVeigh    | Juanita F.          | 1    | 24            | Clearview Drive     | Hearthstone Manor  | 302-424-7879 |
| Mees       | Gary Lynn           | 1    | 25            | E. Green Lane       |                    | 302-422-0765 |
| Mergner    | Christopher Henry   | 1    | 1             | Delores Court       | Orchard Hill       | 302-424-7561 |
| Mergner    | Leslie A.           | 1    | 1             | Delores Court       | Orchard Hill       | 302-424-7561 |
| Merkel     | Lee L.              | 1    | 7             | Homestead Boulevard | Hearthstone Manor  | 302-424-1048 |
| Merkel     | Theresa D.          | 1    | 7             | Homestead Boulevard | Hearthstone Manor  | 302-424-1048 |
| Mesh       | Carol J.            | 1    | 10            | E. Bullrush Drive   | Meadows at Shawnee | 302-265-2612 |
| Mesh       | Thaddeus Joseph Jr. | 1    | 10            | E. Bullrush Drive   | Meadows at Shawnee | 302-430-0513 |
| Messick    | Amber Nicole        | 1    | 204           | E. Clarke Avenue    |                    | 302-632-6137 |

| Last Name  | First Name        | Ward | Street Number | Street Name       | Development        | Notes        |
|------------|-------------------|------|---------------|-------------------|--------------------|--------------|
| Messick    | Sheri Lynn        | 1    | 204           | E. Clarke Avenue  |                    | 302-757-6297 |
| Meszaros   | Christina Graviet | 1    | 21            | E. Green Lane     | Orchard Hill       | 302-424-4837 |
| Meszaros   | Joseph John       | 1    | 21            | E. Green Lane     | Orchard Hill       | 302-424-4837 |
| Metzner    | Timothy M.        | 1    | 9             | Royal Drive       | Orchard Hill       | 302-430-0422 |
| Meushaw    | Jean Ann          | 1    | 12            | Clearview Drive   | Hearthstone Manor  | 302-424-2122 |
| Meushaw    | Ronald Wayne      | 1    | 12            | Clearview Drive   | Hearthstone Manor  | 302-424-2122 |
| Miller     | Christine A.      | 1    | 707           | Lindsay Lane      | Matlinds Estates   | 302-422-7520 |
| Miller     | Christine Beebe   | 1    | 3502E         | N. Sagamore Drive | Hearthstone Manor  | 302-222-2433 |
| Miller     | Ellen E.          | 1    | 8             | Big Pond Drive    | Meadows at Shawnee | 302-424-1473 |
| Miller     | Jennifer Marie    | 1    | 1008          | Lemuel Street     |                    | 302-222-2734 |
| Millman    | Pamela M.         | 1    | 110           | Rock Ledge Court  | Hearthstone Manor  | 302-422-2517 |
| Mills      | Katherine A.      | 1    | 18            | W. Bullrush Drive | Meadows At Shawnee | 302-422-0907 |
| Mims       | Rae Meredith      | 1    | 4802E         | Summer Brook Way  | Hearthstone Manor  | 302-725-5246 |
| Mitchell   | Myra Kay          | 1    | 300           | Columbia Street   |                    | 302-236-6846 |
| Mitchell   | Randy Clark       | 1    | 300           | Columbia Street   |                    | 302-422-5198 |
| Mollura    | Brenda M.         | 1    | 3             | Little Pond Drive | Meadows at Shawnee | 302-222-6307 |
| Mollura    | John A.           | 1    | 3             | Little Pond Drive | Meadows at Shawnee | 302-222-6308 |
| Molster    | John Anderson     | 1    | 143           | Barksdale Court   | Hearthstone Manor  | 302-422-6315 |
| Molster    | Kathleen Burns    | 1    | 143           | Barksdale Court   | Hearthstone Manor  | 302-422-6315 |
| Montgomery | Eugene C.         | 1    | 6             | E. Green Lane     | Orchard Hill       | 302-422-6315 |
| Moorman    | Laurie Kobasa     | 1    | 637           | Beechwood Avenue  | Marshall Commons   | 302-422-8206 |
| Moorman    | Travis C.         | 1    | 637           | Beechwood Avenue  | Marshall Commons   | 302-422-8206 |
| Morgan     | Jacqueline Marie  | 1    | 1000          | Lemuel Street     |                    | 302-422-9765 |
| Morgan     | Joan K.           | 1    | 25            | Kingston Terrace  | Hearthstone Manor  | 302-422-4350 |
| Morgan     | Woodrow W.        | 1    | 25            | Kingston Terrace  | Hearthstone Manor  | 302-422-4350 |
| Morole     | Margaret L.       | 1    | 206           | Matthew Circle    | Matlinds Estates   | 302-491-6532 |
| Morole     | Michelle A.       | 1    | 206           | Matthew Circle    | Matlinds Estates   | 302-422-3387 |
| Morole     | Nicholas P.       | 1    | 206           | Matthew Circle    | Matlinds Estates   | 302-422-3387 |
| Morole     | Peter A.          | 1    | 206           | Matthew Circle    | Matlinds Estates   | 302-422-3387 |
| Morris     | Chelsea M.        | 1    | 9             | E. Thrush Drive   | Meadows at Shawnee | 302-424-1846 |
| Morris     | Debra Lynn        | 1    | 9             | E. Thrush Drive   | Meadows at Shawnee | 302-424-1846 |

| Last Name  | First Name       | Ward | Street Number | Street Name               | Development        | Notes        |
|------------|------------------|------|---------------|---------------------------|--------------------|--------------|
| Morris     | Edward S.        | 1    | 9             | E. Thrush Drive           | Meadows at Shawnee | 302-424-1846 |
| Mullaney   | Ann B.           | 1    | 1             | W. Thrush Drive           | Meadows at Shawnee | 302-422-3907 |
| Mullaney   | Joseph A. II     | 1    | 1             | W. Thrush Drive           | Meadows at Shawnee | 302-422-3907 |
| Mumma      | Patrick J.       | 1    | 141           | Hickory Branch Court      | Hearthstone Manor  | 302-430-7541 |
| Munday     | Carol Jean       | 1    | 800           | Joshua Drive              | Matlinds Estates   | 302-430-0301 |
| Munday     | Herbert L. Jr.   | 1    | 800           | Joshua Drive              | Matlinds Estates   | 302-430-0301 |
| Murphy     | Rosa Marie       | 1    | 5             | Fairway Street            | Orchard Hill       | 302-422-6885 |
| Murphy     | Suzanne M.       | 1    | 115           | Hickory Branch Court      | Hearthstone Manor  | 718-938-5726 |
| Myers      | Geneva           | 1    | 133           | Rock Ledge Ct.            | Hearthstone Manor  | 302-491-4665 |
| Nakhai     | Behnam           | 1    | 12            | Homestead Boulevard       | Hearthstone Manor  | 717-560-5948 |
| Nash       | Ann Marie C.     | 1    | 21            | Fairway Street            | Orchard Hill       | 302-422-2217 |
| Nash       | Shelby L.        | 1    | 405           | Charles Street            |                    | 302-422-2217 |
| Natonick   | Jean Marlys      | 1    | 157           | Aspen Court               | Hearthstone Manor  | 302-422-1806 |
| Noll       | Daniel M.        | 1    | 300           | Bridgeham Avenue          |                    | 302-424-3326 |
| Norris     | Richard David    | 1    | 171           | Hickory Branch Court      | Hearthstone Manor  | 302-424-1050 |
| Nowakowski | Bernard J.       | 1    | 504           | Matthew Circle            | Matlinds Estates   | 302-422-4448 |
| Nowakowski | Brandi M.        | 1    | 504           | Matthew Circle            | Matlinds Estates   | 302-422-4448 |
| Nowell     | James Robert Jr. | 1    | 8             | Crown Circle              | Orchard Hill       | 302-424-4968 |
| Nowell     | Melissa Ann      | 1    | 8             | Crown Circle              | Orchard Hill       | 302-424-4968 |
| O'Boyle    | Charles M.       | 1    | 24            | Kingston Terrace          | Hearthstone Manor  | 302-430-7640 |
| O'Boyle    | Lorraine M.      | 1    | 24            | Kingston Terrace          | Hearthstone Manor  | 302-430-7640 |
| Ochs       | Anne M.          | 1    | 4             | Pond Drive                | Orchard Hill       | 302-422-6644 |
| Ochs       | Bryan Jason      | 1    | 4             | Pond Drive                | Orchard Hill       | 302-422-6644 |
| Orentas    | Algis            | 1    | 161           | Rock Ledge Court Unit 66C | Hearthstone Manor  | 201-725-6124 |
| Orentas    | Roberta Gertrude | 1    | 161           | Rock Ledge Court Unit 66C | Hearthstone Manor  | 973-464-2408 |
| Orr        | Anne Sparks      | 1    | 109           | Aspen Court               | Hearthstone Manor  | 302-422-6951 |
| Orr        | Neal K.          | 1    | 109           | Aspen Court               | Hearthstone Manor  | 302-422-6951 |
| Ostroski   | Lenora V.        | 1    | 3801C         | S. Sagamore Drive         | Hearthstone Manor  | 302-422-2529 |
| Ostruska   | Josef            | 1    | 806           | Joshua Drive              | Matlinds Estates   | 302-422-3737 |
| Ostruska   | Margot P.        | 1    | 806           | Joshua Drive              | Matlinds Estates   | 302-422-3737 |
| Ouge       | Gladys M.        | 1    | 54            | Meadow Lark Drive         | Meadows at Shawnee | 302-422-2036 |

| Last Name  | First Name         | Ward | Street Number | Street Name          | Development        | Notes        |
|------------|--------------------|------|---------------|----------------------|--------------------|--------------|
| Ouge       | Joseph M.          | 1    | 54            | Meadow Lark Drive    | Meadows at Shawnee | 302-422-2036 |
| Owens      | Mary Joe Christine | 1    | 4502F         | Summer Brook Way     | Hearthstone Manor  | 302-422-2157 |
| Owens      | William D.         | 1    | 4502F         | Summer Brook Way     | Hearthstone Manor  | 302-422-2157 |
| Paladino   | James Jerome       | 1    | 4             | E. Green Lane        | Orchard Hill       | 302-424-7668 |
| Paladino   | Lisa M.            | 1    | 4             | E. Green Lane        | Orchard Hill       | 302-424-7664 |
| Palermo    | Joseph George      | 1    | 5             | Misty Vale Court     | Meadows at Shawnee | 302-430-0802 |
| Paliwoda   | Laura A.           | 1    | 17            | Homestead Boulevard  | Hearthstone Manor  | 302-422-7554 |
| Paliwoda   | Theodore T.        | 1    | 17            | Homestead Bouelvard  | Hearthstone Manor  | 302-422-7554 |
| Panico     | Frank Michael      | 1    | 105           | Marlin Court         | Orchard Hill       | 302-265-2225 |
| Panico     | Maureen Theresa    | 1    | 105           | Marlin Court         | Orchard Hill       | 302-265-2225 |
| Parker     | Beverly Ennis      | 1    | 105           | Beaufort Lane        | Orchard Hill       | 302-422-3891 |
| Parker     | Gordon Otis Jr.    | 1    | 105           | Beaufort Lane        | Orchard Hill       | 302-422-3891 |
| Parkhouse  | Edward Patrick     | 1    | 322           | Matthew Circle       | Matlinds Estates   | 302-422-9774 |
| Parkhouse  | Elise L.           | 1    | 322           | Matthew Circle       | Matlinds Estates   | 302-422-9774 |
| Parks      | Dan Barnett        | 1    | 8             | Little Pond Drive    | Meadows at Shawnee | 302-535-1033 |
| Parseghian | Edward C.          | 1    | 508           | Matthew Circle       | Matlinds Estates   | 302-242-0410 |
| Parson     | Titania S          | 1    | 200           | Matthew Circle       | Matlinds Estates   | 302-424-8313 |
| Passwaters | Samuel J. III      | 1    | 315           | Columbia Street      |                    | 302-422-0637 |
| Patel      | Chunilal M.        | 1    | 7             | Misty Vale Court     | Meadows at Shawnee | 302-424-3154 |
| Patel      | Hiren Chunilal     | 1    | 7             | Misty Vale Court     | Meadows at Shawnee | 302-424-3154 |
| Patel      | Mayuri Kanubhai    | 1    | 7             | Misty Vale Court     | Meadows at Shawnee | 302-465-1375 |
| Patel      | Vinay              | 1    | 3             | Misty Vale Court     | Meadows at Shawnee | 302-424-4965 |
| Pavlak     | Barbara A.         | 1    | 12            | Royal Drive          | Orchard Hill       | 302-422-8228 |
| Pavlak     | Scott T.           | 1    | 12            | Royal Drive          | Orchard Hill       | 302-422-8228 |
| Peifer     | Jacquelyn          | 1    | 5             | Little Birch Drive   | Hearthstone Manor  | 302-519-0345 |
| Pennell    | Sue Ellen          | 1    | 111           | Hickory Branch Court | Hearthstone Manor  | 302-422-6563 |
| Perdue     | David P.           | 1    | 19            | Fairway Court        | Orchard Hill       | 302-430-0776 |
| Perdue     | Deborah L.         | 1    | 19            | Fairway Court        | Orchard Hill       | 302-430-0776 |
| Perry      | Edith J.           | 1    | 8             | Royal Drive          | Orchard Hill       | 302-422-2099 |
| Perry      | Roger Gayle        | 1    | 8             | Royal Drive          | Orchard Hill       | 302-422-2099 |
| Peters     | Michelle A.        | 1    | 611           | S. Washington Street |                    | 302-422-0971 |

| Last Name  | First Name        | Ward | Street Number | Street Name          | Development        | Notes        |
|------------|-------------------|------|---------------|----------------------|--------------------|--------------|
| Peterson   | Alger L.          | 1    | 614           | Cedarwood Avenue     | Marshall Commons   | 302-422-1821 |
| Peterson   | Elizabeth C.      | 1    | 614           | Cedarwood Avenue     | Marshall Commons   | 302-424-1821 |
| Petranto   | Laura             | 1    | 6             | E. Bullrush Drive    | Meadows at Shawnee | 302-422-4940 |
| Petranto   | Frank S.          | 1    | 6             | E. Bullrush Drive    | Meadows at Shawnee | 302-422-4940 |
| Phelps     | Gloria Jean       | 1    | 11            | Hickory Branch Court | Hearthstone Manor  | 302-265-2230 |
| Phelps     | Timothy Edwin Sr. | 1    | 11            | Hickory Branch Court | Hearthstone Manor  | 302-265-2230 |
| Phillips   | Vernon Joseph Sr. | 1    | 500           | Maple Street         | Marshall Commons   |              |
| Pingue     | Elizabeth A.      | 1    | 305           | Richard Street       |                    | 215-715-2414 |
| Piper      | Lorraine R.       | 1    | 21            | W. Bullrush Drive    | Meadows at Shawnee | 302-422-4664 |
| Piper      | Stephen M.        | 1    | 21            | W. Bullrush Drive    | Meadows at Shawnee | 302-422-4664 |
| Plack      | Kathryn Jean      | 1    | 1000          | Lemuel Street        |                    | 302-424-1087 |
| Plack      | William F. Jr.    | 1    | 1000          | Lemuel Street        |                    | 302-422-6186 |
| Polichetti | Anna Marie        | 1    | 5             | Royal Court          | Orchard Hill       | 302-422-0326 |
| Polichetti | Joseph M. Jr.     | 1    | 5             | Royal Court          | Orchard Hill       | 302-430-0326 |
| Poole      | Beverly A.        | 1    | 38            | Clearview Drive      | Hearthstone Manor  | 302-424-0603 |
| Poole      | Joseph John       | 1    | 38            | Clearview Drive      | Hearthstone Manor  | 302-424-0603 |
| Porter     | Hilda Jane        | 1    | 11            | Little Pond Drive    | Meadows at Shawnee | 302-430-0319 |
| Powell     | Carol Ann         | 1    | 310           | Fisher Avenue        |                    | 302-448-9326 |
| Powell     | Peggy Ann         | 1    | 4301D         | Summer Brook Way     | Hearthstone Manor  | 302-265-2685 |
| Powell     | William M. Sr.    | 1    | 4301D         | Summer Brook Way     | Hearthstone Manor  | 302-265-2685 |
| Powers     | Betty J.          | 1    | 14            | E. Green Lane        | Orchard Hill       | 302-422-7708 |
| Powers     | Robert D.         | 1    | 14            | E. Green Lane        | Orchard Hill       | 302-422-7708 |
| Pratzner   | Elaine Marie      | 1    | 52            | Meadow Lark Drive    | Meadows at Shawnee | 302-265-2583 |
| Pratzner   | Phillip Russell   | 1    | 52            | Meadow Lark Drive    | Meadows at Shawnee | 302-265-2583 |
| Prince     | Richard Alfred    | 1    | 3             | Windy Drive          | Meadows at Shawnee | 302-422-2260 |
| Prince     | Veronica          | 1    | 3             | Windy Drive          | Meadows at Shawnee | 302-422-2260 |
| Priola     | Mike A.           | 1    | 3801D         | S. Sagamore Drive    | Hearthstone Manor  | 302-393-6262 |
| Prouse     | Judith A.         | 1    | 311           | Matthew Circle       | Matlinds Estates   | 302-422-9592 |
| Prunty     | Evangeline A.     | 1    | 13            | Royal Drive          | Orchard Hill       | 302-424-3081 |
| Prunty     | Harold E.         | 1    | 13            | Royal Drive          | Orchard Hill       | 302-424-3081 |
| Quent      | Jeanne L.         | 1    | 104           | Matthew Circle       | Matlinds Estates   | 302-424-0671 |

| Last Name    | First Name      | Ward | Street Number | Street Name          | Development        | Notes        |
|--------------|-----------------|------|---------------|----------------------|--------------------|--------------|
| Quent        | Ronad Kenneth   | 1    | 104           | Matthew Circle       | Matlinds Estates   | 302-424-0671 |
| Ramsey       | Jon Eric        | 1    | 649           | Beechwood Avenue     | Marshall Commons   | 302-424-8411 |
| Ramsey       | Pamela M.       | 1    | 649           | Beechwood Avenue     | Marshall Commons   | 302-424-8411 |
| Raney        | Roberta A.      | 1    | 640           | Beechwood Avenue     | Marshall Commons   | 302-422-5364 |
| Raspberry    | Joseph T.       | 1    | 29            | E. Green Lane        | Orchard Hill       | 302-424-0539 |
| Raspberry    | Mary Christine  | 1    | 29            | E. Green Lane        | Orchard Hill       | 302-424-0539 |
| Rawl         | Mary Jane       | 1    | 17            | E. Green Lane        | Orchard Hill       | 302-424-3314 |
| Rawl         | Michael John    | 1    | 17            | E. Green Lane        | Orchard Hill       | 302-424-3314 |
| Ray          | Patricia Ann    | 1    | 218           | Columbia Street      |                    | 302-335-4706 |
| Reilly       | James J.        | 1    | 13            | E. Green Lane        | Orchard Hill       | 302-424-1552 |
| Reilly       | Peggy C.        | 1    | 13            | E. Green Lane        | Orchard Hill       | 302-424-1552 |
| Richards     | Brenda L.       | 1    | 18            | Clearview Drive      | Hearthstone Manor  | 302-430-0837 |
| Richards     | Dolores D.      | 1    | 8             | W. Bullrush Drive    | Meadows at Shawnee | 302-422-8332 |
| Richardson   | Clyde N.        | 1    | 123           | W. Green Lane        | Orchard Hill       | 302-491-6684 |
| Richardson   | Dianne J.       | 1    | 123           | W. Green Lane        | Orchard Hill       | 302-491-6684 |
| Riehl        | William         | 1    | 108           | S.E. Fourth Street   |                    | 302-422-4748 |
| Rienzi       | Dorothea H.     | 1    | 320           | Matthew Circle       | Matlinds Estates   | 302-424-3560 |
| Rienzi       | Leonard J.      | 1    | 320           | Matthew Circle       | Matlinds Estates   | 302-424-3560 |
| Rinker       | Connie L.       | 1    | 8             | Fairway Court        | Orchard Hill       | 302-265-2333 |
| Rinker       | William Elwood  | 1    | 8             | Fairway Street       | Orchard Hill       | 302-265-2333 |
| Rittershofer | Priscilla J.    | 1    | 20            | Kingston Terrace     | Hearthstone Manor  | 302-422-0654 |
| Riviello     | Gerald Joseph   | 1    | 705           | Beechwood Court      | Marshall Commons   | 302-430-0848 |
| Roark        | Donald Raymone  | 1    | 141           | Hickory Branch Court | Hearthstone Manor  | 302-265-2654 |
| Roark        | Ruth Virginia   | 1    | 141           | Hickory Branch Court | Hearthstone Manor  | 302-265-2654 |
| Robbins      | Mildred Louise  | 1    | 35            | Meadow Lark Drive    | Meadows at Shawnee | 302-430-0114 |
| Roberts      | Constance Marie | 1    | 101           | Marlin Court         | Orchard Hill       | 302-422-6359 |
| Roberts      | Kathleen L.     | 1    | 6             | Big Pond Drive       | Meadows at Shawnee | 302-265-2027 |
| Roberts      | Richard         | 1    | 12            | Kingston Terrace     | Hearthstone Manor  | 302-424-2419 |
| Roberts      | Wayne H.        | 1    | 6             | Big Pond Drive       | Meadows at Shawnee | 302-265-2027 |
| Roberts      | William D.      | 1    | 101           | Marlin Court         | Orchard Hill       | 302-422-6359 |
| Robinson     | Carol A.        | 1    | 523           | S. Washington Street |                    | 302-422-5583 |

| Last Name  | First Name     | Ward | Street Number | Street Name       | Development        | Notes        |
|------------|----------------|------|---------------|-------------------|--------------------|--------------|
| Robinson   | Phyllis        | 1    | 314           | Bridgeham Avenue  |                    |              |
| Rodenberg  | Robert Thomas  | 1    | 6             | Briar Court       | Meadows at Shawnee | 302-265-2297 |
| Rodenberg  | Wanda L.       | 1    | 6             | Briar Court       | Meadows at Shawnee | 302-265-2297 |
| Rodgers    | Douglas Edward | 1    | 8             | Briar Court       | Meadows at Shawnee | 302-422-4221 |
| Rogers     | Charles J.     | 1    | 105           | E. Clarke Avenue  |                    | 302-422-7443 |
| Rogers     | Dennis A.      | 1    | 311           | Marshall Street   |                    | 302-393-6816 |
| Rogers     | Jordan A.      | 1    | 418           | Fisher Avenue     |                    | 302-249-7169 |
| Rogers     | Kevin Wayne    | 1    | 418           | Fisher Avenue     |                    | 302-422-2346 |
| Rogers     | Kyle Clarence  | 1    | 418           | Fisher Avenue     |                    | 302-535-9731 |
| Rogers     | Lewis W.       | 1    | 418           | Fisher Avenue     |                    | 302-535-9731 |
| Rogers     | Lucille E.     | 1    | 105           | E. Clarke Avenue  |                    | 302-422-7443 |
| Romano     | Alison L.      | 1    | 7             | Costabella Lane   | Orchard Hill       | 302-422-8687 |
| Romano     | Dominic        | 1    | 7             | Costabella Lane   | Orchard Hill       | 302-422-8687 |
| Romano Sr  | Joseph         | 1    | 21            | E. Bullrush Drive | Meadows at Shawnee |              |
| Rosengren  | Emily K.       | 1    | 630           | Beechwood Avenue  | Marshall Commons   | 302-430-7599 |
| Rosenquist | Glen T.        | 1    | 300           | Charles Street    |                    | 302-491-6519 |
| Rosenquist | Shelby E.      | 1    | 300           | Charles Street    |                    | 302-491-6519 |
| Ross       | Oneida S.      | 1    | 3403J         | N. Sagamore Drive | Hearthstone Manor  | 302-424-0163 |
| Ross       | Robert L.      | 1    | 3403J         | N. Sagamore Drive | Hearthstone Manor  | 302-424-0163 |
| Rottman    | Edward A.      | 1    | 23            | W. Bullrush Drive | Meadows at Shawnee | 302-424-3996 |
| Rottman    | Lewis DeSimone | 1    | 23            | W. Bullrush Drive | Meadows at Shawnee | 302-424-3996 |
| Ruhl       | Nancy Elayne   | 1    | 5             | Little Pond Drive | Orchard Hill       | 302-604-2619 |
| Rupp       | Hildegard S.   | 1    | 143           | Aspen Court       | Hearthstone Manor  | 302-422-0625 |
| Rupp       | John Joseph    | 1    | 9             | Big Pond Drive    | Meadows at Shawnee | 302-265-2263 |
| Rupp       | Kimberly Mae   | 1    | 9             | Big Pond Drive    | Meadows at Shawnee | 302-265-2263 |
| Ryan       | Danahey        | 1    | 163           | Barksdale Court   | Hearthstone Manor  | 302-430-7505 |
| Ryan       | Patricia N.    | 1    | 163           | Barksdale Court   | Hearthstone Manor  | 302-430-7505 |
| Sabia      | Eleanor R.     | 1    | 155           | Barksdale Court   | Hearthstone Manor  | 302-422-5186 |
| Sabia      | Mauro A.       | 1    | 155           | Barksdale Court   | Hearthstone Manor  | 302-422-5186 |
| Sacks      | Lewis W.       | 1    | 9             | W. Thrush Drive   | Meadows at Shawnee | 302-422-4490 |
| Saez       | Jose Morales   | 1    | 4             | Pond Drive        | Orchard Hill       | 302-430-0442 |

| Last Name | First Name        | Ward | Street Number | Street Name          | Development        | Notes        |
|-----------|-------------------|------|---------------|----------------------|--------------------|--------------|
| Saez      | Zona C.           | 1    | 4             | Pond Drive           | Orchard Hill       | 302-430-0442 |
| Sanchez   | Eva               | 1    | 403           | McColley Street      |                    | 302-422-9787 |
| Sauls     | Antoinette Yvonne | 1    | 2             | E. Thrush Drive      | Meadows at Shawnee | 302-430-0466 |
| Sauls     | David R.          | 1    | 2             | E. Thrush Drive      | Meadows at Shawnee | 302-430-0466 |
| Savage    | Sara Louise       | 1    | 125           | Hickory Branch Court | Hearthstone Manor  | 302-422-9098 |
| Sbona     | Georgiann         | 1    | 19            | Homestead Boulevard  | Hearthstone Manor  | 302-422-1536 |
| Sbona     | Samuel Ralph      | 1    | 19            | Homestead Boulevard  | Hearthstone Manor  | 302-424-1536 |
| Schauer   | Lloyd John        | 1    | 14            | Big Pond Drive       | Meadows at Shawnee | 302-491-6799 |
| Scheetz   | Timothy Edward    | 1    | 3601A         | N. Sagamore Drive    | Hearthstone Manor  | 302-424-3709 |
| Schleigh  | David William     | 1    | 2             | W. Thrush Drive      | Meadows at Shawnee | 302-424-4591 |
| Schleigh  | Mary Anne         | 1    | 2             | W. Thrush Drive      | Meadows at Shawnee | 302-424-4591 |
| Schmidt   | Carl R. Jr.       | 1    | 4             | Clearview Drive      | Hearthstone Manor  | 302-422-7553 |
| Schmidt   | Olivia L.         | 1    | 4             | Clearview Drive      | Hearthstone Manor  | 302-422-7553 |
| Schofield | Cindy L.          | 1    | 300           | Matthews Circle      | Matlinds Estates   | 215-510-5700 |
| Schwartz  | Eileen Lamb       | 1    | 145           | Hickory Branch Court | Hearthstone Manor  | 302-491-6508 |
| Scott     | Cynthia Ann       | 1    | 708           | Lindsay Lane         | Matlinds Estates   | 302-424-4134 |
| Sender    | Carole Louise     | 1    | 3601D         | S. Sagamore Drive    | Hearthstone Manor  | 302-422-6158 |
| Sender    | John Bernard Jr.  | 1    | 3601D         | S. Sagamore Drive    | Hearthstone Manor  | 302-422-6158 |
| Shabi     | Olufemi O.        | 1    | 12            | Big Pond Drive       | Meadows at Shawnee | 302-724-4301 |
| Shaffer   | Sherry A.         | 1    | 12            | W. Bullrush Drive    | Meadows at Shawnee | 443-783-1489 |
| Shah      | Bindesh B.        | 1    | 1             | W. Bullrush Drive    | Meadows at Shawnee | 302-424-7738 |
| Sharp     | Delema E.         | 1    | 149           | Hickory Branch Court | Hearthstone Manor  | 302-745-4772 |
| Sharp     | Kelly Lynn        | 1    | 617           | Beechwood Avenue     | Marshall Commons   | 302-265-2275 |
| Sharp     | Michael S.        | 1    | 617           | Beechwood Avenue     | Marshall Commons   | 302-381-0223 |
| Sharp     | Ronald H.         | 1    | 305           | Marshall Street      |                    | 302-422-6799 |
| Sharp     | Sheila M.         | 1    | 305           | Marshall Street      |                    | 302-422-0343 |
| Shea      | Kathy J.          | 1    | 306           | Montgomery Street    |                    | 302-422-7221 |
| Shea      | Michael J.        | 1    | 306           | Montgomery Street    |                    | 302-934-0177 |
| Sheffe    | Christopher D.    | 1    | 11            | E. Bullrush Drive    | Meadows at Shawnee | 302-422-3448 |
| Sheffe    | Diane Irene       | 1    | 11            | E. Bullrush Drive    | Meadows at Shawnee | 302-422-3448 |
| Shields   | Columbus N.       | 1    | 5             | E. Green Lane        | Orchard Hill       | 302-422-4330 |

| Last Name     | First Name       | Ward | Street Number | Street Name          | Development        | Notes        |
|---------------|------------------|------|---------------|----------------------|--------------------|--------------|
| Shields       | John William     | 1    | 13            | Big Pond Drive       | Meadows at Shawnee | 302-422-4330 |
| Shifflett     | Willis R.        | 1    | 804           | Joshua Drive         | Matlinds Estates   | 302-430-0994 |
| Shimizu       | Helena Bernice   | 1    | 39            | Little Birch Drive   | Hearthstone Manor  | 302-422-7380 |
| Shinholt      | Hazel A.         | 1    | 4             | W. Bullrush Drive    |                    | 302-265-2038 |
| Shinholt      | Robert           | 1    | 4             | W. Bullrush Drive    |                    | 302-265-2038 |
| Shockley      | Tricia A.        | 1    | 2903I         | Heather Drive        | Hearthstone Manor  | 302-233-3282 |
| Shreeve       | Anne Ridgely     | 1    | 4403J         | Fullerton Court      | Hearthstone Manor  | 302-725-5236 |
| Shupe         | Bryan William    | 1    | 12            | W. Bullrush Drive    | Meadows at Shawnee | 302-542-9231 |
| Shupe         | Sheridan Allayne | 1    | 805           | Joshua Drive         | Matlinds Estates   | 302-422-3549 |
| Shupe         | William J.       | 1    | 805           | Joshua Drive         | Matlinds Estates   | 302-422-3549 |
| Silbereisen   | Albert J.        | 1    | 301           | Marshall Street      |                    | 302-424-0442 |
| Silveira      | Rita Christina   | 1    | 3403L         | S. Sagamore Drive    | Hearthstone Manor  | 302-422-8474 |
| Simon         | Edward L.        | 1    | 117           | Barksdale Court      | Hearthstone Manor  | 302-424-8020 |
| Simon         | Patrica A.       | 1    | 117           | Barksdale Court      | Hearthstone Manor  | 302-424-8020 |
| Sipple        | Scott G.         | 1    | 4101B         | Summer Brook Way     | Hearthstone Manor  | 302-422-9616 |
| Sloan         | Nancy Banta      | 1    | 21            | Little Birch Drive   | Hearthstone Manor  | 302-265-2724 |
| Sloan         | William Douglas  | 1    | 21            | Little Birch Drive   | Hearthstone Manor  | 302-265-2724 |
| Smith         | Paul Phillip     | 1    | 18            | Meadow Lark Drive    | Meadows at Shawnee | 302-491-6122 |
| Snead         | Natasha C.       | 1    | 511           | McColley Street      |                    | 302-424-1819 |
| Snook         | Iver Vincent     | 1    | 107           | Marlin Court         | Orchard Hill       | 302-424-4099 |
| Snook         | Linda G.         | 1    | 107           | Marlin Court         | Orchard Hill       | 302-424-4099 |
| Sottile       | John V.          | 1    | 13            | Little Birch Drive   | Hearthstone Manor  | 302-422-6514 |
| Spillane      | Michael David    | 1    | 20            | Clearview Drive      | Hearthstone Manor  | 302-424-3564 |
| Spina         | Alfred M.        | 1    | 4             | Briar Court          | Meadows at Shawnee | 302-422-6668 |
| Spina         | Joyce Marion     | 1    | 4             | Briar Court          | Meadows at Shawnee | 302-422-6668 |
| Spurio        | Ernest J. Jr.    | 1    | 3001D         | S. Heather Drive     | Hearthstone Manor  | 302-422-3430 |
| Spurio        | Joan C.          | 1    | 3001D         | S. Heather Drive     | Hearthstone Manor  | 302-422-3430 |
| Staats        | Audrey Geraldine | 1    | 173           | Hickory Branch Court | Hearthstone Manor  | 302-424-7656 |
| Staats        | Kathryn B.       | 1    | 202           | Matthew Circle       | Matlinds Estates   | 302-422-8661 |
| Staats        | Russell T.       | 1    | 202           | Matthew Circle       | Matlinds Estates   | 302-422-8661 |
| Stanton-Hinex | Angela R.        | 1    | 26            | Meadow Lark Drive    | Meadows at Shawnee | 302-678-7872 |

| Last Name     | First Name       | Ward | Street Number | Street Name         | Development        | Notes        |
|---------------|------------------|------|---------------|---------------------|--------------------|--------------|
| Staton        | Cecil Oulds      | 1    | 10            | Misty Vale Court    | Meadows at Shawnee | 302-422-4930 |
| Steiner       | Anthony L.       | 1    | 21            | Meadow Lark Drive   | Meadows at Shawnee | 302-424-3055 |
| Steiner       | Linda J.         | 1    | 21            | Meadow Lark Drive   | Meadows at Shawnee | 302-424-3035 |
| Steinhice     | Mary Frances     | 1    | 117           | Aspen Court         | Hearthstone Manor  | 302-430-0446 |
| Steinhice     | Philip R.        | 1    | 117           | Aspen Court         | Hearthstone Manor  | 302-430-0446 |
| Stenaka       | Joan D.          | 1    | 629           | Beechwood Avenue    | Marshall Commons   | 302-424-0653 |
| Stenaka       | Leo J.           | 1    | 629           | Beechwood Avenue    | Marshall Commons   | 302-424-0653 |
| Stevens       | Angela           | 1    | 601           | McColley Street     |                    | 302-265-2256 |
| Stevens       | Michael V.       | 1    | 11            | E. Green Lane       | Orchard Hill       | 302-422-4192 |
| Stevens       | Patricia A.      | 1    | 11            | E. Green Lane       | Orchard Hill       | 302-422-4192 |
| Stratman      | Elizabeth P.     | 1    | 643           | S. Marshall Street  |                    | 302-422-6386 |
| Studte        | Lois             | 1    | 402           | Charles Street      |                    | 302-422-9385 |
| Studte        | Michael E.       | 1    | 402           | Charles Street      |                    | 302-249-1558 |
| Studte Jr.    | Walter H.        | 1    | 402           | Charles Street      |                    | 302-422-9385 |
| Sullivan      | Lawrence         | 1    | 6             | E. Thrush Drive     | Meadows at Shawnee | 302-424-3088 |
| Sullivan      | Susan C.         | 1    | 6             | E. Thrush Drive     | Meadows at Shawnee | 302-424-3088 |
| Swank         | Carol L          | 1    | 11            | Homestead Boulevard | Hearthstone Manor  | 610-368-2764 |
| Swank         | William C. Jr    | 1    | 11            | Homestead Boulevard | Hearthstone Manor  | 610-368-2764 |
| Sweeney       | Edward J.        | 1    | 9             | Misty Vale Court    | Meadows at Shawnee | 302-422-4347 |
| Sweeney       | Elizabeth A.     | 1    | 9             | Misty Vale Court    | Meadows at Shawnee | 302-422-4347 |
| Sylvanus      | Ross Mills III   | 1    | 7             | W. Thrush Drive     | Meadows at Shawnee | 302-236-1274 |
| Sylvester     | Marianne W       | 1    | 4201A         | Summer Brook Way    | Hearthstone Manor  | 302-491-6219 |
| Symons        | Helga            | 1    | 202           | Beaufort Lane       | Orchard Hill       | 302-422-2232 |
| Symons        | Irwin Jay        | 1    | 202           | Beaufort Lane       | Orchard Hill       | 302-422-2232 |
| Temparali     | Charles J.       | 1    | 2             | E. Green Lane       | Orchard Hill       | 302-424-0250 |
| Temparali     | Patricia Phyllis | 1    | 2             | E. Green Lane       | Orchard Hill       | 302-424-0250 |
| Thomas        | Elizabeth S.     | 1    | 310           | Charles Street      |                    | 302-422-2181 |
| Thomas-Kenney | April R.         | 1    | 626           | Beechwood Avenue    | Marshall Commons   | 302-430-0299 |
| Thompson      | Gary L.          | 1    | 34            | Clearview Drive     | Hearthstone Manor  | 302-430-0272 |
| Thoms         | Paula A.         | 1    | 601           | Maple Street        | Marshall Commons   | 302-424-0640 |
| Tobler        | Ruth Ann         | 1    | 3501C         | S. Sagamore Drive   | Hearthstone Manor  | 302-270-4931 |

| Last Name  | First Name      | Ward | Street Number | Street Name              | Development        | Notes        |
|------------|-----------------|------|---------------|--------------------------|--------------------|--------------|
| Towers     | Howard Chester  | 1    | 42            | Clearview Drive          | Hearthstone Manor  | 302-422-2624 |
| Towers     | Myrtle Jean     | 1    | 42            | Clearview Drive          | Hearthstone Manor  | 302-422-2624 |
| Townsend   | John R.         | 1    | 4003L         | N. Sagamore Drive        | Hearthstone Manor  | 302-270-0792 |
| Tozier     | Delores L.      | 1    | 101           | Barksdale Court          | Hearthstone Manor  | 302-422-6024 |
| Tozier     | Richard M.      | 1    | 101           | Barksdale Court          | Hearthstone Manor  | 302-422-6024 |
| Treaster   | Edna Irene      | 1    | 169           | Hickory Branch Court     | Hearthstone Manor  | 302-424-2103 |
| Trivits    | Courtney R.     | 1    | 100           | Beaufort Lane            | Orchard Hill       | 302-258-8292 |
| Troisi     | Carol A.        | 1    | 707           | Cedarwood Court          | Marshall Commons   | 302-422-1266 |
| Troisi     | Gilbert Gene    | 1    | 707           | Cedarwood Court          | Marshall Commons   | 302-422-1266 |
| Truitt     | William C.      | 1    | 312           | Fisher Avenue            |                    | 302-422-3963 |
| Tucker     | Atwood Jr.      | 1    | 507           | Marshall Street          |                    | 302-422-0628 |
| Tucker     | John D.         | 1    | 315           | McColley Street          |                    | 302-424-0533 |
| Tucker     | Mary F.         | 1    | 507           | Marshall Street          |                    | 302-422-0628 |
| Tucker     | William Fred    | 1    | 706           | Cedarwood Court          | Marshall Commons   | 302-424-0424 |
| Turner     | Verna L.        | 1    | 303           | Matthew Circle           | Matlinds Estates   | 302-424-7585 |
| Vanaman    | Susan B.        | 1    | 700           | S.E. Fifth Street        |                    | 302-422-5837 |
| Vazquez    | Cesar M.        | 1    | 3201D         | W. Brookmeyer Drive      | Hearthstone Manor  | 302-430-0778 |
| Vazquez    | Linda L.        | 1    | 3201D         | W. Brookmeyer Drive      | Hearthstone Manor  | 302-430-0778 |
| Veals      | Thelma Judy     | 1    | 8             | Briar Court              | Meadows at Shawnee | 302-422-4221 |
| Vehlow     | Karen Marcy     | 1    | 41            | Meadow Lark Drive        | Meadows at Shawnee | 302-491-6357 |
| Vehlow     | Richard Herbert | 1    | 41            | Meadow Lark Drive        | Meadows at Shawnee | 302-491-6357 |
| Venett     | Emmett          | 1    | 304           | Charles, 601 McColley St |                    | 302-242-0555 |
| Venett     | Patricia M.     | 1    | 304           | Charles, 601 McColley St |                    | 302-422-7215 |
| Vican      | Denise Kaye     | 1    | 414           | Fisher Avenue            |                    | 302-422-8209 |
| Vican      | Richard A.      | 1    | 414           | Fisher Avenue            |                    | 302-422-8209 |
| Vicino     | Jean            | 1    | 8             | E. Bullrush Drive        | Meadows at Shawnee | 302-424-1437 |
| Vicino     | Michael J.      | 1    | 8             | E. Bullrush Drive        | Meadows at Shawnee | 302-424-1437 |
| Viggiano   | Carl M.         | 1    | 3702H         | S. Sagamore Drive        | Hearthstone Manor  | 302-430-0206 |
| Viggiano   | Margaret A.     | 1    | 3702H         | S. Sagamore Drive        | Hearthstone Manor  | 302-430-0206 |
| Villalobos | Anne Layton     | 1    | 2             | Royal Court              | Orchard Hill       | 302-258-5498 |
| Vincent    | Calvin Lenwood  | 1    | 11            | Crown Circle             | Orchard Hill       | 302-422-1246 |

| Last Name | First Name           | Ward | Street Number | Street Name        | Development        | Notes        |
|-----------|----------------------|------|---------------|--------------------|--------------------|--------------|
| Vincent   | Patricia Carolyn     | 1    | 11            | Crown Circle       | Orchard Hill       | 302-422-1246 |
| Voelger   | Michael L.           | 1    | 4401A         | Fullerton Court    | Hearthstone Manor  | 302-265-2192 |
| Wachel    | Georgeana            | 1    | 511F          | S. Marshall Street |                    | 302-422-2553 |
| Wagner    | Genie Drialo         | 1    | 316           | Matthew Circle     | Matlinds Estates   | 302-430-0844 |
| Wagner    | John Charles         | 1    | 316           | Matthew Circle     | Matlinds Estates   | 302-430-0844 |
| Waldorf   | Anne T.              | 1    | 103           | Marlin Court       | Orchard Hill       | 301-204-6118 |
| Waldorf   | Louis J. Jr.         | 1    | 103           | Marlin Court       | Orchard Hill       | 301-204-6118 |
| Wallace   | Elizabeth Kelly      | 1    | 4402F         | Fullerton Court    | Hearthstone Manor  | 302-698-7271 |
| Wallace   | Mozelle              | 1    | 808           | SE Fifth Street    |                    | 302-422-4283 |
| Walls     | Blanche Jefferson    | 1    | 630           | Marshall Street    |                    | 302-424-0529 |
| Walls     | Charles A.           | 1    | 630           | Marshall Street    |                    | 302-424-0529 |
| Walls     | Harold Lewis         | 1    | 630           | Marshall Street    |                    | 302-424-0529 |
| Walls     | James Jay            | 1    | 809           | S.E. Fifth Street  |                    | 302-424-1535 |
| Walls     | John W.              | 1    | 805           | S.E. Fifth Street  |                    | 302-422-5703 |
| Walls     | Lauren Marie         | 1    | 809           | S.E. Fifth Street  |                    | 302-943-7028 |
| Walls     | Patricia G.          | 1    | 314           | Fisher Avenue      |                    | 302-422-0648 |
| Walls     | Robert O.            | 1    | 314           | Fisher Avenue      |                    | 302-422-0648 |
| Walls     | Shirley M.           | 1    | 809           | S.E. Fifth Street  |                    | 302-270-2203 |
| Walls     | Tina Sue             | 1    | 630           | Marshall Street    |                    | 302-424-0529 |
| Walls     | Colin W. Sr          | 1    | 805           | S.E. Fifth Street  |                    | 302-242-8015 |
| Walters   | Elizabeth Bernadette | 1    | 157           | Barksdale Court    | Hearthstone Manor  | 302-430-0235 |
| Walther   | Joan D.              | 1    | 3203I         | E. Brookmyer Drive | Hearthstone Manor  | 302-424-3727 |
| Waples    | Charlene A.          | 1    | 307           | Charles Street     |                    | 302-422-5806 |
| Ward      | Carlos Everado Sr.   | 1    | 2             | Briar Court        | Meadows at Shawnee | 302-424-2305 |
| Ward      | Maria Tomasa         | 1    | 2             | Briar Court        | Meadows at Shawnee | 302-424-2305 |
| Webb      | Walter               | 1    | 300           | McColley Street    |                    | 302-422-4797 |
| Weber     | Bobby                | 1    | 112           | Manor Lane         |                    | 302-422-6164 |
| Weeks     | Catherine M.         | 1    | 3502F         | N. Sagamore Drive  | Hearthstone Manor  | 302-422-0328 |
| Weeks     | Deborah Carol        | 1    | 116           | W. Green Lane      | Orchard Hill       | 302-430-0698 |
| Weeks     | Robert E.            | 1    | 3502F         | N. Sagamore Drive  | Hearthstone Manor  | 302-422-0328 |
| Welch     | Linda Kay            | 1    | 4501C         | Summer Brook Way   | Hearthstone Manor  | 302-424-4419 |

| Last Name        | First Name       | Ward | Street Number | Street Name          | Development        | Notes          |
|------------------|------------------|------|---------------|----------------------|--------------------|----------------|
| West             | B. Agnes         | 1    | 514           | Marshall Street      |                    | 302-422-5474   |
| West             | Esther Catherine | 1    | 606           | Montgomery Street    |                    | * 302-424-4223 |
| Whaley           | Cory M.          | 1    | 6             | Fairway Court        | Orchard Hill       | 302-422-5615   |
| Wheatley         | Bruce D.         | 1    | 11            | W. Bullrush Drive    | Meadows at Shawnee | 302-265-2127   |
| Wheatley         | Mary Lou         | 1    | 11            | W. Bullrush Drive    | Meadows at Shawnee | 302-265-2127   |
| White            | Ernestine Helene | 1    | 143           | Hickory Branch Court | Hearthstone Manor  | 302-424-8284   |
| White            | Michael R.       | 1    | 308           | Fisher Avenue        |                    | 302-422-5177   |
| White            | Susan Marie      | 1    | 1002          | Lemuel Street        |                    | 302-528-3154   |
| Whitney          | Wayne B.         | 1    | 403           | Marshall Street      |                    | 302-422-5465   |
| Whyte            | Carol Jean       | 1    | 406           | Marshall Street      |                    | 302-422-3764   |
| Wilkins          | Howard C. II     | 1    | 410           | Bridgeham Avenue     |                    | 302-422-5597   |
| Wilkins          | Jessie L.        | 1    | 307           | Richard Street       |                    | 302-422-5243   |
| Wilkins          | Sandra Lee       | 1    | 807           | S.E. Fourth Street   |                    |                |
| Wilkinson        | Floyd H. Jr.     | 1    | 503           | McColley Street      |                    | 302-422-4142   |
| Wilkinson        | Janet            | 1    | 503           | McColley Street      |                    |                |
| Williams         | Ann C.           | 1    | 655           | Beechwood Avenue     | Marshall Commons   | 302-422-4458   |
| Williams         | Carolyn Larson   | 1    | 6             | Royal Court          | Orchard Hill       | 302-430-0140   |
| Williams         | Debra Lewis      | 1    | 111C          | Barksdale Court      | Hearthstone Manor  | 336-601-4250   |
| Williams         | Donald E.        | 1    | 20            | E. Bullrush Drive    | Meadows at Shawnee | 302-422-2177   |
| Williams         | James Keith      | 1    | 6             | Royal Court          | Orchard Hill       | 302-430-0140   |
| Williams         | Nolan Stafford   | 1    | 111C          | Barksdale Court      | Hearthstone Manor  | 336-337-1547   |
| Williams-Terrell | Maxine           | 1    | 20            | E. Bullrush Drive    | Meadows at Shawnee | 302-422-2177   |
| Wilson           | George W. III    | 1    | 305           | Lovers Lane          |                    | 302-422-7177   |
| Winkler          | Carol Anne       | 1    | 4201D         | Fullerton Court      | Hearthstone Manor  | 302-265-2447   |
| Wisniewski       | Therese M.       | 1    | 313           | McColley Street      |                    | 302-491-4660   |
| Wisniewski       | Frank A. Jr.     | 1    | 313           | McColley Street      |                    | 302-491-4660   |
| Wolhar           | Angela Marie     | 1    | 214           | Beaufort Lane        |                    | 302-422-8760   |
| Wolhar III       | Robert C         | 1    | 214           | Beaufort Lane        |                    | 302-745-1415   |
| Wood             | Josephine H.     | 1    | 162           | Rock Ledge Court     | Hearthstone Manor  | 302-422-7654   |
| Wood             | Lois A.          | 1    | 510           | McColley Street      |                    | 302-422-6543   |
| Worsley          | Donnamarie       | 1    | 9             | Hickory Branch Lane  | Hearthstone Manor  | 302-422-5042   |

| Last Name | First Name    | Ward | Street Number | Street Name         | Development        | Notes          |
|-----------|---------------|------|---------------|---------------------|--------------------|----------------|
| Worsley   | Grant Jr.     | 1    | 9             | Hickory Branch Lane | Hearthstone Manor  | 302-422-5042   |
| Worts     | Joseph P. Jr. | 1    | 11            | Homestead Boulevard | Hearthstone Manor  | 302-424-1661   |
| Xiques    | Michele Lee   | 1    | 119           | Aspen Court         | Hearthstone Manor  | 302-222-1021   |
| Yeager    | Esther R.     | 1    | 206           | E. Clarke Avenue    |                    | 302-422-3387   |
| Yordy     | Michael K.    | 1    | 6165          | Kirby Road          | Meadows at Shawnee | 302-249-2595   |
| Young     | Jean          | 1    | 153           | Aspen Court         | Hearthstone Manor  | 302-424-2214   |
| Young     | Russel W.     | 1    | 153           | Aspen Court         | Hearthstone Manor  | 302-424-2214   |
| Zaferis   | Marjorie M.   | 1    | 115           | Manor Lane          | Marshall Commons   | * 302-424-1729 |

# ANNUAL ELECTION

April 23, 2016

City of Milford Election Board:

Karen Boone            402 NE Fourth Street, Milford, Delaware

Joanne Leuthauser    509 Ashley Way, Milford, Delaware

Carlene Wilson        10 Nelson Street, Milford, Delaware

# ANNUAL ELECTION

April 23, 2016

City of Milford Election Clerk & Workers:

Antoinette Sauls 2 E. Thrush Drive, Meadows at Shawnee, Milford, DE

Rita Cartwright 711 Truitt Avenue Extended, Milford, DE

Kayla Boone 402 N.E. Fourth Street, Milford, DE

**CITY OF MILFORD  
FUND BALANCES REPORT**

Date: February 2016

|   |             |
|---|-------------|
| Cash Balance - General Fund Bank Balance  | \$3,153,968 |
| Cash Balance - Electric Fund Bank Balance | \$2,544,730 |
| Cash Balance - Water Fund Bank Balance    | \$1,358,175 |
| Cash Balance - Sewer Fund Bank Balance    | \$955,329   |
| Cash Balance - Trash Fund Bank Balance    | \$246,414   |

|                            | <u>General<br/>Improvement</u> | <u>Municipal<br/>Street Aid</u> | <u>Real Estate<br/>Transfer Tax</u> | <u>Solid Waste<br/>Reserves</u> |
|----------------------------|--------------------------------|---------------------------------|-------------------------------------|---------------------------------|
| Beginning Cash Balance     | 431,223                        | 1,248,391                       | 1,723,736                           | 0                               |
| Deposits                   |                                |                                 | 22,110                              |                                 |
| Interest Earned this Month | 47                             | 137                             | 186                                 |                                 |
| Disbursements this Month   |                                |                                 | (48,334)                            |                                 |
| Investments                |                                |                                 |                                     | 250,000                         |
| Ending Cash Balance        | \$431,270                      | \$1,248,528                     | \$1,697,698                         | \$250,000                       |

|                            | <u>GF Capital<br/>Reserves</u> | <u>Water Capital<br/>Reserves</u> | <u>Sewer Capital<br/>Reserves</u> | <u>Electric<br/>Reserves</u> |
|----------------------------|--------------------------------|-----------------------------------|-----------------------------------|------------------------------|
| Beginning Cash Balance     | 1,784,307                      | 7,089,361                         | 3,609,178                         | 6,741,324                    |
| Deposits                   |                                | 76,498                            |                                   |                              |
| Interest Earned this Month | 33                             | 169                               | 85                                | 158                          |
| Disbursements this Month   | (2,129)                        | (550)                             | (124,771)                         | (517)                        |
| Investments                | 250,000                        |                                   |                                   |                              |
| Ending Cash Balance        | \$2,032,211                    | \$7,165,478                       | \$3,484,492                       | \$6,740,965                  |

|                            | <u>Water<br/>Impact Fee</u> | <u>Sewer<br/>Impact Fee</u> | <u>Electric<br/>Impact Fee</u> | <u>Economic Development<br/>Fund</u> |
|----------------------------|-----------------------------|-----------------------------|--------------------------------|--------------------------------------|
| Beginning Cash Balance     | \$1,393,160                 | 913,070                     | 405,915                        | 899,933                              |
| Deposits                   | 10,100                      | 5,336                       | 1,800                          |                                      |
| Interest Earned this Month |                             |                             |                                |                                      |
| Disbursements this Month   |                             |                             |                                |                                      |
| Investments                |                             |                             |                                |                                      |
| Ending Cash Balance        | \$1,403,260                 | \$918,406                   | \$407,715                      | \$899,933                            |

INTEREST THROUGH THE EIGHTH MONTH OF THE FISCAL YEAR:

|                          |       |                        |       |
|--------------------------|-------|------------------------|-------|
| General Fund             | 7,687 | Water Fund             | 1,959 |
| GF Capital Reserves      | 1,347 | Water Capital Reserves | 4,819 |
| Municipal Street Aid     | 1,140 | Sewer Fund             | 1,156 |
| Real Estate Transfer Tax | 1,605 | Sewer Capital Reserves | 2,488 |
| Electric Fund            | 4,115 | Trash Fund             | 4,532 |
| Electric Reserves        | 4,039 |                        |       |

TOTAL INTEREST EARNED TO DATE \$34,887

**REVENUE REPORT**

**Page Two**

67% of Year Expended

| Date: February 2016                            | AMOUNT BUDGETED     | MTD                | YTD                 | YTD%          |
|--|---------------------|--------------------|---------------------|---------------|
| ACCOUNT  |                     |                    |                     |               |
| Economic Development Fund                      | 182,755             | 0                  | 121,288             | 66.37%        |
| General Fund Reserves                          | 302,000             | 0                  | 32,651              | 10.81%        |
| Realty Transfer Tax-Police                     | 575,000             | 48,334             | 381,667             | 66.38%        |
| Real Estate Tax                                | 3,731,000           | 20,877             | 3,746,634           | 100.42%       |
| Business License                               | 35,000              | 4,550              | 29,875              | 85.36%        |
| Rental License                                 | 85,000              | 13,000             | 84,650              | 99.59%        |
| Building Permits                               | 60,000              | 5,808              | 57,681              | 96.14%        |
| Planning & Zoning                              | 15,000              | 3,379              | 16,961              | 113.07%       |
| Grasscutting Revenue                           | 16,000              | 0                  | 8,000               | 50.00%        |
| Police Revenues                                | 437,000             | 8,815              | 325,056             | 74.38%        |
| Misc. Revenues                                 | 268,000             | 75,996             | 192,498             | 71.83%        |
| Transfers From                                 | 3,215,480           | 267,958            | 2,143,654           | 66.67%        |
| <b>Total General Fund Revenues</b>             | <b>\$8,922,235</b>  | <b>\$448,717</b>   | <b>\$7,140,615</b>  | <b>80.03%</b> |
| Water Revenues                                 | 2,901,930           | 215,302            | 1,876,438           | 64.66%        |
| Sewer Revenues                                 | 2,306,500           | 208,311            | 1,726,172           | 74.84%        |
| Kent County Sewer                              | 1,700,000           | 145,160            | 1,231,695           | 72.45%        |
| Solid Waste Revenues                           | 1,113,855           | 91,182             | 728,934             | 65.44%        |
| Electric Revenues                              | 26,085,126          | 2,124,853          | 17,273,276          | 66.22%        |
| <b>TOTAL REVENUES</b>                          | <b>\$43,029,646</b> | <b>\$3,233,525</b> | <b>\$29,977,130</b> | <b>69.67%</b> |
| YTD Enterprise Expense                         |                     | 37,520             |                     |               |
| YTD Enterprise Revenue                         |                     | 49,126             |                     |               |
| LTD Carlisle Fire Company Building Permit Fund |                     | 122,295            |                     |               |

**EXPENDITURE REPORT**

**Page Three**

Date: February 2016

67% of Year Expended

| ACCOUNT                                   | AMOUNT<br>BUDGETED | MTD             | YTD              | YTD%          | UNEXPENDED<br>BALANCE |
|---|--------------------|-----------------|------------------|---------------|-----------------------|
| <b>City Manager</b>                       |                    |                 |                  |               |                       |
| Personnel                                 | 479,029            | \$29,687        | 305,069          | 63.68%        | 173,960               |
| O&M                                       | 146,631            | \$8,889         | 113,465          | 77.38%        | 33,166                |
| Capital                                   | 0                  | \$0             | 0                |               | 0                     |
| <b>Total City Manager</b>                 | <b>\$625,660</b>   | <b>\$36,576</b> | <b>\$418,534</b> | <b>66.89%</b> | <b>207,126</b>        |
| <b>Planning &amp; Zoning</b>              |                    |                 |                  |               |                       |
| Personnel                                 | 164,730            | \$13,669        | 105,922          | 64.30%        | 58,808                |
| O&M                                       | 40,130             | \$8,861         | 27,205           | 67.79%        | 12,925                |
| Capital                                   | 0                  | \$0             | 0                |               | 0                     |
| <b>Total P, C &amp; I</b>                 | <b>\$204,860</b>   | <b>\$22,530</b> | <b>\$133,127</b> | <b>64.98%</b> | <b>71,733</b>         |
| <b>Code Enforcement &amp; Inspections</b> |                    |                 |                  |               |                       |
| Personnel                                 | 150,420            | \$11,460        | 94,717           | 62.97%        | 55,703                |
| O&M                                       | 67,940             | \$2,443         | 28,854           | 42.47%        | 39,086                |
| Capital                                   | 0                  | \$0             | 0                |               | 0                     |
| <b>Total P, C &amp; I</b>                 | <b>\$218,360</b>   | <b>\$13,903</b> | <b>\$123,571</b> | <b>56.59%</b> | <b>94,789</b>         |
| <b>Council</b>                            |                    |                 |                  |               |                       |
| Personnel                                 | 31,225             | \$2,099         | 19,860           | 63.60%        | 11,365                |
| O&M                                       | 45,480             | \$3,330         | 25,620           | 56.33%        | 19,860                |
| Council Expense                           | 19,365             | \$1,323         | 18,472           | 95.39%        | 893                   |
| Contributions                             | 211,000            | \$0             | 211,000          | 100.00%       | 0                     |
| Codification                              | 5,790              | \$1,428         | 5,924            | 102.31%       | (134)                 |
| Employee Recognition                      | 11,495             | \$0             | 11,492           | 99.97%        | 3                     |
| Insurance                                 | 24,365             | \$4,880         | 19,520           | 80.11%        | 4,845                 |
| DEDO/Downtown Grant                       | 23,250             | \$3,250         | 3,250            | 13.98%        | 20,000                |
| Economic Development                      | 5,000              | \$0             | 5,000            | 100.00%       | 0                     |
| Armory Expenses                           | 18,215             | \$1,455         | 6,002            | 32.95%        | 12,213                |
| <b>Total Council</b>                      | <b>\$395,185</b>   | <b>\$17,765</b> | <b>\$326,140</b> | <b>82.53%</b> | <b>69,045</b>         |
| <b>Finance</b>                            |                    |                 |                  |               |                       |
| Personnel                                 | 359,015            | \$27,675        | 233,186          | 64.95%        | 125,829               |
| O&M                                       | 58,855             | \$4,543         | 40,319           | 68.51%        | 18,536                |
| Capital                                   | 6,425              | \$0             | 6,424            | 99.98%        | 1                     |
| <b>Total Finance</b>                      | <b>\$424,295</b>   | <b>\$32,218</b> | <b>\$279,929</b> | <b>65.98%</b> | <b>144,366</b>        |
| <b>Information Technology</b>             |                    |                 |                  |               |                       |
| Personnel                                 | 189,010            | \$9,069         | 76,485           | 40.47%        | 112,525               |
| O&M                                       | 175,480            | \$2,400         | 57,620           | 32.84%        | 117,860               |
| Capital                                   | 62,760             | \$0             | 50,331           | 80.20%        | 12,429                |
| <b>Total Information Technology</b>       | <b>\$427,250</b>   | <b>\$11,469</b> | <b>\$184,436</b> | <b>43.17%</b> | <b>242,814</b>        |

**EXPENDITURE REPORT**  
**Page Four**

Date: February 2016

67% of Year Expended

| ACCOUNT                               | AMOUNT<br>BUDGETED | MTD              | YTD                | YTD%          | UNEXPENDED<br>BALANCE | YTD                |
|---------------------------------------|--------------------|------------------|--------------------|---------------|-----------------------|--------------------|
| <b>Police Department</b>              |                    |                  |                    |               |                       |                    |
| Personnel                             | 3,897,786          | \$241,197        | 2,416,302          | 61.99%        | 1,481,484             | 2,175,105          |
| O&M                                   | 496,719            | \$47,353         | 364,800            | 73.44%        | 131,919               | 317,447            |
| Capital                               | 84,000             | \$0              | 80,900             | 96.31%        | 3,100                 | 80,900             |
| <b>Total Police</b>                   | <b>\$4,478,505</b> | <b>\$288,550</b> | <b>\$2,862,002</b> | <b>63.91%</b> | <b>1,616,503</b>      | <b>\$2,573,452</b> |
| <b>Streets &amp; Grounds Division</b> |                    |                  |                    |               |                       |                    |
| Personnel                             | 470,530            | \$35,508         | 262,378            | 55.76%        | 208,152               | 226,870            |
| O&M                                   | 458,605            | \$29,605         | 226,645            | 49.42%        | 231,960               | 197,040            |
| Capital                               | 120,000            | \$0              | 114,996            | 95.83%        | 5,004                 | 114,996            |
| Debt Service                          | 17,140             | \$0              | 15,975             | 93.20%        | 1,165                 | 15,975             |
| <b>Total Streets &amp; Grounds</b>    | <b>\$1,066,275</b> | <b>\$65,113</b>  | <b>\$619,994</b>   | <b>58.15%</b> | <b>446,281</b>        | <b>\$554,881</b>   |
| <b>Parks &amp; Recreation</b>         |                    |                  |                    |               |                       |                    |
| Personnel                             | 578,680            | \$34,920         | 370,163            | 63.97%        | 208,517               | 335,243            |
| O&M                                   | 259,923            | \$21,396         | 146,203            | 56.25%        | 113,720               | 124,807            |
| Capital                               | 241,292            | \$5,150          | 60,269             | 24.98%        | 181,023               | 55,119             |
| <b>Total Parks &amp; Recreation</b>   | <b>\$1,079,895</b> | <b>\$61,466</b>  | <b>\$576,635</b>   | <b>53.40%</b> | <b>503,260</b>        | <b>\$515,169</b>   |
| <b>Total General Fund</b>             |                    |                  |                    |               |                       |                    |
| <b>Operating Budget</b>               | <b>\$8,920,285</b> | <b>\$549,590</b> | <b>\$5,524,368</b> | <b>61.93%</b> | <b>3,395,917</b>      | <b>\$4,974,778</b> |

**EXPENDITURE REPORT**

Page Five

Date: February 2016

67% of Year Expended

| ACCOUNT                                   | AMOUNT<br>BUDGETED  | MTD                | YTD                 | YTD%          | UNEXPENDED<br>BALANCE |
|---|---------------------|--------------------|---------------------|---------------|-----------------------|
| <b>Water Division</b>                     |                     |                    |                     |               |                       |
| Personnel                                 | 310,855             | \$25,535           | 198,873             | 63.98%        | 111,982               |
| O&M                                       | 1,029,160           | \$110,197          | 603,632             | 58.65%        | 425,528               |
| Capital                                   | 583,000             | \$23,257           | 155,511             | 26.67%        | 427,489               |
| Debt Service                              | 978,915             | \$5,209            | 318,730             | 32.56%        | 660,185               |
| <b>Total Water</b>                        | <b>\$2,901,930</b>  | <b>\$164,198</b>   | <b>\$1,276,746</b>  | <b>44.00%</b> | <b>1,625,184</b>      |
| <b>Sewer Division</b>                     |                     |                    |                     |               |                       |
| Personnel                                 | 310,855             | \$25,533           | 198,856             | 63.97%        | 111,999               |
| O&M                                       | 1,151,560           | \$120,275          | 650,744             | 56.51%        | 500,816               |
| Capital                                   | 286,630             | \$0                | 48,842              | 17.04%        | 237,788               |
| Debt Service                              | 557,455             | \$12,735           | 396,604             | 71.15%        | 160,851               |
| <b>Sewer Sub Total</b>                    | <b>\$2,306,500</b>  | <b>\$158,543</b>   | <b>\$1,295,046</b>  | <b>56.15%</b> | <b>1,011,454</b>      |
| Kent County Sewer                         | 1,700,000           | \$145,160          | 1,231,964           | 72.47%        | 468,036               |
| <b>Total Sewer</b>                        | <b>\$4,006,500</b>  | <b>\$303,703</b>   | <b>\$2,527,010</b>  | <b>63.07%</b> | <b>1,479,490</b>      |
| <b>Solid Waste Division</b>               |                     |                    |                     |               |                       |
| Personnel                                 | 390,810             | \$30,691           | 248,428             | 63.57%        | 142,382               |
| O&M                                       | 723,045             | \$40,943           | 411,978             | 56.98%        | 311,067               |
| Capital                                   | 0                   | \$0                | 0                   |               | 0                     |
| <b>Total Solid Waste</b>                  | <b>\$1,113,855</b>  | <b>\$71,634</b>    | <b>\$660,406</b>    | <b>59.29%</b> | <b>453,449</b>        |
| <b>Total Water, Sewer<br/>Solid Waste</b> | <b>\$8,022,285</b>  | <b>\$539,535</b>   | <b>\$4,464,162</b>  | <b>55.65%</b> | <b>3,558,123</b>      |
| <b>Electric Division</b>                  |                     |                    |                     |               |                       |
| Personnel                                 | 1,256,805           | \$95,943           | 764,766             | 60.85%        | 492,039               |
| O&M                                       | 1,723,726           | \$137,031          | 971,836             | 56.38%        | 751,890               |
| Transfer to General Fund                  | 2,500,000           | \$208,334          | 1,666,667           | 66.67%        | 833,333               |
| Capital                                   | 635,000             | \$8,160            | 13,955              | 2.20%         | 621,045               |
| Debt Service                              | 344,595             | \$0                | 250,573             | 72.72%        | 94,022                |
| <b>Electric Sub Total</b>                 | <b>\$6,460,126</b>  | <b>\$449,468</b>   | <b>\$3,667,797</b>  | <b>56.78%</b> | <b>2,792,329</b>      |
| Power Purchased                           | 19,625,000          | \$1,559,406        | 12,702,488          | 64.73%        | 6,922,512             |
| <b>Total Electric</b>                     | <b>\$26,085,126</b> | <b>\$2,008,874</b> | <b>\$16,370,285</b> | <b>62.76%</b> | <b>9,714,841</b>      |
| <b>TOTAL OPERATING<br/>BUDGET</b>         | <b>\$43,027,696</b> | <b>\$3,097,999</b> | <b>\$26,358,815</b> | <b>61.26%</b> | <b>16,668,881</b>     |

**INTERSERVICE DEPARTMENTS REPORT**

Page Six

Date: February 2016

| ACCOUNT                                | AMOUNT<br>BUDGETED | MTD           | YTD              | 67% of Year Expended | UNEXPENDED<br>BALANCE |
|--|--------------------|---------------|------------------|----------------------|-----------------------|
|  |                    |               |                  | YTD%                 |                       |
| <b>Garage</b>                          |                    |               |                  |                      |                       |
| Personnel                              | 87,380             | 6,826         | 56,166           | 64.28%               | 31,214                |
| O&M                                    | 73,580             | 4,183         | 34,804           | 47.30%               | 38,776                |
| Capital                                | 0                  | 0             | 0                |                      | 0                     |
| <b>Total Garage Expense</b>            | <b>\$160,960</b>   | <b>11,009</b> | <b>\$90,970</b>  | <b>56.52%</b>        | <b>69,990</b>         |
| <b>Public Works</b>                    |                    |               |                  |                      |                       |
| Personnel                              | 162,720            | 5,017         | 46,365           | 28.49%               | 116,355               |
| O&M                                    | 208,075            | 15,880        | 93,358           | 44.87%               | 114,717               |
| Capital                                | 0                  | 0             | 0                |                      | 0                     |
| <b>Total Public Works Expense</b>      | <b>\$370,795</b>   | <b>20,897</b> | <b>\$139,723</b> | <b>37.68%</b>        | <b>231,072</b>        |
| <b>Billing &amp; Collections</b>       |                    |               |                  |                      |                       |
| Personnel                              | 539,665            | 40,080        | 344,422          | 63.82%               | 195,243               |
| O&M                                    | 208,420            | 19,766        | 133,263          | 63.94%               | 75,157                |
| Capital                                | 20,000             | 0             | 17,285           | 86.43%               | 2,715                 |
| <b>Total Billing &amp; Collections</b> | <b>\$768,085</b>   | <b>59,846</b> | <b>\$494,970</b> | <b>64.44%</b>        | <b>273,115</b>        |
| <b>City Hall Cost Allocation</b>       |                    |               |                  |                      |                       |
| Personnel                              | 0                  | 0             | 0                |                      | 0                     |
| O&M                                    | 57,630             | 2,889         | 30,303           | 52.58%               | 27,327                |
| Capital                                | 0                  | 0             | 0                |                      | 0                     |
| <b>Total City Hall Cost Allocation</b> | <b>\$57,630</b>    | <b>2,889</b>  | <b>\$30,303</b>  | <b>52.58%</b>        | <b>27,327</b>         |

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 3, 2016

A Meeting of the City of Milford Public Works Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Wednesday, March 3, 2016.

PRESIDING: Chairman Owen Brooks Jr.

IN ATTENDANCE: Committee Members:  
Councilmen Chris Mergner and James Burk

City Manager Eric Norenberg & City Clerk Terri Hudson

Finance Director Jeff Portmann, Electric Superintendent Rick Carmean and Water/Wastewater Supervisor Eugene Helmick were also in attendance.

Chairman Brooks was unavailable at the start of meeting. As a result, Mr. Burk called the meeting to order at 5:33 p.m.

*Smart Meter Project*

City Manager Norenberg opened the meeting by stating that all three items on the agenda need to be reviewed by the committee to prepare for a later discussion with city council.

He explained the smart meter project involves the electric and water department operations. The presentation in the packet was also recently presented to City of Seaford prior to a review by our electric superintendent and city manager. Mr. Norenberg has scheduled a presentation on the electric rate study at the March 14<sup>th</sup> council meeting.

The city manager explained the advantage of participating in the AMP lead project, is they have already done the research and investigations, both on the reader metering and software side. AMP was hoping to get to a critical mass of 90,000 to 100,000 meters which they have reached. They are now at the point of recruiting member communities to participate.

Mr. Portmann added there will also be ongoing expenses associated with cloud and the other server. Those numbers have not been received as of this date. At the same time, he noted there will be cost savings with not having the meter readers go out every day.

Mr. Burk asked how many man hours will be saved; Mr. Mergner asked how we will sell this to the public and asked what is the tag line is or what is the benefit to them.

Mr. Burk asked if this is needed because of aging infrastructure and the ability to get the end user to be more aware of their usage; Mr. Portmann confirmed that lowering kilowatt hours during peak times results in cheaper rates.

The city manager reported that the City of Corpus Christi had meter readings approximately every fifteen minutes; they were able to generate an exception report every morning that would inform their water department of anything unusual as well as report possible leak areas. Instead of a customer waiting until they received the next month's bill to find there was a problem, the water department would immediately notify them. That kind of customer service provides greater awareness of conservation and causes of electric spikes. This can also help the police department and others identify unusual electric consumption trends as a result of unusual behavior.

Mr. Norenberg is convinced this will better manage our system in a number of ways. Studies have shown that customers who are more aware of how they are using electricity can change their behavior. Those customers who are concerned about the current bills can make some decisions based on their household use and devices used on a regular use to reduce costs.

Mr. Norenberg said he is unsure if the electric superintendent and finance director have determined the savings from a staffing standpoint. He said we will still have at least one person responsible for keeping track and servicing the meters. However, the meter reading that occurs on a regular basis can be done electronically which will result in some efficiencies.

Mr. Portmann emphasized that one of the biggest benefits is no longer having to disconnect customers at the site; instead both disconnecting and reconnecting can be done electronically. As a result, all that labor is eliminated. The on-call costs at night and weekends go away as well.

Mr. Carmean said that the City of Seaford does an average of 33 disconnects a month which cost approximately \$50 each; with the new system, their monthly savings was \$1,016 and annual savings of almost \$19,000. He believes that Milford has more than 33 disconnects a month and believes that number should actually be higher.

Mr. Burk said there are a lot of man hours involved considering the customer service representatives hours in addition to the time that will be saved by our public works employees.

Mr. Carmean added it also has a portal that customers can access and review their usage; Mr. Mergner feels that is very important in addition to the ability to communicate with our residents to notify them of the upcoming system upgrades and how this could potentially impact electric usage/fees. He feels this is probably the most vital part of this program.

The electric superintendent reported the electric readers are still doing drive-bys with ITRON readers that are six years old. The last price received to replace the readers was approximately \$40,000. There is an issue with reading the water meters and they will get to the point that they have to be completely replaced.

Mr. Helmick said changes are needed because we are already experiencing problems with the ERP's as we are replacing approximately thirty to fifty a month. He said we are lucky the company is still replacing them. He recently upgraded to a higher level ERP and the company agreed to replace them at the original cost.

Mr. Helmick agrees this is the direction we need to go.

Mr. Burk agrees that we need to sell this to the taxpayers. He suggests getting some customer testimony from AMP that we can use. He does not think we will get much push back from our customers.

Mr. Mergner said that anytime he talks about a city-related issue, the cost of our electric is always an issue. He hears the most complaints from commercial customers though he hears a great deal from residents as well. He reported that in his ward, a lot of residents have moved here from different states and are not used to paying these rates.

Mr. Burk pointed out our rates are very competitive when looking at the chart DEMEC sends out. However, he agrees the automation may be a hard sale because people cringe when they hear anything about electric rates.

Both councilmen agreed that a lot of PR will be needed by city staff.

Mr. Mergner needs to know how to explain how this program is going to benefit our customers; Mr. Carmean said the customer will be able to go right into the system and observe the usage within an hour or two. He will be able to curtail that usage knowing what devices he has most recently used.

Mr. Mergner said no one wants to see their electric increase though he agrees this is the way we need to go. His biggest fear is how this will be announced to the community. He feels we really need to take that extra step.

Mr. Norenberg stated that he has had the same conversations and over the next couple years, we need to blend this with efficiency and conservation by educating the public. He has seen a lot of continued incandescent light bulb use throughout the community and feels the city needs to lead the charge by converting to LED and CFL's bulbs which are much more efficient.

He said we may even want to consider a program where we are providing incentives and support for customers to make more efficient choices in terms of appliances. The city manager stated that AMP has a program along that line and we may want to determine what the participation costs would be.

Mr. Norenberg referenced the finance director's earlier comments that this program has been in works for many years and

we are finally diving into this. However, we may also continue to investigate a customized efficiency program that can be promoted simultaneously.

Mr. Burk asked Mr. Carmean to have someone reach out to commercial customers in Seaford for possible testimonials. Mr. Carmean informed Mr. Burk that AMP is putting together a program and this is in the infant stage. He said it took eighteen months to get it together by November. Seaford was one of the first twelve municipalities to get into the program; Milford is part of the last twelve.

Mr. Brooks arrived at this time.

Mr. Carmean said his department is able to put up the collectors and install meters, but getting the data management to go into the billing part is the scary part. He said AMP will be helping by putting a program together to sell this to Milford's customers.

Mr. Norenberg said the next step is for the superintendent to reach out to AMP to schedule a time to make the presentation to a full city council and get authorization to sign the non-binding letter of intent. Once that is accomplished, there will be more analysis in terms of actual costs, begin to map out collector locations, etc. This will not occur right away, but will start the wheels in motion to develop a plan of action and eventual implementation.

Mr. Burk moved to recommend proceeding as discussed, seconded by Mr. Mergner. Motion carried.

#### *Electric Rate Study*

Mr. Norenberg referred to the proposal in the packet from Utility Financial Services (UFS). Before we proceed with the project, he wants UFS to give an overview to city council on March 14<sup>th</sup> so the scope of the study is clear, what to look for and what the end result will be. The proposal will then come back to city council in the form of a recommendation which is why they need to fully understand it.

Mr. Portmann stated that an overview for the past rate designed was done about four years ago. Since the inception, we have had to use the power cost adjustment (PCA) every month which means the rate design did not work as intended. He said there should never have been a PCA added immediately with the new rates.

He explained that if we did not add the PCA every month, the city would have lost a million dollars during two of the last three years and a half million dollars the other year.

He continued by explaining that to get the proper rate design, we need to add the PCA to our rates. Other considerations could be the class of customer and whether or not we are charging the correct rate per customer.

Mr. Portmann also pointed out that we were paying a consultant until this past December to tell us to add a PCA every month. With this proposal, we will do an analysis spreadsheet every month to determine on our own. We can then determine whether we have a negative or a positive PCA and whether we can refund money back or need to add on something. He pointed out that has never been done in the city and has always been done by a consultant.

He stated that UFS will provide us with a template and we will be trained to determine what the consultant has been doing for us all these years.

Mr. Portmann noted that Mr. Carmean also has a solar energy issue with the rates.

Mr. Carmean suggests that the city look at solar systems which are becoming more popular among our customers. He said that adding solar systems will get us to the point that we may not have the money for maintenance for the overall system. He explained they are taking all this kW off the system and taking dollars from the electric company. In the meantime, we still have to maintain the entire system.

This company was found through DEMEC when AMP (American Municipal Power) did the same thing for DEMEC. They

also gave a rate study class in Philadelphia in which he and two other employees attended. They do a lot of American Public Power Education and AMP education according to Mr. Carmean.

He said their Vice President Dawn Lund was able to break it down to a level that two other employees were able to understand it. Following that, DEMEC did a generation rate study. UFS President Mark Beaucham was also able to break it down to the point that anyone could understand it.

Two other DEMEC municipalities are also using UFS.

Mr. Carmean agrees that our current consultant was charging a monthly fee to break out the PPCA. He and Finance Director Jeff Portmann discussed this with Mr. Beaucham who explained they would build a spreadsheet in which our employees could plug our numbers in and determine the same thing without any added costs.

Mr. Mergner asked if the purpose is to educate or empower our staff, lower the customer rate or some other goal; Mr. Carmean said the goal is to determine the actual cost of our rates. Two or three studies will be performed that will determine how much money is needed in reserves. He said it will include everything from what it costs to operate the system to how much is needed in reserves. They will then include that information in the report.

Mr. Portmann noted that it will be up to council to decide what is needed in our rates. For example, if reserves need to be increased, that will impact rates. However, if council feels there is enough in reserves, that can be removed. They will analyze our capital needs and adjust the rate accordingly. That is in addition to the gross margin on the power and ability to cover operational costs.

When asked exactly what DEMEC does, Mr. Carmean said they purchase the electricity for us; however, they do not get into the rate study.

Mr. Carmean said he asked DEMEC President Pat McCullar for a list of engineering firms and was very impressed with both the vice president and president of UFS. As stated, they informed him a spreadsheet was all that was needed to remove the monthly expense being paid to our consultant who does the same thing.

The city manager then referred to page seven of the proposal and the cost of service analysis and rate of return necessary for the utility to cover our cost. There is a need to look at each of the class of services. The monthly customer charge needs to be reviewed to ensure we are recovering enough from all customers to cover the distribution costs of the system. He added that each of the municipalities have different fixed costs to maintain and operate their distribution systems, which includes staff or substation operating costs and power distribution. All of that will be there regardless of if our customers are using a lot of electricity or a little bit, and regardless of solar being installed on roofs.

In that case, if they are not generating electricity and not giving us a fair rate of monthly return to cover the cost of maintaining that system, when the wind blows and knocks down a power line, that still has to be repaired even though they may have been powered by solar the past year.

That fixed cost is mandatory similar to maintaining our water system so the fire hydrants are ready to go when water needs to be available. He emphasized there are certain fixed costs that need to be recovered. The cost from the actual electric commodity is where things vary each month.

Mr. Norenberg stated that is the summary of what is needed from this study. It will include the cost of service analysis, how things break down and the classifications of service.

He noted that we have some major industrial customers who are very cost sensitive to the rates they are charged each month and how that translates into the price and service of the products they provide.

The city manager met recently with US Cold Storage who is very concerned about understanding their rates. Because that could translate into an additional penny being charged per item, for example.

Mr. Mergner said for example, Cold Storage goes out and acquires solar panels which decreases their usage from the city and saves them money, but hurts the city's bottom line. He asked how we are we preparing for this trend as he sees more and more houses convert to solar.

Mr. Carmean said they are right on the cutting edge of solar and this company deals mainly with municipalities and understand what we are facing.

It was confirmed that we recently changed our ordinance to require a building permit fee for solar systems. In the past, that was never required though Mr. Carmean tried for years to get that implemented though it never went before council. He is pleased we finally got that done.

He said within one year, we went from 23 systems in Milford to almost 70. At one time, we were getting seven or eight a week with no building permit.

Mr. Carmean said the bigger problem is the solar meter cost approximately \$400 which comes out of the metering budget. He added that the city is unable to charge the meter fee to customers by State of Delaware regulations.

Mr. Brooks pointed out that both New Castle and Lewes are using this company and added that both their rates are much lower than Milford.

Mr. Carmean feels we need a change and a different consultant.

Mr. Portmann pointed out we definitely have a faulty rate design which does not mean it is high or low. The fact is that for the past four years, we have had to add the PPCA every month because of a bad design in 2012.

Mr. Carmean emphasized that during this time, the consultant charges the city every month to tell us how much the PPCA should be.

Mr. Mergner asked about Mr. Carmean's earlier comment regarding future maintenance; Mr. Carmean explained that we have solar added to the city system which takes away from the bottom line.

Mr. Mergner asked which solar field the city owns; it was noted that the city only owns the one the former city manager placed on the corner lot of our business park at Canterbury and Airport Road. PS&G, the company owning the Route 14 solar field provided that because the city assisted them with their large solar field.

Mr. Norenberg feels that council needs to understand we have to recover our fixed cost for the distribution and operating system as well as the cost of Mr. Carmean and our electric crews. When we pay DEMEC for power, the variable cost can be passed through at little or no markup if that is the policy direction from the city. This rate study will help determine how to do that.

He added that a lot of people are generating electricity through the panels on their roof. As long as the city can cover our fixed costs to maintain the system, then we can make sure the distribution system is in tact and we are able to do preventive maintenance and repairs.

The city manager said if council does not want to mark up the rate, then we will need to find other ways of generating revenues to support the operations in the city. Something will need to be built into other rates and services to balance any decrease.

At the end of the day, Mr. Norenberg informed council they have the ability to fund the general government through property taxes.

Mr. Portmann confirmed there is a \$2.5 million transfer that comes into the general fund for the past fifteen years.

Mr. Burk added that we are not like Delaware Co-Op, who is running a nonprofit, and feels it is important to cover our

operating costs. He said the perception by our residents of how high our electric rate in comparison to other municipalities on the comparison chart is completely opposite. He feels it is very important our customers see that chart to prove we are right in the middle.

Mr. Mergner feels it is a good idea to do an electric day, where staff can educate our customers and promote and communicate city electric. He emphasized it is a hot topic particularly in his neighborhood. If this will help do that as well as continue to let council learn and put us in a position to charge what is needed to cover our costs, then he is in favor of it.

He is thinking what will happen years down the road with electric, solar panels and conversions. He referenced Delmarva Power that is funding commercial projects with new LED's, for example, for almost no fee.

Mr. Norenberg continued by stating we will have this presentation coming up for UFS at the next council meeting as an informational topic. He said we won't need an ordinance for council to approve though he wants council involved earlier rather than get a report in a few months.

When asked how long this will take, Mr. Carmean said four to twelve weeks from the time we tell them to proceed. He advised that when the project is done, they will do another presentation.

He reiterated that this will be presented at the March 14<sup>th</sup> meeting at which time more information on what is happening next will be discussed.

#### *Electric Reserve Fund Transfer for SE Water Tank Power Supply*

The finance director informed the committee that Mr. Carmean has requested \$190,000 to run power to the Southeast Water Tower, well and sewer station that will be built on the east side of Route 30.

He explained they will go aerial across the field by the substation and chase into the high line across to Route 30, then drop down to underground to the area where the road comes in Route 1, under Route 30 and on into the water tower.

Mr. Carmean explained the \$190,000 will cover the costs of the underground lines, including equipment.

Mr. Mergner asked if this was included in the scope of work for the water tower; Mr. Carmean said there was an easement to allow service to the Milford Housing Authority property, but the hospital bought it. Since then, they have been working with the hospital to get service through that property.

Mr. Mergner then questioned if this can wait until the hospital construction starts; Mr. Carmean said no.

Mr. Portmann explained the USDA loan for the water tower expires this year. As a result, the money must be spent by October and recalled we have two extensions that go back to 2007. The tower is now built and needs power to operate. We have been trying to get these easements for months and pointed out he inherited the problem as the interim city manager and has now passed it onto Mr. Norenberg.

At this point, the finance director emphasized this is a time-sensitive issue at this point.

Mr. Norenberg said he received feedback from Bayhealth early this week. The city sent comments back and he feels we are getting close to finalizing the easements. In exchange for the easements, Bayhealth wants to swap a very small triangular piece of property that is next to the substation that provided access. He stated the swap should not be a problem. It will help square off their property which they will use to access their future entrances.

The city manager explained the water project downtown is dependent on being able to take that tower out of service and this new tower needs to be operational to provide the appropriate water pressure otherwise, we will be short of water eventually. The next phase of this project downtown is on hold until this water tower and pump are on line.

Mr. Portmann explained the developers in this area will pay for a large portion of this bill. When Wickersham and Wilson come on board in the future, they will pay the fees for the electric. Mr. Carmean added that Nemours will also participate financially. This line will serve Wilsons which is located at Johnson and Elks Lodge Road and Wickersham which is by the water tower. Anything that develops on the hospital property, such as Nemours, can then connect as well.

Mr. Portmann said that Bayhealth and Nemours and any other area developers should pay for all of it. However, Bayhealth has changed their request on how to have electric delivered to them.

Mr. Carmean added that they now want two dedicated circuits out of the city substation that will only feed the hospital. That will come at a cost of \$2.5 million because two bays will be added to the substation and two circuits will be run underground encased in concrete.

The superintendent said the majority of this \$190,000 will be recouped though the city has a stake in this because of the water tower along with the other developers.

Mr. Mergner and Mr. Burk want to recoup the majority of this money.

Mr. Portmann explained there are two pieces on this funding—\$90,000 from developer fees which are older developer fees. There is probably eight or nine old projects that are six to seven years old that have approximately \$10,000 to \$15,000 each. If an estimated \$55,000 (for example) is needed for a new development, Mr. Carmean provides the worst case scenario and that fee is funded to the city which is not a reimbursable fee. Perhaps, only \$40,000 is spent and \$15,000 is left. As a result, there is \$90,000 in leftover funds. The request is to use \$90,000 from that account and \$100,000 from electric reserves.

The finance director continued by stating we hope to recoup \$100,000 from the other developers as they connect.

Mr. Brooks moved to recommend approval of the \$90,000 developer fee and \$100,000 electric reserve transfer to cover the cost of expanding electric service as described, seconded by Mr. Mergner. Motion carried.

*Adjourn*

With no further business, Mr. Brooks adjourned the Public Works Committee Meeting at 6:25 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 14, 2016

A Meeting of the City of Milford Community Affairs Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, March 14, 2016.

PRESIDING: Chairman Christopher Mergner

IN ATTENDANCE: Committee Members:  
Councilwoman Lisa Ingram Peel and Councilman James Starling Sr.

Mayor Bryan Shupe

Committee Members:  
Councilman James Burk and Councilwoman Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown  
and City Clerk Terri Hudson

Chairman Mergner called the Committee Meeting to order at 5:32 p.m.

Planning and Economic Activities Coordinator Rob Pierce was also present.

*2015 International Property Maintenance Code Update*

Planner Pierce advised this involves an update to the 2006 International Property Maintenance Code. The intent is to bring the city's regulations to current standards. The code outlines property owners' requirements for interior and exterior areas, notification procedures and appeal processes.

Mr. Pierce informed the committee that major modifications between the 2006 and 2015 codes include the addition of area requirements for rooms. In addition, an appendix provides for property boarding of vacant structure techniques including spec details for securing doors and windows. Currently, we have no means of enforcing property boarding.

Our current ordinance contains additions, insertions and changes and items such as conflicts of interest, applications for appeal, etc.

Mr. Pierce then referred to Chapter 174 Property Maintenance. On page two, there is a slight revision to the parking area requirements. Enforced approved parking surfaces will include asphalt concrete brick, crushed stone, gravel or similar materials to a depth approved by the city. The goal is to prevent dust, dirt or mud. Section 175-2(I) would be amended as follows:

I. Section PM-302.3. Parking areas. All vehicles must park on an approved parking surface. ~~Minimum parking surface must be comprised of at least gravel.~~ **Approved parking surfaces include the following; crushed stone, gravel or similar material installed to a depth approved by the Code Official; asphalt, concrete, brick, paving block, or similar durable, dustless surface.** Grass or dirt surfaces are not approved surfaces. **All parking areas must be maintained in good order and free from vegetation, standing water and structural defects.**

The appeal process will also be slightly amended. Currently we reference the building construction code for the Board of Appeals. The appeal is similar to that of a building code appeal.

Mr. Mergner asked if the general references and updates will be reviewed in depth; he then questioned the below section:

K. Section PM-302.10. Add: Indoor furniture in outdoor areas.

(1) No person shall place, use, keep, store or maintain in any outdoor area any ~~damaged, discarded, abandoned, or unused~~ appliance, mattresses, indoor furniture, furnishings, or decorations customarily associated with the interior portion of a

residential dwelling in any outdoor area.

Mr. Pierce explained that the way it is currently written, a perfectly good couch can be placed on a front porch. That is the reason he removed *damaged, discarded, etc.* which will prohibit any couch, appliance, etc. from being placed outside.

Mr. Pierce also explained that also removed is:

For repeated offenses within the same calendar year, fines will double for each continued offense (e.g., \$50, \$100, \$200, etc.).

He explained that instead, the violator can be fined between \$50 and \$1,000; if they are fined and don't pay, they will be taken to court. At that point, the judge may order a \$50 fine versus the \$500 fine assessed by our code officials. He emphasized that collecting the fines is difficult and the case usually ends up in the court system. That is the reason they removed the repeated offenses and instead kept the same provisions.

Mr. Mergner asked if by taking that out, does that mean they cannot be fined repeatedly; Mr. Pierce feels that each time a violator is cited, that should be considered a new case. Mr. Mergner wants to ensure we have the option.

Mr. Pierce commented that usually these cases are resolved and if it involves something related to rubble or grass cutting, the property is liened.

In the case of a poor roof, the city is unable to go on their property to do that work. However, we could take them to court and try to fine them; the judge may favor the city and then order the person to fix their roof.

When asked how many fines we have outstanding, Mr. Pierce said he is unsure. Mr. Pierce said that typically we only want the issue resolved.

Ms. Peel asked if this data is being tracked; for example how many code violations are being addressed and how many are resolved. The planner explained that they recently started collecting that data.

Mr. Norenberg added that he neglected to add the code and planning report to the council packet. In the past month, there were 32 new cases of which 6 were furniture violations, 8 abandoned vehicles, 12 rubbish and trash and 5 property maintenance cases. He informed the committee that council will receive these reports on a regular basis as they begin tracking them throughout the year.

In addition, new cases and closed cases will be tracked. They will also determine the average time it takes to close a case.

Mr. Pierce then referenced the last section of the code being removed:

L. Section PM-304.3. Add: Failure to post numbers. If the owner of any building fails to post the proper number or numbers within 30 days after the numbers have been duly assigned, the Code Official shall post them and shall charge the cost incurred to the owner of the property.

Mr. Pierce said that was discussed and it was agreed the city would not go on a property to post numbers.

The planner then referenced related changes to Chapter 88. The Board of Appeals members will be amended accordingly:

The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

Mr. Pierce commented that this will remove the city manager as a member of the board of appeals.

*Vacant Building Ordinance*

The city planner also suggests an annual registration of vacant residential and commercial structures.

Mr. Pierce said our staff is currently taking inventory of such properties. He said that people tend to get in trouble in vacant buildings which can result to unlawful temporary occupancy and people doing drugs and other illegal activities in these buildings.

He referenced an ordinance of the Town of Smyrna related to this problem. They require a registration with provisions should a property be on the market for sale.

The proposed rate structure is as follows:

- \*No fee for properties that are vacant for less than one year;*
- \*\$500.00 for properties that are vacant for at least one year but less than two years;*
- \*\$1,000.00 for properties that are vacant for at least two years but less than five years;*
- \*\$2,000.00 for properties that are vacant for at least five years, plus an additional \$500.00 for each year in excess of ten years.*

Mr. Mergner confirmed this involves vacant buildings that are unoccupied such as houses and commercial sites.

Mr. Pierce recommends the revenue generated from these new fees help resolve outstanding property maintenance issues. Currently there is a line item in the budget of \$10,000 to \$12,000 per year. That may cover the cost of demolishing two houses though we do not have a lot of money to provide assistance to qualifying applicants. For example, there may be some low income property owners that cannot afford to paint or repair their house. Perhaps these fees could fund a program where low-income property owners could be granted money for needed repairs.

Mr. Mergner asked the criteria for determining a building is vacant; Mr. Pierce said it is very detailed and referred to 174-4(a)(6):

*Vacant: A building or structure shall be deemed to be vacant if no person or persons actually, currently conducts a lawfully licensed business, or lawfully resides or lives in any part of the building as the legal or equitable owner(s) or tenant-occupant(s), or owner-occupants, or tenant(s) on a permanent, non-transient basis.*

Ms. Peel asked if we are referring to properties that are falling down; Mr. Pierce explained some are some bank-owned properties that have been marketed and not yet sold.

The planner then explained the conditions for appeal and the one-time waiver of the registration fee that may be granted by the board of appeals upon application if the owner:

- (1) Demonstrates with satisfactory proof that he/she is in the process of demolition, rehabilitation, or other substantial repair of the vacant building; and*
- (2) Objectively demonstrates the anticipated length of time for the demolition, rehabilitation, or other substantial repair of the vacant building; or*
- (3) Provides satisfactory proof that he/she was actively attempting to sell or lease the property during the vacancy period.*

Mr. Mergner said he is uncomfortable penalizing someone if the property is properly maintained and everything is being done to be a good neighbor even though they are unable to find a tenant.

Ms. Peel questioned the Milford Middle School; Mr. Norenberg said in the situation that Mr. Mergner described, they would not be penalized. They are maintaining it and are actively trying to rent at fair market value while the entire time it is secured. However, a building where none of those things are happening runs the risk of being broken into or it is an eyesore in the neighborhood and no one is making an attempt to take care of it. Mr. Mergner wants to make sure it is written that way and we are not penalizing people that are unable to sell a house or a building though they are doing everything possible to take care of it. He agrees that a property not being maintained should be fined.

Ms. Peel said they could appeal though the middle school fits the definition of boarded.

Mr. Norenberg explained that one of the items recommended in the International Property Maintenance Code is the standard for boarding. Therefore, it is not just putting a piece of plywood up with four nails. He emphasized there is a need for the police department to be aware of building that can be potentially accessed by unauthorized person to do damage inside.

Mayor Shupe feels it is a good idea for the police department to have a list of vacant buildings so we are aware of what properties need help.

Ms. Peel said Mr. Pierce mentioned counting these properties and asked how many; Mr. Pierce reported that we have started taking an inventory though he is unable to provide a number tonight though he projects a couple dozen residential properties.

It was noted that if the police department is aware, they can be looking for copper thefts and similar crimes. Mr. Norenberg pointed out the problem is not just the misbehavior associated with vacant buildings that could cause further harm to the property and make it even less likely to sell and unable to be rehabilitated.

Chief Brown recalled a similar situation on Northwest Front Street, where the pipes were actually cut off which caused the basement to flood with fuel oil. The fire company had to secure the entire block as a result.

Mr. Norenberg feels that involving the fire department is key as well. If we are aware of a safety hazzard in a building, it can be flagged so that when the fire company arrives, they would know not to go in. In Oberlin, he remembered a house that was full of water and the floor was rotting that was about to collapse. Entering could have caused some potential injury to a fireman or police officer in that situation.

He believes it would beneficial to gather more information through this process for everyone's sake.

Mr. Piece will refine this draft ordinance to prevent penalizing those that are actively marketing the sale of property and is appropriately being maintained.

Mayor Shupe recommends a clear definition that is easy for everyone to understand.

It was agreed not to broadcast the list to prevent the properties from becoming targets of vandalism, etc.

#### *Residential and Commercial Building Code Update*

Mr. Pierce advised that just as the Property Maintenance Code, the city is behind in the Residential and Commercial Building Code. We currently fall under the IRC and IBC 2006. Our building inspectors are anxious to move up to the new standards.

One problem with this is other agencies and jurisdictions the city works with are operating out of different codes. The fire marshal and state plumbing inspector may be operating out of different codes. It makes things confusing for the builders and difficult for our inspectors to do the job.

The recommendation is to upgrade to the 2015 version for the IRC and IBC.

The planning coordinator is presenting this to get some direction from the committee on whether or not to proceed. He added that this will be a lengthy process as they compare the major differences and review them for any impact on our residents and builders.

This will be handled in the same manner as the Building Maintenance Code with the additions and deletions itemized. They will gather information from other local jurisdictions to review their modifications.

He anticipates some additional committee meetings, council workshops with some of the key stakeholders involved in local building construction.

Mr. Mergner recommends updating the code; Ms. Peel agreed adding it is a decade old.

Mr. Norenberg explained that typically, the IRC and IBC are updated every three years though Milford is several editions behind. He agrees this has made things difficult especially if architects or engineers are designing in line with the new version. Our building inspector is wrestling with two versions of codes and more accurate and safer versions than what is being used.

Ms. Peel asked if a project currently under construction would be grand fathered in; Mr. Pierce explained that there are provisions in the building codes that deal with rehabilitation or renovations. If something burns down to a small percentage, they can rebuild without falling under the 2015 code. However, any new construction would fall under the newer code.

Ms. Peel asked if people are building here because we are more lenient versus other areas; Mr. Piece does not feel that is the major reason though it could have some impact.

Councilman Grier arrived at this time.

Mr. Mergner asked if there are any proposed major projects that are forcing this update; Mr. Pierce said that Building Inspector Don Williams has wanted to do this for several years though he was unable to get very far with it.

The city manager said he discovered this when looking for grants to create some code enforcement opportunities. When someone needs help repairing or upgrading their house, there is an available CDBG program though it requires current building codes which unfortunately has made the city ineligible.

He explained that if we get started now, we will be in a better position to apply for those grants and it will basically result in a much safer community. The main reason for building codes is the safety of our residents and occupants of buildings. One of the changes that took place between the more recent updates of the codes is to lower the square footage or required space that is sprinkled. It used to be 20,000 square feet but has been reduced considerably. In terms of commercial space, those changes are taking place to make the work place and other environments safer. Those are the type requirements that change as well as a reasonable way to build a bathroom and have doors which are the result of feedback and recommendations.

Mr. Norenberg said the old edition is lenient in many ways and there may be some impractical things which have resulted in better versions that were learned from some problem areas.

#### *Residential Rental Permit Fee*

The city planner is suggesting some possible changes to our rental permitting process. Included in the packet are two samples. One is from the City of Harrington and one is from the Town of Smyrna. Both require addendums to the lease contracts with the tenants. Each are slightly different but both aim for the same goal of crime-free housing.

He explained that the lease agreement addendum would require a landlord to terminate a lease for the following:

\*Occupancy by more persons than permitted under City Code 31 Del. C. 4106 and section 4115 (Welfare Code Housing Standards–Requirements for Square Footage).

\*Number of convictions of any occupant and/or user for violations of certain unlawful acts within a specified period of time (language is vague and would need further discussion with police department and management).

\*Engaging in any use prohibited by the zoning code of the City.

\*Using or permitting the use of the rental unit or common areas thereof for purposes of prostitution, gambling and/or any drug offenses in violation of applicable state statute.

The four were outlined in the Smyrna code with similar language in the Harrington code. The one stipulation involves the crime-free housing program in which they landlords cannot be issued a rental license before they participate in a crime-free housing seminar. It would educate landlords on how to screen tenants and make them aware of certain issues and be more accountable.

Mr. Mergner likes the idea of providing landlords tools to do better screening.

Ms. Peel asked if they are able to remove their tenants or do more landlords not want to kick them out; Mr. Pierce said the language that any violation of these conditions is declared to be a material breach of an obligation imposed upon tenants by the Code of the City of Milford in accordance with Section 5513(a)(3) of the Delaware State Code.

He feels there is enabling language in the Delaware code that states that if the tenants' breach of lease or covenant also constitutes the material breach of an obligation imposed upon tenants by a municipal, county or state code, the landlord may terminate the rental agreement and bring action for summary possession. Mr. Pierce feels that having them sign this lease agreement addendum would make them aware of the city's rule and requirements that upon request, the city will terminate their lease agreement.

Mr. Starling asked how long it would take to move them out; Mr. Pierce answered they would have to go through the court process if the tenant was unwilling to leave.

Though this would not have to be enforced in a lot of cases, Mr. Pierce feels it is appropriate to have the ability in which Delaware Code already gives the landlord the power to evict. However, we do not have the best landlords in all cases.

Chief Brown asked if this will also apply to businesses; Mr. Pierce feels this is in the residential housing landlord/tenant law. The chief feels it would be beneficial to have something similar for commercial rentals.

Ms. Peel asked what could be done if someone was renting a hotel as an apartment. She added that it is technically a business though they are long term renters; Mr. Pierce said that will need some investigation.

Mr. Mergner further explained that if a hotel were licensed as a hotel but is operating as an apartment complex, could that be enforced.

Mr. Norenberg noted that the last item on the agenda is business license and that will help with that type situation.

Mr. Mergner said the concept in the residential rental draft ordinances makes sense, particularly with the crime-free seminar and making that mandatory for landlords. Anytime the city can educate is proof we are standing behind our intent while empowering the landlords to make the right decisions.

Mr. Mergner also asked that they look at the business side. He believes someone can rent a unit cheaper than a house. Mr. Pierce said right now the way it stands, we have nothing that addresses businesses. Chief Brown recalled a recent issue with a massage parlor. Mr. Mergner pointed out that someone could rent a storefront as a church, but run a completely different or as an illegal business.

The city planner explained that we have uses in the code related to rooming or boarding houses and tourist homes. He said that some people have used that when it may or may not be long range stays. He agrees that may need to be removed.

Mr. Pierce explained that the managers of the larger apartment complexes are certified property managers, real estate agents and state agencies. He wants to make sure we are including the right people and no one is excluded when we try to impose this on the managing companies.

Mr. Pierce is also recommending a potential increase in the residential rental unit permit fee. The current fee is \$50 per license which means someone with five rentals in a unit will pay \$250. He tried to call around and get some prices from other towns of similar size and learned that Harrington charges \$75, Smyrna charges \$55 a unit, but an additional \$35 when an inspection is needed and Georgetown charges \$65 per unit.

Mr. Mergner asked how long would it take to inspect all 1,600 rental units in the city; Mr. Pierce explained that some of the larger apartment complexes could be spot checked. Right now, we are more on a re-active schedule. For example, if the tenant has an issue with the landlord or vice versa, an inspection is done.

Currently, we do not have the staffing levels to fulfill the obligation of inspecting even 1,000 every year.

Mr. Mergner asked if the 1,600 is an increased number over the previous year's number; Mr. Pierce said it has declined over the past couple years though that may be from landlords not registering their rentals. Ms. Peel confirmed there is no enforcement of that either.

With recent software upgrades, it is much easier to track and catch violators not registering.

It was confirmed the current \$50 fee is used to balance the budget; he hopes that any revenue would aid the costs of hiring an additional code enforcement official. That person would be assigned rental inspections and property maintenance issues.

Mr. Mergner favors increasing the fee; Mr. Grier feels \$75 is a fair fee adding that is what he pays in Harrington.

If we double the fee, Ms. Peel feels we need to deliver on the code enforcement; Mr. Pierce said he hopes to do that.

Mayor Shupe asked how much additional revenue this will come in; Mr. Pierce said increasing it to \$75 would bring in an additional \$40,000 which will not cover the costs of a full-time position.

The city manager feels we can look at the fee and some projections as we begin to work on the budget. Concurrently, we will be working on the ordinance changes which will update several sections. He hopes to get it completed by the time the new fiscal year starts.

Mr. Mergner said if needed, we can continue to increase the fee and this does not mean it should stop at this increase. However, he believes that \$50 to \$75 is appropriate. Mr. Grier added that \$75 is a very reasonable cost as long as the inspections are handled as needed.

Mr. Pierce suggested structuring it with a baseline fee that would stay the same; then charge x dollars when an inspection is done.

When asked what happens if a property failed inspection and requires a second inspection, Mr. Pierce noted that some jurisdictions charge an additional fee. Another fee can be charged if an inspection is scheduled and the code official arrives and no one is there.

Mr. Mergner feels the point is for landlords to become engaged with the properties and really step up and do the right thing for their neighbors. He feels this is a great way to start that.

Mr. Grier likes the flat rate with the fee for the additional services. He does not feel it is appropriate to charge for the initial inspection, but additional inspection fees are fair. He prefers an annual inspection which would come with the rate increase.

### *Business Licenses*

The planner explained the intent of this is to help identify the owners and operators of local businesses, track changes in the ownership and business activity. It would also help to find the nature of the business and ensure the understanding

of complying with city codes governing business operations, commercial building codes, land use and zoning requirements.

Mr. Pierce recalled a couple situations where a business popped up and because the city was unaware, it was later determined the business was a violation of the zoning code. As a result, the city goes in after they have made an investment and has to shut them down.

He stated that the same thing applies to building codes. After improvements are made, no building permit can be achieved. He believes this will help track the activity that is occurring.

The planner also did a comparison with Harrington, Smyrna, Georgetown and Seaford whose business license fees ranged from \$50-\$78-\$250-\$500.

He likes the flat rate because it is easier to track.

He informed the committee the city currently charges contractors, vendor and transient merchants \$100 per year. If a business license were instituted, the fee should be consistent.

Mr. Mergner likes the scale approach better based on the number of employees. It was agreed that could be required on the application. He then added that he also likes the overall approach on trying to get a better handle on it.

When asked how much revenue this license would generate, Mr. Mergner said there are 400 to 500 businesses in the city times an estimated \$100 a year.

Mr. Grier emphasized that everyone wants code enforcement to be stepped up. People want to come to Milford to shop and spend money in Milford and not drive through rundown neighborhoods to get there. He feels that code enforcement must be improved and does not expect anyone would have a problem paying \$100 a year. Mr. Mergner agreed we want serious businesses in this town.

Ms. Peel added that we want landlords to respond positively as well.

The committee members all agreed to support the business license/fee.

City Manager Norenberg said we do not need a particular motion though it sounds like the consensus to move forward with these items. He anticipates the first item council will see is the International Property Maintenance Code update which is almost ready to be presented.

The other items will continue to be worked on and will either come back to this committee with more details flushed out or to council once it is ready.

*Adjourn*

With no further business, Mr. Mergner moved to adjourn at 6:29 p.m., seconded by Mr. Starling. Motion carried.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder



MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 14, 2016

A Special Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 14, 2016.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Garrett Grier III, Lisa Peel, James Burk, Owen Brooks Jr., Douglas Morrow Sr., James Starling and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and  
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Special Council Meeting to order at 6:29 p.m.

EXECUTIVE SESSION

Mr. Grier moved to go into Executive Session reference below reason, seconded by Mr. Morrow:

Pursuant to 29 Del. C. §10004(b)(4) (Collective Bargaining Update)

Pursuant to 29 Del. C. §10004(b)(2) (Proposal/Sale of City Land)

Motion carried.

Mayor Shupe recessed the Council Meeting at 6:30 p.m. for the purpose of an Executive Session as permitted by Delaware's Freedom of Information Act.

RETURN TO OPEN SESSION

City Council returned to Open Session at 7:18 p.m.

*Teamsters Local 326 Contract*

Mr. Morrow moved to authorize retaining the legal services of counsel to be used in further litigation, funded through the General Fund Reserve account as recommended in Executive Session, seconded by Mr. Starling. Motion carried.

*City Land Sale*

Mr. Grier moved to authorize entering into a contract of sale for the surplus property as discussed in Executive Session and those proceeds to be placed in the Economic Development fund, second by Mr. Mergner. Motion carried.

ADJOURN

With no further business, Mr. Burk moved to adjourn the Special Meeting, seconded by Mr. Mergner. Motion carried.

The Special Meeting was adjourned by Mayor Shupe at 7:20 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

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City Manager Eric Norenberg, Police Chief Kenneth Brown and City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

#### CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:25 p.m.

#### INVOCATION & PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

#### APPROVAL OF PREVIOUS MINUTES

Motion made by Mr. Grier, seconded by Mr. Burk, to approve the minutes of the February 8, 2016, February 10, 2016 and February 22, 2016 council and committee meeting minutes.

#### RECOGNITION

##### *Introduction of Milford Police Department K-9 Officer*

Chief Brown recognized the department's newest Canine Unit. Following six months of training, Corporal Kirk Marino and his K-9 Partner Audie graduated from Wilmington's Police Department's K-9 Academy.

Corporal Marino is now a nationally certified K9 handler in patrol and drug detection with his Partner Audie.

##### *Introduction of Miss Milford 2016*

Mayor Shupe later recognized Rebecca Gasperetti who was crowned Miss Milford in January and will represent our city in the Miss Delaware pageant in June.

#### MONTHLY POLICE REPORT

Mr. Morrow presented the monthly report on behalf of Chief Brown. He moved to accept the January report, seconded by Mr. Brooks. Motion carried.

Mr. Morrow reported that Chief Brown held a special Promotion Ceremony at the Senior Center on March 2<sup>nd</sup>. The event was very well attended and Mayor Shupe, Councilman Brooks and he attended the event where fourteen officers were recognized for recent promotions.

#### CITY MANAGER REPORT

Mr. Norenberg reported that the department reports are included in the report though the planning department report was not submitted.

Mr. Starling moved to accept the City Manager Report, seconded by Mr. Grier. Motion carried.

## COMMITTEE & WARD REPORTS

### Public Works Committee

Chairman Brooks reported that the Public Works Committee met March 3<sup>rd</sup> and most of the items discussed are on tonight's agenda.

### Community Affairs Committee

Chairman Mergner informed council the Community Affairs Committee met prior to the start of the council meeting. They discussed various codes that are under review and will be updated and improved. They will be brought forth to the council in the near future.

### Code Purple

Councilwoman Wilson reported this program is coming to an end with the warmer weather approaching. She felt it was a successful year considering the number of people they were able to accommodate. She appreciates the outpouring of donations throughout the year by so many Milford residents.

Ms. Wilson also informed council that she is working with DMI on a Community Gospel Concert which will be held in the library amphitheater on May 14, 2016. She reported that DMI is trying to get the community together through ethnic and cultural diversity which they feel can be done through gospel choirs and spiritual music artists and groups.

## COMMUNICATIONS & CORRESPONDENCE

The city manager referenced the Delaware League meeting in which Senator Carper is the guest speaker and asked that anyone wishing to attend should contact Katrina White.

Mr. Burk reported that Gallery 37 complimented Chief Brown and his community policing efforts adding that they have been one of the biggest critics of downtown activities in the past.

## UNFINISHED BUSINESS

No items.

## NEW BUSINESS

### *Presentation/Bayhealth Health Campus Project*

Bayhealth President/Chief Executive Officer (CEO) Terry Murphy addressed council stating he started with the organization fifteen years ago as the Milford Hospital Administrator. He then became the Chief Operating Officer of Bayhealth and has served the last six years as CEO.

Mr. Murphy also introduced Mike Metzger, Vice President of Corporate Support Services and Jerry Peters, Facilities Planning Director, who is leading the majority of the design work.

Mr. Murphy will present some conceptual images of what they believe will be the new health campus though he indicated they are quarantined and will not be released to the public for a couple more weeks.

He reported that Bayhealth also hired Trammell Crow Company to assist with the adaptive reuse of the current 22-acre facility on Clarke Avenue. Trammell Crow, experienced in healthcare redevelopment projects, comes with some experience in the State of Delaware.

Mr. Murphy reported that the process will take about a year and that the firm's work began with some exploratory meetings. Throughout this calendar year, they will continue the adaptive reuse process which includes stakeholder interviews, campus evaluations and market evaluations. They will have a draft of a preliminary plan that will be presented to the board toward the end of the year.

Currently they have no preconceived notions of how they will adapt that site.

Mr. Murphy then referenced the new health campus off Route 1 at the Route 30 overpass and the site that will be part of the initial development at the corner of Cedar Creek and Wilkins Road. The total property of the new health campus is 165 acres and Bayhealth's investment will be \$250 to \$300 million.

He emphasized that a lot of thought was put into how the property would be developed to accommodate the next fifty to a hundred years.

The initial phase of the property that will be developed is in the neighborhood of fifty acres. There is a potential for other developments and a possible educational component on the site and another area may be mixed use. Presently they have no set plan except for the hospital site.

He then pointed out the access point off Route 1 that will be the main entrance into the campus. There will also be an entrance from Wilkins Road.

He referenced the area where the inpatient six-story building which will house inpatient units and acute rehabilitation. The location of the outpatient offices was also pointed out. Mr. Murphy stated that historically, the physician practices have been located in houses around Milford Hospital. Today, there are a number of physicians employed by Bayhealth and a lot of practices in the building will be physician practices and outpatient services.

A lot of attention has been paid to access according to Mr. Murphy. He noted that someone will no longer have to go up two ramps and through a long maze to get to the visitor elevators. It has been planned so that patients and family members will have easy access.

The other side of the hospital will house the outpatient facility. The backside is the central utility building and the emergency department will be located on the first floor on the back side of the property as well.

Today's emergency department is very small with one entrance. The new emergency department will have a separate entrance for both ambulances and walk-ins as opposed to the one entrance that currently exists.

He then pointed out the area that will be leased to Nemours. Currently, a Nemours pediatric specialist can only be found in Wilmington. Mr. Murphy has seen the list of specialists they are committing to and he is very pleased.

Nemours will likely have a 20,000 to 40,000 square foot facility that will house pediatric specialists that patients from Kent and Sussex County will have available.

Mr. Murphy said the new Bayhealth hospital will have 128 private rooms and no semi-private rooms. Mr. Murphy explained that in today's environment, health care is a very private issue. Included will be acute care, critical care and woman's services beds. The strong acute rehabilitation service at Milford Hospital will continue with inpatient beds on site.

The patient will have a clinical zone and a place for family members. Bayhealth feels that family members are often a very big part of the care team at the hospital and they embrace that. They want to ensure these rooms are not going to be too big but comfortable enough for family members to take part in the patient's care.

Mr. Murphy reported that other key aspects include thirty emergency department bays. Behavior health rooms will be added specifically for patients with mental illness. In addition, the emergency department will have a clinical decision unit where it will be decided whether or not a patient needs to be admitted or a determination within a 24-hour period.

The surgical and procedural areas will be expanded with six operating rooms, two procedural rooms and an interventional

room for expanded cardiac procedures and radiological procedures.

Mr. Murphy stated that the architects have done a lot of work on how they will actually design the campus and facility. As a result they have looked at different aspects of the Milford community and Sussex County and how it will define the architecture. He then provided various renditions related to the outpatient facility, ambulatory area, emergency department, hospital and walk-in areas.

He said the new campus will utilize lots of space and natural light. It will be designed to get around in as efficiently as possible.

The current facilities are about 250,000 square feet and the new hospital will be approximately 360,000 square feet with another 60,000 square feet for the outpatient facilities.

He said when considering scale, this is a much larger facility that will allow for future growth in an appropriate way.

They anticipate the groundbreaking to be in late May with construction to begin thereafter. The goal is to have this project complete in 2018 and the new campus operating by January 2019.

Mr. Murphy said they are tracking the work and currently, 63% of the work is staying within the State of Delaware which equates to \$73 million in estimated contract values.

He noted that for every direct job in the hospital, there are approximately two more jobs brought to the community. A hospital brings pharmacies, physician offices and other businesses and associated offices to a community.

Concluding his presentation, Mr. Murphy reported that the current hospital employs about 750 people each day. Multiplying that number creates a substantial impact to the Greater Milford Area.

Mr. Grier asked about possible upgrades to the ob/gyn neonatal unit; Mr. Murphy recalled that Bayhealth has partnered with Nemours who would be in a separate facility on the same site and will provide specialists in the neonatal area.

Ms. Wilson stressed how exciting it is to finally get to this point. She has been sitting here for a long time and recalled when this possibility being discussed approximately fifteen years ago and how rewarding it is to finally see the vision.

#### *Authorization/Property Easement Exchange/Bayhealth*

City Manager Norenberg referred to the Bayhealth request in the packet that as part of the easement discussions between the city and Bayhealth over the past several months. It involves the small city-owned triangle-shaped piece of property off Elks Lodge Road that is no longer needed for city purposes. It is the location of the former chicken houses that are presently being dismantled.

Swapping this piece with Bayhealth, would benefit the health campus by squaring off that corner thus allowing a future access to be constructed from Elks Lodge Road.

As easements are finalized and we proceed with the utility plan, staff recommends council authorize an easement agreement and swap this small triangular piece of property as part of the exchange.

Ms. Wilson moved to approve the Bayhealth property exchange as described, seconded by Mr. Brooks. Motion carried.

#### *Approval/Construction Start Date/New Bayhealth Campus*

The city manager referred to the letter also included in the packet, stating that because of the complex schedules involved in the new health campus process, they would like to proceed with construction prior to the final site plan and building plans being approved.

Mr. Brooks moved to approve the early start of construction of the foundations for the new health campus, seconded by Ms.

Wilson. Motion carried.

*Presentation/Utility Financial Solutions (UFS) Electric Rate Study Proposal*

City Manager Norenberg introduced the City Electric Superintendent Rick Carmean and Mark Beauchamp, President of Utility Financial Solutions (UFS).

The city manager reported that Mr. Carmean, Finance Director Jeff Portmann and he have recommended the city proceed with an electric rate study. Power supply needs and rate structures would be reviewed for the next few years. He recalled the last study was completed approximately four years ago.

He noted that Mr. Beauchamp and his consultants work closely with a number of public power entities, including American Municipal Power and DEMEC.

Mr. Norenberg stated that our electric superintendent and the consultant will provide a short introduction to the rate study, take some feedback and explain the process. The intent is for council to become familiar with the process going into the study versus receiving the results of the study in a few months and not being familiar with the program.

Mr. Carmean then introduced Mr. Beauchamp.

Mr. Beauchamp stated he is a consultant that provides cost of service studies and special rate designs for utilities throughout the country, Canada, Guam and the Caribbean. He has a degree in Water Purification Technology and has spent thirty years in the utility industry. He also has a degree in accounting and a masters in business.

He became a consultant in 1998 and in 2001, started Utility Financial Solutions which has become one of the largest providers of electric cost service studies in the country.

The consultant then provided the following information:

Milford's electric utility has certain objectives with a priority on financial stability. An electric cost of service studies helps identify what that is, what that means and how to remain financially stable. It will also show how much it costs to provide service to each class of customers.

Once that process is completed, the next step is to get input as to how to go about moving toward cost of service while maintaining the financial health and minimizing as much as possible, any rate shock to customers.

The rate design study will provide a long term five-year financial projection including projected expenses and revenues.

Three key financial targets will be identified to assess the financial health of the utility to pay its bills in a timely fashion and complete its capital improvement programs. Those targets are operating income, debt ratios and cash reserves. These will be discussed with council and the most important part of the study.

Most people relate a rate study to the cost of service. The cost of providing service to each class of customers will be compared to projected revenues and the amount each customer class needs to be adjusted.

The City of Milford also has a power cost adjustment mechanism in place. As power supply costs change, the difference is passed onto to the customers automatically. That mechanism should be modified to ensure the power cost adjustments do not create adverse impacts on customers. Bouncing up and down with a monthly adjustment creates customer complaints.

After reviewing those mechanisms, UFS will propose different mechanisms to eliminate the month-to-month changes.

Once the analysis is completed, the next step is a review with city council. Council will then provide input on proposed rate adjustments and how much leeway they will allow to move toward the cost of service.

A three-percent increase is appropriate according to the consultant. Requested would be a bandwidth of plus or minus two

percent. That means that no customer class would see a greater increase of five percent and all customer classes would see at least one percent. That range would be used to move classes closer to the cost of service.

Once council feedback is received, UFS will take that information and design the new rates.

The consultant reported the biggest item in today's industry is the monthly customer charge. Milford's fixed monthly customer charge is \$4 a month. When a meter is installed, there is a cost associated with the meter, installation, repairs, read, billing and the service drop. These costs are all fixed costs that do not vary based on consumption and should be recovered through the customer charge.

The higher the customer charge, the bigger the increase and less impact on the energy component. If the customer charge is increased, energy rates can be reduced.

Historically, the biggest problem is electric utilities have kept that customer charge lower than it should be. Mr. Beauchamp is sure that when they do the cost of service study, it will show that Milford's \$4 should be greater than \$10.

If that is the case, there is the question of how to get to that \$10 and should it be increased in small increments each year. The reason it is becoming a bigger issue is roof top solar which is causing subsidization between customers when an improper fee is charged.

Mr. Beauchamp explained that when someone installs over top solar, the kilowatt hour consumption goes down. However, the utility company still has fixed costs related to that meter. Those costs are not being recovered in that minimal charge. If that is not recovered from that customer, it is going to be recovered from other residential rate payers. Typically, a customer that cannot afford to install roof top solar panels while their rates increase to cover other customer costs.

He said hypothetically, that number should be \$12 and Milford is at \$4. Mr. Beauchamp does not believe that council will want to increase that charge \$8 all at once. Instead, they want to increase it over four or five-year period. The idea is to do this gradually to minimize rate shock.

The consultant then discussed bond debt coverage ratio and advised that the financial projection is probably the easier part of the study and provides the most value.

They will consider whether the city is meeting the bond ordinance requirements or without rate increases, will the city be in technical default; technical default affects bond rates and creates higher interest rates as a result of any future debt issuances. He said they will also identify any bond issuances that are needed.

UFS will look at the minimal level of cash reserves needed to ensure money is available to pay bills in a timely fashion. If a catastrophic event were to occur, it needs to be determined whether or not there is enough money in reserves to begin repair and replacement. It does not have to be enough to cover the entire catastrophic event but to at least start the process until adequate funding can be arranged.

They will determine what the projected cash balances need to be.

The target operating income which is the target we strive for; when the target operating income is met, that means the replacement cost is fully funded through the infrastructure. If that requires a large rate adjustment, the intent is to phase it in over a period of time to minimize customer impact.

Cash reserves are also considered and what type of rate adjustments are needed to prevent cash reserves from becoming negative.

He explained the longer a utility company waits on a rate adjustment, the need for the adjustment only grows. Each year it gets worse and eventually impacts cash reserves to a critical level. No longer can the adjustment be controlled and rates will have to be increased substantially to get those cash reserves back to an appropriate amount.

A projection identifies when that will occur and what steps need to be taken to minimize the impact to the customer.

Mr. Beauchamp stated the rate design is ultimately what we are trying to achieve. Once the results are reviewed by council and a determination is made, UFS will go back and design the rates based upon council feedback.

Mr. Norenberg asked the consultant to outline the time schedule if UFS was able to start within the next couple weeks. The consultant commented that once they get the data information including financial information, billing stats, etc., they typically ask for a twelve-week period though they can deliver it sooner if needed.

Following that, UFS will design the rates which will be presented at the next council meeting. They will then request approval. They prefer to do the presentation of the study results in a workshop session so more time can be allotted for council questions and answers.

Mr. Grier asked if UFS has evaluated any other electric utilities who are members of DEMEC; Mr. Beauchamp said they have done studies in both New Castle and Lewes.

Ms. Wilson asked if this study is needed to increase rates; the city manager feels the study is necessary to know how best to adjust our rates and to make sure the customer charge is at the right level. He has seen an increasing number of households who are installing solar panels. As a result, more of those costs are being spread across the entire rate base versus being paid equally. Given the questions and comments that he has heard the past few months, this evaluation is overdue to ensure the rates are set fairly and equitably.

Ms. Wilson asked if we selected this consulting firm versus bidding the project or was this the recommendation of the electric department.

Mr. Norenberg stated that both he, the electric superintendent and the finance director are recommending this firm for this project. He has had experience working with them in Ohio. He stated that Mr. Carmean had a class with this consultant. Other bids were not considered and when they presented their recommendation to the Public Works Committee last week, the committee was comfortable moving ahead with UFS.

Mr. Carmean added that when Mr. Portmann was Interim City Manager, they asked DEMEC President/CEO Pat McCullar to provide them a list of consultants. They reviewed them and this is the firm they chose.

Ms. Wilson asked if Mr. McCullar recommends UFS; Mr. Carmean said yes.

Mr. Grier recalled the last rate adjustment done by our current consultant four years ago and the reduction was on the commercial side. Mr. Carmean agreed that we have been using our monthly rate adjustment to balance the costs. He said that Mr. Portmann is unhappy with the current rate schedule because of the cost adjustment that has been necessary the past four years.

Mr. Grier also asked if the expansion of natural gas is impacting the rate structure for electric utilities; Mr. Beauchamp asked if Mr. Grier was referring to heating. Mr. Grier stated that Chesapeake Utilities is continuing to expand in a lot of areas and people are switching to natural gas for heating and air conditioning.

Mr. Beauchamp said he personally has not seen a lot of that occurring, but if natural gas is available, it is probably the better option. Mr. Grier feels that could be a problem for the city's electric utility in the future as more people switch to natural gas.

From a rate stand point, Mr. Beauchamp explained that the city has seasonal rates. In the summer, rates are higher than during the winter. He said that currently the electric is more expensive than natural gas; but the cost of the investment to convert to natural gas, may not be cost effective for a home.

Mr. Brooks asked how this will work with the smart meters that the electric department is considering; Mr. Beauchamp noted that his expertise is rates; however, smart meters can lead to a lot of operational improvements and reduce outage times. When it comes to ways to send proper price signals to customers, an ARM can provide the data so that rates can be set properly. The rates are based on the appropriate customer charge and demand charges. Time of use pricing can be done so customers have more options available to help lower their costs.

Mr. Beauchamp then informed council that he has gone through thousands of rate hearings; when it comes to solar and any related changes, there is a need to be very careful with the price signal that is sent to solar. It is very passionate amongst the rate payers and customers and we need to be very sensitive to their needs because they are helping the environment and it is costing them money.

Mr. Grier asked if UFS will be able to establish a value of what the electric utility is worth during the evaluation; Mr. Beauchamp said that would not be part of this rate study though that can be added.

With no further questions, the city manager thanked Mr. Beauchamp for the presentation.

*Authorization/FY 2015-16 Budget Transfer/Electric Reserve Fund/SE Water Tank Power Supply*

Electric Superintendent Carmean submitted a request to transfer \$90,000.00 from 135-0000-344-90.09 (Balance of Developer Fees) and \$100,000.00 from Electric Reserves to 135-5050-432-85.18 (Southeast Electric Extension).

As discussed during the earlier Bayhealth presentation, Bayhealth is planning to build a line across the site of the new hospital, over to Route 30 from the city substation. It will then be placed underground to the new water tower. He said the \$190,000 is the cost of burying the underground portion of the project.

Mr. Grier asked how much will be recouped from Bayhealth; Mr. Carmean said nothing will be recouped from Bayhealth though Nemours or anyone else who builds on the hospital property may contribute at a later date. The Wickersham development and Wilson property, south of this site, will also contribute as they develop.

Mr. Carmean noted that Bayhealth opted to bring their service in directly out of the city substation.

Mr. Norenberg confirmed this will partially be paid by developer fees.

Ms. Wilson stated that initially the city may not get the entire amount from the developers; but eventually we should be reimbursed through future developments. City Manager Norenberg stated that is correct.

Mr. Carmean further explained that a portion of this project will be for city use and portions for different developments.

Mr. Brooks moved for approval of the transfer of \$190,000, with \$100,000 from Electric Reserves and \$90,000 from Balance of Developer Fees to the Southeast Electric Extension line item, seconded by Mr. Starling. Motion carried.

*Adoption/Resolution 2016-05/Independence Commons/Deed Restriction Amended*

Planning and Economic Activities Coordinator Rob Pierce explained this is a minor amendment to the existing recorded deed restrictions for Independence Commons. The statement that says 'each building structure shall be owner-occupied upon completion of construction' will be removed under Article 5 General Conditions,

The intent is to open more opportunities for potential investors and business owners who are considering Independence Commons.

Mr. Mergner asked if this contradicts the earlier conversation in the Community Affairs Committee meeting about maintaining vacant properties/buildings. Mr. Pierce explained that currently, it would be illegal for an entity to develop on a large acre parcel by building a multi-use facility and leasing out portions of the building. The language in the ordinance only allows the building to be owner-occupied.

Mr. Pierce clarified that changing this language only allows the building to be leased.

Mr. Burk moved to adopt Resolution 2016-05, seconded by Mr. Mergner:

*RESOLUTION 2016-05  
DECLARATION OF COVENANTS,*

**CONDITIONS AND RESTRICTIONS**  
*Independence Commons in the City of Milford, Kent County, Delaware*

*WHEREAS, in 1998, the City of Milford ("City") purchased and subdivided 211 +/- acres of property on the north and south sides of County Road 409 (Airport Road and east side of State Route 15 (Canterbury Road) for economic development benefits; and*

*WHEREAS, the City of Milford initially sold the property for \$24,000 an acre with appraisals of the properties completed in 2006, 2008 and 2016; and*

*WHEREAS, it is deemed to be in the best interest of the City of Milford and its taxpayers to sell the land in accordance with its most recent assessment; and*

*WHEREAS, as the owner of the subdivision and infrastructure shown and described in Exhibit B, attached hereto, and known as Independence Commons ("property"), the City intends that this property continue to provide employment opportunities and economic benefits to all City residents; and*

*WHEREAS, the City desires to create, establish, preserve and maintain a unified commercial development upon the property and finds it appropriate to subject the property to certain easement, covenants and other restrictions for the orderly development and operation of the property and mutual benefit of all owners of the property as a unified commercial development, regardless of time of purchase or zoning district; and*

*WHEREAS, the City deems it desirable and in the best interest of all present and future owners of the property and all portions thereof, to subject the property to this Declaration.*

*NOW, THEREFORE, the City hereby declares that the real property described in Exhibit B, effective March 14, 2016, is and will be held, conveyed, acquired and encumbered subject to the terms and provisions of the Declaration, all of which shall run with the land and binds any respective successors, heirs and assigns.*

*NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and Council of the City of Milford:*

- 1) City Council approves the Declaration of Covenants, Conditions, Restrictions and Easements attached as Exhibit A.*
- 2) This Resolution shall supersede Resolutions passed by the majority of City Council on February 13, 2006, March 12, 2007 and September 22, 2008 in relation to Independence Commons.*

**EXHIBIT A**

*Declaration of Covenants, Conditions, Restrictions and Easements*

**Article 1**

**OC - 1 Office Complex District**

- A. The Property is zoned OC-1. The purpose of an OC-1 Office Complex District shall be to provide locations for the development of general and professional offices and office parks in areas of high accessibility and visibility. Also, this district will facilitate the expansion of the City's service industries in attractive environments.*
- B. The Property shall be developed in accordance with this declaration and the terms of the OC-1 zoning district that are in place at the time the Property is purchased. The City shall provide a copy of the OC-1 regulations to the purchaser prior to settlement.*

**Article 2**

**Sign Requirements**

- A. Each office structure may have one sign which pertains only to the permitted use on the premises and shall indicate only the name, insignia and/or address of the use.*
- B. Wall signs must be integral with or attached flat against the building. (The sign must face the major thoroughfare that the property abuts).*

- C. *The monument signs for this development shall incorporate architectural features and colors common to the buildings. Monument signs shall include individually mounted reverse pan channel letters with internal lighting. Metal cabinets with white Plexiglas shall not be allowed. All signs shall require separate sign permit review and approval.*
- D. *Signs allowed under this section may be a maximum of fifty (50) square feet and may only be indirectly illuminated with non-color light, shall not be flashing or moving, shall be constructed of stone or brick. Signs constructed of other material will be reviewed and approved by the City Planner and the Planning Commission for conformance and architectural appearance with the Independence Commons concept. No more than 5% of the facade may be used for additional signage.*
- E. *One free standing directional sign of no more than two (2) square feet may be hung at the office driveway entrance.*
- F. *Signs may not overhang the street right-of-way nor otherwise obstruct or impair the safety of pedestrians or motorists.*
- G. *Portable signs and commercial vehicles serving as portable signs are prohibited.*

*Article 3  
Easements*

- A. *Easements to Facilitate Construction, Installation and Maintenance. The City of Milford hereby reserves to itself and its successors and assigns, a non-exclusive blanket easement over and through each lot twenty-five (25) feet of any boundary line of such lot to the extent such boundary line runs along any roadway or the 100-year flood plain, and otherwise fifteen (15) feet of any boundary line of such lot, for all purposes reasonably related to the development, installation, completion, maintenance and operation On Community Features on the Property, including without limitation: temporary slope and construction easements; and drainage, erosion control and storm and sanitary sewer easements (including the right to cut or remove trees, bushes or shrubbery, to regrade the soil and to take any similar actions reasonable necessary; provided, however, that thereafter The City of Milford shall cause to be restored the affected area as near as practicable to its original condition; easements for the storage (in a slightly manner) of reasonable supplies of building materials and equipment necessary to complete, repair, operation or maintain such Community Features; and easements for the construction, installation, and upkeep of improvements (e.g. structures, landscaping, street lights, signage, sidewalks, etc.) on the Property or reasonably necessary to serve the Property.*
- B. *Storm water Management Easement. The City of Milford hereby reserves to itself and its successors and assigns an easement and the right to grant and reserve easements over and through each lot within twenty-five (25) feet of any boundary line of such lot to the extent such boundary line runs along any roadway or the 100-year flood plain, and fifteen (15) feet of all other boundary lines of such lot, for the construction installation, maintenance, repair, operation and replacement of storm water management facilities, including storm water retention areas, which are Community Features. The City of Milford shall assign its right, title and interest therein to the Association. Storm water shall be conveyed across lots only by means of storm sewers and appurtenant facilities and piping which shall be designed, installed and maintained in accordance with the requirements of state and local government authorities having jurisdiction and not by means of trenches, ditches and swales. Each Owner shall bear the cost of installation of pipes necessary to provide underground conveyance features on adjoining lots. The City of Milford and/or the Association shall also have the right to allow adjacent properties to connect their storm water management facilities into the Storm water Facility for the Property; provided, however that the Owners of such adjacent properties shall be required to agree to bear a portion of the expense of Upkeep for the storm water management facilities for the Property in such amount as may be deemed appropriate by The City of Milford and/or the Association. No such use shall be such as to prevent the Owners of each of the lots from enjoying and making full use of the Storm water Facilities in accordance with their applicable design and capacity requirements under applicable laws and regulations.*
- C. *Easements for Utilities and Related Services. A non-exclusive perpetual blanket easement is hereby granted over and through each lot within twenty-five (25) feet of any boundary line of such lot to the extent such boundary line runs along any roadway or the 100-year flood plain, and fifteen (15) feet of any other boundary line of such lot, for an ingress, egress and for installation and Upkeep of the facilities for providing as Community Features for any portion of the Property, and utilities, including without limitation water, sewers, drainage. gas, electricity, cable, fiber optic, telephone and television service, whether public or private, to any person installing or providing Upkeep for the aforesaid services. By virtue of this easement, it shall be expressly permissible and proper for The City of Milford or the Person providing the service to install and maintain the necessary equipment on the Property within the area of such easement and to affix and maintain wires, circuits, conduits, installations and other features and facilities underground. Any pipes, conduits, lines, wires, transformers and any other apparatus necessary for the provision of metering of any utility may be installed, maintained or relocated where contemplated on any site plan approved by the City of Milford, within the easement areas described above. No water, sewer, gas, telephone, electrical, television, or communication lines, systems or facilities may be installed or relocated unless approved by The City of Milford. Should any Person providing utilities or services covered*

*by the foregoing general easement request a specific easement by separate recordable document, The City of Milford shall have, and is hereby given, the right and authority to grant such easement without conflicting with the terms hereof, and, if so requested, the Owner of each lot to be burdened thereby shall join in such document without charge or consideration. Any Person using the easement created herein shall use its best efforts to install and maintain the utilities and services provided for herein with minimal disturbance to the Owners; complete its installation and Upkeep activities as promptly and expeditiously as possible; and restore the surface of the ground to substantially its original condition after completion.*

#### Article 4

##### Common Expenses

- A. *Each Owner of any parcel, by acceptance of a deed, agrees to pay to the City of Milford an annual fee for the maintenance of storm water management areas, open space, landscaping and landscaped buffers. Said such fee is set at \$400.00 per lot.*

#### Article 5

##### General Conditions

- A. *Each Owner shall be responsible for the management and upkeep of all parking areas, landscaping, entrance features, project signage, storm water management facilities and structures, utilities facilities and associated lighting and irrigation systems located on its lot that are not part of the Community Features.*
- B. *The City of Milford shall be responsible for the management and upkeep of all the Community Features, the cost of which shall be assessed as Common Expense. The City of Milford shall not have any responsibility for the Upkeep of any other portion of the lots (except those lots of which The City of Milford is an Owner) except for the Community Features. The City of Milford shall establish the standard for Upkeep of Community Features in its sole discretion.*
- C. *Each Owner shall keep such Owner's lot and all improvements located on the lot in good order, condition and repair and in a clean and sanitary condition, including without limitation all necessary grounds maintenance, except to the extent maintained by The City of Milford. Each Owner shall perform this responsibility in such manner as shall not unreasonably disturb or interfere with the other Owners. If any Owner shall fail to keep such Owner's lot in as good repair and condition as when acquired and in neat and orderly condition, consistent with such Rules and Regulations as The City of Milford may promulgate, then The City of Milford may give notice to that Owner of the condition complained of, specifying generally the action to be taken to rectify that condition. If the Owner fails to take the actions specified by The City of Milford or to otherwise rectify the condition within thirty (30) days after the date of notice is given, or such other period as may be specified in the notice if the circumstances warrant a different period, The City of Milford shall have the right to rectify that condition by taking such action as was specified in the notice. The costs incurred in rectifying the condition shall be assessed against such Owner's lot.*
- D. *Sidewalks. If the public right-of-way adjacent to any lot is improved by a concrete sidewalk or similar structure, the Owner of such lot must maintain the sidewalk adjacent to such Owner's lot to the extent not maintained by The City of Milford as a Community Feature or by the appropriate governmental agency.*
- E. *No person shall make any additions, alteration or improvement in or to any portion of the Property (other than normal Upkeep) which is visible from the exterior of such portion of the Property, without the prior written consent of The City of Milford.*
- F. *No lot may be subdivided or its boundaries otherwise relocated without the approval of The City of Milford, and Mortgagee of the affected lots, any Owner affected and the appropriate governmental entity. No portion less than all of any lot shall be conveyed or transferred by an Owner without the prior written approval of The City of Milford.*
- G. *Any person obtaining approval of The City of Milford shall commence construction or alteration in accordance with plans and specifications approved within six (6) months after date of approval and shall substantially complete any construction or alteration within such period as within six months after approval, or such other time period determined by The City of Milford, then approval shall lapse.*
- H. *In the event that any purchaser of land within the Property shall not commence construction of a building thereon within two years from the date of settlement, The City of Milford shall have the option of purchasing said land from the owner at any time prior to the commencement of said construction at the purchase price paid therefore as shown in the Owner's settlement sheet.*
- I. *Trash. Except in connection with construction activities, no burning of any trash and no accumulation of storage of litter, refuse, bulk materials, building materials or trash of any other kind shall be permitted on any lot. Trash containers shall*

*not be permitted to remain in public view from another lot except on days of trash collection. Trash containers and refuse disposal systems must be maintained in enclosures or screened in compliance with the Rules and Regulations. No portion of the lot shall be used as an auto junk yard or salvage yard.*

*J. It is prohibited to have any outdoor storage buildings and outdoor storage of any kind, located on the property.*

*Article 6  
Architectural Review*

*A. The City of Milford shall develop Design Guidelines. Such Guidelines are hereby incorporated by this reference and shall be enforceable as if set forth herein in full. Such Guidelines include:*

- 1. Exterior front and side walls are subject to site plan approval and must be finished on the exterior with the following:*
  - a. Architectural masonry units, excluding concrete block and cinder block*
  - b. Natural stone*
  - c. Precast concrete*
  - d. Steel*
  - e. Aluminum*
  - f. Glass materials or the equivalent*
  - g. Vinyl siding*

*Article 7  
Reconstruction and Repair*

*A. If a building or other major improvement located upon a lot is damaged or destroyed, the Owner thereof shall restore the site either by repairing or reconstructing such building or other major improvements or by clearing away the debris and restoring the site to an acceptable condition compatible with the remainder of the Property. Unless The City of Milford permits a longer time period, such work must be commenced within six months after the casualty and substantially within twenty-four months after the casualty.*

*Article 8  
Compliance*

*A. Failure to comply with any of the terms hereof or the Design Guidelines or the Rules of Regulations shall be grounds for relief, including without limitation, of an action to recover any sums due for money damages, injunctive relief, foreclosure of the lien for payment of all assessments, any other relief provided for herein and any other relief afforded by a court of competent jurisdiction, including attorneys' fees, all of which relief may be sought by The City of Milford and/or its managing agent. Before an action may be sought, the City shall notify the Owner against whom such action would be brought, the reason for the action, and shall be given an opportunity to be heard in a public hearing before the Board of Adjustment.*

*Article 9  
Amendments*

*This Declaration of Covenants, Conditions, Restrictions and Easements, as herein stated, may, from time to time, be amended by Resolution. Such amendment, supplement, or change shall not become effective except by majority vote of City Council*

Motion carried.

*Introduction/Economic Development Ordinance/Chapter 19*

Mr. Pierce advised Ordinance 2016-02 relates to the items discussed at the January 5, 2016 Economic Development Committee meeting and presented to council at their January 11, 2016 meeting. It outlines potential incentive options specifically for the business park.

The ordinance allows additional incentive options, keys in on targeted areas and develops specific incentive programs.

He explained that this only addresses incentive options regarding city-owned properties in the Greater Milford Business Complex.

Ms. Peel confirmed the ordinance contains the feedback of the committee and city council; Mr. Pierce stated that is correct.

The following ordinance was introduced by City Manager Norenberg:

*ORDINANCE 2016-02  
AMENDING THE CODE OF THE CITY OF MILFORD BY ADDING A NEW CHAPTER 19*

*WHEREAS, the City of Milford desires to adopt an ordinance providing for the procedures for the consideration of economic development incentives and the use of economic development tools; and*

*WHEREAS, to be consistent in the consideration and review of new development or redevelopment within the City, it is necessary to approve this Ordinance.*

*NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:*

*Section 1. The Code of the City of Milford is hereby amended by adding thereto a new Chapter 19, to be titled "ECONOMIC DEVELOPMENT AND REDEVELOPMENT".*

*Section 2. The Code of the City of Milford is further amended by adding the following provisions to a new Chapter 19, to hereby read as follows:*

*Article I - General Provisions*

*§ 19-1 Purpose*

*The City Council has deemed it to be in the best interest of the residents of the City and in furtherance of their health, safety and welfare to promote economic development and redevelopment within the City of Milford. In order to promote development and redevelopment, City Council has determined that incentives in the form of impact fee waivers, fee waivers, and other options should be made available to qualifying persons and businesses.*

*§19-2 Definitions*

*As used in this article, the following terms shall have the meanings indicated:*

*DIRECT JOB-refers to a Full-Time Equivalent Job that is created by the Incentive Beneficiary that did not exist prior to the receipt of notice of eligibility for a Specific Economic Development Incentive Program available under this Chapter. To be considered a Direct Job, there must be an increase in the total number of Full-time Equivalent Jobs employed by the Incentive Beneficiary.*

*ELIGIBLE PROJECT-refers to a project of an Incentive Beneficiary that is approved by the City Manager to receive economic incentives under a Specific Economic Development Incentive Program offered under this chapter.*

*FULL-TIME EQUIVALENT JOB-calculated as total hours worked in jobs created divided by the number of hours in a Full-time Schedule.*

*FULL-TIME SCHEDULE-an average of thirty (30) hours per week, or at least one-hundred and thirty (130) hours in a month.*

*INCENTIVE BENEFICIARY-refers to the person or entity that has applied for and been approved to receive economic incentives made available under this Chapter. Any individual who owns 50% or more of an entity that has been approved for economic incentives under this Chapter shall also be identified as an Incentive Beneficiary.*

*INCENTIVIZED PROJECT-refers to the specific project identified in the application submitted by the Incentive Beneficiary*

*for receipt of economic incentives under this Chapter.*

*INDIRECT JOB-refers to a job that is created by a person or entity who is not an Incentive Beneficiary but has created an indirect job as a result of an economic incentives offered to an Incentive Beneficiary under this Chapter.*

*INSTALLMENT LAND CONTRACT-refers to a real estate contract between the City and the Incentive Beneficiary whereby the City agrees to sell to the Incentive Beneficiary city-owned property for an agreed upon price that is to be paid by the Incentive Beneficiary through monthly, quarterly or annual installments. The City shall retain title to the real property until the full purchase price is paid by the Incentive Beneficiary.*

*PART-TIME JOB-refers to a job for which an employee averages less than thirty (30) hours per week on a regular basis.*

*SPECIFIC ECONOMIC DEVELOPMENT INCENTIVE PROGRAM (SEDIP)-refers to any incentive program under Article III that City Council has ordained to be made available to qualifying applicants. Each program may incorporate any of the economic incentives identified under Article II, subject to any unique terms and conditions as City Council may deem appropriate.*

#### *§19-3 Administration*

*The City Manager and his or her staff shall develop the administrative procedures necessary to implement any SEDIP available under this Chapter 19. The City Manager or such person as he or she may designate shall promulgate reasonable standards to be used in determining whether an applicant is eligible for economic incentives under the particular SEDIP being applied for in accordance with Article II and the specific terms and conditions of the SEDIP. The City Manager or his or her designee shall be responsible for auditing the Incentive Beneficiary as required. Revocation of eligibility shall be determined by the City Manager.*

#### *§19-4 Appeals*

*Any applicant denied eligibility or who is subject to revocation of eligibility may appeal the decision to the City Council within 30 days from the receipt of notice of denial or revocation of eligibility. The appeal shall be made by filing a written request with the City Clerk.*

#### *§19-5 Miscellaneous*

*Severability: Should any section or provision of this Chapter be declared void, illegal or otherwise invalid by a Court of competent jurisdiction such decision shall not affect the validity of any other provisions of this chapter not otherwise declared invalid or inapplicable.*

### *Article II - Economic Development Programs*

#### *§19-6 Incentive Options*

*The following is a list of the incentive options that may be made available for any SEDIP offered under Article III of this Chapter, subject to any specific conditions or restrictions as may be identified in the specific program:*

- A. Impact Fee Waiver or Reduction: A SEDIP may offer qualifying Incentive Beneficiaries a waiver or reduction from any City assessed water, sewer or electric impact fees to the extent provided for under the SEDIP.*
- B. Permit and Fee Waiver or Reduction: A SEDIP may offer qualifying Incentive Beneficiaries a waiver or reduction from any of the following permits or fees:*
  - (1) Building permit fee*
  - (2) Water service connection fee*
  - (3) Sewer inspection fee*
  - (4) Electric service connection fee*
  - (5) Fees associated with any preliminary or final site plan review*

- (6) *Other fees associated with professional services provided by the City as it pertains to planning, engineering and legal review.*
- C. *Fees that cannot be waived: Any fees or taxes assessed by the State, County or School District and special fees payable for fire or public safety protection cannot be waived and must be paid by the Incentive Beneficiary to maintain eligibility under the Chapter.*
- D. *Installment Land Contract: When applicable, a SEDIP may permit the City Manager, on behalf of the City, to enter into a real estate contract between the City and the Incentive Beneficiary in which the City provides financing to the Incentive Beneficiary, and whereby the Incentive Beneficiary purchases the property through monthly, quarterly or yearly installments. The City shall remain the title owner of the property until full payment is received.*

#### *§19-7 Eligibility*

- A. *Eligibility for participation in any SEDIP shall be determined by the City Manager according to the specific provisions and requirements of the SEDIP being applied for.*
- B. *An otherwise eligible applicant shall be ineligible for any SEDIP if:*
- (1) An application for a building permit for the project was filed prior to the effective date of this Chapter; or*
  - (2) The Incentive Beneficiary is delinquent on any taxes, assessments, sewer, water, electric, trash charges and any other fees due to the City of Milford for any property owned or leased by the Incentive Beneficiary; or*
  - (3) The Incentive Beneficiary has previously had its eligibility revoked for any SEDIP offered under this Chapter.*
- C. *Revocation of Eligibility. If the Incentive Beneficiary is in default of any of the terms and conditions required under this Chapter, including any requirements specific to the SEDIP or an Installment Land Contract, the City Manager shall provide a written notice of default to the Incentive Beneficiary. In the event the default is not substantially cured within fifteen (15) days, the City Manager shall immediately revoke the Incentive Beneficiary's eligibility and assess the Incentive Beneficiary the full cost of all impact and permit fees that were reduced or waived.*

#### *Article III - Specific Economic Development Incentive Programs*

*An applicant for economic incentives under this Chapter must apply for and meet the conditions of one of the SEDIP programs available under this Article III.*

#### *§19-8 Greater Milford Business Complex Incentive Program*

##### *A. Eligibility*

*Eligible Projects shall include any new construction on city-owned, undeveloped land within the Greater Milford Business Complex. Eligibility shall be based on the creation of full-time equivalent jobs as outlined in Table 1 under this Section. The Incentive Beneficiary shall enter into an agreement with the City of Milford to ensure the eligibility criteria are met and maintained.*

##### *B. Target Area - Greater Milford Business Complex*

*The Greater Milford Business Complex refers to the business park created by the City of Milford, as located on the south side of Airport Road in Milford, Kent County, Delaware, as further depicted in a Revised Record Plan of record in the Recorder of Deeds in and for Kent County, Delaware under Plot Book 68, Page 44.*

##### *C. Development Incentives*

###### *(1) Impact Fee Waivers*

- a) Incentive Beneficiaries may qualify to select a waiver of any of the following impact fees according to the tiers provided in Table 1 below: Water, Sewer or Electric.*
- b) The City will audit the Incentive Beneficiary three (3) years after the issuance of the first certificate of occupancy to verify the job creation levels are achieved. If the required Full-Time Equivalent Job levels are not met or maintained, the Incentive Beneficiary is responsible for payment of all fees and costs not otherwise waived or reduced under this program, including any fees and costs assessed by Kent County or other*

*governmental agencies.*

- (2) *Permit and Other Fee Waivers*
  - a) *The City will provide a one-time reduction of all permits and fees identified under §19-6(b) in accordance with Table 1 below.*
  - b) *The City will audit the Incentive Beneficiary three (3) years after the issuance of the first certificate of occupancy to verify the job creation levels are achieved. If the required Full-Time Equivalent Job levels are not met, the Incentive Beneficiary is responsible for payment of any waived or reduced fees.*
  - c) *The Incentive Beneficiary is responsible for obtaining all required local, State, County, and Federal permits and approvals as may be required to complete the project.*
  - d) *The Incentive Beneficiary shall be responsible for the Carlisle Enhancement Fee as outlined in the City of Milford Code.*
- (3) *Installment Land Contract*
  - a) *The Incentive Beneficiary may apply to purchase the City owned property through an installment land contract at a price and upon such terms and conditions as may be determined by the City Manager. The acceptance of the contract is subject to the express approval of City Council, which approval may be withheld in its complete discretion.*
  - b) *The City will audit the Incentive Beneficiary annually to verify that the Incentive Beneficiary has created and maintained the required number of Full-Time Equivalent Jobs as identified in the installment land contract. Audits shall begin thirty-six (36) months from the date of contract signing and continue until full payment is made to the City. If the Full-Time Equivalent Job level averages below the required number for a period of three (3) consecutive years, excluding the first three years, the City Manager may determine that the Incentive Beneficiary is in default and provide notice as required.*
  - c) *In the event the default is not cured, in addition to such other remedies as may be available, the Incentive Beneficiary shall be required to choose between the following two options:*
    - i. *Surrender all improvements and the property to the City; or*
    - ii. *Pay the entire remaining principal balance to the City within 45 days following the date the default notice was issued.*

**D. Greater Milford Business Complex Economic Incentive Program Tier Incentives**

(1) *Table 1.*

| <i>Tier</i> | <i>Full-Time Equivalent Jobs Created</i> | <i>Impact Fee Waivers</i> | <i>Waiver of Permits &amp; Other Fees</i> |
|-------------|--|---------------------------|---|
| <i>1</i>    | <i>5-9</i>                               | <i>1</i>                  | <i>20%</i>                                |
| <i>2</i>    | <i>10-14</i>                             | <i>2</i>                  | <i>40%</i>                                |
| <i>3</i>    | <i>15-19</i>                             | <i>3</i>                  | <i>60%</i>                                |
| <i>4</i>    | <i>20-24</i>                             | <i>4</i>                  | <i>80%</i>                                |
| <i>5</i>    | <i>25-29</i>                             | <i>5</i>                  | <i>ALL</i>                                |
| <i>6</i>    | <i>30+</i>                               | <i>ALL</i>                | <i>ALL</i>                                |

The ordinance is scheduled for adoption at the March 28<sup>th</sup> Council Meeting.

*Authorization/Alcohol Waiver/Mispillion Shipbuilder River Race*

The following request was received from DMI President SaraKate Hammer:

*Dear Council Members:*

*Downtown Milford, Inc. is a partner in the Second Annual Mispillion Shipbuilder River Race to be held on the Mispillion River during the 13th Annual Bug & Bud Festival Saturday, April 23, 2016 from 9-4pm. This event was a great success in its inaugural year in 2015, highlighting the Mispillion Riverwalk and Greenway and the opportunities that exist for*

*eco-recreation in Downtown Milford.*

*Each participant of the race will pay an entrance fee to paddle the Mispillion River by canoe, paddle board or kayak and will be welcomed back to town at the end of the race to an awards event, complete with donated food from Arena's Deli and beer samples for those 21 and over from Mispillion River Brewing. DMI would like to hold the awards event near the City of Milford Dog Park during the Bug & Bud Festival, specifically 1 Marshall Street, Milford DE.*

*Enclosed is a copy of the application for a group gathering license in the park area on Marshall Street. I have requested the license be active from 10:00 a.m. until 3:00 p.m. to allow for set up and cleanup of the Park.*

City Manager Norenberg explained that last year's race actually started and finished on private property. Participants at the awards ceremony then receive beer from the race sponsor Mispillion River Brewing Company. He noted that DMI did not submit their request to council in 2015; however, this year's race will not involve the Vinyard Shipyard so DMI and Parks and Recreation are asking that this event, which includes beer being served and consumed, take place on City of Milford park land. As a result, permission must be obtained from city council.

The city manager confirmed that the Parks and Recreation Director Brad Dennehy is a partner in the event and recommends the permit be approved.

Mr. Grier moved to approve the alcohol waiver for the Mispillion Shipbuilder River Race Awards Ceremony on city park land, seconded by Mr. Burk.

Ms. Wilson confirmed this event is not part of the Bug and Bud Festival and that the two are unrelated; she added that they definitely do not go together.

Motion carried.

*Approval/City of Milford's Deferred Comp Plan (457(b) Amendment*

City Manager Norenberg informed council that the city's deferred comp plan currently requires new employees to wait until they have worked 1,000 hours (approximately six months) before they can begin to participate in the plan and make contributions. The plan allows a certain percentage, as established by the IRS, to be set aside annually by an employee saving for retirement. The city provides a partial match at that point.

The recommendation is to continue the 1,000 hour threshold for matching contributions, however, new hires may begin to contribute immediately and do not have to wait the 1,000 hour time frame.

The city manager explained that if this amendment is approved, approximately fifteen employees citywide will be able to start contributing and receive a guaranteed return.

Mr. Norenberg disclosed that he is one of the employees that would be affected by this change.

Mr. Morrow confirmed this change has no cost to the city and has been approved by our pension carrier.

Mr. Grier moved to approve the amendment to the City's 457(b) compensation amendment as follows:

***CITY OF MILFORD 457(b) DEFERRED COMPENSATION PLAN AMENDMENT***

*The City of Milford 457(b) Deferred Compensation Plan ("Plan") be and hereby is amended this 14<sup>th</sup> day of March 2016, effective immediately, as follows:*

*FIRST: Section 2.1, Eligibility, is deleted in its entirety and replaced with the following new Section 2.1:*

*Each Eligible Individual will be eligible to participate in the Plan for purposes of salary deferral contributions on his or her date of hire with the City of Milford. For purposes of Employer Matching Contributions, Eligible Individuals will be eligible*

*to share in the Employer Matching Contribution on the earlier of the date that he or she completes 1,000 Hours of Service or the first anniversary of the Eligible Individual's date of hire. The Eligible Individual shall commence participation for purposes of the Employer Matching Contribution on the January 1 or July 1 that is coincident with or next following the date that the Eligible Individual satisfies the eligibility requirements to participate in the Plan and after the Eligible Individual has executed a Participation Agreement.*

Motion seconded by Mr. Mergner and carried with no one opposed.

*Adoption/Resolution 2016-06/Spring Clean-Up Week*

Mr. Brooks moved to adopt Resolution 2016-06 scheduling Spring Clean Up Week beginning April 11<sup>th</sup>, seconded by Ms. Wilson:

*Now, Therefore, Be It Resolved by the Mayor and Council of the City of Milford, in Council met:*

*WHEREAS, it is desirous to promote the general cleaning of the City of Milford and improve its overall beauty to the maximum enjoyment and benefit of all citizens and visitors; and*

*WHEREAS, we are fortunate to live in a community blessed with natural assets and we have a continuing responsibility to preserve our environment by keeping it clean, healthy and in order by organizing and carrying out clean-up and fix-up projects which will enhance, restore and maintain the beauty of all properties; and*

*WHEREAS, all maintenance and clean-up debris, including large and bulk items, shall be placed for curbside pickup in order to exemplify cleanliness and beauty.*

*NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, by the power vested in me, do hereby proclaim the week of April 11, 2016 to April 15, 2016 "Spring Clean-Up Week" in the City of Milford; in the case of inclement weather, "Spring Clean-Up Week" will be extended through April 22, 2016.*

*IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 14th day of March 2016.*

Motion carried.

*Approval/Revised Council Committee Structure & Assignments*

Mr. Norenberg said when he started in January, there was some confusion about the structure of committees in terms of what topics may be assigned. After consulting with the mayor, city clerk and the city solicitor, he has prepared a document for council approval.

Via e-mail, he has discussed the scope of their respective committees with each committee chair, in addition to the other council members. .

Mr. Brooks said that during the police chief selection process, he came to all of the Police Committee meetings though he was not a member. He was not allowed to say anything but according to the new document, anyone attending a committee meeting is able to participate, whether or not they are a member of that committee.

Mr. Grier moved to approve the revised committee structure, seconded by Mr. Mergner. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the seventh month of Fiscal Year 2015-2016 with 58% of the fiscal year having passed, 64% of revenues have been received and 54% of the operating budget expended.

Mr. Morrow pointed out we are ahead in revenues and for the third month, expenses are lower than anticipated. He said that

a sign of good fiscal management from the finance director, city manager and department heads.

Mr. Brooks stated that the said the solid waste accounts are in good shape.

Mr. Burk moved to accept the January 2016 Finance Report, seconded by Ms. Peel. Motion carried.

ADJOURN

With no further business, Mr. Grier moved to adjourn the Council Meeting, seconded by Ms. Wilson. Motion carried.

The Council Meeting was adjourned by Mayor Shupe at 8:56 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 28, 2016

The City Council of the City of Milford met in Workshop Session on Monday, March 28, 2016 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Garrett Grier III, James Burk, Owen Brooks, Jr.,  
Douglas Morrow and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and  
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe convened the Workshop Session of Council at 7:07 p.m.

Dover/Kent County Metropolitan Planning Organization (MPO) Presentation/Public Liaison Kate Layton

Ms. Layton introduced herself stating that she is here to discuss the MPO's Long Range Plan/Metropolitan Transportation Plan in Kent County.

She explained that though this is early in the process, they are working on the draft and are asking for public input. In January 2017, the draft will be provided to the Council Policy Making Body at which time they will look for approval on the draft.

Ms. Layton then provided the following preview:

Vision 2040  
The Dover/Kent County MPO  
Metropolitan Transportation Plan  
FY 2017-2040

The Dover/Kent County Metropolitan Planning Organization (MPO) is an agency that aids in transportation planning and programs for central Delaware. The Dover/Kent County MPO is a nonprofit federally-funded agency that was formed in the early 1990's.

There are MPO's all over the country that have existed since the 1970's due to an Act of Congress.

The Metropolitan Transportation Plan (MTP) is one of the agency's core projects. It is called a long-range plan because it looks at how things could take shape, transportation-wise, over the next twenty or more years in Central Delaware. It provides measurable goals for the region's transportation system.

Required by all MPOs, the Plan is updated every four years, as major projects found in the MTP are eligible for federal funding. Vision 2040 is the fifth update from the original plan completed in 1996.

The MTP identifies transportation needs and strategies, guides transportation investments and shows that transportation-related projects will meet federal air quality standards.

The primary goals are to move people safely and efficiently, strengthen communities and promote economic development.

Several things have changed in the past four years.

A new federal transportation bill referred to as the FAST Act was signed into law in December 2015. FAST facilitates spending obligations through FY 2020 and provides a 5% and 8% increase in highway and transit spending for Delaware's FY 2016.

In addition, spending will increase more than 2% per year for both highway and transit projects after FY 2016.

A carryover from the last transportation bill (MAP-21) is performance-based planning. The MPO and the Delaware Department of Transportation (DelDOT) will establish criteria for measuring the performance of various components of Delaware's transportation system. The clarification of performance measures should apply to categories like safety, pavement, bridges, etc. The FAST Act gets more into the weeds of what the previous transportation bill set forth.

Delaware has since raised fees and tolls to provide additional revenue and maintenance for capital transportation projects.

There is also more of an emphasis on freight, whose directives were outlined in MAP-21. Since 2015, Delaware became one of the first states to adopt a regional freight plan, which includes the peninsula of Delaware, Maryland, and Virginia into one overall plan.

Kent County is projected to receive between \$800 million and \$900 million (federal and state monies) for transportation projects between now and 2040, based on historical trends.

The MTP lists about 35 road projects and 12 walk and bicycle projects that are fiscally reasonable with an estimated cost of less than \$600 million. Some of those projects include the Camden Bypass, Kenton Road improvements, US 13 widening, Route 1/Northeast Front Street Grade Separated Intersection and the Crawford Carroll Road Extension.

Some of the bike and pedestrian highlights include added sidewalks along US Route 13 in Dover, the Senator Bikeway along Route 8, the Route 8 sidewalk by the new Dover High School and a Route 10 Bike Trail.

Ms. Layton emphasized the reason she is presenting this information is because they are looking for public input for this draft update. From now through early August 2016, the MPO is looking for people to take their survey. This can be done through their website ([www.doverkentmpo.org](http://www.doverkentmpo.org)), social media (Facebook and Twitter: #DoverKentMPOVision2040Survey) and e-mail ([kate.layton@doverkentmpo.org](mailto:kate.layton@doverkentmpo.org)) and public meetings (Technical Advisory Committee (TAC). They will also be at various events and locally at the Bug and Bud Festival in Milford on April 23<sup>rd</sup>.

Later in April, they will have a Public Advisory Committee meeting. A workshop is planned this summer as well.

Sometime in August, Ms. Layton stated that they will incorporate the input and public comments received into the draft MTP update. Once the draft is closer to completion, they will post it for a 30-day public comment period. That draft will then go before the MPO Council in January 2017 for approval. If approved, that document will go to the Federal Highway Administration and the Federal Transit Administration.

At the conclusion of Ms. Layton's presentation, Ms. Wilson asked if public transportation, including DART, is included in this plan and in particular, the lack of services in Milford. She added this is a major concern of hers particularly with the anticipated growth on Route 1.

Ms. Layton said she will ask about that through the Delaware Transit Corporation which oversees DART. In addition, people can comment about the issue through the various ways she has discussed. She confirmed that Ms. Wilson would like to see more transit in the Milford area and particularly along the anticipated growth areas; Ms. Wilson asked that suggestion be added to the plan.

Mayor Shupe said some of the concerns council hears come from residents who live in the Southeast Milford neighborhoods and feel disconnected to the downtown area. In particular, it is because the Route 1 area is heavy with traffic and they don't feel comfortable walking or riding in that area.

The mayor agrees this is needed though he is willing to discuss this more at a later date because the connectivity of these

neighborhoods to the downtown area is important.

Ms. Layton confirmed that the mayor is talking about local connectivity within Milford and not just countywide; Mayor Shupe stated yes.

It was agreed that the needs of residents requiring transportation to the new hospital must also be considered.

Mr. Brooks asked if there are any plans for additional trains. Ms. Layton said there are freight trains that deliver goods, textiles, etc. She recalled a passenger rail feasibility study that was done a few years ago by Parsons Brinckerhoff Consulting Agency. The feasibility study showed two trips that would connect from Newark to Kent County, down to Maryland. However, it was never deemed affordable.

Mr. Brooks recalled a meeting he attended several years ago where they discussed the possibility of placing one passenger car on top of another to make it more affordable. Ms. Layton does not remember but finds it an interesting concept.

Mr. Norenberg said the only thing he will add is to reinforce Ms. Layton's recommendation to take the survey. He completed it over the weekend. He suggests adding the priorities into the surveys.

He reported that the city will start promoting the survey on our website and Twitter and Facebook and encouraged council to participate.

#### *American Municipal Power (AMP) Presentation/Smart Meter Project*

City Manager Norenberg recalled that at the Public Works Committee meeting two weeks ago, bringing the presentation to full council was recommended. During that meeting, an overview was presented of the plans and opportunities for Smart Metering. At the conclusion of tonight's presentation, he would like council to provide feedback before we continue with the next process of exploring more detail by authorizing the mayor to sign the non-binding letter of intent with AMP to proceed.

Electric Superintendent Rick Carmean said he has been to various presentations on Smart Metering from different vendors. He said the city is capable of handling the metering and collectors, but help is needed with the integration of metering data into the billing system.

Mr. Carmean recalled when the Meter Department was disbanded and the remaining employees were separated and placed under the electric and water departments, they began to look at the drive-by metering system being used which is aging and needs attention. Some are becoming obsolete and water registers are beginning to fail. He then learned that AMP had an RFP for 100,000 smart meters and reached out to the city in hopes of becoming a partner with them.

George Bjelovuk, AMP Manager then presented information on his company and the Advanced Metering Project.

Mr. Bjelovuk gave a quick background about American Municipal Power. It is a joint action agency in the public power area formed in 1971 and in 1996, it became a tax exempt company. There are currently nine states that are part of the AMP group which is owned and governed by 132 members. DEMEC joined the organization and President Pat McCullar is a member on their board.

They have identified ways to collaborate through joint power supply and purchasing projects over the years. Members would join together and build a hydro plant or a gas-fired turbine to meet some of their power supply requirements.

The financial strength of the organization is something the members have leveraged and AMP has a \$750 million revolving line of credit.

Mr. Bjelovuk said that Smart Grid is a buzz word in the industry that has been going on for a number of years. Approximately eighteen months ago, a number of members with advanced metering systems were having issues with the drive-by systems that Milford has.

Other communities interested in advanced metering, who wanted to move forward, began to collaborate about smart metering. Because of the common interest, Leidos Engineering was hired to do a study in 2014 who modeled several scenarios for its members:

- 1) Each municipality deploying meters, networks, systems;
- 2) Each municipality using commercial hosting provider;
- 3) Single hosting provider for all members;
- 4) AMP invested and developed hosting services for all members.

The fourth approach is what AMP moved forward with. It was determined that joint action among the members could result in a lower acquisition cost, sharing of costly components and expertise.

Mr. Bjelovuk explained that communities will look at public work projects to address utility infrastructure such as Milford's handheld/drive-by equipment which is aging and that equipment that is near its end of life.

He noted that the water meter modules are also near end-of-life though Milford's meters are in good shape and only a few years old. The registers are battery-operated and once they are ten years old, start to fail and need replacing which can be accomplishing using a different technology.

A community that can leverage the GIS capability with advanced metering can also leverage enhanced services for city operations and customers.

Communities also look at advanced metering to improve and reduce the cost of customer service. In many cases, municipal utilities are surrounded by investor-owned utilities or rural electric cooperatives that are providing some enhanced services to their residents including on-line bill pay, energy usage monitoring, etc. That places public power entities behind the technologies of these other utilities.

For the most part, our electric department is unaware that electric is out until a customer calls. An advanced metering structure will allow meters to report an out-of-service status and can be pinged to confirm that power has been restored.

In addition, with the number of rentals in the Milford community, this system will allow remote connection and disconnection.

The system can also provide data to support distributed generation, rooftop solar and needed rate design changes. As the system grows and becomes more complex, the city will have the ability to automate technologies.

The AMP system involves meters, radios on water meters and collectors that will be installed on poles. There is a wireless communication in which Milford's fiber optic can be used to do the back haul. The networking on the system was discussed which included the head end of the system in the AMP office with the use of fiber optic which will connect the billing system.

Mr. Bjelovuk stated that specialized employees are needed to operate the system though they may be difficult to attract. However, there is a group of vendors that will work with AMP and Milford to provide the data services.

Mr. Bjelovuk informed council that when AMP reached out to its members to see who was interested in the advanced metering project, the City of Seaford responded. There was an RFI issued to 23 vendors and 24 responses were received. An RFI design was done for Seaford based on their data. A committee was then created to review the RFI's. A comparison analysis followed which was reviewed with the initial members and the AMP board.

Two vendors were selected and the attorneys are in the final stages of negotiating the contracts and hope to finalize it this week so an announcement can be made.

One vendor is an AMI Communications Network provider that is an industry leader in AMI. They offered to provide a 7x24x365 monitoring of all networks. As each member deploys a network, their operations center will be monitoring the network in their center. Contact is immediate if there is a collector or access point failing to operate.

This vendor is also not tied to any particular meter. In addition to some project management and integration costs, the meter is the most expensive cost of the deployment. A different meter manufacturer can be chosen with this vendor's AMI communications modular.

They are confident this vendor will meet Milford's future requirements including street lighting control, distribution automation, etc.

The second vendor is an expert in working with back office application. They have learned that the municipal space has a very specialized vendor in utility systems. Interfacing with those applications is mandatory and this vendor has done dozens deployments around the country and a specialist in these municipal enterprise systems.

Milford will continue to deploy meters, communications and billing systems. The GIS, customer portal and base system and AMI head-end will be managed by AMP.

The consultant then referenced the one-time project costs which include new electric meters, water meters, water communication modules, an AMI communication network, installation of field equipment, integration into Milford's billing system and project manager training.

AMP will invest a \$2.5 million in its back office. That includes servers, security components, management of the data requirements and dedicated staff including a program manager and AMI operator who will manage the overall program.

It requires an annual operating expense that includes the AMI communication network that supports multiple meter brands and 99.5% read reliability on electric meters and 99% on water meters. The network will be monitored around the clock by the network operation center as Mr. Bjelovuk previously stated.

The annual expense will include full disaster recovery, annual testing, cyber security monitoring of all systems and future system and software upgrades.

The consultant commented they are still waiting for more detailed data on customer operations and the billing provider. However, based on approximately 7,000 meters, the meter cost is estimated between \$800,000 and \$1.1 million depending on the features of the meters. The cost of the approximate 3,800 water meter communication modules is \$475,000. Prices were provided for the AMI communication network and installation and complete meter-to-cash integration.

He noted there is a suite of applications and interfaces that are being considered by city staff which will impact the costs. The project management and training costs will run between \$80,000 and \$90,000 based on those services selected.

As a result, the total capital cost will be between \$1.7 million and \$2.1 million. Annual operating expense will run between \$110,000 and \$120,000. He recommends forecasting a 3% annual increase over the ten-year duration of the program.

Mr. Bjelovuk then presented a project plan time line reiterating they are currently in the final stages of negotiating the master service agreements that should be finalized by March 31<sup>st</sup>. They anticipate that AMP billing will begin for their first member on November 1<sup>st</sup>. They believe they can bring on another community every six to eight weeks after that.

He asked that council recognize and consider managing the project approval process. AMP has proposed to the city manager a non-binding letter of interest for Milford that states they have looked at the capital costs of the program which are in line with what is anticipated for this project and that the city is committed to investing these resources to obtain a detailed statement of work.

Once it has been agreed to proceed with the project, there is a need to find financing. AMP is willing to work with DEMEC to figure out the best financing approach for Milford.

He also recommends making sure the community is ready for this. There is a need for the city to get out and communicate the benefits of this program which includes the ability to operate better and more efficiently and better support energy efficiency objectives of the residents and businesses.

Mr. Bjelovuk recognized the need for one spokesperson to prevent five different employees portraying five different versions of a response.

Once the deployment starts, a project manager or coordinator at the municipality is needed to manage field deployments and work with the installer and field staff. Once the deployment is done, there will be a lot of old tasks replaced with new tasks. Staff will no longer go out and read meters each month, or connect or disconnect meters if the remote disconnect capability is selected.

Mr. Bjelovuk reiterated they are in the final stages of completing the vendor contracts, talking to the initial group of members that helped develop this program and to communities like Milford who are considering joining the program.

When asked for questions, Mr. Brooks asked if when you change from one meter to another, does Mr. Bjelovuk foresee any problems; Mr. Bjelovuk explained they picked the AMI communication vendor because they have the meter interoperability. Any type of meter can be ordered with a communications module from this vendor making them fully interoperable.

Ms. Wilson asked how many communities are already participating. Mr. Bjelovuk said eleven helped form the program. Five have submitted letters of intent. Ten or twelve more have heard of the program and he is out soliciting letters of intent. He believes that half of the 90,000 meters are committed.

He noted that DEMEC is on the AMP board and has been a very strong advocate of the programming.

Ms. Wilson feels that most customers will want to know how this will save them money and she asked if there is an answer to that question.

Mr. Bjelovuk said that two things need to be considered as Milford starts to package the messaging for their residents. First, it makes the utility operation more efficient. The more efficient, the more likely Milford will be able to defer future cost increases.

He noted that Milford also has the option for customers to be able to monitor their usage via internet. A lot of times they have no idea what their bill is until it shows up once a month. This will allow them to monitor their usage and they will be able to take proactive action to reduce their overall consumption and save money.

Mayor Shupe asked Electric Superintendent Carmean to speak on what this will do overall for our electric department and ground-to-ground level for our crews and the advantages to being part of this program.

Mr. Carmean said that our employees will be able to disconnect remotely which prevents rolling a meter truck every time there is a need to turn on or turn off the power. That alone, will save the city tens of thousands of dollars every year.

He said if a utility portal is added, we can bring up a map that shows the IP address of each meter. It will display a light indicating the meter is on or off. Our crews can then determine if there is a problem that needs to be fixed by a private electrician which prevents our crews from being called out and saves money.

During a lightning storm, they will be able to look at the google map to ensure everyone is back on; crews can then go home.

Mr. Grier asked if there will be enough work for our employees to replace what is no longer needed. He said it sounds as though a lot of the employee operations will no longer be needed and asked what duties they would have then. Mr. Carmean said we disbanded the meter department and moved the meter readers into other departments. Some may be considering retiring so we will not have to replace them after they leave. The line crews will be doing more maintenance which means less trouble, no more overtime and less fuel costs.

Mr. Brooks asked if Mr. Carmean is saying we will need fewer employees; Mr. Carmean said yes for the metering itself.

He said we will still need the linemen though we do not need as many meter readers because we will no longer have to

touch every meter to turn them on and off.

When asked if this will occur overtime, Mr. Carmean said the disconnects will be done right away. As soon as this program is on line, the meters will immediately be turned off in the office and no meter trucks will be needed. The meter readers can then do other things.

Mr. Brooks asked how long it will take from the first to the last meter; Mr. Bjelovuk said the time line he presented earlier involved a community with approximately 6,000 meters and that deployment is expected to take about three months. Doubling that number of meters for Milford may take approximately five months. The water side adds another 3,000 to 4,000 meters for a total of 11,000 meters.

Mr. Grier recalled talking about smart meters for many years; he asked Mr. Carmean if there has been money earmarked considering those conversations. He recalled that during the last budget process, they talked about a lot of projects and asked if smart metering was one.

Mr. Carmean said that Mr. Portmann informed him that money was set aside for smart metering in the amount of \$1.5 million.

Mr. Grier asked if we can use USDA money for this or reserves; Mr. Norenberg said that could be considered more on the water side but not on the electric side.

Mr. Norenberg then explained that the next step is the non-binding letter of intent. There are a few blanks to fill in with one being the date to begin deployment. He will follow up with the finance director over the next week or two and will have the answers to financing. At the next meeting, he will bring back the letter of intent with that information to see how this fits into the city's plans over the next couple of years.

He continued by stating that we can then begin the process of developing requirements and getting a more complete handle on what this would mean for Milford.

It was agreed this is the direction that other utility companies are heading and Mr. Grier added whether we do it now or five years from now, there is a need to explore it. His only worry is to analyze history and performance which we do not have at this point.

Mr. Carmean added that once Mr. Bjelovuk is able to announce the vendors in addition to the possibility of other vendors the city can talk to.

Mr. Norenberg recalled the problem with our current meter reading systems that are close to end-of-life and no longer supported by ITRON. As a result, there are some expenses that we will need to incur if we don't roll out the AMI before those systems start to fail. This will help avoid some of those costs and be ready for the future.

Mr. Norenberg welcomed any additional questions from council over the next few days so that he can run those questions past the finance director in order to have complete information at the April council meeting.

*Adjourn*

With no further business, the Workshop Session concluded at 8:10 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 28, 2016

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 28, 2016.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Garrett Grier III, James Burk, Owen Brooks, Jr.,  
Douglas Morrow and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and  
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 8:10 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilwoman Wilson.

RECOGNITION

*Proclamation 2016-02/National Service Recognition Day*

Mayor Shupe read the following proclamation into record recognizing National Service Recognition Day:

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nations' Mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our cities and counties, from educating students for the jobs of the 21st Century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 60,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with Mayors nationwide to engage

citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, City of Service and Mayors across the country to recognize the impact of service on the Mayors Day of Recognition for National Service on April 5, 2016.

NOW, THEREFORE, BE IT RESOLVED that I, Bryan W. Shupe, by virtue of the authority vested in me as Mayor of the City of Milford, Delaware, do hereby proclaim April 5, 2016, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city; to thank those who serve; and to find ways to give back to their communities.

#### COMMUNICATIONS & CORRESPONDENCE

##### *Schedule Charter Review Committee Meeting*

Mr. Norenberg reported the city clerk, city solicitor and he have been working on a comprehensive update of the charter. The work over the past two weeks will enable a quicker process when this is presented to the Charter Review Committee.

He asked the committee members to contact the city clerk in order to get the first committee meeting scheduled.

Councilman Burk stated that he cannot commit to taking any additional vacation and early morning meetings will not work for him because of that. He is available in the evenings but he cannot use an entire day. He has no problem if someone else is more available for these meetings.

The city manager emphasized the importance of scheduling the first committee meeting in order to officially start the process.

#### UNFINISHED BUSINESS

##### *Adoption/Ordinance 2016-02/Chapter 19/Economic Development*

The city manager recalled economic development incentives being discussed in January and February. The ordinance was introduced at the March 14<sup>th</sup> council meeting and establishes the first steps to incentivize development in the Greater Milford Business Park off Airport Road.

Planning and Economic Activities Coordinator Rob Pierce reminded council of the discussion at the Economic Development Committee meeting at which time a lot of the incentives were developed. He reported that the new code includes definitions and lists various incentive options under Article II. The ordinance also expands on some impact fee waivers that were already on the books. Added was a permit and fee waiver reduction which will include building permits, water service connection, sewer inspection fees, etc.

The code also lists the fees that are unable to be waived and are passed thru to Carlisle Fire Company and Kent County.

Also included is an installment land contract for city-owned properties, eligibility criteria, target areas and incentive options for the Greater Milford Business Park.

The waivers are based on a tiered approach based on job creation.

Additional incentive options and target areas will be later added for the downtown area.

Mr. Grier asked if the number of years for land installment contracts have been defined. Mr. Pierce explained the applicant may apply to the city for an installment land contract at a specific price and upon such terms and conditions as are determined by the city manager. However, the acceptance of the contract is subject to council approval. He feels that will leave some flexibility that could be based on the amount of the private investment.

Mr. Grier moved to adopt Ordinance 2016-02, Economic Development and Redevelopment, seconded by Mr. Brooks:

*ORDINANCE 2016-02  
AMENDING THE CODE OF THE CITY OF MILFORD BY ADDING A NEW CHAPTER 19*

*WHEREAS, the City of Milford desires to adopt an ordinance providing for the procedures for the consideration of economic development incentives and the use of economic development tools; and*

*WHEREAS, to be consistent in the consideration and review of new development or redevelopment within the City, it is necessary to approve this Ordinance.*

*NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:*

*Section 1. The Code of the City of Milford is hereby amended by adding thereto a new Chapter 19, to be titled "ECONOMIC DEVELOPMENT AND REDEVELOPMENT".*

*Section 2. The Code of the City of Milford is further amended by adding the following provisions to a new Chapter 19, to hereby read as follows:*

*Article I - General Provisions*

*§ 19-1 Purpose*

*The City Council has deemed it to be in the best interest of the residents of the City and in furtherance of their health, safety and welfare to promote economic development and redevelopment within the City of Milford. In order to promote development and redevelopment, City Council has determined that incentives in the form of impact fee waivers, fee waivers, and other options should be made available to qualifying persons and businesses.*

*§19-2 Definitions*

*As used in this article, the following terms shall have the meanings indicated:*

*DIRECT JOB-refers to a Full-Time Equivalent Job that is created by the Incentive Beneficiary that did not exist prior to the receipt of notice of eligibility for a Specific Economic Development Incentive Program available under this Chapter. To be considered a Direct Job, there must be an increase in the total number of Full-time Equivalent Jobs employed by the Incentive Beneficiary.*

*ELIGIBLE PROJECT-refers to a project of an Incentive Beneficiary that is approved by the City Manager to receive economic incentives under a Specific Economic Development Incentive Program offered under this chapter.*

*FULL-TIME EQUIVALENT JOB-calculated as total hours worked in jobs created divided by the number of hours in a Full-time Schedule.*

*FULL-TIME SCHEDULE-an average of thirty (30) hours per week, or at least one-hundred and thirty (130) hours in a month.*

*INCENTIVE BENEFICIARY-refers to the person or entity that has applied for and been approved to receive economic incentives made available under this Chapter. Any individual who owns 50% or more of an amenity that has been approved for economic incentives under this Chapter shall also be identified as an Incentive Beneficiary.*

*INCENTIVIZED PROJECT-refers to the specific project identified in the application submitted by the Incentive Beneficiary for receipt of economic incentives under this Chapter.*

*INDIRECT JOB-refers to a job that is created by a person or entity who is not an Incentive Beneficiary but has created an indirect job as a result of an economic incentives offered to an Incentive Beneficiary under this Chapter.*

*INSTALLMENT LAND CONTRACT*-refers to a real estate contract between the City and the Incentive Beneficiary whereby the City agrees to sell to the Incentive Beneficiary city-owned property for an agreed upon price that is to be paid by the Incentive Beneficiary through monthly, quarterly or annual installments. The City shall retain title to the real property until the full purchase price is paid by the Incentive Beneficiary.

*PART-TIME JOB*-refers to a job for which an employee averages less than thirty (30) hours per week on a regular basis.

*SPECIFIC ECONOMIC DEVELOPMENT INCENTIVE PROGRAM (SEDIP)*-refers to any incentive program under Article III that City Council has ordained to be made available to qualifying applicants. Each program may incorporate any of the economic incentives identified under Article II, subject to any unique terms and conditions as City Council may deem appropriate.

#### *§19-3 Administration*

The City Manager and his or her staff shall develop the administrative procedures necessary to implement any SEDIP available under this Chapter 19. The City Manager or such person as he or she may designate shall promulgate reasonable standards to be used in determining whether an applicant is eligible for economic incentives under the particular SEDIP being applied for in accordance with Article II and the specific terms and conditions of the SEDIP. The City Manager or his or her designee shall be responsible for auditing the Incentive Beneficiary as required. Revocation of eligibility shall be determined by the City Manager.

#### *§19-4 Appeals*

Any applicant denied eligibility or who is subject to revocation of eligibility may appeal the decision to the City Council within 30 days from the receipt of notice of denial or revocation of eligibility. The appeal shall be made by filing a written request with the City Clerk.

#### *§19-5 Miscellaneous*

*Severability:* Should any section or provision of this Chapter be declared void, illegal or otherwise invalid by a Court of competent jurisdiction such decision shall not affect the validity of any other provisions of this chapter not otherwise declared invalid or inapplicable.

### *Article II - Economic Development Programs*

#### *§19-6 Incentive Options*

The following is a list of the incentive options that may be made available for any SEDIP offered under Article III of this Chapter, subject to any specific conditions or restrictions as may be identified in the specific program:

- A. *Impact Fee Waiver or Reduction:* A SEDIP may offer qualifying Incentive Beneficiaries a waiver or reduction from any City assessed water, sewer or electric impact fees to the extent provided for under the SEDIP.
- B. *Permit and Fee Waiver or Reduction:* A SEDIP may offer qualifying Incentive Beneficiaries a waiver or reduction from any of the following permits or fees:
  - (1) Building permit fee
  - (2) Water service connection fee
  - (3) Sewer inspection fee
  - (4) Electric service connection fee
  - (5) Fees associated with any preliminary or final site plan review
  - (6) Other fees associated with professional services provided by the City as it pertains to planning, engineering and legal review.
- C. *Fees that cannot be waived:* Any fees or taxes assessed by the State, County or School District and special fees payable for fire or public safety protection cannot be waived and must be paid by the Incentive Beneficiary to maintain

*eligibility under the Chapter.*

- D. *Installment Land Contract: When applicable, a SEDIP may permit the City Manager, on behalf of the City, to enter into a real estate contract between the City and the Incentive Beneficiary in which the City provides financing to the Incentive Beneficiary, and whereby the Incentive Beneficiary purchases the property through monthly, quarterly or yearly installments. The City shall remain the title owner of the property until full payment is received.*

#### *§19-7 Eligibility*

- A. *Eligibility for participation in any SEDIP shall be determined by the City Manager according to the specific provisions and requirements of the SEDIP being applied for.*
- B. *An otherwise eligible applicant shall be ineligible for any SEDIP if:*
- (1) An application for a building permit for the project was filed prior to the effective date of this Chapter; or*
  - (2) The Incentive Beneficiary is delinquent on any taxes, assessments, sewer, water, electric, trash charges and any other fees due to the City of Milford for any property owned or leased by the Incentive Beneficiary; or*
  - (3) The Incentive Beneficiary has previously had its eligibility revoked for any SEDIP offered under this Chapter.*
- C. *Revocation of Eligibility. If the Incentive Beneficiary is in default of any of the terms and conditions required under this Chapter, including any requirements specific to the SEDIP or an Installment Land Contract, the City Manager shall provide a written notice of default to the Incentive Beneficiary. In the event the default is not substantially cured within fifteen (15) days, the City Manager shall immediately revoke the Incentive Beneficiary's eligibility and assess the Incentive Beneficiary the full cost of all impact and permit fees that were reduced or waived.*

#### *Article III - Specific Economic Development Incentive Programs*

*An applicant for economic incentives under this Chapter must apply for and meet the conditions of one of the SEDIP programs available under this Article III.*

#### *§19-8 Greater Milford Business Complex Incentive Program*

##### *A. Eligibility*

*Eligible Projects shall include any new construction on city-owned, undeveloped land within the Greater Milford Business Complex. Eligibility shall be based on the creation of full-time equivalent jobs as outlined in Table 1 under this Section. The Incentive Beneficiary shall enter into an agreement with the City of Milford to ensure the eligibility criteria are met and maintained.*

##### *B. Target Area - Greater Milford Business Complex*

*The Greater Milford Business Complex refers to the business park created by the City of Milford, as located on the south side of Airport Road in Milford, Kent County, Delaware, as further depicted in a Revised Record Plan of record in the Recorder of Deeds in and for Kent County, Delaware under Plot Book 68, Page 44.*

##### *C. Development Incentives*

###### *(1) Impact Fee Waivers*

- a) Incentive Beneficiaries may qualify to select a waiver of any of the following impact fees according to the tiers provided in Table 1 below: Water, Sewer or Electric.*
- b) The City will audit the Incentive Beneficiary three (3) years after the issuance of the first certificate of occupancy to verify the job creation levels are achieved. If the required Full-Time Equivalent Job levels are not met or maintained, the Incentive Beneficiary is responsible for payment of all fees and costs not otherwise waived or reduced under this program, including any fees and costs assessed by Kent County or other governmental agencies.*

###### *(2) Permit and Other Fee Waivers*

- a) The City will provide a one-time reduction of all permits and fees identified under §19-6(b) in accordance with Table 1 below.*
- b) The City will audit the Incentive Beneficiary three (3) years after the issuance of the first certificate of*

occupancy to verify the job creation levels are achieved. If the required Full-Time Equivalent Job levels are not met, the Incentive Beneficiary is responsible for payment of any waived or reduced fees.

- c) The Incentive Beneficiary is responsible for obtaining all required local, State, County, and Federal permits and approvals as may be required to complete the project.
  - d) The Incentive Beneficiary shall be responsible for the Carlisle Enhancement Fee as outlined in the City of Milford Code.
- (3) *Installment Land Contract*
- a) The Incentive Beneficiary may apply to purchase the City owned property through an installment land contract at a price and upon such terms and conditions as may be determined by the City Manager. The acceptance of the contract is subject to the express approval of City Council, which approval may be withheld in its complete discretion.
  - b) The City will audit the Incentive Beneficiary annually to verify that the Incentive Beneficiary has created and maintained the required number of Full-Time Equivalent Jobs as identified in the installment land contract. Audits shall begin thirty-six (36) months from the date of contract signing and continue until full payment is made to the City. If the Full-Time Equivalent Job level averages below the required number for a period of three (3) consecutive years, excluding the first three years, the City Manager may determine that the Incentive Beneficiary is in default and provide notice as required.
  - c) In the event the default is not cured, in addition to such other remedies as may be available, the Incentive Beneficiary shall be required to choose between the following two options:
    - i. Surrender all improvements and the property to the City; or
    - ii. Pay the entire remaining principal balance to the City within 45 days following the date the default notice was issued.

*D. Greater Milford Business Complex Economic Incentive Program Tier Incentives*

*(1) Table 1.*

| <i>Tier</i> | <i>Full-Time Equivalent Jobs Created</i> | <i>Impact Fee Waivers</i> | <i>Waiver of Permits &amp; Other Fees</i> |
|-------------|--|---------------------------|---|
| <i>1</i>    | <i>5-9</i>                               | <i>1</i>                  | <i>20%</i>                                |
| <i>2</i>    | <i>10-14</i>                             | <i>2</i>                  | <i>40%</i>                                |
| <i>3</i>    | <i>15-19</i>                             | <i>3</i>                  | <i>60%</i>                                |
| <i>4</i>    | <i>20-24</i>                             | <i>4</i>                  | <i>80%</i>                                |
| <i>5</i>    | <i>25-29</i>                             | <i>5</i>                  | <i>ALL</i>                                |
| <i>6</i>    | <i>30+</i>                               | <i>ALL</i>                | <i>ALL</i>                                |

Motion carried.

**NEW BUSINESS**

*FY 2015-2016 Budget Amendment/Municipal Street Aid & General Fund Transfer Bid Award/Truitt Avenue Rehabilitation & Milford Community Cemetery Expansion Project*

City Manager Norenberg advised that these two items are tied together. He recalled the joint project discussed during the budget process this past year. The millings from the work on Truitt Avenue will be used to supplement and develop a driving surface in the cemetery.

He reported that the project was bid several weeks ago after which they discovered a couple of concerns with the sewer infrastructure. That created the need for some investigation and a decision on whether we should use existing sewer funds to do a lining project without having to delay the paving project. Even worse was concern that the paving project would be completed only to be torn up later. The goal was to prevent a major reconstruction project which eventually worked out and we are now able to proceed with the original project.

The following letter of recommendation was received from Randy Duplechain from Davis, Bowen and Friedel, whose firm oversaw the bidding process:

*We have received the bids for the Truitt Avenue Rehabilitation & Milford Community Cemetery Expansion Project and recommend award to the low bidder, Mitten Construction Company of Dover, Delaware, for the estimated amount of \$371,380.00. A copy of the project bid tabulation along with a copy of the project cost breakdown for each portion of the project is attached for your review.*

*As shown on the attached project cost breakdown, the total amount of currently allocated funds is \$75,000 for the Truitt Avenue Rehabilitation work and \$40,000 for the Cemetery Expansion project. Should council approve award of this project, the transfer of \$250,000 from the Municipal Street Aid Account and \$25,000 from the General Fund Reserves is needed to cover the total cost of the project.*

Mr. Brooks moved to authorize \$250,000 be transferred from for the Municipal Street Aid Account and \$25,000 from General Fund Reserves to fund the balance of the Truitt Avenue Rehabilitation and Milford Cemetery Expansion project, seconded by Ms. Wilson. Motion carried.

Ms. Wilson moved to award the Truitt Avenue Rehabilitation and Milford Cemetery Expansion bid to Mitten Construction Company in the amount of \$371,380.00, seconded by Mr. Brooks. Motion carried.

#### *Workforce Development Vacancy*

The following letter was received from Workforce Development Chairman David Markowitz dated March 18, 2016:

*This letter will serve as notice of my resignation from the Milford Workforce Development Commission, effective on the date of the next organizational meeting.*

*It has been an eventful five years, and it was especially rewarding to see a program grow from the ground up to the successful program it has become. I especially appreciate the support you've given the commission members and the program over the years. I will be happy to work with current or new members of the commission in turning over the information and knowledge I have regarding the program.*

City Manager Norenberg asked that council consider a replacement for this position.

Mayor Shupe recommends we consider someone involved in the school system because this commission aids students with part-time employment in the community. Ms. Wilson feels that someone in the business arena would be more appropriate considering we are encouraging commercial entities to get involved in the program. She added that Mr. Markowitz was more of a link to the community and feels we need someone to fill that void.

Mr. Norenberg will contact the Chamber of Commerce for a possible suggestion. Mayor Shupe asked council to contact him with any possibilities as well.

#### *Authorization/Contract/Partnership for the Delaware Estuary Inc./Mispillion River Water Improvements Project Authorization/Contract/DBF/Engineering & Surveying Surfaces/Mispillion River Water Improvements Project*

City Planner Rob Pierce referred to the memo in the council packet outlining the history of related approvals and application dates made last summer. The city planned to collaborate with the Partnership for the Delaware Estuary (PDE) to conduct a site characterization, preliminary planning and conceptual design to provide guidance through the planning process for the use of the plan and bio-based living shorelines. PDE provided a proposal in the amount of \$20,000 for these services.

This planning grant required a 50/50 match from the applicant with a maximum contribution of \$50,000 from the State of Delaware. On August 24, 2015, city council authorized \$30,000 be allocated in FY16 Parks & Recreation budget for the removal of the Goat Island Causeway; an additional \$20,000 was transferred from general fund reserves for a total city contribution of \$50,000, maximizing the planning grant potential. As a result, a total of \$100,000 is available for the preliminary design and planning.

The project also includes hiring an engineering consultant to determine the feasibility of bank stabilization, flow restoration and best management practices in water quality improvement for the target areas shown on the attached exhibit. Davis, Bowen, & Friedel, Incorporated has provided the enclosed proposal in the amount of \$13,200 to provide the initial survey and wetland delineation. Upon completion of the conceptual plan, DBF will provide a proposal for the remaining studies, engineering design and cost estimate for the construction of feasible components.

Mr. Brooks moved to authorize the contract in the amount of \$20,000 with the Partnership of the Delaware Estuary to conduct site characterization, planning, and conceptual design for plant and bio-based living shorelines along portions of the Mispillion River near Goat Island, seconded by Mr. Morrow. Motion carried.

Mr. Grier confirmed that the \$13,200 to be paid to DBF is part of the \$100,000 grant and match money for this project; Mr. Pierce stated yes.

Mr. Grier moved to authorize a contract not to exceed \$13,200 to DBF for engineering and surveying services related to the conceptual phase of the Mispillion River Water Quality Improvement Project, seconded by Mr. Brooks. Motion carried.

*Authorization/Purchases/Environmental Systems Research Institute, Inc./Asset Management Project  
Authorization/Contracts/DBF/Drinking Water System & Wastewater System/Asset Management Project*

The city planner referenced the memo and documents in the packet related to the Asset Management Project.

Mr. Pierce recalled that this past summer, the city received a non-matching grant from the Department of Natural Resources and Environmental Control Financial Assistance Branch for the Wastewater Asset Incentive Program in the amount of \$70,000. Another non-matching grant was received from the State of Delaware, Department of Health and Social Services Division of Public Health for the Drinking Water Asset Management Incentive Program in the amount of \$90,000. Total funding received was \$160,000.

The Asset Management Incentive Program was broken down into five tasks. In order to accomplish the first task, the city must purchase enterprise GIS software and server hardware to host and serve the data sets being created.

Mr. Pierce stated that Environmental Systems Research Institute, Inc. (ESRI) is the industry leader in GIS software and is utilized by federal, state and local agencies in Delaware. ESRI provided a quote in the amount of \$75,734.38 for the necessary software, hardware, startup services and training needed to implement an enterprise GIS system.

The city budgeted \$100,000 in the grant application for hardware and software related items; this came in below the anticipated budget.

Task 2 of the EPA five step framework involves developing level of service standards for each utility. Tasks 3, 4 and 5 involve analyzing critical assets, performing minimum life cycle cost analysis on these critical assets and producing a long-term funding plan for improvements. In order to accomplish these tasks, the city has requested assistance from Davis, Bowen & Friedel to perform the required analysis and develop a long-term funding plan.

DBF provided a proposal in the amount of \$20,000 to assist with the wastewater portion and a \$30,000 proposal for the water portion of the project.

Mr. Pierce referenced the ERSI quote for associated maintenance costs in the amount of \$10,650. He explained that in order to maintain our license associated with this project, this amount will need to be budgeted on an annual basis.

Mr. Grier suggests the balance left from the ESRI quote of \$75,734.38 be used to pay the \$10,650 annual maintenance costs though Mr. Pierce recommends we wait to determine the cost of the analysis by the engineering consultants.

Mr. Brooks moved to authorize the payment in the amount of \$75,734.38 to Environmental Systems Research Institute, Inc. (ESRI) for the purchase of enterprise GIS software, hardware, startup services and training to be funded from the Water and Wastewater Asset Management Incentive Program non-matching grants, seconded by Mr. Morrow. Motion carried.

Mr. Grier moved to authorize the contracts with Davis, Bowen & Friedel, Inc. in the amount of \$50,000 for Professional Engineering Services for assistance with Task 3, 4, and 5 from the Water and Wastewater Asset Management Incentive Program application with funding from the state non-matching grants, seconded by Mr. Burk. Motion carried.

EXECUTIVE SESSION

Mr. Burk moved to go into Executive Session reference below reason, seconded by Mr. Brooks:

Pursuant to 29 Del. C. §10004(b)(9) (Personnel Matters) Police Issue

Motion carried.

Mayor Shupe recessed the Council Meeting at 8:31 p.m. for the purpose of an Executive Session as permitted by Delaware's Freedom of Information Act.

RETURN TO OPEN SESSION

City Council returned to Open Session at 9:31 p.m.

*Police Personnel Issue*

Mr. Morrow moved to approve the recommendation of the Chief of Police as was discussed in Executive Session, seconded by Ms. Wilson. Motion carried by the following 4-1 vote:

Mr. Grier votes no because he thinks it is fair to wait for another two to three weeks as was recommended and prefers to make one decision instead of two.

Mr. Burk votes yes in support of the Chief of Police and in this matter as well.

Mr. Brooks votes yes.

Mr. Morrow votes yes to support Chief Brown.

Ms. Wilson votes yes in support of Chief Brown.

ADJOURN

With no further business, Mr. Burk moved to adjourn the Council Meeting, seconded by Ms. Wilson. Motion carried.

The Council Meeting was adjourned by Mayor Shupe at 9:36 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder