

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
November 7, 2016

A Meeting of the Public Works Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, November 7, 2016.

PRESIDING: Public Works Committee Chairman Owen Brooks Jr.

IN ATTENDANCE: Committee Members:  
Councilmembers Lisa Ingram Peel & Douglas Morrow

Mayor Bryan Shupe

City Manager Eric Norenberg and City Clerk Terri Hudson

Chairman Brooks called the Committee Meeting to order at 5:33 p.m.

City Manager Norenberg turned the meeting over to Public Works Director Mark Whitfield.

*Purchase Recommendation/Sewer Jet Vacuum Truck*

Mr. Whitfield recalled that for the past three years, City Council has authorized \$130,000 be set aside in the sewer and water funds for the purchase of a replacement sewer jet vacuum truck. The truck is used for sanitary sewer, manholes and lines. It is also used at the pump station and the vacuum part is used once everything is removed from the lines. Any dirt and debris and gravel is vacuumed up and disposed of.

The Public Works Director hopes to use the truck on a regular rotation to clean lines which is something that has not been done by the City in the past. That is a program he is planning to implement to help reduce the potential for sewage clogs, particularly in basements.

The quote came in for a dual axle Vactor truck at \$378,647. Over the past three years, \$390,000 was budgeted and set aside for this purchase making this it under budget.

Mr. Whitfield is asking the Committee to make a recommendation to City Council to authorize the purchase through the NJPA National Contract.

Chairman Brooks wants it clear that even though this was special ordered, it does not have to be bid.

City Manager Norenberg recalled that Council has discussed using the National Joint Powers Alliance, which is essentially the same process as the State of Delaware contracting purchasing to prevent bidding the truck out. Chairman Brooks said he thought so and wanted the public to know that.

Councilmember Peel moved to recommend the purchase of a Vactor truck, with the specifications as presented in the meeting packet, in the amount of \$378,647 through the NJPA contract, seconded by Councilmember Morrow. Motion carried.

*Update/Airport Road Project*

PE Jason Loar of Davis, Bowen and Friedel, stated that other than the survey has been completed and is proceeding with the detailed design. They hope to be able to meet Public Works Director Whitfield on site to confirm the preliminary design so that the bid can be ready by the end of December/first of January.

Mr. Norenberg added that in the past week, there has been a legal hurdle based on the interpretation of the language in the bond bill. If the City proceeds at this point, prevailing wages would apply based on the fact there is state money involved. Initially everyone understood the language; however, the epilogue has created a need for a legal opinion.

As a result, the bond bill will need to be amended in January even though some municipalities are moving ahead with their prevailing wage projects because of the urgency to complete and the small impact. However, considering the size of the Airport Road project could add another \$200,000 to \$300,000. Though it may delay the overall project by a month or so, it was agreed to wait until the legislature had an opportunity to correct the language. Instead of bidding in early January, we may be in the situation of waiting to bid until early February.

Mayor Shupe and the City Manager met with Senator Simpson and Representative Kenton on Wednesday who are both committed to getting this fixed in early January.

#### *Update/Recycling Grant*

Mr. Whitfield then discussed two different recycling grants.

The City received notice we were awarded a portion of the grant he talked about at the last Public Works Committee Meeting in which \$138,000 was requested and the City was awarded \$83,622. Not funded were the readers that track the containers' serial numbers and the software that maintain the database where the information is downloaded and stored. However, the serial numbers that will be installed on the containers are being funded.

As a result, he is considering budgeting the unfunded items in the next fiscal year. He plans to place the readers on the new trucks at the time they are purchased so that they are ready at the point the system is operational. The cost of each reader is approximately \$7,000 or a total of \$21,000 for all three. His recommendation is to add the reader when a new truck is purchased making its overall cost \$7,000 higher.

The software was estimated at \$35,000 for the three-year period. Amortized, it is roughly \$7,000 per year.

In addition to providing customer information, it will help the City track its assets in terms of the number and locations of its containers.

That grant agreement has not yet been received though we are in receipt of the Notice of Award.

The second grant is for the purchase of recycling containers in the downtown park areas. The City had requested a grant for both recycling and refuse containers in the amount of \$84,000. However, we only received funding for the recycling containers or half of the request.

As spring approaches, Mr. Whitfield hopes to use other savings in the refuse fund to purchase the other containers.

Mayor Shupe is concerned of the more than \$40,000 cost to track our containers. He understands that we want to encourage increased recycling in order to reduce the tonnage of our refuse costs. He asked if we can get an opinion on how much that tracking will impact recycling versus paying more than \$40,000 to get this system in place.

Councilman Morrow pointed out that we are receiving \$83,622 through the grant and feels that would be difficult to turn down.

When asked if not purchasing the readers and software will disqualify the City from receiving the additional grant money, Mr. Whitfield stated no. The decision to purchase the readers and software can come at a later date.

Councilmember Peel asked the benefit of the software other than the database of tracking. Mr. Whitfield said it will provide how often a customer recycles, how much is recycled, knowing the location of each of our containers and how often each

container is being collected. Any violation can be immediately handled electronically versus having to write it on a piece of paper and taking that information back to public works.

Councilman Brooks asked if we need to know how much each customer is putting out; the Public Works Director feels it is helpful to know where there may or may not be issues. For example, a customer who has a 90-gallon container versus a 35-gallon container versus what is being put out. When reviewing the number of customers that Milford has, our crews are not collecting the same number of containers which means not everyone is putting out trash out on a weekly basis.

Councilman Brooks said he only put out one bag today because that is all the trash he had. He also did not feel like pushing his container out to the sidewalk. When asked if the crews picked it up the loose bag, he confirmed they did.

Councilmember Morrow noted that we are not making a decision tonight and this will allow us to think about it before City Council makes that decision.

Councilman Brooks again asked if we have to purchase everything to receive the grant; Mr. Whitfield reiterated we are not committed to purchasing the readers at this point but have committed to the educational component as was previously discussed. That is in addition to adding the serial numbers to the containers so they are prepared should we later decide to purchase the readers and software.

City Manager Norenberg stated the education is important to reduce the amount of recyclables that end up in the landfill which will lower our overall tipping costs. He hopes this effort will reduce the City's overall operating cost in the future.

#### *Update/Automated Refuse Truck*

Mr. Whitfield advised that two weeks ago, two different trucks were brought in and demonstrated. One truck they liked; the other one they did not. The one they liked worked well in the downtown area and tight environments such as narrow streets with parked vehicles. Its arm has a fairly long reach that is parallel with the roadway without having a big swing. It pulls the container back and then dumps it.

He feels efficiency will come as the operator becomes more accustomed to the equipment. This was the first time the operator ran it and he was surprised at how well he did in terms of the number of cans being collected. The operator expected a lot of difficulty getting in and around some of our areas, particularly the smaller streets and tighter downtown areas but really did not experience any problems as a result.

A quote was requested through the Delaware State Contract for two different truck types. One is a traditional truck cab which will work well if the driver does not have to get in and out of the truck. The other is a low-mount truck cab that allows the driver to get in and out of the truck much easier. However, that truck cab is roughly \$45,000 more than the traditional truck cab.

He plans to present something more to the Committee in December.

He confirmed the truck can be used for refuse, recycling and yard waste.

When asked if this truck will help with the plan to recycle on a weekly basis, Mr. Whitfield stated that this truck will be able to replace one of the reloaders being used.

Councilman Brooks said his daughter has a side dumper where she lives and likes it. When asked if there is a problem with parked cars, she told him that everyone parked in the driveway so the side dumper works great.

The Public Works Director verified that in more narrow streets with parking on both sides, the driver will have to get out of the truck and reposition the can, particularly if a vehicle is parked in between the truck and the container. For the most part, people will have to learn where to place their containers to prevent being blocked by a parked car. Some education is needed as far as the container location, but once that is determined, they should place it in the same location every week. However, there will always be occasions when the driver has to exit the vehicle to reposition the container.

Mr. Whitfield verified that these trucks are one-man automated trucks.

Mr. Norenberg said he followed the demonstration vehicle for a few minutes and witnessed a container being picked from a sidewalk between two parked cars. He was very surprised to learn that one of the city employees was driving the truck after only an hour and originally thought it must have been one of the sales representatives.

Mr. Whitfield confirmed that the new truck works well in both the newer neighborhoods as well as the older areas of town.

He said there were some reservations from the crews initially, but the person that drove the truck was impressed with how easy the process was.

The Public Works Director also pointed out it is not their intent to eliminate any solid waste positions because these are one-person trucks. There are several vacancies where these employees can be moved in lieu of doing only refuse work.

In addition, the employees understand they will no longer have to be out in the weather and will not have to deal with snow or slippery conditions, or dust in their faces when having to dump a can as they do now. This will prevent them from touching anything in the future. This makes it a much safer operation in terms of the employee and their health.

Mr. Whitfield pointed out that any change comes with some apprehension. However, having the demo truck relieves a lot of anxiety in his opinion.

Mr. Whitfield had hoped to present the Committee with a video of the truck in action though he will forward an e-mail containing a link for those that did not see the demo trucks when they were in Milford.

They then propose to schedule a follow-up meeting once the quote is in hand and the Committee members have had a chance to review the video. In the meantime, they will arrange to have the technology available so that it can be viewed in the Council Chambers.

If that is the only item, he would recommend a short Public Works meeting right before the Council meeting.

#### *Update/Washington Street Water Treatment Facility*

Jason Loar readdressed the Committee stating that the Washington Street project is moving forward. There was a successful startup of the aerators last week. A startup of the high lift pumps was scheduled but had to be canceled due to the startup rep having an emergency in the family so it will have to be rescheduled. Once completed, all that will be left is some programming, disinfection and the obtaining State approval to operate.

Mr. Loar believes the December deadline will be easily met.

#### *Update/Fisher Avenue Pump Station Rehabilitation Project*

Mr. Loar reported the Fisher Avenue Pump Station is part of the miscellaneous USDA Sewer Improvement Project. A preconstruction meeting is scheduled for Monday, November 14<sup>th</sup> with the contractor. The bonds and insurance are currently under review.

Some bypass pumping is needed to prevent any interruptions though they hope to start construction in December.

*Consideration/Professional Contract/DBF/Shawnee Acres Pump Station Replacement*

Public Works Director Whitfield recalled at the last meeting, there were four options considered with regard to the rehabilitation of the Shawnee Acres Pump Station. Staff recommended the fourth option for a complete replacement of the station and the committee concurred. The next step is to enter into a professional services contract with Davis, Bowen and Friedel to start the design.

An agreement will need to be created for any future development to reimburse the City for the loan portion of the USDA grant.

Mr. Whitfield advised they met with City Solicitor David Rutt and some items are needed on the City's behalf prior to the creation of the professional services agreement.

Chairman Brooks asked how many people live in Shawnee Acres; Mr. Norenberg explained this does not only involve Shawnee Acres but will serve other areas in the southeastern portion of Milford including Orchard Hill, Hearthstone I, Meadows at Shawnee, West Shores, Bayhealth Phase I, Wilson Property, Wickersham, Matlinds Estates (when served), Hearthstone II and fifteen acres of miscellaneous commercial development. This includes an area of 1,720 EDU's that have not been approved nor has any type of development agreement that would allow an addition special assessment to help recoup the loan repayment and interest.

The City Manager explained the City Solicitor confirmed that is a viable financing mechanism to help pay off the debt to the USDA. Mr. Rutt recommended an ordinance be created to structure this and identify who will be responsible for the additional fee on top of the impact fee associated with those EDU's.

Mr. Whitfield said they will proceed as indicated and the contract for the design of the project will be brought back before City Council.

Councilmember Morrow made a motion to recommend proceeding to Council with the professional services contract for the design of the project as has been discussed, seconded by Councilmember Peel. Motion carried.

*Schedule/December Public Works Committee Meeting*

The next Public Works Committee meeting will be held at 6:00 p.m. on Monday, December 12<sup>th</sup> prior to the Council Meeting.

*Adjourn*

There being no further business, Councilmember Peel moved to adjourn, seconded by Councilmember Morrow. Motion carried.

The Committee Meeting adjourned at 6:10 p.m.

Respectfully submitted,



Terri K. Hudson, MMC  
City Clerk/Recorder