

MILFORD CITY COUNCIL
MINUTES OF MEETING
September 10, 2018

A Meeting of the City of Milford Police Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, September 10, 2018.

PRESIDING: Chair Katrina Wilson

IN ATTENDANCE: Committee Members:
Councilmembers Mike Boyle and Lisa Peel Ingram

Mayor Arthur Campbell

Councilmembers Christopher Mergner, Todd Culotta, Owen Brooks Jr.,
Douglas Morrow, James Starling Sr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and
Deputy City Clerk Christine Crouch

Chairperson Wilson called the Committee Meeting to order at 6:16 p.m.

Recommendation/Funding Authorization/Police Department HVAC

Chairperson Wilson announced there are no recommendations to be presented this evening.

She advised that the air conditioner at the department is not working properly and the contractor who normally repairs it, reported that the system is basically obsolete. As a result of the associated costs, quotes are being obtained and upon receipt, another Police Committee meeting will be scheduled to review them.

Chief Brown explained that Eisenbrey and Son LLC have been working on the air conditioner. They recommended an engineer review the system to determine what is needed for the building, considering its complexity.

Once that is determined, the project can be put out to bid.

The Chief further explained that this does not only involve replacing the unit, but the entire system, including the duct work. He also noted that the system has been inefficient since the police department was built and never adequately cooled the entire building. He has been trying to make some minor changes in anticipation of the new building and not wanting to spend the money. Last year, there was about eight days when it was 58 degrees in the building, when the heat was not working during the winter.

This summer, it has been in the high 80's in his office and he felt something needed to be done.

Chairperson Wilson understands what is needed in the future, but feels there is a need to fix or replace it in the best possible manner.

In addition, Chief Brown reported that during the recent rain, besides the usual leaks that occur, there were two new leaks, one of which was in the officer's room and leaked into their computers.

There was also substantial flooding in the basement again and the women's locker room had two inches of water this morning. The City Manager reminded Chief Brown to take photos of problem areas.

It was confirmed the City Engineer is a civil engineer and not a mechanical engineer. City Manager Norenberg explained that is why an engineering assessment was needed of the HVAC system at public works recently. They were experiencing similar issues, including an inadequate original design which created uneven heating and cooling problems.

Chairperson Wilson asked what type of inspection is done when a major system is installed in a new building; Mr.

Norenberg stated that plumbing and HVAC is subject to the State of Delaware Building Codes. There is an inspection at the State level though the City should have had their own building official review it. However, that was back in the 70's and he is unsure what the protocol was at that time.

Chairperson Wilson understands that, but questioned the concerns of the inefficient system particularly at the public works facility which is a much more modern building than the police department.

City Manager Norenberg stated that from a procedural standpoint, quotes will need to be obtained, once the consultant makes an assessment of what is needed. City Council would then award the purchase if it were \$50,000 or more. Anything less, he could sign the agreement and get the work started though Council is required to approve the funding because it is not in the budget.

When asked if Chief Brown has started the process of obtaining quotes, he said they only received one. He was waiting on one from Mr. Eisenbrey though his preference is to have the engineering review completed first.

Mayor Campbell recommends the engineer affiliated with the public works' HVAC project evaluate the police department's system as well. In the meantime, Council can ask Public Works Director Mark Whitfield the cost of their assessment, which he expects to be similar.

Councilman Boyle asked for an anticipated timeline, noting that within the next couple of months, the temperatures are going to begin to drop. Chief Brown agreed but added that nothing can be operating by that point and that this is only to prepare for winter. The system they are recommending is both an air conditioning and heater, which would no longer require the boiler to be used for heat. However, it will still be needed to heat their water.

Chief Brown recalled that he put two air curtains in the budget. They are presently in the process of getting those installed, which he hopes will alleviate this situation.

Councilman Boyle asked if the boiler is sufficient; Chief Brown said it is for the most part, with the exception of days when the temperatures are either extremely hot or cold. Then the system is unable to keep up with it. Councilman Boyle pointed out it appears there is a serious problem with the distribution system and recommends something be done as quickly as possible.

Councilmember Peel asked if this item would be included in the capital plan or if each individual department is responsible for the anticipated maintenance or deferred maintenance for each building. She is aware we are creating a depreciation schedule for vehicles and equipment and asked if something similar should be done for these situations.

Mr. Norenberg explained the City is trying to build a capital improvement plan to take into account any anticipated replacement items and upgrades. He is unsure if this had been flagged in the past, but Chief Brown's plan was to hold off until the new building was constructed and operational.

Chief Brown noted the large amount of maintenance performed on this system over the years adding that this is nothing new.

According to Councilmember Peel, deferred maintenance schedules would allow all of those big ticket items, such as an HVAC system, to be reviewed each year. In that manner, it could be determined, based on the age of the system or the age of the building in this situation, the point when work would be needed.

Councilmember Boyle feels that if we postpone this in anticipation of the new building, the problem is only going to get worse each year and eventually the system will completely fail. He also feels the roof problem needs to be addressed and asked if the plan is to get some quotes to patch the roof in the meantime.

Chief Brown said he will have to do that because he does not know what is causing the new leaks.

When asked if the roof is flat, Chief Brown said there is flat roof but in another area separate from the majority of the leaks. He said they are mainly in the high-pitched areas around the chimney and it really becomes a problem during a Nor'easter.

The City Manager added that the consultant overseeing the public works HVAC project is Gipe and Associates and their proposal for the public works facility was \$25,000. He is sure they are able to assist in developing a set of specifications for the police department.

It was confirmed that the police department was built in a flood zone.

When asked, Chairperson Wilson suggested the Police Committee agree to have the City Manager contact the engineer and proceed with the scope of the work. Mr. Norenberg said he believes a proposal can be prepared fairly quickly. He asked that the Committee recommend appropriating additional funds from the General Fund Reserves to cover the cost of the designing phase in order to get that work underway.

Councilman Boyle feels this is a health and safety issue for the Police Department employees and reiterated the need to move quickly.

Commendation Ceremony

In unrelated business, Chief Brown reported that a resident wants to recognize the officers who saved his life following a massive heart attack. Chief will also be commending those officers on September 20, 2018 at the police department. He informed Council that he invited all three television stations and local newspapers.

A public notice will be posted as a result of City Council members being invited.

When asked the status of the agenda item, it was agreed to hold off with an official vote until the next police committee meeting.

Mayor Campbell reported that he spoke with City Finance Director Jeff Portmann who confirmed that money is available in the general fund reserves. City Manager Norenberg agreed and explained that Council would still need to authorize the appropriation of funds for the engineering evaluation because it is not currently in the budget. Mr. Norenberg suggests a not-to-exceed amount of \$50,000 or less, which would allow him to approve the proposal.

The Chairperson asked that the proposals come back to the Committee so that they can be reviewed and a recommendation made to City Council.

Chairwoman Wilson directed the City Manager, as agreed by Chief Brown, to move forward and contact and schedule the engineering firm. At the same time, Chief Brown will continue to obtain quotes for the new system.

Chief Brown said he is unable to get quotes until the engineer has completed the review.

Mayor Campbell expressed concern about the length of time before this can be approved and the new system is installed. Chief Brown said it was cold last winter too.

There being no further agenda items, Councilmember Peel moved to adjourn the Police Committee meeting, seconded by Councilmember Boyle. Motion carried.

The Police Committee meeting adjourned at 6:46 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Transcriber