

**MINUTES OF THE MEETING OF THE
CITY OF SEAFORD MAYOR AND COUNCIL**

February 13, 2018

7:00 PM

Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilwoman Grace Peterson, Councilman Orlando Holland, Councilman H. William Mulvaney, III and Councilman Dan Henderson. City Manager, Dolores Slatcher and Building Official, Michael J. Bailey were also present.

Councilwoman Phillips-Lowe offered the opening prayer and Mayor Genshaw led those present in the Pledge of Allegiance.

Mayor Genshaw solicited any changes to the agenda, there were none.

Mayor Genshaw called for a motion to approve the minutes of the regular meeting of January 23rd, 2018. Councilman Holland made a motion to approve the minutes from the January 23rd, 2018 Regular Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Chief Flood presented new Patrol Officers; Joseph L. Palm and Troy T. Ruark and they took their Oath of Office administered by Jeanne Sapp, Notary

Mayor Genshaw closed the regular meeting at 7:06 p.m. and opened the public hearing portion of the meeting.

Building Official, Michael Bailey came forward to present information on the request from City of Seaford, property owner of tax map and parcel 431-5.00-291.00, located at 200 S. Pine Street to subdivide tax map parcel 431-5.00-291.00 to create a new lot consisting of 23,288 +/- square foot. The proposed lot complies with Section 15-48e. Area and bulk requirement, (b)f. Lot size. The minimum lot size is 4,500 square foot.

Note: The lot being created changed in size because of the central substation being taken out of service after the original advertisement and all lands can be conveyed at one time. Therefore, the new lot Parcel B consists of 0.375+/- acres or 16,335+/- square foot.

Mr. Bailey explained that the parcel does include the former power plant and former parks building next to the river. Mr. Bailey went on to explained that the river walk will be removed from the parcel and the city will retain that property. All remaining lands will be sold to the developer who currently has a contract on the property.

City Manager Slatcher also noted for clarification that the substation was never supposed to be offline this fast. It was intended that the process would take between three and four years. It was included in the original purchase and sale agreement that was dated in 2015 that it would be transferred however the city was holding onto it, which the developer knew, until such time that the substation could be taken offline. The 69kV transmission wires are down and the poles have been removed. With it not being an operational substation at this point the City will still be responsible for

demolition but they will be transferring the land to avoid duplications of surveys, deeds and other legal recordation costs associated with the purchase.

Mayor Genshaw called for any questions or comments from the Public or Council, there were none.

With no further questions or comments, Mayor Genshaw closed the Public Hearing portion of the meeting at 7:11p.m. and reopened the Regular Council Meeting.

Mr. Bailey presented the Findings of Facts for the Public Hearing item:

- Project: Subdivision of Property
- Owners: The City of Seaford
- Zoning: C-3 Riverfront Enterprise Zone
- Tax Map & Parcel 431-5.00-291.00
- Property is located on S Pine St
- New will be 0.375 Acres +/-
- Remainder of Property = 1.99 Acres +/-
- City to retain "Riverwalk Area"

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve, per the recommendation of Planning and Zoning, the request to subdivide Tax Map Parcel # 431-5.00-291.00 located at 200 S. Pine Street. Creating a new lot consisting of 16,335 +/- square feet or 0.375 +/- acres. Councilman Holland seconded the motion.

Mayor Genshaw then called for a Roll Call Vote:

Councilman Henderson voted yes based on the findings of the facts;
Councilwoman Phillips-Lowe voted yes based on the findings of the facts;
Councilwoman Peterson voted yes based on the findings of the facts;
Councilman Mulvaney voted yes based on the findings of the facts;
Councilman Holland voted yes based on the findings of the facts.

NEW BUSINESS

Mayor Genshaw presented New Business #1, Request from Warren Diamond to extend the preliminary plan for the Residences at River Place, Phase 3.

City Manager Slatcher informed Council that Mr. and Mrs. Diamond were present and that included in the agenda was a request to have the preliminary plans for the Residences at Riverplace, Phase 3 to be extended for a 2-year period. This would be for preliminary plans only and they would need to return for all approvals for the final plan. It is recommended that because the original date was

November 26th 2015 that it be extended to November 26th, 2019 using the November 26th 2017 as the start date.

Mayor Genshaw called for any further questions or comments from Council; there were none.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve the extension of the preliminary plans for the Residences at Riverplace, Phase 3 for a period of 2 years from November 26, 2017 to expire on November 26th, 2019. Councilwoman Peterson seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Present for approval the revised Fee and Rate Schedule to be effective February 13th, 2018.

City Manager Slatcher stated that an updated copy of the Schedule of Fees and Rates was put on the Board Paq and is revised as of today's date. All information is exactly the same as what was published publicly. The reason for the revision is a reordering and a clarification on one of the fees. This was a request from Councilman Henderson and the updated schedule was available to see in its final form at tonight's meeting. The changes that were updated from the last Schedule of Fees and Rates are highlighted and as follows.

- Amended date change to February 13, 2018
- Residential AMI Delinquent Charges (prior to 4:00 pm Monday – Friday) \$25
- Residential AMI Delinquent Charges (after 4:00 pm Mon. – Fri., Weekends & Holidays) \$40
- Purchase Power Cost Adjustment Clause -\$0.01002 / Kwh (Effective 02/01/2017)
- Automatic Meter Infrastructure (AMI) opt-out Fees:
 - One-time manual meter set-up fee \$40.00
 - Manual meter reading \$25.00/month
 - Delinquent Charges (prior to 4:00 pm Monday – Friday) \$40
 - Delinquent Charges (after 4:00 pm Monday – Friday, Weekends & Holidays) \$60
- Rental License:
 - Annual License Fee = \$50.00 per rental unit
 - Re-inspection Fee = \$50.00 Each Additional Inspection
- Water Impact Fee- Date change to 2018
- Water Tap Fee- Date change to 2018
- Sewer Impact Fee- Date change to 2018
- Sewer Tap Fee- Date Change to 2018

Mayor Genshaw asked for any questions or comments from Council; Councilman Mulvaney pointed the year for the PCAC should be 2018 not 2017 as shown. All agreed and the change is to be included in the motion.

City Manager Slatcher request that the motion includes a correction to the date on the Purchased Power Cost Adjustment Clause (PCAC) from 2017 to 2018.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the Schedule of Fees and Rates. Amendments to include; Rental License Fee, Opt-Out Fees and provisions for the AMI meter system, Purchased Power Cost Adjustments Clause to reflect effective date of 2018 along with corrections in grammar. Councilman Holland seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #3, Present for approval Director of Public Works, Berley Mears recommendation to hold Clean-up Week the week of May 14th-18th.

City Manager Slatcher explained the request from Mr. Mears to hold Clean-up Week the week of May 14th-18th

Mayor Genshaw asked for any questions or comments from Council; there were none

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve Clean-up Week to take place May 14th-18th, as recommended by the Director of Public Works, Berley Mears. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #4, Present for approval, the request from Tracy Torbert, Real Estate Representative to set Real Estate Property Tax Appeals for April 10th, 2018 from 7:00 p.m. to 8:00 p.m.

City Manager Slatcher explained the request from Ms. Torbert to set Real Estate Tax Appeals for April 10th, 2018 from 7:00 p.m. to 8:00 p.m.

Mayor Genshaw asked for any questions or comments from Council; there were none.

Mayor Genshaw then called for a motion. Councilwoman Peterson made a motion to approve the request from Tracy Torbert, Real Estate Representative to set Real Estate Property Tax Appeals for April 10th, 2018 from 7:00 p.m. to 8:00 p.m. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #5, Request from Seaford Development Associates, LLC to extend to on or before February 28th, 2018 the settlement on the Power Plant.

City Manager Slatcher explained that the attorneys on both sides; City Solicitor Mr. Jim Fuqua as well as the attorneys for the developer had pushed to have the settlement done prior to tonight's Council meeting however due to the subdivision requirements they are requesting that settlement be pushed to no later than February 28th, 2018, with an intended settlement date of February 22nd, 2018.

Mayor Genshaw asked for any questions or comments from Council; there were none.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to extend the settlement of TMP # 4-31-5.00-291.00; TMP # 4-31-5.00-294.01; TMP # 4-31-5.00-301.00; TMP 4-31-5.00-296.00; TMP# 4-31-5.00-297.00 under the Purchase and Sale Agreement with Seaford Development Associates, LLC originally dated October 23, 2015 to occur on or before February 28, 2018. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS: None.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- DE State Police Academy, graduation for two new Police Officers, Dover High School, Dover, DE; February 16th @ 4 p.m.
- Police Department Awards Banquet, SVFD Banquet Hall, February 22nd @ 6 p.m.
- Planning Session, Council Chambers, City Hall, March 9th @ 8:30 a.m. (Note change of date)
- City Manager retirement dinner, SVFD Banquet Hall, March 10th @ 5:30 p.m.

CITY OF SEAFORD

Municipal Election – April 21, 2018

The City of Seaford Municipal Election will be held on Saturday, April 21, 2018 in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Mayor will be elected for a (2) year term and
Two (2) Council Members will be elected for a (3) year term.

All candidates must have filed by 5:00 p.m., E.S.T., February 23, 2018.

Registration can be completed at City Hall, 414 High Street. Registration hours are Monday through Friday,

8 a.m. until 5:00 p.m. or by appointment if you cannot register during these normal business hours. Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her name after 5:00 p.m., E.S.T., February 23, 2018 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 23, 2018.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal

Election (October 21, 2017) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m. or by appointment if you cannot register during these normal business hours.**

The City of Seaford has independent registration procedures for the Annual Municipal Election. To vote, you must meet the eligibility requirements and be registered on the “Books of Registered Voters” maintained at City Hall.

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

All voters will need to show proof of residency which may be a State of Delaware driver’s license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

CANDIDATES FILED AS OF 1/2/18:

Mayor David Genshaw has filed for re-election as Mayor

Matthew McCoy has filed for Council

Patricia Jones has filed for Council

Councilman Orlando Holland has filed for re-election to Council

Shane Beard has filed for Council

James King has filed for Council

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that she received the fire department reports for January 2018. Total number of alarms was 94 with 53 of those within city limits, 33 outside city limits and 7 assists to other fire departments. Training completed on January 17th was for CPR/AED. Those who did not need CPR/AED training received training on how to read smoke. There were several notable alarms during the month of January but no significant damage was reported.

911 Stats January 2018:

911 Calls:	751
Cell Calls:	590

Admin Calls: 2,593
VOIP Calls: 80

Calls for service January 2018:

Police: 1,240
Fire: 94
EMS: 341

Two police recruits are scheduled to be sworn in at the City Council meeting on February 13, 2018. They will return to the Delaware State Police Academy for their graduation on Friday, February 16th, 2018 at 4:00 p.m. at Dover High School. Sgt. Chris Miller attended a forty-hour Tactical Teams Leaders' school at the Delaware State Police Firearms range. Criminal Investigation Division, worked with the DSP Major Crimes Unit in reference to armed robberies in the county and executed two search warrants on High Street. Four (4) subjects were arrested on multiple charges. CID and DSP recovered 2.93 grams of powder cocaine, A-Squad recovered 18 bags of heroin, five (5) oxycodone pills along with a gram of marijuana and B-Squad recovered 63 bags of heroin. Sgt. Miller and S/Cpl. Chambers attended a two-day human trafficking class at Wor-Wic Tech in Salisbury, Maryland. On January 28, 2018 C Squad officers investigating a hit-and-run accident recovered eight (8) grams of marijuana, nine (9) grams of psilocybin mushrooms, 19 bags of heroin, two (2) grams of powder cocaine along with 14 pills. Subject arrested for DUI and drugs. On February 7, 2018 C Squad recovered another six (6) bags of heroin. In addition, on February 10, 2018 at approximately 10:30 p.m. SPD became involved in a vehicle pursuit in which the suspect fled from the vehicle. The suspect fled to a residence in the 200 block of Front Street. During the pursuit the suspect did drop a bag containing seven (7) grams of heroin, 2.6 grams of marijuana along with 3.3 grams of crack cocaine along with a fully loaded Smith and Wesson 9mm handgun. The hand gun was reported stolen on February 1, 2018. The suspect ran into a residence on Front Street and refused to come out. The outside of the residence was contained and CID was notified in reference to obtaining a search warrant. A search warrant was obtained and the residence was entered by several members of the STAR team. The suspect was arrested and taken into custody along with another three (3) subjects who were also wanted. Finally, Detective Horn attended a stakeholders' meeting at the Seaford High School from 1-3 p.m. on Friday, February 2, 2018 and the department is preparing for its awards ceremony to be held at the Seaford Fire Dept. hall on Thursday, February 22, 2018.

Also noted was the increase in emergency calls for 2017

• SPD Calls for year 2017

911 Calls: 10,595

Admin Calls: 28,547

• SPD Calls For Service for year 2017

Police: 14,483

Fire: 743

EMS: 3,415

Councilwoman Peterson reported on Code and Parks and Recreation. Official, Mike Bailey reports that the Code Department attended training on "See, Click, Fix" and they are doing their routine inspections of on-going projects, violations throughout the City and performing plan reviews for new projects. Mike attended the February Board of Adjustments meeting and is now preparing for the March Planning and Zoning meeting. In addition, the Code Department is preparing the application for the Rental License starting in July of 2018. The Royal Farms permits were issued to start demolition this week, weather permitting. There have been 20 permits issued as of February 12, 2018.

Superintendent of Parks and Recreation, Katie Hickey reports:

Parks and Recreation had training on "See, Click, Fix" on February 7th. The Basketball games will continue until February 27. In addition, the Parks Department continues to work on sanding and staining the picnic tables, the trees on Nylon Boulevard were mulched, trees were trimmed at Soroptimist Park and the fence at Hooper's Landing was fixed. All other routine jobs were completed.

Councilman Henderson reported that Director of Electric Bill Bennett continued his regular meetings with AUI (contractor) on site at the Pine Street Sub-Station and the distribution portion of the project. He also attended a training class at DEMEC regarding Key Accounts and was involved in an AML conference call involving Net meters and Edmonds. The Electric Department's FY19 budget was submitted to the Finance Director. Phase 3 of the LED street light replacement initiative continued and Electric crews worked on faulty street lights on the Stein Highway bridge, and worked on faulty lights on High Street between Cannon and Cedar Streets. Meters were read, and disconnects for non-payment were performed. Blake Chaffinch worked on the SCADA system. He is building the new substation and changing the circuits on the map. A new GOABS was installed on Bridgeville Highway which will help distribute the current more effectively. Ed Tumberlin and Jessica West attended the meeting regarding the See, Click, Fix Program and personnel attended a safety meeting on the care and field testing of our rubber gloves presented by the company who tests our gloves/sleeves, Special Fleet. Finally, AUI removed the utility poles and transmission lines on High Street providing an interesting change to the city streetscape and skyline.

Councilman Mulvaney reported on Public Works. The Dulany pump remains out of service. All parts have arrived and the new remote terminal was installed. The Dulany pump station should be back in service by the end of this week. Public Works received the new, one-ton dump truck on February 1st and is awaiting the installation of a strobe light however the truck is currently in service. Public Works repaired two water leaks at the Middleford Road hospital location and 118 S. Hall Street and completed a round of pothole patching throughout the city. Finally, Director of Public Works Berley Mears met with DENREC on the Blades water issue.

Wastewater Treatment

Plant Performance is good and the plant began receiving wastewater from Proximity Malt with no issues to report. In Addition, replacement of the rotor and stator in the secondary waste pump was completed.

In the upcoming two weeks there will be a restart of the Dulany pump and new signage for St. Johns Church on Pine Street will be installed.

Councilman Holland reported on Administration. The Reassessment RFP was advertised for response. Administration attended various meetings including: preparation for the Council agenda, attended the Riverfest meeting, attended the Profile luncheon, participation in the AMI project call, meetings with several prospective City Solicitor candidates and a meeting with the SVFD emergency generator replacement committee about the status of the generator. Administration also attended the See-Click-Fix demo, the City Mangers meeting and the Board of Adjustment Meeting – Walmart Garden Center

Other work included participation in the conference call with DEMEC and the bond underwriters, attended the SVFD annual dinner, SCAT Dinner, SCAT Steering Committee meeting and Danny Shorts coffee meeting. In addition, Administration worked with DNREC and the Town of Blades on their water issue.

Information Technology Report

- Troubleshoot scada communications with substation
- Installation of network equipment at Utility Building
- Cable management and redesign at the Utility Building
- Network printer install at Parks and Recreation
- Troubleshoot security camera concerns
- Prep work for Safety Committee Health Fair on 2/14

Administration Report for Council

- Prepare requested information for DEMEC for conference call with bond underwriters.
- Research tax assessor qualifications acceptable in Delaware.
- Work on AMI Project – report formatting for ElectSolve & Edmunds
- Work on FY'19 Budget.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Mayor Genshaw called for a motion to close the regular meeting. Councilwoman Peterson made a motion to close the regular meeting. Councilwoman Phillips-Lowe seconded the motion with all present voting in favor. Mayor Genshaw closed the regular meeting at 7:35 p.m.

Dolores Slatcher, City Manager

/ash