

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

April 10, 2018

7:00 PM

Mayor David Genshaw opened the Real Estate Property Tax Appeal Hearing at 7:00 p.m. with the following present: Councilwoman Leanne Phillips-Lowe, Councilwoman Grace Peterson, Councilman Orlando Holland, Councilman H. William Mulvaney, III, Councilman Dan Henderson and City Manager, Charles Anderson

Tracy Torbert, Real Estate Property Tax Representative called on the first property owner, Donald Ruley.

Mr. Ruley came forward to present information on 810 Lantana Drive. Mr. Ruley Explained that in 2008 the home he currently resides in was owned by his father and assessed at \$208,000. When his father passed away the home was left to Mr. Ruley and a private assessment was completed by Huston Appraisal Company, here in Seaford. That assessment stated the home was only valued at \$137,000. The home is 1,425 square feet and built in the 1960's. It is currently in need of a new furnace and air conditioning unit, both of which are over 20 years old. The roof needs replacing at an estimated cost of \$10,000-\$12,000 and an estimate for \$10,000 was received to create a dry crawl space below the home. In addition, there is a below ground oil tank which would cost \$3,000 to be removed. Mr. Ruley is requesting that the property be reassessed due to the \$71,000 difference between the private appraisal and the town appraisal. Mr. Ruley explained that while he realizes the property values in 2008 were much higher, they are not currently as high and the average selling price for homes in his neighborhood is around \$140,000.

City Manager Anderson added that Mr. Eric Piner and Mr. Fred Pearson, property tax consultants from PTA/DELVAL, the City's Tax Assessor, were present and asked if they had any questions for Mr. Ruley.

Mr. Pearson from PTA/DELVAL asked Mr. Ruley what the condition of the home was in 2008. Mr. Ruley replied that the home was in essentially the same condition as it is now and that the private appraisal was complete in 2011.

Mr. Pearson then asked if the furnace needed to be replaced at that time of the City's appraisal in 2008. Mr. Ruley stated that the home had a new furnace when his father bought the home in 1995 and that both the furnace and air conditioning unit were on a maintenance schedule.

Mr. Pearson asked if the roof needed to be replaced at that time as well. Mr. Ruley stated that the roof was evaluated in approximately 2007 and the cost to replace it would have been around \$10,000, though he feels at this time the cost would be around \$12,000.

Mr. Pearson asked about the wet areas under the home that Mr. Ruley had mentioned. Mr. Ruley explained that the crawlspace is extremely wet and that the plastic covering had to be removed. He was advised that area would need to be repaired by installing new plastic, dehumidifiers, a sump pump and possible painting of the cinderblocks under the home. In addition, any woodwork under the home would need to be treated as there is already evidence of mold.

Mr. Pearson verified that these issues were apparent in 2008. Mr. Ruley stated that the issues actually began in 2008 when street flooding during heavy storms caused water to collect under the home. Mr. Ruley stated that he hoped a recent repair to the drainage system in the area would help with the flooding, however if it did not, any efforts to create a dry space under the home would be for naught.

Mr. Pearson asked if Mr. Ruley's father had done any remodeling to the home. Mr. Ruley stated that his father purchased the home for \$70,000 and did extensive remodeling including turning one of the bedrooms into an additional bathroom. In addition, his father added a screened in porch and a deck which will need to be replaced soon.

Mr. Pearson explained to Mr. Ruley that that they would review all of the information and meet back in about a month to determine if they would be able to assist him.

Ms. Torbert called for any additional residents who would like to appeal property taxes, there were none.

Resident James King stated that he did not want to appeal property taxes but would like some clarity on the tax appeal process.

City Manager Anderson explained that under the City charter requirement, a tax appeal is done annually so if residents have any questions, issues or would like to present information to the City's assessors, they have this opportunity to do so. In addition, there are quarterly assessments for those residents who add-on or make improvements to their property and feel the value of their home has changed.

Mr. King asked if the assessments would be done on all of the homes in the City.

City Manager Anderson clarified that this assessment is not the same as the approved City-wide reassessment discussed in the previous Council Meeting. That reassessment will begin within the next few months and will be done throughout the City. That reassessment will be to obtain 2019 values. The current values discussed in this appeal are from the previous assessment from 2008. The assessors job is to take all values for a property back to that date and time.

City Manager Anderson continued that there may be some disconnect on the process because as most are aware, real estate values were relatively robust in 2008. Since that time some home values may have gone down and homes were being purchased at different values. This is why the City has decided to reassess to make those values current.

With no other residents present for the real estate property tax appeals, Mayor Genshaw closed the Real Estate Property Tax Appeal Hearing at 7:11 p.m. and opened the Regular Meeting of Mayor and Council. ED/IT Manager, Trisha Newcomer and Director of Electric, Bill Bennett were also present. Mayor Genshaw explained that if any property owners came forward before 8:00 p.m. they would close the Regular Meeting to receive appeals.

Councilwoman Peterson 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 on March 27th, 2018. Councilman Holland made a motion to approve the minutes from the March 27th, 2018 Council Meeting. Councilman Peterson seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw called forward representatives from the Lead360 program to present the 2018 Jefferson Award recipients. Ms. Carly Foreman, Lead360 intern for the Jefferson Awards, presented information on the youth program. Ms. Foreman explained that Lead360 is one of the nation's largest youth service challenges and is one of three programs run by the Jefferson Awards. To date, Lead360 has seen more than 6,500 projects and has engaged over 1 million young people. Lead360 is divided into two phases. The first calls upon youth to submit their projects for the chance to have their projects powered nationally. Phase two is where the Jefferson Awards Foundation works with community partners, non-profit organizations, schools and businesses to activate the national youth service project from phase one.

Ms. Foreman congratulated "Buckets of Love"; a Delaware program and overall winner of the Lead360 Challenge. "Buckets of Love" was created by Reagan and Payton Garnsey of Dover. In addition, Ms. Foreman thanked all of the 7 Delaware Mayors who have hosted and helped promote the Lead360 Challenge.

Awards were presented to members of local projects including:

Delmar High School's Jobs for Delaware Graduates Program for their project "Wildcat Wellness Pantry".

Seaford Middle School Builders Club for their collection for Code Purple Shelter and T-Shirt sale program whose proceeds were donated to Nanticoke Memorial Cancer Center.

Activation Partners for last years national winning service project "Emma's Art Kit" including, Seaford and Delmar High School's Jobs for Delaware Graduates Programs, Western Sussex Boys and Girls Club and Woodbridge Middle School.

CORRESPONDENCE

1. City Manager Anderson shared a correspondence from Keys Energy thanking the City of Seaford, on behalf of all of the customers in Key West and the lower Florida Keys, for the fundraising of over \$2800.00 during Seaford's Public Power Week for assistance in the aftermath of Hurricane Irma.

2. Comcast Cable notice of program changes in the City of Seaford that will be effective May 9th, 2018.

NEW BUSINESS

Mayor Genshaw presented New Business Item #1, Bill Bennett, Director of Electric to request a budget overrun of the Electric Travel Account #044-410-43500-580; to permit a new employee to attend linemen training class in June of 2018. Mr. Bennett came forward and explained that due to recent employee turnover and the hiring of a new employee to a groundman position he is requesting funding for their travel and training account in the amount of \$2,300.00 This overrun is expected to be offset by other Electric Department line items that are under budget and will avoid the need to transfer from reserves. The funds will permit the new employee to attend lineman training and if approved, would allow the employee to attend training on the same schedule as and existing department employee. This will cut the cost for travel and lodging since both employees will be attending the training together.

The total estimated cost are as follows:

Tuition: \$1000.00
Books: \$650.00
Hotel: \$450.00
Meals: \$200.00
Total: \$2300.00

Mayor Genshaw called for any questions or comments from Council.

Councilman Henderson asked if the employee would be out of his probationary period by the time he takes the courses. Mr. Bennett explained that he would be towards the end of his probationary period during the first week of the training. The course runs from June 18th to the 22nd and the employees probationary period ends July 2nd.

With no other questions, Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the request from the director of Electric, Bill Bennett, to overrun the electric travel training budget account 044-410-43500-580 in the amount of \$2,300. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2, Trisha Newcomer, ED/IT Manager to present an update of the See Click Fix implementation. Mrs. Newcomer came forward to present information related to the implementation of the See Click Fix program. Mrs. Newcomer explained that several months ago, the City agreed to work with See Click Fix to create an app for the City of Seaford. See Click Fix is a community driven tool that will allow for more civic engagement. This tool will allow residents to address problems after normal business hours and direct them to the City as they happen. The downloadable app allows customers to describe and take pictures of the problem and then send it directly to the City. There was a soft launch of the application last Friday.

The application can be downloaded by any resident, free of charge, using Apple or Android products. When searching for the app, residents will search for "See Click Fix" and will download a generic app. Once downloaded, residents will choose their community. In addition to logging issues there are several interactive buttons that link directly to the City's website in an effort to encourage residents to be more interactive with the website. Mrs. Newcomer added that one of the unique attributes of See Click Fix is that residents, employees and council can see concerns that are logged in real time and if there is a specific area that you would like to watch you have the ability to receive notifications on that specific part of the City. In addition, you can monitor the process of a concern that has been logged. The staff worked on this app for several months; generating a list of concerns based on the types of calls the City receives most and determining what will work best for the residents. In addition, if there are concerns or issues not listed on the app, they can be added at any time. A month and a half of internal testing was completed on the app and various issues were logged to ensure ease of use. Approximately 12 employees will be using the application on a daily basis and it will be a great way for the citizens of the community to communicate with employees and vice versa. The app does not need to be used solely on a smart phone; residents will have the opportunity to log issues from their home computers as well. Later this year the City's website will go through a redesign to make it more user friendly and residents can access the See Click Fix program right from the website. See Click Fix can also be accessed directly through their website and a static app can be added on Facebook if the City's page procures 2000+ followers. Mrs. Newcomer added that with so many advances in technology it is important that the City stays proactive and allows their residents to have access to us 24/7.

Mayor Genshaw called for any questions or comments from Council.

Councilman Henderson asked when we can anticipate the ability to use the "Pay Utilities" feature. Mrs. Newcomer stated that you should be able to access the feature now and it will direct you to the cities WIPP page to allow a payment to be processed.

Mayor Genshaw stated that it is exciting to see the application finally available and that he feels it will get used often as long as the City promotes it.

City Manager Anderson added that this tool will also be useful for those outside City limits who are unsure if an issue should be reported to the City or the County. In addition, useful for non-resident property owners who need to log concerns or follow up on issues.

Mayor Genshaw presented New Business Item #3, Bids for Clean Up Week-2018, City Manager Anderson stated that the city did receive 3 bids for Clean Up Week on April 4th from Waste Industries, Republic Services and Waste Management. The Director of Public Works, Berley Mears is recommending that the bid be awarded to Waste Industries in the amount of \$150.00 per pull, with a total base bid amount of \$19,500. That is an estimated amount based on prior years Clean Up Week. City Manager Anderson commented that this is much more than the prior year amount of \$110.00 per pull however, it is within the City's FY-18 budgeted amount of \$20,000.

Mayor Genshaw called for any questions or comments from Council.

Councilwoman Phillips-Lowe asked the reasoning for the difference in price from last year. City Manager Anderson explained that one of the local bidders did not bid again this year, however there will be an offset in cost due to the tipping fee at the dump decreasing slightly. City Manager Anderson also added that the City can't know how many pulls they will need to make or how much residents will put out but the City has been within a \$17,000-\$18,000 range within the last 3-5 years.

Mayor Genshaw then called for a motion. Councilwoman Peterson made a motion to award the Clean Up Week bid to Waste Industries in the amount of \$150.00 per pull with a total base bid of \$19,500 with funding from the FY-18 Streets Budget account 001-180-43100-429. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

OLD BUSINESS:

None.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- April 10, 2018 recognition of National Telecommunicators Week; 8:30 a.m. Seaford 911 Center.
- SCAT Legislative Breakfast, April 13th starting at 9:00 a.m. at the Cheer Center, Georgetown.
- Swearing in Ceremony; Chief of Police, Robert Kracyla, April 16th starting at 10:00 a.m. at Roll Call Room at Seaford Police Department.
- Delaware League of Local Governments Day at Legislative Hall, April 19th starting at 1:00 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:

Mayor David Genshaw has filed for re-election as Mayor

Alfred Lee Cannon has filed for Mayor

Matthew MacCoy has filed for Council

Patricia Jones has filed for Council

Councilman Orlando Holland has filed for re-election for Council

Shane Beard has filed for Council

James King has filed for Council

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported on Police, Fire and EMS. The EMS report for March showed the number of EMS runs totaled 288, with 2 CPR saves during that period. An open EMT position was posted with a cut off date of April 9th.

For the Fire Department, the total number of alarms was 74 with 45 of those being within city limits. The Fire Department received hybrid vehicle fire awareness and firefighter assistance training in the month of March and there were several notable alarms that kept the department very busy.

The Police Department report submitted by Officer in Charge, Lieutenant Bohn. Criminal activity included a foot patrol conducted down High Street that ended in the arrest of a suspect with 1.1 grams of marijuana. C-Squad responded to Seaford Apartments for a suspicious subject in a vehicle. That encounter resulted in the arrest of the subject for 5 drug charges and the retrieval of 64 bags of heroin, .09 grams of cocaine, 7.3 grams of marijuana and \$370 in suspected drug money. In traffic, they are still monitoring the truck speeding and stop sign violations on Herring Run Road which was brought to the departments attention by a complaint from a resident. There were highway safety projects in March and more upcoming as well. April 10th- April 19th there will be pedestrian safety patrols in the areas of schools and Route 13. Six 2-man patrols will total 48 manhours to complete and April 16th-April 18th there will be distracted driving patrols, including cell phone texting initiative. This will require three 1-man patrols totaling 12 manhours. Training to date for this month has included a highway interdictions course and a community oriented/problem-oriented policing.

The Police Department reported:

911 Calls: 844

Police: 1367

Fire: 75

EMS: 287

Councilman Henderson reported that Director of Electric, Bill Bennett continued to support AUI (contractor) on site at the Pine Street Sub-Station. Mr. Bennett wrote the procedure and was present at Pine Street Substation when the load was removed from Ross Substation so the contractor could replace Breaker 8240. Seaford personnel took Ross Substation offline so the contractor could change Breaker 8240. In addition, Mr. Bennett wrote the procedure to put Ross Substation back on line. Upon completion of the Breaker 8240 replacement, the electric crew put Ross Substation back online. The electric distribution system is now in normal operation. A full load was put onto Transformer 200A in the new substation.

All department personnel took the American Traffic Safety Services Association flagger class. In addition, Blake Chaffinch submitted the Federal EIA-861 Report. Our peak load for 2017 went down about .629 MW. We are now over our 5% allowance for Net metering. Mr. Bennett worked with City Manager Anderson, Gary Andrews, Ed Tumberlin, and Under/Comm (contractor) on the schedule to get the fiber off of the Power Plant. Crews ran the fiber optic line up the Market Street hill into the City office in preparation to remove it from the power plant. Disconnects for non-payment were completed and 2 poles were set for climbing training. Work and planning continue on a meter consolidation project and Mr. Bennett attended a meeting regarding the Light Up Seaford Strong program that will be presented to council at an upcoming meeting.

Councilwoman Peterson reported on The Code Department and Parks and Recreation. Building Official, Mike Bailey reports that the Code Department is working on routine inspections for on-

going projects, violation inspections and performing plan reviews for new permits. They have issued sixty-eight permits as of April 9, 2018. In addition, the construction company has the footer poured for the new Royal Farms store.

Superintendent of Parks and Recreation, Katie Hickey reports that the Parks Department has a new employee, Ted Taylor, who started on April 2, 2018. The department is continuing to mulch the city properties landscaping. The gathering for "Light It Up Blue" was celebrated at Gateway Park on the evening of Monday April 9th, by turning the blues lights on in the park for the month of April. The Adult Flag Football and the Men's Softball teams have been playing games for several weeks. Ms. Hickey is busy attending meetings for projects that will happen in the next few months

Councilman Mulvaney reported on Public Works and Wastewater. Several water service items were completed since the last report. Service disconnects were completed on the three properties scheduled for demolition, a disconnect was completed for a leaking two-inch main on Lincoln Street and water service was replaced at 408 North Phillips Street with the street patch due to be completed shortly. In addition, a broken hydrant was replaced on Pine Street. The Porter Street storm drain project has begun and is expecting to last four weeks. In addition, the quarterly key sewer cleaning was completed and all Public Works employees received recertification in flagging. Director of Public Works, Berley Mears advertised for a 2018 street paving bid for Juniper street, the first block of Conwell Street and small patches throughout town and opened a bid for Clean Up Week to be presented at tonight's meeting.

In Wastewater treatment, plant operations and maintenance performance remain excellent with routine preventative maintenance. Piping installation on the press feed pumps was completed and minor repairs were made to the primary clarifier skimmer arm. Leachate treatment continues to go well with the additional tanker loads still being received and a reduction in these loads may have to be made in May when the summer total nitrogen limits take effect. Compost remains sold out but repairs were made to the loader hydraulic line and the composting thermometers were calibrated. Bryant Tiff has been compiling a historical review of zinc analysis by taking a close look at changes in zinc discharges as they relate to septage increases. The plant permit (NPDES) does not currently have a zinc limit and we do not desire one in the future. Mr. Tiff's analysis will evaluate possible limitations on the amount of septage the plant would be able to accept to prevent a zinc limit from occurring. Finally, on April 10th Mr. Mears, Mr. Tiff and Hall and Associates will be meeting with DENREC to discuss the copper issue.

Councilman Holland reported that the following meetings were attended: Rotary and Kiwanis meeting regarding the City projects, DEMEC Board meeting, Electric Committee meeting, Danny Short's Coffee meeting and Riverfest meeting. Other work included preparation of the Council agenda, begin review and drafting of the budget, prepared a draft RRQ for the update of the Comprehensive Plan update – circulated to Trisha Newcomer and Mike Bailey for review.

Information Technology Report includes the roll out of See Click Fix app, webinars on Adobe/Sec. Camera, work with Under/Comm & NMH for the Fiber Relocation, Server maintenance. Punch list items from P2V migration and configure AMI laptops

Administration Report for Council included work on FY'19 budget and the AMI Project, all other work was routine.

Mayor Genshaw confirmed that there were no other residents present for property tax appeals.

With no further comments, Mayor Genshaw called for a motion to close the regular Council Meeting. Councilwoman Phillips-Lowe made a motion to close the regular Council Meeting. Councilwoman Peterson seconded the motion; the motion so passed with all present voting in favor. The meeting was adjourned at 8:00 p.m.

Charles D. Anderson, City Manager

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