

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

June 13, 2017

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 William Mulvaney and Councilman Dan Henderson. City Manager, Dolores Slatcher, Assistant City Manager, Charles Anderson and Economic Development Manager, Trisha Newcomer were also present.

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 Council Meeting of May 23, 2017. Councilwoman Peterson made a motion to approve the minutes from the May 23, 2017 Council Meeting. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

**CORRESPONDENCE**

City Manager Slatcher presented a Thank you letter from Nanticoke Health Services, for the donation of \$1,000.00 in support of the 4<sup>th</sup> annual Live for Chocolate event and thanking the City for its support and partnering in help with the community event.

**NEW BUSINESS**

Mayor Genshaw presented New Business #1, appoint new member to the Operations Committee. Mayor Genshaw suggested that Matt MacCoy, 41 Read Street, be appointed to the Operations Committee. Mr. MacCoy is wanting to get involved with the City, and the Mayor believes this will be a good fit.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve Mayor Genshaw's appointment of Matt MacCoy, to the Operations Committee. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Discussion and recommendation from the Operations Committee regarding a new Sussex County Sewer District for Bridgeville and Seaford WWTP to provide treatment of their sanitary sewer with the new District providing a buy-in and cost share. City Manager Slatcher called Judy Schwartz, P.E. George, Miles and Buhr, and Mr. Hans Medlarz, P.E. Sussex County Engineer, up to present the information. Mrs. Schwartz stated that the Town of Bridgeville is under a consent decree to upgrade their waste water treatment plant, and they are requesting to pump the wastewater from Bridgeville/ Greenwood to Seaford for

treatment and disposal. Greenwood currently sends their wastewater to Bridgeville for treatment. The City of Seaford has worked with Sussex County and GMB, as well as Davis Bowen & Friedel, Bridgeville's engineers, to put together cost estimates of the proposed Sewer extension. Mrs. Schwartz presented the first document, flow allocations, which is prepared to show the projects that are in progress or planned for the City of Seaford, and the estimated flow projection and available flow for these projects. The plant upgrade is proposed to take place in 2025.

Mrs. Schwartz stated that the initial flow projection for the Bridgeville/ Greenwood Sanitary Sewer District is estimated at 250,000 gallons per day (GPD) with the potential future growth as an estimated additional 300,000 GPD, totaling 550,000 gallons per day over the planning period to 2045. The existing Seaford WWTP flow is 1,069,500 gallons per day and the projected flow is 1,888,252 GPD totaling 2,957,752 gallons per day. The initial flow can be maintained with the current treatment plant. These numbers are based on the assumption that the City of Seaford and the Invista Nutrient Trade Agreement remains in effect. The trade agreement with Invista, allows them to transfer loads of nitrogen to Seaford, which then allows Seaford, to discharge more nitrogen into the River. The agreement between Invista and the City is 5 years, which will expire in 2019, with an automatic renewal for an additional five years unless either party cancels.

The load allocations examine the restrictions that would be effected if the Invista Trade Agreement was not in place, they did not opt to renew or in the case that they sold Invista and the new buyers did not want to extend the contract. The interim links to the City's NPDES Permit. This allows for the tapering back of nutrient loads to the River, based upon the Phase II Water Shed Implementation plan adopted by DNREC, which allows interim goals of nutrient reduction between 2015 (year permit was adopted) and 2025. There is a certain load in terms of pounds of nitrogen that Seaford can discharge in the River. That number reduces after 2025, causing a need for the Treatment Plant upgrade.

Mrs. Schwartz then discussed the preliminary cost estimate for the following:

- Schedule A: Lift Station 16
- Schedule B: North Ross Lift Station
- Schedule C: Gravity Sewer Upgrades
- Schedule D: Interceptor Sewer Replacement
- Schedule D1: Interceptor Sewer Replacement
- Schedule E: WWTP Upgrade and Expansion
- Schedule F: WWTP & Pump Station Improvements
- Schedule F1: WWTP & Pump Station Improvements

Should the Committee move forward with continuing the work with Bridgeville/ Greenwood to accept the treatment of their waste stream into the Seaford WWTF, the City would have a buy in of \$979,020.00 (construction estimate that may be subject to change) in lieu of assessing a number for impact fees.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the process to continue working with Sussex County, the Towns of Bridgeville and Greenwood as a new Sussex County Sewer District. Agreeing to have the Seaford WWTP treat the sanitary sewer and to accept a buy-in from the new District on the front end. Also, to have them share in the cost proportionately for the O&M, Capital and other documented costs related to treating and disposing of sanitary sewer treated at the Seaford WWTP. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mr. Medlarz stated that with the motion from Council tonight to continue moving forward, the information will be presented at the Bridgeville Town Council meeting in July, and the City of Seaford will be notified of their decision after the meeting takes place.

Mayor Genshaw presented New Business #3, update on City's progress with the Conceptual Vision Plan. ED Manager, Trisha Newcomer, came forward to present. Mrs. Newcomer stated that the Conceptual Vision Plan for the City of Seaford includes three main areas of focus, enhancing the old, embracing the new, and engaging the community. The City received the Façade Grant Program of \$12,000.00, which has helped businesses in downtown change their signage for their store front, and the grant will match what they pay. The new signs add a lot of character and make the businesses look more cohesive. Updates have been made to the Seaford Tomorrow Website, and the branded street banners have been hung enhancing the look of High Street. The First Saturday has brought new vendors and entertainment to downtown for residents and families to enjoy and the new Riverplace Apartments on Water Street have brought new housing and residents to Seaford. Mrs. Newcomer stated that the Gateway Park has had lighting installed which has multiple colors that can be set to bring awareness to events and makes a statement when entering downtown. The Parklet has been constructed and has brought seating to businesses for eating or gatherings outside and is used at First Saturday for a stage. Although all of these things have been accomplished and have enhanced downtown, the City is constantly working towards doing improvements and engaging the community including, street painting, enhanced crosswalks bringing even more events, farmer's market, volunteer fair, etc. to Seaford and upgrading the Seaford Tomorrow website for easier access. The City of Seaford is constantly growing and changing, and the Conceptual Vision Plan is helping it to do so.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw presented New Business #4, Porta-John bids. City Manager Slatcher stated that the City received three bid responses on May 24<sup>th</sup>, from Arrow Sanitary Service, Clean Delaware LLC, and Sherman Heating Oils, Inc. The low bidder was Arrow Sanitary Service with a total of \$19,843.50 for the three-year contract. Mrs. Slatcher stated that the City has not worked with Arrow Sanitary Services before, but several references gave good reports on their performance.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Phillips-Lowe asked what town/ state Arrow Sanitary Service is from.

City Manager Slatcher said she believes they are out of Georgetown, but can confirm location.

Councilman Henderson asked to verify that the contract is a three- year term with a renewal after one year.

Assistant City Manager Charles Anderson stated yes. After one year, the City will evaluate their performance during the first year, and renew the contract for the following two years, however, the City can void the contract at any time, if they are not doing the job correctly.

With no further questions or comments Mayor Genshaw called for a motion.

Councilwoman Peterson made a motion to accept the low bid for three years based on satisfactory performance to Arrow Sanitary Service for year one FY17-18 \$6,555.00; year two FY18-19, \$6,562.00 and year three FY19-20, \$6,726.50 for a three-year total in the amount of \$19,843.50. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #5, FY18 Budget for adoption. Assistant City Manager, Charles Anderson, came forward to present the FY18 budget. Mr. Anderson stated that the City held two Budget Workshops; May 30<sup>th</sup> and June 6<sup>th</sup>. The presented information is the third Budget/Revenue balancing option. The FY18 total revenue of \$28,532,361.00 is down 3.37% from 2017's revenue total of \$30,892,808.00. The expenditure total for FY18 is \$28,532,361.00, which is a 7.64% decrease from FY17 total of \$30,982,808.00. Mr. Anderson also presented comparisons from the FY17 and FY18 fund revenues for the departments, and discussed key budgeted items.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Phillips-Lowe stated that she appreciated everyone's hard work involved in balancing the budget, however she is concerned that after many years, the budget is being balanced in the same manner. Projects are being deferred each year and the reserves are not being replenished. She feels Mayor and Council needs to take a look at the fees, rates, and taxes to determine what would be feasible to increase to replenish the reserves prior to the budget for FY19.

Councilwoman Peterson stated that she will vote for the approval of the FY18 budget, but with concern that the fees and rates of water and sewer have not increased, allowing money to be in reserves for future maintenance.

Mayor Genshaw stated that his belief, is that by keeping these rates non-adjusted year to year, the City is showing businesses that we are doing our best to be competitive by keeping our cost in line with other competing towns, and growing our City.

With no further questions or comments; Mayor Genshaw called for a motion.

Councilwoman Phillips-Lowe made a motion to adopt the FY18 Budget as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

### OLD BUSINESS

There was none.

### REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Sussex County Prayer Breakfast, Crossroads Church, 7:30 a.m., June 20<sup>th</sup>
- DE League of Local Govts., Duncan Center, Dover 5:30 p.m., June 22<sup>nd</sup>
- **Riverfest**, Saturday, July 8<sup>th</sup>, **one day only**- High Street, 9a.m. to 9 p.m. with **Float-In** at 7:30 a.m. on Riverside Drive.

### COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that Chief Flood attended a meeting at the Georgetown PD along with Chief Collins, Selbyville PD; Sgt. Jefferson, Milford PD; and Chief Hughes, Georgetown PD; with the U.S. Department of Immigration Community Relations Coordinator Cassandra Smith of Philadelphia, Penn. Firearms Re-Certification is complete; will re-certify again in October 2017. Chief Flood attended the budget workshop meetings on May 30 and June 6, 2017 and dispatcher Anita Bell and Chief Flood attended a meeting with Fire Chief Jeremy Moore and Jack Wilson from the Seaford Fire Department in regards to some possible changes to the dispatch procedures. All were in agreement. The CID is working on police officer background checks and also on drug investigations. The new dispatcher Daryl Revel begins employment with the City on June 19, 2017.

The 911 Stats for May 2017 include:

911 Calls: 853

Call Calls: 527

Admin Calls: 2,115

VOIP Calls: 120

Service calls for May 2017 include:

Police: 1,267

Fire: 61

EMS: 292

The department is working on man power needs for the Riverfest schedule. On June 5, 2017 S/Cpl. Scott and PFC Justice attended an Abnormal Behavior Awareness class at the DSP Academy (two days). On June 7, 2017 Cpl. Bradley and PFC Short attended a Search Warrant class at the DSP Academy (two days) and on June 8, 2017 Sgt. Miller, Sgt. Rapa, S/Cpl. Scott, Pfc. Thompson, Ptl. Jones, and Ptl. James participated in the Special Olympics Torch Run from south of Blades to Bridgeville. Good job by all! On June 12, 2017 Seaford officers responded to the Comfort Suites on Rt. 13 in reference to a possible domestic situation. The suspect had fled prior to officers' arrival; however, the

officers were able to recover 541 bags of heroin. Warrants were issued for arrest of the suspect who is from the Laurel area.

Councilman Mulvaney reported that in the Public Works Department, several patching jobs have been completed including, the Harbor House parking lot, several potholes, and the concrete patch over the storm water pipe on East Ivy Drive. Weed spraying on main streets have been finished and large leaf and limb piles have been picked up. The Route 13 water main is on-line and in use, only the pavement restoration remains.

In Wastewater, the plant performance remains good and the Leachate treatment continues with no problems. There are no major maintenance issues, but compost inventory available for sale remains low.

Councilwoman Peterson reported that Building Inspector, Mike Bailey attended the Board of Adjustment meeting for June, and Wendy is still sending out grass violations and preparing for Riverfest. Two demolitions have been completed; one on Collins Ave. and one on Perkins Street and the Code has issued 129 permits as of this date. The Eagle Diner demolition is complete and the excavation of the new basement has started.

Superintendent of Parks and Recreation, Katie Hickey reports that grass cutting work orders, weekly grass cutting and trash pick-up are on schedule. The mulching is complete at Jay's Nest, Soroptimist Park and pool at Hooper's Landing. men's flag football had their final game May 24<sup>th</sup> and the adult soccer league is still playing. Riverfest is getting prepared for Saturday, July 8.

Councilman Henderson reported that Electrical Engineer Rick Garner, continues work on a SCADA training simulator, and issues with the SDACA upgrade. He finalized the AutoCad drawings for Breaker 330, and he updated the system drawings for Circuit 330. He is currently investigating the Breaker 140 failure to trip at Central Substation. This failure resulted in a cascade of failures which resulted in a major outage involving Circuits 140 and 150. Mr. Garner was involved with the final inspection of the solar array at Polytechnic Resources in the Ross Business Park, as well as the replacement of a SCADA RTU at 534 Pump Station.

Superintendent of Electric, Bill Bennett reports that the contractors are nearing completion of the circuit 210 relocation. The tree trimming contractor has commenced work in Martin Farms, Woodside Manor, and Westview. The Electric Department personnel has finished installation on the last section of Meadowbridge Apartments. There was an aforementioned outage caused by a varmint, and subsequent equipment failure caused a significant disruption on June 3, 2017. Mr. Bennett attended multiple meetings including, the DEMEC dinner meeting, and a Groundbreaking ceremony at the Pine Street Substation for expansion and infrastructure improvements. Other activities of the department are routine.

Councilman Holland reported that the Circuit 210 Relocation project is about 90% complete. Administrative staff attended multiple meetings including, the DEMEC Joint Council, and Governor Carney at Legislative Hall, Women Leading Government, Services for the Building Official, FY18 Budget Workshops and the Economic Development Committee meeting. They attended the Operations Committee meeting, Representative Short's coffee, Board of Adjustments, and met with a customer on electrical services at a new business on Sussex Highway.

Administrative staff went with DEMEC to Eprahta, PA to review their progress with their AMI infrastructure and learned lessons to watch for during the City's project as well as attended a pre-construction meeting with engineers, AUI, other staff and DEMEC representative. They reviewed and revised the FY18 budget information, conference calls for AMI, and the conference call regarding the living shoreline design at Riverview Park.

In Information Technology, work on the OKI printer was completed, as well as a phone line repair at the SPD, routine calls for service, worked through errors with MS update, met with ElectSolve Preliminary Assessment for AMI project and attended two days of training involving Cyber Security.

In Administration, the FY18 budget was prepared, net metering spreadsheets were reviewed, processed grant reimbursement requests, processed disconnects for delinquent accounts, processed utility bills for May consumption, analyze utility accounts for history and meter deposit calculations and worked with Edmunds and ElectSolve to answer questions for the AMI project. All other business including financial management, payroll and benefits, purchasing, billing, customer service, etc. is routine.

With no further comments, Mayor Genshaw called for a motion to adjourn the meeting. Councilwoman Peterson made a motion to adjourn the meeting. Councilman Holland seconded the motion; motion so passed with all present voting in favor and the meeting was closed at 8:14 p.m.

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Dolores J. Slatcher, City Manager

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