

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

August 8, 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 H. William Mulvaney, III and Councilman Dan Henderson. City Manager, Dolores Slatcher, Assistant City Manager, Charles Anderson, Michael J. Bailey, Building Official and Bill Bennett, Director of Electric, Trisha Newcomer, ED/IT Manager, and Berley Mears, Director of Public Works, 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 Council Meeting on July 25, 2017. Councilman Holland made a motion to approve the minutes from the July 25, 2017 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

**CORRESPONDENCE**

Mayor Genshaw asked if there was any Correspondence. City Manager Slatcher stated that there was none.

**NEW BUSINESS**

Mayor Genshaw presented New Business #1, Report on Economic Development. Mayor Genshaw called Trisha Newcomer up to present the information. Mrs. Newcomer stated that the City of Seaford has had growth in development over the last several months. Including multiple ribbon cuttings, primarily in downtown, multiple renovations and updates to existing businesses, updates to Power House Gym, completion of Harbor Freight, with a newly paved parking lot in the shopping center, and growth at the Perdue Agribusiness Plant. Mrs. Newcomer stated that herself, and other City of Seaford staff try to meet with business owners, volunteer and assist with events, and try to maintain contact with its customers. The City is currently working on making changes to it's website, and working with See, Click, Fix on an app; both of which will help the City's customers and/or residents navigate what the City of Seaford has to offer easier.

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

Mayor Genshaw presented New Business #2, Request approval and funding for the new fiber service. Mrs. Newcomer came forward to present the information, stating that the City of Seaford is requesting approval and funding for the new fiber service to be provided by Lighttower for the AMI project. Mrs. Newcomer stated that the fiber service would be a dedicated system solely to the City to provide service. The City received one quote from Lighttower, to include a monthly payment of

\$1400.00. However, if approved, the City would use the up-front lump sum of \$45,000 by DEMEC using the AMI borrowing funds to pay for the initial costs, and would then have a monthly payment of \$200.00 with an unbudgeted amount of \$2400.00 being requested to cover that cost for the remainder of FY' 18 and then the monthly expense would be calculated into the FY'19 budget. The Fiber Tech would be the City's main internet source, and is more reliable than the current service.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked what would be the effective date.

Mrs. Newcomer stated that, the effective date would have to be discussed; Council's approval is needed before moving forward.

Councilman Henderson stated, so that dependent on approval and the effective date, the cost could be less than \$2400.00.

Mrs. Newcomer stated yes.

Councilman Henderson asked if the Fiber Tech service would be the primary provider.

Mrs. Newcomer stated yes, it would be primary and Comcast would be secondary.

Councilman Holland asked if service from Comcast could be stopped later on.

Mrs. Newcomer stated no. Comcast would have to remain as a secondary provider.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the second Internet Service Provider being Lighttower for the services presented as a redundant internet connection to support the Advanced Metering Infrastructure project. To approve the up-front lump sum payment of \$45,000 by DEMEC using the AMI borrowing funds and authorize the \$200/month non-budgeted fee through the remainder of FY18 to be paid by the City and the monthly fee to be a part of future budgets to be approved. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #3, Update by multiple staff and funding status for AMI, Pine Street Expansion, and Distribution. Assistant City Manager, Charles Anderson, came forward to present background information on AMI (Advanced Metering Infrastructure). Mr. Anderson stated that the new meters will provide better service to customer, make public safety improvements, replace the old meter reading systems, enhance utility operations and invest in a foundation for future Smart City operations. The Smart Grid, will provide advanced meters, secure wireless network, prevent outages and outage duration, help consumers save energy and money, and reduce the need for constructing new power plants. Like conventional meters, they collect how much electricity is used, and the readings are transmitted wirelessly. The advanced meters will allow the customers to view the data of their meters from a secured website, but have no customer-identifying information linked to them; providing cybersecurity. It will also provide better

response to and prevention of power outages. minimize system losses and identify potential problem spots (equipment mismatch, theft of energy). Typical Advanced Meter System enables reduction in system losses by 1-3% and meter reading is automated. Reliance on field personnel to read meters diverts them from other work so this will provide more efficient use of limited labor resources. Mr. Anderson stated that it will also provide, instantaneous verification of customer connection status and will be capable of automated turn off and restoration of power.

Mr. Anderson stated that further information in regards to the meters and Smart Grid could be accessed at <http://www.whatissmartgrid.org>.

Berley Mears, Director of Public Works, came forward to present the information on water and sewer metering for the AMI project. Mr. Mears presented Council multiple pictures of existing water meters, that the City currently has. Mr. Mears stated that 807 meters have existing ERT's which will have the ERT replaced with a Master Meter module, but it's customers should not see a break in service. However, 179 meters without an existing ERT will have the meter replaced which includes the new Master Meter module, and these customers will have varying times of no service during the replacements. No code issues will be corrected during this project, and some replacements to existing meters which are inside buildings will be more complicated and burdensome to the customers. The estimated cost is \$260,027.85.

Bill Bennett, Director of Electric, came forward to present the information on electric metering for the AMI project. Mr. Bennett presented Council multiple pictures of unsafe and hazardous meters and also meters that are in unsafe and hard to reach locations. All of which will be corrected prior to or during the replacement of the new meters.

Trisha Newcomer, IT Manager, came forward to present the information on the Information Technology for the AMI project. Mrs. Newcomer stated that system upgrades and reconfigurations are a must for the City. Recommendations for the upgrades were received from AMP, ElectSolve, and IT portion of the Annual City Audit. Some of the requirements for the project to begin include, Secure Virtual Private Network, redundant internet connection, reliable power, and space. Pre-project construction included relocation of the Server rack and relocation of personnel records. Mrs. Newcomer presented to Council pictures of the new upgrades and location to the Server rack, which was upgraded from one server to two servers, with a storage and backup server. Firewalls, redundant internet connection, network switches, and secure wireless network are also part of the upgrades.

Mike Bailey, Building Official, came forward to present information on the Code for the make-ready work for the AMI project. The Code Department will receive notice from Electric or Public Works of Code/Life safety issues at a property and then a letter will be sent to the property owner notifying them of the issue and requesting them to repair in 30 days. If a property owner does not make the necessary repair, then the Code Department will send a 2nd notice via certified mail giving an additional 30 days or City will terminate service and do the repairs and lien the property for the cost of the work. If work requires a permit; the City will waive permit fees and will issue permits for tracking of electrical inspections. The condemned properties will be left alone; any work required will be made a condition of future building permit.

Dolores Slatcher, City Manager, presented information on a new proposed ordinance for an "opt-out" provision for those customers opposed to having a smart meter installed for the AMI project. Mrs. Slatcher stated that for each electric service, the City of Seaford shall own and maintain one meter or a unified set of meters and metering equipment that have provisions for automated meter reading. An electrical service customer may make an application for a waiver from automated reading and have the meter read manually. Upon approval by the City Manager, the City Electric Department shall furnish, own and maintain an electric meter capable of being read manually. Any customers choosing to have their meter read manually shall pay a one-time manual meter setup fee and a recurring monthly manual meter reading fee. Such fees to be established by the City Council and published in the Schedule of Fees and Rates. It is the responsibility of the customer to provide, at the customer's expense, suitable space for the installation and use of the City's metering and transforming equipment. The customer shall permit no person other than a properly identified City employee or agent to remove, inspect or alter such equipment. In the event that any City equipment is damaged, destroyed, altered or otherwise prevented from properly registering the energy supplied to the customer due to the act, failure to act or negligence of the customer or by any unauthorized person, the costs of all necessary repairs, replacement of equipment, together with the reasonable costs of investigation to determine the amount of energy not registered, and an estimate of the energy not registered shall be paid by the customer. Customers applying under the Opt-Out Ordinance to retain a manual read meter will be billed in accordance with the labor cost at the rate of pay established for sending a person to install or read the manual read meter, the rate for the rolling equipment used and the administrative rate for manually recording the readings. The Opt-Out Customer charge is to be updated annually as of July 1st to refresh all cost-of-service for manually installing or reading a manual read meter.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Mulvaney asked when the Electric Department will be done with inspections of the current meters.

Mr. Bennett stated that the inspections should be completed mid to end of September.

Mayor Genshaw asked if the information would be communicated to the public.

City Manager Slatcher stated yes, the information will be put out the first of the year to its residents.

Councilman Henderson asked if any residents are currently opted out of the radio-read meters that the City currently uses.

City Manager Slatcher stated yes, there is one resident, but there are no fees associated with the opt-out option currently.

Councilman Henderson asked if the City will be able to take advantage of the features that are provided through AMI, such as monitoring of traffic, etc.

Mr. Bennett stated yes, there will be multiple features available to check.

Councilwoman Phillips-Lowe asked how much training would be needed for the Electric Department personnel.

Mr. Bennett stated that the whole line crew will receive a walk through and updated training on the new system through AMI.

Mayor Genshaw presented New Business #4, First Reading for an Ordinance to amend Chapter 6, of the Municipal Code of Seaford, Delaware related to "Electricity" by adding text to Article "Meter Installation, Power Factor, and Demand Determination". City Manager Slatcher stated that the information discussed in New Business #1, in regards to the "Opt-Out" option would be the added text to the article and would establish a provision for a manual read electric meter.

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

### **OLD BUSINESS**

Mayor Genshaw asked if there was any Old Business. City Manager Slatcher stated that there was none.

### **REMINDER OF MEETINGS & SETTING NEW MEETINGS**

- AFRAM, Seaford Sports Complex, August 12, 2017 at 11:30 a.m. for Opening Ceremonies. ([www.easternshoreafram.org](http://www.easternshoreafram.org) for more information)
- Downtown Seaford Associates Picnic, Webb Pavilion, Blades Marina, August 21<sup>st</sup> at 6:30 p.m.

### **COMMITTEE REPORTS**

Councilwoman Phillips-Lowe reported that the Fire Department had 48 alarms in July, 29 of them being within the City. The department had a total of 281 EMS calls, and had EMS staff coverage for the annual Riverfest with two crews covering downtown, and on each rescue boat during float-in with no reported injuries. Monthly training was attack and blitz line hose handling and high-rise procedures. Four community events were conducted the month of June including Riverfest, and the Annual softball tournament to benefit burn camp will be August 18-20<sup>th</sup>.

In the Police Department, Sgt. Horn attended a Just-ice Awards event with Mayor Genshaw at the Boys and Girls club on Thursday night July 20, 2017 to hand out awards to several boys and girls who completed the program. On July 29, 2017 D-Squad conducted a traffic stop on an individual. The result of the stop revealed the operator was in possession of 27.6 grams of crack cocaine, 4.5 grams of marijuana along with various paraphernalia. Individual was committed to the Department of Corrections in lieu of

\$35,502.00 secured bond. S/Cpl. Toby Laurion completed the firearm instructor class (40hrs) at the Delaware State Police Training facility which certified him as an instructor for the State of Delaware and Sgt. Rapa and Lt. Bohn attended the Hometown Security Conference in Dover, Del. for two days. The CID is investigating an Armed Robbery at the Jumbo China restaurant in Seaford Village Shopping Center that occurred on Sunday, August 6, 2017 @ 8:47 p.m. The suspect was described as a white male. Work continues and is 95 percent complete for two police officer recruits to enter the September class at DSP. 911 Stats for July include, 911 Calls: 847, Cell Calls: 545, Admin Calls: 2,451, VOIP Calls: 141. Calls for service July 2017 include, Police: 1,312, Fire: 47, EMS: 271.

Councilwoman Peterson reported that Building Official Mike Bailey is performing plan reviews for new projects. He has attended AML, Electric and Operations Committee meetings. The Code Department continues to have grass violations and the Power House Gym's reconfiguration of the Beach Bounce is 99% completed. Allen Bryant started August 7th as the Inspector in the Code Department and Code Officer, Wendy Pinkine will be employed until August 31<sup>st</sup>, then she will officially retire with 26 ½ years with the City of Seaford. We wish her well in retirement.

Superintendent of Parks and Recreation Katie Hickey reported that Parks completed their weekly routine grass cutting and trash pick-up. They also accomplished more work orders for tall grass. Parks prepped for 1st Saturday which had good vendors, enjoyable band and a higher attendance with perfect weather this month. Youth Flag Football has 154 kids to sign-up from ages 6 to 12 for Leagues and Men's Slow Pitch and Men's Flag Football has 12 teams. AFRAM festival is August 12.

Councilman Mulvaney reported that the Public Works Department assisted Chesapeake Utilities with the gas renewals and test pitted the water main on Porter Street for the storm drain project. Tri-Annual test samples of lead and copper were collected; test results are not back yet. Personnel replaced service at 401 Hall Street and disconnected service on Woolford Street for demolition. Mr. Mears completed and advertised the Leaf & Limb dump truck replacement bid and the department completed another round of weed spraying. Both Truck #25 and the street sweeper were sent to repair shops for bad injectors. As a result of Alan Bryant's transfer to code, the Department is again 2 men down - advertisement is out.

The Wastewater Treatment Plant and the Leachate treatment, continues to perform well with no major maintenance issues, Compost screening continues with product available for sale.

Councilman Henderson reported that Director of Electric, Bill Bennett, met with the contractor onsite at the Pine Street Sub-Station site. Department personnel unloaded more freight at the Pine Street Sub-Station site, and they continued construction work on the Triple Team electric service on Sussex Highway. They also worked on the removal of limbs in some of the alleys around the city and performed prep work for distribution system upgrades on Market Street, and a new anchor was set in place at 1203 Stein Highway;

meters were read during the period. A new receptacle was installed at the Sports Complex for the upcoming AFRAM Festival and the pecan tree at the Mount Olivet/City Parking Lot is in the process of being removed. It is being removed because it is damaged, and it poses a risk to life and property. Bill attended a meeting regarding the AMI project schedule, a Joint Electric & Operations committee meeting on the AMI project and he traveled to the Virginia Transformer plant in Roanoke, VA for the transformer tests. The transformers are complete, and they are ready for shipment. There were two outages to report; An outage on Spruce Street caused by a squirrel affected 5 customers for less than an hour and an outage on Virginia Avenue affected 6 customers for about 1 1/2 hours also caused by a squirrel.

Councilman Holland reported that the AMI Server Room upgrades are complete. Administrative personnel attended multiple meetings including, Women Leading Government luncheon, AMI project call, AMI IT status call, joint Electric & Operations Committee meeting, Webinar, Board of Adjustment, and met with Golf Pro to coordinate a Senior Center Event. Other work includes, writing of job offer for Code Inspector Position, transmitted information to City Solicitor to send to DOJ per their request, prepared Council Meeting agenda, worked with developer on a letter of support to Del DOT, and worked with DEMEC on amendments to AMI borrowing for IT portion of the project. Administration also prepared for audit, and routine business.

IT personnel reports that they continued working with Mobile Vision, worked with DELL to rectify BIOS errors, continued prep work for new server room, worked with See, Click, Fix for app creation and routine calls for assistance.

Mayor Genshaw called for a motion to close the regular meeting of Mayor and Council. Councilwoman Peterson made a motion to close the regular meeting. Councilman Holland seconded the motion; motion so passed with all present voting in favor. Mayor Genshaw closed the regular meeting at 8:32 p.m.

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Dolores J. Slatcher, City Manager

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