

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

January 24, 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, Director of Finance, June Merritt, Chief of Police, Gary Flood, Building Official, Josh Littleton, IT, ED/IT Manager, Trisha Newcomer, IT Coordinator, Gary Andrews and Superintendent of Electric, Bill Bennett was also present.

Councilman Holland offered the opening prayer and Mayor Genshaw led those present in the Pledge of Allegiance.

Mayor Genshaw solicited any changes to the agenda. City Manager Slatcher stated there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of January 10, 2017. Councilman Henderson made a motion to approve the minutes from the January 10, 2017 Council Meeting. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Chief Gary Flood came forward along with Bill Bennett who Administered the Oath of Offices for the four new Patrolmen:

Jonathon James
Rene McKinnon
Michael Wilson
Tyler Wyatt

PUBLIC HEARING

Mayor Genshaw closed the Regular Meeting at 7:05 p.m. and opened the Public Hearing.

Building Official Josh Littleton came forward to present Public Hearing #1, Church of the Living God La Luz Del Mundo, property owners of 628 N. Phillips Street, Tax Map and Parcel 531-13.05-177 and 178, are seeking a preliminary site plan review for a church.

Mr. Littleton stated that the Board of Adjustment granted a special exception to the owners on May 6, 2015 to use the property as a Church and the project received a sketch Site Plan approval on July 2015. Privacy fencing will be installed along the west and south sides of the property, existing shed will be removed, and existing building will be converted to use as a place of worship. The exterior residential character of the building will remain and an accessible ramp and stairs will be installed at front of building. A total of 18 off street parking spaces are provided- 16 parking spaces, 1 accessible and 1 for an employee. A small identification sign will be installed and trash enclosure with screening will be provided. The project requires approval from Sussex Conservation District, Office of the State Fire Marshal, and the City's Engineer for Stormwater Management review.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Phillips-Lowe asked what size the Identification sign would be?

Mr. Littleton stated that he was unsure of the exact sign measurement since it is just a site plan, but he can get the measurements.

Councilman Holland asked how many bathrooms the Church will have?

Mr. Littleton stated that he was unsure of the number of bathrooms, but there will be separate ones for both male and females.

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

Building Official, Josh Littleton, presented Finding of the Facts for Public Hearing #1,

FINDINGS OF FACT:

- PRELIMINARY SITE PLAN REVIEW
- Church of the Living God
- 628 N. Phillips Street
- Tax Map and Parcel: 531-13.05 177 & 178
- R-1 Single Family Residential District
- Board of Adjustment granted a special exception to the owners on May 6, 2015 to use the property as a Church.
- Project received a Sketch Site Plan approval in July 2015.
- Privacy Fencing will be installed along the west and south sides of the property
- Existing shed to be removed
- Existing building will be converted to use as a place of worship.
- Exterior residential character of the building will remain.
- Accessible ramp and stairs will be installed at front of building.
- A total of 18 off street parking spaces are provided – 16 parking spaces; 1 accessible and 1 for employee
- Small identification sign to be installed
- Located in Well Head Protection Zone
- On-site storm water management system to contain the 100-year storm on site.
- Trash enclosure with screening to be provided
- Project requires approval from:
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - City's Engineer for Stormwater Management review
- Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the preliminary site plan for the Church of the Living God La Luz Del Mundo located at 628 Phillips Street, Tax Map and Parcel 531-13.05-177 & 178 as presented. Councilwoman Peterson seconded the motion.

Mayor Genshaw solicited any questions on the motion from Council.

Councilman Henderson asked if someone could live at the property while it is a church.

Mr. Littleton stated they could currently, but the plans are to gut the house completely, and it will not have any sleeping quarters, showers, etc.

Mayor Genshaw called for a roll call vote:

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

Mayor Genshaw confirmed that the motion passed with all present voting in favor.

NEW BUSINESS

Mayor Genshaw presented New Business #1, information on Dude Solutions. IT Coordinator, Gary Andrews, came forward to present information on Dude Solutions for addressing IT information on hardware and software. Mr. Andrews stated that the Dude Solutions will offer the IT department an easier and more diligent way of keeping the City's computers and its information safer, up to date, and running smoothly. The program will scan all equipment attached to the network and its peripherals, complete software auditing and device warranty statuses, show all financial information in easily generated spreadsheets and graphs, and will reduce compliance risks by ensuring all software is inventoried and managed. All installed software for every PC will show, and will allow IT to track used and unused software along with missing software. The program also helps prevent unwanted software from being used along with unique software licenses that would need to be renewed. It will show all software vulnerability areas including, update settings, firewall status, anti-virus, spyware status, patch updates, etc. This is extremely important, while the City grows, so does its need for computers, and the more vulnerable the City's computer systems could be, to being compromised. The Help Desk program allows tracking and reporting with any incidents, allows for projects to be created and track time, cost, materials, etc. The program also offers Mobile Device Management which allows IT to remotely configure devices and application policies. It works with all IOS and Android devices, including tablets, and helps enforce all security and access control policies, including passwords and device locking. The pricing is subscription based paid yearly, and there is no contract. The normal rate for the first year and start up is

\$5460.00, with an annual cost of \$4140.00. The prorated amount to start prior to February 28th 2017, is \$1110.00 with an annual cost of \$4140.00 The prorated amount saves \$4350.00 for the first year and startup fee. This price includes all three modules that Dude Solutions offers.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked if the management tool, allows remote access to the devices.

Mr. Andrews stated yes, it can access the mobile devices, but another program already allows us to fix any problems with the devices remotely.

Councilman Mulvaney asked if this program will notify of security breaches to the systems faster.

Mr. Andrews stated yes, it will send an alert to him on his desktop and/ or mobile if he is away from his computer, so that he is notified right away.

Councilman Henderson asked what the value of the program is as far as freeing up time.

Mr. Andrews stated that it will allow him to consolidate a lot of the work into this one program, so that information that could possibly take a few days to collect is all in one program and will help with freeing up time he will need to work on other issues.

Councilman Holland asked where the funds for the program will come from.

Mr. Andrews stated that there will be an override of funds for the startup price but will budget for the annual cost every year and in FY18 it will be \$4,140.00.

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

Councilwoman Phillips-Lowe made a motion to approve purchasing the Dude Solutions Technology Essentials Insight, Help Desk and MDM product for the prorated amount of \$1,110 and a formal authorization is to be given prior to February 28, 2017 to take advantage of the current pricing. This purchase is to enhance IT support for answering questions, tracking, updating, replacing, and reporting on Information Technology hardware and software. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, quarterly financial report. June Merritt, Director of Finance came forward to present the information on the quarterly financial report. Mrs. Merritt presented the full report, with the synopsis being the revenue budget is \$30,892,808 and as of 12/31/16 the revenue is 13,239,085; 42.09%. The expense budget is \$30,892,808 and as of 12/31/16 the expenses totaled \$13,246,065; 43%. This is a net difference of \$6,980; expenses are greater than revenues.

Mayor Genshaw presented New Business #3, recommendation to block the wholesale rate reduction in 2017 and continue the rate block set in place in 2016. City Manager Slatcher explained

that by continuing the rate block set for 2016, this will allow funds, approximately \$675,032, to be set aside for the debt service for the Electric Department capital improvement debt to DEMEC. The PCAC credit for 2017 would be a credit of <\$0.00296>. This is a smaller credit than the customers had in 2016 which was <\$0.0056>. The difference is related to an under collection for 2016 power supply costs.

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

Mayor Genshaw called for a motion. Councilman Henderson made a motion to block the 2016 wholesale power supply cost reduction and to also block the 2017 wholesale power supply cost reduction. The result would be a "set aside" of approximately \$675,032 for the purpose of funding the debt service to DEMEC's bond issuance for the Pine Street Substation Expansion and Distribution Improvements in the City of Seaford. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #4, discussion and approval of a new position in the Electric Department, Construction Leader. Superintendent of Electric, Bill Bennett, came forward to present the information. Mr. Bennett stated that in the Construction Leader position, it will entail supervising the crew, learning new technology that the department utilizes, working with developers and learning the task and roles of the Operation Coordinator. The Construction Leader will remain on the stand-by and do line work when required. This position will also require the person to use machines, equipment, and tools the department currently uses, as well as be a member of the safety committee, have good customer service, and schedule, prepare, and document quarterly job skills training and monthly safety training.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked if this position will leave the Department shorthanded.

Mr. Bennett stated yes, if the position is filled by someone from the Department, until their position gets filled. But the Construction Leader is still responsible for doing stand-by and line work when help is needed.

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

Councilman Henderson made a motion to approve a Construction Leader position in the Electric Department for the purpose of preparing potential future leadership. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #5, present for approval the Schedule of Fees and Rates with an effective date of January 1, 2017. City Manager Slatcher stated that the Schedule of Fees and Rates were amended January 24, 2017 and are effective as of January 1, 2017. The City Council approved a selective elimination of the water and sewer tap fees in 2017; the incentive applies to the first 17 single family detached housing units permitted, built and receiving their CO in 2017. All other Fees and Rates remain the same.

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

Mayor Genshaw presented New Business #6, request from Mr. David Hickey, PTA Delval Real Estate Property Tax Assessor's request to set April 11, 2017 for Real Estate Property Tax Appeals. City Manager Slatcher reminded Council that if the appeal date is set for April 11, 2017, the appeals will take place from 7- 8p.m. and the regular Council Meeting will start at 8 p.m. If any should not be concluded by 8 p.m. the appeal would finish prior to the Regular Council Meeting opening or if there are only a few or none then the Regular Council Meeting will open earlier. However, anyone coming for real estate property tax appeal before 8 p.m. will have their request heard.

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

Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to set the Real Estate Property Tax Appeals Hearing for April 11, 2017 from 7 p.m. until 8 p.m. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS

Mayor Genshaw presented Old Business #1, report the results of the Special Annexation Election held on January 18, 2017 for the lands owned by the Bierman Family, LLC. City Manager Slatcher stated that the election results included 79 votes for, and 11 against, including 6 absentee ballots and 1 territory vote.

City Manager Slatcher stated that the results are a corrected amount, as the absentee ballots were not included in the first calculation.

Mayor Genshaw thanked everyone who took time to come out and vote at the Special Election.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- SCAT dinner meeting to be held Wednesday, February 1st, Legislative Night.

CITY OF SEAFORD

Municipal Election- April 15, 2017

The City of Seaford Municipal Election will be held on Saturday, April 15, 2017 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.

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 24, 2017. 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 24, 2017 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 24, 2017.** 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 15, 2016) 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.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that there was no fire report. In the Police Department, the new dispatcher, Taylor Walls, began her employment on January 16, 2017. The Criminal Investigation Division has recovered 131 bags of heroin, two grams of crack cocaine along with one stolen handgun. Several investigations are on-going. On January 12, 2017, A Squad recovered 28 bags of heroin along with 12 fat bags of heroin. On January 17, 2017 CID concluded a six-month investigation into the sale of oxycodone pills. The subject was arrested on two counts of delivery of pills to undercover officers. They recovered 10 oxy pills from the subject. Working with the Delaware State Police PACE unit from Troop 5, officers were able to obtain a search warrant for his residence outside of Laurel, DE. DSP and CID executed the search warrant and recovered 100 additional oxycodone pills along with one shotgun. The subject was released on \$25,000.00 unsecured bond, pending a court appearance at a later date. On January 19, 2017, the Awards Ceremony was held with everyone in attendance; a high number of recognitions were given for the outstanding work done, especially for the many successful arrests and recovery of heroin, other drugs, and suspected drug money. Tonight, January 24, 2017 four new Patrol Officers were sworn in at the City Council meeting in preparation for the Delaware State Police Academy graduation on February 10, 2017.

Councilman Mulvaney reported that Director of Public Works, Berley Mears, indicated the East Ivy replacement asphalt repaving portion of the project has been completed, concrete path and sidewalk installation will be completed this week weather permitting. Equipment maintenance includes the leaf machine and post snowstorm plow repairs. On January 16th, the water supply to Nanticoke Memorial Hospital was shut down for a valve and meter replacement for five and a half hours and all went well.

The Route 13 Water Main Project is complete minus the tap for Tire King with approximately 80 feet of 10-inch water main installed. Personnel made repairs to a water leak at Williams Pond Park and installation of a crosswalk on Delaware Place for Central Elementary School. Mr. Mears also attended multiple meetings and the department is losing two men; one to the Electric Department and on to an outside employer.

In the Wastewater Department, Leachate treatment and overall plant performance are reported as good, and the new VFD blower is up and running with no major maintenance issues reported.

Councilwoman Peterson reported that Building Official, Josh Littleton, attended several meetings including, Rental License, Construction Coordination, and Lower Delaware Building Officials meeting. He has completed building and site plan reviews and continues to work on Zoning Ordinance revisions. The Meadowbridge Apartments remodeling on Tull Drive is 65% completed.

Parks and Recreation Superintendent, Katie Hickey, reported that Parks personnel did some trimming at the Parks and Recreation building and the Golf Course. The tire swing at the Jay's Nest was removed for repairs and other repairs were completed on the Delaware Ave. fence and the Riverwalk dock. Bobby Holston has completed the Grounds keeping Training.

In the Recreation Department, the youth wrestling is in its 6th week and youth basketball games are on Monday, Tuesday, Thursday and Saturday each week at Seaford Middle and Fred Douglas schools.

Councilman Henderson reported that Electrical Engineer, Rick Garner, attended general meetings including the Pine Street Substation Expansion and Electrical Improvements progress meeting. Mr. Garner wired the control for Breaker 330 and performed control tests at the Ross Sub-Station. He provided engineering support for the Solar Array Project which is nearing completion, provided coordination for the fiber optic line relocation for the Pine Street Substation Expansion and Expansion Project, and worked on annual reviews of electric rate classes.

Superintendent of Electric, Bill Bennett, and department personnel worked at Meadowbridge Apartments, and they connected the remaining services on the South Building. Work was started on the Trinity Logistics pole and line relocation and crews

replaced a damaged pole on Sussex Highway that was hit on Thursday the 19th. Electric meters were re-read to reconcile customer questions and disconnects for non-payment were performed. Mr. Bennett attended the Pine Street Substation Expansion and Electrical Improvements progress meeting, attended the bid opening at the DEMEC office in Smyrna and met with representatives regarding the demolition of the S. C. Cummings building.

Councilman Holland reported that Administration staff attended multiple meetings including, DTI broad band RFP response meeting, Riverview Park shoreline stabilization design kickoff meeting, Riverfest meeting, the Western Sussex sewer feasibility meeting with the County, Greenwood and Bridgeville and quarterly meeting with the Golf Course consultant. They also attended the Pine Street Substation design progress meeting, Tennis Meeting, Electric Committee meeting, Middleford Road Improvement Discussion – Nanticoke Memorial Hospital & Methodist Manor House, Senator Carper at Residences at Riverplace Apartments, Smyrna Manager Retirement, DEMEC Board meeting and the Police Department Awards Ceremony.

Other work included, Preparing the Council meeting agenda 1-24-17, work with Trinity Logistics on OH pole line relocation, easements and jobs incentives, work with Representative Short in obtaining corporate information for contact with property owner of the Gulf Station for easements and continuing Department meetings on goals and evaluations forthcoming

In Information Technology, personnel participated in a meeting w/DE Dept. of Info Technology for a Broadband Pilot Project, installed new switch and cable management, worked with Telewire on telephone concerns and routine IT Work.

Director of Finance, June Merritt, prepared the 2nd Quarter Financial Report for presentation at Council Meeting, reviewed applications for the Administrative Assistant-Cashier position, reviewed job description for the Electric Construction Leader position, trained the Accounting Assistant on bank reconciliations, and all other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

The Demolition contractor for the Cummings Building met with the City and intends to start asbestos removal in the next 2-3 weeks.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilman Holland made the motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 8:35 p.m.

Dolores J. Slatcher, City Manager

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