

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

January 28, 2014

7:00 p.m.

Acting-Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilwoman Pat A. Jones, Councilwoman Leanne Phillips-Lowe and Councilman J. Rhea Shannon. Dolores Slatcher, City Manager, Charles Anderson, Assistant City Manager, and Josh Littleton, Building Official were also present.

Councilwoman Peterson offered the opening prayer. Acting-Mayor Genshaw then led those present in the Pledge of Allegiance.

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

Acting-Mayor Genshaw called for a motion to approve the Minutes of the Regular Council meeting of January 14, 2014. Councilman Shannon made the motion to approve the Minutes of the January 14, 2014 Regular Council meeting. Councilwoman Jones seconded the motion. Motion so passed, with all present voting in favor.

Acting-Mayor Genshaw then asked for any correspondence. City Manager Slatcher stated there was none.

City Manager Slatcher presented New Business #1, Present for approval the revised FY2014 Rates and Fee schedule as amended. City Manager Slatcher stated that the changes include the sub-division farm land exemption re-assessment fee will be determined by current assessment charges. The meter deposit interest when refunded will now be with an interest rate based on the 1 year Treasury Constant Maturity Rate. The fee for a plumber, commercial handbill distributor, transient merchant, and massage business and excavator licenses will now be \$40.00. The refuse hauler license will be \$50.00 for the first five trucks working in the City, plus \$10.00 for each additional truck working in the City. There will be no charge for a special event, parade or procession permit. It will now read Building/Sign/Excavation/Site Work Permit Fee instead of Building &/or Sign Permit Fee. A permit for a temporary container (in R.O.W.) will be \$40.00 and an insurance certificate will be required. There were some dates changed from 2013 to 2014 throughout the schedule of fees as well. The downstream sewer assessment fee for Shipley Center, Hurley Heights, Cedar Ave and Governor's Grant Drainage shed will be \$400.00 per EDU. The fee for the Mears Campus Drainage Shed will be \$1,200.00 per EDU. Councilwoman Jones asked what the plumber's license used to be before the change. Building Official Littleton stated that it used to be broken down in the categories of the peddler and solicitor's license depending on if they were in state or out of state and how many people they had working for them; it was not a set cost. The peddler and solicitor license have been taken out so now it is just a set cost. Councilwoman Phillips-Lowe made a motion to approve the revised FY2014 Schedule of Rates and Fees as amended to make them effective as of January 2, 2014. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Acting-Mayor Genshaw closed the Regular Meeting at 7:07 and opened the Public Hearing.

Building Official Josh Littleton came forward to present Public Hearing #1, CMR Associates, property owners of Tax Map and Parcel 5-31-10.18-128.00, located on the NE corner of N. Porter Street and W. Stein Highway, on behalf of Dollar General Store, are seeking a final site plan review and approval for a new retail store and site improvements. Mr. Littleton stated that Mr. Brock Parker, engineer for the project, Mr. Howard Crossman of Oxford Chase and Mr. Messick and Mr. Ruff who are owners of the property were all present. Mr. Littleton explained that this is the final site plan review for a new commercial building approximately 12,448 sq. ft. with site improvements. The property is zoned C-2 and is located on the NE corner of Porter St & Stein Hwy. There will be 67 parking spaces provided (63 + 4 handicap) with only 66 being required. There will also be white fencing and landscaped buffer installed as barrier between adjoining residential areas; existing fence will be removed. The project is required to retain the 2, 10 & 100 year storms on site so as not to decrease the capacity of the downstream Porter Street system. The project has received

final approvals from: DHSS- Office of Drinking water, Office of the State Fire Marshal – site and building, the City Engineer’s issued a letter of no objection, Sussex Conservation District, issued approval based upon receipt of LONO from City Engineer. The project still requires the following approval: Deldot LONO for traffic & stormwater review. Mr. Littleton added that staff recommends approval with the stipulation that the outstanding approval be submitted prior to any permit issuance. Mr. Littleton then showed the delivery truck’s path for deliveries and the masonry finish which does comply with code.

Councilwoman Peterson asked if it was still planned to only have two truck deliveries each week. Mr. Howard Crossman came forward and said that it is planned to only have one delivery a week to this location.

Acting-Mayor Genshaw closed the Public Hearing at 7:14 and re-opened the Regular Meeting.

Building Official Littleton then presented the Findings of Facts:

Findings of Facts:

- Final site plan review for a 12,448 +/- sq. ft. building with site improvements
- The property is located on the NE corner of N. Porter St and Stein Hwy & is identified as Tax Map and Parcel 5-31-10.18-128;
- Zoning is C-2;
- The project complies with the area and bulk requirements for the district;
- The project has received final approvals from:  
DHSS- Office of Drinking water  
Office of the State Fire Marshal – site and building  
City Engineer Letter of No Objection  
Sussex Conservation District.
  - The project still requires the following approvals:  
DeIDOT LONO for traffic and stormwater review.
  - The Planning and Zoning Commission unanimously recommended approval of the project.
  - Staff recommends approval with the stipulation that the outstanding Deldot LONO be submitted prior to any permit issuance.

Acting-Mayor Genshaw asked for a motion. Councilwoman Peterson made a motion to approve the final site plans for Tax Map and Parcel 5-31-10.18-128.00 for the Dollar General Store based on the findings of fact as presented with the exception of receiving the letter of no objection from DelDOT. Councilman Shannon seconded the motion; motion so passed with all present voting in favor.

Acting-Mayor Genshaw then asked for a Roll Call Vote.

Councilman Shannon voted yes based on findings of facts  
Councilman Genshaw voted yes based on findings of facts  
Councilwoman Peterson voted yes based on findings of facts  
Councilwoman Phillips-Lowe voted yes based on findings of facts  
Councilwoman Jones voted yes based on findings of facts.

Acting-Mayor Genshaw confirmed the motion with all present voting in favor.

**Municipal Election 2014:**

- Mayor and two Council member positions to be elected
- Current office holders are:
  1. Acting-Mayor David Genshaw
  2. Councilwoman Pat A. Jones
  3. Councilman J. Rhea Shannon
- Candidate and Voter Registration deadlines are the Fourth Friday of March or March 28, 2014 at the close of business – 5 p.m.

- Election Day is Saturday, April 19, 2014 from 10 a.m. until 6 p.m.

**REMINDER OF MEETINGS & SETTING OF NEW MEETINGS:**

- SCAT dinner with legislators, Sussex Pines, Georgetown, 2/5/14 at 6:00 p.m.
- Staff and Elected Officials, Planning Session, 2/7/14, 8:30 a.m. – 3 p.m. in Council Chambers

**COMMITTEE REPORTS:**

Councilman Shannon reported that Cpl. Steve Flood was promoted to Sergeant effective January 20<sup>th</sup> for A squad. There have been two conditional job offers made for the police officers openings. An ad is currently out for the dispatcher position and testing will be scheduled soon. The awards ceremony was held on January 23<sup>rd</sup> and was a successful event. Cpl. Scott and Bachman were given lifesaving awards, Cpl. Chambers was given the Employee of the Year and Sgt. Bowen was given the Chief's award. He also announced that after serving nine years on Council he has decided to step down and will not be running in this year's election.

Councilwoman Jones reported that June Merritt, Director of Finance, is preparing the FY15 budget. She is also working on project work and personnel issues. She is working on a job description for Scott's job to get it advertised. Administration is also preparing for Sharon's retirement and she is also preparing for Scott's retirement. She recently attended an AMP finance workshop and the MLK breakfast. All other business is routine. Disconnects will be done February 6<sup>th</sup>.

Acting-Mayor Genshaw reported that the Parks department is currently short of men due to medical issues and they have been shoveling snow. Scott Coulbourn, Supt. of Parks and Recreation is working on coed volleyball and basketball. He is also working on putting a book together of all the events and the details about advertising, etc. for the person that will be taking over his job. The Parks department is also working on picnic tables for Soroptimist Park.

Councilwoman Phillips-Lowe reported that Trisha has been working on specs for the cameras. She also recently attended a meeting for the Power Plant, Sussex County profile luncheon, and the first Riverfest meeting was held this morning. She is also working on her budget and the SET committee has a meeting scheduled for February 4<sup>th</sup>. The Public Works department has been busy plowing snow. The Teen Challenge sidewalk project has been delayed due to weather. The WWT facility is running well and everything is routine. The Code department has issued sixteen violation letters, seven permits and Josh has attended numerous meetings.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer is working on the Stein Highway improvement project. He is also working on the workplace safety application and the all employee safety meeting that will be held in February. Bill Bennett, Supt. of Electric reported that they recently removed a bad tree in Hooper's Landing. They have replaced thirty meters in Virginia Crest and are updating inventory in the ARUSI system. There were two outages, one on circuit 210 that was for about an hour due to a relay in the Pine Street substation and the other one on circuit 280 for about an hour and ten minutes due to a squirrel.

There being no other business, Acting-Mayor Genshaw called for a motion to adjourn. Councilwoman Phillips-Lowe made a motion to adjourn. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

Acting-Mayor Genshaw adjourned the Regular meeting at 7:26 p.m.

By: \_\_\_\_\_  
Dolores J. Slatcher, City Manager

/tnt