

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

October 10th, 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, Director of Electric, Bill Bennett and Trisha Newcomer, IT Manager were also present.

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

In addition, Mayor Genshaw presented City Manager, Dolores Slatcher with a plaque honoring her for her 40 years of service with the City of Seaford.

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 on September 26, 2017. Councilman Holland made a motion to approve the minutes of the September 26, 2017 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

NEW BUSINESS

Mayor Genshaw presented New Business #1, Present for approval, bids received for 2017 4WD compact tractor with mower attachment for Parks Department. City Manager Slatcher stated the City received 3 bids. The first bid from Atlantic Tractor was a net cost of \$23,500 after trade-in. Burke Equipment net bid \$22,753 and Taylor & Messick \$23,000. The recommendation was to select Taylor & Messick as they met all of the bid specifications. Taylor & Messick offered a 6-year power train warranty over the 3-year warranty offered by Burke Equipment. Burke Equipment also did not include the specified air suspension seat. Burke equipment offered a mower deck suspension with 9-gauge steel top and skirts while Taylor & Messick offers an 8 and 7-gauge deck top and skirts respectively. (The lower the gauge the thicker the material is) The equipment proposed by Burke had a 1,676-lb. hydraulic lifting capacity while Taylor & Messick's equipment provided 2,200 lb. hydraulic lifting capacity. For those reasons it was recommended that the Council approve the bid for Taylor & Messick for the net price of \$23,000, trading in the old mower. The FY18 Parks Capital budgeted amount is \$29,500.

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

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve the bid received from Taylor & Messick for the 2017 4WD

compact tractor with mower attachment for the Parks Department. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Trisha Newcomer, ED/IT Manager presented information in regards to the RFP (Request for Proposals) for brokerage services for the Ross Business Park. The RFP went out in August and was received back September 13th. The Economic Development Committee then reviewed the RFP's and met on October 2nd to discuss the two proposals that were received. The first proposal was received from SVN Miller Commercial Real Estate and the other from Kushman & Wakefield. The Economic Development Committee then discussed the proposals and met with representatives from each brokerage firm in order to ask additional questions and meet the representatives formally. Based on the RFP's and meetings with the representatives from each firm the Economic Development Committee decided to recommend SVN Miller Commercial Real Estate to be the broker of choice for sale of the lands in the Ross Business Park. The Committee also recommended that the firm's representative introduce themselves to Council. The advisors representing SVN Miller Real Estate are Mr. John McClellan, Mr. Henry Hanna and Mr. Tom Knopp. Mrs. Newcomer prefaced the introduction by mentioning that the brokerage fee is 8% of the gross proceeds from sales. Mr. Knopp was unable to attend but Mrs. Newcomer brought forward the other two representatives to speak.

Mr. McClellan first thanked the City of Seaford for the opportunity and stated that they would like to take the time to explain more about SVN Miller and how they would like to market the Ross Business Park. Mr. McClellan first started by explaining that SVN Miller has been in business for over 40 years with offices worldwide that are strictly committed to commercial real estate. Mr. Hanna went on to explain that the local office is located in Salisbury, Maryland and focuses on commercial real estate services, property management, investments and corporate services. SVN Miller Commercial Real Estate has actively participated in the brokerage of several firms throughout the eastern shore. Examples include: BASF Property/Carload Express, The Redbull reinvestment on Park Avenue, Northwood Industrial Park and most notable and relevant Westwood Commerce Park in Salisbury, Md. Mr. McClellan expressed the importance of creating a layout and vision for how the park could look and using that to draw in prospective firms. Their target companies would be in the following industries: Agriculture, healthcare, transportation, cyber security, local entrepreneurs, and current businesses looking to expand. Mr. McClellan concluded that marketing for the Ross Business Park would include a ground-breaking event and economic development on the State and County level.

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

Mayor Genshaw presented New Business #3, Dolores Slatcher, City Manager presented the past development of the Seaford Industrial Park and Ross Business Park lands. City Manager Slatcher went on to explain that the 129.3-acre property was planned in phases by Noonan Engineering out of York, PA. in 1983 and the lands were annexed into the City in June 1975. In March 1983 Southern Metals purchased 2 acres. In addition, between July and October of 1983 the initial 12" water main; 10" sewer main; 12 KVA overhead electric line and entrance road were installed. By November 1983 John Watson had purchased $\frac{3}{4}$ acre to buffer his residence and in December

1984 Specialty Chemical, Inc. (S. C. Johnson & Sons, Inc) purchased 20 acres. City Manager Slatcher continued, in 1985 Southern Metals began operation, S.C. Johnson began construction, park design and covenants were completed and the decision was made to develop the southern half (Phase I). During that time a new grade crossing was installed at a \$90,000 cost to the city and railroad signals were provided by State funding at a cost of \$75,000. In addition, tree buffer planting had been completed starting with 500 and an additional 400 by the end of October with a cost share by the City and State.

Phase I of the Seaford Industrial Park was funded through a Federal Economic Development Grant in the amount of \$360,000 with EDA paying for 48% of Phase I cost. Tilcon was awarded the contract for the water, sewer & roads while the City did the electrical work. In April 1987 James A. Cassidy, Inc. purchased 5 acres with the option for another 2.807 acres (presently Craig Technologies) and in the spring of 1989 Orient Chemical expressed interest in purchasing 14 acres. In 1993 Phase II began with a lift station and sewer and water mains at a cost of \$372,681. Funding was provided by a DEDO (DE Economic Development Office) grant of \$100,000, an additional \$263,000 from the sale of land in Seaford Industrial Park in reserve, with the balance of \$9,681 paid from the sewer reserve. Currently, Seaford Industrial Park has 19 Businesses, 1 storage facility and 233 employees.

City Manager Slatcher went on to present information on the Ross Business Park. The Ross Business Park is 211.11 acres and includes 40 acres dedicated to the Seaford Sports Complex, 12 acres to Better Homes of Seaford and 108 acres of undeveloped land. Phase I work was performed in 2001 with a project budget of \$1,595,000. Completed infrastructure Improvements included construction of Market Street extended from Virginia Avenue to Pine Street, a temporary parking lot, water and sewer, storm water pond and pipes, electrical loop, street and parking lot lighting, design provided by GMB and landscape architects design. Work was also included for the Sports Complex infrastructure. Funding for Phase I included a bond bill of \$800,000, \$400,000 from 21st Century Funds (State), \$150,000 from Longwood Foundation, a land/water grant in the amount of \$105,000, Suburban Street Funds (CTF) in the amount of \$140,000 and a local share for \$10,345. Currently Ross Business Park has 9 businesses with no storage facilities and 189 employees.

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

Mayor Genshaw presented New Business #4, Information was presented to inform Council that Habitat for Humanity had submitted an application requesting Housing Development Funds for three new homes as part of the Downtown Seaford Phase III project.

City Manager Dolores Slatcher read the correspondence from Habitat for Humanity and explained that at this time no specific locations have been set for construction and that they would be choosing from a list of locations after funding is secured.

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

Mayor Genshaw presented New Business #5, Information was presented to inform Council that Del DOT would be performing bridge deck sealing for bridge 3-242 located on Middleford Road and bridge 3-256 located on Poplar Street over Williams Pond. City Manager Slatcher explained that at this time there is no construction start date and that the project is in the consulting phase. However, the project should begin between the end of 2018 and the beginning of 2019.

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

OLD BUSINESS

None

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Delmarva Power annual wholesale meeting, Clarion Resort, Ocean City, MD; October 11th @ 3p.m.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported on the Police Department. CID along with C-Squad assisted Probation and Parole with curfew checks at the Motel 6. As a result, they recovered 319 bags of heroin, five (5) grams of powder cocaine along with four (4) grams of marijuana. One subject was arrested on the above charges. CID arrested three (3) subjects for prostitution utilizing back page internet. S/Cpl. Laurion attended a two-day instructor class in the Use of Force/ De-escalation Training and will now be a certified instructor for the Seaford Police Department. 911 Stats as follows: 818 - 911 Calls, 550 - Cell Calls, 2,380 - administrative calls, and 102 VOIP calls. Calls for Service included: 1,252 - Police, 64 - Fire and 265 - EMS. Chief Flood attended the SCAT dinner meeting at the Seaford Fire Department on Wednesday, October 4, 2017 and the SPD is preparing for fall firearms re-certification to be held in the latter part of October 2017.

Councilman Holland reported on Administration. The Council agenda and presentation was prepared, interviews were conducted for a new Customer Service Representative. City officials attended a number of meetings including an event at Delaware Tech, a Delaware League dinner with DNREC Secretary Garvin as speaker and a DNREC hearing on Water Quality Funds to be available. Other work included attending the APPA Conference in Charleston SC, Opening the Compact Tractor bids for the Parks Department and preparing tractor bid recommendations. In addition, the administrative department worked with the Auditors, Process disconnects for nonpayment, assist with Public Power Week, and all other business was routine. The IT department worked with Nanticoke Fence in server room, set up Xerox in City Hall, Update the network configuration design, attended training from network virtualization in Essex, MD and routine calls for service.

Councilwoman Peterson reported on Code and Parks & Recreation. Building Official Mike Bailey reported that Shannon helped with Public Power week at the school. Codes routine violations, inspections and plan reviews for new permits were complete and the Delaware National Guard has completed the rock border at the building on Rt 13A. The Code Inspector position is still open.

Parks and Recreation Superintendent Katie Hickey reported that the Parks performed routine grass cutting, trash pick-up and preparation of the ball fields. The Breast Cancer Awareness Walk at Gateway Park on Oct. 2. was well attended. Superintendent Hickey attended Sports Field Management Day with Bobby Holston, Parks Coordinator in Dover on Oct. 4th. and on Oct 5 she attended "Main Street Transformation Strategies" in Dover. Basketball and Wrestling sign-ups are beginning and softball and football are under way. The Adult Soccer League begin playoffs in October.

Councilman Mulvaney reported on Public Works & WWTF. In WWTF & Compost one blower is out for a rebuild, plentiful supply of compost is available for sale. The Plant performance remains good and leachate treatment remains slow.

In Public Works one of the two manhole frames on Water Street was repaired using concrete; the second manhole frame is scheduled within the next two weeks. The cleaning of the quarterly key sewers was completed and the flushing of the hydrants is approximately 50% completed. A transducer at the Herring Road lift station was replaced due to being stuck in the run position. The Thompson Court repaving project together with several pothole repairs began October 9th.

Councilman Henderson reported on the Electric Department. Director of Electric Bill Bennett met with the AUI (contractor) on site at the Pine Street Sub-Station and the distribution portion of the project. He was present at the progress meeting for those projects. He also ordered inventory items during this period. In addition, meter reading and disconnects for non-payment were performed, department personnel unloaded switches and more freight at the Pine Street Sub-Station site and trees were trimmed on Delaware Ave. Crews engaged in emergency repairs during the period including; a residential service replacement on Williams Street due to entanglement of the overhead service by a truck and a light pole knocked down due to a vehicle collision on Norman Eskridge Highway. The pole was repaired, reset, and placed back into service. Also, Blake Chaffinch travelled to Conshohocken, Pennsylvania to witness relay testing for the new control building at the Pine Street Substation Expansion.

In observance of National Public Power Week department personnel displayed a bucket truck at some of the elementary schools in the Seaford School District. They also displayed a service truck at Texas Roadhouse during the City of Seaford's Fundraiser for Keys Energy Services. These funds were matched by DEMEC in order to provide aid to a fellow Public Power Utility that experienced heavy damage to their infrastructure during Hurricane Irma. Bill Bennett, Director of

Electric was present during the fundraiser, and he also participated in Customer Appreciation Day at City Hall.

There were no outages to report during the previous period.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe made a 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 adjourned at 7:48 p.m.

Dolores J. Slatcher, City Manager

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