

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

October 22, 2013

7:00 PM

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

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

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

Acting-Mayor Genshaw called for a motion to approve the Minutes of the Regular Meeting of October 8, 2013. Councilwoman Peterson made the motion to approve the minutes of October 8, 2013. Councilman Shannon seconded the motion. The motion so passed with all present voting in favor.

Acting-Mayor Genshaw asked if there was any correspondence. City Manager Slatcher said that there was none.

City Manager Slatcher presented New Business # 1, Present new late fee charges to be implemented by Comcast on delinquent bills effective November 1, 2013. City Manager Slatcher stated that effective November 1, 2013 the delinquent cost for late bills for Comcast will increase from \$8.00 to \$9.50.

City Manager Slatcher presented New Business #2, Present an easement the City will provide Boyd Properties, LLC at 100 Park Avenue, Seaford for approval. City Manager Slatcher stated that this easement will be given to Boyd Properties for the storm water pond. Councilwoman Jones made a motion to approve the easement to Boyd Properties, LLC at 100 Park Avenue, Seaford as presented. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

City Manager Slatcher presented New Business #3, Request to purchase an electric sectionalizer cabinet for the Seaford Industrial Park as needed due to the relocation of the underground power line for the installation of the storm water pipe across Park Avenue. City Manager Slatcher stated that when the storm water pipe was installed across Park Avenue the underground electrical line had to be relocated. As part of the work, the underground was extended on Park Avenue from the south dead-end section to tie in with the existing underground. However, to avoid a complete shut-down for several of our businesses on the east and southern end of the Seaford Industrial Park we need the means to serve power from a second direction. To do so the Electric Department needs to order a non-budgeted sectionalizing cabinet. The cost for the cabinet and associated materials is approximately \$7,400 and will take eight to fourteen weeks to receive all of it for installation. Without this some of our businesses would remain without power during a power outage until the repair could be restored. Councilman Shannon made a motion to approve the non-budgeted purchase of the sectionalizing cabinet and associated materials in the amount of \$7,400. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

City Manager Slatcher presented New Business #4, Request to partially adjust the penalty on lands of B.G. Joseph to assist with the extension of water and sewer lines on Route 13 to the new car wash. City Manager Slatcher stated that the Bank of Delmarva has requested the writing off of the penalties for lands of B.G. Joseph as they are selling a portion of these lands for the Duck-in Car Wash on Route 13. The dollar amount for the penalties is \$24,191.62. A counter offer was made, pending Council approval, of splitting the penalties since they are investing in the extension of new water and sewer mains north on Route 13 in addition to the shared cost of the Route 13 sewer extension which they paid \$131,611.54. This will open up the lands for additional development. The request is to write-off one-half of the penalties in the amount of \$12,095.81. She

added that a check has been given from them in the amount of \$66,395.43 for all back principal and one-half of the penalties. The recommendation is to approve the write-off of \$12,095.81 for the penalty. Councilman Shannon made a motion to approve the write-off of \$12,095.81 for the penalty for the B.G. Joseph lands on Route 13. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- DE League of Local Governments, October 24th, 6 p.m., Dover Downs
- DSA Halloween Parade and judging on October 30th from 6 p.m. until 9 p.m.
- SCAT dinner meeting on November 6th, Lewes Yacht Club, 6 p.m.

COMMITTEE REPORTS

Councilman Shannon reported that the department is looking to fill an open position for a police officer. The fall firearms qualifications have been completed. They are preparing for the Halloween parade and trick-or-treat night.

Councilwoman Jones reported that June Merritt, Director of Finance, has been working on project work and has finished reviewing the pension statements. She had a meeting with a representative from ITRON regarding meter reading equipment. She has also been working on personnel issues and workers compensation issues. The bills are due on October 24th and disconnects will be done on November 6th.

Acting-Mayor Genshaw reported that flag and tackle football games are underway, and sign-ups are beginning for basketball and wrestling programs. The website is currently able to post pictures along with stats from the games. They are looking to start the walking club back up. He attended the trunk or treat event last Friday at the Boys and Girls Club which was a great event.

Councilwoman Phillips-Lowe reported that Trisha recently attended a meeting for Economic Development and Worksite Wellness. She has been working on telephone issues. She will be attending the Today and Tomorrow Conference and is preparing for Caroling in the Park. The code department has recently sent out 13 code violation letters, written 3 work orders and issued 2 building permits. The Building Official Josh Littleton is working on the code book and will be attending a progress meeting at the high school on October 23rd. Everything is running well at WWTF. The public works department is doing routine work along with clean-up work orders from the code department. They will be moving a fire hydrant on S. North Street for the new apartments next week.

Councilwoman Peterson reported that the Electric Department is working on tree trimming and out to Gardner Gibson. The Electric Engineer is working on a database for electrical engineering software. An investigation is being done to look at the issues that breaker 210 is experiencing. There was an outage on October 7th on circuit 290 due to weather and trees. Blake Chaffinch, Technical Coordinator and Bill Bennett, Supt. of Electric attended a smart meter seminar recently.

With no further comments, Acting-Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Jones so moved. Councilwoman Phillips-Lowe seconded the motion and the motion so carried with all present voting in favor. Acting-Mayor Genshaw closed the meeting at 7:17 p.m.

Dolores J. Slatcher, City Manager