

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

October 25, 2016

7:00 PM

Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilman Orlando Holland, Councilman Dan Henderson. Assistant City Manager Charles Anderson, was also present.

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

Mayor Genshaw solicited any changes to the agenda; Assistant City Manager Anderson stated there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of October 11, 2016. Councilman Holland made a motion to approve the minutes from the October 11, 2016 Council Meeting. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

Assistant City Manager Anderson read a letter from Lawrence Lank, Director of Planning & Zoning for Sussex County addressed to City Manager Dolores Slatcher stating that he received the Annexation Proposal from the City of Seaford. The parcel is located at the northwest corner of Sussex Highway and Middleford Road within a Town Center District per the 2008 Sussex County Comprehensive Plan Update and a Town Center District According to the City Comprehensive Plan. The parcel is also depicted with in a City annexation area. The parcel is presently zoned C-1 General Commercial based on the County Comprehensive Zoning Map. The parcel is adjacent and across from lands within City boundaries.

The Department has no objections to the proposed annexation and Director Lank requested to advise the Department if the parcel is annexed so that they may correct the City boundary on the maps to conform to our maps.

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

NEW BUSINESS

Mayor Genshaw presented New Business #1, a resolution proposing to the property owners and residents of the City of Seaford and to the property owners and residents of the territories contiguous to the present corporate limits of the City of Seaford, that the City of Seaford annex the Bierman Family, LLC property and petitioner Cerwin Holding, Inc. located at 1602 Sussex Highway and fixing the time and place for a public hearing thereon. Assistant City Manager Anderson stated a committee appointed by the Mayor recommended in its report that certain territories contiguous to the present corporate limits of the City of Seaford be annexed to the City of Seaford. Therefore, the City Council proposes to the property owners and residents of the City of Seaford and to the territories located contiguous to the present limits that the process move forward to hold a public hearing. A public hearing shall be held on the merits of annexing the territories herein before described in this resolution at which time any property owner or resident of the City

of Seaford and any of the territories shall have an opportunity to be heard and said public hearing held on November 22, 2016 at 7:05 p.m. In the Council Chambers of the City Council at the City Hall. The Seaford City Manager Dolores Slatcher is hereby authorized and directed to cause a Notice which shall consist of a true copy of this Resolution to be printed in a newspaper published in the City of Seaford, in its November 10, 2016 edition.

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 Phillips-Lowe motioned to approve the resolution setting date, time and place for the public hearing for Cerwin Holdings, Inc. and Bierman Family, LLC for the annexation of lands located at 1602 Sussex Highway, tax map parcel 331-5.00-101.00. The public hearing shall be held on November 22, 2016 at 7:05 p.m. In the Council Chambers of the City Council at the City Hall, 414 High Street, Seaford, Sussex County, Delaware. Councilman Holland seconded the motion; Mayor Genshaw requested a roll call vote as follows:

Councilman Henderson- YES
Councilwoman Phillips-Lowe- YES
Councilman Holland-YES

Mayor Genshaw stated the motion so passed, with all voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Downtown Seaford Association Halloween Parade on October 26th with line up at Cedar Avenue to SVFD starting at 6:15 p.m. with step off at 7 p.m. In the event of rain; activities will be at the SVFD at 7 p.m.
- Seaford Trick or Treat for Halloween, Monday, October 31st from 6 p.m. – 8 p.m. Children 12 and under only.
- Sussex County Today and Tomorrow Conference; Wednesday October 26th, 2016, Delaware Technical Community College at 7:15 a.m.
- Rental License Workshop Tuesday, November 1st at 7 p.m. in Council Chambers at City Hall. CANCELED
- **November 7th- Monday Evening, 7 p.m. Regular Council Meeting instead of on Tuesday, November 8th due to the Election Board's use of Council Chambers for the November General Election.**
- General election day, City Hall, November 8th, 2016; Council Chambers will be a polling place.
- Sussex County Returns Day November 10th, 2016; Georgetown, Delaware.

LEAF MACHINE WILL BE IN OPERATION STARTING OCTOBER 1ST THROUGH DECEMBER 31ST.
In rain events, help us to help you by clearing a catch basin or calling Public Works to have the catch basin cleaned at 302-629-8307.

COMMITTEE REPORTS.

Councilwoman Phillips-Lowe reported that since the last Police report, two weeks ago B-Squad conducted a traffic stop on Front St. on 10-11-16 in which the operator was wanted out of Kent County. As a result of the stop, officers recovered three (3) grams of marijuana along with a loaded 45-caliber handgun which was reported stolen from the Troop 4 area. Defendant was also charged with assault on a law enforcement officer and committed to the Department of Corrections. Officers assisted with Apple/Scrapple Festival in Bridgeville. Officers made a street arrest on 10-16-16 of a suspect wanted out of Family Court for failure to appear. Officers discovered that the defendant was in possession of heroin, crack cocaine and \$1,643.00 in suspected drug proceeds. Officers obtained a search warrant for the defendant's room that he was renting and recovered heroin, marijuana, two (2) pistols and ammunition. The total list of contraband confiscated was 155 bags of heroin, two (2) grams of crack cocaine, and a small amount of marijuana. Two (2) pistols, 151 rounds of ammo and \$1,643.00 in suspected drug proceeds were recovered. Detective Horn assisted the Criminal Justice Council with a physical inspection of the SPD's juvenile detention facilities and an inspection and cataloging of all rape kits housed at the Department. Detective Horn responded to the area of Collins Park (Nutter Park) on 10-17-16, for a robbery complaint. During the investigation, she arrested a defendant who possessed 126 bags of heroin, four (4) grams of marijuana and drug paraphernalia. The robbery complaint appeared to be unfounded. Chief Flood received an e-mail from Mayor Genshaw in regards to speeding on Magnolia Drive. Lt. Bohn was given the assignment of organizing some selective enforcement in the area in an effort to slow traffic down. Officers on patrol detected a burglary that had taken place at the Jumbo China Restaurant in the Seaford Village Shopping Center. It appears that only a tip jar with a small amount of cash was taken. The case has been referred to the Criminal Investigation Division. B-Squad handled a stabbing involving two females on 10-19-16, at Meadowbridge Apartments. Sgt. Sterner called in the on-call Detective Sgt. Horn. Sgt. Horn responded and interviewed the victim. The interview resulted in the arrest of the suspect and an accomplice. The Department assisted Milford Police Department with coverage during Milford's Halloween Parade. Interviews for the dispatcher positions will be held on November 3. Testing for the positions of police officers will be conducted on November 12. No fire reports this week.

Councilman Holland reported that the Teen Challenge sidewalk replacement is complete. Multiple meetings were attended including: the signage review meeting at Governors Grant subdivision, staff goals meeting, the DEMEC board meeting, and the Budget Planning Workshop. Administration also worked on budget presentation for City Council, prepared solar presentation for the Electric Committee, participated in the Dolby Farm Solar Conference call with DEMEC, and met with a resident regarding the replacement of a memorial tree in Kiwanis Park. Worked on OpenGov platform, watched webinar on creating reports, review GASB 67/68 report and sent to auditors, then worked with auditors to provide requested information, worked on Goal Setting information, Reviewed Long Term Disability insurance quotes, Provided and prepared information for the Budget planning workshop. All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

In the IT department, they worked on presentation for Staff Safety Meeting RE: Cyber Security, replaced monitors in Communications Center, did various hardware issues/failed hard drive replacement and Web demonstrations.

Assistant City Manager Anderson reported for Councilwoman Peterson, Parks and Recreation completed the City Hall rain garden project by removing a bush and work orders for grass cutting. Also, the fields for Softball and Football were prepped. The men's softball games were Monday thru Wednesday last week and last Friday a Trunk or Treat was held at the Boys and Girls Club.

Code Department Building Official, Josh Littleton attended a meeting with an Industrial Park property owner and attended Blades Public Hearing on proposed rental license ordinance. Josh also attended our budget workshop and completed site plan reviews. The new warehouse on Megan Ave is now completed and the Pharmacy Tenant Fit-out in Seaford Village is 50% complete.

Councilwoman Phillips- Lowe reported for Councilman Mulvaney, since the last report Public Works personnel replaced another manhole frame and cover on Water Street, raised a catch basin grate on Cypress Street, replaced a fire hydrant on Hurley Park Drive, performed another round of weed spraying and continued the ongoing hydrant flushing which is now about 2/3 complete. Public Works Director Berley Mears also reports additional equipment maintenance was performed and the sweeper is awaiting a new fuel pump for the "pony" engine. The utility permit for the Route 13 water main project was submitted and Berley received word on Monday, October 24th the application was approved. The next step is obtaining a low bid for the bore pricing as it is intended the new main will be bored beneath both the Tire King and Stargate Diner entrance ways. All other tasks such as leaf & limbs, large piles, barricades, etc. reported as routine.

In Wastewater Treatment, the plant performance continues to be good with well above normal storm water flow continuing from standing water from the heavy rains of nearly 2 weeks ago. The dewatering and leachate treatments are both performing well and additional FOG inspections were performed. There are no major maintenance issues at this time.

Upcoming work on the two-week schedule include replacement of a second manhole cover and frame on Water Street, continue preparations for the Route 13 water main project, continue the hydrant flushing and the leaf machine will be in service as piles of leaves are beginning to appear throughout the City.

Councilman Henderson reports that the Electrical Engineer Rick Gardner attended ETAP engineering design software training from October 9-14. Upon his return, he continued developing an engineering software database. He worked on proposed SCADA upgrades and he evaluated bids for transformer and switch gear for an upcoming project. The key meeting among other routine meetings he attended was an Electric Committee meeting on October 17th.

Superintendent Bill Bennett reports that personnel engaged in the following construction activities: They started working on the new lights in front of the Nanticoke Senior Center, worked on the riser pole for The Residences at Riverplace, installed the conduit, and pulled the new underground primary wire from Wendy's to Plaza Tapatia.

Maintenance activities included: Tree Trimming, changed the pressure gauge on the transformer in Central substation and put some load back on it, repaired all of the problems found in the infrared thermal imaging report at Central substation. Bill continued working with the contractors on the City Solar Project. He attended a progress meeting for the Pine Street Electrical Substation Expansion Project and attended a demonstration of a new underground locator.

With no further comments Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilman Henderson made a motion to adjourn the Regular Meeting of Mayor and Council. Councilman Holland seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 7:20 p.m.

Charles Anderson, Assistant City Manager

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