

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

October 27, 2020

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilman Matt MacCoy, Councilman Orlando Holland, Councilman Jose Santos, and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Building Official, Mike Bailey, and Director of Public Works, Berley Mears were 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; there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on October 13th, 2020. Councilman Henderson made a motion to approve the minutes of the Regular Meeting on October 13th, 2020. Councilman MacCoy seconded the motion. The motion so passed with all present voting in favor.

Correspondence:
None

The Executive Director of the League of Local Governments, Mr. Carl Luft came forward and presented the award for City Clerk of the Year to Ms. Tracy Torbert, and the award for City Manager of the Year to Mr. Charles Anderson. Representative Danny Short, State Senator Bryant Richardson and, County Council President, Michael Vincent came forward and presented both recipients with a tribute to their service with the City of Seaford. Mr. Luft noted this is the first time these awards have been presented to recipients from the same organization.

Mayor Genshaw closed the Regular Council Meeting at 7:21 p.m. and opened the Public Hearing.

Public Hearing

Public Hearing Item #1: The Residences at River Place, is seeking a Final Site Plan Review for the construction of two (2) apartment buildings, to be known as Riverplace #3 and Riverplace #4, both to include thirty-six (36) dwelling units and are to be built on Tax Map and Parcel # 431-5.00-318.00, 322.00, 323.00, 323.01 and 324.00.

Building Official Mike Bailey came forward and explained the proposed project will be constructed on the lands located on the east side of S. North St., identified as SCTM#'s 431.5.00 318.00; 322.00; 323.00; 323.01 and 324.00. He noted the design of the building will be similar to the buildings located on Water Street and will include 84 paved parking spaces on-site, plus 9 along North Street. He added that storm water will be on-site and the site still requires approval from the State Fire Marshal, Sussex Conservation, and City Engineer for Storm Water and Sewer Relocation. The project will be required to comply with the area and bulk requirements for the district; and waivers are requested from City Council for Building Height, Density, parking, and side yard setback.

Mayor Genshaw solicited and questions from Council. Councilman Henderson asked for clarification on the locations for the two new buildings. Mr. David Perlmutter came forward and explained the first building will create an "L" shape and will come halfway up North Street with the rest of the building running along Water Street. The other building will run the remaining length of North Street. Councilman Henderson then asked for clarification on the amount of available parking spaces. Mr. Bailey noted that the developers were given concessions on parking spaces, which had already been granted on the first of the two phases of the project. City Manager Anderson noted that based on this site's C-3 Riverfront Enterprise Zone designation, Council does have the ability to approve changes to height, density, parking, and side yard setbacks.

With no additional questions from the Council; Mayor Genshaw solicited any questions or comments from the Public; there were none.

Public Hearing Item #2: RMAB LLC., property owner of a vacant lot on Shipley St., Tax Map and Parcel # 531-13.06-41.00, is seeking a rezoning from C-2 Highway Commercial District to R-1 Low Density Residential District.

Building Official, Mike Bailey, explained the property owner is requesting to re-zone from C-2 Highway Commercial to R-1 Low Density Residential in order to allow single family dwellings. The lots size is 100-foot-wide and includes 9,900 square feet, which meets the area and bulk requirements to be considered for R-1 Low Density Residential. He noted that the property owner was granted a variance to sub-divide the land in order to build two single-family homes.

Mayor Genshaw solicited and questions from Council. Councilman Henderson confirmed the property owner was granted the variance to subdivide in advance of the approval to rezone the lot; Mr. Bailey confirmed. Councilman Henderson asked if there are other examples of lots this size in the City. Mr. Bailey confirmed, and noted there are similar sized lots on Shipley Street, and adjacent streets as well.

With no additional questions from the Council; Mayor Genshaw solicited any questions or comments from the Public; there were none.

Mayor Genshaw closed the Public Hearing and re-opened the Regular Meeting at 7:31 p.m.

Building Official, Mike Bailey, presented the Findings of Facts for Public Hearing Item #1.

Findings of Facts:

- Project: Residences at Riverplace Phase 3 Final Site plan
- Located S North St
- Tax Map and Parcel #431-5.00-318.00; 319.00; 322.00; 323.00; 323.01; 324.00
- Zoning – C-3 Riverfront Enterprise Zone

- Two 36 Unit Apartment Buildings
- The existing properties will be combined into 2 properties.
- 84 parking spaces provided on-site with an additional 9 along North St.
- Storm water will be on-site.
- Requires the relocation of the City's Interceptor Sewer.
- The project will be required to comply with the area and bulk requirements for the district; and waivers are requested from City Council for Building Height, Density, parking, and side yard setback.

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the request of The Residences at River Place for a Final Site Plan approval for the construction of two (2) apartment buildings, to be known as Riverplace #3 and Riverplace #4, both to include thirty-six (36) dwelling units each and are to be built on Tax Map and Parcel #431-5.00-318.00, 322.00, 323.00, 323.01 and 324.00, as presented. Councilman Holland Seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes, based on the findings of facts;
Councilman Henderson voted yes, based on the findings of facts;
Councilman Holland voted yes, based on the findings of facts;
Councilman MacCoy voted yes, based on the findings of facts;
Councilman King voted yes, based on the findings of facts.

The motion so passed.

Building Official, Mike Bailey, presented the Findings of Facts for Public Hearing Item #2.

Findings of Facts:

- Project: RMAB LLC Re-zoning
- Located N. Shipley St
- Tax Map and Parcel #531-13.06-41.00
- Zoning – C-2 Highway Commercial
- Requesting to re-zone from C-2 Highway Commercial to R-1 Low Density Residential in order to allow single family dwelling.
- Current lot size is 100' wide and +/- 9,900 sq. ft. meets area and bulk requirement for R-1 75' Width and 7,500 Sq. Ft.

Planning and Zoning to made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman King made a motion to approve the request of RMAB LLC., property owner of a vacant lot on Shipley St., Tax Map and Parcel # 531-13.06-41.00, for approval of the rezoning from C-2 Highway Commercial District to R-1 Low Density Residential District, as presented. Councilman Holland seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes, based on the findings of facts;
Councilman Henderson voted yes, based on the findings of facts;
Councilman Holland voted yes, based on the findings of facts;
Councilman MacCoy voted yes, based on the findings of facts;
Councilman King voted yes, based on the findings of facts.

The motion so passed.

New Business

Mayor Genshaw presented New Business Item #1: City Council to hear an appeal of a Board of Adjustment Case No. V-10-20: Dontri Bolden, property owner of 718 W Ivy Drive, Tax Map and Parcel # 531-10.17-112.01, who received a variance from Section 15-13 (a) (1) (E) Accessory Uses in an R-1 Low Density District of the Zoning Ordinance to have a barbershop business at the above referenced property on October 7th, 2020.

City Solicitor Dan Griffith came forward and reminded Council the Board of Adjustment did grant a variance for Dontri Bolden, property owner of 718 W Ivy Drive, for his barbershop business on October 7th, 2020, and the responsibility will fall to the appellant, Mr. James Blizzard, to make the case for the appeal. Mr. Griffith then read the letter submitted by Mr. Blizzard stating his arguments as to why he believes the variance should not have been granted including concerns regarding operational hours, and proximity of the business and its patrons to his property line.

Mr. Griffith then called Mr. and Mrs. Bolden forward to state their reason for the initial application and why they feel the appeal should be denied. Mr. Bolden explained that due to issues concerning harassment from a nearby resident and the changing financial climate, Mr. Bolden felt it necessary to adjust his business practices to not only protect his family, but also more efficiently secure his livelihood. Mr. and Mrs. Bolden expressed their opinion that the appeal was solely due to a dispute concerning property lines. They added they felt they had done their due diligence obtaining the proper approvals and permits and that the appeal is not warranted.

Councilman King asked how both traffic and signage would look once Mr. Bolden was open for business. Mr. Bolden explained he was only approved to operate three days out of the week. He had planned to take clients from 7a.m. to 3 p.m. on Thursday and Friday, and from 5:30 a.m. to around lunch time on Saturdays in order provide service for working class customers. City

Manager Anderson noted that the Board of Adjustments did approve Mr. Boldens variance with several caveats including the three days of operation, with no more than 35 customers at one time; by appointment only, and no business signage.

Councilman MacCoy asked if a survey of the property to distinguish the property lines has been completed. City Manager Anderson explained the Bolden's has had a survey completed, property lines has been staked, and he has obtained a permit for his new fence.

Councilman Henderson noted that Mr. Bolden mentioned a "mistake" being made and questioned what he meant by that. Mrs. Bolden responded that they believed the approval was in place for the variance, and that they had gone forward with changes and renovations in their home assuming there would be no changes to the initial decision. Mr. Henderson asked if it expressly prohibited to have a barbershop in a residential area. City Manager Anderson stated, yes, in the Zoning Ordinance it is prohibited; however, as expressed in the Board of Adjustments meeting, this business is not deemed as a full fledge barbershop.

Councilman Santos asked if Mr. Bolden had stated that he would have cameras installed on his home; Mr. Bolden explained he had already done so.

Councilman MacCoy explained he was unaware of the motivation for the variance request and commended Mr. Bolden for his initiative to ensure the safety of his family and his livelihood.

Councilman King noted that this part of the code seemed to be a gray area and asked what would prevent another business owner from requesting the same variance. City Manager Anderson noted that Council certainly has the authority to revise the code as needed, and that this instance does not set a precedence. Councilman King noted that business opening in commercial spaces are responsible for impact fees that residents in a similar situation to this instance may have the opportunity to forego. City Manager Anderson reminded Councilman King that residents looking to start an in-home business would still be responsible for costs associated with things like permits and licensing. Additionally, all new business in the City have the opportunity to request special considerations for fees associated with opening a business in Seaford through the City's Economic Development Committee.

Councilman Henderson asked what the licensure requirements were for Mr. Bolden to operate his business out of his home. Mr. Bolden explained he is licensed and must follow the guidelines put in place by the Department of Health concerning sanitation and access to a restroom.

Mr. Griffith noted during the roll call vote it would be necessary for Councilmembers to state the reason for their decision on the motion to uphold the legal standard.

With no other questions, Mayor Genshaw called for a motion. Councilman Henderson made a motion to deny the appeal, and uphold the decision of the Board of Adjustments in Case No. V-10-20: Dontri Bolden, property owner of 718 W Ivy Drive, Tax Map and Parcel # 531-10.17-112.01, who received a variance from Section 15-13 (a) (1) (E) Accessory Uses in an R-1 Low Density

District of the Zoning Ordinance to have a barbershop business at the above referenced property on October 7th, 2020, as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes; stating that the property in questions is already in close proximity other commercial properties.

Councilman Henderson voted yes; stating Mr. Bolden has constraints put on his business by the City of Seaford and the State of Delaware to ensure he upholds the requirements of the variance and his licensure.

Councilman Holland voted yes; based on Mr. Boldens presentation and the requirements put in place by the City of Seaford.

Councilman MacCoy voted yes; noting his sympathies for the situation the Bolden family is facing and the need to make concessions due to the current pandemic.

Councilman King voted yes; stating the decision will allow Mr. Bolden to cut overhead cost while continuing to support his family.

The motion so passed.

Mayor Genshaw presented New Business Item # 2: Present for approval a proposed transition plan from the Firm of George, Miles and Buhr of the City Engineer from Mrs. Judy Schwartz, PE to Mr. Chris Derbyshire, P.E. effective December 31, 2020.

City Manager Anderson asked Mrs. Judy Schwartz, Mr. Chris Derbyshire, Mr. Jim Willey and Mr. Ben Hearn to come forward. He thanked Mrs. Schwartz for her sacrifices and dedication to the City of Seaford for over 30 years; and introduced Mr. Derbyshire, who is posed to replace Mrs. Schwartz effective December 31, 2020.

Mrs. Judy Schwartz expressed her gratitude for the many years she has been able to work with the City of Seaford and the opportunity to create meaningful change in her hometown. She noted her confidence in the knowledge and expertise of Mr. Derbyshire's and the other staff members from GMB.

Mayor Genshaw and Councilman Henderson thanked Mrs. Schwartz for her service to the City and noted her many projects and accomplishments.

Mayor Genshaw Solicited and questions or comments from Council; there were none. He then called for a motion.

Councilman Holland made a motion to approve the appointment of Mr. Chris Derbyshire, P.E. as City Engineer, effective December 31, 2020, as presented. Councilman King seconded the motion.

Mayor Genshaw solicited any questions to the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.

The motion so passed.

Mr. Chris Derbyshire thanked the City of Seaford for the opportunity, and added he looks forward to working with the City Staff. Then Mr. Jim Willey came forward and thanked the City of Seaford for being a long-time client and for the funding for the recent upgrades to the GMB facilities.

Mayor Genshaw presented New Business Item #3: Mr. Chris Sims with Smart Utility Management to present for approval 2020 electrical retail rate maintenance options for consideration and implementation.

Mr. Chris Sims came forward and explained the details of the continued retail rate modernization; which ensures the Electric Department is collecting the fixed cost necessary to ensure funding for cost not associated with power supply. Mr. Sims then discussed the minimum bill and Customer charges and how they stack up with the other providers in the State. He noted in other cities and other states the "acceptable" minimums for the customer charge is between \$20-\$30. The hope is to bring the Customer Charge closer to, and essentially eliminate the need for the minimum bill altogether. He then went on to discuss the details of the proposed revisions to the Commercial Non-demand Rate Class and the options presented to the City of Seaford Electric Committee on October 15th, 2020.

Mr. Sims asked if there were any questions from Council. Councilman King asked what type of customer this rate change would affect and how many of that type of customer the City of Seaford currently has. Mr. Sims explained the minimum bill will really only apply to non-traditional accounts with minimal usage; like landlords with vacant units, or customers who have seasonal homes in the City. Councilman King then asked how this change would affect a resident who exceeds that minimum amount. Mr. Sims explained those customers would have a lower cost per kilowatt hour for that higher usage and those using the minimal amount would actually be the ones to see the increase.

Councilman Henderson confirmed with Mr. Sims that the proposed plan was meant to be revenue neutral; Mr. Sims confirmed. Councilman Henderson asked why Option #2 was deemed better than Option #3. Mr. Sims explained from solely an esthetics standpoint, raising the Customer Charge from \$10.00 to \$15.00 would be a 50% increase, and could be cause for an increase in customer dissatisfaction. However, if the City believes that increased customer charge would be palatable to

the community than that option would be the most optimal and allow the City to discontinue that minimum bill.

City Manager Anderson noted that during the Electric Committee Meeting, staff and members of the community did have in-depth conversation on all three available options, and decided Option #2 was the most optimal, which is why that recommendation was brought to Council. He added that the members of the committee chose to continue the steady path to retail rate modernization. Mr. Sims noted the last Customer Charge increase in 2019 was just \$1.25.

Councilman Henderson noted that if we continue this slow pace, we will never reach the point of full modernization, and encouraged moving forward more aggressively. Mr. Sims explained at this point the revenues being collected are sufficient enough to cover the City's budget needs on an annual basis.

Councilman Henderson expressed his concern that with increases in efficiency and self-generation, consumption will decrease while the utility department expenses stay static; which is why it may be necessary to take a more aggressive approach.

Councilman Santos asked if Option #3 would save the average resident more than Option #2, from a percentage standpoint; Mr. Sims confirmed. Councilman Santos noted that he would lean more towards Option #3, which would give the maximum savings to those average customers.

Councilman King asked is there would be enough customers incurring the increased Customer Charge to offset the savings the average customer would receive. Mr. Sims noted the average customer would only see a decrease of around \$1.40, whereas the new customer charge would be an increase of \$5 for those with minimal usage.

City Manager Anderson noted that in the Electric Committee Meeting, there was discussion in regards to preparing information for customers who might have concerns as to why there was an increase, so that if they do call in Staff will have talking point to explain the billing changes.

Councilman Henderson expressed his concern for maximum savings for those with the highest usage. He reminded Council that in the City of Seaford, those with the highest usage are typically our most impoverished customers. While figures were examined during the Electric Committee Meeting, they may not have taken into account the socioeconomic impact of rate change effects on the consumers; especially during these trying times. He agreed it may be prudent to choose option #3 to offer the highest savings for those disadvantaged customers.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman MacCoy stated that he believes the point of the Committee was to save the customers as much as possible. Since Option #3 would expedite the rate modernization while still allowing for maximum savings for the community, Councilman MacCoy made a motion to implement the retail rates consistent with Option #3 in today's presentation that will increase the Residential and Commercial Non-Demand customer charges by \$5.00 per month and reduce energy charges by an equivalent amount as to

not change the overall revenues for each rate class, as presented. Councilman King seconded the motion.

Mayor Genshaw solicited any questions to the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #4: Present for approval revisions to the Fee and Rate schedule to revise the Residential Rate Class Customer Charge and a second rate block reduction; the Commercial Non-demand Rate Class Customer Charge and reduce selected rate blocks along with the Special Event Fee.

City Manager Anderson requested to table this item in order to adjust the rate changes to the newly approved Option #3 on the Fee and Rate schedule.

Mayor Genshaw called for a motion. Councilman Henderson called for a motion to table New Business Item #4. Councilman MacCoy seconded the motion.

Mayor Genshaw presented New Business Item #5: Present for approval a proposal to reduce impact, tap and other fees for building #3 at the Residence at Riverplace in exchange; the property owner, The Galleria at Riverwalk and the Shops at Riverwalk, will agree to demolish three properties owned by them in the downtown district prior to April 30th, 2021.

Director of Economic Development and Community Relations, Trisha Newcomer came forward and went over the locations and details of the proposed 3 properties. She noted that after discussions with downtown business owners and during the recent Courageous Conversations event it was expressed that it would be prudent to find a solution for derelict properties and the crime that is perpetuated because of them.

Mrs. Newcomer noted that while the developer does have these properties set for demolition, that part of the overall plan will not be in play for several years. Based on the \$210,00.00 of estimated fees to the City for development of these properties, \$169,000.00 is in water and sewer impact fees. It was hoped that if the City waived these fees for the developer, we could offer those savings as a way to fund an expedited demolition plan. After discussion with the developer, he was interested in taking advantage of that opportunity, and would agree to have the properties demolished no later than April 30th, 2021. The caveat to this agreement is that if the developer

does not follow through on his end of the plan, the City would be allowed to reassess those impact fees to be paid by the developer.

Mayor Genshaw solicited any questions or comments from Council. Councilman King asked if this would be a binding legal document between the City and the developer. City Manager Anderson explained that the City would send an official letter to the developer stating the agreement, and would also refuse any Certificates of Occupancy to the developer if the agreement isn't upheld or if the fees are not paid in full.

City Manager Anderson stated that if Council would like to involve the City Solicitor, there could be a legal document drawn up.

Councilman Henderson noted that while this is a good plan to help beautify downtown and encourage development, he would like to ensure that the waiver of these fees will not impact the budgeted revenues for both Public Works or the Building Department.

City Manager Anderson explained that while they would need to look into the exact effects on both departments, he did note that the Building Official reported the department has issued so many building permits, the City has reached its limit on tap fee credits. Additionally, they have exceeded the extension Council gave on permits several months ago. This shows the pace of construction and would more than likely counter any budget shortfall. He also explained that the City would not hold the Directors responsible for any budget shortfalls due to this arrangement.

Councilman King asked if instead of reducing the bill for the fees, would it be possible to require the properties are demolished before allowing the developer to obtain any new permits. Councilman Henderson then reminded Council that the Final Site Plan was just approved this evening for the developer at it would be difficult to tell him we could not issue permits for a Site Plan Council just approved.

Mayor Genshaw also explained that the Certificate of Occupancy will not be issued for the proposed buildings in this Site Plan if the demolition of those other properties is not completed.

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

Councilman Santos made a motion to approve the proposal to reduce impact, tap and other fees for building #3 at the Residence at Riverplace in exchange; the property owner, The Galleria at Riverwalk and the Shops at Riverwalk, will agree to demolish three properties owned by them in the downtown district prior to April 30th 2021, as presented.

Councilman Henderson asked what the projected timeline is for the construction of Building #3. City Manager Anderson stated it typically takes around 11 months for construction and the developer will likely begin after the first of the year. He noted that the developer will be very early into the construction of that building when they reach the deadline for demolition of the other properties.

Councilman Holland seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #6: Bill Bennett, Director of Electric to demonstrate the newly acquired American Public Power Association (APPA) e-Reliability software and reporting capabilities. Mr. Bennett came forward and explained the purpose of the software is to provide a more efficient and reliable way to track electric outages. Prior to this software installation, the linemen would complete an outage form and submit it to Jessica West. Ms. West would then compile the outage information in an Excel Spreadsheet. This data would then need to be submitted annually for federal reporting and every three years for the American Public Power Association's Reliable Public Power Provider award.

Mr. Bennett then went through the site and explained how the software tracks the reason, location and time for the outages. He noted that based on the compiled information the City has had a total of 22 outages this year, 11 of those being from a large tropical Storm in August. Additionally, the software can tell the Staff how reliable power is for our customers. Based on the information for this year, our customers have power 99.997% of the time with an average interruption time of just 13 minutes. (Mr. Bennett noted this would have been much less if not for the extended outage times during the storm).

Mayor Genshaw presented New Business Item #7: Bids – 2020 Demolitions. Building Official, Mike Bailey came forward and stated the City had received three bids for the demolition of the following four properties: 412 E Poplar Street, 329 N Front Street, 446 N Front Street and 912 Middleford Road. It was recommended the bid be awarded to the low bidder, John Macklin & Son Demolition for \$52,579.44.

Mayor Genshaw solicited any questions or comments from Council; there were none. He then called for a motion.

Councilman Holland made a motion to approve the low bidder, John Macklin and Son Demolition, in the amount of \$52,579.44 for the four properties advertised in the 2020 Demolition Bid Package, with \$7,479.44 of the funding approved as a line item budget overrun, as presented. Councilman Santos seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #8: Bids- Code Department Vehicle. Mr. Bailey explained there was one bid received for replacement of the Code Department's 2009 Ford Escape, from Hertrich Fleet Services. Before Trade in, the total for a 2021 Chevy Equinox was \$23,498.00. Hertrich Fleet Services offered \$1,000.00 for trade in of the 2007 Chevy Malibu used by the Administration Department, bringing the total down to \$22,498.00. The budget for this purchase was \$28,000.00, bringing the bid in \$5,502.00 under budget.

Mayor Genshaw solicited any questions or comments from Council; there were none. He then called for a motion.

Councilman Holland made a motion to approve the low bidder, Hertrich Fleet Services in the amount of \$22,498.00 for the Code Department vehicle, as presented. Councilman King seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #9: Bids – Venture Drive Extension.

Director of Public Works, Berley Mears came forward and stated four bids have been received for the extension of Venture Drive in order to service the property purchased by Kent Peterson. Of those four, the low bidder was Melvin Joseph Construction at \$49,836.00. Melvin Joseph

Construction is also the site contractor for the property owned by Mr. Peterson. This is under the budgeted amount of \$77,481.70 for this project.

Mayor Genshaw solicited any questions or comments from Council; there were none. He then called for a motion.

Councilman King made the motion to approve the low bidder, Melvin Joseph Construction in the amount of \$49,836.00 for the Venture Drive extension project, as presented. Councilman Henderson seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #10: Bids – Electric Department wood chipper.

Director of Electric Bill Bennett came forward and stated 3 bids were received, the low bidder was Vermeer Mid Atlantic at \$36,856.00. Mr. Bennett recommended awarding the low bidder and noted this bid came in under the budgeted amount of \$39,000.00.

Mayor Genshaw solicited any questions or comments from Council; there were none. He then called for a motion.

Councilman MacCoy made a motion to approve the low bidder, Vermeer Mid Atlantic in the amount of \$36,856.00 for the Electric Department wood chipper, as presented. Councilman Holland seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #11: Bids – Sussex Highway Fiber Optic Cable Extension.

The Director of Electric stated three bids had been received for the Sussex Highway Fiber Optic Cable Extension, with Concor Networks as the low bidder at \$55,710.00. Mr. Bennett recommended awarding the project to the low bidder and added that Concor Networks is a new vendor for the City of Seaford but did make note of the many projects they are involved with throughout the Eastern Shore.

He added this project is in conjunction with the Sussex County Unified Sanitary Sewer District and would allow for 30% reimbursement from Sussex County for all labor and materials, leaving \$38,997.00 in labor costs to the City of Seaford. It is recommended funding be provided by the Electric Reserve Account which currently has a balance of \$503,719.46.

Mayor Genshaw solicited any questions from Council. Councilman Henderson questioned the amount of the split between the City of Seaford and Sussex County, considering the location of the Dolby Lift Station, and the amount of flow that would be coming from outside of the City. City Manager Anderson noted this was an agreed upon amount between the City and Sussex County based on projected flows at this time. He also explained that when those flows begin to increase in the coming years, that split would be adjusted accordingly.

Councilman Henderson noted that this specific lift station benefits the County much more than the City. City Manager explained that upgrades to this station will help ensure the City of Seaford can handle the flows from the Unified Sewer District.

Mr. Bennett added that this project is not just to connect the Dolby Lift Station to the City fiber network, it also connects down Sussex Highway to Lowes, and then to the Stargate Diner on the opposite side of the highway. This will allow for tie-in capabilities for businesses in that area.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the low bidder, Concor Networks in the amount of \$55,710.00 for the Sussex Highway Fiber Optic Cable Extension project, with \$38,997.00 in funding provided by the Electric Reserve Funds and the balance provided by Sussex County, as presented. Councilman Holland seconded the motion.

Mayor Genshaw solicited any questions on the motion; there were none.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;

Councilman King voted yes.

The motion so passed.

OLD BUSINESS:

None

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

None

COMMITTEE REPORTS

Councilman Santos reported on Administration and IT:

PROJECT UPDATES:

MEETINGS:

- ✓ Attended the Electric Committee meeting. o Discussed retail rate maintenance and revenue neutral rate changes.
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- ✓ Attended the Courageous Conversations meeting at the Fire Department.
- ✓ Met with the Director of PW and City Engineer to discuss a funding plan for the Headworks Improvement project at the City Wastewater Treatment Facility.
- ✓ Attended the monthly Construction Coordination meeting with the staff.
- ✓ Attended the DEMEC special Board meeting.
- ✓ Attended the community event at Fred Douglass School
- ✓ Attended a Water Infrastructure Advisory Council meeting.

OTHER WORK:

- ✓ Prepared the City Council agenda
- ✓ Made a final inspection of the PD lobby and created a punch list for acceptance from the contractor.
- ✓ Spoke with a developer regarding a potential annexation and described the timeline and process.

Information Technology Report:

- Worked on VDI (Virtual Desktop Infrastructure) Install
- Upgraded Tab Fusion o This software is our central filing system for the City files. All files are maintained in a central location, categorized and filed accordingly.

- Upgraded SQL Server

- Removed/Cleaned Up Snapshots o When doing major upgrades, we create a "snapshot" which is sort of like a backup of our environment. Once upgrades are completed and functioning properly, they need to be removed. The removals have to occur after hours when users are not in the system.

Administration Report for Council –

- Continue contract negotiation with the police department Teamsters Local 326
- Current contract expired 06/30/2020.
- Next meeting not yet scheduled.
- Continue preparing for the City's annual audit
- Auditors are continuing final fieldwork – reviewing account reconciliations and workpapers.
- Performing account analysis.
- Attend DEMEC board meeting.
- Preparing quarterly grant reports.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman Holland reported on Code, Parks and Recreation:

Code Department Report

- Issuing permits (333 Issued in 2020)
- 559 Rental Licenses Issued. (1,608 Individual Units) (596 Homes) (1,012 Apartments)
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits
- Code Inspector position is open. Scheduling interviews.

Large project status's

- Wawa – Entrance work on Sussex Hwy completed. Tharp Rd work underway. Site work for Wawa started.
- Melanie's Ridge –DELDOT work completed
- Mearfield 2 –Second duplex has been set. Have applied for permit for 4 pack townhouses.
- Montessori School – School is open. Both new quad buildings completed.
- East Park Business Center – Site Work has started.

Park and Recreation

Accomplished week of 10/12

- Accomplished week of 10/12
- Bobby started a 9-week Green Stormwater Series training
- Completed regular grass cuttings & trimmings

- Tore out overgrown bushes at complex for Spring beautification project
- Prep softball fields & football fields for league, clinics, & softball tournament
- Completed 5th week of men's softball – will need one makeup night
- Assisted in reviewing special event permits for three upcoming events
- Completed sixth week of Supervisor Training, Session 6: Quality Interviews & Candidate Selection
- Researched outerwear for the Parks Department – need new sweatshirts
- Began forming a plan for possible Winter field hockey & basketball programs

Accomplished week of 10/19

- Completed 3 work orders (totaling 68 for the season)
- Completed regular grass cuttings & trimmings
- Switched out picnic tables at concession stand to begin renovations
- Prep softball fields & football fields for league, clinics, & softball tournament
- Completed 6th week of men's softball, placed trophy order for championship games in Nov.
- Updated & advertised special event permit ordinance (went into effect 10/13/20)
- Completed seventh week of Supervisor Training, Session 7: Leadership
- Prepped for upcoming trunk or treats
- Participated in trunk or treats for the Seaford PD Bike Rally and Boys & Girls Club

Councilman MacCoy reported on Electric.

Since the last report

Crew

- The crew got the antibody test and or swab test for COVID
- Helped Public Works clear a tree from Read St.
- Started installing the mounts for the new LED Christmas Lights.
- Replaced an anchor on Woodland Road that had been hit by a car.
- Did the monthly substation checks.
- Helped Public Works pick up piles of limbs.
- Held a pole on Hurley park drive while the contractor put in a sewer lateral.
- Cut trees at 227 Nylon Blvd. on the Poplar St side.
- Did the night time street light check before Halloween. Had several problem lights to work on for the next several days.

Director

- Had a staff meeting.
- Had a director's meeting.
- Had the antibody test for COVID
- Attended the pre-bid meeting for the installation of fiber optic extension on Sussex Highway.

- Attended a council meeting for the bids on the switchgear & wire for Ross Business Park North entrance.
- Sent the escrow letter for the Belle Ayre Multifamily development.
- Sent the escrow letter concerning the City taking over the infrastructure at 550 Rust St.
- Did the bid openings for demolitions, code vehicle, labor for the fiber extension, & the chipper.
- Got the letter signed for the Fire Marshall's office for the fire department gate access.
- Had the monthly construction coordination meeting.
- Helped with the night time street light check.
- Did the bid openings for the demolitions, code vehicle, Venture drive extension, chipper and labor for the fiber extension on Sussex Hwy.

Upcoming Weeks.

- Have a scheduled outage on Washington Ave and N. front St extended for a tree removal.
- Continue working in Mearfield 2 as they build more units in phase 1.
- Continue working in Mearfield 1 phase 2B so they can continue building.
- Start working in Belle Ayre multifamily for their construction.
- Hang the Christmas decorations.
- Pull the wire and set the transformer at the AUI building.
- Get the estimate and schedule the directional drilling at WAWA.
- Continue changing the lights on Sussex Highway to LED.
- Finish trimming trees in Williams Pond Park.
- Work with the school on the lights in front of Central Elementary school.

Councilman King reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Hydrant flushing is on-going
- Replaced leaking water service on Phillips St.
- Repaired failing brick catch basin on Market St.
- Force main and pump station installation for the Unified Sewer District is almost complete
- Received training and held testing for lift station #16 at Dolby
- JCB backhoe has been repaired
- Manor House lift station pump reinstalled
- Picking up a lot of limbs
- Still one person down out on medical, two were out on quarantine all week, and Matt was out all week with the birth of his child. Low on manpower for this period
- Held multiply meetings in person, zoom, and by conference call.
- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

WWTF & COMPOST

- No new news is good news here.
- Plant performance remains good
- Still working on Industrial User permits for Pretreatment program
- Preparing to accept wastewater from Bridgeville and Greenwood.
- We HAVE compost to sell by appointment
- Leachate treatment going well but less
- Septage is down.
- No major equipment maintenance needed.

Upcoming two weeks:

Public Works

- Street paving bid to start soon
- Relocate fire hydrant for the Venture Drive extension project
- Pull and rebuild Manor House lift station pump
- Pull and rebuild Seaford Village lift station pump
- Limbs, limbs, limbs
- Flush hydrants
- Repair cleanouts on smoke testing list.
- Replace fire hydrants (ongoing.)
- Continue all routine tasks.

WWTF & COMPOST

- Keep the plant up and running with no violations
- Perform maintenance as needed
- Screen for compost

Mayor Genshaw called for a motion to adjourn the Regular Council Meeting. Councilman MacCoy made a motion to adjourn the Regular Council Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 9:40 p.m.

Charles D. Anderson, City Manager

/ASH