

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

October 9, 2012

7:00 PM

Mayor William G. Bennett called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilwoman Leanne Phillips-Lowe, Councilman J. Rhea Shannon and Councilman David Genshaw. Charles Anderson, Assistant City Manager, and Berley Mears, Director of Public Works, were also present.

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

Mayor Bennett solicited changes to the agenda. Assistant City Manager Anderson stated that there were none.

Mayor Bennett called for a motion to approve the Minutes of the Regular Meeting of September 25th, 2012. Councilwoman Peterson made the motion to approve the minutes of September 25th, 2012. Councilman Genshaw seconded the motion. The motion so passed with all present voting in favor.

Mayor Bennett asked if there was any correspondence. Assistant City Manager Anderson said that the City had received a letter of resignation from Police Dispatcher Cody Shockley. His last day will be October 19th. He said that they had also received a press release from DEMEC announcing that Public Power Week is October 7th – 13th.

Assistant City Manager Anderson presented New Business # 1, present for approval the revised City of Seaford Fee and Rate Schedule. He said that there were three changes to the schedule. The first change is the deletion of the water shut-off charge and the addition of water and sewer connection service charges. Under the current schedule, a property owner can pay \$5 to have their water service disconnected, but the water must stay off for at least 6 months. The new schedule will charge \$40 for a non-repair shut-off or reconnect for more than one week during City business hours only. There will be a \$60 charge for any repair-related disconnects or reconnects after City business hours. The second change is the addition of a Grease Interceptor/Trap Inspection Fee. There will be no charge for the first inspection, but there will be a \$50 charge for the second and each additional inspection. The third change to the schedule is the addition of an Excavator License. The current schedule does not require excavators to obtain a license to operate within the City. The new schedule will require excavators to obtain a license, with an annual fee of \$30, as well as obtaining a \$20,000 surety bond.

Councilwoman Peterson asked if Chesapeake Utilities would have to obtain an Excavator License for their digging for gas lines throughout the City. Assistant City Manager Anderson explained that Chesapeake Utilities is covered under a franchise agreement with the City. He said that the Excavator License would be for companies such as Kaye Construction that do deep digging for water and sewer lines.

Mayor Bennett then called for a motion. Councilwoman Phillips-Lowe made the motion to accept the revised City of Seaford Fee and Rate Schedule as presented. Councilman Genshaw seconded the motion. The motion so passed with all present voting in favor.

Assistant City Manager Anderson then asked Berley Mears, Director of Public Works, to present New Business # 2, street sweeper bids. Mr. Mears explained that three bids were received. He said that the Public Works Department put a lot of time into preparing the specifications for the bid. They used DelDOT specifications, with a few modifications, as they knew what features they had on the existing street sweeper and what they wanted on the new one. Mr. Mears said that of the three bids received, only the highest bidder met the specifications almost 100%. He said that the low bidder, Maryland Industrial Trucks, had 15 exceptions from the specifications, and also has an operating system that is difficult to diagnose when troubleshooting. He said that the middle bidder, Atlantic Machinery, Inc., had fewer exceptions than the low bidder, but offered a chassis that was a different manufacturer than stated in the bid. This chassis would require Diesel Exhaust Fluid, which would increase operating and maintenance costs for the vehicle. He explained that this vehicle also had a lower water capacity. Mr. Mears said that after researching the bids, his recommendation is to award the bid to the highest bidder, Mid-Atlantic Waste, as they met almost all of the specifications of the bid. He said that this company is based in Easton, which is closer than the other two, both of which are on the other side of the Bay Bridge.

Assistant City Manager Anderson said that the City had budgeted \$175,000 for the new street sweeper. The bid from Mid-Atlantic Waste is \$183,936, leaving a non-budgeted amount of \$8,936 to be paid. He said that after discussing it with City Manager Slatcher, it is recommended that this amount be paid out of the Street Maintenance Account.

Councilman Genshaw asked what the time frame will be for receiving the new street sweeper. Mr. Mears said that the vehicle should be ready in about 120 days. Assistant City Manager Anderson explained that the street sweeper usually runs 4-5 days a week, and that the current street sweeper is 12 years old. He said that this is a vehicle that will be kept and used for a long time, and that maintenance can get expensive, so it is important to buy the best vehicle with the lowest maintenance costs in the long run. Councilwoman Peterson asked if the manufacturer has a good service record. Mr. Mears said that the manufacturer is Timco, which is a company that has been around for a long time. He said that the street sweeper that the City had prior to the current one was made by Timco, and it lasted 15 years.

Mayor Bennett solicited any additional questions. There being none, he called for a motion. Councilwoman Phillips-Lowe made the motion to approve the recommendation made by Berley Mears, Director of Public Works, to accept the bid from Mid-Atlantic Waste in the amount of \$183,936, including the trade-in of the current street sweeper, with the non-budgeted amount of \$8,936 being paid out of Street Maintenance funds. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

Assistant City Manager Anderson presented New Business # 3, report on the receipt of the Phase I Environmental Assessment for the Ayers properties located on Front and Market Streets. He

explained that Mr. Timothy Ayers had approached the City about donating the properties, and upon the advice of our Solicitor, the City had BP Environmental conduct an assessment on the properties, which includes researching the historical records and visiting the site to check for any potential contaminations. The outcome of this assessment is that the sites are clean. He said that upon approval from Council, the City will move forward and have the necessary legal paperwork drawn up to accept the donation of these properties from Mr. Ayers.

Councilwoman Phillips-Lowe asked if the City would then sell the land. Assistant City Manager Anderson said that is one possibility. He said that there would be some short term maintenance necessary, such as cleaning up the properties and repairing sidewalks.

Mayor Bennett then called for a motion. Councilman Shannon made the motion to proceed with the acceptance of the donation of property from Mr. Ayers. Councilman Genshaw seconded the motion. The motion so passed with all present voting in favor.

Assistant City Manager Anderson presented New Business # 4, present options for fencing around the Hooper's Landing property, along with budgetary pricing information. He explained that in recent weeks, he, along with City Manager Slatcher and Berley Mears, Director of Public Works, have been examining the hedge that goes around the golf course property. He said that the hedge is in bad shape, with a lot of dead patches and weeds growing through it. The City has owned this property through three growing seasons, and the hedge has become difficult and expensive to maintain. He said that the City has started to explore the idea of removing the hedge and installing a fence around the golf course and pool properties. There are a few options for fencing around the golf course, such as posts with chains, and single or double-rail fencing with different material options. An 8-foot privacy or semi-privacy vinyl fence would be installed around the pool. Additionally, there would be some landscaped areas around the property. He said that they have estimated the cost of installing the fence at around \$50,000, but the project would be put out to bid to determine the exact cost. The hedge would be removed by City employees. He said that the estimated cost of maintaining the hedge is about \$3,500 annually. Upon approval from Council, City staff will move forward with preparing a bid for this project and sending it out to vendors. He said that the project could be split into three budget years, with sections on Sussex Avenue, Nylon Boulevard and Harrington Street being done separately, but they have estimated it would save the City about 10% to do the project all at once.

Assistant City Manager solicited any questions. Councilwoman Phillips-Lowe asked about the longevity and maintenance of the different materials. Assistant City Manager Anderson said that the PVC material develops a sort of mold; it turns green and needs to be power washed. This would be a problem around the golf course. He said that the PVC can also snap if it gets cold or people sit on it. He explained that the fence material supplied and installed by the vendor would be stronger and sturdier than the fence materials sold in stores such as Lowe's. He said that both wood and PVC could be subject to vandalism or destruction. He recommended that both materials and style options could be bid, so that Council could decide which style was preferred. He said that City staff leaned toward a wood split-rail, similar to what is already in place in some areas around the course. Councilwoman Peterson asked how many feet of fencing would be needed. Assistant City Manager Anderson said that the whole project is about 6,400 feet, with 170 feet of

that being for the vinyl fence around the pool. Councilman Shannon asked if the City is looking at the future of the golf course. Assistant City Manager Anderson said that the City renewed the contract with Adkins Management for another three years. He said that they meet quarterly to monitor the financial situation of the golf course. The numbers have improved each year, with the City looking to possibly break even this year, which is not bad for being three years into such a venture. He explained that Adkins Management has also invested a lot of time and money into renovating and reopening the lounge at the golf course. Councilman Shannon also asked if the fence around the pool could be bid separately from the golf course fence. Assistant City Manager Anderson said that it could. Councilman Genshaw asked if the City is responsible for maintaining the grass outside the hedge. Assistant City Manager Anderson said that the grass inside the hedge is the responsibility of Adkins Management and the grass outside the hedge is the City's responsibility. Councilwoman Phillips-Lowe said that even if Hooper's Landing didn't make it and the golf course closed, the City would still be responsible with the maintenance of the property, and would still have the same issues with the upkeep of the hedge. Assistant City Manager Anderson added that the Public Works Department has removed a 300-foot section of the hedge, and that it has really opened up the view of the golf course to the public.

Mayor Bennett then called for a motion. Councilman Genshaw made the motion to move forward with preparing a bid for the fence at Hooper's Landing golf course and Seaford Community Swim Center, with total and itemized bid pricing. Councilman Shannon seconded the motion. The motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- October 12th – Rise 'N Shine Breakfast at Pizza King starting at 7:30 a.m. – Mayor Bennett is the speaker
- October 18th – Fall Dinner & Awards Ceremony at the Fire Hall starting at 6:00 p.m.

COMMITTEE REPORTS

Councilman Shannon had nothing new to report for the Police and Fire Departments.

As Councilwoman Jones was not present, Assistant City Manager Anderson reported that the Administrative Department has been working with the auditors to finalize their reports. Utility bills will be going out around October 11th, the Public Works Department will be reading meters October 24th – 26th, and the Electric Department will be reading meters October 29th – 30th. The advanced defensive driving course was held on October 8th, and flu vaccinations will be offered on October 25th.

Councilman Genshaw reported that the Parks & Recreation Football 50th Anniversary event was held on October 6th, with several former players in attendance. He said that the Parks & Recreation Committee will be having a meeting on October 18th. He reported that the Parks Department has been busy completing work orders for grass cutting. He said

that the St. Jude's Bike-A-Thon will be held on Sunday, October 14th. He added that the roof was replaced at the pool and looks great.

Councilwoman Phillips-Lowe reported that the Code Department has been working on updating the Fee and Rate Schedule. They have sent violation letters and issued work orders to correct those violations. They have also been working on the site plan review for the 7-11 store. She reported that the Public Works Department has been busy obtaining information on the Street Sweeper bids. The new front end loader is in operation. She said that residents can now rake leaves into the street without bagging them; the leaf truck will be around to pick them up as more leaves fall. She reported that the Dulany Street pump passed inspection. She added that the entire fall inventory of compost has been sold at WWTF. She said that Trisha was busy working with staff at Nanticoke Memorial Hospital to prepare for the Cancer Walk and lighting of Gateway Park in honor of Breast Cancer Awareness Month. She has also been busy with IT work at the Police Department, as well as reaching out to some new contacts for Economic Development.

Councilwoman Peterson reported that there were some power outages on September 30th that appear to have been caused by squirrels. She said that trucks #8 and #11 are in need of maintenance, and truck #3 was on display at Trinity's Touch A Truck event over the weekend. She reported that interviews have been scheduled for Friday, October 12th for the Groundsman position. She added that the winter rates will go into effect on the next electric billing; winter rates are effective October through May.

With no further comments, Mayor Bennett called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe so moved. Councilwoman Peterson seconded the motion and the motion so carried with all present voting in favor. Mayor Bennett closed the meeting at 7:44 p.m.

Charles Anderson, Assistant City Manager

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