

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

November 11, 2014

7:00 PM

Mayor David C. Genshaw called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilman Dan H Henderson, Councilwoman Leanne Phillips-Lowe, Councilman Orlando Holland and Councilman H. William Mulvaney III. Dolores J. Slatcher, City Manager, Trisha Newcomer, ED/IT Manager and Charles Anderson, Assistant City Manager, were also present.

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

Mayor David Genshaw solicited changes to the agenda. City Manager Slatcher stated that there were no changes.

Mayor David Genshaw called for a motion to approve the minutes of the Regular Council Meeting of October 28, 2014. Councilman Henderson stated there is one change that needs to be made to the minutes. Under New Business #5 it states that the motion passed with all present voting in favor. He stated that he voted no. Councilman Mulvaney made a motion to approve the minutes from the October 28, 2014 with the change. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw remembered all of the veterans who have served our Country and protected our freedoms. He added that if you have not thanked a veteran today be sure to do so.

Natalie Wilson, Supt. of Parks and Recreation came forward and introduced her newest employee, Ronald Ramos.

Mayor Genshaw presented a Proclamation to Matt Wilson proclaiming November as Pancreatic Cancer Awareness Month.

Mayor Bill West, Town of Georgetown came forward to present the Hatchet trophy to Mayor Genshaw from Return's Day.

There was no correspondence.

Mayor Genshaw presented New Business # 1, Bid- 2015 Service Truck for Public Works. City Manager Slatcher stated that there was one bid received from Hertrich Fleet Services in the amount of \$45,313 which included a \$4,000 trade-in for the old 2005 service truck. Councilman Henderson made a motion to award the bid to Hertrich Fleet Sales, Inc. for a new 2015 Service Truck in the net amount of \$45,313, as a non-budgeted capital purchase, to be paid for from the Municipal Street Aid funds. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 2, Bid – 125kW Pad Mounted Generator and 600 A Bypass Isolation Automatic Transfer Switch. City Manager Slatcher stated that there were three vendors who attended the pre-bid meeting, there were five bid packets and one bid was received. The bid was received from Mid-Atlantic Electrical Services in the base amount of \$86,000, alternate one in the amount of \$1,000 and alternate 2 in the amount of \$4,000 for a total bid of \$91,000. City Manager Slatcher explained that alternate one was for the removal of the concrete pad in the room that houses the transfer switch which originally was the platform for the first generator for the Police Department. The second alternate bid was to replace the exterior door and frame on this room due to the condition of the door that is rusting out. Councilman Henderson asked when they would begin work if the bid was awarded. City Manager Slatcher stated that it would be about 60-90 days that work will be begin on site. Councilwoman Phillips-Lowe made a motion to award the 125kW Pad Mounted Generator and 600 A Bypass Isolation Automatic Transfer Switch including Alternates 1 and 2 to Mid-Atlantic Electric Service in the amount of \$91,000, as a non-budgeted capital purchase, to be paid for from 50% from the Realty Transfer Tax Reserve and 50% from the E911 Reserves. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 3, Present for approval the Street Dedication Agreement from North State Street Properties – Governor’s Grant, LLC. City Manager Slatcher stated that this is for Governor’s Grant phase 2. She added that the information has been delayed getting to us and there is some information that has changed. It was originally stated that the sidewalks would be installed meeting the current ADA standards this fall, however, they will not be done. They are asking for it to be extended until April 1, 2015 with a cash bond being held until the work is completed. She added that the agreement will not be recorded until the work is completed and inspected. Councilman Henderson asked why the agreement needed to be approved now rather than after the work has been completed. City Manager Slatcher stated that it should be approved in case it were to change ownership later. Councilman Holland made a motion to accept the Street Dedication Agreement dated the 16<sup>th</sup> day of October 2014 with North State Street Properties – Governor’s Grant, LLC in accordance with the Deed dated October 16, 2014 as presented and authorize the Mayor and City Manager to execute the agreement. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 4, Request repairs to the salt shed at Public Works. City Manager Slatcher stated that there were two quotes received. One from Regional Builders in the amount of \$14,749.80 and the other from Dean Whaley, LLC in the amount of \$16,200. She added that the bracing of the trusses and wood columns are out of plum and in some cases are broken. The staff is concerned for employee safety when having to enter the shed to obtain the salt for loading the salt spreader. It is being recommended to have Regional Builders perform the necessary repairs so that salt can be purchased to place in the facility in preparation for snow removal. Councilman Henderson made a motion to award the repairs of the salt shed for Public Works to Regional Builders in the amount of \$14,749.80, as a non-budgeted expense, with payment to be made from the Chesapeake Utilities Street Maintenance Reserve fund. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 5, Bid- Stein Highway, Sidewalk, Curb and Paving Repairs. City Manager Slatcher stated that there was one bid received from Clean Cut Interlocking Pavers in the amount of \$15,215 which is a non-budgeted item. Councilman Henderson asked that when this project was in the planning stage, there was not a line item for this work. City Manager Slatcher stated that there was not a line item since it would be difficult to measure the amount that would need to be restored because it would be unknown how much of the area would be disturbed. She added that Verizon paid for the new poles rather than the City and it was agreed that the City would pay for the sidewalk, curb and patching rather than the poles. Councilwoman Peterson made a motion to award the Stein Highway Sidewalk, Curb and Paving Repairs to Road Site Construction, Inc. – dba Clean Cut Interlocking Pavers, as a non-budgeted expense, in the amount of \$15,215.00 with payment to be made from the Chesapeake Utilities Street Maintenance Reserve Fund. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

#### **REMINDER OF MEETINGS & SETTING NEW MEETINGS**

- Delaware League of Local Governments, November 13<sup>th</sup>, Dover @ 6 p.m.
- Nanticoke Tribute Dinner, Heritage Shores, November 13<sup>th</sup>, Bridgeville @ 6 p.m.
- Nemours Outdoor Summit, Stockley Center, November 17<sup>th</sup>, Georgetown @ 8:30 a.m.
- City Offices closed on November 27 and 28 for the Thanksgiving holiday

#### **COMMITTEE REPORTS**

Councilwoman Phillips-Lowe reported that the Seaford Volunteer Fire Department is routine. The Police Department recently had two Sergeants complete stage two of three of the FBI Leadership training. Two officers recently assisted with Return’s Day. The new shift assignments have been completed for the next two years and will begin on January 12, 2015. The department is also planning for their annual awards ceremony.

Councilman Mulvaney reported that Finance Director June Merritt has finished up things from the audit, and has also been continuing training of new duties with staff members. Bills are being prepared and will be going out this week. Charles Anderson, Assistant City Manager has attended several meetings including a meeting at the hospital in reference to fiber optic at the Mears Campus, the Today and Tomorrow Conference, PW Truck bid opening and generator bid opening, Representative Short’s coffee and the Return’s Day events.

Councilman Holland reported that the Parks and Recreation Department has completed working at the softball fields and completed painting the dugouts. There are currently two interns who are helping planning events along with the 150<sup>th</sup> Anniversary. The departments will be assisting in decorating for the holidays and youth basketball sign-ups are underway.

Councilman Henderson reported that Trisha Newcomer, ED/IT Manager has been working on the website and recently attended a Small Business Administration workshop. The leaf machine is out and running. The Dover Lift Station is getting ready to go out to bid. Two out of the four lift stations that were out of service have been restored. The Pennsylvania Avenue fire hydrant is scheduled to be repaired this week. Sales are steady at the WWTF and performance is good. Josh Littleton, Building Official has been working on the FEMA Flood Hazard Ordinance. There have been five building permits issued and ten code related letters sent out. Mr. Littleton has also completed a comparison of the City Charter on the State of Delaware website.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer attended an engineer and safety webinar. He completed investigating the power quality issue of a business at the Seaford Industrial Park. He also attended the quarterly safety committee meeting. Bill Bennett reported that all of the Christmas lights have been checked in advance of hanging them up. The transformer and new underground service has been completed at Gardner Gibson. There were two outages due to animals, one on Locust Street that affected twenty residents for about thirty minutes and the other on circuit 320 that affected fifty-seven customers for about an hour and a half.

Mayor Genshaw thanked the Electric Department for their help with getting the Christmas lights put up. He also thanked everyone who came out to the Veterans Day Ceremony today and the Fire and Police department for their help with the ceremony.

With no further comments, Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe made the motion to close the Regular Meeting of Mayor and Council. Councilwoman Peterson seconded the motion and the motion so passed, with all present voting in favor. Mayor Genshaw closed the Regular Meeting at 7:23 p.m.

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Dolores J. Slatcher, City Manager

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