

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

November 12, 2013

7:00 p.m.

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

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

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

Acting-Mayor Genshaw called for a motion to approve the Minutes of the Regular Council meeting of October 22, 2013. Councilwoman Jones made the motion to approve the Minutes of the October 22, 2013 Regular Council meeting. Councilwoman Phillips-Lowe seconded the motion. Motion so passed, with all present voting in favor.

City Manager Slatcher then presented the DE Healthy Community Sign with the silver award. She stated the sign was presented to the City on November 4, 2013 in Dover from the Department of Health and Social Services. The City of Seaford received the award in recognition of the recently formed walking program and walking paths that are within the City. She stated the sign will be put on a post at City Hall.

City Manager Slatcher then presented the Certificate of Appreciation for the City's support of Nanticoke Health Services. She stated the City received the certificate at the Nanticoke Health Services tribute dinner.

Acting-Mayor Genshaw then asked for any correspondence. City Manager Slatcher stated there was one piece of correspondence. She stated it was a request from the Sussex County Republican Women's Club to support the Fisher House for families of the Fallen Foundation and/or USO Families of the Fallen Support Program at Dover Air Force Base with your donation to support the families of the fallen who travel to Dover to claim their deceased service member. The request for donations was more for personal donations and not a donation from the City. Donations can be mailed to SCRWC-Fisher House/USO Donations, 29 L Atlantic Ave #126, Ocean View, Delaware 19970-9155.

City Manager Slatcher stated New Business' #1, #2, #3, #4 and #5 are first readings and there is no action required for them.

City Manager Slatcher presented New Business #1, present for first reading an ordinance to amend Chapter 1, of the Municipal Code of Seaford, Delaware relating to "General Provisions".

City Manager Slatcher presented New Business #2, present for first reading an ordinance to amend Chapter 2, of the Municipal Code of Seaford, Delaware relating to "Administration".

City Manager Slatcher presented New Business #3, present for first reading an ordinance to amend Chapter 3, of the Municipal Code of Seaford, Delaware relating to "Animals".

City Manager Slatcher presented New Business #4, present for first reading an ordinance to amend Chapter 7, of the Municipal Code of Seaford, Delaware relating to "Health".

City Manager Slatcher presented New Business #5, present for first reading an ordinance to amend Chapter 18, of the Municipal Code of Seaford, Delaware relating to "Realty Transfer Tax".

City Manager Slatcher presented New Business #6, present for approval the engagement of George, Miles and Buhr to assist with the NPDES Permit Renewal with DNREC and EPA. She stated the renewal would be for the next five years and the City has been working with Invista on some nutrient trading. She stated to move this along we will need some engineering assistance to do some submittals on behalf of the City. The estimated support would be about \$5000.

Acting-Mayor Genshaw called for a motion. Councilman Shannon made a motion to approve using George, Miles and Buhr to provide engineering assistance as outlined in the scope of work dated October 29, 2013 for the NPDES Permit Renewal with DNREC and EPA in the estimated amount of \$5,000 to be paid from WWTF reserves. Councilwoman Phillips-Lowe seconded the motion, with all present voting in favor.

City Manager Slatcher presented New Business #7, present for approval the engagement of George, Miles and Buhr for Architectural services for the design of the redevelopment of the former bathhouse for the pool on Virginia Avenue to house the Parks Department. George, Miles and Buhr would be providing civil and structural engineering services to repurpose the building to house the Parks department. The red building that is being used now would be demolished. The demolition would allow for more parking at the powerhouse site. The engagement is estimated at \$10,995.

Acting-Mayor Genshaw called for a motion. Councilman Shannon made a motion to approve hiring George, Miles and Buhr to provide Architectural Scope of services for the design of the redevelopment of the former bathhouse for the pool on Virginia Avenue to house the Parks Department as outlined in their proposal dated October 29, 2013 in the amount of \$10,995 to be paid from the rent reserves. Councilwoman Peterson seconded the motion, with all present voting in favor.

**REMINDER OF MEETINGS & SETTING OF NEW MEETINGS:**

- DE League of Local Governments, November 21<sup>st</sup>, 6 p.m.
- Caroling in the Park, December 2<sup>nd</sup> in Gateway Park, 7 p.m.

- SCAT dinner meeting at Victoria's in Rehoboth, December 4<sup>th</sup>, 7 p.m.

### **COMMITTEE REPORTS:**

Councilman Shannon reported that three officers attended the Office of Highway Safety conference for a few days in Rehoboth. He also reported the department has received numerous applications for the officer position that is open and letters will go out introducing the test date for the applicants. The department is preparing for patrols at the Christmas parade and shopping centers during the holiday shopping season.

Councilwoman Jones reported that Sharon wanted to share a special event planned for November 26<sup>th</sup> at St. John's church. The church and Mountaire have planned to hand out turkey dinner baskets from 8 a.m. to 5 p.m. June Merritt, Director of Finance, is waiting for a draft copy of the financial statement so she can prepare the management discussion and analysis to be included in the financials. She is continuing to update the project files for funding reimbursement. She attended a workshop conference on economic synopsis, Delaware Public Employer Labor Relation Association and fall training conference. She attended the Christmas party committee meeting and the Code review meeting. She met with Jessica on the inventory module. She also reviewed unpaid intern program contracts with the high school. She is processing the third quarter payroll report, State of DE quarterly wage report and the employment and wage data report. She reviewed and entered new contract with Pitney Bowes for the postage meter, for a savings of \$221.76 per year. All other business is routine. Electric, water and sewer bills are due November 21st and disconnect will be December 6<sup>th</sup>.

Acting-Mayor Genshaw reported that the in the Recreation department, tackle football will finish up on Thursday and flag football will finish on Saturday. Wrestling and basketball are to start soon and applications are coming in online. Scott is working on a date for the walking club dedication at Hooper's Landing.

Councilwoman Phillips-Lowe reported that the Code department issued 16 violation letters, 4 work orders have been written to correct violations and 13 building permits have been issued. The building official attended the ICC training for building codes and a planning seminar in Dover. He has presented the preliminary site plan for phase 3 of Riverplace Apartments to the Planning and Zoning committee. He is also working on two more chapters for the Code book and demolition bids for two properties. ED/IT manager attended a complete community summit on Monday. She set up two new personal computers and done a considerable amount of virus removal. Prep work has begun for Caroling in the Park on December 2<sup>nd</sup> and Danny Shivers will lead the singing. The Christmas tree in Gateway Park will go up tomorrow. She has submitted several articles for the City newsletter. Public Works has been working on leaves and limbs. They relocated the fire hydrant on S. North Street. The WWTF completed more inspections for the fats, oil and grease program. The

facility itself is running well. Compost is doing well. She also reported last Friday they held interviews for the WWTF trainee.

Councilwoman Peterson reported that Rick has been coordinating with Gardner-Gibson and bulk terminal, the Riverplace Apartments and the DeIDOT Route 13 improvements. He performed a voltage drop and load flow analysis for Stein Highway circuit segment and developed a fiber optic map for Itron. There is coordination going on for easement agreements and the Allen's/Harim Hatchery maintenance agreement. Bill reported that the department pulled primary and secondary wire at Governor's Grant Phase II. They trimmed trees and checked street lights on High Street. They hooked up the next to last building in the Stoneybrook development. They replaced the riser pole at Hooper that was hit and Christmas lights have been put up. There were two reported outages. One outage was on Bradford Street for 40 minutes that affected 20 customers. The other outage was on Locust Street and Nylon Boulevard for 40 minutes and affected 6 houses.

There being no other business, Acting-Mayor Genshaw called for a motion to adjourn. Councilwoman Phillips-Lowe made a motion to adjourn. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

Acting-Mayor Genshaw adjourned the Regular meeting at 7:24 p.m.

By: \_\_\_\_\_  
Dolores J. Slatcher, City Manager

/tlh