

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

December 12, 2017

7:00 PM

Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilwoman Grace Peterson, Councilman Orlando Holland, Councilman H. William Mulvaney, III and Councilman Dan Henderson. Dolores Slatcher, City Manager, Charles Anderson, Assistant City Manager, Michael J. Bailey, Building Official, Trisha Newcomer, ED/IT Manager, June Merritt, Director of HR/Finance, Berley Mears, Director of PW, Katie Hickey, Supt. of Parks and Recreation and Bill Bennett, Director of Electric were also present.

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

Mayor Genshaw stated that an Executive Session will be held tonight after the Regular Meeting to discuss personnel.

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 November 28, 2017. Councilman Holland made a motion to approve the minutes from the November 28, 2017 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

Mayor Genshaw then asked City Manager Slatcher to present the Correspondence items on the agenda.

Correspondence #1 – Councilwoman Peterson read a letter stating that she will not seek re-election in the upcoming Municipal Election.

Correspondence #2 – City Manager Slatcher read a letter stating that she will be retiring with her last day being February 28, 2018.

Correspondence #3 – City Manager Slatcher read a letter from Chief Flood stating that he will be retiring with his last day being April 2, 2018.

PUBLIC HEARING

Mayor Genshaw closed the Regular Meeting at 7:05 p.m. and opened the Public Hearing.

Mayor Genshaw presented Public Hearing #1, Review and recommendation of an ordinance to amend Chapter 15, Division 4; Design Standards – Commercial and Industrial Districts of the Municipal Code of Seaford, Delaware relating to Zoning, in the manner following, to wit:

Chapter 15 of the Municipal Code of Seaford, Delaware is hereby amended by adding a new language to Division 4 – Design Standards – Commercial and Industrial Districts to include R-3 High Density Residential Districts.

Building Official Bailey came up to present the information. Mr. Bailey stated that future R3 projects would be required to follow the Design Standards in Division 4. Examples to include Off-Street Parking, Screening, Landscaping, and 30% masonry façade requirements.

City Manager Slatcher added that this was sent through Planning and Zoning for their review and it will come back to Mayor and City Council for 1st and 2nd readings. However, due to the change we did want Planning and Zoning to review and have an input since it will be applied to plans they review.

Mayor Genshaw asked for any questions from Council. Councilman Henderson asked if there are any current projects that this would affect. Mr. Bailey stated that there are no current ones that would be affected; however, any future ones would be affected. It was added that since it has not been adopted yet we are not able to go back to any projects to make them change their plans.

Mayor Genshaw asked for any questions from the Public. There was none.

Building Official Bailey presented Public Hearing #2, Walmart, 22899 Sussex Hwy, is seeking a preliminary and final site plan review for the construction of a 21'-3" by 46'-9" modular box at the right front corner of the existing Walmart store and will reduce parking by eight spaces. Mr. Bailey stated that the modular box addition will be for new on-line ordering pickup. The proposed modular addition will mean that Walmart will lose eight parking spaces. However, the site is currently over the required amount by thirty spaces. He added that Planning and Zoning gave a favorable recommendation to Council. The intended use for the space is for on-line pick up where you are able to order your items on-line and then come to these spaces and they will bring the items out to your car.

Mayor Genshaw asked for any questions from Council. Councilman Henderson asked if due to the loss of parking spaces if a variance is required. Mr. Bailey stated that one is not required since they already have a surplus of parking spaces.

Mayor Genshaw asked for any questions from the Public. There was none.

Building Official Bailey presented Public Hearing #3, Two Farms, Inc., 500 High Street, is seeking a preliminary and final site plan review for a proposed 4,649 sq. ft. convenience store with fuel pumps, associated parking and landscaping improvements. Mr. Bailey stated that Mr. Randy Bandler from Bandler Realty, Corp. and Mr. Mike Riemann from Becker Morgan were present representing the project.

Mr. Bailey stated that a new 4,649 sq. ft. store will be built including new storm water system and new fuel tanks and pumps being installed. He added that the entire existing site and two adjacent houses will be demolished. The two adjacent houses to be demolished are 113 Market Street and

119 Market Street. There will also be new water and sewer services installed along with fencing as a buffer between Royal Farms and the remaining residential homes.

Mr. Bailey added that the Fire Marshal has approved the site plan and additional approvals from Del DOT and Sussex Conservation are expected. Planning and Zoning gave a favorable recommendation to Council.

Mr. Riemann stated that there are two current entrances that will be closed and the sidewalk will be extended in those areas. They will be moving the entrances further back in order to help with the congestion in the area.

Mr. Bendler stated that there is an area in the back of the property that will be donated back to the City. In that area, it will be designated as a tot lot for special needs children. He added that there is a foundation named "Where Angels Play" that is helping with the project. Royal Farms will be donating the money for the equipment to make this happen.

Mayor Genshaw called for any questions from Council. Councilwoman Phillips-Lowe asked if there was an expected time frame. Mr. Riemann stated that it is about a six month construction period; the plans should receive final approval in January and construction should start late February or early March.

Mayor Genshaw called for any questions from the Public. Mrs. Lynn Betts asked if there will be a public useable bathroom for the playground area. Mr. Bendler stated that Royal Farms will have a public bathroom that can be used.

Mr. Toby French came forward and asked if there will be any parking designed for the tot lot? Mr. Bendler stated that there will not be designated parking for the tot lot.

Mayor Genshaw closed the Public Hearing at 7:21 and reopened the Regular Council Meeting.

Mr. Bailey presented the Findings of Facts for Public Hearing #1:

- Review and recommendation regarding a draft ordinance to amend Chapter 15, Division 4; Design Standards – Commercial and Industrial Districts of the Municipal Code of Seaford, Delaware relating to Zoning, in the manner following, to wit:

Chapter 15 of the Municipal Code of Seaford, Delaware is hereby amended by adding a new language to Division 4 - Design Standards – Commercial and Industrial Districts to include R-3 High Density Residential Districts.

- CHAPTER 15 – ZONING

ARTICLE 5 – Standards and Regulations

Division 4 – Design Standards – Commercial and Industrial and R-3 Districts.

- Future R3 projects will be required to follow the Design Standards in Division 4 Examples to include Off-Street Parking, Screening, Landscaping, and 30% masonry façade requirements.
 - Planning and Zoning made a favorable recommendation to Council.

Mr. Bailey stated that this will return on the January 9, 2018 Council agenda for a first reading.

Mr. Bailey presented the Findings of the Facts for Public Hearing # 2:

- Walmart, 22899 Sussex Hwy, is seeking a preliminary and final site plan review for the construction of a 21'-3" by 46'-9" modular box at the front right corner of the existing Walmart store and will reduce parking by eight spaces.
- New modular box addition for new on-line ordering pick-up
- Total loss of 8 parking spaces
- Site is 30 spaces over the required amount
- Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve both the preliminary and final site plans for Walmart, 22899 Sussex Highway; TMP#3-31-6.00-004.01 to construct, a 21feet 3 inches by 46 feet 9 inches, modular box at the front right corner of the existing Walmart store and approve the reduction in parking spaces by eight. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a Roll Call Vote:

Councilman Henderson voted yes based on findings of the facts;
Councilwoman Phillips-Lowe voted yes based on findings of the facts;
Councilwoman Peterson voted yes based on findings of the facts;
Councilman Mulvaney voted yes based on findings of the facts;
Councilman Holland voted yes based on findings of the facts.

Mr. Bailey then presented the Findings of Facts for Public Hearing #3:

- Two Farms Inc., 500 High Street, is seeking a preliminary and final site plan review for a proposed 4,649 sq. ft. convenience store with fuel pumps, associated parking and landscape improvements.
- Entire existing site & 2 adjacent houses will be demolished
- New 4,649 sq. ft. store to be built
- New storm water system to be installed
- New fuel tanks and pumps

- New water and sewer services.
- Fencing to be installed as a buffer between Royal Farms and remaining residential homes.
- Project has Fire Marshal approval
- Additional approvals from DelDot and Sussex Conservation are expected.
- Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve both the preliminary and final site plans for Two Farms, Inc. (Royal Farms) involving TMPs #4-31-5-214 (existing store); 4-31-5-208.01 (small parcel next to 113 Market Street); 4-31-5-216 (113 Market Street); 4-31-5-217 (119 Market Street); and 4-31-5-208 (City of Seaford/Seaford Development Associates, LLC/Two Farms, Inc.) for a new 4,699 sq. ft. convenience store with fuel pumps, associated parking and landscape improvements contingent on approvals received from Del DOT and Sussex Conservation District. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a Roll Call Vote:

Councilman Henderson voted yes based on findings of the facts;
Councilwoman Phillips-Lowe voted yes based on findings of the facts;
Councilwoman Peterson voted yes based on findings of the facts;
Councilman Mulvaney voted yes based on findings of the facts;
Councilman Holland voted yes based on findings of the facts.

Mayor Genshaw asked the Council if anyone had any objections to moving Old Business #1 up in front of any New Business; there were no objections.

Mayor Genshaw presented Old Business #1, 2nd reading and adoption of an ordinance relating to the promotion of Economic Development and Commerce by regulations of certain involuntary payments required of Employees in the City of Seaford. Mayor Genshaw stated that this ordinance was read for the first time at the last Council Meeting. He added that this has been referred to as the "Right to Work" ordinance. He feels that this ordinance would allow more economic development in the City. Mayor Genshaw added that he feels that the City Council and City leadership has done just about everything they can do to spur economic development. But when companies are making a site selection, and they require a right-to-work area, we are not going to get selected. This ordinance would allow Seaford the opportunity. He added that Seaford has been devastated by job loss, and the impact of this ordinance for the future of Seaford is tremendous.

Mayor Genshaw asked City Manager Slatcher to read the high lights of the ordinance. City Manager Slatcher stated that this ordinance is an ordinance relating to the promotion of Economic Development and Commerce by regulation of certain involuntary payments required of employees in the City of Seaford. She added that section 3 of the Charter of the City of Seaford confers upon City Council the exercise of all powers under the City Charter. The ordinance states that it is the intent to provide that no employee covered by the National Labor Relations Act be required to join or pay dues to a union, or refrain from joining a union, as a condition of employment. The City Council desires to promote economic development and worker freedom within the City of Seaford,

directly and in cooperation with public and private entities promoting the City of Seaford and its resources, its people, and its many geographic and cultural advantages.

The ordinance goes on to state that the City of Seaford and its residents compete for the expansion of employment opportunities with other cities, countries, and states (including states such as Michigan, Kentucky, Indiana and a majority of the other states in the U.S.) whose citizens benefit from the protection under similar right to work legislation, and the City of Seaford desires to compete on a level playing field with other cities, countries, and states that have enacted such right to work legislation. The ordinance states that the City Council believes that right to work legislation is not "anti-union" legislation, but actually could lead to healthier, more robust unions who freely compete for employee membership. The City Council hereby finds and determines that it is in the best interest of the citizens of the City of Seaford to promote and encourage direct commerce for the protection and convenience of the public, by giving employees in the private sector covered by the National Labor Relations Act freedom to choose employment without restraint or coercion regarding the payment of mandatory dues, fees, or other payments to a labor organization as a condition of that employment.

City Manager Slatcher stated that that ordinance goes on to discuss the declaration of public policy, terms, agreements in violation, and actions to induce such agreements, declared illegal, voluntary deductions protected, duty to investigate, prospective application, severability, when effective, freedom of choice guaranteed, discrimination prohibited and inclusion of provision in City Code.

Mayor Genshaw called for any questions or comments from Council.

Councilman Henderson stated that there is a more fundamental issue underpinning the attempt to gain parity with the majority of states in our union with respect to "Right to Work". The Preamble to the Declaration of Independence states in part., "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness..." No impediment should remain for an individual's liberty to secure employment for him or herself. That would include coercion, forced payments, or affiliation as a prerequisite to employment. This lies firmly on the bedrock of the phrase "Life, Liberty, and the pursuit of Happiness". I am convinced that this is a God given right, and it is not a right, nor a privilege, dispensed by government.

To be sure the existence of organized labor, guilds, and other professional associations and boards have helped increase our knowledge base, skill level, better our working conditions, and increase the standard of living for countless millions of people around the globe. To the extent that protections have been afforded them by government, they must not overshadow the unalienable rights endowed to each of us by the ultimate power that is God. Additionally nothing read in this proposed ordinance abridges an individual's right to freely associate.

Also apparent to me is that it would be negligent to withhold efforts to improve the economic conditions in our city and its surrounding community. It remains to be seen whether this economic development initiative will be effective, but it is clear that this ordinance will enhance our recent

efforts by leveling the playing field when competing with other jurisdictions for investment. The economic situation in our community demands bold action, and that is why I am in favor of the Ordinance before us.

Councilwoman Phillips-Lowe stated that she has thought about this ordinance and she does have some concerns about the possible aftermath if this were to be adopted. After hearing all of the points brought forward and giving it much thought, she stated that she is giving her support tonight for this ordinance.

Mayor Genshaw called for any further questions or comments from Council; there were none.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to adopt an ordinance relating to the promotion of Economic Development and Commerce by regulations of certain involuntary payments required of Employees in the City of Seaford. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

NEW BUSINESS

Mayor Genshaw presented New Business #1, Present information from Sussex County to allow them to apply on behalf of the City of Seaford for Community Development Block Grant through the State of DE Housing Authority authorizing Mayor Genshaw to sign all documents.

City Manager Slatcher stated that Mr. Brad Whaley from Sussex County was present at the last Council meeting and presented the information. He did not have the forms to be presented at the last Council meeting for approval.

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

Mayor Genshaw then called for a motion. Councilwoman Peterson made a motion to approve Mayor Genshaw to sign the following CDBG 03-18 Application Forms authorizing Sussex County Council to apply, on behalf of the City of Seaford, to the State of Delaware Community Development Block Grant Program being:

Application/Recipient Disclosure/Update Report

Delaware State Housing Authority (DSHA) FY18 Delaware CDBG Application Form

A Resolution for Fair Housing for the citizens of Seaford

Citizen Participation Certificate of Assurance

Resolution endorsing project giving Mayor authorization to sign resolution

Certification by application for the Delaware CDBG Program. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Present for approval an Agreement for Participating in the Advanced Metering Infrastructure Program between American Municipal Power, Inc. and City of Seaford. This agreement is for the water meters not included in the borrowing through DEMEC for the electrical infrastructure. City Manager Slatcher stated that there are some piping changes and field adjustment that will be needed. She added that DEMEC could not borrow funds for our water meters under their structure as they are limited to electric. There are currently six test meters out in the field and it is planned for all of the meters to be installed by April of 2018.

Mayor Genshaw asked for any questions or comments from Council. Councilman Mulvaney asked how many commercial meters there currently are. Mr. Mears stated that there are currently over 1,000 commercial and industrial meters and of those, there are about 160 that are considered problem ones.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the Agreement for Participation in the Advanced Metering Infrastructure Program between American Municipal Power, Inc. and the City of Seaford, Delaware specific to water meters referenced as AMP Contract No. 2017-003842-MAS. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #3, Present a request for funding the water meters being purchased through the agreement with American Municipal Power, Inc. City Manager Slatcher stated that this number will be pending depending on field findings. Mr. Mears, Director of Public Works has given an estimate of \$100,000.00 that will be needed to purchase all of the meters needed which is being asked to come from the water reserve account. It is also anticipated that due to the field conditions the installer will incur additional costs and the City will have to pay them. Therefore, staff is asking that adjustments be authorized per the Director of Public Works and any unforeseen funding be from the water reserve account as well.

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

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve the purchase of the water meters and installation through American Municipal Power, Inc., in the estimated amount of \$99,642.02 as provided by the Director of Public Works, Berley Mears, and allowing for adjustments necessary to complete the Advanced Metering Infrastructure Program to provide new water meters for all metered customers with funding to be provided from the Water Reserve Account. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #4, Present a request for a non-budgeted expense from QEI to start-up and commission a Remote Terminal Unit (RTU) for the water department. City Manager Slatcher stated that this is for a new RTU that Berley Mears, Director of Public Works has purchased to install in the water pumping station and needs programmed. Rick Garner, Electrical Engineer programmed these RTUs in the past and is no longer with us. Therefore, we now need an outside vendor to do the programming. The quote given by QEI was in the amount of \$10,000

and it is staff's recommendation to hire QEI and pay the related invoice from the Water Reserve Account based on the actual time and material used to program this RTU.

Mayor Genshaw asked for any questions or comments from Council. Councilwoman Phillips-Lowe asked if there were plans in the future to train staff to be able to do the programming. City Manager Slatcher stated that there is; there has been staff identified in the Electric and Public Works department to be trained.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the non-budgeted expense to have QEI do the RTU startup & commissioning with expenses for travel & living while in Seaford in the amount of \$10,000 to be paid from the Water Reserve Account. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 5, Present for approval agreement with Proximity Malt for Seaford Wastewater Treatment Facility to treat their waste stream. City Manager Slatcher stated that this was discussed at a previous meeting about treating their waste stream. Now, an agreement has been drafted and a rate of \$0.04 per gallon has been agreed on by both parties. It is being asked tonight to approve the rate for treating the waste stream.

Mayor Genshaw called for any questions or comments from Council. Councilman Henderson asked if a meter was being developed in order to measure what they bring to be treated. Mr. Mears, Director of Public Works stated that it will be based off an honor system a little bit. We will go off of the capacity of the tanker that they bring.

Councilman Mulvaney asked what the length of time is that we will be treating this for them. Mr. Mears stated that they had stated 5-6 months, however, the agreement is written for a year.

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve the Wastewater Disposal Services Agreement between Proximity Malt and the City of Seaford as presented and charge a fee of four cents per gallon (\$0.04/gal). Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #6, Present Outdoor Recreation, Parks & Trails (ORPT), Division of Parks and Recreation matching grant to replace swings and resurface basketball court at Nutter Park. City Manager Slatcher stated that this is a 50/50 matching grant to be used to resurface both basketball courts and replace the swings at Nutter Park. Supt. of Parks and Recreation Katie Hickey stated that there have not been swings in the Park for many years due to the condition of the swings and that they are not up to ADA compliance.

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

Mayor Genshaw then called for a motion. Councilwoman Peterson made a motion to approve the Outdoor Recreation Parks and Trails (ORPT) grant with the Division of Parks and Recreation as a

50% matching grant for the replacement of swings and resurfacing of the basketball court at Nutter Park. The matching funds will come from the FY18 Parks budget. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #7, Electric Committee recommendation to pursue obtaining an appraisal to purchase 2.3 +/- acres of land for the switching structure needed for the second tie point with Delmarva Power 69kV line out of their north substation. A picture was shown of the 2.37 +/- acres of land owned by Mr. Lou Ramunnol who is developing Melanie's Ridge on Bridgeville Highway. These lands are part of Melanie Ridge development but he has no plans to develop them.

As part of the long-term planning staff sought to see if Mr. Ramunnol would be interested in selling off this acreage for the needed switching station as the second electrical tie-point to Delmarva Power's 69 kV North Substation. City Manager Slatcher added that with the AMI project funded by DEMEC we are authorized to borrow up to \$9 million dollars. With current bid prices and the projects not finalized we most likely will be below the \$9 million dollars but there would not be enough to proceed with the purchase of land, design, bidding and construction of the second tie-point. However, there is the opportunity with an adjoining land owner to purchase the necessary land needed for this structure.

City Manager Slatcher stated that this information was presented to the Electric Committee on November 30, 2017 and their recommendation was to appoint someone to investigate the purchase of land needed for the switching gear structure and the second tie-point with Delmarva Power. With this motion staff is recommending to Council that the City Manager be authorized to obtain quotes for an appraisal of the lands to proceed with the process ultimately of an offer to Mr. Ramunnol for the purchase of the 2.37 +/- acres for the electric switching station to tie to the Ross Substation for the second tie-point. The appraisals would be brought back to Council for award prior to moving forward with any work.

City Manager Slatcher added that having a second tie-point allows Delmarva to service their 69 kV transmission line without shutting off power to the City of Seaford, as was done in the spring of 2017. This gives them and us options and minimize disrupting service to our residents and businesses.

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

With no questions or comments, Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve staff obtaining a quote to appraise the 2.37 +/- acres of land for an electrical switching structure needed for the second tie point with Delmarva Power 69 kV line out of their north substation to be tied to the City's Ross Substation as recommended by the Electric Committee. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS: It was moved ahead of new business and discussed earlier.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- City offices and utilities will be closed December 22nd and 25th for the Christmas Holidays and January 1st for the New Year.

SPECIAL NOTICE: THE REGULAR COUNCIL MEETING ON DECEMBER 26, 2017 WILL NOT BE HELD DUE TO THE CHRISTMAS HOLIDAYS.

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 or after hours 302-629-4550.

CITY OF SEAFORD

Municipal Election – April 21, 2018

The City of Seaford Municipal Election will be held on Saturday, April 21, 2018 in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Mayor will be elected for a (2) year term and

Two (2) Council Members will be elected for a (3) year term.

All candidates must have filed by 5:00 p.m., E.S.T., February 23, 2018.

Registration can be completed at City Hall, 414 High Street. Registration hours are Monday through Friday,

8 a.m. until 5:00 p.m. or by appointment if you cannot register during these normal business hours. Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her name after 5:00 p.m., E.S.T., February 23, 2018 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 23, 2018.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 21, 2017) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m. or by appointment if you cannot register during these normal business hours.**

The City of Seaford has independent registration procedures for the Annual Municipal Election. To vote, you must meet the eligibility requirements and be registered on the “Books of Registered Voters” maintained at City Hall.

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

All voters will need to show proof of residency which may be a State of Delaware driver's license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that the City of Seaford Police Department, Chief Flood and Lt. Bohn attended a two-day active shooter class which was held in Milford, Del. The Department had all officers work the Christmas Parade with no significant issues. 911 Stats for November 2017 are as follows:

911 Calls:	825
Cell Calls:	566
Admin Calls:	2,388
VOIP Calls:	111

Calls for service November 2017:

Police:	1,259
Fire:	74
EMS:	306

On December 7th Sgt. Rapa and S/Cpl. Chambers attended a Meth Lab re-certification class held at the Delaware State Fire School. Foot patrol for the holidays is continuing for the areas of High Street/Shopping centers. Lt. Flood, an Active Shooter Instructor, assisted with classes in Milford for the certification of Officers throughout the State. The training was two days in length for a total of four days. Sgt. Horn along with S/Cpl. Chambers attended refresher training in Child Abuse cases. This training was held at the EOC in Georgetown.

Councilwoman Peterson reported that Code Official Mike Bailey reported that he attended Board of Adjustment and Planning and Zoning Meetings for December. Shannon is continuing to process the renewal license for the plumbers and trash haulers for 2018 and Walt, the Code Inspector is closing out old permits. Since December 11th there has been 292 permits issued. She added that Eagle Diner's framing inspection is complete.

In Parks and Recreation, Superintendent Katie Hickey reported that Tina has 120 children signed up for basketball and practice starts mid-Dec. The fourth week of wrestling has 10 to 12 players and Parks is working on picnic table maintenance and routine jobs. Katie has also started working on the Parks and Rec. budget for FY19.

Councilman Henderson reported that Director of Electric Bill Bennett reported that he continued his regular meetings with AUI (contractor) on site at the Pine Street Sub-Station and the distribution portion of the project. He also attended a meeting of the Electric Committee. Bill ordered inventory and reviewed plans for upcoming projects. Circuit 210 back was put back into normal operation. It

had been tied to Circuit 320 during the beginning of the substation and distribution work. Crews pulled in the fiber optic cable for the new control house at the new Pine Street Sub Station. They installed the conduit, and they pulled the primary wire for the new Eagle Diner. Friday night 12/8 was active as well. They trimmed trees that were causing arcing because of the weight of the snow on overhead wires in the back of the Industrial Park. Crews also performed troubleshooting of lighting problems in the Industrial Park. Meters were read during this period, and disconnects for non-payment were performed. City electric personnel coordinated with the Manor House so they could test their customer owned equipment. There were outages to report during the period:

- An outage involving Circuit 310 Saturday 12/9 on Sussex Highway due to the storm. Snow laden trees lain on the wires behind Cato, and a wire burned off the riser pole near Herring Run Road behind Lowe's.
- An outage on Circuit 290 was caused by a loose connection, and a secondary outage when the line was reenergized was caused by a bird.

Councilman Mulvaney reported that at the Wastewater Treatment Plant, performance and leachate treatment are good and the blower is now back in service and on-line.

In Public Works, the leaf machine is ongoing; repair parts for the new machine arrived today. Other work in the past two weeks include deployment of test meters as part of the AMI project, disconnecting services for demolitions, cleaning up addition properties for the Code Department and installed plows and spreaders in advance of the recent snowstorm.

Also noted are continuing the inventory and ordering of signs for replacement and the Dulany Pump is still down with repairs scheduled for this week.

Councilman Holland reported that conference calls for AMI project with Edmunds, AMP, Elec Serve and Nex Gen dealing with meter swap information in billing software were completed.

Meetings that were attended during this time frame included: Women Leading Women in Government, Electric Committee meeting, Staff meeting, DEMEC Board meeting, Board of Adjustments, SCAT Steering Committee, Ribbon Cutting for new framing shop and DEMEC Board Meeting in Smyrna.

Other work included worked with co-workers on float for Christmas Parade and participated in the parade. Attended a meeting with a flooring contractor at the Curiosity Shop and the CWAC meeting in Dover. Met with MMH, NMH and DOT on Middleford Road in reference to Crosswalk Improvements.

In Information Technology, set up new employee, completed software configurations and attended AMI meetings. Budget work was done for department IT needs, safety committee meeting preparation and routine calls for service.

In Administration, continue working with DEMEC on the Bond Financing for the Distribution and Substation project. Continue working with Edmunds & Associates to prepare for the AMI project. Processed disconnects for non-payment and began preparation for the FY19 budget. All other business is routine – financial management, payroll and benefits, purchasing, billing, customer service, etc.

With no further comments, Mayor Genshaw called for a motion to adjourn the meeting to move into an Executive Session. Councilwoman Phillips-Lowe made a motion to adjourn the meeting and move into Executive Session. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor. The Mayor and Council moved into Executive Session at 8:01 p.m.

Mayor Genshaw reopened the regular meeting at 9:20 p.m. Mayor Genshaw called for a motion to close the regular meeting. Councilman Mulvaney made a motion to close the regular meeting. Councilwoman Phillips-Lowe seconded the motion with all present voting in favor. Mayor Genshaw closed the regular meeting at 9:20 p.m.

Dolores J. Slatcher, City Manager

/tnt