

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

February 11, 2014

7:00 PM

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

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

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

Acting-Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of January 28, 2014. Councilwoman Jones made a motion to approve the minutes of the Regular Council Meeting of January 28, 2014. Councilwoman Phillips-Lowe seconded the motion and the motion so passed with all present voting in favor.

Acting-Mayor Genshaw asked if there was any correspondence. City Manager Slatcher said that Seaford School District had sent a request asking to post a notice about kindergarten registration on the public bulletin board at City Hall. They are urging parents of children who will be 5 years old on or before August 31, 2014 to sign those children up for kindergarten during the registration which will be held March 12th through 14th. City Manager Slatcher said that the notice will be posted on the bulletin board to help encourage parents to register their children by the deadline.

City Manager Slatcher presented New Business # 1, request from Seaford Volunteer Fire Department, Inc. to place a storage shed at 411 King Street on City-owned property. Assistant City Manager Charles Anderson came forward to show a picture of what the shed will look like, as well as an aerial view of the proposed location of the shed. He explained that the 8' x 12' shed will be used to store items used for the Fire Museum. The items are currently being stored at the Burton Brothers warehouse, which is in the process of being rented. He said that the Fire Department had originally requested to have a shed placed in the parking lot behind the Fire Museum, but that was not feasible. They have agreed that the placement at 411 King Street will be a close enough proximity for their needs.

Acting-Mayor Genshaw asked if there were any concerns about vandalism or theft. City Manager Slatcher said that the Fire Department would be responsible for securing the shed. Assistant City Manager Anderson said that the Fire Department has agreed that they will move the shed if needed, with a 60-day written notice from the City. City Manager Slatcher said that the shed will be placed as close to the property line as possible, as the vacant lot is used for Riverfest, as well as employee parking during elections. Councilwoman Jones asked how long the shed will be there. City Manager Slatcher said that it will be somewhat permanent. It may need to be removed if the Fire Department outgrows the shed, or if the City needs to tear down the house and garage to develop the lot. She explained that the City purchased the lot to allow for expansion, but that would be years down the road.

Acting-Mayor Genshaw solicited any further questions. There being none, he called for a motion. Councilman Shannon made the motion to grant permission for the Seaford Volunteer Fire Department to place a storage shed at 411 King Street per their letter dated February 3, 2014. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 2, approval of an engineering agreement with George, Miles and Buhr to provide services to replace the culvert at the south end of Park Avenue in the Seaford Industrial Park. She explained that the City is getting ready to repave the road, and there is currently a failed storm drain underneath the entrance to Regional Builders. They would like to replace the drain during the paving project using the same contractor, but need to have the

engineering completed first. The existing pipe, which is corrugated metal, is collapsing. The funds are available to have the engineering done.

Acting-Mayor Genshaw solicited any questions. There being none, he called for a motion. Councilwoman Phillips-Lowe made the motion to approve the design estimate from George, Miles and Buhr for the culvert replacement on the south end of Park Avenue in the amount of \$3,000 per the estimate dated January 13, 2014. Councilwoman Jones seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 3, bids for demolition of 33 Chandler Street and 113 Fourth Street. Five bids were received. Elvin Schrock & Sons, Inc. was the low bidder for both projects, with a bid of \$6,300 for 113 Fourth Street and \$5,800 for 33 Chandler Street, for a total base bid of \$12,100. The City has worked with Elvin Schrock & Sons, Inc. in the past for plumbing work, but not demolition. Josh Littleton, Building Official, did the background work and checked references, and is satisfied that they will be able to complete the work satisfactorily. They were the low bidder by a significant amount.

Acting-Mayor Genshaw solicited any questions. There being none, he called for a motion. Councilwoman Jones made the motion to award the demolition of 113 Fourth Street and 33 Chandler Street to Elvin Schrock & Sons in the base bid amount of \$12,100. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 4, request to set real estate property tax appeals hearing for March 11th from 7 p.m. until 8 p.m. She explained that the tax appeals are usually held in April, but that one of the tax assessors is expecting a newborn sometime in April, so they are hoping to avoid conflict by holding the appeals in March. She added that the time for tax appeals is in the City Charter, but the date will have to be approved by Council.

Acting-Mayor Genshaw solicited any questions. There being none, he called for a motion. Councilwoman Peterson made the motion to set the real estate property tax appeal hearing for March 11, 2014 between the hours of 7 p.m. and 8 p.m. Councilwoman Phillips-Lowe seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 5, and announced that Assistant City Manager Charles Anderson will be in charge from February 22nd through March 2nd. She will be on vacation, and will not be present at the next Council Meeting.

MUNICIPAL ELECTION 2014

- Mayor and two Council member positions to be elected
- Current office holders are:
 - Acting-Mayor David Genshaw
 - Councilwoman Pat A. Jones
 - Councilman J. Rhea Shannon
- Candidate and voter registration deadlines are the fourth Friday of March – March 28, 2014 at the close of business – 5 p.m.
- Election Day is Saturday, April 19, 2014 from 10 a.m. until 6 p.m.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Worksite Wellness Health Fair at City Hall – February 14th from 11 a.m. until 1 p.m.
- Delaware League of Local Governments at Dover Downs – February 27th at 6 p.m. (Delmarva Safety Association)

COMMITTEE REPORTS

Councilman Shannon reported that conditional job offers have been accepted by Michael Short and Tyler Justice for police officer positions, effective February 17th. The two will start the Delaware State Police Academy on February 24th, which will run for approximately 6 months. Dispatcher testing will be held on March 8th. There are over 40

applicants for the position. On February 18th, the department will host training officials from the Office of Highway Safety. The training will educate officers on dealing with military veterans suffering from Post-Traumatic Stress Disorder. The department is also working on budget preparation for the upcoming fiscal year.

Councilwoman Jones reported that June Merritt, Director of Finance, is working on the 2015 budget. Departmental budgets are due February 21st. June is also working on updating project files for funding reimbursement, as well as several personnel issues. The administrative staff is working on learning Sharon Drugash, PR/Real Estate Tax Manager's duties in preparation for her retirement in April after more than 40 years of service. The budget planning session for staff and Council was held on Friday, February 7th. June is also preparing for the Delaware Division of Revenue annual reconciliation. All other business within the department is routine.

Acting-Mayor Genshaw reported that Scott Coulbourn, Supt. of Parks and Recreation, is preparing for his retirement in March. He is working on co-ed volleyball and preparing for softball programs. He commended Gary Andrews, Parks Coordinator, for his preparation for the planning session; he said that Gary has a lot of ideas for the Parks Department.

Councilwoman Phillips-Lowe reported that the Code Department has been busy with routine work such as sending violation letters, issuing building permits and completing inspections. Josh Littleton, Building Official, attended the DNREC Wetlands Conference on January 30th and the Wetlands Advisory Committee meeting on February 11th. The WWTF is running smoothly. The Public Works Department has been working on potholes and limb pickup. The weather has been too cold for the street sweeper to run, but it will be out as soon as the weather warms up a bit. The department has also cleaned out all of the key sewers within the City. The Teen Challenge sidewalk project has been granted an extension until the end of March, as the weather continues to impede progress on the project. She reported that Trisha Newcomer, ED/IT Manager, has been working on specs for the security camera bids. The Worksite Wellness Health Fair will be held this Friday at City Hall for all Worksite Wellness participants. Trisha will also be having a meeting with the new director of the Chamber of Commerce at the end of this month. All departments attended the planning session on Friday and are working on budget preparation.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, is continuing weekly inspections at the Power Plant. He completed and mailed the Delaware Workplace Safety application, and is coordinating the upcoming safety committee meeting. He also prepared bid specs for the gang-operated air brake switches. The Electric Department has completed meter reading. They serviced breaker 280 and changed the trip coil in breaker 210. The tree trimming has been completed from Woodside Manor to Atlanta Road. There have been no power outages since the last report. Rick Garner, Electrical Engineer, Bill Bennett, Supt. of Electric, and Ed Tumberlin, Construction Coordinator, attended the planning session and are working on the FY15 budget.

Acting-Mayor Genshaw handed out some information on Reclaiming the River. He thanked everyone that was able to attend the Nanticoke Immediate Care Open House. He said that he is happy to see the hospital continue to grow.

With no further comments, Acting-Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council and move to an Executive Session for the purpose of discussing a personnel individual concern. 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. Acting-Mayor Genshaw closed the Regular Meeting at 7:16 p.m.

Acting-Mayor Genshaw called the regular meeting to order at 7:28 p.m. and called for a motion to adjourn. Councilman Shannon made a motion to adjourn the regular council meeting. Councilwoman Peterson seconded the motion, with all present voting in favor.

Dolores J. Slatcher, City Manager

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