

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

February 25, 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. Charles Anderson, Assistant City Manager was 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. Assistant City Manager Anderson stated that there were none.

Acting-Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of February 11, 2014. Councilwoman Jones made a motion to approve the minutes of the Regular Council Meeting of February 11, 2014. Councilwoman Peterson seconded the motion and the motion so passed with all present voting in favor.

Acting-Mayor Genshaw asked if there was any correspondence. Assistant City Manager Anderson stated that there was none.

Assistant City Manager Anderson presented New Business # 1, Mr. Phil Miller, Marketing Specialist for DNREC to present information on Watershed Stewardship. Mr. Miller stated that there are numerous upcoming events to promote the effort to reclaim the Nanticoke River. A schedule of events were distributed and they are also available on their website, www.delawarewatershed.org. There are also workshops and recreational activities planned over the next few months. These are all to raise awareness about water quality and to save the river. The first workshop is scheduled for this Saturday at Mt. Olivet Church here in Seaford from 10 a.m. to noon. He asked if it would be possible for the City to participate in the activities and workshops and would like for the City to send at least one representative to each event. Charles Anderson, Assistant City Manager said that a staff meeting is scheduled for tomorrow and he would put the information out to City staff to see if anyone would be interesting in attending and participating. Mr. Miller thanked everyone for their time.

Assistant City Manager Anderson presented New Business # 2, Mrs. Lynn Brocato, Executive Director, Chamber of Commerce to introduce herself and give Council an overview of the direction the Chamber is working on. Ms. Brocato stated that she took over as Executive Director of the Chamber of Commerce effective January 3rd after the retirement of Paula Gunson. She was active in the Chamber before her employment and has served on many Chamber committees. She was also on the committee who helped put together the most recent strategic plan for the Chamber. She stated that the goal for her as Executive Director is to promote business growth and development in the Seaford area. She would like for the Seaford and surrounding areas to grow and attract business and tourism to the area. She is currently working on revamping the website and hopes to get more information out for member businesses. Ms. Brocato also stressed that this is about building bridges and getting people together to communicate and help the community grow. Councilwoman Jones asked if she plans to add to her staff. Ms. Brocato stated that she would like to but this would only be possible as the Chamber can afford it. As of now, she is counting on her volunteer committee members to work together and report back to her. She was thanked for her time for coming and everyone stated that they are looking forward to working with her to better the City of Seaford area.

Assistant City Manager Anderson presented New Business # 3, Bids- Seaford Pond Retrofits Phase 1. Assistant City Manager Anderson stated that there were 8 bids received with Teal Construction being the low bidder in the amount of \$290,248.00. This amount was higher than the engineer's estimate. City Manager Slatcher has been working to secure more funding for this project in order to push it forward. It is recommended to hold the awarding of this project until next Council meeting, March 11th so that City Manager Slatcher can make sure that she has the

additional funding secured. Assistant City Manager Anderson stated that there is a 30 day hold period for the bidding process so this bid would not be in jeopardy if Council were to differ award until the next meeting. All of Council agreed to hold the award until the March 11th meeting.

Assistant City Manager Anderson presented New Business # 4, Bids – Williams Pond Park paving. There were five bids received with Delmarva Paving Company being the low responsive bidder. Assistant City Manager Anderson stated that Jerry's Inc. did have a lower total price bid, however, they did not include the bid addendum and the Alternate "A" item included therein. Therefore, it is being recommended for the bid to be awarded to Delmarva Paving in the amount of \$76,065 using State Prevailing wages and including Alternate "A" as they met all of the bidding requirements. It was also stated that the money for this project is coming from Community Transportation Funds with the assistance of Representative Short and Senator Venables. Councilwoman Phillips-Lowe made a motion to award the Williams Pond Park Paving bid to the low bidder Delmarva Paving Co. in the amount of \$76,065.00, which includes Alternate "A". Councilwoman Jones seconded the motion; motion so passed with all present voting in favor.

Assistant City Manager Anderson presented New Business # 5, Bids – Porta John services. There were four bids received with KP Enterprises being the low bidder. Scott Coulbourn, Supt. of Parks and Recreation contacted some of their references and they all stated that they were a good company and responded when services are needed. Councilwoman Jones made a motion to award the Porta John bid to KP Enterprises, LLC t/a Flush A Way as per their bid received 2/19/14 and presented on the bid tabulation for services to the various areas as outlined. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Assistant City Manager Anderson presented New Business # 6, Request from Berley Mears, Director of Public Works to set clean-up week for May 12 through May 16. Councilwoman Phillips-Lowe made a motion to set clean-up week for May 12th through May 16th, 2014. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Old Business #1, Real Estate Property tax appeals hearing is set for March 11th, 2014; from 7 p.m. until 8 p.m. Council meeting will start immediately following the hearing.

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

- SCAT dinner, Millsboro Town Center, a new health program, March 5th at 6 p.m.

COMMITTEE REPORTS

Councilman Shannon reported that Michael Short and Tyler Justice have started at the academy effective February 24, 2014. There will be dispatcher testing held on March 8th and over forty applicants will be tested. The FY15 budget has been completed and turned into June.

Councilwoman Jones reported that June Merritt, Director of Finance, is working on the 2015 budget. June is also working on updating project files for funding reimbursement, as well as several personnel issues. She is also working on medical leave issues and retirements. June is preparing for the annual health insurance renewal. She is also preparing letters for some employees to let them know of their medical leave balance. She

also recently attended a meeting with representatives from Travelers and the pension. Payments for electric, water and sewer are due March 5th and disconnects will be done on March 6th. June is also reviewing the cleaning bid for renewal.

Acting-Mayor Genshaw reported that Scott Coulbourn, Supt. of Parks and Recreation, is preparing for his retirement in March. He has made a list of events for the recreation department along with times that those event occur. Applications are being received for Scott's job and interviews will be conducted soon.

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 has submitted the FY15 budget and has attended a few meetings. The concrete sidewalk work at the Teen Challenge site has been completed. Berley Mears, Director of Public Works recently met with representatives from BASF in reference to their closing. Trisha Newcomer, ED/IT Manager recently attended the second Riverfest meeting and is working on the surveillance camera bid that will be going out.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, is working on the Route 13 Intersection Improvement project and the Stein Highway project. An all employee Safety Committee meeting was held on February 20th. He is also working on obtaining easements from Gardner-Gibson and recently attended a construction coordination meeting. Bill Bennett, Supt. of Electric reported that two cabinets were recently installed at Governor's Grant and his department attended the all employee safety meeting. There were forty residential meters changed out to the new ERT meters. Circuit 290 recently had some problems and was off for about 19 minutes. There were three customers that were off for an addition 70 minutes for repairs. The FY15 budget has been submitted for the electric department.

Vice-Mayor Genshaw thanked everyone who attended the recent SET meeting and reminded everyone that the Seaford School District has a referendum coming up this Thursday.

With no further comments, Acting-Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Peterson made the motion to close the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe seconded the motion and the motion so passed with all present voting in favor. Acting-Mayor Genshaw closed the Regular Meeting at 7:34 p.m.

Charles D. Anderson, Assistant City Manager

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