

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

February 27, 2018

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. Charles Anderson, Assistant City Manager, June Merritt, Director of HR/Finance, Berley Mears, Director of Public Works and Bill Bennett, Director of Electric, were also present.

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

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 February 13, 2018. Councilman Holland made a motion to approve the minutes from the February 13, 2018 Council Meeting. Councilman Henderson seconded the motion; the motion so passed with all present voting in favor.

CORRESPONDENCE

Mayor Genshaw presented Correspondence #1 – Water test results from testing the Arbutus and 534 (North and South) domestic drinking water wells. Assistant City Manager Anderson stated that a letter was received from DNREC stating that the City of Seaford public water supply is safe for drinking, cooking and everyday use.

NEW BUSINESS

Mayor Genshaw presented New Business item #1, Appointment and removal of DEMEC Director and Alternate Director. Assistant City Manager Anderson stated that due to the retirement of City Manager Dolores Slatcher, it is being recommended to name the DEMEC Director as himself and the Alternate Director, June Merritt, Director of Finance.

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

Mayor Genshaw then called for a motion. Councilwoman Peterson made a motion to approve the appointment of Charles Anderson, DEMEC Director and June Merritt, DEMEC Alternate Director. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business item #2, Present for approval the establishment of a credit card account for the City of Seaford. June Merritt, Director of Finance came forward to present the information. Mrs. Merritt stated that many companies do not accept purchase orders or do not issue store credit or accounts. She added that the City is required more frequently to use a credit card for the purchase of goods and services. Our banking institution was contacted and

information was requested on their credit card programs. The Visa CommUNITY card issued by Elan Financial Services is designed for municipalities and offered consolidated statements, free management reporting, dedicated cardmember services and a rewards program.

Mrs. Merritt added that to reduce the risk of fraud or misuse the cards will be kept in a safe location, the card's identification number will be protected, the credit card will be used for business related activities only and cardmembers will be limited to the City Manager and Director of Finance. Credit cards purchases will require approval prior to purchase.

Mayor Genshaw called for any questions or comments from Council; there were none. Councilman Henderson asked if it was a requirement to pay all balances each month or if a statement would be received. Mrs. Merritt stated that a statement would be received each month to review.

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the City Manager and Director of Finance to execute the credit card application documents on behalf of the City of Seaford. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3, Letter of resignation from City Solicitor James Fuqua. Assistant City Manager Anderson read a letter into the record stating that Mr. Fuqua was resignation as the City Solicitor of the City of Seaford as of March 1, 2018. He stated that it was a privilege to represent the Mayor and Council over the past thirty years and had the pleasure of working with all of the staff.

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

With no other questions or comments, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to accept Jim Fuqua's letter of resignation as of March 1, 2018. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4, Mayor David Genshaw to recommend to the City Council an appointment for City Solicitor. Mayor Genshaw stated that he along with Mr. Anderson interviewed candidates for the position. During the process, Mr. Daniel Griffith was shown to be the top candidate of those that were interviewed. Therefore, he is recommending to Council to appointment Mr. Daniel Griffith as the City Solicitor.

Mr. Griffith came forward thanking the City of Seaford for the opportunity of being selected to interview for the position. He looks forward to working with the City of Seaford if he is approved tonight as the City Solicitor.

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

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve Daniel Griffith Esquire as City Solicitor effective March 1, 2018. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #5, Present for approval a Letter of Engagement for the City Solicitor position. A letter was provided to the City of Seaford outlining the terms of engagement for Mr. Griffith to serve as the City Solicitor. Mayor Genshaw added that Mr. Griffith's office is in Wilmington, DE, however it has been agreed that the City will not be charged for drive time to and from his office for City meetings.

Mayor Genshaw asked for any questions or comments from Council. Councilwoman Peterson asked how the City would be charged. Mr. Griffith stated that it would be an hourly charge.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the letter of engagement with Whiteford, Taylor & Preston, LLC for City Solicitor services as presented Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item # 6, Appointments for the Standing Board for Municipal Election 2018 and the Municipal Board Election 2018 (Board used for election challenges). Mayor Genshaw stated that the Standing Board for Municipal Election 2018 would consist of 1 year term – Elizabeth Jenkins and Virginia Hastings, 2 year term – Rick Peterson (Election Judge) and Sharon Drugash and 3 year term – Toby French. The staff help from the hours of 6:30 a.m. to 11:00 a.m. will be Jeanne Sapp, Ashley Heincike and Erica Colegrove and from the hours of 11:00 a.m. until 3:30 p.m. will be Tracy Torbert, Shannon Passwaters and Jessica Johnson. Staff relief throughout the day will consist of Charles Anderson, June Merritt and Trisha Newcomer. The Municipal Board for Election 2018 (the board use for election challenges) will be Rick Stewart, Pat Shannon and Bob Hudson.

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

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the appointments for the Standing Board for Municipal Election 2018 and the Municipal Board of Election 2018 as presented Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7, Lt. Glenn VanFleet to present the findings of a traffic analysis related to a request for "speed bumps" on Crossgate Drive. Mr. Anderson stated that a letter was received from the Crossgate Drive Homeowners Association in reference to a request for the installation of speed bumps. After the letter was received, a committee was put together to look into the request. Lt. VanFleet stated that the Police Department conducted a traffic study to determine if speeding is occurring on Crossgate Drive. The results were as follows: Police officers ran a total of 8.5 hours of radar over a 10 day period checking the speeds of 116 vehicles. The highest speed recorded during the study was 34 miles per hour.

Mr. Berley Mears, Director of Public Works stated that he evaluated the installation of speed bumps on Crossgate Drive. His recommendation is not to install them due the following reasons.

The installation of speed bumps makes the road very hard to plow during snow storms and damage to the bumps often occurs. The plow needs to be raised off the ground some when approaching and crossing the bump which leaves snow around the bump leading to an unfinished and unsafe condition. This is a costly installation with two options ones being longer term than the other. He added that the hard-rubberized bump could be installed in five locations like the ones approaching the Jays Nest for approximately \$5,000 for the materials, but these are made more for parking lot installations. Mr. Mears added that he has heard of complaints in the area of speed bumps due to the required stopping and starting at every bump. Some vehicles are loud as they accelerate away from each bump which causes additional noise to the surrounding residents. Lastly, the City has tried to eliminate (Cedar Avenue and Cypress Drive) and/or deter speed bump/dip installations for these reasons and try alternative measures such as speed enforcement, additional signage, and possibly reducing the travel speed in the affected area.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson asked where the current speed limits signs are posted. Lt. VanFleet stated that there was one posted at each end of the street and he believes there is one in between as well.

It was asked if the City has any 15 mph signs in stock if the speed limit were to change. Mr. Mears stated that we probably would have to order them since it is not a typical sign used often.

It was decided for Assistant City Manager Anderson to reach back out to the Homeowner's Association to see what the association would like to do. If they would desire to have the speed limit changed or keep it the same. It was agreed by the City Council that should the desire of the HOA be to have the speed limit reduced on Crossgate Drive the City Manager could authorize that change.

OLD BUSINESS:

Mayor Genshaw presented Old Business Item #1, Bill Bennett, Director of Electric to present an update of the Pine Street Substation and Distribution improvements projects. Mr. Bennett described the progress made on the substation project, he stated the underground 69 kV wire has been pulled in along with the distribution circuit underground wire and terminations are made. The 69 kV underground wire has been terminated and testing has been completed for the relays, controls and SCADA. Stone has also been spread on the site. The safety rails on the transformer platforms have been mounted. The GOABS handles have been adjusted and the operation of them has been checked. The breakers have been labeled and the U bolts have been changed on the 68 kV risers to aluminum.

For the distribution work, all of the load has been transferred over to the new wire. The transmission line from Central Substation to Pine Street Substation has been removed and the poles have been topped. The underground wire for circuit 270 under the Stein Highway bridge has been pulled and terminated. Crews came in at night to transfer the Boys and Girls Club and Ross Business Park. The homeowners' yard was fixed where they had to get in the grass to set the poles and work on them. The distribution crew completed their work on February 16th except the work on Sussex Highway and we are currently waiting on Delmarva Power to complete that portion of the project.

Mr. Bennett stated that Blake Chaffinch has added the new substation and changed the circuits on the SCADA system. Blake and Mark from DAI finished testing the substation with the exception of breaker 8240 which is not yet installed. Training was done in the control room of the new substation. Blake worked with DAI, RPS and QEI on the testing of the relays and controls to make sure they were taking to the SCADA system. Switching was completed to get the system configuration of the new circuits. On February 21, the 69 kV underground wire was energized and on February 23, Dolores energized transformer 200B and let it soak for 3 days to come up to operating temperature and let the nitrogen bubbles rise to the top of the transformer. All of the distribution breakers were closed and the crews checked phasing on the riser poles. The old Central Substation is being decommissioned and the new GOABS to be located on Norman Eskirdge Highway just recently came in.

Mr. Bennett then gave some upcoming milestone dates. The existing Pine Street substation will be de-energized in March. The split of circuits 210 and 230 will occur late next week. By the end of March, transformer 200A will be energized and then the main buss. The plan will be to split the City load on each transformer. In March, the Ross Substation will be de-energized to replace breaker 8240. He added that in June the project should be completed.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- March 7, 2018, SCAT Dinner, Laurel Fire Hall, 6:00 p.m.
- March 9, 2018 FY19 Planning Session, City Hall, 8:30 a.m. – 3:00 p.m.
- City Manager retirement dinner, SVFD Banquet Hall, March 10th at 5:00 p.m.

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.

CANDIDATES FILED:

Mayor David Genshaw has filed for re-election as Mayor

Alfred Lee Cannon has filed for Mayor

Matthew MacCoy has filed for Council

Patricia Jones has filed for Council

Councilman Orlando Holland has filed for re-election for Council

Shane Beard has filed for Council

James King has filed for Council

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that Chief Flood along with Lt. Vanfleet, Sgt. Russ Little, Sgt. Chris Miller and S/Cpl. Toby Laurion attended Delaware State Police Academy graduation for our two new officers. Ptl. Ruark and Ptl. Palm are now assigned to the Field Officer Training Program for 12 weeks. A & C squads recovered nine (9) grams of marijuana, five (5) grams of powder cocaine along with two (2) grams of crack cocaine. On February 19, 2018 Det. Chambers along with Pfc. Short attended a Pedophile and Child Predator Invest class at the Delaware State Police Academy. On February 20, 2018 Sgt. Rapa and Sgt. Little attended a Fraudulent Documents class at the Delaware State Police Training Academy. On February 22, 2018 S/Cpl. Laurion and Cpl. Linville attended Covert Surveillance Techniques class at the Delaware State Police Training

Academy. The annual awards ceremony on Thursday, February 22, 2018; all went well. The Criminal Investigation Division is working several investigations. CID closed two robbery incidents with arrests last week after a month-long investigation involving DSP.

Councilman Henderson reported that Director Bill Bennett continued his regular meetings with AUI (contractor) on site at the Pine Street Substation and the distribution portion of the project. He also attended progress meetings for the projects. Bill also attended a construction coordination meeting with other city staff and leadership, and he met with Mike Bailey and Jeanne Sapp about load changes for the last year into this coming year. Bill was on site for the energizing and soaking of Transformer 200B, and closing in the distribution breakers to their check phasing. He was also on site for the transfer of load on Circuits 210, 230, 280, and 290 from the existing substation to Transformer 200B of the new substation. Blake Chaffinch did substation testing in the new substation with Mark from DAI (Downes Associates, Inc.). Blake Chaffinch worked with a representative from QEI (SCADA company) to make sure we had communication between SCADA and the new substation. With the exception of the rerouting of fiber-optic cable all of the electrical infrastructure from behind the power plant has been removed. Connections on the new GOABS on Bridgeville Highway and Locust Street near Nylon Boulevard were made complete. Disconnection and removal of the electric service, transformer, and meter at Royal Farms was performed. Switching in preparation for the transfer of load to the new substation was performed. Taps at several poles were changed to get prepare for the transfer of load to the new circuits. Closed all of the distribution breakers to check phasing at the riser poles. Bill and Jessica took training on the FEMA National Incident Management system and Incident Command System. All trucks were underwent dielectric and ANSI testing. There are no outages to report.

Councilwoman Peterson reported that Building Official, Mike Bailey reported that Shannon and Walt attended a DEMA training on "Incident Command" on February 22. Their routine jobs of the on-going projects, violation inspections and plan reviews of new permits were completed. Also, 31 permits have been issued to date. Royal Farms has demolished the two houses on the Market St. side of their property.

Superintendent of Parks and Recreation, Katie Hickey reported that the Basketball Championships are February 26 and 28th. Bobby and Gerry went to a DEMA training on "Incident Command" on February 22. The Parks department has begun spraying for spring weeds and cleaning the pool landscape. Also, they continue to work on the picnic tables.

Councilman Mulvaney reported that at the Wastewater Treatment Plant, performance and leachate treatment remains slow. There has been very little wastewater coming from Proximity Malt.

He added that if hot mix becomes available, completion of the patch work on Middleford Road and Phillips Street will be completed.

In Public Works, two projects are now completed. The Dulaney well is back on line and the St. John's Church Pine Street signs are installed. The water service to the Royal Farms was disconnected for the demolition. The demolition of the two houses are tree began on Monday,

February 26, 2018. A new service was installed at 407 Phillips Street. There were two bids received for the Porter Street Storm Water Improvements which are pending review.

Councilman Holland reported that the following meetings were attended: Council agenda was prepared, participated in the AMI project call, the substation and distribution meetings with AUI, the paving pre-bid and demolition pre-bid meetings and the DEMEC board meeting.

Attended the Middleford Road property owners meeting to discuss the proposed sewer alignment. Worked on the Planning Session presentation. Attended a meeting with the NMH CEO. Attended the police graduation and the PD awards ceremony.

In Information Technology, work was completed with vendors toward new network migration. (Still work to be completed) and met with Fiber Tech regarding removal/reroute of fiber.

In Administration, Solar Accounts were reviewed for Year End KWh Credits. Attended the Tax Reassessment bid opening. Work was completed on the AMI Project – report formatting for ElectSolve & Edmunds. Work on FY'19 Budget. All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

With no further comments, Mayor Genshaw called for a motion to go into Executive Session at 7:46. Councilwoman Peterson made a motion to go into Executive Session. Councilman Henderson seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to close the regular Council Meeting. Councilman Mulvaney made a motion to close the regular Council Meeting. Councilman Holland seconded the motion; the motion so passed with all present voting in favor. The meeting was adjourned at 8:47 p.m.

Charles D. Anderson, Assistant City Manager

/tnt