

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

February 28, 2017

7:00 PM

Councilwoman Phillips-Lowe called the Regular Meeting to order with the following present: Councilwoman Grace Peterson, Councilman Orlando Holland, Councilman William Mulvaney, and Assistant City Manager, Charles Anderson, Director of Finance, June Merritt, Chief of Police, Gary Flood, ED/IT Manager, Trisha Newcomer, Director of Public Works, Berley Mears, and Superintendent of Electric, Bill Bennett was also present.

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

Councilwoman Phillips-Lowe announced Mayor Genshaw is out of the City on business and Vice-Mayor is ill.

Councilwoman Phillips-Lowe solicited any changes to the agenda. Assistant City Manager, Charles Anderson stated there were none.

Councilwoman Phillips-Lowe stated that the February 14, 2017 Council Minutes will be tabled until the next Council meeting.

Councilwoman Phillips-Lowe came forward to present the 2015 Water Fluoridation Quality Award from the Center for Disease Control and Prevention to the Public Works Department. The Fluoridation Quality Award is granted to communities that adjust and achieve a monthly average fluoride level in drinking water that is in the optimal range for 12 consecutive months in a year. Director of Public Works, Berley Mears, came forward to accept the award and thanked Councilwoman Phillips-Lowe.

Chief of Police, Gary Flood came forward to introduce the new dispatcher for the 911 call center, Taylor Walls.

Director of Finance, June Merritt, came forward to introduce the new Customer Service Representative, Ashley Heinicke.

CORRESPONDENCE

Assistant City Manager, Charles Anderson, stated that the City has received notification from Evan Lallier with DelDOT that roadwork will be done on Route 13 over Williams Pond. The work will be starting on March 20th, 2017 and will last about 13 weeks, and is expecting to cause congestion to traffic.

NEW BUSINESS

Councilwoman Phillips-Lowe presented New Business #1, information on the "Rock the Block" event. Audrey Miller, Repair Program Coordinator with the Sussex County Habitat for Humanity, came forward to present information on the event. Mrs. Miller stated that the event, is intended to have community volunteers' work on community rehabilitation projects in the Seaford area. These free home-owner services include power washing, exterior repairs, property clean-up, minor painting, etc. The event will take place on April 8th, 2017.

Councilwoman Phillips-Lowe solicited any questions or comments from Council. Councilwoman Peterson asked if the properties have to be owner occupied or can they be rentals as well.

Mrs. Miller stated that the projects will be done on a case by case basis. Unfortunately, they aren't able to do as much to a rental property as a home-owner occupied property.

There were no further questions or comments from Council.

Councilwoman Phillips-Lowe presented New Business #2, authorization for the City Manager to enter into an agreement with the Eastern Shore Regional GIS Cooperative (ESRGC). Assistant City Manager, Charles Anderson, stated that the agreement is part of the Asset Management grant from June 2016 the City filed with DNREC and the State Office of Drinking Water. The services between the City of Seaford and Salisbury University will utilize the students of SU to collect data for a comprehensive spatial database for the City of Seaford to support the management, maintenance and planning of infrastructure resources. They will work on scanning data to digital form, geo-reference all as-built maps and CAD drawings, index all maps and drawings. They will also work on configurations of the City water and sewer systems, as well as tax parcel boundaries and field collection and verification.

Councilwoman Phillips-Lowe solicited any questions or comments from Council.

Councilman Mulvaney asked if the information included fieldwork.

Asst. City Manager Anderson stated yes. They will be digitizing current data that the City has and will be collecting some data from the field as well.

Councilman Holland asked when this would begin.

Asst. City Manager Anderson stated the work will begin in the summer.

With no further questions or comments, Councilwoman Phillips-Lowe called for a motion. Councilman Holland made a motion to approve the agreement with the Eastern Shore Regional GIS Cooperative (ESRGC) to provide services supporting the Asset Management Project and authorizing the City Manager to execute the agreement. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Councilwoman Phillips-Lowe presented New Business #3, a proposal from George, Miles and Buhr for coordination with the Eastern Shore Regional GIS Cooperative (ESRGC) for supporting the Asset Management Project. Assistant City Manager, Charles Anderson, stated that the agreement is for engineering services involving the development of an Asset Management Plan for the City's water and wastewater infrastructure. GMB will assess the City infrastructure inventory and condition; assist with the GIS mapping and vertical asset inventory. They will also work on level of service statements, assess critical assets, life cycle cost analysis, a long-term funding plan and report preparation. They will begin the work immediately following the signed proposal and meeting with DNREC and the Office of Drinking Water.

Councilwoman Phillips-Lowe solicited any questions or comments from Council. There were none.

Councilwoman Phillips-Lowe called for a motion. Councilman Holland made a motion to approve the proposal from George, Miles, and Burh for services in coordinating with the Eastern Shore Regional GIS Cooperative (ESRGC) for the Asset Management Project. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Councilwoman Phillips-Lowe presented New Business #4, Regional Sewer Evaluation Agreement with Sussex County. Assistant City Manager, Charles Anderson, explained that the Agreement with Sussex County is for a mutual planning effort to evaluate the feasibility of expanding the City sewer collector and treatment works to accommodate flows from a newly created Sussex County Sewer District for the Towns of Bridgeville and Greenwood. GMB will perform a Preliminary Engineering report for the upgrade of the City's Waste Water Treatment Facility to allow the collection of wastewater from these towns and adjacent areas. The City is responsible for paying GMB for these services, however Sussex County will reimburse the City.

Councilwoman Phillips-Lowe solicited any questions or comments from Council. There were none.

Councilwoman Phillips-Lowe called for a motion. Councilman Mulvaney made a motion to approve the Regional Sewer Evaluation Agreement with Sussex County as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Councilwoman Phillips-Lowe called for a second motion to approve the Regional Sewer Evaluation Agreement proposal from George, Miles, and Burh to be reimbursed by Sussex County. Councilman Mulvaney made a motion to approve the proposal from GMB to be reimbursed by Sussex County. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Councilwoman Phillips-Lowe presented New Business #5, information on 90 Day Broad Band trial with the State of DE Department of Technology and Information. Trisha Newcomer, ED/IT Manager came forward with Mrs. Gauz and Mr. Lopez, from the State of DE, to present the information. Mrs. Newcomer explained that the project would include a fiber connection, a broadband connection and an antenna installed on the Dulany water tower to transmit data.

Councilwoman Phillips-Lowe solicited any questions or comments from Council.

Councilman Mulvaney asked if there would be more than one provider for broadband services.

Mrs. Gauz, stated that there would be one provider for Seaford but the other two locations that are part of the State pilot program could possibly have a different provider.

Councilman Mulvaney asked where will the other two locations be.

Mrs. Gauz stated that the other two locations are Marydel and Rehoboth.

Councilwoman Phillips-Lowe presented New Business #6, information on the FXLuminaire LED lighting system. ED/IT Manager Newcomer came forward to present the information. ED/IT Manager Newcomer explained that the LED lighting was recently completed in Gateway Park. The new lighting will be much easier to maintain, more cost effective for the City, and is easier to change displays for events, holidays, etc. The funds for the lighting installation came from the earmarked Conceptual Vision Planning commitment the City made with DEDO.

Councilwoman Phillips-Lowe solicited any questions or comments from Council. There were none.

Councilwoman Phillips-Lowe presented New Business #7, Solar Array production presentation. Bill Bennett, Superintendent of Electric, came forward to present the information. Mr. Bennett explained that the website used to check the solar array production allows the City to see how much energy the solar panels are producing, what time of day they produce the most energy, temperature, etc. The reports are in 15 minute increments and once the City's website is updated, anyone will be able to go the website and see the production of the solar panels at the facility.

Councilwoman Phillips-Lowe solicited any questions or comments from Council. There were none.

Councilwoman Phillips-Lowe presented New Business #8, agreement for Perdue Grain and Oil Seed attachment of a fiber optic communication cable to City owned utility poles. Assistant City Manager, Charles Anderson, explained that the agreement addresses a fiber optic communication cable that Perdue Grain and Oil Seed would like to attach to two poles owned and maintained by the City of Seaford. Perdue Grain and Oil Seed will be responsible for the application fee for the new attachment, \$100.00 per attachment, per pole. As well as a \$60.00 audit/inspection fee per pole, and a yearly attachment fee per pole per year starting at \$22.00 for 2017 and increasing by \$1.00 per year.

Councilwoman Phillips-Lowe solicited any questions or comments from Council.

Councilman Mulvaney asked if there would be attachments to every pole included in the exhibit.

Asst. City Manager Anderson stated, no. It would only include two poles; pole numbers 02-140/31 and 02-140/30.

With no further questions or comments, Councilwoman Phillips-Lowe called for a motion. Councilman Holland made a motion to approve the attachment agreement for Perdue Grain and Oil Seed to attach a fiber optic communication cable to two poles owned and maintained by the City of Seaford as presented. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Councilwoman Phillips-Lowe presented New Business #9, a request to set Clean-Up Week for the City of Seaford. Assistant City Manager, Charles Anderson, stated the Director of Public Works, Berley Mears is requesting to set the City's "Clean-Up Week" for May 8th thru May 12th 2017.

Councilwoman Phillips-Lowe solicited any questions or comments from Council. There were none.

Councilwoman Phillips-Lowe called for a motion. Councilman Mulvaney made a motion to set May 8th, through May 12th, 2017 as Clean-up Week for the City of Seaford as recommended by Berley Mears, Director of Public Works. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Councilwoman Phillips-Lowe presented New Business #10, information pertaining to a potential loan for the Electric Department's new bucket truck. June Merritt, Director of Finance, came forward to present the information. Mrs. Merritt stated that the amount of the loan is \$107,206.00 and the City requested quotes from seven financial institutions for loan terms, but the City only received quotes back from three of the firms. These included, Fulton Bank, M&T Bank, and The Bank of Delmarva. The Bank of Delmarva offered the lowest variable rate, at 2.63% which is 70% of Prime.

Councilwoman Phillips-Lowe solicited any questions or comments from Council.

Councilman Mulvaney asked how old the truck was that was being replaced.

Bill Bennett, Superintendent of Electric, stated the truck is 15 years old. It is one of the most used trucks and the City spent approximately \$11,000.00 on repairs last year.

With no further questions or comments, Councilwoman Phillips-Lowe called for a motion. Councilman Mulvaney made a motion to approve a loan with The Bank of Delmarva in the amount of \$107,206.00 for five (5) years with a variable interest rate of 70% of the prime interest rate (2.63% currently as prime = 3.75%) for the new bucket truck in the Electric Department. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- SCAT, Cheer Center, Georgetown, March 1, 2017 at 6 p.m.
- Police Department Mixer, March 2, 2017 at Police Department, 5 p.m. until 7 p.m.

CITY OF SEAFORD

Municipal Election- April 15, 2017

The City of Seaford Municipal Election will be held on Saturday, April 15, 2017 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.

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 24, 2017. 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 24, 2017 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 24, 2017.** 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 15, 2016) 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 for Council are – Councilman Dan Henderson; Councilman William Mulvaney; and Frank Daniel Cannon, Jr.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that there was no fire report. In the Police Department, Chief Flood attended the Planning Session on Friday, February 17, 2017. On Friday, February 17, 2017 at approximately 1:29 p.m., an Armed Robbery was reported at Burger King on US Rt. 13, Seaford. Ptl. Kyle Jones, after hearing the radio report, positioned himself on Middleford Rd. and observed the suspect's vehicle and initiated a traffic stop. Three suspects were taken into custody and turned over to Delaware State

Police Troop #5; the suspects were arrested on numerous charges to include armed robbery. On February 21, 2017 Lt. Bohn attended fraudulent document training at the Delaware State Police Academy and on February 22, 2017 S/Cpl. Mills and Pfc. Short attended a Covert Surveillance class at the Delaware State Police Academy. On February 23, 2017 Sgt., Sterner attended a Pedophile and Child Predator class at the Delaware State Police Academy and the Criminal Investigation Division is still working on investigations. C Squad Officers recovered 33 bags of heroin along with 18 grams of marijuana.

Councilman Mulvaney reported that Director of Public Works, Berley Mears, has spent the last two weeks catching up on street issues with limited personnel. The department worked on tree limbs, large piles, and property cleanups. The water line repair in front of Harbor House became difficult after discovery that the paving above the leak was extremely thick due to repaving's over the original entrance to a prior service station. Three water operators attended the rural water conference continuing education classes. The priority for the department in the coming week is the Route 13 water main project and Mr. Mears will be reviewing employment applications for an interview session when the City Manager returns.

The Wastewater treatment plant continues its efficient operation with no major maintenance issues. In compost the woodchips are beginning to run low, however the chipping of the limbs at the site is scheduled to be done by Eastern Shore Forest Products in the near future.

Councilwoman Peterson reported that in the Code Department, Building Official, Josh Littleton attended the Rental License Committee meeting, a Staff meeting and a meeting regarding the Comprehensive Plan. He also, attended the meeting for the demolition pre-bidding for three properties and participated in the 2017 Planning Session. Mr. Littleton has completed several building plan and permit reviews and reports that the Riverplace Apartments, building #2, and the Community Building on Water Street are at 85% completion.

Parks and Recreation, Superintendent Katie Hickey, reports that the Parks Department has cleaned and repaired all the machines for spring use. The Parks Department is performing general Maintenance at William's Pond; cleaning up a fallen tree and at the Jay's Nest, replacing posts. Personnel attended a statewide Parks & Rec Conference last week and Katie and Bobby are working on their budget for 2018. Katie has completed the job description for seasonal part-time employees and has prepared for the 2017 Planning Session. Youth Wrestling is still active on Monday each week and Youth Basketball will be finished on Monday.

Councilman Holland reported that project updates for the City include, The Cummings Building demolition, which is 90% complete. Administrative personnel attended the Profile Luncheon, GATS training to submit SREC's for reimbursement and met with a consultant about the Comprehensive Plan update requirements. They also attended the

Bridgeville/Greenwood sewer planning meeting, the Planning Session with Mayor, Council and staff and attended a pool meeting with Steve Cannon and SCSC members.

Other work included, preparing for the Council meeting agenda of 2-28-17, completing Electric Construction Leader interviews and conditional job offer, requesting and reviewing quotes for the Electric Service Truck loan and worked on preparing for FY'18 Budget. All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

In Information Technology, personnel, completed the server replacement at SPD, attended Public Information Training at DEMA and set up backup system in preparation for new SCADA infrastructure. The department worked on issues with Mobile Vision PC and attended training session with new Gateway Park Lighting equipment.

With no further comments, Councilwoman Phillips-Lowe called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Peterson made the motion to adjourn the Regular Meeting of Mayor and Council. Councilman Holland seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 7:59 p.m.

Dolores J. Slatcher, City Manager

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