

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

February 14, 2012

7:00 PM

Mayor Edward H. Butler, Jr., called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilwoman Pat A. Jones, Councilwoman Leanne Phillips-Lowe, Councilman J. Rhea Shannon and Councilman William G. Bennett. Dolores J. Slatcher, City Manager, and Charles Anderson, Assistant City Manager, were also present.

Councilwoman Jones offered the opening prayer and Mayor Butler led those present in the Pledge of Allegiance.

Mayor Butler solicited changes to the agenda. City Manager Slatcher stated that there were none.

Mayor Butler called for a motion to approve the Minutes of the Regular Meeting of January 24, 2012. Councilwoman Jones made the motion to approve the minutes of January 24, 2012. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

Mayor Butler called forward representatives from the Seaford Volunteer Fire Department. Ron Marvel, J.C. Willin and Calvin Yelverton came forward to present the Department's new LUCAS device from their ambulance. Mr. Marvel announced that Mayor Butler is now a lifetime member of the SVFD. He said that Jim Mitchell, SVFD Treasurer, had worked to find financial aid to help the department purchase the LUCAS device, which performs perfect CPR. He said that most area paramedics have the devices on their vehicles, but after some research, he believes that Seaford is the first Volunteer Fire Department on the Eastern Shore to have the device. Mr. Yelverton demonstrated the setup and use of the machine, which meets the American Heart Association's guidelines for CPR, operating at 100 beats per minute. The device pauses between compressions to allow the attendant to administer breaths to the patient, and keeps attendants from becoming tired by administering compressions by hand. Mr. Marvel said that one reason the Department was interested in obtaining a LUCAS device is that it was crucial in saving the life of Randy O'Bier, a member of the SVFD who suffered a heart attack in 2010. He said that the Department has two ambulances and only one device, and is looking to purchase another one. He said the approximate cost is \$16,000, and that the device is powered by a DeWalt battery.

Mayor Butler solicited any questions. Councilwoman Peterson asked if the base of the device was made of rubber. Mr. Yelverton said that the base piece is made of hard plastic. He said that the compressions go down about two inches. Councilwoman Jones asked if the device could be used on children. Mr. Yelverton said that as long as the device would fit the patient and reach his or her chest, it could be used to do CPR on that patient. He said that the device has been used on a smaller child as well as a heavier adult, but that it cannot be used on babies. He reported that the Department has used the device three times so far, but unfortunately has not been able to reach the patients in time to save them. He added that there is an increase in survival rate of up to 27%

using the LUCAS device as opposed to manual compressions. Mayor and Council thanked the members of the SVFD for their presentation.

Mayor Butler then called forward Mr. Jehu Warrington, Mr. J. Rhea Shannon, and Mr. Donald D. Tull, along with their wives, to present resolutions to them as the new class of 50 years-of-service members of the Seaford Volunteer Fire Department. Mr. Butler congratulated them on reaching 50 years of service, and thanked them for their time and dedication over the years. He said he hoped that this accomplishment would inspire others in the community to join and serve with the SVFD. Mr. Butler then thanked the wives for their patience and understanding over the years. City Manager Slatcher and Council members also came forward to congratulate Mr. Warrington, Mr. Shannon and Mr. Tull.

Mayor Butler asked if there was any correspondence. City Manager Slatcher stated that there was none.

City Manager Slatcher presented New Business # 1, bids for transformers. She said that the bid was for 12KV transformers, for stock and to be used in the Stoneybrook development. The low bidder was WESCO Distribution, Inc., with a total bid price of \$64,445. There is a non-budgeted portion of \$31,045, which would be paid from the Electric Reserves. She said that this amount is for the Stoneybrook transformers, which were not expected to be installed during the 2012 fiscal year.

Mayor Butler asked how long it would take for the transformers to come in. City Manager Slatcher said that the estimated delivery is between 8 and 12 weeks, depending on the size of the transformers. Mayor Butler then called for a motion. Councilman Bennett made the motion to approve the non-budgeted transformer bid in the Electric Department to the low bidder, WESCO, in the amount of \$64,445, and the non-budgeted portion to be paid from the Electric Reserves in the amount of \$31,045. Councilman Shannon seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 2, request from George, Miles and Buhr to exercise their renewal option to extend their rental lease for the period 4/1/12 – 3/31/13. She said that the amount of this yearly lease is \$37,716.

Mayor Butler solicited any questions. There being none, he called for a motion. Councilwoman Phillips-Lowe made the motion to approve a one-year renewal for the lease with George, Miles and Buhr for the Renewal Option 4/1/12 – 3/31/13 for \$37,716. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 3, approval to study and design storm water improvements in the Seaford Industrial Park at Eastern Shore Metals/E.S. Steel. She said that the Economic Development Committee had reviewed the work proposal made by George, Miles and Buhr. She said that the goal of this work is to assist the business in relocating back to Seaford, which would bring 18 jobs. She said that the Economic Development Committee has recommended the study and design, and that once it is completed, the proposal would have to

come before Council with costs to do the necessary construction and repairs. She said it is recommended that this non-budgeted expense be paid from the Storm Water Impact Reserves.

Mayor Butler solicited any questions. There being none, he called for a motion. Councilman Bennett made the motion to approve the necessary study and design engineering with George, Miles and Buhr for storm water improvement to serve the Eastern Shore Metals/E.S. Steel facility in the Seaford Industrial Park in the amount of \$9,365 to be paid from the Storm Water Impact Reserves as a non-budgeted expense. Councilman Shannon seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 4, set the date and time for Real Estate Property Tax Appeals for April 10, 2012, between the hours of 7:00 p.m. and 8:00 p.m.

Mayor Butler solicited any questions. There being none, he called for a motion. Councilwoman Jones made the motion to set the annual Tax Appeal Night for Tuesday, April 10, 2012 between the hours of 7:00 p.m. and 8:00 p.m. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 5, approve the Binding Commitment Offer from the Delaware Drinking Water State Revolving Fund Loan for the installation of water meters and meter pits. She said that the amount of the loan is \$1,903,812, but that it is recommended that the City hold a referendum on the loan, should other needs arise in the City for borrowing that could bring the our total borrowing above the \$2 million borrowing limitation in the fiscal year. She said that this is a 20 year loan, with 35% principal forgiveness. This would mean that \$666,334 would be forgiven, with the principal repayment amount being \$1,237,478. She said it is estimated that these funds will allow the City to purchase 2,000 water meters and 1,750 meter pits. She said that with the current number of Equivalent Dwelling Units being 3,632.13, the estimated debt service payment would be \$18.84 annually or \$1.57 monthly. Without the principal forgiveness, this would be \$28.98 annually or \$2.42 monthly, plus 1% due at closing in the amount of \$19,038.12. City Manager Slatcher added that if Council approves to proceed with the Binding Commitment Offer, the City would be obligated to have 10% of the loan drawn down, and proceed with the work within one year of the loan closing. She asked that if Council approves the execution of the Binding Commitment Offer, that they also approve the next step, which would be to authorize Saul Ewing to put together the necessary paperwork for the required public hearings and referendum. She said that this is a good opportunity to install meters citywide, and added that Seaford is the only remaining larger municipality in the state that is not completely metered. She also said that having meters throughout the city will be a good administrative tool to track the balance between production, usage, and what is going down to the WWTF, and a good reporting tool when it comes to obtaining permits for water production wells.

Mayor Butler solicited any questions. Councilwoman Jones asked what the lifespan is for a water meter. City Manager Slatcher said that some meters will fail before others, and will get replaced over time through the operating budget. She said that other factors will come into play, such as usage, location, meter pit and seal, but that a meter should last at least ten years or more. Mayor Butler then called for a motion. Councilwoman Peterson made the motion to authorize the Mayor

and City Manager to execute the Binding Commitment Offer as presented from the Delaware Drinking Water State Revolving Fund Loan in the amount of \$1,903,812 as per the terms outlined. Councilman Bennett seconded the motion. The motion so passed with all present voting in favor.

Mayor Butler then called for a motion for the second part of the item. Councilwoman Peterson made the motion to approve the City Manager to work with Saul Ewing, Bond Counsel to prepare the necessary documents to hold a referendum for the purpose of closing the loan. Councilwoman Jones seconded the motion. The motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 6, letter of request from Robin James, Circle J Developers, LLC, for a two-year extension of his preliminary plans approved for Gallery Pointe. She said that staff recommends that Council work with the developer and approve this extension, contingent upon outstanding bills being paid. If the bills are not paid, the approval would lapse, and the developer would have to go through the preliminary plan approval process again.

Mayor Butler solicited any questions. There being none, he called for a motion. Councilman Shannon made the motion to approve the request from Robin James, Circle J Developers, LLC, for a two-year extension of the preliminary plan approval for Gallery Pointe, Tax Map and Parcel 3-31-6.00-5.00; contingent upon the receipt of letters from the other agencies who gave approval in the preliminary plans and that all outstanding bills be paid in accordance with our Financial Good Standing Ordinance. The contingent approval is good for no longer than 90 days from this date. Councilwoman Phillips-Lowe seconded the motion. The motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Annual meeting, Seaford Volunteer Fire Department – SVFD meeting room, Tuesday, February 21st at 7 p.m.
- AT&T Business Mixer – Thursday, February 23rd at 5 p.m.
- DE League of Local Governments dinner meeting – Dover Sheraton, Thursday, February 23rd at 6 p.m.

ANNUAL MUNICIPAL ELECTION INFORMATION

- Election date is Saturday, April 21, 2012 from 10:00 a.m. until 6:00 p.m.
- Candidate filing deadline and Voter Registration deadline is March 23, 2012 by 5:00 p.m.
- All interested candidates must file with the City Manager before the filing deadline.
- The Mayor and two Council Members' positions are up for election. These positions are currently held by Mayor Edward H. Butler, Jr., Councilwoman Grace S. Peterson and Councilman William G. Bennett.
- Candidate filings to date are:
 - Mayor – Councilman William G. Bennett and Councilwoman Pat A. Jones
 - Council – Councilwoman Grace S. Peterson and David Genshaw

COMMITTEE REPORTS

Councilwoman Peterson reported A.P. Croll & Son, Inc. has been working on the North Street drainage project. She said that the residence at 702 W. Ivy Drive is in the process of being demolished. She reported that Boot Camp has been doing maintenance work throughout the city. She said that the Industrial Park sign is being renovated. She added that the phones at the WWTF have been connected to the City's phone system.

Councilwoman Jones reported that there was much progress in the Recreation Department in 2011. She said that there were 52 kids in the Junior Jordan basketball program. She said that there were 31 kids in the Little Wrestlers program, up from only 9 the year before. She said that there is a spring basketball league coming up. She added that there will be an advertisement in the upcoming Money Mailer, and that Scott has been visiting local schools to give information about the upcoming programs.

Councilwoman Phillips-Lowe reported that it is business as usual within the Administrative Department, and that Budget information packets are forthcoming.

Councilman Shannon reported that a new dispatcher has been hired at the Police Department. Her name is Megan Sinclair and she starts work on March 4th. She is an experienced dispatcher coming to Seaford from Talbot County.

Councilman Bennett reported that the Electric department has been working in Stoneybrook and Hampton Circle, as well as assisting the tree trimmers in Martin Farms. He said that they had completed scheduled maintenance at the Pine Street Substation. He reported that the Fire Department held their banquet, and that there is an upcoming meeting with the Executive Board Members.

Mayor Butler thanked the SVFD for their kindness. He also thanked Lynn Parks and the Seaford Star for their recent article on his retirement.

Councilwoman Peterson said that the Block Watch is having a meeting on Monday, February 20th at City Hall. She said it is a covered dish meeting, and the topic will be internet and phone scams.

With no further comments, Mayor Butler called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe so moved. Councilwoman Peterson seconded the motion and the motion so carried with all present voting in favor. Mayor Butler adjourned the meeting at 7:42 p.m.

Dolores Slatcher, City Manager