

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

January 13, 2015

7:00 PM

Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilwoman Grace S. Peterson, Councilman Dan H Henderson, Councilman Orlando Holland and Councilman H. William Mulvaney III. Dolores J. Slatcher, City Manager, Charles Anderson, Assistant City Manager, and June Merritt, Director of Finance/HR, were also present.

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

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of December 9, 2014. Councilwoman Peterson made a motion to approve the minutes of the Regular Council Meeting of December 9, 2014. Councilman Henderson seconded the motion, and the motion so passed with all present voting in favor.

Mayor Genshaw proceeded with the announcement for the Holiday Decorating Contest winners for the City of Seaford, which included first place winner, Sandra Bowland, second place winners, Sam and Lisa Miller and third place winner, Bethany Ruff.

New Business # 1 – Mayor Genshaw presented for approval the bid recommendation by George, Miles and Buhr for the Route 20 Sewer Extension. City Manager Dolores Slatcher stated bids for the referenced project were accepted and opened on Wednesday, December 17, 2014. Two bids were received. The first was from A. P. Croll & Sons Inc. from Georgetown, Delaware, in the amount of \$429,133.00. The second was received from Teal Construction, Inc. from Dover, Delaware, in the amount of \$517,917.00. After verifying that the low bid was consistent with the bidding requirements, and this bidder has prior experience with the type of work that is required, George, Miles and Buhr recommended that a construction contract be awarded to A. P. Croll & Sons Inc. for the total base bid amount of \$429,133.00. Mayor Genshaw called for a motion to approve the request presented by Dolores Slatcher on behalf of George, Miles, and Buhr. Councilwoman Phillips-Lowe made a motion to approve the bid for the Route 20 Sewer Extension recommended by George, Miles and Buhr. Councilman Holland seconded the motion, and the motion so passed with all present voting in favor.

New Business # 2 – Mayor Genshaw presented for approval the request to install a geothermal closed loop well for Robert Donati, 708 Cypress Drive. Mayor Genshaw called for a motion to approve the request. Councilwoman Peterson made a motion to approve the request for the well installation on Mr. Donati's property. Councilman Henderson seconded the motion, and the motion so passed with all present voting in favor.

New Business # 3 – Mayor Genshaw presented a letter from Dennis Morgan for a sidewalk loan in excess of the current \$2,000 allowable. Mr. Morgan is looking to replace the sidewalk and driveway entrance that is in front of his business, The Dairy Bar, on 511 E. King Street. He's hoping that replacing the sidewalk will be a safe and attractive improvement to this property. Assistant City Manager, Charles Anderson, presented the request to approve the adjustment to the City's Sidewalk and/or Curb Loan Program. Mr. Anderson stated that for all users of the program, a request for an increase from the current \$2,000 to \$3,000 for a single-sided property; and for a corner lot from the current \$4,000 to \$6,000, provided both sides are replaced. The loan is a four year, 0 % interest loan that meets handicap regulations. Mayor Genshaw called for a motion to approve the request. Councilman Henderson made a motion to approve the request for the increase of Mr. Morgan's loan for his sidewalk replacement, as well as an increase to the City's Sidewalk and/or Curb Loan Program, in the amounts of \$2,000 to \$3,000 for a single-sided property, and \$4,000 to \$6,000 for a corner lot, provided both sides are replaced. Councilwoman Peterson seconded the motion, and the motion so passed with all present voting in favor.

New Business # 4 – Mayor Genshaw called a representative from Pigg, Krahl, and Stern to the podium to present the audit report for the year ending June 30, 2014. Comparisons from 2013 to 2014 showed that the total revenues for 2014 were \$ 4,638,489.00 compared to \$4,386,573 in 2013. Expenditures for this year, was \$7,628,011 where as in 2013 it was \$8,001,699. The total operating revenues decreased from \$19,377,944 in 2013 to \$19,248,456 in the year 2014. The total operating expenses were \$16,605,392 compared to \$16,603,159 in 2013. The net position for the end of the year concluded \$26,449,410 for 2014. The auditors gave the City of Seaford an unmodified opinion which is the highest that they offer.

New Business # 5 – Mayor Genshaw presented the Criminal History Clearance Policy for approval and adoption. The Criminal History Clearance Policy will allow the City of Seaford to do background checks on anyone applying for a volunteer or employment position within the City. Mayor Genshaw called for a motion to approve the Policy. Councilman Holland made a motion to approve the Criminal History Clearance Policy, effective January 13, 2015. Councilwoman Phillips-Lowe seconded the motion, and the motion so passed with all present voting in favor.

Old Business #1 – Mayor Genshaw presented Jay Dolby's request to de-annex his lands and combine properties into one parcel. Council would like to table any action until the January 27th Council Meeting, since the information from the tax assessor on wetlands, water and sewer, and real estate taxes on combining the lots will not be available until this meeting. Mayor Genshaw called for a motion to approve the request. Councilman Mulvaney made a motion to table the discussion of Mr. Dolby's request until the January 27th Council Meeting. Councilwoman Peterson seconded the motion, and the motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Police Awards Ceremony, Nanticoke Senior Center, January 15th at 6 p.m.
- MLK Breakfast, Heritage Shores, Bridgeville, January 19th at 8 a.m.
- Delaware League of Local Governments, Duncan Center, Dover, January 22nd at 6 p.m.

2015 MUNICIPAL ELECTION INFORMATION:

- Election is Saturday, April 18, 2015
- Polls are open from 10 a.m. to 6 p.m.
- Voter registration and candidate filing is open, and ends on March 27, 2015 at 5 p.m., the close of the normal business day. Candidates must file their application with the City Manager. Voters need to be registered in the Book of Registered Voters at City Hall. You only need to register one time. Please make sure that you are registered to vote. You may register anytime during normal business hours, Monday through Friday from 8 a.m. until 5 p.m.
- Two Council positions are up for election, presently held by Councilwoman Grace Peterson and Councilman Orlando Holland.
- To date, three candidates have filed:
 - Mr. Shane Beard, 600 Nylon Boulevard
 - Councilwoman Grace Peterson, 200 N. Arch Street
 - Councilman Orlando Holland, 809 Nylon Boulevard

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that the Police Department has been planning for the upcoming Police Awards Ceremony. Squad changes for shifts have also taken place, starting January 12th. In the Fire Department, elections were held in December for the 2015 officers, which include President, Harry Mulrine; Secretary, Ken Tull; Treasurer, Jim Mitchell; Ambulance Captain, Dianna Milligan; Fire Chief, Jeremy Moore; and Deputy Chief, Brad Taylor; 1st Assistant Chief, Matt Reed; 2nd Assistant Chief, Brian Truitt; and Chief Engineer, Kyle Hurley. Vice President is still open as of this time. These officers will assume their new positions starting January 14th.

Councilman Holland, who spoke on behalf of Councilman Mulvaney, reported that in the Administrative Department disconnects for non-payment were postponed from January 5th to January 12th, due to extreme weather conditions. Everything in the Administrative Department has been routine as far as payroll, benefits, purchasing and billing. City Manager Slatcher, as well as a few other staff members, such as Charles Anderson, Assistant City Manager, Trisha Newcomer, ED/IT Manager, and June Merritt, Director of Finance/HR, attended multiple meetings, including the Dover Lift Station bid opening, City Branding meeting, Staff breakfast, Downtown Development District presentation, along with staff meetings and economic development meetings. They also reviewed and commented on the fiber optic installation request on Pine Street Extended, attended Danny's Coffee, and participated in a DEMEC webinar.

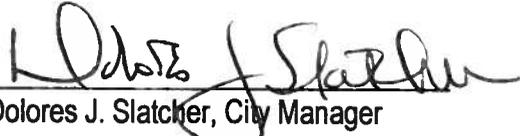
Councilman Holland reported that in the Parks & Recreation Department, the first basketball game was held, and went very well. Approximately 160 children are participating in the basketball leagues and Junior Jordan Clinic. Preparations for spring sports have begun, as well as the first movie night, intended for February 21st at the Boys & Girls Club. Parks and Recreation staff attended the 150th Anniversary Celebration committee meeting, and the Live for Chocolate committee meeting.

Councilman Henderson reported that Trisha Newcomer, ED/IT Manager, as well as the Greater Seaford Chamber of Commerce participated in the Downtown Development District presentation by Governor Markell, and attended the steering committee meeting for the review of the City's Branding project. Trisha also worked with the contractor for the upgraded phone systems. In the Public Works Department, Director Berley Mears stated that the water main leak on Harrington Street has been repaired. This is the third leak within 6 months and it will require attention in the near future. Leaf collection has ended as of December 31st, with a few exceptions, and all plows and spreaders have been tested and are ready for use for the winter weather approaching. A few properties have also been cleaned up for the Code Department. A new pump at Williams Pond Lift Station has been installed, and a repair to a sink hole near Seaford Dental on Pennsylvania Avenue is upcoming. Compost sales have slowed down, while Waste Water is running smoothly. The Code Department has issued 7 building permits and 12 code-related letters have been sent out. The Code Department has also been working on zoning ordinance draft revisions, and staff worked on license renewals for plumbers, trash haulers, and septic haulers. Josh Littleton, Building Official, also attended the meeting to review the possible changes to Chapter 6, and attended a Planning & Zoning committee meeting on January 8th.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, has been attending webinars, continuing the development for the engineering database, and is preparing for year-end reports. He processed one net energy metering application for Willey Street. Bill Bennett, Superintendent of Electric, stated that tree trimming on Bridgeville Highway has begun, and two trees have been cut for the Code Department. The Electric Department has also been taking down the Christmas lights. They disconnected cut-outs on North Street and have replaced the disconnect switches on North St with new GOABS, and hung new GOABS on Norman Eskridge Highway.

With no further comments, Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council and move to Executive Session. Councilwoman Phillips-Lowe motioned to close the Regular Meeting and open an Executive Session. Councilwoman Peterson seconded the motion, and the motion so passed with all present voting in favor. Mayor Genshaw closed the Regular Meeting at 7:40 p.m. and opened the Executive Session.

Mayor Genshaw closed the Executive Session of Mayor and Council at 8:02 p.m. and re-opened the regular Council meeting. Mayor Genshaw called for a motion to adjourn the regular Council meeting. Councilwoman Peterson motioned to close the regular Council meeting. Councilwoman Phillips-Lowe seconded the motion, and motion so passed with all present voting in favor. Mayor Genshaw closed the closed the regular Council meeting at 8:02 p.m.


Dolores J. Slatcher, City Manager