

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

January 27, 2015

7:00 PM

Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilwoman Leanne Phillips-Lowe, Councilman Dan H Henderson, Councilman Orlando Holland and Councilman William Mulvaney III. Dolores J. Slatcher, City Manager, Charles Anderson, Assistant City Manager, Trisha Newcomer, Economic Development/IT Manager, and Joshua Littleton, Building Official, were also present.

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

Mayor Genshaw solicited changes to the agenda. City Manager Slatcher stated that there were no changes.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of January 13, 2015. Councilwoman Phillips-Lowe made a motion to approve the Regular Council Meeting Minutes of January 13, 2015. Councilman Henderson seconded the motion, and the motion so passed with all present voting in favor.

Mayor Genshaw asked if there was any correspondence. City Manager Slatcher read a letter from Todd Lawson, County Administrator, regarding the 2015 Economic Development and Infrastructure Grant for economic development and infrastructure improvements and an additional grant for the Police Department. City Manager Slatcher stated that Mayor Genshaw replied to Mr. Todd Lawson with a thank you letter.

Mayor Genshaw closed the Regular Meeting at 7:05 p.m. to open the Public Hearing. Josh Littleton, Building Official, came forward to present Case # S-01-15: Belle Ayre Group, LLC, property owners of lots located on Orchid Drive, Cherry Blossom Lane, and Wisteria Drive, also identified as Tax Map and Parcel(s) 531-10.00-506 thru 582. The lots are part of the townhouse section of the Belle Ayre subdivision. The owners are requesting approval to realign the lot lines in order to reduce the number of lots from seventy-seven (77) to sixty-six (66). The property is zoned R-3, high-density residential, and the application does comply with the area and bulk requirements of the district.

Mayor Genshaw closed the Public Hearing at 7:06 pm, and reopened the Regular Meeting of Mayor and Council.

Building Official Littleton presented the Findings of Facts:

- Case No. S-01-15 – Belle Ayre Group, LLC
- Property is located on Wisteria Drive, Cherry Blossom Lane, and Orchid Drive
- Lots are identified as Tax Map & Parcel(s) – 531-10.00-506 thru 582
- Realignment of lot lines to reduce the number of lots from 77 to 66
- Property is zoned R-3
- Application complies with the area and bulk requirements of the zone

- The new layout will include 15' access easements for the benefit of the individual unit owners and the HOA

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve the realignment of the lot lines located on Orchid Drive, Cherry Blossom Lane, and Wisteria Drive, also identified as Tax Map and Parcel(s) 531-10.00-506 thru 582; with the purpose of reducing the number of lots from seventy-seven (77) to sixty-six (66). Councilman Mulvaney seconded the motion. The motion so passed with all present voting in favor.

Mayor Genshaw then called for a Roll Call Vote:

- Councilman Henderson voted yes, based on Findings of Facts;
- Councilwoman Phillips-Lowe voted yes, based on Findings of Facts;
- Councilwoman Peterson voted yes, based on Findings of Facts;
- Councilman Mulvaney voted yes, based on Findings of Facts;
- Councilman Holland voted yes, based on Findings of Facts.

Mayor Genshaw presented New Business # 1, and called forward Alice Mohrman of the Delaware Nature Society to present information on the Smart Yards program, and to propose a program to be held at the Soroptimist Park. Ms. Mohrman put forth information in an attempt to promote citizen efforts to green their communities. Ms. Mohrman made it clear that what we do on land directly affects the quality of water we drink and use for recreation. "You can help to endure clean, safe, drinking water for people and wildlife by creating a Smart Yard. A backyard garden, pond, meadow, rain garden, balcony or wooded area that invites people and wildlife to enjoy, while reducing the need of lawn chemicals and encouraging water conservation, is a Smart Yard," Ms. Mohrman stated in a summary of her purpose. The workshop that Ms. Mohrman is interested in conducting will include topics such as: plants for water quality, easy storm water management at home, native plants for beauty and water conservation, inviting birds and butterflies to our backyards, and composting for a healthy lawn. The proposed workshop will take place on June 13, 2015 from 9:00 to 11:00 a.m., and immediately following there will be a family event from 11:00 a.m. to 12:00 p.m.

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the usage of Soroptimist Park for the purpose of holding a Smart Yards workshop on June 13, 2015 from 9:00 to 11:00 a.m., followed by a family event from 11:00 a.m. to 12:00 pm. Councilman Mulvaney seconded the motion. The motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 2, and called forward D.C. Brown of Homeless Cat Helpers, Inc. to present information regarding her funding for fixing feral cats. Ms. Brown stated that the overabundance of feral cats within our community can be reduced significantly in the following ways: applying for a Municipal grant for Trap/Neuter/Return from one or more national animal welfare organizations, providing public outreach through website links, City newsletter, and Spay/Neuter posters on bulletin boards. Ms. Brown also suggested that a Code Amendment could impact the overpopulation of feral cats. The amendment suggestions were to enact a new Code to implement, or endorse,

Trap/Neuter/Return, amend the existing Code to add a 5<sup>th</sup> position, of a cat Rescue person, to the Animal Task Force, enact a new Code to allow backyard enclosures, or amend existing Code to allow a rescue to operate an Adult Cat Foster/Adoption Center for more than 5 cats. Ms. Brown stated that the effort of citizens within our community could cause a change as well, by not feeding the cats, or being more thoughtful with trash that is left in backyards are inviting kittens and cats to roam through the City and multiply. Ms. Brown is interested in holding a meeting to recruit volunteers to help start programs that will be the driving force to reduce the overpopulation of feral cats. Mayor Genshaw proposed for a workshop to be held on February 17, 2015 to further discuss a Trap/Neuter/Return program in the City.

Mayor Genshaw presented New Business # 3, and called forward Trisha Newcomer, ED/IT Manager to present information on the Branding Project. The Branding Project's purpose is to put a stamp on the City of Seaford and showcase the attributes that sometimes go unnoticed. Mrs. Newcomer paired with Ben Muldrow from Arnett Muldrow & Associates to come up with strategies to create a brand the City of Seaford with the intention of innovation. The Brand Statement is as follows:

"For centuries, people have been drawn by the magnetic pull of the majestic Nanticoke River. From its headwaters, this most pristine of rivers meanders its way west into the Chesapeake Bay, and along the way, graces us with the serenity of its nature and the power of its currents which have fueled our economy for generations. Whether trading, growing, manufacturing, or creating, Seaford has had a long and historic connection with productivity. The combination of the nature of our workers, and their passionate connection to their region, creates an environment focused on loyalty and an ethic for the power of hard work. Seaford is a traditional community, whose historic downtown is nestled along the Nanticoke River; our thriving retail provides for shoppers throughout the region, our hospital cares for our own with the attention given when you know someone by name, and our inspired leaders are crafting a bright future for this place we call home. We are Seaford, Delaware – a community in every sense of the word, the spirit of our local high school, the excitement along the parade route. We are the hardworking employee, the brave entrepreneur; we are friends and neighbors celebrating along the banks of our river. We are an opportunity for all to realize the dreams they create. Whether it is a job or an education, a vacation or a new home, come explore our hometown located here in the heart of Delmarva between the beaches and the bay and discover what we mean when we say: We are Seaford, Delaware, *the perfect place to start.*"

The strategies to enhance Seaford's Brand are, the making of the logo "A Perfect Place to Start" a primary and secondary typeface for any banners or posters that may be posted throughout the City, an emblem representing history, connectivity, ingenuity and family, and an enhanced version of the official seal that represents the City of Seaford. The logo "The Perfect Place to Start," was created to instill belief in current and future residents and visitors. Seaford offers a perfect place to start major and minor events in our lives: a perfect place to start a family, business, employment opportunities, vacation, and mainly a perfect place to start a home. The primary and secondary typeface were carefully chosen to promote the classic yet modern direction the City of Seaford's innovation is headed in. The main colors used with the typeface and emblem created are different hues of blue. Blue is a color that represents our Nanticoke River, which carries much of the City's pride. Our school district colors are blue and gold, incorporating that into the making of the emblem and typeface was important to carry the legacy of Seaford, stated Mrs. Newcomer.

Mayor Genshaw asked if there were any questions or comments in regards to the Branding Project. Councilwoman Phillips-Lowe stated that she was proud of Mrs. Newcomer's arduous efforts to put the

Branding Project together in such a short time. Mayor Genshaw then called for a motion to approve the Branding Project. Councilwoman Phillips-Lowe made the motion to approve the Branding Project. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #3a. Trisha Newcomer, ED/IT Manager presented a marketing opportunity with Community Connections. Mrs. Newcomer stated that the City of Seaford was presented an opportunity to be featured on a television show called "Communities of Distinction." Seaford would be featured in a 5-minute segment on a 30-minute show hosted by Kevin Harrington. The show will air twenty times, nationally and regionally, once on Discovery Channel Transponder, and 19 times on ABC and Fox. The opportunity, if accepted, would be beneficial because it would display an educational feature with national exposure to explain why Seaford is an ideal place to live, work, play and visit. If filmed, the show would air in June of 2015. A copy of the segment will be the City's with complete licensing rights, allowing for the City of Seaford to market itself freely for the next three years. If the City of Seaford accepts this opportunity, it will cost approximately \$19,800, averaging out to be \$6,600.00 a year. Taking advantage of this opportunity will allow for the City of Seaford to receive potential new residents and visitors. City Manager Slatcher stated that the last time a video was made showcasing Seaford's attributes was in the late 1980s.

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made the motion to accept the marketing opportunity with Community Connections for the City of Seaford to be filmed and featured on Communities of Distinction. Councilman Holland seconded the motion. The motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #4, approval of George, Miles, and Buhr Construction Phase Services for the Route 20 Sewer Extension Project. An amendment was recently made by GMB to the contract for the Construction Phase Services for the Route 20 Sewer Extension Project. The amendment includes the following Limited Scope of Service: attend Pre-construction Conference and monthly progress meetings, review and approval of shop drawings and certifications, preparation of change orders, site visits – twice monthly and upon request, attend Final Inspection and assist with preparation of the punch list, preparation of Record (as-built) Drawings, respond to questions and miscellaneous consultations. The following service will not be included: checking of contractor's requisitions, chair all meetings and issue meeting minutes, and routine site inspections beyond those defined above, as these will be handled by Charles Anderson, Assistant City Manager. GMB proposed to accomplish the project within 120 days, for an estimated \$5,950. Billing would be based upon the actual hours expended, plus a fixed fee, i.e. cost-plus fixed fee format.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve the GMB Construction Phase Services for the Route 20 Sewer Extension Project. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #5, proposal to borrow locally for the Route 20 Sewer Extension Project. City Manager, Dolores J. Slatcher, stated that a request for quotes was sent to seven of the local financial institutions for \$400,000. There were three quotes sent back and the recommendation is to use Fulton Bank's 10 year term at a fixed rate of 2.99%. Fulton Bank had the lowest fixed and variable rates. A fixed rate was recommended due to the expectation of interest rates rising in the financial markets. A.P.

Croll was awarded the \$400,000 bid for the project as stated in the Regular Mayor and Council Meeting on January 13, 2015.

Mayor Genshaw then called for a motion. Councilman Henderson made the motion to approve the terms as presented to borrow locally for the Route 20 Sewer Extension Project. Councilman Mulvaney seconded the motion. The motion so passed with all present voting in favor.

### **REMINDER OF MEETINGS & SETTING NEW MEETINGS**

- Seaford Enhancement Team, City Hall, February 3<sup>rd</sup> at 6:30 p.m.
- Representative Short's coffee, Pizza King, February 4<sup>th</sup> at 8 a.m.
- SCAT dinner meeting, CHEER Center, Georgetown, February 4<sup>th</sup> at 6 p.m.
- SVFD banquet, February 7<sup>th</sup> at 5:30 p.m.
- Unofficial unveiling of Branding Project, February 9<sup>th</sup> at 6:30 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 need to file their application with the City Manager. Voters need to be registered in the voter registration book at City Hall. You only need to register one time. Please make sure you are registered to vote. You may register anytime during normal business hours Monday through Friday; 8 a.m. until 5 p.m.
- Two Council positions are up for election and presently held by Councilwoman Grace Peterson and Councilman Orlando Holland.
- As of this date, three candidates have filed. The candidates are Mr. Shane Beard, 600 Nylon Boulevard; Councilwoman Grace Peterson, 200 N. Arch Street; and Councilman Orlando Holland, 809 Nylon Boulevard.

### **COMMITTEE REPORTS**

Councilwoman Phillips-Lowe reported that dispatcher Mark Hunter has resigned from the 911 center at the Seaford Police Department. The Department will begin measures to fill that vacant position. The Department will be hosting an instructor from the FBI to teach a class on Sovereign Citizens. The class was scheduled for Wednesday; however the Instructor has postponed the class due to inclement weather forecasts. The class will be attended by several departments. Also, The Department has begun the budget preparation for the upcoming fiscal year.

Councilman Henderson reported that Trisha Newcomer, ED/IT Manager, has worked on emailing developers in regards to DDD Designation, attended a Worksite Wellness Board Meeting, prepared letters for Holiday Decoration winners and has been assisting with Municipal Election information. Mrs. Newcomer also attended a meeting with David Root, the Sussex Business Development Leader from DEDO. Mrs. Newcomer also reported that she is working on obtaining and reviewing the DDD Grant

Process, attended the IEDC Webinar, and has been working with Ben Muldrow for the Branding Project. Mrs. Newcomer also prepared the tribute and gift for Senator Venables. She will be attending the upcoming State Small Business Caucus. Riverfest preparation, working with OSHA on DDD grants, attending the Sussex Profile Unveiling, installing NAS drive and new rack monitor for server, and assisting the Seaford Police Department with program installation are some of Mrs. Newcomer's upcoming events. In the Code Department, Building Official Joshua Littleton reported that approximately 11 code-related letters were sent out and 8 building permits were issued. He worked on zoning ordinance draft revisions and attended several meetings, including a meeting with staff to review the Chapter 6 re-codification, pre-construction meeting with the site contractor for Governor's Grant Phase 3, and Construction Coordination meeting. In the Public Works Department, Director Berley Mears reported that the quarterly key sewer cleanings were completed and a couple of water service leaks were repaired. The Department cleaned up and boarded a few properties for the Code Department. Mr. Mears completed year-end reports, and reported that the sewer main has been repaired on Third Street. He also attended multiple meetings. The Public Works Department will be repairing a sinkhole near Seaford Dental, replacing remaining Porter Street services, and issuing a notice to proceed for the Route 20 Sewer Extension project. In the Wastewater Treatment Facility, the plant performance is good and leachate treatment is going well. Compost sales have slowed. The WWTF is continuing with FOG program inspections. The year-end reporting in the WWTF Department has also been completed. The WWTF Department continues to run the plant with no violations, and is also working on budget preparations.

Councilman Holland reported that the Parks and Recreation Department is continuing their routine basketball games and practices. The Department is planning for upcoming events, including Seaford's 150<sup>th</sup> Anniversary Celebration, which has been confirmed at the Ross Mansion for May 22-24, 2015. Recreation staff attended the Boys and Girls Club Family Fun Night and served free popcorn to kids and parents. Parks and Recreation staff will be attending conferences including Delaware Recreation & Parks Society Annual conference and the Eastern Shore Pest Management Conference. The Recreation Department is also preparing for the upcoming spring sports including softball and volleyball.

Councilman Mulvaney reported that June Merritt, Director of Finance/HR reported that she attended various meetings such as the MLK Day of Celebration Breakfast, Electric Code Review, and Dolby Land Property Tax Meeting with Dave Hickey. Mrs. Merritt also worked on obtaining quotes from various local banks for loan funding of the Route 20 Sewer Extension Project. She has begun working on the FY'16 budget and has continued work on month-end account reconciliations. Mrs. Merritt will begin preparing for FOP negotiations. All other business is routine for financial management, payroll and benefits, purchasing, billing, and customer service. Councilman Mulvaney reported that Assistant City Manager, Charles Anderson, attended regularly scheduled meetings. Mr. Anderson met with staff and the City Tax Assessor regarding the Dolby property, attended a meeting regarding the updated Underground Tank Regulations to be implemented by DNREC, participated in several developer/property owner meetings related to various projects, attended the Police Department awards ceremony, attended the MLK event in Bridgeville, and sent final documentation to DNREC for the Solar Project at the Utility Building.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, attended an engineering webinar on power quality issues, performed SCADA system map and software updates, is continuing the development of the engineering software database, and performing code review and design specifications reviews. Mr. Garner also worked on year-end reports. Councilwoman Peterson stated that Bill Bennett,

Superintendent of Electric, reported that the Electric Department worked on disconnects for non-payment, took down the Christmas tree in Gateway Park, and the tree-trimming contractor has started work in Martin Farms. Mr. Bennett reported that the contractor finished the sidewalk and asphalt repairs for the Stein Highway project. The Department has started replacing cross-arms on Bridgeville Highway and Virginia Avenue.

With no further comments, Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe made a motion to close the Regular Meeting of Mayor and Council. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor. Mayor Genshaw closed the Regular Meeting at 8:20 p.m.



Dolores J. Slatcher, City Manager

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