

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

February 24, 2015

7:00 p.m.

Vice Mayor Leanne Phillips-Lowe called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilman Dan H Henderson. Councilman H. William Mulvaney III and Councilman Orlando Holland. Charles Anderson, Assistant City Manager, June Merritt, Director of Finance/HR, Josh Littleton, Building Official, and Police Chief Gary Morris were also present.

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

Vice Mayor Phillips-Lowe solicited changes to the agenda. Assistant City Manager Anderson stated that there were no changes to the agenda.

Vice Mayor Phillips-Lowe called for a motion to approve the Minutes of the January 27, 2015 Regular Council Meeting. Councilwoman Peterson made the motion to approve the Minutes of the January 27, 2015 Regular Council Meeting. Councilman Mulvaney seconded the motion. The motion so passed with all present voting in favor.

Vice Mayor Phillips-Lowe called for a motion to approve the Minutes of the February 10, 2015 Regular Council meeting. Councilman Mulvaney made the motion to approve the Minutes of the February 10, 2015 Regular Council Meeting. Councilman Holland seconded the motion. The motion so passed with all present voting in favor.

Vice Mayor Phillips-Lowe called for any Correspondence. Assistant City Manager Anderson stated there was none.

Vice Mayor Phillips-Lowe closed the Regular Meeting at 7:05 p.m. and opened the Public Hearing.

Josh Littleton, Building Official, came forward to present Public Hearing Item #1. Better Homes of Seaford Inc., property owner of Chandler Heights II, tax map & parcel # 3-31-5.20-5.00, is seeking a final site plan review for proposed site and building improvements to the existing Chandler Heights II, and the addition of one new building with four units and parking. Zoning is R-3, lot size is 1.982 +/- acres, and the project complies with the area and bulk requirements for the district. The site currently has 24 units and a community building. The community building will be expanded and new fencing will be installed. Existing parking spots will be reconfigured to the current minimum size of 9'x18' which will allow all units to comply with the current requirement of 2 spaces per dwelling unit for a total of 56 spaces. All units will have sprinklers and landscaping, and a new playground will be installed. The project has received approvals from the Office of the State Fire Marshal for major site approval, Sussex Conservation District for the Storm Water Management Plan, and DHSS Office of Drinking water for the water main extension.

Vice-Mayor Phillips-Lowe closed the Public Hearing at 7:10 p.m. and reopened the Regular Meeting.

Josh Littleton then presented the Finding of Facts:

- The property is located on Chandler Street and identified as Tax Map and Parcel 3-31-5.20-5.00
- Zoning is R-3
- Lot size is 1.982 ac±
- The project complies with the area and bulk requirements for the district
- The site currently has 3 buildings with 24 units and a community building
- The community building will be expanded and new fencing will be installed
- Existing parking spaces will be reconfigured to the current minimum size of 9'X18', which will allow all 28 units to comply with the current requirement of 2 spaces per dwelling unit for a total of 56 spaces
- All buildings will be fully sprinklered
- New landscaping will be provided
- New playground to be installed
- The project has received approvals from:
 - DHSS Office of Drinking water - Water main extension
 - Office of the State Fire Marshal – Major Site Approval
 - Sussex Conservation District – Storm Water Management Plan

Planning and Zoning is recommending approval of the site plan to Council.

Vice Mayor Phillips-Lowe then called for a motion. Councilman Henderson made a motion to approve the final site plan review for the improvements and addition of one new building with four units and parking for Chandler Heights II, tax map & parcel 3-31-5.20-5.00. Councilman Holland seconded the motion.

Vice Mayor Phillips-Lowe 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.

The motion so passed with all present voting in favor.

Vice Mayor Phillips-Lowe presented New Business Item #2, request for approval of new street names for Meadowbridge Apartments. Josh Littleton, Building Official, came forward to present the proposed street names which include Aqua Lane, Findley Way, and Laura Lane. Upon approval of street names, they will be compliant with Sussex County 911 addressing. Vice Mayor Phillips-Lowe then called for a motion. Councilwoman Peterson made the motion to approve the new street

names for Meadowbridge Apartments, including Aqua Lane, Findley Way and Laura Lane. Councilman Henderson seconded the motion. The motion so passed with all present voting in favor.

Vice Mayor Phillips-Lowe presented New Business #3, approval of the SALLE and EIDE grants. The EIDE (Emergency Illegal Drug Enforcement) grant funds will help purchase \$1,750.00 in equipment, \$1,000.00 in professional services, \$1,634.82 in overtime and \$1,000 in informant funds, for a total of \$5,384.82. The SALLE (State Aid to Local Enforcement) program grant funds requested in the amount of \$7,657.07 will help purchase \$6,757.07 in equipment, with \$500.00 going towards matching funds, and \$400.00 to be put towards Maglocien dues. The annual state grants are based on 25 patrol officers.

Vice Mayor Phillips-Lowe called for a motion to approve the SALLE and EIDE grants. Councilman Mulvaney motioned to approve the SALLE grant in the amount of \$7,657.07 to help provide bullet proof vests and other equipment, and the EIDE grant in the amount of \$5,384.82 to help the Police Department with equipment, services, overtime and other buy/informant funds. Councilwoman Peterson seconded the motion. The motion so passed with all present voting in favor.

Vice Mayor Phillips-Lowe presented New Business #4, recommendation from the Pension Committee regarding a new Pension Funding Policy to meet Governmental Accounting Standards Board (GASB) rules 67/68. To assure the actuarial soundness of the retirement system, the minimum annual employer contribution shall be the sum of the amounts determined. The normal cost of the retirement system for the year and the amount necessary to amortize the unfunded actuarial accrued liability over a period of 30 years, as well as the mandatory employee contribution for the year as a percent of pay. Under no circumstances shall the minimum annual employer contribution be less than zero or result in a contribution credit for subsequent year.

Vice Mayor Phillips-Lowe called for a motion to approve the recommendation. Councilman Holland motioned to approve the recommendation from the Pension Committee for a new Pension Funding Policy to Meet (GASB) rules 67/68. Councilman Mulvaney seconded the motion. The motion so passed with all present voting in favor.

Vice Mayor Phillips-Lowe presented New Business #5, information on the Annual Tax Assessment Report. The tax assessment from July 1, 2014 to June 30, 2015 is a reported \$1,063,082,071, with \$5,962,600 in increases and \$1,046,400 in decreases, bringing the tax assessment for July 1, 2015 to June 30, 2016 to \$1,067,998,271. Revenue at this current tax rate is \$3,310,795. The total exemptions for assessed value is \$301,374,000, with a tax revenue value of \$934,259. This brings the total taxable assessments to \$766,624,271, which results \$2,376,536 as the amount of revenue less exemptions.

Vice Mayor Phillips-Lowe presented Old Business #1, Second Reading and adoption of the resolution for amendments to Chapter 6, Article 23 of the Electric Tariff for energy efficiency resources. The resolution will be advertised and put into effect after adoption by Council. Vice Mayor Phillips-Lowe called for a motion. Councilwoman Peterson made a motion to approve the Second Reading and adoption for the amendments to Chapter 6, Article 23 of the Electric Tariff for

energy efficiency resources. Councilman Mulvaney seconded the motion. The motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- February 25, 2015 - Salisbury Metropolitan Planning Meeting, Seaford City Hall, 6:30 p.m.
- February 26, 2015 - Delaware League Dinner, Duncan Center, 6:30 pm.
- March 4, 2015 - Coffee with Danny Short, 8:00 a.m. at Pizza King
- March 4, 2015 - SCAT meeting, Nanticoke River Yacht Club at the Blades Marina, 6:00 p.m.

2015 MUNICIPAL ELECTION INFORMATION:

Municipal Election is Saturday April 18th, 2015

- Polls open 10 a.m. – 6 p.m.
- **Voter Registration and Candidate filing is open and ends on March 27th, 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 on 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.**
- **2 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 include: 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 there was no fire report for this week's Council Meeting. In the Police Department, the Seaford 911 Center was awarded reaccreditation as an Emergency Medical Dispatch Center of Excellence. The Seaford 911 Communications Center is compliant with the entire National and International practices standards for Emergency Medical Dispatch, and is one of only five emergency communications centers in Delaware. It was the 83rd in the world to be awarded this highest distinction for their comprehensive implementation and compliance with the Medical Priority Dispatch System (MPDS) "20 Points of Excellence."

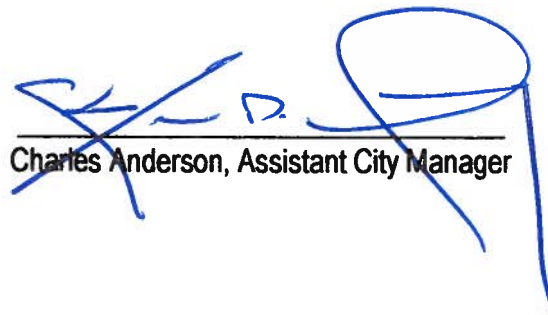
Councilman Mulvaney reported that June Merritt, Director of Finance/HR, has been working on the FY 16 budget, and all other business in financial management, payroll and benefits, purchasing, billing and customer service has been routine. Due dates on the current utility bills are February 23, 2015, and disconnects are scheduled for Friday March 6, 2015. Assistant City Manager Charles Anderson has attended several meetings, including the City's branding roll out meeting, the Sussex County Profile Luncheon, Water Infrastructure Advisory meeting in Dover for the solar project, as well as a U of D class regarding Economic Development strategies. Mr. Anderson toured both the Teen Challenge Women's Center and BASF plant, and also participated in the interviews for the Parks Tech I position.

Councilman Holland reported that movie night at the Boys and Girls Club went well. Natalie Wilson, Superintendent of Parks and Recreation, has submitted the budget request for parks, recreation and pool. The Parks and Recreation staff attended Delaware Recreation and Parks Society annual conference. The staff have also been preparing for spring sports, including volleyball, beginning March 9th, and slo-pitch softball on April 6th, while current basketball games and practices have been routine.

Councilman Henderson reported that Trisha Newcomer, ED/ IT Manager, attended and participated in the brand unveiling, met with DSHA regarding the DDD grant and reviewed a DDD application for a developer. Mrs. Newcomer also installed software at the Seaford Police Department, updated NAS drive firmware, performed updates and changes to the website with new brand elements, and worked on multiple press releases for branding, community events and upcoming meetings. She also worked on SCADA updates, her FY 16 budget, and Dell warranty renewals. She attended the Sussex County Profile Luncheon, a tour of the former BASF plant site, and a Chamber of Commerce Economic Development meeting. In Public Works, the department plowed snow during and following recent storms, installed the new 2" water tap service for 117 High Street, cut a service valve in on Rodney Street and performed equipment maintenance. Berley Mears, Director of Public Works, submitted the FY 16 budget for the department and attended multiple meetings. In the Waste Water Treatment Facility, performance has been good. Leachate treatment is going well, and the FOG program inspections continue, while compost sales have slowed. In the Code Department, approximately 8 code related letters were sent out, both friendly and violation, and 3 building permits were issued. The department has been working on practice tests for ICC certification, and has performed several permit plan reviews. Josh Littleton, Building Official, attended several meetings, including Council Liaison meeting, weekly code meetings and Construction Coordination meeting. Mr. Littleton also met with prospective commercial tenants, contractors and owners regarding commercial tenant fitouts, commercial renovations, and housing code inspections.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, worked on the FY 16 budget, and did the monthly substation checks. The Electric Department had an outage in Belle Ayre that affected 5 townhomes. They also worked on replacing more cross arms on Virginia Avenue, and the contractor performing tree trimming worked in Martin Farms and Westview, and will continue, weather permitting. Bill Bennett, Superintendent of Electric, has also been working on the FY 16 budget for the department.

With no further comments, Vice Mayor Phillips-Lowe called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Peterson so moved. Councilman Holland seconded the motion, and the motion so passed with all present voting in favor. Vice Mayor Phillips-Lowe closed the Regular Council Meeting at 7:33 p.m.



Charles Anderson, Assistant City Manager

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