

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

March 10, 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, and Charles Anderson, Assistant City Manager, were also present.

Councilwoman Peterson offered the opening prayer and Mayor Genshaw 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 February 24, 2015. Councilwoman Peterson made a motion to approve the minutes of the Regular Council Meeting of February 24, 2015. Councilman Holland seconded the motion. The motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business # 1, Mr. Bob Carey, from Delaware Teen Challenge came forward to present information on their proposed Women's Center. Delaware Teen Challenge is an atmosphere "Where Hope Lives and Freedom is Found". The Delaware Teen Challenge's proposed Women's Center is setting the goal to help adult women and women with young children. The facility will help those women battling substance abuse, anorexia, alcoholism, and also women who have been domestically abused. This is a self-supported, Christian-based program intended to provide positivity and physiological help for women, said Mr. Bob Carey. There has also been concern with young teens becoming dependent on alcohol. Mr. Carey stated that in 2009, 40% of 11<sup>th</sup> graders reported they had attended a party where parents provided alcoholic beverages. Aside from focusing on battered women, Delaware Teen Challenge is focused on helping all areas of the community, specifically schools, to lower their percentage of teens abusing drugs and alcohol. Mr. Carey stated that those seeking help for substance abuse are offered a 1-year rehabilitation program at Delaware Teen Challenge. 88% of those who attend the program, and are able to graduate, do not return to their addiction. Delaware Teen Challenge was deeded a location in Bridgeville, Delaware. Mr. Carey stated that renovations will take approximately 8 months to be completed. City Manager Dolores Slatcher, Trisha Newcomer, ED/IT Manager, and Assistant City Manager Charles Anderson, visited the site, where they were shown all the facilities that will be provided. There will be dormitories housing women and their young children, a small learning center for the children that will be housed along with their mothers, as well as a center where counseling will take place.

Mayor Genshaw presented New Business #2, approval of the Athletics Field Use Agreement with Seaford School District. The Seaford School District is holding a short softball season from March 2<sup>nd</sup> through May 12<sup>th</sup>, a total of 11 weeks; 5 days a week for 2.5 hours a day. They have reached out to the City of Seaford in hopes of using the City of Seaford's Athletic Field. Enclosed in the Athletics Field Use Field Agreement

are the code of conduct on the premises, safety, permits, licenses, laws, and insurance policies. In detail, the agreement also addresses warranties, no partnerships, no third-party beneficiaries, attorney's fees and cost, construction, severability, authority, clean up guidelines, keys and storage space, and indemnification. All of these policies were reviewed between the Superintendent of Parks & Recreation, Natalie Wilson, Athletic Director at Seaford High School, Nan Martino, City Manager Dolores Slatcher and Assistant City Manager Charles Anderson. Mayor Genshaw called for a motion to approve the agreement as presented. Councilman Holland made a motion to approve the Athletics Field Use Agreement with Seaford School District as presented. Councilman Mulvaney seconded the motion. The motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business # 3, bids for Zero-Turn Mower. On March 4<sup>th</sup>, 2015 the City of Seaford received responses to the Parks Zero-Turn Mower Bid solicitation. The responses were from David A. Banks with a price of \$4,999.00, Hooper Inc. with a price of \$8,400.00, and Adkins and Son with a price of \$8,549.00. Gary Andrews, Parks Coordinator, reviewed the submitted bids for conformance with the published specifications and noted the following:

- David A. Banks (Cub Cadet):
  - The submitted documentation for the proposed mower states that the engine is rated at 23.5 HP, and the bid specifications required a minimum of 26 HP
  - The proposed equipment deck will be 10 gauge, and the bid specifications required a minimum of 8 gauge
  - The submitted documentation for the proposed mower states that the fuel tank capacity is 7.5 gallons, and the bid specifications required a minimum of 10 gallon capacity fuel tank
  - The proposed equipment has a factory rated ground speed of 9.5 MPH, and the bid specifications required a minimum of 12 MPH
- Hooper Inc (Kubota):
  - The equipment documentation submitted by the vendor met or exceeded the requirements listed in the bid solicitation.

Based on the information provided, Gary Andrews, Parks Coordinator, made a recommendation to award the bid to Hooper Inc. in the amount of \$8,400.00. The City's budget for the bid was \$12,000.00. Mayor Genshaw called for a motion to approve the bid. Councilwoman Phillips-Lowe made a motion to award the bid to Hooper Inc. in the amount of \$8,400.00. Councilman Holland seconded the motion. The motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #4, bids for Porta Johns. Charles Anderson, Assistant City Manager, reviewed five bid responses for the 2015 Porta John Bid solicitation. The Porta John services will be used at Soroptimist Park, Nutter Park, the Boat Ramp, Softball Complex, Field of Dreams, and Hooper's Landing. Mr. Anderson made the recommendation to award the bid to the low bidder, Peninsula Oil Co. Inc. Peninsula Oil Co. Inc offered the following monthly prices for Porta John services:

- Soroptimist Park \$75.00
- Nutter Park \$40.00
- Boat Ramp \$40.00
- Softball Complex \$75.00
- Field of Dreams \$40.00

- Hooper's Landing \$150.00
- Jay's Nest, 1 unit year-round \$40.00
- Jay's Nest, 2<sup>nd</sup> Unit \$40.00

The total monthly price for all units is \$500.00. Additional units will be provided for the price of \$30.00 per day. Mr. Anderson stated that the City has worked with the company in the past with good results. Mayor Genshaw called for a motion to approve the bid. Councilman Mulvaney made a motion to award the bid for Porta-John Services to Peninsula Oil Co. Inc. Councilwoman Peterson seconded the motion. The motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #5, approval of the proposal for Sea Level Rise Vulnerability Study for the Waste Water Treatment Facility with a 50% grant. The City's Wastewater Treatment Facility (WWTF) located along the Nanticoke River is a biological nutrient removal plant designed to treat 2.0 million gallons per day of wastewater. The plant was originally constructed in 1961. Major upgrades/expansions were completed in 1980 and 1998. The next planned upgrade is scheduled to occur in 2023. According to scenarios developed by DNREC Delaware Coastal Programs, the level of Delaware's tidal rivers is expected to rise between 1.6 feet (0.5 meters) and 4.9 feet (1.5 meters) by the year 2100. Delaware Coastal Programs has generated statewide maps showing the impacts of inundation based on various sea level rise scenarios. The Delaware Coastal Programs states that major portions of the Seaford WWTF site will be inundated at a 1.5 meter sea level rise. A planning grant is sought to conduct a Vulnerability Study as the first step in recognition of the risks of sea level rise at the Seaford WWTF. The proposed project will meet program goals for increasing Delaware's coastal resiliency through database development and sea level rise adaptation planning. The proposed Vulnerability Study will include survey, mapping and inventory elements. A timeline has also been established, consistent with the DCMP grant requirements: between February 13, 2015 and April 15, 2015, grant notification and contracting procedures will take place; between April 15, 2015 and May 1, 2015 the project kick-off meeting will be held. The project will then follow all the way through mid-December of 2015. The City proposes to contract with George, Miles & Buhr, LLC, a local engineering firm with knowledge of the WWTF having served as City Engineer for many years. Local funds will provide the required 1:1 match. For Ground-based survey, GIS Mapping, Inventory of Essential Elements, and Meetings and Reports, the total cost will be \$11,800.00; the DCMP Grant covers 50% of that, leaving a balance of \$5,900.00 which will be covered by local funds.

After reviewing the facts of the project, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the proposal for Sea Level Rise Vulnerability Study for the Waste Water Treatment Facility with a 50% grant. Councilman Henderson seconded the motion. The motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #6, approval of the DNREC binding commitment letter for the Delaware Water Pollution Control Revolving Funding for the City of Seaford Solar Array Project, to offset some of the energy costs at the Waste Water Treatment Facility. On behalf of the Delaware Water Pollution Control Revolving Fund, the Delaware Department of Natural Resources and Environmental Control has notified City Manager Dolores Slatcher that a loan has been authorized from the Fund to the City of Seaford in the amount of \$1,658,300.00 for a term of 20 years. The Loan will primarily be used for the construction costs associated with the approved Solar Array Project. The interest rate for the loan is

2.0%. Construction interest will be paid semi-annually during construction. Upon project completion, \$500,000.00 of the outstanding loan principal shall be forgiven. The remaining estimated loan principal balance of \$1,158,000.00 will then be paid in level principal and interest payments semi-annually, in an amount sufficient to amortize the loan balance over the 20-year term. Mayor Genshaw called for a motion to approve the DNREC binding commitment letter. Councilman Henderson made a motion to approve the DNREC binding commitment letter for the Delaware Water Pollution Control Revolving Funding for the City of Seaford Solar Array Project to offset energy costs at the Waste Water Treatment Facility. Councilwoman Peterson seconded the motion. The motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #7, recommendation from Berley Mears, Director of Public Works to set clean-up week for May 11-15, 2015. Annually, the City of Seaford schedules a clean-up week in order to improve the appearance of the City. During this week, Public Works will haul away unwanted materials at no charge for City residents only. The week of May 11-15 has worked for the last 10 years and suits all departments the best for staffing purposes. Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to schedule clean-up week for May 11-15, 2015. Councilwoman Peterson seconded the motion. The motion so passed with all those present voting in favor.

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

- National League of Cities Congressional visit in Washington, D.C on March 11<sup>th</sup>, all day event
- Sussex County Community Exchange, Carvel Research and Education Center, March 12<sup>th</sup>, from 8:30 a.m. until 2:30 p.m.
- Trap, Neuter, and Release Workshop on March 19<sup>th</sup> from 6:30 p.m. until 7:30 p.m.
- City of Seaford Planning Session, March 20<sup>th</sup> from 11 a.m. until 3:30 p.m.

#### **2015 MUNICIPAL ELECTION INFORMATION:**

- **Election is Saturday, April 18, 2015**
- **Polls open 10 a.m. and close 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.**
- **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 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 from the Seaford Police Department, Gary Morris, Chief of Police, and Lt. Van Fleet attended a planning meeting with many other City Officials and vendors in regard to the generator replacement project, which will begin at the end of March. Councilwoman Phillips-Lowe

also reported that dispatch candidate testing has been scheduled for March 28, 2015 at 8 a.m. The Department is currently participating in a speed and seat belt enforcement campaign with the Office of Highway Safety through March 14, 2015. A motorcycle awareness campaign will begin in April.

Councilman Henderson reported that Trisha Newcomer, ED/IT Manager, attended the Office of State Housing Meeting Public Workshop on March 3, 2015. Mrs. Newcomer has been working on Riverfest grant work, and she attended the first Riverfest Meeting. She has updated the City of Seaford's website and worked on editorial content info for Communities of Distinction. Mrs. Newcomer attended the Delaware League Meeting and is working on making changes to the Cleaning Bid documents, For the upcoming weeks, she will be attending the Seaford Tomorrow meeting, plans to work with CGI Communications in regards to Video Tourbook Renewal, send out Riverfest Sponsorship Letters, attend the Western Sussex Tourism Partners Meeting on March 17, 2015, install KVM Console and Switch at the Seaford Police Department when it arrives, and also prepare for the Autism Event on April 1, 2015. In the Code Department, Building Official Joshua Littleton reported that approximately 35 code-related letters were sent out; most of those letters were regarding snow and sidewalk regulations. Mr. Littleton reported that 2 building permits were issued. The Code Department has been working on practice tests for ICC certification. The plan review for Chandler Heights 2 building permit has been completed. The plan reviews for Meadowbridge Apartments site plan and Food Lion tenant fitout permit have been worked on. Mr. Littleton also stated that he attended the February 24, 2015 Council Meeting and presented the Chandler Heights 2 site plan for final approval. On February 25, 2015, Mr. Littleton met with a customer regarding a commercial tenant fitout, and on March 3, 2015, the Code Department attended the Riverfest Committee meeting.

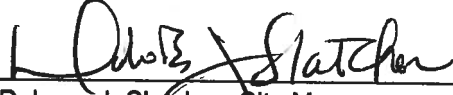
Councilman Holland reported that the Recreation Department has finished basketball games, and Coach Vince Evans is taking an All-Star team to a tournament in Laurel at the end of the month. The Recreation Department would like to thank all the volunteers, coaches, and referees for making this a very successful season. The Department will be preparing for upcoming events, including the Annual Easter Egg Hunt on March 28<sup>th</sup> at 10:00 a.m. at the Ross Mansion. Mauricio Galvez accepted the offer of employment for Parks Tech I and began working with the Parks Department on Monday, March 2<sup>nd</sup>. The Parks & Recreation Department is also presenting upcoming programs and recreation opportunities at the Western Tourism Partners Workshop & Breakfast on March 17<sup>th</sup>. The Department will also be preparing for the upcoming softball season, City leagues as well as the Seaford Senior High School team.

Councilman Mulvaney reported that June Merritt, Director of Finance/HR, reported she is continuing preparation work on the FY'16 budget. She attended the Pre-Construction meeting for the Police Department generator replacement project with Assistant City Manager Charles Anderson. Mrs. Merritt also reported that disconnects took place on March 10, 2015 rather than March 6, 2015 due to inclement weather. All other business functions are reported as routine by Mrs. Merritt, such as financial management, payroll and benefits, purchasing, billing and customer service. Councilman Mulvaney reported that Assistant City Manager Charles Anderson attended several planning and organizational meetings, including the Metropolitan Planning Meeting with Maryland and Delaware transportation representatives, the Seaford Anti-Drug Coalition Meeting, the Downtown Development Meeting and the Police Department Generator Replacement Pre-Construction meeting. Mr. Anderson attended two dinner meetings, the Delaware League dinner in Dover and the SCAT meeting in Blades, and also Representative Short's monthly morning meeting. Mr. Anderson also served as Acting City Manager during the City

Manager's vacation. Councilman Mulvaney stated that he accompanied City Manager Dolores Slatcher to the Legislative Hall and observed her testimony before the Bond Bill Committee during the State Housing hearings regarding continued funding of the Downtown Development grants. He added that it was his first experience observing the Bond Bill Committee in action and found it to be very educational.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, has worked on planning submittal reviews, SCADA software issues and SCADA map updates. He has also worked on coordination for PJM Demand Response program registration, and has performed a safety audit at the Waste Water Treatment Facility. He attended the Pre-Construction Meeting for the Seaford Police Department Generator Replacement and the Pre-Bid Meeting for the Parks Maintenance Storage Building. For the upcoming weeks, Mr. Garner will be preparing the Federal Energy Information Administration annual report, continue work on SCADA map updates, and attend the DEMEC board meeting. Councilwoman Peterson stated that Bill Bennett, Superintendent of Electric, reported that the Electrical Department performed meter readings, finished Governor's Grant Phase 2, and focused on changes in cross arms on Virginia Ave. Mr. Bennett also worked on SCADA map updates with Rick Garner, Electrical Engineer. For the upcoming weeks, Mr. Bennett reported that the tree trimmers will continue to work in Martin Farms and Westview. The Electric Department will be continuing work on Virginia Ave in regards to changing cross arms, and will also work on Governor's Grant Phase 3.

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