

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

April 28, 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 H. William Mulvaney III. Dolores J. Slatcher, City Manager, Charles Anderson, Assistant City Manager, Joshua Littleton, Building Official, and June Merritt, Director of Finance/HR, were also present.

Councilman Holland 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 none.

Mayor Genshaw called for a motion to approve the minutes of the Trap, Neuter, and Release Workshop held on March 19, 2015. Councilman Henderson made a motion to approve the minutes of the Trap, Neuter, and Release Workshop held on March 19, 2015. Councilman Mulvaney seconded the motion, and the motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the Regular Mayor and Council Meeting of April 14, 2015. Councilwoman Peterson made a motion to approve the minutes of the Regular Mayor and Council Meeting of April 14, 2015. Councilman Holland seconded the motion, and the motion so passed with all present voting in favor.

Mayor Genshaw presented a Proclamation for Poppy Month to the American Legion Auxiliary Poppy Chairman Bert Potteiger and Miss Poppy Moira Tews. The month of May has been declared Poppy Month by Mayor Genshaw.

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-02-15: LSDM Properties, LLC, property owners of Tax Map and Parcel(s) # 3-31-6.00-9.04 (22947-22955 Sussex Hwy.) and # 3-31-5.00-116.00 (23395 Sussex Hwy.), are seeking a minor subdivision approval in order to adjust a shared lot line. Mr. Littleton stated that the properties are zoned C-2 Highway Commercial, and the proposal is to clean up the lot lines to define the parking spaces among businesses. Mr. Littleton explained that the project complies with the bulk, area, and parking requirements of the district. Mr. Littleton added that for Lot 1, 60 parking spaces are required, and there are 64 parking spaces provided. Lot 2 requires 73 parking spaces, and 99 parking spaces are provided.

Mayor Genshaw solicited any questions from the Council. Councilman Mulvaney asked if the lots would need to be painted over. Mr. Littleton said no; the lots are only being adjusted. City Manager Slatcher asked if any relining will take place, and Mr. Littleton said no. Mayor Genshaw solicited questions from the public. There were none.

Mr. Littleton then presented Public Hearing Case # S-03-15, Jay Dolby, Trustee, property owner of Tax Map and Parcel # 3-31-4.00-37.00, located on the northeast side of Old Furnace Road. Mr. Littleton stated that Mr. Dolby and family were present at the meeting. Mr. Dolby is proposing a 5 lot subdivision. The site is zoned R-1 Single Family Residential. Mr. Littleton added the property was annexed into the City on September 8, 2003. The owner is proposing to subdivide 5 lots from the larger parcel. The lots will comply with the area and bulk requirements for the district. Mr. Dolby proposes to provide a central septic system located on an easement to serve the residential lots. The easement agreement will terminate and the homes will be connected to the City sewer at such time as the sewer is extended to the property. The owner proposed to have a water well on each lot with the same type of agreement stating that the homes will be connected to the City water at such time as the water is extended to the property. Traffic barricades are to be installed at end of the new road. Mr. Littleton stated that street lighting and signage will be required. The project will need approvals from:

- DelDOT for entrance and a Letter of No Objection to record the subdivision;
- Sussex Conservation for storm water management;
- State Fire Marshal – site plan
- DNREC – Water well and septic
- City Council and Sussex County Addressing for the street name.

Mayor Genshaw solicited any questions. Councilman Henderson asked if Traveler Street is a pending name, and Mr. Littleton said yes. Councilman Henderson asked if the septic tanks are on the same parcel. Mr. Dolby said yes. Mayor Genshaw solicited any further questions. There were none.

Mayor Genshaw closed the Public Hearing at 7:20 p.m., and reopened the Regular Meeting of Mayor and Council.

Building Official Littleton presented the Findings of Facts for Case # S-02-15:

- Case # S-02-15: Realignment of a shared lot line.
- The properties are identified as:
 - Lot 1: 23395 Sussex Hwy
Tax Map & Parcel #331-5.00-116
Proposed lot area = 1.326 ± acres
 - Lot 2: 22947-22955 Sussex Hwy
Tax Map & Parcel 331-6.00 9.04
Proposed lot area = 2.372 ± acres
- The properties are zoned C-2 Highway Commercial.
- The project complies with the area and bulk requirements and the parking requirements of the district.
 - Lot 1: 60 parking spaces required; 64 parking spaces provided.
 - Lot 2: 73 parking spaces required; 99 parking spaces provided.

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve a minor subdivision for the purpose of adjusting a shared lot line for LSDM Properties, LLC; 22947-22955 Sussex Highway; Tax Map and Parcel(s) #3-31-5.00-6.00-9.04 and 3-31-5.00-116.00 as presented. Councilwoman Phillips-Lowe seconded the motion, and the motion so passed with all those 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.

Building Official Littleton presented the Finding Facts for Case # S-03-15:

- Case # S-03-15 – Minor subdivision
- Property is identified as Tax Map and Parcel #331-4.00-37.00, located on the northeast side of Old Furnace Road.
- Property is zoned R-1 Single Family Residential.
- The owner is proposing to subdivide 5 lots from the larger parcel.
 - (Lot P1-1) 21,192 ± sq. ft.
 - (Lot P1-2) 20,577 ± sq. ft.
 - (Lot P1-3) 12,014 ± sq. ft.
 - (Lot P1-4) 11,702 ± sq. ft.
 - (Septic area) ± 25,859 sq. ft.
- Lots will comply with the area and bulk requirements for the district.
- A Letter of No Objection from DELDOT will be required prior to recordation of the subdivision.

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve a minor subdivision for five residential lots for Jay Dolby, Trustee; Tax Map and Parcel #3-31-4.00-37.00 as presented. Councilman Mulvaney seconded the motion, the motion so passed with all those present voting in favor.

Mr. Littleton Presented the Findings of Facts for the Phase 1 Sketch Plan Review:

- Sketch plan review for Phase 1
- Property is identified as Tax Map & Parcel #331-4.00-37.00, located on the north side of Old Furnace Road.
- The site is zoned R-1 Single Family Residential.
- Property was annexed into the City on 9/8/2003.
- Owner proposes to provide a septic system located on an easement to serve the residential lots. The easement agreement will terminate and the homes will be connected to the City sewer at such time as the sewer is extended to the property.

- Proposed water well on each lot with the same type of agreement stating that the homes will be connected to the City water at such time as the water is extended to the property.
- Traffic barricades to be installed at end of the new road.
- Street lighting and signage will be required.
- Project will need approvals from:
 - DelDOT for entrance approval;
 - Sussex Conservation for storm water management system;
 - State Fire Marshal – site plan
 - DNREC – Water well and septic
 - City Council and Sussex County Addressing for the street name.

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve a sketch plan for the five residential lots for Jay Dolby, Trustee, Tax Map and Parcel #3-31-4.00-37.00 as presented. Councilman Mulvaney seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business # 1, results of the Municipal Election. City Manager Slatcher read the results of the April 18, 2015 Municipal Election as being a total of 239 votes with 7 being absentee votes were cast with Shane Beard – 74; Grace Peterson – 179 and Orlando Holland - 210. Councilman Holland and Councilwoman Peterson were re-elected. The Council members will be sworn in at the May 12, 2015 Regular Meeting of the Mayor and Council. Mayor Genshaw congratulated Councilwoman Peterson and Councilman Holland.

Mayor Genshaw presented New Business # 2, and asked Mr. Kris Smith of Integra to come forward to present the Employee Health and Life Insurance recommendations for the period effective June 1, 2015 – May 31, 2016. Mr. Smith stated there have been minor changes to benefits because of the Affordable Care Act. The Employee Benefit Committee met to evaluate various options for health insurance. The committee recommends accepting the quote from Unimerica Option 4c, the City's current carrier. With the recommended option, the projected health plan costs are remaining the same as the prior year, and the maximum costs are decreasing by approximately 14.75%. There will be a refund of \$28,263.00 back to the City, which should be received by January 1, 2016. Councilman Henderson asked where those funds go. City Manager Slatcher said they are deposited into the reserve fund; they are not placed in the general fund. The committee also recommended a few plan modifications. The first recommended modification is to add the Medtipster program. This service allows consumers to search online for generic drugs that are available at deeply discounted prices; many drugs are at no cost. The return on investment is \$5 to \$1. Councilman Henderson asked if any of the local pharmacies will be participating, and Mr. Smith said yes. The second recommended modification is to add the SwiftMD program. This is a telemedicine service that delivers quality health care directly to patients in need. Benefits include: 24/7/365 nationwide access to US board-certified physicians for consults over the phone or internet, from your home, office or on the road. Physicians can diagnose, recommend treatment, and submit prescriptions to your pharmacy of choice. The return on investment is \$4 to \$1. The committee also recommended accepting employee withholdings as the same as the 2015 year.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the recommendations from the Employee Benefit Committee to accept the quote for renewal for health insurance with Unimerica Option 4c, to add the Medtipster program for generic drugs, and to add the SwiftMD program, which is a telemedicine service for delivery of quality health care directly to patients in need. Councilman Holland seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business # 3, and asked June Merritt, Director of Finance/HR, to come forward to present recommended language from an IRS audit on the City policy governing private and business use of vehicles. The City has always had the practice of using City vehicles for City business only and not for personal use. The purpose of amending the language of the City Vehicle Policy is to clarify that use of City vehicles is for business purposes only; not for personal use; the only personal use is for commuting to work and home. Mrs. Merritt added that City vehicles may only be driven by City of Seaford employees and elected officials.

Mayor Genshaw solicited any questions or comments. Councilman Henderson suggested italicizing the date the policy was changed; he thought it would be helpful to the public. There being no further questions, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve both the City Vehicle Policy as amended April 28, 2015 and the Vehicle Commuting Policy as amended April 28, 2015 and presented by Director of Finance June Merritt. Councilwoman Peterson seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #4, bids for 2015 Street Paving. City Manager Slatcher stated there is an override on the Street Paving bid. The reason is that Williams Street was determined to need more work than originally bid, so it was deleted, to be revisited in the next round of bidding. In addition, a short section of Locust Street off of Oak Road was determined due to its failure to be more eminent in need of repair. City Manager Slatcher stated the FY2015 budget line item will be overrun with this bid award. The reason is last year's street repairs were not completed by June 30, 2014 and were placed in the FY15 budget. However, the City of Seaford receives annually Municipal Street Aid funds restricted to certain uses, including street paving. The City does have in this reserve account the necessary funds to be used to pay for the proposed street paving bid. In addition, costs for street paving have increased, specifically due to new regulations that require installing the new ADA compliant handicap ramps at each intersection. Berley Mears, Director of Public Works, recommended awarding the Street Paving 2015 bid to Del-mar-va Paving, Inc. in the amount of \$146,873.15 using state prevailing wages. Mr. Mears arrived at this number by deleting Williams Street from the bid and adding a short section of Locust Street off of Oak Road that has failed. Mr. Mears said that Locust Street can be added using the "Street A" off of the bid sheet. He estimated the work to be \$7,500. Mr. Mears added that Del-mar-va Paving, Inc. was the lowest bidder that met all of the bidding requirements.

Mayor Genshaw solicited any questions. Councilman Henderson asked when the work would be done. City Manager Slatcher said it would be completed by June 30, 2015. Councilman Henderson asked how the unit prices are determined. City Manager Slatcher said that the base bids were determined by measurements. There being no further questions, Mayor Genshaw called for a motion. Councilman Henderson made a motion to award the street paving bid to Del-mar-va Paving, Inc. in the estimated amount of \$146,873.15, using "Street A" for the short section of Locust Street off Oak Road, and deleting

the paving of Williams Street, due to additional repair work to be done, with final cost determined by tonnage applied. Councilwoman Peterson seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #5; amendment to an employment contract. City Manager Slatcher presented the amendment to Chief Gary Morris's Employment Contract to do a one year extension from July 1, 2015 to June 30, 2016.

Mayor Genshaw solicited any questions. There being none, he called for a motion. Councilwoman Phillips-Lowe made a motion to approve the amendment to Chief of Police Gary Morris's Employment Contract for the purpose of an extension to June 30, 2016, which is a one year extension. Councilman Mulvaney seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #6, Charter changes for the Municipal Election. City Manager Slatcher presented proposed Charter changes for the Municipal Election, related to filing deadlines for candidates and voter registration. City Manager Slatcher stated that the timeline for the period between closing for candidate filing, voter registration, and the actual election date only allows candidates approximately three weeks for their campaign. Currently all notifications of candidacy must be filed with the City Manager on or before the close of business on the fourth Friday of March. The suggested change is making the last Friday in the month of February the filing deadline for candidates and voter registration.

Mayor Genshaw solicited any questions or comments. Councilman Mulvaney said he thought it was a good idea. Councilman Henderson stated that allowing the candidates seven weeks instead of three will allow the public more time to educate themselves on the candidates. He felt that the voters should have the latest filing date possible, and added that any candidate can file now. Councilman Mulvaney stated that he agreed with Councilman Henderson. Councilman Henderson recommended to keep the voter registration deadline as is, and to move the candidate filing deadline up to February. City Manager Slatcher said that in addition, the public working this year's election, based on voter turnout, requested a review of the time set for the Municipal Election. She stated that with little league practices, the beginning of good weather, and people occupied with working in their yards and other activities, would switching to 7 a.m. - 3 p.m. poll hours work better than the current 10 a.m. - 6 p.m. time frame. Voters still have the option of an absentee ballot if they are unable to be present during hours set for the election. City Manager Slatcher stated that if Mayor and Council wished to change either item related to the Municipal Election, it will require a Charter change, which she has discussed with the City Solicitor James A. Fuqua Jr., who can prepare it and have it ready for the May 12th Council Meeting so the City can request our legislators' approval prior to the June 30th ending of the General Assembly.

Mayor Genshaw solicited any questions or comments. Councilwoman Peterson stated that changing the time from 10 a.m. – 6 p.m. would be a good idea. Councilman Mulvaney agreed, and added that it would allow people to vote early in the day. Mayor Genshaw solicited any further questions or comments. There were none. Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve having the City Solicitor James A. Fuqua, Jr. draft a Charter change for the purpose of making the last Friday in the month of February the filing deadline for candidates for City of Seaford Municipal Elections. Councilman Mulvaney seconded the motion, and the motion so passed with all present voting in favor. Mayor Genshaw called for a second motion. Councilwoman Peterson made a motion to approve having

the City Solicitor James A. Fuqua, Jr. draft a Charter change for the purpose of changing the hours for voting from 10 a.m. - 6 p.m. to 7 a.m. - 3 p.m., as discussed by the public members of the Board of Election. Councilwoman Phillips-Lowe seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #7, to discuss deferring demolition for 114 High Street, based on a proposed work plan from Mr. Bamdad Bahar. City Manager Slatcher stated that the City put together a timeline of interactions between the owners of 114 High Street, John C. Chanoski and Pamela Landon, and the City of Seaford. Mayor Genshaw stated that he agrees that everything possible should be done to save the property from demolition; however a decision will be reached by the next Council Meeting on May 12, 2015. Councilman Henderson asked for clarification, if the purpose of the discussion was to delay demolition. Mayor Genshaw responded by saying that it was for that purpose, and to give Mr. Bahar time to put the property in his name. Councilman Mulvaney stated he does not agree with delaying it any further, adding that it has been 5 years of 'back and forth'.

Mayor Genshaw asked Mr. Bamdad Bahar to come forward. Mr. Bahar explained that he has renovated more than a dozen properties within the limits of the City of Seaford, and has been doing so for the past 27 years in Sussex County. Mr. Bahar said that it has been difficult to communicate with the owners. He stated he has taken 3 major actions on and for the property, and has put together a work plan. Mr. Bahar said that his immediate plan is to preserve the property as a single family home. He added that he is approaching the rehabilitation of the property in good faith. Councilwoman Phillips-Lowe asked to verify, if Mr. Bahar does or does not own the property. Mr. Bahar stated that he does not. Councilman Henderson asked if there is any liability insurance on the property, and Mr. Bahar answered that there is not. Councilman Henderson asked if the City of Seaford would be liable for any issues since they are delaying the demolition of the property. He added that public safety is his main concern. Mr. Bahar responded that his intent is to take action for the property to be under safe condition within 90 days. Councilwoman Phillips-Lowe asked if the demolition would still take place if the work plans aren't met. Councilman Henderson asked about the contractor and fees associated with delaying the process. City Manager Slatcher stated that the cost of the contractor's bond on 114 High Street is 2.5%, for a cost of \$865.80, which the City will have to bear the cost of if the Council stops the demolition. The City has not yet issued the Notice to Proceed. City Manager Slatcher stated the contractor would like to have a decision as soon as possible due to his timeline and the City's position that all work is to be completed by June 30, 2015, since the funding is in the budget for the current fiscal year.

Mayor Genshaw solicited any further questions or comments from Council. There being none, he called for a motion. Councilman Mulvaney made a motion to postpone demolition, as well as the Notice to Proceed, until a decision is reached at the May 12, 2015 Mayor and Council Meeting. Councilman Henderson seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #8, cleaning bids. City Manager Slatcher presented the bids for cleaning of facilities for one year, with an additional two-year award with satisfactory performance in the first year. The City received two bids in response to the referenced solicitation. Bid prices are listed as the same for both years 2016 and 2017. Assistant City Manager Charles Anderson recommended that the bid be awarded to the low bidder, RNR Enterprises, in the amount of \$36,400.00 for the first year. The City of Seaford has worked with this vendor in the past. The bid start date for the new vendor is July 1, 2015.

Mayor Genshaw solicited any questions. There being none, he called for a motion. Councilman Holland made a motion to approve the bid award to RNR Enterprises, the low bidder, for Cleaning Service in the amount of \$36,400.00. Councilwoman Peterson seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #9a, the resignation of Planning and Zoning Commission member Arsie Burton. Mayor Genshaw stated that Ms. Burton's reason for having to resign is that she is relocating her residence to Heritage Shores in Bridgeville, DE. She stated that she enjoyed being a member of the Planning and Zoning Commission working with the other members and staff. Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to accept the resignation of Ms. Arsie Burton from the Planning and Zoning Commission. Councilman Holland seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business #9b, the appointment of Matthew Shaffer to the Planning and Zoning Commission. Mayor Genshaw solicited any questions. There were none. Mayor Genshaw called for a motion. Councilman Mulvaney made the motion to accept Mayor Genshaw's appointment of Matthew Shaffer to the Planning and Zoning Commission. Councilman Holland seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented Old Business #1, continued discussion of introducing a public comment period during the Regular Meetings of Mayor and Council. Mayor Genshaw stated that Councilman Mulvaney did research on how other Councils in the area treat their allotted time for public comment periods. Councilman Mulvaney included a packet of discussion points. The discussed points were, place on the agenda that public comments will be inserted, length of commentary, control of speaking time, to permit or not permit written commentary for Council review, a deadline to be placed on the agenda, as well as website instructions. Councilman Henderson stated that allowing the public comment period at the end of the agenda would be the most beneficial, because it may weed out trivial commentary, and if the public waits until the end, some of their questions and concerns may be answered. Councilman Mulvaney agreed. Councilman Holland stated that he would prefer for the public comment period to take place in the beginning of the meeting. Councilwoman Phillips-Lowe stated that the length of commentary should be 3 minutes versus 5. She added a lot can be said, and if the commenter is well prepared, 3 minutes will be sufficient. Councilman Henderson asked how many people will be granted time to speak. The Mayor stated that 5 people per meeting will be sufficient. Councilman Henderson asked how speaking time will be controlled, and added that the red, yellow, and green light effect has worked in other meetings. Councilwoman Phillips-Lowe asked who will be in charge of the control, and also stated that it would not be able to be any council members, because it would distract them from what the commenter says. The Mayor and Council agreed that the public comments will be added at the end of the agenda. The length of the commentary will be 3 minutes. The maximum amount of people to comment per meeting will be 5. Mayor Genshaw stated that Councilman Mulvaney will type specifics further. He added that once a decision has been reached, there will be a trial period of 3 months, and if anything needs to be changed at that time, it will be. Mayor Genshaw stated that the concluding discussion and decisions will take place in the next Regular Mayor and Council meeting which will be held on May 12, 2015.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Live for Chocolate, May 1st; 5 p.m. – 8:30 p.m.
- Little League Opening Day, May 2nd
- Blessing of the Fleet, Nanticoke Yacht Club, May 2nd at 10 a.m.
- FY16 Budget Workshop, May 5th; City Hall; 5 p.m.
- Clean Up Week, May 11th – 15th City of Seaford residents only.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that at the Seaford Police Department, dispatch candidate interviews have been completed. Currently, the background investigation phase is taking place to work towards completing the hiring process. The Department will be providing foot patrol for the Live for Chocolate event on May 1st. The Department will be attending and monitoring the Little League Opening Day Ceremonies and the National Day of Prayer. Also, firearm qualifications are scheduled on various dates during the month of May.

Councilman Henderson reported that Trisha Newcomer, ED/IT Manager, worked at the Seaford Police Department generator replacement, which took place on April 15th. Mrs. Newcomer stated that she arrived at the SPD at 9:30 p.m., coordinated with the Dispatch Manager and EOC for the transfer of all the administrative and E911 line to Georgetown. She left the Police Department at 6:30 a.m. the next day with all services but the recorder restored, the vendor was able to assist the Dispatch Manager in placing the recorder back on line by a telephone call. Mrs. Newcomer reported that she assisted with the Municipal Election, attended various meetings, held a conference call with CGI Communications, and received and approved the script for review from Communities of Distinction. She also prepared the Live for Chocolate display in the lobby of City Hall, attended a Downtown Delaware Fundraising webinar, and approved the banner designs for High Street and the River Walk. Councilman Henderson reported that in the Public Works Department, most activities have been routine. The Department replaced the remaining water services on North Porter Street prior to repaving, and evaluated leak repairs and their scheduling to avoid conflicts with upcoming events. The Waste Water Treatment Facility had no reports. In the Code Department, Joshua Littleton, Building Official, reported that there were approximately 30 code-related letters sent out, most regarding high grass. Six building permits were issued. Mr. Littleton also attended various meetings, including a webinar for fire stopping materials, DNREC workshop on a new floodplain ordinance, and DNREC staff meeting regarding a storm water improvement grant program.

Councilman Holland reported that the Parks and Recreation Department coordinated an upcoming bus trip to see the Orioles vs. Yankees game in Baltimore on June 14, 2015. Natalie Wilson, Superintendent of Parks and Recreation, reported that the newest Parks employee Mauricio Galvez received his CDL license. She stated that the Pickleball Club painted the first set of courts, and the second set will be added soon. Mrs. Wilson attended the Live for Chocolate event meetings and assisted with the event preparation. She also reported that the routine spring sports are volleyball, softball, and soccer.

Councilman Mulvaney reported that June Merritt, Director of Finance/HR, reports doing preparation work for FOP negotiations which have begun. She assisted with FOIA requests, prepared the amendment to the vehicle use policy per the IRS Auditor recommendations, which she present to Council in the meeting;

continued working with Edmunds and Associates to resolve multiple issues after the upgrade to the new version 3.2 and the FY '16 budget; met with Downes Associates and the Electric Committee regarding electric rates; completed the month-end reconciliations for March; prepared the benefit committee recommendation for health insurance renewal, which was also presented in the meeting; and continued work with Fulton Bank for the loan closing documents for the Route 20 Sewer Extension. Mrs. Merritt also reported all other business as routine – financial management, payroll and benefits, purchasing and billing, and customer service. In regards to utility bills, the due date was April 23, 2015. Disconnect notices were mailed on April 27, 2015, and disconnects are scheduled for May 6, 2015. Assistant City Manager Charles Anderson reports participating in the Police Department's generator fold down; working at the City's Municipal Election held on April 18; reviewing the draft solar farm design package; attending the Operations and Parks building pre-construction meetings, and several electric meetings with Downes Associates. City Manager Dolores Slatcher also worked the City Election. She attended multiple meetings with the Electric Department, DEMEC Strategic Planning and Board meeting, and the Delaware League of Local Government meeting. She also worked on the FY'16 budget, the insurance program and the Police Department fold down.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, attended meetings in regards to the Police Department's generator project and attended a pre-construction meeting for the Parks Department building. Mr. Garner prepared plan reviews for the Community Solar project. He attended the DEMEC board meeting and strategic planning session, and he also attended the Electric Committee meeting, as well as budget meetings. Bill Bennett, Superintendent of Electric, reported that he worked on the generator change at the Police Department and changed the cross arm, cut-outs, arrestors, and meter while the power was down. The Electric Department worked on the monthly substation checks and trimming Mulberry trees in Woodside Manor. Mr. Bennett also reported that there was a bad transformer on Friday, April 24th in Woodside Manor; there were about 8 customers without power for approximately 2 hours while it was fixed.

Mayor Genshaw called for a motion to hold an Executive Session for the purpose of discussing litigation with the City's insurance attorney.

Councilwoman Phillips-Lowe made a motion to go into Executive Session for the purpose of discussing litigation. The motion was seconded by Councilwoman Peterson. The motion so passed with all those present voting in favor.

Mayor Genshaw reopened the Regular Meeting of Mayor and Council at 9:37 p.m. With no further business he requested a motion to close the Regular Meeting of the Mayor and Council. Councilwoman Phillips-Lowe made a motion to close the Regular Meeting of Mayor and Council. Councilman Mulvaney made the motion to close the Regular Meeting of the Mayor and Council. Councilman Henderson seconded the motion. The motion so passed with all present voting in favor. Mayor Genshaw closed the Regular Meeting at 9:37 p.m.


Dolores J. Slatcher, City Manager