

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

March 27, 2018

6:00 PM

Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilwoman Grace Peterson, Councilman Orlando Holland, Councilman H. William Mulvaney, III and Councilman Dan Henderson. Charles Anderson, City Manager was also present.

Mayor Genshaw solicited a motion to hold an Executive Session for the purpose of discussing personnel. Councilman Henderson made a motion to move into an Executive Session; Councilman Holland seconded the motion; motion so passed with all present voting in favor. The Executive Session started at 6:02 p.m.

Mayor Genshaw solicited a motion to close the Executive Session. Councilwoman Phillips-Lowe made a motion to close the Executive Session. Councilman Holland seconded the motion; motion so passed with all present voting in favor. The Executive Session was closed at 6:30 p.m.

Mayor David Genshaw called the Regular Meeting at 7:00 p.m. to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilwoman Grace Peterson, Councilman Orlando Holland, Councilman H. William Mulvaney, III and Councilman Dan Henderson. Charles Anderson, City Manager, June Merritt, Director of HR/Finance, Mike Bailey, Building Official and Bill Bennett, Director of Electric were also present.

Councilman Mulvaney offered the opening prayer and Mayor Genshaw led those present in the Pledge of Allegiance.

Mayor Genshaw solicited any changes to the agenda; there were none.

Mayor Genshaw called for a motion to approve the minutes of the regular meeting on March 13, 2018. Councilwoman Peterson made a motion to approve the minutes from the March 13, 2018 Council Meeting. Councilman Holland seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the planning session on March 9, 2018. Councilman Mulvaney made a motion to approve the minutes from the March 9, 2018 Planning Session. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

There was none.

NEW BUSINESS

Mayor Genshaw presented New Business Item #1, Present a Proclamation in recognition of National Service Recognition Day; April 3, 2018. Mayor Genshaw proclaimed April 3, 2018 as National Service Recognition Day in the City of Seaford.

Mayor Genshaw presented New Business Item #2, Present for approval a proposal from Carmean Appraisal Group for the appraisal of 2.3 +/- acres of land at the west end of the Melanie's Ridge Development. City Manager Anderson stated that quotes were received from two different appraisal companies to provide the values of the rear portion of the Melanie's Ridge parcel. The City has been looking into purchasing the land to use for a second electrical tie point into the City. City Manager Anderson added that a few years ago a maintenance outage had to occur in the City and since there was only one tie point, we were not able to sustain power during the maintenance period.

City Manager Anderson stated that the proposals were taken to the electric committee for review at their March 20, 2018 meeting. At that meeting, the electric committee recommended proceeding with the low quote received from Carmean Appraisal to provide the appraisal services for the parcel in the amount of \$2,000. City Manager Anderson added that the City has worked with this firm on several projects in the past with great success.

Mayor Genshaw called for any questions or comments from Council; there were none.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the proposal from Carmean Appraisal Group for the appraisal of 2.3 acres +/- of land at the west end of the Melanie's Ridge Development with funding to be provided from the FY18 Electric Professional Fees budget. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw closed the Regular Meeting at 7:07 p.m. and opened the Public Hearing.

Mayor Genshaw presented Public Hearing Item #1, Seaford Historical Society, 23669 Ross Station Road, TMP # 331-5.00-4.03, are seeking a final site plan review for a proposed Ross Station Event Center. Mr. Mike Bailey, Building Official came forward to present the information.

Mr. Bailey stated that this is for a final site plan review of a proposed event center to be located at 23699 Ross Station Road, TMP # 3-31-5.00-4.03. The proposal is to construct a one story 6,364 square foot building with an open porch. The occupant load will be 225 people and will have a 3,650 square foot banquet room. There will be 22 paved parking spaces added to the site for a total of 61 parking spaces as required by Code. He added that the zoning is M-1 Light Industrial for this parcel.

Mr. Bailey added that there will be a bus loop and the building will be sprinklered. The new parking lot will be dedicated back to the City for public use. The project did receive two variances from the Board of Adjustments on July 5, 2017 for uses by right in M-1 and building design for type of façade. The project has received approvals from the following agencies: State Fire Marshall, Sussex Conservation District, and State Department of Drinking Water.

Mayor Genshaw solicited questions from the Council; there were none.

Mayor Genshaw solicited questions from the Public; there were none.
Mayor Genshaw closed the Public Hearing at 7:11 p.m.

Building Official Bailey presented the Findings of Facts:

- Project: Ross Station Event Center
- Owners: Seaford Historical Society
- Zoning: M-1 Light Industrial
- Final site plan review for a 6,364 sf single story building with site improvements.
- Parking spaces provided: 22 paved parking spaces added (61 Total)
- New Parking Lot is Dedicated To Public Use
- Tax Map & Parcel 331-5.00-4.03
- Property is located on Ross Station Road
- This project received two variances from the Board of Adjustment
 - Relief from Uses by Right in a M-1 Light Industrial District
 - Relief from the 30% masonry façade requirements of the Zoning Ordinance
- Project received approval from:
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - State Dept. of Drinking Water
 - Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then solicited a motion. Councilman Holland made a motion to approve the final site plan as submitted by the Seaford Historical Society, 23669 Ross Station Road, owners of TMP # 331-5.00-4.03, for a proposed Ross Station Event Center. Councilwoman Peterson seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman Henderson voted yes based on the findings of facts;
Councilwoman Phillips-Lowe voted yes based on the findings of facts;
Councilwoman Peterson voted yes based on the findings of facts;
Councilman Mulvaney voted yes based on the findings of facts;
Councilman Holland voted yes based on the findings of facts.

The motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3, recommendation to City Council of an appointment for Chief of Police. Mayor Genshaw stated that interviews along with a background check were conducted for the position. After a review of the candidates, he is recommending Mr. Robert Kracyla as the Chief of Police effective April 16, 2018.

Mayor Genshaw asked for any questions or comments from Council; there were none.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve Mr. Robert Kracyla as Chief of Police effective April 16, 2018. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4, Present for approval an employment contract for the Chief of Police position. City Manager Anderson stated that the contract will start on April 16, 2018 and is a two year term. The contract states that he must live within thirty miles radius of City Hall and the starting salary is \$100,000.00 per year. The benefits are outlined in the contract as well as the job duties. The contract also states that Chief Kracyla is eligible for four weeks of vacation time and will be able to attend the National Liquor Law Enforcement Association Conference in 2018 without the use of vacation as he was already scheduled to attend this conference. Mr. Anderson added that the City Solicitor has reviewed and approved the contract.

Mayor Genshaw asked for any questions or comments from Council; there were none.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the employment contract for the Chief of Police as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #5, Kris Smith, President of Integra, the City health insurance plan administrator to present a renewal recommendation for employee health insurance. Mr. Smith stated that a request for proposals was submitted to six reinsurance carriers that are rated "A" or better by the A.M. Best rating agency. The top four carrier quotes were presented to the City of Seaford benefits committee which were Unimerica (Incumbent), Westport Insurance, Companion Life and Sirius America. Based on the meeting with the benefits committee and a thorough review of the current claims experience, the recommendation is to renew with Unimerica (a United HealthCare company) Option 3a for the 2018/2019 benefit plan year.

Mr. Smith stated that the current benefit plan cost have run slightly above projections to date. Based on the favorable past year claim experience and the current cost control programs, the 2018/2019 renewal costs are projected to increase 3.05% after a -6.5% decrease in last plan year.

Mr. Smith added that Optum/Unimerica Reward Program is included in the current benefit program. It offers a refund of premium if the carrier-paid claim costs are lower than Optum/Unimerica expects during the benefit plan year. This previous plan year the City received a refund of \$38,379. The City would need to renew with Unimerica this coming plan year to be eligible for the refund. Based on current claims experience, the estimated possible refund is \$10,786.

The retiree benefit program is insured through the Hartford Group Retiree Insurance Trust. The renewal for Medicare eligible retiree program is January 1, 2018. For the 2018 plan year there was a 3.5% trend increase to the 2018 rates. The 2018 retiree member rate is \$472.03 and the dental and vision benefits are administered by Integra.

The Life Insurance is currently covered through Sun Life effective 9/1/17. The previous carrier, AIG sold its Life Insurance Block to AXA effective July 1, 2018 at a rate hold from the rates presented in 2017. The Sun Life contracted rates are firm for two years and will be subject to change 9/1/19.

It was added that the effective date for this health insurance renewal and employee contributions will be June 1, 2018.

Mayor Genshaw asked for any questions or comments from Council; there were none.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the recommendation for employee health insurance renewal as presented. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS:

Mayor Genshaw presented Old Business Item #1, Bill Bennett, Director of Electric to present an update of the Pine Street Substation and Distribution improvements projects. Mr. Bennett stated that all load has been transferred to the new substation. He added that by the end of next week, all of the substation portion of the project should be complete other than punch list items. He added that AUI has been a great contractor to work with and they have done a great job on the project. Mr. Bennett stated that the distribution work has been completed other than the work that we are waiting to hear back from Delmarva Power about on Route 13.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Friday, March 30, 2018 City Offices and Utility Divisions will be closed for the Good Friday holiday.
- SCAT Legislative Breakfast, Cheer Center Georgetown, April 13, 9:00 a.m.
- Chief Gary Flood Retirement Event, Seaford Fire Hall – April 7, 2018; 5:00 p.m.
- April 9th Light It Up Blue Autism Event – 5:45 Band Starts, 6:30 Ceremony; Gateway Park

CITY OF SEAFORD **Municipal Election – April 21, 2018**

The City of Seaford Municipal Election will be held on Saturday, April 21, 2018 in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Mayor will be elected for a (2) year term and

Two (2) Council Members will be elected for a (3) year term.

All candidates must have filed by 5:00 p.m., E.S.T., February 23, 2018.

Registration can be completed at City Hall, 414 High Street. Registration hours are Monday through Friday, 8 a.m. until 5:00 p.m. or by appointment if you cannot register during these normal business hours. Any candidate who withdraws his/her

name must do so in writing. Any candidate who withdraws his/her name after 5:00 p.m., E.S.T., February 23, 2018 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 23, 2018.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 21, 2017) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m. or by appointment if you cannot register during these normal business hours.**

The City of Seaford has independent registration procedures for the Annual Municipal Election. To vote, you must meet the eligibility requirements and be registered on the “Books of Registered Voters” maintained at City Hall.

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

All voters will need to show proof of residency which may be a State of Delaware driver’s license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

CANDIDATES FILED:

Mayor David Genshaw has filed for re-election as Mayor

Alfred Lee Cannon has filed for Mayor

Matthew MacCoy has filed for Council

Patricia Jones has filed for Council

Councilman Orlando Holland has filed for re-election for Council

Shane Beard has filed for Council

James King has filed for Council

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that on March 10, 2018 Sgt. Mike Rapa and Cpl. Frankie Bradley were awarded the Phoenix Award by the Sussex County Paramedics for their lifesaving efforts that occurred on April 22, 2017 involving an overdose victim. The award program was held at the Laurel Fire Department. The Phoenix award is given to first responders who administer first

aid/CPR which results in life saving actions. The officers will be recognized again at the 2018 Seaford Police Department Awards Ceremony.

In response to burglaries in the area of Governors Grant, "C" Squad officers conducted property checks at homes under construction. On March 15, 2018 officers located a subject sleeping in the residence of 207 William Ross Lane. The subject was taken into custody, video arraigned and committed to the Department of Corrections on charges of Burglary 2nd degree and Theft of Services in lieu of \$3,800 secured bond.

Officers of "A" Squad recovered 20.1 grams of marijuana, 5.5 grams of crack cocaine along with \$652.00 USC suspected drug money. Subject was arrested.

On March 20, 2018 "C" Squad officers became involved in a foot chase which ended with taser deployment. Officers recovered 428 bags of heroin, 1.2 grams of marijuana along with a SCCY 9mm semi-automatic which was stolen. Good arrest.

Sgt. Miller attended a two day re-certification in chemical munitions at the Delaware State Police Range.

SPD participated in a prostitution operation on March 22, 2018 with the assistance of Ocean View PD, Georgetown PD and US Department of Homeland Security. Five (5) subjects were arrested on various prostitution- related charges.

On March 22, 2018 "A" squad officers conducted a traffic stop which resulted in the recovery of a small amount of marijuana along with 25 bags of heroin. Subject was committed to the Department of Corrections.

She added that for the month of February, the Fire Department had 277 EMS runs.

Councilman Henderson reported that Director Bill Bennett continued to support AUI (contractor) on site at the Pine Street Sub-Station. City Electric Department personnel replaced a faulty section of underground conductor that served street lights on the west side of U. S. 13S between M & T Bank and Holiday Inn Express. In an effort to improve energy efficiency and working conditions City Electric Department personnel replaced a some of the Fluorescent T-Bar Lay-in lights in the Utility Building with new LED T-Bar Lay-in fixtures. Bill spent time working with a large commercial customer to develop a plan to streamline and reduce their electric costs. He also discussed electric accounts with 2 other customers. In upcoming events our personnel will reroute the fiber-optic lines from the Power Plant site, and demolition of the Central Substation will continue. Future projects include the completion of work on the new circuit 330, and repair of the last infrared scan issues.

Councilwoman Peterson reported that Building Official, Mike Bailey reported that he is preparing for April's Board of Adjustment meeting that meets the first Wednesday at noon and the planning and Zoning Meeting that meets the first Thursday at 7 p.m. Mike is performing the plan reviews for the new permits. Walt is performing routine inspections for on-going projects and Shannon is checking on violation inspections throughout the city. The Eagle Diner is ready for the final

inspections. Also, 23 permits were issued from February 27th to March 27th for a total of 54 permits in 2018.

Superintendent of Parks and Recreation, Katie Hickey reported that last Saturday, the Easter Egg Hunt at the Ross Mansion was well attended again this year. There was a meeting for "See, Click, Fix" to better organize it by sharing what is working best. Parks will prep for "Light It Up Blue" in the Gateway Park on April 9th at 5:45 the band will begin playing and the ceremony will start at 6:30 p.m. Katie is involved with getting "Live for Chocolate" and "Riverfest" organized for their fun times. The Adult Flag Football teams started playing last week and the Men's Softball teams will start April 2, with seven teams.

Councilman Mulvaney reported that at the Wastewater Treatment Plant, plant performance is good with no maintenance issues and leachate treatment is good but remains slow. He added that plant capacity is 2 million gallons per day, presently processing 1 million per day, 75,000 gallons (7%) of which is from Blades; the remaining 925,000 is from Seaford. DNREC reports are filed monthly.

Councilman Mulvaney then gave some leachate facts. The plant receives leachate from the County landfill underground runoff storage system delivered by tanker trucks five days per week. Normally one tanker making five trips per day at 6,200 gallons per load. The normal range of deliveries is 25-50 thousand gallons per day. Councilman Mulvaney showed a jar of water that was drawn yesterday at 11:00 a.m. from the exit point as the Wastewater enters the River.

He added that an interesting note from the UD Water rate report that Directors Mears provided, Seaford's \$2.44 per thousand gallons of water is the lowest rate in Sussex County with Georgetown's in town rate of \$6.21 per thousand being the highest.

In Public Works, the hot mix pothole repairs on Middleford Road and Phillips Street have been completed. Director Mears had to report for Jury Duty therefore, the remaining Public Works report will be presented at the next Council Meeting.

Councilman Holland reported that the following meetings were attended: Council agenda was prepared, meeting with Integra in reference to health insurance renewal. Also attended the electric committee meeting, SVN real estate form at Salisbury University and DEMEC board meeting.

In Information Technology, work was done with vendors toward new network migration (still needs to be completed). Met with NMH and Under/Comm regarding removal and reroute of fiber.

In Administration, interviews were completed for the Parks Tech 1 and Public Works Tech 1 open positions. Attended a benefits committee meeting for health insurance renewal with Integra. Work on FY'19 Budget. Continue working on the AMI project. All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

With no further comments, Mayor Genshaw called for a motion to close the regular Council Meeting. Councilwoman Phillips-Lowe made a motion to close the regular Council Meeting. Councilwoman Peterson seconded the motion; the motion so passed with all present voting in favor. The meeting was adjourned at 7:40 p.m.

Charles D. Anderson, City Manager

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