

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

March 28, 2017

7:00 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 William Mulvaney and Councilman Dan Henderson. Director of Public Works, Berley Mears, Assistant City Manager, Charles Anderson and City Manager, Dolores Slatcher 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. City Manager Slatcher stated there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of March 14, 2017. Councilman Mulvaney made a motion to approve the minutes from the March 14, 2017 Council Meeting. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

There was none.

NEW BUSINESS

Mayor Genshaw presented New Business #1, Seaford Historical Society request for a small piece of land. City Manager, Dolores Slatcher, stated that the City of Seaford is offering two small pieces of land adjacent to Market Street on the north side as a donation to the Seaford Historical Society. The request is to enhance the plans for the addition of the new Community Event Center, Ross Station. The donated land will be for additional parking, and the Seaford Historical Society will be responsible for all costs including, survey, deed preparation, and recordation.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve donating the two areas of land adjacent to Market Street and Ross Mansion to the Seaford Historical Society for which they will bear the cost of survey, deed preparation and recordation. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Integra Health Insurance renewal. Chris Smith, President Integra Health Insurance Plan Administrator came forward to present the information on the renewal. Mr. Smith stated that Integra requested proposals from 5 reinsurance carriers that are rated A or better by the A.M. Best rating agency. The top three included, Unimerica (Incumbent),

Westport Insurance and Companion Life. After a thorough review of the current claims experience, and meeting with the City's Benefits Committee, the recommendation is to renew with Unimerica, Option 5a for the 2017/2018 benefit plan year. This option includes the zero-copay telemedicine program (SwiftMD) and the free generic script program (Medtipster).

Based on the favorable past year's claim experience and the current cost control programs, the 2017/2018 renewal costs are projected to be at -6.5% decrease, which is below inflation trend. Optum/ Unimerica Reward Program is included in the current benefit program and offers a refund of premium if the carrier-paid claim costs are lower than Optum/ Unimerica expects during the benefit plan year.

The retiree benefit program is insured with Hartford Group Retiree Insurance Trust. The 2017 plan was increased 6.49% from 2016's rates. The 2017 retiree member rate is \$455.83. The Life Insurance is covered through AIG. The current benefit year began July 1, 2016 at a rate hold from the rates presented in 2013 with a renewal date of 7/1/17. It is expected the rates will remain the same; should have renewal rates by 5/15/17. Additional points include, health reform/ACA, SwiftMD Telemedicine Program, Medtipster Free Generic Prescription Program, and INETICARE'S Healthy Lifestyle Partnership Program. Also included is the Dentamax dental network and Outlook Vision Services.

Mayor Genshaw asked what impact the renewal would have on the employee.

Mr. Smith stated no change, the employees would stay the same.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Phillips-Lowe asked if employees have used SwiftMD, and if so how did they like it.

City Manager Slatcher stated, that it works well. Some employees have used it, and have not had anything bad to say.

Councilman Henderson asked if the life insurance will increase.

Mr. Smith stated he cannot guarantee that there will be no increase. However, to his knowledge he does not believe there will be and last year the rates did not increase from the previous year.

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

Mayor Genshaw presented New Business #3, Replacing the hours for No Turn on Red at Dunkin Donuts. Assistant City Manager, Charles Anderson, came forward to present the information. Currently the No Turn on Red sign at the Dunkin Donuts is 6 a.m. to 6 p.m. Monday thru Friday. Mr. Anderson stated that the suggestion would be to replace the current sign with the same sign

that is located at Market Street; No Turn on Red, Monday thru Friday 7 a.m. to 9 a.m. and 2 p.m. to 4 p.m.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Mulvaney stated that he brought up the issue with this sign, because of the congestion it caused with the traffic at that intersection.

Councilman Henderson stated that he found very little data to support an increased amount of accidents or traffic issues in this area when the sign was not in effect; before 6 a.m. and after 6 p.m., and on the weekends.

Councilwoman Phillips-Lowe stated that she has seen, many people cut through Dunkin Donuts parking lot to avoid that light, which can cause not only danger to people in the parking lot, but also the ones on the highway.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the installation of new signage for the No Turn on Red at the intersection of Stein Highway and Bridgeville Highway in front of Dunkin Donut, using the same days and times of day as at the Market Street intersection for school children crossing. These would-be Monday-Friday 7 a.m. to 9 a.m. and 2 p.m. to 4 p.m. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #4, Request for additional signage on Poplar Street and Hall Street. Director of Public Works, Berley Mears, came forward to present the information. Mr. Mears stated that himself, Charles Anderson, and Lieutenant Van-Fleet, went to the location of Hall and Poplar Street, after a request was made from a resident on Poplar Street to obtain a four-way stop intersection in regards to the traffic and people running the stop sign on Hall Street, which creates a danger for people driving on Poplar Street. Mr. Mears stated that there is currently one stop sign on the corner of Hall and Poplar. After looking at the intersection, they would like to suggest to Council that it be made into a four-way stop. Hopefully, this will help with the traffic on Poplar Street avoid accidents at the intersection because of people running the stop sign on Hall Street.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Phillips-Lowe stated that, the traffic on Hall Street is a serious issue. People are constantly speeding and they purposely take that street because of the lesser amount of stop signs.

City Manager Slatcher, stated that once the manpower at the Police Department is back up, she thinks it would be beneficial to do a full study of the City's traffic sign placements, etc. to be proactive on these types of situations.

Councilman Henderson, stated that he is against more signage being placed. Since the resident who made the complaint is not directly on the corner of Poplar and Hall Street, they are not directly affected by the traffic. He also stated, that there is no data showing accidents occurring at that intersection.

Councilwoman Peterson, stated that she thinks the four-way would be a smart idea, and is proactive of the City to avoid future accidents.

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the requested additional two signs on Poplar Street at Hall and Poplar Streets creating a four-way stop at this intersection as recommended by the staff. Councilwoman Peterson seconded the motion. Motion so passed with Councilwoman Phillips-Lowe, Councilwoman Grace Peterson, Councilman Mulvaney, and Councilman Holland voting in favor, and Councilman Henderson voting against.

Mayor Genshaw presented New Business #5, Demolition bids. City Manager Slatcher presented the information for the bids received on March 1, 2017 for the demolition of three properties. They included 12 N. Market Street, 734 Collins Avenue, and 804 Perkins Street. The City budgeted \$25,900.00 to demo the three properties. All three have safety issues and are very dilapidated. However, with a limited budget and all three properties needing asbestos to be removed only two can be demolished at this time. The recommendation to Council is to demolish 734 Collins Avenue and 804 Perkins Street, which are both considered to be in worse conditions than 12 N Market Street.

Sunny Field Contractors, Inc. was the low bidder for all three at \$30,400, with alternates #1, additional concrete, block, and brick material to be hauled away and #2 for fill material acknowledged and priced based on cubic yard for each if needed. To stay within budget, the recommendation would be authorizing 734 Collins Avenue, and 804 Perkins Street for an award of \$15,465.00 as the base bid and use the alternate bids for any concrete, block or brick and fill required to be hauled or back fill the site. Some bidders were disqualified due to not using the bid form attached with Addendum #1.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to award the demolition bids to Sunny Field Contractors, Inc. as the low bidder for 734 Collins Avenue and 804 Perkins Street in the amount of \$15,465 for the base bid and \$33.00 per cubic yard as alternate #1 for additional block, concrete, or brick material and \$33.00 per cubic yard for fill material due to insufficient funds budgeted to award the third property at 12 N Market Street. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #6, update on the Cummings Building. Assistant City Manager came forward to present the information on the demolition. Mr. Anderson stated that the demolition of the Cummings Building is now complete. During the process, the contractors removed old oil tanks and a septic tank that were underground, and found additional asbestos.

Fortunately, the City was able to work with the contractor on having it safely removed, and were also able to recycle some of the materials that were on the building.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw presented New Business #7, Quote to clear leaf and limb area. Director of Public Works, Berley Mears, came forward to present the information. Mr. Mears stated that currently the back part of the lot is unusable because of the soft surface, from previous rough grading, trucks are not able to go back there to dump. The surrounding areas are full from leaf and limb pick-up through the years.

The City received two quotes for the leaf and limb area grading. A.P. Croll quoted \$4,200.00 per day with an estimated time frame of 5-6 days. This would cost \$21,000-\$25,200.00, possibly even more since they work until it is done and you pay for the time they are there. The second bid was received from On-Site Construction who quoted a "job" price of \$22,700.00. This covers the entire process whether it takes 5 days or 5 weeks. The scope of work includes grading the site with a dozer, relocating mulch piles to rear of property, and grading from road to the mulch piles. The contractor will use a loader with a 6-yard bucket to move debris up the hill. This includes all grindings, leaf pile, and bags so that it will be a clean slate.

Mr. Mears recommendation is to award the work to On-Site Construction, who provided a "job" quote so that the desired finish product will be completed. The department will then begin using a new operations plan moving forward to maintain the site. This is a non-budgeted expense, but the \$22,700.00 will be paid for with funds from the Street Maintenance Reserve.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to award the leaf and limb grading work to On-Site Construction for \$22,700.00 move the materials to the back of the leaf and limb area to open up the area for the continued public service of picking up leaves and limbs and to approve the \$22,700.00 as a non-budgeted expense to be paid for with funds from the Street Maintenance Reserve. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS

Mayor Genshaw presented Old Business #1, Revised lease agreement. City Manager Slatcher stated that, the land lease agreement with the Seaford School District as approved by them on February 14, 2017 for the land lease for the six tennis courts on Market Street has been revised and approved by Seaford School District Board on March 20, 2017.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the land lease agreement with the Seaford School District as approved by them on March 20, 2017 which

supersedes the previous one approved by Seaford City Council on February 14, 2017 for the land lease on the six tennis courts on Market Street. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Tennis Court re-dedication, 399 N. Market Street, March 30, 2017 at 4 p.m.
- Autism – Light it up Blue, Gateway Park, Monday, April 3, 2017 – Band at 5:45 p.m. and ceremony at 6:30 p.m.
- Rock the Block, a Habitat for Humanity event, see repairs@sussexcountyhabitat.org for more information, April 8, 2017 (Be a volunteer); registration 8:15 a.m. – 8:45 a.m. Mt. Olivet Parking Lot.
- SCAT dinner meeting, Big Fish Grill, Ocean View, April 5, 2017, 6 p.m.
- Clean-up week, May 8th through May 12th, City of Seaford corporate limits only.
- City Offices and all Departments except the Police will be closed for Good Friday on April 14, 2017.

Municipal Election – April 15, 2017

The City of Seaford Municipal Election will be held on Saturday, April 15, 2017 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.

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 24, 2017. 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 24, 2017 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 24, 2017. 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 15, 2016) 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. **Voter registration closed on Friday, March 24, 2017.**

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.

City Manager Slatcher reported that Councilman Dan Henderson and Councilman H. William Mulvaney, III and Frank Daniel Cannon, Jr. have filed for the Council positions up for election.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that in the Police Department, Lt. Flood and Det. Chambers attended a 40-hour Internal Affairs FBI LEEDA class at Dover Police Department which began March 20, 2017. Lt. Bohn and Sgt. Horn attended a three-hour Eye Witness Identification training in Georgetown, Del. on March 22, 2017. "A" Squad conducted a traffic stop on Friday, March 17, 2017 arresting three individuals and recovering the following: \$4,864.33 US Currency, 606 bags of heroin, 23.9 grams of cocaine, 56.5 grams of marijuana, 2.5 grams of Oxycodone pills, along with two fully-loaded semi-auto handguns. One of the handguns was stolen from the DSP Troop #3 area. Patrol officers recovered a total of 30 bags of heroin, 53 grams of marijuana. A tentative date of Saturday, April 22, 2017 has been chosen for Dispatcher applicant testing and Saturday, April 29, 2017 has been chosen for Police Officer applicant testing.

Councilman Mulvaney reported that in Public Works, job interviews were held and one job offer was made for an individual to begin on April 5th. The remaining opening will be reposted. The grinding in the leaf and limb area is complete with the contract bid considered at tonight's meeting to move the mulch pile to clear the area permitting limb pickups to continue.

The repairs to the golf course irrigation main were completed in a joint effort with the Adkins maintenance crew. The Route 13 water main project is now 90% complete with 1,225 feet installed and 100 feet to go between Dover Pools and the Taco Bell tie in. The project should be completed this week. The street sweeper serviced the entire City last week, for the first time in almost a month, due to other tasks and personnel shortage.

The Wastewater Treatment continues to operate efficiently with performance noted as good with no major maintenance issues and the Leachate Treatment is also doing well.

Councilwoman Peterson reported that Building Official, Josh Littleton, has scheduled final inspections for some Riverplace Apartments. He is finishing annual employee evaluations and is moving forward on a couple condemned property permits. Mr. Littleton will attend the April Board of Adjustment hearings for Walmart Garden Center and a warehouse on Front Street and will attend the Planning and Zoning hearing for the Herring Ridge and Burger King preliminary site plans. He reports that the Riverplace Apartments in building #2 and community building are 95% complete.

The Parks and Recreation Superintendent Katie Hickey reported that men's Flag Football started March 26th and Men's Softball will start April 3rd. They continue to prep for Autism Awareness Ceremony on April 3 at Gateway Park and the Easter Egg Hunt on April 8 at Ross Mansion. Parks personnel removed an old sign at Soroptimist Park, so new sign can be installed, they are prepping the soccer and football fields for games and working on Work Orders each week.

Councilman Henderson reported Electrical Engineer Rick Garner assisted with an investigation for a SCADA communication problem which became evident after the recent upgrade. He also investigated meter reading issues with Itron and submitted the annual application to the Department of Insurance Workplace Safety Program. Mr. Garner, continued testing of the SCADA link to the WWTF solar facility was performed.

Superintendent of Electric, Bill Bennett, reported that progress continues on major projects around the City including the Fallon Avenue Pole Relocation, and Perdue Grain and Oil Seed construction sites. Personnel performed other periodic and routine tasks during the course of normal business including an in-service training on the new service truck. There were no outages reported during this period. Department personnel assisted with the construction of a Parklet. Bill continued work on employee evaluations during this period, and he attended a kick-off meeting ARC GIS Asset Management Project, and other meetings with regard to the Pine Street Sub-Station and Electrical Improvements Project.

Councilman Holland reported that project updates include the Substation storm water proposal that has been accepted by Sussex Soil Conservation District, DelDOT permit has been issued for the Circuit #210 relocation at Pine Street Substation, bids are out for Circuit #210 relocation and bids are out for labor to build the Pine Street Substation

Personnel attended the following meetings, Greater Seaford Chamber Board, Substation Progress Meeting, Hooper's Golf Course Quarterly meeting, Chesapeake Conservancy Captain John Smith Trail, Nanticoke Senior Center Mixer, Women Leading Government, and the Western Sussex Sewer Meeting. They also attended the Jules Brock Riverview Park Shoreline Improvements, Electric Substation & Distribution Improvements Progress Meeting, Asset Management Project Kick-off, Metropolitan Planning Organization meeting, Traffic Review Committee- Stop Sign @ Hall and Poplar Streets and Construction Coordination Meeting.

Other personnel work included preparing the Council meeting agenda 3-28-17, reviewing and preparing evaluations, working on FY18 Budget information and attended Personnel interviews – Electric Department with a conditional job offer given to Miguel Hernandez to start work April 3, 2017 and personnel interviews (needed two) – Public Works Department with a conditional job offer given to Matthew Milcarek to start work April 5, 2017. Ran ad again to find second candidate. Attended a Benefits Committee meeting with Integra to

evaluate proposals being submitted at the Council meeting on 3-28-17, AMI conference call with Ephrata, PA who is the first Municipal in AMP implementing the program.

Administrative personnel worked with Edmunds in regards to billing register information, worked on FY'18 Budget information, evaluations and reported all other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

In Information Technology, personnel attended training on Dude Solutions- Insight and Incident Modules, set up back end structure for Insight and Incident, and installed use link to IT work order ticketing System. Miscellaneous IT concerns were addressed, as well as work on new PC setups.

With no further comments, Mayor Genshaw called for a motion to adjourn the meeting and move into an Executive Session for the purpose of discussing personnel. Councilwoman Phillips-Lowe made a motion to adjourn the meeting and to go into Executive Session to discuss personnel. Councilman Holland seconded the motion. Motion so passed with all present voting in favor and the regular meeting was closed at 7:51 p.m. and Mayor Genshaw opened the Executive Session.

The Mayor reopened the regular meeting at 9:18 p.m. and called for the motion to close the regular meeting. Councilman Henderson made a motion to close the regular meeting. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor. The regular meeting was closed at 9:18 p.m.

Dolores J. Slatcher, City Manager

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