

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

April 22, 2014

7:00 PM

Acting-Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilwoman Pat A. Jones, Councilwoman Grace S. Peterson and Councilman J. Rhea Shannon. Dolores J. Slatcher, City Manager, June Merritt, HR/Finance Director, Berley Mears, Director of Public Works, Gary Morris, Chief of Police and Charles Anderson, Assistant City Manager, were also present.

Councilwoman Peterson offered the opening prayer and led those present in the Pledge of Allegiance.

Acting-Mayor Genshaw solicited changes to the agenda. City Manager Slatcher stated that there were none.

Acting-Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of April 8, 2014. Councilwoman Peterson made a motion to approve the minutes of the Regular Council Meeting of April 8, 2014. Councilwoman Jones seconded the motion and the motion so passed, with all present voting in favor.

Acting-Mayor David Genshaw asked Rhea Shannon to come forward. Acting-Mayor Genshaw read a Proclamation honoring Councilman Shannon and thanked him for his service to the City. Acting-Mayor Genshaw asked Pat Jones to come forward. Acting-Mayor Genshaw read a Proclamation honoring Councilwoman Jones and thanked her for her service to the City.

Mr. Bill Bennett, Supt. of Electric came forward to present the RP3 award that was earned by the Electric Department. He thanked everyone for their support of the electric department. They were able to receive 1st place for safety again this year.

The new paving and stripping out to Williams Pond Park was then shown.

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

PH#1 – Josh Littleton, Building Official came forward to present Public Hearing #1, Nanticoke Memorial Hospital, Inc., property owners of 200-300 Rawlins Drive, (Mears Campus) Tax Map and Parcel 331-5.00-13.01, seeking a sketch/preliminary plan review for a 18,500 sq. ft. two (2) story addition for medical office space and site improvements. Mr. Jim Watson and Mr. Steve Rose were present representing Nanticoke Memorial Hospital and Mr. Mike Reed was present from Becker Morgan Group.

Mr. Littleton explained that the property is located @ 200-300 Rawlins Dr, identified as Tax Map and Parcel 331-5.00 13.01 and is zoned R-4 Institutional/Residential. The proposed expansion is for a two story medical office building connecting the two existing buildings. The footprint of the

new addition is approx. 18,500 s.f. with a total floor area of 37,000 sq. ft. The proposed new site layout will include: an additional 170 parking spaces w/ 3 handicap spaces; redesign of the storm water management system and additional landscaping throughout the site & sidewalk along Herring Run Rd.

Mr. Littleton presented the findings of facts:

- Sketch/ preliminary site plan review for a 2-story 37,000 +/- sq. ft. building addition with site improvements
- The property is located at 200-300 Rawlins Drive & is identified as Tax Map and Parcel 3-31-5.00-13.01;
- Zoning is R-4;
- The project complies with the area and bulk requirements for the district;
- The project will require approvals from:
DHSS- Office of Drinking Water, Office of the State Fire Marshal – site and building
DeIDOT – Stormwater review and Sussex Conservation District

The Planning and Zoning Commission unanimously recommended approval of the project.

Acting-Mayor Genshaw closed the Public Hearing at 7:11 p.m. and reopened the Regular Meeting.

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Office of the State Fire Marshal – site and building
DeIDOT – Stormwater review
Sussex Conservation District

The Planning and Zoning Commission unanimously recommended approval of the project.

Acting-Mayor Genshaw called for a motion. Councilwoman Jones made a motion to approve the sketch/preliminary plan review for an 18,500 sq. ft. two (2) story addition for medical office space and site improvements at 200-300 Rawlins Drive. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Acting-Mayor Genshaw called for a Roll Call Vote:

Councilwoman Peterson voted yes based on findings of facts;
Councilwoman Jones voted yes based on findings of facts;
Councilman Genshaw voted yes based on findings of facts;
Councilman Shannon voted yes based on findings of facts.

Acting-Mayor Genshaw confirmed it passed with all voting in favor.

City Manager Slatcher presented New Business # 1, Report the results of the Municipal Election held on April 19th for the Council member's position. Members to be sworn in at the May 13, 2014 meeting. There was 290 ballots cast including 7 absentee ballots. Dan Henderson received 254 votes, Patricia Jones received 67 votes, Douglass Lambert received 27 votes and Howard William Mulvaney, III received 175 votes.

City Manager Slatcher presented New Business # 2, Request for closed loop geothermal system for Frank Cannon, 410 Sussex Ave. City Manager Slatcher stated that an application was submitted by DNREC for Mr. Cannon for the system to be installed by Weber's Well Drilling, Inc. Councilwoman Peterson made a motion to approve the closed loop geothermal system for Mr. Frank Cannon, 410 Sussex Avenue as represented in the application with DNREC for a permit to construct a well for this purpose only. Councilman Shannon seconded the motion; motion passed with all present voting in favor.

City Manager Slatcher presented New Business # 3, Bids – 2014 Street paving. There were four bids received with Jerry's, Inc. being the low bidder in the amount of \$122,333.39 for street paving with an alternate for paving City Hall Parking Lot in the amount of \$24,931.50. Both of these projects are using State Prevailing Wages. The project does exceed the budgeted amount of \$100,000.00 in the FY14 budget. It is being recommended to use funds in the general reserve received from the franchise fee paid by Chesapeake Utilities designated for street paving to be used for the City Hall Parking Lot in the amount of \$24,931.50. The work needs to be performed as a result of the added deterioration from this past winter. Councilwoman Phillips-Lowe made a motion to approve the 2014 Street Paving bid and Alternate #1 for paving the City Hall parking lot to Jerry's Inc., in the amount of \$147,264.89 with funding being provided from Municipal Street Aid and General Fund reserves as presented. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 4, Bids – Park Avenue paving. There were four bids received for this project with Jerry's, Inc. being the low bidder in the amount of \$120,025.05. The project does exceed the estimated amount of \$107,142.50 which was prepared in 2013 to request Community Trust Funds from our legislators. Senator Robert Venables and Representative Daniel Short each provided \$35,714.00 for a total of \$71,428. The City is sharing the project by providing \$45,715. The bid exceeds the original funding by \$2,882.05. However we have Municipal Street Aid funding to cover the cost. Councilman Shannon made a motion to approve the Park Ave Paving bid with storm water improvements to Jerry's Inc. in the amount of \$120,025.05 with funding being provided from the State of Delaware Community Trust funds and Municipal Street Aid as presented. Councilwoman Peterson seconded the motion; motion so passed, with all present voting in favor.

City Manager Slatcher presented New Business # 5, Bids- Surveillance Camera System. There was one bid received for this project from Advanced Security System, LLC in the amount of \$54,995 as the base bid, alternate II (Arbutus Well) in the amount of \$5,500 and alternate III (City Hall) in the amount of \$3,500. The bid was just under the allotted grant amount of \$55,000. It is being recommended by staff to award alternate II and alternate III contingent upon a potential grant amendment. A request has been submitted for authorization to reallocate funds and the review committee will be meeting sometime within the next two weeks. Councilwoman Phillips-Lowe made a motion to award the base bid for the "City Wide Surveillance Camera System" with funding provided by a grant from DEMA as presented and to also accept Alternate I – Arbutus Well and Alternate II- City Hall as presented contingent upon the final approved by DEMA to transfer funds from the COOP grant to the Camera grant.

City Manager Slatcher presented New Business # 6, Present a letter of request from Dean Swift, Applebee's of Seaford, to use the concession building to open on a regular schedule in the Sports Complex. City Manager Slatcher stated that they would like to open the concession stand on a regular schedule and for events that will be held out to the complex. They plan to work with Natalie Wilson, Supt. of Parks and Recreation to have the stand open to meet the activities that are scheduled out there. Councilwoman Jones made a motion to approve the leasing of the Concession Building at the Seaford Sports Complex to Applebee's in Seaford, DE as per the letter of request faxed 4/13/14. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 7, Utility Dedication agreement for utilities at Belle Ayre Subdivision. Judy Schwartz, P.E. from George, Miles, and Buhr has inspected the additional infrastructure to be dedicated to the City of Seaford within the Belle Ayre subdivision. The additional infrastructure includes: 8" sewer serving lots 1 thru 7 and extensions of 8" sewer onto side streets – Banbury (101 ft), Terre (103 ft) and Chatham (130 ft). Councilwoman Peterson made a motion to approve the Utility Dedication Agreement as recommended by Judy Schwartz, P.E. with George, Miles and Buhr in the letter dated March 13, 2014 with the described sewer facilities. Councilwoman Phillips-Lowe seconded the motion; motion so passed, with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Delaware League of Local Govts, Dover Downs Hotel, April 24th at 6 p.m.
- Hooper's Walking Trail, grand opening, ribbon cutting, walk, April 26th at 9 a.m. registration
- FY15 Budget Workshop, City Hall breakroom 5 p.m. – 8:30 p.m.
- National Day of Prayer, City Hall, May 1st, 12:20 p.m. – 12:40 p.m.
- Delmarva Power customer meeting, Clariton, Ocean City, MD, May 1st at 3 p.m.
- Live for Chocolate, Downtown Seaford, May 2nd, 5 p.m.- 9 p.m.
- Little League Opening Day, May 3rd, 7:30 a.m. at Williams Pond
- Tentative date for FY15 budget workshop, May 6th at 5 p.m. at City Hall breakroom

COMMITTEE REPORTS

Councilman Shannon reported that Jason Tharp and Erik Peterson, the two new dispatchers will start on Monday, April 28th. The department has been busy with training classes and traffic enforcement.

Councilwoman Jones reported that June Merritt, Director of Finance, is working on the 2015 budget. June is working on the annual health insurance renewal and preparing for Sharon's retirement. Utility bills are due on 4/24 and disconnects are scheduled for May 6th. All other business is routine.

Acting-Mayor Genshaw reported that Natalie Wilson, Supt. of Parks and Recreation has been meeting with local groups and organizing her office. The Easter Egg Hunt went good and thanked everyone for their help. The Parks Department has been doing grass cutting and working on irrigation.

Councilwoman Phillips-Lowe reported that Trisha Newcomer, ED/IT Manager has been working on the security camera bid and the healthy community application. The Mayor's Choice award is due by June 2nd by 5:00 p.m. The Live for Chocolate Girls Night Out will be held on May 2nd from 5 to 9 p.m. She has also done a variety of computer work. The Code Department has been busy with routine work, such as sending violation letters and issuing building permits. Josh Littleton, Building Official, has attended the Wetlands Advisory Committee. Just as a reminder, grass season starts on April 1st and there is a 10 inch limit. The WWTF is running well and most business is routine. The Public Works Department has been busy with leaf and limb removal. The paving at Williams Pond Park has been completed and work has started on the culvert pipe out to the Seaford Industrial Park. All of the employees in PW recently attended flagger's certification class. The PW department is also preparing for Clean-Up Week.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer reported that he is working on engineering and coordination at the Stein Highway and Route 13 Intersection Improvement projects. He also recently attended a DEMEC board meeting. Bill Bennett, Superintendent of Electric, reported that they have put in new conduit out to the new carwash on Route 13. All of the electric department recently attended the flagger's recertification class. There was new primary pulled recently at Friendly's and Holiday Inn. There were two outages reported one was due to a broken cross arm and the other was due to a squirrel.

With no further comments, Acting-Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Jones made the motion to close the Regular Meeting of

Mayor and Council. Councilman Shannon seconded the motion and the motion so passed, with all present voting in favor. Acting-Mayor Genshaw closed the Regular Meeting at 7:34 p.m.

Dolores J. Slatcher, City Manager

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