

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

April 12, 2016

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 William Mulvaney, Councilman Dan Henderson and Councilman Orlando Holland. City Manager Dolores Slatcher, Assistant City Manager Charles Anderson and Superintendent of Electric Bill Bennett were also present.

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

Mayor Genshaw solicited changes to the agenda. City Manager Slatcher stated that there were no changes.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of March 22, 2016. Councilwoman Phillips-Lowe made a motion to approve the minutes from the March 22, 2016 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the FY17 Budget Workshop held on April 4, 2016. Councilman Holland mad a motion to approve the minutes of the FY17 Budget Workshop held on April 4, 2016. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Ms. Dianna Bogle and Ms. Olivia Curzi came forward to present the Jefferson Award nominees. Ms. Curzi explained that the participants of the Lead360 program gets students involved in projects that impact the community. There were six projects that were from Seaford; Civic Engagement by Schmidt Seme, Help for Jamaica by Mariah Reid, Food Drive by Seaford Middle School, Academic Buddies Challenge by the MERIT group, Keep Calm and NED on by Frederick Douglas Elementary, and the Mayors Top Choice Project #theinspiringproject by Chase Marvil. Each project is so different, but all made such a big impact on the community, and had a financial impact of \$32,554. An award certificate was given to each by Mayor Genshaw.

### PUBLIC COMMENT

Mr. Dan Cannon of 411 Nylon Blvd. came forward to speak on non-economic revitalization and the Senior Center parking. Mr. Cannon stated that he believes that more and more jobs, riverfront development, and solid economic growth are very important; but these things by themselves will not make Seaford a great place to live. Our City government seems to be drifting, not pushing towards, in this economic realm. Incorporating good ideas from citizens is crucial in promotion of the positive. Pretending to deal with or brushing aside real problems with customer unfriendly and at times rude behavior will not help problems go away but also solidify people's skepticism about the City. Mr. Cannon feels that adopting a customer friendly philosophy that emphasizes helping

citizens, solving problems, and highlighting true public service for employees, promotes a positive feeling that we are all in this together. In terms of the parking in front of the Senior Center, Mr. Cannon states that he has a can of red spray paint and two parking signs, in lieu of the \$103,000 project.

### **NEW BUSINESS**

Mayor Genshaw presented New Business # 1, Seaford Volunteer Fire Department tribute. Representative Dan Short, and J. C. Willin came forward to present the design plan and information on the proposed SVFD Tribute to be built in Kiwanis Park. Mr. Short explained that the tribute will be a public symbol to celebrate the past, present, and future of the Fire Department, Ladies Auxiliary, and the Seaford Community. The design of the tribute is ADA compliant, stands approximately 18 feet tall, all stainless steel. The base would be in the symbol of a triangle representing the Fire Department, Ladies Auxiliary, and the community, with a steel flame design that mounts on top of the base, with colored lights on the inside that will shine up through the steel flames. The tribute will sit in the center of a concrete sidewalk design that will be round to go all the way around and will have sidewalk that will take you back out to the street. The Fire Department has raised the funds for the memorial itself, and the sidewalk will be funded by the Community Transportation Funds. The low bidder for the sidewalk and pavers was Clean Cut Interlocking Pavers for \$28,850.00.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Peterson asked what the measurements of the tribute would be.

Mr. Willin stated that the top portion (flame design) would be 6-feet-tall, the triangle base would be 11-12 feet tall, with a 5-foot width base that would narrow towards the top. The concrete sidewalk would be 30 feet in diameter around the tribute.

Mayor Genshaw moved to New Business #3 while the SVFD and SVFD Ladies Auxiliary were present to present and approve the bid received for the SVFD Tribute Sidewalk and Brick Pavers. City Manager Slatcher presented the bids and advised the low bidder was Clean Cut Interlocking Pavers in the amount of \$28,850.00. Mayor Genshaw called for a motion to award the bid to the low bidder Clean Cut Interlocking Pavers. Councilwoman Phillips-Lowe made a motion to award the bid for the Senior Center Additional Parking to include new curbing, sidewalk, handicap ramps, paving, and storm water improvement specific to the additional work to the low bidder, Kent Construction in the amount of \$102,830.57. Funding is to be provided through the Community Trust Fund in the amount of \$62,384 with matching City Funds from the Fees for Street Maintenance Reserves in the amount of \$40,446.57 with work not to begin until after the execution of the amendment for additional funding is processed and approved by Del DOT. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then returned to New Business # 2 for the presentation on employee health and life insurance renewal. Kris Smith with Integra came forward to present the information on the health and life insurance renewal for the employees. Mr. Smith explained that after meeting with the Employee Benefit Committee, they recommend accepting the quote from UniAmerica Option 7a, the City's current carrier, which will have a zero-dollar increase to the single, employee/child, employee/spouse, or family plan that the City currently has. Mr. Smith also stated that they recommend the plan modifications to change the Pharmacy Benefit Manager from CVS/ Caremark to 4D/ Magellan Health, which are estimated to have a savings of \$25.9 thousand including rebates of \$15.9 thousand based on last year's claims. Although the current benefit plan costs have run just above projections to date based on the past years favorable claim experience and the addition of new cost control programs, the 2016/2017 renewal costs are projected to be a -9% decrease. This percentage is below the inflation trend which in accordance with the 2016 Segal Health Plan Cost Trend Survey for a similar benefit program would show a 7.8% health inflationary increase, Health Reform/Affordable Care Act is continuing to impact health plan benefits and costs. With the June 1, 2016 renewal plan year it will include: Patient –Centered Outcomes Research Institute fee of \$2.17 per covered person which is due July 31, 2016. A transitional fee of \$1.13 per month per cover person is due January 15, 2017. The plan will include a no benefit lifetime maximum, no pre-existing conditions for any covered person on the plan, there is a 90 day maximum limit on waiting periods; establish maximum in-network medical & prescription out of pocket limits to no more than \$6,850 an individual and \$13,700 a family. Also new all employees are required to provide 1095C forms (proving the benefits provided to the employee are affordable and meet minimum value standards set by the ACA law) to employees March 31<sup>st</sup> 2016. In addition new programs have been implemented for employee access to lower cost of service such as SwiftMD Telemedicine Program, Medtipster Free Generic Prescription Program, INETICARE's Healthy Lifestyle Partnership Program, Dentamaz dental network, Outlook Vision Services, and Employee Benefit Educational Renewal Booklet listing all services. And a new 4D/Magellan Website to include mail order and prescription information. The projected annual cost for employees, spouses and dependents covered is \$1,183,803 which is anticipated to be -\$119,380 less than the previous plan year.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked if the Life insurance rates will be received by May 15<sup>th</sup> and if the rates will change or stay the same.

Mr. Smith stated yes, they have been requested to be received prior to then. He also stated that over the past three years the rates have not changed, so he expects that they will not have a change to this year's rates either, and if so it should not be a significant change. Councilman Henderson asked how the new life insurance rates would be reviewed and would they be brought back to Council for review and approval. City Manager Slatcher asked could we approve the health package renewal with bringing the life insurance back. Mr. Smith advised that normally the renewal rates would be insignificant and would just be implemented. He did not expect the increase to be greater than 5 cents per thousand dollars of coverage and should be more like one or two cents. City Manager Slatcher asked for clarification to determine significant or insignificant

for obtaining approval prior to renewal. It was determined anything under five cents would be renewed and if above would require additional Council approval.

With no further questions or comments, Mayor Genshaw called for a motion to renew the health insurance benefits.

Councilman Mulvaney made a motion to accept the Benefits Committee recommendation to renew with UniAmerica Option 7a, the current carrier, accept the recommended plan modifications presented, and to set the employee cost share to be for single coverage \$11.48 per week; employee/spouse/family coverage \$99.81 per week and employee/ child(ren) coverage to \$63.98 per week, provided the life insurance policy increase is less than 5 cents per thousand. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw called for a second motion; approval of the plan modification.

Councilman Mulvaney made a motion to approve the plan modification to change the Pharmacy Benefit Manager from CVS/Caremark to 4D/Magellan Health based on projected savings of \$25,900 which includes a projected \$15,900 rebate based upon the claims experience for our group. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 4, bids for Senior Center additional parking. City Manager Dolores Slatcher stated the City received four bids ranging from the lowest bidder of \$102,830.57 to highest bidder of \$165,210.10. Representative Short had provided \$43,872.50 through the Community Transportation Fund, and the City had agreed to provide \$21,936.25 in local funding based on the original estimate of \$65,808.75. After the original estimate, a section of sidewalk and storm water containment had to be added, bringing the combination of all the work to an estimate over the original by \$37,021.82. City Manager Slatcher contacted Representative Short for additional funds and he is willing to share the additional cost as a 50/50 split. The City has worked with Kent Construction, the lowest bidder, on prior projects and have done quality work. Representative Short and the City both agree this project will enhance the visitations to the Senior Center, improve the area for walkers/ bikers, and allow easier access for employees and visitors. Therefore, the City and Representative Short will provide an additional \$18,510.91 to be able to award the project. Community Transportation Fund will provide \$62,384 and the City will provide \$40,446.57. The City's share will be paid out of the Fees for Street Maintenance Reserve which as of March 31, 2016 had a balance of \$239,632.20.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked how long it will take to recover the \$40,466.57 for the Reserves City Manager Slatcher asked Director of Finance June Merritt and based on historical numbers was advised within a year.

With no further questions or comments from Council, Mayor Genshaw called for a motion.

Councilwoman Henderson made a motion to award the bid for the Senior Center Additional Parking to include new curbing, sidewalk, handicap ramps, paving and storm water improvements specific to the additional work to the low bidder, Kent Construction in the amount of \$102,830.57. Funding is to be provided through the Community Trust Fund in the amount of \$62,384 with matching City Funds from the Fees for Street Maintenance Reserves in the amount of \$40,446.57 with work not to begin until after the execution of the amendment for additional funding is processed and approved by Del DOT. Councilman Holland seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 5, bids for Street Paving 2016. City Manager Slatcher recommended awarding the Street Paving 2016 bid to Delmarva Paving Inc. in the amount of \$107,967.88; the lowest bid that met all of the bidding requirements.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Phillips-Lowe asked if the paving included Cypress Street that ran in front of Bradford Terrace.

City Manager Slatcher asked Assistant City Manager for clarification and he stated that the Cypress Street paving would be the other side of Cypress Street that runs in front of Woodside Manor.

With no further questions or comments from Council, Mayor Genshaw called for a motion.

Councilman Holland made a motion to award the Street Paving 2016 bid to the low bidder, Del-Mar-Va Paving in the amount of \$107,967.88 for the repaving of Williams Street, Cypress Street, and Third Street with funding by Municipal Street Aid. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 6, bids for Harrington Street and Utility Building Paving. City Manager Slatcher recommended awarding the bid for Harrington Street and Utility Building Paving to Del-Mar-Va Paving, Inc. in the amount of \$58,901.60, the lowest bid that met all of the bidding requirements. The Harrington Street paving will be funded out of the streets capital account as part of the Harrington Street water main replacement project. The Utility Building capital account was budgeted \$36,000 for FY2016. This bid is over by \$1,901.60 which Bill Bennett, Supt of Electric will fund from his FY2016 buildings and grounds account.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Mulvaney asked if the paving would just take place in the entrance way and front lot of the Utility Building.

City Manager Slatcher stated yes.

Councilman Henderson asked how the funds were split between the two departments; electric and public works.

City Manager Slatcher stated that since the Electric department is considered a larger asset they are technically the landlords of the building and the Public Works pays "rent" each month even though it is not a written contract.

Councilman Henderson also asked what the budgeted amount was for the Harrington Street paving.

City Manager Slatcher stated that she was not sure what the amount for that project was estimated at, since the bid was for both projects co-joined. But Berley Mears, Director of Public Works, may know the estimate of what each project separately cost.

With no further questions or comments from Council, Mayor Genshaw called for a motion.

Councilwoman Peterson made a motion to award the Harrington Street and Utility Building paving to the low bidder, Del-Mar-Va Paving Co., Inc. in the amount of \$58,901.60. Funding for Harrington Street is from the Water Main Replacement Capital Account and the Utility Building Paving is from the Electric Capital Account. The bid for the Utility Building paving is over by \$1901.60 which the Superintendent of Electric will absorb through his budget. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 7, bids for Porta-John. City Manager Slatcher stated that the City received three bids, each bid is for three years. She recommended awarding the bid to Pierson's Comfort Group at a cost of \$858.00 per month, the lowest bid that met all of the bidding requirements.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked how the use of the Porta-Johns were charged during events.

City Manager Slatcher stated that during events the Porta-Johns have a daily charge.

With no further questions or comments from Council, Mayor Genshaw called for a motion.

Councilman Henderson made a motion to award to the low bidder the Porta-John bid 2016, which covers a three year bid, to Pierson's Comfort Group, Inc. for 2016 \$858.00 per month; 2017 \$858.00 per month and 2018 \$858.00 per month for the services bid over the three year bid award. Funding will be through the respective budgeting processes. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 8, bids for Clean-Up week. City Manager Slatcher stated that the City received three bids, and recommends that the bid be awarded to Peninsula Oil, Inc. in the amount of \$99.00 per pull; with a total base bid of \$19,070.00, the lowest price per pull

and total base bid amount, that met all of the bidding requirements. This bid amount is for the estimated number of pulls and disposal tonnage based off of past clean-up weeks. The base bid is subject to variation pending the number of pulls.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked how the bids arrive at the base bid amount.

City Manager Slatcher stated that the City pays tonnage on what is dumped, but they are more concerned on the pull amount since the number of pulls is what can change, not the amount per pull.

With no further questions or comments, Mayor Genshaw called for a motion.

Councilwoman Peterson made a motion to award to the low bidder the Clean-up Week bid to Peninsula Oil Inc., for the price per pull of \$99.00 or a total base bid of \$19,070.00. Funding comes from the FY16 budget. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 9, electric system evaluation. Superintendent of Electric, Bill Bennett, came forward to present information and the report on the infrared electric system evaluation. Mr. Bennett stated that the infrared test is scheduled for every three years. This helps keep our electric system maintenance down and also keep our system running reliably. This year the infrared showed eleven possible problems, four of which are inside the central substation, so to fix the problems in there, Central Substation will be down with all power transferred to other circuits while the maintenance is performed ; this will allow the department to also check on other things in the substation while they fix those issues. The rest of the results from the infrared were somewhat minor, and could include tightening of bolts, or replacing bad connectors. Mr. Bennett stated that three of the problems that showed on the infrared test have already been fixed and a fourth is scheduled to be fixed later this week.

### **OLD BUSINESS**

There was none.

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

- Budget workshops- April 19<sup>th</sup>, May 2<sup>nd</sup>, May 17<sup>th</sup> from 6 p.m.- 8 p.m.
- Delaware League of Local Governments, Duncan Center, Dover April 28<sup>th</sup> at 6 p.m.
- Mayor's Right Choice Award is taking applications from a high school senior living in the Seaford School District until 5 p.m., May 6, 2016. Information available at [www.seafordde.com](http://www.seafordde.com)

**MUNICIPAL ELECTION- APRIL 16, 2016**

The City of Seaford Municipal Election will be held on Saturday April 16, 2016 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.

Candidate filed – Mayor David Genshaw

(Note: Mayor Genshaw will not appear on the ballot as he is the only candidate for the Mayor's Office.)

One (1) Council Member will be elected for a (3) year term.

Candidates filed – Frank Daniel Cannon, Jr.

Councilwoman Leanne Phillips-Lowe

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 25, 2016.** 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 16, 2015) 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.**

**DUE TO FRIDAY, MARCH 25, 2016 BEING A CITY OF SEAFORD HOLIDAY THE OFFICES WILL BE CLOSED. WE ENCOURAGE ALL INTERESTED RESIDENTS TO REGISTER PRIOR TO THE DEADLINE.**

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.

### **COMMITTEE REPORTS**

Councilwoman Phillips- Lowe reported that the fire report will be given at the next Council meeting. In the Police Department, the CAD switch over is scheduled for May 31<sup>st</sup>, 2016, spring firearm recertification is in May, department evaluations are completed and the acting Chief of Police, attended the first budget workshop on April 4<sup>th</sup>. The department is preparing for applicant testing on June 11<sup>th</sup> and promotional testing will take place May 6<sup>th</sup>. Patrolman Thompson has completed police training at the Delaware State Police Academy

and Sergeants Sterner and Bowen completed their LEEDA schooling at the Dover Police department. The 911 calls for March were 799, the department also had 51 fire calls, 265 EMS calls, 488 cell calls, 2,781 administrative calls, and 734 police calls.

Councilman Mulvaney reported that City Manager Slatcher, Assistant City Manager Charles Anderson, and Finance Director June Merritt attended multiple meetings including, the Sussex County Human Resource Office with Mayor Genshaw to discuss obtaining their training for the employee evaluation system, the benefits committee meeting, conference call with the Singer Group, met with Downes Associates for a progress meeting, and participated in part 5 of the ICMA Webinar. City Manager Slatcher also attended the Women's Day Celebration at Heritage Shores with Councilwoman Phillips-Lowe, Councilwoman Grace Peterson, and Economic Director Trish Newcomer. She also attended the SCAT Steering Committee meeting with Vice-Mayor Phillips-Lowe, met with solar representatives of Seaford Meadows regarding production numbers and reduce solar production. Assistant City Manager and City Manager conducted interviews for the Public Works Tech 1 position resulting in the conditional job offer to Matthew McCleary and conducted bid openings for the Porta-John and Paving Bids on tonight's agenda. Assistant City Manager Charles Anderson also prepared and sent the final report to DNREC for the Sea Level Rise Study, attended the Board of Adjustment meeting, attended an Electric Rate Training session at the DEMEC offices and along with several members of the administration and City Council attended the Autism event at Gateway Park. Finance Director June Merritt, worked on the FY 17 Budget including, conducting the first budget workshop and preparing the minutes of the meeting. Mrs. Merritt also assisted staff with FOIA requests by preparing cash schedules and updating debt schedules, and assisted at the front counter during disconnects due to a staff member illness. All other administrative business has been routine, utility bills for March consumption were due to be mailed today, April 12<sup>th</sup>, and are due by April 22<sup>nd</sup> with disconnects scheduled for May 6<sup>th</sup>.

Mayor Genshaw requested I undertake the task as Administrative Liaison to determine a workable Summer Hours' Policy for the City Hall staff. I spent considerable time speaking with nearly the entire City Hall staff and reached the conclusion that City Hall should mirror the other departments and close at 4 p.m. Current policy regarding late payments and reconnects is customers pay their bills at Seaford P.D. after 5 p.m., therefore it would not be a significant change to move to a 4 p.m. policy provided sufficient notice gets out to the public. My recommendation is to implement this change immediately so sufficient public notification can begin tomorrow.

Councilman Holland reported that in the Recreation department, adult flag football has begun for Sunday and Wednesdays; and there are currently 10 teams in the league. The department has also distributed softball schedules to teams and officials, attended the Riverfest meeting, and attended a supervisor webinar at City Hall. The Parks Department has repaired irrigation at High Street bridge, started grass cuttings, repaired the soccer shed, prepped the softball fields and finished cutting and hauling debris from the S. C. Cummings lot.

Councilman Henderson reported that in Economic Development, Trisha Newcomer, met with Jay Gundy regarding participation in Habitat for Humanity projects and met with a representative of CGI Communications in reference to the Banner Program along U.S.13. She also continued her outreach to local businesses and organizations, attended Women's Day Event at DTCC, attended Live for Chocolate Planning Meeting, worked on Seaford Storybook and participated in a USDA Webinar regarding funding possibilities as well as participated in the 5<sup>th</sup> of 6 ICMA Training sessions. Mrs. Newcomer organized, attended, and participated in the "Light It Up Blue" event to support Autism awareness. This year's event was very well attended where the band "Just Us" performed rock and roll music spanning over four decades showcasing skills and talents of its members; each of whom contend with challenges Autism brings. Trisha also gave an informative presentation regarding Seaford's Conceptual Vision Plan at a Think Big event which supports positive change through the sharing of good news.

In Information Technology, Mrs. Newcomer met with the firms DTI and Undercomm in reference to coordinating a fiber-optic connection to facilities used by the State of Delaware. She also completed the configuration and deployment of new FY'16 computer equipment, and resolved computer configuration issues.

The Public Works department personnel have commenced work on replacement of water services under William's Street prior to repaving. They replaced another hydrant with a Storz steamer adapter, filled various potholes throughout the City, boarded up 734 Collins Avenue, performed routine tasks and cleaned quarterly key sewers. Also in Public Works, the solar speed limit signs made available by State Representative Daniel Short through the Community Transportation Fund have been ordered and a candidate for a vacancy within the department has been chosen. Director of Public Works, Berley Mears, attended Effective Supervisor ICMA webinar and opened bids for Street paving 2016, Senior Center Parking, Harrington and Utility Building, and Clean-Up week.

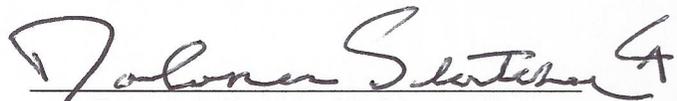
Total system performance of the Waste Water Treatment Facility is reported as good. The leachate treatment program is going well, compost sales are increasing and the material screening is ongoing. Personnel of the department completed some FOG inspections, prepared for quarterly sampling, performed Discharge Monitoring Report-Quality Assurance, DMRQA for lab, and replaced a blower belt that had failed. Operations and maintenance have been routine with the exception of a hydraulic pump on sludge mixer failed and is beyond repair; a new pump has been ordered, and repairs to the poly blend unit for secondary clarifiers.

Building Official, Josh Littleton, reported that permit and violations inspections as well as most other activities were routine in the Code department. The department has ongoing plan reviews for several projects, and continues to monitor planned projects and ones that are underway. Mr. Littleton also participated in the 5<sup>th</sup> of 6 ICMA Training sessions, and Mike Bailey recently sat for his ICC Commercial Building Inspector examination and passed.

Councilwoman Peterson reported that Electrical Engineer, Rick Garner, worked on revising frequency relay settings per DEMEC requests, developed control drawings for the new 330 circuit at Ross Substation, and reviewed preliminary specifications and drawing for Pine Street Substation. Mr. Garner also coordinated with the State Fire School regarding upcoming AED, CPR, and first aid training, as well as attended several meetings including, budget workshop, ICMA webinar, and the Pine Street Substation design progress meeting with Downes Associates. Superintendent of Electric, Bill Bennett, reported that department staff member Ed and himself attended the ICMA supervisory practice webinar. The department worked on finishing the new service to the new Pizza Hut location, worked on clearing the easement for the new circuit 330, and mapped the street lights on Sussex Highway. They also ran the electric service to the shed for the soccer league, set the last goalpost for the Parks and Recreation department, hooked up one of the buildings in Chandler Heights 2, and repaired three of the eleven problem areas from the infrared thermography scan. Personnel worked on two outages, one was a brief outage due to a DP&L transmission problem, and the other was an outage on circuit 210 due to a bad arrester and a squirrel. It affected about 860 customers for an hour, but school was out so it didn't disrupt students.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council to move into an Executive Session. Councilwoman Phillips-Lowe made a motion to close the Regular Meeting of Mayor and Council and move into Executive Session. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 8:42 p.m. to move into an Executive Session.

Mayor Genshaw reopened the Regular Council Meeting following the Executive Session at 12:01 a.m. He called for a motion to adjourn the Regular Council Meeting with no further business to be discussed. Councilwoman Phillips-Lowe made a motion to close the Regular Meeting of Mayor and Council. Councilwoman Peterson seconded the motion and motion so passed with all present voting in favor. Mayor Genshaw adjourned the meeting at 12:01 a.m.

  
Dolores J. Slatcher, City Manager

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