

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

May 23, 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. City Manager, Dolores Slatcher, Assistant City Manager, Charles Anderson, and Economic Development Manager, Trisha Newcomer were also present.

Mayor Genshaw then requested a moment of silence for Josh Littleton who recently passed away.

Mayor Genshaw offered the opening prayer and 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 Council Meeting of May 9, 2017. Councilwoman Peterson made a motion to approve the minutes from the May 9, 2017 Council Meeting. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then presented Sierra Snigier with the Mayor's Right Choice Award.

Mayor Genshaw welcomed William and Troy who were present from Troop 249 who are working on their citizenship badge.

**NEW BUSINESS**

Mayor Genshaw presented New Business #1, Hans Medlarz, Sussex County Engineer to present Inland Bays Regional Wastewater Facility Biosolids Handling Agreement for City of Seaford with Sussex County. Mr. Medlarz stated that August 30, 2016, County Council approved the comprehensive approach to the bio-solids. When this was approved, County Council asked for a Class A product to be used that would be capable to serve all of Sussex County. To date, Lewes Public Works Board has approved this and City of Rehoboth currently is partnering with the County.

He added that the County is committed to building it and plans to build this even if the City of Seaford does not approve to move forward with this. However, if the City of Seaford does decide to join, the cost will be distributed and the tons will be measured. The County will calculate the total amount of cost to run a facility.

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

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve the Inland Bays Regional Wastewater Facility Biosolids Handling Agreement between the City of

Seaford and Sussex County. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Charles Anderson, ACM to present request to add lighting to pickle ball courts, install new lighting on the tennis courts and approve Seaford School District obtaining funding with dedication back to City of Seaford. Mr. Jack Riddle and Mr. Phil Burtelle were present from Friends of Seaford Tennis and Dr. Kevin Carson was present from Seaford School District. Mr. Anderson stated that the request that is being made today is to add lights onto the pickle ball courts when the lighting is renovated at the tennis courts.

Mr. Anderson stated that a request was received from Dr. Carson asking while doing the six tennis courts lights should we do the others while the work is being done when the funding request is being done. Mr. Anderson and Bill Bennett, Supt. of Electric went on site to look at it and it is being recommended to replace the service and conduit, refurbish any poles that are bad and replace the lights with LED lights. So staff went out to look at what could be done to add to the system to provide the lighting. It was looked at using an existing pole that is there and install a new pole to light the opposite side and run the conduit back to the service which would light two courts.

Mr. Anderson asked if the City Council would permit the expansion of the tennis court lighting project to include the pickle ball courts, if they will accept a long-term maintenance of the installed lighting system upon completion (with proper executed easements) and if the City Council would permit the use of City man power and equipment for the installation. He added that an electrician would be used for some of the work and City crews would do the higher work.

Dr. Carson thanked the City of Seaford for working with the Seaford School District on this project. He added that the project is moving along well and there has been an increased amount of play on the courts. Dr. Carson added that the Seaford School District elected to put in permanent posts of which six posts have been put in on the pickle ball courts. They have been in for 26 days and they have to be in for 28 days for the cement to cure. Once that occurs, they will put the nets up and make them available to play.

City Manager Slatcher added that for the City's labor force to do it; it would not happen immediately because of work that has already been committed. The fiber optic needs to be put in play for the School District by August along with the Substation Work. She added that we may not be on the School District's schedule.

Mr. Riddle thanked the Mayor and City Council of their support. He added that he has made promises to the community for lighting at the courts. The Friends of Seaford Tennis has raised some funds to help get this done. It is not enough to get all of this done but they want to make sure that this lighting is completed.

Councilwoman Phillips-Lowe asked aside from the cost of labor that will be incurred from our electric department what other financial obligations would the City have. Mr. Anderson stated that Bill Bennett would do a cost estimate that will be submitted for CTF funds. However, if the work is completed by a contractor that would cost more money. Councilman Henderson asked if the scope

included all new LED lights. Mr. Anderson stated that it does. Councilman Henderson then asked if we currently maintain all of the lights on the site. Mr. Anderson stated that we do.

Councilman Henderson asked if a study has been completed that would show that these two poles would provide coverage for all six courts. Bill Bennett, Supt. of Electric stated that he has reached out to a contractor to get direction from them. However, until a decision is made by Council of what direction they would like to go he did not want them to come down from Philadelphia until a plan was in place.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the expansion to include pickle ball and accept maintenance of the lighting system and permit City manpower and equipment for the installation. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #3, Present the Workplace Safety Employer's Workplace Health and Safety Incentive Program earning a premium reduction on our worker's compensation insurance renewal. Also share the Delaware Insurance Department Certificate of Award for 15 years of participation in the program. City Manager Slatcher stated that the current workers compensation premium is \$210,037 and the 7% discount saves \$14,703.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson asked if the discount was traditionally higher. City Manager Slatcher stated that the discount used to be 10% but it went down to 7% two years ago and stayed the same rate this year.

Mayor Genshaw presented New Business #4, Present the Economic Development recommendation on the potential sale of City owned lot, SCTM #531-10.00-236.00, located at the corner of Park Avenue and Nesbitt Drive in the Seaford Industrial Park. Trisha Newcomer, ED/IT Manager came forward; she introduced Mr. Brad and Palmer Gillis and Chris Gilkerson who are apart of DEVRECO, LLC. Mrs. Newcomer stated that we received an offer from their firm for 2.68 +/- acres in the Seaford Industrial Park in the amount of \$85,000. The City would pay a 5% commission fee of \$4,250 to the realtor, Tom Knopp. She added that the property is the vacant land in front of Flow Smart. They have recently acquired 105 Park Avenue which is just to the north of this parcel and they are seeking to purchase this parcel as well.

The offer was presented to the Economic Development Committee on May 18<sup>th</sup>. Mrs. Newcomer stated that they are currently responding to a RFP that requires 9,000 and up to 15,000 square feet. They are currently able to meet the requirement of the 9,000 square feet but do not have the capability to meet the 15,000 square feet at this time. After signing the agreement, they would like to go to settlement within 210 days and prior to the signing they have committed on starting to work on some of the design work and approval processes that would be given to the City of Seaford if the property sale does not go through.

Mr. Brad Gillis came forward and stated that they have realized that there is some demand for office and warehouse space. The supply for this type of product is low and they would like to move forward with the parcel.

Mrs. Newcomer stated that the Economic Development did put forward a recommendation to accept the offer of \$85,000; to have the settlement occur within 210 days and to pay \$4,250 to the realtor, Tom Knopp.

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 accept the Economic Development Committee's recommendation to affirm the acceptance of the Sales Contract from DEVRECO, LLC for City owned TMP # 531-10.00-236.00 located at the corner of Park Avenue and Nesbitt Drive in the amount of \$85,000. Settlement is to occur within 210 days of acceptance of the agreement with DEVRECO, LLC. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

### **OLD BUSINESS**

Mayor Genshaw presented Old Business #1, Present as the second reading of an ordinance to amend Chapter 11. City Manager Slatcher presented the information on the amendment to Chapter 11, of the Municipal Code relating to "SEWERS".

Mayor Genshaw solicited any questions or comments from Council. There were none. He then called for a motion. Councilman Holland made a motion to adopt an ordinance to amend Chapter 11, of the Municipal Code of Seaford, Delaware relating to "SEWERS" as presented. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

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

- DE League of Local Governments, Duncan Center, Dover, 5:30 p.m., May 25<sup>th</sup>
- FY18 Budget Workshop, City Hall, Council Chambers, May 30<sup>th</sup>, 6 p.m.
- DEMEC, Dover Downs, Dover, 4 p.m., June 6<sup>th</sup>, 3<sup>rd</sup> Annual Joint Council Briefing.
- Summer Hours will be 7 a.m. until 4 p.m. being on Tuesday, May 30<sup>th</sup> and will end on Friday, September 1<sup>st</sup>

### **COMMITTEE REPORTS**

Councilwoman Phillips-Lowe reported that the City of Seaford Police Department, the CID division is working on background investigations for police officers and dispatcher applicants. The Seaford PD assisted Probation and Parole on May 17 in the 200 block of N. Conwell St. which resulted in the arrest of two suspects. Police seized 285 bags of heroin, a small bag of marijuana, \$ 657.00 in suspected drug proceeds and drug paraphernalia, including a stamping kit for heroin bags. Seaford Police assisted Delaware State Police, DNREC, and Seaford Fire Company on May 18 at 0930 hours with a fertilizer chemical spill in the area of Herring Run Road and Sussex Highway. Spring daytime firearms recertification classes began May 18 and will continue through May 25. The

Criminal Investigation Division is continuing to work on drug investigations. Chief Flood attended the Delaware Police Chief's Seminar from May 15 - 18.

Councilman Mulvaney reported that compost supply is low and retail sales are presently suspended. Plant performance continues to be good and all WWTF employees assisted during Clean Up Week.

In the Public Works department, Clean Up Week was completed. Route 13 Water Main is online and in use; pavement restoration remains. The Harbor House patch, Thompson Street and Route 13 patching are upcoming an irrigation tap was installed in a field behind WalMart. He added that the department remains one man down.

Councilwoman Peterson reported that Building Inspector, Michael Bailey reported that grass violation notices have been sent out for May. The two demolitions started this week, one on Collins Ave and one on Perkins Street. Routine inspections and violation inspections are ongoing. The Code Department has issued 113 permits to date. Donna Maria's Pupuseria at 117 High Street is complete and open for business.

Superintendent, Katie Hickey reported men's Flag Football had Semi-Finals last weekend on Sunday and Nanticoke Memorial Hospital had their tournament last weekend on Saturday. Parks and Recreation attended Safety Committee Meeting on May 17th. Parks did their routine of prepping fields and is now caught up on grass cutting work orders.

Councilman Henderson reported that Electrical Engineer, Rick Garner reported that he continues work on a SCADA training simulator, issues with the SDACA upgrade, and the development of maps incorporating the electrical infrastructure improvements. He updated the AutoCad drawings for Circuits 310. Work continues on the engineering database. Rick also conducted GATS training for SREC transfers.

Superintendent Bill Bennett reports that contractors are approximately 70% complete with the circuit 210 relocation. Crews helped with Cleanup Week and, they worked on circuit 330, and started setting street lights on Fallon Avenue. They set the parklet in place for George, Miles, and Buhr. Tree trimming will commence soon, and notices are being sent out to affected customers. There was an outage to report: the Nanticoke Senior Center & Hooper's Landing Golf Course lost one phase of power during the lunch rush. Power was restores in about 45 minutes.

Councilman Holland reported that circuit 210 relocation project is about 70% complete. The following meetings were attended: rental licenses committee meeting, DEMEC Board meeting, Bridgeville/Greenwood sewer district planning meeting, Pine Street Substation meeting, Allen's and DNREC regarding copper limitations at the treatment plant, police interviews, ribbon cutting at Weathered Treasures on High Street, ED meeting for the sale of SIP lands, 2017 Labor Law in Wilmington, GMB for cost sharing Bridgeville/Greenwood sewer district and safety committee. Reviewed FY18 budget information, assisted with cleanup week and communications with the passing of Josh Littleton, Building Official.

Information Technology report included: Updated Tab Fusion (Central Filing System), created YouTube channel for videos, webinar regarding RansomWare, worked on new City Email Signature for cohesiveness, worked with vendor on Mobilevision Software Update and routine Calls for Service

Administration did preparation for FY 18 budget, processed necessary paperwork for employee death, attended phone conference for AMI, attended Delaware Public Archives training seminar. Processed annual Municipal Street Aid Affidavit for FY18 funding and 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 adjourn the meeting to move into an executive session. Councilwoman Phillips-Lowe made a motion to adjourn the meeting and move into executive session. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor and the meeting and moved into executive session at 7:44 p.m.

---

Dolores J. Slatcher, City Manager

/tnt