

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

July 11, 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 H. William Mulvaney III and Councilman Dan Henderson. Assistant City Manager, Charles Anderson and Director of Public Works, Berley Mears, were also present.

Councilman Henderson 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 Council Meeting of June 27, 2017. Councilwoman Phillips-Lowe stated that the fire report from her committee report was missing in the minutes and suggested the approval be tabled until the next Council Meeting, to allow time for the minutes to be corrected. Councilman Holland made a motion to table the approval of the June 27, 2017 Council Meeting minutes until the next Council Meeting on July 25, 2017. Councilwoman Peterson seconded the motion; Councilman Mulvaney abstained from the approval, since he was not present at the meeting. Motion so passed with four voting yes, and one abstention.

NEW BUSINESS

Mayor Genshaw presented New Business #1, Recommendation to reduce the current septage receiving rate. Director of Public Works, Berley Mears, came forward to present the information. Mr. Mears suggested that the receiving rate of septage for high-volume customers in excess of 1,000,000 gallons per year be reduced from \$0.065 to \$0.055 per gallon for each gallon over 1,000,000 during a calendar year. Mr. Mears believes that in reducing the rate, it will help the City attract more high-volume septage customers.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked if the reduction in rate would result in a loss of revenue.

Mr. Mears stated that currently the City only has one customer that is close to 1,000,000 gallons per year, so it will not affect the current revenues. Once the rate is in effect and the City receives more customers that exceed 1,000,000 gallons the new rate would have the potential to bring in additional revenue.

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

Councilman Mulvaney made a motion to approve the Director of Public Works recommendation to provide a \$.01 per gallon discount to high volume users of the Seaford WWTP septage facility for

all deliveries over 1,000,000 gallons annually, in a calendar year. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, First reading of an Ordinance of the City of Seaford to create a Rental License in Chapter 5 – Businesses; Article 4. Assistant City Manager, Charles Anderson, presented the reading, and summed up key notes of the ordinance, stating that the definition of a dwelling unit, consists of one or more rooms for living purposes containing separate cooking and sanitary facilities and is accessible from the outdoors either directly or through an entrance hall shared with other dwelling units and is used or intended to be used by one or more persons living together and maintain a common household, but with no more than three unrelated persons within the unit.

An annual license will be required and no person shall engage in the business of providing dwelling units for rent/ lease within the City limits without first having paid the prescribed fee and having obtained from the City of Seaford an annual license for each dwelling unit. There will be an application procedure for a license, and it will be made on the prescribed form by the City of Seaford.

Mayor Genshaw solicited any question from Council.

A few people from the audience began to ask questions in regards to the Rental License, however the meeting is not a public hearing and therefore, no public questions are allowed. Mayor Genshaw briefly answered a few questions regarding the purpose of the rental license, and its effects but recommended that they leave their contact information with the secretary taking minutes, and he would set up a time to meet with them to discuss their concerns and/or questions further at that time.

Councilman Henderson stated that during the Rental License Committee meetings, the members had discussed incentives for landlords and/or investors to liquidate properties, turning rentals into home ownership, etc. He asked how an ordinance for the incentive would work in conjunction with the presented ordinance?

Mr. Anderson stated that, during the Committee meetings, several incentive ideas were discussed by the Committee, however, Council would have to decide on one they believe would be the most beneficial, if any, and from there, the proper code language would have to be presented, and if there was a budgetary impact along with the incentive, that would have to be looked at as well, but no incentive code revision has been prepared at this time.

Councilman Henderson stated that the licenses and inspection fees are outside of the presented ordinance.

Mr. Anderson stated yes. The fee and rate schedule would have to be modified, and brought back to Council, should they choose to adopt the Rental License.

Mayor Genshaw presented New Business #3, Appointment of the Records Officer and Authorized Agents for FY 2018 with the Delaware Public Archives. Assistant City Manager, Charles Anderson, stated that Executive Secretary, Tracy Torbert, would continue to be the Records Officer and Dolores Slatcher, City Manager, Trisha Newcomer, ED/IT Manager, and June Merritt, Director of HR/ Finance would be Authorized Agents with the Delaware Public Archives.

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 appointment of the Records Officer and Authorized Agents for FY2018 with the Delaware Public Archives as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS

Old Business #1, Mayor Genshaw presented a Resolution Authorizing the Mayor to Execute a Cable Franchise Agreement between the City of Seaford and Comcast of Delmarva, LLC. Assistant City Manager, Charles Anderson, presented the letter, stating that the agreement between Comcast of Delmarva, LLC and the City of Seaford, with respect to a grant to be provided to the City by Comcast pursuant to the renewal of the Comcast 2017 Franchise Agreement. Comcast will provide a one-time monetary grant to the City, in the amount of \$5,000.00 and be paid to the City within sixty days of the effective date of the Franchise Agreement.

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 approve Resolution No. 2017-1; authorizing the Mayor to execute a cable franchise agreement between the City of Seaford and Comcast of Delmarva, LLC as presented. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

There are no new meetings at this time.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that in the Police Department Lt. Flood and Sgt. Sterner attended Below 100 class dealing with Officer Safety and Officer Injuries. Class was held at Dover PD and was a "Train the Trainer" class. On June 29, 2017, the Seaford Police Department assisted Probation and Parole at Chandler and Collins Avenues in regard to a wanted subject who was inside a residence and refused to come out. All entered the residence where the subject was hiding in the attic and refused to come down. As the officers were preparing to deploy gas inside the attic, the subject came down and was arrested on various charges to include Possession of Heroin 24 bags, and ammo by Person Prohibited. The subject was committed to the Department of Corrections. On June 27, 2017 Ptl. Thompson was released to full duty from light duty, Ptl.

McKinnon was released to full duty from light duty on June 29th, and Ptl. Wilson was released to full duty from light duty on July 5th.

The department is working on Police Officer applicants for the September DSP Academy class and prepared for and worked during Riverfest. During the event, there were six (6) Police Complaints (one subject was taken to NMH for evaluation) and no EMS complaints.

911 Stats for June 2017:

911 Calls:	933
Cell Calls:	609
Admin Calls:	2,750
VOIP Calls:	117

Calls for Service June 2017:

Police:	1,218
Fire:	70
EMS:	309

The Fire Department reported Monthly training was Search and Rescue at the Delaware State Fire School, Georgetown Campus. During the fire training, they had the three-top self-contained breathing apparatus (SCBA) manufacturers with products to training with. (MSA, Scott & Drager). Six community events were conducted during the month of June. June 2017 was a difficult month for the SVFD.

The department was called to the following:

- June 3rd-Working residential structure fire on Evans Drive in the Coverdale area.
- June 6th-Water Rescue at Seaford Boat Ramp, a 14-year-old male lost his life.
- June 7th-Working commercial structure fire at the old Woolworth NCSC.
- June 13th-Serious MVC with a tractor-trailer into a residence on Stein Hwy west of Seaford with extrication and a Haz-Mat incident with diesel fuel spill.
- June 19th-Appliance fire at 400 Virginia Ave.
- June 22nd-Tractor-trailer pulled down powerlines on Woodland Road pulling down a utility pole with a transformer that struck the diesel tank splitting same spilling diesel fuel causing a Haz-Mat incident.
- June 27th-Serious MVC at Stein Hwy & Nylon Blvd, tractor/trailer vs. SUV, extrication on SUV driver and a ruptured diesel fuel tank causing 150+ gallons of diesel fuel into the sewer system (Haz-Mat incident).
- June 27th-Residential structure fire off Ellis Mill Road (Watson Lane) causing the death of the 61-year-old homeowner.
- June 28th-Serious MVC single vehicle with rollover and ejection. 18-year-old patient flown to A.I. DuPont with head injuries.
- June 30th-Fatal MVC on Tharp Road & Marion Drive, single vehicle with rollover and ejection. 56-year-old operator ejected and vehicle possibly

rolled over top of him.

Assisted on five working structure fires with other fire dept. jurisdictions.

June 4th-Blades
June 12th-Laurel
June 14th-Laurel
June 19th-Blades
June 26th-Felton

Councilman Mulvaney reported that the Public Works department has a conditional hire, Pierre Louis, who is scheduled to begin on July 24th. Department personnel finished the Crossgate Drive paving, completed striping at Governors Grant and removed the No Parking signs. The 600-gallon water tank on the jetter was replaced, personnel helped set barricades for Riverfest and inventory of water meters for the AMI project continues.

The Wastewater Treatment Plant continues to run well with no maintenance issues. The Leachate is performing well, but is slowing down as it usually does during the summer.

Councilwoman Peterson reported that the Code department has issued 157 building permits as of July 10th. Since Mike Bailey has filled the Building Official position, the Code department is down one position. Mike attended the Board of Adjustment and Planning and Zoning meetings for July. He is doing routine inspections on projects and violation inspections throughout the City. For Riverfest, he helped layout the vendors, and took care of the road closures. The Harbor Freight store is 90% complete; it is next to Big Lots.

Superintendent Katie Hickey of Parks and Recreation reported that both departments prepped for Riverfest and cleaned up. Katie did an interview on Delmarva Life for Riverfest last week. The Adult Soccer League is still playing and the Men's Softball Team may be having Championships on Wednesday, it is pending. All routine jobs were completed last week.

Councilman Henderson reported that in the Electric Department, the tree trimming contractor is complete in the Martin Farms, Woodside Manor, and Westview areas. Director of Electric, Bill Bennett, attended a pre-bid meeting for the distribution system improvements portion of the Pine Street Sub-Station and Electrical Improvements Project, and he met with DelDOT regarding the project. Department personnel unloaded more freight at the Pine Street Sub-Station site, counted inventory, read meters, performed disconnects, and helped set up for Riverfest. The department also started construction on the Triple Team electric service. Bill met with Mr. Scott Lynch from DEMEC and a third party to field verify the LED street light installations.

Councilman Holland reported that the AMI Server room upgrades are at 65% complete. Administrative personnel attended multiple meetings including, MS4 with DNREC, inspection of Mack's House on Virginia Avenue for Zoning Compliance, interviews for Building Official and Public Works Tech 1. They also attended a pre-bid meeting for Distribution Circuit Upgrades project and met with Dan Primo in reference for potential Middleford Road redevelopment. Administration also processed the end of the year rollover in MCSJ, posted the FY'18 Budget in MCSJ, reviewed

various job descriptions and conditional job offer letters, prepared Bonded Indebtedness Report for State of Delaware and reviewed annual general and commercial liability insurance renewal documents. All other business is routine.

Other work includes, preparing the City Council agenda, attended the BOA meeting and the Greenwood Council meeting, worked on Riverfest, and worked on a conditional job offer for Public Works Tech1- Pierre Louis.

In Information Technology, personnel worked with the PD's Mobile Vision System, set up network printer in the Executive Secretary's office, worked with electrician and HVAC vendors for the server room relocation and worked with Edmunds and Xerox regarding print issues. Prep work in the basement for IT upgrades was finished as well as moving switch gear in the basement, worked with Advanced Security Systems camera server, compiled AMI spreadsheets and configured a cell phone for the new Building Official.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council and to move into an Executive Session to discuss litigation. Councilwoman Phillips-Lowe made the motion to adjourn the Regular Meeting of Mayor and Council and move into an Executive Session. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed and moved into an executive session at 7:32 p.m.

Mayor Genshaw reopened the Regular Council Meeting at 8:11 p.m. and called for a motion to adjourn the regular council meeting.

Councilwoman Phillips-Lowe made a motion to adjourn the Regular Meeting of Mayor and Council at 8:11 p.m. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Charles Anderson, Assistant City Manager

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