

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

July 25, 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. City Manager, Dolores Slatcher, Assistant City Manager, Charles Anderson, Michael J. Bailey, Building Official and Bill Bennett, Director of Electric were also present.

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 stated that information on the proposed Rental License will be on the August 22, 2017 agenda.

Mayor Genshaw called for a motion to approve the minutes of the regular meeting on June 27, 2017. Councilwoman Peterson made a motion to approve the minutes from the June 27, 2017 Council Meeting. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the regular meeting on July 11, 2017. Councilman Holland made a motion to approve the minutes from the July 11, 2017 Council Meeting. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the public portion of the Special Meeting held on April 6, 2017 for an Executive Session to discuss personnel. Councilman Holland made a motion to approve the minutes from the April 6, 2017 special meeting for an Executive Session to discuss personnel. Councilman Mulvaney seconded the motion; motion so passed with Councilman Holland, Councilman Mulvaney, Councilwoman Peterson and Councilwoman Phillips-Lowe voting in favor; Councilman Henderson abstained as he was absent from the meeting.

Mayor Genshaw called for a motion to approve the minutes of the public portion of the Mayor and Council meeting for the purpose of having an Executive Session to discuss personnel held on July 13, 2017. Councilwoman Phillips-Lowe made a motion to approve the public portion minutes from the July 13, 2017 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

**CORRESPONDENCE**

Mayor Genshaw asked if there was any Correspondence. City Manager Slatcher stated that there was none.

**PUBLIC HEARING**

Mayor Genshaw closed the Regular Meeting at 7:05 p.m. and opened the Public Hearing.

Mayor Genshaw presented Public Hearing #1, Seaford Historical Society, property owners of 23669 Ross Station Road, Tax Map and Parcel 331-5.00-4.03, is seeking a preliminary plan approval for an event center with site improvements.

Building Official Bailey came up to present the information. Mr. Bailey stated that the Seaford Historical Society, property owners of 23669 Ross Station Road, Tax Map and Parcel 331-5.00-4.03, are seeking a preliminary plan approval for an event center with site improvements.

This is for preliminary site plan review for a Ross Station Event Center to be located at 23669 Ross Station Road, Tax Map and Parcel #331-5.00-4.03. It will be a one story building that will be 6,225 square feet including an open porch, banquet room of 3,650 square feet with an occupancy load of 225. There will be 22 paved parking spaces added for a total of 61 parking spaces as required by Code. Mr. Bailey added that the zoning for the property is M-1 Light Industrial.

Mr. Bailey stated that the Ross Station Event Center will be located at 23669 Ross Station Road and will be a 6,225 square foot single story building. There will be 22 parking spaces added and a bus loop. The building will be sprinklered and has received two variances from the Board of Adjustment on July 5, 2017 for uses by Right in M-1 and building design for type of façade. They do need required approvals from State Fire Marshall, Sussex Conservation District and State Office of Drinking Water.

Mayor Genshaw asked for any questions from Council. Councilwoman Peterson asked if the address would stay the same. Building Official Bailey stated that it would at this time, however, it would need to be looked at later as it may require a new 911 address.

Mayor Genshaw asked for any questions from the Public. There was none.

Mayor Genshaw closed the Public Hearing at 7:08 and reopened the Regular Council Meeting.

Mr. Bailey presented the Findings of the Facts for Public Hearing #1:

- Project: Ross Station Event Center
- Owners: Seaford Historical Society
- Zoning: M-1 Light Industrial
- Preliminary site plan review for a 6,225 sf single story building with site improvements.
- Parking spaces provided: 22 paved parking spaces added (61 Total)
- Tax Map & Parcel 331-5.00-4.03
- Property is located on Ross Station Road
- This project received two variances from the Board of Adjustment
  - Relief from Uses by Right in a M-1 Light Industrial District
  - Relief from the 30% masonry façade requirements of the Zoning Ordinance
- Project requires approval from:
  - Sussex Conservation District

- Office of the State Fire Marshal
- State Office of Drinking Water
- City's Engineer for Storm Water Management review
- Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve the preliminary plans for an Event Center with site improvements for the Seaford Historical Society, property owners of 23669 Ross Station Road, Tax Map and Parcel #331-5.00-4.03. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a Roll Call Vote:

Councilman Henderson voted yes based on findings of the facts;  
Councilwoman Phillips-Lowe voted yes based on findings of the facts;  
Councilwoman Peterson voted yes based on findings of the facts;  
Councilman Mulvaney voted yes based on findings of the facts;  
Councilman Holland voted yes based on findings of the facts.

## **NEW BUSINESS**

Mayor Genshaw presented New Business #1, Present the recommendation from staff regarding a 15 minute parking space(s) restriction on High Street. Mr. Charles Anderson, Assistant City Manager came forward to present the information. Mr. Anderson stated that a letter was received on June 28, 2017 from Mr. Patel who owns a business on High Street. Mr. Patel has requested approval for a new parking sign in front of his store located at 113 High Street to read 15 minute parking or Liquor store parking only.

Mr. Anderson stated that a new restaurant opened next door and Mr. Patel is stating that those customers are parking in the spots out in front of his store while they are eating dinner for a few hours. Mr. Patel has also asked for the signs to be written in English and Spanish since a lot of the restaurant clients speak and read Spanish.

Mr. Anderson stated that the City Manager appointed him, Lt. Bohn from the Police Department and Berley Mears, Director of Public Works to go look at the request. Currently High Street has a parking restriction of 2 hours Monday through Friday and no parking on Sundays from 6:00 a.m. until 8:00 a.m. Mr. Anderson added that there are currently no similar 15 minute or other (beyond 2 hour) parking restrictions that exist along the High Street Corridor.

Mr. Anderson added that he along with Trisha Newcomer, ED/IT Manager did go meet with the adjacent restaurant owner (Pupuseria) to the east and they had no objections to the proposed sign. The business owner did prefer that it be limited to one sign to minimize the impact on his customers. The committee met with the business owner to the west (Allstate Office) and he expressed concern that the installation of a 15 minute only parking sign at the requested location could have the potential of pushing longer term parking customers in front of his business. He

noted that if that were to occur it could cause difficulties for his less mobile customers that visit his office regularly.

After a review of the location by the committee, it was decided that the signage could be installed on the existing post located on the south side of High Street directly in front of the requesting business. This would designate one space adjacent as "15 minute parking only". Additional parking space designation would require the installation of additional posts and signs. He added that if Council wishes to move forward with the sign and post in both English and Spanish that an interpreter would be needed to provide us with the appropriate verbiage.

Mr. Anderson added that Lt. Bohn did want to note to Council that enforcement of this parking restriction will be labor intensive for the staff of the Seaford Police Department. The process of verifying a violation of the restriction will require an officer to respond to the complaint and monitor the status of the parked vehicle. Additionally, Lt. Bohn also stated that years ago High Street had parking limits similar to this request at various locations and the enforcement process for this type of violation is contrary to the business environment that we are working hard to establish in our downtown business district.

Mr. Anderson stated that since the letter has been received there was a problem when the restaurant first opened up but now it seems to be better. When the restaurant was under renovation, there was a frequent issue with the workers parking there and staying for long periods of time. A meeting was held with the business owner and they ensured staff that they would address the issue and ask their staff to park in another place. Mr. Anderson added that he rides by the business frequently and has noticed that there are spaces available in front of the store to park.

Mayor Genshaw asked if anyone was aware of a 15 minutes parking sign that worked in a downtown area. Mr. Anderson stated that he is not sure of any and he added that it did have some problems in the past according to Lt. Bohn in other locations. Mayor Genshaw added that he feels that we are better off allowing the business owners to work it out rather than bringing in law enforcement unless it is being abused.

Councilwoman Phillips-Lowe stated that she understood Mr. Patel's concerns; he has been a long time without a neighbor and has had all of the parking spaces available for his customers. However, she feels that if we allow the sign to be installed it would set a precedent. She added that posting it in both languages is not easy to do.

Mayor Genshaw stated that he hopes this problem increases with new businesses coming to the downtown area. His hope would be for the Downtown Seaford organization and the Greater Seaford Chamber of Commerce to get these business owners together to resolve these issues.

Councilman Henderson stated that he spoke to Mr. DeSanitis who has the Allstate business. He offered a compromise of allowing a 30 minute parking sign being installed. Councilman Henderson asked how the current two hour parking is being enforced right now. City Manager Slatcher stated that the police department would come mark the tire and come back to verify the time the vehicle

was there. He added that he is not a fan of signs being placed; however he would be in favor of a 30 minute sign rather than 15 minute.

Mayor Genshaw then called for a motion; there was no motion made. Therefore there will be no sign installed at this time.

Mayor Genshaw presented New Business #2, Request from Seaford Development Associates, LLC to extend the preliminary plan approval for Seaford Towne Center and Residences at River Place Bldg. 3. City Manager Slatcher stated that a letter was received from Mr. David Perlmutter requesting an extension approval for the preliminary plans for the Seaford Towne Center and Residences at River Place Building 3. She added that they have no state approvals and in the past, have gone back and renewed them. She added that it will be two years from this date so the clock will start as of July 26, 2017 for the Residences at Rive Place Building 3 if so approved and that will last for two years.

With no questions or comments, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to give two-year extension to August 25, 2019 for the preliminary plans approved for the Seaford Towne Center Phases 4-9 which are set to expire as of August 25, 2017. Councilman Mulvaney seconded the motion. Councilman Holland, Councilman Mulvaney, Councilwoman Peterson and Councilwoman Phillips-Lowe voted in favor and Councilman Henderson voted opposed.

Mayor Genshaw presented New Business #3, Bill Bennett, Supt. of Electric to present progress report on the Pine Street Substation project and Distribution upgrades. Mr. Bennett stated that all vaults are now in place and they have dug a hole for the first transformer pad. They have also placed the rebar for the base of the transformer pad and poured concrete for the transformer pad.

Mr. Bennett showed pictures of the progress along with a video of the site.

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

### **OLD BUSINESS**

Mayor Genshaw presented Old Business #1, Present the revised Fee and Rate Schedule to include the Septage Hauler Fee and add a fee for the one million one plus gallons. City Manager Slatcher stated that the change was due to the hauler fee that was approved at the last Council Meeting.

Mayor Genshaw called for any questions or comments from Council. There was none.

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the revised Fee and Rate Schedule to include the Septage Hauler Fee and add a fee for the one million one plus gallons. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

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

- AFRAM, Seaford Sports Complex, August 12, 2017 at 11:30 a.m. for Opening Ceremonies. ([www.easternshortafram.org](http://www.easternshortafram.org) for more information)

## **COMMITTEE REPORTS**

Councilwoman Phillips-Lowe reported that the City of Seaford Police Department, Ptl. McKinnon and Ptl. Wilson attended a sex crimes class at the DSP Academy. The department is working on recruit information in preparation for the next DSP Academy which begins on September 10, 2017. On July 18, 2017 A Squad officers made an arrest for loitering under Stein Highway Bridge. On July 18, 2017 Chief Flood attend the Sussex County Chief's Meeting in Georgetown. On July 20, 2017 Chief Flood and Lt. VanFleet attended a Violent Crimes Grant meeting in Dover. Three juveniles have been arrested for the burglary at the Seaford Community Swim Center on June 24, 2017. On July 20, 2017 the Criminal Investigation Division and C Squad recovered 12 marijuana candy tablets, one vile of marijuana oil along with 0.5 grams of marijuana.

Councilwoman Peterson reported that Building Inspector, Michael Bailey reported that two properties had their condemnation removed for bringing their property up to code. An internal interview will be done for the Code Inspector position. Routine inspections of ongoing projects and grass violations and Code has issued 170 permits as of this date. Harbor Freight's renovations are complete and opened today, July 25, at 8 AM.

Superintendent of Parks and Recreation, Katie Hickey reported that youth flag football has approximately 40 children signed up and the adult soccer league is still playing. Parks prepped for the Summer Splash Party that had a higher attendance this year with fun and food for all. Parks continues to have work orders for grass violations throughout the City.

Councilman Henderson reported that Director of Electric Bill Bennett reported that he attended a bid opening for the labor portion and the materials and poles portion of the distribution system improvements project within the Pine Street Sub-Station and Electrical Improvements project. He also applied for utility permits with DelDOT regarding the distribution work. Bill met with the contractor onsite at the Pine Street Sub-Station site. Crews unloaded more freight at the Pine Street Sub-Station site, and they continued construction work on the Triple Team electric service on Sussex Highway. Electric department personnel also removed vines and trees that were threatening lines between Magnolia Drive and Rosetree Lane. Monthly sub-station checks were performed and there were no outages to report at this time.

Councilman Holland reported that project updates consists of AMI server room upgrades which are about 90% complete.

Meetings that were attended during this time frame included: DEMEC Board, Chamber Board, Hurley Park Drive resident for electrical easement, attended City employee event, coordination for AMI and High Street meeting about the 15 minutes parking restriction

Other work included prepared interview information for Code Inspector position. Set up interview for internal candidate. The City Manager was on vacation for four days. Communications with City Solicitor and prep work for DOJ per FOIA for a technical correction. Attended a ribbon cutting at the High Street Pupuseria.

In Information Technology, worked with mobile vision on multiple remote sessions for reconfiguration. Worked on the server room and basement rack builds and setups. Ran network cabling at SPD, working with vendors and review AMI IT infrastructure manifest. Routine IT service calls.

In Administration, coordinate purchase of Rollock doors to secure personnel files in central filing room. Preparing for audit including reconciliations, preparing information for GASB 45 valuation, preparing information for pension valuations, etc. Met with Xerox representative and prepared and mailed utility and property tax bills. Process FIOA requests and all other business was routine.

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. Councilman Henderson seconded the motion; motion so passed with all present voting in favor. The Mayor and Council moved into Executive Session at 7:49 p.m.

Mayor Genshaw reopened the regular meeting at 9:27 p.m. Mayor Genshaw called for a motion to close the regular meeting. Councilman Henderson made a motion to close the regular meeting. Councilman Holland seconded the motion with all present voting in favor. Mayor Genshaw closed the regular meeting at 9:28 p.m.

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Dolores J. Slatcher, City Manager

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