

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

August 09, 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 Orlando Holland and Councilman Dan Henderson. City Manager Dolores Slatcher and Assistant City Manager, Charles Anderson were also present.

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

Mayor Genshaw solicited any changes to the agenda. City Manager Slatcher, stated there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of July 26, 2016. Councilman Henderson made a motion to approve the minutes from the July 26, 2016 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 Public Hearing held on July 28, 2016. Councilwoman Peterson made a motion to approve the minutes from the July 28, 2016 Public Hearing. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw appointed the members for the following committees:

Antique Fire Truck Restoration Committee:

Bill Slatcher	Randy O'Bier
Rick Marvel	Mark O'Bier
Ron Marvel	Wayne Rigby
Mike Vincent	John Botdorf

Planning and Zoning Committee:

Wayne Sammons-Chairman
Rick Peterson Mark Grassett
Al Temple Drew Libby
John Leverage Matt Shaffer
Non-Voting Members: Josh Littleton, Jeremy Moore

Operations Committee:

Councilman Mulvaney	Berley Mears
Dolores Slatcher	Frank Raskauskas
Charles Anderson	Matt Shaffer
Judy Schwartz	

Economic Development Committee:

Mayor Genshaw Charles Anderson
Dolores Slatcher Trisha Newcomer
Councilman Henderson

Emergency Preparedness Committee:

Mayor Genshaw Jeremy Moore
Dolores Slatcher Trisha Newcomer
Charles Anderson Pat Ryan
Gary Flood John Leverage
Councilman Henderson

Electric Committee:

Councilman Henderson
Dolores Slatcher George Logan
Rick Garner Charles Anderson
Sharon Drugash Bill Bennett
Dave Downes Tony Lowe

Parks and Recreation Committee:

Councilwoman Peterson
Dolores Slatcher Norman Ortiz
Charles Anderson Debbie Buttridge
Katie Hickey Scott Pickinpaugh
Tina Hurley Sierra Sniger
Vince Evans

Mayor Genshaw called for a motion to approve the members of the Committees as presented. Councilman Holland made a motion to approve the members of the Antique Fire Truck Restoration Committee, Planning and Zoning Committee, Operations Committee, Economic Development Committee, Emergency Preparedness Committee, Electric Committee, and Parks and Recreation Committee as presented. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

City Manager Slatcher presented information for the Sussex County Homebuyer Fair at Del Tech, Owens Campus on Saturday, September 24th from 9 a.m. to 1 p.m. at the Carter Partnership Center. The fair is free and open to the public. It will help homebuyers learn the “keys to home ownership”, financial planning tools, how to work with realtors, inspectors, etc.

NEW BUSINESS

Mayor Genshaw presented New Business # 1, Economic Development/ Information Technology Department Vehicle bids. Three bids were received on July 27, 2016 for a new vehicle for the ED/

IT Department. City Manager Slatcher stated, the lowest bid was from Hertrich Fleet Services, Inc. in the amount of \$22,547.00; the budgeted amount for this vehicle was \$24,900.00. The bid received was the lowest of the three bids, and met all of the spec requirements. The recommendation is to go with Hertrich Fleet Services Inc. for a 2017 Ford Escape SE 4WD in the net amount of \$22,547.00.

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 award the bid for the ED/IT Department 2017 vehicle to, the low bidder, Hertrich Fleet in the base bid amount of \$22,547.00 to be paid from the FY'17 Budget. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Administrative Vehicle bids. Two bids were received on July 27, 2016 for a new Administrative vehicle. City Manager Slatcher stated, the low bid was from Hertrich Fleet Services, Inc. in the amount of \$34,630.00 with a trade in of the current administrative vehicle, a 2007 Dodge Durango, in the amount of \$6,100.00 for a net bid of \$28,530.00; the budgeted amount for this vehicle was \$47,000.00. The bid received was the lowest of the two bids, had a higher trade in value amount, and met all spec requirements. The recommendation is to go with Hertrich Fleet Services Inc. for a 2017 Chevrolet Traverse in the net amount of \$28,530.00.

Mayor Genshaw solicited any questions or comments from Council; there were none. Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to award the 2017 Administrative Vehicle to the low net bidder, Hertrich Fleet in the amount of \$28,530.00 with the trade in of a 2007 Dodge Durango to be paid from the FY'17 Budget. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #3, Teen Challenge Sidewalk and Curb Installation 2016. City Manager Slatcher stated, two bids were received; the low bidder was Clean Cut Interlocking Pavers in the amount of \$27,800.00. The bid amount includes the base bid of \$24,300.00, alternate bid item #8 in the amount of \$2,000.00 and alternated bid item #9 in the amount of \$1,500.00. Alternate bid item #9, is being reviewed by CTF for potential funding, for the replacement of the building landing which sits on the sidewalk and may need to be funded by the facility owner if CTF does not authorize the use of their funds.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Peterson asked where exactly the sidewalk would be placed.

Assistant City Manager Anderson, stated that the sidewalk will run south side of Third Street and from North Street west; approximately 130 feet long.

City Manager Slatcher stated that there is an existing sidewalk there, but it does not meet handicap requirements, and is cracked in multiple areas.

Councilman Henderson asked for clarification on what alternate bid item #8 and #9 were.

Assistant City Manager Anderson, stated that item #8 is a stone cushion that creates a bedding underneath of the sidewalk. It is not always necessary, but they wanted to put the funding in place for that in case it is needed. Bid item #9 is to replace the landing installment of the sidewalk.

With no further questions or comments from Council; Mayor Genshaw called for a motion. Councilman Henderson made a motion to award the Delaware Teen Challenge bid for sidewalk and curb to Clean Cut Interlocking Pavers for the base bid, alternate bid item #8 and alternated bid item #9, (provided CTF approves this specific expenditure) for a total cost of \$27,800 and to paid for using the CTF funds allocated in the amount of \$31,596.25. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #4, Electric Committee recommendation, and authorize staff to proceed with the borrowing process based on a budget estimate of \$9,750,000 from the Delaware Municipal Electric Corporation for the Pine Street Substation and Electrical Distribution System Improvements. City Manager Slatcher stated that the Electric Committee met on August 3, 2016 and reviewed the power point presentation given in the Public Hearings on July 14th and 28th. The presentation showed the various substations, proposed Pine Street Substation Expansion incorporating Central and Pine Street Substations at one location on Pine Street, distribution circuits, feeder improvements, and new circuit configurations along with a potential second tie-point to Ross Substation. The Electric Committee recommended to Mayor and Council that the Pine Street Substation Upgrade and other Electrical System Improvements as presented in the Downes Associates, Inc. final Preliminary Design be approved to allow the City to provide sustainable, reliable, quality power to its citizens and businesses.

Mayor Genshaw solicited any questions or comments from Council; there were none. Mayor Genshaw call for a motion. Councilman Henderson made a motion to approve the staff working with DEMEC Administration in preparing with their legal counsel the agreement with Seaford for the documents related to the new Seaford Electric Pine Street Substation and Other Electrical System Improvements with a preliminary estimate of \$9,750,000.00 and as recommended by the Electric Committee. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #5, Discuss and approve the interim construction borrowing through closing to DEMEC's borrowing for the Seaford Pine Street Substation and Electrical Distribution System Improvements. City Manager Slatcher stated that the Electric Committee met on August 3, 2016 and reviewed the power point presentation given in the Public Hearings on July 14th and 28th. The presentation showed the various financing options and Mr. McCullar explained the flexibility, the DEMEC bond rating, the information on DEMEC owning the improvements until Seaford has completed its agreement to pay for the 20 or 30 years an annual operating expense to them (much like a lease-purchase agreement). The Electric Committee recommended to Mayor and Council that the financing be through DEMEC for the reasons presented in the power point presentations.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked when the City would start making payments towards the financing of the property.

City Manager Slatcher stated that it could be once the final design is done and they start putting deposits down on various things, supplies, etc. or pay it all at once at the completion of the project. Not sure how it will work as of now, but whatever the outcome, it will come back through Council as it progresses for discussion.

With no further questions or comments from Council, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the staff working with DEMEC Administration in preparing with legal counsel the interim borrowing DEMEC will have to do in purchase of engineering services, construction contracts, and purchasing materials related to the Seaford Electric Pine Street Substation and Other Electrical System Improvements until all improvements are completed and DEMEC has completed their financing of the project. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #6, House Bill 338. City Manager Slatcher stated that Governor Markell signed House Bill No.338 An Act to Amend the Charter of the City of Seaford relating to Annexation, Good Government, and Economic Development Projects and Power to Borrow Money and Issue bonds on June 22, 2016.

Mayor Genshaw presented New Business #7, request from Seaford Development Associates, Inc. for a one-year extension for closing on lands. City Manager Slatcher stated that the lands as listed by tax map and parcel, 4-31-5.00-291.00(Power Plant); 4-31-5.00-294.01(Power Plant); 4-31-5.00-301.00(Power Plant); 4-31-5.00-296.00(vacant lot); and 4-31-5.00-297.00, will be expected to close on or before December 31, 2017. Mr. Perlmutter, purchaser of the lands, came forward to speak. Mr. Perlmutter, explained that the environmental work on site is more extensive than expected, therefore the time for closing is expected to be longer.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked what the locations of the vacant lots were.

Assistant City Manager Anderson, stated that the vacant lot is directly beside the former French quarters building, and the power plant lots are by the Central Substation.

Councilman Henderson asked if any included the substation.

Assistant City Manager Anderson, stated yes.

Mr. Perlmutter also stated that the lot parcel to the substation would be subdivided before closing.

With no further questions or comments from Council, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the one-year extension on the Purchase and Sale Agreements with Seaford Development Associates, Inc. for these lands tax map and parcel nos. 4-31-5.00-291.00(Power Plant); 4-31-5.00-294.01(Power Plant); 4-31-5.00-301.00(Power Plant); 4-31-5.00-296.00 (vacant lot); and 4-31-5.00-297.00 (vacant lot) to be closed on or before December 31, 2017. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #8, request from Seaford Development Associates, Inc. for Real Estate Tax Abatement. City Manager Slatcher stated Seaford Development Associates, Inc. are requesting a real estate tax abatement for the redevelopment of Diamond/Perlmutter Properties in Seaford, Delaware. This abatement would affect Residences at River Place buildings 1 and 2. The real estate taxes would remain constant for at least ten years after Final Certificate of Use and Occupancy is received on new construction. After the ten-year time frame, the City is eligible to increase taxes at fair market value.

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 have the Economic Development Committee review the request, provide the current taxes on the real estate by parcel, and to give options with a recommendation for the requested Real Estate Tax Abatement submitted by David Perlmutter on behalf of Diamond/ Perlmutter Properties dated August 1, 2016. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS

Mayor Genshaw presented Old Business #1, revised plan for screening at the driving range. Assistant City Manager Anderson came forward to present information. Mr. Anderson stated that in a previous meeting, Council had discussed the possibility of placing a net at Hooper's Landing along Sussex Avenue to catch golf balls; this would cost the City an estimate of eight thousand dollars. Mr. Anderson worked with Barton's on the idea of placing Leland Cypress trees along Sussex Avenue, instead of having a net. This would cost the City \$1,920.00, and would include 12 Leyland Cypress trees, and the installation of the trees. The trees would be 5-6 foot starting out, but grow approximately 1-2 feet a year, and once well-established can grow up to 4 foot a year. The trees would max out at approximately 40 feet, and would provide the same sort of "catching" effect that a net would. The trees would be planted along each side of the trees that are currently there.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked that estimated time of growth.

Mr. Anderson stated that he wasn't sure how long it would take to reach full growth, just that they will grow a couple feet each year and once fully grown they will be 90% effective for stopping golf balls.

Councilman Henderson also asked if Mrs. English was aware of this discussion.

City Manager Slatcher stated, she left Mrs. English a voicemail to let her know this item would be on the agenda tonight for discussion, but she did not return her phone call.

With no further questions or comments from Council; Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve the purchase of the new Leyland Cypress trees to be planted at the driving range at Hooper's Landing Golf Course along Sussex Avenue in the amount of \$1,920.00 to be purchased from Barton's as a non-budgeted expense.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- AFRAM 21st year, Sports Complex, Saturday, August 13th opens at 10 a.m. with opening ceremonies at 11:30 a.m.
- DSA picnic, Blades Marina, Monday, August 15th at 6:30 p.m.

Mayor Genshaw added there is a Yacht Club sponsored Fishing Tournament set for August 13th from 10 a.m. until 2 p.m. along the river walk.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that in the Police Department, Officer Little was promoted to Sergeant on August 1st and Officer Mills was promoted to Senior Corporal effective August 1st. There were four job offers made for police officers and they are all completing items so they can start the academy in September. A job ad was put out for the dispatcher position. In the month of July there were 948 911 calls, 666 cell phone calls and 3,382 administrative calls. There were 1,313 police calls, 295 EMS calls and 66 fire calls for service in the month of July. Citizens Bank was robbed on Friday and after investigation the suspect was apprehended Friday evening. He added that he will be on vacation next week. The Seaford Volunteer Fire Department reported that in June and July, the Fire Department responded to 545 EMS calls and 118 fire/rescue calls for service. Once again, making Seaford one of the busiest fire stations in Sussex County. In June, the Sussex County EMS banquet was held at Frankford Fire Company. Janet Sansone, full-time employee at Seaford, was awarded EMT of the year by the Sussex County Paramedic 107 Station. This was a huge statement to the type of patient care that Janet provides to the citizens of our community, and a statement to the quality of people we have employed at the Seaford Vol. Fire Dept. Another exciting moment for our department happened in June, when we promoted full-time employee Jason Hudson to the rank of EMS Supervisor. Jason will now work Monday through Friday to handle administrative duties and oversee the daily operations of our EMS services, with a goal of ensuring a high level of care to the citizens we serve. With the addition of the supervisor position, we will now have four employees working during the day time. This will allow us to have two ambulances staffed and available for calls during the day, along with supplemental staffing for fire/rescue calls. The department now has 10 full-time employees and one shift that is filled by part-timers. Training for the month of June was the Water Rescue II class, taught by Delaware State

Fire School. This was a 24-hour class that was taught over 4 days. Members attending received classroom instruction on the proper safety procedures and techniques used while operating a rescue boat. The last day of the class, students took the boat on the river to demonstrate proper skills to the instructors. On the afternoon of July 13th, a severe rain storm came through the area causing flooding in several parts of our district. The fire department was dispatched to 3 separate calls that afternoon for vehicles stranded in high water. All incidents were mitigated with only two patients being transported to the hospital with minor injuries. On July 14th, the fire department sent Engine 87-2 with a crew of six firefighters to Lewes, DE. The crew covered emergencies for the Lewes Fire Department for six hours, while their station was out of service due to the Line of Duty Death of one of their members. I personally, was very proud of our department during this time. The crew of Engine 87-2 handled eight emergencies for Lewes during the shift. In between calls, the crew helped wash and wax two of Lewes' fire engines in preparation for the funeral. They didn't have to be asked to do it, they just picked up brushes and rags and went to work. It was very rewarding to see the brotherhood of the fire service come together like it did. A few hours after Engine 87-2 returned from Lewes, Seaford Fire Department was dispatched along with Blades Fire Co. and Sussex County Paramedics to Old Furnace Rd. for a reported house on fire with people trapped inside. 87 Command arrived on scene to a one story single family residence with fire showing through the roof. There were cars in the driveway of the residence and the neighbors stated that they did not see them come outside. Engine 87-2 was the first arriving unit. The crew split, half stretching a hose line and the other half started an interior search for victims. The search team entered through the back door of the house and made their way down the hallway towards the bedrooms. After searching the bedrooms and bathroom and not finding any victims, the interior conditions started to rapidly deteriorate. With high heat and zero visibility, the crew was forced to evacuate out of the bathroom window. Once outside, we switched to defensive operations and put the master stream on the ladder truck in service. Over 30,000 gallons of water was used to extinguish the fire. Due to not being in a fire hydrant area, fire trucks were called from Bridgeville, Greenwood, Laurel, Ellendale, and Millsboro for water supply. The incident is under investigation by the Fire Marshal's Office. One Seaford firefighter was transported to Nanticoke Hospital with minor burns. On August 19, 20, and 21, the 35th annual Seaford Fire Department Softball Tournament will be held at the Jays Nest complex. Over 25 teams, from all three counties will participate in this year's tournament. On Friday night, the home run derby and cornhole tournament will be held, with the softball games starting Saturday morning. All of the proceeds of this tournament are donated to the Delaware Burn Camp. The Delaware Burn Camp is a non-profit organization that provides a camp experience and support, at no cost, for kids that are victims of burn injuries.

Councilman Holland reported that the tennis court repairs started on August 6th, and administrative staff attended several meetings including: The Solar Array Project progress meeting, Electric Committee meeting, Preliminary Land Use meeting, and held open bids for the Administrative and ED/IT vehicles. Administrative staff also worked on preparing for audit, sent DelDOT the Local Highway Finance report, and the annual Municipal Street Aid report. They also attended a conference with Edmunds and Associates Advisory Board. In

Information Technology, Mr. Andrews worked on coordinating and receiving security clearance for the Police network, assisted with shut down of the generator at City Hall, and other miscellaneous IT maintenance.

Councilwoman Peterson reported that in the Code Department, Building Official, Josh Littleton, reported that he attended a meeting in Dover and gave Planning and Zoning the sketch site plan for Melanie's Ridge development. He met with several property owners regarding expansion of facility housing code issues for condemned properties. Mr. Littleton worked with the Parks Department to complete grass and rubbish work orders and issued several building permits. Superintendent of Parks & Recreation, reported that the Recreation Department, has closed youth flag football sign-ups, and Co-Ed softball games are ongoing. The Parks Department has been working on regular grass cuttings, completing grass cutting work orders from the Code Department, and continue prepping the softball and soccer fields.

Mayor Genshaw stated there was no Public Works and WWTF report this week.

Councilman Henderson reported Electrical Engineer Rick Garner reported that the tap changer and accessories were installed at the Pine Street Substation on August 1. He also reports that testing was performed for Conservation Voltage Reduction at Central and Pine Street Substations. Rick also coordinated the repairs to the historical tables in the SCADA system database due to a disk problem. He provided oversight during the replacement of the City Hall Automatic Transfer Switch controllers. He reports the repair went very well with less downtime than anticipated. Rick was present for a Public Hearing on July 28, an Electric Committee meeting, and a Solar Array progress meeting. Superintendent Bill Bennett reports that electric crews continued work in Kiwanis Park for the SVFD Tribute and pathway lighting. He attended the public hearing for the Pine Street Substation expansion on July 28. Manual adjustment of the tap changer at Pine Street Substation continued until August 1 when the equipment was replaced. There was an outage on circuit 280 in Woodside Manor on July 26 at 1AM. Several trees brought down the primary and secondary wire, 5 house services and leaned two poles over that had to be straightened back up. The affected area was the inside area of Woodside Manor and CFM, Shore Stop and the Cigarette Outlet on Stein Hwy. We had 26 customers off for 5 hours and 30 minutes and about 75 customers off for 7 hours. The crew did a great job restoring power in some tough conditions. Bill thanks the employees in the City Office for taking and returning phones calls during the outage and keeping him informed of anything that he had to deal with immediately.

With no further comments; Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Peterson made a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 7:47 p.m.

Dolores J. Slatcher, City Manager

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