

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

August 23, 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, Councilman William Mulvaney and Councilman Dan Henderson. City Manager Dolores Slatcher, Assistant City Manager, Charles Anderson, Economic Development Manager, Trisha Newcomer, Supt. of Electric, Bill Bennett, Director of PW, Berley Mears, Supt. of Parks and Recreation, Katie Hickey, Building Official, Josh Littleton and Director of HR/Finance June Merritt 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. City Manager Slatcher, stated there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of August 9, 2016. Councilwoman Phillips-Lowe stated that she had one change to the minutes which was under Old Business #1 to add the second to the motion and the vote. She had seconded the motion and the motion passed with all present voting in favor. Councilman Holland made a motion to approve the minutes from the August 9, 2016 Council Meeting as amended. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

There was none.

NEW BUSINESS

Mayor Genshaw presented New Business # 3, Charles Anderson, Assistant City Manager to report on the inquiry Seaford made to participate in the DNREC Environmental Finance, DPH Office of Drinking Water subsidization assistance program for low income subgroups. Mr. Anderson stated that this program was put out on June 15, 2016. City staff spoke with the Mayor about the program and reached out to DNREC. The program would allow the City to receive up to \$400 per year for up to 200 people. He added that the resident had to meet an income requirement, have limited amount of liquidated assets and have no delinquent bills owed to the City. After speaking to DNREC representatives, they stated that based on our last loan which was for the Solar Farm the City of Seaford did not qualify since that had the potential of sustaining or lowering rates. They did say that when the program comes up again that the City of Seaford can apply again.

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

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

Building Official Josh Littleton came forward to present Public Hearing #1, Liborio Watergate, LLC, new property owners of undeveloped acreage on Bridgeville Highway, which was formerly known as the subdivision of Lawrence Crossing is seeking a sketch plan review and approval for a new project on this site to be known as Melanie's Ridge. Mr. Littleton stated that Lou Ramunno, property owner and Jamie Seller from Davis, Bowen and Friedel were present representing the project. The development will consist of 10,000 square feet of commercial frontage on Bridgeville Hwy and a two hundred eighty-eight (288) unit apartment complex to the rear. The property is identified as Tax Map and Parcel 331-5.00-11.00. The property is zoned C-2 Highway Commercial and R-3 High Density Residential.

Mr. Littleton explained that this is a subdivision formerly known as Lawrence Crossing which was a mixture of residential and commercial uses. The property is zoned: C-2 Highway Commercial, & R-3 High Density Residential Lands which are partially within the Wellhead Protection Zone. The project recently went through the Office of State Planning - PLUS Committee. Mr. Littleton stated that the commercial land along Bridgeville Highway would include a +/-10,000 sf commercial use building, with 76 parking spaces. The residential land will include a 288 unit apartment complex, with 662 parking spaces. The project will include privately maintained streets, clubhouse, playground & swimming pool, dumpster enclosures. There also will be an expansion & redesign of the Mearfield II storm water pond. State agency approvals will be required from: State Fire Marshal, Sussex Conservation District, DNREC – Sanitary Sewer System expansion, Office of Drinking Water – Municipal Water system expansion and DelDOT – Entrance.

Mayor Genshaw asked for questions from the public; there were none.

Mayor Genshaw then asked if the project was a for profit project. Mr. Ramunno stated that the project will be for profit. The apartments will not be income based housing. Councilman Henderson asked if the project was recently approved for another change to Mearfield II? Mr. Littleton stated that it did come though again because they were looking to lower the grade on capacity. Councilman Henderson asked if the Office of State Planning status was still pending for the project. Mr. Littleton stated that the information is given to them early for projects of this nature and they give many comments back after their review. He added that he attended a meeting with them along with Charles and the developer to discuss the project. The comments are still pending but that is not unusual for a project of this nature.

Mayor Genshaw closed the Public Hearing at 7:12 p.m. and reopened the Regular Council Meeting.

Mr. Littleton presented the Findings of Facts:

Findings of Facts:

- Property Owners: Liborio Watergate, LLC
- Sketch Plan Review – Melanie's Ridge
- Subdivision is formerly known as "Lawrence Crossing" which was a mixture of residential and commercial uses.

- Located along Bridgeville Hwy and is identified as TMP# 331-5.00-11.00
- Zoned:
 - C-2 Highway Commercial, &
 - R-3 High Density Residential
- Lands are partially within the Wellhead Protection Zone.
- Project recently went through review at the Office of State Planning - PLUS committee.
- Commercial land along Bridgeville Highway would include a +/-10,000 sf commercial use building, with 76 parking spaces.
- Residential land will include a 288 unit apartment complex, with 662 parking spaces.
- Expansion & redesign of the Mearfield II SW pond.
- Privately maintained streets, clubhouse, playground, swimming pool & dumpster enclosures.
- State agency approvals will be required from:
 - State Fire Marshal,
 - Sussex Conservation District,
 - DNREC – Sanitary Sewer System expansion,
 - Office of Drinking Water – Municipal Water system expansion
 - DeIDOT – Entrance
- The project will comply with the area and bulk requirements of both districts.
- Planning and Zoning recommends approval of the sketch plan.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve to the sketch plan review for Liborio Watergate, LLC for the new proposed Melanie's Ridge development TMP 331-5.00-11.00 consisting of 10,000 sq feet of commercial frontage on Bridgeville Highway and 288 unit apartment complex in back of the commercial area. 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.

Mayor Genshaw presented New Business #1, Berley Mears, Director of Public Works to present new proposed Maximum Allowable Industrial Loading (MAIL) limits to finalize EPA approval. Mr. Mears stated that every five years the department applies for a permit. In November of 2015 a new permit was received for the WWTF. The local limit process starts by looking at the WWTF capacity for removal of various pollutant substances. Once the limit is determined the removal rates of these pollutants are used in conjunction with various regulatory standards under which the facility operates to calculate the maximum level of each pollutant that the plant can handle without interferences. Using this data, it can be calculated how much of each pollutant the plant can receive from an industrial discharger without exceeding the maximum level that the WWTF can handle. Mr. Mears explained that it is about five years' worth of sampling. The staff goes out and

place samplers throughout the City including domestic and commercial sewage that does not contain any industrial sewage. From those samples, a number is found to determine what the plant is capable of treating and a report is done to show the allocation. Mr. Mears then showed the chart of what was calculated from the samples:

	Current		New
	Local Limit (mg/l)	MAIL (lb/d)	MAIL (lb/d)
Arsenic	0.1759	0.0616	0.117
Cadmium	0.1613	0.0565	0.0278
Chromium	4.2269	1.4806	2.7154
Copper	2.1744	0.7617	0.0542
Cyanide	2.8833	1.01	1.0741
Lead	0.7621	0.267	0.3183
Mercury	0.0794	0.0278	0.0464
Molybdenum	0.6303	0.2208	0.1362
Nickel	1.7568	0.6154	0.9926
Selenium	0.1234	0.0432	0.0919
Silver	2.3282	0.8155	0.0502
Zinc	8.0032	2.8034	1.4688
BOD	350	---	---

Mr. Mears explained that the concentration of the current local limits are in the first column and with that concentration a MAIL (Maximum Allowable Industrial Limit) is then calculated and the third column is the new MAIL limit. Mr. Mears added that he is looking for an approval because it is a process that EPA wants us to go through to get it approved and then they will do a public hearing which is normal process.

Mayor Genshaw asked for any questions from Council. Councilman Henderson asked how long the current local limits have been in effect. Mr. Mears said five years. Councilman Henderson asked if these numbers will change again. Mr. Mears stated that they would when they apply for a permit again. Councilman Henderson asked about the cost impact it would have on the plant to try

to cut those values such as silver and copper. City Manager Slatcher stated that we could surcharge the user if it can be identified or it can be done through pre-treatment program which they do themselves. City Manager Slatcher stated that we seldom do it because it gets deluted but it is in the ordinance.

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to adopt the Maximum Allowable Industrial Loading (MAIL) limits as presented with a copy to be attached to these minutes. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Berley Mears, Director of Public Works to present project updates for Nanticoke Senior Center parking and sidewalk; Boys and Girls Club paving improvement; and Stein Highway sidewalk & curb improvement on the south side from Market Street east to Family Dollar store. Mr. Mears showed pictures of each project. He stated that Kent Construction out of Smyrna, DE was the contractor for the Nanticoke Senior Center project. He added that they were easy to work with and did a great job. For the Boys and Girls Club project the contractor was Delmarva Paving out of Seaford. Mr. Mears stated that they were also easy to work with and did a great job and the staff at the Boys and Girls Club are pleased with the project. He added that the project came in \$6,000 under funding and we were able to expand the project. The signage was also redone as well as the fire lane markings. Councilman Henderson asked if the speed bumps were removed. Mr. Mears stated that he is not aware of any being there. City Manager Slatcher stated that she believes they were taken out a few years ago. Mr. Mears stated that for the Stein Highway sidewalk project Grassbusters, LLC out of Newark, DE was the contractor. They also did a great job and were easy to work with for the project. He added that this project came in about \$3,000 under bid.

Mayor Genshaw presented New Business #4, Charles Anderson, Assistant City Manager to present options for a Mission Statement of the City of Seaford to be finalized and adopted by City Council. Mr. Anderson stated that this is a part of the compensation study that was recently completed. The second phase of this will include training with supervisors for the evaluations. He added that City staff has worked with the County on this and has drafted three mission statements for Mayor and City Council's review. He explained that after a mission statement is adopted then a vision statement and core values follow after that. The City staff has also begun to draft a vision statement and core values for review. Mr. Anderson shared the three draft mission statements:

Draft #1:

The City of Seaford is a diverse community that exists to provide its residents, businesses, and visitors alike, the best experience possible. Efficient and effective municipal services will be delivered at a high level of customer satisfaction. Ensuring our infrastructure and services support our stakeholders, through cost-effective governance, economic development and improved quality of life, making Seaford the perfect place to start.

Draft #2:

The City of Seaford is a diverse community committed to providing its residents, businesses and visitors the best experience possible. We aspire to deliver efficient and effective municipal services

at a high level of customer satisfaction. This is accomplished by ensuring our infrastructure and services support our stakeholders through cost-effective governance, economic development and improved quality of life.

Draft #3:

We provide our residents, businesses and visitors with the highest level of customer service through continuous, progressive quality improvement. As an organization grounded in *service excellence*, our government works to ensure our city's infrastructure and services support our stakeholders needs through cost-effective governance, economic development and improved quality of life resulting in outstanding customer satisfaction.

Councilman Henderson asked how the mission statement would be used would it be used Citywide or for personnel. Mr. Anderson stated that it could be published and after a statement is established then the vision and goals are established off of that mission statement. He added that every department would look at those goals to see how they can achieve them. City Manager Slatcher added that this mission statement would cover the whole City of Seaford whether it be customers, employees, stakeholders, etc. She added that it would be a broad umbrella over the City of Seaford. Councilman Holland asked if there was a mission statement in place now. City Manager Slatcher stated that there probably was one in the past but it has not been found and when City Hall moved it may have gotten lost in the transition. Mayor Genshaw stated that a decision did not have to be made tonight, the Council can tweak the language any way that they like or make up one of their own. He added that the Council can submit comments and suggestions and we can bring it back to the next meeting.

Councilman Henderson made a motion to table the adoption of the Mission Statement until the next Council Meeting on September 13, 2016. Councilwoman Phillips-Lowe seconded the motion; and the motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #5, Charles Anderson, Assistant City Manager to report on the completion of the tennis courts resurfacing portion of the project. Mr. Anderson stated that American Tennis Courts out of Baltimore, MD was the contractor. He showed pictures of the project and said that they were easy to work with and did a great job on the project. He stated that the City had never worked with them before, however, all of their references were checked and everyone gave them high reviews. There are new courts there dedicated pickle ball. Mr. Anderson also stated that the contractor stated that it was important to take the net down during the winter season to preserve the courts. He added that this is a freeze and thaw issue during those months that damages the courts. The contractor said that the resurfacing should last about 10 years.

OLD BUSINESS

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Greater Seaford Chamber of Commerce Comcast Mixer at Hooper's Landing, August 25th from 5 p.m. to 7 p.m.

- City offices are closed Monday, September 5th for the Labor Day Holiday.
- SCAT, dinner meeting at Bridgeville Fire Hall, September 7th at 6 p.m.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that she did not have a fire report this week. In the Police Department, on Monday, 8/15/16, CID and DSP special unit conducted a drug investigation in the 300 block of Harrington Street. The investigation led to a search warrant at 306 Harrington Street. The search was conducted and officers recovered 412 bags of heroin, 2 grams of marijuana, \$3,627.00 suspected drug money and 51 rounds of pistol ammunition.

On Tuesday, 8/16/16, C.I.D. and the road officers made a drug lockup in the area of Chandler Heights; suspect possessed 20 bags of heroin and resisted arrest by fleeing.

On Wednesday, 8/17/16, officers arrested a suspect for possession of heroin and various other charges; suspect resisted arrest and was pepper sprayed and tazed in order to take him into custody. Approximately 50 bags of heroin were seized between C.I.D and Road Officer arrests this day.

The department had a Seaford Night Out meeting at 1000 hours and a Safety meeting at 1330 hours on August 17th.

On Thursday, 8/18/16, Sgt. Miller apprehended a 3rd offense DUI suspect in the parking lot of the SPD. The suspect came to the PD because he was upset that he did not have any cell phone minutes left. The suspect had a PBT reading of .30; a minimum DUI reading is .08.

Last week Road Officers recovered 45 bags of heroin, 9 grams of crack cocaine, 4 grams of powder cocaine with arrests.

Yesterday, on Monday, 08-22-16, Seaford PD's Star team, assisted by Delaware State Police Troop 5, executed a search warrant at Motel 6. The result was 13 bags heroin, 6.4 grams of crack cocaine, 3.4 grams powder cocaine, and 1 gram of marijuana along with \$190.00 in suspected drug money. Four subjects were taken into custody.

Last evening, August 22, Sgt. Chris Miller's squad was at Chandler Heights doing foot patrol in the area and became involved in a short foot pursuit. The result was the arrest of two subjects 25 years of age and 16 years of age along with 99 bags of heroin and \$5,322.00 in suspected drug money.

Today, August 23 at 2:22 p.m., the CID along with DSP executed a traffic stop of a suspect's vehicle. As a result, 275 bags of heroin (27.5 grams) along with \$750.00 in suspected drug money was seized.

Councilman Mulvaney reported that Public Works duties and projects performed in the last 2 weeks included fire hydrant replacement, the paving of the entrance for the additional employee parking at Hooper's Landing, replaced water service to 120 Pine Street, removed the old shrubs from the Utility Building, and provided barricades for AFRAM. Also noted was the installation of the new fencing, the Stein Highway sidewalk project is completed.

In Wastewater Treatment leachate treatment is going well and plant performance is noted as good. There are no major maintenance issues at this time, system sampling continues to find copper sources and compost is still available for sale. In the upcoming two weeks it is noted the seal coating and striping of the additional parking earmarked for employee parking at Hooper's Landing will occur on August 30th.

Councilwoman Peterson reported that Parks and Recreation Superintendent, Katie Hickey reported that there are ten men's softball teams playing this season and there was no Co-Ed Softball due to the Fire Depts tournament last week end. The parks department is doing grass cutting and completed work order for grass cutting. They prepared the soccer and softball fields. They also prepped for the AFRAM festival and movie night at Mt. Olivet.

Building Official, Josh Littleton reported that he attended a construction coordination meeting, and met with Insurance Service Organization (ISO) regarding Community Rating System (CRS) with FEMA for flood areas. He also completed several building plan reviews. He worked with Parks Dept. to complete work orders for grass cutting and rubbish cleanup. The status of the completion at Riverplace Apartments are between 20 and 25%.

Councilman Henderson reported that Electrical Engineer Rick Garner reports that he worked on developing SCADA operator training screens as well as additions to SCADA for the new circuit 330. He coordinated with the engineer regarding the solar array project. Rick coordinated regarding the PJM Demand Response program. He performed coordination of electric infrastructure design for Mearfield II. Among the several meetings Rick attended were a progress meeting for Pine Street Substation and Electric Infrastructure Improvements project, a construction coordination meeting, and a quarterly Safety Committee meeting.

Superintendent Bill Bennett reports that crews worked in Kiwanis Park for the SVFD Tribute and pathway lighting. The pole was set up and framed for the new GOABS (gang operate air break switch) at Middleford Road & Poplar Street which is part of segment 1 of the Substation expansion project. They also worked at Meadowbridge Apartments moving the transformers, set them on the new pads and hooked up the first two sets of apartments. Bill attended a progress meeting for the Pine Street Substation and Electric Infrastructure Improvements project. Bill Bennett, Ed Tumberlain, and Blake Chaffinch reviewed the specifications and drawings for the new service truck with Altec. Bill worked with the Solar Array project contractors. Bill and Ed attended the quarterly Safety Committee meeting. The pole was set up and framed for the new GOABS (gang operate

air break switch) at Middleford Road & Poplar Street (part of segment 1 of the Substation expansion project).

Councilman Holland reported the Tennis Court resurfacing project is complete. Many meetings were attended such as: Electric Progress Meeting #6, Tax Intercept Meeting in Georgetown – means of collecting real estate property taxes through the state intercept program on tax refunds due to individuals, DSA Picnic, Supervisor and Committee Safety meeting, Ben Muldrow reviewing success in the DDD, met with Sussex County officials regarding the disaster mitigation plan for the County and attended the construction coordination meeting. Other work included internal candidate interview for the Parks Coordinator position and a conditional job was offered to Robert Holston the successful candidate.

In Information Technology, they are working through misc. IT requests & maintenance, assisted 1st Saturday with PokemonGo Event and ran network cabling at SPD. The administration report included: continuing preparing for audit, assist staff with Energy Supply rate calculation, prepare interim reports for JAG Grant 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 Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe made a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 7:58 p.m.

Dolores J. Slatcher, City Manager

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